

Term	Definition
10 CFR 708 Complaint	A complaint by a contractor or subcontractor employee alleging employer retaliation for any of the following: disclosure of information concerning danger to public or worker health or safety; or substantial violations of law; or gross mismanagement; or participation in Congressional proceedings; or refusal to participate in dangerous activities.
A-11 Guidance	This is the OMB Circular that defines the budget formulation process.
Acceptable Performance	Performance that meets an employee's performance requirement(s) or expectation(s) at the Meets Expectations (ME) or higher level of achievement in the critical element(s) at issue.
Acceptance Criteria	specified limits placed on characteristics of an item, process, or service defined in codes, standards, or other requirement documents.
Access	Refers to any of the following: 1. The knowledge, use, or possession of classified or unclassified controlled information required by an individual to perform official duties that is provided to the individual on a need-to-know basis. (Information Security) 2. The ability and opportunity to obtain knowledge of classified information. (National Industrial Security Program Operating Manual) 3. Situations that may provide an individual proximity to or control over special nuclear material. (Physical Protection/Nuclear Material Control & Accountability) 4. The proximity to a nuclear weapon and/or special nuclear material in such a manner as to allow the opportunity to divert, steal, tamper with, and/or damage the weapon or material. (Physical Protection/Nuclear Material Control & Accountability) 5. Ability and means to communicate with (i.e., provide input to or receive output from), or otherwise make use of any information, resource, or component in a classified automated information system. (Cyber Security) 6. Ability to enter a defined area. (Physical Protection) 7. The mode of a sensor or alarm group during which the physical sensor states of "OK" and "detect" are hidden from the operator, but "tamper" is not. (Physical Protection)
Access Authorization (AA)	An administrative determination that an individual is eligible for access to classified matter when required by official duties or is eligible for access to, or control over, special nuclear material.
Access Authorization Program	To ensure that individuals are processed for, granted, and allowed to retain an access authorization only when their official duties require access to classified information or matter, or special nuclear material. Access Authorizations are 'Q' access and 'L' access levels. 'Q' level includes access up to and including Top Secret/Restricted Data. 'L' level includes access up to and including Secret/National Security Information.
Accrual Accounting	Under the accrual basis account, revenues and expenses are recognized as follows: Revenue recognition: Revenue is recognized when both of the following conditions are met: a) Revenue is earned; b) Revenue is realized or realizable. Revenue is earned when products are delivered or services are provided. Realized means cash is received. Realizable means it is reasonable to expect that cash will be received in the future. Expenses recognition: Expense is recognized in the period in which related revenue is recognized (Matching Principle).
Account	The sum of all Government personal property in the custody of an organizational unit.

Accountability- Management Certifications	<p>FMFIA Annual Certifications- Secretary certifies reasonable assurance on the adequacy of management controls/ Supported by field and program certifications. FFMIA Certifications- Secretary certifies to compliance with Federal system requirements, Federal accounting standards and Standard General Ledger requirements/ supported by field and program certifications. A-123, Appendix A, Certifications- Secretary certifies to the adequacy of internal controls over financial reporting/ supported by field and program certifications. Management Representation Letters- Secretary and the CFO make certain representations related to items presented in the Department's audited financial statements/ supported by field and program representations. IG/GAO Audit Closure Certifications- Cognizant managers certify that audit corrective actions have been completed and are effective in addressing the audit issues. Statement of Costs Incurred and Claimed (SCIC) Certifications- Field CFO and Field Procurement Executive certify that M&O contractors have established systems to minimize the incurrence of unallowable costs/ IG signs and identifies questioned costs, while the contracting Officer approves the SCIC.</p>
Accountable Property Representative (APR)	The custodian of Government personal property appointed by the head of an organizational unit. The APR has physical responsibility for the proper use, maintenance, and protection of Government personal property assigned to a specific custodial area.
Accrued Cost	An un invoiced, unrecorded projected dollar value of cost incurred (or goods & services received) on a financial instrument.
Acquisition Career Management Program (ACMP)	A career management program established to provide a formal, structured approach to career development for the U.S. Department of Energy's (DOE) acquisition workforce.
Acquisition Executive (AE)	The individual designated by the Secretary of Energy to integrate and unify the management system for a program portfolio of projects, and implement prescribed policies and practices. (Source: DOE O 413.3B)
Acquisition Plan	The document that facilitates attainment of the acquisition objectives. The plan must identify: those milestones at which decisions should be made; all the technical, business, management; and other significant considerations that will control the acquisition including, but not limited to, market research, competition, contract type, source selection procedures and socio-economic considerations.
Acquisition Plan (AP)	A document that provides the overall strategy for accomplishing and managing an acquisition. The plan formally documents the approach to fill the need, optimize resources, and satisfy policy requirements for a proposed acquisition.
Acquisition Planning	The process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition.

Acquisition Program or Project	Acquisition programs and projects are acquisitions of capital assets, equal to or greater than \$5 million, regardless of the funding source, that deliver a product, or capability, with a specified beginning and end, a stated cost, and expected performance objectives. They are directed, funded efforts whose purpose is to provide a useful, material capability in response to a validated mission or business need. An acquisition program may be facility construction, infrastructure repairs or modifications, system, production capability, re-mediated land, closed site, disposal effort, software development, information technology, space system, research capability, or other asset. Acquisition programs, as they related to projects, are generally made up of multiple projects, related by a common mission, in which each project remains a useful segment and able to perform it's intended function.
Acquisition Strategy	An acquisition strategy is a high-level business and technical management approach designed to achieve project objectives within specified resource constraints. It is the framework for planning, organizing, staffing, controlling, and leading a project. It provides a master schedule for activities essential for project success, and for formulating functional strategies and plans. A high-level business and technical management approach designed to achieve project objectives within specified resource constraints with recognition of key project risks and the strategies identified to handle those risks. It is the framework for planning, organizing, staffing, controlling, and leading a project. It provides a master schedule for activities essential for project success, and for formulating functional strategies
Act	40 CFR 1508 The National Environmental Policy Act, as amended (42 U.S.C. 4321, et seq.) which is also referred to as NEPA." 50 CFR 402.02 50 CFR 402.02 The Endangered Species Act of 1973, as amended. 16 U.S.C. 1531 et seq.
Action	10 CFR 1021.104 Action means a project, program, plan, or policy, as discussed at 40 CFR 1508.18, that is subject to DOE's control and responsibility. Not included within this definition are purely ministerial actions with regard to which DOE has no discretion. For example, ministerial actions to implement congressionally mandated funding for actions not proposed by DOE and as to which DOE has no discretion (i.e., statutorily mandated, congressionally initiated "passthroughs"). 10 CFR 1022.4 Action means any DOE activity necessary to carry out its responsibilities for: 1. Acquiring, managing, and disposing of Federal lands and facilities; 2. Providing DOE-undertaken, -financed, or -assisted construction and improvements; and 3. Conducting activities and programs affecting land use, including but not limited to water- and related land resources planning, regulating, and licensing activities. 50 CFR 402.02 Action means all activities or programs of any kind authorized, funded, or carried out, in whole or in part, by Federal agencies in the United States or upon the high seas. Examples include, but are not limited to: a. actions intended to conserve listed species or their habitat; b. the promulgation of regulations; c. the granting of licenses, contracts, leases, easements, rights-of-way, permits, or grants-in-aid; or d. actions directly or indirectly causing modifications to the land, water, or air.
Action Area	50 CFR 402.02 Action area means all areas to be affected directly or indirectly by the Federal action and not merely the immediate area involved in the action.
Active Records	Current records needed to carry out an organization's day-to-day business; records subject to frequent use (typically once a month).

Activity	A specific task or grouping of tasks that provides a specialized capability, service or product based on a recurring government requirement. Depending on the grouping of tasks, an activity may be an entire function or may be a part of a function. An activity may be inherently governmental or commercial in nature
Adequate and Proper Documentation	Any recorded information that serves as the vehicle for management problem solving and decision making, relating to the work of an office. The information can be letters, memoranda, completed forms, directives, reports, photographs, maps, microfilm, motion pictures, computer tapes and disks, and e-mail messages
Adjudicator	This individual is responsible to analyze and record the background investigation adjudication result for an applicant, either that it is complete (has been successfully adjudicated) or that a background investigation has been initiated.
Administrative Changes	changes to a document which are clerical or serve to clarify the document but do not change purpose, scope, or responsibility.
Administrative Controlled Property	Government personal property items that have an acquisition value from \$300 to \$4,999 and are not considered sensitive.
Advance NOI	10 CFR 1021.104 Advance NOI means a formal public notice of DOE's intent to prepare an EIS, which is published in advance of an NOI in order to facilitate public involvement in the NEPA process.
Advanced Planning	Advanced Planning Acquisition Team, consisting of staff from the U.S. Department of Energy (DOE) Headquarters (HQ) Office of Procurement, Program Offices, and the DOE HQ
Acquisition Team (APAT)	Office of Small and Disadvantaged Business Utilization (OSDBU).
Adverse Trends	trends which identify a significant, recurring problem, event, or condition, or a decreasing level of efficiency of a particular component, system, procedure, or program.
Adversely Affected Employees	Federal civilian employees serving competitive or excepted service appointments in Tenure Groups I, II, or III, who are identified for release from their competitive level by an agency, in accordance with 5 C.F.R. Part 351 and 5 U.S.C. Chapter 35, as a direct result of a performance decision resulting from a streamlined or standard competition.
Advisory Performance Rating	The performance rating given by management officials with authority to assign work to employees who have been on a detail or other temporary assignment.
Affecting	40 CFR 1508 ""Affecting"" means will or may have an effect on.
Agency Cost Estimate	The part of the agency tender in a standard competition that includes the agency's cost proposal and represents the full cost of agency performance of the commercial activity, based on the requirements in the solicitation and the costing policy in Attachment C of the OMB A-76 Circular

Agency Financial Report	<p>Previously the Performance and Accountability Report (PAR). Consolidates accountability reporting related to Audited Financial Statement, performance, internal controls and compliance with laws and regulations. *Emphasizes accountability through transparency - • Chief Financial Officer Act</p> <ul style="list-style-type: none"> • Government Performance and Results Act • Government management Reform Act • Federal Manager's Financial Integrity Act • Federal Financial Management Improvement Act • Federal Information Systems Management Act • OMB Circular A-123, Appendix A • Improper Payments Information Act • Inspector General Act
Agency Performance	Performance of a commercial or inherently governmental activity with government personnel. Often referred to as "in-house performance."
Agency Record	Record that is (1) either created or obtained by an agency, and (2) under agency control at the time of the FOIA request. Agency records do not include records located at a management and operating contractor national laboratory that are designated as contractor-owned in U.S. Department of Energy Acquisition Regulation (DEAR) 970.5204-3 – Access to and Ownership of Records (Jul 2005) as incorporated in respective clauses of the management and operating Prime Contracts with DOE.
Agency Source	A service provider staffed by government personnel.
Agency Tender	The agency management plan submitted in response to a solicitation for a standard competition. The agency tender includes an MEO, agency cost estimate, MEO quality control plan, MEO phase-in plan, and copies of any MEO subcontracts (with the private sector providers' proprietary information redacted)
Agency Tender Official (ATO)	An inherently governmental agency official with decision-making authority who is responsible for the agency tender and represents the agency tender during source selection.
All-Hands Meeting	A meeting to communicate information on relevant topics to the workforce in-person or via satellite downlink.
Allocations	Subdivision of an allotment. Allocations are made into a pre-established control level accounting structure.
Allotment	An authorization by the head of a Federal agency or another authorized employee for an employee to incur obligations within a specified amount pursuant to an U.S. Office of Management and Budget (OMB) apportionment or reapportionment action, in accordance with OMB Circular No. A-11 or other statutory authority that makes funds available for obligation. Allotments convey legal limitations and are made on HQ F 2260.2, Advice of Allotment, (internal form available from the Funds Distribution and Control Team [FDCT]).
Allottee	The organization which holds the allotment. The allotment is an authorization by the head of a Federal agency or another authorized employee for an employee to incur obligations within a specified amount pursuant to an OMB apportionment or reapportionment action, in accordance with OMB Circular No. A-11 or other statutory authority that makes funds available for obligation. Allotments convey legal limitations and are made on HQ F 2260.2, Advice of Allotment (internal form available from the Funds Distribution and Control Team [FDCT]).

Alternative Dispute Resolution (ADR)	The process for resolving disputes through use of a neutral third party in an attempt to avoid judicial or administrative litigation. Forms of ADR include mediation, partnering, ombudsman ship, neutral evaluation, non-binding arbitration, binding arbitration, and mini trials.
Amendment	A change to a U.S. Department of Energy-approved Joint Work Statement (JWS) and/or Cooperative Research and Development Agreement (CRADA) document. An amendment is a written document executed by a U.S. Department of Energy Contracting Officer that changes one or more terms or conditions of an existing financial assistance award, such as increasing funding, extending the budget or project period.
American Indian tribe	10 CFR 1021.104 American Indian tribe means any Indian tribe, band, nation, pueblo, or other organized group or community, including any Alaska native entity, which is recognized as eligible for the special programs or services provided by the United States because of their status as Indians
Annual Assessment Report (AAR)	A report prepared by the Manager of Field Office, including Site Offices, which documents that Office's management assessment of its performance against the <u>goals/objectives/commitments delineated in that year's Annual Performance Plan.</u>
Annual ISM Effectiveness Review	It is a qualitative review that encompasses multiple elements, including review of: Self-assessments, Oversight reviews results, Integrated reviews across multiple reporting elements; Performance against established performance objectives, measures, and commitments, and <u>Other feedback and performance information</u>
Annual Performance Plan (APP)	A plan prepared by the Manager of Field Office, including Site Offices, which establishes the performance expectations, organizational goals, objectives, measures, and commitments for <u>that office for the upcoming year.</u>
Annual Review Form	This form gives the Management System Owners (MSOs) a mechanism to review, analyze, and update documents contained within their assigned management system.
Annual Subcontract Plan	Goals for each of the small business categories which are agreed upon by the Contract Specialist (CS), Contracting Officer (CO) and Small Business Specialist that the contractor must <u>meet annually.</u>
Annualize	The calculation method to convert a cost to an annual basis. The calculation converts a cost for a performance period that is less than one full year into an annual cost to correctly reflect the cost in a government cost estimate. This calculation is performed by first dividing the cost in the performance period by the number of days in the performance period to determine the corresponding daily cost and then multiplying the daily cost by 365.25 days to determine the annualized cost. To account for leap years, 365.25 is the average number of days in a
Anonymous Concern	A concern submitted by a self-identified employee or someone who does not identify themselves, who wishes to have his or her name protected from all persons.
Anti-Deficiency Act	The <i>Anti-Deficiency Act</i> is a major law through which Congress exercises its constitutional control of public funds. This Act prohibits making or authorizing an expenditure from, or creating or authorizing an obligation under, any appropriation or fund in excess of the amount available in the appropriation or fund unless authorized by law; involving the government in any obligation to pay money before funds have been appropriated for that purpose; accepting voluntary services for the United States, or employing personal services not authorized by law; making obligations or expenditures in excess of an apportionment or reapportionment, or in excess of the amount permitted by agency regulations.

Applicant	50 CFR 402.02 Applicant refers to any person, as defined in section 3(13) of the Act, who requires formal approval or authorization from a Federal agency as a prerequisite to conducting the action. Party that applies to DOE for permit, license, exemption or allocation, or other similar actions, unless the action is categorically excluded from preparation of an EA or EIS. The Applicant is the individual to whom a DOE Standard Badge (PIV credential) is to be issued. An applicant is also an individual who is requesting an initial security clearance.
Application	A written request for financial assistance.
Appointment	The hiring of a person from a competitive list of eligibles, or by special authority in the absence of a requirement for a competitive list of eligibles.
Appraisal	The process under which performance is reviewed and evaluated.
Appropriate Parties, Personnel, and Entities	Subject Matter Experts (SMEs) in the fields of environmental, legal, financial, facilities and infrastructure, and other SME's as needed.
Appropriation Act	The <i>Appropriation Act</i> is an act of Congress that permits Federal agencies to incur obligations and to make payments out of the Treasury for specified purposes. An appropriation act usually follows enactment of authorizing legislation, and is the most common means of providing budget authority. Limitations imposed in appropriations constitute separate legal limitations and will be reflected on allotments.
Approval	10 CFR 1022.4 Approval of the expenditure of funds means any final agency decision authorizing or permitting the expenditure of Federal funds or financial assistance on an undertaking, including any agency decision that may be subject to an administrative appeal. Thank You Program - Action by an Approving Official to certify an award as compliant with regulatory and policy documents at the EMCBC so the award is ready for authorization.
Approval Authority	The individual who has been assigned the responsibility and accountability to approve requests for access by foreign nationals to one or more DOE sites, programs, information, and technologies. Officials who assign approval authority are responsible and accountable for ensuring that the authority assigned is implemented consistent with the requirements of DOE O 142.3 or its associated Contractor Requirements Document, Program Secretarial Officer (PSO) program guidance, and Lead PSO management requirements.
Approval Authority (Safety Basis)	The single point of contact between the U.S. Department of Energy (DOE) and the facility contractor for all areas of review and approval of Documented Safety Analyses and Technical Safety Requirements. In this capacity, the Approval Authority serves as the focal point through which DOE interfaces with the facility contractor and from which directions to the facility contractor originate. This is accomplished through the Review Team Leader and in conjunction with official contractor interfaces.
Approved Budget	A budget and any revision that has been approved in writing by the U.S. Department of Energy for carrying out the proposed project.
Approved Funding Program (AFP)	A document issued to U.S. Department of Energy organizations setting forth the funds available for obligation and expenditure (not to exceed the amount allotted) in each appropriation account. It specifies obligation control levels applicable to each program, project, or activity (PPA). The AFP is a detailed breakdown of allotments for program management purposes. The Chief Financial Officer (CFO) issues AFPs for operating expenses, construction, and reimbursable work monthly.

Approving Official	The supervisory or managerial incumbent with delegated authority to approve an award. The Approving Official cannot approve awards where that individual is also the Nominator.
Architect-Engineering	The professional services of an architectural or engineering nature, as defined by State law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide those services.
Area of Consideration	The area in which a search for eligible candidates is made. (When the minimum area of consideration produces enough qualified candidates and there is no need for a further search in a broader area, the minimum area of consideration and area of consideration are the same.)
Area of Potential effects	10 CFR 1022.4 Area of potential effects means the geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The area of potential effects is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by the undertaking.
Artifacts	Artifacts are anything used to communicate to Enterprise (stakeholders and user community) the "as-is" architecture, "to-be" architecture, and transition plan appropriate to allow planning and decision making. ³
Assessment	<p>A review, evaluation, inspection, test, check, surveillance, or audit to determine and document whether items, processes, systems, or services meet specified requirements and perform effectively. Specific types of assessments include:</p> <p>External Assessment An evaluation performed by a non-DOE assessor. This may include other Federal agencies, as well as State and local governments with jurisdictional authority.</p> <p>For-Cause Assessment An evaluation initiated by line management in response to any unplanned condition, incident or trend, imminent danger, or major vulnerability that poses or may pose a threat to people, property, the environment, or the operational integrity of a management system.</p> <p>Independent Assessment An evaluation conducted by an objective evaluator who is granted sufficient authority, and freedom from line management for determining adherence with established requirements, performance objectives, goals and measures, best business practices, operating experience lessons learned, and other pertinent criteria.</p> <p>Management Assessment (Self-Assessment) An evaluation conducted by a line management entity of itself to determine adherence with established requirements, performance objectives, goals and measures, best business practices, operating experience lessons learned, and other pertinent criteria.</p> <p>Management Review A type of management assessment, required by ISO 9001:2008, of the organization's quality management system to evaluate its continuing suitability, adequacy, and effectiveness. Management review must include evaluation of results of audits, customer feedback, process performance and product conformity, status of preventive and corrective actions, follow-up actions from previous management reviews, changes that could affect the quality management system, and recommendations for improvement. The output of the management review must include any decisions and actions related to improving the effectiveness of management systems and their processes, improving products in relation to customer requirements, and resource needs.</p>

Asset	Any item of economic value owned by an individual, corporation, or government entity especially that which could be converted to cash. Examples are cash, securities, accounts receivable, inventory, office equipment, real estate, a car, and other property. On a balance sheet, assets are equal to the sum of liabilities, common stock, preferred stock, and retained earnings. From an accounting perspective, assets are divided into the following categories: current assets (cash and other liquid items), long-term assets (real estate, plant, equipment), prepaid and deferred assets (expenditures for future costs such as insurance, rent, interest), and intangible assets (trademarks, patents, copyrights, goodwill).
Assignee	A foreign national who has been approved to access a DOE site, information, or technology for a period of more than 30 consecutive calendar days, but less than 2 full, consecutive years (24 consecutive months).
Assignment	Foreign national access for more than 30 consecutive calendar days, but less than 2 full, consecutive years (24 consecutive months). An assignment may be extended for additional periods of up to 2 years each after required reviews and approvals are completed for each extension. Approval for assignments will be suspended any time a foreign national assignee is unable to prove he/she is legally present in the United States.
Assistant Directors (ADs)	The managers who report directly to the Director.
Assurance Memorandum	An annual report from heads of Departmental elements on the status of management controls and financial management systems within their respective programs and administrative functions.
Assurance System	Collectively, all aspects of the processes and activities designed to identify deficiencies and opportunities for improvement, report deficiencies to the responsible managers, complete corrective actions, and share in lessons learned effectively across all aspects of operation. The contractor's Assurance System provides reasonable assurance that mission objectives are met; workers, the public and the environment are protected; and operational facility and business systems are effective and efficient; and contract requirements are met. The contractor's Assurance System includes corporate Governance, contractor assessment activities, independent assessments, and structured operational awareness activities including onsite reviews, assessments, self-assessments, performance evaluations, and other activities to evaluate effectiveness.
Audiovisuals	Any prepackaged arrangement of audiovisual and visual elements (including motion pictures, multimedia presentations, slide shows, film strips, video tapes, sound tapes and recordings, and television and radio public service messages) into a unified presentation designed to communicate information to an audience
Audit	A planned and documented activity performed to determine by investigation, examination, or evaluation of objective evidence the adequacy of and compliance with established procedures, instructions, drawings, and other applicable documents, and the effectiveness of implementation
Authorization Agreement	The documented agreement between the U.S. Department of Energy (DOE) and the contractor for highly hazardous facilities (Hazard Category 1 and 2 nuclear facilities and other facilities as designated by the Site Office Manager). The Authorization Agreement clarifies key Terms and Conditions (controls and commitments) under which the contractor is authorized to perform the work safely, securely and efficiently (such as Documented Safety Analyses, Technical Safety Requirements, environmental permits, etc.).

Authorization Envelope	The set of limits necessary for the operation of all the facility activities. These limits are based on documented design limitations, controls, regulatory constraints, and assumptions or commitments that are required, as well as identified hazards and the environmental and security impacts associated with facility activities.
Authorize	To give a right to undertake an activity; as applied to contractor activities, authorization to commence or resume operations is reserved for the U.S. Department of Energy (DOE) Contracting Officer.
Authorized Issuing Officer	The individual responsible for authorizing the removal of Government personal property and personally owned property from a Department of Energy EMCBC/SLA facility.
Authorizing Official	Office of Human Resources (OHR) Official who verifies the award is properly requested, documented and approved in accordance with the EMCBC Policy.
Automated Controls	Designed to be executed automatically by systems.
Automated Standard Application for Payment (Letter-of-Credit) Process ASAP	Based on the amount of funds obligated to the management and operating contractor, the operations office notifies the Federal Reserve of the amount of funds that may be drawn down by the local bank for the management and operating contractor. As checks are written and as they clear the bank, the local banks draw down funds from the Federal Reserve consistent with the terms of the field office- bank agreement and within the amount identified on the letter- of- credit authorization.
Award	A written document executed by a U.S. Department of Energy Contracting Officer, after an application is approved, which contains the terms and conditions for providing financial assistance to the recipient.
Award Term Determining Official (ATDO)	The U.S. Department of Energy (DOE) official designated to determine whether the contractor has met the contractual requirements in order to earn any award term extension during an evaluation period.
Background Investigation	An official inquiry into the activities of a person designed to develop information from a review of the records, one or more interviews of the subject, and interviews of people having knowledge of the subject.
Bar-Code Labels	Labels placed on Government personal property for tracking and identification purposes consisting of a group of printed, patterned bars and spaces and alpha and numeric characters designed to be scanned and read into computer memory as identification for the objects they label.
Base Floodplain	10 CFR 1022.4 Base floodplain means the 100-year floodplain, that is, a floodplain with a 1.0 percent chance of flooding in any given year.
Baseline	A quantitative definition of cost, schedule and technical performance that serves as a base or standard for measurement and control during the performance of an effort; the established plan against which the status of resources and the effort of the overall program, field program(s), project(s), task(s), or subtask(s) are measured, assessed and controlled. Once established, baselines are subject to change control discipline.
Baseline Change Proposal	A document that provides a complete description of a proposed change to an approved performance baseline, including the resulting impacts on the project scope, schedule, design, methods, and cost baselines.
Basic and Applied Research	Basic and applied research and that part of development not related to the development of specific systems or products. The primary aim of research is scientific study and experimentation directed toward advancing the state of the art or increasing knowledge of understanding rather than focusing on a specific system or product.

Basic Ordering Agreement (BOA)	A basic ordering agreement is a written instrument of understanding, negotiated between an agency, contracting activity, or contracting office and a contractor, that contains terms and clauses applying to future contracts; a description, as specific as practicable, of supplies or services to be provided, and methods for pricing, issuing, and delivering future orders under the basic ordering agreement. A basic ordering agreement is not a contract.
Basic Pay	Basic pay for GS employees is a position's annual salary plus any other applicable civilian employee pay entitlements. Basic pay for FWS employees is a position's annual wages including shift differential pay and environmental pay, plus any other applicable civilian employee pay entitlements. Examples of other civilian employee pay entitlements include, but are not limited to, night differential pay for FWS employees, environmental differential pay, and premium pay (for civilian employee fire fighters and law enforcement officers).
Beneficial Occupancy	Stage of construction of a building or facility, before final completion, at which its user can occupy it for the purpose it was constructed. Beneficial occupancy does not imply that a project has reached CD-4
Best Practices	An activity or procedure that has produced outstanding results in another situation and could be adapted to improve effectiveness and efficiency in a current situation
Best Qualified	Candidates who rank at or near the top when compared with other well qualified candidates.
Best Value	The expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement.
Biological Assessment	50 CFR 402.02 Biological assessment refers to the information prepared by or under the direction of the Federal agency concerning listed and proposed species and designated and proposed critical habitat that may be present in the action area and the evaluation potential effects of the action on such species and habitat
Biological Opinion	50 CFR 402.02 Biological opinion is the document that states the opinion of the Service as to whether or not the Federal action is likely to jeopardize the continued existence of listed species or result in the destruction or adverse modification of critical habitat.
Board of Survey	A group of individuals, consisting of at least three members and not more than five, who are appointed by the Assistant Director Office of Technical Services and Asset Management to investigate reports of missing or damaged Government personal property. The organizational property management officer, Property Administrator, accountable property representative, or employee reporting the missing or damaged Government personal property are not authorized to serve on a Board of Survey.
Breach	As defined in DOE O 206.1, "The loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users – and or other than an authorized purpose – have access to or potential access to PII, whether in physical or electronic form."
Breadth	the minimum set of core requirements evaluated by the team during conduct of an Operational Readiness Review, Readiness Assessment or Readiness Surveillance as described in Section 4.d of DOE O 425.1C, "Startup and Restart of Nuclear Facilities"(Reference 3.2.3).
Briefing	a documented presentation of information which is not subject to direct evaluation. In most cases, trainees possess some previous knowledge and/or experience in the subject matter.

Budget	The applicant's financial expenditure plan for carrying out the proposed project. The budget shall include any cost sharing which is required by statute, rule, or the award.
Budget and Reporting (B&R) Classification Codes	The coding structure that parallels approved U.S. Department of Energy Programs, Projects, or Activities (PPAs). The codes are used for executing the budget; reporting actual obligations, costs, and revenues; and controlling and measuring actual versus budgeted performance
Budget Authority	Budget authority is the authority provided by law to enter into obligations that will result in immediate or future outlays of Government funds. The basic forms of budget authority are appropriations, contract authority, borrowing authority, and authority to obligate and expend offsetting receipts and collections. Budget authority may be classified by the period of availability (one-year, multiple-year, no-year); by the timing of Congressional action (current or permanent); by the manner of determining the amount (definite or indefinite); or by its availability for new obligations.
Budget Period	The interval of time specified in the award, into which a project is divided for budgeting and funding purposes. A budget period is generally a 12-month period beginning on the effective date of the award. The budget period may be other than 12 months to accommodate project phases or other requirements in the agreement. A continuation award is required to initiate subsequent budget periods. The budget for all periods may be approved at award. If a budget for an out-year period was not approved at award, it should be approved as part of the continuation award.
Budgetary Accounts	Those accounts created to facilitate compliance with the legal constraints and controls over the use of Federal Funds. 4000 Budgetary
Business Clearance Review	Review and/or approval of procurement actions by DOE Headquarters Office of Procurement and Assistance Management, DOE HQ General Counsel, and Program Offices. The Headquarters Offices of Contract Management and General Counsel review and approve predetermined actions before the contracting office proceeds
Business Line Staff	Business line is defined in this case as Information Technology support of the business units within the department sites.
Business Operations	All functional areas other than environment, safety, and health; safeguards and security; cyber security; and emergency management.
Cadre Facility Representative (Cadre FRs)	Cadre Facility Representatives are EMCBC employees assigned to the Office of Technical Services and duty stationed at one of the Service Level Agreement Sites or Small Sites/Projects supported by the EMCBC. Cadre FR's may also support other Small Sites for short term assignments or short duration projects. The Cadre FR is the primary point of contact with the contractor for operational and safety oversight and is responsible to the Site/Project Line Manager.
Canceled After Approval	A Foreign Access Central Tracking System (FACTS) closeout term for visits or assignments that are canceled after access approval has been granted.
Canceled Before Approval	A Foreign Access Central Tracking System (FACTS) closeout term for visits or assignments that are canceled before final access approval determination.

Capital Asset Project	A project with defined start and end points required in the acquisition of capital assets. The project acquisition cost of a capital asset includes both its purchase price and all other costs incurred to bring it to a form and location suitable for its intended use. It is independent of funding type. It excludes operating expense funded activities such as repair, maintenance or alterations that are part of routine operations and maintenance functions.
Capital Assets	Capital assets are land, structures, equipment, intellectual property (e.g., software), and Information Technology used by the Federal government and having an estimated useful life of two or more years. Capital assets include environmental restoration (decontamination and decommissioning) of land to make useful leasehold improvements and land rights, and assets whose ownership is shared by the Federal Government with other entities. Capital assets may be acquired in different ways: purchase, construction, or manufacture; a lease-purchase or other capital lease (regardless of whether title has passed to the Federal Government); or exchange. This Order does not apply to land, structures, equipment, intellectual property (e.g., software), or Information Technology acquired by State and local governments or other entities through Financial Assistance (i.e., DOE grants and cooperative agreements), or to assets acquired under General Plant Projects for maintaining infrastructure at a site. (Source: DOE O 413.3B)
Capital Improvement	An expenditure for a physical improvement to an existing capital asset such as additions and major alterations that are intended to improve performance or increase useful life.
Capitalized Personal Property	Any single item of nonexpendable Government personal property that is acquired at a cost of, or valued at, \$50,000 or more and has an estimated service life of two years or more.
Career Transition Assistance Program (CTAP)	A program to assist surplus and displaced U.S. Department of Energy employees in being considered for other U.S. Department of Energy positions.
Career-Ladder Position	One of a group (2 or more) of positions classified in the same series, having the same title and promotion potential, such that an employee competitively selected for a career-ladder position at a grade below the full performance level may progress without further competition through the established grade range through successful performance of progressively responsible experience. Employees in career-ladder positions are promoted, subject to supervisory recommendations, as they demonstrate the ability to perform work at the next higher level and meet any applicable time-in-grade and technical qualifications
Categorical Exclusion	10 CFR 1021.104 Categorical exclusion means a category of actions, as defined at 40 CFR 1508.4 and listed in appendix A or B to subpart D of this part, for which neither an EA nor an EIS is normally required. 40 CFR 1508 ""Categorical exclusion"" means a category of actions which do not individually or cumulatively have a significant effect on the human environment and which have been found to have no such effect in procedures adopted by a Federal agency in implementation of these regulations (Sec. 1507.3) and for which, therefore, neither an environmental assessment nor an environmental impact statement is required. An agency may decide in its procedures or otherwise, to prepare environmental assessments for the reasons stated in Sec. 1508.9 even though it is not required to do so. Any procedures under this section shall provide for extraordinary circumstances in which a normally excluded action may have a significant environmental effect.
Categorization	the process of categorizing records as lifetime quality assurance, nonpermanent quality assurance, permanent, vital, high level waste, epidemiological, or non-record.

Causal Factor	a condition or action that shapes the outcome of an event.
CBC MS Management System Documents	Management System Documents include, Management System Descriptions, Subject Areas, Procedures, Program Descriptions and Legacy Documents.
CBC MS Requirements Revision/Deletion Form	It is the documentation that: Describes and illustrates requirements for which deletion has been requested; Provides justification for deletion and removal of the requirement; and Identifies affected management systems and associated documents.
CD-0, Approve Mission Need	Approval of CD-0 formally establishes a project and begins the process of conceptual planning and design used to develop alternative concepts and functional requirements. Additionally, CD-0 approval allows the Program to request PED funds for use in preliminary design final design and baseline development
CD-1, Approve Alternative Selection and Cost Range	CD-1 approval marks the completion of the project Definition Phase and the conceptual design. Approval of CD-1 provides the authorization to begin the project Execution Phase and allows PED funds to be used.
CD-2, Approve Performance Baseline	CD-2 approval marks the approval of the performance baseline and requires the completion of preliminary design. It is the first major milestone in the project Execution Phase. Approval of CD-2 authorizes submission of a budget request for the TPC.
CD-3, Approve Start of Construction	CD-3 provides authorization to complete all procurement and construction and/or implementation activities and initiate all acceptance and turnover activities. Approval of CD-3 authorizes the project to commit all the resources necessary, within the funds provided, to execute the project
CD-4, Approve Start of Operations or Project Completion	CD-4 approval marks the achievement of the completion criteria (i.e., KPPs) defined in the PEP (or in the PRD, for NNSA projects), and if applicable, subsequent approval of transition to operations.
Central Contractor Registration (CCR) database	The primary Government repository for contractor information required for the conduct of business with the Government.
Central Personnel Clearance Index (CPCI)	The Headquarters-resident automated information system established to record and be the official record of DOE access authorization transactions.
Central Technical Authority (CTA)	The CTAs are designated by the Secretary of Energy (S-1) as: The Under Secretary for Energy, The Under Secretary for National Nuclear Security Administration, and The Under Secretary for Science.
CEQ	10 CFR 1021.104 CEQ means the Council on Environmental Quality as defined at 40 CFR 1508.6. CEQ Regulations means the regulations issued by CEQ (40 CFR parts 1500-1508) to implement the procedural provisions of NEPA.
CEQ Regulations	10 CFR 1021.104 CEQ regulations means the regulations issued by CEQ (40 CFR parts 1500-1508) to implement the procedural provisions of NEPA.
CERCLA	10 CFR 1021.104 Comprehensive Environmental Response, Compensation, and Liability Act
CERCLA-excluded petroleum and natural gas products	10 CFR 1021.104 CERCLA-excluded petroleum and natural gas products means petroleum, including crude oil or any fraction thereof, that is not otherwise specifically listed or designated as a hazardous substance under section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) (42 U.S.C. 9601.101(14)) and natural gas, natural gas liquids, liquefied natural gas, or synthetic gas usable for fuel or of pipeline quality (or mixtures of natural gas and such synthetic gas).
Certification	The act of determining, verifying, and attesting in writing to the qualifications of personnel, processes, procedures, or items in accordance with specified requirements. (ASME NQA-1-2008)

Certification Agent	This individual can be the site Chief Information Officer (CIO), Cyber Security Officer, or whomever the Designated Approving Authority (DAA) appoints.
Certification Review Board (CRB)	The CRB is a committee, which is co-chaired by the Office of Engineering and Construction Management (OECM) Director and the National Nuclear Security Administration (NNSA) Administrator, or their designees. This review board issues all project management certifications. For NNSA employees, the CRB makes certification recommendations to the NNSA Administrator who approves the certification actions.
Certified Realty Specialist	A U.S. Department of Energy employee who is certified in one or more of the three specialty realty areas: acquisition, leasing, and land management and disposal. Certified employees are authorized to prepare and implement real estate actions within certified specialty areas.
Change Control	A process that ensures changes to the approved baseline are properly identified, reviewed, approved, implemented and tested and documented
Change Control Board (CCB)	the group which provides concurrence/approval and authorizes changes to the Contract Budget Baseline (CBB) and its associated elements and Management Reserve (MR).
Change Control Board (CCB) Chairperson	The designated Manager listed in the CCB charter is the chairperson of the CCB.
Change Request	a letter to the contractor providing guidance or direction concerning the scope of the change and authorization for the contractor to proceed with planning, budgeting, scheduling, impact evaluation, and maintenance of the Budget Control Log.
Chief Financial Officers Act of 1990 (CFO Act)	The purposes of the CFO Act are to (1) bring more effective general and financial management practices to the Federal government, (2) improve agency systems of accounting, financial management, and internal controls, and (3) provide for the production of complete, reliable, timely, and consistent financial information for use in the financing, management, and evaluation of Federal programs. The CFO Act establishes (1) a Deputy Director for Management in the Office of Management and Budget (OMB) to be the chief Federal official responsible for financial management, (2) an Office of Federal Financial Management, in OMB, headed by a Comptroller who is the deputy and principal advisor to the OMB Director for Management in carrying out his/her responsibilities under the CFO Act, and (3) a Chief Financial Officer (CFO) and Deputy CFO in each executive department and in each major executive agency in the Federal government "H.R.5687 -- Chief Financial Officers Act of 1990"
CHRIS Workflow	The Workflow function of CHRIS is an automated system that allows employees, managers, and Human Resource professionals to electronically request, route, approve, and process <u>personnel and training actions online.</u>
Civilian Employee	An individual who works for a federal agency on an appointment without time limitation who is paid from appropriated funds, which includes working capital funds. A foreign national employee, temporary employee, term employee, non-appropriated fund employee, or uniformed personnel is not included in this definition.
Classification	The act or process by which information or matter is determined to require protection in the interest of national security under either 42 U.S.C. 2162.
Classification Guidance	Written Record Of Detailed Instructions As To Whether specific information is classified, usually concerning a system, plan, project, or program.

Classification Officer	1. Field Element Classification Officer: An individual designated to administer the classification program for that particular field element and to monitor the classified programs of contractors under its cognizance. 2. Contractor Classification Officer: An individual designated to administer the classification program for that particular contractor and to monitor the classified programs of subcontractors under its cognizance.
Classified Information	Information that is classified as Restricted Data or Formerly Restricted Data under the Atomic Energy Act of 1954, or information determined to require protection against unauthorized disclosure under Executive Order 12958, Classified National Security Information, as amended, or prior executive orders, which is identified as National Security Information.
Classified Material	Chemical compounds, metals, fabricated or processed items, machinery, electronic equipment, and other equipment or any combination thereof containing or revealing classified information.
Classified Matter	Any combination of documents and material containing classified information. This includes explosives whose shape is classified and classified parts.
Classified Visit	A visit that will involve or is expected to involve access to, or an exchange of, classified information.
Closeout	The process by which DOE determines that all applicable administrative actions and all required work of the award have been completed by the recipient and DOE. (Source: 10 CFR 600.101 and .302)
Closeout Information	The final action data in the Foreign Access Central Tracking System (FACTS) for a visit or assignment. Closeout information includes the documentation of the completion of an approved visit or assignment as canceled, no show, or complete.
Code of Record	A set of requirements, including Federal and state laws, as defined in contracts and Standards or Requirements Identification Documents (or their equivalent), that are in effect at the time a facility or item of equipment was designed and accepted by DOE. It is initiated during the conceptual design phase and prior to approval of CD-1. It is placed under configuration control to ensure it is updated to include more detailed design requirements as they are developed during preliminary design and prior to approval of CD-2. It is controlled during final design and construction with a process for reviewing and evaluating new and revised requirements to determine their impact on project safety, cost and schedule before a decision is taken to revise the Code of Record. It is maintained and controlled through facility decommissioning.
Cognizant Secretarial Office (CSO)	A Program Secretarial Office that has responsibility as an owner for a program-specific (programmatic) facility or area present on a site that is owned by another program office [i.e., the Lead Program Secretarial Office (LPSO)]. The CSO coordinates with the site owner (i.e., the LPSO) to ensure needed infrastructure support is planned and provided for its facilities/area. (Source: DOE O 430.1B, Change 1)
Cognizant Security Authority	U.S. Department of Energy and contractor employees who have been granted the authority to commit security resources, direct the allocation of security personnel, or approve security implementation plans and procedures in the accomplishment of specific work activities.
Collective Bargaining Agreement	A labor contract between an employer and one or more unions.
Comment	36CFR 800.16 Comment means the findings and recommendations of the Council formally provided in writing to the head of a Federal agency under section 106.

Commercial Activity	A recurring service that could be performed by the private sector. This recurring service is an agency requirement that is funded and controlled through a contract, fee-for-service agreement, or performance by government personnel. Commercial activities may be found within, or throughout, organizations that perform inherently governmental activities or <i>classified work</i>
Commercial Aviation Services	Includes the following: a. Leased aircraft; b. Aircraft chartered or rented for exclusive use; c. Full services (i.e., aircraft maintenance providers, aircraft, and related aviation services for exclusive use) contracted for or obtained through an inter-service support agreement (ISSA), regardless of the length of the contract or agreement; or d. Aviation services (i.e., services but not aircraft) obtained by commercial contract or ISSA, except those services acquired to <i>support a Federal aircraft</i>
Commercial Use Requester	A category of a requester making a Freedom of Information Act request for a use or purpose that furthers the commercial, trade, or profit interests of the requester or the person on whose behalf of the request is made. In determining whether a requester properly belongs in this category, agencies must determine how the requester will use the documents requested. Moreover, where the U.S. Department of Energy has reasonable cause to doubt the use to which a requester will put the records sought, or where that use is not evident from the request itself, the U.S. Department of Energy will seek clarification before assigning the request to a specific category.
Commingled Plans	Cover employees from the contractor's private operations and its U.S. Department of Energy contract work. (Source: DOE O 350.1, Change 3)
Commitment	The rule requirements are/will be instituted through a hierarchy of documents extending from the rule down through appropriate operating procedures that, when implemented, will achieve compliance. An activity needing an action to satisfy a request or requirement of another DOE organization or outside agency. This includes any assignments made by Staff through execution of their respective mission and functions. Commitments also consist of actions to be provided by outside organizations.
Common Costs	Specific costs identified in the solicitation that will be incurred by the government regardless of the provider (private sector, public reimbursable, or agency). Common costs are sometimes referred to as wash costs. Examples of common costs include government-furnished property, security clearances, and joint inventories.
Community Reuse Organization (CRO)	A governmental or non-governmental organization that represents a community adversely affected by DOE work force restructuring at a defense nuclear facility and that has the authority to enter into and fulfill the obligations of a DOE financial assistance agreement.
COMPARE	COMPARE is the cost estimating software supporting competitions conducted under the provisions of the Office of Management and Budget (OMB) Circular A-76, Performance of Commercial Activities (May 29, 2003). COMPARE is designed to assist analysts in developing, documenting, and comparing the relative cost of operating commercial activities by agency, public reimbursable, or private sector sources. COMPARE is mandatory for all federal agencies performing A-76 competitions under the OMB Circular A-76 competitive sourcing
COMPARE Tables	A specific set of master tables incorporated into the COMPARE costing software that includes all of the approved standard cost factors and rates used to calculate the SCF/SLCF costs.

COMPARE User's Guide	A detailed guidebook for actual users of COMPARE that includes an in-depth explanation of the use and features of the COMPARE software program.
Comparison of Lease, License, and Easement	In spite of the differences between a lease of real property, a license and an easement, it is sometimes difficult to determine which one to use in a specific situation. Provided below is a chart to help understand the characteristics of each and to make a determination easier. Because leases and easements have similar characteristics, selecting the appropriate instrument to use may be somewhat subjective. Because DOE's licenses and easements are usually structured as agreements between the licensor/grantor and the licensee/grantee they require both parties to sign the document. The chart below identifies the characteristics of each real property instrument General guidelines for selecting the appropriate form 1. Lease - If the right to use the property will belong exclusively to the user during the term. 2. License - If the use/occupancy of the property will be for 5 years or less and does not grant an interest in the property or if the use is to be short term (like construction lay down area or a film shoot). 3. Easement - If the use is to be long term (like the underground installation of fiber optic cable). 4. Facility Use Agreement - If the use is the intermittent (for use only part of the time during the term - like use of an office, 2/days a week, from 9:00 am - 10:00 am, for a month).
Competencies	Knowledge, skills, abilities and other characteristics that contribute to successful performance in a particular position and are used as criteria for rating qualified candidates for that position. Competencies must be directly related to the position to be filled.
Competency	Observable, measurable pattern of skills, knowledge, abilities, behaviors and other characteristics that an individual needs to perform work roles or occupational functions successfully.
Competition	A formal evaluation of sources to provide a commercial activity that uses pre-established rules (e.g., the FAR, this circular). Competitions between private sector sources are performed in accordance with the FAR. Competitions between agency, private sector, and public reimbursable sources are performed in accordance with the FAR and this circular. The term 'competition,' as used in this circular includes streamlined and standard competitions performed in accordance with this circular, and FAR-based competitions for agency-performed activities, contracted services, new requirements, expansions of existing work, and activities performed under fee-for-service agreement. The term also includes cost comparisons, streamlined cost comparisons, and direct conversions performed under previous versions of OMB Circular A-76.
Competition File	The documents used in a standard competition in addition to the government contract files required by FAR 4.8, Government Contract Files. Agencies maintain this file regardless of the source selected to perform the activity. The documents used in a standard competition in addition to the government contract files required by FAR Subpart 4.8. Agencies maintain this file regardless of the source selected to perform the activity.
Competition Officials	The agency officials appointed before a standard competition is announced. These individuals perform key roles and have essential responsibilities for the successful completion of the standard competition. Competition officials are the agency tender official, contracting officer, source selection authority, human resource advisor, and PWS team leader.
Competitions	Specifically the U.S. Department of Energy (DOE)-conducted National Science Bowl and DOE-conducted Regional Science Bowls.

Competitive Acquisition	"Competitive acquisition" as used in these procedures includes both competitive contracts and competitive orders awarded under General Service Administration (GSA) Multiple Award Schedule (MAS) contracts, Government-wide Acquisition Contracts (GWACs) and DOE multiple award Indefinite Delivery/Indefinite Quantity (IDIQ) contracts.
Competitive Sourcing Official (CSO)	An inherently governmental agency official responsible for the implementation of this circular within the agency.
Competitive Status	A candidate's basic eligibility for placement in a position in the competitive service.
Complainant	Individual who has filed a formal, written complaint of employment discrimination.
Complete Workable Word Draft	A complete workable draft: (1) has all Subject Area documents provided, which includes a Subject Area Description, all Procedures, and all Exhibits and/or Link Web Addresses; (2) the Requirements section of the Subject Area document is not empty; (3) the Requirements listed in Subject Area are also listed in the MSD; (4) all sections of the documents are completed or denoted as None; (5) all procedures include Steps; (6) all the Steps in procedures contain: the title of the individual or organization performing the action, a description of the action being performed, and if necessary, the recipient or receiver of the action.
Completed	A Foreign Access Central Tracking System (FACTS) closeout term for visits or assignments that have taken place and ended.
Compliance	The requirement is documented as a commitment in policy and implementing standards and procedures, plus the relevant documents are implemented through actual practice at working levels. which can be verified by inspection.
Component	An organizational grouping within an agency, such as a bureau, center, military service, or field activity.
Composite Facility Rating	An overall rating that reflects a balance of safeguards and security program performance and compliance topical rating results as determined by the surveying organization.
Comprehensive Briefing	A briefing required before one is granted access to classified matter and/or special nuclear material, designed to inform individuals who are granted a DOE access authorization (security clearance) of their responsibilities.
Computer Program Manager (CPM)	an EMCBC management official assigned the responsibility to establish and coordinate policy and procedures pertaining to computer security for computer systems as defined in DOE N 205.1, "Unclassified Cyber Security Program" (Reference 3.2.2).
Computerized Accident/Incident Reporting System (CAIRS)	Computerized database for the U.S. Department of Energy (DOE) and contractors to report Occupational Safety and Health Administration (OSHA) recordable injuries and illnesses on at least a monthly basis. Employee man-hours are reported on a quarterly basis.
Computers for Learning (CFL) Point of Contact (POC) (Both Federal and Contractor)	A individual designated as the contact for a DOE organization for the management of the Computers for Learning Program for his or her organization. Each Federal agency has a Computers for Learning POC who will designate employees to transfer excess or surplus Federal computer equipment to schools and educational Non-Profits.
Conceptual Design	The Conceptual Design process requires a mission need as an input. It is the exploration of concepts, specifications and designs for meeting the mission needs, and the development of alternatives that are technically viable, affordable and sustainable. The conceptual design provides sufficient detail to produce a more refined cost estimate range and to evaluate the merits of the project.

Concern	a determination of a programmatic breakdown or widespread problem supported by one or more findings. The responsible organization SHALL determine cause and extent of concern to adequately prevent recurrence. Immediate response is required.
Concur (CGE)	The Concur Government Edition (CGE) service provides the government traveler with superior usability and a modern, intuitive, and consistent user experience for end-to-end travel needs. It allows travelers to process authorizations, vouchers, and local vouchers. CGE provides a nearly paper-free process that saves you time and saves the government money. CGE integrates managing vouchers with a complete start-to-finish federal travel booking solution. This comprehensive Web-based service provides all of the tools that federal government users need to quickly book travel, as well as create and submit vouchers.
Conditions Adverse to Quality	a state of noncompliance with quality assurance program requirements.
Conference	50 CFR 402.02 Conference is a process which involves informal discussions between a Federal agency and the Service under section 7(a)(4) of the Act regarding the impact of an action on proposed species or proposed critical habitat and recommendations to minimize or avoid the adverse effects. Scientific, technical or educational conferences, symposia, workshops or seminars organized for the purpose of communicating or exchanging information or views.
Conference Recommendations	50 CFR 402.02 Conservation recommendations are suggestions of the Service regarding discretionary measures to minimize or avoid adverse effects of a proposed action on listed species or critical habitat or regarding the development of information.
Confidence Level	The likelihood – expressed as a percentage – that an occurrence will be realized. The higher the confidence level, the higher the probability of success.
Confidential Concern	A concern submitted by an employee who wishes to have his or her identity protected from all persons except the Employee Concerns Program Staff and those with a need to know.
Confidential Filer	See 5 CFR 2634.904, Confidential Filer Defined.
Configuration Management	The technical and administrative direction and surveillance actions taken to identify and document the functional and physical characteristics of a configuration item; to control changes to a configuration item and its characteristics; and to record and report change processing and implementation status.
Conflict of Interest	A situation in which the person responsible for investigating and employee concern could be associated either directly or indirectly with that concern or an investigative task is assigned to a person who might have submitted the concern.
Consequence of Loss (CoL)	A system can be categorized using the Information Group with the highest confidentiality CoL and the CoL values that represent the highest of all the values on the system. The Information Group is the index for selecting the technical, operational, and assurance controls that comprise the minimum security criteria for the system. The generalized format for expressing the Information Characterization (IC) is below, where CoL is the composite Consequence of Loss: IC Information Group = [(confidentiality, CoL), (Integrity, CoL), (Availability, CoL)]
Consolidated Business Center Acquisition Board	is an advisory board (not a voting board) to the CBC Office Director/CBCAAB Chairperson who has the authority and responsibility of approving or disapproving CDs and BCPs within delegated authority
Constructability Review	A technical review to determine the extent to which the design of a structure facilitates ease of construction, subject to the overall requirements for the completed form

Construction	Construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property. For purposes of this definition, the terms "buildings, structures, or other real property" include, but are not limited to, improvements of all types, such as bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, cemeteries, pumping stations, railways, airport facilities, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, canals, and channels. Construction does not include the manufacture, production, furnishing, construction, alteration, repair, processing, or assembling of vessels, aircraft, or other kinds of personal
Consultation	36CFR 800.16 Consultation means the process of seeking, discussing, and considering the views of other participants, and, where feasible, seeking agreement with them regarding matters arising in the section 106 process. The Secretary's "Standards and Guidelines for Federal Agency Preservation Programs pursuant to the National Historic Preservation Act" provide further guidance on consultation.
Contaminant	10 CFR 1021.104 Contaminant means a substance identified within the definition of contaminant in section 101(33) of CERCLA (42 U.S.C. 9601.101(33)).
Contingency	The portion of the project budget that is available for risk uncertainty within the project scope, but outside the scope of the contract. Contingency is budget that is not placed on the contract and is included in the TPC. Contingency is controlled by Federal personnel as delineated in the PFP
Continuation Award	An award for a succeeding or subsequent budget period after the initial budget period of either an approved project period or renewal thereof. The continuation award authorizes the expenditure of funds for the project to be performed during that period of time. A continuation award does not require competition. A continuation award is subject to the availability of appropriate funds.
Continued Service Agreement	an agreement that obligates the employee to remain with the Department for the length of the instance of training plus a post training period equal to three times the length of the training.
Continuing Resolution (CR)	Legislation enacted by Congress to provide budget authority for specific ongoing activities (i.e., no new starts) for a specific period of time when the regular annual appropriation has not been enacted by the beginning of the fiscal year. A continuing resolution specifies a maximum rate at which the U.S. Department of Energy may incur obligations. The levels specified may be current rate, not to exceed current rate, up to the lower of the amounts provided in appropriation bills, or any other basis.
Continuing Training	training that maintains and enhances knowledge, skills, and abilities that were achieved through the initial training and/or qualification processes. Continuing training relative to the Facility Representative Program is structured to support the re qualification process and changing training needs.
Continuity Emergency Management Team	The EMCBC management team that assembles to command and manage an event or incident that warrants activation of the EMCBC Continuity of Operations Plan.
Contract	A written procurement contract executed by a recipient or subrecipient for the acquisition of property or services under a financial assistance award. The term "contract" refers to those prime contracts for U.S. Department of Energy (DOE) nuclear facilities (including Management and Operating, Management and Integration, design, and construction) contracts that include DEAR Clause 970.5204-2, Laws, Regulations, and DOE Directives (as used in DEAR Clause 970.5204.2).

Contract Budget Baseline (CBB) Change Notification –	Contractor notification to the project Office of adjustments to the CBB that may result from performance of additional authorized work or the result of new work scope.
Contract Budget Baseline (CBB) Change Request	A request for an adjustment to the CBB resulting from a proposed change to existing work scope.
Contract Management Plan (CMP)	A contract management tool that describes the procedures and processes a Site Office will utilize to assure that the terms and conditions of the Management and Operating (M&O) contract are met by the Contractor and the Department of Energy (DOE). The procedures and processes addressed in the CMP are those necessary to 1) fulfill the Government’s contract management responsibilities, and 2) to ensure that the Contractor’s performance is adequately monitored and documented. The CMP is intended solely to provide information. It shall not be construed to create any rights or obligations on the part of any person or entity, including the Contractor and its employees.
Contract Modification	“Contract modification” means any written change in the terms of a contract (see 43.103). Only Contracting Officers acting within their delegated authority may modify a contract or change a contractual commitment on behalf of the government. There are two types of contract modifications: unilateral and bilateral. Unilateral modifications are signed only by a Contracting Officer, and bilateral modifications (supplemental agreements) are signed by both a Contracting Officer and a contractor. A bilateral modification can add new work or revise existing terms, and it may have cost implications. Any written change in the terms of a contract (see FAR 43.103, Types of contract modifications).
Contracting Activity	An organizational element that has the authority to award and administer contracting and financial assistance instruments. (Source: DOE G 580.1-1)
Contracting Authority	An organizational element that has the authority to award and administer contracting and financial assistance instruments.

Contracting Officer	<p>An employee authorized to enter into, administer, and/or terminate contracts, financial assistance awards, leases, and/or sales contracts and make related determinations and findings. (Source: DOE G 580.1-1) An inherently governmental agency official who participates on the Performance Work Statement (PWS) team, and is responsible for the issuance of the solicitation and the source selection evaluation methodology. The CO awards the contract and issues the Most Efficient Organization (MEO) letter of obligation or fee-for-service agreement resulting from streamlined or standard competition. The CO and Source Selection Authority (SSA) may be the same individual. A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer. ""Administrative Contracting Officer (ACO)"" refers to a Contracting Officer who is administering contracts. ""Termination Contracting Officer (TCO)"" refers to a Contracting Officer who is settling terminated contracts. A single Contracting Officer may be responsible for duties in any or all of these areas. Reference in this regulation (48 CFR Chapter 1) to Administrative Contracting Officer or Termination Contracting Officer does not: 1. Require that a duty be performed at a particular office or activity; or 2. Restrict in any way a contracting officer in the performance of any duty properly assigned. A person with authority to enter into, administer, and terminate contracts and make related determinations and findings; includes certain authorized representatives of the CO acting within the limits of authority as delegated by the CO. The CO is the only one that can accept nonconforming work, change scope, or alter schedule. An employee of the agency with the authority to legally bind the government by signing a contractual instrument. See FAR 1.601 (a)M, Career Development, Contracting Authority, and Responsibilities. An official of the U.S. Department of Energy authorized to execute awards on behalf of the U.S. Department of Energy and who is responsible for the business management and non-program aspects of the financial assistance process.</p>
Contracting Officer's Representative (COR)	<p>An individual designated in accordance with the Federal Acquisition Regulation and authorized in writing by the Contracting Officer to perform specific technical or administrative functions. The written designation will specify the extent of the COR's authority to act on behalf of the Contracting Officer. The COR is not authorized to make commitments or changes that will affect price, quantity, delivery, or any other term or condition of the contract.</p>
Contractor	<p>A seller of goods or services who is party to (1) management and operating contract or other type of contract with U.S. Department of Energy (DOE) to perform work directly related to activities at DOE facilities; or (2) subcontract under a contract of the type described above with respect to activities at DOE facilities.</p>

Contractor Assurance System	Encompasses all aspects of the activities designed to identify deficiencies and opportunities for improvement, report deficiencies to the responsible managers and authorities, and ensure that corrective and preventive actions are established and effectively implemented. These activities include assessments (including self-assessments, management assessments, and internal independent assessments as defined by laws, regulations, and DOE Orders), operational awareness activities (e.g., management walk-through), quality assurance programs, lessons-learned programs, accident investigations, worker feedback mechanisms, performance indicators/measures, event reporting processes, analysis of causes, identification of corrective actions and recurrence controls, corrective action tracking and monitoring, closure of corrective actions and verification of effectiveness, and analysis of trends.
Contractor Acquired Property (CAP)	Property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title.
Contractor Declaration of Readiness Letter	the formal document submitted by the Site Contractor which certifies that a facility is prepared to start or resume operations.
Contractor Requirements Document	The DOE document that identifies the requirements that the prime contractor's project management system must satisfy (Attachment 1)
Contractor-Owned Record (a/k/a Contractor-Owned Information)	Record/information maintained by a Departmental management and operating contractor that is set out as a contractor-owned record in the DEAR 970.5204-3 – Access to and Ownership of Records clause of the respective U.S. Department of Energy/management and operating contractor Prime Contract
Contractor's Managerial Personnel	The Contractor's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of the Contractor's business; all or substantially all of the Contractor's operation at any one plant or separate location; or a
Control Environment	Management and employees should maintain an environment that sets a positive, supportive attitude toward internal control.
Control Risk Assessment	An evaluation of the likelihood and impact of risk occurrence, considering existing controls.
Controlled Documents	a document (i.e., plans, policies, procedures, requirement documents, instructions, manuals, or other documents) designated for a formal review, comment, approval, issue, or implementation process or other programmatic documentation requiring change and/or distribution control
Controlled Unclassified Information (CUI)	Information that requires safeguarding or dissemination controls pursuant to and consistent with law, regulations, and Government-wide policies, excluding information that is classified under Executive Order 13526 of December 29, 2009, or the Atomic Energy Act, as amended.
Controls	The foundation of management assurance and accountability. Support all objectives- efficiency, effectiveness and integrity.
Conversion From Contract	A change in the performance of a commercial activity from a private sector provider to agency performance.
Conversion To Contract	A change in the performance of a commercial activity from agency performance to a private sector provider.

Cooperating Agency	40 CFR 1508 ""Cooperating agency"" means any Federal agency other than a lead agency which has jurisdiction by law or special expertise with respect to any environmental impact involved in a proposal (or a reasonable alternative) for legislation or other major Federal action significantly affecting the quality of the human environment. The selection and responsibilities of a cooperating agency are described in Sec. 1501.6. A State or local agency of similar qualifications or, when the effects are on a reservation, an Indian Tribe, may by agreement with the lead agency become a cooperating agency.
Cooperative Agreement	A financial assistance instrument used by the U.S. Department of Energy to transfer money or property when the principal purpose of the transaction is accomplishment of a public purpose of support or stimulation authorized by Federal statute, and substantial involvement is anticipated between the U.S. Department of Energy and the recipient during performance of the contemplated activity.
Cooperative Research and Development Agreement (CRADA)	Any agreement between one or more Federal facilities and one or more non-Federal parties under which the Government, through its facilities, provides personnel, services, facilities, equipment, intellectual property, or other resources with or without reimbursement (but not funds to non-Federal parties) and the non-Federal parties provide funds, personnel, services, facilities, equipment, intellectual property, or other resources toward the conduct of specified research or development efforts that are consistent with the mission of the facility; except that such terms do not include a procurement contract or cooperative agreement.
Core Qualification	The portion of the qualification program designed to cover the DOE-wide, generic subjects on which all Facility Representatives are expected to be knowledgeable. This includes the DOE General Technical Base Qualification Standard (DOE-STD-1146-2001) and the DOE Facility Representative Functional Area Qualification Standard (DOE-STD-1151-2002).
Corporate Certification	A corporate certification exists when a contractor adopts one of their existing certified EVMS in its entirety for application under a new contract, regardless of location. The EVMS under the corporate certification must remain intact in all aspects to that originally certified and will be validated by an EVMS Surveillance.
Corporate Human Resource Information System (CHRIS)	The Corporate Human Resource Information System (CHRIS) is the official system of record for Human Resource management and it encompasses the corporate systems that support human resource processing and information for the Department's employees.
Corrective Action	A measure taken to rectify and prevent recurrence of conditions that adversely affect quality and mission accomplishments. Measures taken to rectify conditions adverse to quality and, where necessary, to preclude repetition.
Corrective Action Plan (CAP)	A list of the completed, on-going and long-term actions associated with each identified issue. The extent of the detail for a corrective action plan should be determined based on the significance, impact, number and complexity of the problems and corrective actions to resolve the issues.
Correspondence	official documentation (i.e., letters and memorandums) produced to be sent outside the Office, or received into the Office.
Cost Analysis	The review and evaluation of each element of a cost estimate and proposed profit or fee to determine reasonableness, allocability and allowability.
Cost Sharing	The share of project costs required to be contributed by the recipient. Depending on the source and nature of the requirement, terms such as matching and cost participation may also be used to denote cost sharing.
Cost Variance	A deviation from the approved cost performance.

Costs Not Covered - per the Physical Fitness Program	(1.) The EMCBC will not reimburse a participating employee for any additional costs to be incurred by the participating employee such as the difference between an individual membership and a family membership, court fees, sports equipment, or professional fitness training, assistance, or classes not provided for under the general membership. (2.) The EMCBC will not reimburse any cost for an employee who would otherwise be eligible for reimbursement when a "no cost" exercise facility is available to the employee at his/ her work location.
Counsel	36CFR 800.16 Council means the Advisory Council on Historic Preservation or a Council member or employee designated to act for the Council. "Council" means the Council on Environmental Quality established by Title II of the Act.
Countermeasure	Anything that effectively negates or reduces the risk from an adversary's ability to exploit vulnerabilities.
Course	an in depth presentation of information which requires use of a lesson plan by the instructor and evaluation of the trainee (written and/or practical).
Covered Contracts	Cost reimbursement contracts for an amount exceeding \$100M, and involving work performed at facilities owned or leased by the department, and Department contracts with retained legal counsel where the legal costs are expected to exceed \$100,000. (10 CFR §719.3)
Criteria and Review Approach Document (CRAD)	A document intended to provide a consistent and transparent oversight methodology by establishing minimum performance expectations through the identification of assessment criteria and lines of inquiry, and which guides an assessor by identifying suggested means for successfully accomplishing that oversight. Also see Lines of Inquiry.
Criteria Compliance	results of a surveillance, assessment, or audit that are acceptable. Also a statement of the effectiveness of the program elements which were reviewed. No action is required by the responsible person.
Critical Action	10 CFR1022.4 Critical action means any DOE action for which even a slight chance of flooding would be too great. Such actions may include, but are not limited to, the storage of highly volatile, toxic, or water reactive materials.
Critical Action Floodplain	10 CFR 1022.4 Critical action floodplain means, at a minimum, the 500-year floodplain, that is, a floodplain with a 0.2 percent chance of flooding in any given year. When another requirement directing evaluation of a less frequent flood event also is applicable to the proposed action, a flood less frequent than the 500-year flood may be appropriate for determining the floodplain for purposes of this part.
Critical Decision (CD)	A formal determination made by the AE and/or designated official at a specific point in a project life cycle that allows the project to proceed. Critical Decisions occur in the course of a project. For example, these decisions occur prior to commencement of conceptual design, commencement of execution, and prior to turnover.
Critical Element	The work assignment or responsibility of such importance that unacceptable performance on the critical element would result in a determination that an employee's overall performance is unacceptable.
Critical Habitat	50 CFR 402.02 Critical habitat refers to an area designated as critical habitat listed in 50 CFR parts 17 or 226.
Critical Information (CI)	Information that must be protected from loss to keep an adversary from gaining a significant operational, economic, political, or technological advantage. CI could provide evidence of the planning and execution of sensitive Government activities.

Critical Path	Those series of tasks that define the longest durations of the project. Each task on the critical path is a critical task and must finish on time for the entire project to finish on time.
Critical Program Information	Information concerning sensitive activities, whether classified or unclassified that is vitally needed by adversaries or competitors for them to plan and act effectively.
Cumulative effects	50 CFR 402.02 Cumulative effects are those effects of future State or private activities, not involving Federal activities, that are reasonably certain to occur within the action area of the Federal action subject to consultation.
Cumulative Impact	40 CFR 1508 ""Cumulative impact"" is the impact on the environment which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (Federal or non-Federal) or person undertakes such other actions. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.
Current Liability	The sum of all plan liabilities to employees and their beneficiaries. Current liability includes only benefits accrued to the date of valuation. This liability is commonly expressed as a present value. (Source: DOE O 350.1. Change 3)
Cutoff	Files "cutoff" is the segregation of active and inactive files. The cutoff of files may occur at the end of the fiscal year, calendar year, or the end of a project or case file. The retention period begins at the point in time that records are cutoff.
Davis-Bacon Act	Applies on all contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works within the United States.
Day	10 CFR 1021.104 Day means a calendar day.
Days	Calendar days, not workdays, unless expressly designated as the latter for a particular purpose.
Deactivation	The process of placing a facility in a stable and known condition including the removal of hazardous and radioactive materials to ensure adequate protection of the worker, public health and safety, and the environment, thereby limiting the long-term cost of surveillance and maintenance. Actions include the removal of fuel, draining and/or de-energizing nonessential systems, removal of stored radioactive and hazardous materials, and related actions. Deactivation does not include all decontamination necessary for the dismantlement and demolition phase of decommissioning, e.g., removal of contamination remaining in the fixed structures and equipment after deactivation.
Deciding Official	Except in the case of the Secretary of Energy, an official at a higher organizational level (not necessarily higher grade) than any other individual directly involved in the grievance who has been delegated the authority to make final decisions on formal grievances. The Deciding Official is normally the supervisor or manager immediately above the supervisor to whom the informal grievance was submitted unless that individual was directly involved in the grievance. Involvement means more than mere knowledge of the matter. To have been "involved," the Deciding Official must have made or influenced a decision regarding the matter or must have a personal interest in the matter. In the latter event, the Deciding Official must be the next higher-level supervisor in the management chain who was not directly involved in the grievance. Only the Secretary of Energy may be involved in a grievance, be the supervisor with whom an informal grievance is filed, and be the Deciding Official.

Decommissioning	Takes place after deactivation and includes surveillance and maintenance, decontamination and/or dismantlement. These actions are taken at the end of the life of a facility to retire it from service with adequate regard for the health and safety of workers and the public and for the protection of the environment. The ultimate goal of decommissioning is unrestricted release or restricted use of the site.
Decontamination	The removal or reduction of residual chemical, biological, or radiological contaminants and hazardous materials by mechanical, chemical or other techniques to achieve a stated objective or end condition
Defense Contract Audit Agency Audits (DCAA)	Is responsible for performing all audits for the Department of Defense (DoD), and for providing accounting and financial advisory services to DoD components responsible for procurement and contract administration. DCAA also provides contract audit services for many other government agencies
Defined Benefit Pension Plan	Provides a pension amount calculated by applying to an employee's service (and, in some cases, to an employee's salary) a formula specified in the plan document. (Source: DOE O 350.1, Change 3)
Defined Contribution Pension Plan	Provides to each plan participant the accumulation of employer contributions, employee contributions, and investment returns on behalf of that plan participant. The plan specifies contributions (normally as a percent of salary). The plan also specifies the permissible timing, type, and amount of payments to the plan participant or survivors. (Source: DOE O 350.1, Change 3)
Delegated Examining Unit	Federal Human Resource Specialists that perform reviews of applications from individuals outside the federal workforce to determine qualifications for positions.
Delinquency	A debt on which payment is overdue.
Demolition	Destruction and removal of physical facilities or systems
Demotion	The change of an employee to a lower grade when both the old and the new positions are under the General Schedule, or under the same type of graded wage schedule, or to a position with a lower rate of pay when the old and the new positions are under the same type ungraded wage schedule or in different pay-method categories.
Department of Energy (DOE) Oversight	U.S. Department of Energy (DOE) Oversight encompasses activities performed by DOE organizations to determine whether Federal and contractor programs and management systems, including assurance and oversight systems are performing effectively and/or complying with DOE requirements. Oversight programs include operational awareness activities, onsite reviews, assessments, self-assessments, performance evaluations, and other activities that involve evaluation of contractor organizations and Federal organizations that manage or operate DOE sites, facilities, or operations.
Department of Energy (DOE) Patent Counsel	The U.S. Department of Energy Patent Counsel who assists the Contracting Officer in the review and coordination of patents and data related items.
Departmental Records Officer (DRO)	Manages the Departmental Records Management Program. Develops and implements Departmental policy and procedures.
Depreciation	The decline in the value of a capital asset. Depreciation represents a cost of ownership and the consumption of an asset's useful life.
Depth	depth of review relates to the level of analysis, documentation or action by which a particular review objective is assessed. The depth to which different review objectives are assessed may vary within a particular readiness review. Depth could vary from a simple records review to a detailed assessment including review of all records, all references, and all involved individuals and physical spaces

Derivative Classifier	An individual authorized to determine that matter is unclassified or classified as Restricted Data, Formerly Restricted Data, and/or National Security Information and at what level based on classification guidance or source documents.
Derogatory Information	Any factual and verifiable unfavorable information that creates a question as to an individual's eligibility for an access authorization (10 CFR 710.8, Criteria).
Design	Defining the construction requirement (including the functional relationships and technical systems to be used, such as architectural, environmental, structural, electrical, mechanical, and fire protection), producing the technical specifications and drawings, and preparing the contraction cost estimate
Design Authority (for nuclear facilities only)	The engineer designated by the Acquisition Executive to be responsible for establishing the design requirements and ensuring that design output documentation appropriately and accurately reflect the design basis. The Design Authority is responsible for design control and ultimate technical adequacy of the design process. These responsibilities are applicable whether the process is conducted fully in-house, partially contracted to outside organizations, or fully contracted to outside organizations. The Design Authority may delegate design work, but not its responsibilities.
Design Review	A formal and documented management technique used primarily to conduct a thorough evaluation of a proposed design in order to determine whether or not the proposed design meets the project requirements set forth by the customer, as well as to determine whether the proposed design will be fully functional
Designated Authority	The approval threshold for a Contracting Officer (e.g., Prime Contracts \$5M, Subcontracts \$10M, Sales \$1M) that is described on the Contracting Officer's warrant or through appointment memorandum .
Designated Contract	For purposes of this Order [DOE O 350.1, Change 3], a contract (other than a prime cost reimbursement contract for management and operation of a U.S. Department of Energy facility) for which the Head of the Departmental Contracting Activity determines that advance pension understandings are necessary or where there is a continuing Departmental obligation to the pension plan. (Source: DOE O 350.1, Change 3)
Designated non-Federal Representative	50 CFR 402.02 Designated non-Federal representative refers to a person designated by the Federal agency as its representative to conduct informal consultation and/or to prepare any biological assessment .
Design-bid-build	Traditional delivery method where design and construction are sequential and contracted for separately with two contracts and two contractors. A project delivery method whereby design and construction are separate contracts
Design-build	Combining design and construction in a single contract with one contractor. A project delivery method whereby design and construction contracts are combined. It is important that specific flow down requirements specified in requests for proposals to subcontractors, especially for firm fixed-price subcontracts, to insure implementation of the principles from this Order for effective performance measurement of the subcontractors' scope of work.
Destruction	physical destruction of records and the subsequent issuance of an official Certificate of Destruction.
Destruction or Adverse Modification	50 CFR 402.02 Destruction or adverse modification means a direct or indirect Alteration that appreciably diminishes the value of critical habitat for both the survival and recovery of a listed species. Such alterations include, but are not limited to, alterations adversely modifying any of those physical or biological features that were the basis for determining the habitat to be critical

Detail	A detail is defined as a temporary assignment to a different position for a specified period when the employee is expected to return to his or her regular duties at the end of the assignment. An employee who is on detail is considered for pay and strength count purposes to be permanently occupying his or her regular position. Details may be initiated in increments of 30 to 120 calendar days, and may be extended in increments of 120 calendar days or less.
Detective Controls	Designed to detect risk occurrence and/ or the failure of other controls.
Deviation	A condition that diverges from the norm and that is categorized as a variance, waiver, or exception according to the degree of risk accepted. A departure from a specified requirement. Occurs when the TPC, CD-4 completion date, or performance and scope parameters defined by the approved PB at CD-2 cannot be met.
Differing Professional Opinion (DPO)	An opinion involving a technical issue related to the environment, safety or health that: (1) differs from previous management decisions, stated positions, or established policies or practices; (2) in the opinion of the employee, has not been adequately considered; and (3) if not addressed, has a reasonable probability of having significant negative impact with respect to environment, safety, or health.
Direct Labor	Manpower resources dedicated to performing the requirements of the solicitation and labor for supervision and management related support to the tender (e.g., MEO) such as labor for quality control.
Directed Change	A change caused by some DOE policy directives (such as those that have force and effect of law and regulation), regulatory, or statutory action and is initiated by entities external to the Department. to include external funding reductions
Directive	a standard, policy, or procedure issued by DOE Headquarters in the form of Policy Statements, Regulations, Orders, Notices, Secretary of Energy Notice, etc.
Directives Points of Contact (DPCs)	The DPC is designated by the Departmental element and provides the liaison between his/her organization and the DOE Directives Program.
Directives Review and Comment System (RevCom)	The DOE-sanctioned on-line review and comment system maintained by the Headquarters (HQ) Office of Information Resources; which is used for reviewing draft Directives for content, relevance, applicability, accuracy, and implementation costs and for forwarding the results of the review to appropriate contact points throughout the DOE Complex.
Directly Affected Employees	Civilian employees whose work is being competed in a streamlined or standard competition.
Directly Affected Government Personnel	Government personnel whose work is being competed in a streamlined or standard competition.
Directly Interested Party	The agency tender official who submitted the agency tender; a single individual appointed by a majority of directly affected employees as their agent; a private sector offeror; or the official who certifies the public reimbursable tender.
Disciplinary Action	Disciplinary action may include, but is not limited to: reprimand, alternative discipline, suspension, reduction-in-grade, or removal from Federal service. Determination of the appropriate disciplinary action will be made on a case-by-case basis in accordance with DOE Order 3750.1 "Work Force Discipline "
Discretionary Award	An award under authority of a Federal statute that permits the U.S. Department of Energy to exercise judgment in selecting the recipient and the project to be supported and in determining the amount of the award.
Discrimination	Making differences and distinctions among people, ideas, places and things. Treating people differently with respect to employment because of their race, color, sex, national origin, age, religion, or disability is considered illegal discrimination.

Dismantlement	The disassembly or demolition and removal of any structure, system or component during decommissioning and satisfactory interim or long-term disposal of the residue from all or portions of a facility
Disposal	Disposal means the process of reutilizing/redistributing, transferring, donating, selling, abandoning, destroying, or other disposition of Government-owned personal property. (Source: DOE G 580.1-1 and 41 CFR 109-1.100-51(a)) Final placement or destruction of toxic, radioactive, or other waste, surplus or banned pesticides or other chemicals, polluted soils and drums containing hazardous materials from removal actions or accidental releases. Disposal may be accomplished through use of approved, secure, regulated landfills, surface impoundments, land farming, deep well injection or incineration.
Disposition	Actions taken with records after their value has been determined. The actions include retirement to a low-cost storage facility for temporary storage, transfer to an archival facility, microfilming, or disposal. The term includes, but is not synonymous with, disposal. The final settlement of a business or legal matter regardless of the level of resolution. A statement, decision, or course of action decided upon by a group or organization. those activities that follow completion of program mission, including, but not limited to, surveillance and maintenance, deactivation, and decommissioning. (From DOE STD 1120.98""Integration of Environment, Safety, and Health into Facility Disposition Activities"". The final settlement of a business or legal matter and, regardless of the level of resolution. A statement, decision, or course of action decided upon by a group or organization. Those activities that follow completion of program missions, including but not limited to, preparation for reuse, surveillance, maintenance, deactivation, decommissioning, and long-term stewardship. DOE O 430.1B provides implementation guidance for requirements specific to the disposition and long-term stewardship of contaminated, excess facilities.
Divestiture	An agency's decision to eliminate a government requirement for a commercial activity. No service contract or fee-for-service agreement exists between the agency and the private sector after a divestiture. By divesting of a commercial activity, an agency elects not to control the activity and cedes ownership and control of the activity's associated assets (e.g., equipment, facilities, property) and resources (agency manpower and budgeting for the activity). The agency has no role in the financial support, management, regulation, or oversight of a divested activity. Moving, transferring, or converting a commercial activity from government performance to private sector or public reimbursable performance is not a divestiture.
Document	Recorded information that describes, specifies reports, certifies, requires, or provides data or results. Examples may include work-governing documents, such as policies, plans, procedures, blueprints, or specifications.
Document Coordinator	Assists the Document Manager at the sub-organizational level.
Document Manager	Develops and maintains a secure electronic document storage location, such as a electronic Web site/share drive, housing controlled internal documents and documents of external origin identified as requiring control.
Document Owner	Responsible for the creation, update, and determination of need to control local documents and links to current versions of documents of external origin.
Document Review Package	a Record Package consisting of the draft document, the completed Document Review Sheet, and the Document Comments Review Sheet.

Documentary Materials	A collective term for records and nonrecord materials that refers to all media on which information is recorded, regardless of the nature of the medium or the method or circumstances of recording.
Documented Safety Analysis (DSA)	A documented analysis of the extent to which a Hazard Category 1, 2 or 3 nuclear facility can be operated safely with respect to the workers, the public, and the environment, including a description of the conditions, safe boundaries, and hazard controls that provide the basis for ensuring safety.
Documents of External Origin	Documents of other than local origin "determined by the organization to be necessary for the planning and operation of the quality management system" (per ISO 9001:2008).
DOE As Low As is Reasonably Achievable (ALARA)	The process that is utilized by U.S. Department of Energy (DOE) to determine the lowest achievable radiological exposure dose rate for workers and the public.
DOE Cognizant Security Authority (CSA)	U.S. Department of Energy (DOE) and National Nuclear Security Administration (NNSA) Federal employees who have been granted the authority to commit security resources or direct the allocation of security personnel or approve security implementation plans and procedures in the accomplishment of specific work activities.
DOE Contractor	An on-site contractor, such as a management and operating (M&O) contractor, an environmental restoration and management contractor, or other major prime contractor located at a DOE site, having a contract that includes DOE O 580.1 as a contract requirement. (Source: DOE G 580.1-1)
DOE/C-Web	The DOE/C-Web System is a web-based, electronic simplified acquisition application that efficiently and effectively permits DOE to accomplish low dollar value purchases in a paperless environment. DOE/C-Web allows buyers to electronically interact with merchants throughout the acquisition process up to and including award.
DOE Directives	DOE Directives are official HQ communications of policies, requirements and procedures. Directives are used to inform, direct, and guide employees in the performance of their work and to enable employees to work effectively within the Department and with other Government agencies, contractors, and the public. Directives include Policies, Orders, Notices, Manuals, and Guides. All of these are requirements except Guides which are only guidance on how to perform work. Each DOE Directive that applies to contractors contains a Contractor Requirements Document (CRD) which delineates all requirements specific to the contractors.
DOE Directives, Regulations, and Standards Portal (Directives Portal)	The Directives Portal is a department-wide, web-based application specifically used for browsing through, searching for, and retrieving online all DOE Directives and any other related requirements material and document collections with research being accomplished through sophisticated queries.

DOE Energy Savings Performance Contract (ESPC) Review Board	The purpose of the ESPC Review Board is to ensure that all affected parties have a chance to review the proposed Energy Savings Performance Contract from their respective points of view, resolve any issues, and thereby provide a greater probability of the success of the ESPC. The ESPC Review Board ensures that the ESPC is a good financial deal for the Government, complies with all applicable laws and regulations, conforms to all appropriate technical and contracting requirements, and includes the appropriate performance guarantees to ensure continued savings. The ESPC Review Board membership is made up of representatives from the responsible DOE Field Office, the responsible DOE Program Office, DOE HQ Office of Federal Energy Management Programs (FEMP), DOE HQ Office of Management (ME), DOE HQ Office of the Chief Financial Officer (CFO), and DOE HQ Office of General Counsel (GC). The DOE HQ Office of Policy and International Affairs (PI) and the U.S. Office of Management and Budget (OMB) are invited when the ESPC Review Board is convened for final proposals.
DOE Financial Assistance Rules	The DOE regulations that establish a uniform administrative system for application, award, and administration of assistance awards, including grants and cooperative agreements. (Source: DOE G 580.1-1)
DOE Functional Area Qualification Standards (FAQS)	The FAQS consist of competency statements, mandatory performance activities, and supporting knowledge and skill statements specific to a technical functional area that provides minimum requisite competency to perform technical management, oversight, or operations of a defense nuclear facility
DOE Line Management	U.S. Department of Energy (DOE) and National Nuclear Security Administration (NNSA) Federal employees who have been granted the authority to commit resources, direct the allocation of personnel, or approve implementation plans and procedures in the accomplishment of specific work activities
DOE Organization	<ul style="list-style-type: none"> • A DOE Federal management activity, such as an Operations Office, Support Office, Field Office, Area Office, Site Office, and Project Office. • DOE laboratory staffed by Federal employees. • The NNSA, except where specifically excluded. (Source: DOE G 580.1-1)
DOE Oversight	encompasses activities performed by DOE organizations to determine whether Federal and contractor programs and management systems, including assurance and oversight systems are performing effectively and/or complying with DOE requirements. Oversight programs include operational awareness activities, onsite reviews, assessments, self-assessments, performance evaluations, and other activities that involve evaluation of contractor organizations and Federal organizations that manage or operate DOE sites, facilities, or operations
DOE proposal (or proposal)	10 CFR 1021.104 DOE proposal (or proposal) means a proposal, as discussed at 40 CFR 1508.23 (whether initiated by DOE, another Federal agency, or an applicant), for an action, if the proposal requires a DOE decision. EA means an environmental assessment as defined at 40 CFR 1508.9
DOE Screening Period	The period of time that reportable excess personal property is screened throughout DOE for reutilization purposes and, for selected items, through Laboratory Equipment Donation Grant Program (LEDP). (Source: DOE G 580.1-1)
Domestic Violence	A pattern of behavior in one intimate partner who uses physical violence, coercion, threats, intimidation, isolation and emotional, sexual or economic abuse to control the other partner in a relationship. This includes any behaviors that manipulate, humiliate, frighten, harass, terrorize, blame, hurt, injure, or wound someone

Draft Directives	proposed new Directives or changes to existing Directives to which contractors and others are allowed to submit comments, particularly with regard to the need for the Directive, appropriateness, value added, implementation costs, and suggestions for alternative methods of implementation prior to official issue
Driving	Operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.
Dual Citizenship	Recognition as a citizen by more than one country.
Dual Storage	The process of maintaining a copy of a record at another location during the active life of the project or experiment. Dual-storage files are a "mirror image" of the project records file maintained by the Records Custodian (i.e., they have the same filing system, access controls, protection, etc.). Dual storage of project records is required for maintaining records for quality or regulatory-related projects and vital records.
Dual-Use List (Nuclear Suppliers Group)	Nuclear-related material, equipment, and related technology as described in the International Atomic Energy Agency (IAEA) Information Circular 254 Part 2. (Source: DOE G 580.1-1)
Early Consultation	50 CFR 402.02 Early consultation is a process requested by a Federal agency on behalf of a prospective applicant under section 7(a)(3) of the Act.
Earned Value	The budgeted value of work actually accomplished in a given time. Simply defined, Earned Value represents the value of work accomplished during the period
Earned Value Management	Earned Value Management is the use of an integrated management system that coordinates work scope, schedule, and cost goals and objectively measures progress towards these goals. A project performance method that utilizes an integrated set of performance measurements (e. g., scope, cost and schedule) to assess and measure project performance and progress, and estimate cost and schedule impacts at completion.
Earned Value Management System	An integrated set of policies, procedures and practices to objectively track true performance on a project or program. EVMS represents an integration methodology that is able to provide an early warning of performance problems while enhancing leadership decisions for successful corrective action
Easement	A right to use the land or property of another to gain or grant short-term or defined-term access to property or right-of-way for a special or particular purpose. An easement grants an interest in real property. An easement can be transferred. Unless otherwise specified, and easement is presumed to be permanent and non-exclusive. NOTE: See Comparison of Lease, License, and Easement
Economic Development	The use of transferred DOE real property in a way that enhances the production, distribution, or consumption of goods and services in the surrounding region(s) and further the public policy objectives of the laws governing the downsizing of DOE's defense nuclear facilities.
Educationally Useful Federal Equipment	Computers and related peripheral tools (e.g., printers, modems, routers, and servers), including telecommunications and research equipment, which are appropriate for use in prekindergarten, elementary, middle, or secondary school education. It also includes computer software, where the transfer of licenses is permitted. (Source: DOE G 580.1-1)

Effect	36CFR 800.16 Effect means alteration to the characteristics of a historic property qualifying it for inclusion in or eligibility for the National Register. 40 CFR 1508 ""Effects"" include: a. Direct effects, which are caused by the action and occur at the same time and place. b. Indirect effects, which are caused by the action and are later in time or farther removed in distance, but are still reasonably foreseeable. Indirect effects may include growth inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air and water and other natural systems, including ecosystems. Effects and impacts as used in these regulations are synonymous. Effects includes ecological (such as the effects on natural resources and on the components, structures, and functioning of affected ecosystems), aesthetic, historic, cultural, economic, social, or health, whether direct, indirect, or cumulative. Effects may also include those resulting from actions which may have both beneficial and detrimental effects, even if on balance the agency believes that the effect will be beneficial.
Effectiveness Review	A follow-up evaluation of completed corrective actions to verify closure, ensure all findings were effectively resolved, and ensure the same or similar findings will not recur.
Effects of National Concern	10 CFR 1022.4 Effects of national concern means those effects that because of the high quality or function of the affected resource or because of the wide geographic range of effects could create concern beyond the locale or region of the proposed action.
Effects of the Action	50 CFR 402.02 Effects of the action refers to the direct and indirect effects of an action on the species or critical habitat, together with the effects of other activities that are interrelated or interdependent with that action, that will be added to the environmental baseline. The environmental baseline includes the past and present impacts of all Federal, State, or private actions and other human activities in the action area, the anticipated impacts of all proposed Federal projects in the action area that have already undergone formal or early section 7 consultation, and the impact of State or private actions which are contemporaneous with the consultation in process. Indirect effects are those that are caused by the proposed action and are later in time, but still are reasonably certain to occur. Interrelated actions are those that are part of a larger action and depend on the larger action for their justification. Interdependent actions are those that have no independent utility apart from the action under consideration.
Effluent	Discharge of liquid or gaseous emissions to the environment.
E-Gov Score Card	Tracks how well the organization is executing the e-government management initiative. The scorecard employs a simple grading system common today in well-run businesses: - Green for success, - Yellow for mixed results, and - Red for unsatisfactory.
Electronic Capital Planning and Investment Control (eCPIC) System	A web-based application designed to help agencies with the management and control of their initiatives, portfolios, and investment priorities, as well as in the preparation and submission of budget data to the U.S. Office of Management and Budget.
Electronic Mail	the process of sending, receiving, storing, and forwarding messages in digital form over telecommunications facilities.
Electronic Mail Message	Documentary material created or received on an electronic mail system. Email messages may include brief notes, more formal or substantive narrative documents, and any attachments, such as word processing and other electronic documents, transmitted with the message.

Electronic Record	Any information recorded in a form that only a computer can process and that satisfies the definition of a Federal record.
Electronic Recordkeeping System (ERKS)	An electronic system in which records are collected, organized, and categorized to facilitate their preservation, retrieval, use, and disposition.
Electronic Web Site/Share Drive	An electronic means of providing links to locally managed documents.
Elementary and Secondary Schools	Individual public or private educational institutions encompassing kindergarten through twelfth grade, as well as public school districts. (Source: DOE G 580.1-1)
Eligible for inclusion in the National Register	36CFR 800.16 The term eligible for inclusion in the National Register includes both properties formally determined as such in accordance with regulations of the Secretary of the Interior and all other properties that meet the National Register criteria.
Eligible Institution	Any Non-Profit educational institution of higher learning, such as universities, colleges, junior colleges, hospitals, and technical institutes or museums located in the United States and interested in establishing or upgrading energy-oriented education programs.
Eligible Recipient	Local elementary and secondary schools and Non-Profit organizations. (Source: DOE G 580.1-1)
EMCBC Senior Management Team (SMT)	The Senior Management Team is comprised of the Director, DOE-EMCBC, and his/her direct supervisory reports.
Emergency Action Level	Specific, predetermined, observable criteria used to detect, recognize, and determine the emergency class of operational emergencies. They are based on consequence estimates and evaluations performed using information from the hazards assessment.
Emergency Operating Record	The type of vital records essential to the continued functioning or reconstitution of the U.S. Department of Energy (DOE) during and after an emergency. Those records are necessary to perform national security emergency preparedness functions and activities. Included are emergency plans and directive(s), orders of succession, delegations of authority, and staffing assignments. Also included are selected program records needed to continue the most critical Agency operations, as well as related policy or procedural records that assist Agency Staff in conducting operations under emergency conditions and for resuming normal operations after an emergency.
Emergency Response Organization (ERO)	The organizational structure of the comprehensive emergency management system, including the establishment and maintenance of the U.S. Department of Energy (DOE) Headquarters (HQ) Emergency Management Team, Field Element emergency response staff, and facility/site ERO during normal operations, the functions of the on-shift emergency organization, and the staffing of a full facility/site response organization following declaration of an emergency; clearly specified authorities and responsibilities; and the configuration and staffing in terms of initial response and staff augmentation during the emergency. All personnel who may be needed to perform duties, beyond those specified by 29 CFR 1910.120 for the first responder awareness level, during a response to any of the broad range of emergencies defined in the Hazards Survey or assessments are members of
Employee	Any person working for the U.S. Department of Energy. Also any person previously employed by a contractor if that person's complaint alleges that employment was terminated for conduct described in 10 CFR 708.5. And, any person working for DOE, including NNSA, or a DOE contractor, or subcontractor on a DOE Project according to DOE O 442.1R

Employee Assistance Program (EAP)	A service available to all employees at no cost. It is staffed by professional counselors who will help address problems that can adversely affect job performance, reliability, and personal health. The counselor may refer an employee to other professional services and resources within the community for further information and assistance.
Employee Awards	awards granted to deserving employees in the form of a Quality Step Increase (QSI) for continuing outstanding performance, a Special Act Award (sometimes referred to as an incentive award) for a one-time special achievement of a non-recurring nature, and exemplary suggestions which result in improvements in productivity
Employee Concern	A good faith expression by an employee that a policy or practice of DOE or one of its contractors or subcontractors should be improved, modified, or terminated. Concerns can address issues such as health, safety, the environment, management practices, fraud, waste, or reprisal for raising a concern
Employee Concern Program (ECP)	The DOE has established the ECP to 1) receive, evaluate, refer, investigate and respond to Federal and contractor employee concerns at the EMCBC and serviced sites; 2) perform oversight of the operating contractor ECPs and; 3) protect DOE and the operating contractor employees against reprisals for reporting concerns. The ECP is one of many resources available to supervisors, managers and employees in the event of a workplace violence incident
Employee Self Service (ESS)	The DOE Employee Self Service (ESS) System is used to enable DOE employees to view their own payroll, personal and training information, and update certain information on the Internet. The Privacy Act of 1974 covers the information you provide to ESS (<i>Title 5, U.S. Code 552a</i>)
Employee Suggestion Box	A receptacle in a designated location for submitting employee suggestion forms. Forms may also be submitted electronically at employeesuggestionprogram@emcbc.doe.gov
Employee Suggestion Manager (ESM)	Is responsible for overall EMCBC Employee Suggestion Program (ESP) administration and oversight.
Employee Transition Plan	A written plan developed by the HRA for the potential transition of the agency's civilian employees to an MEO, or to private sector or public reimbursable performance. This plan is developed early in the streamlined or standard competition process, based on the incumbent government organization, to identify projected employee impacts and the time needed to accommodate such impacts, depending on the potential outcomes of the competition. The employee transition plan differs from a phase-in plan, which is developed by prospective providers responding to a solicitation.
Employer	DOE, a contractor, or a subcontractor working on a DOE project.
End User	a staff member, visitor, subcontractor staff member, or support services staff member charged with the responsibility of knowing identity, location or status of accountable property while in that individual's possession, securely maintaining the unique user name and password, and following the policy and procedure as set forth in this and other DOE governing policy and procedures

Energy Asset Disposal System (EADS)	EADS is a module within GSAXcess system that is exclusive to the U.S. Department of Energy (DOE) and is DOE's Personal Property Management System. EADS provides automated data systems support for DOE's nation-wide personal property needs. EADS provides simplified and improved internal screening of DOE excessed personal property. It satisfies statutory procurement mandates to use excess as the first source of supply. DOE personnel can use EADS to report property for internal screening, excess screening and to compete for internal/excess/surplus property. EADS tracks the progress of the property as it moves from the internal screening process, redistribution and excess stage of disposal to the donation or surplus stage. At the Internal Screening level, DOE determines the length of time property will be screened and whether or not the property being internally screened proceeds to the Federal excess and surplus cycle. EADS provides the necessary tools and automated transfer document to each respective DOE activity to make informed, intelligent determinations by reviewing requests for the property and allocating the property to qualified DOE entities (e.g., DOE Headquarters/Field offices, DOE contractors, the Laboratory Equipment Donation Grant Program (LEDP), or other programs). EADS provides DOE users with the capability to screen DOE personal property in an interactive, real time frame. Under EADS DOE personnel and contractors can screen DOE property before it proceeds into the normal (Federal) disposal cycle. (Source: Energy Asset Disposal System (EADS) User Guide)
Energy System Acquisition Advisory Board (ESAAB)	Formally established board comprised of senior U.S. Department of Energy program officials, chaired by the Secretarial Acquisition Executive (SAE), which advises the SAE on Critical Decisions related to Major System Projects, site selection, and Performance Baseline deviation dispositions Advises the SAE on CDs related to Major System Projects, site selection and PB deviation dispositions
Energy-Oriented Education Program	A program that deals partially or entirely in energy or energy-related topics.
Enrollment Official	The enrollment official collects all the applicable forms and data on an individual, to include verifying I-9 documents, and submits the package to the Registrar. These duties may be performed by the local badging office at DOE sites.
Enterprise Architecture Program Management Team (EAPMT)	The EAPMT is lead by the Federal Manager for EA and consists of: the Federal Manager, the Chief Architect, EA Project Managers, and specifically designated personnel, see the <u>Enterprise Architecture Program Management Team Charter</u> .
Enterprise Training Services (ETS)	The Department's training service provider. ETS provides training services and products to organizations within DOE.
Enterprise Training Services (ETS) Training Consultant	The ETS Training Consultant is an individual who is available to work closely with the training manager/coordinator in a DOE organization to develop solutions to training issues and needs.

Environmental Assessment	10 CFR 1022.4 Environmental assessment (EA) means a document prepared in accordance with the requirements of 40 CFR 1501.4(b), 40 CFR 1508.9, 10 CFR 1021.320, and 10 CFR 1021.321. 40 CFR 1508 "Environmental assessment": a. Means a concise public document for which a Federal agency is responsible that serves to: Briefly provide sufficient evidence and analysis for determining whether to prepare an environmental impact statement or a finding of no significant impact. Aid an agency's compliance with the Act when no environmental impact statement is necessary. Facilitate preparation of a statement when one is necessary. b. Shall include brief discussions of the need for the proposal, of alternatives as required by section 102(2)(E), of the environmental impacts of the proposed action and alternatives, and a listing of agencies and persons consulted.
Environmental Checklist	A checklist used to screen Federal activities to determine the required level of NEPA documentation.
Environmental Document	40 CFR 1508 "Environmental document" includes the documents specified in Sec. 1508.9 (environmental assessment), Sec. 1508.11 (environmental impact statement), Sec. 1508.13 (finding of no significant impact), and Sec. 1508.22 (notice of intent).
Environmental Impact Statement	10 CFR 1022.4 Environmental impact statement (EIS) means a document prepared in accordance with the requirements of section 102(2)(C) of NEPA and its implementing regulations at 40 CFR Parts 1500–1508 and 10 CFR Part 1021. 40 CFR 1508 "Environmental impact statement" means a detailed written statement as required by section 102(2)(C) of the Act
Environmental Management Acquisition Advisory Board (EMAAB)	An advisory body to the Program Secretarial Officer comprised of EM Deputy Assistant Secretaries and other non-EM personnel (see Attachment A). The EMAAB Meeting is a major part of the process wherein the Program Secretarial Officer as AE within EM reviews and makes critical decisions for "Non- Major Line Item Construction and Capital Asset Projects" within the Program Secretarial Officer's authority. The EMAAB will also convene to review and make recommendations on (1) Non-major System Projects before forwarding them to the Under Secretary and (2) Major System Projects before forwarding them to the SAE for final
Environmental Remedial Action Plan	Summarizes the remedial alternatives presented in the analysis of the feasibility study and identifies the preferred alternative and the rationale for selecting the preferred alternative
Epidemiological Record	A record that provides significant information about personnel, environmental, health, and safety operations; documents where people work and their potential exposure to hazardous materials (such as radiation, chemical, and metals); and charts the various factors that determine the frequency and distribution of diseases in human and other animal populations. The following are primary records required for epidemiological or health assessments: medical rights and interest safety and environmental personnel human experimentation.
Epidemiological Records	records that include information on work history, radiological and chemical exposure, medical records, employee employment dates, industrial hygiene, worker identification, site organization, configuration, and operation.
Equal Employment Opportunity (EEO)	The principle of fair treatment in Federal employment and personnel matters without regard to race, color, sex, religion, national origin, age or physical or mental disability.
Equal Employment Opportunity Commission (EEOC)	Provides guidance on affirmative employment program planning and discrimination complaint processing to Federal agencies.

Equipment	Equipment—for property management purposes, any item of personal property having a unit acquisition cost of \$10,000 or more and having the potential for maintaining its integrity (i.e., not expendable due to use) as an item. (Source: DOE G 580.1-1) The term “equipment” as used herein [ERLE Grant Program Users Manual] means the used items described on the face hereof as the item(s) being granted. Any item of Government personal property having a unit acquisition cost of \$5,000 up to \$24,999 and having the potential for maintaining its integrity i.e., not expendable due to use) as an item.
Equivalencies	Alternatives to how a requirement in a directive is fulfilled in cases where the “how” is specified. These represent an acceptable alternative approach to achieving the goal of the directive. Unless specified otherwise in the directive, Equivalencies are granted, in consultation with the OPI, by the Program Secretarial Officer or their designee, or in the case of the NNSA, by the Administrator or designee, and documented for the OPI in a memorandum. For those directives listed in Attachment 1 of DOE O 410.1, CTA concurrences are required prior to the granting of equivalencies.
Escort	An authorized DOE or DOE contractor employee who has been assigned the responsibility to accompany foreign nationals who lack need-to-know or access authorization within a security area to ensure adherence to security measures.
Estimate-At-Completion	Actual cost of work completed to date plus the predicted costs and schedule for finishing the remaining work
Estimate-To-Complete	The value expressed in either dollars or hours developed to represent the cost of the work required to complete a task
Evaluation Report	Comprehensive report that should thoroughly reflect the Government's evaluation consistent with the evaluation criteria stated in the solicitation.
Event	an undesirable occurrence. A real time occurrence, for example, pipe break, valve failure, loss of power, etc.
Evidence of Compliance	Evidence is available to reviewers of the Radiation Protection Program and to oversight organizations that the individual requirement will be, or is and will continue to be, effectively implemented.
EVMS Certification	The determination that a Contractor's EVMS, on all applicable projects, is in full compliance with ANSI/EIA-748B, or as required by the contract, and in accordance with FAR Subpart 52. 234-4. EVMS
EVMS Surveillance	The process of reviewing a Contractor's certified EVMS, on all applicable projects, to establish continuing compliance with ANSI/EIA-748B, or as required by the contract, and in accordance with FAR Subpart 52. 234-4, EVMS. Surveillance may also verify that EVMS use is properly implemented by the contractor
Exception	A treatment of an applicable provision from a Contractor Requirements Document (CRD) in a contract that would have required an Exemption if a DOE-approved tailoring process had not been followed (as used in DOE O 410.1, Central Technical Authority Responsibilities Regarding Nuclear Safety Requirements)
Excess Property	Property under the control of any Federal awarding agency that, as determined by the head thereof, is no longer required for its needs or the discharge of its responsibilities. (Source: 10 CFR 600.101 and 10 CFR 600.302)
Excess Real Property	Land, improvements to land, or both including interests therein, which are not required for Departmental needs and the discharge of its responsibilities.

Executability Review	Executability Reviews are organized and conducted for all projects. For Major Systems, the executability review is organized and conducted by OECM. For non-Major Systems, the review is to be organized and conducted by the program, using independent reviewers who are not assigned or working on the project at the contractor or field level. Executability reviews assess the project and validate the plans as executable within the Performance Baseline.
Exemption	For Federal Personnel, an exemption is formal and final relief from the need to comply with applicable requirements of U.S. Department of Energy (DOE) regulations and directives. For contractors, an exemption is a formal and final release from one or more requirements in a Regulation; or in a DOE Order, Notice, or Manual that is included in their contract (DOE O 251.1C, Departmental Directives Program, and 10 CFR 820, Procedural Rules for DOE Nuclear Activities).
Exemptions	The release from one or more requirements in a directive. Unless specified otherwise in the directive, Exemptions are granted, in consultation with the OPI, by the Program Secretarial Officer or their designee, or in the case of the NNSA, by the Administrator or designee, and documented for the OPI in a memorandum. For those directives listed in Attachment 1 of DOE O 410. 1, CTA concurrences are required prior to the granting of exemptions.
Exhibit	A file containing additional information to enable users to carry out Procedures. Exhibits may be outlines, flowcharts, forms, and/or explanatory information. Exhibits do not contain series of steps in sequential order.
Exhibit 300 business cases	Format for documenting the Capital Asset Plan and Business Case Summary.
Exhibit 53 Information Technology (IT) Investments	Format for reporting IT investments.
Exhibits	Any display, usually three-dimensional, which uses photographs, models, hardware, copy, and special effects, such as lighting, animation, microcomputers, analog simulators, or audiovisual productions to communicate information to an audience.
Expansion	An increase in the operating cost of an existing commercial activity based on modernization, replacement, upgrade, or increased workload. An expansion of an existing commercial activity is an increase of 30 percent or more in the activity's operating costs (including the cost of FTEs) or total capital investment.
Expedited Processing	The processing of Freedom of Information Act requests on an accelerated schedule (i.e., priority treatment over other Freedom of Information Act requests) based upon the Requester's showing of a compelling need for such manner of processing.
Expendable Personal Property	Materials and supplies that when put to use are consumed, lose their identity, or become an integral part of other Government personal property.
Expense	Money spent or cost incurred in an organization's efforts to generate revenue, representing the cost of doing business. Expenses may be in the form of actual cash payments (such as wages and salaries), a computed expired portion (depreciation) of an asset, or an amount taken out of earnings (such as bad debts). Expenses are summarized and charged in the income statement as deductions from the income before assessing income tax. Whereas all expenses are costs, not all costs (such as those incurred in acquisition of income generating assets) are expenses.
Export Control	Categories of specific information and/or technologies that have been deemed as sensitive to the national security of the United States and its allies and are subject to export control and other restrictive measures.

Export Controlled Information	Certain unclassified Government information for which DOE is accountable and responsible and which requires a specific license or authorization to export and must be protected consistent with U.S. laws and regulations. Unrestricted dissemination of this information could reasonably be expected to adversely affect the U.S. national security and nonproliferation objectives.
Extended Shutdown	The termination of program work in a facility that involves facility, Operation, or activity. For Hazard Category 1 nuclear facilities, this period is greater than 12 months since the last time the reactor was in Operating mode 1, 2 or 3 as defined in the Technical Safety Requirements (TSRs). For Hazard Category 2 nuclear facilities, this period is 12 months or greater. extended shutdown for a Hazard Category 2 nuclear facility is 12 or more months per Attachment 1, Section 2.a (1)(c) of DOE Order 425.1C, ""Startup and Restart of Nuclear Facilities"" (Reference 2.2.2).
Extensible Markup Language (XML) Export	Investment information is submitted electronically using the approved U.S. Office of Management and Budget XML Schema. XML is used to facilitate the sharing of structured data across different information systems.
Extension	An amendment of an award which would otherwise expire, to provide additional time and, if appropriate, additional funds for completion of project activities.
Extent of Condition	An evaluation to determine if an issue has potential or actual applicability to other activities, processes, equipment, programs, facilities, operations or organizations. The evaluation should focus on the breadth of the problem (e.g. whether it involves a single or multiple facilities, functions, or work activities) and not simply where the issue was discovered to exist. The evaluation should focus on the breadth of the problem (e.g. could negatively impact other facilities, functions, or work activities) and not simply apply a corrective action to the area of discovery without eliminating it as a potential source of nonconformity in other areas. Extent of condition analysis can result in preventive actions for application in other areas or facilities.
External Audit	an audit performed to assess the site contractor, supplier, subcontractor, or DOE participant, laboratory, or affected organization.
External Independent Review	A project review performed by personnel from OECM and augmented by individuals outside DOE, primarily to support validation of either the Performance Baseline (CD-2) or Construction/Execution Readiness (CD-3). OECM selects an appropriate group of subject matter experts in a contracted capacity to assist with these reviews
Facilities Information Management System (FIMS)	The Department's corporate database for real property. The system provides the Department with an accurate inventory and management tool that assists with planning and managing all real property assets. See DOE O 430.1B for additional information. The DOE corporate database for real property and trailer holdings as required by DOE O 430.1B, Admin. Change 2, Real Property Asset Management.

Facility	Land, buildings, and other structures, their functional systems and equipment, and other fixed systems and equipment installed therein, including site development features outside the plant, such as landscaping, roads, walks, parking areas, outside lighting and communication systems, central utility plants, utilities supply and distribution systems, and other physical plant features. These include any of the DOE-owned, -leased, or - controlled facilities, and they may or may not be furnished to a contractor under a contract with DOE. (Source: DOE O 430.1B, Change 1) buildings and other structures (or segments of buildings or structures in which sufficient physical barriers exist such that interaction with hazardous materials located in other nearby segments is precluded), their functional systems and equipment, and other related fixed systems and equipment installed therein or within close proximity, that fulfill a specific processing, handling, storage, or support function.
Facility Clearance (FCL)	An administrative determination that a facility is eligible to access, receive, produce, use, and/or store classified matter, nuclear materials, or Departmental property of significant monetary value.
Facility Code	The unique numeric value assigned to a facility when it has been granted a facility clearance.
Facility Data and Approval Record (FDAR)	A U.S. Department of Energy form (DOE F 470.2) used to record approvals and deletions of and changes to facility information.
Facility Importance Rating	A ranking which identifies the Departmental interest or property and its associated survey frequency. (See DOE M 470.4-1, Change 1, Safeguards and Security Program Planning and Management.)
Facility/Office-Specific Qualification Standards	Qualification standards developed by EMCBC or an SLA site for functional areas, tasks, and the knowledge, skills and abilities unique to these facilities, which are required to be met by employees of the EMCBC and/or SLA site facilities. These standards are in addition to the GTBOS and FAOS developed by the department
Facility Security Officer (FSO)	A U.S. citizen, with an access authorization equivalent to the facility clearance, assigned the responsibility of administering the requirements of the Safeguards and Security Program within the facility.
Facility Use Agreement (FUA)	A short form license for very limited use of a facility.
Fact-Finding	An inquiry suitable to ascertain the relevant circumstances surrounding a grievance and to provide the basis for a written report. The written report contains appropriate recommendations on the matter being examined and reasons for the recommendations.
Fair Market Value	The estimate price the property will bring if placed for sale on the open market by a willing seller not obligated to sell, allowing a reasonable time to find a willing buyer but who is not obligated to buy and who buys with the knowledge of all the uses for which the property is capable of being used
FedBizOpps.gov	The Web site where the government electronically advertises solicitations or requirements.
Federal Agency	40 CFR 1508 ""Federal agency"" means all agencies of the Federal Government. It does not mean the Congress, the Judiciary, or the President, including the performance of staff functions for the President in his Executive Office. It also includes for purposes of these regulations States and units of general local government and Indian tribes assuming NEPA responsibilities under section 104(h) of the Housing and Community Development Act of 1974
Federal Aircraft	An aircraft that an executive Agency owns, bails, or borrows for any length of time.

Federal Automotive Statistical Tool (FAST)	FAST is a mandatory on-line reporting system used by Executive Agencies and agencies that historically submitted their Agency Report for Motor Vehicles via the General Services Administration's Standard Form (SF) 82 (obsolete). FAST is the multi-reporting tool used throughout the year to meet multi-reporting requirements (one of which is the OMB Circular A-111)
Federal Employee	a person who is directly employed by DOE or who is authorized to work for the Department by law, rule, or regulation. The term does not include prime contractor employees and their employees or support contractors.
Federal Employees Occupational Safety and Health (FEOSH) Program Manager/Coordinator	Employee assigned at field elements to administer the Federal Employees Occupational Safety and Health Program.
Federal Integrated Project Team (IPT)	The Federal IPT is an essential element of the Department's acquisition process and is used during all phases of a project's life cycle. An IPT is a multi-disciplinary team led by the Federal Project Director (FPD) that is responsible and accountable for planning, budgeting, procurement, and life cycle management of a project to achieve its cost, schedule, and performance goals. FPDs, Contracting Officers, safety, quality, legal, and personnel in technical disciplines compose the membership of a typical IPT. A safety expert is a mandatory team member for all projects involving nuclear materials.
Federal IT Investment Points of Contact (POCs)	POCs for the Budget Formulation process from all, in this case, sites/facilities appointed by their respective managers.
Federal Long Term Care Insurance Program	Provides long term care insurance to help pay for costs of care when an employee needs help with activities that are performed every day, or who have a severe cognitive impairment, such as Alzheimer's disease.
Federal Managers' Financial Integrity Act of 1982	The <i>Federal Managers' Financial Integrity Act (FMFIA) of 1982</i> requires agency heads to provide an annual assurance statement on whether internal control and financial systems provide reasonable assurance that the integrity of Federal programs and operations is protected. In response the Department of Energy developed a program for evaluating the adequacy of its internal controls and determining whether they conform to the principles and standards established by the Office of Management and Budget and the Government Accountability Office. The results of these evaluations and other information provided by senior management are used to determine whether there are any material weaknesses. <i>"Section 113 of the Accounting and Auditing Act of 1950 (31 USC 660)"</i>
Federal Program Manager	An individual in the headquarters organizational element responsible for managing a program and, until designation of the FPD, its assigned projects. They ensure that all the projects are properly phased, funded over time, and that each project manager is meeting their key milestones. They are the project manager's advocate, ensure proper resourcing and facilitate the execution process. They predict programmatic risks and put mitigation strategies in place so that projects are not affected.
Federal Project Director	The individual certified under the Department's PMCDP as responsible and accountable to the AE or Program Secretarial Officer for project execution. Responsibilities include developing and maintaining the PEP; managing project resources; establishing and implementing management systems, including performance measurement systems; and approving and implementing changes to project baselines

Federal Project Director (FPD)	The individual responsible and accountable to the Acquisition Executive/Program Secretarial Officer for project execution; one who is responsible for the management of services provided to the U.S. Department of Energy on a specific project, beginning at the start of design and continuing through the completion of construction, for planning, organizing, directing, controlling, and reporting on the status of the project. Responsibilities include developing and maintaining the project management plans; managing project resources; establishing and implementing management systems, including performance measurement systems; and approving and implementing changes to project baselines. (Source: DOE G 413.3-2 [DOE O 361.1A])
Federal Supply Classification Group (FSCG) 66	The Federal Supply Group (FSG) classification for Laboratory Equipment Donation Grant Program (LEDP) (the only type of equipment available for grant through the LEDP) is Code 66, Instruments and Laboratory Equipment. The applicable Subpart of the 07/01/2003 Edition of 41 Code of Federal Regulations (CFR) is quoted below: 41 CFR Ch. 109-50.104, Equipment Which May Be Granted. Generally, equipment items classified in FSCG 66, Instruments and Laboratory Equipment, are eligible for granting under this program. Other selected items designated by the Office of Laboratory Policy and Infrastructure Management and approved by the DPMO, are made available under the program. 41 CFR Ch. 109-50.104, Equipment Which May Not Be granted. Equipment which will not be granted include: (a) Any equipment determined to be required by DOE direct operations or DOE designated contractors; or (b) General supplies, such as Bunsen burners, hoods, work benches; office equipment and supplies; furniture; drafting supplies; refrigerators; tools; presses; lathes; furnaces; hydraulic and mechanical jacks; cranes; and hoists.
Federal Supply Schedule (FSS)	The Federal Supply Schedule Program is directed and managed by GSA and provides Federal agencies with a simplified process for obtaining commercial supplies and services at prices associated with volume buying.
Federal Technical Capability Program (FTCP)	The FTCP defines the requirements and responsibilities for meeting DOE commitment to recruiting, deploying, developing, and retaining a technically competent workforce that will accomplish the DOE missions in a safe and efficient manner. The EMCBC implements this program through an FTCP Agent
Federal Technical Capability Panel (FTCP)	The FTCP is responsible for overseeing the overall implementation of the Federal Technical Capability Program as described in DOE M 426.1-1A. The FTCP is chaired by a Senior Technical Safety Manager (STSM) and consists of STSMs from offices participating in the TQP. Specific responsibilities include interfacing with the Defense Nuclear Facility Safety Board (DNFSB) and review and approval of the Department's general technical base qualification standard, and functional area qualification standards.
Federal Technical Capability Panel (FTCP) Agent	The FTCP Agent serves as EMCBC's representative to the FTCP. The EMCBC's FTCP Agent is the Assistant Director, Office of Technical Services and Asset Management. The FTCP Agent has responsibility for ensuring that personnel actions involving federal technical personnel are consistent with the Department's overall commitment to enhance the technical capability of its technical staff and in successful completion of the specific actions required of EMCBC. This includes actions affecting the recruitment, deployment, development, and retention of federal personnel with the demonstrated technical capabilities to safely accomplish EM's safety missions and responsibilities.

Federal Traveler	For the purposes of this order, 41 CFR 301-10.260-266 and 301-70.800-910, a person who travels on a Government aircraft and who is either: a. A civilian employee in the Government service; b. A member of the uniformed or foreign services of the United States Government; or c. A contractor working under a contract with an executive agency.
Federal Travel Regulation (FTR) Reimbursement Rate	The applicable mileage rate based on the type of POV you actually use (airplane, privately owned automobile, privately owned motorcycle). These rates will be published in the FTR bulletin and will also be displayed on the General Service Administration (GSA) website (http://www.gsa.gov/mileage).
Fee Ownership	The maximum possible estate or right of ownership of real property continuing until the rights of the owner(s) are relinquished. It is sometimes referred to as title in fee simple. For all intents and purposes this means that the holder of the fee is the owner of the entirety of the property, without limitations as to time or usage, subject to any legal restrictions on that property.
Fee-for-Service Agreement	A formal agreement between agencies, in which one agency provides a service (a commercial activity) for a fee paid by another agency. The agency providing the service is referred to in this circular as a public reimbursable source.
Field Elements	A Field Element is a non-Headquarters DOE Organization that is geographically distinct. Field Elements can be: Area Offices, Support Offices, Operations Offices, Field Offices, Regional Offices, or Offices located at Environmental Restoration, Construction, or Termination Sites.
Field Office Manager	The Designated Lead Federal Management Official at a Site Office.
File	An arrangement of records. A term used to denote papers, photographs, photographic copies, maps, machine-readable information, or other recorded information regardless of physical form or characteristics, accumulated or maintained in filing equipment, boxes, or machine-readable media, or on shelves, and occupying office or storage space. A collection of information that has been given a name and is stored on a disk. This information can be a document, spreadsheet, graphic image, or an application.
File Plan	A file plan documents a systematic framework for identifying, classifying, and filing records. This framework establishes a method of indexing, scheduling, and disposing of records.
Final Design	Completion of the design effort and production of all the approved design documentation necessary to permit procurement, construction, testing, checkout and turnover to proceed
Financial Assistance	Transfer of money or property to a recipient or subrecipient to accomplish a public purpose of support or stimulation authorized by Federal statute through grants or cooperative agreements and subawards. In the Department of Energy, it does not include direct loans, loan guarantees, price guarantees, purchase agreements, Cooperative Research and Development Agreements (CRADAs), or any other type of financial incentive instrument.
Financial Plan	Detailed guidance which shows distribution of funds with its associated accounting codes to a particular contractor for a specific period of time and supporting or consistent with a contract action related to that particular contractor.

Finding	<p>An identified inadequacy with implementation of a requirement. A Finding is categorized as level 1, 2, or 3. This categorization is necessary to identify the degree of management formality and rigor required for the correction, tracking to closure, and trending of findings.</p> <p>Level 1 Finding This is an issue of major significance that warrants a high level of attention on the part of line management. Typically an issue of such significance reflects a gap in addressing requirements or a systemic problem with implementing the requirements. If left uncorrected, this level of finding could negatively impact the adequacy of operations and/or accomplishment of the mission.</p> <p>Level 2 Finding This is an issue that represents a non-conformance and/or deviation with implementation of a requirement. Multiple issues at this level, when of a similar nature, may be rolled-up together into one or more Level 1 Findings.</p> <p>Level 3 Finding This is an issue where it is recognized that improvements can be gained in process, performance, or efficiency already established for meeting a requirement. This level of finding should also include minor deviations observed during oversight activities that have been promptly corrected on the spot and verified as completed. A determination of an individual item which is a direct deviation to, is an omission of, or is in noncompliance with an established requirement and which requires correction. Response is required. In the conduct of readiness evaluations, findings may be categorized as either post start or pre start. A post start finding must be corrected; however, the finding may be corrected after the start/restart of an activity. A pre start finding must be corrected before an activity can be started/restarted.</p>
Finding of No Significant Impact	<p>10 CFR 1022.4 Finding of no significant impact means a document prepared in accordance with the requirements of 40 CFR 1508.13 and 10 CFR 1021.322. 40 CFR 1508 ""Finding of no significant impact"" means a document by a Federal agency briefly presenting the reasons why an action, not otherwise excluded (Sec. 1508.4), will not have a significant effect on the human environment and for which an environmental impact statement therefore will not be prepared. It shall include the environmental assessment or a summary of it and shall note any other environmental documents related to it (Sec. 1501.7(a)(5)). If the assessment is included, the finding need not repeat any of the discussion in the assessment but may incorporate it by reference.</p>
Firm	<p>In conjunction with architect-engineer services means any individual, partnership, corporation, association or other legal entity permitted by law to practice the professions of architecture or engineering.</p>
First Aid	<p>one time treatment and subsequent observation of minor scratches, cuts, burns, splinters and so forth, which do not ordinarily require medical care even though provided by a physician or registered health professional. See the definitions provided on Occupational Safety and Health Administration Bureau of Labor Statistics Form OSHA300, "Log and Summary of Occupational Injuries and Illnesses" (Reference 3.2.11).</p>

First Period of Full Performance	The performance period following the phase-in period when the service provider becomes fully responsible for performing the activity. The first performance period is used to implement the new service provider's phase-in plan; therefore, full performance of the service provider does not occur until the second performance period, which may be referred to as the base period, full performance, or the first period of full performance. This first period of full performance may be less than or more than 12 months. The first period of full performance is the second performance period (the performance period immediately following phase-in period) regardless of the second performance period's length.
Fleet Cap	Cap on total number of vehicles allowed per location.
Fleet Credit Card	The Government issued credit card assigned to each Government-furnished vehicle to be used for fuel and necessary maintenance.
Flex-fuel Vehicle	A vehicle that can be refueled and operated using either regular unleaded gasoline or E-85/Ethanol.
Flexible Hours	The times during the working day, workweek, or pay period within the tour of duty during which an employee covered by a flexible work schedule may choose to vary his or her times of arrival to and departure from the work site consistent with the duties and requirements of the position. (See 5 U.S.C. 6122(a)(2))
Flexible Spending Account (FSA)	A tax-favored program offered by employers that allows an employee to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. By using pre-tax dollars to pay for eligible health care and dependent care expenses, an FSA gives an immediate discount on these expenses that equals the taxes that would otherwise be paid on that money.
Flexible Work Schedule	A work schedule established under 5 U.S.C. 6122, that: (1) In the case of a full-time employee, has an 80-hour biweekly basic work requirement that allows an employee to determine his or her own schedule within the limits set by the agency and that may be scheduled for less than 10 working days; and (2) In the case of a part-time employee, has a biweekly basic work requirement of less than 80 hours that allows an employee to determine his or her own schedule within the limits set by the agency and may be scheduled for less than 10 working days and that may require the employee to work more than 8 hours in a day.
Flexiplace Program	Allows employees to work part of the time at other than their "official duty station." It may be on a schedule of from several days per week to as little as one day a month, or on an as-needed basis for reasons such as special projects, illness, or unavailability of your regular office. An employee normally works at home or at a special flexiplace location. The employee is still on official duty when working under a flexiplace agreement, is expected to be in a situation where the necessary resources to do the job are available, and are able to concentrate on that job without interruptions from other family members. Employees normally cannot expect to care for any other family members when working under a flexiplace agreement.
Flood or Flooding	10 CFR 1022.4 Flood or flooding means a temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters, or the unusual and rapid accumulation or runoff of surface waters from any source.
Floodplain	10 CFR 1022.4 Floodplain means the lowlands adjoining inland and coastal waters and relatively flat areas and floodprone areas of offshore islands.

Floodplain Action	10 CFR 1022.4 Floodplain action means any DOE action that takes place in a floodplain, including any DOE action in a wetland that is also within the floodplain, subject to the exclusions specified at § 1022.5(c) and (d) of this part.
Floodplain and Wetland Values	10 CFR 1022.4 Floodplain and wetland values means the qualities of or functions served by floodplains and wetlands that can include, but are not limited to, living values (e.g., conservation of existing flora and fauna including their longterm productivity, preservation of diversity and stability of species and habitats), cultural resource values (e.g., archeological and historic sites), cultivated resource values (e.g., agriculture, aquaculture, forestry), aesthetic values (e.g., natural beauty), and other values related to uses in the public interest (e.g., open space, scientific study, outdoor education, recreation).
Floodplain or Wetland Assessment	10 CFR 1022.4 Floodplain or wetland assessment means an evaluation consisting of a description of a proposed action, a discussion of its potential effects on the floodplain or wetland, and consideration of alternatives.
Floodplain Statement of Findings	10 CFR 1022.4 Floodplain statement of findings means a brief document issued pursuant to § 1022.14 of this part that describes the results of a floodplain assessment.
Foreclosure	36CFR 800.16 Foreclosure means an action taken by an agency official that effectively precludes the Council from providing comments which the agency official can meaningfully consider prior to the approval of the undertaking.
Foreign	Any area outside the United States, Puerto Rico, American Samoa, Guam, the Trust Territory of the Pacific Islands, and the Virgin Islands. (Source: DOE G 580.1-1)
Foreign National Employee	An alien. For the purposes of DOE O 142.3 or its associated Contractor Requirements Document, an alien is a person who was born outside the jurisdiction of the United States, is a citizen of a foreign government, and has not been naturalized under U.S. law. An employee that is not a United States citizen who is employed by the United States Government and works outside the United States, its territories or possessions, under a system in which an Executive Agency is the official employer of the foreign national employee and assumes responsibility for all administration and management functions associated with the employee's employment.
Foreign National Status	The time a foreign national is authorized to be in the United States and what type, if any, work he or she can participate in while in the United States as determined by his or her valid passport, visa, and other Immigration and Naturalization Service documentation.
Foreign Ownership, Control, or Influence (FOCI)	The condition that exists when a foreign interest has the power, direct or indirect, whether or not exercised and whether or not exercisable through ownership of the U.S. company's securities by contractual arrangements or other means, to direct or decide matters affecting the management or operations of a U.S. company in a manner which may result in unauthorized access to classified information and/or special nuclear material or may adversely affect the performance of classified contracts.
Foreign Ownership, Control, or Influence Determination	A determination rendered by the Government as to whether a U.S. company requiring facility clearance in order to perform work requiring access to classified information and/or special nuclear material or the granting of access authorizations is or may be subject to foreign ownership control or influence.

Formal Consultation	50 CFR 402.02 Formal consultation is a process between the Service and the Federal agency that commences with the Federal agency's written request for consultation under section 7(a)(2) of the Act and concludes with the Service's issuance of the biological opinion under section 7(b)(3) of the Act
Formal Grievance	A written request by an employee, a former employee, or a group of employees acting as an individual for personal relief in a matter of concern or dissatisfaction relating to the conditions of employment of the employee that is subject to the control of U.S. Department of Energy management
Full-Performance Level	The highest grade level of work assigned to a position. Noncompetitive promotions are allowed up to this level if previously competed and a career ladder is documented.
Full-Time Equivalent (FTE)	The staffing of Federal civilian employee positions, expressed in terms of annual productive work hours (1,776) rather than annual available hours that includes non- productive hours (2,080 hours). FTEs may reflect civilian positions that are not necessarily staffed at the time of public announcement and staffing of FTE positions may fluctuate during a streamlined or standard competition. The staffing and threshold FTE requirements stated in this circular reflect the workload performed by these FTE positions, not the workload performed by actual government personnel. FTEs do not include military personnel, uniformed services, or
Function Code	The numerical code used to categorize an agency's commercial and inherently governmental activities for inventory reporting purposes.
Functional Area (FA)	A major component of work within a subject area that is applicable to DOE operations.
Funding Agency or Requesting Agency	The Federal Agency procuring the goods or services from another Federal Agency.
Funding Opportunity Announcement (FOA)	A document which requests the submission of applications for financial assistance and which describes program objectives, recipient and project eligibility requirements, desired performance activity, evaluation criteria, award terms and conditions, and other relevant information about the financial assistance opportunity.
Funding Profile	A representation of the project funding over the life of the project. It is part of the AE decision and any decremental change requires AE approval
Funds-In	Monies provided by a participant(s) to a U.S. Department of Energy contractor for a Cooperative Research and Development Agreement (CRADA) project.
General Membership Costs to be Covered	Under the authorized appropriation, the EMCBC will reimburse a participating employee annually for 100%, up to \$200.00; The program will be conducted on a fiscal year basis with employees being reimbursed on a semiannual and/or annual basis.
General Plant Project	Miscellaneous minor new construction project, of a general nature, for which the total estimated cost, may not exceed the congressionally established limit. GPPs are necessary to adapt facilities to new or improved production techniques, to effect economies of operations, and to reduce or eliminate health, fire and security problems. These projects provide for design and/or construction, additions, improvements to land, buildings, replacements or additions to roads and general area improvements.

General Plant Projects (GPPs)	GPPs are miscellaneous minor new construction projects of a general nature, the total estimated costs of which may not exceed the congressionally established limit. GPPs are necessary to adapt facilities to new or improved production techniques, to effect economies of operations, and to reduce or eliminate health, fire, and security problems. These projects provide for design or construction (or both), additions, and improvements to land, buildings, and utility systems, and they may include the construction of small new buildings, replacements or additions to roads, and general area improvements. By their nature, GPPs are difficult to detail in advance and are subject to changing priorities and requirements, emergencies, and contingencies arising after the budget submission that may force changes in scope, schedule, and the order in which these projects are undertaken. GPP funds are not intended to be used in incremental segments to construct larger facilities. Care should be exercised to ensure that each specific project is a discrete, stand-alone entity. Each project is to result in the delivery of a complete and usable facility including the initial complement of equipment required for the facility to meet its intended purpose. In this regard, only GPP funds can be used to make the facility complete and usable. (Source: DOE Accounting Handbook, Chapter 10 , " Plant and Capital Equipment")
General Records Schedule (GRS)	schedules issued by the National Archives and Records Administration (NARA) that govern the mandatory disposition of specified recurring filing series common to several or all federal agencies.
General Technical Base Qualification Standards (GTBQS)	The GTBQS consists of competency and supporting knowledge and skill statements in five (5) fundamental topical areas that provide minimum requisite competency requirements. It serves as a base and is a prerequisite for all TQP participants. Completion of GTBQS requirements helps to ensure that participants are prepared to meet the next level of technical competency requirements contained in the FAQS. Adherence to the GTBQS ensures that all personnel enrolled in the TQP have a common level of technical knowledge.
Gliding Schedule	A type of flexible work schedule in which a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week, may select a starting and stopping time each day, and may change starting and stopping times daily within the established flexible hours
Government Aircraft	Any (Federal or Commercial Aviation Service) aircraft owned, leased, chartered, or rented by of an executive Agency other than a branch of the Armed Forces or an intelligence agency.
Government Equity	Assets- Liabilities = Net Position
Government Furnished Property (GFP)	Facilities, equipment, material, supplies, or other services provided by the government for use by all prospective providers in the solicitation. Costs for GFP included in a solicitation are considered common costs. Replacement costs, insurance, maintenance and repair costs for GFP may or may not be government-furnished, depending on the provisions in the solicitation
Government Furnished Vehicle	A Government-furnished automobile, light truck or van.
Government-owned Record (a/k/a Government-Owned Information)	Record/information maintained by a Departmental management and operating contractor for the Department that is set out as a government-owned record in the DEAR 970.5204-3 – Access to and Ownership of Records clause of the respective U.S. Department of Energy/management and operating contractor Prime Contract
Government Personal Property	Government-owned or Government-leased (from commercial sources) items of any kind (except real property or property related to real property) that are in the custody of DOE personnel.

Government Personal Property Accountability	The establishment and maintenance of Government personal property accountability records and the development of procedures to ensure effective protection and control of <u>Government personal property</u> .
Government Personnel	Civilian employees, foreign national employees, temporary employees, term employees, non-appropriated fund employees, and uniformed services personnel employed by an agency to <u>perform activities</u> .
Government Transportation Request (GTR)	The GTR is EMCBC's office travel card. It is only used to pay for TMC fees and airline tickets for someone without access to a government travel card.
Graded Approach	The process by which the level of detail in analyses, documentation, and actions necessary to comply with requirements is commensurate with the following: the relative importance to safety, safeguards, and security; the magnitude of any hazard involved; the life cycle stage of a facility; the programmatic mission of a facility; the particular characteristics of a facility; and <u>any other relevant factors</u> .
Grant	A financial assistance instrument (award notice) used to transfer money or property when the principal purpose of the transaction is accomplishment of a public purpose of support or stimulation authorized by Federal statute, and minimal involvement between the U.S. Department of Energy and the recipient during the performance of the contemplated activity <u>is anticipated</u> .
Green Purchasing	The purchase of environmentally preferable products and services in accordance with one or more of the established Federal green procurement preference programs. (Also referred to as <u>Affirmative Procurement</u>)
Group Award	An award granted to a team of DOE EMCBC employees, supervisors, and/or managers.
GSAXcess	GSAXcess is GSA's computerized system for recording, tracking and controlling the worldwide inventory of excess and surplus property of the federal government. Federal agencies can interact with that system using a variety of modules within GSAXcess that simplify and improve internal screening of excess personal property. The Agency Asset Management System (AAMS) is available for the Departments of Agriculture, Commerce and Veterans Affairs to view and manage such property. The Energy Asset Disposal System (EADS) enables Department of Energy staff to conduct screening of personal property. (Source: GSAXcess User Guide)
Hand Receipt	A document used to establish the direct accountability of a user for sensitive property. EMCBC Form "Certificate of Property Receipt," is prepared for this use by Office of Technical Services and Asset Management Personal Property Team. Computer-generated reports from the official EMCBC Assets Management System may also be used as hand receipts.

Harassment	A form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA). Harassment is any unwelcome verbal, written, or physical conduct that either denigrates or shows hostility or aversion toward a person on the basis of race, color, national origin, religion, sex, sexual orientation, disability, or age that (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation. An action taken or condoned by an employer against or toward an employee to bother, belittle, humiliate, or impede that employee in his or her work environment, relationship with others, or job performance because the employee reasonably and in good faith raised a concern. A form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).Harassment is any unwelcome verbal, written, or physical conduct that either denigrates or shows hostility or aversion toward a person on the basis of race, color, national origin, religion, sex, sexual orientation, disability, or age that (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employees work performance; or (3) affects an employee's employment opportunities or compensation.
Hardware	physical equipment such as mechanical, magnetic, electrical, electronic, or electro mechanical devices used in the configuration and operation of an ADP system. Synonymous with ADP equipment and includes digital, analog and hybrid computer equipment, printers, telecommunications terminals, tape drives, disc drives, etc.
Hazard Categories	the consequences of unmitigated releases of radioactive material are evaluated as required by DOE Order 5480.23 and classified by the following hazard categories:
Hazard Category	Evaluation of the consequences of unmitigated releases to classify nuclear facilities or operations into the following hazard categories: Hazard Category 1: The hazard analysis shows the potential for significant off-site consequences. Hazard Category 2: The hazard analysis shows the potential for significant on-site consequences. Hazard Category 3: The hazard analysis shows the potential for only significant localized consequences. NOTE: DOE-STD-1027-92, Change Notice 1, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports, provides guidance and radiological threshold values for determining a facility's Hazard Category.
Hazard Category 1	The hazard analysis shows the potential for significant offsite consequences;
Hazard Category 2	The hazard analysis shows the potential for significant onsite consequences;
Hazard Category 3	The hazard analysis shows the potential for only significant localized consequences.
Hazardous Material Screening Process	A Hazardous Material Screening Process must identify specific hazardous materials and quantities that, if released, could produce impacts consistent with the definition of an Operational Emergency. The potential release of these identified materials to the environment requires further analysis in an emergency planning hazard assessment (EPHA).

Hazardous Property	Any personal property, including scrap or waste, that is ignitable, explosive, corrosive, reactive, or toxic because of its quantity, concentration, or physical, chemical, or infectious characteristics, or that is deemed a hazardous material, chemical substance or mixture, or hazardous waste under the Hazardous Material Transportation Act, the Resource Conservation and Recovery Act, or the Toxic Substances Control Act. Such property can be in solid, liquid, semi-liquid, or contained gas form and may cause or significantly contribute to an increase in mortality or illness, or pose present or potential hazards to human health or the environment when improperly used, treated, stored, transported, disposed of, or mismanaged. Among other things, it includes hazardous materials and hazardous wastes as defined in the FPMR. (Source: DOE G 580.1-1)
Hazardous Substance	10 CFR 1021.104 Hazardous substance means a substance identified within the definition of hazardous substances in section 101(14) of CERCLA (42 U.S.C. 9601.101(14)). Radionuclides are hazardous substances through their listing under section 112 of the Clean Air Act (42 U.S.C. 7412) (40 CFR part 61, subpart H)
Hazards Assessment	The identification and characterization of hazardous materials specific to a facility/site, analyses of potential accidents or events, and evaluation of potential consequences. The hazards assessment also includes a determination of the size of the geographic area surrounding the site, knows and the emergency planning zone (EPZ), within which special planning and preparedness activities are required to reduce the potential health and safety impacts from an event involving hazardous materials. The hazards assessment provides the technical basis for the Hazardous Materials Program.
Hazards Survey	A qualitative examination of the events or conditions specific to the facility/site which may require an emergency response. It is used to identify the generic emergency events or conditions that define the scope of the emergency management program at a facility/site. The description in of the potential impacts of such events or conditions contained in the Hazards Survey determines the planning and preparedness requirements that apply. The Hazards Survey is the formal mechanism to determine the scope and extent of the Base
Head of the Agency	36CFR 800.16 Head of the agency means the chief official of the Federal agency responsible for all aspects of the agency's actions. If a State, local or tribal government has assumed or has been delegated responsibility for section 106 compliance, the head of that unit of government shall be considered the head of the agency.
Head of the Contracting Activity (HCA)	Head of a U.S. Department of Energy (DOE) element who has been delegated authority by the DOE Headquarters Deputy Assistant Secretary for Procurement and Assistance Management/Senior Procurement Executive to (1) award and administer contracts, sales contracts, and/or financial assistance instruments; (2) appoint Contracting Officers; and (3) exercise the overall responsibility for managing the Contracting Activity.
Headquarters Business Clearance Review	The review and approval of procurement actions required by U.S. Department of Energy Acquisition Guide, Chapter 71, "Review and Approval of Contract and Financial Assistance Actions."
High Hazard Areas	10 CFR 1022.4 High-hazard areas means those portions of riverine and coastal floodplains nearest the source of flooding that are frequently flooded and where the likelihood of flood losses and adverse impacts on the natural and beneficial values served by floodplains is greatest

High Risk Personal Property	Personal property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled, and disposed of in other than the routine manner. The categories of high risk property are: Automatic data processing equipment, Especially designed or prepared property, Export controlled information, Export controlled property, Hazardous property, Nuclear weapon components or weapon-like components, Proliferation sensitive property, Radioactive property, Special nuclear material, and Unclassified controlled nuclear information. (Source: DOE G 580.1-1 and 41 CFR 109-1.100-51(a))
Historic Property	36CFR 800.16 Historic property means any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places maintained by the Secretary of the Interior. This term includes artifacts, records, and remains that are related to and located within such properties. The term includes properties of traditional religious and cultural importance to an Indian tribe or Native Hawaiian organization and that meet the National Register criteria.
Historical Record	A record that preserves a reasonable portrait of significant past events and are useful for purposes beyond those for which it was created. A document important for the <u>comprehension and appreciation of the history of the United States.</u>
Host	The DOE or DOE contractor employee responsible for the day-to-day activities associated with the successful accomplishment of a visit or assignment. A foreign national who is a DOE or DOE contractor employee may be a host. A sensitive country national cannot host another <u>foreign national from any sensitive country</u>
Host State	10 CFR 1021.104 Host state means a state within whose boundaries DOE proposes an action at an existing facility or construction or operation of a new facility.
Host Tribe	10 CFR 1021.104 Host tribe means an American Indian tribe within whose tribal lands DOE proposes an action at an existing facility or construction or operation of a new facility. For purposes of this definition, tribal lands means the area of "Indian country," as defined in 18 U.S.C. 1151, that is under the tribe's jurisdiction. That section defines Indian country as: i. All land within the limits of any Indian reservation under the jurisdiction of the United States government, notwithstanding the issuance of any patent, and including rights-of-way running through the reservation; ii. All dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state; and iii. All Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same.
Hot Commissioning	The processing of a minimal acceptable sample of an actual material to obtain the desired performance output during the startup and testing phase of a chemical or nuclear processing <u>facility</u>
Human Environment	40 CFR 1508 ""Human environment"" shall be interpreted comprehensively to include the natural and physical environment and the relationship of people with that environment. (See the definition of ""effects"" (Sec. 1508.8).) This means that economic or social effects are not intended by themselves to require preparation of an environmental impact statement. When an environmental impact statement is prepared and economic or social and natural or physical environmental effects are interrelated, then the environmental impact statement will discuss all of these effects on the human environment.

Human Reliability Program (HRP)	HRP is required for individuals who require access to Category I Special Nuclear Material or has the responsibility for transportation or protection of Category I quantities of SNM; Involves nuclear explosives duties or has responsibilities for working with, protecting or transporting nuclear explosives, nuclear devices, or selected components. Affords access to information concerning vulnerabilities in protective systems when transporting nuclear explosives, nuclear devices, selected components, or Category I quantities of SNM or affords the potential to significantly impact national security or cause unacceptable damage and is approved pursuant to 10 CFR 712.10(b).
Human Resource Advisor (HRA)	An inherently governmental agency official who is a human resource expert and is responsible for performing human resource-related actions to assist the ATO in developing the agency tender.
Imminent Danger	A condition or practice for which a hazard exists that could reasonably be expected to cause death or serious physical harm (permanent or prolonged impairment of the body or temporary disablement or requiring hospitalization) to employees or the public or significantly harm the environment unless immediate actions are taken to mitigate the effects of the hazard and/or remove employees from the hazard.
Imminent Danger Condition or Concern	Any condition or practice in any work place that creates a danger that could reasonably be expected to cause death or serious physical harm immediately or before the onset of such danger could be eliminated through normal procedural mechanism .
Implementation	The commitment has been put into practice (i.e., workers are following the approved procedures and standards).
Implementation Plan (IP)	The procedural document by which the readiness review is conducted. This document implements the scope and direction approved in the readiness review plan-of-action and defines the depth of the review. Sections 8.2 and 9.3 of DOE-STD-3006-2010, Planning and Conducting Readiness Reviews, describe the contents, preparation, and use of the IP.
Inactive Record	A record that is no longer needed to carry out an organization's day-to-day business.
Inactive Records	Records which are accessed less than once a month or no longer needed in the conduct of current business and ready for disposition.
Incidental Take	50 CFR 402.02 Incidental take refers to takings that result from, but are not the purpose of, carrying out an otherwise lawful activity conducted by the Federal agency or applicant.
Incidents Of Security Concern	Events that are of concern to the U.S. Department of Energy Safeguards and Security Program that warrant preliminary inquiry and subsequent reporting.
Incumbent Service Provider	The source (i.e., agency, private sector, or public reimbursable source) providing the service when a public announcement is made of the streamlined or standard competition.
Indefinite Delivery Vehicle (IDV)	A contract for supplies or services that does not procure or specify a firm quantity of supplies or services (other than a minimum or maximum quantity) and that provides for the issuance of orders for the delivery of supplies or services during the period of the contract.
Indemnification	The responsibility for reimbursement of payment for any suit, claim, demand or action, liability, judgement, cost, or other fee arising out of any claim for personal injury or property damage, including business losses consistent with generally accepted accounting practices, which involve the covered real property transfers.

Independent	Having no line management responsibility for the work, facility, process or system being reviewed. An office or entity that is not under the supervision, direction, or control of the sponsor responsible for carrying out the project's development or acquisition
Independent Cost Estimate	A cost estimate, prepared by an organization independent of the project sponsor, using the same detailed technical and procurement information to make the project estimate. It is used to validate the project estimate to determine whether it is accurate and reasonable
Independent Cost Review	An independent evaluation of a project's cost estimate that examines its quality and accuracy, with emphasis on specific cost and technical risks. It involves the analysis of the existing estimate's approach and assumptions
Independent Government Cost Estimate	The government's estimate of the resources and its projected costs that a contractor would incur in the performance of a contract. These costs include direct costs such as labor, supplies, equipment, or transportation and indirect costs such as labor overhead, material overhead, as well as general and administrative expenses, profit or fee. (Refer to FAR 36.203 and FAR 15.406-1)
Independent Oversight	refers exclusively to oversight by DOE or other independent organizations that do not have line management responsibility for the activity/project.
Independent Project Review	A project management tool that serves to verify the project's mission, organization, development, processes, technical requirements, baselines, progress and/or readiness to proceed to the next successive phase in DOE's Acquisition Management System
Indian Tribe	36CFR 800.16 Indian tribe means an Indian tribe, band, nation, or other organized group or community, including a native village, regional corporation or village corporation, as those terms are defined in section 3 of the Alaska Native Claims Settlement Act (43 U.S.C. 1602), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
Indicator	Any detectable activity or other information that, either by itself or when aggregated, gives an adversary insight into critical or sensitive information.
Indicators	Indicators are those things which provide a pathway for an adversary to develop an understanding of Critical Program Information.
Indices Checks	A procedure whereby a request is made to appropriate U.S. Government agencies to determine whether information exists on a particular foreign national.
Individual Development Plan (IDP)	Provides a mechanism to establish the employee's training, development, and qualification needs based on the Department and organization goals, objectives, and mission, technical qualification standards for the position (if applicable), and employee's personal and professional development goals. An outline of mutually agreed upon expectations, updated periodically. The IDP provides for a knowledgeable, qualified, and professionally motivated employee.
Indoctrination Training Checklist	a list of required reading for new employees that comprises procedures, DOE Orders, regulations and any other documents appropriate to the employee's job responsibilities and areas of oversight.
Industry Leading Practice (ILP)	Policies, principles, standards, guidelines and procedures that contribute to the highest, most resource-effective performance of a discipline. Practices are based upon a broad range of experience, knowledge and extensive work with industry leading clients.

Informal Award	An award that may be given to recognize contributions of lesser scope that might otherwise go unrecognized. Informal Awards must be items of nominal value (not greater than \$50) and the item must take an appropriate form to be used in the public sector and to be purchased with public funds.
Informal Consultation	50 CFR 402.02 Informal consultation is an optional process that includes all discussions, correspondence, etc., between the Service and the Federal agency or the designated non-Federal representative prior to formal consultation, if required.
Informal Grievance	A written grievance related to matters/conditions of employment under the control of U.S. Department of Energy management presented by an employee or group of employees acting as an individual to his/her/their immediate supervisor for discussion and informal resolution. Participation in the Informal Grievance process is a requirement for, and precursor to, submitting a Formal Grievance.
Information In Identifiable Form	As defined in DOE O 206.1, "Information in an IT system or online collection: (1) that directly identifies an individual (e.g., name, address, Social Security number or other identifying number or code, telephone number, email address, etc.) or (2) by which an agency intends to identify specific individuals in conjunction with other data elements (i.e. indirect identification). These data elements may include a combination of gender, race, birth date, geographic indicator and other descriptors."
Information System	As defined in DOE O 206.1, "A discrete set of information resources organized for the collection, processing, maintenance, transmission, and dissemination of information, in accordance with defined procedures, whether automated or manual."
Information System Resources (ISR)	ADP systems, software, hardware, data, telecommuting equipment, and resources, and other equipment used in office communications. ISR includes personal computers (PCs), laptop computers, and associated peripheral equipment such as software, monitors, keyboards, scanners, printers, PC cameras, telephone accessories, and associated cables and connectors.
Information Technology	Any equipment or interconnected system(s) or subsystem(s) of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency. For purposes of this definition, equipment is used by an agency if the equipment is used directly by the agency, or is used by a contractor under a contract with the agency that requires (1) its use or (2) to a significant extent, its use in the performance of a service or the furnishing of a product. The term "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources, and does not include any equipment that is acquired by a contractor incidental to a contract; or contains imbedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, heating, ventilation, and air conditioning equipment, such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation, are not information technology.
Information Technology Council (ITC)	Group responsible for reviewing IT investment business cases, overseeing project performance and ensuring the remediation of poorly performing projects.
Infrastructure	All real property, installed equipment, and related real property that is not solely supporting a single program mission at a multiprogram site or that is not programmatic real property at a single program site. (Source: DOE O 430.1B, Change 1)

Ingrant	A right to use property not owned by the Federal government by means of a lease, easement, license, or permit.
Inherent Risk Assessment	An evaluation of the likelihood and impact of risk occurrence, without consideration of what controls are in place.
Inherently Governmental Activities	An activity that is so intimately related to the public interest as to mandate performance by government personnel.
Inherently Governmental Function	Means, as a matter of policy, a function that is so intimately related to the public interest as to mandate performance by Government employees. This definition is a policy determination, not a legal determination. An inherently governmental function includes activities that require either the exercise of discretion in applying Government authority, or the making of value judgments in making decisions for the Government. Governmental functions normally fall into two categories: the act of governing, i.e., the discretionary exercise of Government authority, and monetary transactions and entitlements. 1. An Inherently Governmental Function involves, among other things, the interpretation and execution of the laws of the United States so as to: i. Bind the United States to take or not to take some action by contract, policy, regulation, authorization, order, or otherwise; ii. Determine, protect, and advance United States economic, political, territorial, property, or other interests by military or diplomatic action, civil or criminal judicial proceedings, contract management, or otherwise; iii. Significantly affect the life, liberty, or property of private persons; iv. Commission, appoint, direct, or control officers or employees of the United States; or v. Exert ultimate control over the acquisition, use, or disposition of the property, real or personal, tangible or intangible, of the United States, including the collection, control, or disbursement of Federal funds. 2. Inherently Governmental Functions do not normally include gathering information for or providing advice, opinions, recommendations, or ideas to Government officials. They also do not include functions that are primarily ministerial and internal in nature, such as building security, mail operations, operation of cafeterias, housekeeping, facilities operations and maintenance, warehouse operations, motor vehicle fleet management operations, or other routine electrical or mechanical services.
Initial Briefing	A briefing to inform individuals of security procedures and access control requirements, conducted before said individuals assume their duties at a Departmental facility
In-Kind Contributions	Non-cash contributions provided by the participant or contractor. In-kind contributions must include collaboration in the research and development efforts of the Cooperative Research and Development Agreement (CRADA) and may also include personal property (equipment and supplies), capital equipment, work to be performed at either party's facilities, real property, or services that are directly beneficial, specifically identifiable, and necessary for the performance of the project. In-kind contributions generally do not include work performed prior to execution of the CRADA.

Inspector General (IG) Cost Allowability Audits	For M&O contractors, the inspector General’s responsibility to audit the allowability of contractor costs is accomplished through the “Cooperative Audit Strategy”. (1) Contractor internal audit plans are developed in consultation with the IG, CFO and Contracting Officer. (2) Areas subject to incurrence of unallowable costs are covered within a 5- year cycle. (3) IG assesses internal audit function and results of audits to express an opinion on the allowability of costs presented in the Statement of Costs Incurred and Claimed (SCIC). (4) Larger contractor’s statements reviewed annually- Others on a 3 year cycle. (5) Field CFO and Field Procurement Official also perform limited reviews to support certification of the contractors SCIC. (6) Contracting Officer makes final decision on the allowability of cost.
Institutional General Plant Project (IGPP)	Miscellaneous minor (i.e., up to \$5 million) new construction of a general institutional nature benefiting multiple cost objectives and required for general purpose site-wide needs. IGPPs do not include projects whose benefit can directly be attributed to a specific or single program. IGPPs are consistent with the General Plant Project threshold and capitalization criteria in the DOE Accounting Handbook, Chapter 10, “Plant and Capital Equipment.” Example IGPP projects are multi-programmatic/interdisciplinary scientific laboratory, institutional training facility, site-wide maintenance facilities and utilities, new roads, multi-programmatic office space, multi-programmatic facilities required for “quality of life” improvements, and replacement or upgrade to a core utility, land, and facility that is no longer reliable. (Source: DOE O 430.1B, Change 1)
Integrated Contractor	U.S. Department of Energy (DOE) contractor whose accounting system is integrated with the DOE accounting system through the use of reciprocal accounts – similar to a home office/branch accounting structure. Integrated Contractors report financial information using the Department’s standard general ledger accounting structure. They are financed through a checks paid letter of credit. The Integrated Contractor accounting system concept facilitates the transfer and consolidation of accounting data.
Integrated Project Team (IPT)	A cross-functional group of individuals organized for the specific purpose of delivering a project to an external or internal customer. It is led by a Federal Project Director The IPT is a cross-functional group organized for the specific purpose of delivering a project to an external or internal customer. (Source: DOE G 413.3-2 [DOE O 413.3B])
Integrated Safety Management System (ISMS)	The application of the integrated safety management system to a project or activity. The fundamental premise of Integrated Safety Management is that accidents are preventable through early and close attention to safety, design, and operation, and with substantial stakeholder involvement in teams that plan and execute the project, based on appropriate standards. System to systematically integrate safety into management and work practices at all levels as required by DOE’s Safety Management System Policy and other related policies.
Interagency Agreement	Interagency Agreement between two Federal Agencies.
Interagency Career Transition Assistance Plan (ICTAP)	A program to assist surplus and displaced Federal employees in being considered for Federal employment in other agencies.

Interested Parties	For purposes of challenging the contents of an agency's commercial activities inventory pursuant to the Federal Activities Inventory Reform Act, an interested party is (1) a private sector source that is an actual or prospective offeror for a contract or other form of agreement to perform the activity and has a direct economic interest in performing the activity that would be adversely affected by a determination not to procure the performance of the activity from a private sector source; (2) a representative of any business or professional association that includes within its membership private sector sources referred to in (1) above; (3) an officer or employee of an organization within an executive agency that is an actual or prospective offeror to perform the activity; (4) the head of any labor organization referred to in section 7103(a)(4) of title 5, United States Code, that includes within its membership officers or employees of an organization referred to in paragraph (3).
Intergovernmental Groups	State, Local, Indian and Territorial Governments. State and local governments including those in the 50 states and all cities, counties, and municipalities. Indian Governments include ruling bodies of any sovereign American Indian Tribe.
Interim action	10 CFR 1021.104 Interim action means an action concerning a proposal that is the subject of an ongoing EIS and that DOE proposes to take before the ROD is issued, and that is permissible under 40 CFR 1506.1: Limitations on actions during the NEPA process.
Interim Qualification	Specific requirements that must be met prior to a Facility Representative being assigned to provide limited coverage in a facility for which he or she is not fully qualified.
Interim Use Documents	documents that are employed when there is a need to expedite the issuance of a policy or procedure. Interim use documents may also be used to temporarily modify an approved policy or procedure.
Internal Control	An integral part of an organization's management that provides reasonable (but not absolute) assurance that the following objectives are being achieved. (1) Effectiveness and Efficiency of Operations. (2) Reliability of financial reporting. (3) Compliance with applicable laws and regulations. (Safeguarding assets is a subset of these objectives).

Internal Safety Review System	The contractor's one or more standing or ad hoc committees comprised of persons independent of the accelerator operation under review. This group functions primarily in an advisory capacity to a designated manager having the authority to direct actions based upon the review findings. The rigor with which the review system is implemented should be commensurate with the hazard potential of the facility. While the system is intended to be internal to the contractor organization, independent technical competence in all areas required for an appropriate review may not be readily available within the organization. Consultants from other U.S. Department of Energy (DOE) accelerator facilities may be used as a regular complement to internal staff to provide an additional degree of objectivity and independence as well as nurturing good communications within the DOE. Specific aspects of the accelerator facility that typically merit investigation by the internal safety review system include: Safety and environmental aspects of the design of the accelerator; Facility prior to the start of construction; Development and modification of a Safety Assessment Document (SAD); Proposed modifications to the accelerator facility, its operation, or any equipment that has potential safety implications; Accelerator facility procedures related to safe and environmentally responsible operation; Approved Accelerator Safety Envelope (ASE); Determining whether proposed activities are within the ASE; Identified causes of any violation of ASE; Corrective actions proposed in response to a facility shutdown because of safety concerns; and Content of safety training programs.
Internet	a global computer network with interconnected computers, file servers, and hosts. The Internet contains services and resources, such as email, FTP, and the World Wide Web.
Intimidation	Any action taken by coworkers or supervisors against or toward an employee to cause that employee to (1) cease engaging in protected activities; (2) be fearful of engaging in protected activities; or (3) otherwise be afraid for his or her safety, reputation, or job security as a result of having identified concerns about any aspect of DOE facilities or operations.
Inventory	A list of government personnel, by location, function, and position, performing either commercial activities or inherently governmental activities.
Investigation	An inquiry conducted by or on behalf of the Employee Concerns Program Office, for the purpose of evaluating and resolving a concern, usually involving interviews, inspection of relevant documents, sites, or equipment, and an evaluation of practices being followed.
Invoice	Contractor's bill or written request for payment under the contract for supplies delivered or services performed.
Issue	An identified problem, concern, finding, deficiency, opportunity for improvement, observation, recommendation, or other similarly named condition that requires resolution. The identification of a 1) programmatic breakdown; 2) direct deviation to, omission of, or noncompliance with an established requirement; or 3) subjective comment that expresses the opinions of the originator, is felt to be useful information in achieving the objective of performance or process improvement, and represents an opportunity for improvement.
Issues Management	The process for managing issues, findings, and corrective actions identified through oversight activities to closure. This process ensures adequate analysis for determining the level of significance, underlying cause(s) and a determination of the extent of condition to prevent recurrence.

Issuer	At the time of PIV Card issuance, the Issuer confirms the Applicant's identification source documents, which must be a State- or Federal-issued ID in original form (not copies), one of which must include a photo, as defined in FIPS 201. The Issuer issues the credential (ID badge) to the Applicant, obtaining a signature from the Applicant attesting to the acceptance of the credential and related responsibilities. Within DOE these duties are typically performed at a site badging office within the local security organization.
Jeopardize the continued existence	50 CFR 402.02 Jeopardize the continued existence of means to engage in an action that reasonably would be expected, directly or indirectly, to reduce appreciably the likelihood of both the survival and recovery of a listed species in the wild by reducing the reproduction, numbers, or distribution of that species.
Joint Information Center	A facility jointly operated by the U.S. Department of Energy (DOE), DOE contractor, state, tribal, and local governments to coordinate the release of accurate and timely information to the public during and after an emergency.
Joint Work Statement (JWS)	A proposal prepared for a Federal agency by the director of a Government-Owned, Contractor-Operated (GOCO) facility (or his or her delegate) describing the purpose, scope, schedule, and estimated cost of a proposed Cooperative Research and Development Agreement (CRADA); assigning responsibilities among the agency, contractor, and any other party or parties to the proposed agreement; and, to the extent known, assigning rights among the various parties.
Jurisdiction by Law	40 CFR 1508 "Jurisdiction by law" means agency authority to approve, veto, or finance all or part of the proposal.
Justification for Continued Operations (JCO)	A safety document providing the with technical justification to operate temporarily beyond the approved Safety Basis (SB), analysis, or controls.
Justification Memoranda	Before a draft directive is developed, a justification memoranda is prepared by including a description of its compelling need, a cost-benefit analysis identifying the impact, value added potential, technical impact, and impact on other directives which is accompanied by a processing schedule.
Key Management Personnel (KMP)	Owners, officers, directors, executive personnel, general partners, regents, trustees and so forth of a contractor organization identified by the Department during the foreign ownership, control, or influence (FOCI) process as requiring access authorizations.
Key Performance Parameters	A vital characteristic, function, requirement or design basis, that if changed, would have a major impact on the facility or system performance, scope, schedule, cost and/or risk, or the ability of an interfacing project to meet its mission requirements. A parameter may be a performance, design, or interface requirement. Appropriate parameters are those that express performance in terms of accuracy, capacity, throughput, quantity, processing rate, purity, reliability, sustainability, or others that define how well a system, facility or other project will perform. In aggregate, KPPs comprise the scope of the project.
Key Positions	Positions that are directly related to the organization's strategic plan and mission; are expected to be filled if they become open in the future; and, are difficult to fill.
Labor Standards Committee	A local committee established to advise contracting officers on the applicability of various labor standards and statutes to contracts and proposed work packages.
Laboratory Equipment Donation Grant Program (LEDP)	This program was established by DOE to grant available excess of used Laboratory Equipment to universities, colleges, secondary schools, and other Non-Profit educational institutions of higher learning in the United States for use in energy oriented educational programs.

Laboratory Equipment Donation Grant Program (LEDP) Point of Contact (or Contact)	The person who will field questions from potential grantees who want more information on an item of LEDP equipment. (When a GSAXcess/Energy Asset Disposal System (EADS) property report is made, this individual's name, phone number, fax number, and email address is listed in the database.) In addition, this is the individual with whom LEDP grantees will make packing and shipping arrangements.
Land-Use Planning	A formal, integrated planning process that is used to identify an appropriate mix of land uses at each site and guidelines for development. [See DOE P 430.1, Land and Facility Use Planning] (Source: DOE O 430.1B, Change 1)
Lead Agency	40 CFR 1508 ""Lead agency"" means the agency or agencies preparing or having taken primary responsibility for preparing the environmental impact statement.
Lead Program Secretarial Office (LPSO)	A Program Secretarial Office (PSO) that is responsible for implementation of policy promulgated by Headquarters staff and support organizations for a field office. The LPSO owns the site, manages its own program projects, and acts as a host for tenant Cognizant Secretarial Offices/PSOs by providing facility and/or infrastructure support. (Source: DOE O 430.1B, Change 1)
Learning and Development Training Services (LDTs) Training Consultant	The LDTs Training Consultant is an individual who is available to work closely with the training manager/coordinator in a U.S. Department of Energy organization to develop solutions to training issues and needs.
Lease	An agreement between two parties in which the landlord agrees to give the tenant the exclusive right to occupy real property, usually for a definite period of time and, in exchange, the tenant agrees to give the landlord some sort of consideration. The agreement may include services provided by the landlord such as heating, ventilation, air conditioning, utilities, custodial services, and other related services furnished by the landlord. A lease transfers to the tenant a leasehold interest in the real property and, unless otherwise provided in the lease, a lease is transferable and irrevocable. NOTE: See
Legal and Financial Rights Record	The type of vital records essential to protect the legal and financial rights of DOE and of the individuals directly affected by its activities. Included are accounts receivable records, social security records, payroll records, retirement records, and insurance records.
Legal Permanent Resident (LPR)	One who has the right to reside permanently and work in the United States. Unlike a U.S. citizen, however, an LPR does not have the right to vote and can be deported if, for example, convicted of certain crimes. An LPR may also be known as a permanent resident alien or Green Card holder
Legal Record	A record that provides legal proof of a business transaction or mandates the retention due to statutory or regulatory requirements.
Legislation	40 CFR 1508 ""Legislation"" includes a bill or legislative proposal to Congress developed by or with the significant cooperation and support of a Federal agency, but does not include requests for appropriations. The test for significant cooperation is whether the proposal is in fact predominantly that of the agency rather than another source. Drafting does not by itself constitute significant cooperation. Proposals for legislation include requests for ratification of treaties. Only the agency which has primary responsibility for the subject matter involved will prepare a legislative environmental impact statement.

Legislative Matters	Including, but not limited to: DOE legislative proposals; views on legislation; written comments on bills pending in Congress; and testimony before congressional committees, including witness statements, transcripts, and answers to Questions for the Record; and All meetings and briefings for Members of Congress and/or staff
Lessons Learned	The project management related input and output device that represents the knowledge, information or instructional knowledge that have been garnered through the process of actually completing the ultimate performance of the respective project. Lessons learned are valuable because they will benefit future endeavors and ideally prevent any negative happenings from taking place in the future.
Letter	record of formal correspondence outside DOE.
Letter of Credit (LOC)	The funding method utilized by the Federal government for financing grants, contracts, and other programs. The checks paid Letter of Credit (also known as ASAP 1031 or Payments Cleared Funding) is a modification of the Letter of Credit, whereby the recipient(s) (U.S. Department of Energy [DOE] Integrated Contractors) issues checks for program costs.
Liability	A liability is an obligation and it is reported on a company's balance sheet. A common example of a liability is accounts payable. Accounts payable arise when a company purchases goods or services on credit from a supplier. When the company pays the supplier, the company's accounts payable is reduced
License	Other common examples of liabilities include loans payable, bonds payable, interest payable, wages payable, and income taxes payable. Less common liabilities are customer deposits and deferred revenues. Deferred revenues come about when customers prepay a company for work to be done in a future accounting period
Licensing Agreements	
Life-Cycle Costs	The sum total of all direct, indirect, recurring, nonrecurring and other related costs incurred or estimated to be incurred in the planning, design, development, procurement, production, operations and maintenance, support, recapitalization and final disposition of real property over its anticipated life span for every aspect of the program, regardless of funding source
Lifetime Records	Are those that meet one or more of the following criteria: (a) those that would be of significant value in demonstrating capability for safe operation (b) those that would be of significant value in maintaining, reworking, repairing, replacing, or modifying an item (c) those that would be of significant value in determining the cause of an accident or malfunction of an item (d) those that provide required baseline data for in service inspections. Lifetime records are required to be maintained for the life of the particular item while it is installed in the plant or stored for future use. (ASME NQA-1-2008) Note: Lifetime as noted above refers to the period of time that records must be maintained and stored in accordance with NQA-1. Once the lifetime has been met, the record is maintained and retained in accordance with the DOE Records Disposition Schedule and NARA storage requirements.

Line Item	A distinct design, construction, betterment or fabrication activity, effort or project for which Congress will be requested to authorize and appropriate specific funds (capital and/or operating), and where the resulting asset (structure, equipment, facility, product, system or plant) has an estimated useful life of two years or more. A full-scale test asset or other pilot/prototype asset primarily constructed for experimental or demonstration purposes, but planned to continue to operate beyond the experimental or demonstration phase is included in this definition. Budget requests for these projects require a supporting PDS regardless of funding type.
Line Management	Field Office Manager and Staff with responsibility for a specific organization element and function(s), for mission accomplishment, as designated in the Organization Chart and the <u>Mission and Function Statements</u>
Lines of Inquiry	Questions developed for assessors and oversight personnel to use in interviewing and determining if criteria are met. (Also see 'Criteria and Review Approach Document.')
Listed Species	50 CFR 402.02 Listed species means any species of fish, wildlife, or plant which has been determined to be endangered or threatened under section 4 of the Act. Listed species are found in 50 CFR 17.11-17.12.
Local Government	36 CFR 800.1 Local government means a city, county, parish, township, municipality, borough, or other general purpose political subdivision of a State.
Local Threat Statement	A threat assessment for a specific facility or operation.
Local Travel	Travel within 50 miles of an employee's residence or his permanent duty station. Reimbursement is made in CGE by a Local Travel Voucher. Local Travel requires advance authorization by EMCBC management.
Long-Lead Procurement	Equipment, services and/or materials that must be procured well in advance of the need because of long delivery times. If long-lead procurements are executed prior to CD-3 approval for the project, this will be designated as CD-3A and require a stand-alone decision by the AF outside of the CD process.
Major Construction Activity	50 CFR 402.02 Major construction activity is a construction project (or other undertaking having similar physical impacts) which is a major Federal action significantly affecting the quality of the human environment as referred to in the National Environmental Policy Act [NEPA 42 U.S.C. 4332(2)(C)]
Major Facility or Infrastructure Construction Event	Start or completion of a significant facility or support facility that will enhance, expand, or contribute to a national laboratory's capabilities to meet mission objectives.

Major Federal Action	40 CFR 1508 ""Major Federal action"" includes actions with effects that may be major and which are potentially subject to Federal control and responsibility. Major reinforces but does not have a meaning independent of significantly (Sec. 1508.27). Actions include the circumstance where the responsible officials fail to act and that failure to act is reviewable by courts or administrative tribunals under the Administrative Procedure Act or other applicable law as agency action. a. Actions include new and continuing activities, including projects and programs entirely or partly financed, assisted, conducted, regulated, or approved by federal agencies; new or revised agency rules, regulations, plans, policies, or procedures; and legislative proposals (Secs. 1506.8, 1508.17). Actions do not include funding assistance solely in the form of general revenue sharing funds, distributed under the State and Local Fiscal Assistance Act of 1972, 31 U.S.C. 1221 et seq., with no Federal agency control over the subsequent use of such funds. Actions do not include bringing judicial or administrative civil or criminal enforcement actions. b. Federal actions tend to fall within one of the following categories: Adoption of official policy, such as rules, regulations, and interpretations adopted pursuant to the Administrative Procedure Act, 5 U.S.C. 551 et seq.; treaties and international conventions or agreements; formal documents establishing an agency's policies which will result in or substantially alter agency programs. Adoption of formal plans, such as official documents prepared or approved by federal agencies which guide or prescribe alternative uses of Federal resources, upon which future agency actions will be based. Adoption of programs, such as a group of concerted actions to implement a specific policy or plan; systematic and connected agency decisions allocating agency resources to implement a specific statutory program or executive directive. Approval of specific projects, such as construction or management activities located in a defined geographic area. Projects include actions approved by permit or other regulatory decision as well as federal and federally assisted activities.
Major investment	Investments meeting criteria defined by DOE.
Major Item of Equipment (MIE)	Capital equipment not related to a specific construction project. In most cases, capital equipment is installed with little or no installation or construction cost. However, in cases where the equipment requires provision of foundations, utilities, structural modifications, and/or additions to a building, the project can be defined as MIE. The associated construction activities must not constitute more than 20 percent of the costs of the equipment or exceed the GPP threshold established by Congress. Capital equipment or automated information system components with a total estimated purchase value of \$2,000,000 or more, including costs that are capitalized and not related to construction.
Major Revision	Revisions that affect the way staff perform their work. The following changes would be considered a major revision: A new step in a required procedure; A revision to a step where staff are now expected to do something differently than they previously did; New or different approvals on a form or as part of a process; or A change in information notification or distribution

Major System Project	Projects with a Total Project Cost greater than or equal to \$750M or Environmental Management Clean-Up Projects with an Environmental Management Total Project Cost of \$1B are Major System Projects. All Major System Project Critical Decisions must be proposed by the appropriate Program Secretarial Officer and approved by the Deputy Secretary as DOE's designated Secretarial Acquisition Executive before proceeding to the next project phase or Critical Decision. (Source: DOE O 413.3B) A project with a TPC of greater than or equal to \$750M or as designated by the Deputy Secretary A Major Systems project is now defined as any project or system of projects with a Total Project Cost greater than or equal to \$750 million, or a project so designated by the Office of the Secretary.
Management Assessment	a validation that is conducted to evaluate and validate the programmatic compliance, and implementation effectiveness of the program.
Management Assurance	The process by which management ensures: (1) Efficiency in managing resources, (2) Effectiveness in producing results (3) Integrity of operations.
Management Reserve	An amount of the total contract budget withheld for management control purposes by the contractor. Management reserve is not part of the Performance Measurement Baseline
Management/Supervisor Official	An individual in a position to which the duties and responsibilities require or authorize the individual to formulate, determine, or influence the policies of the agency.
Management System (MS)	Highest level grouping of related functions (Functional Areas) with a single "Owner" (MSO).
Management System Description (MSD)	A description document for each of the Management Systems identified in CBC MS. Each MSD may contain one or more Subject Areas (i.e., processes). Identifies scope, roles/responsibilities, pertinent requirements, and key supporting functions.
Management System Documents	Management System Documents include, Management System Descriptions, Subject Areas, Procedures, Program Descriptions and Guidance Documents.
Management System Owner (MSO)	Key CBC MS Role responsible for analyzing requirements and developing and maintaining documents. The single "Owner" of a Management System within the CBC MS. The Primary individual who owns the processes, procedures and guidelines that implement internal and external requirements. The MSO is the Primary Requirement Owner having overall or Primary responsibility for the external requirement document (versus individual parts of the document). The MSO will coordinate with other MSOs to reduce redundancy and overlap. See also Parsed Requirement Owner.
Management/Supervisor Official	An individual in a position to which the duties and responsibilities require or authorize the individual to formulate, determine, or influence the policies of the agency.
Managing (Local Documents)	Includes creating, revising, reviewing, approving and/or maintaining documents.
Manual Controls	Designed to be executed by people.

Margin of Safety	The range between two conditions. The first is the most adverse condition estimated or calculated in safety analyses to occur from an operational upset or family of related upsets. The second condition is the worst case value known to be safe, from an engineering perspective (i.e., minimum acceptable limit for operation under normal and specific failure condition). This value would be expected to be related to the condition at which some accident prevention or mitigation action must be taken in response to the upset or accident, as required by a U.S. Department of Energy approved hazard control documents, not the actual predicted failure point of some component. Hazard control documents may be Technical Safety Requirements (TSRs) or they may be in another form, as permitted by 10 CFR 830.205 for certain environmental restoration activities.
Master Solicitation	A document containing special clauses and provisions that have been identified as essential for the acquisition of a specific type of supply or service that is acquired repetitively.
Material Control and Accountability (MC&A)	Those parts of the safeguards program designed to provide information on, control of, and assurance of the presence of nuclear materials, including those systems necessary to establish and track nuclear material inventories, control access to and detect loss or diversion of nuclear material, and ensure the integrity of those systems and measures. (Nuclear Material Control and Accountability)
Matter	40 CFR 1508 ""Matter"" includes for purposes of Part 1504: (a) With respect to the Environmental Protection Agency, any proposed legislation, project, action or regulation as those terms are used in section 309(a) of the Clean Air Act (42 U.S.C. 7609). (b) With respect to all other agencies, any proposed major federal action to which section 102(2)(C) of NEPA applies
Media Advisory	Document designed to announce and invite reporters to an event.
Mediation (A Form of Alternative Dispute Resolution)	A means of resolving disagreements between employees, managers, and/or peers. Mediation may be utilized for disputes resulting from personnel issues, alleged discrimination complaints, or other types of personal disagreements that employees may encounter within their work environment. An informal confidential process in which a neutral third person assists the parties in reaching a mutually acceptable resolution of their dispute. The neutral third party does not render a decision. A confidential and speedy process whereby a trained professional mediator assists the parties in reaching a voluntary solution to their dispute. The mediator is not a judge and does not make any decisions about fault. If the parties reach resolution, a binding settlement agreement is signed with a copy forwarded to the Director of the Servicing Human Resources Office, who will forward a copy of the agreement to the director of the U.S. Department of Energy (DOE) Headquarters (HQ) Office of Human Capital Management (HC-1) for non-National Nuclear Security Administration (non-NNSA) components or the Director of Human Resources Management (NNSA) for NNSA components. Mediation may be used at any stage of the grievance process. Once Mediation is elected, the time limits of the grievance process are held in abeyance pending the completion and/or termination of the Mediation.
Medical Treatment	treatment of injuries administered by physicians, registered professional personnel, or lay persons (i.e., non medical personnel). Medical treatment does not include first aid treatment. See the definitions provided on Occupational Safety and Health Administration Bureau of Labor Statistics Form OSHA 300, ""Log and Summary of Occupational Injuries and Illnesses"" (Reference 3.2.11)

Member of Congress and Staff	Senators, Representatives, their personal staffs, Committee and Subcommittee staffs.
Memo to File	Standard memo explaining the details of the solicitation.
Memorandum	record of formal correspondence within DOE.
Memorandum of Agreement	36CFR 800.16 Memorandum of agreement means the document that records the terms and conditions agreed upon to resolve the adverse effects of an undertaking upon historic properties.
MEO Letter of Obligation	A formal agreement that an agency implements when a standard or streamlined competition results in agency performance (e.g., MEO).
MEO Subcontracts	Contracts between an agency and the private sector that are included in the agency tender or fee-for service agreements with a public reimbursable source that are included in the agency tender. In addition to the cost of MEO subcontracts, agency or public reimbursable cost estimates must include support costs associated with MEO subcontracts such as government-furnished property, and contract administration, inspection, and surveillance.
MEO Team	A group of individuals, comprised of technical and functional experts, formed to assist the ATO in developing the agency tender.
Merit Promotion	A systematic means of selection for promotion according to merit.
Merit Review	A thorough, consistent, and objective examination of applications based on pre-established criteria by persons who are independent of those submitting the application and who are knowledgeable in the field of endeavor for which support is requested.
Milestone	Any significant or substantive point, time or event of the project. Milestones typically refer to points at which large schedule events or series of events have been completed, and a new phase or phases are set to begin
Military Personnel	Officers [as defined in 10 U.S.C. § 101(b)(1)] and enlisted members [as defined in 10 U.S.C. § 101(b)(6)] of the military services (defined as the Army, Navy, Air Force, and Marine Corps).
Minimize	10 CFR 1022.4 Minimize means to reduce to the smallest degree practicable.
Minimum Area of Consideration	The area designated in this procedure in which there is a reasonable expectation that enough qualified candidates to fill vacancies will be located.
Minor Revision	Changes that do not affect the way staff do their work. The following changes would be considered minor: Clarification of existing wording (where the action being performed is not changed); Clarification or revision of non-mandatory guidance; Organizational title changes; Correction of spelling, grammar, or punctuation errors; Correction of broken or incorrect links A revised form that requires staff to provide different information than they previously did A revised form where staff will no longer be allowed to use the previous version of the form.
Mission Need Statement (MNS)	The primary document supporting the AE's decision to initiate exploration of options to fulfill a capability gap including but not limited to acquisition of a new capital asset A Mission Need Statement is the primary document supporting the Acquisition Executive's decision to approve a mission need (CD-0), and shall be developed for all capital asset projects having a Total Project Cost greater than \$5 million.
Mission Oriented Business Integrated Services (MOBIS)	One of several Federal Supply Schedules of available contracts with the General Services Administration (GSA) - specifically offers a full range of management and consulting services.

Misuse	Includes any improper or fraudulent use of the government travel charge card, including any use at establishments or for purposes that are inconsistent with the official business of the Department of Energy (DOE) or with applicable standards of conduct. Improper use of the government charge card is defined as using the charge card for items or expenses that are not reimbursable as part of official travel or other official duties.
Mitigation	Technique to eliminate or lessen the likelihood and/or consequence of a risk 40 CFR 1508 ""Mitigation"" includes: a. Avoiding the impact altogether by not taking a certain action or parts of an action. b. Minimizing impacts by limiting the degree or magnitude of the action and its implementation. c. Rectifying the impact by repairing, rehabilitating, or restoring the affected environment. d. Reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action. e. Compensating for the impact by replacing or providing substitute resources or environments.
Mitigation Action Plan	10 CFR 1021.104 Mitigation Action Plan means a document that describes the plan for implementing commitments made in a DOE EIS and its associated ROD, or, when appropriate, an EA or FONSI, to mitigate adverse environmental impacts associated with an action
Modular Cooperative Research and Development Agreement (CRADA)	The Modular CRADA is a tool developed to be responsive to the needs of different CRADA participants while protecting the interests of the Government and U.S. taxpayers. It provides a compendium of provisions which may be drawn upon for developing CRADA documents. The Modular CRADA is to be used by U.S. Department of Energy and its Management and Operating (M&O) contractors to facilitate the negotiation, development, and timely approval of CRADAs. CRADAs submitted for DOE approval must identify all deviations from the double-underlined provisions or pre-approved optional provisions of the Modular CRADA and substantive deviations should be supported by appropriate justification.
Monitoring	a continued surveillance for the purpose of recognizing the adequacy of, or potentially significant changes in, conditions or performance.
Most Efficient Organization (MEO)	The staffing plan of the agency tender, developed to represent the agency's most efficient and cost-effective organization. An MEO is required for a standard competition and may include a mix of government personnel and MEO subcontracts.
Motor Equipment Fleet Manager (MEFM)	The Federal or contractor staff responsible for directing the operation of the motor equipment fleet at the site level and is responsible for reporting to the Organizational Motor Equipment Fleet Manager.
Motor Vehicle Lease – 60 calendar days or more	Obtaining a motor vehicle by contract or other arrangement from a commercial source for 60 continuous calendar days or more, 41 CFR 102-34.25, What sources of supply are available for obtaining motor vehicles?. Any vehicle leased for 60 calendar days or more is considered to be a lease and therefore is to be reported in FAST. The same factors used for purchasing is used when pursuing lease agreements.
Motor Vehicle Rental – 60 calendar days or less	Obtaining a motor vehicle by contract or other arrangement from a commercial source for less than 60 continuous calendar day, 41 CFR 102-34.25, What sources of supply are available for obtaining motor vehicles?. Any vehicle rented for 60 calendar days or less is considered to be a rental, not a lease and therefore is not reported in the Federal Automotive Statistical Tool (FAST). The same factors used for purchasing is used when pursuing rental agreements.

Motor Vehicle Statement (MVS)	The Motor Vehicle Statement is a budget call used to collect formulation estimates for a four-year period for the Government owned motor vehicle fleet only.
Narrative Critique	Written comments on the strengths and weaknesses of an application/proposal with respect to each of the evaluation criteria.
National Agency Check with Inquiries (NACI)	National Agency Check with Inquiries include: Minimum investigation required for non-sensitive/low risk positions. Coverage includes: Employment/Self-employment/Unemployment Coverage (five years - Inquiry) Education (five years Highest Degree - Inquiry) Residence (three years - Inquiry) Reference Contacts Law Enforcement Checks (five years -Inquiry) National Agency Checks - Access to previous Federal investigations through: - OPM's Security/Suitability Investigations Index (SII) - Defense Clearance and Investigations Index (DCII) - FBI Name Check - FBI National Criminal History Fingerprint Check - Credit Search of National Credit Bureaus (Optional) - Military Personnel Record Search (if applicable) - Citizenship Verification
National Archives and Records Administration (NARA)	the oversight agency responsible for establishing policies and procedures for managing federal records, appraising all federal records, approving their disposition and serving as the final custodian for permanent federal records.
National Emission Standard for Hazardous Air Pollutant (NESHAP)	NESHAPS are standards set for specific air pollutants from certain facilities or operations under the authority of Section 112 of Clean Air Act which requires Environmental Protection Agency (EPA) to determine the level of pollution that protects the public health with an ample margin of safety.
National Historic Landmark	36CFR 800.16 National Historic Landmark means a historic property that the Secretary of the Interior has designated a National Historic Landmark.
National of a State Sponsor of Terrorism	A foreign national who (1) was born in, (2) is a citizen of, (3) is employed by, or (4) represents a government, company, institution, or other organization based in a country on the Department of State's List of State Sponsors of Terrorism.
National Register	36CFR 800.16 National Register means the National Register of Historic Places maintained by the Secretary of the Interior.
National Register Criteria	36CFR 800.16 National Register criteria means the criteria established by the Secretary of the Interior for use in evaluating the eligibility of properties for the National Register (36 CFR part 60).
National Security	The national defense and foreign relations of the United States.
National Security Assets	Department and Departmental contractor assets that require significant protection. These assets are nuclear weapons and their design, Category I and II quantities of special nuclear material, classified information, sensitive information, critical facilities, and valuable Government property.
National Security Information (NSI)	Any information that has been determined, pursuant to Executive Order 12958, Classified National Security Information, as amended, or any predecessor order, to require protection against unauthorized disclosure and that is so designated.
Native Hawaiian	36CFR 800.16 Native Hawaiian means any individual who is a descendant of the aboriginal people who, prior to 1778, occupied and exercised sovereignty in the area that now constitutes the State of Hawaii.
Native Hawaiian Organization	36CFR 800.16 Native Hawaiian organization means any organization which serves and represents the interests of Native Hawaiians; has as a primary and stated purpose the provision of services to Native Hawaiians; and has demonstrated expertise in aspects of 16 historic preservation that are significant to Native Hawaiians.

Necessary	As defined in DOE O 206.1, "A threshold of need for an element of information greater than mere relevance and utility. A Federal agency should maintain in its records only such information about an individual as is relevant and reasonably necessary to ensure fairness to the individual and to accomplish a purpose of the agency that is required by statute or by Executive Order."
Need-to-Know	A determination made by an authorized holder of classified or unclassified controlled information that a prospective recipient requires access to specific classified or unclassified controlled information in order to perform or assist in a lawful and authorized Governmental function.
Negotiated Procurement	Contracting through the use of either competition or other than competitive proposals and discussions.
NEPA Document	10 CFR 1021.104 NEPA Document means a DOE NOI, EIS, ROD, EA, FONSI, or any other document prepared pursuant to a requirement of NEPA or the CEQ Regulations.
NEPA Process	40 CFR 1508 "NEPA process" means all measures necessary for compliance with the requirements of section 2 and Title I of NEPA.
NEPA Review	10 CFR 1021.104 NEPA review means the process used to comply with section 102(2) of NEPA. NOI means a Notice of Intent to prepare an EIS as defined at 40 CFR 1508.22.
Net Income	Income- Expenses = Net Income
New Construction	10 CFR 1022.4 New construction, for the purpose of compliance with E.O. 11990 and this part, means the building of any structures or facilities, draining, dredging, channelizing, filling, diking, impounding, and related activities.
New Requirement	An agency's newly established need for a commercial product or service that is not performed by (1) the agency with government personnel; (2) a fee-for-service agreement with a public reimbursable source; or (3) a contract with the private sector. An activity that is performed by the agency and is reengineered, reorganized, modernized, upgraded, expanded, or changed to become more efficient, but still essentially provides the same service, is not considered a new requirement. New ways of performing existing work are not new requirements.
News Media	Entities that provide information through printed, electronic, or internet means, that do so for the stated purpose of providing accurate, timely, and balanced information to the public. This is distinguished from public affairs or public relations organizations which develop and package information to represent a point of view for a client or to motivate behaviors in general or targeted audience.
News Media Representative	A category of requester making a Freedom of Information Act request that is a person or entity that gathers information of potential interest to a segment of the public, uses its editorial skills to turn the raw materials into a distinct work, and distributes that work to an audience.
News Release/Press Release	Any formal communications product, electronic or hard copy, intended for the news media, which has been coordinated and approved by the issuing organization to assure accuracy and policy correctness.
Nominator	Any EMCBC Federal employee who nominates another EMCBC Federal employee.
Nominee	A DOE employee who is receives a nomination or is nominated for an award.
No Show	A Foreign Access Central Tracking System (FACTS) closeout term for those visits or assignments for which a foreign national has been approved but fails to report.

Non-competitive acquisition	"Non-competitive acquisition" as used in this procedure includes both non-competitive contracts and non-competitive orders awarded under General Service Administration (GSA) Multiple Award Schedule (MAS) contracts, Government-wide Acquisition Contracts (GWACs) and DOE multiple award Indefinite Delivery/Indefinite Quantity (IDIQ) contracts.
Non record Material	Government owned informational materials excluded from the legal definition of records or not meeting the requirements of that definition including: Library or museum material made or acquired for reference or exhibition purposes; Extra copies of documents preserved only for convenience of reference on which no action is recorded or taken; Stocks of publications or other processed documents that require no action and are part of a case on which action is taken; Routing slips used as training and transmittal sheets adding no information to that contained in the transmitted material; Papers of a private or nonofficial character that pertain to an individual*s private affairs; Transcribed stenographic material; and Copies of superseded or canceled revisions of controlled distribution documents.
Noncompliance to Nuclear Safety Rules(s)	Any failure of the contractor to meet (1) the requirements of the Nuclear Safety Rules, the DOE approved program, and implementation plans for Quality Assurance and Occupational Radiation Protection or (2) the commitments made to DOE in response to Office of Enforcement and Investigation issued Notices of Violation. These may also be referred to as <u>Price-Anderson Amendments Act (PAAA) issues</u> .
Nonconformance	A nonconformance is a deviation from a requirement, or documented performance expectation, or commitment.
Non-controversial and/or Routine (Media Inquiries)	Refers to inquiries that do not involve questions regarding the following (not inclusive): U.S. Department of Energy (DOC) policies or positions beyond an individual employee's understanding or expertise, Pending procurement actions, Pre-decisional budget preparation, Personnel actions or personal information related to DOE employees, Litigation and/or court actions, or Any other topics that do not fall under the scope of the employee's area of responsibility.
Non-Federal Traveler	An individual who travels on a government aircraft, but is not a Federal traveler. Dependents and other family members of Federal travelers who travel on Government aircraft are considered to be non-Federal travelers.
Non-major IT Investments	Investments that do not qualify as major investments according to DOE criteria.
Non-Major System	Any project with a TPC less than \$750M
Non-Major System Project	Projects with a Total Project Cost less than \$750M or Environmental Management Clean- Up Projects with an Environmental Management Total Project Cost less than \$1B. (Source: DOE O 413.3B)
Non-Pay Categories of Costs	Costs in a cost estimate that are not related to pay. Non-pay categories of costs include, but are not limited to, materials, supplies, equipment, facilities, capital assets, and minor items and the inflation for these costs.

Non-Profit Organization	Any corporation, trust, foundation, or institution which is entitled to Exemption under Section 501(c)(3) of the Internal Revenue Code, or which is not organized for profit and no part of the net earnings of which inure to the benefit of any private shareholder or individual (except that the definition of "nonprofit organization" at 48 CFR 27.301 shall apply for patent matters set forth at §§600.136 and 600.325). Non-Profit organization means any corporation, trust, foundation, or institution which is entitled to exemption under Section 501(c)(3) of the Internal Revenue Code, or which is not organized for profit and no part of the net earnings of which inure to the benefit of any private shareholder or individual (except that the definition of ""Non-Profit organization"" at 48 CFR 27.301 shall apply for patent matters set forth at Sec. 600.136 and 600.325). (Source: 10 CFR 600.3)
Nonrecord	Copies of materials that are maintained in an office for information, reference, and operating convenience. i.e., distribution copies of correspondence (Another office may have responsibility for the record copy), library books and stocks of publications.
Nonpermanent Records	Are those required to show evidence that an activity was performed in accordance with the applicable requirements but need not be retained for the life of the item because they do not meet the criteria for lifetime records. Nonpermanent records shall be maintained for the identified retention period. (ASME NQA-1-2008) Note: Identified retention period as noted above refers to a defined period of time that active records must be maintained and stored in accordance with NQA-1. Once the record is cutoff and considered inactive, the record is maintained and retained in accordance with the DOE Records Disposition Schedule and NARA storage requirements.
Non-Sensitive Country National	A foreign national who (1) was born in, (2) is a citizen of, (3) is employed by, or (4) represents a government, company, organization, or institution that is located in a country not on the <u>Sensitive Countries List</u> or the <u>Terrorist Countries List</u> .
Not Substantiated Concern	The concern was investigated and no merit or evidence was found concern to support its assertion(s).
Noteworthy Practices	A positive observation, based on objective assessment data, of a particular practice, procedure, process, or system considered so unique or innovative enough that the entire Department might find it beneficial. Mere compliance with mandatory requirements is not considered to be a noteworthy practice. (Also see 'Strength.') results of audits, surveillances, assessments, walkdowns that reveal positive results in achieving or exceeding the objective of performance or process improvements.
Notice of Availability (Solicitation/Funding Opportunity Announcement)	10 CFR 1021.104 Notice of availability means a formal notice, published in the FEDERAL REGISTER, that announces the issuance and public availability of a draft or final EIS. The EPA Notice of Availability is the official public notification of an EIS; a DOE Notice of Availability is an optional notice used to provide information to the public. A document which requests the submission of applications for financial assistance and which describes program objectives, recipient and project eligibility requirements, desired performance activity, evaluation criteria, award terms and conditions, and other relevant information about the financial assistance opportunity.

Notice of Intent	40 CFR 1508 ""Notice of intent"" means a notice that an environmental impact statement will be prepared and considered. The notice shall briefly: a. Describe the proposed action and possible alternatives. b. Describe the agency's proposed scoping process including whether, when, and where any scoping meeting will be held. c. State the name and address of a person within the agency who can answer questions about the proposed action and the environmental impact statement.
Notice of Involvement	Activities (other than routine maintenance) proposed within 100-year and 500-year floodplains or in wetlands require publication of a notice of involvement in the Federal Register.
Notice of Proposed Floodplain Action	10 CFR 1022.4 Notice of proposed floodplain action and notice of proposed wetland action mean a brief notice that describes a proposed floodplain or wetland action, respectively, and its location and that affords the opportunity for public review.
Nuclear Facility	Nuclear Facility means a reactor or a nonreactor nuclear facility where an activity is conducted for or on behalf of DOE and includes any related area, structure, facility, or activity to the extent necessary to ensure proper implementation of the requirements established by this 10 CFR 830. (10 CFR 830.3) A facility in which the potentially releasable quantity of any radionuclide in the facility meets or exceeds Hazard Category 3 thresholds as specified in DOE STD 102792, ""Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports"" (Reference 3.2.8), or in which the sum of ratios of the potentially releasable quantity of each radionuclide in the facility to the Hazard Category 3 thresholds exceeds one for facilities containing combinations of radionuclides.(See Section 5.1 of DOE EM STD 5502 94, ""Hazard Baseline Documentation"" [Reference 3.2.8])
Nuclear Materials	All materials so designated by the Secretary of Energy. At present, these materials are depleted uranium, enriched uranium, americium-241, americium-243, curium, berkelium, californium-252, plutonium 238-242, lithium-6, uranium-233, normal uranium, neptunium-237, deuterium, tritium, and thorium.
Nuclear Materials Inspection/Survey	A comprehensive examination and evaluation of the effectiveness of the control and accountability systems for nuclear materials at a Departmental facility.
Nuclear Materials Management and Safeguards System (NMMSS)	The national database and information system for nuclear materials controlled by the government, created to support national safeguards and management objectives in the domestic and foreign use of nuclear resources.
Nuclear Safety Rules	Those rules promulgated by DOE in response to the Price Anderson Amendments Act found in the following documents: 10 CFR 708, DOE Contractor Employee Protection Program 10 CFR 820, Procedural Rules for DOE Nuclear Activities 10 CFR 830, Nuclear Safety Management 10 CFR 835, Occupational Radiation Protection
Objective Evidence	Something that exists which proves or validates a position or conclusion that is not influenced by emotion or prejudice, can be based on corroborated observation (by credible persons), is documentable, is verifiable, and may be quantitative.
Obligation	An order placed, contract awarded, service received, or similar transaction during a given period that will require payments during the same or a future period.

Obligational Control Level	As specified on congressional and internal base tables, the level at which obligations are to be controlled; an administrative upper limit placed on obligations or expenditures that may be incurred for a specific program, project, or activity. Obligation control levels are identified in base tables and are derived from tables accompanying conference reports and from internal controls established for more effective program management. This type of restriction is subject to U.S. Department of Energy (rather than statutory) rules and penalties. Obligation control levels can be imposed by Congress, U.S. Office of Management and Budget (OMB), or internal U.S. Department of Energy management. Levels specified in Approved Funding Programs may not be exceeded. (See DOE Accounting Handbook, Chapter 2, "Administrative Control of Funds," for information on penalties for exceeding obligation control levels.)
Occupational Illness	An abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact. See the definitions provided on Occupational Safety and Health Administration Bureau of Labor Statistics Form OSHA 300, "Log and Summary of Occupational Injuries and Illnesses" (Reference 3.2.11)
Occupational Injury	an injury such as a cut, fracture, sprain, amputation, etc., which results from a work accident or from a single instantaneous exposure in the work environment. See the definitions provided on Occupational Safety and Health Administration Bureau of Labor Statistics Form OSHA300, "Log and Summary of Occupational Injuries and Illnesses" (Reference 3.2.11)
OECM/ME-90	Office of Engineering and Construction Management (ESAAB Secretariat).
Off Site Storage Facility	an approved records storage facility meeting all applicable storage requirements where records are stored until disposed of or transferred to the federal records center.
Offer	A private sector source's formal response to a request for proposals or invitation for bid. The term 'offeror' refers to the specific source rather than the response.
Office Furnishings	Articles that supplement office furniture and augment the utility of the space assigned. These articles include lamps, desk trays, waste receptacles, draperies, carpets, and rugs.
Office Furniture	Items normally associated with occupancy or use in such areas as offices, conference and reception rooms, institutional waiting rooms, lobbies, and libraries. Such items include computer furniture, desks, tables, credenzas, bookcases, coat racks, telephone cabinets, filing sections and cabinets, security containers, chairs, and sofas.

Office of Personnel and Management	The Office of Policy and Management- To support the Federal government's ability to have the best workforce possible to do the best job possible. (1) OPM LEADS- Federal agencies in shaping human resources management systems to effectively recruit, develop, manage and retain a high quality and diverse workforce; (2) OPM PROTECTS- National values embodied in law, including merit principles and veterans' preference; (3) OPM SERVES- Employing agencies, Federal employees, retirees, their families, and the public through technical assistance, employment information, pay administration, and benefits delivery. (4) OPM SAFEGUARDS- The assets held in trust for participants in earned benefit programs.
(OPM)	The author or directive writer's office. The office responsible for originating a directive.
Official Responsible	An Agency Official responsible for overseeing the activities of the Agency Tender Award.
Official Use Only (OUO)	A designation used by the U.S. Department of Energy to identify certain unclassified controlled information that may be exempt from public release under The Freedom of Information Act (5 U.S.C. 552)
OHR Recognition Program Manager/Specialist	A Human Resources (HR) Specialist on the Employee Relations and Benefits team. Any of the HR Specialists or the Team Lead on said team may perform duties as the Program Manager. HR Assistants may process award packages as assigned by the Human Resource Director.
OMB Circular A-11	Annual Motor Vehicle Fleet Report (AMVFR) or Annual Motor Vehicle Budget Summary, is used to gather information such as the annual operating cost for planned, projected and forecasted expenditures by object class and budget account for motor vehicles.
OMB Circular A-50, Audit Follow-up	Establishes policies and procedures for addressing Inspector General and Government Accountability Office audit issues. Budget and Accounting Act of 1921, as amended (31 USC 16 & 53) Section 236 of the Legislative Reorganization Act of 1970.
OMB Circular A-123, Management Responsibility for Internal Control	Implements the Federal Manager's Financial Integrity Act and expands control/ reporting requirements for internal control over financial reporting, credit card programs and improper payments. "The Circular is issued under the authority of the Federal Managers' Financial Integrity Act of 1982 as codified in 31 U.S.C. 3512."
OMB Circular A-136, Financial Reporting Requirements	Identifies reporting requirements for Audited Financial Statements and Performance and Accountability Reports/ Agency Financial Reports. "Performance and Accountability Reports (PAR) under the Chief Financial Officers Act of 1990 ("CFO Act") (Pub. L. No. 101 – 576), the Accountability of Tax Dollars Act of 2002 ("ATDA") (Pub. L. No. 107 – 289), and Annual Management Reports under the Government Corporations Control Act (31 U.S.C. § 9101 et seq.)"
Open Information	Information which is not protected by statute and which would be considered releasable to the public.

Operating Expense Funding	A funding category applied to operations and maintenance activities and equipment purchases. Operating expenses include general plant projects, accelerator improvement projects, and capital equipment (not related to construction). Operating expense does not include line-item construction projects. (For additional information, see the DOE Accounting Handbook)
Operation Security (OPSEC)	OPSEC is a process designed to disrupt or defeat the ability of foreign intelligence and other adversaries (both foreign and domestic) to exploit sensitive U.S. Department of Energy activities or information and to prevent the inadvertent disclosure of such information. OPSEC is a studied, structured and disciplined approach to protecting sensitive information, both classified and unclassified. It is intended to be a cost efficient, dynamic process that stresses imagination, innovation, and positive actions rather than simply enforcing compliance with a set of standard requirements.
Operational Awareness	The aggregate of routine monitoring of Federal and/or contractor work performance through facility tours, walkthrough inspections, work observation, document reviews, compliance submittals, meeting attendance and participation, and on-going interaction with Federal and contractor management, employees, and support staff.
Operational Emergency	An event or condition involving the uncontrolled release of a hazardous material must: immediately threaten or endanger personnel who are in close proximity of the event; have the potential for dispersal beyond the immediate vicinity of the release in quantities that threaten the health and safety of onsite personnel or the public in collocated facilities, activities, and/or offsite; and have a potential rate of dispersal sufficient to require a time-urgent response to implement protective actions for workers and the public.

Operational Readiness Review (ORR)	A disciplined, systematic, documented, performance-based examination of facilities, equipment, personnel, procedures and management control systems for ensuring that a facility can be operated safely within its approved safety envelope as defined by the facility safety basis plan. The ORR provides the basis for the Department to direct startup or restart of the facility, activity or operation. An activity to confirm that management has brought the facility to a state of readiness to commence or resume equipment, activities or operations. There are two types of Operational Readiness Reviews [contractor and U.S. Department of Energy (DOE)]: 1. The contractor ORR provides the substantial basis for the acceptance of readiness. The contractor ORR precedes the DOE ORR. 2. The DOE ORR: a. Determines the adequacy of the contractor ORR, b. Places significant emphasis on the effectiveness of the contractor's preparations through actual demonstrations or normal operations, abnormal events, emergency drills, etc., c. Assesses the readiness of the responsible DOE line organization(s) to safely manage operations, and d. Assesses the effectiveness of coordination among organizations. The intent of the ORR is to verify that the site infrastructure, including the Safety Management Programs, ensures that the status of readiness to safely conduct nuclear operations should be sustained through the operating cycle. The breadth of the ORR includes the minimum core requirements provided in DOE O 425.1D, Verification of Readiness to Start Up or Restart Nuclear Facilities. The depth of evaluation of core requirements is determined according to situations associated with the shutdown and subsequent outage, magnitude of hazard, and level of complexity of the change through use of the graded approach. A disciplined, systematic, documented, performance based examination of facilities, equipment, personnel, procedures, and management control systems to ensure that a facility will be operated safely within its approved safety envelope as defined by the facility safety basis. The Operational Readiness Review scope is defined based on the specifics of the facility and/or the reason for the shutdown as related to a minimum set of core requirements. A graded approach will be used in defining the depth of the Operational Readiness Review based on these core requirements.
Operations Division Team	The Operations Division Team consists of five teams and each team consists of a team leader, a number of contract specialists, and procurement technicians. They process Procurement Request packages and make awards.
OPSEC Manager	The individual designated by the EMCBC Director to be responsible for and provide direction to the DOE OPSEC program.
OPSEC Process	Involves five steps: identification of critical information, analysis of threats, analysis of vulnerabilities, assessment of risks, and application of appropriate countermeasures. The process begins with an examination of the totality of an activity to determine what exploitable information could be acquired by potential adversaries. Such information usually derives from openly available data. Certain indicators may be pieced together or interpreted to discern critical information. Indicators most often stem from routine administrative, physical, or technical actions taken to prepare for or execute a plan or activity. Once identified, they are analyzed against the threat to determine the extent to which they may reveal critical information. Managers then use these threat and vulnerability analyses in risk assessments to assist in the selection and adoption of countermeasures.
OPSEC Program Manager	The individual designated by the Director, Office of Safeguards and Security, to be the primary point of contact for the OPSEC Program and to serve as an interface for DOE with the national OPSEC community. The OPSEC Program Manager is responsible for and provides direction to the DOE OPSEC Program

Option Study	A study requested and distributed to the Contracting Officer by DOE Office of Federal Energy Management Program (FEMP) to determine the most economical and reliable method of <u>procuring utility services</u> .
Organizational Motor Equipment Fleet Manager (OMEFM)	The Federal individual responsible for establishing and administering the organization's motor equipment program.
Organizational Property Management Officer (OPMO)	The key individual at a Federal Field Office, designated by the Head of a Contracting Activity, responsible for establishing and administering the organization's Personal Property <u>Management Program</u> . (Source: DOE G 580.1-1)
Original Classifier	A Federal employee who is authorized to determine under Executive Order 12958, Classified National Security Information, as amended, that certain new information requires protection against unauthorized disclosure in the interest of national security; such information is <u>identified as National Security Information</u>
Originator	The person who originates (submits) an employee concern.
ORR Implementation Plan	the procedural document by which the ORR is conducted. This document will implement the policy and actions approved in the ORR Plan of Action or approved startup plan.
ORR Plan of Action	the high level document describing the breadth and prerequisites of the Operational Readiness Review, the composition of the team performing the review, and the designated <u>startup or restart</u> .
Other Interests in Real Property	The acquiring or granting of an interest or access to property that is less than fee or leasehold.
Other Project Costs	All other costs related to a project that are not included in the TEC. OPCs will include, but are not limited to: research and development; conceptual design and conceptual design report; startup and commissioning costs; NEPA documentation; PDS preparation; siting; and <u>permitting requirements</u>
Other than serious condition	Hazards, violations, or conditions that may not result in death or serious physical harm, property loss, and/or environment impact but may have a direct or immediate relationship to workers safety and health or the environment. ES&H requires that such concerns be <u>investigated within 20 working days</u>
Out of Status	A foreign national in the United States contrary to the terms and conditions established by the U.S. Citizenship and Immigration Service (USCIS) at the port of entry or approved by the USCIS after a request for extension, waiver, or change of status. A foreign national who is out of status may not be granted access to DOE sites, programs, or information. Status is documented on the USCIS Form I-94 (the Arrival/Departure Record) or I-95 (Crewman's Landing Permit) issued to the foreign national at the point of entry; a USCIS receipt for request for extension, waiver, or change of status; or the I-94 or I-95 card attached to the bottom on an USCIS Approval Notice (I-797). All out-of-status foreign nationals are unlawfully present in the United States. Unlawful presence most commonly occurs when the foreign national enters the United States without USCIS approval and/or stays past the expiration date on their I-94 or I-95 card.
Outgrant	A right to use DOE real property by means of a lease, easement, license, or permit.
Outside Activity	See 5 CFR 3301.103(c), Outside Employment. Outside activity includes but is not limited to ""personal services as an officer, director, trustee, general partner, agent, attorney, consultant, contractor, employee, advisor, or teacher. It does not include participating in the activities of a nonprofit, charitable, religious, public service or civic organization, unless such activities involve the provision of professional services or are for compensation.""

Overhead	Overhead includes two major categories of cost, operations overhead and general and administrative overhead. Operations overhead includes costs that are not 100 percent attributable to the activity being competed but are generally associated with the recurring management or support of the activity. General and administrative overhead includes salaries, equipment, space, and other tasks related to headquarters management, accounting, personnel, legal support, data processing management, and similar common services performed external to the activity, but in support of the activity being competed. A standard twelve percent overhead factor is an estimated federal agency overhead factor that is calculated in agency and public reimbursable cost estimates for streamlined and standard
Oversight	Activities performed to determine whether processes, programs, and management systems, including assurance and oversight systems, are performing effectively and/or complying with requirements. Oversight programs include operational awareness and assessments that involve evaluation of contractor and/or Federal organizations and/or operations.
Oversight Activities	audits, surveillances, assessments, appraisals, evaluations or walk downs.
PA&E/ME-20	Office of Program Analysis and Evaluation (ME-20).
Parsed Requirement Owner	The MSO who owns the parsed units (see Parsed Unit). Parsing is breaking down the requirement document to an appropriate level of detail for linking document content to implementation approaches. Options for parsing include individual sections and/or individual requirements within a section. The MSO having responsibility for the Parsed Unit of an external requirement document (versus the entire document).
Parsed Unit	A requirement from the original requirement document assigned to a Parsed Requirement Owner through the process of breaking down the requirement document to an appropriate level of detail for linking document content to implementation approaches. A Parsed Unit may include individual sections and/or individual requirements within a section.
Parsing	Breaking the requirement document down to an appropriate level of detail for linking the document content to actual implementation approaches. Options for parsing include individual sections and/or individual requirements within a section.
Partially Substantiated Concern	The concern was investigated and resulted in an observation, an opportunity for improvement, or a required action on the part of the concern responsible company or agency.
Party	An employee named in a proceeding under 10 CFR 708, "DOE Contractor Employee Protection Program."
Passback scores	Results of U.S. Office of Management and Budget review of budget request, IT portfolio, and IT Business Cases.
Passport	A travel document issued by one's country of citizenship. It can be used for identification purposes and visa applications or entry to other countries.
Past Performance	An indicator that may be used in the source selection process to evaluate a prospective provider's previous performance on work comparable to that being competed, for the purpose of predicting the quality of future performance relative to other offers or public reimbursable tenders. FAR 42.1501, Contractor Performance Information, describes the information used to evaluate past performance, and FAR 15.305(a)(2), Proposal Evaluation, provides guidance for the consideration of past performance in the source selection process.
Pay Categories of Cost	Costs in a cost estimate associated with the payroll for government personnel, including inflation.

Pension Fund	The portfolio of investments and cash provided by employer and employee contributions and investment returns. A pension fund exists to defray pension plan benefit outlays and (at the option of the plan sponsor) the administrative expenses of the plan. (Source: DOE O 350.1, Change 3)
Performance Assurance	Performance assurance is to ensure that Federal staff is implementing their ES&H requirements and responsibilities to encompass all aspects of the processes and activities designed to identify deficiencies and opportunities for improvement, report deficiencies to the responsible managers, complete corrective actions, and share in lessons learned effectively across all aspects of operation
Performance Attributes	Those sub-elements for the generic performance elements that are common to all positions.
Performance Baseline	The collective key performance, scope, cost, and schedule parameters, which are defined for all projects at CD-2. The PB includes the entire project budget (TPC including fee and contingency) and represents DOE's commitment to Congress.
Performance Decision	The outcome of a streamlined or standard competition based on SLCF or SCF certifications.
Performance Expectation (Standard)	The management-approved expression of the performance threshold(s), requirement(s), or expectation(s) that must be met for the employee to be appraised at a particular level of performance. A performance expectation (standard) may include, but is not limited to quality, quantity, timeliness, and manner of performance.
Performance Goals	The internal and external performance benefits an investment is expected to deliver and defined in the Exhibit 300.
Performance Improvement Plan (PIP)	Developed as a result of U.S. Department of Energy (DOE) Headquarters (HQ) Office of the Chief Information Officer (OCIO) major IT investment business case reviews.
Performance Measurement Baseline (PMB)	The baseline cost that encompasses all contractor project work packages and planning packages, derived from summing all the costs from the Work Breakdown Structure. Undistributed management reserve, contingency, profit, fee and DOE direct costs are not part of the Performance Measurement Baseline. The PMB is the benchmark used within EVM systems to monitor project (and contract) execution performance. The time phase budget plan, excluding contractor MR (value of work scope/milestones) against which contract performance is measured. It consists of budgets assigned to scheduled cost accounts.
Performance Period	Is synonymous with "appraisal period". It means the established period of time for which performance will be reviewed and a rating of record will be prepared.
Performance Plan	All the written or otherwise recorded, performance elements that set forth expected performance. A plan includes all critical elements and their performance expectations (standards).
Performance Rating	The recorded, appraisal of performance compared to the performance expectations (standards) for each critical element on which there has been an opportunity to perform for at least the minimum 90 calendar day period.
Performance Standards	Verifiable, measurable levels of service in terms of quantity, quality, timeliness, location, and work units. Performance standards are used in a performance-based PWS to (1) assess (i.e., inspect and accept) the work during a period of performance; (2) provide a common output-related basis for preparing private sector offers and public tenders; and (3) compare the offers and tenders to the PWS. The requiring activity's acceptable levels of service are normally stated in the PWS. The solicitation includes performance standards.

Performance Work Statement (PWS)	A statement in the solicitation that identifies the technical, functional, and performance characteristics of the agency's requirements. The PWS is performance-based and describes the agency's needs (the "what"), not specific methods for meeting those needs (the "how"). The PWS identifies essential outcomes to be achieved, specifies the agency's required performance standards, and specifies the location, units, quality and timeliness of the work.
Periodic Review	a review performed within a designated period, usually within twelve months of latest revision, by cognizant personnel of an entire document to verify adequacy and assure that the document remains consistent with current program requirements.
Permanent Record	Any Federal record that U.S. National Archives and Records Administration (NARA) appraises as having sufficient value to warrant continued preservation by the Federal Government as part of the U.S. National Archives of the United States.
Permanent Records	records determined by NARA to have sufficient historical or other value to warrant their continued preservation. Such determinations are reflected in the authorized disposition columns of the General Record Schedules and DOE Records Disposition Schedules, as appropriate
Permit	A right for exclusive or non-exclusive use of real property for another Federal entity. A permit does not grant an interest in real property.
Personal Files	Documentary material related solely to an individual's own affairs or used exclusively for the individual's convenience. Material not used to conduct Government business.
Personal Identification Verification (PIV)	Identification that is issued based on sound criteria for verifying an individual employee's identity.
Personal Identifier	As defined in DOE O 206.1, "An identifier such as a Social Security number, fingerprint, name, etc., that uniquely identifies an individual."
Personal Property	Personal property—property of any kind, except for: • Real estate, interests therein (such as easements and rights-of-way), and permanent fixtures which are Government owned, chartered, rented, or leased from commercial sources by and in the custody of DOE or its contractors. • Source, byproduct, special nuclear materials, and atomic weapons as defined in section 11 of the Atomic Energy Act of 1954 (42 U.S.C. 2014), as amended. • Petroleum in the Strategic Petroleum Reserve and the Naval Petroleum Reserves. (Source: DOE G 580.1-1) Personal property means property of any kind except real property.* It may be: (1) Tangible, having physical existence (i.e., equipment and supplies); or (2) Intangible, having no physical existence, such as patents, copyrights, data, securities, and software. * ""Real property"" means land, including land improvements, structures and appurtenances thereto, but excludes movable machinery and equipment. (Source: 10 CFR 600.302 and 10 CFR 600.101)
Personal Property Management	The development, implementation, and administration of policies, standards, programs, practices and procedures for effective and economical acquisition, receipt, storage, issue, use, control, physical protection, care and maintenance, determination of requirements, maintenance of related operating records, and disposal of personal property (exclusive of the property accounting records). (Source: DOE G 580.1-1 and 41 CFR 109-1.100-51(a))
Personal Relief	A specific remedy within the control of management directly benefiting the grievant. Personal Relief may not include a request for disciplinary or other action affecting another employee. Personal Relief cannot constitute a violation of laws, regulations, or U. S. Department of Energy (DOE) Directives, which includes DOE Policy

Personally Identifiable Information (PII)	As defined in DOE O 206.1, "any information collected or maintained by the Department about an individual, including but not limited to, education, financial transactions, medical history and criminal or employment history, and information that can be used to distinguish or trace an individual's identity, such as his/her name, Social Security number, date and place of birth, mother's maiden name, biometric data, and including any other personal information that is linked or linkable to a specific individual."
Phase-in Plan	A prospective provider's plan to replace the incumbent provider(s) that is submitted in response to the solicitation. The phase-in plan is implemented in the first performance period and includes details on minimizing disruption, adverse personnel impacts, and start-up requirements. The phase-in plan is different from the employee transition plan developed by the HRA
Physical Fitness Facility	A facility which meets the requirements for approval for the EMCBC Physical Fitness Program is one which provides bona fide preventive health program services and activities, such as cardiovascular endurance equipment/activities; flexibility and activities; equipment orientations; should include basic features such as shower and locker room facilities, as well as appropriate mechanisms or procedures to minimize the possibility of personal injury. If available at no additional cost, the facility may include swimming pools, instructional and educational services, weight management and fitness testing.
Physical Fitness Program	A physical fitness program which meets the requirements for approval for approval for the EMCBC Physical Fitness guidelines is one that provides a means by which an individual is engaged in an ongoing preventive program designed to improve or maintain an employee's cardiovascular endurance, muscular strength and endurance, flexibility, and body composition. Examples of such programs include cardiovascular endurance equipment/activities, flexibility, and body composition. Examples of such programs include cardiovascular endurance equipment/activities, flexibility classes (i.e., yoga and pilates), and screening for health risks. One time fees for registration in competitive fitness or sports activities such as golf, skiing, equestrian baseball, and football will not be reimbursed. In addition, fees related to recreational licenses or fees for occasional participation in sports tournaments do not meet the requirements of this program.
Physical Inventory	The physical confirmation of the existence of the Government personal property.
Plan of Action (POA)	The document prepared by line management that describes the scope of the readiness review, the prerequisites which must be met to start the readiness review, and the proposed team leader for the readiness review. Both the contractor and the U.S. Department of Energy prepare plan of actions for their respective readiness reviews (in some instances as specified in the SNR, a DOE RA may not be required. Both contractor and DOE POAs when required are submitted to the Startup Authorization Authority (SAA) for approval. The designated readiness review team leader(s) develops their IP from the approved POA.
Plans and specifications	Drawings, specifications, and other data for any preliminary to the construction.
Policies and Procedures	Policies and implementing procedures which describe the responsibilities and execution instructions; Project interface with other government agencies and external parties.
Policy Statement	statements that describe the philosophies and fundamental values of the DOE. Policy statements apply equally to the DOE and contractors. These statements provide mandatory requirements that set the framework under which requirements are established.

Pollutant	10 CFR 1021.104 Pollutant means a substance identified within the definition of pollutant in section 101(33) of CERCLA (42 U.S.C. 9601.101(33)).
Position Change	A promotion, demotion, or reassignment made during an employees continuous service within the U.S. Department of Energy, including such personnel actions that also involve a change of appointing office or duty station.
Post-Implementation Review (PIR)	An assessment and review of the final working solution.
Potential Inadequacy in Safety Analysis (PISA)	An inadequacy exists in a Documented Safety Analysis that calls into question information relied upon for authorization of operations.
Practicable	10 CFR 1022.4 Practicable means capable of being accomplished within existing constraints, depending on the situation and including consideration of many factors, such as the existing environment, cost, technology, and implementation time.
Pre-application	An optional vehicle that constitutes a potential applicant's intent to submit a formal application.
Pre-Energy Systems Acquisition Advisory Board (Pre-ESAAB)	A dry-run of the Secretarial Acquisition Executive ESAAB Meeting.
Preliminary Biological Opinion	50 CFR 402.02 Preliminary biological opinion refers to an opinion issued as a result of early consultation.
Preliminary Design	This is the design that is prepared following CD-1 approval. Preliminary design initiates the process of converting concepts to a design appropriate for procurement or construction. All KPPs and project scope are sufficiently defined to prepare a budget estimate. This stage of the design is complete when it provides sufficient information to support development of the DR
Preparer	The organization preparing a NEPA document, e.g., DOE, applicant, contractor.
Prescriptive Language	The language is specific and does not leave much room for interpretation or deviation. For instance, "Adequate dose limits will be established to protect the embryo/fetus from excessive radiation dose" is not prescriptive. The terms adequate and excessive are subject to different interpretations. Prescriptive language would be "The dose equivalent to the embryo/fetus of a declared pregnant worker from occupational exposure shall be limited to 500 millirem during the gestation period."
Preserve	10 CFR 1022.4 Preserve means to prevent modification to the natural floodplain or wetland environment or to maintain it as closely as possible to its natural state.
Presolicitation Notice	A synopsis of a proposed action prior to issuing a solicitation in order to improve small business access to acquisition information and enhance competition by identifying contracting and subcontracting opportunities.
Press Conference	Event to announce a major development.
Preventive Action	Preventive action is action taken to eliminate the causes of potential nonconformities in order to prevent the occurrence of the nonconformity. Within the DOE system, the opportunity to develop and implement preventive actions occurs in the course of analysis of issues or findings, determination of extent of condition, evaluation and application of lessons learned, and analysis of trends. Once identified, preventive actions are managed and tracked as a corrective action.
Preventive Controls	Designed to prevent or mitigate risk.
Price Analysis	The process of examining and evaluating a proposed price without evaluation of its separate cost elements and proposed profit.
Primary Requirement Owner	The MSO that has primary responsibility for an external requirement and its implementation within their MS. The Primary Requirement Owner also parses (see Parsing) the requirement to other MSs.

Principal Investigator	A researcher, scientist, or other individual designated by the recipient to direct the research and development aspect of the project.
Priority Consideration	Consideration given to an employee, before merit staffing procedures can be used to fill a position.
Priority Level	A grading given to an issue or finding based on its significance. Those levels are further defined as Level 1, Level 2, and Level 3, Findings.
Priority Placement	Consideration given to an employee, before merit staffing procedures can be used to fill a position, when that employee is identified as surplus through a Priority Placement Program.
Privacy Act and Privileged Information Records	any item, collection, or grouping of information about an individual maintained by or for DOE, including but not limited to, education, financial transactions, medical, history, criminal or employment history that contains an individual's name or other identifying number, symbol, or particulars assigned to an individual. Employee concerns and information regarding security clearances may also be included.
Privacy Act Information	Information that is required to be protected under the Privacy Act of 1974, 5 U.S.C. 552a.
Privacy Act Officer (PAO)	The Privacy Act Officer administers the Privacy Act at his or her respective location.
Privacy Act Request	As defined in DOE O 206.1, "A request to an agency to gain access to an individual's record, such as by another Federal agency or law enforcement as required by statute; a request by any individual to gain access to his/her record or to any information pertaining to him/her which is contained in the system of records "
Privacy Impact Assessment (PIA)	As defined in DOE O 206.1, "An analysis of how information is handled to – (1) ensure handling conforms to applicable legal, regulatory, and policy requirements regarding privacy; (2) determine the risks and effects of collecting, maintaining and disseminating information in identifiable form in an electronic information system; and (3) examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks."
Privately Owned Automobile (POA)	A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.
Privately Owned Information Resources (POIR)	ISR equipment and related peripherals that are personally owned and used for official government business.
Privately Owned Vehicle (POV)	Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased by an employee under a Government rental agreement for use in connection with official Government business.
Privatization	A federal agency decision to change a government-owned and government-operated commercial activity or enterprise to private sector control and ownership. When privatizing, the agency eliminates associated assets and resources (manpower for and funding of the requirement). Since there is no government ownership and control, no service contract or fee-for-service agreement exists between the agency and the private sector after an agency privatizes a commercial activity or enterprise. Moving work from agency performance with government personnel to private sector performance where the agency still funds the activity.
Procedure	A series of approved steps listed in sequential order that staff members use to achieve goals and objectives. The CBC MS method for developing procedures increases consistency and ensures integration. A document that specifies or describes how an activity is to be performed.

Procurement	The term "procurement" as used in these procedures applies to procurement transactions including competitive acquisitions, non-competitive acquisitions, contract modifications (excluding incremental funding modifications), interagency agreements, and consent to subcontract
Procurement Executive	An individual designated by the Secretary, pursuant to section 16(3) of the Office of Federal Procurement Policy Act, to manage and direct the acquisition system of the executive agency, including the implementation of unique acquisition policies, regulations, and standards of the executive agency. The Under Secretary of Energy, the Administrator of NNSA, and the Director of Procurement and Assistance Management are designated Procurement Executives. (Source: DOE G 580.1-1)
Procurement Request	A request prepared and submitted by a program or project office which authorizes a Contracting Officer to initiate a solicitation, make a new award, or modify an existing award.
Proficiency	The level to which a qualified Facility Representative stays current on technical knowledge, assigned facilities, procedures, etc. Regaining proficiency may be required by field element programs and procedures after an absence from Facility Representative duties, a period of inactivity at a given facility, as an ongoing training, or based on length of time between the Facility Representative's full qualification and next requalification date.
Program	10 CFR 1021.104 Program means a sequence of connected or related DOE actions or projects as discussed at 40 CFR 1508.18(b)(3) and 1508.25(a). An organized set of activities directed toward a common purpose or goal undertaken or proposed in support of an assigned mission area. It is characterized by a strategy for accomplishing a definite objective(s) that identifies the means of accomplishment, particularly in qualitative terms, with respect to work force, material and facility requirements. Programs are typically made up of technology-based activities, projects and supporting operations.
Program Descriptions	High-level documents that cross Management Systems, consolidate responsibilities and accountabilities, and are often required to meet an external requirement.
Program Initiator	The technical representative from the Site Office responsible for the program or project who works with contracting staff. The individual may or may not be the same as the official Contracting Officer's Representative.
Program Management	A group of closely-related projects managed in a coordinated way
Program Manager	An official who has been assigned responsibility for accomplishing a specifically designated unit of work effort, or group of closely related efforts, established to achieve stated or designated objectives, defined tasks, or other units of related effort on a schedule, funded as part of the project. The Program Manager is responsible for the planning, controlling, and reporting of the project, and for the management of a specific function or functions, budget formulation, and execution of the approved budget. The Program Manager receives an approved funding program from the Office of the Controller identifying program dollars available to accomplish the assigned function. (Source: DOE O 413.3B)
Program Office	The Headquarters organizational element responsible for managing a program.
Program Offices	The Program Offices are elements of the Department (i.e., Office of Science [SC], National Nuclear Security Administration [NNSA], Office of Assistant Secretary for Environmental Management [EM]).
Program Official	A person responsible for managing the financial assistance program, usually a program manager or project officer. Is also referred to as Project Officer

Program Policy Factors	Factors that, while not appropriate indicators of the application's merit, are essential to the process of choosing which applications will best achieve the program objectives. For example, program policy factors may reflect the desirability of selecting projects based on geographic distribution, diverse approaches, or complementary efforts. Such factors should be specified in the solicitation or program rule to notify applicants that factors essentially beyond their control will affect the selection process.
Program Records Officials (PROs)	Coordinates the records management programs to ensure records are created, managed and dispositioned properly.
Program Rule	A rule issued by a U.S. Department of Energy program office for the award and administration of financial assistance which may describe the program's purpose or objectives, eligibility requirements for applicants, types of program activities or areas to be supported, evaluation and selection process, cost sharing requirements, etc. These rules usually supplement the generic policies and procedures for financial assistance contained in 10 CFR 600.
Program Secretarial Office (PSO)	A senior outlay program office which has work performed at a site, but not as the host Lead Program Secretarial Office or Cognizant Secretarial Office at that site, and provides annual program direction and guidance to the site/field manager for the work to be performed at the site, and for budgeting to support program work and an appropriate share of their tenant costs to the landlord. (Source: DOE O 430.1B, Change 1)
Program Secretarial Officer (PSO)	A senior outlay program official which includes the Assistant Secretaries, or Office Directors at the Assistant Secretary level, and/or the Assistant Administrators for NNSA. (Source: DOE O 413.3B)
Programmatic Agreement	36CFR 800.16 Programmatic agreement means a document that records the terms and conditions agreed upon to resolve the potential adverse effects of a Federal agency program, complex undertaking or other situations in accordance with § 800.14(b).
Programmatic NEPA Document	10 CFR 1021.104 Programmatic NEPA document means a broad-scope EIS or EA that identifies and assesses the environmental impacts of a DOE program; it may also refer to an associated NEPA document, such as an NOI, ROD, or FONSI.
Program-Specific Policy or Guidance	Policy or guidance which is promulgated by the Cognizant Lead Program Secretarial Office for a given site, facility, or laboratory.
Progress Review	A formal communication with the employee about his/her performance compared to the established performance expectations (standards) of their critical elements.

Project	A unique effort that supports a program mission having defined points for starting and ending, undertaken to create a product, facility, or system and containing interdependent activities planned to meet a common objective or mission. A project is a basic building block (in relation to a program) that is individually planned, approved, and managed. A project is not constrained to any specific element of the budget structure (e.g., operating expense, plant, or capital equipment). Projects include planning and execution of construction, assembly, renovation, modification, environmental restoration, decontamination and decommissioning, large capital equipment, and technology development activities. Work that does not include the above elements e.g., basic research, grants, ordinary repairs, maintenance, and operation of facilities—are not considered projects. However, these activities can be managed as projects. (Source: DOE G 413.3-2 [DOE O 413.3B]) A unique effort having defined start and end points undertaken to create a product, facility, or system. Built on interdependent activities planned to meet a common objective, a project focuses on attaining or completing a deliverable within a predetermined cost, schedule and technical scope baseline. Projects include planning and execution of construction, assembly, renovation, modification, environmental restoration, decontamination and decommissioning, large capital equipment, and technology development activities. A project is not constrained to any specific element of the budget structure (e.g., operating expense).
Project Assessment and Reporting System	A reporting process to connect field project status with headquarters to report and compare budgeted or scheduled project forecasts
Project Assessment and Reporting System II (PARS II)	The DOE Project Assessment and Reporting System II (PARS II) provides a web-based system to report project status. Starting at Critical Decision-0, project status will be reported monthly utilizing the PARS II. (Source: DOE O 413.3B)
Project Closeout	Occurs after CD-4, Project Completion, and involves activities such as performing financial and administrative closeout, developing project closeout and lessons learned reports, and other activities as appropriate for the project
Project Data Sheet	A document that contains summary project data and the justification required to include the entire project effort as a part of the Departmental budget
Project Definition Rating Index	This is a project management tool which is used for assessing how well the project scope is defined. The tool uses a numeric assessment which rates a wide range of project elements to determine how well the project is defined.
Project Engineering and Design (PED)	Design funds established for use on preliminary design. Typically, PED funds are used for preliminary and final design and related activities for design-bid-build strategies, and for preliminary design and related costs in design-build strategies. It is also analogous with a project phase that includes preliminary and final design and baseline development. Design funds established for use on preliminary design, which are Operating Expense funds. Typically, PED funds are used for preliminary and final design and related activities for design-bid-build strategies, and for preliminary design and related costs in design-build strategies. (Source: DOE O 413.3B)

Project Execution Plan	The plan for the execution of the project, which establishes roles and responsibilities and defines how the project will be executed. DOE's core document for management of a project. It establishes the policies and procedures to be followed in order to manage and control project planning, initiation, definition, execution, and transition/closeout, and uses the outcomes and outputs from all project planning processes, integrating them into a formally approved document. A PEP includes an accurate reflection of how the project is to be accomplished, resource requirements, technical considerations, risk management, configuration management, and roles and responsibilities.
Project Management	Those services provided to DOE on a specific project, beginning at the start of design and continuing through the completion of construction, for planning, organizing, directing, controlling and reporting on the status of the project
Project Management Plan	The contractor-prepared document that sets forth the plans, organization and systems that the contractor will utilize to manage the project. Its content and the extent of detail of the PMP will vary in accordance with the size and type of project and state of project execution.
Project Management Support Office	An office established exclusively to oversee and manage the activities associated with projects
Project Manager Certification	Insures that the Project Manager is knowledgeable about the Project Management Body of Knowledge and can apply it successfully.
Project Managers	Project managers are those assigned specific duties to lead a project and manage it through to completion.
Project Peer Reviews	Periodic review of a project performed by peers (with similar experience to project personnel), independent from the project, to evaluate technical, managerial, cost and scope, and other aspects of the project, as appropriate. These reviews are typically led by the PMSO.
Project Period	The total period of time indicated in an award during which the Office expects to provide financial assistance. A project period may consist of one or more budget periods and may be extended by the Office.
Project Work Breakdown Structure (PWBS)	a product oriented, top down hierarchical tree depicting the overall mission of the Project. The PWBS describes the products and services to be furnished throughout the life of the project. This provides an ordered framework for assigning responsibility and for planning and controlling the work to be performed in achieving objectives.
Promotion	The change of an employee to a higher grade level or higher rate of basic pay generally based on an increase in complexity of duties or responsibilities or increased autonomy.
Property Accountability	Responsibility for such tasks as presenting personal property for identification and tagging; ensuring assets are on the property record and properly assigned; securing and maintaining records relating to assets; tracking the movement and recording changes in physical condition of assets; conducting physical inventories, verifying counts, and reconciling the results for a positive outcome; reporting all loss, theft, and damage of assets; reusing assets when possible; and properly disposing of assets. Accountable property representatives exercise this responsibility and maintain proper control over their organization's assets through tagging, record keeping, conducting inventories, and establishing effective policies and procedures and appropriate security controls.

Property Administrators (PAs) (Federal)	Property Administrators, as authorized representatives of the Contracting Officer, are responsible for the following. (1) Performing delegated contract administration functions for contract requirements relating to Government personal property. (2) Developing and applying an oversight program, resolving property administration issues, and making recommendations concerning the acceptability of contractor personal property management systems. (3) Advising Contracting Officers and Organizational Property Management Officers of any contractor noncompliance with approved procedures, or other significant problems that cannot be resolved, and recommending appropriate action. (Source: DOE O 580.1,
Property Custodian	The DOE Federal or contractor individual who is responsible for the protection, control, and proper use of property under his or her stewardship. A Federal Property Custodian is the individual designated as the authorized representative of the Contracting Officer assigned to administer the contract requirements and obligations relating to Government personal property, including, but not limited to, evaluating contractor personal property management programs and making recommendations concerning acceptability of the contractor property management systems. (Source: DOE G 580.1-1)
Property Executive	An individual designated by a Procurement Executive as being responsible for the development, promotion, monitoring, administering, coordination and evaluation of the Department-Wide Personal Property Management Program. The Director, Office of Resource Management and the Director of Procurement and Assistance Management, NNSA, are designated Property Executives. (Source: DOE G 580.1-1)
Property Management	All functions necessary for the proper determination of need and source, acquisition, receipt, accountability, utilization, maintenance, rehabilitation, storage, distribution, and disposal of property.
Property Management System	A monitoring and control function to ensure that organization processes related to the life-cycle management of property support organization objectives; represent sound business practice; and are compliant with applicable standards, policies, regulations, and contractual requirements
Property Protection Area	A type of security area having boundaries identified with barriers and access controls for the protection of DOE property.
Property Management System Audit (PMSA)	An audit, performed by the Property Administrator (PA), of the contractor's approved management control procedures for the management of Government property.
Property Removal Authorization (PRA)	The EMCBC Form used for the authorized removal of property (Government and personally owned), except expendable supply items, from any DOE EMCBC/SLA facility. Accountability of DOE EMCBC/SLA Government personal property will become the responsibility of the PRA form holder
Proposal	40 CFR 1508 ""Proposal"" exists at that stage in the development of an action when an agency subject to the Act has a goal and is actively preparing to make a decision on one or more alternative means of accomplishing that goal and the effects can be meaningfully evaluated. Preparation of an environmental impact statement on a proposal should be timed (Sec. 1502.5) so that the final statement may be completed in time for the statement to be included in any recommendation or report on the proposal. A proposal may exist in fact as well as by agency declaration that one exists.
Proposed Critical habitat	50 CFR 402.02 Proposed critical habitat means habitat proposed in the Federal Register to be designated or revised as critical habitat under section 4 of the Act for any listed or proposed species.

Proposed Species	50 CFR 402.02 Proposed species means any species of fish, wildlife, or plant that is proposed in the Federal Register to be listed under section 4 of the Act.
Proposed Subject Area	A document developed by the Management System Owner (MSO), or Subject Matter Expert (SME) that describes the plans for developing or revising a subject area.
Proprietary Accounts	Those accounts maintained to record changes in net position and results of operations. The information collected and reported is consistent with that collected and reported by businesses. 1000 Assets, 2000 Liabilities, 3000 Net Position, 5000 Revenues & Other Financing Sources, 6000 Expense, 7000 Gains, Losses, Misc. Items
Prospective Providers	Private sector, public reimbursable, and agency sources that may submit responses (offers or tenders) in response to an agency's solicitation.
Protected Activity	Activities such as raising concerns or otherwise making disclosures protected under law; regulations, or legal precedent of information related to DOE operations, which the individual reasonably and in good faith believes is evidence of unsafe, unlawful, fraudulent, or wasteful practices
Protective Action Criteria	The predetermined concentrations, doses, or exposures at which protective actions will be initiated. Protective Action Guides and Emergency Response Planning Guidelines (ERPGs) are sometime referred to generically and collectively as protective action criteria.
Provider	An agency, private sector, or public reimbursable source that is performing, or will perform, a commercial activity; sometimes referred to as a service provider.
Public Announcement	An agency's formal declaration that the agency has made a (1) decision to perform a streamlined or standard competition, or (2) performance decision in a streamlined or standard competition. The CO makes these announcements via the Federal Business Opportunity Web site
Public Area	An area accessible by the public, and for which there are no requirements for security clearances, security escorts, or security logs, as documented in the site security plan.
Public Dose Limits	Regulatory standards for radiological doses to the public.
Public Filer	See 5 CFR 2634.202, Public Filer Defined.
Public Information Products	Includes publications produced with U.S. Department of Energy (DOE) funds and intended for distribution by DOE, its contractors, or its financial assistance recipients to the public, including those of more limited circulation that involve policy changes or matters of current public controversy or concern. These include, but are not limited to books, pamphlets, folders, booklets, posters, periodicals, newsletters, and similar printed material.
Public Meeting	Event to enhance two-way communication with specific groups on complicated issues.
Public Reimbursable Source	A service provider from a federal agency that could perform a commercial activity for another federal agency on a fee-for-service or reimbursable basis by using either civilian employees or federal contracts with the private sector.
Public Reimbursable Tender	A federal agency's formal response to another federal agency's solicitation for offers or tenders. The public reimbursable tender is developed in accordance with this circular and includes a cost estimate, prepared in accordance with Attachment C.

PWBS Responsibility Matrix	an integral part of the Project Work Breakdown Structure (PWBS) establishing organizational responsibilities at each level for planning, budgeting, accumulating costs, controlling schedules, and measuring performance. The PWBS is revised as needed to represent the current work scope and to reflect the current status of the project.
PWS Team	A group of individuals, comprised of technical and functional experts, formed to develop the PWS and quality assurance surveillance plan, and to assist the CO in developing the solicitation.
Qualification	Knowledge and skills gained through education, training, and experience that, when measured against established qualification standards, qualify an individual to safely, effectively, and efficiently perform the required functions, duties, and responsibilities of their position.
Qualification Personnel	The characteristics or abilities gained through education, training, or experience, as measured against established requirements, such as standards or tests that qualify an individual to perform a required function. (ASME NOA-1-2008)
Qualified Candidates	Persons being considered for a promotion or other staffing actions who meet all established qualification requirements for the position being filled, including U.S. Office of Personnel Management (OPM) Qualification Standards, applicable selective placement factors, time-in-grade criteria, and time-after-competitive-appointment restrictions.
Qualifying Official (QO)	A Subject Matter Expert (SME) who has technical knowledge associated with a subject area and is designated to sign or initial qualification documentation verifying the employee meets established qualification standards as they are completed. The Technical Qualification Program (TQP) Manager will provide training material, predominantly required reading of applicable procedures and standards, to potential QOs and maintain a list of names and areas of qualification in subject matter areas.
Quality Assurance	All those actions performed by the DOE prime contractor during the project that provide confidence that quality is achieved. It is executed through a formalized Quality Assurance Program. (ASME NOA-1-2008)
Quality Assurance Records	Documentary material that furnishes evidence of quality of items or activities affecting quality, including records demonstrating capability for safe operation; maintaining, reworking, repairing, replacing or modifying an item; determining the cause of an accident or malfunction of an item; providing required baseline data for in service inspection; or assessment documentation for high level waste activities. Quality Assurance records are coded in the same manner as any other record under the file code subject classification system, and will be maintained under the Quality Assurance retention criteria, which is for the life of the facility or, if equipment, for the life of the item in service. (ASME NQA-1-2008)
Quality Assurance Surveillance	The government's monitoring of a service provider's performance in accordance with the quality assurance surveillance plan and the performance requirements identified in the solicitation.

Quality Assurance Surveillance Plan	Documents methods used to measure performance of the contractor against requirements in the SOW. The government's inspection plan. The quality assurance surveillance plan documents methods used to measure performance of the service provider against the requirements in the PWS. The agency relies on the service provider to monitor daily performance using their own quality control plan, but retains the right to inspect all services. When the agency makes a performance decision, the agency re-evaluates and modifies the existing quality assurance surveillance plan, based upon the selected provider and the selected provider's accepted quality control plan.
Quality Control	Those actions related to the physical characteristics of a material, structure, component, or system which provide a means to control the quality of the material, structure, component, or system to predetermined requirements
Quality Control Plan	A self-inspection plan that is included in all offers and tenders. The quality control plan describes the internal staffing and procedures that the prospective provider will use to meet the quality, quantity, timeliness, responsiveness, customer satisfaction, and other service delivery requirements in the PWS
Quarterly Control Review and Monthly Reporting process	Assesses the performance of major IT investments ensuring compliance with both external and internal regulations and guidance.
Radiation Protection Program (RPP)	The "documented radiation protection program" as described in 10 CFR 835.101, Radiation Protection Programs. It includes measures for achieving compliance with the rule and applying the as low as reasonably achievable (ALARA) process to occupational exposures. For the purposes of this review, the RPP is the only part of the program that is submitted to the Program Offices for approval (unless approval authority has been delegated to the field element manager)
Radioactive Property	Any item or material which is radioactive or radioactively contaminated and which emits ionizing radiation in excess of background radiation as measured by appropriate instrumentation. (Source: DOE G 580.1-1)
Radiological Assistance Program	A U.S. Department of Energy (DOE) program designed to make DOE resources available to other DOE facilities, state, tribal, local, private business, and individuals for the explicit purpose of assisting during radiological incidents. A DOE program that provides for radiological assistance to federal, state, tribal, and major Nuclear Regulatory Commission licensees in the event of an incident involving radioactive materials.
Radiological Facility	Facilities whose radionuclide inventory is below the threshold quantities of DOE-STD- 1027-92, Change Notice 1, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23. Nuclear Safety Analysis Reports.
Radiological Waste Authorization Basis	The documentation and approval that demonstrates compliance with DOE O 435.1, Radioactive Waste Management.
Ranking Sheet	A chart which ranks the applications reviewed by merit review scores from the highest to the lowest.
Ratification	The act of approving an unauthorized commitment by an official who has the authority to do so.
Rating of Record	The performance rating prepared at the end of the performance period for performance of duties over the entire period and the assignment of a summary level or in accordance with the provisions of the regulations governing within-in-grade increases.

Rating Official	The person who, as described by express language in his/her position description, is responsible for developing performance plans, for monitoring performance, and/or for rating performance of the employees under his/her supervision. The rating official may be classified as an employee with full supervisory authority or limited supervisory authority, as long as the person is clearly designated to rate employee performance.
Rating Plan	A proposal scoring or rating plan which helps evaluators assess a proposal's merit with respect to the evaluation factors and significant subfactors in the solicitation.
Readiness Activity	A review conducted to determine a facility's readiness to startup or restart a nuclear facility, activity or operation (can include equipment). As defined in DOE O 425.1D, Verification of Readiness to Start Up or Restart Nuclear Facilities, there are two types of readiness activities: Readiness Assessments and Operational Readiness Reviews.
Readiness Assessment (RA)	An assessment to determine a facility's readiness to startup or restart when an ORR is not required or when a contractor's standard procedures for startup are not judged by the contractor or DOE management to provide an adequate verification of readiness. A review conducted to determine a facility's readiness to startup or restart when an Operational Readiness Review (ORR) is not required. A review that is conducted to determine readiness of a facility or process to start or restart when an ORR is not required.
Readiness Evaluation (RE)	An Operational Readiness Review (ORR) or a Readiness Assessment (RA).
Readiness Review Team Leader	The selected individual identified in the Plan of Action that leads the Readiness Review and directs the Review Team.
Readiness Surveillance (RS)	A surveillance that is conducted to determine the readiness of a facility or process to start or restart when an ORR or RA is not required.
Readiness To Proceed (RTP) Memorandum	The formal document submitted by the contractor certifying the conclusion that the facility is: (1) prepared to start or resume nuclear operations or activities before the contractor Readiness Assessment (RA)/Operational Readiness Review (ORR) or (2) prepared to start or resume nuclear operations or activities before the U.S. Department of Energy (DOE) RA/ORR. The contractor readiness review final report and finding closure packages or corrective action plans, along with the appropriate endorsements, are attached to the RTP.
Real Property	Any interest in land, together with the improvements, facilities, structures, and fixtures located thereon, included prefabricated movable structures and appurtenances thereto, under the control of DOE. Real property and real estate means land and rights in land, ground improvements, utility distribution systems, buildings, and other structures.
Reasonable Accommodation	A change made by management to the terms and conditions of an individual's employment. Such changes are usually required to accommodate an employee's or applicant's known disability or religious beliefs.
Reasonable and Prudent Alternatives	50 CFR 402.02 Reasonable and prudent alternatives refer to alternative actions identified during formal consultation that can be implemented in a manner consistent with the intended purpose of the action, that can be implemented consistent with the scope of the Federal agency's legal authority and jurisdiction, that is economically and technologically feasible, and that the Director believes would avoid the likelihood of jeopardizing the continued existence of listed species or resulting in the destruction or adverse modification of critical habitat.

Reasonable and Prudent Measures	50 CFR 402.02 Reasonable and prudent measures refer to those actions the Director believes necessary or appropriate to minimize the impacts, i.e., amount or extent, of incidental take.
Reasonable Effort	For purposes of discovery, "reasonable effort" may include: 1) Key-word search of electronic data, including: Current Reference File(s) Previous Subject File(s) Official Record File(s) Retired Records Indices Transferred Records Indices Destroyed Records Indices 2) Inquiry based on institutional memory of group employees: Reference Files Record Files 3" X 5" Card Filing Systems Microfiche Filing Systems Files of Retired Employees Historical Computer Printouts Previous Discovery Request File 3) A query of present staff regarding: "Personal" Paper Files Email Directory Hard Drive "Personal" Files on a Network Drive
Reassignment	The change of a current U.S. Department of Energy employee from one position to another without promotion or demotion.
Recast	The realignment of financial data from one or more sets of account codes to a new set(s) of account codes.
Recipient	The organization, individual, or other entity that receives an award from DOE and is financially accountable for the use of any DOE funds or property provided for the performance of the project, and is legally responsible for carrying out the terms and conditions of the award. (Source: 10 CFR 600.3)
Reciprocity	Access Authorizations are granted to individuals who are currently cleared or are in the process of being cleared by another Federal Agency.
Record	As defined in DOE O 206.1, "Any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the individual's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph."
Record drawings	Drawing submitted by a contractor or subcontractor at any tier to show the construction of a particular structure or work as actually completed under the contract.
Record Series	file units or documents kept together in a unified arrangement because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, have a particular physical form. Generally handled as a unit for disposition purposes.
Record Storage Box	standard 1 cubic foot box used to store and transmit records to records centers. The box is pH neutral acid free to prevent deterioration of paper or film, and is of triple walled construction.
Recordable Injury or Illness	work related deaths, illnesses, and those work related injuries which result in: Loss of consciousness, restriction of work or motion, transfer to another job, or require medical treatment beyond first aid.
Recordkeeping System	A manual or automated assemblage of procedures in which records are collected, organized, and categorized to facilitate their preservation, retrieval, use, and disposition.
Records Custodian (RC)	The individual designated on behalf of the records owner, who controls, protects, files, ensures proper disposition of records, and ensures that record material is legible and reproducible.
Records Index	An index developed by record owners/custodians of the records for which they are directly responsible.

Records Inventory	An inventory that identifies what types of records are actually being maintained by an office as well as the program functions the records support and the volume of records for each type
Records Inventory and Disposition Instructions (RIDS)	site specific retention schedules for the Separations Process Research Unit.
Records Management Field Officer (RMFO)	Implements the records management program at field and area offices and acts as liaison with the HQ PRO. Provides oversight and guidance to contractor records management programs.
Records Management System (RMS)	the automated records management system utilized by the Administrative Officer and Administrative support staff. The primary RMS functional modules are records retention schedule management, active records management, records center management, and archives management
Records Owner	The creator of records; the individual responsible for proper filing, storage, and disposal of records.
Records Retention and Disposition Schedule	A document that provides mandatory instructions for what to do with records (and nonrecord material) that are no longer needed for government business.
Records Series	A group of records that is intended to be maintained as a unit because they: a. Relate to a particular subject or function, b. Result from the same activity, c. Have a particular form, or d. Have some other relationship arising out of their creation, receipt, or use.
Records Series Title	A general or descriptive heading assigned to a document, which can be used for identification and retrieval purposes. Series titles should coincide with series descriptions.
Recovery	50 CFR 402.02 Recovery means improvement in the status of listed species to the point at which listing is no longer appropriate under the criteria set out in section 4(a)(1) of the Act.
Recurring Problems	problems that have occurred before and are likely to continue.
Referenced Document	The specific portion of any document (such as a policy, procedure, standard, or assignment) that is cited as a component of the site Radiation Protection Program. All such documents may be enforceable.
Referral of a Concern	Transmittal of an employee concern to another organization or process for investigation or resolution, with the results of the investigation or resolution attempts being reported to the Employees Concerns Program Manager, within a specified time period with recommended resolution including corrective actions
Referring Agency	40 CFR 1508 ""Referring agency"" means the federal agency which has referred any matter to the Council after a determination that the matter is unsatisfactory from the standpoint of public health or welfare or environmental quality.
Refresher Briefing	An annual briefing for access authorization holders to reinforce information provided in the comprehensive briefing, and to address current S&S counterintelligence awareness.
Registrar	The Registrar is responsible for the identity proofing of the Applicant and coordinating the NACI or other BI activities. One or more individuals may perform the Registrar role. The Registrar provides the final approval for issuance of a credential to the Applicant.

Reimbursable Work	Work or services performed or to be performed for a Federal or non-Federal customer. The U.S. Department of Energy is compensated by reimbursement, which may be credited as authorized by law to the appropriation or to a U.S. Department of Energy fund account that incurred the costs. Reimbursable work for other Federal agencies is typically authorized under the Economy Act of 1932, as amended. Reimbursable work for non-Federal entities must be specifically authorized by Congress through legislation (e.g., <i>Atomic Energy Act of 1954</i> , <i>Department of Energy Organization Act of 1977</i> , <i>Intergovernmental Cooperation Act of 1968</i> , <i>Contributed Funds Act of 1921</i> , and <i>Stevenson-Wydler Technology Innovation Act of 1980</i> , as amended).
Reinstatement	The reemployment of a former Federal employee on the basis of previously acquired civil service status.
Relevance	As defined in DOE O 206.1, "A limitation to only those elements of information that clearly bear on the determination(s) for which the records are intended."
Remedial Action	actions taken to correct specifically identified conditions adverse to quality.
Renewal Award	An award which adds one or more additional budget periods to an existing project period.
Reporting Identification Symbol (RIS)	A unique combination of three or four letters assigned to each reporting organization by the U.S. Department of Energy or the U.S. Nuclear Regulatory Commission for the purpose of identification in the Nuclear Material Management and Safeguards System (NMMSS) database
Representatives of Directly Affected Employees	In the case of directly affected employees represented by a labor organization accorded exclusive recognition under 5 U.S.C. § 7111, a representative is an individual designated by that labor organization to represent its interests. In the case of directly affected employees not represented by a labor organization under 5 U.S.C. § 7111, a representative is an individual appointed by directly affected employees as their representative.
Reprisal	Any action taken against an employee in response to, or in revenge for, the employee having raised, in good faith, reasonable concerns about any aspect of DOE-related operations. Reprisals against contractor employees may lead to the imposition of penalties under the Price-Anderson Amendments Act of 1988, implemented by DOE under 10 CFR Part 820.
Reprogramming	The use of funds from an appropriation account for purposes other than those contemplated by Congress during appropriation action. A reprogramming action will be initiated to address any departure from the obligational control levels delineated in the base table and amplified in Congressional reports or any significant programmatic departure from a program, project, or activity described in the Congressional budget narrative justification and testimony.
Repromotion Consideration	Consideration given an employee before merit staffing procedures can be used to fill a position when that employee has promotion eligibility to a grade or position from which demoted without personal cause and not at the employee's request.
Request for Proposal	Communicates the Government's intentions/needs to industry and requests an offer and proposal by a specific date addressing stated evaluation criteria.
Required Reading	Self-study of procedures, policies, orders, directives, guides and instructions to enhance the readers job knowledge and performance of assigned responsibilities.

Requirement	A singular documented need of what is essential or necessary for a product or activity to achieve. Some attributes are: Measurable or verifiable outcomes whenever possible and focus on outcomes rather than methodology or Procedures; Flexible to encourage the most effective means of compliance; Add value commensurate with implementation costs; and Do not repeat information from other sources that can be easily linked. Some examples are on the following categories: Federal Laws and Regulations, DOE Policies, Orders, Notices, and Manuals, and Departmental Letters and Memos.
Requirement Decision Record	Provides the decision making process for implementing requirements that are managed cooperatively among Management System Owners/Secondary Management System Owners.
Research and Development (R&D)	All research activities, both basic and applied, and all development activities that are supported at universities, colleges, and other non-profit institutions and commercial organizations. "Research" is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function. "Development" is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and
Research and Development Records	Records generated by scientific and technical activities and collaborations that result in new or modified concepts, techniques, equipment, or material, and that accumulate at various organizational levels.
Residual Value	The estimated value of a capital asset at the end of its useful life as determined by application of the Useful Life and Disposal Value Cost Factor.
Resolution of a Concern	Actions taken and decisions made in response to an employee concern by verifying the concern, establishing plans to correct identified deficiencies, correcting the deficiencies, or determining that the concern is not substantiated and no corrective action is required.
Resource-Loaded Schedule	Schedules with resources of staff, facilities, cost, equipment and materials which are needed to complete the activities required
Resources	Funding allocated for contracts, manpower, facilities, material, or equipment to perform agency requirements.
Response to Queries	Document used to explain why the agency took the action it did. This document identifies all of the questions which might be raised in media interaction and also the responses to those questions. The RTQ also assures that all spokespersons are delivering the same message. This is especially helpful when more than one program or section of the Department is involved in the issue
Responsible Manager (RM)	Name of the DOE manager or supervisor responsible for corrective action preparation and implementation (CATS User Guide).
Restart	recommence operations and/or program work in a non-reactor nuclear facility after shutdown.
Restore	10 CFR 1022.4 Restore means to reestablish a setting or environment in which the natural functions of the floodplain or wetland can again operate.

Retaliation	An action (including intimidation, threats, restraint, coercion, or similar action) taken by an employer against an employee with respect to employment (e.g., discharge, demotion, or other negative action with respect to the employee's compensation, terms, conditions, or privileges of employment) as a result of the employee's disclosure of information, participation in proceedings, or refusal to participate in activities described in 10 CFR Part 709.5
Retention Period	The length of time records must be held before they can be disposed. The time is usually expressed in years from the record's cutoff date, but may also be expressed as contingent upon the occurrence of an event.
Retention Schedule	document providing mandatory instructions for processing records no longer needed for current Government business. Contains provisions of authority for the final disposition of recurring or nonrecurring records.
Retirement Work Order	The EMCBC Form required to report property that is lost, stolen, damaged (except damage to a Government vehicle resulting from a motor vehicle accident, which is to be investigated), disposed of for salvage, reduced to scrap, destroyed, abandoned, or determined to be an inventory shortage
Revenue	The total amount of money received by the company for goods sold or services provided during a certain time period. It also includes all net sales, exchange of assets; interest and any other increase in owner's equity and is calculated before any expenses are subtracted.
Review Plan	A plan prepared by the Review Team Leader that is consistent with DOE-STD-1104-2009, Review and Approval of Nuclear Facility Safety Basis and Safety Design Basis Documents, as appropriate, that defines the membership, qualifications, time schedule, deliverables and focus of the Review Team. This plan is approved by the Approval Authority. The Review Plan (1) documents the primary reason for the review, (2) provides appropriate investment background, (3) specifies the scope of the review in accordance with OMB review guidance, (4) identifies deliverables to be made available to the IT Investment Review Team, (5) specifies the size and configuration of the IT Investment Review Team, (6) specifies review activities and agenda, and (7) assigns responsibility for specified activities.
Review Team Leader (Safety Basis)	The individual selected by the Approval Authority to lead the review of the safety document and direct the Review Team.
Review Team Member (Safety Basis)	The individuals selected by the Team Leader to review the safety document and assist in preparation of the Safety Evaluation Report (SER) or SER-based document.
Reviewing Official	The person with full supervisory authority who is responsible for approving performance plans and performing ratings of record prior to their transmittal to employees. The reviewing official is normally the rating official's immediate supervisor.
Revision History	The section of the CBC MS document that lists the date the document was first published and the dates of major and minor revisions. It briefly describes new documents or the revisions and the effect these changes have on users.
Right of Entry	The temporary right to enter upon property for a specified purpose without acquiring any real property or interest therein. A right-of-entry does not grant an interest in real property.
Risk	Factor, element, constraint or course of action that introduces an uncertainty of outcome, either positively or negatively that could impact project objectives
Risk Assessment	Identification and analysis of project and program risks to ensure an understanding of each risk in terms of probability and consequences

Risk Management	The handling of risks through specific methods and techniques. Effective risk management is an essential element of every project. The DOE risk management concept is based on the principles that risk management must be analytical, forward-looking, structured, informative and continuous. Risk assessments should be performed as early as possible in the project and should identify critical technical, performance, schedule and cost risks. Once risks are identified, sound risk mitigation strategies and actions should be developed and documented.
Risk Management Plan	Documents how the risk processes will be carried out during the project
Root Cause	The causal factor that if corrected, would prevent recurrence of the issue. The most basic cause or causes that explain why an event happened, that can reasonably be identified, that senior management has the control to fix, and for which effective recommendations for corrective action to remedy the problem, prevent specific recurrence of the problem, and preclude occurrence of similar problems can be generated, if necessary. This is typically one level further in analysis beyond an apparent cause. Fundamental causal factors, combined with appropriate contributing causes that, if corrected, will prevent recurrence of an event or adverse condition.
Root Cause Analysis	Any methodology that identifies the causal factors that, if corrected, would prevent recurrence. Method used to identify the root cause of performance problems or adverse trends/conditions and the associated corrective actions.
Root Cause Report	a report of the technical elements of the causal factors, contributing causes, or trends leading to an event. The report also describes the actions by management or others that could have, or should have, prevented the event.
Root Cause Team Leader	person trained and skilled in analytical techniques for determining root causes and recommending appropriate corrective actions.
Rough Order of Magnitude Estimate	An estimate based on high-level objectives, provides a high-level view of the project deliverables, and has lots of wiggle room. Most ROM estimates have a range of variance from -25% all the way to +75%.
Routine Operation (Applies Only To Accelerator Operations)	The point where U.S. Department of Energy authorization has been granted either (1) because the commissioning effort is sufficiently complete to provide confidence that the risks are both understood and acceptable and the operation has appropriate safety bounds, or (2) to permit the re-introduction of a particle beam after being directed to cease operation by the U.S. Department of Energy because of an environmental, safety, or health concern.
Routine Use	A provision in a Privacy Act System of Records Notice that sets out a specific use of such record for a purpose compatible with that for which the information was originally collected, and under which a record can be automatically disclosed to the entity/individual specified in the Notice without Privacy Act request processing.
Safeguards and Security	An integrated system of activities, systems, programs, facilities and policies for the protection of classified information and/or classified matter, unclassified control information, nuclear materials, nuclear weapons, nuclear weapon components, and/or the Department's and its contractors' facilities, property and equipment.
Safeguards and Security Information Management System (SSIMS)	An automated information system used to record facility approvals, facility administrative information, survey and inspection findings, and corrective actions.

Safeguards and Security Interest	A general term for any Departmental resource or property that requires protection from malevolent acts. It may include but is not limited to classified matter, special nuclear material and other nuclear materials, secure communications centers, sensitive compartmented information facilities, automated data processing centers, facilities storing and transmitting classified information, vital equipment, or other Departmental property.
Safeguards and Security Survey	A performance and compliance-based examination and evaluation of the effectiveness of the implementation of a security program.
Safety	a term synonymous with environment, safety, and health to encompass protection of the public, the workers, and the environment.
Safety Analysis	A documented processes which (1) provides a systematic identification of hazards within a given U.S. Department of Energy operation; (2) describes and analyzes the adequacy of measures taken to eliminate, control or mitigate identified hazards; and (3) analyzes and evaluates potential accidents and their associated risks.
Safety Assessment Document (SAD)	The document that identifies hazards; provides the results of the Safety Analyses including the associated onsite and offsite impacts to workers, the public, and the environment from the accelerator facility for both normal operations and credible accidents; and describes the accelerator facility and its function, location, operations, and management organization, engineered controls, and administrative measures in enough detail to understand the risk and the sufficiency of the selected controls.
Safety Basis	the combination of information relating to the control of hazards at a nuclear facility (including design, engineering analysis, and administrative controls) upon which DOE depends for its conclusion that activities at the facility can be conducted safely.
Safety Basis (Hazard Category 1, 2 or 3 Nuclear Facilities)	The Documented Safety Analysis, hazard controls (e.g., Technical Safety Requirements), and other controls and commitments mandated by the Approval Authority that provide reasonable assurance that a U.S. Department of Energy nuclear facility can be operated safely in a manner that adequately protects workers, the public, and the environment.
Safety Basis (Radiological Facilities)	The document (e.g. Health and Safety Plan, Auditable Safety Assessment), hazard controls, and the U.S. Department of Energy approval documents mandated by the Site Office Manager that provide reasonable assurance that the facility can be operated safely in a manner that adequately protects workers, the public, and the environment.
Safety Basis Information System (SBIS)	A database maintained by U.S. Department of Energy (DOE) Headquarters (HQ) Office of Health, Safety, and Security (HSS) (HS-1) from input provided by the Program and Operations Offices to provide a means to search for a particular DOE nuclear facility or activity based on common attributes (e.g., facilities/activities at the same DOE site). It also provides the status of the safety basis documents and a point of contact for further information.
Safety Conscious Work Environment	SCWE is a work environment in which employees feel free to raise safety concerns to management without fear of retaliation.

Safety Evaluation Report (SER)	The report that the U.S. Department of Energy prepares to document (1) the sufficiency of the safety basis document(s) Hazard Category 1, 2 or 3 nuclear facility, facilities downgraded to below Hazard Category 3 Threshold Quantities by analysis, or onsite transportation activities meeting Hazard Category 2 and 3 nuclear facilities criteria or contractor's procedure for its USQ process, (2) the extent to which a contractor has satisfied the requirements of 10 CFR 830, Subpart B, and (3) the basis for DOE's approval of the facility's safety basis document(s), including any conditions for approval.
Safety Evaluation Report (SER)-Like Document	The report that the Site Office prepares to document (1) the sufficiency of the safety document(s), (2) the extent to which a contractor has satisfied applicable requirements and (3) the basis for the U.S. Department of Energy's approval of the facility's safety document(s), including any conditions for approval.
Safety-Class Structures, Systems, and Components (SC SSCs)	Structures, systems, or components including portions of process systems, whose preventive and mitigative function is necessary to limit radioactive hazardous material exposure to the public, as determined from the safety analyses.
Safety-Significant Structures, Systems, and Components (SS SSCs)	Structures, systems, and components which are not designated as safety-class SSCs but whose preventive or mitigative function is a major contributor to defense in depth and/or worker safety as determined from safety analyses.
Schedule Variance	Comparison of the amount of planned budget and the amount of budget earned for work accomplished.
Scientific or Educational Institution	A category of requester making a Freedom of Information Act request that is an institution not operated on a "commercial" basis as that term is referenced above, and that 1) is operated solely for the purpose of conducting scientific research, the results of which are not intended to promote any particular product or industry, or 2) is a preschool, a public or private elementary or secondary school, an institution of undergraduate higher education, an institution of professional education, or an institution of vocational education, which operates a program or programs of scholarly research.
Scope	the overall magnitude of a readiness evaluation, as defined by the breadth of core requirements selected and depth of evaluation of these core requirements during conduct of the Readiness Assessment or Readiness Surveillance. (From Section 3.35 of DOE STD 3006 95, modified to include RA and RS)
Scope of Work	The Scope of Work indicates what the recipient is going to be doing for the monies being obligated. The review is just making sure the work we are paying for is financial assistance. The principal purpose of the relationship is the transfer of a thing of value to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States.
Scoping	10 CFR 1021.104 Scoping means the process described at 40 CFR 1501.7; "public scoping process" refers to that portion of the scoping process where the public is invited to participate, as described at 40 CFR 1501.7 (a)(1) and (b)(4).
Score	The consolidated number or adjective that reflects the overall judgment of scientific/technical merit of all the merit reviewers of a specific application. For example, the score may be the average rating, totaled ratings of a set of individual reviewers, or the overall consensus rating of a set of reviewers.
Sealed Bidding	A method of contracting that employs competitive bids, public opening of bids, and awards.

Security Area	A physical space that has been designated as an area containing safeguards and security interests, which dictate the need for the imposition of physical protection measures to control access to and from the area. The types of security areas used within DOE include (1) property protection areas, (2) limited areas, (3) exclusion areas, (4) protected areas, (5) material access areas, (6) vital areas, and (7) functionally specialized security areas, such as sensitive compartmented information facilities, classified computer facilities, and secure communications centers.
Security Awareness Program	The Security Awareness Program is designed to ensure that all individuals are informed of their individual security responsibilities associated with U.S. Department of Energy (DOE).
Security Condition (SECON) Level	One of five condition states, affected by various circumstances, requiring response activities to ensure that an appropriate state of security readiness is maintained. Examples of circumstances affecting the SECON level include terrorist acts or threats; severe weather events; environmental occurrences such as radiological releases, or fires; and a prolonged active shooter/workplace event.
Security Interest	See Safeguards and Security Interest.
Security Incident	Actions, inactions, or events that have occurred that: 1) pose threats to national security interests and/or Departmental property; 2) create potentially serious or dangerous security situations; 3) potentially endanger the health and safety of the workforce or public (excluding safety incidents reportable exclusively through the Occurrence Reporting and Processing System); 4) degrade the effectiveness of the Safeguards and Security (S&S) program, or 5) adversely impact the ability of organizations to protect S&S interests.
Security Plan	An official document that describes the use of resources by a facility to protect the facility, its sites, and its assets from attack.
Security Survey	See Safeguards and Security Interest.
Security Threat	An examination of an adversary's technical and operational capabilities, motivation, and intentions to detect and exploit security vulnerabilities.
Segment Architectures	Segment architectures are focused, detailed, and specific analysis of portions of the architecture to develop and maintain the "as-is" architecture, the "to-be" architecture, and transition plan.
Segregable Expansion	An increase to an existing commercial activity that can be separately competed.
Segregation of Duties	Control policy according to which no person should be given responsibility for more than one related function. For example, the person responsible for purchasing should not also be responsible for its payment. 2. Methods and procedures established as an internal check on activities through separation of (1) custody of assets from accounting personnel, (2) authorization of transactions from custody of associated assets, and (3) operational responsibilities from record-keeping responsibilities.
Select - Control - Evaluate	Phases of the CPIC process. The Select phase has a dual focus: selecting new investments into the IT portfolio, and selecting existing investments into particular reporting portions of the IT portfolio each year. The Control phase focuses on the performance of all major investments on a quarterly basis. The Evaluate phase focuses on investments (or portions of investments) that have been fielded and are in the Operations and Maintenance (O&M) life-cycle phase.
Selective Factor	Knowledge, skills, abilities, or special qualifications that are essential for satisfactory performance on the job and are in addition to the minimum qualification requirements for a position or above the grade of the position to be filled.

Self-Assessment	Assessment that is conducted by Team Leaders/ Staff that evaluates and validates the scope, status, adequacy, noteworthy practices, programmatic compliance, and implementation effectiveness of the Quality Assurance and program requirements within the respective staff's area of responsibility.
Senior Employee	See 5 CFR 730.103, Coverage.
Senior Federal Official	An individual who is paid according to the Executive Schedule established by 5 U.S.C. 53, Subchapter II, including Presidential appointees who are confirmed by the Senate; employed in the U.S. Government's Senior Executive Service or an equivalent "senior" service; who is a civilian employee of the Executive Office of the President; who is appointed by the President to a position under Section 105(a)(2)(A), (B), or (C) of Title 3 U.S.C. or by the Vice President to a position under Section 106(a)(1)(A), (B), or (C) of Title 3 U.S.C.; or who is a contractor working under a contract with an executive agency, is paid at a rate equal to or more than the minimum rate for the Senior Executive Service, and has senior executive responsibilities, i.e., the "key personnel" listed in the management and operating (M&O) contract.
Senior Management	managers responsible for Project Mission Accomplishment.
Senior Policy Official	36CFR 800.16 Senior policy official means the senior policy level official designated by the head of the agency pursuant to section 3(e) of Executive Order 13287.
Senior Technical Advisor (STA)	Serves as the advisor to the EMCBC Director on technical matters including those related to environment, safety and health. Represents the EMCBC as an Agent on the Department of Energy's Federal Technical Capability Panel. The Senior Technical Advisor also oversees the implementation of the EMCBC-TQP and ensures compliance with the Department's commitments.
Sensitive Countries List	A list of countries to which particular consideration is given for policy reasons during the DOE internal review and approval process for visits and assignments by foreign nationals. Countries may appear on the list for national security, nuclear nonproliferation, or terrorism support reasons. The list is maintained by the National Nuclear Security Administration's (NNSA's) Office of Defense Nuclear Nonproliferation.
Sensitive Country National	A foreign national who was born in, is a citizen of, or is employed by a government, employer, institution, or organization, of a sensitive country.
Sensitive Items	Those items, regardless of value, that require special control and accountability because of susceptibility to unusual rates of loss, theft, or misuse, or due to national security and export control considerations. Items include, but are not limited to, weapons, ammunition, explosives, classified property, laptops, computers, personal digital assistants, other information technology equipment and removable components with memory capability. (Source: DOE G 580.1-1)
Sensitive Personal Property	Sensitive items - Those items, regardless of value, that require special control and accountability because of susceptibility to unusual rates of loss, theft, or misuse, or due to national security and export control considerations. Items include, but are not limited to, weapons, ammunition, explosives, classified property, laptops, computers, personal digital assistants, other information technology equipment and removable components with memory capability. (Source: DOE G 580.1-1)

Sensitive Subjects List	Unclassified subjects/topics identified in existing Federal regulations governing export control and by DOE as unique to its work; information, activities, and/or technologies relevant to national security. Disclosure of sensitive subjects has the potential for enhancing weapons of mass destruction capability and proliferation, divulging militarily critical technologies, or revealing other advanced technologies that may adversely affect U.S. national and economic security. These subjects require special management oversight before release to foreign nationals. The list of sensitive subjects is maintained by the National Nuclear Security Administration's (NNSA's) Office of Defense Nuclear Nonproliferation.
Separate Accounting	Account records established and maintained within a commingled plan for assets and liabilities attributable to U.S. Department of Energy contract service. NOTE: The assets so represented are not for the exclusive benefit of any one group of plan participants. (Source: DOE O 350.1 Change 3)
Separate Plan	Must satisfy Internal Revenue Code (IRC) Sec. 414(l) definition of a single plan, designate assets for the exclusive benefit of employees under the U.S. Department of Energy contract, exist under a separate plan document (having its own U.S. Department of Labor plan number) that is distinct from corporate plan documents and identify the contractor as the plan sponsor. (Source: DOE O 350.1 Change 3)
Series Description	Essential information in a narrative format about the content of the records; the description should adequately describe the records to people unfamiliar with them.
Serious Condition or Concern	A hazard, violation, or condition that causes a substantial serious condition or probability that death or serious physical harm, property loss, concern and/or environmental impact could result. Environment, safety, and health requires that such concerns be investigated within three (3) working days
Server	a host system that provides services to clients.
Service	50 CFR 402.02 Service means the U.S. Fish and Wildlife Service or the National Marine Fisheries Service, as appropriate.
Service Contract	A Government contract in which the principal purpose of which is to furnish services in the United States through the use of service employees.
Service Contract Act	Provides minimum wages and fringe benefits as well as other conditions of work under certain types of services contracts.
Servicing Agency	The Federal Agency performing the work for another Federal Agency.
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; Submission to or rejection of such conduct by a individual is used as the basis for employment decisions affecting such an individual; or Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
Shall/Will/Must	A word used to denote a mandatory condition, stated in a directive, which must be met or complied with.
SHARE A-76!	The Department of Defense A-76 knowledge management system used to share knowledge, information, and experience about public-private competitions. This public site contains A-76-related guidance, sample documents, best practices, tools, and links to other A-76 web sites and sources for A-76-related information. Users may post best practices used in public-private competitions, research A-76 through the use of search engines, and submit internet links to add to the available links in SHARE A-76!

Shielding Policy (Applies Only To Accelerator Operations)	A document that defines the contractor's ionizing and non-ionizing radiation control guidelines for the facility (e.g., facility worker, non-facility worker, member of the public, groundwater activation); describes the policy and process for identifying engineering and/or administrative controls that will be utilized to assure radiation control guidelines are not exceeded; defines the initial and periodic assessments that will be conducted to demonstrate compliance with the shielding policy; and identifies a process for configuration control of facility shielding.
Should/May	A word used to denote a recommended practice or guideline that is not mandatory but is intended to comply with good practice or a standard.
Shutdown	complete (automatic or manual) cessation of the main process or function that a facility is authorized to perform. To be considered shutdown, the cessation of the main process or function must include de-energization of all of the components in the main process flow and complete termination of the flow of all materials that normally pass through the main process components. Momentary de-energization of all of the components in the main process flow due to a loss of the normal (i.e., offsite) power supply is not to be considered a shutdown.
SIGMA	Weapons Data Information
Significance Category 1	Occurrences that have a significant impact on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interests.
Significance Category 2	Occurrences that have a moderate impact on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interests.
Significance Category 3	Occurrences that have a minor impact on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interests.
Significant Conditions Adverse to Quality (SCAQ)	A condition adverse to quality which if uncorrected could affect safety, operability, or the ability to isolate waste. The following is a list of such conditions: Continuing the operation could result in onsite or offsite impact to large numbers of persons or major impact to the environment; The condition, if uncorrected, could result in a deficiency which will have an adverse impact on the acceptance of work; The condition could result in violation of the approved operational safety requirements of the Safety Analysis Report (SAR); The condition represents willful noncompliance with customer or regulatory specified safety or quality requirements; The condition evidences a deliberate disregard for safety or quality requirements; The condition, if uncorrected, could result in a deficiency in designing, processing, manufacturing, or testing which will have an adverse impact on the ability to produce or obtain acceptance of a canistered waste form (CWF); or The condition could result in a significant offsite release of radioactive or hazardous material, or a spread of radioactive contamination offsite in excess of 100 times the surface radioactivity levels specified in Figure IV 1 of DOE Order 5400.5, Chg. 2, ""Radiation protection of the Public and the Environment""(Reference 3.2.4).
Significant Event	Defined as any activity that could generate interest outside of DOE. Examples include dedications, funding announcements or project completions. Visits are defined as those consisting of VIP's — Members of Congress and/or their staff, state and local elected and appointed officials and foreign dignitaries.
Significant Issue	Any policy or program issue which generates interest from Members of Congress and their staffs, Governors, representatives of national public interest groups or the media.
Significant Matters	Legal matters, including litigation, involving significant issues as determined by Department counsel, and any legal matter where the amount of any legal costs, over the life of the matter, is expected to exceed \$100,000.00. (10 CFR §719.2)

Significantly	40 CFR 1508 ""Significantly"" as used in NEPA requires considerations of both context and intensity: a. Context. This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, national), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the locale rather than in the world as a whole. Both short- and long-term effects are relevant. b. Intensity. This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity: 1. Impacts that may be both beneficial and adverse. A significant effect may exist even if the Federal agency believes that on balance the effect will be beneficial. 2. The degree to which the proposed action affects public health or safety. 3. Unique characteristics of the geographic area such as proximity to historic or cultural resources, park lands, prime farmlands, wetlands, wild and scenic rivers, or ecologically critical areas. 4. The degree to which the effects on the quality of the human environment are likely to be highly controversial. 5. The degree to which the possible effects on the human environment are highly uncertain or involve unique or unknown risks. 6. The degree to which the action may establish a precedent for future actions with significant effects or represents a decision in principle about a future consideration. 7. Whether the action is related to other actions with individually insignificant but cumulatively significant impacts. Significance exists if it is reasonable to anticipate a cumulatively significant impact on the environment. Significance cannot be avoided by terming an action temporary or by breaking it down into small component parts. 8. The degree to which the action may adversely affect districts, sites, highways, structures, or objects listed in or eligible for listing in the National Register of Historic Places or may cause loss or destruction of significant scientific, cultural, or historical resources. 9. The degree to which the action may adversely affect an endangered or threatened species or its habitat that has been determined to be critical under the Endangered Species Act of 1973. 10. Whether the action threatens a
Simplified Acquisition Procedures (SAP)	Methods prescribed in FAR Part 13 for purchasing supplies or services. They are designed for relatively simple Government requirements, and their use is subject to designated dollar thresholds. Examples of items commonly purchased using SAP includes office supplies, computer software, and grounds keeping services.
Site	A geographic area owned or leased by or for the account of the Federal Government for the performance of DOE program activities. The term includes any extant buildings, infrastructure and other improvements. (Source: DOE O 430.1B, Change 1) A geographical area where one or more facilities are located or a DOE-controlled land area including DOE-owned facilities (e.g., the Oak Ridge Reservation, the Nevada Test Site, the Hanford Site, Idaho National Engineering Laboratory, Rocky Flats Plant, Feed Materials Production Center).
Site Management Systems	Required management systems that provide the framework for a set of related site programs. Site management systems specifically include Integrated Safety Management, Integrated Safeguards and Security Management, and Quality Assurance Programs.
Site Safeguards and Security Plan (SSSP)	An official document required at facilities containing Category I Special Nuclear Material (SNM) or with credible roll-up that describes the site-wide protection programs and evaluations of risk associated with DOE O 470.3B, Graded Security Protection (GSP) Policy, and identified facility targets.

Site Security Plan (SSP)	An official document that describes the protection program in place that is required at locations which, because of limited scope of interests, do not require an Site Safeguards and Security Plan (SSSP).
Site-wide NEPA Document	10 CFR 1021.104 Site-wide NEPA document means a broad-scope EIS or EA that is programmatic in nature and identifies and assesses the individual and cumulative impacts of ongoing and reasonably foreseeable future actions at a DOE site; it may also refer to an associated NEPA document such as an NOI, ROD, or FONSI.
SLA Site Senior DOE Official	Those DOE employees who have the responsibility for management and oversight of specific SLA facilities and who are physically located at that facility. This is typically the DOE Site Federal Project Director or similarly titled position.
Solicitation	A document which requests the submission of applications for financial assistance and which describes program objectives, recipient and project eligibility requirements, desired performance activity, evaluation criteria, award terms and conditions, and other relevant information about the financial assistance opportunity. Means any request to submit offers or quotations to the Government. Solicitations under sealed bid procedures are called ""invitations for bids"". Solicitations under negotiated procedures are called ""requests for proposals"". Solicitations under simplified acquisition procedures may require submission of either a quotation or an offer.
Solicitation Closing Date	The due date for delivery of private sector offers, public reimbursable tenders, and the agency tender, as stated in the solicitation.
Source	One of three specific categories of service providers (i.e., agency, private sector, or public reimbursable) that can perform a commercial activity for an agency.
Source Evaluation Board (SEB)	The team or board appointed by the Source Selection Authority (SSA) to assist in a negotiated acquisition.
Source Selection Authority (SSA)	A competition official with decision-making authority who is responsible for source selection as required by the FAR and OMB A-76 Circular.
Source Selection Evaluation Board (SSEB)	The team or board appointed by the SSA to assist in a negotiated acquisition.
Span of Control	The number of subordinate employees supervised.
Special Character	any non-alphanumeric character (i.e. ! # \$ % ^).
Special expertise	40 CFR 1508 "Special expertise" means statutory responsibility, agency mission, or related program experience.
Special Item Number (SIN #)	The number used to identify the product or service family offered on the GSA Federal Supply Schedule; used in place of North American Industry Classification System (NAICS) codes.
Special Nuclear Material (SNM)	Plutonium, uranium-233, uranium enriched in the isotope 235, and any other material which, pursuant to 42 U.S.C. 2071 (Section 51, as amended, of the Atomic Energy Act of 1954), has been determined to be special nuclear material, but does not include source material; it also includes any material artificially enriched by any of the foregoing, not including source material.
Special Purpose Equipment	Equipment used only for research, medical, scientific, or other technical activities.
Specific Administrative Control (SAC)	An administrative control is designated as a SAC if (1) it is identified in the Documented Safety Analysis as a control needed to prevent or mitigate an accident scenario, and (2) it has a safety function that would be safety significant or safety-class if the function were provided by an SSC.

Sponsor	The Sponsor is the individual who substantiates the need for a DOE Standard Badge (PIV credential) to be issued to the Applicant, and is the federal authority that requests a DOE Standard Badge (PIV credential) for the Applicant. Sponsors are responsible Federal officials, to include supervisors, managers, Contracting Officer Representatives, Administrative Officers, Human Resources or Security Specialists, or similar level positions.
Spun-off Plan	A new plan which satisfies Internal Revenue Code (IRC) Regulation 1.414 (l)-1 requirements for a single plan and which is created by separating assets and liabilities from a larger original plan. The funding level of each individual participant's benefits shall be no less than before the event, when calculated on a "plan termination basis." (Source: DOE O 350.1, Change 3)
Staffing Gap	Shortage of qualified, internal candidates OR a surplus of candidates.
Staffing Planning	Systematic process designed to connect the assessment of identified short and long term staffing requirements with the organizational structure and positions required to accomplish the mission.
Standard Accounting and Reporting System (STARS)	The Standard Accounting and Reporting System(STARS) provides the Department with a modern, comprehensive, and responsive financial management system, that is the foundation for linking budget formulation, budget execution, financial accounting, financial reporting, cost accounting and performance measurement
Standard General Ledger (SGL) Accounts	A uniform listing of accounting that standardizes federal agency accounting and supports the preparation of standard external reports. SGL Chart of Accounts (1) provides control over all financial transactions and resource balances (2) satisfies basic reporting requirements of OMB and Treasury, and (3) integrates proprietary and budgetary accounting.
Standard Competition Form (SCF)	The agency form that documents and certifies all costs calculated in the standard competition.
Start Date	The start date for a streamlined or standard competition is the date that the agency makes a formal public announcement of the agency's decision to perform a streamlined or standard competition.
Startup	initial operation of a facility, process, operation or activity.
Startup Authorization Authority (SAA)	The line manager who is designated in accordance with DOE O 425.1D, Verification of Readiness to Start up or Restart Nuclear Facilities, Section 4.b, to authorize the start of nuclear operations when all requirements of the Order have been met. The SAA may range from a senior contractor line manager to the Secretary of Energy. For each startup or restart, the SAA is designated in the Startup Notification Report (SNR).
Startup Notification Report (SNR)	A quarterly report (or at a periodicity as designated by the Program Secretarial Officer [PSO]) by each responsible contractor to identify nuclear facility new starts and restarts scheduled in the next year. The report identifies the facility, and based on the criteria in DOE O 425.1D, Verification of Readiness to Start up or Restart Nuclear Facilities, specifies whether an Operational Readiness Review (ORR) or Readiness Assessment (RA) is required. The SNR also identified the Start-up Authorization Authority (SAA) and updates previously provided information

Startup or Restart	The initiation of existing or new equipment or controls (including safety management programs and limits) that are credited in the approved safety basis. The initial startup of a newly constructed nuclear facility (per Criterion 4.a.(2)(a) of DOE O 425.1D, Verification of Readiness to Start up or Restart Nuclear Facilities, or the initial startup after conversion of an existing facility to a new nuclear mission with a new DSA and associated TSRs (per Criterion 4.a.(2)(b) of DOE O 425.1D) would require an ORR. If the existing or new equipment or controls (including safety management program and limits) were originally not credited in the safety basis and then credited, that modification would need to be evaluated for an RA. Startups that utilize the same set of safety controls would not require an RA. Startups that utilize a similar set of controls would need to be evaluated for an RA based upon the safety significance and complexity of the differences. Restarts utilizing the same credited safety controls would need to be evaluated under Criterion 4.a.(3)(b) of DOE O 425.1D.
Startup or Restart Plan	The management plan developed by the responsible contractor that describes the process of deliberate, controlled operations the contractor intends to follow after authorization to start nuclear operations following a readiness review. Appendix 2 of DOE-STD-3006-2010, Planning and Conducting Readiness Reviews, contains additional information on the suggested content of a startup plan .
State Historic Preservation Officer	36CFR 800.16 State Historic Preservation Officer (SHPO) means the official appointed or designated pursuant to section 101(b)(1) of the act to administer the State historic preservation program or a representative designated to act for the State historic preservation officer
State Sponsors of Terrorism	Countries that have been identified by the Department of State as sponsors of groups and/or activities which support terrorism or terrorist activities and are on the List of State Sponsors of Terrorism.
Statement of Substantial Involvement	The primary distinguishing feature between a grant and cooperative agreement is that under a cooperative agreement substantial involvement is anticipated between the U.S. Department of Energy program office and the recipient during performance of the funded activity. The Federal involvement must provide programmatic benefits that the recipient would not otherwise have available to it in carrying out the project. A cooperative agreement has the same characteristics as a grant; however, cooperative agreements also involve features that are not typical of a grant: 1. Substantial Federal involvement in and contribution to the technical aspects of the effort are necessary for its accomplishment. This involvement may include collaboration, participation in the management of the project, or intervention in the activity and is over and above the exercise of Federal stewardship responsibilities. 2. The nature of the collaboration is clearly defined and specified in a special award condition entitled "Statement of Substantial Involvement."
Stop Work Authority	the authority to stop work in progress due to a serious or imminent danger situation that threatens the life or well being of workers, the public, or the environment. All DOE and Support Service Contractor personnel have the authority and responsibility to report serious or imminent danger situations to the responsible authority if immediate corrective actions are not taken to eliminate the hazard.
Strategic Integrated Procurement Enterprise System (STRIPES)	STRIPES are a web-based information technology system, used for awarding and administering DOE's acquisition and financial assistance instruments.

Streamlined Competition Form (SLCF)	The agency form that documents and certifies all costs calculated in the streamlined competition, in accordance with Attachment C.
Strength	A mature process or activity that has consistently demonstrated the ability to meet expectations, or a process or activity that efficiently and effectively facilitates and integrates processes, activities, and resources. Also see Noteworthy Practice.
Structure	10 CFR 1022.4 Structure means a walled or roofed building, including mobile homes and gas or liquid storage tanks.
Subject Area (SA)	A topic identified as part of the EMCBC's work processes and is necessary to be included in a Management System. A subject area includes documents containing the required step-by-step instructions (required procedures) and general guidance for staff to follow.
Subject Matter Expert (SME)	An individual who by education, training, and/or experience is a recognized expert on a particular facility, system, program, and/or topic. A subject matter expert may also be an individual who is qualified or previously qualified and experienced in these areas. An employee who is knowledgeable about the professional standards, requirements, and practices used within the discipline he or she represents (i.e., security, export control, technology transfer, counterintelligence, or intelligence).
Submitter of Information	An individual or entity who submits information that is included in an agency record.
Subrecipient	An organization, individual, or other entity that receives a subaward.
Substantial/Significant Facility Modifications	A major modification using the criteria in Table 8-1 of DOE-STD-1189-2008, Integration of Safety into the Design Process. A substantial modification is a change that may meet one or more of the following criteria including: 1. Adds a new building or facility with a material inventory greater than or equal to Hazard Category 3 limits or increase the HC of an existing facility. 2. Changes the footprint of an existing HC 1, 2, or 3 facility with the potential to adversely affect any safety class (SC) or safety significant (SS) safety function or associated structure, system or component (SSC). 3. Changes an existing process or adds a new process resulting in the need for a safety basis change requiring DOE approval. 4. Utilizes new technology or government furnished equipment (GFE) not currently in use or not previously formally reviewed/approved by DOE for the affected facility. 5. Creates the need for new or revised safety SSCs. 6. Involves a hazard not previously evaluated in the Documented Safety Analysis (DSA).
Substantiated Concern	The concern was investigated, found to be factual, and a violation of a procedure, a manufacturer's guideline, or a Federal, state, or local law did occur.
Succession Planning	Systematic process designed to connect the assessment of identified short and long term staffing requirements with the organizational structure and positions required to accomplish the mission.
Suggested Comments on Draft DOE Directives	A category of review comment not related to any potentially serious, adverse effects that might influence an organization through implementation of a draft directive. These can include, but are not limited to, editorial changes, general observations, questions, and suggestions for improvement.
Suggester	An individual introducing an idea.
Suggestion	A constructive idea, which, when submitted in writing by one or more employees and adopted by management, directly contributes to the economy, efficiency, or increased effectiveness of EMCBC operations. A suggestion typically consists of the identification of an existing problem or potential process improvement, the proposed method for solving the problem or improving an existing EMCBC process, and an estimate of the benefits that are anticipated from implementing the suggestion.

Summary Statement	The official merit review record of a financial assistance request for support. It contains the reviewers' assessment of the scientific/technical merit of the application.
Supplement Analysis	10 CFR 1021.104 Supplement analysis means a DOE document used to determine whether a supplemental EIS should be prepared pursuant to 40 CFR 1502.9(c), or to support a decision to prepare a new EIS.
Supplemental EIS	10 CFR 1021.104 Supplemental EIS means an EIS prepared to supplement a prior EIS as provided at 40 CFR 1502.9(c).
Supporting Documentation	Those specified documents not part of the Radiation Protection Program that are made available, or identified as available, to reviewers of the Radiation Protection Program.
Surveillance	the act of monitoring or observing to: verify the quality of work in progress, identify conditions adverse to quality, ensure that prompt corrective action is taken by management responsible for performing the work, and verify the timely implementation of corrective actions
Survey	See Safeguards and Security Survey, Security Survey, and Nuclear Materials Inspection/Survey.
Sustainability	To create and maintain conditions, under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic and other requirements of present and future generations
System Engineering Approach	A proven, disciplined approach that supports management in clearly defining the mission or problem; managing system functions and requirements; identifying and managing risk; establishing bases for informed decision-making; and, verifying that products and services meet customer needs. The goal of the system engineering approach is to transform mission operational requirements into system architecture, performance parameters and design details
System Manager	The U.S. Department of Energy Official under 10 CFR 1008 (or his or her subdelegee) who is responsible for a System of Records as designated in a Privacy Act System of Records Notice of that System of Records published by the U.S. Department of Energy in the Federal Register
System of Records	A document published in the Federal Register that describes the type of information being maintained on U.S. persons by a U.S. Government agency whenever the information can be retrieved by the name of the individual or by some identifying number, symbol, or other particular assigned to the individual as identified in the Privacy Act. The document details who will have access to the information, for what purposes, and how the information will be stored and destroyed
System of Records Notice (SORN)	A Notice published in the Federal Register prior to an agency's collection, maintenance, use or dissemination of information about an individual.
System Owner	The Departmental Element Official (or contractor employee) who is responsible for monitoring the information systems under their purview to ensure compliance with this Order. System Owners are responsible for the overall procurement, development, integration, maintenance, secure operation, and safeguarding of privacy information, including Personally Identifiable Information, for their information system(s). Management and operating contractor personnel having the responsibilities previously listed are the System Owners for information systems located at the management and operating laboratories that contain government-owned Personally Identifiable Information. The Site Offices for those respective Management and operating labs have oversight responsibilities for management and operating lab personnel performance of the System Owner function.

Tailoring	An element of the acquisition process and must be appropriate considering the risk, complexity, visibility, cost, safety, security, and schedule of the project. Tailoring does not imply the omission of essential elements in the acquisition process or other processes that are appropriate to a specific project's requirements or conditions.
Tailoring Strategy	Describes the project's approach for appropriate application of project management requirements in DOE O 413.3B, Program and Project Management for the Acquisition of Capital Assets, based on the project size, risk, and complexity.
Technical Capability Program	To recruit, deploy, develop, and retain Federal employees with the necessary technical capabilities to safely accomplish the Department's mission and responsibilities.
Technical Documents	Documents such as safety documents, corrective action dispositions, nonconformance dispositions, contractor progress reports, topical reports, technical papers, functional & operational requirements, design criteria, quality documents, and test procedures. Generally, technical documents are those containing technical information in the form of data, tests results, design criteria, system descriptions, quality, functional, and operational controls descriptions, progress/status/action dispositions information, and may include guidance and policy proposals.
Technical Independent Project Review	An independent project review conducted prior to obtaining CD-2, for Hazard Category 1, 2, and 3 nuclear facilities. At a minimum, the focus of this review is to determine that the safety documentation is sufficiently conservative and bounding to be relied upon for the next phase of the project.
Technical Qualification Program	The Technical Qualification Program is the process used to objectively determine that individuals performing activities related to the technical management, oversight or operation of defense nuclear facilities possess the necessary knowledge, skills and abilities to perform their specific duties and responsibilities.
Technical Qualification Record (TQR)	A document used to record an employee's requirement for qualification and the employee's progress toward completion of those requirements. The sections of the TQR are "General Technical Base Qualification Standard," "Functional Area Qualification Standard," and "Office/Site/Facility Specific Standard" qualification requirements. The TQR contains all records pertaining to a candidate's specific competency requirements, and records how and when they were achieved. It documents achievement of those competencies through prior education, experience, or training, or competencies that are achieved by training, performance, or other learning activities while on the job. The EMCBC Office of Logistics will maintain a copy of TQR data for EMCBC TQP participants. This includes Cadre FR positions that are not otherwise included in Site Specific TQP Programs. Original documentation will be forwarded to ETS for inclusion in the employee CHRIS training record.
Technical Personnel	Federal personnel who hold positions that require TQP certification. Technical areas of expertise are defined in the Functional Area Qualification Standards (FAQS) listed in Appendix A to this procedure. Technical personnel may be line management, or may be support personnel.
Technical Readiness Level	A metric used for describing technology maturity. It is a measure used by many U. S. government agencies to assess maturity of evolving technologies (materials, components, devices, etc.) prior to incorporating that technology into a system or subsystem.

Technical Safety Requirements (TSRs)	The limits, controls, and related actions that establish the specific parameters and requisite actions for the safe operation of a Hazard Category 1, 2 or 3 nuclear facility and include (as appropriate for the work and the hazards identified in the Documented Safety Analysis for the facility) the safety limits, operating limits, surveillance requirements, administrative and management controls, use and application provisions, and design features, as well as a bases appendix.
Technical Standards	non mandatory criteria managed under the Technical Standards Program to provide guidance to contractors and DOE personnel on acceptable methods for meeting requirements.
Technically Competent Individual	An individual with sufficient experience, skills, or knowledge in a subject area. A Technically Competent Individual is capable of judging plans and procedures to ensure safe and compliant work in a given subject area and identifying gaps that may exist between those plans and procedures and the work environment. Supervisors are responsible for identifying Technically Competent Individuals and ensuring the maintenance of that competence.
Technology	Technical data, skills, knowledge, or scientific information. Technology is derived from basic or applied research, development, engineering, technological demonstration, economic and social research, or scientific inquiry into phenomena or technology applications. It may exist as machinery or equipment; may be recorded, spoken, or represented in a medium for storage of communication; and may be contained in computer software with scientific and technical applications.
Technology Maturation Plan	A TMP details the steps necessary for developing technologies that are less mature than desired to the point where they are ready for project insertion
Technology Readiness Assessment	An assessment of how far technology development has proceeded. It provides a snapshot in time of the maturity of technologies and their readiness for insertion into the project design and execution schedule.
Telework Program	Allows employees to work part of the time at other than their "official duty station." It may be on a schedule of from several days per week to as little as one day a month, or on an as-needed basis for reasons such as special projects, illness, or unavailability of your regular office. An employee normally works at home or at a special telework location. The employee is still on official duty when working under a telework agreement, is expected to be in a situation where the necessary resources to do the job are available, and are able to concentrate on that job without interruptions from other family members. Employees normally cannot expect to care for any other family members when working under a telework
Temporary Duty (TDY)	Temporary duty away from one's permanent duty station. For per diem purposes, TDY begins as soon as an employee leaves his duty station or residence, whichever applies.
Temporary Record	A record that NARA approves for either immediate disposal or for disposal after a specified time or event. Records approved by NARA for disposal, either immediately or after a specified retention period. Also referred to as non-permanent records.
Temporary Storage	the process of maintaining records in a one hour rated fireproof cabinet while in process, review, or use. The maximum allowed time for records to remain on site in temporary storage is one year or when no longer needed in the conduct of current business.

Ten-Year Site Plan (TYSP)	A planning document that identifies the site's annual and strategic program requirements and priorities, and links these to real property asset requirements. Real property asset requirements must be consistent with program missions, budgets, and planning estimates. Planning employs costing efficiencies, eliminates excess buildings, consolidates operations where practicable, and addresses mission-critical requirements through an appropriate mix of recapitalization, new construction, and disposal of excess facilities. (Source: DOE O 430.1B, Chapter 1)
Termination Briefing	A briefing to inform an individual of his/her continued security responsibilities when his/her DOE access authorization has been or will be terminated.
Terms and Conditions	The section of an Authorization Agreement that should specify contractor commitments for assuring the U.S. Department of Energy (DOE) that the authorized work will be performed safely. The process to be used to keep the Authorization Agreement current should be described. Key Terms and Conditions requiring DOE review and approval need to be clearly identified in this section. This may include specific implementation procedures or manuals of practice. Other Terms and Conditions may only require DOE notification and review if deemed appropriate
Test of Reasonableness	A reasonable objective person, having reviewed and understood the concern, should be able to conclude that the corrective actions will clearly and effectively correct, prevent recurrence, and/or minimize the negative aspects that led to the concern.
Texting or Text Messaging	Reading from or entering data into any handheld or other electronic device, including the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.
Thank You Program (TYP) Award	The TYP award is intended to recognize efforts beyond normal performance expectations of the job in a given instance such as accomplishments that represent steps toward achieving organizational goals or purposes, but for which higher-level recognition such as honorary awards, performance awards, or special act or service awards may not be appropriate or warranted
The Secretary	10 CFR 1021.104 The Secretary means the Secretary of Energy. 36CFR 800.16 Secretary means the Secretary of the Interior acting through the Director of the National Park Service except where otherwise specified .
Thrift Savings Plan (TSP)	The TSP is a retirement savings plan for civilians who are employed by the United States Government and members of the uniformed services. The Federal Retirement Thrift Investment Board administers the Thrift Savings Plan.
Tiering	40 CFR 1508 ""Tiering"" refers to the coverage of general matters in broader environmental impact statements (such as national program or policy statements) with subsequent narrower statements or environmental analyses (such as regional or basinwide program statements or ultimately site-specific statements) incorporating by reference the general discussions and concentrating solely on the issues specific to the statement subsequently prepared. Tiering is appropriate when the sequence of statements or analyses is: a. From a program, plan, or policy environmental impact statement to a program, plan, or policy statement or analysis of lesser scope or to a site- specific statement or analysis. b. From an environmental impact statement on a specific action at an early stage (such as need and site selection) to a supplement (which is preferred) or a subsequent statement or analysis at a later stage (such as environmental mitigation). Tiering in such cases is appropriate when it helps the lead agency to focus on the issues which are ripe for decision and exclude from consideration issues already decided or not yet ripe.

Time-in-Grade Restriction	The time-in-grade restrictions of the Code of Federal Regulations (CFRs) apply as follows: GS-5 and below. May be advanced no more than two grades within a 52-week period. GS-6 through 11 in an occupation properly classified at one grade intervals. Must have completed at least 52 weeks of service in a position no more than one grade lower than the position to be filled. GS-7, 9, and 11 in an occupation properly classified at two grade intervals. Must have at least 52 weeks of service in a position no more than two grades lower than the position to be filled. GS-12 and above. Must have completed 52 weeks of service in a position no more than one grade lower than the position to be filled.
Total Estimated Cost	All engineering design costs (after conceptual design), facility construction costs and other costs specifically related to those construction efforts. TEC will include, but is not limited to: project, design and construction management; contract modifications (to include equitable adjustments) resulting in changes to these costs; design; construction; contingency; contractor support directly related to design and construction; and equipment rental and refurbishment.
Total Project Cost	All costs between CD-0 and CD-4 specific to a project incurred through the startup of a facility, but prior to the operation of the facility. Thus, TPC includes TEC plus OPC.
Trained Analyst	Management or professional staff formally trained on the method of causal analysis conducted on an event or condition.
Training	an activity designed to enhance the knowledge or skill level of an individual. This includes courses, briefings, required readings and other formats.
Training Committee	The EMCBC Training Committee provides corporate program direction for EMCBC training activities, including the effective use of resources to conduct such activities in support of the EMCBC Strategic Plan. The Training Committee supports the Director by ensuring the organization has a competent and skilled workforce to meet the mission needs and challenges of the DOE Environmental Management Programs
Transfer	The movement of a current eligible employee of another Federal agency to a position within the U.S. Department of Energy.
Transfer of a Concern	Transmittal of a concern by the Employee Concerns Program Office to an office with subject matter responsibility or expertise pursuant to which that office will address the concern with the concerned individual.
Transfer of Facilities	Transferring programmatic and financial responsibility of land and/or facilities from one program office to another. (Source: DOE O 430.1B, Change 1)
Transitory Record	Records of short-term (180 calendar days or less) interest, including in electronic form (e.g., email messages), which have minimal or no documentary or evidential value.
Transportation Safety Document (TSD)	The U.S. Department of Energy approved document prepared in accordance with the requirements in DOE O 460.1B, Packaging and Transportation Safety, and its accompanying Guide (DOE G 460.1-1) or DOE O 461.1A, Packaging and Transfer or Transportation of Materials of National Security Interest, and its accompanying Manual (DOE M 461.1-1, Change 1), as appropriate. The TSD addresses hazard identification, analysis, and controls and hazard communication necessary to conduct safe onsite transfers of Hazard Category 2 and 3 materials. The TSD may contain the required Documented Safety Analysis and Technical Safety Requirement information in a single document, or as separate submittals.

Travel Card Coordinator (TCC)	As agency Program Coordinator (APD): Manages the travel card program and functions as the primary liaison between the cardholder(employee), government travel card holder provider, and Headquarter(HQ) travel organization.
Travel Information Sheet	This form documents employees' banking information.
Travel Manager Center (TMC)	The commercial organization that makes airfare reservations, car rental reservations and other travel arrangements (for example, AdTrav Travel Agency).
Treasury	The US Department of Treasury serves as the financial agent for the US Government from which all appropriated funds are disbursed.
Treasury Report on Receivables (TROR)	A US Department of Treasury Report that informs Federal decision makers of the receivables owed to Federal Agencies and the status of the Federal Government's debt portfolio.
Trend	a prevailing tendency of a condition over a period of time.
Trend Data	trend program input relating to environmental, safety, health, quality or High Level Waste program attributes.
Tribal Historic Preservation Officer	36CFR 800.16 Tribal Historic Preservation Officer (THPO) means the tribal official appointed by the tribe's chief governing authority or designated by a tribal ordinance or preservation program who has assumed the responsibilities of the SHPO for purposes of section 106 compliance on tribal lands in accordance with section 101(d)(2) of the act.
Tribal Lands	36CFR 800.16 Tribal lands means all lands within the exterior boundaries of any Indian reservation and all dependent Indian communities.
Trigger List (also called the Nuclear Suppliers Group Trigger List)	The Trigger List contains materials and equipment that are considered to be controlled commodities that either cannot be exported or that require an export license. Nuclear material, equipment, and related technology as described in the International Atomic Energy Agency Information Circular [INFCIRC] 254, Part 1. (Source: DOE G 580.1-1 and 41 CFR 109-1.100-51(a))
Two-phase design build selection procedures	Selection method in which a limited number of offerors (normally five or fewer) is selected during Phase One to submit detailed proposals for Phase Two.
U.S. Citizen	As provided for in the U.S. Constitution, a person entitled to all Constitutional rights and privileges of citizenship.
U.S. Department of Energy (DOE) Headquarters (HQ) Office of Contract Management (MA-62) Liaison	This position is also referred to as "HQ Buddy", the individual designated at the DOE HQ MA-62 Director to provide guidance, review, and approval of procurement-related issues.
U.S. Department of Energy (DOE) Senior Procurement Executive	The Agency Official appointed to meet the requirements of Section 16 of the Office of Federal Procurement Policy Act, 41 U.S.C. Section 414. The Senior Procurement Executive is responsible for managing the direction of the DOE acquisition system, including implementation of DOE's unique acquisition policies, regulations (i.e., Department of Energy Acquisition Regulations [DEAR]), and standards. The Senior Procurement Executive for the U.S. Department of Energy is the Director, Office of Procurement and Assistance Management (MA-60)
Unauthorized commitment	An agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government. Some examples of unauthorized commitments are as follows: 1) Program office orders supplies/services before a contractual or assistance document is issued; 2) Program Office directs contractor or grantee to deviate from the contract or grant, or 3) Contracting Officer exceeds warranted authority or purchase cardholder exceeds delegated authority.

Unclassified Controlled Nuclear Information (UCNI)	Certain unclassified Government information concerning nuclear material, weapons, and components whose dissemination is controlled under 42 U.S.C. 2168 (Section 148, as amended, of The Atomic Energy Act of 1954)
Uncosted Balance	The balance of the amounts obligated by the Department under its integrated management and operating contractor.
Uncosted Obligations	Budget authority obligated but not costed representing a portion of contract obligations for goods and services that have not yet been received. Unexpended obligations are part of doing business and play a key role in budget formulation and execution cycles supporting continuity of operations at the beginning of the year. Unexpended balances must be reviewed thoroughly to ensure that they remain at levels consistent with sound fiscal management. See DOE Accounting Handbook, Chapter 5, "Accounting for Obligations."
Undertaking	36CFR 800.16 Undertaking means a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out by or on behalf of a Federal agency; those carried out with Federal financial assistance; and those requiring a Federal permit license or approval
Uniform File Code	an alpha/numeric coding system used to identify site specific subject classifications for filing records and identification of retention period.
Uniformed Services	Members of the armed forces (i.e., Army, Navy, Air Force, Marine Corps, and Coast Guard) and other uniformed services (e.g., National Oceanic and Atmospheric Administration, Public Health Service).
Unreviewed Safety Question (USQ)	A situation where (1) the probability of the occurrence or the consequences of an accident or the malfunction of equipment important to safety previously evaluated in the Documented Safety Analysis (DSA) could be increased, (2) the possibility of an accident or malfunction of a different type than any previously evaluated in the DSA could be created, (3) a margin of safety could be reduced, or (4) the DSA may not be bounding or may be otherwise inadequate
Unreviewed Safety Question (USQ) Process	The mechanism for keeping a safety basis current by reviewing potential unreviewed safety questions, reporting unreviewed safety questions to the U.S. Department of Energy (DOE), and obtaining approval from DOE prior to taking any action that involves an unreviewed safety question
Unscheduled Record	A record for which final disposition has not been approved by NARA. A document which is thought to be a record, but is not found in either the GRS or DOE Records Schedule.
Unsolicited Application	A written request for U.S. Department of Energy support of a project which is submitted without a solicitation made by the Department of Energy.
Unsolicited Proposal	A written request for U.S. Department of Energy support of a project which is submitted without a solicitation made by the Department of Energy.
Unusual Circumstances	Those circumstances set out in 10 CFR 1004.5(d)(2), Processing Requests for Records, that provide for an automatic 10 working day extension to respond to a FOIA request. Those circumstances include: i. The need to search for and collect the requested records from Field facilities or other establishments that are separate from the offices processing the request; ii. The need to search for, collect and appropriately examine a voluminous amount of separate and distinct records which are responsive to a single request; or iii. The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request, or among two or more components of the Department (i.e., U.S. Department of Energy) having substantial subject matter interest therein.

USA Jobs	A web-based system for applicant recruiting, processing and rating, referral, selection, and records management.
Useful Life	The estimated period of economic usefulness of a capital asset.
Validation	the act of reviewing a document or document package to ensure it is complete, authenticated, reproducible, and microfilmable.
Value Engineering	A structured technique commonly used in project management to optimize the overall value of the project. Often, creative strategies will be employed in an attempt to achieve the lowest life-cycle cost available for the project. The VE effort is a planned, detailed review/evaluation of a project to identify alternative approaches to providing the needed assets.
Value Management	An organized effort directed at analyzing the functions of systems, equipment, facilities, services and supplies for achieving the essential functions at the lowest life-cycle cost that is consistent with required performance, quality, reliability and safety. VM encompasses VE.
Value Study	An intensive review of requirements and the development of alternatives by the use of appropriate value techniques utilizing aspects of engineering, requirements analysis, the behavioral sciences, creativity, economic analysis and the scientific method
Variance	A measurable change from a known standard or baseline. It is the difference between what is expected and what is actually accomplished. A variance is a deviation or departure from the approved scope, cost or schedule performance. Variances must be tracked and reported. They should not be eliminated, but mitigated through corrective actions. Baseline changes, if needed, are submitted for changes in technical scope, funding or directed changes.
Vendor Invoice Approval System (VIAS)	VIAS services the invoice Approving Official community for the DOE. VIAS accesses DOE's Standard Accounting and Reporting System (STARS) and retrieves invoice information and displays it back to a user via a web browser interface.
Verification	the act of reviewing, inspecting, testing, checking, auditing, or otherwise determining and documenting whether items, processes, services, or documents conform to specified requirements.
Veterans Advisory Council	This ad hoc body consists of four staff members, each of whom is a veteran and a volunteer to the council and the Assistant Director, EMCBC Office of Civil Rights and Diversity. The purpose of the council is to assist the Program Manager by providing recommendations on continuing implementation on the Disabled Veterans Special Emphasis Program (DVSEP).
Visa	A permit to enter the United States that establishes a particular status (immigrant/nonimmigrant, student, exchange visitor, diplomat, etc.) evidenced by a stamp in the passport or the status described on U.S. Citizenship and Immigration Service (USCIS) Form I-94 or USCIS Form I-95. A visa is not a guarantee that the foreign national will be permitted to enter the United States. Admission is the responsibility of the USCIS at the port of entry.
Visa Requirement Waivers	A foreign national request to the U.S. Citizenship and Immigration Service (USCIS) that the requirements of his or her visa be waived (e.g., a request to waive the 2-year return home requirement for Government J-1 visa holders). A waiver request is submitted to the USCIS for approval, and a receipt for that request is obtained to verify that the request was made. Whether the foreign national is permitted to work during the period after his or her visa has expired until the USCIS makes a determination on the visa waiver request is determined by the requirements of the visa involved.

Visa Waiver Program	A State Department-managed program that enables travelers from certain countries to visit the United States for business or pleasure (but not employment) for up to 90 days without a visa document. Generally, this includes the Western European countries and others with whom the United States has established reciprocal visa waiver agreements. A traveler who entered the United States under the Visa Waiver Program may not extend his or her stay or change status while in the United States.
Visit	Access by a foreign national for 30 calendar days or less. Approval for visits will be suspended any time a foreign national assignee is unable to prove he or she is legally present in the United States.
Visitor	Anyone who is not an EMCBC employee, regardless of assigned duty station, or who is not an EMCBC contractor.
Vital Records	Essential records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect legal and financial rights (legal and financial rights records).
Vital Records Program	The policies, plans, and procedures developed and implemented and the resources needed to identify, use, and protect the essential records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions or to protect the rights or those of its citizens.
Voluntary Consensus Standards (VCS)	Common and repeated use of rules, conditions, guidelines or characteristics for products, or related processes and production methods and related management systems. Voluntary Consensus Standards are developed or adopted by domestic and international voluntary consensus standard making bodies.
Vulnerability	The susceptibility of critical information to the exploitation of the adversary.
Wage Determination	A determination of minimum wages or fringe benefits under sections 2(a) or 4(c) of Title 41, Service Contract Act 41 U.S.C. 351(a) or 353(c) applicable to the employment in a given locality of one or more classes of service employees.
Walkthrough	Also referred to as a "walkdown." A tour through a facility with a qualifying official for the purpose of verifying a Facility Representative candidate's knowledge of the facility.
Wetland	10 CFR 1022.4 Wetland means an area that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, and similar areas.
Wetland Action	10 CFR 1022.4 Wetland action means any DOE action related to new construction that takes place in a wetland not located in a floodplain, subject to the exclusions specified at § 1022.5(c) and (d) of this part.

Work Breakdown Structure (WBS)	Used by the project management team to organize and define a project into manageable objectives and create a blueprint by which the steps leading to the completion of a project are obtained. It is an outline of the project that becomes more detailed under the subheadings or work packages. A product-oriented grouping of project elements that organizes and defines the total scope of the project. The WBS is a multi-level framework that organizes and graphically displays elements representing work to be accomplished in logical relationships. Each descending level represents an increasingly detailed definition of a project component. Project components may be products or services. It is the structure and code that integrates and relates all project work (technical, schedule, and cost) and is used throughout the life cycle of a project to identify and track specific work scopes. (Source: DOE O 413.3B)
Work for Others	Research, development, testing, manufacturing, or experimentation conducted at a DOE facility for an Agency other than DOE.
Work Permit	An informal term for what is more properly known as an Employment Authorization Document issued to foreign nationals for specific circumstances such as student authorization for practical training, family members of J-1 visa holders, and other specific situations
Workforce Planning	Systematic process for identifying and addressing current and future human capital needs, including the size of the workforce, its deployment across the organization, and the competencies needed for the agency to fulfill its mission.
Working Files	Preliminary drafts and rough notes, and other similar materials retained by individual employees used to perform the duties and responsibilities for which they were hired. Working Files may include personal papers, drafts, suspense files, job control files, and extra copies of documents. Working files may be records based on their value.
Workplace Violence	The deliberate and wrongful violation, damage, or abuse of other people, ones self, or property. The behavior may be oral or written and may be included on a voicemail or in an email.
Written Examination Bank	A document or database containing examination questions and answers, either hard copy or on disk necessary to create a final comprehensive written examination for competencies in the qualification standards.