



Department of Energy
Washington, DC 20585

MAR 26 2013

MEMORANDUM FOR DAVID H. HESS
ASSISTANT DIRECTOR
ENVIRONMENTAL MANAGEMENT
CONSOLIDATED BUSINESS CENTER

FROM: J. E. SURASH *J. E. Surash*
HEAD OF CONTRACTING ACTIVITY
OFFICE OF ENVIRONMENTAL MANAGEMENT

SUBJECT: Appointment of Authority for Direct Oversight Responsibilities for
Environmental Management, Head of Contracting Activity Delegation
Table for the Environmental Management Consolidated Business
Center

This letter is to clarify Issuance of Updated Environmental Management Head of Contracting Activity (EM HCA) Delegation Thresholds, dated July 27, 2012. As the Assistant Director of the EM Consolidated Business Center (EMCBC), you are the delegated Federal Procurement Director and are responsible for EM funded work for procurement/contract actions at the following offices:

- Environmental Management Consolidated Business Center
- Environmental Management Procurements Supporting EM Headquarters and EM Complex for Specific Contract Actions
- Portsmouth Paducah Project Office
- Carlsbad Field Office
- EM Small Sites assigned to EMCBC

The delegation of authority is provided in accordance with the Department of Energy (DOE) Delegation of Authority Order 00-022.00E, Re-delegation Order 00-011.02, and the Federal Acquisition Regulation 1.601. The most recent copy of the EM HCA Delegation is attached for your dissemination within EMCBC, and for others covered by the EMCBC Service Plan, dated July 17, 2012, and the Service Level Agreement between the EMCBC and EM's Deputy Assistant Secretary for Acquisition and Project Management.

If you have any questions, please contact Mr. Reggie R. James, Director, Office of Contract Assistance, at (202) 586-1487.

Attachments

1. Table I. Non-Delegable EM HCA Functions and Responsibilities
2. Table II. Delegable EM HCA Functions and Responsibilities
3. Table III. Authorities Not Delegated to DOE HCAs
4. Table IV. HCA Authority with Respect to Sales
5. Table V. Office of Environmental Management (EM HCA) Delegated Procurement Authority

cc: Jack Craig, EMCBC
Ralph Holland, EMCBC
Thomas Johnson, Jr., EM-50
Reggie James, EM-52
Crandell McDonald, EM-52