



Department of Energy

Washington, DC 20585

MAY 20 2011

MEMORANDUM FOR DISTRIBUTION

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

SUBJECT: Delegation of Authority for Congressional Notifications
of Pending Contract or Financial Assistance Actions in
Excess of \$1 Million

Background: Pursuant to Section 311 of Title III of the Energy and Water Development and Related Agencies Appropriations Act, 2010 (P.L. 111-85), the Department of Energy (DOE) is required to notify the Committees on Appropriations of the Senate and House Representatives at least three full business days in advance of making a grant allocation, discretionary grant award, discretionary contract award, Other Transaction Agreement, or issuing a letter of intent totaling in excess of \$1 Million or to announce publicly the intention to make such an award, including a contract covered by the Federal Acquisition Regulation.

Reference attached memorandum from Director, Office of Procurement and Assistance Management, dated May 12, 2011, delegating signature authority for Congressional notification of pending award of a contract action, announcement of selected applications for negotiation of financial assistance awards, or award of a financial assistance action in excess of \$1 Million to the Environmental Management Head of Contracting Activity (EM HCA) in accordance with DOE Acquisition Letter, AL 2011-05/Financial Assistance Letter, FAL 2011-01, effective May 16, 2011.

Purpose of This Memorandum: This action delegates signature authority for Section 311 Notices for award of a contract action, announcement of applications for negotiation of financial assistance awards, or award of a financial assistance action under \$25 Million to EM Site Procurement Directors. This delegation may not be re-delegated below the Procurement Director. Actions \$25 Million and above and copies of all 311 notices shall be submitted to J. E. Surash, Head of Contracting Activity, Office of Environmental Management at jack.surash@hq.doe.gov.

Policy Impact: This delegation of authority affects the following offices under the purview of the EM HCA: Savannah River Operations Office (SR), Richland Operations (RL), and Office of River Protection (ORP), and the Environmental Management Consolidated Business Center (EMCBC).

URGENCY: This delegation is effective from date of signature of this memorandum.

Attachment

Addendum to Delegation of Authority/Designation as Head of Contracting Activity (HCA) for the Office of Environmental Management Memorandum dated May 12, 2011



Distribution

Craig Armstrong, Procurement Director, Savannah River Operations Office
Ralph E. Holland, Assistant Director, Office of Contracting, EM Consolidated
Business Center
Mark T. McCusker, Acting Procurement Director, Office of River Protection
Andrew H. Wirkkala, Procurement Director, Richland Operations Office

cc: M. Howard, EM-81
R. James, EM-82
P. Ferraro, Acting MA-60



Department of Energy

Washington, DC 20585

May 12, 2011

MEMORANDUM FOR JOHN E. SURASH

DEPUTY ASSISTANT SECRETARY FOR
ACQUISITION AND PROJECT MANAGEMENT
OFFICE OF ENVIRONMENTAL MANAGEMENT

FROM:

PATRICK M. FERRARO
ACTING DIRECTOR
OFFICE OF PROCUREMENT

A handwritten signature in black ink, appearing to read "Patrick M. Ferraro".

Handwritten initials "fr" in black ink.

AND ASSISTANCE MANAGEMENT

SUBJECT:

Addendum to Delegation of Authority/Designation as Head of
Contracting Activity (HCA) for the Office of Environmental
Management dated January 21, 2011

The following paragraph is added to the subject Memorandum:

7. SECTION 311 NOTICES

Pursuant to section 311 of title III of the Energy and Water Development and Related Agencies Appropriations Act, 2010 (P.L. 111-85), notify the Committees on Appropriations of the Senate and House of Representatives at least three full business days in advance of making a grant allocation, discretionary grant award, discretionary contract award, Other Transaction Agreement, or issuing a letter of intent totaling in excess of \$1,000,000 or to announce publicly the intention to make such an award, including a contract covered by the Federal Acquisition Regulation.

This authority may be re-delegated to your Procurement Director(s), but may not be re-delegated below the Procurement Director.

