



## Department of Energy

Washington, DC 20585

DEC 04 2007

MEMORANDUM FOR J. R. CRAIG  
DIRECTOR  
ENVIRONMENTAL MANAGEMENT  
CONSOLIDATED BUSINESS CENTER  
OFFICE OF ENVIRONMENTAL MANAGEMENT

FROM: J. E. SURASH *J. E. Surash*  
DEPUTY ASSISTANT SECRETARY FOR  
ACQUISITION AND PROJECT MANAGEMENT

SUBJECT: DELEGATION OF AUTHORITY AND REQUEST FOR  
NOMINATION

Department of Energy (DOE) Delegation of Authority Order No. 00-022.00 and Redlegation Order 00-011.02 sets forth various authorities delegated to the Director, Office of Procurement and Assistance Management (Director) and provides that those authorities may be further redelegated in whole or in part as deemed appropriate to those individuals that meet the certification and/or other requirements. The Director delegated Head of Contracting Activity (HCA) authorities to the Office of Environmental Management (EM) HCA on November 15, 2007.

This memorandum serves to: 1) delegate to you the authority and responsibility as the Fee Determination Official; 2) delegate enumerated Head of Contracting Authorities to you; and, 3) request that you identify a candidate to serve as Organizational Property Management Officer.

### 1) Fee Determination Official Authority

You are delegated authority to serve as the Fee Determination Official for site facility management contracts in accordance with established Departmental policies, and the terms and conditions of specific contracts. Fee determination authority for facility management contracts may not be further delegated.

### 2) Delegation of EM HCA Authority

A Delegation Table is attached that shows activities that are delegated to you. In addition to the specific activities referenced, you are delegated authority to carry out actions delegated to the HCA in Departmental directives for delegable non-acquisition activities that have not been specifically reserved by the Procurement Executive for the EM HCA, or subsequently reserved in the future by me as the EM HCA.



### 3) Nomination of Organizational Property Management Officer

The EM HCA is delegated the authority to receive, manage and dispose of all personal property held by DOE for official use by Departmental employees, contractors, and other recipients consistent with applicable laws, regulations, executive orders, directives, policies and procedures. This authority may be redelegated only to a professionally certified Organizational Property Management Officer in accordance with DOE Order 361.1A, Chapter 2, without the power of further delegation. Please submit the name, title, and contact information of a certified Organizational Property Management Officer for your site.

Please provide the requested information for the Organizational Property Management Officer within 14 days of the date of this memorandum to Mr. Barry Smith, Director, Office of Contract and Project Execution. If you have questions, please contact me at (202) 586-6382, or Barry Smith at (301) 903-4482.

Attachment

cc:

J. Owendoff, EM-3

E. Simpson, MA-60