



**Department of Energy**

Washington, DC 20585

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

DAVID C. MOODY  
MANAGER  
CARLSBAD FIELD OFFICE

WILLIAM E. MURPHIE  
MANAGER  
PORTSMOUTH/PADUCAH PROJECT OFFICE

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

SUBJECT: Implementation of Head of Contracting Activity  
Delegation Requirements

In the memorandum transmitting approval of the designation of the Assistant Secretary for Acquisition and Project Management as the Environmental Management Head of Contracting Activity (EM HCA), Functional Accountability was identified as an area requiring direct management attention.

Specific direction was given to incorporate the agreement allowing input by the Director, Office of Contracts at the EM Consolidated Business Center, into the performance appraisals of operational contracting staff who support the Portsmouth Paducah Project Office and the Carlsbad Field Office into the Service Level Agreements between these sites and the EMCBC. (A copy of the excerpt relating to Functional Accountability is attached for your information )

Not later than March 18, 2008, please provide me with a target completion date for finalizing modifications to the Service Level Agreements so that we can close this action item.

If you have any further questions, please call me at (202) 586-6382, or Mr. Anthony Grayson, Director, Office of Procurement Planning at (202) 586-1230

Attachment



## Attachment

*Functional Accountability* The performance evaluations of operational contracting officers/contract specialists is most effectively performed by a manager who is resident with those individuals within a standing procurement organization i.e. a Procurement Director (PD) or manager who is ultimately accountable to the PD. With respect to the Carlsbad Field Office (CBFO) and the Portsmouth Paducah Project Office (PPPO), we believe that the current agreement between EM-50 and the managers of the Carlsbad Field Office (CBFO) and the Portsmouth Paducah Project Office (PPPO), which provides for the EMCBC PD's input into the performance appraisals of the operational contracting staff who support those sites, is an acceptable alternative. This agreement adequately institutionalizes and further extends functional accountability to the CBFO and PPPO contracting staff. The substance of this agreement should be incorporated into the service level agreements (SLA) for these site offices.