Department of Energy
Washington, DC 20585

March 12, 2007

MEMORANDUM FOR DISTRIBUTION

FROM: JAMES A. RISPOLI
ASSISTANT SECRETARY FOR
ENVIRONMENTAL MANAGEMENT

SUBJECT: Designation of Federal Project Directors as Contracting Officer's Representative

The purpose of this memorandum is to ensure that Environmental Management (EM) managers are aware of and have initiated action to designate each Federal Project Director (FPD) as a Contracting Officer's Representative. DOE Order 413.3A, Section 6 (Key Roles and Responsibilities), paragraph g (9), requires this action.

The FPD must have the ability to interpret their contracts and direct the contractor within the bounds of their authority. The FPD is the primary interface point with our contractor workforce, and as such, must be engaged in the day-to-day management of their projects to the fullest extent authorized by our project management order.

I expect that each FPD will have received training and their Contracting Officer's Representative (COR) authorization letter by the end of calendar year 2007. Copies of COR authorization letters must be sent to the EM Chief Operating Officer and the Deputy Assistant Secretary for Acquisition and Project Management.

If you have any further questions, please call me or Mr. J. E. Surash, Deputy Assistant Secretary for Acquisition & Project Management, at (202) 586-3867.

Printed with soy ink on recycled paper

Distribution:
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cc:
Richard B. Provencher, Deputy Manager Idaho Operations Office
Bruce B. Scott, Associate Administrator for Infrastructure and Environment
Steve McCracken, Assistant Manager, Oak Ridge Office

Subject: DESIGNATION OF FEDERAL PROJECT DIRECTORS AS CONTRACTING OFFICER'S REPRESENTATIVE

Memorandum to Distribution from Rispoli

E-STARS#: 2007-0020

~~EM-53 — received 1/22/2007~~

~~Pls split into 2 letters~~

Distribution:
EMCC
EM-1, James A. Rispoli
EM-2, Charles E. Anderson
EM-3, Dr. Inés Triay
EM-10, Frank Marcinowski
EM-20, Mark A. Gilbertson
EM-30, Mark W. Frei,
EM-40, James J. Fiore
EM-50, John Surash
EM-53, J. Rhoderick
EM-53, P. Strider
EM-60, Dae Chung
NE-1, Dennis Spurgeon
SC-3, George Malosh
NNSA, Alice C. Williams

EM-53:Strider:3-8140:t(Correspondence)2007-0020-Designation of FPD Contracting Officer Representative

Correspondence Reviewer:
T. Howard_____
P. Strider_____

Record Notes:

BCC:

EMCC (w/incoming)

To be determined (& initialed) by the Technical Communications Advisor:

Post on the Internet?

_____**Internal (Portal)**
_____**External (Web)**
_____**Both**
_____**No Posting on the Internet**

RTG. SYMBOL	INITIAL/SIG.	DATE
EM-53	RHODERICK	1/10/07
EM-50	SURASH	2/16/2007
EM-42	DILDY	2/26/07
EM-2	LEVITAN	3/8/07
EM-2	ANDERSON	3/8/07
EM-52	Smith	1/30/07
EM-3		2/21/07

concur; it's an Order Requit.

w/ change

3-12-07

OFFICIAL FILE COPY

Task# DOE EM-CORRESPONDENCE-2007-0020

E-STARS™ Report
Task Detail Report
03/14/2007 0404

TASK INFORMATION

Task#	DOE EM-CORRESPONDENCE-2007-0020		
Subject	EM-53: DESIGNATION OF FEDERAL PROJECT DIRECTORS AS CONTRACTING OFFICER'S REPRESENTATIVE		
Parent Task#		**Status**	CLOSED
Reference	James Rispoli	**Due**	01/26/2007
Originator	Reorg EM-50(Howard, Terri)	**Priority**	Select One...
Originator Phone	(202) 586-6382	**Category**	Federal Project Directors
Origination Date	01/09/2007 1057	**Generic Field**	TO: DISTRIBUTION
Remote Task#		**Generic Field**	FROM: JAMES RISPOLI
Deliverable	Action	**Generic Field**	
Class	None	**View Permissions**	Normal
Instructions	*No Instructions*		

ROUTING LISTS

1	Route List	Inactive

- EM CMT - Action - Cancelled - 03/14/2007 1704
  Instructions:
- EMCC - Action - Cancelled - 03/14/2007 1704
  Instructions:

ATTACHMENTS

No Attachments

COLLABORATION

COMMENTS

Poster	Reorg EM-50 (Howard, Terri) - 01/09/2007 1101
	Package with Jay for review/conurrence.
Poster	Reorg EM-50 (Howard, Terri) - 01/11/2007 0501
	Package to Jack Surash for review/concurrence.
Poster	Reorg EM-50 (Morake, Lakesha) - 01/23/2007 1001

Task# DOE EM-CORRESPONDENCE-2007-0020

	Package rec'd in EM-50; package awaiting concurrence from EM-50
Poster	Reorg EM-50 (Morake, Lakesha) - 02/02/2007 0902
	packagae returned to EM-53 to address EM-50 comments/edits
Poster	Reorg EM-50 (Howard, Terri) - 02/15/2007 1202
	Package hand carried by Jay, EM-53 to Jack Surash for review/concurrence
Poster	EMCC (Fryer, Sharwyn) - 02/20/2007 1102
	Task rec'd in EMCC; original pkg rtnd to EM-50 to obtain EM-3 concurrence
Poster	Reorg EM-50 (Morake, Lakesha) - 02/21/2007 0402
	Package concurred on by EM-3; package sent to EMCC for concurrence
Poster	EMCC (Ricks, Toni) - 02/22/2007 0902
	File rec'd in EMCC; Fwd to EM CMT for rvw and further processing.
Poster	EMCC (Sheats, Donna) - 02/22/2007 1002
	Pkg sent to EMCC to return to EM-50 for edits
Poster	EMCC (Fryer, Sharwyn) - 02/22/2007 1002
	task rec'd in emcc; original pkg rtnd to em-50 for edit to distribution list
Poster	Reorg EM-50 (Morake, Lakesha) - 02/26/2007 0202
	Edits made by EM-50; package sent to EMCC to obtain concurrence
Poster	EMCC (Fryer, Sharwyn) - 02/26/2007 0202
	task rec'd in emcc; original pkg fwd to emcmt for review of edits and processing to em-1
Poster	EMCC (Sheats, Donna) - 02/26/2007 0302
	Pkg sent to EM-1 for review
Poster	EMCC (Fryer, Sharwyn) - 02/28/2007 1202
	task rec'd in emcc; original pkg rtnd to em-50 for edits
Poster	Reorg EM-50 (Morake, Lakesha) - 03/01/2007 0903

Task# DOE EM-CORRESPONDENCE-2007-0020

	Package sent back to EM-53 via mail on 03/01/2007 to address questions from EM-1/Levitan.
Poster	Reorg EM-50 (Howard, Terri) - 03/06/2007 1103
	Paul Strider addressed comments. Package sent back to Jack Surash for review/concurrence.
Poster	Reorg EM-50 (Morake, Lakesha) - 03/07/2007 0403
	Package rec'd in EM-50 for reconcurrence from EM-50/Surash
Poster	Reorg EM-50 (Morake, Lakesha) - 03/08/2007 0903
	EM-50 reconcurred; package forward to EMCC to obtain EM-1's review and signature
Poster	EMCC (Fryer, Sharwyn) - 03/08/2007 1003
	task rec'd in emcc; original pkg fwd to emcmt for review of edits and refwd to em-1
Poster	EMCC (Sheats, Donna) - 03/08/2007 1103
	Pkg sent to EM-1 for review and signature
Poster	Reorg EM-50 (Morake, Lakesha) - 03/09/2007 0103
	Signature blocked changed for EM-2 signature; package forward to EMCC to obtain EM-2 signature
Poster	EMCC (Ricks, Toni) - 03/09/2007 0303
	File rec'd in EMCC; EM-50 downgraded to EM-2; Fwd to EM CMT for rvw and further processing
Poster	EMCC (Sheats, Donna) - 03/09/2007 0303
	Pkg sent to EMCC to return to EM-50 for edits
Poster	EMCC (Fryer, Sharwyn) - 03/09/2007 0303
	task rec'd in emcc; original pkg rtnd to em-50 for edits
Poster	Reorg EM-50 (Morake, Lakesha) - 03/09/2007 0503
	Signature blocked fixed; package sent back to EMCC to obtain EM-2's signature
Poster	EMCC (Fryer, Sharwyn) - 03/12/2007 1103

Task# DOE EM-CORRESPONDENCE-2007-0020

	task rec'd in emcc; original pkg fwd to emcmt for review of edits and processing to em-2
Poster	EMCC (Sheats, Donna) - 03/12/2007 1103
	Pkg sent to EM-1 for review and signature
Poster	EMCC (Ricks, Toni) - 03/13/2007 0803
	File rec'd in EMCC; Dated and dispatched; original file returned to EM-50/close

TASK DUE DATE HISTORY

Modified	01/09/2007 1102 - Reorg EM-50 (Howard, Terri)	**New Due Date**	01/26/2007 1700

SUB TASK HISTORY

No Subtasks

-- end of report --