

**U.S. Department of Energy
Office of Project Assistance and Assurance (EM-11)
Standard Operating Procedure (SOP)**

Title: EM-11, Office of Environmental Management, Standard Operating Procedure for Processing Change Requests within Five Days

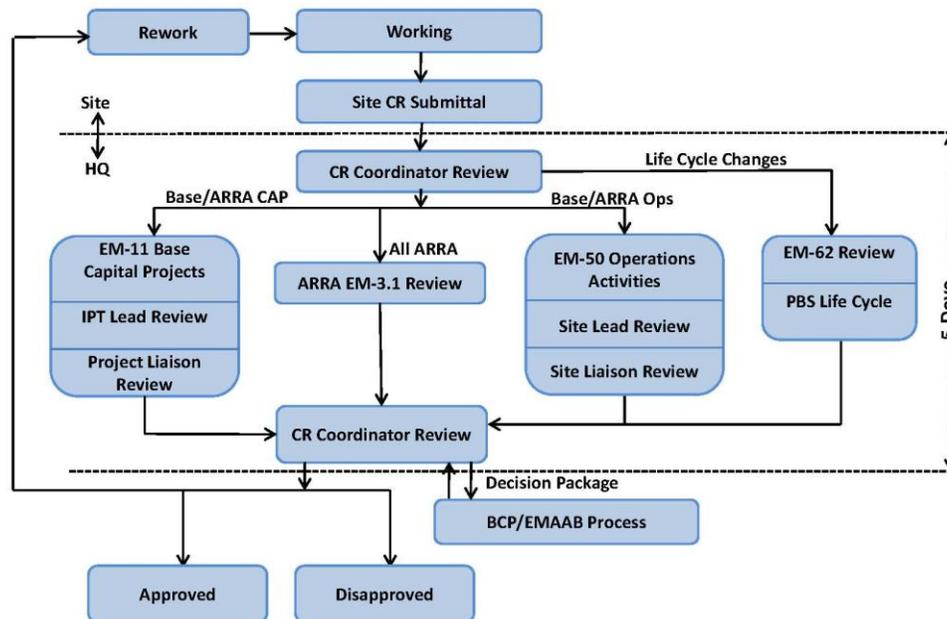
EM ORG: EM-11 SOP #: 019

Revision #: 0

Effective Date: 02/01/2011

- 1) **POLICY**: This Environmental Management (EM) procedure provides the process for the Office of Project Assistance and Assurance (EM-11) to initially process change requests submitted via the Integrated Planning, Accountability and Budgeting System (IPABS) within five days.
- 2) **OBJECTIVES**: The purpose of this procedure is to establish EM-11's roles and responsibilities for initially processing change requests in a timely and effective manner.
- 3) **CANCELLATIONS**: This Standard Operating Procedure (SOP) does not cancel any previously issued SOP.
- 4) **APPLICABILITY**: The provisions of this procedure will apply to change requests submitted for all Capital Asset Projects.
- 5) **CONTACT**: Lowell Ely, Director, Office of Project Assistance and Assurance, EM-11, 301-903-6821, Lowell.Ely@em.doe.gov
- 6) **ABBREVIATIONS AND ACRONYMS**:
 - a. Acquisition Executive – AE
 - b. American Recovery and Reinvestment Act – ARRA
 - c. Change Request – CR
 - d. Baseline Change Notification – BCN
 - e. Baseline Change Proposal – BCP
 - f. Environmental Management – EM
 - g. Environmental Management Acquisition Advisory Board – EMAAB
 - h. Energy System Acquisition Advisory Board – ESAAB
 - i. Federal Project Director – FPD
 - j. Headquarters – HQ
 - k. Integrated Planning, Accountability and Budgeting System - IPABS
 - l. Integrated Project Team – IPT
 - m. Office of Program and Site Support – EM-50
 - n. Office of Project Assistance and Assurance - EM-11
 - o. Performance Baseline Summary – PBS
 - p. Standard Operating Procedure – SOP
- 7) **ROLES AND RESPONSIBILITIES**:
 - a) **FIVE-DAY CHANGE REQUEST PROCESSING PROCEDURE (see flowchart below):**

Change Request (CR) Workflow



The procedure for processing Change Requests (CRs) within five days after submittal from the Site to Headquarters of the Office of Environmental Management (EM-HQ) is as follows:

- i) Federal Project Director (FPD) drafts and prepares a Change Request (CR) at the Site for submittal to EM-HQ.
- ii) FPD submits a finalized CR to the Office of Project Assistance and Assurance (EM-11) via formal entry into IPABS and also notifies EM-11 via email that a CR has been formally submitted.
 - For Baseline Change Proposals (BCPs) and new baseline requests, submit formal memorandum, required documents, and draft briefing to the appropriate EM-11 Project Liaison for review and comment.
 - For Baseline Change Notifications (BCNs), submit only in IPABS.
- iii) EM-11 Change Request Coordinator receives and reviews the CR, then distributes the CR to the following pertinent organizations, as applicable, for review and concurrence:
 - EM-62, Office of Strategic Planning and Analysis, reviews every CR for effects to the EM Environmental Liability Estimate and Performance Baseline Summary (PBS) Life Cycle Costs estimates
 - EM-11 receives CRs for Base Capital Asset Projects for further review by the appropriate EM-11 Integrated Project Team (IPT) Lead and Project Liaison

- EM-3.1, the EM Office of Recovery Act Program, reviews all American Recovery and Reinvestment Act (ARRA) related CRs
 - EM-50, the Office of Program and Site Support, reviews CRs for all Operations Activities for internal Site Lead and Site Liaison review
- iv) EM-11 Change Request Coordinator collects the results of each aforementioned organization's review and takes one of the following actions within the five-day period, as appropriate:
- Approve the CR in IPABS;
 - Disapprove the CR in IPABS;
 - Set the CR to Rework status in IPABS and notify the site;
 - Set the CR to Formal Review status in IPABS for those CRs requiring Environmental Management Acquisition Advisory Board (EMAAB) and Energy System Acquisition Advisory Board (ESAAB) review/meetings and forward the CR to the EMAAB Secretariat and pertinent EM-11 Project Liaison and for further action beyond the initial five-day period.

b) ADDITIONAL PROCEDURE(S):

The following applies to the period after the initial five-day period for CRs set to Formal Review status in IPABS:

- i) EM-11 Change Request Coordinator takes one of the following actions based on the EMAAB/ESAAB decisions:
- Provide administrative "Acceptance" of the CR in IPABS after the AE approval;
 - Provide administrative "Disapproval" of the CR in IPABS after AE disapproval;
 - Set the CR to Rework in IPABS based on any actions required by the EMAAB/ESAAB.

Approved by: Lowell Ely

Signature: _____

Name & Title: Lowell Ely, Director, Office of Project Assistance and Assurance, EM-11

Date: _____