




Department of Energy

Washington, DC 20585

August 17, 2012

MEMORANDUM FOR MARK WHITNEY
ASSISTANT MANAGER
FOR ENVIRONMENTAL MANAGEMENT
OAK RIDGE OFFICE

FROM:  DAVID HUIZENGA
SENIOR ADVISOR
FOR ENVIRONMENTAL MANAGEMENT

SUBJECT: Delegation of Acquisition Executive Authority for Capital Asset
Projects at the Oak Ridge Office

In accordance with the guidelines of Department of Energy (DOE) Order (O) 413.3B, *Program and Project Management of the Acquisition of Capital Assets*, I delegate Acquisition Executive (AE) Authority for all Office of Environmental Management (EM) Capital Asset Projects at the Oak Ridge Office with a Total Project Cost of less than \$100 million to you, as the Assistant Manager for EM, Oak Ridge Office, with the exception of Critical Decision (CD)-0, *Approve Mission Need*.

You must demonstrate and affirm the ability to perform all duties of an AE as identified in DOE O 413.3B. As such, your field element/organization must have a robust project management system and a functioning project management organization (including competent and certified Federal Project Directors (FPD) as well as warranted Contracting Officers (CO)). Your system should deliver acquisition quality, result in seamless integration with the management of the site's EM portfolio, and demonstrate due diligence and due process. AE authorities may not be delegated further. This delegation will remain in force until superseded or rescinded.

As the Assistant Manager for EM, Oak Ridge Office, you must verify, within 30 days of receiving this memorandum, complete implementation of the below requirements and ensure that they are maintained:

- A project management organization is in place to oversee contractor activities and assure compliance with DOE O 413.3B;
- At the appropriate certification level, FPD are assigned to, formally designated on, and fully empowered to direct EM capital asset projects;
- Processes and procedures are in place to implement DOE O 413.3B, including



a functioning acquisition advisory board that advises and provides recommendations to you, as the AE, on the disposition of CDs, Performance Baseline (PB) deviations, proposed PB changes, and associated modifications to or other actions taken on impacted contracts;

- The process of reviewing and dispositioning CDs, PB deviations, and PB changes is fully integrated with the procedures of contract administration such that potential contract modifications are coordinated with the CO, who is solely authorized to execute such changes as specified in Federal Acquisition Regulation, Part 1.602-1 (Authority) and;
- All affected contracts have been modified to incorporate DOE O 413.3B, including the Contractor Requirements Document.

In support of this delegation, it is my expectation that all projects will adhere to the requirements of DOE O 413.3B. The FPD must also assure accurate and current information is reported in the: Integrated Planning, Accountability, and Budgeting System; Project Assessment and Reporting System II; and Monthly/Quarterly Progress Reviews. Finally, copies of all AE actions taken at the site should be provided to Mr. Lowell Ely, Director, Office of Project Assessment.

This rescinds my delegation issued to Ms. Susan M. Cange, Acting Assistant Manager for EM, Oak Ridge Office, same subject, dated June 4, 2012.

If you have any questions, please contact me or Mr. J. E. Surash, Deputy Assistant Secretary for Acquisition and Project Management, at (202) 586-6382.

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