

U.S. Department of Energy
Washington, D.C.

ORDER

DOE O 481.1A

Approved: 01-03-01
Sunset Review: 01-03-03
Expires: 01-03-05

SUBJECT: WORK FOR OTHERS (NON-DEPARTMENT OF ENERGY FUNDED WORK)

1. **OBJECTIVES.** Work for Others (WFO) is the performance of work for non-Department of Energy (DOE) entities by DOE/National Nuclear Security Administration (NNSA) and/or their respective contractor personnel or the use of DOE/NNSA facilities that is not directly funded by DOE appropriations. WFO has the following objectives.
 - a. To provide assistance to other Federal agencies and non-Federal entities in accomplishing goals that may otherwise be unattainable and to avoid the possible duplication of effort at Federal facilities.
 - b. Where private sector facilities are inadequate, to provide access for non-DOE entities to highly specialized or unique DOE facilities, services, or technical expertise.
 - c. To increase research and development interactions between DOE facilities and industry to transfer technology originating in DOE facilities to industry for further development or commercialization.
 - d. To maintain core competencies and enhance the science and technology base at DOE facilities.
2. **CANCELLATION.** DOE O 481.1, WORK FOR OTHERS (NON-DEPARTMENT OF ENERGY FUNDED WORK), dated 9-30-96. Cancellation of this Order does not, by itself, modify or otherwise affect any contractual obligation to comply with the Order. Canceled Orders that are incorporated by reference in a contract will remain in effect until the contract is modified to delete the reference to requirements in the canceled Orders.
3. **APPLICABILITY.**
 - a. **DOE Elements.** The provisions of this Order apply to all Departmental elements performing Work for Others as provided by law or contract and as implemented by the appropriate DOE /NNSA contracting officer or authorized designee. This Order does *not* apply to the following.
 - (1) Activities involving services, products, or materials regularly produced for sale at schedule rates under Departmental programs (e.g., routine irradiation

DISTRIBUTION:
All Departmental Elements

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services, isotopes, heavy water, transmission of electricity, uranium enrichment services, Naval Petroleum Reserve oil sales).

- (2) Work performed by non-DOE contractor personnel at a DOE-approved User Facility (e.g., the National Synchrotron Light Source) or at a NNSA Defense Programs Technology Deployment Center/User Facility (e.g., the Electronics Quality Reliability Center).
 - (3) Activities funded under the Contributed Funds Act (43 U.S.C. 395) or emergencies involving the protection of life, Federal lands, buildings, or equipment; law enforcement, disaster assistance, or production and maintenance of the power distribution system.
 - (4) DOE-funded work/services performed by one DOE facility contractor for another.
 - (5) Visits or assignments of foreign nationals to DOE facilities.
 - (6) Consulting services by individual employees not representing themselves as DOE employees or DOE facility contractor employees.
 - (7) Cooperative Research and Development Agreements performed under the National Competitiveness Technology Transfer Act of 1989.
 - (8) Work for the NNSA Naval Nuclear Propulsion Program.
 - (9) Intergovernmental Personnel Act assignments.
- b. Contractors. This Order applies to all contractors performing Work for Others as provided by law or contract and as implemented by the appropriate DOE/NNSA contracting officer or authorized designee. Contractor requirements are listed in the Contractor Requirements Document (CRD), Attachment 1. Compliance with the CRD will be required to the extent set forth in a contract.
4. REQUIREMENTS. It is Departmental policy that DOE resources be made available to non-DOE entities; however, the following requirements, and requirements in other DOE/NNSA Orders and applicable regulations, must be satisfied prior to performance of work.
- a. Facility management contractors and Federally Funded Research and Development Centers (FFRDCs) may not respond to Requests for Proposals or any other solicitation from another Federal agency or non-Federal entity that involves head-to-head competition either, as an offeror, team member, or subcontractor to an offeror.

- b. Where the requirements of this section are met, following notification to the cognizant field office, Facility Management Contractors and FFRDCs may respond to Broad Agency Announcements, Financial Assistance solicitations, Program Research and Development Announcements, and similar solicitations from another Federal agency or non-Federal entity that do not result in head-to-head competition, subject to the requirements of this Order. These instruments are characterized by the following:
 - (1) The instrument is a general research announcement that is being used for the acquisition of basic and/or applied research ideas to further advance scientific knowledge or understanding rather than focusing on a specific system or hardware solution.
 - (2) Evaluations and selections are performed through a merit or peer review process based on pre-established general selection criteria.
 - (3) The primary basis for selection are technical approach, importance to the agency, and funds availability.
- c. For all work performed in the field, the following determinations must be made and certified in writing by the responsible DOE/NNSA contracting officer or authorized DOE/NNSA designee. For all work performed in Headquarters, these determinations must be made and certified in writing by a DOE/NNSA Headquarters contracting officer or authorized designee.
 - (1) The proposed work is consistent with or complementary to DOE missions and the missions of the facility to which the work is to be assigned.
 - (2) The proposed work will not adversely impact execution of assigned programs of the facility.
 - (3) The proposed work will not place the facility in direct competition with the domestic private sector.
 - (4) The proposed work will not create a detrimental future burden on DOE resources.
- d. In addition to paragraph 4c, above, all Federal agencies must provide a written statement (example below) on or with the funding document stating that:
 - (1) the requesting agency has determined that entering into an agreement with DOE/NNSA is in compliance with the requirements of the Economy Act of

1932, as amended (31 U.S.C. 1535) [or other applicable authorizations; for example, Executive Order 12333];

- (2) the requesting agency has determined that entering into an agreement with DOE/NNSA is in compliance with the Federal Acquisition Regulation (FAR) 6.002; and
- (3) to the best of the requesting agency's knowledge, the work requested will not place DOE/NNSA and their contractors in direct competition with the domestic private sector.

Sample Statement from a Federal Agency

This agreement is entered into pursuant to the authority of the Economy Act of 1932, as amended (31 U.S.C. 1535) [or other statutory authority references], and adheres to Federal Acquisition Regulation (FAR) 6.002. To the best of our knowledge, the work requested will not place the DOE/NNSA and its contractor in direct competition with the domestic private sector.

- e. The requirements of paragraphs 4(a-d), as applicable, must be met prior to acceptance of a WFO project and are also required for any modifications that are "out of scope" with the existing agreement. For previously approved work with schedule and/or cost changes but no change in scope, the determinations and certification process is not required.
- f. Pricing of work must be in accordance with DOE 2110.1A, PRICING OF DEPARTMENTAL MATERIALS AND SERVICES, and that prescribed in the Chief Financial Officer's memorandum dated October 29, 1998.
- g. For WFO construction at a DOE site that exceeds the General Plant Project (GPP) threshold, approval by the cognizant secretarial officer or NNSA Administrator and concurrence of the Office of the Chief Financial Officer is required prior to initiation of work. In addition, all construction projects must adhere to the following.
 - (1) Construction projects must be performed as required by DOE O 430.1A, LIFE-CYCLE ASSET MANAGEMENT, dated 10-14-98.
 - (2) Title for permanent construction must pass to DOE upon completion of construction.

- h. Equipment acquired as part of a project must be accounted for and maintained in the same manner as DOE property. Disposition of equipment must be as previously agreed to or as instructed by the sponsor. Costs associated with the shipment of equipment are the responsibility of the sponsor.
- i. If subcontracting is necessary, the DOE/NNSA contractor must select the subcontractor and work to be subcontracted. Subcontracted work is to be in direct support of the DOE/NNSA contractor.
- j. Intelligence-related activities must be conducted in accordance with Executive Order 12333, U.S. laws, other Executive Orders, Presidential Directives, Director of Central Intelligence Directives and DOE/NNSA Intelligence procedures.
- k. Work that involves a Special Access Program (SAP) requires the approval of the DOE Special Access Program Oversight Committee (SAPOC), which is chaired by the Deputy Secretary. Intelligence-related SAPs will be reviewed and approved by the Director, Office of Intelligence.
- l. Work that is directly funded by a foreign sponsor requires the review and approval of the Office of International Science and Technology Cooperation to ensure consistency with international agreements, foreign policy objectives, and the cognizant program office.
- m. No research conducted at DOE/NNSA facilities, supported with DOE funds, or performed by DOE/NNSA employees, including research that is classified and proprietary, whether performed domestically or in an international environment, involving human subjects may be initiated until compliance with all Federal regulations and DOE requirements for human subject protection is met.

5. RESPONSIBILITIES.

- a. Deputy Secretary presents each proposed WFO project that involves a Special Access Program to the SAPOC for approval and ensures the applicant is notified if the project is accepted or rejected.
- b. Director Office of Management and Administration.
 - (1) Establishes WFO policies in coordination with the cognizant secretarial officers and NNSA officials.
 - (2) Prepares annual summary report of WFO performed by DOE/NNSA.

- (3) Conducts periodic reviews of the implementation of this Order by secretarial officers, Deputy Administrator of the NNSA, and heads of field elements.
- (4) Approves requests for excluding projects from the requirements of this Order.
- (5) Develops, maintains, and updates the standard WFO Agreement for non-Federal sponsors. (Refer to DOE M 481.1-1A.)

c. Chief Financial Officer.

- (1) Develops and maintains adequate financial information on WFO and prepares financial reports as necessary.
- (2) Coordinates with responsible program secretarial officers to ensure the availability of funds for WFO projects accepted and performed at Headquarters.
- (3) Concurs on construction projects that exceed the GPP threshold established by the Chief Financial Officer.

d. Directors Office of Procurement and Assistance Management for DOE and the NNSA, for projects accepted by Headquarters elements ensures that the Directors Office of Procurement Services accepts the project [unless delegated as in paragraph 5l(2)].

e. Office of International Science and Technology Cooperation reviews and concurs on all WFO requests directly funded by a foreign sponsor to ensure consistency with international agreements and foreign policy objectives.

f. General Counsel/Field Counsel, including NNSA General Counsel/FieldCounsel.

- (1) Provides DOE legal advice and representation on issues related to the WFO program.
- (2) Establishes policy on patent and technical data, advises on patent and technical data clauses of contracts, and approves waiver of patent rights.

g. Associate Director, Office of Biological and Environmental Research, oversees the established DOE system to ensure all proposed WFO research involving human and/or animal subjects complies with established Federal regulations and DOE requirements for the protection of these subjects.

- h. Director, Office of Intelligence.
 - (1) Reviews and approves proposed intelligence-related WFO projects and intelligence SAPs.
 - (2) Coordinates program reviews of all intelligence-related WFO projects with the participation of appropriate field elements and reviews intelligence-related WFO projects for duplication of effort.
 - (3) Is the central point of contact for coordination with sponsors of intelligence-related WFO projects.
 - (4) Ensures the cognizant secretarial officer/NNSA Administrator is informed of any problems relating to field management of intelligence-related WFO.
- i. Assistant Deputy Administrator, NNSA, Office of Nonproliferation Research and Engineering, reviews all WFO nuclear non-proliferation detection technology projects.
- j. Director, Office of Space and Defense Power Systems, reviews and approves proposals involving space nuclear reactor, non-commercial power reactor, and radioisotope power source projects, excluding the Nuclear Regulatory Commission (NRC), fusion, weapons-related activities, naval propulsion reactors, and experimental reactors to establish an appropriate Nuclear Energy management role.
- k. Assistant Secretary for Environment, Safety and Health, provides for the conduct of independent evaluations to assess the effectiveness of environment, safety, and safeguards and security of activities undertaken through the WFO Program.
- l. Program Secretarial Officers/Administrators NNSA.
 - (1) In cases where work is accepted at Headquarters but performed in the field, the requirements of paragraph 4 must be met by the cognizant field element. Once these requirements are met, the responsible program secretarial officer/NNSA Administrator can accept the project. If the responsible program secretarial officer/NNSA Administrator has not been delegated authority to accept reimbursable agreements, the Director, Office of Procurement and Assistance Management for DOE and NNSA will accept. Once accepted, copies of all information must be forwarded to the field element(s) performing the work to instruct contractors to begin work.
 - (2) For work accepted and performed at Headquarters, the responsible program secretarial officer/NNSA Administrator will satisfy the requirements of

paragraph 4 and obtain concurrence from the Office of the Chief Financial Officer prior to acceptance of the project. If the responsible program secretarial officer/NNSA Administrator has not been delegated authority to accept reimbursable agreements, the Office of Procurement Services will accept.

- (3) Approve foreign-sponsored WFO agreements that utilize program developed technologies.
- (4) For work accepted and performed at Headquarters, ensure DOE and/or contractor review of proposed WFO projects involving human and/or animal subjects for compliance with the established Federal regulations and DOE requirements for the protection of these subjects.

m. Cognizant Secretarial Officers /Administrators NNSA.

- (1) Develop and recommend changes in WFO policies to the Director, Office of Management and Administration.
- (2) Notify other appropriate secretarial officers of significant or sensitive WFO projects pursuant to paragraph 5n(6).
- (3) Approve facility construction that exceeds the GPP threshold after obtaining concurrence from the Office of the Chief Financial Officer.
- (4) For each DOE facility under their cognizance:
 - (a) approve annual WFO levels and requests for increases to those levels in conjunction with recommendations of the responsible head of the field element, and
 - (b) annually review the WFO Program to ensure consistency with WFO policies and procedures.

n. Heads of DOE and NNSA Field Elements.

- (1) Function as Departmental managers for WFO conducted in DOE facilities under their purview. In this capacity, heads of the field elements are accountable to the cognizant secretarial officer/NNSA Deputy Administrator for this work.

- (2) Develop and implement procedures for the review, acceptance, authorization, and monitoring of WFO that are consistent with DOE policies and procedures and encourage parallel review and processing by DOE, the sponsor, and the facility contractor.
- (3) Conduct periodic reviews of the contractor's policies and procedures for negotiation and administration of WFO projects.
- (4) For each facility under their purview:
 - (a) recommend annual WFO levels for cognizant secretarial officer /NNSA Deputy Administrator approval, and
 - (b) monitor WFO levels to ensure consistency with the levels approved by the cognizant secretarial officer/NNSA Deputy Administrator and request increases from the cognizant secretarial officer/NNSA Deputy Administrator.
- (5) Notify the cognizant secretarial officer/NNSA Deputy Administrator (using management judgment) of any WFO projects that involve sensitive subjects.
- (6) Ensure that DOE and/or contractor review of proposed WFO projects involving human and/or animal subjects for compliance with the established Federal regulations and DOE requirements for protecting these subjects.
- (7) Ensure that WFO projects under their purview are protected in accordance with applicable DOE security, safeguards, and classification policies including the site security plan or a supplemental security plan specific to the WFO project.
- (8) Ensure that DOE and contractors review for compliance with DOE environmental, safety, and health requirements, including the National Environmental Policy Act.
- (9) Ensure that the appropriate Headquarters element is involved in the WFO review process.
- (10) Establish and implement closeout procedures for WFO projects and ensure that any resulting scientific and technical information is disseminated consistent with existing DOE Orders and regulations.

- (11) Establish performance goals and measures to assess field performance and effectiveness of local WFO processes and impacts of subsequent improvements and/or additional requirements.
- (12) Ensure that a project summary listing of information on each active WFO project is maintained. As a minimum, the information should include:
 - (a) field points of contact,
 - (b) total estimated costs,
 - (c) sponsoring agency,
 - (d) project title/description,
 - (e) estimated start/completion dates, and
 - (f) assigned laboratory/contractor.
- (13) Ensure that project file information documenting policy compliance is maintained by DOE and/or the performing contractor.
- (14) Submit an annual WFO report for facilities under their purview to the cognizant secretarial officer/NNSA Deputy Administrator and the Director, Office of Management and Administration by December 10.
- (15) In coordination with the responsible cognizant secretarial officers/NNSA Deputy Administrators, request the Director, Office of Management and Administration to grant exclusions from the requirements of this Order.
- (16) Ensure projects which are directly funded by a foreign sponsor are coordinated with the Office of International Science and Technology and the appropriate cognizant secretarial office(s)/NNSA Deputy Administrator(s).

6. REFERENCES.

- a. Atomic Energy Act of 1954, as amended (42 U.S.C. 2011 et seq.), Sections 31, 32, and 33, which authorizes the conduct of research and development and certain training activities for non-DOE entities, provided that private facilities or laboratories are inadequate for that purpose. It authorizes such charges as may be appropriate for the conduct of those activities.
- b. Department of Energy Accounting Handbook, dated September 8, 1998, Chapter XIII, Reimbursable Work, Revenues, and Other Collections, which establishes DOE-wide financial policy and procedural guidance for certain interagency reimbursable actions and reimbursable actions with non-DOE entities.

- c. DOE 2110.1A, Chg. 2, PRICING OF DEPARTMENTAL MATERIALS AND SERVICES, dated 5-18-92, which establishes requirements and assigns responsibilities for setting prices and charges for materials or services sold or provided by DOE, either directly or through facility contractors, to organizations and persons outside DOE.
- d. DOE M 475.1-1, IDENTIFYING CLASSIFIED INFORMATION, dated 5-8-98, which specifies responsibilities, authorities, policy, and procedures for the management of the DOE Classification System.
- e. DOE Procedures for Intelligence Activities, which provide supplemental guidance/requirements for the conduct of Intelligence WFO.
- f. DOE O 241.1, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT, dated 8-17-98, which establishes requirements and assigns responsibilities to ensure that scientific and technical information emanating from DOE research is appropriately identified, processed, disseminated, and preserved.
- g. DOE G 241.1-1, GUIDE TO THE MANAGEMENT OF SCIENTIFIC AND TECHNICAL INFORMATION, dated 8-17-98, which specifies processes and procedures for implementing the objectives, requirements, and responsibilities of DOE O 241.1.
- h. Economy Act of 1932, as amended (31 U.S.C. 1535), which authorizes an agency to place orders for goods and services, subject to availability, with another Government agency when the head of the ordering agency determines that it is in the best interest of the Government.
- i. Section 205 of the Energy Reorganization Act of 1974, 42 U.S.C. 5845, which requires Federal agencies to furnish to the NRC, on a reimbursable basis, such research services as NRC deems necessary and requests for the performance of its function.
- j. Executive Order 12333, "United States Intelligence Activities," part 1.13, which establishes responsibilities for DOE to support the U.S. intelligence community by providing expert technical, analytical, and research capability to others within the intelligence community and by anticipating how DOE can contribute to the formulation of intelligence collection and collection analysis requirements.
- k. FAR 17.5, Interagency Acquisitions Under the Economy Act, which prescribes policies and procedures for a Federal agency to obtain supplies or services from another Federal agency.

- l. FAR 35.017, Federally Funded Research and Development Centers (FFRDCs), which establishes Government-wide policies for review and termination of FFRDCs.
- m. Intergovernmental Cooperation Act of 1968, as amended, (31 U.S.C. 6505) which authorizes Federal agencies to perform work for State and local governments. Such work will be performed in accordance with the requirements of OMB Circular A-97.
- n. The National Competitiveness Technology Transfer Act of 1989, Public Law 1010, Sections 3131, 3132, 3133, and 3159, which prescribes technology transfer as a mission of the DOE and its facilities.
- o. Stevenson-Wydler Technology Innovation Act of 1980, Public Law 96-480, as amended, Section 11, which states as public policy that the Federal Government shall strive to transfer Federally owned or originated technology to State and local governments and the private sector.
- p. Title 10 CFR Part 745, Protection of Human Subjects, which sets out Federal regulations for DOE for the protection of human subjects involved in research activities.
- q. DOE P 443.1, POLICY ON THE PROTECTION OF HUMAN SUBJECTS, dated 05-15-00, which defines the DOE policy for the protection of human subjects in research activities.
- r. DOE O 443.1 PROTECTION OF HUMAN SUBJECTS, dated 05-15-00, which establishes the procedures and responsibilities for implementing the policy and requirements set forth in 10 CFR Part 745, Protection of Human Subjects, and in DOE P 443.1, POLICY ON THE PROTECTION OF HUMAN SUBJECTS .

7. DEFINITIONS.

- a. Acceptance is the official act of signing a reimbursable agreement (e.g., bilateral sales contract or interagency agreement) by a DOE contracting officer or an official to whom such authority has been delegated that commits DOE and/or its contractor to perform WFO.
- b. Bilateral Sales Contract is a binding agreement (contract) between DOE or a DOE facility contractor and a non-Federal entity that commits DOE to perform WFO activities.
- c. Cognizant Secretarial Officer/NNSA Administrator are those Headquarters Assistant Secretaries, Deputy Administrators and Directors, who are responsible for oversight or institutional management of DOE facilities.

- d. Facility Contractors are entities that operate and maintain Government-owned facilities under contract with and for the benefit of DOE.
- e. Head of Field Elements are Directors of DOE operations Offices or other DOE field organizations reporting to directly to Headquarters.
- f. Human Subjects are living individual(s) about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual r (2) identifiable information.
- g. Intelligence-Related Work for Others is the following.
 - (1) Work directly funded by intelligence appropriations or by an organization specifically identified in Executive Order 12333 as an intelligence organization.
 - (2) Work funded by either the National Foreign Intelligence Program or the Tactical Intelligence and Related Activities Program.
 - (3) Work for which the Cognizant Technical DOE/NNSA Headquarters Official is the Director, Office of Intelligence.
- h. Interagency Agreement provides funding, billing, and payment data in support of a reimbursable agreement. The format of the requesting agency is acceptable as long as it contains the appropriate elements as outlined in this Order. Agreements with non-Federal customers require a bilateral sales contract.
- i. Non-DOE Entities includes other Federal agencies; State, regional, and local governments; private or commercial firms; not-for-profit organizations; international organizations; and foreign governments.
- j. Program Secretarial Officer and NNSA Administrator are those Headquarters Assistant Secretaries, Administrators, and Directors who have management responsibility for program planning, budgeting and execution, of DOE mission program activities.
- k. Reimbursable Agreement is a written agreement to perform work or provide a service for another Federal Agency or non-Federal customer.
- l. Research is a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to general knowledge.

- m. Responsible DOE/NNSA Contracting Officer is a DOE official with responsibility for administering the contract for the operation of a DOE/NNSA research or production facility.
 - n. Space Nuclear and Non-Commercial Power Reactor and Radioisotope Power WFO Projects include only research and development projects associated with nuclear energy that are space nuclear reactor, non-commercial power reactor, and radioisotope power source projects but exclude NRC, fusion, weapons-related activities, naval propulsion reactors, and experimental reactors.
 - o. Sponsor is an entity that provides funding for the performance of WFO.
 - p. Work for Others (WFO) is the performance of work for non-DOE entities by DOE/contractor personnel and/or the use of DOE facilities that is not directly funded by DOE appropriations.
8. CONTACT. For information about this Order, contact the Office of Contract and Resource Management at 202-586-3299.

BY ORDER OF THE SECRETARY OF ENERGY:



T. J. GLAUTHIER
Deputy Secretary

CONTRACTOR REQUIREMENTS DOCUMENT

DOE O 481.1A, WORK FOR OTHERS (NON-DEPARTMENT OF ENERGY FUNDED WORK)

1. Department of Energy (DOE) contractors must:
 - a. Establish and maintain a management system that ensures Work for Others (WFO) Program requirements and intent of DOE O 481.1A and DOE M 481.1-1A are satisfied.
 - b. Develop appropriate performance measures for the WFO Program and participate in DOE's Business Management Oversight Process.
2. Submit to DOE any non-Federal agreements that include terms and conditions that deviate from the DOE-approved standard terms and conditions detailed in DOE M 481.1-1A, or DOE field-approved standard agreement for formal DOE review and approval.
3. Notify appropriate DOE offices when responding to a Broad Agency Announcement, Program Research and Development Announcements, and other similar solicitations that meet the requirements delineated in paragraph 4 of DOE O 481.1A.
4. If subcontracting is necessary, select the subcontractor and work to be subcontracted. Subcontracted work is to be in direct support of the DOE contractor.
5. Review proposed work involving human and/or animal subjects for compliance with established Federal regulations and DOE requirements for protection of these subjects.
6. Review projects for compliance with DOE environmental, safety, and health requirements, including the National Environmental Policy Act.
7. Ensure projects are protected in accordance with applicable security, safeguards, and classification policies and procedures, including the site security plan or supplemental security plan specific to a project.
8. Request DOE approval for WFO construction at a DOE site when that construction exceeds the General Plant Project (GPP) threshold; approval by the cognizant secretarial officer and the Chief Financial Officer is required prior to initiation of work.

9. Monitor WFO levels to ensure consistency with the levels approved by the cognizant secretarial officer.
10. Notify DOE of any WFO projects that involve sensitive subjects.
11. Maintain a project summary listing of information on each active WFO project. As a minimum, the information should include:
 - a. field points of contact,
 - b. total estimated costs,
 - c. sponsoring agency,
 - d. project title/description,
 - e. estimated start/completion dates,
 - f. assigned laboratory/contractor.
12. Maintain project file information documenting policy compliance.
13. Submit annual WFO report for the facility to the cognizant DOE operations office.
14. Make available all scientific technical information resulting from the performance of a WFO project to DOE's Office of Scientific and Technical Information (including scientific and technical computer software), unless specifically excluded in the agreement under which the work is performed.