



Department of Energy
Washington, DC 20585

February 11, 2011

MEMORANDUM FOR MATTHEW S. MCCORMICK

MANAGER
RICHLAND OPERATIONS OFFICE

FROM:

INÉS R. TRIAY *Inés Triay*
ASSISTANT SECRETARY FOR
ENVIRONMENTAL MANAGEMENT

SUBJECT:

Delegation of Acquisition Executive Authority for Capital Asset
Projects at Richland Operations 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 Environmental Management (EM) Projects at the Richland Operations Office (RL) with a Total Project Cost of less than \$100 million to you, as the RL Manager, with the exception of Critical Decision 0, "Approve Mission Need."

You must demonstrate and affirm the ability to perform all duties of an AE as identified in the DOE O 413.3B. As such, RL must have a robust project management system and a functioning project management organization (including competent and certified Federal Project Directors (FPD) and Contracting Officers) that deliver acquisition quality, result in seamless integration with 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 This delegation will remain in force until superseded or rescinded.

This delegation is based on the following:

- RL has a project management organization that oversees and assures compliance to DOE O 413.3B;
- RL has processes and procedures in place that implement DOE O 413.3B including an acquisition advisory board that advises and provides recommendations to the AE on the disposition of Critical Decisions and Performance Baseline deviations; and
- The RL Manager has received a briefing on the changes in DOE O 413.3B (refer to briefing by Director, Office of Engineering and Construction Management).

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



Mr. Lowell Ely, Director, Office of Project Assistance and Assurance. This rescinds all previous delegation memorandums.

If you have any further questions, please contact Cynthia V. Anderson, Chief Operations Officer, at (202) 287-5838.

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