

Albuquerque Operations Office

memorandum

DATE: DEC 10 1996**REPLY TO****ATTN OF:** STTD:RED**SUBJECT:** DOE O 481.1, Work For Others (Non-Department of Energy Funded Work), and
DOE M 481.1-1, Reimbursable Work For Non-Federal Sponsors Process Manual**TO:** Warren D. Siemens, Director, Technology Transfer and Commercialization
Center, MS 1380, SNL
Peter B. Lyons, Director, Industrial Partnership Office, MS C331, LANL
David A. Gurule, Area Manager, KCAO
G. W. Johnson, Area Manager, AAO
Donald J. Cook, Director, CTA
James Lampley, Manager, GJPO

DOE Order 4300.2C, Work for Others (Non-Department of Energy Funded Work), has been replaced with DOE O 481.1, same title, with an approval date of September 30, 1996. The new order includes DOE M 481.1-1, Reimbursable Work for Non-Federal Sponsors Processing Manual, implementing the Non-Federal Sponsors Process (NFSP). A copy of each document, is attached.

According to DOE M 481.1-1, this manual covers all work for others projects performed for non-federal sponsors, and has been developed to promote consistency among DOE sites. The new process includes an HQ approved "Work for Others Agreement with Non-Federal Sponsors."

Contractors are asked to prepare a Management and Administration Plan for authority to issue agreements under the Order and Manual. For guidance in preparing this document, please refer to (1) DOE O 481.1, Contractor Requirements Document, (2) DOE M 481.1-1, part 3, (3) DOE M 481.-1, Management and Administration Plan Outline, and (4) AL Issues to Address in the Management and Administration Plan, copy attached. We would appreciate receiving the plan at your earliest convenience, with a goal of implementing the new process in early spring. Each model agreement, proposed for use by the Contractor, may be included as an attachment to the plan, or submitted to this office at a later date for review and approval.

Implementation of Non-Federal Sponsors Process (NFSP)

AL Issues to Address in the Management and Administration Plan

1. Procedures in negotiating alterations to terms and conditions,
2. Identification of when it is appropriate for the agreement to be between DOE and the Sponsor,
3. Procedures in processing amendments to existing Funds-in Agreements,
4. Procedures in processing amendments to Contractor agreements,
5. Procedures in approving umbrella statements of work and umbrella proposals, and individual agreements under the umbrella, if applicable,
6. Identification of DOE reviews (preferably quarterly) to provide feed-back on implementation of the NFSP, and compliance with DOE requirements,
7. Procedures in submitting statements of capability to non-federal entities,
8. Procedures in notifying AL/STTD, using management judgment, of any work for non-federal sponsor project that involves sensitive subjects, and
9. Procedures for filing proposal and agreement documentation.