



Department Of Energy
Albuquerque Operations Office
P. O. Box 5400
Albuquerque, New Mexico 87185-5400

APR 19 1995

Mr. Larry Warner
WFO Coordination Office
CONT, MS A119
Los Alamos National Laboratory
Los Alamos, New Mexico

Dear Mr. Warner:

Enclosed is the approved Determination and Certifications (D&C) form that should be submitted with all future LANL Work for Others (WFOs) proposals. Implementation of the D&C form will streamline the WFO proposal process and allow your office to submit the LANL proposals directly to the Sponsor concurrently with its submittal to DOE/STTD. The new D&C form will eliminate the need for the proposal summary information sheets and supporting documentation with the exception of the attachments required under Section 1 - Compliance with Departmental Policy. It will also eliminate the time delay in getting the proposal to the Sponsoring Agency. Therefore, the Sponsoring Agency can initiate its approval and funding process earlier and this should result in the acceptance and commencement of the proposed work in a more timely basis which is the ultimate goal. Implementation of the streamlined process will require your office to certify that the requirements of DOE Order 4300.2C have been met and that the appropriate documentation is on file at the laboratory to support the certification.

Enclosure 2 is the updated DOE AL Other Federal Agency Administrative Instructions that should be enclosed with the proposal package.

Also, in the interest of streamlining, I have advised my staff not to delay the acceptance of funds while we are awaiting a NEPA determination. Your office will be notating the NEPA ECL/ADM identification number on the D&C form and it will be the laboratory's responsibility to assure that work does not commence prior to the issuance of a determination.

Last, but certainly not least, please extend my appreciation to John Freeman and Bonnie Norris for their participation in the WFO task team. Their knowledge of the WFO processes and their enthusiasm to implement a value added concept to the process was instrumental in streamlining the WFO process and meeting the needs of our customers in a more efficient and effective manner.

Sincerely,


James R. Anderson
Director, Science and Technology
Transfer Division

2 Enclosures



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Albuquerque Operations Office
P. O. Box 5400
Albuquerque, New Mexico 87185-5400

APR 21 1996

Mr. Joe Polito
Director, WFO Programs & Operations
Integration Center
Org. 9900, MS 0163
Sandia National Laboratories
Albuquerque, New Mexico 87185

Dear Mr. Polito:

Enclosed is the approved Determination and Certifications (D&C) form that should be submitted with all future SNL Work for Others (WFOs) proposals. Implementation of the D&C form will streamline the WFO proposal process and allow your office to submit the SNL proposals directly to the Sponsor concurrently with its submittal to DOE/STTD. The new D&C form will eliminate the need for the proposal summary information sheets and supporting documentation with the exception of the attachments required under Section 1 - Compliance with Departmental Policy. It will also eliminate the time delay in getting the proposal to the Sponsoring Agency. Therefore, the Sponsoring Agency can initiate its approval and funding process earlier and this should result in the acceptance and commencement of the proposed work in a more timely basis which is the ultimate goal. Implementation of the streamlined process will require your office to certify that the requirements of DOE Order 4300.2C have been met and that the appropriate documentation is on file at the laboratory to support the certification.

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Last, but certainly not least, please extend my appreciation to Bill Lovejoy, Scotie Hagerman, and Marian Van Delinder for their participation in the WFO task team. Their knowledge of the WFO processes and their enthusiasm to implement a value added concept to the process was instrumental in streamlining the WFO process and meeting the needs of our customers in a more efficient and effective manner.

Sincerely,


James R. Anderson
Director, Science and Technology
Transfer Division

2 Enclosures

**DETERMINATIONS AND CERTIFICATION FORM
WORK FOR OTHERS**

Proposal No.: _____ B&R Line No.: _____
Project/Proposal Title: _____

Facility Identification

Facility Operator: _____ Program Area: _____
Program Manager and Phone: _____
Project Manager and Phone: _____

Sponsor Identification

Agency Name and Mailing Address: _____
Sponsor Name and Mailing Address (if nonfederal entity): _____
Admin POC (Name and Phone): _____
Tech POC (Name and Phone): _____

1. COMPLIANCE WITH DEPARTMENTAL POLICY (DOE ORDER 4300.2C, PARAGRAPH 6A.):

- A. Is consistent with or complementary to DOE's missions and the missions of the facility to which the work is to be assigned; ___yes
- B. Would not adversely impact execution of assigned programs of the facility; ___yes
- C. Would not place the facility in direct competition with the domestic private sector; ___yes
- D. Would not create a detrimental future burden on DOE resources. ___yes
(Satisfactory Justification to support each of the above to be provided to DOE)

2. REQUIRED DOE HQ APPROVALS and NOTIFICATIONS:

- A. Involves Construction Greater than GPP Level (\$1.7M) ___yes ___no
If yes, DOE HQ Approval Required
- B. Involves Use of Human Subjects ___yes ___no
Approval Authority: IRB _____ DOE HQ (ER-70) _____ Date Received _____
Sensitive Nature (e.g. international locations, non-traditional sponsors): ___yes ___no
If yes, DOE HQ (ER-70) Notified ___yes
- C. Involves Use of Animal Subjects ___yes ___no
Meets HQ criteria in 10/13/92 HQ delegation memo ___yes
Sensitive Nature (e.g. international locations, non-traditional sponsors): ___yes ___no
If yes, DOE HQ (ER-70) Notified ___yes
- D. Involves Space Nuclear and non-commercial Power Reactor and Radioisotope Power Source Projects ___yes ___no
If yes, DOE HQ (NE-50) Approval Required
- E. Involves Nuclear nonproliferation detection technology ___yes ___no
If yes, DOE HQ (NN-20) Notified ___yes
- F. Involves travel outside the continental United States ___yes ___no
If yes, DOE HQ (DP-15) Notified ___yes

3. OTHER CONSIDERATIONS:

- A. Classified Project yes no
If yes, Classification Guidance and Security Considerations Certifications Completed yes
- B. ES&H compliance requirements checklist or review procedure dated _____
completed and on file yes
- C. National Environmental Policy Act (NEPA) Determination has been made for this project yes
or NEPA ECL/ADM _____ submitted to DOE with recommendations for _____
- D. Aviation Operations yes no
If yes, AL TSD notified (DP Notice 29) yes
(TSD Approval required prior to commencement of aviation operations)
- E. Subcontracting Activity yes no
If yes, Subcontracting is in compliance with DOE Order 4300.2C yes
(If percent subcontracted is greater than 40%, attach a brief description/justification)
- F. Other DOE Facilities involved yes no
If yes, attach explanation.
- G. Sharing of Excess Data Processing Capacity yes no
(For definition see DOE Order 2100.8, paragraphs 6.g and 6.i)
- H. Waiver of Depreciation and/or DOE Added Factor yes no
(DOE Form 2110.1A and justification attached)
- I. Response to a Broad Agency Announcement (BAA) yes no
- J. Application for an NIH Grant yes no
If yes, send Proposal to DOE AL for DOE endorsement

4. WORK FOR NON-FEDERAL ENTITIES

The work to be performed is for a Non-Federal Entity yes no

Based on my review, I certify that all the requirements of DOE Order 4300.2C, have been met. I further certify that all the actions stated herein have been met and appropriate documentation is on file.

Laboratory WFO Manager Date

Based on review of the proposal submitted by _____ and the information and certification provided above, I hereby determine and certify that the work to be performed complies with DOE Order 4300.2C, paragraph 6.A requirements and that all required DOE concurrences and approvals noted above have been received. Proposal is hereby approved.

DOE AL WFO Projects Manager Date