



Integrated Support Center Chicago Office

Mission and Functions

Roxanne E. Purucker *2-10-09*

Roxanne E. Purucker, Manager
Office of Science – Chicago Office

Date

Office of Science - Chicago Office Integrated Support Center

Mission and Functions

Serving Science and America

Mission

The U.S. Department of Energy (DOE) Office of Science - Chicago Office (SC-CH) is a critical element of the Office of Science (SC) program execution and implementation capability. SC-CH is the provider of essential business and technical support to assigned SC Site Offices, other Headquarters program sponsors and other federal agencies. SC-CH facilitates the delivery of remarkable discoveries, advancing technology and the understanding of energy and matter which perpetuates the well-being of the United States.

Functions

SC-CH provides support under the Integrated Support Center (ISC) concept in the functional areas of: acquisition and financial assistance; technical; financial; legal; human capital; information management; communications; and nuclear material standards and measurement evaluation. The ISC is a virtual organization comprised of the combined support capabilities of the Chicago and Oak Ridge Offices.

Acquisition and Financial Assistance

Provides a full range of procurement services to SC-CH, SC-HQ, supported SC Site Offices, the SC Head of Contracting Activity, and other DOE Program Offices.

- Supports acquisition planning, solicitation, award, administration, and closeout of SC Laboratory Management and Operating (M&O) contracts. This support includes policy guidance; senior level contracting advice; oversight and review of M&O contractor purchasing and procurement systems, contractor human resources requirements and personal property management; assistance in developing fee negotiation positions; and guidance in developing annual performance measures and incentives.
- Provides pre-award, award, and post-award processing of financial assistance instruments.
- Performs contract acquisition planning, negotiation, award, administration, and closeout of non-M&O contracts for products and services. Facilitates special and complex acquisition actions.
- Provides non-M&O contracting and financial assistance policy guidance, procurement policy implementation, senior level procurement advice, and personal property management.
- Procure goods and services using the Government's simplified acquisition procedures.
- Promotes and provides assistance in the implementation of the Small and Disadvantaged Business Program, Women's Business Program, minority colleges and universities programs, and other related activities.

- Performs independent reviews of major acquisition and assistance agreements to ensure quality and compliance with federal statute and federal and departmental acquisition and financial assistance regulations and policy.

Technical

Provides consulting, operations and oversight support, knowledge, and capability to SC-CH, SC-HQ, supported SC Site Offices and other DOE Program Offices in the areas of:

- Environment, Safety and Health - environmental protection, transportation and packaging, waste management, nuclear and accelerator safety, fire protection, quality assurance, industrial safety, industrial hygiene, radiological protection and integrated safety management.
- Safeguards and Security - physical protection; information, cyber and personnel security; nuclear material control and accountability; and emergency management.
- Program, Project, and Facility Management - engineering; facility maintenance; and real property, construction, infrastructure and project management.

Financial

Provides financial services and strategies to maintain financial integrity in support of SC and other DOE Program Offices' programs and projects.

- Establishes and maintains systems for budget formulation, budget execution, funds control, accounting, financial reporting and internal controls in accordance with generally accepted accounting principles and Government Accountability Office (GAO), Office of Management and Budget, Congressional, and Treasury guidelines as implemented by DOE Orders and/or appropriation laws.
- Manages a multi-appropriation, multi-program funding allotment of over \$3 billion dollars. Funding covers a wide range of energy science research and development activities at leading private and public research entities across the United States, including six National Laboratories (Ames Laboratory, Argonne National Laboratory, Brookhaven National Laboratory, Fermi National Accelerator Laboratory, Lawrence Berkeley National Laboratory, and Princeton Plasma Physics Laboratory) and their associated Site Offices.
- Provides financial advice, guidance and reviews in support of program and project managers, selection boards, contract administrators, and SC Site Offices.

Legal

Provides intellectual property services to SC Site Offices; Idaho Operations Office; Idaho National Laboratory; Radiological Environmental Science Laboratory; Golden Field Office; Environmental Management Consolidated Business Center; Yucca Mountain Project; Western, Southwestern and Bonneville Power Administrations; Naval Petroleum and Oil Shale Reserves; National Energy Technology Laboratory (including Albany Research Center); and Office of River Protection.

- Provides assistance to contracting officers and program and project managers by reviewing and negotiating intellectual property rights provisions in acquisition and assistance instruments, interagency agreements, subcontracts, nondisclosure agreements and patent licenses, and assures that requirements are met.

- Administers the intellectual property rights provisions in Department acquisition and assistance instruments, interagency agreements and subcontracts including, but not limited to, clearance of contractual instruments, certifications of class waiver standards, and all aspects of invention prosecution practice before the U.S. and foreign patent offices.

Provides legal opinions, advice, counsel and services to SC-CH, supported SC Site Offices, SC-HQ, and other DOE HQ elements and Field Offices.

- Assures program requirements are met, including environment, safety and health; ethics; personnel; procurement; and real estate.
- Provides legal review of acquisition and assistance instruments; interagency agreements; real estate and other transactions.
- Assists in negotiation and administration of performance-based M&O contracts, non-M&O contracts, financial assistance agreements, and interagency agreements.
- Protects the interests of DOE by taking appropriate legal action in litigation and administrative proceedings; represents DOE in administrative hearings, including Equal Employment Opportunity Commission and Merit Systems Protection Board; and reviews or approves claims for legal entitlement by or against the Government. Provides Litigation Management Services for M&O Contractor litigation.
- Administers the Freedom of Information, Privacy Act, Technical Information and Ethics Programs.

Human Capital

Provides direction, consulting and operations support to SC-CH, SC-HQ, and supported SC Site Offices in human capital management.

- Provides advice and counsel in maintaining an organizational structure that effectively addresses roles, responsibilities and mission requirements; and develops and implements appropriate workforce management strategies to recruit, develop and retain a highly skilled, diverse workforce.
- Administers an employee performance management program, including rewards and recognition, and provides related guidance to managers, supervisors, and employees.
- Provides employee development information to assist supervisors and managers in ensuring that employees are technically competent and proficient in the execution of assigned duties.
- Provides guidance to employees and supervisors in resolving employee relations issues.
- Counsels employees on benefit programs and administers quality of work life programs, such as family friendly leave, telecommuting and alternative work schedules.
- Ensures equal opportunity for all employees and applicants; and promotes diversity, a culture of inclusion and respect, and a harassment-free workplace.

Information Management

Provides information management products and services.

- Supports the business objectives of SC-CH and supported SC Site Offices by providing information architecture planning; network engineering and operations; systems analysis and development; and cyber security, records, and radio frequency program management.
- Provides a secure application hosting environment and cyber security technical resources to SC.

Communications

Provides communications and public affairs services to SC-CH, supported SC Site Offices and other DOE Program Offices. Responds to requests for information and assistance received from the public, stakeholders, news media, elected officials and community representatives.

Nuclear Material Standards and Measurement Evaluation

New Brunswick Laboratory (NBL), a Government-Owned Government-Operated facility, serves as the Federal government's Nuclear Materials Measurements and Reference Materials Laboratory and the National Certifying Authority for nuclear reference materials and measurement calibration standards.

- Provides reference materials; measurement and inter-laboratory measurement evaluation services; and technical expertise for evaluating measurement methods and safeguards measures in use at other facilities for a variety of Federal program sponsors and customers.
- Functions as a Network Laboratory for the International Atomic Energy Agency.

February 2009