

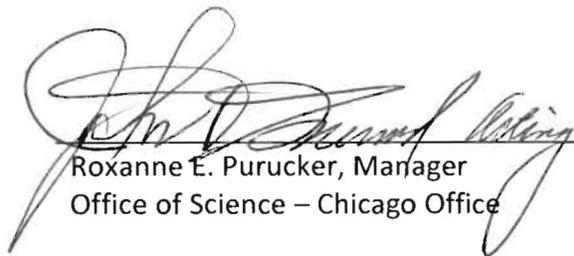


U.S. DEPARTMENT OF
ENERGY

Office of
Science

Integrated Support Center Chicago Office

Mission and Functions

A handwritten signature in black ink, appearing to read "Roxanne E. Purucker".

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

FEB 16 2012

Date

Revision History**TITLE:** Mission and Functions**POINT OF CONTACT:** Georgette M. Lane, STI-PSS**SCMS MANAGEMENT SYSTEM:** [Office of Science Management System \(SCMS\)](#)**SUBJECT AREA:** N/A**EXPIRATION DATE:** February 28, 2013

REVISION	DATE	REASON/DRIVER	DESCRIPTION
0	Feb 09	Communicate information about the Chicago Office to interested Federal and public entities	Chicago Office mission statement and summary of functions
1	Feb 10	Annual review/update and implement Corrective Action for finding ISO-2010-CH-YT-5	Add functions of OM/PAE Team (in new Organizational Performance section) and update funding allotment amount from 3 to 5 billion
2	Feb 11	Annual review	Minor revision to Legal functions, rewrite of Acquisition and Financial Assistance
3	Feb 11	Organizational Change	Combined QA and Organizational Performance
4	Jan 12	Annual review/update	Deleted "Technical" from functional and STI descriptions; Updated quality assurance and Organizational Performance

Mission

The U.S. Department of Energy (DOE) Office of Science-Chicago Office (SC-CH) is a critical element of the SC program execution and implementation capability. SC-CH is the provider of essential business support to assigned SC Site Offices, other Headquarters (HQ) 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; environment; safety and health; safeguards and security; quality assurance; real property and infrastructure; organizational performance; legal; human capital; financial; information management; public affairs; 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, SC-ISC, SC Head of Contracting Activity and other DOE Program Offices, including:

- Support for acquisition planning, solicitation, award, non-competitive extension, administration and closeout of SC Laboratory Management and Operating (M&O) contracts. Services to SC Site Offices further include policy guidance; senior level contracting advice; oversight and review of M&O contractor procurement systems; contractor human resources requirements; personal property management; small business; fee negotiation position development assistance; and guidance in developing annual performance measures and incentives.
- Home of the SC Financial Assistance Center of Excellence.
 - Funding opportunity announcement planning, solicitation, and selection for major SC facilities and research centers.
 - Negotiation, award, administration and closeout of SC financial assistance agreements for research and development and DOE's Small Business Innovation Research and Small Business Technology Transfer programs.
- Contract acquisition planning, solicitation, selection, negotiation, award, administration and closeout of contracts for SC-ISC and SC support service and other requirements.
- Acquisition and financial assistance policy guidance, policy implementation, senior level procurement advice, and personal property management.
- Independent review of major acquisition and assistance agreements and sub agreements to ensure quality; compliance with Federal statute and Federal and departmental acquisition and financial assistance regulations and policy; application of sound business judgment; and that the best interests of the Government are met.

Before using this document, verify it is the most current version by going to SC-CH Documents, Plans and Programs

- Simplified acquisition procurement of goods and services for SC-ISC and New Brunswick Laboratory (NBL).
- Promotion of DOE's small business goals by assisting with the implementation of the Small and Disadvantaged Business Program, Woman-Owned Small Business Program, Small Disadvantaged veteran-Owned Small Business Program, Historical Black Colleges and Universities/Minority Institutions Program and other related programs.

Environment, Safety and Health, Safeguards and Security, Quality Assurance and Real Property and Infrastructure

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, industrial hygiene, radiological protection, National Environmental Policy Act, 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.

Quality Assurance and Organizational Performance

Establishes, implements, and maintains quality management processes that result in enhanced organizational performance.

- Provides quality assurance expertise/consulting, assessment, and program evaluation (including program document review) support to SC-HQ, supported SC Site Offices, and SC-CH.
- Performs analyses, evaluations, trending, identification of issues, etc.
- Maintains and continually improves the quality management system, which includes our internal assessment program.
- Manages the document control and records management systems
- Coordinates the initiatives of the SC-CH Quality Assurance Representatives (QARs).
- Provides oversight of the New Brunswick Laboratory Quality Assurance Program.

Legal

Intellectual Property

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,

Before using this document, verify it is the most current version by going to SC-CH Documents, Plans and Programs

Southwestern and Bonneville Power Administration's; 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.

General Law

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.

Before using this document, verify it is the most current version by going to SC-CH Documents, Plans and Programs

- 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.

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 approximately \$5 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.

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 and radio frequency program management.
- Provides a secure application hosting environment and cyber security technical resources to SC.

Public Affairs

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.

Before using this document, verify it is the most current version by going to SC-CH Documents, Plans and Programs

Nuclear Material Standards and Measurement Evaluation

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.