

Office of Chief Counsel
Office of Science - Chicago Office

**Annual Assessment Report – FY2012 and
Annual Performance Plan – FY2013 through March 2014**



Kimberly Donham
Acting Chief Counsel

Approved: _____

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OCC Revision History

TITLE: OCC Annual Assessment Report (AAR) FY2012 and Annual Performance Plan (APP) FY2013 through March 2014

POINT OF CONTACT: Michelle Galbert, OCC

SCMS MANAGEMENT SYSTEM: Support for SC-CH – Quality Assurance and Oversight – SC Performance Planning and Evaluation, Procedure 1, Preparing and Reviewing the SC Annual Performance Plan (APP) and Procedure 2, Preparing and Reviewing the SC Annual Assessment Report (AAR)

TO BE UPDATED: Annually

REVISION	DATE	REASON/DRIVER	DESCRIPTION
0		Support for SC-CH Annual Plan	Prepare OCC organizational performance plan
1	11/10	FY 2011 Annual Update	Update OCC organizational performance plan
2	10/11	FY 2012 Annual Update	Update OCC organizational performance plan
3	1/13	Annual Update	Update OCC APP and AAR and combine into one document – AAR for FY12 and APP for FY13 through March 2014

OCC Mission:

The mission of OCC is to provide a full range of timely and accurate legal services, to support the mission and responsibilities of SC and other customers. In addition, OCC provides complete intellectual property (IP) legal services to other DOE field elements, as assigned, and through the Freedom of Information Act Officer/Privacy Act Officer (FOIO/PAO), assures access to Government records consistent with national FOIA and Privacy Act requirements. OCC is composed of attorneys, paralegals, technicians, and administrative staff, who work together to achieve the mission and function of the Office. In SC-CH, the FOIO/PAO is a member of OCC. These personnel work proactively and collaboratively with customers, and to the maximum extent possible (consistent with their professional responsibilities) function as if they were an integral part of the DOE customer organization being provided the service.

I. Organizational Summary

In FY2012, the Office of Chief Counsel (OCC) provided comprehensive, timely, and professional legal support to the Office of Science – Chicago Office (SC-CH), the SC-CH supported Site Offices, other DOE Field Offices and DOE Headquarters (HQ) elements, with 99% customer reviews within 3 business days or alternative customer deadline.

Notably, the OCC Assistant Chief Counsel at BHSO was presented the Secretary’s Appreciation Award for his work on the Long Island Solar Farm (LISF), and an OCC-Intellectual Property Law (IPL) Assistant Chief Counsel was presented the Secretary’s Appreciation Award for helping to create and execute a Management Reform called “Agreements for Commercializing Technology (ACT)”. ACT is a new contractual mechanism that will make it easier for private companies to work with the Department of Energy’s national laboratories, create jobs, and accelerate the development of new clean energy technologies. OCC maintained an excellent relationship with the HQ General Counsel (OGC). OCC provided significant assistance to the OGC in FY12, and two members of OCC received awards from GC-1. In addition, OCC provided significant leadership support to the HQ Privacy Office, managed the SC-CH Freedom of Information Act (FOIA), Privacy Act, and personally identifiable information (PII) programs, and has responded to 80+ FOIA and Privacy Act requests and inquiries in a timely manner, including a complex request from a news media requester where 3600+ pages of responsive material were produced in rolling releases over an 8 month time period in FY2012. OCC established an excellent work relationship with the Oak Ridge Office’s Office of Chief Counsel (ORO OCC), issued a variety of joint legal guidance memos to the Office of Science (SC) site offices and assured that legal interpretations affecting SC were coordinated and consistent. The OCC Intellectual Property Law (IPL) Center of Excellence continued to provide exceptional legal support to assigned DOE Offices both in SC and throughout the DOE, with 80+ patent applications or amendments filed, and 650+ inventions disposed.

Major Accomplishments

OCC’s major accomplishments in FY2012 are as follows:

- Provided significant support to DOJ and OGC in litigation in Federal court. OCC provided support to DOJ in defending the NEPA challenge to the EA prepared on the construction of the BELLA facility at LBNL, which resulted in a summary judgment decision favorable to DOE, which was affirmed by the Ninth Circuit in July 2012. The case of *Save Strawberry Canyon*, a NEPA lawsuit, was complex, involving separate cases against DOE and the University of California. OCC also assisted in litigation associated with the EA for the proposed relocation and consolidation of the LBNL’s supercomputer center and computational sciences division into a CRT facility, which resulted in the District Court granting the Government’s motion for summary judgment. The Justice Department and DOE HQ are very appreciative of this support.

- Provided significant legal support to SC-3 by evaluating funding mechanisms and other legal issues related to the proposed Second Campus at LBNL. Examined deviation to the FAR cost principle on interest, increasing fee above the DEAR calculations, Davis Bacon applicability, and the ability to use a lease versus an occupancy agreement.
- Provided significant support by serving as legal advisor on panel and IRB for Battery and Energy Storage HUB FOA for \$120 million.
- Provided significant support to SC, GC, and the DOE Technology Transfer Coordinator on negotiating ACT agreements.
- Assisted the DOE TTC in the preparation of General Guidance for the management and operating contractor (M&O) laboratories for Fairness of Opportunity compliance. That guidance was formally issued to the M&O Laboratories in the 3rd quarter of FY12.
- Performed the timely review and approval of all OGE Form 450 Confidential Financial Disclosures.
- Coordinated with EPA and Justice Department on proposed settlement for Cadie Auto Salvage CERCLA matter involving the cleanup of several containers of hazardous materials.
- Provided direct support to HQ's involvement in resolving the PPPL/PSO extended domestic assignment issue.
- Supported the SC Small Business Innovation Research (SBIR) Office by providing significant input on language of Senate Bill 493, which was adopted and included in the SBIR/STTR Reauthorization Act of 2011. Also provided review and recommendations related to the Small Business Administration's DRAFT changes to the SBIR Policy Directives and 13 CFR 121.
- Provided support in coordinating with the Office of the Chief Financial Officer (CFO), Certified Realty Officer, and DuPage County Attorney to successfully resolve the 2011 Payment in Lieu of Taxes.
- Assistant Chief Counsel at BHSO was presented the Secretary's Appreciation Award, for work on Long Island Solar Farm (LISF). Negotiated final Research CRADAs with BP Solar and finalized the consideration component of the easement.
- Provided substantial review and comments on the EA for the \$400M LINAC Coherent Light Source-II (LCLS-II) at SLAC.
- Provided legal support for proposed mega IT contract competition, to include CH, OR, and SC.
- Achieved 97% on-time response to 80+ processed FOIA/PA requests, which included many complex requests and, most notably, a voluminous request from a news media requester for LBNL records that required coordination of 100+ submitter's views and the production of 3600+ pages of records in several releases over an 8-month timeframe.
- Customer service efforts were maximized in FY12 with OCC support to PSO and FSO during transitions in management and contracting personnel. Chief Counsel and Deputy Chief Counsels frequently met with customers and have made routine site visits to all SC-CH-supported Site Offices to assure OCC is addressing customer needs and customer satisfaction.
- All OCC timeliness, quality and customer service measures were met or exceeded.

Significant Issues that will be addressed in FY2013

The Office of Chief Counsel (OCC) Annual Performance Plan (APP) for FY2013 through March 2014 is a current best estimate of the level of legal and administrative services that OCC will need to provide to Office of Science (SC) and non-SC elements. This includes both

General Law (GL) and Intellectual Property Law (IPL) support to other Operations and Field organizations. The OCC APP also identifies the significant issues to be addressed in FY2013. They include: 1) Identifying and addressing customer needs, which we will aggressively pursue through feedback from our customer survey; 2) Critical skills gaps, which we will address through cross training efforts; and 3) Cost savings, which we will aggressively address through efforts to go paperless and through identification of travel cost saving opportunities. OCC's Annual Performance Plan (APP) containing OCC's Goals, Objectives and Measures for FY2013 and the first half of FY2014 reflect OCC's commitment to customers and to the Office of Science (SC) – Chicago Office (CH) mission through a flow down of Goals, Objectives and Measures.

Areas of focus for FY2013

- Customers - Additionally in FY2013, in accordance with its Customer Service Plan, OCC will be conducting a customer satisfaction survey to elicit more detailed customer feedback.
- Manpower demands - The biggest manpower demands are reflected in supporting the SC Site Offices in award and administration of Laboratory Management and Operating (M&O) contracts and in supporting the Office of Acquisition and Assistance in awarding financial assistance and contract agreements. Other significant manpower demands are reflected in major SC-CH projects and activities that require OCC personnel support. To ensure maximum utilization of OCC employees and their talent in FY2013, OCC will focus on identifying opportunities to fill critical skills gaps through cross-training of personnel.
- Cost savings - To maximize cost savings in FY2013, OCC will continue to move the FOIA area to 90% paperless, only reducing to paper that this is absolutely necessary. OCC also will continue working to reduce travel costs.

II. Annual Assessment Report (AAR) FY2012

General Law (GL)

In FY2012 GL represented the Agency in litigation and other proceedings against DOE, including several administrative review cases involving security clearances, and supported the Department of Justice (DOJ) and OGC in litigation in Federal court. Extensive support was provided to DOJ for Save Strawberry Canyon's National Environmental Policy Act (NEPA) challenge to the Environmental Assessment (EA) prepared on the construction of the BELLA laser-accelerator facility at LBNL, which resulted in a favorable determination for DOE. Also, the successful defense in the Save Strawberry Canyon NEPA lawsuit was complex, involving separate cases against DOE and the University of California. Both DOJ and HQ were highly appreciative of OCC's support. GL once again exceeded the target for on-time reviews for SC-CH Office of Acquisition and Assistance (ACQ) to ensure funding was awarded promptly. GL also significantly exceeded its target of 90% on-time responses to FOIA/PA requests by achieving 97% on-time responses to 80+ processed FOIA/PA requests. HQ was also highly appreciative of the valuable leadership support GL provided to the DOE Energy Privacy Steering Committee (EPSC) through chairmanship of two of its subcommittees and field review of the Privacy Awareness Training.

Intellectual Property Law (IPL)

In FY2012 IPL managed a significant portion of DOE's own Intellectual Property (IP) rights portfolio, through the administration of over 1,700 new invention disclosures, and the preparation of 27 patent applications and 59 amendments. IPL recorded 443 Confirmatory Licenses in the U.S. Patent and Trademark Office. IPL also provided considerable assistance to HQ, and SC and non-SC field elements, in several DOE-wide efforts related to technology transfer, invention reporting, and patent review.

FY2012 Performance Outcomes Against FY2012 Annual Performance Plan

DDFO FY12 Goal	DDFO/SC-CH High Level Objectives	Organizational Measures	Organizational Targets and Status
1. Get Back to Basics	DDFO Objective 1.1 - Focus on requirements-based work and eliminate inherently non-governmental type activities, and stream-line processes to increase efficiency and productivity	DDFO 1.1.1 - Review and benchmark work processes and sub-processes to identify those areas that could be streamlined in order to increase efficiency and productivity. Conduct a review of at least one critical/major process	<p>By 9/30/12</p> <p>IPL evaluated process and paper flow to identify efficiencies for a paperless IPL office. Evaluation was completed by 9/30/12.</p>
	DDFO Objective 1.4 – Develop the federal workforce via available means, including as appropriate, Individual Development Plans, training and development assignments	DDFO 1.4.9 - Identify and support at least one rotational assignment opportunity	<p>By 9/30/12</p> <p>IPL Brian Lally completed 2 month detail to SC.</p> <p>GL Jennifer Gilbert completed a portion (2 months) of a total 5-month detail to SC that will be completed in December 2012.</p>

DDFO FY12 Goal	DDFO/SC-CH High Level Objectives	Organizational Measures	Organizational Targets and Status
	SC-CH Objective 1.1 – Customer Service	SC-CH 1.1.1 – Continue to improve communications with our primary customers: DOE HQ and Site Offices	<p>By 9/30/12</p> <p>GL and IPL incorporated face to face communication into routine work for off-site customers. Examples include visits to BSO, SLAC, BHSO, PSO, Ames, Fermi, NTEL, Golden and Idaho</p>
		SC-CH 1.1.2 – Continue to strive for excellence in customer service to obtain and analyze customer satisfaction and feedback	<p>By 9/30/12</p> <p>Routine communications with customers solicited feedback. Per Customer Service Plan, next formal survey is due in FY 2013.</p>
	SC-CH Objective 1.5 – Continue to educate employees on the importance of personal accountability for career advancement	SC-CH 1.5.2 – Ensure IDPs are up-to-date to include local and on-line training opportunities where feasible	<p>By FY12 due date</p> <p>All IDPs in OCC were completed.</p>

DDFO FY12 Goal	DDFO/SC-CH High Level Objectives	Organizational Measures	Organizational Targets and Status
	SC-CH Objective 1.10 – Save money and improve efficiency	SC-CH 1.10.1 – Conduct a self assessment to identify process improvements including cost saving methods and complete actions that may be required in a corrective action plan	<p>By 9/30/12</p> <p>Self-assessment identified process improvements and cost savings methods. The Federal Times subscription was cancelled and two GL staff members relinquished Blackberry's. OCC also identified travel savings (e.g., flying to a different airport and driving a longer distance when rental car is already needed.)</p>
		SC-CH 1.10.2 – Continue to work towards a paperless office	<p>By 9/30/12</p> <ul style="list-style-type: none"> -GL FOIA area implemented electronic concurrence and response transmission into its processes. -OCC purchased iPads for several OCC employees, including the Chief Counsel -OCC moved toward electronic legal reviews -IPL no longer prints large invention reports.

DDFO FY12 Goal	DDFO/SC-CH High Level Objectives	Organizational Measures	Organizational Targets and Status
4. Drive Mission-Outcome-Oriented Policies and Implementation Strategies, Internally and Across the Department	DDFO Objective 4.3 – Partner across the Department to drive development of innovative policy and practices, and implement mutually beneficial and fair solutions	*DDFO 4.3.1 – Contribute leadership and technical expertise to policy-focused councils, committees, working groups, etc. by participating on efforts to improve, revise or streamline DOE directives, rules, and regulations as appropriate	<p>By 9/30/12</p> <p>Significant comments were provided by GL on 10 CFR 719 (Legal Management rule) working group to rewrite DOE CRADA Order.</p>
		**DDFO 4.3.2 - Have discussions between the OR and CH Chief Counsel concerning recurring important legal issues common among SC site offices.	<p>Tri-annually in by 9/30/12</p> <p>OR and CH Chief Counsels had discussions on important common legal issues on at least a weekly basis.</p>
	SC-CH Objective 4.2 – Develop and maintain performance measures and workload indicators to support decision making of CH management	SC-CH 4.2.1 – Performance and workload data entered into MDSS	<p>By the 15th of each month</p> <p>OCC has entered its workload data prior to the 15th of the month on all occasions.</p>

DDFO FY12 Goal	DDFO/SC-CH High Level Objectives	Organizational Measures	Organizational Targets and Status
	SC-CH Objective 4.4 – Provide effective legal representation to resolve judicial and administrative claims in the best interest of the Government	**SC-CH 4.4.1 – Litigation deliverables submitted within assigned deadline	<p>100%</p> <p>Litigation deliverables were 100% timely.</p>
	SC-CH Objective 4.5 – Complete responses to FOIA and PA requests within statutory/regulatory timeframes	**SC-CH 4.5.1 – Ensure on-time SC-CH FOIA/PA responses in FY12	<p>90% within 20 business days of receipt of valid FOIA request, or within 30 days if unusual circumstances extension allowed by statute</p> <p>OCC significantly exceeded the 90% target by reaching 97% timeliness in responding to FOIA/PA requests. The only FOIA actions exceeding deadline were those with exceptional circumstances (e.g., record volume, extensive exemption redaction)</p>

DDFO FY12 Goal	DDFO/SC-CH High Level Objectives	Organizational Measures	Organizational Targets and Status
	SC-CH Objective 4.6 – Satisfy established customer service standards	**SC-CH 4.6.1 – Customer service standards are met as described in the OCC Customer Service Plan	<p>100%</p> <p>GL and IPL legal reviews were 99% timely (in under 3 days) significantly exceeding 90% target.</p> <p>OGE 450 reviews, ethics opinions issued, and litigation deliverables all were 100% timely.</p> <p>FOIA/PA responses were 97% timely.</p> <p>All customers and board/chair customers (e.g., Fuels for Sunlight, Mega IT boards) were very satisfied.</p> <p>No negative customer feedback was received in FY12</p>

DDFO FY12 Goal	DDFO/SC-CH High Level Objectives	Organizational Measures	Organizational Targets and Status
		**SC-CH 4.6.2 – Conduct offsite customer visits	<p>Quarterly</p> <p>Significantly exceeded target. Examples:</p> <ul style="list-style-type: none"> -Chief Counsel visit to BHSO -Deputy Chief to BSO and SLAC -Asst Chief to PSO and SLAC -GL has one atty at FSO bi-weekly -Deputy Chief IPL and 1 atty to NETL -Two IPL attys to Idaho -Two IPL attys to Golden -One IPL atty to Ames -One IPL atty to BHSO and PSO -One IPL atty to BSO
	SC-CH Objective 4.7 – Protect the intellectual property interests of the Government	**SC-CH 4.7.1 – Patent applications processed on behalf of DOE	27
		**SC-CH 4.7.2 – Inventions processed to final disposition	682

DDFO FY12 Goal	DDFO/SC-CH High Level Objectives	Organizational Measures	Organizational Targets and Status
	SC-CH Objective 4.8 – Contribute to the overall timeliness of DOE actions	**SC-CH 4.8.1 – Complete all GL reviews within the customer deadline	90% GL reviews were 99% within customer deadline significantly exceeding 90% target.

OCC Noteworthy Accomplishments, Highlights, and Results:

• **Major Support to DOE HQ Elements**

- IPL Assistant Chief Counsel received a Secretary’s Appreciation Award for helping to create and execute a Management Reform called “Agreements for Commercializing Technology (ACT).” ACT is a new contractual mechanism that will make it easier to private companies to work with DOE’s national laboratories, create jobs, and accelerate the development of new clean energy technologies.
- Worked with ORO IPL to prepare a written response to a proposed Enhanced Technology Transfer Agreement (ETTA) (now renamed ACT) issued by the DOE Technology Transfer Coordinator (TTC).
- Assisted the DOE TTC in the preparation of General Guidance for the management and operating contractor (M&O) laboratories for Fairness of Opportunity compliance. That guidance was formally issued to the M&O Laboratories in the 3rd quarter of FY12.
- Provided a lead role in GC-62’s rewrite of the DOE CRADA Order, including coordination and incorporation of DOE laboratory and counsel comments into revised Order for review by the DOE Technology Transfer Working Group (TTWG).
- Assisted GC-62 in drafting a guidance memo for the implementation of a new Fast Track CRADA program at DOE facilities, including national laboratories, single-purpose research facilities, and other Department facilities, that streamlines the CRADA approval process to 10 business days or less, promotes consistency across the DOE complex, and better enables DOE facilities to move at the speed of business.
- Lead an effort to revise the existing Work for Others (WFO) Class Patent Waiver that describes the terms and conditions under which third parties can access certain DOE facilities. Once implemented, the updated WFO

waiver will make it easier for third party sponsors to access DOE facilities, thereby maximizing the commercialization of technology developed under such arrangements.

- Continued to provide significant support to DOE Counterintelligence on several matters regarding Ames Laboratory's rare earth technologies. Also provided assistance to DOE CI in the conduct of a threat assessment of IPL.
- Continued development of a DOE IPL knowledgebase that will be a dynamic workspace for IPL attorneys across the DOE IP complex, over time to potentially include function as a workspace and a central clearinghouse for DOE IP and technology transfer information, polities, samples, and lessons learned. This includes ongoing building of the workspace, adding content and beta-testing the site locally. Roll-out of full functioning site to others in the DOE community is anticipated in the coming months.
- Performed the timely review and approval of all OGE Form 450 Confidential Financial Disclosures.
- Supported the DOE Former Workers Screening Program (FWSP) by participating in its outreach workshop and addressing privacy issues related to ownership of former worker information and transfer of information from M&O laboratories to the FWSP.
- Performed review of existing DOE Orders, Policy, and Guides for delegations of authority in support of Outcome 3 Task from HQ. That effort resulted in preparation of a report on delegation of authority found in DOE Orders and recommendations concerning making delegation process more formal including recordkeeping of such delegations.
- Researched and provided ongoing legal advice to GC-1 on disciplinary matter.
- Coordinated with EPA and Justice Department on proposed settlement for Cadie Auto Salvage CERCLA matter involving the cleanup of several containers of hazardous materials.
- Helped plan, moderate and present information at DOE Environmental Attorneys Training in Washington, DC.
- Provided direct support to HQ's involvement in resolving the PPPL/PSO extended domestic assignment issue.
- Supported GC analysis of the issue of allowing DOE FFRDCs (M&O contractors) to directly engage in head-to-head competition with foreign entities for work.
- Assisted with visit of DOE GC to BNL and BHSO.
- **Major Support to SC**
 - Provided significant legal support to SC-3 by evaluating funding mechanisms and other legal issues related to the proposed Second Campus at LBNL. Examined deviation to the FAR cost principle on interest, increasing fee above the DEAR calculations, Davis Bacon applicability, and the ability to use a lease versus an occupancy agreement.

- Supported SC in the administration of the Bio Energy Research Center Agreements and several high profile cooperative agreements, including the Facility for Rare Isotope Beams (FRIB) and the Sunlight to Fuels HUB Cooperative Agreement.
- Novation – Beacon Power, coordinated with the Loan Guarantee Program, NETL, and DOJ, to meet timelines established by Bankruptcy Court
- Supported the SC Small Business Innovation Research (SBIR) Office by providing significant input on language of Senate Bill 493, which was adopted and included in the SBIR/STTR Reauthorization Act of 2011. Provided review and recommendations related to the Small Business Administration’s DRAFT changes to the SBIR Policy Directives and 13 CFR 121. Also, coordinated the review and implementation of an MOU between the SBIR Office and DOE laboratories to make available certain laboratory technologies for SBIR awards.
- Continued to work with the SC Office of Technology Transfer and GC-62 to develop an integrated reporting and management system for DOE that will reduce administrative burdens associated with invention reporting on both contractors and the Government; give contractors the option to electronically report and update invention records directly from their own databases; grant contractors the flexibility to report inventions through familiar reporting mechanisms; and enhance the ability of the Government to share invention information.
- **Major Support to SC-CH and SC-CH-Supported Site Offices**
 - Provided support in coordinating with the Office of the Chief Financial Officer (CFO), Certified Realty Officer, and DuPage County Attorney to successfully resolve the 2011 Payment in Lieu of Taxes.
 - Assistant Chief Counsel at BHSO was presented the Secretary’s Appreciation Award in DC, for work on Long Island Solar Farm (LISF). Negotiated final Research CRADAs with BP Solar and finalized the consideration component of the easement.
 - Assisted and participated in GAO visit to PSO regarding protective force issues. This review was part of a larger national review by GAO of federal facilities not protected by the Federal Protective Service.
 - Participated with PSO in responding to critical IG audit of extended domestic assignment costs. This included drafting a CO determination on allowability and review/comment on current and proposed changes to PPPL policies on this issue.
 - Participated as a selection board member for the Princeton Site Office Deputy Manager.
 - Worked with SC, PrU, and PSO in developing a WFO-like Research Agreement for use with a South Korean research facility/entity.
 - Served on 4 CRBs for PSO.

- Provided support to PSO in preparing for a series of large dollar SSEN equipment acquisitions at PPPL for ITER.
- Prepared and coordinated with ORO Chief Counsel's office a response to a BAA question involving the acquisition of items destined for use in ITER.
- Reviewed foreign MOU with a Chinese research entity/facility for PSO.
- Reviewed for PSO the PrU proposed voluntary retirement program for PPPL.
- Assisted PSO in establishing a new Davis-Bacon Act applicability review process for PPPL.
- Joint Photon Sciences Institute (JPSI): Provided legal support for negotiations with BSA, the Research Foundation for the State of New York, and BHSO on the establishment of a WFO agreement to spend \$10 million of New York State funds to outfit two Lab Office Buildings that are a part of the NSLS-II.
- Handled federal tort claim against federal entities in New York State to prepare letter to attorneys asserting FTCA claim against DOE for injury to subcontractor working on solar farm at BNL.
- Provided legal support to a DOE Accident Investigation Team investigating a fall from a ladder at BNL.
- Continued working with BSA and BHSO on the UESC project. During the covered period, played a major role in preparing a Class JOFOC (to cover our anticipated orders under the GSA GWAC) and a draft ordering document.
- Participated in negotiations with BSA and senior NYPD procurement officials to implement an important "homeland security" type of scientific study via a WFO agreement.
- Negotiated PILT payment to the Town of Brookhaven.
- Assisted in drafting the EM-SC MOA Service Agreement for BHSO.
- Assisted in review of BSA's Child Care Center competition.
- Negotiated new land use permit for National Weather Service presence at BNL.
- Negotiated gas pipeline easement with National Grid.
- Renegotiated Crown Castle cell tower lease.
- Assisted BHSO staff with review and comments to an SC report examining BNL protective force requirements.
- Provided legal support to FSO on FTCA involving a Fermi subcontractor fall, including drafting DOE response denying the claim.
- Provided assistance to FSO regarding LBNE NEPA, National Historic Preservation Act, and safety strategies; coordinated with BSO for its part in Homestake mine activities
- Provided significant legal support for SLAC M&O contract negotiations. SSO Manager was extremely pleased with legal support.
- Served on IRB for down select for Argonne Combined Heat and Power Plant for \$20 million

- Reviewed and provided legal advice on nuclear liability issues with respect to the WFO agreement with KAERI for ANL to design a sodium-cooled fast reactor.
- Provided detailed Hatch Act training in person to the Fermi Site Office. Also counseled BSO and BHSO on Hatch Act issues.
- Provided routine support on a variety of matters by making bi-weekly visits during the fiscal year.
- Provided timely reviews of all SF450s and provided complete documentation to GC for an on-site audit. Also provided significant post-employment advice to a large number of SC-CH employees retiring.
- Continued to provide support to SC-CH site offices by reviewing FRIB modifications.
- Provided legal support to Safeguards and Security by providing legal advice for several personnel security cases in the 10 CFR 710 Administrative Review process. Includes providing advice on foreign citizenship, reconsideration, foreign preference, and consultations with psychiatrists/licensed psychologists.
- Assisted HR and SC-CH office with a proposed suspension letter to employee for misconduct
- Provided substantial review and comments on the EA for the \$400M LINAC Coherent Light Source-II (LCLS-II) at SLAC
- Worked with SSO on a set of National Historic Preservation Act (NHPA) consultations with the California State Historic Preservation Officer (SHPO) over the Historic Resources Study submitted to the State.
- Continued to ensure that no lapses in support to BSO would occur as a result of high workload volume in that location by dedicating a second GL attorney to handle NEPA and employment matters for the on-location attorney at BSO.
- **Major Support to SC-CH ACQ**
 - Provided significant support by serving as legal advisor on panel and IRB for Battery and Energy Storage Hub FOA for \$120 million
 - Provided legal support for proposed mega IT contract competition, to include CH, OR, and SC
 - Provided review and support for the DOE SBIR/STTR Commercialization Assistance Program (CAP)
 - Reviewed extensive proposed revisions to 10 CFR 605
 - Several OCC staff members assisted the ACQ closeout team with the close-outs of expired grants and cooperative agreements.
 - Provided significant support for SBIR Funding Opportunity Announcements and on matters related to the IG investigation of multiple SBIR awards.

- **Litigation/Other Proceedings**

- Provided significant support to DOJ and OGC in litigation in Federal court. OCC provided support to DOJ in defending the NEPA challenge to the EA prepared on the construction of the BELLA facility at LBNL, which resulted in a summary judgment decision favorable to DOE, which was affirmed by the Ninth Circuit in July 2012. The case of *Save Strawberry Canyon*, a NEPA lawsuit, was complex, involving separate cases against DOE and the University of California. OCC also assisted in litigation associated with the EA for the proposed relocation and consolidation of the LBNL's supercomputer center and computational sciences division into a CRT facility, which resulted in the District Court granting the Government's motion for summary judgment. The Justice Department and DOE HQ are very appreciative of this support.
- Provided in-depth *Tecom* analysis for Title VII lawsuits filed against BSA, i.e., *Cummings* and *Conkling*, finding that plaintiffs had little likelihood of success on the merits.
- Provided legal support to Safeguards and Security by providing legal advice for several personnel security cases in the 10 CFR 710 Administrative Review process. Includes providing advice on foreign citizenship, reconsideration, foreign preference, and consultations with psychiatrists/licensed psychologists.
- Providing support for examining and responding to a Request for Equitable Adjustment (REA) related to the contract for installation of a sprinkler system at NBL.
- Worked with the Assistant U.S. Attorney, the DOE Inspector General (IG), and ACQ to address allegations of false statements made by an award recipient to receive duplicate funding.
- Working with the IG, Assistant U.S. Attorney and CFO with respect to lawsuit filed by former CFO against Argonne alleging improper charging of overhead costs.
- Provided significant support to AUSA handling the *Miller* case filed in Federal District Court, Eastern New York. This included preparation of the Agency Report and collaboration on litigation strategy, specifically a motion to dismiss.
- Supported PRU (PPPL) NRD settlement actions with the State of New Jersey.

- **DOE Intellectual Property (IP) Rights Portfolio**

- Managed a significant portion of DOE's own Intellectual Property (IP) rights portfolio, through the administration of over 1,700+ new invention disclosures, disposition of 682 inventions, and the preparation of 27 patent applications and 59 amendments this year. Also recorded 443 confirmatory licenses in the U.S. Patent and Trademark Office.

- **OCC-IPL Oversight at National Laboratories**
 - Provided oversight of the IP activities at 11 DOE National Laboratories, including National Renewable Energy Laboratory (NREL) and the National Energy Technology Laboratory (NETL), and provided IP advice and ongoing IP management for key programs such as the FRIB and Sunlight to Fuels HUB Funding Opportunity Announcement (FOA) and Cooperative Agreement.
 - IPL attorneys continued to visit offsite facilities and laboratories including Ames, Brookhaven, Lawrence Berkeley, Princeton, Idaho; NREL and Idaho. These activities increased customer service and provided OCC with a better understanding of the key technologies and science at the Laboratories for better insight into the invention disclosures that merit patent protection by the Government. It also enhanced coordination of patent protection for IP developed at the Labs, and accorded IP attorneys the opportunity to discuss various IP and counterintelligence issues.
 - Assisted negotiation of final Research CRADAs with BP Solar and consideration component of Easement.
- **OCC-IPL Support to Non-SC DOE Field Elements**
 - Provided extensive IPL support to Golden Field Office (GO) including administering approximately 135 invention disclosures from NREL assistance agreements, forwarding Waiver Statements of Consideration for cooperative agreements issued from GO, and contract close-outs, which increased significantly in FY2012.
 - Provided IPL support to NETL by handling approximately 175 invention disclosures made under NETL-issued cooperative agreements, assisting in the close-out of over 150 contracts, and forwarding over 20 Waiver Statements of Consideration.
 - Provided IPL support to the Environmental Management Consolidated Business Center (EMCBC) for various IP issues, including the review of hundreds of pages of documents for patent review.
 - Conducted a review of the draft solicitation for the M&O contract at the Strategic Petroleum Reserve Office, a new customer.
- **Office of Science Management System (SCMS)/Directives Support to HQ/SC**
 - Reviewed and commented on numerous DOE Directives, and continued to serve as management system owner for the SCMS Legal Management System, including the IP Subject Area and FOIA/Privacy Act subject areas.
 - Completed review of subject areas, with the assistance of GL POCs for Ethics and FOIA/Privacy Subject Areas.
 - Prepared the initial draft of a procedure for SC processing of FOIA requests at HQ as a result of HQ FOIA centralization.

- **Freedom of Information Act/Privacy Act (FOIA/PA)/Personally Identifiable Information (PII)**
 - Achieved 97% on-time response to 80+ processed FOIA/PA requests, which included many complex requests and, most notably, a voluminous request from a news media requester for LBNL records that required coordination of 100+ submitter's views and the production of 3600+ pages of records in several releases over an 9-month timeframe.
 - Provided advice on Privacy Act matters related to conversion of the MIR3 notification to automated notifications, personal information on IPads and Blackberries, and the ISC telework program.
 - Provided extensive support to DOE HQ Privacy Office by leading two subcommittees of the Energy Privacy Steering Committee, and by conducting the field review and providing several comments on the 2012 Privacy Awareness Training
- **Customer Service**
 - Met or exceeded all OCC customer service standards.
 - Chief Counsel and Deputy Chief Counsels frequently met with customers and have made routine site visits to all SC-CH-supported Site Offices to assure OCC is addressing customer needs and customer satisfaction.
 - Customer service efforts were maximized in FY12 with OCC support to PSO and FSO during transitions in management and contracting personnel.
- **SC-CH Litigation Management Program**
 - Effective management of the SC-CH Litigation Management program resulted in no significant findings against SC-CH supported Laboratories.
- **SC-CH IPL Legal Management Program**
 - Worked closely with ACQ and CFO personnel to ensure that financing of law firm contracts is accounted for and properly allocated to funds received from other DOE office to support the contracts.
 - OCC IPL employees completed Contracting Officer Technical Representative (COTR) training and became COTR for those contracts.
 - Received \$100,000 from the Department of Homeland Security (DHS) and is coordinating the prosecution of several patent applications for DHS through the use of the existing law firm contracts.
- **DOE Development Support**
 - Supported SC-CH management with follow-up on ethics and privacy trainings to ensure all employees were in compliance.

- OCC IPL Assistant Chief Counsels also attended the DOE Patent Counsel Field Chiefs meeting in Washington to participate in providing presentations on various topics including Patent Reform, Open Source Software, Recent Case Law, and Data Handling Issues.
- Brought on board four legal interns for three months to assist in performing legal research in support of DOE development of legal personnel
- **SC-CH Committee/Team Support**
 - Several OCC staff served on the CH Recruitment Committee to address recruitment issues.
 - OCC Chief Counsel and staff provided leadership and participation on the PII Review Team utilized by the CH Manager to address PII issues.
 - OCC staff participated on the Combined Federal Campaign Committee, SC-CH Holiday Planning Committee, Safety and Health Committee, Davis-Bacon Committee, Federal Women's Program, Close-Out Think Tank Committee, Quality Assurance Council, Customer Service Star Committee, and as advisor to the Biological Event Committee. OCC also provided leadership for the Unity Council.
 - Several OCC staff members served as mentors in the GAME Mentoring Program.
 - One OCC staff member provided leadership as an Active for Life Team Captain in the Active for Life Program, which promotes the health of federal and contractor employees.
 - Two OCC staff members served as Quality Assurance Representatives.
- **HQ and SC Committees, Teams and Details**
 - Supported HQ by participating on the Energy Privacy Steering Committee and chairing that Committee's Best Practices and Awards Subcommittees.
 - Supported HQ through participation on the Environmental Attorney Training Committee.
 - Provided one GL attorney for a 5-month detail to the M&O policy group in the Office of Science.
 - Provided one IPL Assistant Chief Counsel for a 2-month detail to the Office of the General Counsel, GC-62, where he worked on developing technology transfer and intellectual property policy, including Agreements for Commercialization of Technology, made initial changes to draft Work-for-Others class waiver, and participated on negotiating teams for ARPA-E awards
- **ES&H Activities**
 - OCC complied with all environmental, safety, and health (ES&H) requirements, including inspections, and made important contributions to the SC-CH Safety and Health Committee and Biological Event Committee.

Reviews/Assessments:

OCC conducted a Federal Managers' Financial Integrity Act (FMFIA) self-assessment in FY2012, and no negative findings were identified. Also, OCC IPL's self-assessment of a work unit process, i.e., IPL paper and process flow efficiencies, resulted in no significant negative findings.

III. Annual Performance Plan (APP) - Objectives and Measures FY2013 through March 2014

Key Considerations

This APP is based on the following key considerations and assumptions.

1. The OCC Chief Counsel plans on retiring in 1st quarter FY2013.
2. The SC-Chicago Office (CH) is given responsibility to provide legal review of major M&O contract modifications and to support any M&O source evaluation boards or extensions, if necessary;
3. Other major actions that will require significant OCC support in FY2013 and the first half of FY2014 include the LBNL 2nd site effort, and environmental issues at LBNL and other Laboratories.
4. Litigation and administrative proceedings will continue to consume from 1-2 FTE for at least the first half of FY2013.
5. FOIA/PA requests resulting from public interest in Government spending will likely hold steady in FY2013 through the first half of FY2014.
6. Sufficient travel funds are provided for business and training;
7. IPL can continue to utilize support services contracts for patent processing and drafting support.
8. OCC continues to operate into FY2013 with one less FTE than in the previous fiscal year.

Key Customers

The following are the principal external and internal customers of OCC:

EXTERNAL	INTERNAL
HQ General Counsel	The Manager/Office of the Manager
SC and Other HQ Elements	Office of Acquisition and Assistance (ACQ)
Site Offices	SC-CH Matrix Organizations
Other DOE Field Elements	SC-CH employees (in their official capacities)
Department of Justice (DOJ)	
Freedom of Information Act//Privacy Act (FOIA/PA) Requesters	

Site Offices: ASO, BHSO, BSO, FSO, PSO, AMSO

SC Laboratories: PNNL, LBNL, ANL, BNL, PPPL, FNAL, Ames Laboratory

Non-SC Field Elements/Laboratories (IPL): ID, INL, RESL, EMCBC, GO, NETL (including Albany Research Center), NREL, WAPA, BPA and ORP

Consistent with the SC-CH concept of "customer service," OCC personnel work proactively and collaboratively with SC-CH elements and other customers. This means that OCC personnel, to the maximum extent possible, consistent with their professional responsibilities, function as if they were an integral part of the SC-CH element being provided the service.

Key Functions

OCC services comprise four key functional areas: (1) *Providing Legal Services to the Department of Energy*; (2) *Counseling Individual Employees (in their official capacities)*; (3) *Administering FOIA and Privacy Act Programs*; and (4) *Protecting the Intellectual Property Rights of the Government*. The OCC GL and IPL Functional Directories disclose the lead and backup attorneys responsible for various OCC functions.

1. FY 2013 Specific Goals, Objectives, Measures and Targets

For FY2013, SC-CH applies the following 27 measures of performance for four objectives to the OCC organization, either through unique OCC functions or OCC-required contributions to overall DOE or SC-CH functions. Items that represent joint SC-CH and SC-OR objectives are noted as such, and OCC works with its SC-OR counterparts to achieve, to the extent possible, consistency between SC-CH and SC-OR functional efforts in that regard. Finally, as a service organization, OCC routinely contributes to the achievement of the other goals and objectives of all other SC-CH elements that are not specifically represented in the following.

CH DDFO 1.1. Every business unit will identify and support at least one developmental and one cross training assignment opportunity by 03/31/2014.

CH DDFO 1.3. Every business unit will ensure IDPs are current and include appropriate, feasible training and development activities by 04/30/2013.

CH DDFO 1.4. Every business unit Supervisor will monitor completion of learning activities identified in IDP, and completion of certification/qualification requirements on a quarterly basis.

***CH DDFO 1.12.** Conduct monthly discussions between CH and OR Chief Counsels to discuss common legal issues; will be held by the last day of each month.

CH DDFO 2.1. Every business unit will contribute leadership and technical expertise to policy-focused councils, committees, working groups, etc. by participating in efforts to improve, revise or streamline DOE directives, rules and regulations as appropriate by 3/31/2014.

CH DDFO 2.2. Every business unit will ensure SCMS Management System Owners (MSOs), Secondary Management System Owners (SMSOs), and Subject Matter Experts (SMEs) apply the concepts of the Enterprise Risk Model as described in the SCMS Requirements Management.

CH DDFO 3.1. All business units will continue to strive for excellence in customer service by surveying customers to obtain and analyze customer satisfaction feedback with the goal of attaining a highly satisfied or satisfied rating for each customer survey by 9/30/2013.

CH DDFO 3.2. Each business unit will achieve at least 90% of their customer service standards are met as described in their Customer Service Plan by 03/31/2014.

CH DDFO 3.5. Every business unit will conduct a review (Lean Six Sigma or other self-assessment) of at least one critical/major process by reviewing and benchmarking work processes and sub processes to identify those areas that could be streamlined in order by 9/30/2013.

CH DDFO 3.6. Each quarter the Chicago Office will provide FSO with a summary of the hours of support that the ISC provided to FSO during the previous quarter, as well as a summary listing of the customer satisfaction surveys sent to FSO during the previous quarter.

****CH DDFO 3.15.** Ensure 90% on-time SC-CH FOIA/PA responses (within 20 business days of receipt of valid FOIA request, or within 30 days if unusual circumstances extension allowed by statute).

****CH DDFO 3.16.** Complete 90% of all GL reviews within the monthly customer deadline.

CH DDFO 3.22. Applicable business units will ensure that the annual review of Environment, Safety, and Health; Human Resources Services; Information Technology and Legal Services are completed by 09/30/2013.

CH DDFO 3.25. Every business unit will ensure responses for comments regarding SCMS documents submitted through the SCMS automated commented process are provided within 45 days.

***CH DDFO 3.26.** The Chicago and Oak Ridge Managers will, on a quarterly basis, brief the SC-DDFO on the status of SCMS.

CH DDFO 3.27. The Chicago Office SCMS POCs or SMEs will continue to work with the SCMS MSO/SMSOs who reside at SSI to accomplish the annual reviews/revisions of the SCMS Management Systems.

****CH DDFO 3.28.** Process 25 patent applications filed on behalf of DOE by 09/30/2013.

****CH DDFO 3.29.** Process 750 inventions to final disposition by 09/30/2013.

CH DDFO 3.34. Every business unit will use video conferencing as a first alternative and make use of low-cost/no-cost conference facilities on the Argonne site to reduce the costs of Chicago hosted conference/workshops/meetings (cost-avoidance data will be tracked).

CH DDFO 3.36. Every business unit will identify at least two additional opportunities to eliminate paper processes with a goal of continuing to work toward a paperless office by 03/31/2014.

****CH DDFO 3.38.** OCC will continue to work towards a paperless office in the FOIA area by reducing the paper usage by 90% by 03/31/2014.

CH DDFO 4.3. Work with the Site Offices to further integrate the delivery of our expertise with their CAS approach to oversight activities by 09/30/2013.

CH DDFO 4.7. Provide qualified staff for Ames assessments consistent with the Ames Site office assessment schedule.

CH DDFO 4.8. Collaborate with Argonne Site Office (ASO) to formally document the FY13/14 assessment related support that the Chicago Office will provide to address ASO expectations.

CH DDFO 4.9. The Chicago Office (or the ISC) will utilize the Brookhaven Site Office staff to augment Chicago (or ISC) supported reviews and process improvement projects.

CH DDFO 4.10. Provide qualified staff for Pacific Northwest National Laboratory assessments consistent with the Pacific Northwest Site Office assessment schedule.

CH DDFO 4.11. Collaborate with the Princeton Site Office (PSO) to formally document the FY13/14 assessment related support that the ISC Chicago Office will provide to address PSO expectations.

NOTE: *Denotes Joint SC-CH and SC-Oak Ridge (OR) Measure
**Denotes measures applicable to OCC only

2. OCC Workload Indicators, FY13 Projections, and FY07-FY12 Trending Chart

	FY07	FY08	FY09	FY10	FY11	FY12	FY13 Projected
Major M&O Prime Contract Actions			*4	4	1	5	3
Other Major Actions			*37	25	8	0	10
Litigation and Administrative Proceedings			*18	19	15	13	15
GL Procurement & Other Reviews			*461	586	526	478	530
GL Directives/SCMS Reviews	10	56	*15	7	4	13	8
GL 450 Reviews	187	180	172	179	174	173	175
IP WFO Reviews	183	179	205	149	175	182	168
IP CRADA Reviews	76	45	68	71	56	92	73

	FY07	FY08	FY09	FY10	FY11	FY12	FY13 Projected
IP Contractual Agreement Close-outs	1547	1602	1555	949	958	2387	1431
IP New Contractual Agreement and Mod Reviews	**7342	**6800	**6968	6687	6591	8116	7131
IP Procurement Reviews				**1021	441	393	417
IP Copyrights	28	38	32	29	56	47	44
Invention Disclosures Received	1380	1288	1359	1360	1785	1715	1620
Inventions Disposed	913	1192	1043	559	1143	682	750
Patent Applications Filed	22	31	25	34	31	27	25
Patent Application Amendments Filed	39	44	41	45	48	59	50
Confirmatory Licenses Submitted	591	357	487	368	669	443	493
Waiver Statements of Considerations Forwarded	20	23	29	50	46	33	43
SC-CH FOIA/PA Requests Received	35	54	48	64	76	86	70
SC-CH FOIA/PA Requests Processed	42	53	50	70	75	82	70

*The numbers for FY09 and forward utilize the GL Workload Indicator and Action Tracking System Code descriptions set forth in the tables in Attachments 2&3. Because in FY08 and prior, different subject descriptions were applied to those Workload Indicators, trending no longer can be effective for those fiscal years and instead has commenced with FY09 for those categories.

**For FY07 – FY09 the category “IP New Contractual Agreement and Mod Reviews” included IP procurement reviews. Beginning in FY10, “IP Procurement Reviews” became a separate workload indicator.

Attachment 1

OCC Customer Service Standards from OCC Customer Service Plan

Standard	Measure	Target
I. Professionalism, customer responsiveness, and Timeliness		
OCC will meet deadlines and provide timely advice, both written and oral.	<ul style="list-style-type: none"> <li data-bbox="804 496 1486 651">• Average IPL review of Work For Others Agreements, Cooperative Research and Development Agreements (CRADAs), and Joint Work Statements <li data-bbox="804 651 1486 732">• Percentage of above IPL reviews under 3 days <li data-bbox="804 732 1486 886">• Percentage of OCC-GL and IPL action items complete within 3 days or customer time limit, whichever is longer <li data-bbox="804 886 1486 1089">• Percentage of Office of Government Ethics Form 450 (Confidential Financial Disclosure Form) reviewed within 30 days of receipt of complete information <li data-bbox="804 1089 1486 1243">• Percentage of ethics opinions issued within 14 days of request and receipt of complete information from requester <li data-bbox="804 1243 1486 1398">• Percentage of litigation deliverables submitted within assigned time limit 	<p data-bbox="1486 496 1810 578">less than 3 days</p> <p data-bbox="1486 578 1810 659">90%</p> <p data-bbox="1486 659 1810 740">90%</p> <p data-bbox="1486 740 1810 821">100%</p> <p data-bbox="1486 821 1810 902">100%</p> <p data-bbox="1486 902 1810 984">100%</p>

	<ul style="list-style-type: none">Percentage of SC CH on-time FOIA/PA responses (within 20 business days of time limit or within 30 days if unusual circumstance extension allowed by statute)	90%
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II. Communication and Accessibility

- OCC staff will return telephone calls and e-mails promptly.
- OCC staff will listen to our customers' concerns, will be courteous, professional and treat our customers with respect.
- OCC staff will acknowledge our mistakes and prevent the same mistake in the future.
- OCC written and oral communications will be clear, accurate, and address our customer's problem or question.
- OCC staff will be accessible to our customers, whether face-to-face, by telephone or email.
- OCC staff will keep our customers informed of the status of ongoing issues.
- OCC will provide our customers with information regarding OCC services and who to contact if our customers have a question, problem, or concern.
- OCC staff will keep our customers informed of new developments and trends in various areas of the law.

III. Quality of OCC Services

- OCC will deliver quality products and services that meet or exceed our customers' needs and expectations.
- The knowledge and skill set of the OCC staff will meet or exceed the needs and expectations of our customers.
- The OCC staff will be open to new ideas.
- The OCC staff will provide creative problem solving for customer problems, create win-win solutions, provide viable alternative solutions, follow through, and learn from the experience.
- OCC staff will identify problem situations up-front and propose workable solutions or options to resolve those problems before they arise.
- The OCC staff will actively seek to understand our customers' business needs in order to serve them right the first time.
- OCC will provide the types of legal services our customers need.

- Percentage of OCC Customers satisfied or very satisfied (95%)
- Percentage of M&O and non-M&O Board/Panel Chairmen satisfied or very satisfied with OCC support (100%)

FY 2012 Indicator/Measure Data Source and Correlation

Workload Indicators	Data Source	Data Code	Measures
Major M&O Prime Contract Actions	Action Tracking System (GL)	M&O	Chair Satisfaction
Other Major Actions		MAJ	Chair Satisfaction
Litigation/ Administrative Proceedings		LIT	% On-time
GL Procurement & Other Reviews (including Locals)		REV	% On-time
GL Directives/SCMS Reviews		DIR	
GL 450 Reviews	Ethics Monitoring		% < 30 days Opinions < 14 days
IP WFO Reviews	Action Tracking System (IPL)	WFO	<ul style="list-style-type: none"> • % On-time • Avg Rev Time • % < 3 days
IP CRADA Reviews		CRA	
IP Procurement Reviews		CR	
Copyrights		CYR	
Invention Disclosures Received	PATMIS		
Inventions Disposed			Inventions processed to final disposition
Patent Applications Filed			Patent applications filed on behalf of DOE
Patent Application Amendments Filed			
Confirmatory Licenses Submitted			
Waiver Statements of Consideration Forwarded			
SC-CH FOIA/PA Requests Received	FOIA Xpress Tracking System		% On-time
SC-CH FOIA/PA Requests Processed			

OCC-GL Action Tracking Codes

	Code	Workload Indicator	Subject Description:
Ongoing/Long-Term Actions	M&O	Major M&O Prime Contract (PC) Actions	PC-Related Source Evaluation Boards (SEBs) PC Extensions Major PC Modifications (Mods) Other Major PC-related Actions
	MAJ	Other Major Actions	M&O Contractor Subcontracts (incl. related IRBs/CRBs) Local Contract-Related SEBs Local Contract Terminations Source Evaluation Panels (SEPs) Funding Opportunity Announcements (FOAs) Environmental Assessments (EAs) Site Lease Renewals and Mods Alternative Financing of Facilities Long-term Real Estate Transactions
	LIT	Litigation/ Administrative Proceedings	Equal Employment Opportunity (EEO) Merit Systems Review Board (MSPB) Security Administrative Reviews (AR) Federal Tort Claims (FTCA) Support to U.S. Attorney on Litigation Contract Disputes/Protests Discovery Freedom of Information Act (FOIA) Appeals

One-Time/Short-Term Actions	REV	Procurement Action & Other Reviews (including Locals)	Contracts and Mods Financial Assistance Agreements and Mods Non-major M&O Procurement Actions Independent Review Boards (IRBs) (Non M&O) Contract Review Boards (CRBs) (Non-M&O) User Agreements Other Agreements Short-Term Real Estate Transactions Memoranda of Understanding (MOUs) Interagency Agreements (IAGs) Legal Opinions and Issue Memoranda Other One-Time/Short-Term Reviews
	DIR	Directives/ SCMS Reviews	Directives (O, M, N, or P) Regulations SCMS Procedures