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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>A</b>	<b>Legal Services</b>	
<b>AA</b>	<b>General Law Services</b>	
<b>AAA</b>	<b>Review Documents</b>	Review documents, leases, personnel actions, DOE directives, Privacy Act requests, Environmental Impact Statements*, Environmental Assesments*, Categorical Exclusions, contracts, financial assistance for legal sufficiency and conformance with federal statutes, regulations, and DOE/CH policy.
<b>AAB</b>	<b>Negotiate Agreements</b>	Assist with negotiation of agreements, including development of negotiation strategies
<b>AAC</b>	<b>Administer contracts</b>	Administer legal and intellectual property aspects of DOE contracts and subcontracts, including enforcement of delivery rights, invention reporting, and patent clearances for contract closeout
<b>AAD</b>	<b>Provide legal advice</b>	Provide legal advice, opinion and interpretation of law
<b>AAE</b>	<b>Serve as advisor</b>	Serve as legal advisor on acquisition boards and panels.
<b>AAF</b>	<b>Oversee contractor</b>	Oversee and appraise contractor legal services including litigation management. Establish performance measures for M&O Contractor legal services. Negotiate and approve M&O litigation management procedures. Evaluate the quality and timeliness of legal services and litigation management.
<b>AAG</b>	<b>Represent CH</b>	Legal representation of CH. Represent CH in administrative review processes, federal or state regulatory proceedings, disputes, grievances, and other matters.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>AAH</b>	<b>Assist in Litigation</b>	Assist in litigation matters, to include reviewing legal bases of claims and recommending final action. Act as lead responding to discovery on behalf of DOE-CH. Assist in mediation and Alternate Dispute Resolution.
<b>AB</b>	<b>Intellectual Property Services</b>	
<b>ABA</b>	<b>Procurement Assistance Support</b>	Provide intellectual property support for all phases of procurement; solicitation, award, post award, close out; including review of solicitation, identifying patent and data requirements, assist and verify compliance with data delivery requirements.
<b>ABB</b>	<b>M&amp;O Subcontract Administration</b>	Administer intellectual property provisions of subcontracts including CRADAS, WFOs and other tech transfer mechanisms.
<b>ABC</b>	<b>Invention Processing</b>	Receive and process all inventions reported from government employees and DOE funded contractors including determinations of ownership, monitoring of contractor owned cases, determinations of patentability for government purposes; prosecuting and filing of patent applications on behalf of government; processing of confirmatory licenses; monitoring of maintenance fees; determine licensing activity.
<b>ABD</b>	<b>Patent Licensing</b>	Advertise and process patent licenses on behalf of government including publication of availability; review statute regulations; prepare formal documents.
<b>ABE</b>	<b>Waiver Processing</b>	Process waiver requests for identified and advanced waiver requests include receive petition; review petitioner's position, negotiate and prepare waiver terms, prepare recommendation statement of considerations (SOC); obtain HQ approval and prepare notification to petitioner. ???

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>ABF</b>	<b>Copyright Transfer</b>	Process requests for transfers of copyright.
<b>AC</b>	<b>Freedom of Information Act (FOIA) Services</b>	Administer FOIA program.
<b>AD</b>	<b>Conduct Ethics and Standards of Conduct Training</b>	Ensure that all DOE employees receive required Standards of Conduct and Ethics Training.
<b>AE</b>	<b>Administer Financial disclosure form process</b>	Ensure that all DOE CH employees complete and submit OGE450 or SF278 financial disclosure forms. Prepare report for GC to file with the Office of Government Ethics.
<b>AF</b>	<b>Environmental Legal Support</b>	Provide Advice and support on Environmental legal matters including NEPA matters.
<b>AG</b>	<b>Alternative Dispute Resolution (ADR)</b>	Serve as ADR contact and act as facilitator in matters involving ADR.
<b>AH</b>	<b>Privacy Act Services</b>	Administer Privacy Act program.
<b>B</b>	<b>Procurement (Acquisition and Assistance)</b>	
<b>BA</b>	<b>Pre-Award</b>	
<b>BAA</b>	<b>Solicitation</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>BAAA</b>	<b>Review Procurement Requests Package</b>	Review Procurement Request for accuracy and completeness. Review proposed scope of work and reporting requirements. Review contractor's/recipient's technical and cost proposal/certifications. Review desired award date and performance period for reasonableness. Review budget information. Ensure appropriate justification included. Review technical evaluation of cost proposal. . Note any deficiencies in documentation required for award and prepare letter of intent to potential financial assistance recipient or contractor requesting said documentation.
<b>BAAA</b>	<b>Procurement Request Submission</b>	Assign PR numbers upon request. Process PR's as they come into CH, validate PR's, and input into PADS. Review Budget Information, PR numbers, Assign PRs to specialists, and process through finance and budget

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>BAAA</b>	<b>PADS Reports</b>	
	PADS REPORTS - Contractors used to run reports. Now, Feds do the distribution.	
	Daily Reports	
	1. 150 Reports (output)	
	2. Full Fund Audit Report	
	3. 425 Report	
	Weekly Report	
	1. 401 Report	
	2. 402 Report	
	3. 427 Report	
	4. 428 Report	
	5. 429 Report	
	6. 605 Report	
	7. 729 Report	
	8. 750/751 Report	
	9. 790 Report	
	10. 988 Report	
	Monthly Report	
	1. 406 Report	
	2. 410 Report	
	3. 411 Report	
	4. 416 Report	
	5. 417 Report	
	6. 403 Report	
	7. 418 Report (20th of the month)	
	8. 419 Report	
	9. 422 Report	
	10. 426 Report	
<b>BAAB</b>	<b>Select Source</b>	
	Conduct Source Evaluation Board (SEB)/Panel Process. Prepare documentation for Source Selection Official (SSO) to establish SEB or Panel based on estimated value of proposed action, if required.	
	Oversee the competitive selection process including the evaluation of offers/applications Prepare documentation of SEB/Panel activities to support technical evaluations and SSO selection decision. Debrief unsuccessful offers/applicants.	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>BAAC</b>	<b>Advertise Solicitation Availability</b>	Prepare Commerce Business Daily (CBD)/Federal Register Notice(s). Obtain necessary concurrence/approvals as required, i.e., legal, Contracting Officer, ACQ Support Division Director, and ACQ Group Manager. Submit CBD electronically to the Commerce Clearinghouse. Submit Federal Register to DOE Headquarters.
<b>BAAD</b>	<b>Prepare Solicitation</b>	Finalize scope of work. Determine contract type, e.g., cost-plus-fixed fee, firm-fixed price, etc., or financial assistance award type, e.g. grant or cooperative agreement. Determine contract/financial assistance deliverables. Determine level of cost-share required. Determine solicitation submission requirements. Finalize evaluation criteria and weights and program policy factors, if appropriate. Ascertain need for and draft special terms and conditions required. Draft solicitation.
<b>BAAE</b>	<b>Review Solicitation</b>	Obtain pre-solicitation reviews from LGL-IPL, LGL-GL, TAS-STs, TAS-SSS, technical, Alternate, Independent Review Board, and Headquarters as required by local policy.  Note: The interviewee actually performs the review function as part of the alternate or independent review board.
<b>BAAF</b>	<b>Issue Solicitation</b>	Incorporate HQ and CH staff review comments as necessary. Prepare solicitation in final form. Ensure regulatory requirements for advertizing the solicitation are met. Obtain concurrence of the SSO. Issue solicitation electronically on DOE-CH's web page. Update solicitation status reports.
<b>BAAF</b>	<b>Issue Solicitation–Update Solicitation Status Report</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>BAAG</b>	<b>Amend Solicitation</b>	Receive internal feedback / external input. Review analyze and apply sound business judgement information received. If deemed appropriate or determined legally necessary, prepare and issue amendments to the solicitation electronically.
<b>BAAH</b>	<b>Receive Offers/Bids/Applications</b>	Record date and time of receipt of offers/bids/applications. Reject offers that were received late. Safeguard offers/bids/applications.
<b>BAAI</b>	<b>Conduct Solicitation Briefings</b>	Conduct Pre-Proposal conference, if appropriate. Conduct debriefings with unsuccessful offers/applicants.
<b>BAB</b>	<b>Evaluation/Negotiation</b>	
<b>BABA</b>	<b>Evaluate Offers/Bids/Applications including BAFOs</b>	Perform responsiveness review of offers /applications received under a competitive acquisition process. Perform technical evaluation and cost/price analysis. Seek clarifications, if necessary.  Any revisions received in reposes to the governments request for a best and final offer are reviewed and analyzed and may result in the re-scoring of the offerors proposal.
<b>BABB</b>	<b>Determine Competitive Range</b>	Choose that number of firms to ensure adequate competition or offers having a reasonable chance of being selected for award. Prepare Competitive Range Report for SSO signature.
<b>BABC</b>	<b>Conduct Oral Discussions</b>	A source evaluation board (acquisition) conducts formal discussions with firms within the competitive range (offerors that stand a resonable chance of being selected for award).

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>BABD</b>	<b>Evaluate BAFOs</b>	This includes the request and evaluation of Best and Final Offers (BAFOs). Prepare & Issue Request for BAFOS. Perform technical evaluation and cost/price analysis.
<b>BABD</b>	<b>Evaluation and Negotiation by Procurement Office</b>	Review proposal/application's proposed costs to determine allowability, allocability, and reasonableness. Obtain audits or any other advisory reviews, if necessary. Develop negotiation objective based on fact-finding, results of any advisory audits, technical evaluation of costs and cost/price analysis. Negotiation objective should also include any terms and conditions which the contractor/recipient has taken objection to. Negotiate with contractor/recipient. Obtain Certificates of Current Cost or Pricing Data if necessary. Document results of negotiation in a Price Negotiation Memorandum. The level of review and negotiation is commensurate with the complexity of the award.
<b>BABE</b>	<b>Prepare Award Documentation</b>	Prepare contract/financial assistance award instrument and corresponding transmittal letters. Prepare CBD notice of award. Prepare and issue Congressional notification. Advise OM-C of pending award. Prepare Individual Procurement Action Report.
<b>BABF</b>	<b>Obtain Internal &amp; External Pre-Award Reviews</b>	Obtain pre-award LGL-IPL, LGL-GL, TAS-STs, TAS-SSS, FSG, NEPA, EPACT, technical, Alternate, Independent, and Headquarters Reviews, as required by local policy. Request and obtain EEO Compliance Review as required.
		Note: The interviewee acutally performs the review function as part of the alternate review or independent review board.
<b>BAC</b>	<b>Award Execution</b>	Prepare award document in final form incorporating local staff review comments as required. Prepare transmittal letter. Submit complete package consisting of award document, transmittal letter, and IPAR to Contracting Officer for execution. Forward award documents to contractor/recipient for signature.



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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>BB</b>	<b>Award Administration</b>	
<b>BBA</b>	<b>Process Payment</b>	Original invoices are submitted to CAP Payment Center. A copy is sent to ACQ. Review invoice for accuracy and completeness to ensure billing units and rates are consistent with award terms and conditions. Obtain technical approval of invoice. Verify invoice amounts in DISCAS. Approve invoice for payment. Forward approved invoice to Headquarters payment office.
<b>BBB</b>	<b>Negotiate Initial / Modify pre-existing Award</b>	Negotiate initial agreement or modifications to terms, conditions, or estimated cost of award. Perform cost/price analysis. Prepare and issue award or modification/amendment for the Contracting Officer's signature. Document award file with supporting justification.
<b>BBC</b>	<b>Contract Closeout</b>	Verify receipt of acceptable contract deliverables/contractor performance. Issue closeout correspondence to contractor/recipient requesting property certification, patent certification, final financial reports, final technical reports, as required. Obtain final technical, LGL-GL, LGL-IPL, property, OSTI, TAS-STs, and TAS-SSS reviews, as required. Transfer/dispose government property. Verify receipt of required cost share. Request final audit. Obtain final releases. Verify final payment. Prepare final contract modification/financial assistance amendment.
<b>BBD</b>	<b>Monitor Performance</b>	Track receipt of deliverables. Review deliverables for accuracy, completeness and timeliness. Coordinate with the DOE Project Officer to assess contractor performance.
<b>BC</b>	<b>Small Business Advocate</b>	Supports CH programs involving small, disadvantaged and women owned businesses.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>BCA</b>	<b>Small Business Outreach</b>	Develop relationships with organizations to promote accessibility of government contracts to small business organization, including disadvantaged, women owned, HUB zones and disabled veterans.
<b>BCB</b>	<b>Provide Advice to management</b>	Advise management as to the status of small business contracts including their performance and potential liabilities.
<b>BCC</b>	<b>Respond to congressional inquiries</b>	Respond to any questions that originate from congress regarding small business activities
<b>BCD</b>	<b>Identify and evaluate small business for potential contracts</b>	Review acquisition PRs for small business participation for a “total set aside” or unrestricted competition. If identified as an unrestricted competition than small businesses are sought for potential contracting or subcontracting opportunities. Consult with technical program manager, review SBA contractor database (ProNet), and review, evaluate and contact individual small business candidates to encourage their participation in the competitive process.
<b>BCE</b>	<b>Provide training for facility groups and M&amp;O contractors</b>	Assist facility groups and management operating contractors by providing them with training, interpretation and guidance of new regulations and their potential impact specific to small businesses contracting.
<b>BCF</b>	<b>Monitor performance of all GO-Go’s, M&amp;Os, and M&amp;O contractors</b>	Current Description (What): Monitor the percentage of total contracting dollars that are awarded to small businesses as a prime contractor or subcontractor.
<b>C</b>	<b>Human Resource Services</b>	
<b>CA</b>	<b>Federal HR Services</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>CAA</b>	<b>Administer Benefits</b>	Provide advice, counsel, analysis and options to managers, supervisors, and employees consistent with applicable laws and regulations on life insurance, retirement, thrift savings plans, survivors benefits, workers compensation, paid and unpaid leave benefits and related financial planning.
<b>CAB</b>	<b>Administer Training</b>	To develop an efficient and effective work force and to provide opportunities to improve employee's knowledge, skills, and abilities to enable them to effectively perform their current or future tasks. Conducts annual needs assessment to prioritize training. Make logistical arrangements for on site training courses, administering the automated training registration system; advertise training opportunities; track training expenditures, authorize payment of invoices; develop training objectives and delivery strategies.
<b>CAC</b>	<b>Hire Federal Employee</b>	Develop and implement recruitment strategies, (new hires or internal deployment). Conduct job analysis to establish specific requirements (knowledge, skills and abilities). Announce position vacancies. Receive and evaluate applications. Refer qualified candidates. Assist the selecting officials with the selection and hiring process. Send out offer letters and/or negotiate release dates.
<b>CAD</b>	<b>Provide Advice</b>	Provide advisory services to managers and employees on employee labor relations issues including employee grievances, workforce discipline, disciplinary actions, labor agreements and partnerships. Review and determine validity and appropriateness of requested action. Provide advice regarding the process; review proposed and final action for adherence to policy; receive and process employee appeals. Administers the substance abuse program. Same services as above are provided.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>CAE</b>	<b>Determine Compensation</b>	Ensure that jobs and resulting pay rates provide equal pay for substantially equal work. Review request for position classification; review for completeness, provide advice regarding process; classify position; validate duties; review duties; evaluate and assign series and grade. Assist in the development of position descriptions.
<b>CAF</b>	<b>Recommend Staff Allocations</b>	Provides management with staff planning and staff utilization services. Recommends staffing allocations and tracks allocations.
<b>CAG</b>	<b>Manage Performance Standards</b>	Review, evaluate, and provide advice on performance standards based on management request.  Provide advice: on the development of performance standards; policy and procedures related to developing, issuing or revising standards. Assists managers in developing performance improvement plans. Provide advice on the rewards and recognition process. Assist managers in the development of their reward plan distribution or provides advice on other means of rewarding such as special acts, and on the spot awards Evaluate award plans and individual action and process awards.
<b>CAH</b>	<b>Process Personnel Actions</b>	Process personnel actions that result from both managerial or individual decisions. Common actions result from appointments, promotions, reassignments, resignations, retirements, incentive and performance awards, and general and locality pay increases. Request is received coded and processed using the CHRIS information system.
<b>CAI</b>	<b>Maintain Rewards and Recognition</b>	Maintains approved rewards and recognitions for all federal employees
<b>CB</b>	<b>Contractor HR Services</b>	M & O contractor oversight

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>CBA</b>	<b>Contractor Workforce Restructuring</b>	<p>Provide advice to the facility group managers on the statutory requirements, including interpretation and communication of guidelines developed to facilitate workforce downsizing. (Ultimately reviews and recommends approval.)</p> <p>Provide advice to the facility group managers on the statutory requirements, including interpretation and communication of guidelines developed to facilitate workforce downsizing. Assist the contractor in developing a plan and ultimately reviews and recommends approval.</p>
<b>CBC</b>	<b>Administer Labor Standards</b>	<p>Provide assistance to the Facility Group Manager on proper implementation of the Service Contract Act and Davis Bacon Act programs. Reviews Davis Bacon wage determinations to assure that they are being properly established and utilized and that Service Contract Act requests for determination are properly processed through the Department of Labor.</p>

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>CBG</b>	<b>Negotiate Contractor Human Resource Provisions</b>	<p>1) [CBG]Review and negotiate contractor proposals to ensure that proposed commercial insurance policies clearly define and include the liability coverage required and that the cost for proposed coverage is fair and reasonable and that options are considered.</p> <p>2)[CBF]Negotiate contract provisions affecting contractor pension programs. Negotiate settlements when a plan is modified or terminated. Review and analyze proposals and recommend approval to the facility group.</p> <p>3)[CBE] Reviews and analyzes contractor compensation programs to assure that it supports the Contractor's business strategy and is consistent with DOE mission. Review contractor proposed changes to the compensation program, negotiates changes with the contractor and advises the facility groups of approval or disapproval. Reviews and recommends approval of annual compensation increase funds, incentive compensation proposals or individual salary action Onsite or self assessment reviews may be conducted annually or every 2-3 years.</p> <p>4)[CBB]Review and assure that contractor benefit programs support the contractor business strategies consistent with DOE missions, are competitive, are cost effective and comply with laws and regulations. Evaluates contractor proposals, negotiates changes and recommends approval. Review and approve annually substance abuse plans. Negotiate contract clauses.</p> <p>5)[CBD]Assist the Facility Groups in reviewing collective bargaining issues with contractors in order to reach agreement on economic parameters prior to commencement of contractor negotiations. Provides Facility Groups with progress of labor negotiations and provides advice and assistance to resolve labor relations and labor contract issues. Economic parameters my be in writing or verbally submitted.</p>

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>CBH</b>	<b>Review Report</b>	Receive on a quarterly basis reports generated by the contractor on all of the above functions. Reports are reviewed for accuracy, are input into WFIS (workforce information system); (This system was developed by HQ's for use throughout the contractor and doe community) validate data using WFIS. Analyze trends and provide comparison analysis to facility groups for use in either negotiations or performance reviews.
<b>CBI</b>	<b>Provide Assistance</b>	Assist the contractor in developing a workforce restructuring plan.
<b>CBJ</b>	<b>Contractor workplace substance abuse program</b>	Ensure that DOE contractors and subcontractors who are subject to 10 CFR 707 comply with the requirements set forth in DOE O 350.1.
<b>CBK</b>	<b>Contractor Employee Assistance Program</b>	Ensure that contractors have employee assistance program services that conform to the requirements of 10 CFR 707 work place substance abuse programs and offer other appropriate services to employees and their dependents.
<b>CC</b>	<b>Federal Human Resource Development</b>	
<b>CCA</b>	<b>Training Needs Assessment</b>	Conduct multi-tiered annual training needs analysis focused on required competencies. Interview CEC and Management Council direct reports in order to prioritize performance and training needs, identify work environment constraints, and establish priorities/needs for supervisory/managerial training. Develop and distribute e-mail survey of employee training needs. Meet with Subject Matter Experts and Program Focal Points to determine priorities for upcoming year (i.e., diversity, customer focus, occupational safety and health, etc.). Review individual development plans, onsite course evaluations, and other pertinent documents. Develop Annual Training Plan based on results of organizational workforce needs assessments, and annual review and revision of IDPs.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>CCB</b>	<b>Individual Development Plans</b>	Provide resources and guidance to employees and supervisors in developing IDPs that are based on specific competencies identified in a variety of programs (i.e., DOE Acquisition Career Development Program, DOE Financial Assistance Career Development Program, DOE Technical Qualifications Program, etc.). Review IDPs for preparation of annual training needs assessment. Prepare IDP summaries for each organizational entity.
<b>CCC</b>	<b>Improve and Maintain Workforce Competence</b>	
<b>CCD</b>	<b>Management Accountability for Creating a Learning Environment</b>	Conduct annual self-assessment of policies, programs and procedures used in managing CH training, education and developmental programs. Develop lines of inquiry. Participate on interview teams. Summarize team interview results. Review feedback on CH training programs. Compile data for mandatory core metrics. Prepare narrative overview of CH training program. Develop corrective actions where opportunities for improvement have been identified.
<b>CCE</b>	<b>Training Administration</b>	Make logistical arrangements for upcoming onsite courses. Develop annual training budget request and recommend centralized and decentralized budget allocations. Process training nominations in CH Training Registration System and Corporate Human Resource Information System Training Administration Module. Obligate training funds. Verify training invoices for payment. Encourage/facilitate use of electronic transfer by vendors. Investigate vendor and employee payment problems. Review Level I course evaluations, and identify courses for Level II follow-up evaluation. Compile information on prior fiscal year expenditures/activity levels; estimate current year expenditures/activity levels, and forecast budget requirements and activity levels for upcoming fiscal year.



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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>CCF</b>	<b>Succession/Workforce Planning</b>	Provide all employees with training, education and/or developmental opportunities consistent with mission priorities, succession planning strategies, and workforce readiness and diversity objectives. Utilize formal developmental programs to identify future leaders. Serve as CH coordinator for the various developmental programs administered by the USDA Graduate School. Discuss forecasted travel needs with participants, and coordinate budget and transfer of funds.
<b>CCG</b>	<b>Technology Supported Learning</b>	Participate in pilot of DOE Online Learning Center (OLC). Evaluate third-party web-based course offerings, and identify existing DOE and other courses for inclusion in OLC.
<b>CD</b>	<b>Contractor Training Oversight</b>	Develop draft site-specific performance/systems assessment measures, and self-assessment plans, for review and concurrence by Facility Group functional leads. Develop draft self-assessment schedule for each laboratory. Coordinate collection of contractor training information for annual training cost update.
<b>D</b>	<b>Environment, Safety and Health</b>	
<b>DA</b>	<b>Document Review</b>	Review ES&H documents internally or coordinate external review of ES&H documents. Coordinated comment resolution and recommend documents for approval.
<b>DB</b>	<b>Prepare Reports</b>	Prepare reports as required by DOE or external regulatory agencies. The product is developed in response to complying with the request.
<b>DD</b>	<b>Environmental Compliance</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>DDA</b>	<b>NEPA Determination</b>	The DOE regulations for implementing the National Environmental Policy Act (NEPA) state that for each Federal actions, DOE must determine whether that action requires an environmental impact statement (EIS), environmental assessment(EA) or categorical exclusion (CX).
<b>DDB</b>	<b>Environmental Permitting</b>	
<b>DDBA</b>	<b>Coordinate and Obtain Permits</b>	Federal and state regulations require DOE facilities to obtain environmental permits. DOE oversees and coordinates the preparation of permit applications and comments from regulatory agencies.
<b>DDBB</b>	<b>Comply with / maintain Permits</b>	Ensure compliance with Federal and state required permit conditions. Modify permits when needed.
<b>DDC</b>	<b>Compy with environmental statues, regulations and executive orders</b>	Ensure compliance with Federal and state environmental statues, regulations and executive orders that do not require permits. These are Safe Drinking Water Act, CERCLA (Superfund), TSCA, EPCRA, Endangered Species Act, National Historic Preservation Act, flood plain management, wetland management, wildlife management etc.
<b>DE</b>	<b>Operational Awareness</b>	
<b>DEA</b>	<b>Perform Surveillance</b>	Observing specific activities to evaluate compliance with DOE requirements and standards, gauge overall performance, and ensure that health and safety programs for the observed activities are being implemented effectively. Walk-through is mainly used to conduct this activity.
<b>DEB</b>	<b>Perform program reviews and appraisals</b>	Conduct periodic reviews and appraisals to assess the implementation of ES&H program by the M&O contractors.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>DEC</b>	<b>Track corrective actions</b>	Track and monitor the status of corrective actions identified in surveillance activities, program reviews and appraisals.
<b>DF</b>	<b>Submit Reports</b>	Submit reports as required by DOE or external regulatory agencies. The report is developed in response to complying with the request.
<b>E</b>	<b>Program Management</b>	
<b>EA</b>	<b>Information Architecture Planning</b>	This activity encompasses those actions that provide the longer term (greater than one year) direction and plan for a program.
<b>EAB</b>	<b>Prioritize Budget</b>	During the Information Architecture Planning process, a series of decisions are made about the scheduling and funding for program activities (including projects). Often this includes formal prioritization lists, but may include project schedules which reveal sequencing, and other budget decisions revealing the priority placed upon activities or projects.
<b>EAC</b>	<b>Defend Budget</b>	A large part of the activity involved in program management is preparing and defending the budget. This activity is specific to defending the budget and includes the numerous types of correspondence, meetings, speeches, etc. which discuss the program and its attributes in a manner that is designed to secure funding beyond the budget year.
<b>EAD</b>	<b>Develop Budget</b>	This activity encompasses the whole of creating the annual budget submittals. Often accomplished through HQ web-based databases such as EM's information planning and budgeting system (IPABS), these submittals are required to support HQ's budget submittals to OMB.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>EAE</b>	<b>Define Projects</b>	This may be confused with an activity conducted under Project Management; however, prior to the formal initiation of Project Management, the origination of projects should come through Program Management (reference DOE training manuals). This activity includes defining the projects that will be necessary to meet program needs.
<b>EB</b>	<b>Program Implementation</b>	
<b>EBB</b>	<b>Work Authorization Plans</b>	In order for contractors to spend the funding that is obligated to them for a given year, DOE provide authorization to proceed with a given piece of work. EPG has replaced Current Year Work Plans and other work authorization processes with these Work Authorization Plans.
<b>EBC</b>	<b>Monitor Performance</b>	Programs are required to monitor their performance. Often this becomes a simple accumulation of project performance indicators, however, separate program performance indicators are also developed. Program performance is often the process of maintaining performance systems such as EM's IPABS or other milestone-based or "critical few" systems.
<b>EBD</b>	<b>Provide Technical Direction</b>	As part of their responsibility as COTR's, program managers may be required to provide technical direction (as defined by the COTR requirements). In essence this means providing opinion and/or orders on specific technical matters to contractors or project managers (without changing the contract).
<b>EBE</b>	<b>Perform/Present Reviews</b>	A major function of program management is the continual cycle of mid-year, quarterly, and/or year end reviews. Often the reviews are attended by various HQ sponsors. These reviews can be originated by the CH program or by HQ. The include reviewing technical progress, financial status, and schedule status.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>EBF</b>	<b>Control Funds</b>	During the course of a given fiscal year, Program Managers may be responsible for obligating or deobligating funds to or from contracts or projects in order to best meet the needs of the program. This "juggling" of funds is used to meet new priorities, cost overruns, late year budget cuts, etc.
<b>F</b>	<b>Project Management</b>	
<b>FA</b>	<b>Project Planning</b>	Planning projects has a number of steps mainly focused on creating a baseline or project plan. This will include creating work breakdown structures, contracting strategies, etc.
<b>FAA</b>	<b>Establish baseline</b>	A baseline lays out the initial plan of scope, cost, and schedule.
<b>FAB</b>	<b>Develop acquisition strategy</b>	Lays out the plan for contracting the work.
<b>FAD</b>	<b>Involve stakeholders</b>	As necessary, required, or desired, involve stakeholders in the planning process
<b>FB</b>	<b>Project Execution</b>	The execution phase includes, but is not limited to: project control, work authorization, etc.
<b>FBA</b>	<b>Review Designs</b>	Often the role of DOE employees is to review the various designs from the conceptual through to Title I, II, III designs.
<b>FBB</b>	<b>Procure Contractor(s)</b>	This is execution of the acquisition strategy and includes everything required to complete a signed contract.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>FBC</b>	<b>Monitor performance</b>	Tracking and analyzing technical, cost, and schedule performance during the life of a project
<b>FBD</b>	<b>Authorize work</b>	Any and all steps required for DOE and/or regulators to authorize the initiation of work.
<b>FBE</b>	<b>Implement Change Control</b>	Formal process for documenting and approving changes to the baseline.
<b>FBF</b>	<b>Involve stakeholders</b>	As necessary, desired, or required, involve stakeholders in the process.
<b>FC</b>	<b>Project Closeout</b>	The formal process used by DOE to accept the project as complete in having met the technical requirements laid out by the project plans.
<b>FCA</b>	<b>Perform contract closeout</b>	All steps required to complete contract.
<b>FCB</b>	<b>Complete acceptance testing</b>	All steps required to plan, conduct, verify and resolve issues with acceptance testing.
<b>FCC</b>	<b>Plan for Start-Up</b>	Some projects may have a start-up phase following, others may not. For those that do, part of the turnover/closeout phase would be the development and approval of start-up plans.
<b>G</b>	<b>Work Authorization</b>	
<b>GA</b>	<b>Authorize programmatic work</b>	Process field work proposals (FWP) from the laboratory

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>GAA</b>	<b>Proposal Development</b> *out of Scope	The Contractor develops a proposal for work to be performed.
<b>GAB</b>	<b>Proposal Review and Approval</b>	<ul style="list-style-type: none"> <li>- Contracting Officer performs a cursory review of the Field Work Proposals (FWP)</li> <li>- Contracting Officer signs the approved FWPs and sends them to HQ and the Laboratory.</li> </ul> <p>Performs a cursory review of the Field Work Proposals (FWP); signs the FWPs after review and then sends them to DOE Headquarters.</p>
<b>GAC</b>	<b>Develop Work Authorization Document</b>	<ul style="list-style-type: none"> <li>- The Work Authorization Forms (WAF) are received for review for availability of funds.</li> <li>- The Contracting Officer signs the WAFs authorizing the Contractor to perform the work</li> <li>- The Contractor signs the WAFs accepting the work. This completes the execution of the Forms.</li> <li>- The WAFs are then sent to the Office of Scientific and Technical Information (OSTI).</li> </ul> <p>*Wanda will get document number</p>
<b>GACA</b>	<b>Contractor Acceptance of Work</b>	The Work Authorization Forms (WAF) are received from HQ and transmitted to the Contractor. The Contractor signs the form accepting the work and sends it back to the DOE Facility Group office. The DOE Facility Group then signs the Forms and sends them to HQ.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>GACB</b>	<b>DOE Facility Group Authorizes Work</b>	The DOE Contracting Officer signs the Work Authorization permitting the Contractor to commence work. By signing the Work Authorization, DOE Contracting Officer is assured that the Laboratory has received the required funds through the Annual Financial Plan (AFP), a Laboratory account has been created and Program Office guidance has been received. The Contractor may now begin work.
<b>GAD</b>	<b>Issue program guidances</b>	Issue program guidances.
<b>GB</b>	<b>Authorize reimbursable work</b>	Approve Work For Others (WFO), CRADAs and inter-DOE work orders.
<b>GBA</b>	<b>Proposal Development</b>	*out of scope  The Contractor develops a proposal for work to be performed for Non-Federally and Federally Sponsors; and develops a Joint Work Statement (JWS) for CRADAs
<b>GBB</b>	<b>Proposal Review and Approval</b>	The DOE Facility Group reviews the proposal or Joint Work Statement (JWS) and determines that the work is in accordance with DOE's mission and applicable regulations and then approves the proposal.  <ul style="list-style-type: none"> <li>- Receive the proposal from the Contractor</li> <li>- Checklist used in the proposal review</li> <li>- Specific elements reviewed by the subject matter experts where applicable</li> </ul>
<b>GBC</b>	<b>Review and Approve Contracts</b>	<ul style="list-style-type: none"> <li>- Receive the proposal from the Contractor for conditional approval for the appropriateness for the Laboratory to perform the work.</li> <li>- Checklist used in the proposal review</li> <li>- Specific elements reviewed by the subject matter experts where applicable</li> </ul>



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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>GBCA</b>	<b>Contract is Developed (Non-Federally Funded Work)</b>	<p>* Note ?? (Combine with GBCB) - Receive the contracts from the Contractor</p> <ul style="list-style-type: none"> <li>- If the standard terms and conditions are used, the Contractor and the Contracting Officer signs.</li> <li>- If non-standard terms and conditions are used, the Contracting Officer and the Contractor will sign the contracts.</li> <li>- CRADAs' are signed by the Contracting Officer and the Laboratory</li> </ul>
<b>GBCA</b>	<b>Contract is Executed</b>	<p>The DOE Facility Group Contracting Officer signs the Contract after assuring that the applicable terms and conditions are in place, all applicable budgetary considerations are addressed (for example, funds are available and accounts are created). The M&amp;O Contractor and the Sponsor then signs the Contract, thereby executing it. The Contractor may now begin work.</p>
<b>GBCB</b>	<b>Contract is Developed (Federally Funded Work)</b>	<p>The Federal Sponsor develops the Contract and the DOE Facility Group approves/accepts it in behalf of the Laboratory. Contractors are prohibited from accepting Inter-Agency Agreements; therefore, the Facility Group must accept it.</p>
<b>GBCB</b>	<b>Contract is Executed</b>	<p>The DOE Facility Group Contracting Officer signs the contract after assuring that the applicable terms and conditions are in place, all applicable budgetary considerations are addressed (for example, funds are available and accounts are created). The M&amp;O Contractor and the Sponsor then signs the Contract, thereby executing it. The Contractor signs a letter to the Facility Group, which states that they agree to perform the work. The Contractor may now begin work.</p>

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>GBCC</b>	<b>Contract is Developed (CRADA) Funded Work)</b>	<ul style="list-style-type: none"> <li>- Review the CRADA for adherence to the Modular CRADA.</li> <li>- CH/Intellectual Property legal review of the CRADA.</li> <li>- CH/General Counsel review</li> <li>- Use checklist for review.</li> <li>- Environmental Management review for NEPA.</li> <li>- Review for use of human subjects.</li> </ul>
<b>GBCC</b>	<b>Contract is Executed</b>	<p>The DOE Facility Group Contracting Officer signs the Contract after assuring that the applicable terms and conditions are in place, all applicable budgetary considerations regarding DOE and Partner funds are addressed . The M&amp;O Contractor and the Partner then sign the Contract, thereby executing it. The Contractor may now begin work.</p>
<b>GBDA</b>	<b>Contract is Developed (Non-Federally Funded Work)</b>	<p>Review agreements with standard terms and conditions. The authority has been delegated to the Contractor for signature (DOE does not sign).</p> <ul style="list-style-type: none"> <li>- Receive the contracts from the Contractor</li> <li>- If the standard terms and conditions are used, only the contractor has to execute the contract.</li> <li>- If non-standard terms and conditions are used, the Contracting Officer and the Laboratory will sign the contracts.</li> <li>- CRADAs' are signed by the Contracting Officer and the Laboratory</li> </ul>
<b>GBDB</b>	<b>Contract is Developed (Federally Funded Work)</b>	<p>After the proposal is reviewed and approved, the DOE Facility Group receives an Interagency Agreement form the Federal Agency (for DOD they are Military Interdepartmental Purchase Requests; for other Federal Agencies, they are Interagency Agreements). The agreements are reviewed by the Facility Group and then signed by the Contracting Officer. This completes the agreement between DOE and the other Federal Agency.</p> <ul style="list-style-type: none"> <li>- Military Interdepartmental Purchase Requests (MIPR) from DOD</li> <li>- Review and approval of Interagency Agreements from Federal Agencies other than DOE</li> </ul>

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>GBDC</b>	<b>Contract is Developed/Reviewed (CRADA) Funded Work</b>	<ul style="list-style-type: none"> <li>- Use a checklist to review the CRADA for compliance with statutory requirements.</li> <li>- Prepare the approval letter for the Contracting Officer's signature.</li> <li>- The CRADA is signed by the Contracting Officer.</li>   <li>- Review the CRADA for adherence to the Modular CRADA.</li> <li>- Intellectual Property legal review of the CRADA.</li> <li>- Verify the source of funding.</li> <li>- HQ/General Counsel review for foreign involvement, if required.</li> <li>- Environmental Management review for NEPA.</li> </ul>
<b>GC</b>	<b>Modify contracts funding</b>	<ul style="list-style-type: none"> <li>- To obligate or de-obligate money from the Laboratory for work as appropriate.</li> <li>- A specific financial contract is prepared for each event.</li> </ul> <p>The modification to the Laboratory's prime contract is prepared by the CH Budget Office. The modification lists the B&amp;R Codes that will be affected by the modified funding.</p>
<b>GD</b>	<b>Laboratory Prime Contract Modified</b>	To incorporate new and modified terms and conditions, performance measures, Prime Contract Human Resource Directives.
<b>H</b>	<b>Performance Management</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>HA</b>	<b>Develop performance measures</b>	<p>Determine performance measures by seeking input from HQ, Chicago Operations office, the Facilities Group and the laboratory to identify critical areas to measure. The proposed performance measures are presented to CH and HQ [Office of Science] for approval. The performance measures are negotiated with the M&amp;O contractor and their contract is subsequently modified to incorporate the negotiated performance measures.</p> <ul style="list-style-type: none"> <li>- Early in the year the CEC subcommittee identifies high level areas to for the CH Groups to consider in developing performance measures.</li> <li>- CH functional experts and HQ develop performance measures.</li> <li>- CH functional experts sends the performance measures package to the CEC subcommittee,</li> <li>- CEC subcommittee reviews the measures and sends them to the CH Manager.</li> </ul> <p>Based on self assessments and performance review reports, performance measures may be revised or clarified.</p> <p>The performance measures process covers a cycle that encompasses the activities of three fiscal years - the current, previous, and succeeding fiscal years. The three phases are intertwined within a given fiscal year. The first phase addresses the development of performance measures for the succeeding fiscal year, the second will address monitoring the contractor's performance for the current fiscal year, and the third phase addresses evaluating the contractor's performance for the completed fiscal year</p>
<b>HB</b>	<b>Review Performance Measures</b>	<p>At several stages in the process the performance measures are reviewed by CH, the facility group, HQ, laboratory management and laboratory subject matter experts.</p>

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
HC	<b>Monitor performance</b>	Review contractor laboratory performance through the use of day-to-day operational awareness, for cause reviews, periodic reviews in critical areas and semi-annual and annual self assessments.
HD	<b>Prepare final assessment report</b>	<p>Review assessment documents from the laboratory and issue final assessment report on the performance.</p> <ul style="list-style-type: none"> <li>- Review assessment documents from the laboratory by the BHG and CH subject matter experts along with HQ input.</li> <li>- BHG coordinates the input.</li> <li>- BHG develops a draft report and sends it to CH for review and comment.</li> <li>- Draft report then sent to the Contractor for comment.</li> <li>- Contractor's comments are addressed.</li> <li>- A final assessment report is issued which includes the Contractor's annual performance rating.</li> <li>- Contractor's fee is determined.</li> </ul>
HE	<b>Modify Contract</b>	Incorporate negotiated performance measures into the M&O contract.
HF	<b>Determine annual performance ratings</b>	<p>The Facility Group will evaluate the Laboratory's performance and assess an annual performance rating.</p> <p>During the first week of September, the Group Manager will request the assistance of the cognizant DOE Program Offices to provide programmatic evaluations for the Laboratory programs within that Offices' cognizance.</p> <p>The quarterly reviews performed during the fiscal year will serve as the cornerstone for evaluating the Laboratory's performance.</p>
I	<b>Program Quality Assurance</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>J</b>	<b>Financial Management</b>	
<b>JA</b>	<b>Budgeting</b>	
<b>JAA</b>	<b>Budget Execution</b>	Funding is allotted to CH on a monthly basis (sometimes more frequently). 1/3 of the funds are used for grants, cooperative agreements and contracts. These procurements usually originate at a headquarters organization although CH groups sometimes originate there. they are processed through acquisitions, budget must concur on the funding before the funds can be obligated. Funding is analyzed and changes requested (from HQ programs) as necessary. 2/3 of the funds are intended for the five M&O's. These M&O contracts are modified each month by increasing or decreasing obligation amounts. The facility group offices have ultimate responsibility for these contracts. Funding is analyzed and changes requested (from HQ programs) as necessary. Continuous Monitoring of obligations and costs. Preparation of reports. Management of allocations.
<b>JAB</b>	<b>Budget Formulation</b>	Receive CFO budget call (provides direction); analyze and provide further direction with CH specific guidance to: 1) M&O labs, 2) major construction projects, 3) Program direction to CH internal groups and 4) cross cutting programs; building budget and submit to CH and for 1) also submit to each program requesting funding, 2) consolidate list of major construction from labs, and 3) review by CH manager; participate in negotiation of budget numbers, gain approval and submit to HE DOE offices. answer questions from HQ DOE, OMB, Congress, etc. Validate the M&O budgets to assure the development and different pricing elements are done correctly.
<b>JB</b>	<b>Financial Advice, Assistance &amp; Review</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>JBA</b>	<b>Cost/Price analysis</b>	Review and provide opinions on cost proposals, indirect rates (historical/provisional), and guidance on DOE procurement regulations.
<b>JBB</b>	<b>Review Disclosure Statements and Cost Accounting Standards</b>	Review M&O Disclosure Statements and provide guidance on the implementation of cost accounting standards (CAS) and the M&Os compliance with the applicable standards
<b>JBC</b>	<b>Provide financial support</b>	Assist in the implementation of Headquarters requests for financial data. Data requests may be for direct and/or indirect cost data, financial statement data, functional cost data, pension data, pricing of isotopes, etc.
<b>JBD</b>	<b>Develop Maximum Fee/Review M&amp;O Fee</b>	For purposes of negotiating each year's fee, assistance is provided in developing the maximum fee available for each M&O contractor based on DOE's fee policy. Also, review M&O's proposed fee to help in the negotiation process.
<b>JBE</b>	<b>Validate real estate costs</b>	Financial assistance is provided to the Real Estate Officer for determination of the reasonableness of real estate costs and whether they are in accordance with the applicable DOE Orders.
<b>JC</b>	<b>Maintain the Accounting System</b>	
<b>JCA</b>	<b>Prepare Reports</b>	Provide quarterly, monthly, yearly reports and financial statements with footnotes and analysis. Provide ADHOC reports as request.
<b>JCB</b>	<b>Record and Monitor Accounting Transactions</b>	Record and monitor obligations, costs, and payments.

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**Activity List (Hierarchical)**

<b>Hierarchy</b>	<b>Activity Name</b>	<b>Definition</b>
<b>JCC</b>	<b>Support Financial Systems</b>	Ensure hardware/software operates in the manner intended. (ECWEB/CHRIS/HHS-PMS (Treasury System) /Deposit system – interface with DISCAS
<b>JCD</b>	<b>Validate data quality</b>	Ensure monthly accounting data edited for accuracy and timeliness. Input into financial system. Goes through quality check to validate accuracy prior to sending on to Headquarters. Automated input into MARS. DISCAS generates part of the file.
<b>JCE</b>	<b>Reconcile financial systems</b>	Ensure that the trial balance, general ledger and other DISCAS data sets are in agreement and reconcile them to supporting documentation.
		MARS DISCAS (data sets)
		 M&O's Info (auto)      -      Hand jamm'd data 
<b>JD</b>	<b>Asset Management</b>	
<b>JDA</b>	<b>Collect Cash</b>	Safeguards cash from receipt to deposit
<b>JDB</b>	<b>Capitalize Equipment</b>	Capitalize equipment purchases based upon obtaining semi-annual receiving reports and or invoice payments and cost accruals.
<b>JDC</b>	<b>Depreciate assets</b>	Record depreciation expense for assets to determine net book value.
<b>JDD</b>	<b>Dispose assets</b>	To record write-offs, transfers, retirements, etc. of assets.
<b>JDE</b>	<b>Manage Accounts Receivable</b>	Manage account receivables from inception to collection and/or write-offs.

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**Activity List (Hierarchical)**

<b>Hierarchy</b>	<b>Activity Name</b>	<b>Definition</b>
<b>JE</b>	<b>Administrative Control of Funds</b>	
<b>JEA</b>	<b>Control Funds</b>	Total funding provided to Chicago is entered in funds control system. Funds control system is a data set within DISCAS. Repeated data entry at multiple locations.
<b>JEB</b>	<b>Certify funds</b>	Certify availability of funds on Procurement Request documents.
<b>JEC</b>	<b>Report anti-deficiencies</b>	Report over obligations to the Departmental CFO in regard to the Anti-Deficiency Act. An anti-deficiency results from the following actions: 1) obligations greater than allotment; 2) payments in excess of obligations; and 3) service accepted from vendor with no obligations.
<b>JF</b>	<b>Support T&amp;A Payroll Travel</b>	
<b>JFA</b>	<b>Respond to inquiries</b>	Respond to employee and timekeeper inquiries concerning Employee time and attendance (ETA) and travel.
<b>JFB</b>	<b>Support Systems</b>	Ensure hardware/software operate as intended.
<b>JG</b>	<b>FMFIA (Federal Managers Financial Integrity Act)</b>	
<b>JGA</b>	<b>Respond to FMFIA Request</b>	Identify risks through Summary Management Review and ensure that internal controls are in place. Provide assurance memorandum to Chief Financial Officer/Group manager upon completion of the review
<b>JGF</b>	<b>Submit Report</b>	Sends guidance to reportable areas, coordinate responses and submit report to the manager.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
JH	<b>IG/GAO Audit Liaison</b>	
JHA	<b>Coordinate and Provide Liaison for audit</b>	Setup entrance conference, exit conference and any other meetings requested by auditors. Also provides liaison between auditor and auditee.
JHD	<b>Participate in IG/GAO Audit</b>	Participate in the conduct of IG/GAO audits. Provide supporting documentation, provide overview information, respond to possible findings and recommendations, resolve interim findings and prepare corrective action plans as required.
K	<b>Laboratory Operations</b>	
KA	<b>Measurement Methods</b>	
KAA	<b>Research Measurement Methods (Combine with KAB)</b>	Identify electronic equipment needs; review available electronic designs; design new electronic equipment.
KAB	<b>Design Measurement Instrumentation</b>	Identify measurement instrumentation needs; review available instruments and/or instrument components; fabricate new instrumentation for measurement need.
KAC	<b>Develop Measurement Methods</b>	Identify measurement method need; determine equipment needs; review scientific literature; develop new measurement method.
KAD	<b>Implement Measurement Methods</b>	Identify measurement method need; determine equipment needs; review scientific literature; implement existing method using state-of-the art equipment and techniques.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>KAE</b>	<b>Test Measurement Methods</b>	Determine if measurement instrumentation and/or methods give acceptable precision and accuracy for desired purpose. Perform periodic quality assurance measurements as specified in measurement procedures.
<b>KB</b>	<b>Technical Support</b>	
<b>KBA</b>	<b>Produce Standards</b>	Produce Nuclear Certified Reference Materials for National and International use – Identify the need for a nuclear certified reference material (CRM); determine the specifications for the CRM; identify the source material; prepare the scope of work plan; authorization of project; prepare the project plan; prepare the CRM; do the analysis for certification; prepare the certificate; issue the notification of availability of the CRM; complete project file.
<b>KBB</b>	<b>Provide Expertise</b>	Request for assistance made; review of available resources; provide assistance where resources are available; prepare and communicate report. Specifically for NBL – Nuclear safeguards and nonproliferation support to DOE HQ, Operations Offices, and other federal agencies .
<b>KBD</b>	<b>Provide Field Measurements</b>	Perform surveys using portable instrumentation, collect samples or data, interpret data, and write report.
<b>KBE</b>	<b>Provide Measurements</b>	Receive samples, establish measurement protocol, process samples for analysis, analyze samples and quality controls, evaluate data, and report data.
<b>KBF</b>	<b>Provide Information Management</b>	Request for technical support; provide technical assistance either at Laboratory or at the site; provide information or report.
<b>KC</b>	<b>Quality Assurance</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>KCA</b>	<b>Distribution of Materials/Samples</b>	Identify laboratories; identify environmental radionuclear or nuclear material measurement types; provide appropriate samples/test materials.
<b>KCB</b>	<b>Web-based Database Management</b>	Identify need for database; produce and collect data, merge and interpret data, file report from merged data reports.
<b>KCC</b>	<b>Statistical Analysis of Data</b> (Refer to activities in Q)	Gather data; maintain data; provide access to data.
<b>KCD</b>	<b>Data Reporting</b>	Compare laboratory data to standards; report data analysis.
<b>Ken</b>	<b>DDC</b>	
<b>L</b>	<b>Property Management</b>	
<b>LA</b>	<b>Personal Property</b>	
<b>LAA</b>	<b>Personal Property Transfer</b>	<p>The Property Specialist reviews Standard Form (SF) 122, Transfer Order - Excess Personal Property, for accuracy and completeness upon receipt. Forward SF 122 to Contract Specialist for review and recommendation for Contracting Officer (CO) approval. Upon receipt of CO approval, Property Specialist prepares and executes the transmittal letter and signs the SF 122 authorizing property transfer. If disapproved, the Contract Specialist notifies recipient/contractor of reason(s) for disapproval by letter signed by the CO.</p> <p>GOGO's and M&amp;O's do their own. If property is leaving the dept. or final disposition, then a high risk review is performed by Bernie M. (TAS-STS).</p>

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>LAB</b>	<b>Report Excess Personal Property</b>	Report of property no longer needed by the contractor or recipient is submitted to DOE on the SF 120, Report of Excess Personal Property. Property Specialist reviews the SF 120 to determine appropriate action.
<b>LAC</b>	<b>Screening of Excess Personal Property</b>	Consult with Property Specialists --Vicki  Property Specialist will either (1) send the excess personal property listing to GSA to screen for potential utilization by other federal agencies, or (2) enter the excess personal property listing into Department of Energy's Energy Asset Disposal System (EADS) for utilization by DOE, DOE contractors and recipients. If there is no interest within DOE's universe, the excess personal property is submitted to GSA. If there is no potential utilization as a result of GSA's screening process, the list is returned to the DOE Property Specialist for disposition.
<b>LAD</b>	<b>Disposition of Excess Personal Property</b>	Property Specialist prepares and executes a letter providing disposition instructions to the contractor/recipient possessing the excess property. If property value is in excess of \$25,000.00, the Property Specialist provides a copy of the letter to Finance.
<b>LAE</b>	<b>Annual Reconciliation of DOE F 4300.3</b>	Contractor/Recipient submits annual report of personal property valued at or above \$25,000.00 on the DOE F 4300.3, Annual Summary Report of DOE-Owned Plant and Capital Equipment. The Contract Specialist reviews the form to verify the authorized acquisition of government property and then forwards to Property Specialist. Property Specialist reviews the reported dispositions for authorization and accuracy. If accurate, Property Specialist forwards to Finance and Accounting. If incorrect, Property Specialist takes corrective action prior to forwarding to Finance and Accounting. Property Specialist records action in personal database (MS Word).

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>LAF</b>	<b>Retire Personal Property</b>	<p>Contractor/recipient submits an inventory of lost, stolen, or scrap condition government owned personal property to the Property Specialist on the DOE-CH Form 371, Property Retirement Notice. Property Specialist reviews the inventory for any high-risk equipment and equipment with memory capability, e.g. magnetic media, computer hard drives, etc.. For equipment with memory capability, Property Specialist requests a certification from the contractor/recipient that the equipment has been sanitized. For high-risk equipment, Property Specialist forwards inventory to TAS-STC for a high-risk review. If equipment is categorized as high-risk, Property Specialist provides the contractor/recipient with instructions for destruction of property and the provision of evidence of such to DOE. After required clearances are obtained, Property Specialist authorized the retirement of the government owned property and relieves the contractor/recipient of property accountability.</p>
<b>LAG</b>	<b>Loan Personal Property</b>	<p>Property Specialist receives a DOE F 4420.2, Personal Property Loan Agreement, from the holding agency requesting the loan. Property Specialist reviews the loan agreement to ensure the document contains proper justification and the award instrument to which the property is assigned is an active agreement for the duration of the loan period. Property Specialist prepares a transmittal letter requesting Contracting Officer concurrence on the loan agreement. Contract Specialist requests and obtains program approval. Once CO concurrence is received, the Property Specialist approves the loan agreement on behalf of DOE and distributes copies to the Contracting Officer and the holding agency. Holding agency notifies requestor.</p>

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>LAH</b>	<b>Transfer Ownership of Government Owned Equipment</b>	<p>After equipment has been screened by DOE through EADS for 21 days, equipment is transferred thru EADS to the Energy Related Laboratory Equipment (ERLE) database (system maintained by DOE HG). The ERLE equipment is available to institutions of higher education (IHE). Once HQ notifies the Property Specialist that an IHE is interested in equipment under DOE-CH's cognizance, the Property Specialist reviews the request to ensure adequate justification for the transfer of ownership and all required certifications are provided. If adequate, Property Specialist prepares the Approval Document transferring ownership to the IHE for CO signature. Once approved, Property Specialist provides written notice to the holding agency by e-mail or fax.. This entire process is accomplished electronically using HQ ERLE system.</p>
<b>LAI</b>	<b>Administer Gift Program and Computers for Learning Program</b>	<p>Property Specialist receives donated equipment reports from the M&amp;O contractors and DOE-CH. Recipients of donated equipment must be educational institutions or non-profit organizations. Property Specialist consolidates information received from all the M&amp;O contractors and DOE-CH and prepares a report for HQ identifying recipients of donated computer equipment and corresponding asset types and values. Computers for Learning: (Electronic) Property Specialist receive donated computer equipment reports from the M&amp;O contractors. ??? In addition, Property Specialist identifies excess computer equipment under the cognizance of DOE-CH and selects the recipients of DOE-CH computer equipment.</p>
<b>LAJ</b>	<b>Coordinate Contract Oversight</b>	<p>Coordinate delegation of oversight and approval of off-sight contractor property system to DCMC or ONR for equipment valued at \$100,000 or more. The Property Specialist reviews property system review reports received from DCMC and ONR. The Property Specialist monitors the progress of corrective action required by the contractor and notifies the Contracting Officer when adequate progress is not made. For property valued less than \$100,000, the Property Specialist prepares a letter for CO signature requesting information to ensure that the contractor has an adequate property management system in place for government owned equipment.</p>

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>LAK</b>	<b>Monitor Motor Vehicle Utilization</b>	Property Specialist maintains the motor vehicle information accountable under M&O contracts, DOE-CH contracts, and leased by DOE-CH. Property Specialist consolidates information for vehicles under DOE-CH's cognizance and prepares and submits annual (SF82) reports to HQ detailing fuel consumption, maintenance costs, number of operational alternative fuel vehicles, number of vehicles utilized by the M&Os by agreement, etc..
<b>LAL</b>	<b>Motor Vehicle Requisition</b>	Checking Authorization. What type of vehicle, is so , how many allotted by Congress, if not a ?????? ??????, no restriction/no allotment, submit request to GSA, in GSA court file (?) process request per comment purchase ???
<b>LAM</b>	<b>Distribute Budget Approval for Motor Vehicles</b>	M&O Contractor submits request to Budget for funding to replace sedans and special purpose vehicles, e.g. ambulance, sedans, trucks, fire trucks. Budget sends a copy of the request to the Property Specialist for informational purposes. In January or February, HQ forwards an approval and corresponding appropriation to DOE-CH which is ultimately forwarded to the Property Specialist. Upon receipt of the approval, Property Specialist notifies M&O contractor of # of gov (?) vehicles authorized..
<b>LAN</b>	<b>License Plates and Decals</b>	Property Specialist assigns and maintains an inventory and record of license plates and decals for motor vehicles under the cognizance of DOE-CH and M&O Contractors.
<b>LAO</b>	<b>Coordinate FEDSTRIP Authorization</b>	Coordinate and maintain a record of FEDSTRIP authorizations for M&O and DOE contractors. Property Specialist receives a copy of letter from Facility Groups to M&O Contractor advising contractor that contract has been renewed/extended. Property Specialist faxes a copy of the letter to GSA requesting an extension of FEDSTRIP authorization for the duration of the agreement. Maintains records of FEDSTRIP authorizations.



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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
LAP	<b>Oversee CH Personal Property Management Program</b>	As Organization Property Management Officer (OPMO), Act as liaison between CH, HQ and other Federal agencies. Develop, implement and administer policies, procedures, and programs relating to the management of personal property acquired by CH direct operations, five M&O contracts, two Government-Owned, Government-Operated laboratories and off-site contractors/recipients. Provide technical advice and assistance on Federal and DOE Property Management policies and procedures. Coordinate management of high risk properties. Coordinate review and approval of property management policies and procedures. Request and submit annual regulatory reports. Member CH/ HQ Ad hoc teams.
LAQ	<b>Process Foreign Personal Property Loans</b>	Review loan request (DOE F 4420.2) and justification submitted through Facility Group. Review international agreement. Prepare memo recommending HQ concurrence. Recommend HQ concurrence. Approve foreign loan on DOE F. 4420.2. Letter to Facility Group stating approval.
LAR	<b>Dispose Foreign Excess Property</b>	Coordinate disposition of contractor excess property located in foreign areas. Review requests from Facility Groups. Review justification, contact embassies, ask what correspondence required. Once embassy approval received, prepare memo to DOE HQ, International Affairs Office. Whether or not HQ approves, prepare letter to Facility Group.
LAS	<b>Control sensitive items</b>	Review and approve dollar thresholds for controlling sensitive items for CH Operations Office, GOGOs and M&Os (GOCOs)
LAT	<b>Manage High Risk Property</b>	Serve as coordinator of high risk property management.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>LAU</b>	<b>Review Personal Property Management Systems</b>	Review and recommend approval/rectification of M&O and GOGO Personal Property Management Systems every three years. Develop and coordinate validation of contractor Property Management System. Prepare re-certification report for Facility Group.
<b>LAV</b>	<b>Implement Business Management Operation Program</b>	Annually develop and/or review contract performance measures within Balanced Scorecard (BSC) program. Review and comment on BSC Plan and BSC self-assessment. Participate and/or coordinate validation of self-assessment.
<b>LAW</b>	<b>Assess Contractor Summary Performance</b>	Review and comment on Facility Group/contractor performance rating.
<b>LAX</b>	<b>Develop physical inventory methodology</b>	Approve changes to laboratory physical inventory methodology from prior approved methodology.
<b>LB</b>	<b>Real property Management</b>	
<b>LBA</b>	<b>Acquisition of real property</b>	Review and coordinate acquisitions with the CH Real Estate Committee to ensure actions met financial and legal requirements and that documents contain appropriate terms and conditions. Determine if need is validated and recommend appropriate action to CH management.
<b>LBB</b>	<b>Disposal of real property</b>	Coordinate with other Federal Agencies (GSA & HUD) and ensure appropriate ES&H and NEPA reviews are performed before property is disposed.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>LBC</b>	<b>Temporary disposal of land</b>	Coordinate with program and facility groups and NEPA Coordinator before issuing easements, permits, licenses etc. Review and coordinate temporary disposal actions with the CH Real Estate Committee to ensure actions meet financial and legal requirements and that documents contained appropriate terms and conditions. Review and recommend appropriate action on agreements and modifications.
<b>LBD</b>	<b>Conduct Real Property Reviews</b>	Perform annual site and lease reviews to determine continued need. Provide support in developing performance measures, Payments in Lieu of Taxes requests, Long Term Stewardship, Randolph Sheppard reports, HUD quarterly reports on excess property and other requests. Provide assistance to GFO for real property management for NREL and DOE Regional Offices and assistance to HQ and other field offices on FIMS related activities.
<b>LBE</b>	<b>Maintain FIMS</b>	Provide oversight to ensure M&Os and other contractors and grantees maintain accurate and complete information on all real property assets controlled by DOE.
<b>LC</b>	<b>Small Purchases</b>	
<b>LCA</b>	<b>Maintain Office Supplies</b>	Assess needs for general office supplies (pens, pencils, paper clips, etc). Order supplies from appropriate sources. Stock cabinets for use by CH employees.
<b>LCB</b>	<b>Buyer for Small Purchases</b>	Is the point of contact for the coordination and technical advise and main buyer for \$25 thousand or under, for EC-WEB – Electronic Commerce for small purchases. Buyer for all small purchases less than \$25,000, both through the electronic commerce media or manually generated purchase requisitions. For those purchases greater than \$25,000 coordinates with the Acquisition and Assistance Group to obtain approval

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>LCC</b>	<b>Pay Argonne Bill</b>	Pay Argonne bill for monthly services.
<b>LCE</b>	<b>Maintains VISA Impact Card/Checkbook</b>	Maintains and has the authority to use the CH VISA Impact card for purchases. Conducts a monthly reconciliation of VISA, provides monthly statement and receipts to FS for payment. Reconciles the CH checkbook.
<b>M</b>	<b>Safeguards and Security</b>	
<b>MA</b>	<b>Emergency Management</b>	
<b>MAA</b>	<b>Review Plan</b>	Review facility program/implementation plans for compatability with CH and Headquarters requirements. Recommend approval to contract officer. Provide HQs with copies of approved plans.
<b>MAB</b>	<b>Perform assessment</b>	Evaluate facilities by testing to ensure facilities meet requirements of the plan, including reviews of procedures, equipment, etc.  (Evaluate Facilities)
<b>MAC</b>	<b>Develop Plan - MAC</b>	Develop local emergency/implementation plan. Develop Memorandum of Understanding (MOU) with federal, state and local authorities. Obtain Manager approval.  (Dev. plan for the Chicago Operations Office.)
<b>MAD</b>	<b>Operate Emergency Operations Center (EOC)</b>	Develop operating procedures, identify technical capabilities, perform routine system evaluations and testing. Identify EOC improvements.
<b>MB</b>	<b>Physical Security</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>MBA</b>	<b>Approve Security Areas</b>	Provides review and categorization of areas designated for classified work.
<b>MBB</b>	<b>Review CH Security Plan</b>	Develop and implement CH specific security plan
<b>MC</b>	<b>Personnel Security</b>	
<b>MCA</b>	<b>Grant Access Authorization (AA)</b>	To grant Q or L clearance.
<b>MCD</b>	<b>Badge employee</b>	Issuance of DOE standard badge.
<b>MCE</b>	<b>Train Staff</b>	Assure all DOE/DOE Contractor complete annual security briefing and initial and termination security briefings.
<b>MD</b>	<b>Management and Accountability of Nuclear Materials</b>	
<b>MDA</b>	<b>Provide NM Guidance</b>	Provide guidance and direction for submission of various facility nuclear material reports.
<b>MDD</b>	<b>Review NM Data Submissions</b>	Analyze data received, validate with nuclear materials directive requirements. Analyze programmatic impact.
<b>MEA</b>	<b>Conduct Inspections</b>	Conduct inspections of all CH facilities on schedule as required by directives. All applicable Safeguards and Security topical areas are reviewed. Identify the schedule, identification of team members, preparation of inspection plans, conduct on-site review. Prepare and distribute reports.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>MEB</b>	<b>Prepare Report</b>	Prepare Safeguards and Security inspection report for distribution to HQ program offices and other Ops offices and other appropriate facilities.
<b>MEC</b>	<b>Track Findings</b>	Track findings and corrective actions from security inspections (currently HQ provides a secure data base to house data called SSIMS Safeguards and Security Information Management Systems)
<b>MF</b>	<b>Managing Classified Information</b>	
<b>MFA</b>	<b>Appoint/Certify Classifiers</b>	Determine applicability of training for the facility. Train and appoint all ADC (Authorized Derivative Classifiers) and UCNI (Unclassified Controlled Nuclear Information) not covered by classification officer.
<b>MFB</b>	<b>Review Documents</b>	A document review resulting in a determination of the sensitivity of the document. Provides notification of decision and guidance regarding the disposition of the document.
<b>MFC</b>	<b>Classified Document Control</b>	VERIFY PROPER PROCEDURES IN HANDLING/TRANSMITTING CLASSIFIED DOCUMENTS. ASSURE RECIPIENT HAS APPROPRIATE ACCESS AUTHORIZATION. NOTIFY RECIPIENT, PROVIDE SECURE STORAGE
<b>MG</b>	<b>Cyber Security</b>	
<b>MGB</b>	<b>Accredit Systems</b>	CH reviews and approves all classified systems.
<b>MI</b>	<b>Approve Safeguards and Security Plans</b>	Review, comment and approve facility security plans (SP) and site security plans (SSP), Cyber Security, Nuclear Material Control and Accountability Plans. Review, comment and forward to Headquarters for approval Site Safeguards and Security Plans (SSSP).

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>MJ</b>	<b>FOCI Determination</b>	Review and analyze information provided by offerors/bidders to determine whether they are owned, controlled, or influenced by a foreign person and whether there is a potential for undue risk to the common defense and national security. A favorable determination is required prior to awarding a contract, license or other arrangement that requires access authorizations.
<b>MK</b>	<b>Participate in Exercises</b>	CH emergency operations manager and the transportation emergency preparedness program manager participate in local, state and federal emergency exercises. The purpose of the exercise is to evaluate the overall coordinated emergency response effort.
<b>ML</b>	<b>Manage Radiological Assistance Program</b>	The Regional Response Coordinator is designated by the Operations Office Manager and is responsible for providing management oversight for all activities related to the Regional Radiological Assistance Program.
<b>MLA</b>	<b>Develop Plan</b>	DEVELOP AND IMPLEMENT PLAN AND ASSOCIATED PROCEDURES FOR THE REGIONAL RAP.
<b>MLB</b>	<b>Deployment of Rap Teams</b>	ENSURING THE EXPEDITIOUS DEPLOYMENT OF RAP TEAMS,
<b>MLC</b>	<b>Ensure Team Members Qualified</b>	Ensure RAP team members are qualified, available, and properly trained in their roles and responsibilities.
<b>MLD</b>	<b>Designate Team Members</b>	Designate RAP team members composed of DOE and DOE contractor personnel with appropriate emergency response capabilities and experience.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>MLE</b>	<b>Maintain Database Emergency Contacts</b>	ESTABLISH COMMUNICATION AND MAINTAIN AN UP-TO-DATE DATABASE (OR OTHER APPROPRIATE LISTING) OF OTHER FEDERAL, STATE OR TRIBAL AGENCIES IN THE REGION THAT MAY REQUEST ASSISTANCE OR COULD PARTICIPATE IN EMERGENCY RESPONSE ACTIVITIES.
<b>MLF</b>	<b>Perform assessment</b>	ENSURE INTERNAL READINESS ASSESSMENT IN THE REGIONAL RAP IS CONDUCTED ANNUALLY. RESULTS FORWARDED TO SECURITY AND EMERGENCY OPERATIONS, OFFICE OF EMERGENCY OPERATIONS.
<b>MLG</b>	<b>Maintain Records</b>	MAINTAIN DOCUMENTED AND DETAILS RECORDS OF ALL REQUESTS FOR ASSISTANCE, EMERGENCY RESPONSE ALERTS AND RAP TEAM DEPLOYMENTS.
<b>MM</b>	<b>Mange Transportation Emergency Preparedness Program (TEPP)</b>	Ensure Federal, tribal, state and local responders have access to plans, training, and technical assistance necessary to safely, efficiently, and effectively respond to transportation accidents involving unclassified radioactive materials.
<b>N</b>	<b>CH Policy Development</b>	
<b>NA</b>	<b>Review Regulatory and other Changes</b>	Review the Federal Register and other pertinent sources for regulatory and other changes; and other pertinent notices of interest to CH personnel. Disseminate relevant information to interested parties. Coordinate and transmit CH responses as necessary.
<b>NB</b>	<b>Develop CH Policies and Procedures</b>	Develop and revise CH policies and procedures to satisfy federal and/or departmental laws, regulations, directives and policies. Develop and publish guidance material to inform, clarify, and explain regulatory and policy changes and establish internal standard formats.



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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>NC</b>	<b>Provide Advice and Guidance</b>	Provide advice and guidance on matters pertaining to policies and procedures.
<b>O</b>	<b>Records Management</b>	
<b>OA</b>	<b>Coordinate Records Management</b>	Serve as the coordinating POC for Records Management in Chicago. This includes managing the Records Management effort in CH and the Lab Groups that work with CH.
<b>OB</b>	<b>Provide Advice on Record Type</b>	Assist (provide advice) with the decision of the type of Federal Record a record is and establish a Disposition Date.
<b>OC</b>	<b>Retire Records</b>	Change Federal Records from Active to Inactive. This is done with a DOE CH 198 Form Records Transfer Request. Upon receipt of this form, records are cataloged, bar coded, and stored off site.
<b>OD</b>	<b>Destroy Records</b>	Destroy records after disposal dates are past. Disposition statements associated with the type of record that it is.
<b>P</b>	<b>Communications</b>	
<b>PA</b>	<b>Internal Communications</b>	
<b>PAA</b>	<b>Prepare Communications</b>	Prepare various communications products including speeches, fact sheets. Prepare assorted documents including press releases, fact sheets, letters and white papers. Consult with user in advance and throughout preparation process.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>PAB</b>	<b>Prepare Routine Reports</b>	Prepare and transmit reports, including the Weekly report, and the weekly communications report. Gather information from weekly reports by groups and from other sources.
<b>PAC</b>	<b>Develop Web Design</b>	Prepare the infrastructure for a web page (Design and graphic design), while the computer architecture is supplied by others
<b>PAD</b>	<b>Web page upkeep</b>	Prepare materials for the web page. Then arrange for the material to be posted on the web page
<b>PAE</b>	<b>Counsel Management</b>	Counsel management on the impact of certain planned management activities on the organization's image and future. The product is advice that leads to a decision.
<b>PAF</b>	<b>Conduct Training</b>	Conduct training sessions to prepare DOE and other employees how to communicate better, including better presentations, tv interviews and briefing sheet preparation etc.
<b>PAG</b>	<b>Facilitate Secretarial Involvement</b>	Identify opportunities for high-level participation in activities, arrange invitation(s), coordinate travel, prepare and ensure follow-up. Entice the executive branch to participate, etc. (Kodak Moment)
<b>PAH</b>	<b>Coordinate event</b>	Plan and coordinate events, including creating a common understanding of the purpose of the event, ensuring the proper people are invited, ensuring people understand their roles, materials necessary are available, etc.
<b>PAI</b>	<b>Respond to Queries</b>	Prepare response to assorted ad hoc reports called for by Congress, OMB, HQ, Media, etc.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>PB</b>	<b>External communication</b>	
<b>PBA</b>	<b>Facilitate Distribution</b>	
<b>PBAA</b>	<b>Maintain distribution lists</b>	Prepare and maintain names, addresses, phone, fax etc for the distribution of documents to their intended audience.
<b>PBAB</b>	<b>Distribute documents</b>	Distribute documents via phone, fax, email, and outside distribution services.
<b>PBB</b>	<b>Inform Congress</b>	Prepare and execute congressional and intergovernmental briefings, communications. Respond to their communications. Anticipate their responses to better counsel management
<b>PBC</b>	<b>Inform Media</b>	Prepare and execute media briefings. Prepare responses to expected media questions. Prepare for and execute media interviews. Anticipate the reporter's needs to better counsel management.
<b>PBD</b>	<b>Communicate in Emergencies</b>	Prepare CH emergency communications plan, arrange for joint information center, communicate with community as appropriate, participate in DOE and regional drills, conduct training.
<b>PBE</b>	<b>Educate Public</b>	Develop materials and programs for educational activities, including responses to citizen inquiries.
<b>PBF</b>	<b>Solicit Speeches</b>	Solicit speech opportunities.
<b>PBG</b>	<b>Inform Stakeholders</b>	Prepare materials and conduct meetings/interactions with citizens near our sites to answer their information needs. (Citizens Groups) (Funding)

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>PBH</b>	<b>Inform Regulators</b>	Prepare materials and conduct meetings/interactions with outside regulators near our sites to answer their information needs.
<b>PBI</b>	<b>Coordinate materials</b>	Coordinate the review of various communications materials to ensure they represent the DOE position properly.
<b>PC</b>	<b>Contractor Communications</b>	
<b>PCA</b>	<b>Prepare performance plans</b>	In concert with contractor, forge an annual performance plan for contractor communications activities and objectives.
<b>PCB</b>	<b>Maintain operational awareness</b>	Communicate with the contractor communication staff regularly to maintain an understanding of their day-to-day activities to determine if their end-of-reporting-period reports are accurate.
<b>PCC</b>	<b>Evaluate contractor performance</b>	Prepare evaluation of contractor performance against their stated objectives, including the contractor's self-assessment, peer reviews, operational awareness and other measurement tools as appropriate
<b>PCD</b>	<b>Coordinate approval of contractor products</b>	Assure that communications products produced by contractor convey the appropriate DOE messages, including advance coordination of press releases, review of audiovisuals and publications as necessary, and advance copies of congressional testimony.
<b>PCE</b>	<b>Review contractor emergency plan</b>	Review contractor emergency communications plans to ensure they meet DOE's requirements.
<b>Q</b>	<b>Information Technology Services</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
QA	<b>Strategic Planning and Architecture</b>	
QAA	<b>Maintain Information Architecture</b>	Maintain the CH Information Architecture and documentation. Establish an IM Working Group. Hold regular meetings with the IM Working Group, IM Subcommittee, Resource Board and CEC on IAP matters.
QAB	<b>Develop IM Operating Plan</b>	Annually develop a 1-year IM Operating Plan based on the IM Information Architecture Plan and IT budget.
QAC	<b>Create Performance Measures</b>	Establish performance measures on IM initiatives in the IM Operating Plan.
QAE	<b>Develop IM Information Architecture Plan</b>	Annually develop/update a 5-year IM Information Architecture Plan based on the existing CH-IAP and new requirements.
QAF	<b>External Reporting</b>	Respond to external reporting requests. (i.e., FMFIA, Sec's Performance Agreement, BMOP, DOE IM Budget Call, CH Organizational Self Assessment)
QAG	<b>Develop Budget</b>	Annually develop a 1-year and 5-year budget based on the IM Information Architecture Plan.
QB	<b>System Development</b>	
QBA	<b>Conduct Requirements Analysis</b>	Meet with system owner and users to discuss and analyze business processes/requirements. Develop a mutual understanding with the system owner and users on expectations. Translate this into formal requirements.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
QBB	<b>Develop Functional Design</b>	Develop functional designs for new applications or major modification to existing systems based on DOE templates and software engineering principles.
QBC	<b>Perform Applications Development (Programming)</b>	Program the system design into the software product. Usually a single programmer for project. No Fed programming staff.
QBD	<b>Maintain System Documentation</b>	Ensure all required system documentation is properly maintained in the production library based on DOE templates and software engineering principles and properly stored.
QBE	<b>Perform System Analysis and Design</b>	Conduct systems analysis to include requirements analysis. Develop system designs for new applications or major modification to existing systems based on DOE templates and software engineering principles. Ensure system designs address security issues.
QBF	<b>Acquire Application Software</b>	Analyze and procure COTS software to meet specific functional requirements.
QBG	<b>Perform System Design</b>	Develop a set of technical, computer oriented system design specifications; and to design the data structure and processes to the level of detail necessary to execute programming and installations.
QBH	<b>System Programming</b>	Program new applications or functional modifications to existing systems.
QBI	<b>Acquire Application Software and Hardware</b>	Analyze and procure commercial off-the-shelf (COTS) software and hardware to meet specific functional requirements.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>QBJ</b>	<b>Functional Test Plan</b>	Develop a test plan, to be executed by the user, to ensure the applications perform as expected.
<b>QC</b>	<b>System Engineering</b>	
<b>QCA</b>	<b>Upgrade Infrastructure</b>	Upgrade software and hardware to keep systems up-to-date with current technology.
<b>QCB</b>	<b>Conduct Equipment Analysis</b>	Analyze equipment requirements and provide recommendations for equipment acquisition.
<b>QCC</b>	<b>Procure Hardware</b>	Procure hardware.
<b>QCD</b>	<b>Acquire Network Software</b>	Analyze and procure COTS software to meet network needs or the needs of basic office automation functions (i.e. word processing, e-mail). Acquire software upgrades.
<b>QCE</b>	<b>Develop Disaster Recovery Plan</b>	Categorize system risks and develop appropriate disaster recovery plans for continued operation resulting from a catastrophe.
<b>QCF</b>	<b>Develop Continuity of Operation Plan</b>	Develop and maintain a Continuity of Operation Plan for automated systems detailing how we would operate in the event of a disruption of service.
<b>QCG</b>	<b>Develop Maintenance Plan</b>	Develop maintenance plan to ensure all computer equipment is functioning properly.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>QCH</b>	<b>Develop Cybersecurity Implementation Plan</b>	Develop and execute an implementation plan designed to enhance network security by identification of vulnerabilities and scheduled resolution of those items.
<b>QCI</b>	<b>Develop Installation Plan</b>	Develop a plan for installation (rollout) of new applications, software and/or hardware. Ensure the plan includes resources, cost and time estimates.
<b>QCJ</b>	<b>Prepare Technology Position Statements</b>	Prepare a requirements analysis (RA) for new equipment or software (anything over \$2500); abbreviated RA for anything \$25,000 to \$50,000; and full RA for anything over \$50,000. The requirements and analysis will include the justification for the equipment or software and an acquisition plan.
<b>QD</b>	<b>Application Integration and Management</b>	
<b>QDA</b>	<b>Perform Configuration Management</b>	Manage the CH Configuration Management Program. Identify, document, and control the changes to the characteristics of a system, record and report change processing and implementation status, and verify compliance with specified requirements.
<b>QDB</b>	<b>Perform Acceptance Testing</b>	The system owner conducts testing to verify that the software product meets design requirements. Testing results are documented and failures sent back to the programmers for correction.
<b>QDC</b>	<b>Hardware and Software Deployment</b>	Develop a plan for deployment of applications, software, and/or hardware.
<b>QDD</b>	<b>Execute Training</b>	Conduct training or arrange for training to be conducted for applications, software and/or hardware.



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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
QDE	<b>Assure Quality</b>	Develop and execute a QA program
QDF	<b>Maintain Application Version Control</b>	Establish and maintain a software applications library where the most current software application that is in production is maintained. Applications will be checked out by the programmers to make modifications. The library version will not be changed until the modification has been tested and put into production. Ensure all documentation reflects the change.
QDG	<b>Perform System Integration and Testing</b>	Test all applications, software and equipment to determine the operational characteristics on existing systems.
QDH	<b>Hardware and Software Installation</b>	Install hardware and/or software.
QE	<b>Production</b>	
QEA	<b>Maintain Help Desk</b>	Respond to calls for COTS software, applications, and hardware support. Support requests for video teleconference and meet-me telephone assistance.
QEB	<b>Customer Liason</b>	Communicate with users to ensure their IT needs are being met.
QEC	<b>Maintain Network Management/Operation</b>	Maintain the Network Operations Center. Perform preventative maintenance, general network maintenance, and respond to reports of network problems. Install new versions of network software.
QED	<b>Maintain Hardware</b>	Maintain information on hardware warranties. Repair hardware as required.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
QEE	<b>Perform Database Administration</b>	Perform the duties of database administration and maintenance to include design, development, operation, data safeguarding, maintenance, integrity, security performance and recovery methods.
QEF	<b>Maintain Hardware Inventory</b>	Maintain the CH hardware inventory.
QEG	<b>Monitor Network Security/Performance</b>	Monitor and remedy network security and performance problems.
QEH	<b>Perform Application Maintenance</b>	Programming modifications which don't affect the functionality of the application (i.e., report modifications, maintaining tables). Procure additional licenses or copies of standard software.
QEI	<b>Perform COTS Software Management</b>	Store all original software media and manuals. Maintain license agreements by ensuring we only install legal software. Support software and hardware acquisitions (as approved in the Information Architecture Plan). Acquire software necessary for software version upgrades.
QEJ	<b>Develop and Maintain WEB</b>	Design and develop the CH Web page. Assist Groups in the design and development of their Web pages.
QEK	<b>Maintain Training Facility</b>	Maintain training room.
QEL	<b>Maintain Laptop Pool</b>	Check in/out laptop computers for short-term loan.
QF	<b>IM Program Management</b>	
QFA	<b>Perform Contracting Officer Technical Representative (COTR) Duties</b>	Review contractor resource, cost and progress reports. Monitor and review contractor activities.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>QFB</b>	<b>Perform Project Management</b>	Apply the knowledge, skills and tools necessary in order to satisfy the needs and expectations of a project by completing objectives on time, within budget, and according to specifications.
<b>QFC</b>	<b>Communicate IM Activities</b>	Develop communications avenues to deliver status of IAS activities within CH (i.e., newsletters, bulletin board updates, memos, and periodic meetings).
<b>QFD</b>	<b>Support Committee/Board</b>	Provide representation to CH and HQ boards and committees.
<b>QFE</b>	<b>SC Liason</b>	Communicate (phone, visits, correspondence, etc) and share with HQ/SC and other SC field sites (Oakland, Oak Ridge and OSTI) the activities in IAS. Receive input and feedback from HQ on their activities. Participate in SC/field collaboration efforts.
<b>QFG</b>	<b>Budget Execution</b>	Manage and track IAS funds received and expended.
<b>QFH</b>	<b>Briefings</b>	Conduct presentations to all levels of staff and management to provide information on the status of projects.
<b>QFI</b>	<b>Project Integration</b>	Develop an overall project plan for detailing points of integration for all projects.
<b>QFJ</b>	<b>Policy Development</b>	Develop Information Management (IM) policies for CH. Review and comment on DOE- IM policies.
<b>QG</b>	<b>Manage / Maintain Telecommunications</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>QGA</b>	<b>Coordinate Lab FTS Telephone Service and Billing</b>	Coordinate 800 service, long distance and local area calling and FTS cost distribution.
<b>QGB</b>	<b>Provide Calling Cards</b>	Issue telephone calling cards.
<b>QGC</b>	<b>Provide Cellular Phones</b>	Analyze, acquire and provide technical support for cell phones.
<b>QGD</b>	<b>Provide Meet-Me Conference Numbers</b>	Coordinate Meet-me conference and provide support.
<b>QGE</b>	<b>Provide Pager Support</b>	Analyze, acquire and provide technical support for pagers.
<b>QGF</b>	<b>Provide Telephone Equipment</b>	Analyze, acquire and provide technical support for telephone equipment.
<b>QGG</b>	<b>Provide Videoconferencing</b>	Analyze, acquire and provide technical support for videoconferencing.
<b>QGH</b>	<b>Provide Spectrum Management</b>	Manage the use of the radio frequency spectrums.
<b>QGI</b>	<b>Provide Fax Equipment</b>	Analyze, acquire and provide technical support for fax equipment.
<b>QGJ</b>	<b>Maintain Telephone Directories</b>	Maintain telephone directories.
<b>QGK</b>	<b>Coordinate New Phones/equipment problems/moves</b>	Coordinate issuance, replacement, and relocations of phones.
<b>R</b>	<b>Directives Management</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>RA</b>	<b>Coordinate Directives Comment</b>	Provide a central point of contact to the Chicago community on Directives (policy, orders, manuals, guides, notices, regulations, and tech standards) from DOE Corporate. Receives the directive in RevCom system. Assigns Delegates and SME's for review and comment.
<b>RB</b>	<b>Review Directives</b>	Review and evaluate directives in terms of how CH is affected. Review comments and approve for return of comments. Provide advice or assistance on the comment process review.
<b>RC</b>	<b>Publish Directives</b>	Publish the directives to relevant CH staff.
<b>S</b>	<b>Business development</b>	
<b>SA</b>	<b>CH Strategic Planning</b>	Preparing a vision for the organization including plans for accomplishing that vision
<b>SB</b>	<b>Customer Satisfaction</b>	Preparing, distributing and evaluating customer satisfaction measurments (surveys) to determine how well CH and/or its elements are meeting customer needs
<b>SC</b>	<b>Attract new customers</b>	Develop and maintain contacts with HQ program officials and potential business partners from other federal agencies and private industry to identify work CH could do. Gather additional information, Approach program official to solicit work. Receive go ahead to begin work.
<b>SD</b>	<b>Maintain organizational visibility</b>	Prepare and distribute materials (exhibits etc) to increase CH's visibility with people who could potentially "give" us work. This would include participation in professional organizations, attendance at industry meetings etc.

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>SE</b>	<b>Customer pruning</b>	During the process of working for any client, CH must periodically decide whether or not it is in the best interest of CH to continue the relationship or project. Key to this decision is whether the work is being supported by the customer, either financially or with increase FTE ceilings, etc.
<b>SF</b>	<b>Project team selection</b>	When new work is brought in, when a new initiative is started, or when a pivotal team member leaves there is a need to prepare a project team. Normally, the project manager has a general understanding of the knowledge, skills and capabilities of people in the organization. Capturing a more thorough understanding of people's skills could help project managers prepare a better project team and ensure that people are not "missed" when selections are being made.
<b>SG</b>	<b>Securing New Customers</b>	After attracting new customers, the key step in business development is actually gaining a new customer. This is formally documented in some type of letter or memo and is usually accompanied by funding, FTE's or other assets which are provided to CH. This is the "closing the deal" step in business development.
<b>T</b>	<b>Diversity Enhancement</b>	
<b>TA</b>	<b>Diversity Tracking</b>	Maintaining systems to track the racial and M/F mix in CH and its organizations
<b>TB</b>	<b>Diversity Education</b>	Conducting activities to enhance CH employees knowledge of and sensitivity to different cultures; and the need for and rules pertaining to equal employment opportunity issues.
<b>U</b>	<b>FOIA and Privacy Act</b>	

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>UA</b>	<b>Freedom Of Information Act FOIA</b>	Responsible for CH compliance with the provisions of the Freedom Of Information Act.  *Linda Rohde
<b>UB</b>	<b>Privacy Act</b>	Responsible for CH compliance with the provisions of the Privacy Act.  *Linda Rohde
<b>Z</b>	<b>Supervise employees</b>	
<b>ZA</b>	<b>Prepare position description</b>	Work with HR to prepare and submit position descriptions for new/existing positions
<b>ZB</b>	<b>Prepare performance evaluation plans</b>	Prepare performance evaluation plans, get management approval, discuss with employee, submit to human resources
<b>ZC</b>	<b>Prepare individual development plans</b>	Prepare individual development plans, seek employee input, seek management approval, submit to human resources.
<b>ZD</b>	<b>Perform employee appraisals</b>	Review performance evaluation plans, determine employee rating, discuss with employee, submit to human resources.
<b>ZE</b>	<b>Prepare Performance improvement plans</b>	Determine need for performance improvement, discuss with employee, discuss with human resources, prepare plan, submit to HR

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## Activity List (Hierarchical)

Hierarchy	Activity Name	Definition
<b>ZF</b>	<b>Award bonuses</b>	Establish criteria for awards (bonuses, on-the-spot, across-the-board-end-of-the-year bonuses, etc), advertise review criteria for award, award nomination proposal (from supervisor or others), management concurrence/approval, presentation to employee(s), send notice to payroll, send notice to personnel file
<b>ZG</b>	<b>Set group goals</b>	In concert with management and group employees, prepare annual goals, objectives, measures, and expectations for the group, communicate them to management and all employees. In concert with employees, prepare individual plans for employees to support the group's goals. Chart progress throughout year, review success at year-end with management group  Adopt HQ Balanced Scorecard performance measures/objectives. Incorporate in ACQ Business Plan. Send out for review and comment to employees.
<b>ZH</b>	<b>Monitor time and attendance</b>	Monitor employee time and attendance, schedule annual leave, report to finance.
<b>ZI</b>	<b>Monitor work assignments</b>	Assign work to team members, monitor progress, report to management
<b>ZK</b>	<b>Inform employees</b>	As appropriate, inform employees about new policies, management decisions, new directions, changes in the work place, job offerings, lifestyle enhancements, etc.
<b>ZL</b>	<b>Prepare DOE-wide forms</b>	Prepare DOE wide forms such as financial disclosure forms, personnel clearance forms, etc. and submit to appropriate organization



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**Activity List (Hierarchical)**

<b>Hierarchy</b>	<b>Activity Name</b>	<b>Definition</b>
<b>ZM</b>	<b>Manage Travel</b>	Identify need for travel, get management approval, schedule airlines/hotel etc., prepare travel authorization, estimate total cost, itemize expenses and submit them, review expenses, authorize payment of expenses, report authorization of payment to paying organization, employee receives reimbursement. Records are maintained. Expense is reported so \$\$ can be deleted from proper budget.
<b>ZN</b>	<b>Process Foreign Travel Requests</b>	Process requests submitted by CH federal employees and contractors for HQ Program Office approval of foreign travel. *Note - Letter added by Sue / Interview added