

# BUDGET AND FINANCIAL MANAGEMENT RESPONSIBILITIES

DATE: 11/17/2008

SUBJECT: SHUTDOWN OF DEPARTMENTAL OPERATIONS UPON FAILURE BY CONGRESS TO ENACT APPROPRIATIONS

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1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to the Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO Principal Staff.
3. RESPONSIBILITIES.
  - a. Office of Chief Counsel assists the Manager in identifying the essential functions performed by ORO to ensure compliance with Office of Management and Budget guidance and opinions of the Attorney General.
  - b. Assistant Managers perform those tasks identified in DOE O 137.1A, subparagraphs 5c(1)-(3) and 5h.
  - c. Chief Financial Officer (CFO), ORO.
    - (1) Notifies the Manager and Headquarters (HQ) CFO when funds for specific functions or organizations remain for approximately only 2 workdays.
    - (2) Notifies the Manager when funds for specific functions or organizations are depleted and shutdown procedures are to be implemented.
  - d. Director, Planning and Budget Division.
    - (1) Prior to initiating shutdown activities, determines funds available for reallocation and submits requests to the HQ Office of Budget for reallocations that would forestall interruptions in activities.
    - (2) For ORO, performs those tasks identified in DOE O 137.1A, subparagraph 5e(2).
    - (3) Provides a list of all outstanding procurement or obligation documents to the Assistant Managers for appropriate action.
    - (4) Designates an individual to serve as chairperson of the review committee and perform those tasks identified in DOE O 137.1A, subparagraph 5c(4). The review committee must have a member from the Office of Chief Counsel as well as the individual designated as the point of contact for each particular program.
    - (5) Notifies the Director, Human Resources Division, when funds for specific functions or organizations remain for approximately only 2 workdays.
  - e. Director, Oak Ridge Financial Service Center, performs that task identified in DOE O 137.1A, subparagraph 5e(1).

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- f. Director, Human Resources Division, performs those tasks identified in DOE O 137.1A, subparagraphs 5c(5) and (6), and 5i.
- g. Director, Procurement and Contracts Division.
  - (1) Performs those tasks identified in DOE O 137.1A, subparagraph 5g.
  - (2) Notifies contractors of any proposed shutdown due to a lack of funds as soon as possible after the decision has been made.