

# BUDGET & FINANCIAL MANAGEMENT RESPONSIBILITIES

DATED: 11/17/2008

**SUBJECT: ESTABLISHMENT OF MANAGEMENT DECISIONS ON OFFICE OF  
INSPECTOR GENERAL REPORTS**

---

1. PURPOSE. This document addresses responsibility and accountability and providing administrative guidance to Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO Principal Staff.
3. RESPONSIBILITIES.
  - a. Director, Financial Evaluation and Accountability Division (FEAD).
    - (1) Performs those tasks identified in DOE O 221.3A, subparagraph 5d.
    - (2) Serves as the ORO and site offices' primary point of contact for all Inspector General (IG) matters.
    - (3) Submits proposed management decision(s) to ORO's Chief Financial Officer (CFO) for review and submission to DOE Headquarters (HQ) CFO.
    - (4) Assists HQ CFO, ORO, and site offices' in the review of proposed management decisions by assessing:
      - (a) Objectivity and responsiveness to audit findings and recommendations, and
      - (b) The adequacy of the corrective actions indicated.
  - b. ORO Chief Financial Officer.
    - (1) Reviews ORO's and site offices' proposed management decisions to assess:
      - (a) Objectivity and responsiveness to audit findings and recommendations, and
      - (b) The adequacy of the corrective actions indicated.
    - (2) Submits ORO and site offices' final management decision to the HQ CFO.
  - c. Principal Staff.
    - (1) Participates in entrance and exit conferences as needed.
    - (2) Prepares and submits draft management decisions to FEAD for finalization and coordination.
    - (3) Provides support to FEAD in performing the tasks identified in this document.