

# BUDGET & FINANCIAL MANAGEMENT RESPONSIBILITIES

DATED: 11/17/2008

## **SUBJECT: COORDINATION OF GOVERNMENT ACCOUNTABILITY OFFICE ACTIVITIES**

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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) Serves as the ORO primary point of contact for handling Government Accountability Office (GAO) matters. Arranges for entrance conferences with GAO and applicable to ORO, and contractor personnel.
    - (2) Performs those tasks identified in DOE 2340.1C, subparagraph 7e.
    - (3) Keeps informed of the status of ongoing GAO reviews, and arranges for timely exit interviews with the GAO team following its completion of any review, survey, or study (see DOE 2340.1C, Attachment 3).
    - (4) Receives and coordinates draft and final GAO reports in accordance with the requirements of DOE 2340.1C, Attachments 4 and 5.
  - b. Principal Staff.
    - (1) Informs FEAD of any contact, inquiry, or request received from any GAO representative that cannot be related to previously-cleared GAO action. The FEAD is also to be notified if additional information is requested after the GAO field work has been completed on a previously-cleared GAO action.
    - (2) Provides comments to FEAD, within stated time frames of DOE 2340.1C, Attachments 4 and 5, for responding to GAO requests.
    - (3) Safeguards draft reports as specified in DOE 2340.1C, Attachment 1, subparagraph 3(i).
    - (4) Participates in entrance and exit conferences as needed.