

U.S. Department of Energy

Oak Ridge Office

ORO O 530
Chapter III
Change 6

DATE: 02/06/2007

SUBJECT: ACCOUNTING

1. PURPOSE. This Chapter correlates to DOE O 534.1B, ACCOUNTING, dated January 6, 2003, by assigning responsibility and accountability and providing administrative and/or contractual guidance to the Oak Ridge Office (ORO), the Office of Scientific and Technical Information (OSTI), and their contractors. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 530, Chapter III, Change 5, ACCOUNTING, dated February 2, 2005.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI Principal Staff and to integrated contractors performing work for the Department.
4. RESPONSIBILITIES.
 - a. Assistant Manager for Administration, ORO; and Assistant Director for Administration and Information Services, OSTI, perform that task identified in DOE O 534.1B, subparagraph 5f(4).
 - b. Chief Financial Officer (CFO), ORO; and Assistant Director for Administration and Information Services, OSTI.
 - (1) Sign and issue reports to the DOE Headquarters (HQ) CFO on any violation or apparent violation of a legal or administrative limitation.
 - (2) Perform those tasks identified in DOE O 534.1B, subparagraphs 5f(1) and (2).
 - c. Director, Oak Ridge Financial Service Center (ORFSC), ORO.
 - (1) Performs those tasks identified in DOE O 534.1B, subparagraphs 5e, 5f(3), as it relates to miscellaneous obligations, and 5g.
 - (2) Ensures that purchase, travel, and miscellaneous orders (except specific purchase and miscellaneous orders for OSTI) that meet the criteria of 31 United States Code (USC) 1501 have been obligated, the unpaid balances are valid, and appropriate actions are taken to deobligate invalid or excess balances.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors that are identified in Paragraph 3 of this Chapter will accomplish the following:

1. Develop and maintain an accounting system that conforms with Department of Energy (DOE) requirements in DOE O 534.1B, paragraph 4 and Attachment 1, and the provisions of this Chapter.
2. Prepare and implement detailed accounting practices and procedures. Transmit to the Oak Ridge Financial Service Center for review and approval, with a copy to the Contracting Officer's Representative, any revisions to the procedures prior to implementation.