

U.S. Department of Energy

Oak Ridge Operations

ORO O 130 Chapter II Chg. 1

DATE: 05/15/1998

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

1. PURPOSE. This Chapter correlates to 5500.6B, SHUTDOWN OF DEPARTMENTAL OPERATIONS UPON FAILURE BY CONGRESS TO ENACT APPROPRIATIONS, dated May 18, 1992, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 5500.6, SHUTDOWN OF DEPARTMENTAL OPERATIONS UPON FAILURE BY CONGRESS TO ENACT APPROPRIATIONS, dated December 26, 1995.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and all management and operating contractors and other contractors performing work for the Department as provided by law and/or contract and as implemented by the contracting officer.
4. 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 5500.6B, subparagraphs 6c(1)-(2) and 6h.
 - c. Chief Financial Officer, ORO, 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 Headquarters Office of Budget for reallocations that would forestall interruptions in activities.
 - (2) For ORO, performs those tasks identified in DOE 5500.6B, subparagraph 6e(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 5500.6B, subparagraph 6c(3). 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.

- e. Director, Oak Ridge Financial Service Center, performs that task identified in DOE 5500.6B, subparagraph 6e(1).
- f. Director, Personnel Division, performs those tasks identified in DOE 5500.6B, subparagraphs 6c(4) and (5).
- g. Director, Procurement and Contracts Division.
 - (1) Performs those tasks identified in DOE 5500.6B, subparagraph 6g.
 - (2) Notifies contractors of any proposed shutdown due to a lack of funds as soon as possible after the decision has been made.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES. None.

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Order.

9. ATTACHMENTS.

Attachment 1 - Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors that are identified in paragraph 3 of this Chapter shall accomplish the following:

Upon written notification from the contracting officer, implement orderly shutdown of all nonessential tasks consistent with DOE procedures (DOE 5500.6B, paragraphs 7-11); the provisions of DOE 5500.6B, Attachment 1; and the provisions of this Chapter.