

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 130, Chapter II, Chg. 2, SHUTDOWN OF DEPARTMENTAL OPERATIONS UPON FAILURE BY CONGRESS TO ENACT APPROPRIATIONS**

2. PURPOSE OF TRANSMITTAL: New Directive Revised Directive Page Change

3. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS: (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? LMES LMER ORAU SURA
 Bechtel Jacobs Company

Other contractors (list by type) All

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. SIGNIFICANT PROVISIONS: Are there any significant changes or impact?

No Yes If yes, describe: This ORO Chapter has been revised to reflect the publication of DOE O 137.1, which replaced the DOE Order to which this Chapter previously correlated. Revisions have been made to subparagraphs 4b; 4c; 4d(2), (4), and (5); 4e; 4f; and 4g(1). The Contractor Requirements Document has also been revised to reflect references to the new DOE Order.

5. CONTACT POINT: Anthony Ingram Planning & Budget Division, FM-72 576-0697
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. FILING INSTRUCTIONS:

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO O 130, Chapter II, Chg. 1, Pages II-1 through II-3	05/15/1998	ORO O Control Form ORO O 130, Chapter II, Chg. 2, Pages II-1 through II-3	07/28/1999 07/28/1999

ORO Orders are available on the ORO Directives Management Home Page [http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form. The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:

Original signed by

Jennifer H. Cusick, AD-440
Signature Management Analyst, AD-440

07/28/1999
Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED
Rev. 08/04/1998

U.S. Department of Energy

Oak Ridge Operations

ORO O 130 Chapter II Change 2

DATE: 07/28/1999

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

1. PURPOSE. This Chapter correlates to DOE O 137.1, PLAN FOR OPERATING IN THE EVENT OF A LAPSE IN APPROPRIATIONS, dated September 4, 1998, 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 130, Chapter II, Chg. 1, SHUTDOWN OF DEPARTMENTAL OPERATIONS UPON FAILURE BY CONGRESS TO ENACT APPROPRIATIONS, dated May 15, 1998.
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 O 137.1, subparagraphs 5c(1)-(2) and 5h.
 - c. Chief Financial Officer (CFO), ORO.
 - (1) Notifies the Manager and Headquarters CFO when funds for specific functions or organizations remain for approximately only two 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 Headquarters Office of Budget for reallocations that would forestall interruptions in activities.
 - (2) For ORO, performs those tasks identified in DOE O 137.1, 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 137.1, 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 137.1, subparagraph 5e(1).
- f. Director, Human Resources Division, performs those tasks identified in DOE O 137.1, subparagraphs 5c(5) and (6), and 5i.
- g. Director, Procurement and Contracts Division.
 - (1) Performs those tasks identified in DOE O 137.1, 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.
- 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 identified in paragraph 3 of this Chapter will accomplish the following, to the extent provided by law and/or contract and as implemented by the contracting officer:

Upon written notification from the contracting officer, implement orderly shutdown of all nonessential tasks consistent with DOE procedures (DOE O 137.1, subparagraphs 4(c) - (g)); the provisions of DOE O 137.1, Attachment 2; and the provisions of this Chapter.