

U.S. Department of Energy

Oak Ridge Office

ORO O 220
Chapter III
Change 5

DATE: 05/02/2006

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

1. PURPOSE. This Chapter correlates to DOE O 221.3, ESTABLISHMENT OF MANAGEMENT DECISIONS ON OFFICE OF INSPECTOR GENERAL REPORTS, dated December 17, 2001, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Office (ORO) and its 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 220, Chapter III, Change 4, ESTABLISHMENT OF DEPARTMENTAL POSITION ON INSPECTOR GENERAL REPORTS, dated April 7, 2004.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and to contractors to the extent set forth in a contract.
4. RESPONSIBILITIES.
 - a. Director, Financial Evaluation and Accountability Division (FEAD).
 - (1) Performs those tasks identified in DOE O 221.3, subparagraph 5d.
 - (2) Serves as the ORO 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 and ORO 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 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's 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 Paragraph 4a of this Chapter.
- 5. REQUIREMENTS AND PROCEDURES. None.
- 6. REFERENCES. None.
- 7. DEFINITIONS. None.
- 8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.
- 9. ATTACHMENTS.
Attachment 1 - Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors that are identified in Paragraph 3 of this Chapter will accomplish the following, to the extent set forth in their contract:

1. Cooperate with Oak Ridge Office in its development of management decisions on Inspector General audits, and
2. Safeguard the contents of draft reports from publication outside of Department of Energy or other improper disclosure.