

U.S. Department of Energy

Oak Ridge Operations

ORO O 220
Chapter IV

DATE: 5-31-96

SUBJECT: COORDINATION OF GENERAL ACCOUNTING OFFICE ACTIVITIES

1. PURPOSE. This Chapter correlates to DOE O 222.1 (formerly DOE 2340.1C), COORDINATION OF GENERAL ACCOUNTING OFFICE ACTIVITIES, dated June 8, 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 ORIG 2340.1C, COORDINATION OF GENERAL ACCOUNTING OFFICE ACTIVITIES, dated January 24, 1994.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and contractors.
4. RESPONSIBILITIES.
 - a. Director, Evaluation and Control Division (ECD).
 - (1) Serves as the ORO point of contact for handling General Accounting Office (GAO) matters. Arranges for entrance conferences with GAO and applicable ORO and contractor personnel.
 - (2) Performs those tasks identified in DOE O 222.1, 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 O 222.1, Attachment 3).
 - (4) Receives and coordinates draft and final GAO reports in accordance with the requirements of DOE O 222.1, Attachments 4 and 5.
 - b. Principal Staff.
 - (1) Informs ECD of any contact, inquiry, or request received from any GAO representative that cannot be related to previously-cleared GAO action. The ECD 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 ECD, within stated time frames of DOE O 222.1, Attachments 4 and 5, for responding to GAO requests.

- (3) Safeguards draft reports as specified in DOE O 222.1, Attachment 1, subparagraph 3(i).
- (4) Participates in entrance and exit conferences as needed.
- 5. REQUIREMENTS AND PROCEDURES. See DOE O 222.1, Attachments 3, 4, and 5.
- 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 shall accomplish the following:

1. Perform those tasks identified in subparagraphs 4b(1)-(4) of this Chapter.
2. Cooperate fully with ORO regarding GAO activities.
3. Immediately notify ECD of any initial contacts by GAO.
4. Direct all correspondence regarding GAO activity to ECD.