



Department of Energy

Fermi Site Office
Post Office Box 2000
Batavia, Illinois 60510



Dr. Piermaria J. Oddone, Director
Fermilab
P. O. Box 500
Batavia, IL 60510

MAY 23 2012

Dear Dr. Oddone:

SUBJECT: CONTRACTOR DOMESTIC PERSONNEL EXTENDED ASSIGNMENTS

- References:
- 1) Memorandum, from P. Bosco and J. Waddell to Heads of Contracting Activity, dated May 16, 2012, Subject: Same as Above, enclosed
 - 2) Memorandum, from W. Brinkman to Distribution, dated May 21, 2012; Subject: Office of Science Extended Assignments, enclosed

In an effort to ensure a consistent approach within the Department of Energy (DOE) as it relates to contractor domestic extended personnel assignments, Fermi National Accelerator Laboratory (Fermilab) is hereby notified that as of the date of this correspondence, the following Departmental requirements will be applicable:

- (1) After 30 days of domestic travel, reimbursement of lodging/other subsidies will be limited to actual expenses, and together with other subsidies, the total will be limited to 55% of the Federal per diem rate.
- (2) DOE will not reimburse costs associated with salary premiums, per diem, or lodging/other subsidies for contractor employees on domestic extended personnel assignments after 3 years.
- (3) All foreign or domestic extended assignments that will exceed one year must be identified explicitly in a Field Work Proposal (FWP). FWPs must include the following for each assignee: a justification for the assignment; the initial start date; a projected end date; the cumulative additional (i.e., less regular salary and benefits) costs incurred due to the assignment up to that point in time; and an estimated cost to be incurred over the remainder of the assignment.
- (4) For any international assignment that is expected to exceed three years, a signed Work Authorization must include explicit approval for that assignment. This approval must be based on a thorough review by the Program Office and Site Office to ensure the duration and costs are prudent and reasonable, and that less costly alternatives are not available.
- (5) DOE approval will be required prior to the Laboratory's issuance of an advance agreement containing the terms and conditions for any personnel extended domestic assignment.

All the requirements with respect to domestic assignments conducted under the purview of DOE Order 350.2 B, *Use of Management and Operating or Other Facility Management Contractor*

Dr. Piermaria J. Oddone

- 2 -

Employees for Services to DOE in the Washington, D.C. Area and/or DOE Manual 321.1-1, Intergovernmental Personnel Act Assignments; will remain unchanged.

Fermilab is hereby requested to provide a schedule for implementation of these requirements to the Laboratory's travel policy and management systems no later than noon on May 29, 2012.

If you have any questions, please contact me at 630-840-5441.

Sincerely,

A handwritten signature in black ink, consisting of several overlapping loops and a horizontal line at the bottom, positioned above the printed name.

Rory S. Simpson
Contracting Officer

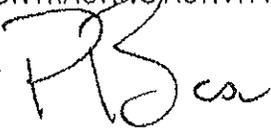
Enclosures:
As Stated

cc: B. Chrisman, Fermilab, w/encls.
C. Conger, Fermilab, w/encls.
M. Seshadri, Fermilab, w/encls.
G. Leonard, Fermilab, w/encls.
J. McBrearty, SC-3, w/o encls.



Department of Energy
Washington, DC 20585

MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITY

FROM: PAUL BOSCO 
DIRECTOR
OFFICE OF PROCUREMENT AND
ASSISTANCE MANAGEMENT

JOSEPH WADDELL 
DIRECTOR
OFFICE OF ACQUISITION MANAGEMENT

SUBJECT: Contractor Domestic Personnel Extended Assignments

To provide a consistent Department of Energy (DOE)/National Nuclear Security Administration (NNSA) wide approach on contractor domestic extended personnel assignments, effective immediately the Department is adopting the following policy:

- 1) After 30 days, DOE/NNSA's reimbursement of lodging/other subsidies will be limited by, and consistent with, the Federal Travel Regulations, DOE's Travel manual DOE M 552.1-1A, and any DOE or NNSA supplementary policies. Lodging will be limited to actual expenses, and together with other subsidies, the total will be limited to 55% of the Federal per diem rate; and
- 2) DOE/NNSA will not reimburse costs associated with salary premiums, per diem, or lodging/other subsidies for contractor employees on domestic extended personnel assignments after 3 years.

Accordingly, you are to take the following actions immediately:

- 1) Task your contracting officers to review their contracts for costs associated with domestic extended personnel assignments and confirm that there are no contractor employees on domestic extended personnel assignments for greater than 3 years being paid salary premiums, per diem, or lodging/other subsidies.
- 2) Task your contracting officers to notify their affected contractors in writing of the new DOE policy. Contracts that incorporate an advance agreement on

reimbursement of costs for extended assignments should be modified to reflect the new policy for new assignments.

- 3) Effective immediately, prohibit your contracting officers from entering into any new advance agreements or other approvals of contractor domestic extended personnel assignments that are inconsistent with this policy. Require your approval prior to their approval of any advance agreement or contractor domestic extended personnel assignment policies.

You are requested to notify your Senior Procurement Executive that these actions have been completed by June 1, 2012.

We very much appreciate your prompt attention to this matter, and intend to issue implementing policy and guidance in the near future.

Questions concerning this memorandum from DOE should be directed to Jason Taylor at (202) 287-1945 or jason.taylor@hq.doe.gov. For NNSA, questions may be directed to Rocio Bolivar at (505) 845-6057 or rocio.bolivar@nnsa.doe.gov.



Department of Energy
Office of Science
Washington, DC 20585

May 21, 2012

MEMORANDUM FOR DISTRIBUTION

FROM: WILLIAM F. BRINKMAN, DIRECTOR
OFFICE OF SCIENCE

A handwritten signature in black ink, appearing to read "WFB Brinkman", written over the printed name.

SUBJECT: Office of Science Extended Assignments

The Department has issued a new policy (attached) regarding contractor domestic extended personnel assignments. Each of your Contracting Officers should take the actions described in the attached memo immediately, keeping in mind the following:

- The first action has already been completed via earlier data calls. Unless there is new information, no additional actions are needed on this item.
- The attached memo requires a report back to the Department's Senior Procurement Executive once the actions have been completed. Each of you should respond back to Joe McBrearty in this regard by May 29, 2012 and he will provide a consolidated Office of Science response.

In addition, the Office of Science is immediately instituting the following controls, in addition to current requirements, for all extended personnel assignments (both domestic and international). Your Contracting Officers should immediately take the necessary steps to ensure these controls are incorporated into your respective contracts.

- In order to ensure transparency, all extended assignments (i.e., > 1 year) must be identified explicitly in Field Work Proposals (FWP). FWPs must include the following for each assignee: a justification for the assignment, the initial start date, a projected end date, the cumulative additional (i.e., less regular salary and benefits) costs incurred due to the assignment up to that point in time, and an estimated cost to be incurred over the remainder of the assignment.

- For any international assignment that is expected to exceed three years, the Work Authorization must include explicit approval for that assignment. This approval must be based on a thorough review by the Program Office and Site Office to ensure the duration and costs are prudent and reasonable, and that less costly alternatives (e.g., relocation) are not available.

Finally, while these controls are being enacted, we need to ensure that ongoing assignments that exceed three years are prudent and reasonable. To do that, SC-3 has initiated a review of such assignments. In conducting that review, we will collaborate closely with you as well as the Program Associate Directors.

Attachment

Distribution:

R. Purucker, CH
P. Golan, SLAC
C. Baebler, AMSO
J. Livengood, ASO
A. Richards, BSO
F. Crescenzo, BHSO
M. Weis, FSO
J. Moore, ORNL
R. Snyder, PNSO
M. Dikeakos, PSO
J. Arango, TJSO
L. Kelly, Acting OR

cc w/attachment:

Patricia Dehmer, SC-2
Jeffrey Salmon, SC-4
Kathleen Klausung, SC-41
Daniel Hitchcock, ASCR
Harriet Kung, BES
Sharlene Weatherwax, BER
Edmund Synakowski, FES
James Siegrist, HEP
Timothy Hallman, NP
Daniel Lehman, Project Assessment
Manuel Oliver, SBIR/STTR