

DOE 5700.7C
5-18-92

THIS PAGE MUST BE KEPT WITH DOE 5700.7C, WORK
AUTHORIZATION SYSTEM.

DOE 5700.7C, WORK AUTHORIZATION SYSTEM, HAS REVISED
DOE 5700.713 TO REFLECT ORGANIZATIONAL TITLE, ROUTING
SYMBOL, AND OTHER EDITORIAL REVISIONS TO INCORPORATE
CHANGES REQUIRED BY SEN-6. NO SUBSTANTIVE CHANGES HAVE
BEEN MADE. DUE TO THE NUMBER OF PAGES AFFECTED BY THE
REVISIONS, THE ORDER HAS BEEN ISSUED AS A REVISION.

U.S. Department of Energy
Washington, DC.

ORDER

DOE 5700.7C

5-18-92

SUBJECT: WORK AUTHORIZATION SYSTEM

-
1. PURPOSE. To establish a work authorization and control process for work performed by designated management and operating (M&O) contractors.
 2. CANCELLATION. DOE 5700.76, WORK AUTHORIZATION SYSTEM, of 9-24-86.
 3. SCOPE. The provisions of this Order apply to all Departmental Elements and designated M&O contractors performing work for the Department as provided by law and as implemented by the appropriate contracting officer.
 4. REFERENCES.
 - a. DOE 1332.1A, UNIFORM REPORTING SYSTEM, of 10-15-85, which describes the content and format of plans and reports to be obtained from Department of Energy (DOE) contractors as required by contract.
 - b. DOE 1360.46, SCIENTIFIC AND TECHNICAL COMPUTER SOFTWARE, of 12-31-91, which gives the policies and procedures for providing and sharing software developed by the Department for scientific and technical applications.
 - c. DOE 1430.1C, MANAGEMENT OF SCIENTIFIC AND TECHNICAL INFORMATION, of 2-27-92, which provides detailed information concerning the reporting and dissemination of technical information.
 - d. DOE 1430.2A, SCIENTIFIC AND TECHNICAL INFORMATION PROGRAM, of 12-14-87, which establishes implementation procedures for the, technical information policy as set forth in DOE 1430.1C.
 - e. DOE 2200.6, FINANCIAL ACCOUNTING, of 10-24-88, which establishes policy and general procedures for the financial management of cash, advances, receivables, inventories, and investment of funds; accountability for plant and capital equipment; current and long-term liabilities; and accounting for equity revenues, collections, expenses, and reimbursable work performed by DOE on behalf of Federal agencies and non-Federal entities.
 - f. DOE 4200.1C, COMPETITION IN CONTRACTING, of 1-9-87, which implements the provisions of the Competition in Contracting Act.

DISTRIBUTION:

All Departmental Elements

INITIATED BY:

Office of Procurement, Assistance
and Program Management

- g. DOE 4200.3C, MANAGEMENT OF SUPPORT SERVICES CONTRACT ACTIVITY, of 5-17-91, which provides the policy, procedures, and responsibility for the management of support service contracts with the Department of Energy.
 - h. DOE 4700.1, PROJECT MANAGEMENT SYSTEM, of 3-6-87, which provides for implementing instructions, formats, and procedures for the project management system.
 - i. DOE 5000.1B, INSTITUTIONAL PLANNING BY MULTIPROGRAM LABORATORIES, of 4-9-92, which establishes the institutional planning process for DOE multiprogram laboratories.
5. APPLICABILITY. The Work Authorization System applies to work that is performed by the designated M&O contractors, except work involving services, products, or materials regularly produced for sale at scheduled rates under Departmental programs (e.g., routine irradiation services, radioisotopes, heavy water, enriched uranium, production or transmission of electricity), plant and capital equipment expenditures including line item construction projects, and projects designated as DOE major projects or major system acquisitions pursuant to DOE 4700.1, PROJECT MANAGEMENT SYSTEM.
6. DEFINITIONS.
- a. M&O Contractor is a contractor that has been formally designated by the Secretary as an M&O contractor in accordance with DOE policies. (See Attachment 1.)
 - b. Institutional Plan is a document prepared annually by each multiprogram laboratory which describes the results of the laboratory's annual institutional planning and the general agreement reached on the types and levels of activities to be conducted.
 - c. Multiprogram Laboratory is a Government-owned facility specifically designated in DOE 5000.1B.
 - d. Program Secretarial Officer is a senior outlay program official and includes the Assistant Secretaries for Conservation and Renewable Energy, Defense Programs, Environmental Restoration and Waste Management, Fossil Energy, and Nuclear Energy; and the Directors of Energy Research, Civilian Radioactive Waste Management, and New Production Reactors; and who is responsible for the assignment of work to the M&O contractor.
 - e. Lead Program Secretarial Officer is the Program Secretarial Officer who is responsible for the institutional overview of the activities of one or more M&O contractors.

- f. Work Assignment is a group of related tasks or activities to be performed by an M&O contractor. Where possible and appropriate, a work assignment should be measurable in terms of performance and should identify verifiable events, outcomes, or deliverables that mark progress.
 - g. Work Authorization Form (DOE F 5700.2) is a document that authorizes the performance of work by a specific M&O contractor (for an example, see Attachment 2.) It must contain, directly or by reference to other documentation (such as program letters, program plans, or project plans), the following elements as a minimum:
 - (1) A brief narrative description of what is to be done;
 - (2) A statement of current fiscal year funds to be provided and a citation of the funding source;
 - (3) For work assignments that have defined completion points, the total required funding estimate;
 - (4) The expected period of performance;
 - (5) The schedule, results, or product expected; and
 - (6) The specific reporting requirements.
 - h. Field Work Proposal Format is a standard format that may be used by a program office to secure information for program planning or budget formulation. It may be used as all or part of the documentation for work authorization. The format may also be used by an M&O contractor to describe work proposed by the contractor. (For an example, see Attachment 3.) At the discretion of the Program Secretarial Officer, the Field Work Proposal Format may be used for non-M&O contractors for budget and financial planning purposes.
7. POLICY. It is Departmental policy to have a uniform process for assigning controlling work performed by the designated M&O contractors that:
- a. Requires work assignments to be aggregated at the estimate of cost and obligations requirement level unless otherwise approved by the Program Secretarial Officer and the DOE Field Office Manager.
 - b. Establishes the relative responsibilities of the program office and the DOE Field Office for determining the appropriateness of work assignments and for monitoring work performance

- c. Assigns to the Program Secretarial Officers the responsibility for assuring the technical and programmatic adequacy of the documentation and requirements of their program work authorizations.
- d. Assures work assigned to the multiprogram laboratories is consistent with the program mix approved in the institutional plan.
- e. Recognizes and accommodates the delegation of various program responsibilities to a DOE Field Office including responsibility for M&O assignment decisions when so delegated by a Program Office or by other DOE procedures (e.g., for non-DOE funded work).
- f. Provides a basis for monitoring contractor performance in terms of work accomplishment.
- g. Recognizes, is compatible with, and where appropriate, is integrated with the other Departmental systems related to the planning, budgeting, direction, control, and reporting of work assigned to M&Os.
- h. Includes a standard numbering system for all work authorizations for reporting and accountability purposes.

8. RESPONSIBILITIES AND AUTHORITIES.

- a. The Under Secretary shall establish Departmental policies for the assignment and control of work authorization to the designated M&O contractors.
- b. Lead Program Secretarial Officers shall:
 - (1) Inform other DOE Elements of any restrictions or constraints on the use of a contractor facility under their cognizance.
 - (2) For M&O contractors under their cognizance that use the institutional planning process, provide guidelines under which approval of new work, as defined in DOE 5000.1B, may be delegated to a DOE Field Office.
 - (3) Recommend to the Under Secretary appropriate changes in the policies for work authorization for the designated M&O contractors.

c. Program Secretarial Officers shall:

- (1) Provide general approval of work to be accomplished under the provisions of this Order, normally as part of the institutional planning, budget formulation, or similar processes. Approval of specific work authorizations and associated documentation may be delegated.
- (2) Prepare work authorizations, aggregate activities into related work assignments at the highest appropriate level, and defend the level of aggregation selected.
- (3) For work authorizations they initiate, ensure that:
 - (a) The authorized work is appropriate for performance by an M&O contractor.
 - (b) Adequate consideration has been given to the alternative use of non-DOE resources.
 - (c) The work is not inappropriately duplicative of other ongoing work.
 - (d) The work is within the mission of the M&O contractor and otherwise appropriate for performance by the selected M&O contractor.
 - (e) The documentation provided with the work authorization and the requirements that it stipulates are both technically and programmatically adequate for their purpose.
- (4) As needed, issue and revise work authorizations to the DOE Field Offices and request necessary financial plan changes through the Chief Financial Officer (CR-1) for all approved work assignments. Authorizations for work planned in the current fiscal year are to be issued by the beginning of the fiscal year to the maximum extent possible.
- (5) Notify CR-1 when requesting periodic financial reports, except those provided for by the DOE Financial Information System.
- (6) Ensure that formal agreement is reached with the DOE Field Office in any instance in which the DOE Field Office is delegated technical assessment of work assignments or technical oversight and control of assigned work.
- (7) Monitor reports submitted to ensure that work performed and costs incurred conform to work authorizations which it issues.

d. Managers of DOE Field Offices shall:

- (1) Ensure that work performed by an M&O contractor does not violate any restrictions or constraints on the use of DOE controlled facilities.
- (2) Ensure that the work authorization requirements have been satisfied prior to granting authorization to proceed and that the M&O contractor has no significant disagreement with the assignment before work commences.
- (3) Review all proposed work authorizations to M&O contractors under their cognizance to ensure that they are appropriate for performance by an M&O, that they are within the mission of the M&O selected, and for M&O's with institutional plans, are within the scope and general levels of effort agreed upon.
- (4) Issue and revise work authorizations for work assigned by the DOE Field Office, as in the case of non-DOE funded work, or when the assignment decision has been delegated.
- (5) Monitor reports submitted to ensure that work performed and cost incurred conform to work authorizations which it issues.
- (6) Authorizations for work planned in the current fiscal year are to be issued by the beginning of the fiscal year to the maximum extent possible.
- (7) Authorize work in accordance with the approved funding program, programmatic guidance, and established procedures for administrative control of funds.
- (8) Review field work proposals prepared by contractors for consistency with program and other guidance, and transmit the proposals with any comments and recommendations to Headquarters program offices within the timeframes established in the budget call issued by the Chief Financial Officer and program guidance issued by the Headquarters program offices.
- (9) Ensure that M&O contractors provide technical information to the Director of Scientific and Technical Information (AD-21) in accordance with the requirements of DOE 1430.1C.
- (10) Ensure that at least one copy of all approved Work Authorization Forms (DOE F 5700.2) is sent to the Office of Scientific and Technical Information (AD-21).

- e. Chief Financial Officer (CR-1), shall:
 - (1) Review all requests for periodic financial reports which are not provided for by the Financial Information System; and
 - (2) Perform other tasks of an accounting and budgetary nature associated with the process described in this Order, such as issuing financial plans.
- f. Director of Procurement, Assistance and Program Management (PR-1) shall:
 - (1) Coordinate and secure Secretarial approval of any changes to the list of designated M&O contractors and issue update lists as necessary.
 - (2) Develop work authorization system procedures in coordination with Departmental Elements.

9. REQUIREMENTS AND PROCEDURES.

- a. As a minimum, each work authorization will require one technical progress report each fiscal year, a final technical report at the termination of the work assignment, and an annual report, of costs incurred in relation to authorization funding. These minimum requirements shall be met as described in the work authorization form and shall comply with the requirements of DOE 1332.1A, UNIFORM REPORTING SYSTEM. "
- b. Each work authorization shall have a unique identifying number which shall remain unchanged for the total life of the work assignment. Each number shall conform to an 11 digit alphanumeric format as described in Attachment 2, page 2. Any exceptions to this format shall be clearly described in block 13 of the work authorization form (Attachment 2, page 1).
- c. Work authorizations may authorize work for the current year or for subsequent years, subject to the availability of appropriated funds. A work authorization needs to be revised during the current year only to the extent necessary to reflect changes in funding or program guidance related to the current year. A multiyear work authorization need not be revised in the current year to reflect changes contemplated in subsequent years, but must be revised at the beginning of each fiscal year to reflect changes in funding, schedule, or scope originally authorized for that year.

- d. DOE Field Offices shall obtain a signed copy of each work authorization accepted by the M&O contractor as evidence of acceptance of the work authorization. Initiation of work on the work authorization by the M&O contractor constitutes acceptance of work authorization.
- e. Program Offices may transfer funds to a DOE Field Office and formally delegate certain responsibilities and authorities of the program manager such as the assignment of tasks and/or distribution of such funds to two or more M&Os under their cognizance. In such circumstances, the DOE Field Office shall be responsible for the preparation and issuance of the work authorization.
- f. Use of DOE F 5120.1, "Field Work Proposal," may be required by a Program Office in any specific program area to provide information for program planning or budget formulation, be used as part or all of the documentation of a work assignment, and by an M&O contractor to describe prospective work proposed by the contractor.
- g. Funds necessary to support work authorizations will be provided through the existing financial plan process. The M&O contractor will have the flexibility to manage individual tasks within the work assignment. Manpower and dollars may be shifted, as necessary, subject to DOE or congressionally imposed constraints and, if required, program office concurrence.

BY ORDER OF THE SECRETARY OF ENERGY:



DONALD W. PEARMAN, JR.
Acting Director
Administration and Human
Resource Management

MANAGEMENT AND OPERATING CONTRACTS

CONTRACT IDENTIFIER	DOE ORGANIZATION	CONTRACT NAME	FACILITY	CONTRACT NUMBER
*****	*****	*****	*****	*****
33 *				
34	OR	Westinghouse Materials Co, Inc	Fernald Production Center	AC05-86OR21600
35 *				
36	OR	Oak Ridge Assoc. Universities	Tng. Hosp/Museum/Inst.Eng.Anal.	AC05-76OR00033
37	OR	Boeing Petroleum Svcs., Inc.	Strategic Petroleum Reserve	AC96-85P021431
38	OR	Martin Marietta Energy Sys.	Portsmouth Plant	AC05-76OR00001
39 *				
40 *				
41	OR	Martin-Marietta Energy Sys.	OR & PAD Diff. Plants/Y-12/ORNL	AC05-84OR21400
42 *				
43	RL	Kaiser Engineers Hanford Co.	Engineers/Construction Svcs.	AC06-87RL10900
44 *				
45	RL	Westinghouse Hanford Co.	Operation and Engineering Svcs.	AC06-87RL10930
46 *				
47 *				
48	RL	Battelle Memorial Institute	Pacific Northwest Lab	AC06-76RL01830
49 *				
50	SF	University of California	Lawrence Livermore Nat. Lab	W-7405-ENG-48
51	SF	University of California	Biomed. & Env. Science Lab	AC03-76SF01012
52	SF	University of California	Energy Related Hlth. & Res. Lab	AC03-76SF00472
53	SF	University of California	Lawrence Berkeley Lab	AC03-76SF00098
54	SF	University of California	Radiobiology & Env. Health Lab	AC03-76SF01012
55	SF	Leland Stanford, Jr. Univ	Stanford Linear Accelerator	AC03-76SF00515
56	SF	Rockwell Int'l Corp.	Energy Tech. Engr. Center	AC03-76SF00700
57 *				
58 *				
59	SR	University of Georgia	Savannah River Ecology Lab	AC09-76SR00819
60	OR	Southeastern Univ. Research	CEBAF	AC05-84ER40150
61	AL	Ross Aviation	DP Air Service	AC04-89AL52318
62	HQ	TRW	Nuclear Waste Management	AC01-91RW00134
63	SC	Universities Research Assn.	SSC	AC35-89ER40486

*Reserved for future contracts.

Work Authori zati on

1. INITIATOR: George Simpson ER-10
NAME & SIGNATURE ORGANIZATION CODE TELEPHONE NO.

2. PROJECT TITLE: Characterization of Organics in Solid and Sludge
Waste from Emerging Energy Technologies

3. RESPONSIBLE ASSISTANT SECRETARY: Director of Energy Research

4. RESPONSIBLE DOE FIELD OFFICE: DOE CHICAGO FIELD OFFICE

5. M&O CONTRACTOR NAME: University of Chicago

6. WORK AUTHORIZATION NO.: H A/ 0 0 0 1 7/ C H / 1 2 7. REVISION NO.: 0 0

8. FUNDS HEREBY AUTHORIZED

B&R NO.	\$000
HA/ OO /O1	<u>100</u>
_____	_____
_____	_____
_____	_____




9. PERFORMANCE PERIOD COVERED BY
FUNDS FROM: 10-1-86 TO: 9-30-87

10. WORK START DATE: 10-1-86

11. EXPECTED COMPLETION DATE: 9-30-87

12. FUTURE FUNDING
PLANNED (\$000) : \$30

13. WORK AUTHORIZED: (Brief description, schedule, results or products and reporting requirements, and any shifting or funds permitted within the work authorization):

		NAME & SIGNATURE	DATE
14.	WORK AUTHORIZATION OFFICIAL:	James Harp 	9-24-86
15.	DOE FIELD OFFICE OFFICIAL:	Robert Jones 	9-24-86
16.	M&O CONTRACTOR OFFICIAL:	Harley Doe 	9-24-86

DOE WORK AUTHORIZATION SYSTEM (WAS) WORK AUTHORIZATION FORM INSTRUCTIONS

A. The Work Authorization Form is a document which authorizes the performance of work by a specific M&O contractor.

Item 1. Enter the name, signature, organization code, and telephone number of Individual initiating the authorization.

Item 2. When the work authorized relates to a specific project, enter the title of the project.

Item 3. Enter the title of the Assistant Secretary responsible for the authorized work.

Item 4. Enter the title of the DOE FIELD Office responsible for the authorized work.

Item 5. Enter the name of the M&O contractor responsible for the authorized work.

Item 6. Each work authorization number will remain the same for the life of the work assignment. Each number shall conform to the following alphanumeric format: "

--/-----/--/--
AA/11111/AA/11

a. The first two positions: The first two letters of the B&R code.

b. The next two positions: The next two digits of the B&R code.

c. The next two positions: A two digit sequential number for each authorization (01 to 99).

d. The next one position: The last digit of the fiscal Year to which the authorization applies.

e. The next two position: The DOE field office alpha code.

f. The next two positions: The M&O contractor numeric code.

Item 7. If the Initial authorization is changed, enter the appropriate revision number.

Item 8. Enter the amount of funds authorized under each B&R code.

Item 9. Use a two digit numeric format (MO-DA-YR) to indicate the performance period of the authorization; for example, 10-01-85
TO: 09-30-86.

Item 10. Enter the estimated work start date; for example 09-25-06.

Item 11. Enter the estimated work completion date; for example 09-05-86.

Item 12. Enter the estimated funding which will be required above the funds provided in the work authorization.

Item 13. Enter a brief description of work authorized, schedule, results or products, and reporting requirements.

Item 14. Enter the name and signature of the work authorizing official, and the date of his/her signature.

Item 15. Enter the name and signature of the DOE Field Office Official, and the date of his/her signature.

Item 16. Enter the name and signature of the M&O official, and the date of his/her signature.

FIELD WORK PROPOSAL
(Format)U. S. DEPARTMENT OF ENERGYFIELD WORK PROPOSAL

1. WORK PACKAGE NUMBER ERW0001	2. REVISION NO. 0	3. DATE PREPARED 9-1-85
3. WORK PACKAGE TITLE Organics in Solid and Sludge Waste from Emergency Energy Technologies		5. BUDGET AND REPORTING CODE AA-05-15
6. WORK PROPOSAL TERM Begin: (mm dd yy) End: (mm dd yy) 10 01 85 09 30 86		7. IS THIS WORK PACKAGE INCLUDED IN THE INSTITUTIONAL PLAN Yes
8. NAME: (Last, First, MI) (FTS Number) HEADQUARTERS/DOE FIELD OFC PROGRAM MANAGER George Simpson		11. HEADQUARTERS ORGANIZATION: Energy Research
9. DOE FIELD OFFICE WORK PROPOSAL REVIEWER Bob Johnson		12. DOE FIELD OFFICE: DOE Chicago Field Office
10. CONTRACT OR WORK PROPOSAL MANAGER John Smith		13. CONTRACTOR NAME: Univ. of Chicago
		14. DOE ORGANIZATION CODE: ER
		15. DOE ORGANIZATION CODE CH
		16. CODE: 12
17. PROPOSAL DESCRIPTION (Approach, anticipated benefit in 200 words or less:) In processes such as coal gasification, coal liquefaction, and the extraction of oil from oil shale, wastes are generated that are normally biologically or chemically treated before disposal. To assist in determining the best treatment for obtaining material suitable for disposal, a knowledge of the chemical composition of the wastes is required. The primary objective of this interlaboratory study is to characterize, by narrow-bore capillary column gas chromatography/mass spectrometry, the organics in solid and sludge wastes from the processes of emerging energy technologies and determine their potential for leaching after solid waste disposal.		
18. CONTRACTOR WORK PROPOSAL MANAGER: (Signature) (Date)		19. DOE FIELD OFFICE OFFICIAL (Signature) (Date)
20. DETAIL ATTACHMENTS: (see Attachments) a. Facility Requirements e. Approach i. Environmental Assessment b. Publications f. Technical progress j. Explanation of Milestones c. Purpose g. Future Accomplishments k. Other (Specify) d. Background h. Relationships to Other Projects		

WORK PROPOSAL REQUIREMENTS FOR OPERATING/EQUIPMENT
OBLIGATIONS AND COSTS

CONTRACTOR NAME	WORK PROPOSAL NO.	REV. NO.	DATE PREPARED		
University of Chicago	ERW0001	0	9-1-85		

21. STAFFING (in staff years)	PRIOR YEARS	BY-1	REQUEST	BY AUTHORIZED	BY+1	BY+2	TOTAL TO COMPLETE
			0	0	0		
			0	0	0.2		
			0.2	0.2	0.7		
			0.2	0.2	0.9		

22. OPERATING EXPENSE (in Thousands)						
	a. TOTAL OBLIGATIONS		\$100	\$100	\$ 30	
b. TOTAL COSTS			30	30	100	

23. EQUIPMENT (in Thousands)						
	a. EQUIPMENT OBLIGATIONS		\$ 0	\$ 0		
b. EQUIPMENT COSTS			\$ 0	\$ 0		

24. MILESTONE SCHEDULE (Tasks)	BY			SCHEDULE
	PROPOSED	AUTHORIZED	PROPOSED	
Develop procedures for analysis	10/85-12/85			
Extraction of Samples	01/86-02/86			
Analysis Setup	02/86			
Extract Analysis	03/86-08/86			
Leaching & Analysis	03/86-08/86			
Leachate				
Reporting of Results	09/86			

25. REPORTING REQUIREMENTS (DESCRIPTION)
Milestone Status Report - Monthly
Analysis Findings - As produced
Final Report - At close of project

DOE WAS FIELD WORK PROPOSAL INSTRUCTIONS

A The two page WAS Field Work Proposal is optional but may be required by a program office for planning and budget formulation. It may be used as all or part of the documentation of a Work Authorization. The form may also be used by an M&O contractor to describe prospective work. The form is intended to provide an overview of the effort, including each of the tasks necessary for project completion. Proposals should be limited to a single project to allow reporting of costs, obligations, and other information needed by the DOE Project Management System (PMS).

B. Page 1 of the Form.

Item 1. Enter a unique seven character number for the proposal. The first two characters of this number are to signify the DOE organizational code used when assigning regular contract numbers, such as EV, ER and DP. The third character is to be the letter "W." The remaining four characters will be a unique sequential number assigned by the requesting organization.

Item 2. If the initial proposal is changed, a revision is indicated by placing a number in this space, starting with the number "1" and proceeding in sequence.

Item 3. The month, day, and year on which form is prepared; for example: 10-01-85.

Item 4. A descriptive title of the work being proposed.

Item 5. The B&R Code in accordance with the classification set forth in the Accounting Practices and Procedures Handbook.

Item 6. The start and estimated completion date of the proposal. Use a two-numerical format for month, day, and year; for example: 10-01-85. For proposals initiated for an indefinite period of time, the completion date should be shown as "OPEN."

Item 7. Answer yes or no.

Item 8. When known, enter the name and FTS phone number of the DOE Program Manager responsible for the overall program.

Item 9. When known, enter the name and FTS phone number of the DOE Field Office individual responsible for reviewing the proposal.

Item 10. When known, enter the name and FTS phone number of the M&O contractor individual responsible for the proposal.

Item 11. The DOE HQS/FLD Office responsible for the overall program.

Item 12. The DOE Field Office responsible for the work proposal.

Item 13. Enter the name of the M&O contractor responsible for the proposal.

Item 14. The approved DOE code should be entered by the office responsible for overall program management.

Item 15. The approved DOE organizational code should be entered by the Reviewer.

Item 16. The two digit code representing the performing M&O should be entered. This code is found in attachment 1 of this order.

DOE WAS FIELD WORK PROPOSAL INSTRUCTIONS (CONTINUED)

DOE WAS FIELD WORK PROPOSAL INSTRUCTIONS (CONTINUED)

Item 17. A description of the proposal in 200 words or less, highlighting the purpose, approach, and anticipated benefits the proposal will provide to the program's mission.

Item 19. The signature of the contractor representative responsible for the proposal and the date are to be entered when the proposal is given to the reviewing official.

Item 19. The signature of the reviewing official and the date are to be entered when the proposal is forwarded to the Program Manager.

Item 20. Detailed attachments are to be completed if they are necessary to understand or will enhance the proposal. Any attachments accompanying the proposal should be indicated by checking the appropriate blocks. Each attachment page should include the contractor name, the proposal number, and the date prepared.

a. Facility requirements. If execution of WAS proposal requires the use of existing or approved facilities, briefly describe the required use and location, with associated gross square footage and impact on site utility services by fiscal year in which the proposal begins and each subsequent fiscal year during the anticipated life of the proposal. Facility needs will be reviewed in context of overall site planning and utilization and expressed in terms of space function: e.g., office, storage space, site utilities, etc.

- b. Publications. List all publications pertaining to the proposal during the -- prior fiscal year. Provide the title or subject and planned date of publications of all topical reports over the life of the proposal. Periodic progress reports are to be listed in this section.
- c. Purpose. Provide the reason(s) for the proposal and the objectives that will accomplish the stated purpose. The objectives(s) should be the single highest level of measurable achievement that can serve as a criterion for measuring the success or failure of the proposal.
- d. Background. Present a brief historical overview of the proposal or preview work or theories that have led to the proposal.
- e. Approach. Explain the management controls and methodology that will be used to execute the proposal in all fiscal years.
- f. Technical Progress. Attach the last Technical Progress Report if required by the DOE program. Also describe the technical progress in BY-3 (the last complete fiscal year) and expected progress for BY-2, BY-1, and BY.
- g. Future Accomplishments. Describe any anticipated benefits that will accrue in the future which are attributable to the proposal.
- h. Relationship to Other Projects. Provide a description of any relationships, interrelationships or dependencies which the proposal has with other known Federally-funded projects.

DOE WAS FIELD WORK PROPOSAL INSTRUCTIONS (CONTINUED)

- i. Environmental Assessment. In accordance with the National Environmental Policy Act of 1969, describe the long-term and short term potential impacts and effects of the work package upon the ecosystem.
- j. Explanation of Milestones (if applicable). A detailed explanation of the milestones presented on the second page of the proposal (item 24) should be given. For basic research, the only milestone may be the submission of a yearly progress report.
- k. Other. Any other attachments should be specified in the space provided on the work package form.
- l. Page 2 of the Form - General. Header information on this page should be filled in as it appears on page 1. The "Authorized" column is not completed unless requested by the program when funds have been authorized. The column heading designations on page 2 of the WAS Field Work Proposal Form are defined below. The relationship between the Fiscal Years (FY) for which information is being provided is illustrated in the table below.

Prior Years. For proposals related to projects, information for all prior years in which work has been performed should be provided to allow total project cost and other information to be calculated. This column is optional and should only be completed when requested by the program in the program guidance.

Item 21. Designate personnel staffing in full time equivalent person-years (as defined in DOE Manual Chapter 1101.) Enter the numbers of scientific and other direct person-years for all columns.

Item 22. Enter estimates for total obligations and total costs per year for all columns. This should include inventories.

Item 23. Enter estimates for total obligations and total costs per year for all columns for equipment directly related to the proposal.

Item 24. Enter the titles of the supporting tasks in the "Milestone Schedule" column. Each task should be followed by the total obligations in thousands of dollars in the "Proposed BY" column. The dates (MO/YR) on which the tasks are projected for start and completion should be entered in the "Proposed Schedule" columns, will be completed if requested by the Program Manager, when funds have been authorized. Based on the allocation of funds, enter the dates for the planned start and completion of the respective tasks when requested.

Item 25. Enter all reporting required for the proposed work to include a description and frequency for each report.

CALENDAR YEAR THAT DOE PREPARED BUDGET (BY)

	1985	1986	1987	1988
BY-3	FY 1984	FY 1985	FY 1986	FY 1987
BY-2	FY 1985	FY 1986	FY 1987	FY 1988
BY-1	FY 1986	FY 1987	FY 1988	FY 1989
BY	FY 1987	FY 1988	FY 1989	FY 1990

	1986	1987	1988	1989
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CALENDAR YEAR THAT CONGRESS CONSIDERS BUDGET (BY)

DOE WAS FIELD WORK PROPOSAL INSTRUCTIONS (CONTINUED)

