U.S. DEPARTMENT OF ENERGY

Management & Operating (M&O) Contract Work Authorization

WORK AUTHORIZATION

1. INITIATOR: _____   _____   _____
   NAME & SIGNATURE   ORGANIZATION CODE   TELEPHONE NO.

2. PROJECT TITLE: _____

   _____

3. RESPONSIBLE ASSISTANT SECRETARY: _____

4. RESPONSIBLE OPERATIONS OFFICE: _____

5. M&O CONTRACTOR NAME: _____

6. WORK AUTHORIZATION NO.:   __ __ / __ __ __ __ __ / __ __   7. REVISION: __ __

8. <u>FUNDS HEREBY AUTHORIZED</u>

   B&R No. $000

   __ / __ / __   _____   9. PERFORMANCE PERIOD COVERED BY
                                            FUNDS FROM: _____ TO: _____

   __ / __ / __   _____
                                         10. WORK START DATE: _____
   __ / __ / __   _____

   __ / __ / __   _____   11. EXPECTED COMPLETION DATE: _____

                                         12. FUTURE FUNDING
                                             PLANNED ($000): _____

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

                                NAME & SIGNATURE   DATE

14. WORK AUTHORIZATION OFFICIAL: _____   _____

15. OPERATIONS OFFICE OFFICIAL: _____   _____

16. M&O CONTRACTOR OFFICIAL: _____   _____

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INSTRUCTIONS FOR DOE F 5700.2, "WORK AUTHORIZATION"

A. The DOE F 5700.2 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 Operations 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:

$$\text{——/—————/——/——}$$
$$\text{AA/ \ 11111/ \ AA/ \ 11}$$

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 positions: The operations 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: 09-25-86.

Item 11. Enter the estimated work completion date; 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 operations 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.