

## SECTION G

### CONTRACT ADMINISTRATION

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## SECTION G

### CONTRACT ADMINISTRATION

#### G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration under this contract, the Contractor shall be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence submitted (as used herein, this term excludes technical correspondence where patent or technical data issues are involved and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions, of this contract) shall be addressed to the DOE Contracting Officer's Representatives (COR) (see paragraph G.3) with an information copy of the correspondence to the DOE Contract Specialist (see paragraph G.2).
- (b) Other Correspondence. All other correspondence shall be addressed to the Contracting Officer, with information copies of the correspondence to the DOE CORs, and DOE Patent Counsel (where patent or technical data issues are involved).
- (c) Contracting Officer's Address. The Contracting Officer's address is:

Sally Leingang  
Contracting Officer  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road, East  
New Orleans, LA 70123  
Telephone No. (504) 734-4362  
Email address: [sally.leingang@spr.doe.gov](mailto:sally.leingang@spr.doe.gov)

- (d) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number, as illustrated below:

SUBJECT: Contract No. (Insert contract number from cover page Block 2) (Insert subject topic after contract number)

#### G.2 CONTRACT SPECIALIST FOR POST AWARD ADMINISTRATION

The DOE Contract Specialist is:

Anne Quern  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road, East  
New Orleans, LA 70123  
Telephone No. (504) 734-4228  
Email address: [anne.quern@spr.doe.gov](mailto:anne.quern@spr.doe.gov)

The Contractor shall use the Contract Specialist as the point of contact on all but technical matters (see G.1 (a), above for definition).

### **G.3 CONTRACTING OFFICER'S REPRESENTATIVE**

The Contracting Officer's Representatives are the DOE Senior Site Representatives (SSR) at each site:

Suresh Sevak, DOE SSR Bayou Choctaw  
Allison Kuhn, DOE SSR West Hackberry  
Marshall Jackson, DOE SSR Big Hill  
Jorge Aguinaga, DOE SSR Bryan Mound

The Contractor shall use the COR as the point of contact on technical matters (see G.1 (a) above, for definition).

### **G.4 DEPARTMENT OF ENERGY PATENT COUNSEL**

The mailing address for information copies to the DOE Patent Counsel is:

Mr. Paul Gottlieb  
Assistant General Counsel for Intellectual Property  
GC-61, Room 6F067  
U.S. Department of Energy  
1000 Independence Avenue, SW  
Washington, DC 20585

### **G.5 PROPERTY ADMINISTRATOR**

The DOE Property Administrator for this contract is:

Rosalie Washington  
Property Administrator  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road, East  
New Orleans, LA 70123  
Telephone No. (504) 734-4235  
Email address: [rosalie.washington@spr.doe.gov](mailto:rosalie.washington@spr.doe.gov)

The Contractor shall use the Property Administrator as the point of contact on property matters (see G.1 (a) above, for definition).

<u>DOE/SPRPMO DIRECTIVES</u>	<u>Date</u>	<u>Title</u>
DOE O 130.1	09/29/95	Budget Formulation Process
DOE O 142.3A	10/14/10	Unclassified Foreign Visits and Assignments
DOE O 150.1	05/08/08	Continuity Program
DOE O 151.1C	11/02/05	Comprehensive Emergency Management System
DOE O 200.1A	12/23/08	Information Management Program
DOE O 205.1B	05/16/11	Department of Energy Cyber Security Program
DOE O 206.1	01/16/09	Department of Energy Privacy Program
DOE O 210.2A	04/08/11	DOE Corporate Operating Experience Program
DOE O 221.1A	04/19/08	Reporting Fraud, Waste, and Abuse to the Office of Inspector General
DOE O 221.2A	02/25/08	Cooperation with the Office of Inspector General
DOE O 225.1B	03/04/11	Accident Investigations
DOE O 226.1B	04/25/11	Implementation of DOE Oversight Policy
DOE O 227.1	08/30/11	Independent Oversight Program
DOE O 231.1B	06/27/11	Environment, Safety and Health Reporting
<sup>1</sup> DOE O 243.1A	11/07/11	Records Management Program
DOE O 243.2	02/02/06	Vital Records
DOE O 251.1A	01/30/98	Directives System
DOE O 252.1A	02/23/11	Technical Standards
DOE O 350.1	09/30/96	Contractor Human Resource Management Programs
Change 001	05/08/98	
Change 002	11/22/09	
Change 003	02/23/10	
DOE O 412.1	04/20/99	Work Authorization System
DOE O 413.1B	10/28/08	Internal Control Program
DOE O 413.3B	11/29/10	Program and Project Management for the Acquisition of Capital Assets
DOE O 414.1D	04/25/11	Quality Assurance
DOE O 420.1B	12/22/05	Facility Safety
Change 1	04/19/10	
DOE O 422.1	06/29/10	Conduct of Operations
DOE O 430.1B	09/24/03	Real Property Asset Management
Change 1	02/08/08	

<sup>1</sup> *The Directive will be revisited in approximately 9 months to address the DOE requirements.*

Change 2	04/25/11	
DOE O 436.1	05/02/11	Departmental Sustainability
DOE O 440.2C Admin Change 1	06/15/11 06/22/11	Aviation Management and Safety
DOE O 442.1A	06/06/01	Employee Concerns Program
DOE O 442.2	07/29/11	Differing Professional Opinions for Technical Issues Involving Environment, Safety and Health
DOE O 460.1C	05/14/10	Packaging and Transportation Safety
DOE O 460.2A	12/22/04	Departmental Materials Transportation and Packaging Management
DOE O 470.3B	08/12/08	Graded Security Protection Plan
DOE O 470.4B	07/21/11	Safeguards and Security Program
DOE O 471.1B	03/01/10	Identification and Protection of Unclassified Controlled Nuclear Information
DOE O 471.3 Admin Chg 1	04/09/03 01/13/11	Identifying and Protecting Official Use Only Information
DOE O 471.6	06/20/11	Information Security
<sup>2</sup> DOE O 473.3	06/27/11	Protection Program Operations
DOE O 475.1	12/10/04	Counterintelligence Program
DOE O 475.2A	02/01/11	Identifying Classified Information
DOE O 534.1B	01/06/03	Accounting
DOE O 544.1	10/12/04	Priorities and Allocations Program
DOE O 551.1D	04/02/12	Official Foreign Travel
DOE O 580.1A	03/30/12	Department of Energy Personal Property Management Program
DOE O 2340.1C	06/08/92	Coordination of General Accounting Office Activities
DOE 5639.8A	07/23/93	Security of Foreign Intelligence Information and Sensitive Compartmented Information Facilities
DOE 5670.1A	01/15/92	Management and Control of Foreign Intelligence
DOE M 205.1-3	04/17/06	Telecommunications Security Manual
DOE M 231.1-2	08/19/03	Occurrence Reporting and Processing of Operations Information
DOE M 251.1-1A	01/30/98	Directives System Manual
DOE M 440.1-1A	01/09/06	DOE Explosives Manual
DOE M 441.1-1	03/07/08	Nuclear Material Packaging Manual
DOE M 450.4-1	11/01/06	Integrated Safety Management System Manual
DOE M 470.4-4A Section D	01/16/09	Technical Surveillance Countermeasures
DOE M 470.4-5	08/26/05	Personnel Security

<sup>2</sup> CRD incorporated IAW DOE Letter 11-SEOD-030 dated 10/19/11.

DOE M 470.4-6	08/26/05	Nuclear Material Control and Accountability
DOE M 470.4-7	08/26/05	Safeguards and Security Program References
DOE M 471.3-1 Admin Chg 1	04/09/03 01/13/11	Manual for Identifying and Protecting Official Use Only Information
DOE M 475.1-1B	08/28/07	Manual for Identifying Classified Information
DOE N 203.1	10/02/00	Software Quality Assurance
DOE N 205.2	11/01/99	Foreign National Access to Cyber Systems
DOE N 205.3	11/23/99	Password Generation, Protection, and Use
DOE N 205.8	02/11/04	Cyber Security Requirements for Wireless Devices and Information Systems
DOE N 205.9	02/19/04	Certification and Accreditation Process for Information Systems Including National Security Systems
DOE N 205.10	02/19/04	Cyber Security Requirement for Risk Management
DOE N 205.11	02/19/04	Security Requirements for Remote Access to DOE and Applicable Contractor Information Technology Systems
DOE N 206.4	06/29/07	Personal Identity Verification
SPRPMO O 130.1B Change 1	03/14/05	Management and Operating Contractor's Annual Operating Plan Formulation and Execution
SPRPMO O 151.2B	06/06/06	Drawdown Readiness Program
SPRPMO O 200.1	12/11/00	Intranet/Internet Web Page Publishing Process
SPRPMO O 200.2A	08/29/06	Information Management Council and Information Systems Planning Committee
SPRPMO O 200.3	07/12/07	Information Technology Guidance Implementation Process
SPRPMO O 206.4	09/01/10	Background Checks and Badging
SPRPMO O 210.1A	09/22/06	Milestone Control
SPRPMO O 220.1C	10/04/06	On-Site Management Appraisals
SPRPMO O 220.2D	07/15/09	Observation Reports
SPRPMO O 226.1A	01/31/12	Implementation of Department of Energy Oversight Policy
SPRPMO O 231.1A Change 1 Change 2	03/22/07 11/26/08 03/23/11	Occurrence Reporting and Processing System
SPRPMO O 413.3 Change 1	12/22/10 01/06/12	Crude Oil Quality and Test Criteria
SPRPMO O 414.1C	11/02/11	Quality Assurance
SPRPMO O 416.1	08/10/10	SPRPMO Petroleum Accountability
SPRPMO O 420.1C	12/15/11	Conduct of Operations Requirements for SPR Facilities
SPRPMO O 430.1B Change 1	12/14/07 12/23/08	SPRPMO Reliability, Availability and Maintainability Program

SPRPMO O 431.1A	07/25/11	SPR Design Criteria
SPRPMO O 432.1B	05/13/09	SPR Facilities/Equipment Turnover and Startup Procedure
SPRPMO O 433.1B Change 1	09/27/07 12/20/11	Maintenance Management Program
SPRPMO O 434.1C	03/12/08	Recovery Program
SPRPMO O 436.1	12/20/11	Site Sustainability
SPRPMO O 440.2B	02/27/08	Aviation Implementation Plan
SPRPMO O 440.4	08/16/07	Policy on Preventing Violence in the Workplace
SPRPMO O 451.1D	12/22/10	SPRPMO National Environmental Policy Act (NEPA) Implementation Plan
SPRPMO O 471.4	06/30/04	Reporting Incidents of Security Concern
SPRPMO O 534.1A	03/27/06	Financial Accounting for the SPR Crude Oil Inventory
SPRPMO M 243.1-1C	04/10/06	Records Disposition Manual
SPRPMO M 410.1-1A Change 1	11/10/03 08/30/06	Configuration Management Program Manual
SPRPMO M 414.1-1A	09/30/03	Quality Assurance Manual
SPRPMO M 442.1-1A Change 1	06/04/02 08/25/04	Employee Concerns Manual
SPRPMO M 470.4-1	07/13/07	SPRPMO Security Manual
<sup>3</sup> SPRPMO N 450.1	12/02/11	Implementation of Environmental, Safety and Health Contractor Requirements Documents
SPRPMO N 450.5B	10/04/11	SPR Environment, Security, Safety, Health, and Emergency Preparedness Goals, FY 2012

<sup>3</sup> This Notice cancels SPRPMO M 450.1-1B (CRD), the Environment Interface Working Agreement dated 08/12/09 and the Safety and Health Interface Working Agreement dated 05/08/06.

### APPENDIX G - KEY PERSONNEL

Pursuant to the clause entitled “Key Personnel,” the following positions are considered to be essential to work being performed.

<u>Title</u>	<u>Name</u>
Project Manager	Robert McGough
Director, Operations and Maintenance	J. P. Martinez
Site Director – West Hackberry	Roger Marcantel
Site Director – Bayou Choctaw	Scott Landry
Site Director – Big Hill	Ronnie Johnson
Site Director – Bryan Mound	Jimmy Salinas
Director, Cavern Integrity	James (Mark) Erskine
Director, Engineering	Vacant
Director, Data Systems	Leslie Williams
Director, Technical Support Systems	William Bozzo
Director, Security and Emergency Preparedness	Duane Johnson
Director, Human Resources and Development	Dione Heusel
Director, Finance/CFO	Colleen Yates
Director, Energy and Sustainability	Walter E. Newcomb, Ph.D.
General Counsel	Vacant



**APPENDIX K  
DYNMCDERMOTT PETROLEUM OPERATIONS COMPANY  
MANAGERIAL PERSONNEL**

<u>Position</u>	<u>Employee</u>
<b><u>PROJECT MANAGER</u></b>	Robert McGough
<u>Direct Reports:</u>	
Director, Operations & Maintenance	J. P. Martinez
Director, Cavern Integrity	James (Mark) Erskine
Director, Engineering	Vacant
Director, Data Systems	Leslie Williams
Director, Technical Support Systems	William Bozzo
Director, Finance	Colleen Yates
Director, Human Resources and Development	Dione Heusel
Director, Property and Facilities	Melvin Labat
Director, Security & Emergency Preparedness	Duane Johnson
Director, Internal Audit	William Coggin
Director, Energy and Sustainability	Walter Newcomb
General Counsel	Vacant
Manager, Office of Procurement	Mary Leingang
Manager, Project Management	Edwin Kapinus
Contracts Manager	Randy J. Sutton
<b><u>OPERATIONS AND MAINTENANCE</u></b>	J. P. Martinez, Director
<u>Direct Reports:</u>	
Manager, Maintenance & Material	Alan Mika
Manager, Operations	Darryl Rickner
<u>Site Directors:</u>	
Bayou Choctaw	Scott Landry
Big Hill	Ronnie Johnson
Bryan Mound	Jimmy Salinas
West Hackberry	Roger Marcantel
<b><u>CAVERN INTEGRITY</u></b>	James (Mark) Erskine, Director
<u>Direct Report:</u>	
Manager, Field Workover	Johnny C. Guillory, Sr.
Manager, Technical Analysis	Lisa Eldridge
Manager, Cavern Operations	Karen Wynn
Manager, Cavern Workover Program	Darryl Moore
Manager, Field Workover	Vacant

**ENGINEERING**

Janet Robert (Acting Director)

Direct Reports:

Manager, Design Engineering  
Manager, Process & Security Systems Control  
Manager, Operational Systems

Janet Robert  
Randall Bridges  
Patrick Mihalik

**DATA SYSTEMS**

Leslie Williams, Director

Direct Reports:

Manager, Project Support  
Manager, Network Operations  
Manager, Cyber Security  
Manager, Business Systems & Software  
Manager, Customer Service

Bryan Roussel  
Gerald Randall  
Chris Shipp  
John Baudouin  
Greta Wilson

**TECHNICAL SUPPORT SERVICES**

William Bozzo, Director

Direct Reports:

Manager, Environmental Department  
Manager, Occupational Safety & Health  
Manager, Quality Assurance  
Manager, Office of Strategy Management

David Folse  
Suzanne Broussard  
Wade Sickinger  
David Stoltz

**FINANCE**

Colleen Yates, Director

Direct Reports:

Manager, Budget and Cost  
Manager, Financial Services

Germaine Gross  
Michele King

**HUMAN RESOURCES & DEVELOPMENT**

Dione Heusel, Director

Direct Report:

Manager, Human Resources  
Manager, OD & Performance Development

Ginger Roques  
Al Crain

**PROPERTY & FACILITIES**

Melvin Labat, Director

Direct Report:

Manager, Property

Rod Steib

**SECURITY & EMERGENCY PREPAREDNESS**

Duane Johnson, Director

Direct Reports:

Manager, Emergency Preparedness  
Manager, Personnel & Internal Security  
Manager, Protection & Physical Security

Timothy Thomasson  
Jeff Dugar  
Jordan Jones

**INTERNAL AUDIT**

William Coggin, Director

Direct Reports:

No managerial direct reports

**ENERGY AND SUSTANIABILITY**

Walter Newcomb, Director

Direct Reports:

No managerial direct reports

**GENERAL COUNSEL**

Vacant

Direct Reports:

Senior Project Counsel  
Senior Employment Law Counsel

Randy Sutton  
Sophia Ryan