



Department of Energy
Office of Science
Washington, DC 20585

January 28, 2010

MEMORANDUM FOR DISTRIBUTION

FROM: 
WILLIAM F. BRINKMAN
DIRECTOR, OFFICE OF SCIENCE

SUBJECT: Coordination of Visits to Office of Science Sites

The purpose of this memorandum is to establish an efficient and effective mechanism to coordinate, vet, and approve external requests for access to Office of Science (SC) sites by the Department of Energy Headquarters (DOE) support elements. Recognizing our shared commitment to the effective and efficient management of the Department, we are committed to a continued collaborative and supportive relationship with the Department's support organizations; however, we have experienced an increasing number of proposed site visits initiated by these organizations.

In the course of discussions between SC management, DOE support elements, and SC field representatives, we have determined there is a need to develop a more formal process to facilitate addressing the needs of the Department support elements for data, best practices, lessons learned and other requests that may require access to SC sites. We need to ensure that sufficient up-front discussion takes place between knowledgeable Office of Science staff and the staff of the Departmental support elements so we can understand the needs of the Department and determine the most efficient and effective means of meeting those needs, consistent with ongoing operations and the requirements of SC and our contractors.

Please note that nothing in this memo is intended to preclude or impair the Office of Inspector General's access to SC sites or information.

In order to ensure that site visit activities are coordinated and align with SC interests and the respective authorities of SC and the Department, I am instituting the following process:

- Effective immediately, all Headquarters support elements' requests for access to SC sites will be reviewed and coordinated through the Office of Science's Deputy Director for Field Operations (SC-3). Requests submitted directly to any SC organization other than SC-3 should be forwarded immediately to SC-3 for coordination and decision making.
- Requests for access will not be approved independent of completion of this process. The responsibility of SC-3 will be to:



- a) Evaluate the objectives and issues/questions proposed to be addressed.
- b) Determine (in coordination with SC site office(s) and other affected SC organizations) whether the objectives can be effectively accomplished via written question and answer, teleconference or video-teleconference, briefings at headquarters, or other less obtrusive methods.
- c) If an alternate approach is viable, SC-3 will notify the Headquarters support elements and provide the appropriate contacts within SC to execute that approach.
- d) If a site visit is necessary, SC-3 will identify the appropriate SC contacts to work with the Headquarters support elements in scheduling the visit.

I appreciate your assistance in helping to maximize our efficiency in collaborating with the Headquarters support elements. If you have any questions regarding this process, please contact George Malosh, Deputy Director of Field Operations at 202-586-5434.

cc: S-2
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SC-BHSO
SC-FSO
SC-ORNL-SO
SC-PNSO

SC-PSO
SC-SSO
SC-TJSO