



U.S. DEPARTMENT OF
ENERGY

Office of
Science

Office of Science Integrated Support Center

Service Plan

Approved:

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6/14/16

Date

7/12/16

Date

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Executive Summary

This document reflects the collaborative approach of the Office of Science (SC) Integrated Support Center (ISC), which is comprised of the Chicago Office (CH) and the Oak Ridge Office (OR), to advancing the SC enterprise through the operation of the SC ISC. The ISC is a virtual organization established during the restructuring effort of the OneSC Project. This Service Plan (Plan) documents the decisions made to date relative to the mutual responsibility of CH and OR to collaborate in providing integrated support for the SC. This Plan is a mutual agreement between the two offices for the purpose of identifying who will be the “primary lead source” for the services provided to a particular Site Office customer. In the event a support request is received by the ISC which is inconsistent with the “Service Provider Matrix”, as to the primary provider of the service, the colleagues of both offices will communicate as to the circumstances surrounding the request and how best to preserve the integrity of this arrangement while ensuring the customer is provided the support being sought.

The core content of the Plan consists of the Service Provider Matrix, which is comprised of 17 Management Systems, which comprise the Office of Science Management Systems (SCMS) along with their Key Functions/Services and Processes, with a numbering system which corresponds with that of Section 3.2 of each respective Management System; and the Contact Matrix, which lists the primary contacts located at CH and OR. While the primary ISC contact lead (CH or OR) is identified for a given function/service and processes for providing support to a specific Site Offices, the ISC as a single entity is responsible for providing the various functions/services and processes. Although the Service Provider Matrix identifies Management System Owners, Secondary Management Systems Owners and Points of Contacts for each Management System in SCMS, the Contact Matrix identifies the Primary Point of Contact at each ISC element for the Key Functions/Services and Processes. It should be noted that the Service Provider Matrix Key Functions/Services and Processes listed, are not all-inclusive with respect to services provided by the ISC

Section 1 Guiding Principles

The ISC provides services through the integration of the capabilities and expertise of CH and OR. These services are provided to support the total SC enterprise and are designed to ensure effective customer support and operating efficiency.

The ISC Managers are accountable to the SC Deputy Director for Field Operations (DDFO) for the effectiveness and efficiency of enterprise support. Feedback from the SC customer base will be considered in assessing the quality, effectiveness, and efficiency of the enterprise support.

The ISC will jointly develop revisions to this Plan and be individually responsible to the SC DDFO for implementing the various aspects of the Plan. The Plan is the integration vehicle, which leverages the capabilities of CH and OR on providing support to the SC enterprise. The source of support services, CH or OR, was based initially upon the capacity to provide support; capacity being a function of both available resources and required functional expertise. In the long term, ISC service delivery will be a means of supporting and meeting the required needs of the customers, that are primarily covered/described in the SCMS System Description Key Functions/Services and Processes described in the Service Provider Matrix of this document.

Section 2 Assumptions

This Plan is based on a number of assumptions. The ISC is a major responsibility for the Chicago Office and Oak Ridge Office Managers who, with their supporting organizations, constitute the ISC team. The Managers are held accountable for the quality of the support provided to SC through the ISC.

The Plan presumes a standard set of expectations for Site Offices. The Plan also assumes site staffing commensurate with these expectations; that is, site staffing will consist of the correct number of positions and the proper skills of the incumbents. This is a critical assumption since the Plan assumes site skill bases sufficient to allow for appropriate liaison and integration with the ISC service providers. CH and OR will work together to effectively and efficiently share resources as needed. The SC DDFO will monitor overall human capital needs and utilization.

An additional assumption is that the Chicago/Oak Ridge ISC team will serve as the source of specialized staff support to the SC DDFO as the single point of accountability for SC operations.

Section 3 Purpose and Scope

This Plan was developed to identify the primary lead office for administrative, business, and technical services within the SC enterprise for a given site office, the customer. The ISC customer base consists primarily of SC Site Offices.

Section 4 Services

All services will be provided consistent with the ISC's Core Values:

- We believe people are our most important resource and should be treated with fairness, respect, and dignity.
- We exist to serve our customer needs.
- We value our partners and stakeholders.
- We are committed to excellence and continual improvement.
- We recognize that leadership, empowerment, and accountability are essential.
- We manage by fact and focus on results to create value.
- We work as a team and advocate teamwork.
- We value safety and respect of the environment.
- We value agility, creativity and innovation.
- We exemplify the highest standards of ethical behavior.
- We are good neighbors and model community citizens.

The Chicago and Oak Ridge Offices are accountable to both their customers and ultimately to the SC DDFO for the consistency, quality, and timeliness of their support. Performance standards of the ISC are based on established standards developed under the auspices of the SC DDFO. Generally, Site Office service seekers know or have previously established contact points at the ISC. If someone other than the primary contact receives a service request, direct the request to the

lead office primary contact listed in the Contact Matrix. Requests for services not identified in the matrix (i.e., “new requests”) should be directed to the CH Deputy Manager who will coordinate with the OR Deputy Manager to analyze mutual capacity for the support and in concert with this Plan, identify the primary source to provide the support. This decision will be documented by a change to the Service Provider Matrix when the support will be recurring (as opposed to transactional). In accordance with the SC emergency management guidance, the SC Site Offices have the lead responsibility in emergencies and the ISC is to support the Site Offices. There are, in many of the planned site activities, clearly defined roles and relationships for emergency operations by DOE and contractors reflecting the site’s unique needs, characteristics, and experience. Under special or unusual circumstances, the need for emergency service support activities may be difficult to anticipate. For these reasons, Site Offices can and should directly contact the appropriate person in the Contact Matrix for needed support regardless of whether or not the activity has been identified in this Plan.

Service Provider Matrix

SCMS System Descriptions Key Functions/Services and Processes	SITE OFFICE & SC-45* Primary Lead: CH = C: OR = O: SC-45 = S									
	ASO	AMISO	BHSO	BSO	FSO	OSO	PSO	PNSO	SSO	TJSO
1. Budget and Financial Management – Section 3.2	C	C	C	C	C	O	C	O	O	O
3.2.1 Accounting 3.2.2 Budget 3.2.3 Evaluation and Review Management System Owner: Hughie Thomas Secondary Management System Owner: Shawna Weekley Point of Contact: Mitchell Smith										
2. Communications and Public Affairs – Section 3.2	C	C	C	C	C	O	C	C	O	O
3.2.1 Public Involvement and Community Relations 3.2.1.1 Conduct of Meetings, Comment Periods, etc. 3.2.1.2 Public Inquiries 3.2.1.3 Public Reading Room 3.2.1.4 Information Security 3.2.1.5 Internet Home Page 3.2.2 Congressional and Intergovernmental Affairs 3.2.2.1 Testimony Coordination 3.2.2.2 Congressional and Intergovernmental Notifications 3.2.2.3 Congressional and Intergovernmental Inquiries 3.2.2.4 Visits/Protocol 3.2.2.5 Management and Operating Contractor Coordination 3.2.3 Media Relations and External Communications 3.2.3.1 Press Release/Media Event Coordination/Approvals 3.2.3.2 Reporting 3.2.3.3 Emergency Public Affairs Planning and Response 3.2.3.4 Media Interaction Training/Coaching 3.2.4 Public Information 3.2.4.1 Web Sites 3.2.4.2 Speakers Bureau/Training 3.2.4.3 Publications, Audiovisual Productions, and Exhibits 3.2.5 Internal Communications Management System Owner: John Shewairy Secondary Management System Owner: Brian Quirke Point of Contact: John Shewairy										
3. Environment, Safety, and Health – Section 3.2	C	C	C	O	C	O	C	C	O	O
3.2.1 Environment, Safety, and Health for Federal Office of Science Staff 3.2.2 Environment, Safety, and Health Management and Oversight of Contractors Employee Concerns Program (To be Incorporated into this SCMS Subject Area from Human Resources Services)										

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	ASO	AMSO	BHSO	BSO	FSO	OSO	PSO	PNSO	SSO	TJSO
Management System Owner: Patrick Smith Secondary Management System Owner: Karl Moro Point of Contact: Patrick Smith										
4. Facility Safety, Operations, and Infrastructure – Section 3.2	C	C	C	O	C	O	C	C	O	O
3.2.1 Planning 3.2.2 Facilities Information Management System (FIMS) 3.2.3 Condition Assessment Surveys (CAS) 3.2.4 Integrated Facilities and Infrastructure (IFI) Crosscut Budget 3.2.5 Maintenance 3.2.6 Offsetting New Construction with Excess Space Elimination 3.2.7 Sustainability Management 3.2.8 Hazard Category 1,2 and 3 Nuclear Facility Operations 3.2.9 Accelerator Operations 3.2.10 Facilities Safety, Operation, and Infrastructure Evaluation and Oversight Management System Owner: Russ Kelly Secondary Management System Owner: Chih-Ming Kao Point of Contact: Russ Kelly										
5. Financial Assistance – Section 3.2	C	C	C	C	C	O	C	O	O	O
3.2.1 Pre-award 3.2.2 Award Phase 3.2.3 Noncompetitive Awards and Unsolicited Applications 3.2.4 Post-Award Management System Owner: Cynthia Anderson Secondary Management System Owner: Susan Borthwick Point of Contact: Michael Hill										
6. Human Resources Services – Section 3.2 (HR services provided by SC-CH and SC-OR Human Resources Advisory Officers)	C	C	C	C	C	O	C	O	O	O
3.2.1 Organizational Management 3.2.2 Performance Management 3.2.3 Employee Labor Management Relations 3.2.4 Benefits/Quality of Work Life 3.2.5 Employee Development 3.2.6 Equal Employment Opportunity/Diversity Management 3.2.7 Human Resources Information Systems 3.2.8 Executive Services 3.2.9 Communications/Outreach Management System Owner: Regenia Griswold Secondary Management System Owner: Melanie Kent Point of Contact: Regenia Griswold										

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	ASO	AMSO	BHSO	BSO	FSO	OSO	PSO	PNSO	SSO	TJSO
7. Information Technology – Section 3.2										
3.2.1 Information Technology Enterprise Architecture and Strategic Planning	S	S	S	S	S	S	S	S	S	S
3.2.2 Call Center Operations	S	S	S	S	S	S	S	S	S	S
3.2.3 Desk Side Support	S	S	S	S	S	S	S	S	S	S
3.2.4 Network Operations	S	S	S	S	S	S	S	S	S	S
3.2.5 Telecommunications	C	C	C	C	C	O	C	O	O	O
3.2.6 Cyber Security (Non M&O)	S	S	S	S	S	S	S	S	S	SC
3.2.6 Cyber Security (M&O)	C	C	C	C	C	O	C	O	O	O
3.2.7 Spectrum Management	C	C	C	C	C	O	C	O	O	O
3.2.8 Application Management	S	S	S	S	S	S	S	S	S	S
3.2.9 Equipment Refresh	S	S	S	S	S	S	S	S	S	S
3.2.10 Information Technology Program Management	S	S	S	S	S	S	S	S	S	S
Management System Owner: Eric Linderman Secondary Management System Owner: James Luck Jason Miller Point of Contact: Eric Linderman										
8. Legal Services – Section 3.2	C	C	C	C	C	O	C	O	O	O
3.2.1 Serving as Contracting Officer's Representative for Management of Outside Legal Services										
3.2.2 Representing the Interests of the Agency in Legal and Other Proceedings										
3.2.2.1 FOIA Appeals before the DOE Office of Hearings and Appeals (OHA)										
3.2.2.2 Administrative Reviews of Questions Concerning Access Authorizations										
3.2.2.3 Appeals of Adverse Actions before the Merit Systems Protection Board (MSPB)										
3.2.2.4 Complaints of Discrimination before the DOE Director, Office of Civil Rights and Diversity										
3.2.2.5 Contract Disputes before the Civilian Board of Contract Appeals (CBCA) (formerly known as the Energy Board of Contract Appeals [EBCA])										
3.2.2.6 Contract Disputes before the Court of Federal Claims										
3.2.2.7 Bid Protests before the Government Accountability Office (GAO)										
3.2.2.8 Bid Protests before the Court of Federal Claims (COFC)										
3.2.2.9 Serving as the Recommending Official on Federal Tort Claims										
3.2.2.10 Supporting the Department of Justice before the Federal Courts										
3.2.2.11 Responding to Subpoenas and other Court Demands for Information and Materials										
3.2.3 Serving as Ethics Counsel										
3.2.4 Protecting the Intellectual Property Interests of the Government										
3.2.4.1 Processing and Managing DOE-Funded Inventions										
3.2.4.2 Prosecuting Patent Applications and Amendments on behalf of the Government										
3.2.4.3 Processing Copyright Requests and Intellectual Property Infringement Claims										
3.2.4.4 Providing Patent Clearances for Reports and Publications										

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	ASO	AMSO	BHSO	BSO	FSO	OSO	PSO	PNSO	SSO	TJSO
3.2.4.5 Processing Patent Waiver Requests 3.2.4.6 Administering Intellectual Property Aspects of DOE Acquisition and Assistance Agreements 3.2.5 Protecting Records Maintained on Individuals 3.2.5.1 Processing Requests from Current and Former DOE and Contractor Employees 3.2.5.2 Processing Energy Employees Occupational Illness Compensation Program Act (EEOICPA) Requests 3.2.6 Processing Requests under the Freedom of Information Act (FOIA) Management System Owner: Kimberly Donham Secondary Management System Owner: Wendy Bryant Point of Contact: Jennifer Gilbert										
9. Management and Operating (M&O) Contracting** – Section 3.2	C	C	C	C	C	O	C	O	O	O
3.2.1 Management and Operating (M&O) Contract Acquisition Planning, Competition, Award, Extension, Transition, and Closeout 3.2.1.1 Contract Planning 3.2.1.2 Contract Competition and Award 3.2.1.3 Contract Extension 3.2.1.4 Contract Transition 3.2.1.5 Closeout 3.2.2 Management and Operating (M&O) Contract Administration 3.2.2.1 Contract Management and Administration 3.2.2.1.1 Managing Contract Requirements 3.2.2.1.2 Facilitate Performance 3.2.2.1.3 Monitor and Evaluate Laboratory Performance 3.2.2.1.4 Integration 3.2.2.1.5 Managing Research Partnerships with External Entities. 3.2.2.1.6 Reviewing and Approving Laboratory Directed Research and Development (LDRD) Programs and Projects 3.2.2.2 Contractor Human Resource Management Management System Owner: Steven Jones Secondary Management System Owner: Roberta Ahlberg, Donald Lambert Point of Contact: Chadsey Kittock; Kim Henderson										
10. Non-Management and Operating (Non-M&O) Contracting – Section 3.2	C	C	C	C	C	O	C	O	O	O
3.2.1 Non-Management and Operating Contract Acquisition Planning and Award 3.2.1.1 Contract Planning 3.2.1.2 Solicitation Phase 3.2.1.3 Evaluation 3.2.1.4 Award 3.2.2 Non-Management and Operating Contract Management and Administration										

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	ASO	AMSO	BHSO	BSO	FSO	OSO	PSO	PNSO	SSO	TJSO
3.2.2.1 Contract Transition 3.2.2.2 Manage Requirements and Expectations 3.2.2.3 Facilitate Performance 3.2.2.4 Monitor and Evaluate Performance 3.2.2.5 Provide Feedback 3.2.2.6 Integration 3.2.3 Non-Management and Operating Contract Closeout Management System Owner: Susan Borthwick Secondary Management System Owner: Dennis Wilson Point of Contact: Susan Borthwick										
11. Personal Property Management – Section 3.2	C	C	C	C	C	O	C	O	O	O
3.2.1 Acquiring Personal Property 3.2.2 Managing Personal Property 3.2.3 Disposing of Personal Property 3.2.4 Fleet Management Management System Owner: G. McGill Secondary Management System Owner: Marcus Jesses Point of Contact: Karen Herrell										
12. Project Management – Section 3.2	C	C	C	O	C	O	C	C	O	O
3.2 Key Functions/Services and Processes 3.2.1 Initiation 3.2.2 Definition 3.2.3 Execution 3.2.4 Transition/Closeout Management System Owner: Stephen Meador Secondary Management System Owner: Kin Chao Point of Contact: Kin Chao										
13. Quality Assurance and Oversight – Section 3.2	C	C	C	O	C	O	C	C	O	O
3.2.1 Quality Assurance 3.2.2 Oversight 3.2.3 Evaluation of Contractor Assurance Systems 3.2.4 Evaluation of Quality Assurance Programs 3.2.5 Assessments 3.2.6 Operational Awareness 3.2.7 SC Performance Planning and Evaluation 3.2.8 Operational Experience and Lessons Learned 3.2.9 Trending 3.2.10 Issues Management 3.2.11 Oversight Skills Management System Owner: John Adachi Secondary Management System Owner: New Appointment Pending Point of Contact: Tracy Sims										

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	ASO	AMSO	BHSO	BSO	FSO	OSO	PSO	PNSO	SSO	TJSO
14. Real Property Management – Section 3.2	C	C	C	C	C	O	C	O	O	O
3.2.1 Acquisition of Real Property 3.2.1.1 Acquisition 3.2.1.2 Fee Ownership 3.2.1.3 Lease 3.2.1.4 Easements 3.2.1.5 Licenses/Permits 3.2.1.6 Transfer from Another Government Agency 3.2.1.7 Withdrawal of Public Domain Lands 3.2.1.8 Acquisition by Exchange or Donation 3.2.1.9 Condemnation 3.2.1.10 Alterations or Other Improvements 3.2.2 Land Management and Disposal 3.2.2.1 Outgrant 3.2.2.2 Disposal by Demolition 3.2.2.3 Economic Development 3.2.3 Other Interest in Real Property (Granting the use of government Property [outgrant] and Acquiring the use of Private Property [ingrant]) 3.2.4 Payment in Lieu of Taxes (PILT) Management System Owner: New Appointment Pending Secondary Management System Owner: New Appointment Pending Point of Contact: Laura Troche										
15. Records Management – Section 3.2	C	C	C	C	C	O	C	O	O	O
<ul style="list-style-type: none"> • Records Creation • Inventorying/Scheduling/Disposition • Storage • Electronic Records • Program Elements <ul style="list-style-type: none"> ○ Recordkeeping Requirements ○ Creation ○ Inventory Process ○ Scheduling and Disposition Processes ○ Information Access ○ Adequate Storage Capability and Facility Standards ○ Personal Papers and the Prevention of Removal and Destruction of Records ○ Disaster Prevention and Recovery Program/Vital Records ○ Document Control Program • Technical Elements <ul style="list-style-type: none"> ○ Declassification Initiative ○ Epidemiology Records ○ Contaminated Records ○ Contract Language and Government Ownership ○ Records Management for Non-Nuclear Reconfiguration ○ Plant Closure/Commercialization/Stewardship ○ Environmental Administrative Records ○ Working Papers ○ Privacy Act, Freedom of Information, and Proprietary Issues 										

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	ASO	AMSO	BHSO	BSO	FSO	OSO	PSO	PNSO	SSO	TJSO
Management System Owner: Catherine Marciante Secondary Management System Owner: Georgette Lane Point of Contact: Georgette Lane										
16. Requirements Management – Section 3.2	C	C	C	C	C	O	C	O	O	O
<ul style="list-style-type: none"> • Identification and Management of Requirements • MSO/SMSO Designee Work Assignment Areas <ul style="list-style-type: none"> ○ Facilitate Requirement Documents ○ Aid in Identifying Requirements ○ Track Implementation Requirements • Notification of Requirement Processing Status • MSOs/SMSOs tasks <ul style="list-style-type: none"> ○ SCMS Document Technical Editing ○ Review SCMS Document(s) • SCMS Operations Center Management Responsibility <p>Management System Owner: John Shewairy Secondary Management System Owner: Tracy Sims Point of Contact: Jennifer Hamilton</p>										
17. Safeguards and Security Program and the Emergency Management System – Section 3.2	C	C	C	O	C	O	C	C	O	O
3.2.1 SC Safeguards and Security 3.2.1.1 Program Management and Support 3.2.1.2 Program Cyber Security Plan 3.2.1.3 Safeguards and Security Annual Budget 3.2.1.4 SC-3 Independent Oversight 3.2.1.5 Program Management and Support 3.2.1.6 Protective Force 3.2.1.7 Physical Security 3.2.1.8 Information Protection 3.2.1.9 Cyber Security 3.2.1.10 Personnel Security 3.2.1.11 Unclassified Visits and Assignments by Foreign Nationals 3.2.1.12 Nuclear Materials Control and Accountability 3.2.2 Emergency Management 3.2.2.1 Operational Emergency Program 3.2.2.2 Hazards Survey 3.2.2.3 Hazards Assessment 3.2.2.4 Continuity of Operations (COOP) <p>Management System Owner: Earl Hicks Secondary Management System Owner: Francis Healy, Eric Gilbert Point of Contact: Pauline Douglas</p>										

* SITE OFFICES & SC-45
 ASO Argonne Site Office
 AMSO Ames Site Office

BHSO	Brookhaven Site Office
BSO	Berkeley Site Office
FSO	Fermi Site Office
OSO	Oak Ridge National Laboratory Site Office
PSO	Princeton Site Office
PNSO	Pacific Northwest Site Office
SSO	SLAC Site Office
TJSO	Thomas Jefferson Site Office
SC-45	Information Technology and Services

**** M&O Policy Group Roles and Responsibilities:** Roberta Ahlberg is the Division Director for the M&O Policy Division, for the Office of Science. Roberta is the Policy lead for all ten Office of Science National Laboratory contracts. Roberta ensures the uniform implementation of existing policies and procedures, as well as, any future changes that need to be implemented for all of the SC organization's site offices. Her responsibilities include, but are not limited to: serving as a recognized subject-matter expert on procurement laws, principles, and regulations related to M&O contracting; providing expertise in national laboratory M&O contracts by reviewing, commenting on, and disseminating Acquisition Guide topics and Acquisition Letters and Policy Flashes; interpreting and implementing DOE and SC organizational policies pertaining to the M&O contracts; responding to data calls and inquiries from internal and external customers; and providing for the Independent Review of major M&O pre- and post-award contract actions (i.e., acquisition alternatives packages, fee justifications, acquisition planning documents, home office expenses, etc.), including subcontract actions (i.e., acquisition plans, solicitations and awards documents). Roberta will direct the SC organization's Center of Excellence for Utility Energy Service Contracts (UESC's) and Energy Savings Performance Contracts (ESPC's). Roberta will also provide leadership for the M&O Award Term Review Board.

Contact Matrix

SCMS System Descriptions	Chicago Primary Contacts	Oak Ridge Primary Contacts
Budget and Financial Management	Shawna Weekley 630-252-2170 shawna.weekley@science.doe.gov	Marcia bischak865-5764446 Marcia.Bischak@science.doe.gov
Communications and Public Affairs	Brian Quirke 630-252-2423 brian.quirke@science.doe.gov	John Shewairy 865-576-9603 john.shewairy@science.doe.gov
Environment, Safety, and Health	Karl Moro 630-252-2065 karl.moro@science.doe.gov	James O'Brian 865-576-8018 james.obrian@science.doe.gov
Facility Safety, Operations, and Infrastructure	Jerry Kao 630-252-2530 mingjerry.kao@science.doe.gov	Russell Kelly 865-576-6819 russel.kelly@science.doe.gov
Financial Assistance	Patti Schuneman 630-252-2956 patricia.schuneman@scienc.doe.gov	Jeff Burgan 865-242-2513 jeff.burgan@science.doe.gov
Human Resources Services	Regenia Griswold 630-252-2151 regenia.griswold@science.doe.gov	Melanie Kent 865-576-0673 melanie.kent@science.doe.gov
Information Technology	Jason Miller 630-252-2197 david.frietsch@science.doe.gov	James Luck 865-241-3405James.Luck@science.doe.gov
Legal Services	James M. Durant III 630-252-2034 james.durant@science.doe.gov	Don Thress 865-576-1200 don.thress@science.doe.gov
Management and Operating (M&O) Contracting	Patti Schuneman 630-252-2956 patricia.schuneman@science.doe.gov	Jeff Burgan 865 241-2513 jeff.burgan@science.doe.gov
Non-Management and Operating (Non-M&O) Contracting	Patti Schuneman 630-252-2956 patricia.schuneman@science.doe.gov	Jeff Burgan 865 241-2513 jeff.burgan@science.doe.gov
Personal Property Management	Patti Schuneman 630-252-2956 patricia.schuneman@science.doe.gov	John Shewairy 865-576-9604 john.shewairy@science.doe.gov
Project Management	Ronald Lutha 630-252-8173 ronald.lutha@science.doe.gov	Mildred Lopez-Ferre 865-576-8018 mildred.lopez-ferre@science.doe.gov
Quality Assurance and Oversight	John K. Adachi 630-252-2777 john.adachi@science.doe.gov	Patric Smith 865-574-0960 patric.smith@science.doe.gov
Real Property Management	Patti Schuneman 630-252-2956 patricia.schuneman@science.doe.gov	Tracye Baber 865-241-5627 tracye.baber@science.doe.gov
Records Management	John K. Adachi 630-252-2777 john.adachi@science.doe.gov	Catherine Marciante 865-576-0944 catherine.marciante@science.doe.gov
Requirements Management	John K. Adachi 630-252-2777 john.adachi@science.doe.gov	John Shewairy 865-576-0885 john.shewairyjc@science.doe.gov
Safeguards and Security Program and the Emergency Management System	Karl Moro 630-252-2065 karl.moro@science.doe.gov	Pauline Douglas 865-576-9171 pauline.douglas@science.doe.gov