

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 410, Chapter IV, Chg. 1, MANAGEMENT CONTROL PROGRAM**
2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors) Although the CRD attached to the correlating DOE Order is applicable to contractors to the extent set forth in their contract, no additional requirements intended for contractors are imposed in this Chapter.

Yes If yes, whom? LMES LMER ORAU SURA
 Bechtel Jacobs Company

Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?

No Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include minor editorial revisions to reflect the current organizational title of the ORO Financial Evaluation and Accountability Division.

5. **CONTACT POINT:** J. Peter Johnson Financial Evaluation and Accountability Division, FM-73 576-0970
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO O 410, Chapter IV	09/24/1996	ORO O Control Form	12/07/1998
Pages IV-1 and IV-2		ORO O 410, Chapter IV, Chg. 1, Pages IV-1 and IV-2	12/07/1998

*ORO Orders are available on the ORO Directives Management Home Page
[http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form.
The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by

Jennifer H. Cusick, AD-440
Signature Management Analyst, AD-440

12/07/1998
Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 08/04/1998

U.S. Department of Energy

Oak Ridge Operations

ORO O 410 Chapter IV Change 1

DATE: 12/07/1998

SUBJECT: MANAGEMENT CONTROL PROGRAM

1. PURPOSE. This Chapter correlates to DOE O 413.1, MANAGEMENT CONTROL PROGRAM, dated December 6, 1995, by assigning responsibility and accountability and providing administrative and/or contractual guidance to the Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 410, Chapter IV, MANAGEMENT CONTROL PROGRAM, dated September 24, 1996.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff. Although the Contractor Requirements Document attached to DOE O 413.1 is applicable to contractors to the extent set forth in their contract, no additional requirements intended for contractors are imposed in this Chapter.
4. RESPONSIBILITIES.
 - a. ORO Chief Financial Officer will transmit any mid-year updates of action plans for reportable problems to the DOE Chief Financial Officer.
 - b. Assistant Managers.
 - (1) Annually perform the portion of the summary management reviews covering the programs and administrative functions under their cognizance and identify any reportable problems for inclusion in the Manager's Annual Assurance Report.
 - (2) Prepare, and update at mid-year, action plans which summarize planned corrective actions for reportable problems in activities under their cognizance.
 - c. Director, Financial Evaluation and Accountability Division.
 - (1) Coordinates the preparation and transmittal of reports and other information required by the Federal Managers' Financial Integrity Act (FMFIA).
 - (2) Designate a Management Control Action Officer who:
 - (a) Serves as the ORO point of contact for developing and implementing management control program guidance and procedures and, as necessary, assists Headquarters in developing DOE management control policy.

- (b) Conducts local and national training sessions on FMFIA requirements.
 - (c) Assists senior management in conducting the annual summary management review.
 - (d) Analyzes and prepares the required report on the results of the summary management review.
- d. Director, Oak Ridge Financial Service Center performs summary management reviews of ORO's Financial Management System (FMS) on an annual basis, except in years where a Headquarters-directed detailed FMS review is performed.
- e. Principal Staff performs those tasks identified in DOE O 413.1, subparagraph 4a(1)-(3).
- f. Contracting Officer's Representatives (CORs) request M&O contractors to provide reports on contractor management controls.

NOTE: For contractors with multiple CORs, the Management Control Action Officer will designate one COR to request a report covering all contractor activities.

- 5. REQUIREMENTS AND PROCEDURES. None.
- 6. REFERENCES. None.
- 7. DEFINITIONS. None.
- 8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
- 9. ATTACHMENTS. None.