

**Argonne Site Office – Business Management Division**  
**Responsibility Assignment Matrix**



<b>Margaret Marks</b>	<b>2-2228</b>	<b>Division Director/Supervisor (Acting)</b>
Fausto Fernandez	2-2127	Senior Contracting Officer/Contract Specialist
Jackie Brocker	2-2193	Contracting Officer/Contract Specialist
John Kasprowicz	2-2621	Program Management Specialist
Judy Wolfe	2-2454	Program Analyst
Pam Miller	2-2982	Laboratory Support Assistant
Ryan Cleary	2-2328	Procurement Analyst (ISC-CH)
Amanda Fernandez	2-2332	Contract Specialist (ISC-CH)

Major Program Areas	Lead	Backup
Financial Management	Fernandez	Wolfe
Human Resources	Brocker	Fernandez
Personal Property Management/Systems	Wolfe	Fernandez
Prime Contract Administration	Fernandez	Cleary
Procurement	Fernandez	Cleary
Real Property Asset Management	Kasprowicz	Fernandez
Tech Transfer/Strategic Partnership Project Approvals	Brocker	Fernandez
Foreign MOU Approvals	Fernandez	NA
<b>Transactional/Functional Areas</b>		
ASO Simplified Acquisition Coordination	Fernandez	Brocker
Annual Audit Plan/Management Assurance	Fernandez	Brocker
Annual Laboratory Plan Coordinator	Kasprowicz	Miller
ASO Program Direction Funding Analysis	Wolfe	Fernandez
Board of Governors	Wolfe	Fernandez
Compensation and Benefits	Brocker	Fernandez
Conference Management	Kasprowicz	Miller
Contract Management Plan	Fernandez	Brocker
Contract Security Classification Specification Approvals	Fernandez	Cleary
Prime Contract Cost Allowability Determinations	Fernandez	Wolfe
Davis Bacon Determinations	Fernandez	NA
Disclosure Statement	Fernandez	Wolfe
ESPC/UESC	Fernandez	A. Fernandez
Extended Business Travel/Assignments	Brocker	Fernandez
Field Work Proposals	Kasprowicz	Miller
Facilities Information management System (FIMS) Updates/Reviews	Kasprowicz	Fernandez
Fleet Management	Wolfe	Fernandez
FMA/FMFIA Coordination	Wolfe	Fernandez
FOIA Coordinator	Miller	Wolfe
Foreign Travel Coordinator	Miller	Wolfe
Integrated Project Team member (APS-U, MDL, ALCF, B350 Legacy)	Fernandez	NA
Inter Entity Work Orders (IEWO)	Fernandez	Cleary
IG/GAO Coordinator	Kasprowicz	Fernandez
Indirect Rates Review	Fernandez	NA
LDRD Approvals	Brocker	NA
Legal Claims, Civil Actions, Settlements/Monetary Contingent Liabilities	Fernandez	Brocker
Conflicts of Interest	Brocker	Fernandez
Payment in Lieu of Taxes (PILT)	Kasprowicz	Brocker
Performance Evaluation and Measurement Plan Coordinator	Wolfe	Miller
Transaction Coordination/Processing (WA, Davis Bacon, SCA, SPP)	Miller	NA
SCMS/Directives Coordination	Miller	Wolfe
Service Contract Act Determinations	Fernandez	Brocker
Small Business Subcontracting Plan/Subcontractor Review & Audits	Fernandez	Brocker
Work Authorizations/Program Guidance	Fernandez	Cleary