MEMORANDUM FOR DISTRIBUTION

FROM: DANIEL B. PONEMAN

SUBJECT: Fee Determinations: Requirement to Obtain Acquisition Executive’s Input

Effective immediately, each Fee Determining Official for an award or incentive fee contract that falls under the cognizance of an Acquisition Executive, as defined in Department of Energy (DOE) Order 413.3B, must brief and obtain the input of that Acquisition Executive before determining earned fee under the contract. The Fee Determining Official should ensure the Acquisition Executive is briefed on the provisions of the contract’s Performance Evaluation Management Plan to facilitate the Acquisition Executive’s providing input relevant to the fee determination.

When the Deputy Secretary is the Acquisition Executive, the Fee Determining Official, except those in the National Nuclear Security Administration (NNSA), must keep the Director, Office of Acquisition and Project Management, informed of plans to brief the Acquisition Executive. Within NNSA, its Office of Acquisition and Project Management should be informed.

This memorandum will be cancelled upon issuance of formal policy by the Senior Procurement Executives of DOE and NNSA.
Distribution:
David Sandalow, Assistant Secretary for Policy and International Affairs
Neile Miller, Acting Under Secretary for Nuclear Security
David Danielson, Assistant Secretary for Energy Efficiency and Renewable Energy
Charles McConnell, Assistant Secretary for Fossil Energy
Peter Lyons, Assistant Secretary for Nuclear Energy
Bill Brinkman, Director, Office of Science
David Geiser, Director, Office of Legacy Management
David Huizenga, Senior Advisor for Environmental Management

cc:

Procurement Directors
Kelly Gele, FE-4451
Loretta Parsons, EMCBC
Matt Barron, GO
Paul Ross, GO
Michael Adams, NE-ID
Barbara Jackson, OR
Andrew Wirkkala, RL
Patricia Schuneman, SC-CH
Joel Seymour, SEPA
Debra Bean, WAPA
Gary Bridges, SWPA
Barbara Stearrett, APM-13
David Hess, EMCBC
Damian Kelly, BPA
Carol Hellmann, GO
Beth Tomasoni, MA-64
Denise Riggi, NETL
Marc McCusker, ORP
Craig Armstrong, SRS
Eric Simpson, SC-CH
Cris Vanhorn, SW

Heads of the Contracting Activity (HCA)
Carol Battershell, GO
William Gibson, FE-SPR
Kenneth Legg, SEPA
Anthony Montoya, WAPA
Stephanie Short, SC
J.E. Surash, EM-50
Anthony Cugini, NETL
Steven Jones, SC
Joseph McBrearty, SC
Richard Provencher, NE-ID
Barbara Stearrett, NA-3 APM-13
Cris Vanhorn, SWPA
Berta Schreiber, MA-61
Patrick Ferraro, MA-62
Christine Gibson, NA-APM 12