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SAVANNAH RIVER NATIONAL LABORATORY

CONDUCT OF RESEARCH & DEVELOPMENT

Business Practices

Savannah River National Laboratory
Savannah River Site
Aiken, SC 29808

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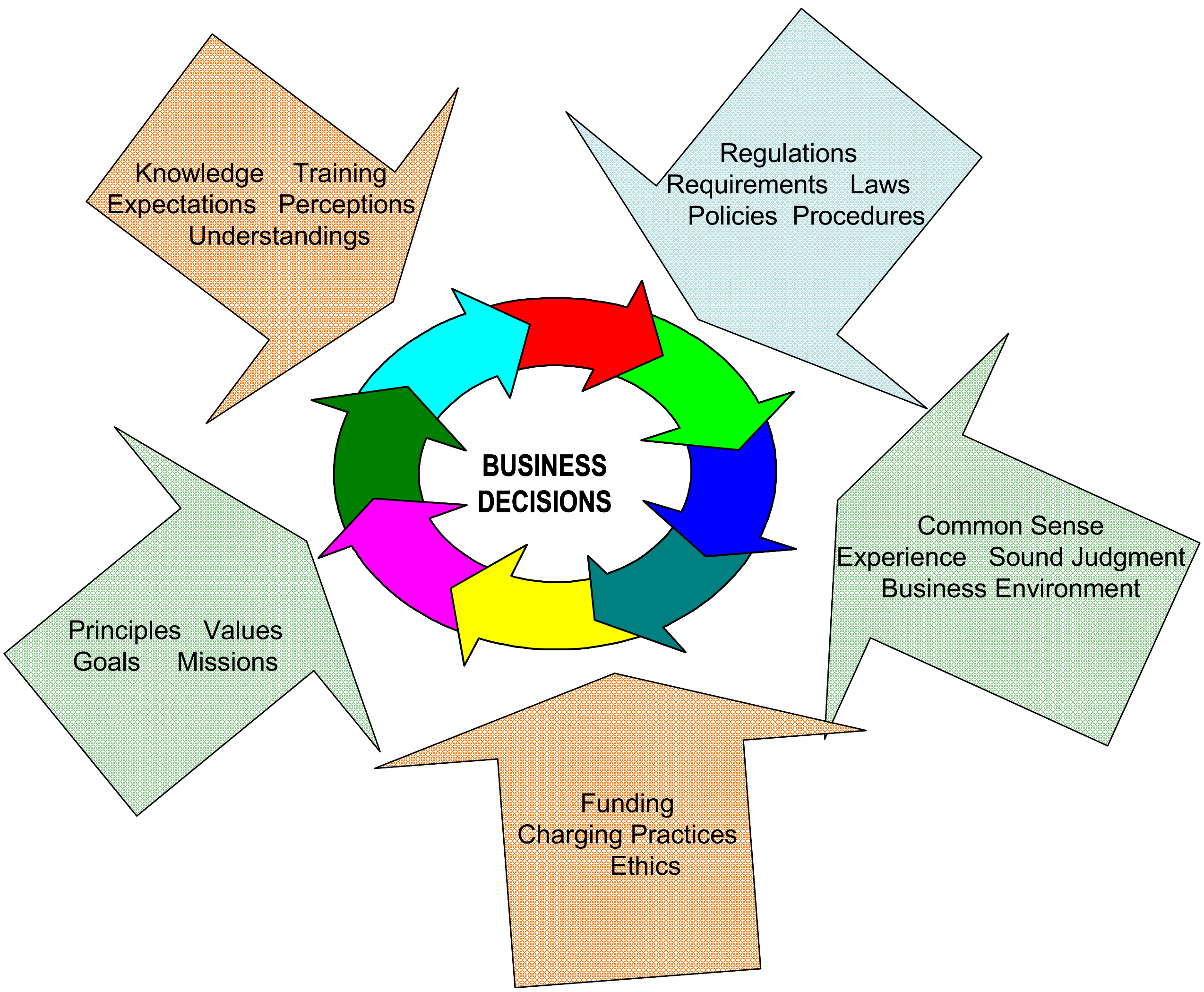
Factors Involved in Making Good Business Decisions



Business Practices for the R&D Environment

Our business today requires different approaches than we have used in the past. Accelerated cleanup, changes for defense needs and Homeland Security are all different than just a few years ago. Our objective is to "think" systematically and comprehensively about our direction in a changing external environment and about our strengths and challenges. In the midst of these changes, the Savannah River National Laboratory must maintain its fundamental role in generating, applying, and integrating technology.

In addition, SRNL has a long tradition of excellence in the quality of our work and the safety of our work practices. We could not continue to function if we did not uphold that tradition. The quality of our business practices, however, is also a significant factor in our ability to gain new work and to continue serving our existing customers. Our attentiveness to good customer service is important in finding and keeping customers. Moreover, our diligence in security procedures, financial practices, charging practices, ethics, and contract requirements make it possible for us to continue doing what we do best: putting science to work.

This manual will make our business practices easier for you, by plainly laying out the expectations, the necessary steps, and the names of the people who can help you. Let the manual help you. If additional information would make our business processes easier for you, be sure to let the members of the team know, so that we can continue to improve the manual's usefulness.

Dr. G. Todd Wright, Director
Savannah River National Laboratory

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List of Figures and Flowcharts

Section 1 – Introduction

The Savannah River National Laboratory has a responsibility to ensure that work activities conducted by laboratory personnel are controlled using sound business management practices. Properly controlled and performed work activities enhance SRNL's credibility with its customers and its reputation in national and international scientific and engineering communities. Furthermore, properly conducted work activities enhance SRNL's reputation for safety, cost effectiveness, fiscal responsibility and ethical behavior. To that end, a group of SRNL scientists, engineers, managers, financial resources, and other subject matter experts have developed this guidance document.

This document, *Conduct of Research & Development – Business Practices*, is the second in a series of manuals to provide guidance in the conduct of research and development within the Savannah River National Laboratory (Figure 1). This manual, as the name implies, focuses on Business Practices and complements the first manual, which focuses on Integrated Safety Management and the third manual (to be developed) which will focus on R&D Support of Projects.

The primary purpose of this manual is to provide guidelines to ensure best business practices are used for developing, initiating, and performing work activities both onsite and offsite. A series of questions will identify business focus areas directly related to work activities and these will direct you to specific focus area flowcharts that will ensure all applicable business area requirements are addressed. These flowcharts will guide you through the process or direct you to subject matter experts and/or supplemental procedures for further assistance as needed.

Work activities conducted by SRNL personnel must meet several demanding criteria:

- It shall be performed safely and meet all safeguards and security requirements.
- It shall be conducted in compliance with cost accounting and financial policy and procedures.
- It shall be performed within the established guidelines for budget control and accountability.
- It shall be conducted in compliance with contractual requirements.
- It shall protect intellectual property and meet export control requirements.
- It shall be conducted in an efficient and cost-effective manner, using commercial business practices, where practical.
- It shall be performed within established guidelines for procurement of items and services and management of government property.
- It shall be conducted in a way that enhances the reputation of SRNL.
- It shall be conducted in an ethical manner.

The successful application of these criteria relies on the knowledge and judgment of all SRNL employees. Subject matter experts, researchers, management, and support personnel may be utilized to ensure each step is correctly completed and documented. When doubt exists, seek the counsel of peers, management, SRNL financial management, and/or the appropriate subject matter expert (SME.)

As the nation's premier applied science laboratory, SRNL is not only committed to excellence in research, development, and deployment, but also in being recognized for sound business practices. This will maintain our reputation for fiscal responsibility, protection of sensitive and classified information, accountability of nuclear material and other government assets, and ethical behavior in all business activities.

Section 1 - Introduction - continued

How to Use This Manual

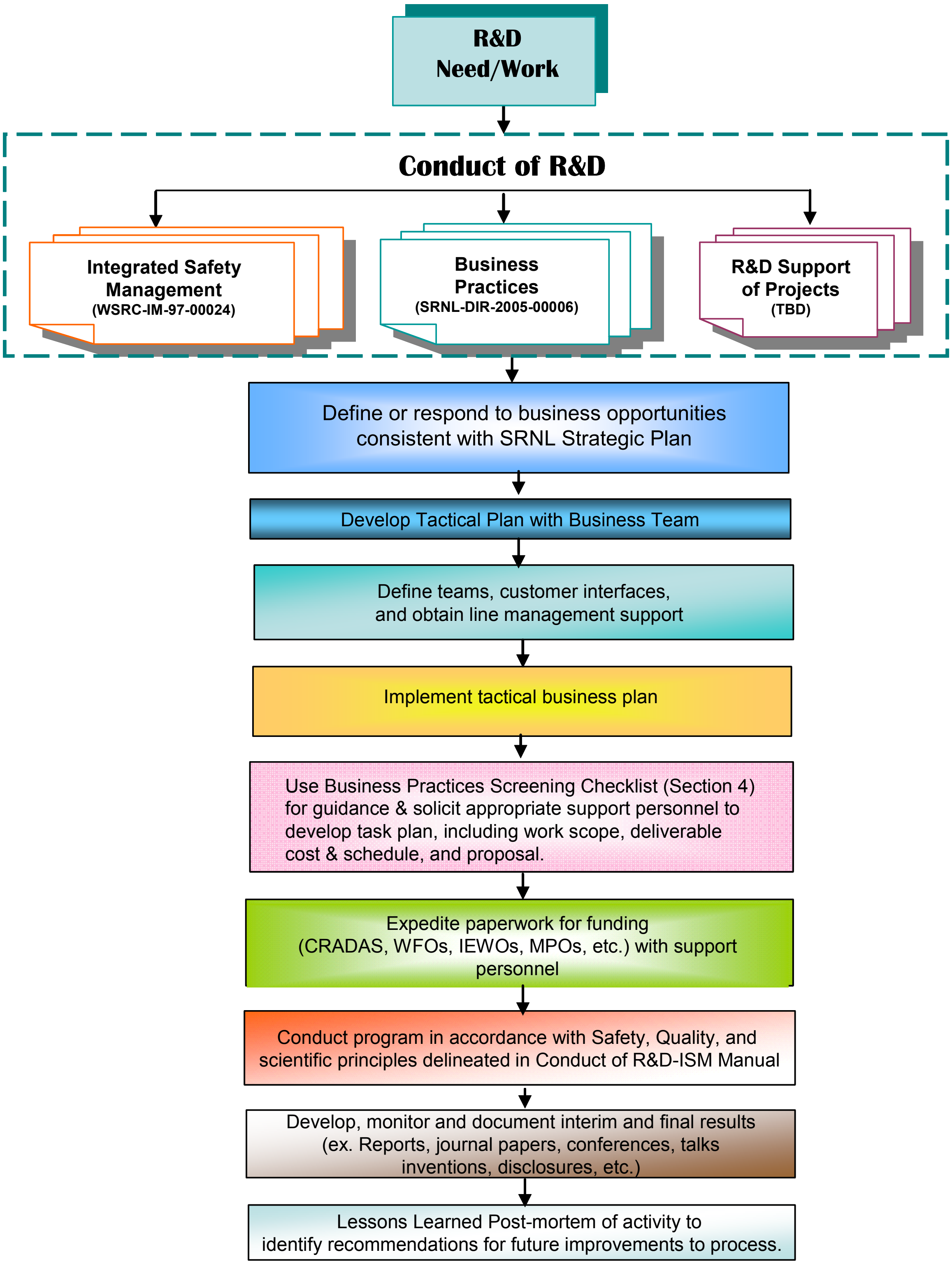
This document is arranged in a logical order evaluating, initiating, performing, and completing the various business management functions that may be required to support work activities. The Business Development Process is covered in Section 2. Section 3 covers general charging practices, Section 4 is the Business Practices Screening Checklist, and Section 5 contains the supporting flowcharts.

The Business Practices Screening Checklist (Section 4), is the central mechanism by which business requirements are assessed for an R&D activity. It poses general questions on the nature of the activity to provoke consideration of potential requirements. A positive response to one of these questions leads to a supporting flowchart (Flowchart 1 through Flowchart 17) in Section 5 and/or a subject matter expert (SME).

The flowcharts were constructed with questions inside diamonds and actions inside rectangles. Except where noted, the Principal Investigator (PI) is responsible for completing each of these with the assistance of a SME and/or manager as appropriate. Definitions, notes, references, SMEs and other resources are provided, along with each flowchart as necessary, to facilitate the completion of each step. Acronym definitions, and the names of SRNL SMEs used throughout this manual have been summarized in the appendices.

The most current revision of this document is available on the SRNL Homepage. Note that SMEs, procedures and other references may change over time. Minor corrections and revisions will be made to the electronic version on an as-needed basis in an effort to keep it up to date. Verify you have the current revision prior to initiating work.

Figure 1.
Overview of R&D Practices for Business Development Activities



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Section 2 – Business Development Process

What is meant by "business," what are we trying to accomplish, and what is the importance to SRNL

The Savannah River National Laboratory (SRNL) has entered an era that will test its well-known ingenuity. As new challenges are faced, SRNL must maintain its fundamental role in generating, applying, and integrating technology. Fulfilling our mission requires that SRNL personnel continue to safely conduct the highest quality research, development, and deployment, and successfully apply it to challenges facing our customers. It requires us to identify and pursue opportunities created by new technologies, challenges, and ever-changing work development. Strategic Focus Area (National and Homeland Security, Energy Security, and Environmental and Process Technology) needs have all changed, and our business requires that we apply different approaches to meet these changes.

Our ability to anticipate change and be proactive depends on how we plan and prepare. We must be able to think systematically and comprehensively about our role in a changing external environment, and about our strengths and challenges. In light of these considerations, the SRNL Strategic Plan identifies missions, goals, and responsibilities while mapping new strategies to ensure the laboratory's success and continued growth. To achieve our short- and long-term goals, we must have a team that will expand our potential, while holding in clear focus the core values of the laboratory. We need to understand how we are going to implement changes that make SRNL stronger, of higher quality, and more responsive to the needs of our internal and external customers.

The SRNL Strategic Plan identifies where SRNL needs to renew and expand its efforts, while remaining grounded in its mission, vision, and core competencies. It provides the map as SRNL continues to "put science to work." The Strategic Plan forms the basis of the SRNL business plan. The "business" of SRNL is the activities that enable the laboratory to accomplish its mission and to achieve its vision. Business is more than just performing a job for the customer. Business also includes SRNL's image to the public, relationship building, customer satisfaction, and being good stewards of the customer's funding/resources. Understanding charging practices and other financial requirements associated with business development activities is critical in our successful pursuit of business opportunities and strategies.

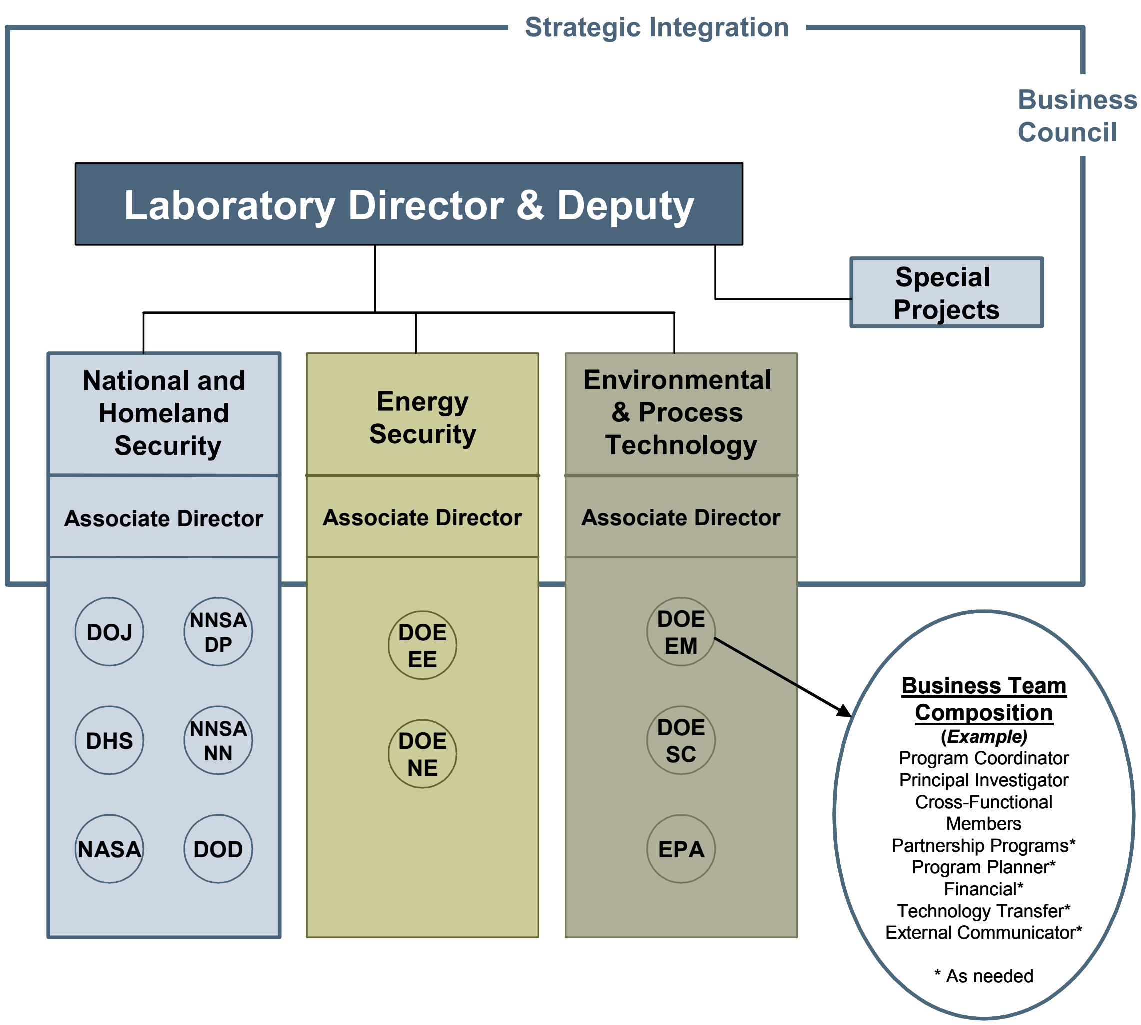
Section 2 - Business Development Process - continued

How is the Business Development Process managed and coordinated?

Figure 2 and Figure 3 provide a basic outline of the Business Development Organization and a Business Team Example, respectively.

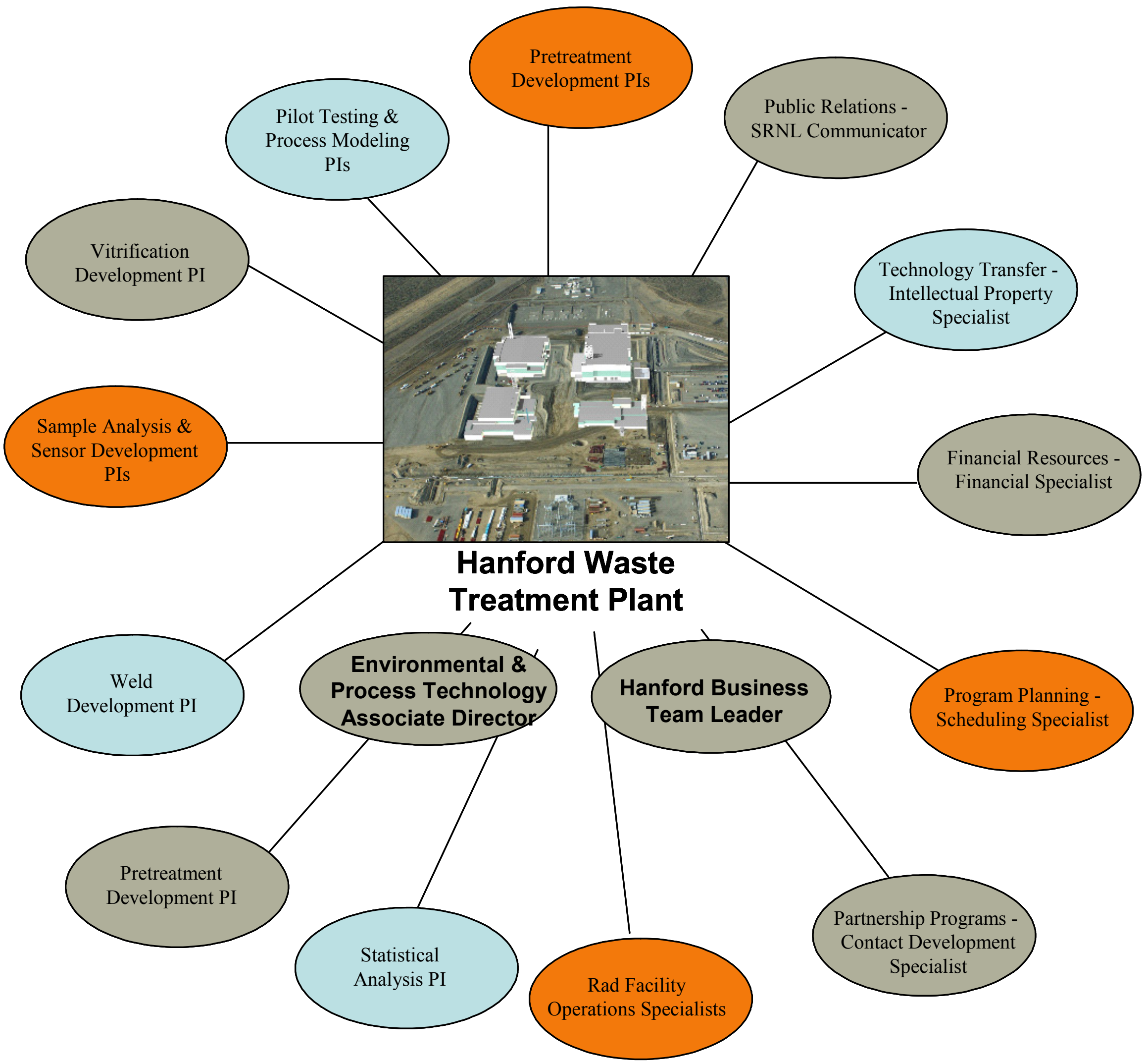
The success of the specific business sector and the laboratory as a whole depends upon utilizing a cross-functional structure, enabling communications among all SRNL sections, combining core competencies where possible to strengthen capabilities and achieve synergy, and most importantly, involving researchers in the overall business development process.

Figure 2.
SRNL Business Development Organization



Section 2 - Business Development Process - continued

Figure 3.
Business Team Example



Section 2 - Business Development Process - continued

Business Development Roles and Responsibilities

Overview

Note: This section attempts to capture the intent of a pending SRNL reorganization. Revision of this section is expected as the details of the reorganization are made available.

SRNL develops and maintains a Strategic Plan as a guide for program planning. The Laboratory Director issues the Strategic Plan. Associate Laboratory Directors lead implementation of the Strategic Plan for each of the three primary business sectors. Within each business sector, business teams are appointed for specific customers or programs. New or emerging business areas are designated as Special Projects. A Business Council is formed to integrate business development activities across SRNL departments. Figure 2 provides a basic outline of the SRNL business development structure. Additional detail is described in the following sections.

Each task and its associated funding are negotiated annually with SRNL's customers. Once funding has been received, the program team begins program implementation and ensures that work progresses on schedule and within budget. Technical, financial, and schedule progress are tracked monthly.

Researchers

SRNL researchers are the main source of new business. They vigorously participate in the business development process based on the Strategic Plan. Researchers serve in a wide range of business functions including business team leader, principal investigator, and team member. The researchers actively build relationships with current and potential customers through all of their business interactions. The researchers establish an understanding of customer needs and determine how these needs can be met through the creative application of SRNL's full capabilities. The researchers also establish synergistic technical teams across SRNL and beyond SRNL. Researchers maintain active communication with all appropriate management to ensure full organizational support. The researchers prepare proposals for funding with support, as appropriate, from Partnership Programs and Technology Transfer (see roles below). Researchers are also responsible for conducting business development activities in compliance with policies and procedures.

Laboratory Director

The Laboratory Director establishes the overall vision and goals for SRNL with input from the Business Council. The Laboratory Director compiles and issues the mission, vision, goals, objectives and strategies as the SRNL Strategic Plan. Following its issuance, the Business Council implements the plan as a dynamic document with clearly defined responsibilities. The Laboratory Director reviews implementation status of the Strategic Plan and adjusts the plan itself on a quarterly basis.

Deputy Laboratory Director

The Deputy Laboratory Director supports the Laboratory Director in performing the responsibilities indicated above. The Deputy Laboratory Director also fills the Laboratory Director's role when needed to ensure that SRNL business development continues to progress. The Deputy Laboratory Director also leads the Business Council.

Section 2 - Business Development Process - continued

Associate Directors

Three Associate Directors (ADs) are appointed to lead the primary business sectors. The three sectors are National and Homeland Security, Energy Security, and Environmental & Process Technology. The ADs lead business development based on the Strategic Plan. Each AD will define strategic areas within a sector and establish plans to pursue business for each strategic area. The AD will utilize the Business Council to communicate related information across the laboratory. The AD will prioritize new initiatives, and approve the allocation of associated business development resources, including funds and personnel. The AD is responsible for the overall success of the business segment, and accordingly, will report forecasts, metrics, strategies, and implementation status to the Laboratory Director. The AD will continually evaluate changes in the business environment and the success or failure of proposals as a basis for setting new strategies and tactics.

Directors

Directors are appointed to lead strategic technical competencies across SRNL. These Directors will provide input to the Strategic Plan for the development of their competency, and they will lead the implementation of the associated strategies.

Special Programs

Emerging business areas that are outside of the three primary business sectors will be defined as Special Programs, reporting to the Laboratory Director. Special Programs represent new opportunities for application and development of SRNL's core competencies. In the future, as emerging areas grow, they may become primary business sectors for SRNL. An example of a Special Program is the Medical Area. The Laboratory Director will designate the leadership for Special Programs.

Business Council

The Business Council is composed of the Laboratory Director, Deputy Laboratory Director, Associate Laboratory Directors, Directors, Special Programs Leaders, Senior Technical Advisors, and the Manager of Strategic Programs. The Business Council is led by the Deputy Laboratory Director along with the Business Council Chairman. The primary purposes of the Business Council are: 1) to develop and lead the implementation of the Strategic Plan, 2) to integrate strategic initiatives across the primary business segments, and 3) to communicate the Strategic Plan throughout SRNL on an ongoing basis.

Business Teams

Each Associate Director establishes a series of Business Teams to support implementation of the Strategic Plan and program management for a particular business sector. These cross-departmental leadership teams are composed of appropriate program managers, technical staff, line management, and business staff. The Business Teams develop tactical business plans for a specific customer or program. They meet on a regular basis to identify and prioritize opportunities, share business related information, facilitate teamings, provide resources, identify communication material needs, and identify issues. The Business Teams may be led by managers or senior researchers as appointed by the Associate Directors. Figure 3 provides an example of a Business Team.

Section 2 - Business Development Process - continued

Technology Transfer

The SRNL Technology Transfer group is established to protect and promote the intellectual property of SRNL and WSRC. The group manages the overall invention and copyright process from disclosure to licensing. This group promotes the filing of invention disclosures or copyrights and evaluates this intellectual property for patentability. Technical reviews and market assessments are performed to guide these decisions. Full patent applications and copyright submittals are prepared as appropriate. This includes both US and foreign patenting. Based on the market assessments, particular intellectual property is marketed for commercialization. Based on the SRNL Strategic plan, the Technology Transfer group proactively promotes the building of patent portfolios that will support future business. In this capacity, the group will also seek funding for conceptual inventions with high potential. The Technology Transfer Group also promotes and supports the licensing of SRNL intellectual property and serves as the primary interface with licensees. Furthermore, the group manages the WSRC Royalty Sharing Program.

Partnership Programs

The Partnership Programs group provides business support services to SRNL in the preparation of Proposals, Work for Other (WFO) Agreements, Cooperative and Research Development Agreements (CRADA), Interagency Agreements (IA), Corporate Support and DOE/NNSA Foreign Travel.

The group identifies advertised proposal opportunities, evaluates SRNL's participation eligibility, and notifies the appropriate Associate Directors and business team leaders. Group members assist PIs in the development of proposals for submission; this may include official registration, template preparation, etc. A proposal database is maintained to assist in the development of future proposal opportunities, and proposal metrics are published in the SRNL monthly report. The group works closely with the PI, Financial Resources, and WSRC Contracts or Legal to determine the appropriate contractual mechanism to receive offsite funding. They assist the PI in preparation of the appropriate paperwork required by WSRC Contracts for – work for Non-DOE Sponsored CRADA, IA and WFO agreements and work with WGI/WSRC Partners or Subsidiaries (Corporate Support).

The group works closely with SRNL personnel in the preparation of the foreign travel request packages and in understanding the unique DOE/NNSA foreign travel documentation requirements and approval process. They evaluate procedural changes and work closely with SRNL management, Financial Resources, DOE-SR, and HQ to ensure that foreign travel requests are processed accurately and in a timely manner. The group has database responsibility for the Foreign Travel Management System (FTMS) for travel approval and the Travel Information System (TIS) for requesting country clearance cables. They coordinate the annual foreign travel forecast and reporting for SRNL.

Section 2 - Business Development Process - continued

Financial Resources

SRNL Financial Resource (SRNL-FR) personnel are responsible for processing detailed financial transactions, generating financial reports, developing costing rates, providing forecasts of overall annual expenditures, establishing and maintaining a system of internal controls to ensure compliance with applicable federal laws and standards, evaluating/administering funds control in compliance with Appropriation Law and other DOE policies, and evaluating/analyzing cost information to ensure costs are properly recorded.

SRNL-FR personnel interpret/develop accounting policies and procedures as they relate to promulgated guidelines and principles, Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB), Federal Accounting Standards Advisory Board (FASAB), Government Accounting Standards Board (GASB), Cost Accounting Standards (CAS), DOE Orders, Federal Acquisition Regulations (FAR), while providing an independent oversight function ensuring compliance with these guidelines and regulations.

Responsibilities include but are not limited to development of costing rates and organizational and task budgets, monthly financial reporting and forecasting, overhead pool analysis, change control, funds management tracking and reporting, funding profiles, cost versus capital analysis, consolidated labor systems (CLS) coordination, maintenance and corrections, labor charging practices guidelines, Time and Attendance (TACS) coordination, accounting entries and adjustments, cost estimates, foreign travel cost review as well as those tasks required to ensure fiduciary responsibilities.

Communicator

The SRNL communicator coordinates all external communications to ensure consistency of message. The communicator coordinates all interactions with news media, including local print and broadcast, magazines, and newsletters (not including peer-reviewed journals); all requests for public speakers (not including technical conferences); and all interactions with members of Congress and their staff, legislators/staff, governors/staff, and other government officials other than DOE, NNSA, or regulators. The Communicator also coordinates or produces all communication and informational materials (including brochures, flyers, fact sheets, and the SRNL external website) and oversees proper use of the SRNL name, image, and logo. Communication materials are made readily available to all SRNL staff involved in business development.

Section 2 - Business Development Process - continued

Practices for Finding and Keeping Customers

A cross-section of SRNL PIs and management identified the following recommended practices for finding and keeping customers.

Finding

- **Develop and maintain contacts.** Find and become active participants within national groups such as professional societies and actively support work on various committees. Attend meetings with business potential and communicate business related information when you return. Distribute SRNL communication materials and, as appropriate, communicate with models, pictures, videos, and hardware.
- **Always look for opportunities.** Think short term and long term. Think SRNL, not department or section. Be patient and persistent. Always follow up with potential business contacts. Avoid saying no – if you cannot provide the requested service, perhaps someone else in the lab can. Ask yourself whether you are the best person in the lab to provide the requested service, or is someone (or some other organization) more appropriate.
- **Look for future issues and identify people with needs.** Be ready to act when unanticipated opportunities fall in your lap.
- **Submit proposals that are carefully written and that address what the customer wants.** Obtain critical review of proposals prior to submitting externally.
- **Solidify scope, schedule, cost, and terms as early as possible.** Make it easy for the customer to say "yes."

Keeping

- **Respect your customer.** The Customer is the one with the problem and the money. You work for the Customer, the Customer does not work for you. Humility breeds respect, arrogance only hostility.
- **Solve the right problem.** The initial issue is rarely the whole problem. Listen, question, and listen some more until you agree on what the problem is. Don't get on track to a solution too early. You'll fail to hear vital information thereafter.
- **Utilize all of your resources.** A team is much more powerful than an individual. Call on other technical, business, and management staff to provide the very best.
- **Deliver! Deliver! Deliver!** Provide the highest quality product. Provide quick responses to all communications and requests. Meet budgets and schedules. Go the extra mile.

Section 2 - Business Development Process - continued

Working collectively for the benefit of SRNL

SRNL is an organization with national importance. Supporting and advancing the reputation of our organization helps us all. In the process, we develop a stronger "brand name" which is more effective in drawing customers, funding, teaming, public support, and political support. Here are some guidelines to promote SRNL most effectively:

- Involve others to provide the very best for our customers. If we genuinely work for the customers' benefits, we will also have the best benefits for our business.
- Externally, identify yourself as part of SRNL most prominently versus your group, section, or department. Specific opportunities include-signing a meeting roster, headers of slides and posters, name tags, business cards, and even personal introductions. (e.g., sign external lists as representing SRNL versus your group.)
- Represent all SRNL. Familiarize yourself with the broad range of SRNL's services. Proactively help customers connect with others at SRNL. Obtain and distribute marketing materials for all of SRNL.
- Keep other members of SRNL staff informed of important customer information and opportunities.
- Develop a united front on customer issues

Charging Practices for Business Development

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Section 3 - General Charging Practices

The charging practices listed below are focus areas and are not meant to be all-encompassing. Site policies and procedures (located on ShRINE) provide greater detail. Questions on charging practices should be directed to Financial Resources (Appendix B).

Labor Charging

The Time and Attendance Collection System (TACS) is an electronic system for collecting hours for interfacing systems to process.

- SRNL has direct and indirect employees. A direct employee is defined as an employee of WSRC, its partners and identified subcontractors on CLS who primarily supports the final cost objectives. Once direct status is determined, the employee completes a time record regardless of the percentage of time spent working on direct activities in any given week. Direct employees may charge indirect activity codes.
- All employees required to record time are responsible for the accurate and timely entry of hours, knowledge of correct activity codes before work begins, clearing of no-times and invalids, and the correction of errors. Employees must charge to the activity where the work is performed.
- Management is responsible for ensuring the time records completed by employees are accurate and completed in a timely manner. Management is also responsible for approving time records in accordance with the WSRC HR Policy, Practices and Procedures Manual 5B, (http://www.srs.gov/msd/5b/2-10) providing employees with proper activity codes before work begins, follow-up on no-times and invalids, and the correction of errors.
- Casual uncompensated overtime hours are not to be included on the TACS record or CLS timesheet. CLS procedures state:

  "In those cases where an exempt employee expends a significant amount of uncompensated overtime on various tasks, it is acceptable to prorate the normal hours paid on a time record between those tasks worked in proportion to the total hours expended including uncompensated overtime. WSRC's policy is to record only compensated time (paid overtime or approved compensation time) on a time record." Time proration methodology is outlined in the Financial Management Standards On-line Manual in SHRINE under Financial Topics – TACS. http://shsui.srs.gov/html/cfod/CFO_home/CFODhom

- SRNL's customer base includes DOE, other Federal agencies, other DOE sites, and commercial companies. In order to ensure that all customers pay their "fair share" of work performed, SRNL personnel should prorate their compensated hours based on the total hours expended including uncompensated overtime worked at WSRC facilities or while on official business travel.

Section 3 - General Charging Practices - continued

Work for Other Activities Performed Prior to Funding Authorization

- Work for other Federal Agencies or commercial customers shall not be started before the funding has been authorized. The authorization of funding occurs by issuance of the DOE-SR Fin Plan or a letter from the DOE contracting officer. It is not appropriate to charge the work to another direct or indirect activity and move the charges when the funding and or authorization is received. SRNL-FR must be involved if there are any exceptions or special circumstances. SRNL-FR will work with WSRC Contracts to obtain the authorization necessary to proceed. No work should begin until the authorization by Contracting Officer is given.
- Understand the scope of work of the contract or task and only do the work requested. Do not increase the scope of a contract without written authority approved by the DOE Contracting Officer.
- Carefully monitor the contract's period of performance to ensure that the work is concluded before the end of this period or obtain a written extension from the customer.

Travel Expense Reports and Labor Charging

- Activity codes on Travel Expense Reports (TERs) should match codes charged on CLS time sheets and TACS records. All exceptions should be approved by the Financial Resources Department and be described clearly in the comment section of the TER and the time record. Proration of travel expense costs should be clearly explained in the comment section of the TER. If you have questions concerning how to prorate the travel expenses, contact the Financial Resources Department

Nonlabor (Material & Supplies) Charging

Laboratory materials and supplies (M&S) can be obtained for research and/or other programs through either direct purchases or stores orders. Materials will be financially costed as described in this section. An M&S inventory account will not be maintained by any SRNL section. At the time of procurement, items will be costed to the direct program involved or overhead cost. Any residual supplies after completion of a project or task for which M&S were procured will be used at the discretion of the group that ordered the M&S for that project or task.

- **Direct Tasks**. For materials and supplies (M&S) that can be easily identified for a specific program and will be used to support only that program, the M&S will be charged directly to that program. Often it is more cost effective to place one order for a material that will be used by more than one specific program. The percentage of cost distributed to each program on a purchase order or stores order form should equal the percentage of intended usage.
- Where feasible, the M&S should be marked or identified as to which program paid for this material and should be restricted for use for that specific program (small fittings, special paper, etc. are not to be marked). Once the program is complete, any leftover materials will be made available for general use.

- **Indirect Tasks**. Materials that are procured for general use (not for a direct task) and can be used universally to support any task will be charged to the overhead code. Material that is general use will not be identified as a direct material for use by a specific program.

General Labor Practice Guidelines are available on the SRNL homepage.

Section 4 - Business Practices Screening Checklist

This section is a process to ensure we use best business practices in the conduct of research and development. Complete the screening checklist to identify which business management focus areas are applicable to your work activity, then refer to the flowcharts and/or contact the SMEs for guidance.

Asset Management

Are you receiving, relocating, transferring, or excessing accountable equipment? **If YES, contact your AMS.**	YES	NO

Communications

Do you need to communicate information on work activities or accomplishments? (Flowchart 1)	YES	NO
Do you need to release information offsite? (Flowchart 2)	YES	NO

Detailees

Does work involve temporary relocation to another site? (Flowchart 3)	YES	NO

Ethics

Do you have a part-time job or own or have ownership of a private business?	YES	NO
Have you been requested to do work for our parent company or a commercial affiliate?	YES	NO
Do you want to use site property to support student activities under Tuition Reimbursement?	YES	NO
Did you receive a gift from a vendor?	YES	NO
Do you hold a public office?	YES	NO
Are you uncertain about a potentially unethical situation?	YES	NO

If YES to any of these, review the Ethics Homepage.

Section 4 - Business Practices Screening Checklist - continued

Finance

Will you be involved in any activity that requires or may require financial commitment?	YES	NO
Have you been asked to do work prior to receipt of funding and work authorization?	YES	NO
Will the work be performed over more than one fiscal year?	YES	NO
Will the activity be funded over more than one fiscal year?	YES	NO
Will the activity require long-lead procurements?	YES	NO
Will the activity result in a tangible item with costs >$25K fully burdened (including design and installation)?	YES	NO
Does the task need to be included in the SRNL baseline?	YES	NO
Has funding been received via DOE?	YES	NO
Does the activity have adequate funding to complete the work scope?	YES	NO
Does the work benefit multiple customers?	YES	NO
Does the activity involve foreign travel?	YES	NO
Will you be conducting/hosting a business meeting?	YES	NO
Will the activity result in documentable cost savings or process improvements?	YES	NO

If YES to any of these, contact Financial Subject Matter Expert.

Hosting Events

Are you hosting a conference, symposium, training, seminar, workshop, etc.?	YES	NO

If YES, contact SRNL Meeting Services Subject Matter Expert.

Section 4 - Business Practices Screening Checklist - continued

Offsite Funded Work

Are you leading a proposal for offsite funded work? (Flowchart 4)	YES	NO
Are you supporting (as non-lead) a proposal for offsite funded work? (Flowchart 5)	YES	NO
Have you been asked to do work for a non-federal entity? (Flowchart 6 - WFO)	YES	NO
Have you been asked to do collaborative research and development with a non-federal entity? (Flowchart 6 - CRADA)	YES	NO
Have you been asked to do work for a non-DOE federal agency? (Flowchart 6 - Interagency Agreement)	YES	NO
Have you been asked to do work for a DOE Laboratory or DOE Facility? (Flowchart 7 - MPO or IEWO)	YES	NO
Have you been asked to do work for WGI or WSRC partners? (Flowchart 8)	YES	NO
Will outside funding be required? (Flowchart 9)	YES	NO

Procurement

Do you need to purchase items or services? (Flowchart 10)	YES	NO

Safeguards & Security

Are you hosting a visitor? (Flowchart 11)	YES	NO
Do you need access to classified information?	YES	NO
Do you need to upgrade your clearance?	YES	NO
Do you need to access the site computer network from home or while on travel?	YES	NO
Do you need to use a government camera or possess a cellular telephone in the Limited Area?	YES	NO

If YES to any of these, contact SRNL Facility Security Coordinator.

Section 4 - Business Practices Screening Checklist - continued

Scheduling

Is this a new or significantly modified activity?	YES	NO
Is this new or significantly modified funding?	YES	NO
Is this a new project (CE/GPP)?	YES	NO

If YES to any of these, contact the Program Control Manager.

Technology Transfer

Have you invented something? (Flowchart 12)	YES	NO
Have you created copyrightable software or other material? (Flowchart 13)	YES	NO
Does your invention or copyrightable material have commercial uses? (Flowchart 14)	YES	NO
Do you need to discuss unprotected intellectual property with non-WSRC individuals? **If YES, contact the Technology Transfer Office for a Nondisclosure Agreement.**	YES	NO

Training

New employee?	YES	NO
New project/program?	YES	NO
New equipment?	YES	NO
New procedure or procedure revision?	YES	NO
New regulatory requirement?	YES	NO
Training area identified by unplanned event?	YES	NO
Training area identified by Lessons Learned?	YES	NO
Training area identified by assessment?	YES	NO

If YES to any of these, contact the SRNL Training Manager.

Section 4 - Business Practices Screening Checklist - continued

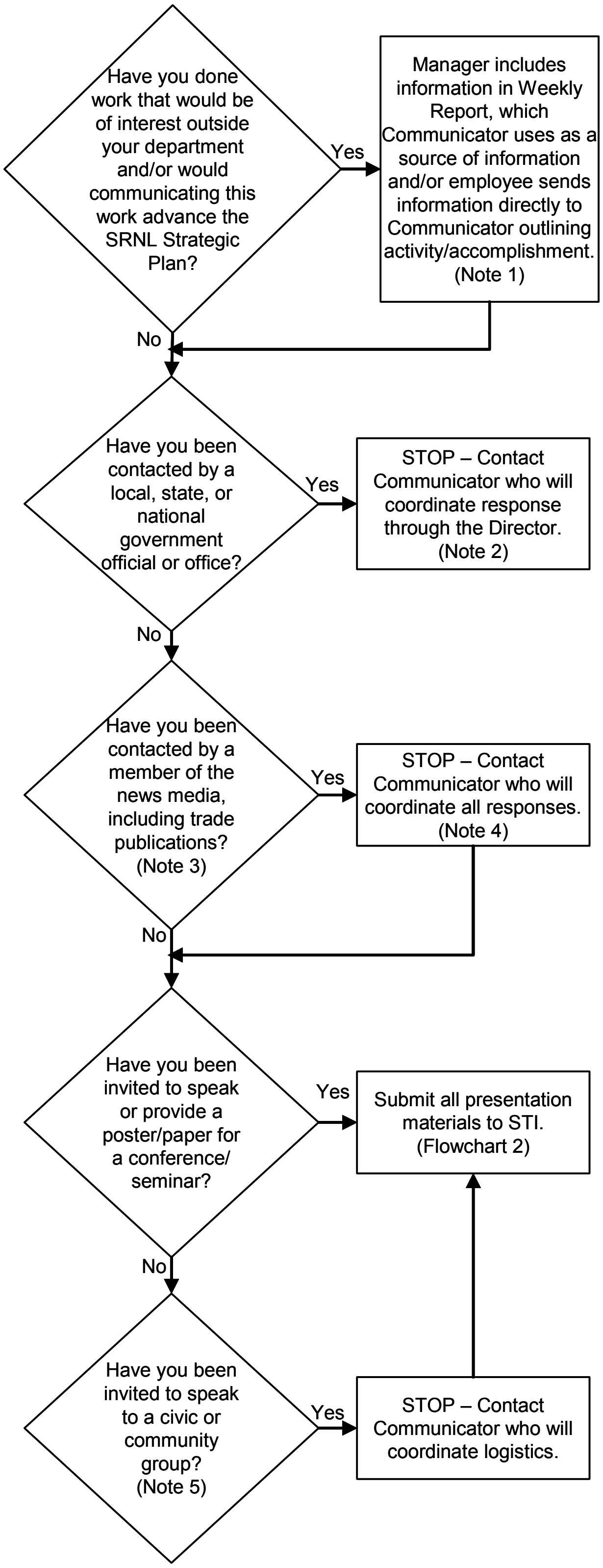
Travel

Is travel required to support customer, new business, or offsite event? (Flowchart 15 and Flowchart 17, as applicable)	YES	NO
Is foreign travel involved? (Flowchart 16)	YES	NO
Is travel for or related to the Department of Homeland Security? **If YES, contact SRNL Foreign Travel Coordinator.**	YES	NO

Section 5 - Flowcharts

These flowcharts are constructed with questions inside diamonds and actions inside rectangles to guide you through the respective business area. Definitions, notes, references, and SMEs are also provided as needed. If at any time you are unsure or have questions about a particular step or on what to do next, contact the SME for guidance.

Flowchart 1. Communicating Information

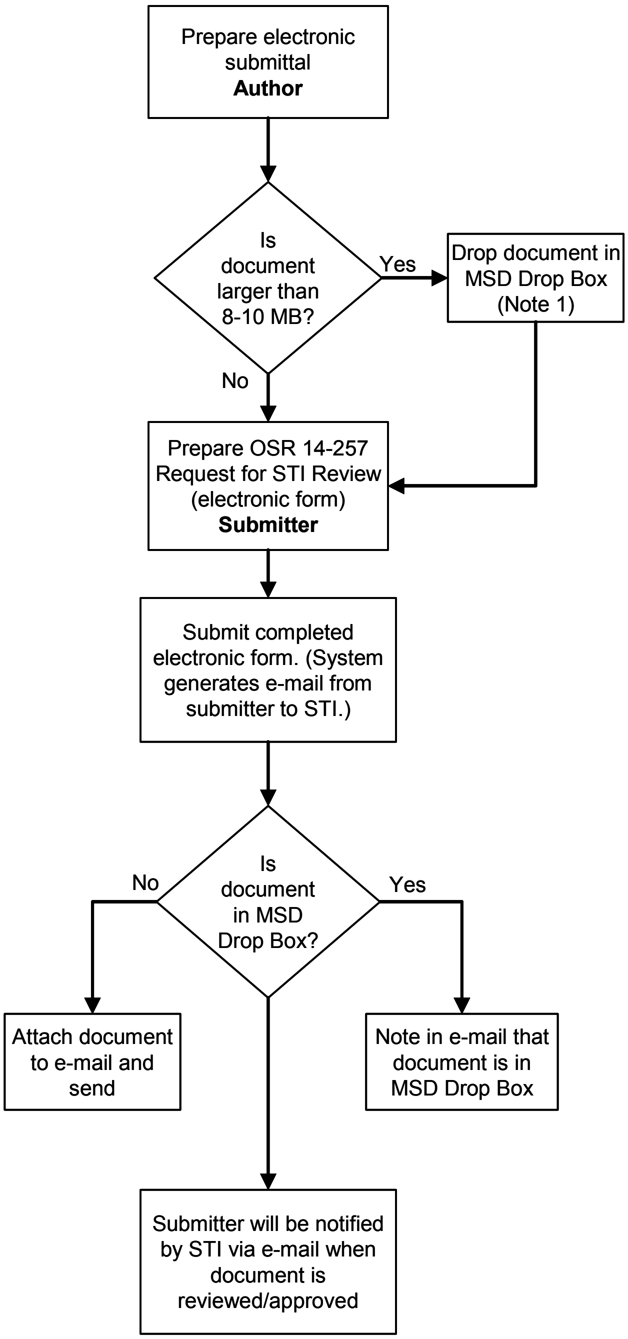


Notes

1. Proprietary information or work that is not currently under adequate intellectual property protection should not be included or should be marked to indicate its status.
2. This does not include government regulatory agencies (e.g., SCDHEC, EPA, etc.) if liaison with this agency is part of your normal work scope.
3. This includes not only newspapers and broadcast media, but also trade magazines. It does not apply to technical papers submitted to peer-reviewed journals.
4. Per WSRC 1B, employees are not authorized to provide information to external news media without the permission and involvement of Public Affairs personnel.
5. This includes organizations such as Rotary and Kiwanis clubs, as well as general meetings of organizations such as NMA and ANS. It does not apply to technical presentations at conferences.

Subject Matter Expert
SRNL Communicator

Flowchart 2. Release of Information Offsite



Definitions:
STI - Scientific and Technical Information
MSD - Management Services Department

Note

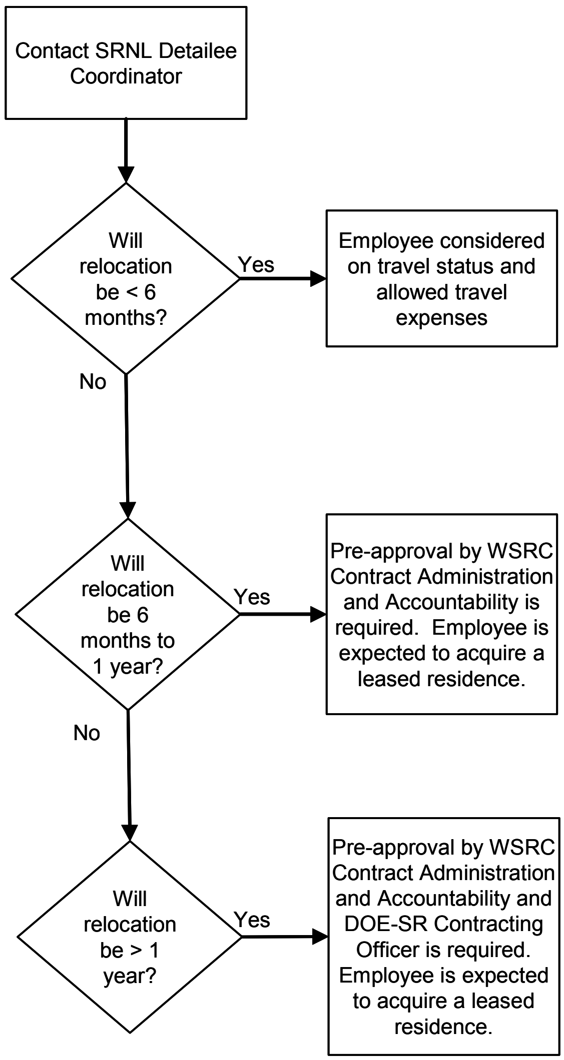
To put your document in the MSD Drop Folder, proceed as follows:

- Click on **Start**
- Go to **Search** and click on **For Files or Folders**
- Scroll down and click on **Computers**
- Under Computer Name, type in **MSD01** then click **Search Now**
- Double-click on the computer icon **MSD01**
- Double-click on **MIS4**
- Move folder **MSD Drop** to your desktop and place your document in that folder.

References:
WSRC 1B, MRP 1.05 and 3.25

Subject Matter Experts:
SRNL Facility Security Coordinator
STI Reviewer

Flowchart 3. Detailees

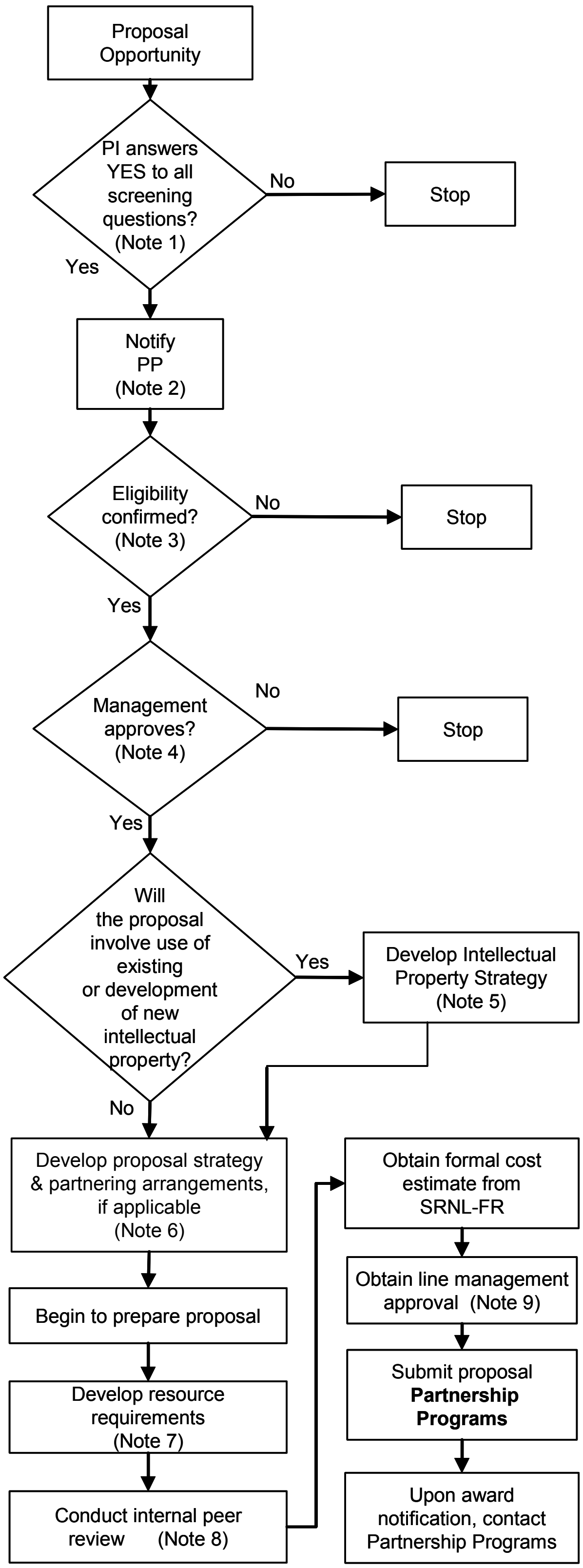


Definitions:
Detailee: An SRNL employee relocated from the site on a temporary basis to the customer's location

References:
WSRC 4B, Procedure 2.16
The Detailee Handbook

Subject Matter Experts
SRNL Detailee Coordinator
SRNL Financial Controller
SRNL Human Resource Manager
WSRC Contracts
WSRC HR Detailee Contact

Flowchart 4.
Proposals Led by SRNL



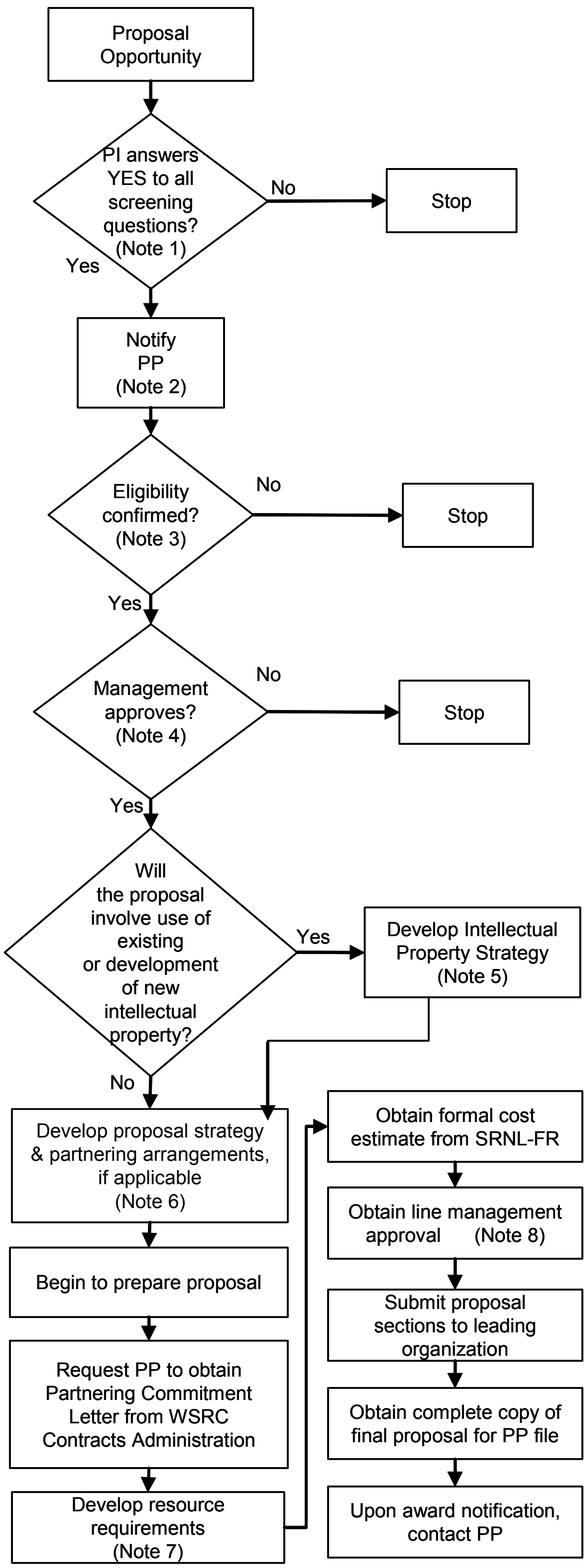
Definitions
- Proposal: Response to an advertised announcement/call for proposals such as Broad Agency Announcements (BAAs) or DOE Laboratory calls.
- PI: Principal Investigator
- SRNL-FR: Financial Resources
- PP: Partnership Programs

Notes
1. The following questions should be considered before proceeding: (If the answer is NO to any of these questions, then the opportunity should not be pursued)
   - Is it related to what you do?
   - Does it further the development of expertise within your technical realm?
   - Does it fit the unique capabilities of SRNL?
2. PI notifies Partnerships Programs of intent to proceed.
3. SRNL's eligibility to participate will be determined by WSRC Contracts Administration.
4. PI to obtain approval from Program Sponsor and line managers for submittal to ensure alignment with Business Strategy.
5. Develop intellectual property strategy with Technology Transfer.
6. Develop strategy with Partnership Programs.
7. Resource Requirements:
   - Who will do the work? (Org. Code)
   - How long will it take? (Hrs. FYs)
   - Supplies, Materials, Capital, Travel, etc.
8. PI to allow adequate time in the proposal preparation for thorough review by appropriate reviewers as established by line management.
9. PI to obtain line management review and approval of final proposal prior to submittal.

References
WSRC L1, Procedure 1.39

Subject Matter Experts
Partnership Programs
Technology Transfer
Financial Resources

Flowchart 5.
Proposals Not Led by SRNL



Definitions

- Proposal: Response to an advertised announcement/call for proposals such as Broad Agency Announcements (BAAs) or DOE Laboratory calls.
- PI: Principal Investigator
- SRNL-FR: Financial Resources
- PP: Partnership Programs

Notes

1. The following questions should be considered before proceeding: (If the answer is NO to any of these questions, then the opportunity should not be pursued)
   - Is it related to what you do?
   - Does it further the development of expertise within your technical realm?
   - Does it fit the unique capabilities of SRNL?
2. PI notifies Partnerships Programs of intent to proceed.
3. SRNL's eligibility to participate will be determined by WSRC Contracts Administration.
4. PI to obtain approval from Program Sponsor and line managers for submittal to ensure alignment with Business Strategy.
5. Develop intellectual property strategy with Technology Transfer.
6. Develop strategy with Partnership Programs.
7. Resource Requirements:
   - Who will do the work? (Org. Code)
   - How long will it take? (Hrs. FYs)
   - Supplies, Materials, Capital, Travel, etc.
8. PI to obtain line management review and approval of final proposal prior to submittal.

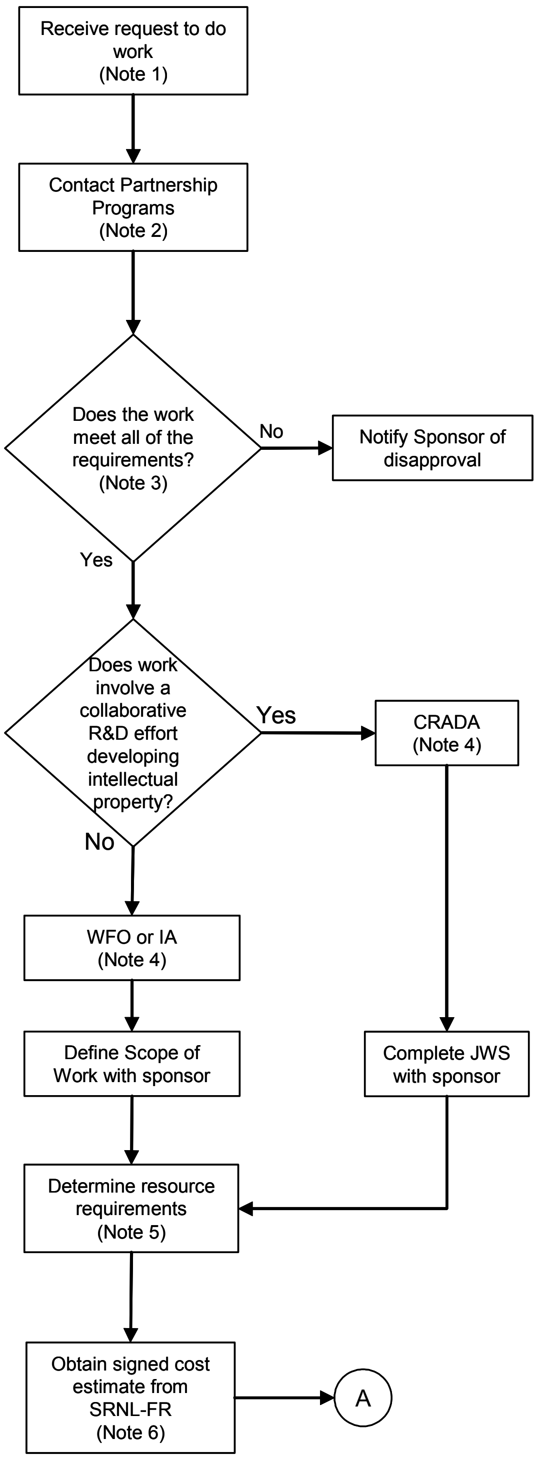
References

WSRC L1, Procedure 1.39

Subject Matter Experts

Partnership Programs
Technology Transfer
Financial Resources

Flowchart 6.
Work for Non-DOE Sponsor WFO, CRADA, or Interagency Agreement



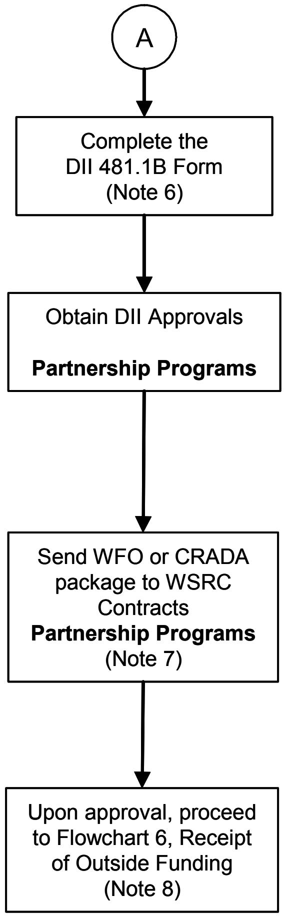
Definitions

- IA: Interagency Agreement is a Federal WFO – WSRC doing work for another federal agency.
- CRADA: Cooperative Research and Development Agreement
- JWS: Joint Work Statement
- WFO: Work for Others
- WGI: Washington Group International
- WSRC: Westinghouse Savannah River Company
- WFO and CRADA are formalized agreements between WSRC and a Non-Federal Sponsor for the performance of work by WSRC personnel and/or the use of DOE Facilities that is not directly funded by DOE appropriates.
- Non-DOE Sponsors may be individual companies, consortia, state or local governments, universities, nonprofit organizations, or other federal agency (OFA.)
- SRNL-FR: Financial Resources

Notes

1. If company is WGI/WSRC Partner/Subsidiary, go to Flowchart 8 first.
2. Partnership Programs will contact WSRC Contracts Administration.
3. Requirements: (PI and/or their management must answer yes to all of these in order to proceed.)
   - SRNL has the capability to perform such work
   - Performance of work will not interfere with DOE-SR programs
   - Services are not reasonably available from commercial sources
   - Proposed work is consistent with or complementary to DOE and the mission of the Facility/Laboratory.
4. WSRC Contracts Administrator will contact Sponsor and issue model agreement for their review of terms and conditions. If work involves existing or new intellectual property, Technology Transfer will develop appropriate intellectual property protection strategies.
5. Resource Requirements:
   - Who will do the work? (Org. Code)
   - How long will it take? (Hrs. FYs)
   - Supplies, Materials, Capital, Travel, etc.
   - Line Manager Approval
6. Cost estimate must be signed by SRNL-FR Representative.

Flowchart 6 - continued
Work for Non-DOE Sponsor WFO, CRADA, or Interagency Agreement



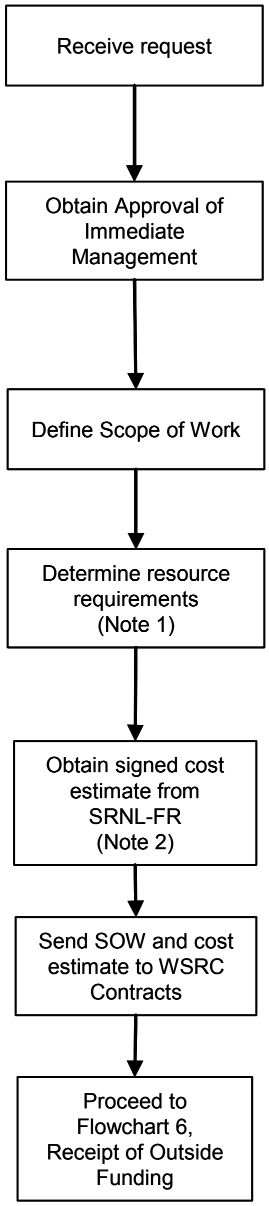
6. Obtain Directive Implementation Instructions (DII 481.1B) form and assistance from Partnership Programs.
7. WFO package consists of:
   - Scope of Work
   - Signed cost estimate from SRNL-FR
   - Approved DII form
   - Signed Sponsor Certification Form
   - Line Manager approval

   CRADA package consists of:
   - Joint Work Statement
   - Signed Cost Estimate from SRNL-FR
   - Signed Sponsor Certification form
   - Signed U. S. Competitiveness form
8. Note that at the scope completion, a Closeout Subprocedure exists under MRP 1.13, Attachment E. The closeout form in OSR 43-3.

References
- WSRC 1B, MRP 1.13 – Work for Others (WFO)
- DOE Order 481.1B
- WSRC 1B, MRP 1.23 Cooperative Research & Development Agreements (CRADA)
- DOE Order 483.1

Subject Matter Experts
Partnership Programs
Technology Transfer
Financial Resources

Flowchart 7. Work for DOE-Funded Entity - IEWO or MPO



Definitions

- DOE-Funded Entity – Non SRS, DOE M&O Contractors, DOE Laboratories
- IEWO – Inter Entity Work Order is a request issued by any DOE complex contractor to WSRC for goods and services in any amount.
- MPO – A Memorandum Purchase Order is a request issued by a DOE M&O contractor to WSRC for goods and services not reasonably available from commercial sources for under $1 million dollars.
- SOW – Scope of Work
- SRNL-FR – Financial Resources

Notes

1. Resource Requirements:
   - Who will do the work (Org. Code)
   - How long will it take? (Hrs. FYs)
   - Supplies, Materials, Capital, Travel, etc.
2. Cost estimate must be signed by SRNL-FR Representative.

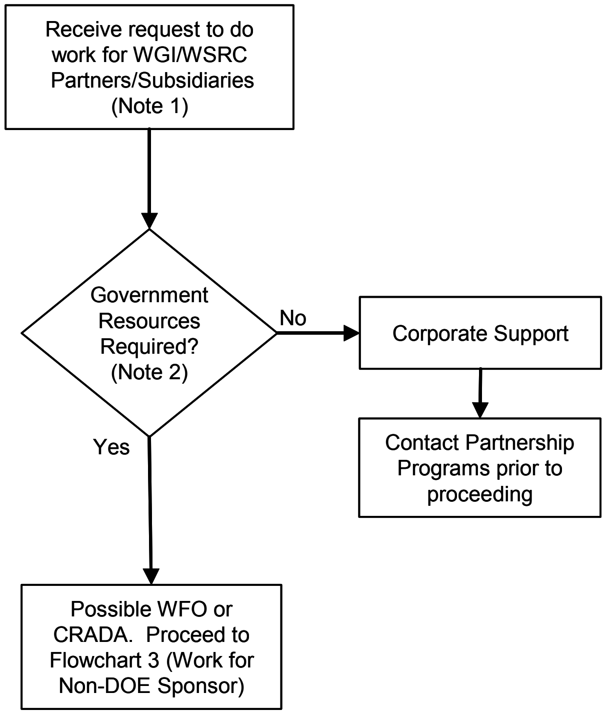
References

- WSRC 1B, MRP 1.14 – Memorandum Purchase Orders

Subject Matter Experts

Partnership Programs
Financial Resources

Flowchart 8. Work with WGI/WSRC Partners/Subsidiaries, Corporate Support



Definitions

- CRADA: Cooperative Research and Development Agreement
- SRNL: Savannah River National Laboratory
- WFO: Work for Others
- WGI: Washington Group International
- WSRC: Westinghouse Savannah River Company
- WSMS: Washington Safety Management Solutions

Note

1. This includes WGI, WSMS and WSRC Site Partners
2. Will government resources (equipment, computers, supplies, etc) be used to support the work?

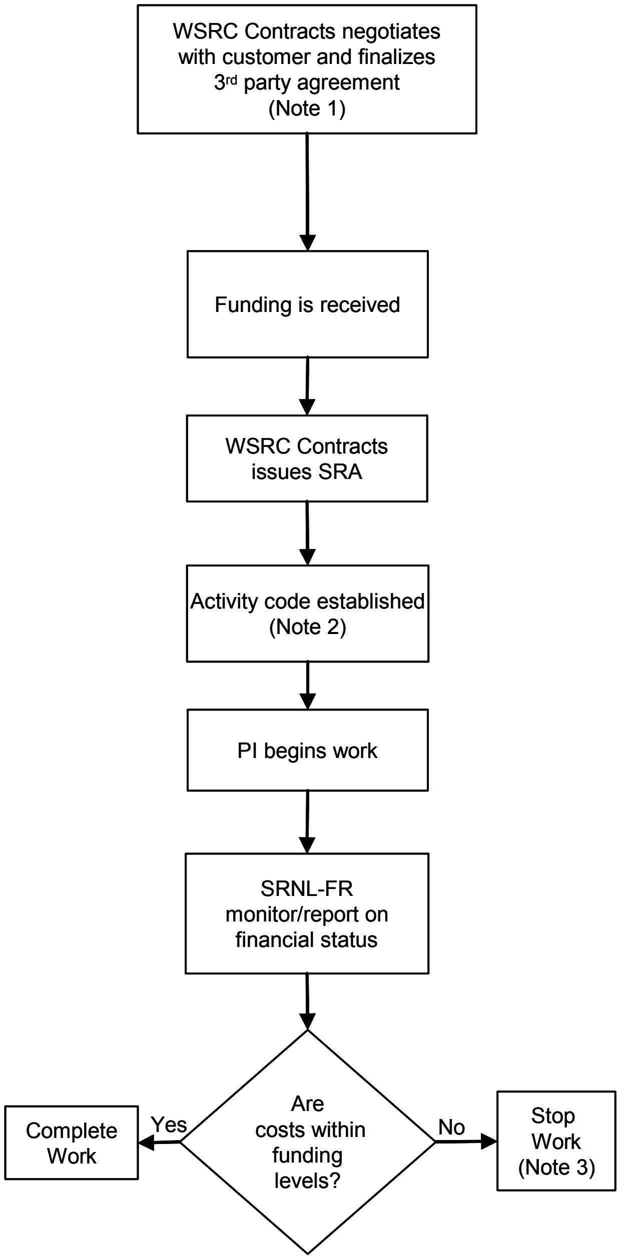
References

- WSRC 1B, MRP 1.13 – Work for Others (WFO)
- DOE Order 481.1
- WSRC 1B, MRP 1.15 Corporate Support
- WSRC 1B, MRP 1.23 Cooperative Research & Development Agreements (CRADA)
- DOE Order 483.1

Subject Matter Experts

Partnership Programs
Financial Resources

Flowchart 9. Receipt of Outside Funding



Definitions

- PI: Principal Investigator
- SRA: Special Request Authorization
- SRNL FR: Financial Resources

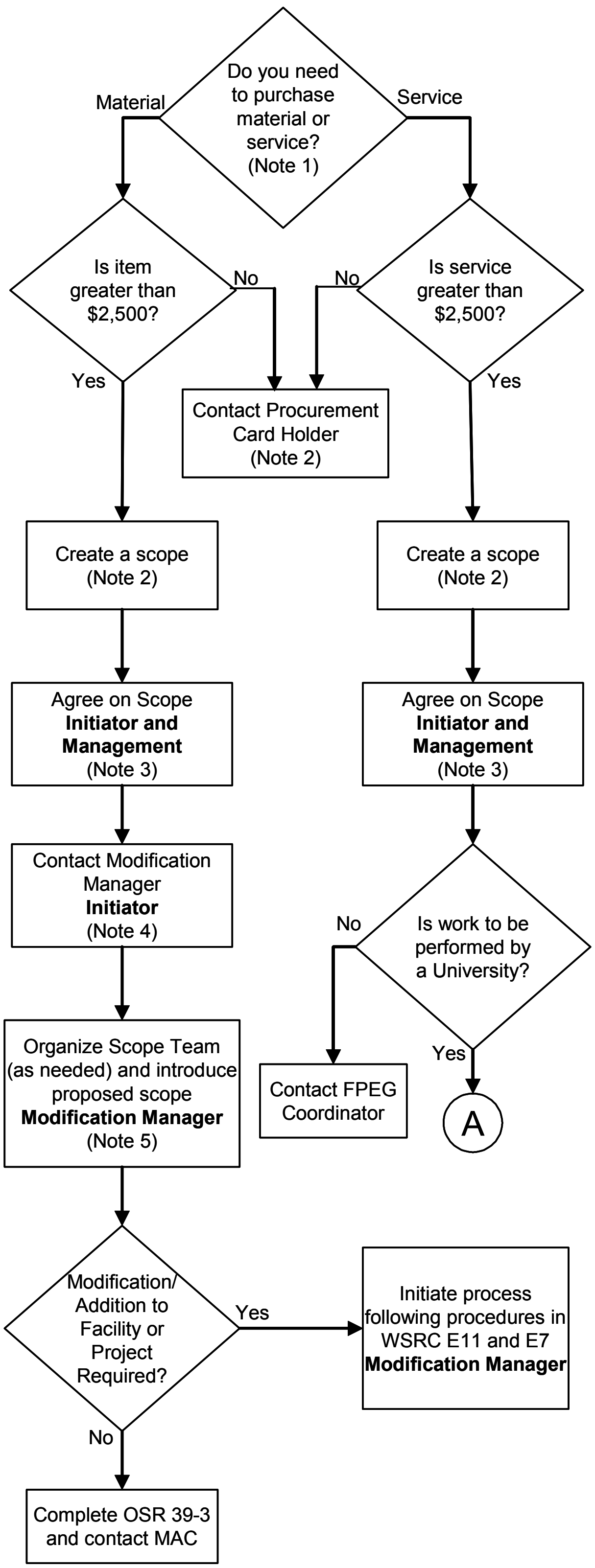
Note

1. If applicable, implement partnering agreement (Flowchart 6, Work for Non-DOE Sponsor) established during proposal process (Flowchart 4 or Flowchart 5).
2. Financial Liaison gives to SRNL-FR who issues "Start Work" memo.
3. Stop Work issued when costs plus encumbrances reach 90% of funding

Subject Matter Experts

Financial Resources

Flowchart 10. Procurement



Definitions:

- FPEG: Field Procurement Engineering Group
- MAC: Material Access Center
- PMM: Procurement & Materials Management
- FMTS: Field Material Tracking System
- TOR: Task Order Representative

Notes

1. **PMM is the only department authorized to negotiate contracts with vendors.**
2. Initiator and customer agree on scope and required deliverables.
3. Cost, justification, schedule & source of funding to be determined.
4. Modification Manager and Initiator review scope to include preliminary plan, schedule, and cost estimate, and complete screening checklist.
5. Scope Team defines the total estimated price of scope and determines who has involvement. Each member will have an active roll in determining fully burdened. Initiator shall provide all documentation to enhance process of defining total scope. The team should include the following:
   - -Modification Manager
   - -Design Engineering
   - -Financial Resources
   - -FPEG
   - -Planning Initiator

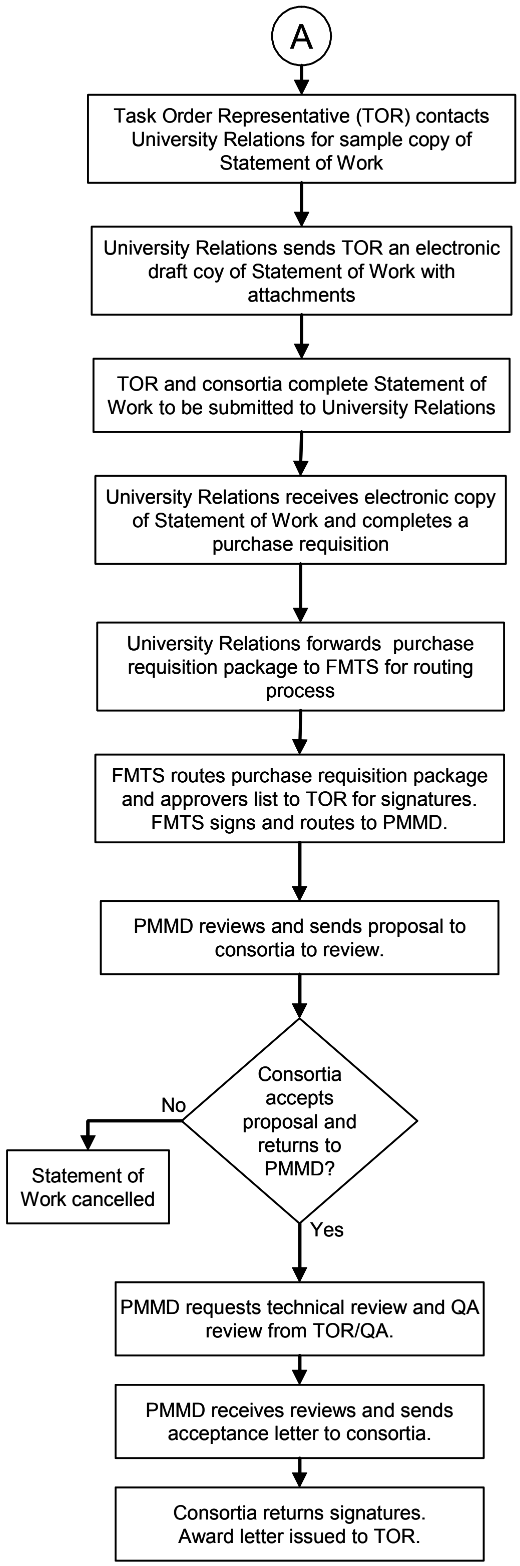
References

- WSRC 7B, procedures 1.1 and 1.5
- WSRC 1Q, QAP 7-2
- WSRC E7 & E11

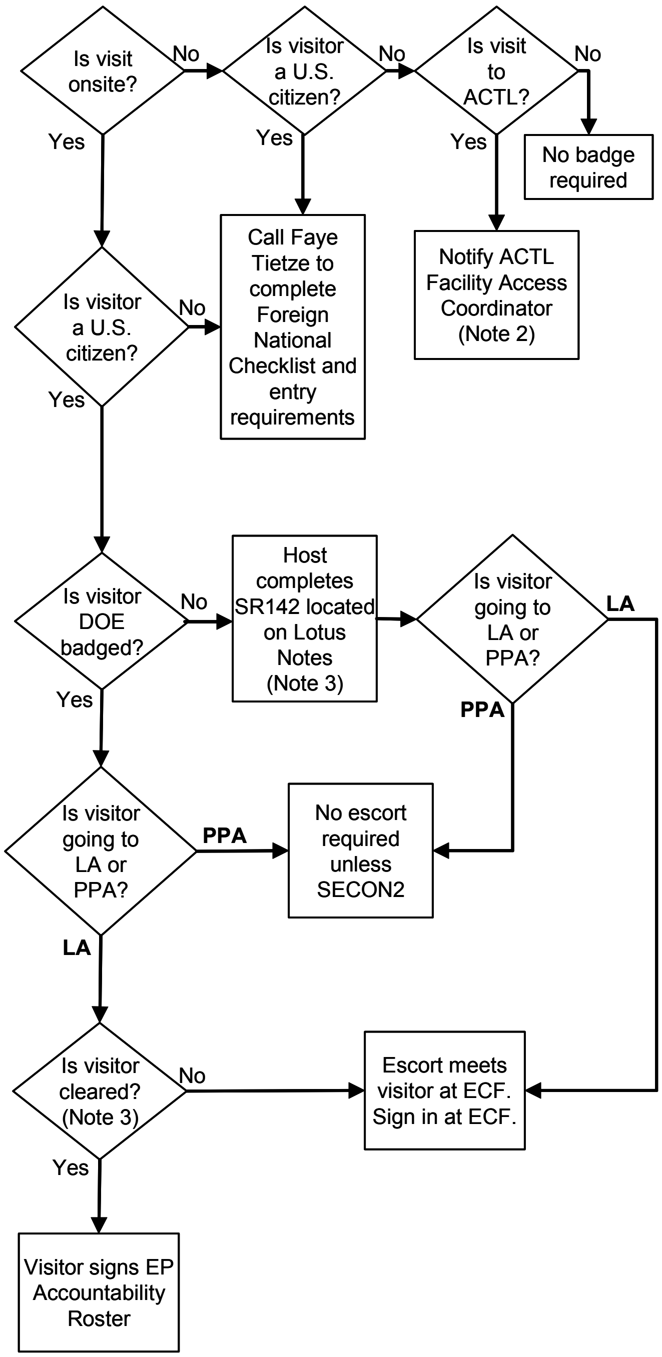
Subject Matter Experts

- MAC Manager
- FPEG personnel
- Modification Manager
- Financial Resources
- Facility Management Representative

Flowchart 10. Procurement - continued



Flowchart 11. Safeguards & Security Visitor Control



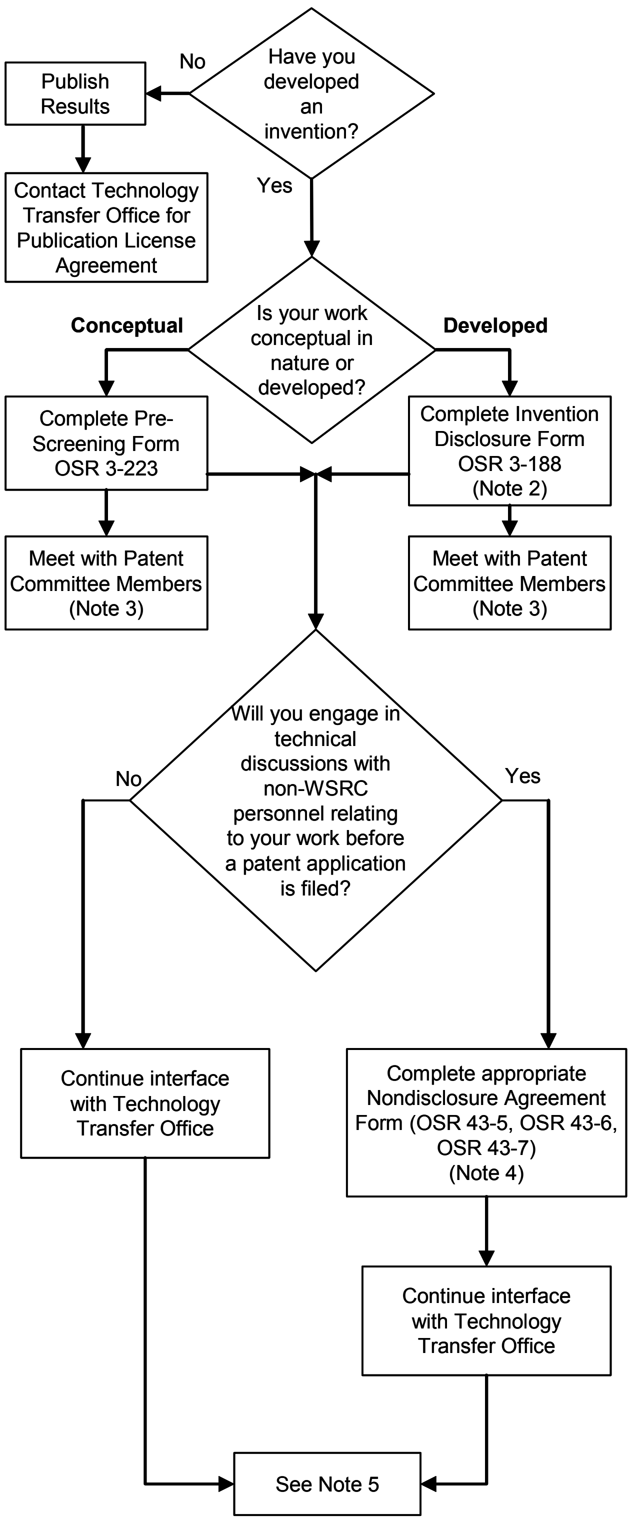
Definitions
ACTL – Aiken County Technology Laboratory

Notes
1. Complete STI review on all presentations, and/or handout materials not previously publicly released.
2. Host meets for facility badging (SR142 not required.)
3. Host meets visitor at 703-46A Badge Office on day of visit. Two forms of ID required, one with a picture. CPC17 is required for onsite POEE.

References
WSRC Manual 7Q, Procedure 504
ACTL Security Plan

Subject Matter Experts:
SRNL Facility Security Coordinator
ACTL Facility Access Coordinator

Flowchart 12. Inventions



Notes:

1. *Patentable technology must be novel, useful, non-obvious, and not publicly disclosed.*

2. Invention disclosures should provide a clear, concise, and complete description of the invention. Include drawings, test data, and other available technical details. **DO NOT DISCLOSE THE INVENTION PUBLICLY UNTIL A PATENT APPLICATION HAS BEEN FILED.**

3. The Technology Transfer Office will schedule a meeting with the Patent Committee and notify the inventor(s). Meetings are informal and inventors are invited to discuss technical aspects of the technology. Presentations are not necessary, but prototypes or photographs are helpful. Inventors will be notified of the Patent Committee's recommendation.

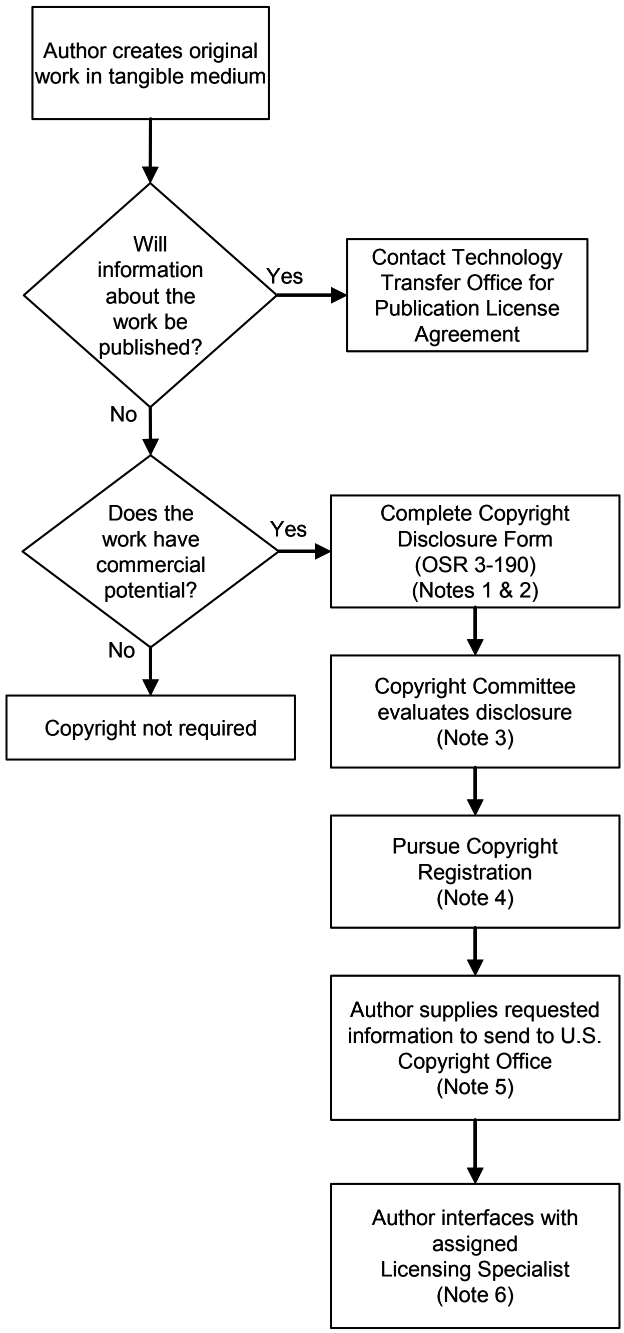
4. A nondisclosure agreement is a contract in which the parties promise to protect the confidentiality of proprietary information that is disclosed. **IT IS VERY IMPORTANT TO OBTAIN A SIGNED NONDISCLOSURE AGREEMENT PRIOR TO DISCUSSING DETAILS OF THE INVENTION WITH NON-WSRC PARTIES.** Sharing inventive details without a signed nondisclosure agreement will constitute public disclosure of the invention.

5. This is only the beginning of a very lengthy process. It can take 2-4 years for U.S. patents to issue and longer if international patent protection is pursued. The lack of a prompt response from you, the inventor, to requests for information or review and comment can affect the ultimate issuance of a patent. Time frames, once a patent application is filed, are driven by statutory requirements.

References
WSRC 1B Manual, MRP 1.07
Technology Transfer Home Page in ShRINE

Subject Matter Expert
Technology Transfer

Flowchart 13. Copyrights



Notes:

1. A copyright is the right to restrict others from making or distributing copies or making derivatives of original works of authorship that are fixed in a tangible medium of expression. Copyrighted materials are protected regardless of whether a copyright registration has been recorded by the U.S. Copyright Office.

2. The Prime Operating Contract requires WSRC to maintain ownership over copyrightable works that are created under the contract.

3. Copyright disclosures are reviewed by either the Copyright or Software Evaluation Committee. The author will be notified of the Committee's recommendation.

4. WSRC is required by contract to show that commercialization of technical data and computer software would be enhanced by obtaining copyright registration. Commercialization must be pursued within 5 years of obtaining permission from DOE to assert copyright.

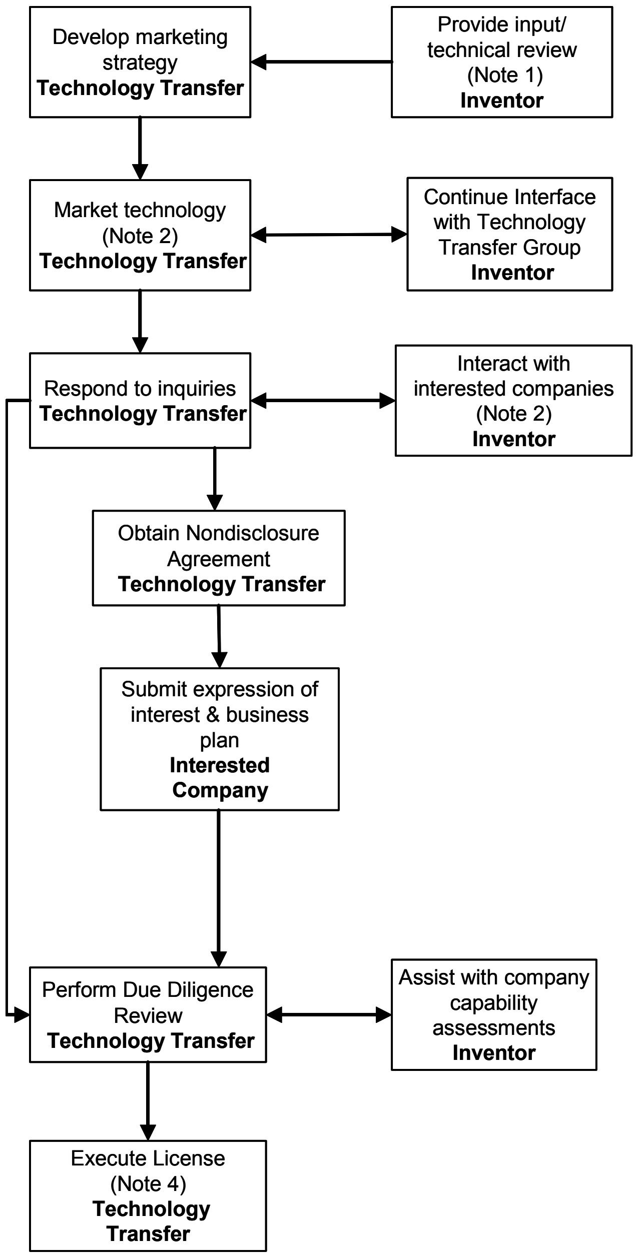
5. Once DOE has granted WSRC permission to assert copyright, the Technology Transfer Office will notify the author and will identify what materials are needed.

6. A Licensing Specialist will be assigned to evaluate the commercial potential of the copyrighted work and to develop marketing strategies and materials. The author's help may be needed during technical discussions with or product demonstrations to potential licensees.

References
- WSRC 1B Manual, MRP 1.22
- Technology Transfer Home Page in ShRINE

Subject Matter Expert
Technology Transfer

Flowchart 14. Licenses



Notes:

1. Inventors/authors are the most important champions of their creation and can assist Technology Transfer personnel in identifying interested companies and industry contacts. It is very important to keep the Technology Transfer Office apprised of the results of ongoing research and field applications.

2. Identifying potential licensees occurs throughout the intellectual property process. Interaction with interested parties may take place on a limited basis provided a Non Disclosure Agreement (NDA) has been executed. The NDA must be signed prior to technical demonstrations or engaging in limited technical discussions. Prior to filing a patent application, technical details **MUST NOT BE DISCLOSED PUBLICLY**. Publication of technical papers and presentations may constitute a public disclosure. Contact the Technology Transfer Office to obtain a Publication License Agreement prior to submitting papers for publication.

3. Inventors/authors have an opportunity to influence interested companies by participating in technical discussions and/or technology demonstrations. It can sometimes mean the successful execution of a license or the loss of interest by the interested company. The Technology Transfer Licensing Specialist will coordinate interactions between the inventor/author and interested companies.

4. Inventors and authors should continue to provide the results of ongoing research and field applications so licensees can use current information in their marketing efforts. Inform the Technology Transfer Licensing Specialist when making presentations at conferences so publicity can be coordinated the licensees.

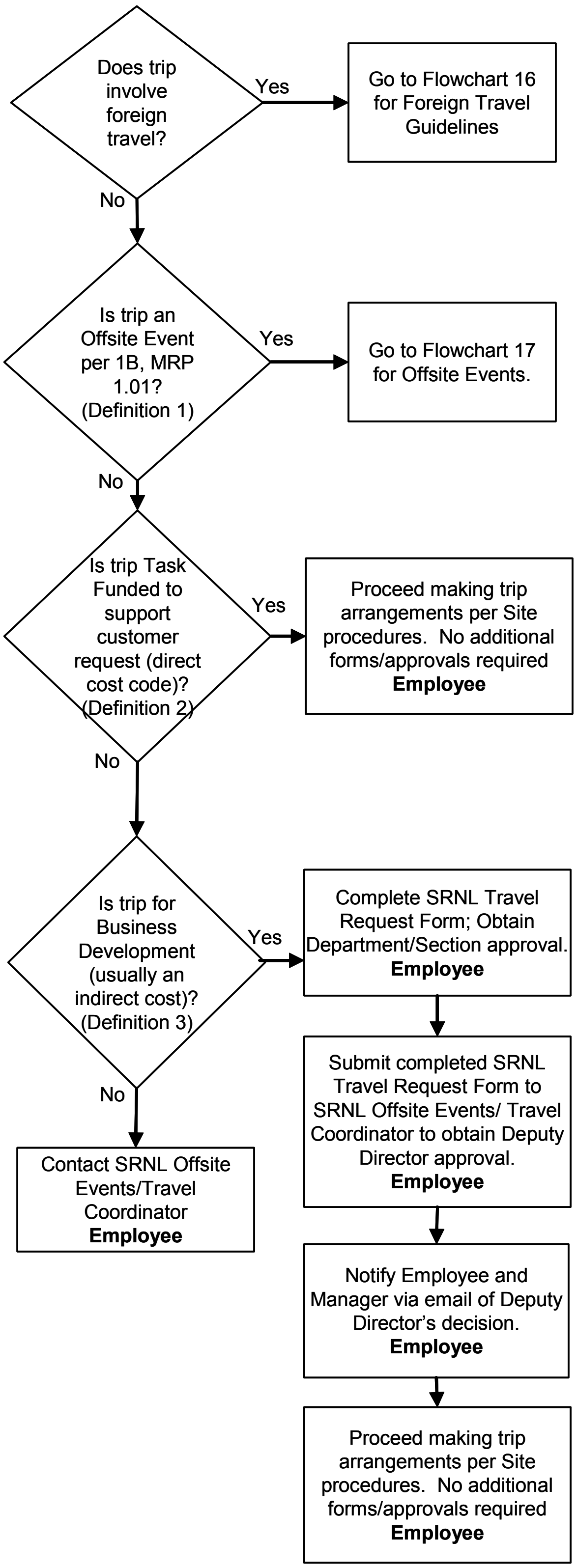
References

- WSRC 1B Manual, MRP 1.21
- Technology Transfer Home Page in ShRINE

Subject Matter Expert

Technology Transfer

Flowchart 15. Travel



Definitions

1. Offsite Events
   - Conferences, symposiums, training, seminars, workshops, professional societies (see 1B, MRP 1.01)

2. Task Funded
   - Trip paid for by requestor or customer
   - Trip is funded by direct cost
   - Trip is to provide customer support
   - Trip is not an Offsite Event per 1B, MRP 1.01

3. Business Development
   - Trip is to obtain new business for SRNL
   - Trip is not direct funded by a customer
   - Trip is not an Offsite Event per 1B, MRP 1.01

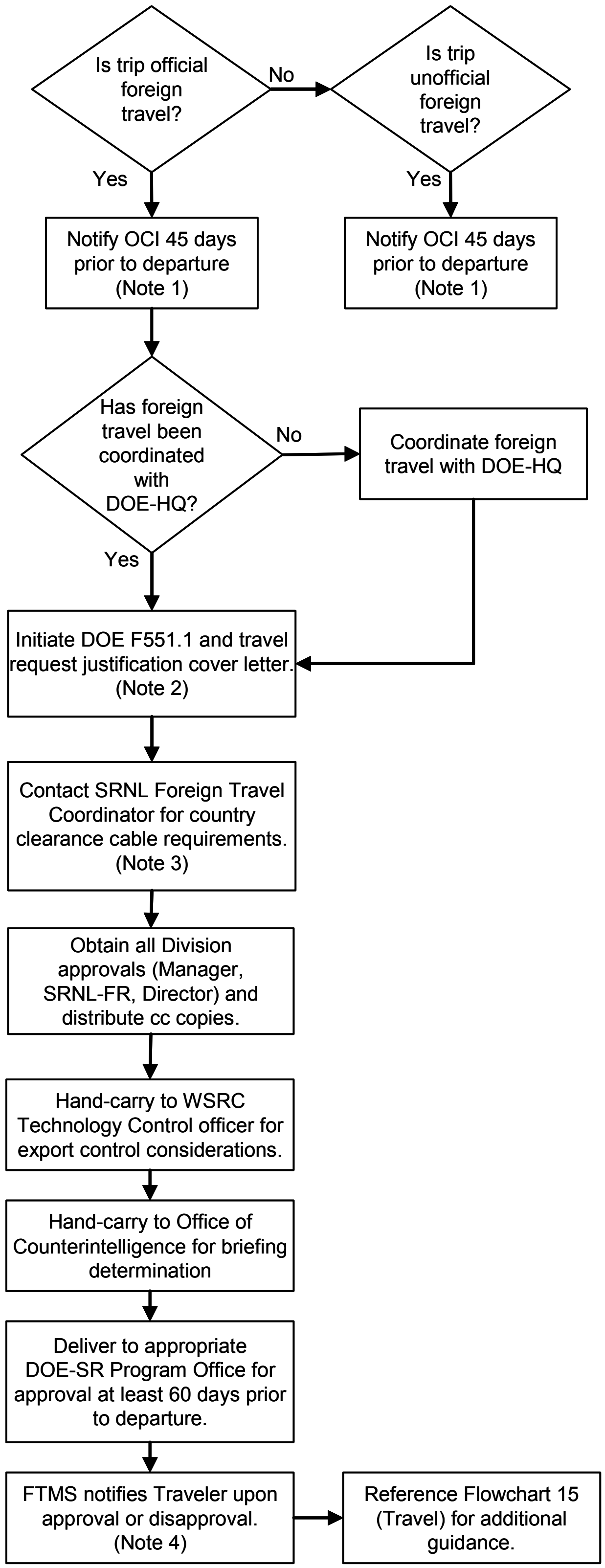
References

- WSRC 1B, MRP 1.01 – Attendance of Offsite Events
- WSRC 1B, MRP 3.03 - General Travel Procedure

Subject Matter Experts

SRNL Offsite Events/Travel Coordinator
SRNL Training Manager
SRS Offsite Events
Financial Resources

Flowchart 16. Foreign Travel



Definitions:

1. Official foreign travel – approved travel from the U.S. to a foreign country or travel between foreign countries by persons whose salaries or travel expenses or both will ultimately be funded in whole or in part by DOE from its appropriations; also travel funded by non-DOE sources for which the traveler is representing the DOE or conducting business on behalf of the U.S. Government
2. Unofficial foreign travel – travel not sponsored by WSRC, DOE, or any other Federal agency (all travel which is not deemed Official - including non-government business and personal).
3. Country clearance – Notification from the U.S. Embassy of the country to be visited that a request to travel to that country has been approved

Notes:

1. OCI notification applies to all contractor employees who hold (or have held within the last five years) a DOE security clearance. OCI should also be notified of any conference or embassy visit within the U.S. where traveler will be interacting with individuals from a sensitive country.
2. The foreign travel request justification cover letter must be sent electronically to the Lab Director's office (secretary) for final formatting and approval. A copy must accompany the F551.1 until it reaches the Lab Director.
3. Each DOE Program Office handles country clearance cable requests differently. In addition, several Program Offices have additional requirements for travel approval. Therefore, it is imperative to coordinate foreign travel with the SRNL Foreign Travel Coordinator.
4. The traveler will be notified by the automated Foreign Travel Management System (FTMS) Administrator via email upon approval (or disapproval). If approved, the traveler can proceed with making travel arrangements per Site procedures.

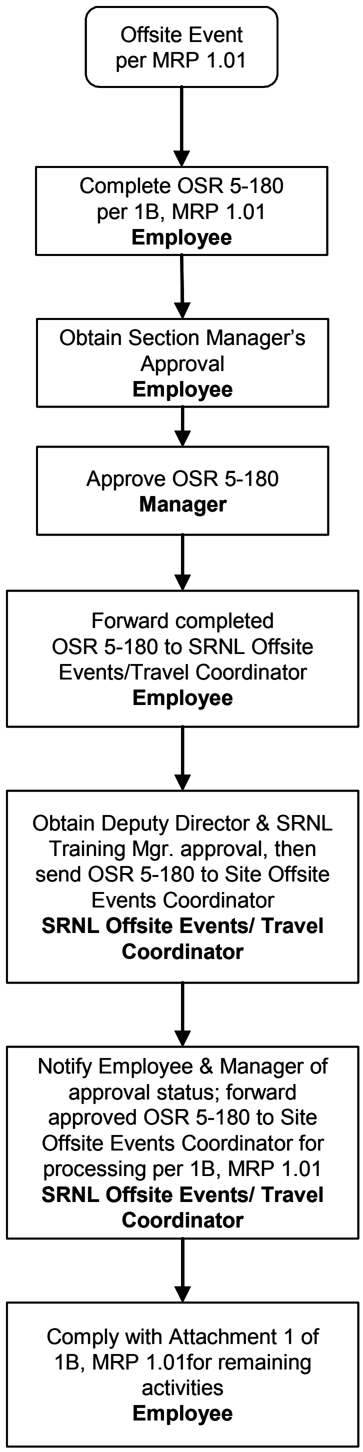
References:

Office of Counterintelligence-Savannah River Site (OCI-SRS) – 725-5086
WSRC 7Q Security Manual – Proc. 505 – Foreign Travel
WSRC 1B, MRP 3.03, General Travel Procedure
WSRC 1B, MRP 5.24, WSRC Export Control Program

Subject Matter Experts:

SRNL Foreign Travel Coordinator
Financial Resources

Flowchart 17. Offsite Events



Definitions:

Offsite Events: conferences, symposiums, training, seminars, workshops, professional societies (see 1B, MRP 1.01)

Notes

- Payment Options: Two options are available to pay for event: credit card or payment by Site Offsite Events Coordinator; ensure payment method is checked on OSR 5-180

(See 1B MRP 1.01.)

- OSR 5-180 Processing: To ensure your request is quickly processed with minimal impacts, be sure to do the following:
  - Complete all fields on OSR 5-180 with adequate detail:
    a. Section II, "Check Payable To": [Exact name of vendor to whom payment was made goes here (i.e., statement such as "paid by employee" is not acceptable)].
    b. Section II, "Mailing Address": (Exact address of event as provided on event literature must go here.)
    c. Section III, "Title of Event" [As stated, exact title of event from brochure/registration form goes here (i.e., do not shorten or interpret title in your own words.]
  - Attach the following to OSR 5-180:
    a. Copy of event literature showing program outline, company and discounts.*
    b. Registration form.*

*Note: If registration was made via internet and a printed copy is not provided, obtain hard copy by holding "ALT", press "Print Screen" and copy information to a Word® document for printing.

- Credit Card: If credit card was used for payment, complete OSR22-102N, Travel Expense Report (TER) and include the following:
    c. Copy of approved OSR 5-180
    d. Proof of payment [i.e., if credit card is used, a copy of credit card statement is required (credit card no. & other personal information can be blanked out); if check is used, proof of payment can be receipt from vendor.]
    e. Copy of completed registration form showing conference cost.

A separate TER will be required after the conference to cover other expenses (i.e., travel, hotel, etc.)

Reference:

WSRC 1B, MRP 1.01
WSRC 1B, 3.72, Conference Management
WSRC 1B, MRP 3.15, Business Meals and Meeting/Conference Expenses

Subject Matter Experts:

SRNL Offsite Events/Travel Coordinator
SRNL Training Manager
SRS Offsite Events Coordinator

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Appendices

Appendix A – Acronym List

ACTL	Aiken County Technology Laboratory
ADS	Analytical Development Section
AMS	Asset Management Specialist
AOP	Annual Operation Plan
AQM	Automated Qualification Matrix
ATS	Actinide Technology Section
B&R	Budget & Reporting Code
BAA	Broad Agency Announcement
CE	Capital Equipment
C/FRD	Confidential Formerly Restricted Data
CLS	Consolidated Labor System
C/NSI	Confidential National Security Information
CRADA	Cooperative & Research Development Agreement
C/RD	Confidential Restricted Data
DHS	Department of Homeland Security
DOE	Department of Energy
DOJ	Department of Justice
DP	Defense Programs
DTRA	Defense Threat Reduction Agency
ECF	Entry Control Facility
EDS	Engineering Development Section
EE	Energy Efficiency
EM	Environmental Management
EPA	Environmental Protection Agency
ER	Environmental Restoration
ERS	Encumbrance Report System
ESS	Essential Site Service
FMTS	Field Material Tracking System
FTMS	Foreign Travel Management System
FPEG	Field Procurement Engineering Group
FR	Financial Resources
FYF	Fiscal Year Forecast
G&A	General & Administrative
GPP	General Plant Project
IA	Interagency Agreement
IEWO	Inter Entity Work Order
ISMS	Integrated Safety Management System
IT	Information Technology
ITS	Immobilization Technology Section
JWS	Joint Work Statement
LA	Limited Area
LSD	Laboratory Services Department
MAC	Material Access Center
MBA	Material Balance Area
MPO	Memorandum Purchase Order
MRP	Management Requirements and Procedures
MSD	Management Services Department
NASA	National Aeronautics and Space Administration
NDA	Non Disclosure Agreement
NE	Nuclear Energy
NN	Nuclear Nonproliferation
NNSA	National Nuclear Security Administration
OCI	Office of Counterintelligence
OFA	Other Federal Agency
OUO	Official Use Only
OSC	Office of Science
OYB	Out Year Budget
PCS	Procurement Cycle System
PI	Principal Investigator
PMM	Procurement & Materials Management
POEE	Personally-Owned Electronic Equipment
PP	Partnership Programs
PPA	Property Protection Area
R&D	Research & Development
RSE	Remote & Specialty Equipment Systems

Appendix A - Acronym List - continued

SCS	Statistical Consulting Section
S/FRD	Secret Formerly Restricted Data
SME	Subject Matter Expert
SNM	Special Nuclear Material
S/NSI	Secret National Security Information
SOW	Statement of Work
SRA	Special Request Authorization
S/RD	Secret Restricted Data
SRNL	Savannah River National Laboratory
STI	Scientific & Technical Information
TER	Travel Expense Report
TIS	Travel Information System
UCNI	Unclassified Controlled Nuclear Information
WAEP	Work Authorization Execution Plan
WBS	Work Breakdown Structure
WFO	Work for Others
WGI	Washington Group International
WSRC	Westinghouse Savannah River Company

Appendix B – SRNL Subject Matter Experts

Asset Management

Dick McCoppin (LSD, BM, QA),
773-41A (5-1588)
Lynn Nelson (WTT), 773-A (5-8303)
Faye Williams (SMT), 773-41A (5-8908)
Jim Buchanan (EES), 723-A (5-4620)
Deborah Eubanks (ES&T), 773-42A (5-8377)
Marvin Bishop (MTD), 735-A (5-5357)

Business Council

Chair
Steve Wach
773-A (5-3020)

Business Management

Business Manager
Larry Frelin
773-A (5-0490)

Communications

SRNL Communicator
Angie French
773-A (5-2854)

Internal Communications
Kelly Way
773-43A (5-3879)

Detailees

WSRC HR Detailee Coordinator
Archie Owens
719-18A (5-4100)

SRNL Detailee Coordinator
TBD

WSRC Contracts
TBD

Ethics

SRNL Contact
Mick Ferrell
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Site Contact
Craig Baynham
705-1C (7-6584)

Financial Resources

Financial Controller
Mary Coleman
773-A (5-3850)

SRNL-FR Team Lead
Paula Hardin
773-A (5-3589)

**Capital/Cost vs Capital Review/
ERS Analyst/PO Review, SCUREF/ERDA**
Kaye Gmitter (5-4893)

Staff Analyst, FYF (EAC) Coordinator, AOP & OYB Org Budgets, Rate Model, ESS/G&A Analyst, Org Change Control, Indirect WBS Accruals, PCS Adjustments/Manual Vouchers, Foreign Travel
Madgelene Guy (5-8160)

EW40, Minor B&Rs, Cost Estimates, WFO, CRADA, MPO/IEWO, WBS Migration, Change Control
Lonnie Gordon (5-3530)

TACS & CLS Coordination, No-times & Invalids
Kathie Thompson (5-5335)

Budget Analyst, Task WAEP (AOP) and OYB Preparation, AOP Prep, Change Control, Funding Profiles, Pool Forecasts, Functional Cost, CLS Corrections
Debbie McCord (5-2524)

Human Resources

HR Manager
Marsha Franklin
773-A (5-3853)

Joyie Bradley
773-A (5-2910)

Appendix B – SRNL Subject Matter Experts - continued

Meeting Services

SRNL Contacts
Mick Ferrell
773-A (5-3813)

Kathy McDonald
773-43A (5-5830)

Site Contact
Tom Williams
742-A (5-4832)

Modification Manager

David Simmons
773-43A (5-2076)

Partnership Programs

Contracts
Karen Azzaro
773-41A (5-0444)

CRADA/Work for Others (WFO)
Beverly Skwarek
773-41A (5-9038)

Outside Proposals
Belinda Beckum
773-41A (5-5352)

DOE Proposals
Gayle Bumgarner
773-41A (5-4602)

Planning & Scheduling

Program Control Manager
Kamal Rashidi-Yazd
773-41A (5-8260)

Procurement

Material Access Center
Lynn Wolf
773-A (5-2325)

Division Procurement Engineering
Mike Murphy, 773-52A (5-8080)
John Jackson, 773-52A (5-2012)
Louis Storey, 773-52A (5-7263)
Lee Josey, 773-52A (5-5471)
Peggy Dudley, 773-43A (5-8202)

Procurement Card Holders
David Silver, 773-A (5-1566)
Jim Buchanan, 723-A (5-4620)
Lynn Wolfe, 773-A (5-2325)
Bobby Hale, 773-A (5-8991)
Butch Peters, 773-A (5-5412)

Savannah River National Laboratory

Director
G. Todd Wright
773-A (5-3994)

Deputy Director
Paul Deason
773-A (5-3427)

Science & Technology Advisory Council

Chair
Greg Teese
773-A (5-2051)

Scientific & Technical Information Review

Cathie Witker
703-43A (5-3510)

Security

SRNL Facility Security Coordinator
Fay Tietze
773-A (5-1085)

ACTL Facility Access Coordinator
Stacey Usry
999-W (819-8446)

Strategic Programs

Manager
Tom French
773- A (5-3711)

Appendix B – SRNL Subject Matter Experts - continued

Strategic Plan Program Sponsors

National and Homeland Security
TBD

Energy Security
TBD

Environmental and Process Technology
TBD

Technology Transfer

Manager (Acting)
Dale Haas
773-41A (5-4185)

Licensing Administration, Publication License Agreements, CRADAs, Royalty Sharing, Nondisclosure Agreements
Jean Campbell
773-41A (5-3852)

Invention Disclosures, Patenting, Copyrighting
Laura Barsh
773-41A (5-3426)

Licensing Specialists
Joseph Dugan, 773-41A (5-0848)
Eric Frickey, 773-41A (5-0406)
Dale Haas, 773-41A (5-4185)
John Olschon, 773-41A (5-8125)

Administrative Secretary
Susan Meyer
773-41A (5-4189)

Training

Training Manager
Pete Stevens
773-43A (5-5354)

Travel

Foreign Travel
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SRNL Offsite Events/Travel Coordinator
Cynthia Griffitt
773-A (5-3303)

SRS Offsite Events Coordinator
Karen Bishop
730-1B (2-9346)

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Mel Buckner
773-A (5-0596)

Virginia Anderson
773-41A (5-3475)

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