Department of Energy
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

02-PRO-446

NOV 2 9 2001

Mr. M. C. Hughes, President
Bechtel Hanford, Inc.
3350 George Washington Way
Richland, Washington 99352

Dear Mr. Hughes:

CONTRACT NO. DE-AC06-93RL12367 - CONTRACT MODIFICATION M152

Enclosed for your files is one fully executed copy of the subject modification. If you have any questions, please contact me at (509) 376-8853, or Andrew Wirkkala at (509) 373-7835.

Sincerely,

Richard O. Puthoff
Contracting Officer

PRO:AHW

Enclosure

cc w/o encl:
S. L. Feaster, BHI

093351

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		19

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
M152	See Block 16C	N/A	

6. ISSUED BY CODE

U.S. Department of Energy
Richland Operations Office
P.O. Box 550
Richland, WA 99352

7. ADMINISTERED BY *(If other than Item 6)* CODE

Same as item 6.

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, city, county, state and zip code)*

Bechtel Hanford, Inc.
3350 George Washington Way
Richland, WA 99352

CODE FACILITY CODE

(X) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

X 10A. MODIFICATION OF CONTRACT/ ORDER NO. DE-AC06-93RL12367

10B. DATED *(SEE ITEM 13)* 11/19/01

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment, (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral modification by mutual agreement of the parties.

D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

This modification updates Section J, Attachment 2, Directives List, as indicated on pages 2 and 3.

Replacement pages J-ATT2.4-1 through J-ATT2.4-16 are attached.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full forc and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
Michael C. Hughes, President		Richard O. Puthoff, Contracting Officer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED 11/28/01	16B. UNITED STATES OF AMERICA *(Signature of Contracting Officer)*	16C. DATE SIGNED 11/29/01

Block 14: Description of Amendment/Modification (continued)

This Modification makes the following changes to Section J, Attachment 2 Directives List:

Additions

- CRD DOE O 110.3, "Conference Management" (Supplemented)
- CRD DOE M 140.1-1B, "Interface with the Defense Nuclear Facilities Safety Board"
- CRD DOE O 151.1A, "Comprehensive Emergency Management System"
- DOE M 200.1-1, Chapter 9, "Public Key Cryptography and Key Management"
- CRD DOE N 205.2, "Foreign National Access to DOE Cyber Systems"
- CRD DOE N 205.3, "Password Generation, Protection, and Use"
- CRD DOE O 221.1, "Reporting Fraud, Waste, and Abuse to the Office of Inspector General"
- CRD DOE O 221.2, "Cooperation With the Office of Inspector General"
- CRD DOE O 241.1A, "Scientific and Technical Information Management"
- CRD DOE O 430.1A, **(Supplemented, Rev 1),** "Life Cycle Asset Management"
- CRD DOE O 435.1, **(Supplemented, Rev 1),** "Radioactive Waste Management"
  (Note: DOE-RL understands that the Contractor can and shall fully satisfy the requirements of CRD DOE O 435.1 upon signature of this Modification, however certain procedural documents will require updating as a result of implementation of the CRD, and such updates shall be completed not later than January 10, 2002.)
- CRD DOE O 440.1A, "Worker Protection Management for DOE Federal and Contractor Employees"
  (Note: DOE-RL recognizes that the Contractor will not immediately be compliant with the Section 12., paragraph l requirement pertaining to the National Fire Protection Association (NFPA) Standard 70E, but that the Contractor will take the necessary actions to become compliant within a reasonable timeframe.)
- CRD DOE O 442.1A, (Supplemented, Rev 0), "DOE Employee Concerns Program"
- CRD DOE N 450.4, "Assignment of Responsibilities for Executive Order 13148, Greening the Government Through Leadership in Environmental Management"
- CRD DOE O 460.1A, "Packaging and Transportation Safety"
- CRD DOE O 460.2, Chg-1, (Supplemented, Rev 0), "Departmental Materials Transportation and Packaging Management"
- CRD DOE N 471.3, (Supplemented, Rev 0), "Reporting Incidents of Security Concern"
- CRD DOE N 473.4, "Department of Energy Badges"
- CRD DOE O 551.1A **(Supplemented, Rev 0),** "Official Foreign Travel"
- DOE O 5480.4 C-1, C-2, C-3 & C-4; **[Excluding Attachment 2, paragraph 2c, 2d(2)-(3), 2e(1)-(8), and Attachment 3, paragraph 2c, 2d(2)-(3), 2e(1)-(7)],** "Environmental Protection, Safety and Health Protection Standards"
- DOE M 5632.1C-1 **Chg-1**, "Manual for the Protection and Control of Safeguards and Security Interests"
- DOE O 5670.3, "Counterintelligence Program"

Deletions

- DOE M 140.1-1A, "DOE Interface with the Defense Nuclear Facilities Safety Board"
- DOE P 142.1, "Unclassified Foreign Visits and Assignments"
- DOE O 151.1, C-1, C-2, "Comprehensive Emergency Management System"
- DOE O 241.1, "Scientific and Technical Information Management"
- CRD DOE O 412.1, "Work Authorization System"
- CRD DOE O 430.1A, **(Supplemented, Rev 0)**, "Life Cycle Asset Management"
- CRD DOE O 435.1, **(Supplemented, Rev 0),** "Radioactive Waste Management"
- CRD DOE O 442.1, "Employee Concerns Program"

Deletions (continued)

- CRD DOE O 551.1A, **(Not Supplemented),** "Official Foreign Travel"
- DOE O 1300.3, "Policy on the Protection of Human Subjects"
- RLID 1360.2B, "Unclassified Computer Security Program"
- DOE O 1540.1A, "Materials Transportation and Traffic Management"
- DOE O 1540.2, C-1, " Hazardous Material Packaging for Transit - Administrative Procedures"
- DOE O 1540.3A, "Base Technology for Radioactive Material Transportation Packaging Systems"
- DOE O 2030.4B, "Reporting Fraud, Waste, and Abuse to the Office of Inspector General"
- DOE O 2300.1B, "Audit Resolution and Follow Up"
- DOE O 2320.1C, "Cooperation with the Office of Inspector General"
- DOE O 2320.2B, "Establishment of Departmental Position on Inspector General Reports"
- RLID 5000.1 "Baseline Execution and Management Process"
- RLPD 5000.1 "Richland Operations Office Site Management System"
- RLID 5000.2 "DOE Long Range Planning Process"
- DOE O 5480.3, "Safety Requirements for the Packaging and Transportation of Hazardous Materials, Hazardous Substances, and Hazardous Waste"
- DOE O 5480.4 C-1, C-2, C-3 & C-4; "Environmental Protection, Safety and Health Protection Standards"
- DOE N 5480.8, "Radiological Health and Safety Policy"
- DOE O 5480.8A, "Contractor Occupational Medical Program"
- DOE O 5480.9A, "Construction Project Safety and Health Management"
- DOE O 5480.10, "Contractor Industrial Hygiene Program"
- RLID 5480.29, "RL Employee Concerns Program"
- DOE O 5483.1A, "Occupational Safety and Health Program (OSHA) for DOE Contractor Employees at Government-Owned Contractor-Operated Facilities"
- RLIP 5484.1A, "Environmental Protection, Safety and Health Protection Information Reporting Requirements"
- RLID 5633.3, "Control and Accountability of Nuclear Materials at Richland"
- DOE O 5633.3B, "Control and Accountability of Nuclear Materials"
- SEN 35-91, "Nuclear Safety Policy"

List B - Reference Letter Deleted

- Item number 35, dated 11/08/96; Originator was V. R. Dronen (CCN 040124);

Note: Remaining letters have been renumbered 1 through 7.

LIST B

Directive Identifier	Title	Date of Order or CRD	CRD Supplement
CRD DOE O 110.3	Conference Management *(Printed in its entirety below)*	05/08/00	See CRD Below
CRD DOE O 130.1	Budget Formulation Process	09/29/95	No
CRD DOE M 140.1-1B	Interface with the Defense Nuclear Facilities Safety Board	03/30/01	Not Applicable
DOE N 142.1	Unclassified Foreign Visits and Assignments	07/14/99	Not Applicable
CRD DOE O 151.1A	Comprehensive Emergency Management System	11/01/00	No
DOE M 200.1-1, Chapter 9	Public Key Cryptography and Key Management	02/15/00	Not Applicable
CRD DOE N 205.1	Unclassified Cyber Security Program	07/26/99	No
CRD DOE N 205.2	Foreign National Access to Cyber Systems	11/01/99	No
CRD DOE N 205.3	Password Generation, Protection and Use	11/23/99	No
CRD DOE O 221.1	Reporting Fraud, Waste, and Abuse to the Office of Inspector General	03/22/01	No
CRD DOE O 221.2	Cooperation With the Office of Inspector General	03/22/01	No
DOE-0223	RL Emergency Implementing Procedures	Current Version	Not Applicable
CRD DOE O 224.1	Contractor Performance-Based Business Management Process	12/08/97	No
CRD DOE O 225.1A	Accident Investigations	11/26/97	No
DOE M 232.1-1A	Occurrence Reporting and Processing of Operations Information	07/21/97	Not Applicable
CRD DOE O 232.1A	Occurrence Reporting and Processing of Operations Information	07/21/97	No
HFID 232.1B	Notification, Reporting and Processing of Operations Information	09/08/99	Not Applicable
CRD DOE O 241.1A	Scientific and Technical Information Management	04/09/01	No
CRD DOE O 251.1A	Directives System	01/30/98	No
CRD DOE O 252.1	Technical Standards Program	11/19/99	No
CRD DOE O 311.1A	Equal Employment Opportunity and Diversity Program	12/30/96	No

LIST B

Directive Identifier	Title	Date of Order or CRD	CRD Supplement
CRD DOE O 350.1 C-1	Contractor Human Resource Management Programs	05/08/98	No
CRD DOE O 413.1	Management Control Program	12/06/95	No
CRD DOE O 414.1A	Quality Assurance	09/29/99	No
RLID 420.1	Fire Protection	06/18/99	Not Applicable
CRD DOE O 420.1 C-3	Facility Safety	11/22/00	No
CRD DOE O 425.1A	Startup and Restart of Nuclear Facilities	12/28/98	No
CRD DOE O 430.1A	Life Cycle Asset Management	10/14/98	Rev 1
CRD DOE O 435.1	Radioactive Waste Management	07/09/99	Rev 1
CRD DOE O 440.1A	Worker Protection Management for DOE Federal and Contractor Employees	03/27/98	No
DOE O 440.2 C-1, C-2	Aviation	09/25/95	Not Applicable
RLM 440.2	Aviation Manual	MAY 1997	Not Applicable
CRD DOE O 442.1A	Department of Energy Employee Concerns Program	06/06/01	Rev 0
CRD DOE N 450.4	Assignment of Responsibilities for Executive Order 13148, Greening the Government Through Leadership in Environmental Management	02/05/01	No
CRD DOE O 460.1A	Packaging and Transportation Safety	10/02/96	No
CRD DOE O 460.2 C-1	Departmental Materials Transportation and Packaging Management	10/26/95	Rev 0
DOE O 470.1 C-1	Safeguards and Security Program	09/28/95	Not Applicable
CRD DOE O 470.2A	Safeguards and Security Independent Oversight Program	03/01/00	No
CRD DOE O 471.2A	Information Security Program	03/27/97	No
CRD DOE N 471.3	Reporting Incidents of Security Concern	04/13/01	Rev 0
RLID 473.1	Protection of Safeguards and Security Interests	05/05/96	Not Applicable

LIST B

Directive Identifier	Title	Date of Order or CRD	CRD Supplement
RLID 473.2	Hanford Site Access Eligibility	04/28/97	Not Applicable
CRD DOE N 473.4	Department of Energy Badges	05/26/00	No
CRD DOE O 551.1A	Official Foreign Travel	08/25/00	Rev 0
DOE O 1220.1A C-1	Congressional and Intergovernmental Affairs	04/09/92	Not Applicable
DOE O 1230.2	American Indian Tribal Government Policy	04/08/92	Not Applicable
RLID 1300.1D	Richland Operations Office Facility Representative Program	12/03/98	Not Applicable
DOE O 1324.5B	Records Management Program	07/19/96	Not Applicable
DOE O 1340.1B	Management of Public Communications Publications and Scientific, Technical and Engineering Publications	01/07/93	Not Applicable
DOE O 1350.1 C-1	Audiovisual and Exhibits Management	10/28/81	Not Applicable
DOE O 1450.4	Consensual Listening In To Or Recording Telephone/Radio Conversations	11/12/92	Not Applicable
DOE O 2110.1A C-1, C-2	Pricing of Departmental Materials and Services	07/14/88	Not Applicable
DOE O 4330.4B	Maintenance Management Program	02/10/94	Not Applicable
DOE O 5400.1 C-1	General Environmental Protection Program	11/09/88	Not Applicable
DOE O 5400.5 C-2	Radiation Protection of the Public and the Environment	02/08/90	Not Applicable
DOE O 5440.1E	NEPA Compliance Program	11/10/92	Not Applicable
DOE O 5480.4 C-1, C-2, C-3 & C-4; [Excluding Attachment 2, paragraph 2c, 2d(2)-(3), 2e(1)-(8), and Attachment 3, paragraph 2c, 2d(2)-(3), 2e(1)-(7)]	Environmental Protection, Safety and Health Protection Standards	05/15/84	Not Applicable
DOE O 5480.19 C-1	Conduct of Operations Requirements for DOE Facilities	07/09/90	Not Applicable

LIST B

Directive Identifier	Title	Date of Order or CRD	CRD Supplement
DOE O 5480.20A	Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities	11/15/94	Not Applicable
DOE O 5480.21	Unreviewed Safety Questions	12/24/91	Not Applicable
DOE O 5480.22 C-1, C-2	Technical Safety Requirements	02/25/92	Not Applicable
DOE O 5480.23 C-1	Nuclear Safety Analysis Reports	04/10/92	Not Applicable
DOE O 5481.1B C-1	Safety Analysis and Review System	09/23/86	Not Applicable
DOE O 5484.1 C-1 to C-7	Environmental Protection, Safety and Health Protection Information Reporting Requirements	02/24/81	Not Applicable
DOE O 5632.1C	Protection and Control of Safeguards and Security Interests	07/15/94	Not Applicable
DOE M 5632.1C-1 Chg 1 (Except: Chapter III, Paragraphs 1, 2, and 4 thru 9 and Chapter XI)	Manual for the Protection and Control of Safeguards and Security Interests	07/15/94	Not Applicable
DOE O 5660.1B	Management of Nuclear Materials	05/26/94	Not Applicable
DOE O 5670.3	Counterintelligence Program	09/04/92	Not Applicable
RLID 5670.3A	Counterintelligence Program	01/25/95	Not Applicable
DOE-RL-92-36	Hanford Site Hoisting and Rigging Manual	Current Version	Not Applicable
DOE-RL-93-75	Hanford Facility Contingency Plan	Current Version	Not Applicable
DOE-RL-94-02	Hanford Emergency Response Plan	Current Version	Not Applicable
DOE-RL-96-68 Rev O	Hanford Analytical Services Quality Assurance Requirements Document (Vol 1-4)	09/30/96	Not Applicable
DOE/RL/SOD/INST/ L&T.001 REV 2	Hanford Site Lockout/Tagout Program	Current Version	Not Applicable

LIST B

Directive Identifier	Title	Date of Order or CRD	CRD Supplement
RL Letter 96-SID-083	Information Resource Management (IRM) Policies	05/31/96	Not Applicable
SEN-22-90	DOE Policy on Signing of RCRA Permit Applications	05/08/90	Not Applicable
EO 13101	Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition		Not Applicable

LIST B - Reference Letters

REFERENCE LETTER" identifies clarifying correspondence including contractual direction, and other discussion. A brief summary of each reference letter is provided:

1:	02/16/95	JD Wagoner (CCN 010862)	Clarification concerning use of 10 day update in lieu of new occurrence report.
2:	03/28/95	SA Sieracki (CCN 012954)	To advise BHI that RLID 5480.3, Safety Requirements for the Packaging and Transportation of Hazardous Materials, Hazardous Substances, and Hazardous Wastes and RL 5480.1, Change 1 Chapter III, Safety Requirements for the Packaging of Fissile and Other Radioactive Materials will expire on 3/30/95. BHI directed to provide company policy for onsite transfer of hazardous materials within 60 days. Contractors to review draft DOE 5480.X Onsite Hazardous Materials Packaging and Transportation Safety.
3:	06/15/95	JF Nemec (CCN 016206)	BHI advised of BHI/PHMC agreement to implement and use PHMC-CM-2-14 procedures (as referenced in BHI-FS-01) as company policy.
4:	12/18/95	SA Sieracki (CCN 024418)	Provides specific Hanford Requirements for Records Management Program.
5:	09/22/97	TN Turpin (97-PRO-942)	RL responds and agrees with BHI's implementation of DOE 470.1.
6:	07/25/97	SA Sieracki (97-PRO-719)	RL agrees with BHI comments and directs BHI to implement DOE O 350.1 with the understanding that the contract has precedence over the Order.
7:	12/12/97	TN Turpin (97-SAS-352 - CCN 054188)	RL directs BHI to comply with DOE O 5632-1C, DOE M 5632.1C-1, RLID 5632.1B, and DOE O 1240.2B and agrees that BHI does not need to post signs at its corporate center, etc. (leased building).

CONTRACTOR REQUIREMENTS DOCUMENT, RICHLAND OPERATIONS OFFICE DOE O 110.3, CONFERENCE MANAGEMENT, dated 05-08-00

The contractor must comply with the requirements of this Contractor Requirements Document and apply them to conferences it sponsors, its employees'- attend at DOE- or DOE-contractor-sponsored conferences, and its employees'- attend in conferences sponsored by private interests.

1. DEFINITIONS:

   a. Attendance—physical presence at the conference location and activity in any way associated with the conference, including supporting (e.g., working at registration, hosting exhibit), presenting (e.g., giving papers, presentations, workshops), or participating (e.g., attending presentations or workshops).

   b. Conference—a meeting, seminar, retreat, symposium, or similar event that involves official travel. The following are not considered conferences for the purposes of this contractor requirements document:

      (1) formal, structured training programs (including seminars specifically held for training purposes) that have specific objectives identified to improve certain knowledge, skills, and abilities;

      (2) activities concerning work not funded by DOE that is conducted by DOE contractors;

      (3) meetings requiring only local travel;

      (4) Federal Advisory Committee meetings;

      (5) contract preproposal, bid opening, and negotiations;

      (6) public hearings and associated briefings;

      (7) audit, inspection, and investigation activities;

      (8) DOE technical/business program, project, or peer reviews

      (9) activities funded through arrangements such as grants and cooperative agreements; and

      (10) employees traveling to a site where work for DOE is being performed to discuss the status of the work.

   c. Senior contractor official-- equivalent to the Principal Deputy Manager of Richland Operations Office

d. Sponsorship (or co-sponsorship)--having some control over the conduct of the conference and either having some financial responsibility or providing in-kind services (nonmonetary) for the conference, including control sufficient to influence costs, venue, or program content.

2. REQUIREMENTS:

a. A senior contractor official must approve sponsorship, co-sponsorship, or funding for a Department of Energy (DOE) contractor conference if 30 or more DOE and DOE contractor employees are expected to attend the conference and will be on official travel. If fewer than 30 employees will be on official travel, organizations may establish any procedure to ensure the intent of the Order is met [e.g., delegate conference approval to a lower level (equivalent to a member of the DOE Senior Executive Service) in the organization]. A senior contractor official is the equivalent to the Principal Deputy Manager of Richland Operations Office. This authority cannot be delegated below that official's principal deputy. The official must obtain concurrence of the Principal Deputy of Richland Operation office. The official package must be sent to the Contracting Officer.

b. When managing contractor-sponsored or co-sponsored conferences, contractors must:

(1) Keep Federal expenditures and attendance at conferences to the minimum necessary to accomplish program objectives.

(2) Minimize the number and cost of DOE-sponsored exhibits/booths at all DOE and DOE-contractor-sponsored conferences by using, where practical, DOE corporate-type exhibits/booths that can be shared by DOE and DOE contractor organizations. Exhibit/booth fees may not be charged to DOE and DOE contractor employees.

(3) Justify a recurring conference (do not assume that an annual conference must be held merely because it has been held previously).

(4) Select sites that minimize conference costs by, among other actions, minimizing conference administrative costs and attendees' travel and per diem costs and maximizing the use of Government-owned or -provided facilities.

(5) Select sites only after evaluating cost differences of at least three prospective locations. The selection process should identify opportunities to save costs in selecting a particular conference site or the timing of the conference (e.g., off-season rates). Contractors must maintain written documentation of the alternatives considered and the selection rationale used. Avoid selecting resort or recreational sites unless true cost savings will result. The written documentation must be forwarded with the approval package.

(6) Make binding conference arrangements only after obtaining the Approval of the Principal Deputy Manager of the Richland Operations Office. Employees are reminded that only designated contracting officers have authority to make contractual commitments on behalf of DOE

(7) Conferences sponsored by DOE contractors should not include events, such as entertainment or meals, that are being paid for by the contractor which will result in Federal employees violating the Standards of Ethical Conduct for Employees of the Executive Branch (5 Code of Federal Regulations 2635).

(8) Avoid commercial conference facilities for DOE-contractor- sponsored conferences involving classified or sensitive information.

(9) Use a format similar to that in Attachment 2, "Suggested Format for Conference Approval Request" in requesting conference approval to ensure necessary information is included. The information in Attachment 2 is necessary when 30 or more total employees from any DOE or contractor organizations are expected to attend the conference and will be on official travel. If fewer than 30 employees will be on official travel, organizations may establish any procedure to ensure the intent of the Order is met and the information shown in attachment 2 is documented for record and for reporting all sponsored and co-sponsored conferences. [e.g., delegate conference approval to a lower level (equivalent to the Principal Deputy Manager of Richland Operations Office) in the organization].

(10) Avoid holding conferences at non-DOE sites that do not meet the fire protection requirements of the Hotel and Motel Fire Safety Act of 1990 (P.L. 101-391, as amended). The Secretary of Energy or the Executive Secretariat may waive this requirement.

(11) Use Attachment 1, "Criteria for Conference Approval," as an aid in deciding whether to hold a conference.

c. In determining the number of and which employees to send to a conference that requires employees to travel, contractors must:

(1) Ensure that a contractor official (is equivalent to the Principal Deputy Manager of Richland Operations Office) approves attendance of employees at conferences.

(2) Develop its own internal procedure to ensure the minimum number of their employees are attending conferences.

d. In determining whether employees should participate in a conference sponsored by a private interest, contractors must:

(1) Ensure that a contractor official (equivalent to the Principal Deputy Manager of Richland Operations Office) approves participation of employees at conferences.

(2) Determine that participation in the conference is in the best interest of the Department. In making this determination, the following factors must be considered:

(a) the relevance of the event to the Department;

(b) the potential benefit to the Department;

(c) the need to get DOE-related information out to the attendees and whether the particular conference is an effective means to do that;

(d) the number of DOE or DOE contractor employees who are either participants or expected attendees;

(e) the total costs for DOE and DOE contractor attendees and participants;

(f) the location of the event; the potential for any adverse appearance associated with Departmental participation; and

(g) whether DOE's interests would be better served by the Department's direct sponsorship of a conference.

(3) Consult, as necessary, with the DOE contracting officer before committing to contractor employee conference participation.

e. DOE policy regarding reimbursement of conference registration fees, allowable conference (and related) costs, and funding the contractor follow:

(1) DOE will reimburse a contractor for its conference costs only if the principal purpose of the conference is to disseminate trade, business, professional, or technical information or to stimulate production per contract requirements.

(2) If a DOE contractor sponsors or co-sponsors a conference, it may charge attendees (including DOE and DOE contractor employees and non-DOE attendees) a registration fee and use the fee to offset the conference costs. The fee may not be used for any type of unallowable cost, such as entertainment or alcoholic beverages.

(3) DOE will not reimburse a contractor for the cost of entertainment, including alcoholic beverages, regardless of how the cost is classified; for example, DOE will not reimburse an entertainment cost included in a conference fee.

(4) If a non-Government organization sponsors a conference and a single, mandatory, nonseparable registration fee is charged for both attendance and meals or an evening social event, the Government will reimburse the contractor employee's full registration fee. Employees must reduce claims for per diem if meals are included in a registration fee.

(5) Although per diem is an allowable cost under DOE contracts, DOE will not reimburse contractors for any additional costs for employees meals.

(6) In connection with conferences, DOE contractors may charge a separate voluntary fee to attendees to cover such items as meals and entertainment. This fee will not be reimbursed by DOE. However, when the employee pays this voluntary fee, he/she is not required to reduce his/her per diem.

(7) DOE will generally reimburse contractors for their employees' registration fees for non-DOE or DOE-contractor-sponsored conferences.

f. Reporting Requirements:

Provide Richland Operations Office with the following information, in the following format, for reporting to HQ and Congress on all (DOE Sponsored/Co-Sponsored Conferences and Private Sector Conferences attended by DOE Federal and/or Contractor Employees) of their prior calendar quarter conference activities. Submit Quarterly Report to the Richland Operations Office one week prior to the last working day of the month following the end of each calendar quarter. For example, In CY 2000 the dates will be April 21, 2000, July 21, 2000, October 20, 2000, and January 08, 2000. Forward the information through e-mail or on disk in Microsoft Word format.

Conference Sponsor and Co-sponsor	Conference Title	Purpose/ Objectives	Date (s)	Number of DOE Attendees	Number of Contractor Attendees	Location

In addition HQ requires a quarterly report of planned conference activity for the following year's first-quarter (January through March) conference activities. To fulfill this requirement, use the following matrix to provide the appropriate information. Submit report to the Richland Operations Office by January 8th each year. Forward the information through e-mail or on disk in Microsoft Word format.

Conference Sponsor and Co-sponsor	Conference Title	Purpose/ Objectives	Proposed Date (s)	Estimated Number of DOE Attendees	Estimated Number of Contractor Attendees	Proposed Location

g. Organizational Points-of-Contact:

(1) After receiving concurrence from Richland Operations Office post the following information about their organization's proposed conference on the Office of Management and Administration's Web site [http://www.ma.doe.gov (Conference Management icon)]: sponsoring organization, purpose of conference, date(s) of conference, location of conference, total estimated cost of conference, projected number of DOE and DOE contractor employees attending the conference, and any other pertinent information.

(2) Confirm that their organization's proposed conference does not duplicate any other DOE or DOE-contractor-proposed conference by checking the Office of Management and Administration Web site (Conference Management icon) for information and include signed certification of this fact in their conference approval information.

3. RESPONSIBILITIES:

Contractor Principal Deputy (equivalent to the Principal Deputy Manager of Richland Operations):

a. Approves all contractor-sponsored conferences as described in the Requirements 1.a.

b. Obtains the concurrence of the cognizant field element as described in the Requirement.

c. Ensures that contractor conferences are being held to support the contract's purpose and conform with the procedural requirements and policies of DOE O 110.3.

d. Coordinates with the DOE Office of the Assistant Secretary for International Affairs on all foreign conferences, in accordance with DOE 1500.3, FOREIGN TRAVEL AUTHORIZATION.

e. Coordinates with the DOE Office of Assistant Secretary for Congressional and Intergovernmental Affairs and the Director of Public Affairs when conference decisions may have congressional, intergovernmental, press, or public affairs implications or effects.

f. Ensures proposed conferences do not duplicate conferences presented by others (i.e., other DOE contractors or other non-DOE sources) that involve DOE funds and ensures that contractor-sponsored conferences do not duplicate private-sector activities, such as trade shows and similar productions.

g. Ensures that conferences are held at locations accessible to disabled individuals and that such individuals are provided special assistance to engage in conference activities.

h. Designates a point of contact that will be responsible for ensuring compliance with DOE O 110.3 to Richland Operations Office. The Point of Contact (POC) will maintain central files on all conference activities within the organization. Within 30 days of implementation of DOE O 110.3, notifies the Operations Office of the designated POC.

CRD ATTACHMENT 1

CRITERIA FOR CONFERENCE APPROVAL

The following areas should be reviewed and considered prior to approval of a DOE-sponsored conference.

Program Mission:
- How is the conference related to the mission and goals of the organization? (Specifically, how essential is the conference to those goals and mission?)

Purpose and Objectives:
- What is the purpose of the proposed conference?
- Are alternative means available for achieving the same expected results?
- Are other conferences planned or scheduled with the same objectives? Could this conference be combined with another?
- If the conference is recurring, is the need for this one justified at this time?

Location:
- Is the conference location the most cost-effective?
- Is there a basis for criticism?
- Have cost comparisons of other locations been considered?
- Is the location necessary to accomplish the conference goal (e.g., site visit to demonstrate research and development activity)?
- Is the conference site reasonably central to the majority of participants to lessen travel costs?
- Is the location the best suited for the conference considering the cost, attendance, and conference purpose?

Number of DOE/Contractor Employees:
- Is the total number of DOE and DOE contractor conference attendees necessary to achieve the purpose for which attendance at the conference is being approved?
- Is there any basis for criticism from external entities (e.g., Congress, General Accounting Office, or the Inspector General)?
- What is the cost per participant?
- Who will attend and what role will each proposed attendee play (e.g., speaker, chairperson, expert in a complex subject that requires experts in several subareas, etc.)?
- Can attendance be reduced without adversely affecting the objective?

Expected Benefits:
- What benefits will be derived from conducting this conference?

Support Contractor Performance:
- What assignments will the contractor perform?
- Do the contractor's responsibilities include any Government functions (e.g., exercising discretionary authority or making final value judgments that affect the day-to-day or long-term development, execution, and evaluation of Government programs).

Estimated Support Costs:
- Are support costs (e.g., printing, mailing, graphics, travel expenses, conference facilities, honorariums, etc.) reasonable and necessary?

CRD ATTACHMENT 2

SUGGESTED FORMAT FOR CONFERENCE APPROVAL REQUEST

Following is a suggested format that includes the type of information needed in an organization's conference approval package:

DATE OF REQUEST: (self-explanatory)

REQUESTED BY: (name/title of requesting official)

SPONSORING ORGANIZATION: (title of DOE or DOE contractor organization sponsoring the conference)

COSPONSORING ORGANIZATION: (title of DOE or DOE contractor organization or non-DOE entity cosponsoring the conference, if applicable)

CONFERENCE TITLE: (formal title of conference)

CONFERENCE DATE: (proposed date(s) of the conference)

PURPOSE AND OBJECTIVE(S): (Describe the purpose of the conference, justify, and certify that sponsorship of this conference is important to the program mission.)

CONFERENCE LOCATION: (proposed city and state where the conference is to be held, or foreign location, if applicable)

RATIONALE FOR SELECTION OF CONFERENCE LOCATION: (Provide a rationale and justification for site selection; a cost comparison of alternative sites considered (if location is not at a principal facility site of the sponsoring organization); and certification that the site selected is the most cost-effective considering costs such as travel, per diem, and conference logistics.)

ESTIMATED COST BREAKDOWN: (Provide applicable information.)

	TRAVEL AND PER DIEM COSTS
DOE Employees (HQ):	$ XX,XXX
DOE Employees (Field):	XX,XXX
Contractor Employees (HQ):	XX,XXX
Contractor Employees (Field):	XX,XXX
Total DOE Travel Costs:	$ XXX,XXX

OTHER EXPENSES

Logistics (facility arrangements):	$ XX,XXX
Supplies and Support Equipment:	
(specify costs; e.g., materials, printing, etc.)	XX,XXX
Other Costs:	
(specify, e.g., direct labor support and overhead)	XX,XXX
Total Other Expenses:	$XXX,XXX
TOTAL ESTIMATED DOE COSTS:	$ XXX,XXX
ESTIMATED CO-SPONSOR COSTS:	
(specify source, if applicable)	$ XX,XXX

ESTIMATED TOTAL NUMBER OF CONFERENCE ATTENDEES:

Agency/Group	Traveling	Non-traveling
DOE Employees (HQ):		
(Detail number from each office)		
FI	XX	
MA	X	
etc.	XX	XX
DOE Employees (Field):		
AL	XX	
etc.	XX	XX
Contractor Employees (HQ):		
CACI	XX	XX
etc.	XX	X
Contractor Employees (Field):		
LBNL	XX	XX
FETC	XX	X
etc.	XX	XX
Others:	XX	XX
Total:	XXX	XXX

SUPPORT CONTRACTOR PERFORMANCE: (If applicable, specify the support contractor who will provide support for the conference.)

IMPACT STATEMENT: (Provide an impact statement of effect if the conference is not approved.)

POINT OF CONTACT FOR THE SPONSORING ORGANIZATION: (Provide name and telephone number.)

Department of Energy
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

02-PRO-446

NOV 29 2001

Mr. M. C. Hughes, President
Bechtel Hanford, Inc.
3350 George Washington Way
Richland, Washington 99352

Dear Mr. Hughes:

CONTRACT NO. DE-AC06-93RL12367 - CONTRACT MODIFICATION M152

Enclosed for your files is one fully executed copy of the subject modification. If you have any questions, please contact me at (509) 376-8853, or Andrew Wirkkala at (509) 373-7835.

Sincerely,

ORIGINAL SIGNED BY

Richard O. Puthoff
Contracting Officer

PRO:AHW

Enclosure

cc w/o encl:
S. L. Feaster, BHI

RECEIVED
NOV 30 2001
DOE-RL/RLCC

FILENAME: I: Andy/BHI/MODS/M152 Final Transmittal ltr

Office >	PRO	PRO				
Surname >	WIRKKALA AHW	PUTHOFF				
Date >	11/29/01	11/29/01				

(Please return to Vickie Spitz 6-5778 FED/A7-80 FAX 6-5378)

Document No. 32301