

**ATTACHMENT J-6 ADVANCE AGREEMENT, PERSONNEL, AND RELATED COSTS**

This attachment will be prepared subsequent to Contract award pursuant to Clause H.15, *Advance Understanding on Costs*.

The advance understandings listed below are subject to the specific limitations, conditions, and exclusions of subpart 31.2 of FAR as supplemented by Department of Energy Acquisition Regulation (DEAR) 931.2.

TYPE OF COST	ALLOWABILITY	CLARIFICATION
Beryllium Testing/Travel and Assistance	YES	Costs associated with testing, travel, expenses in accordance with the individual being tested and an individual required to provide travel assistance in accordance with approved Travel Policies and FTR's.
Business Cards	YES	Allowable limited to Grade 25 and above, except Procurement personnel having routine contact with offsite vendors and Human Resources personnel having routine contact with offsite personnel relative to training, recruiting, or compliance activities.
Commercial Records (Contractor Owned)	YES	Ownership and protection of commercial (company-owned) records in relation to the Government's normal "Access to and Ownership of Records" clause.
Community Service Activities	YES	Such as Blood Bank Drives, Charity Drives, Salvation Army Adopt-A-Family, Savings Bond Drives, etc. The anticipated costs are limited to reasonable time of loaned staff, participants, and non-interfering use of government equipment.
Corporate Affiliates, Support To	YES	Providing intermittent support to corporate affiliates on a full cost recovery basis, without the use of a formal Work for Others agreement and without Fee.
Corporate Affiliates, Support From	YES	Intermittent support from corporate affiliates on a full cost recovery basis without the use of a formal Work for Others agreement and without Fee.
Employee/Labor Relations Costs	YES	Such as costs incurred in maintaining satisfactory relations between the contractor and its employees, including costs of shop stewards, labor management committees, employee and corporate publications, and other related activities.
Mid-Size Car	YES	Costs associated with a mid-size car rental without the compact rate back-up documentation shall be an allowable cost during the transition period ending on August 26, 2005.
Memberships in Technical or Professional Societies	YES	Individual memberships or corporate membership if advantageous to the RCC contract, but subject to allowability and reasonableness.
Mutual Aid/Natural Disasters	YES	Subject to the approval of the Contracting Officer, costs associated with supporting the U.S. Government, and instrumentalities in the event of a natural disaster.

TYPE OF COST	ALLOWABILITY	CLARIFICATION
Other Allowable Uses	YES	Non interfering use (i.e., use outside the employees regular schedule) of government property (such as computers, telephones, copiers, fax machines or other office equipment) or commercially leased facilities necessary for use in any allowable activity such as for employees use in performing work related educational activities.
Personnel Policies	YES	An agreement that exceptions may be implemented to personnel policies without review and approval of the Contracting Officer, provided that such exceptions are reasonable. Out of Policy exceptions on a case-by-case basis, insofar as they do not exceed the limitations of the FAR or FTR regulations, may be done without prior DOE approval.
Special Events including support to Diversity Activities	YES	Activities necessary to support DOE's Hanford Strategic Plan and its policy for diversity, educational and other socioeconomic programs such as the following programs and events: Jr. Achievement, Cooperation Education programs, National Black History Month, Veteran Appreciation, etc. Special Events such as these shall be considered allowable if reasonable.
Stakeholder Information	YES	Motion pictures, videotapes, brochures, handouts, magazines and other media designed for DOE's River Corridor Contract efforts and for performance of contract including implementation of a Community Relations Program and Public Information Releases. Unallowable media are those designed to be promotional of the contractor and the use of its name.
Subscriptions (Business Related)	YES	Allowable if reasonable provided they relate to the Contract.
Temporary Assignment (airline tickets)	YES	The costs for purchasing airline tickets for spouses or significant others on or before August 11, 2005 is an allowable cost. These purchases were in lieu of the employee returning home for a visit in accordance with the corporate policies.
Temporary Assignment (multiple bedroom rentals)	YES	During the transition period ending August 26, 2005, the costs for a multiple bedroom rental is acceptable if the costs are within the per diem rates for a single room rental in accordance with the FAR/FTR's.

TYPE OF COST	ALLOWABILITY	CLARIFICATION
Temporary Assignment Costs during Transition	YES	Cost associated with employees working during the transition period (beginning June 6, 2005) which will be covered as temporary duty. Application of the relocation policy for these employees will begin August 27, 2005, or at the time of movement of household goods, whichever occurs first. Seconded employees will be covered under the project relocation policy. Upon RL approval of WCH Travel and Relocation Policy, the letter will be referenced. The costs associated with an individual returning home every two weeks, as necessary during transition, but no later than August 12, 2005.
Travel and Relocation Policy (previously approved)	YES	Travel relocation or temporary assignments costs originally authorized by the ERC or FH that are paid to employees using the grandfathered policies and procedures.
Extended Personnel Assignments	YES	<p>(1) Effective June 1, 2012, for new assignments: After 30 days, DOE's reimbursement of lodging/other subsidies will be limited by, and consistent with, the Federal Travel Regulations, DOE's Travel Manual DOE M 552.1-1A (or current version), and any DOE supplementary policies. Lodging will be limited to actual expenses, and together with other subsidies, the total will be limited to 55 percent of the Federal per diem rate; and</p> <p>(2) DOE will not reimburse costs associated with salary premiums, per diem, or lodging/other subsidies for contractor employees on domestic extended personnel assignments after three years.</p> <p>(Reference: FAR Subpart 31.205-46, Travel Costs)</p>
Trade, Business, Technical and Professional Activity Costs (FAR Subpart 31.205-43)	YES	Conference Costs: Costs for registration (including booth fees) and/or official travel related to hosting and/or attending conferences may be allowable upon approval through the mandatory Conference Management approval process (as amended through Memorandum from Daniel B. Poneman, U.S. Department of Energy, "Updated Guidance on Conference-Related Activities and Spending," dated December 6, 2012).