PROPOSAL FOR THE
RESEARCH PARTICIPATION PROGRAM
JOINT PACIFIC ACCOUNTING COMMAND

INTRODUCTION

The Research Participation Program for the Joint Pacific Accounting Command (JPAC), will provide opportunities for members of the academic community [i.e., postdoctoral fellows, postgraduate interns (masters, bachelors, and associate degree recipients), students (high school through graduate school), faculty members, and visiting scientists] to participate in clinical research and other programs, projects and activities approved by JPAC in various directorates under the Command. Appointments are tenable at laboratories approved by JPAC.

The Oak Ridge Institute for Science and Education (ORISE) will administer the program for JPAC. ORISE is operated by Oak Ridge Associated Universities (ORAU), a contractor for the U.S. Department of Energy (DOE) and a university consortium leveraging the strength of major research institutions in science and education partnerships with government agencies and private industry. This program is modeled after other academic programs currently administered by ORISE for DOE and other government agencies, including programs for several DoD organizations.

The Research Participation Program for JPACis designed to provide a flow of scientists and researchers into approved laboratories to participate in current research and development activities. In addition, the program will link JPAC's technologies with the capabilities of the academic community. By supporting this program, JPAC will enhance the educational programs offered by academic institutions, strengthen the scientific and technical manpower base, transfers its knowledge and technology to the academic community, and support a growing national commitment to science education.

PROGRAM OBJECTIVE

The objective of the ORISE Research Participation/Science Education Program is to enhance the quantity, quality, and diversity of the future scientific and engineering (S&E) workforce and to increase the scientific and technical literacy of the U.S. citizenry. This objective addresses concerns expressed over the last several decades about the need for increasing the number of undergraduate and graduate degrees earned in science, engineering, mathematics, and technical fields, and the need for improving science education at all levels of schooling. The objective includes administering research participation/science education programs sponsored by various federal agencies that will help increase the future workforce in scientific and technical fields specific to needs of those agencies.

Many federal agencies currently have an aging scientific and technical workforce with relatively high percentages eligible to retire over the next several years. As noted by the Office of Personnel Management in their 2001 web report on retirement statistics, "Based on our best predictions now, the retirement wave will not be violent and sudden, but rather a prolonged, manageable wave of increasing retirements. . . . With timely planning, agencies will assure that retirement growth in not a strategic threat, but rather a strategic opportunity to bring new diversity and skills into their work forces."

The continued need to increase the number of U.S. students studying science and engineering was addressed in the National Science Foundation's Science and Engineering Indicators, 2004. This is so largely because of the increased rise in S&E workforce opportunities abroad that draw U.S. educated foreign nationals back home, educational attainment opportunities outside of the U.S. that further erode the number of foreign nationals that study and hold postgraduate positions in the U.S., and the continuing trend of baby boomers leaving the workforce for retirement. The report noted that since 1980, the number of scientific and engineering positions in the U.S. economy had grown four times faster than the total number of civilian jobs but the growth rate of S&E degrees earned was less than the growth rate in S&E job positions. Moreover, as stated in Indicators, while the number of S&E doctorates awarded by U.S. academic institutions reached a new peak of almost 30,000 in 2005, "virtually all of the growth reflected higher numbers of S&E doctorates earned by temporary Visa holders," a heightened global competition for foreign students, resulting in a decline in the U.S. share in recent years.

The Department of Energy has recently also addressed the need to increase the number of students in science and engineering fields and to enhance science education. In a speech to the high school student participants in the 2005 National Science Bowl, the Director of the DOE Office of Science expressed the continuing need for DOE and the nation to support efforts to stimulate and educate students in science and engineering fields. He stated "Our [DOE] self-interest demands that we help develop scientific talent" and that our nation cannot survive "...without encouraging that inner desire to know what is science." Furthermore, he noted that research participation programs at DOE laboratories ". . . help hone the skills of the budding scientist. . . ."

Moreover, the report "Building a 21st Century Workforce" (in the DOE, Office of Science Occasional Papers, Fall 2002) pointed out that "Our Nation is failing to produce both a scientifically literate citizenry and the kind of workforce we will need in the 21st Century." The report quotes from the U.S. Commission on National Security in the 21st Century which stated, "inadequacies of our systems of research and education pose a greater threat to U.S. national security over the next quarter century than any potential conventional war that we might imagine." Also, the report notes that ". . . the National Commission on Science and Mathematics Teaching pointed out, [that] teacher preparation stands out as both a major contributing factor and something for which all scientific institutions can play a role in solving."

a. Under the Presidential Executive Order *Facilitating Access to Science and Technology* dated April 10, 1987, federal agencies are directed to initiate programs to ensure that universities and the private sector are provided access to federally funded research, development, and related activities. The intent of the effort is to broaden the U.S. technology base by moving state-of-the-art technology from the federal laboratories into the academic and private sectors in order to encourage the development of new products and processes.

b. Under Presidential Executive Order No. 12821, *Improving Mathematics and Science Education in Support of the National Education Goals,* dated November 16, 1992, all executive departments and agencies that have a scientific mission and employ significant numbers of scientists, mathematicians, and engineers are directed to establish training and educational programs to advance science and mathematics to meet the National Education Goals. The Executive Order specifically mentions the Department of Energy and encourages it to help in the development of these programs.

c. The National Science and Technology Council (NSTC), formerly called the Committee on Education and Human Resources of the Federal Coordinating Council for Science, Engineering, and Technology, points out in its June 1993 report, *Where Now, What Next,* that although some important steps have been taken, federal agencies currently are not working together to do all they can and must do to reverse the *rising tide of mediocrity* in education. Clearly, federal agencies are mandated to establish programs to advance educational activities in coordination and cooperation with other federal agencies.

d. In a more recent NSTC report entitled *Investing in Our Future* the ongoing programs in training and education by DOE are summarized. It is indicated that "opportunities will be provided for K-12 mathematics and science teachers and students to participate in summer research and learning experiences at DOE's laboratories. Similar opportunities will be available for undergraduate and graduate students, postdoctoral researchers, and faculty members. "These activities include the ORISE participation program, and DOE has indicated a willingness to assist other federal agencies to establish similar programs involving other federal agency facilities.

e. Under the *Department of Energy Science Education Enhancement Act* and the *National Defense Science and Engineering Education Act,* both of which are a part of the 1991 *National Defense Authorization Act,* federal agencies are directed to initiate programs that improve education in science, mathematics, and engineering. The intent of the effort is to expand the pool of scientists and engineers to meet long-term national needs for personnel who are proficient in such skills.

APPROACH

The Research Participation Program for JPAC will provide opportunities for academic personnel to participate in ongoing research activities at approved laboratories. The participants may be located at Hickham Air Force Base in Hawaii, and at other JPAC

affiliated U.S. locations, or JPAC affiliated locations outside the U.S. ORISE will be responsible for the administration of this program under an agreement between DOE and the JPAC.

ORISE will conduct advertising and recruiting in order to increase awareness of the client's programs to potential participants and other stakeholders. The advertising and recruiting efforts that ORAU/ORISE will conduct on the client's behalf include, but are not limited to, the development and duplication of brochures, promotional items bearing the client's logo or other symbols or information highlighting the client's programs, videos, handouts, and magazines, as well as, attending and hosting exhibits at career fairs, trade shows and professional meetings. Also included is developing and placing advertisements in magazines, newspapers, radio, and the internet as well as any other form of media requested by the client. This includes all staff time and wages towards these activities, as well as, all costs necessary to perform the activities listed. These materials will contain information about JPAC participating laboratories and their ongoing research and development programs, projects, and activities. A recruitment strategy will be developed to target recent graduates, students, faculty who have backgrounds and experience in the JPAC's areas of concern. Special efforts are made to recruit women, minorities, and others who are under-represented in science and chemistry fields. The proposed postdoctoral fellow, postgraduate, student, and faculty programs will be based on similar programs administered by ORISE for DOE and other government agencies. Some of the specific features of the programs are outlined below.

1. Eligibility:

a. An applicant for a student appointment must be in good standing at an accredited U.S. high school, college, university, or technical institute, and in an academic program leading to a high school diploma, or an associate, baccalaureate, graduate degree, or approved certificate program. Student applicants should have a cumulative grade point average of 2.5 or higher (based on a 4.0 scale) from institutions of higher education; and taking a minimum of twelve credit hours per academic year. The minimum age for the student program is 16.

b. An applicant for the Postgraduate component must have received a college degree (associate, bachelor's, master's, or doctorate) in an appropriate science or related discipline within five years of the desired starting date

c. An applicant for a faculty appointment must be a full-time precollege teacher at an accredited U.S. public or private school, or a full-time faculty member at an accredited U.S. college or university.

d. An applicant who is currently pursuing, or has received within one year of their start date, a certificate in an appropriate science, engineering, or technology discipline are eligible for an appointment. The certificate is related to or complements prior degree (bachelor degree or higher); is offered by an accredited academic institution; and required a minimum of 30 semester credit hours or the equivalent. This initiative

encourages continued education, while studying new technologies and supplements the individuals' existing degree.

e. The Knowledge Preservation Program is designed to help the facility avoid critical shortages in technical expertise by pairing retired federal affiliated personnel with postdocs, junior researchers, and other staff in order to preserve the knowledge that is critical to meet the U.S. JPAC's current and future program commitment. The program takes mentoring in a new direction by having senior staff groom junior researchers for future career development and by serving the primary purpose to preserve and transfer knowledge rather than simply educate the one being mentored.

f. The Visiting Scientist Program provides short-term research visits (less than 2 weeks) for collaborative research that is related to ongoing research mission. The guest lecturers may be full-time faculty members and graduate students from U.S. colleges and universities, researchers from the private sector, or retired scientists. **Visiting scientists and guest lecturers are considered on a case-by-case basis.**

g. Other applicants, including established scientists interested in new training activities, are considered on a case-by-case basis. Recruitment and placement of individuals to serve in non-scientific and technical internship positions shall not exceed 5% of total internship positions filled.

h. All U.S. citizens or lawful permanent residents are eligible to apply, and must be willing to submit to a background investigation.

i. This is an equal opportunity program open to all qualified individuals without regard to race, sex, religion, color, age, physical or mental disability, national origin or status as a disabled veteran or veteran of the Vietnam era.

2. Benefits:

a. Postgraduate (including post-baccalaureate and post-associate degree) participants receive a monthly stipend that varies depending on degree level, discipline, project area, and experience. A stipend schedule will be developed and established in cooperation with JPAC. Stipends are may be increased for each year of participation. Inbound travel and moving expenses from the applicant's home or school to the JPAC-site may be reimbursed according to the ORISE Travel and Moving Policies and may be limited by JPAC.

b. Student participants receive a stipend based on academic standing and project area. A stipend schedule has been developed and established in cooperation with JPAC. Tuition and fees for off-campus programs may also be paid during the appointment period, subject to approval by JPAC. Round trip transportation from the applicant's home or school to the JPAC site may be reimbursed according to the ORISE Travel Policy.

c. College and university faculty participants and other established scientists/engineers receive a monthly stipend based on their regular salaries. Participants with sabbatical leave appointments are expected to have at least one-half of their salary paid by their home institutions. A stipend schedule for precollege teachers will be developed and established in cooperation with JPAC . Round trip transportation from the applicant's home or school to the JPAC site may be reimbursed according to the ORISE Travel Policy.

d. The K-12 Program offers teachers and students an opportunity to collaborate with JPAC and foster longer-term relationships between staff and K-12 staff. Successful applicants will serve appointments at JPAC or JPAC-approved locations and participate in workshops. The purpose of the workshops is to build school curriculum and foster new classroom related topics. Workshops on specific subjects can help teachers incorporate more hands-on activities in their classrooms as well as bring new, state-of-the-art concepts to their students. Teachers generally leave the workshops with materials and lesson plans ready for classroom implementation.

d. Stipends for part-time appointments are prorated based on the percentage of full-time participation.

e. Cash awards, not to exceed five percent of annual stipends, may be paid to participants for outstanding research contributions. For tax purposes, these payments are considered stipends.

f. Stipends are reported to the Internal Revenue Service as fellowship awards. However, no federal income taxes are withheld by ORISE (except for some foreign nationals).

g. A relocation allowance may be provided for those participants who relocate to the JPAC or other host installation area.

h. A participant engaged in a formal research program in residence at a sponsor-approved facility or a participant in a formal fellowship or scholarship program at a university may occasionally travel as part of his/her appointment. For purposes of this document, these individuals will be referred to as research participants. For these appointments, travel is not the primary purpose of the appointment, but travel is considered a component of the overall research/educational experience. The ongoing appointment period normally exceeds the duration of the travel. Research participants may travel:

- From within the United States to the sponsor's facility(ies) or to a sponsor-approved location within the United States
- From outside the United States to the sponsor's facility(ies) or to a sponsor-approved location within the United States
- From within the United States to a sponsor's facility(ies) or to a sponsor-approved location outside of the United States (identified as "foreign travel")
- From outside the United States to the sponsor's facility(ies) or sponsor-approved location outside the United States (identified as "foreign travel")

i. Travel must benefit both the research participant and the sponsor and be pre-approved by the sponsor and ORISE. Program-related travel may include pre-appointment visits, interview travel, inbound and/or outbound travel, inbound moves, travel to professional meetings/conferences relevant to the appointment activities, travel associated with research collaboration or the use of specialized research equipment, or other travel related to the appointment. All travel reimbursements will be in accordance with the federally approved ORISE Travel and Moving Policies. Taxable relocation allowances in lieu of other travel reimbursements may also be made.

Travel by those other than research participants in ongoing appointments may be approved on a limited basis by ORISE in accordance with the scenarios below:

- From within the United States to the sponsor's facility(ies) or to a sponsor-approved location within the United States
- From outside the United States to the sponsor's facility(ies) located within the United States
- From within the United States to a sponsor's facility(ies) located outside of the United States (identified as "foreign travel")
- From outside the United States to the sponsor's facility(ies) located outside the United States (identified as "foreign travel")

Travel by those other than research participants in ongoing appointments may be approved on a limited basis. Some allowable travel situations are described below.

The sponsor may wish to bring individuals to the host facility, or other sponsor-approved location or event, for the specific and sole purpose of the education and training benefit of research participants. For example, an individual may be invited to provide colloquia for research participants and/or to collaborate with participants and their mentors on research. When the individual's travel can be clearly linked to the educational or training benefit of research participants, and when the sponsor and ORISE pre-approve the travel, honoraria and/or reimbursement of the visitor's travel expenses may be provided by ORISE.

The sponsor may wish to bring individuals *to its facility(ies)* for collaboration with sponsor researchers. Visitors include members of the national and international academic communities and other technical and research professionals. When the visitor's travel can be clearly linked to the furtherance of science education and/or to the sponsor's research mission, and when the sponsor and ORISE pre-approve the travel, honorarium and/or reimbursement of the visitor's travel expenses may be provided by ORISE.

Other travel requests for non-research participants will be considered on a case-by-case basis and must include a compelling justification on why the travel should be approved by ORISE.

3. Appointment Period: Postgraduate (including post-baccalaureate degree) appointments are typically for one year, renewable for up to three additional years upon recommendation of JPAC. Postdoctoral appointments are normally for one year, renewable for up to four additional years. Student and faculty appointments are generally for 10 to 12 weeks during the summer; appointments during the academic year are also available. Student appointments may continue as long as eligibility requirements are satisfied, as described above. K-12 Teacher and Student Programs are typically a three to five day period at various times throughout the year. Part-time appointments can also be made. All appointments are subject to the availability of funds and may be terminated if appropriated funds are unavailable.

4. Application and Selection Procedure:

a. Applications are received, processed, and reviewed by ORISE for eligibility and completeness. Applications for all eligible candidates are transmitted to JPAC for review. The final selection of participants is made by JPAC in cooperation with ORISE based on a variety of factors to include, but not limited to, scientific and technical background and experience; accomplishments; academic records; recommendations; compatibility of the applicant's background with the interests of JPAC ; and the availability of funds, programs, staff, and facilities. Those selected are offered appointments by ORISE.

b. An applicant interested in the Postgraduate, Student, or Faculty Programs for JPAC should contact ORISE for general information and an application packet. JPAC is

also supplied with program materials for distribution. The completed application and supporting materials must be submitted directly to ORISE.

c. The completed application is used for the purpose of selecting participants and administering the program and is copied for that purpose. Disclosure of such information is made subject to Public Law 93-579 (the Privacy Act of 1974) and the U.S. Department of Energy regulations as published in the Federal Register on September 30, 1977.

5. Conditions and Obligations:

a. All contingencies of an appointment offer must be met before an awardee can begin an appointment. For example, if an award is offered to a candidate for a university degree, the university must present acceptable evidence that the candidate has completed all the formal academic requirements for such a degree before a postgraduate appointment can begin.

b. In cases where assignments require a security clearance, JPAC is typically responsible for obtaining clearances for participants. Additionally, participants who are not U.S. citizens should anticipate possible delays in arrangements for assignments.

c. Participants become administratively associated with ORISE through a letter of appointment and Terms of Appointment. They receive guest appointments at the JPAC -approved host installation and do not enter into an employer/employee relationship with JPAC, the host installation, ORAU, ORISE, DOE, or any other office or agency. Participants are required to show proof of health/medical insurance.

d. Appointments involve a commitment to the program at JPAC, and the participant must be in residence at JPAC, or another installation approved by JPAC, during the entire period of the appointment. The appointee's participation must be conducted in a manner and according to a time schedule that meets the overall requirements of JPAC. The participants are expected to be at the host facility during normal working hours and at all times observe and conform to all applicable rules, regulations, and requirements of the facility including, but not limited to, those respecting environment, safety, and health (ES&H) and ES&H training requirements, security, operating and health physics procedures, drug free work place notification requirements, and conduct.

e. Participants are required to sign and abide by the appointment letter, the Terms of Appointment which includes a disclaimer of liability, and other documents required by JPAC. Pursuant to Title 35 United States Code, Section 212, no provision of the ORISE Terms of Appointment or any other document required by ORISE to be completed by a participant may contain any provision giving ORISE any rights to inventions made by the participant.

f. Participants are encouraged to submit reports of their accomplishments to ORISE, to acknowledge the support of JPAC on publications and presentations that are related to their participation in the program, and to provide a copy of such publications to ORISE. Participants should acknowledge support by the following statement: "This project was supported in part by an appointment to the Research Participation Program for the JPAC administered by the Oak Ridge Institute for Science and Education through an agreement between the U.S. Department of Energy and JPAC."

g. Participants are paid a stipend. There are no salaries or fringe benefits paid. Participants do not *earn* sick leave or annual leave; although, the host facility can permit occasional absences without reduction of the stipend payment or termination of the appointment.

h. The program provides educational experiences involving participants in the scientific process. A participant is appointed to a particular host facility and is given a specific assignment under a mentor appointed by the installation. The assignment may be broad, but should be a definable project with a beginning and an ending. The participant's mentor is responsible for providing guidance and assistance to the participant on the project but does not serve as the participant's supervisor.

i. The participants are not considered to be performing a job, rendering advisory or personal services, or providing expert advice. There is no commitment to future employment by the host organization or others. Appointments are not dependent upon the performance of any specific work by the participants, and there is no requirement for the delivery of a product by the participant. They are participating in the sponsor's programs primarily for the experience and educational benefits they derive.

PROGRAM RESPONSIBILITIES

1. In administering this program, the Oak Ridge Institute for Science and Education assumes the following responsibilities:

a. Publicize the availability of opportunities through distribution of program announcements, advertisements in professional journals, and presentations at college campuses and professional meetings. ORAU/ORISE will conduct advertising and recruiting in order to increase awareness of the client's programs to potential participants and employees and other stakeholders. The advertising and recruiting efforts that ORAU/ORISE will conduct on the client's behalf include, but are not limited to, the development and duplication of brochures, promotional items bearing the client's logo or other symbols or information highlighting the client's programs , videos, handouts, and magazines as well as attending and hosting exhibits at career fairs, trade shows & professional meetings. Also included is developing and placing advertisements in magazines, newspapers, radio, and the internet as well as any other form of media requested by the client. This includes all staff time & wages towards these activities as well as all costs necessary to perform the activities listed."

b. Develop and distribute program materials in response to requests from individuals; receive and process applications; and send requested host installations files of eligible applicants for review. JPAC personnel are also given a supply of program literature for distribution.

c. Offer and make appointments to participants selected in consultation with JPAC ; monitor the progress of participants; make all appropriate payments and reimbursements; and handle other matters related to participants.

d. Meet with JPAC personnel on a periodic basis to discuss program management, administration, and implementation; to report on program activities; and to review program guidelines and operating procedures.

e. Meet with the participants at the JPAC facilities on a periodic basis to observe the training, educational activities of the participants; discuss problems encountered; evaluate the effectiveness of the program; etc.

f. Assess activities relative to program objectives and document the degree to which the objectives are met.

2. To assist in the administration of this program, the JPAC assumes responsibility for the following:

a. Provide ORISE with information on the types (students, postgraduates, faculty) of appointments desired and the amount of funding available for each.

b. Assist in the establishment of program policies and procedures.

c. Assist ORISE in preparing descriptions of ongoing projects at JPAC for distribution to applicants.

d. Assist in identifying and recruiting qualified applicants, particularly during the initial stages of program development.

e. Review candidates for appointments and cooperate with ORISE on selection process.

f. Obtain required approvals and clearances for selectees assigned to JPAC .

g. Identify a coordinator in each directorate to interact with ORISE, applicants, and participants. Coordinator is responsible for all approvals within their respective directorate.

h. Provide a description of the project for each participant and assist them in becoming established as functional members of the group to which they are assigned

by providing appropriate office and laboratory space, facilities, technical and clerical support, and access to necessary equipment and personnel.

i. Assist ORISE in assessing and reporting program activities by providing information on activities and contributions of participants.

j. Provide participants with appropriate orientation and environmental, safety, and health training pertaining to individuals assigned to JPAC-approved installations.

k. Assist participants in securing suitable housing arrangements when necessary.

l. Provide mentors to interface with the participants during the appointment periods.

m. Provide funding in a timely manner to support the program.

RELATIONSHIP TO OTHER PROGRAMS

1. This program is administered by ORISE. ORISE is operated by ORAU. Established in 1946, ORAU is a consortium of doctoral-granting colleges and universities, as well as a private, not-for-profit corporation chartered in Tennessee and recognized as a 501(c)(3) entity by the Internal Revenue Service. It is a contractor for the U.S. Department of Energy. ORISE administers collaborative research development and training programs for other agencies through interagency agreements between the sponsoring agencies and DOE.

2. ORISE operates national fellowship and internship programs, and faculty, student, and postgraduate research participation programs. Annually, ORISE places over 6,000 individuals in various educational programs, including over 5,000 in long term research participation programs. Assignments are located at over 130 federal organizations from 900 colleges and universities, of which 90 are minority-serving institutions.

3. ORISE efforts in strengthening research and training collaboration between universities and the laboratories enhances technical and scientific advancement, improves university educational programs, and increases the supply of trained scientists and engineers.

4. ORAU's dual role as a DOE contractor and as a university consortium assures a close working relationship with both laboratories and the academic community. The experience and ability to work with both of these groups ensures continued effectiveness in the administration of its current and future programs.

5. **MILESTONES** During the operation of the program, ORISE prepares and distributes program materials and monitors appointments on a continuing basis.

6. ESTIMATED COSTS FOR PARTICIPANTS

a. Average costs of an appointment, including direct participant costs (stipend, moving, travel, and tuition/fees), program operating and indirect costs, and the DOE federal administrative charge are summarized below for various types of appointments. The Federal Administrative Charge (FAC) is mandated by Section 3137 of the Strom Thurmond National Defense Authorization Act of 1999 (Public Law 105-261). The FAC is currently 3.0%.

Type of Appointment	Total Costs[1]
Post-associates appointment (one year)	$ 42,700
Post-baccalaureate appointment (one year)	$ 58,700
Post-master's appointment (one year)	$ 70,000
Postdoctoral appointment (one year)	$ 85,100
Faculty appointment (three months)[2]	$ 35,950

[1] Includes direct, indirect, and operating costs; and FAC added factor
[2] Appointment length varies

b. Actual program costs each year will vary depending on the number, type, length, stipend, and travel/moving costs of the actual appointments made.

DEPARTMENT OF ENERGY
OAK RIDGE OFFICE
ADMINISTRATIVE INSTRUCTIONS FOR INTERAGENCY ACQUISITIONS
DOE-ORO PROPOSAL NO. (1112-1112-99 [G060])

I. Authority

A. DOE:

Oak Ridge Institute for Science and Education (ORISE) is a Department of Energy (DOE) institute operated by the Oak Ridge Associated Universities (ORAU) and hereafter referred to as Contractor. All work will be performed by the Contractor in accordance with DOE Contract No. DE-AC05-06OR23100 (http://orise.orau.gov/about/contract/) on a full cost recovery basis. Appropriation law necessitates that DOE or its Contractor perform this work on a best effort basis; however, DOE values other agencies' business and evaluates the Contractor on cost, schedule, and customer satisfaction.

B. Sponsor:

Please note that any funds provided by the American Recovery and Reinvestment Act of 2009 must be identified as such on your funding document.

DOE requires this statement or equivalent to be placed on the funding authorization document (Basic) prior to acceptance of the funds:

This agreement for DOE Proposal 1112-1112-99 [G060] is entered into pursuant to the authority of the Economy Act of 1932, as amended, 31 USC § 1535, and adheres to Federal Acquisition Regulation (FAR) 6.002. To the best of our knowledge, the work requested will not place DOE and its Contractor in direct competition with the domestic private sector.

NOTE: If your statutory authority is other than the Economy Act, please include the statement citing your appropriate authority.

C. Work in Direct Support of Homeland Security (HS) or Counter Terrorism (CT) Objectives:

It is DOE policy to make a pricing exception on reimbursable work supporting research, development, testing, evaluation, training, and exercises directly related to counter terrorism and homeland security activities sponsored by other Federal agencies. This pricing exception, which waives DOE's three percent Federal Administrative Charge, is granted if the sponsoring federal agency can demonstrate, including providing written certification, that the work being funded is Congressionally directed at achieving counter terrorism or homeland security objectives. If your proposed reimbursable work meets these criteria, DOE requires that the supplemental statement below or its equivalent be placed on the funding authorization document (Basic) prior to acceptance of the funds.

The work being funded is Congressionally directed at achieving counter terrorism or homeland security objectives.

II. Information Protection, Control and Dissemination Procedures

A. Sensitive Information Project

Sensitive but unclassified information (e.g., Official Use Only) will be protected in accordance with applicable U.S. government regulations as implemented in DOE Orders, Policies, Notices, Guidelines or Procedures. The U.S. Army Central Identification Laboratory, Hawaii (hereafter referred to as "Sponsor") will identify any sensitive information required or being transmitted for the conduct of the project. If the Sponsor has special protection or non-disclosure requirements for the project that are above and beyond DOE

protection standards, these must be clearly identified to DOE. The Sponsor will pay for any additional protection requirements above DOE standards. Failure to provide guidance on whether information is sensitive but unclassified will result in DOE performing the work in a completely non-sensitive information mode.

B. Classified Project

Security requirement to be followed in performance of classified work will be in accordance with applicable DOE Orders, which flow from applicable federal regulation. If classified work generates new classified information, the Sponsor is required to provide to DOE applicable classification guidance and any new guides/updates as they are developed. Before work begins or classified matter is received or transmitted, a classified mail and/or shipping channel shall be established and approved by the appropriate Sponsor certifying official. Failure to provide classification guidance will result in DOE performing the work according to DOE's existing classification guidance.

C. Export Control

The Sponsor recognizes that the Contractor will perform the work as assigned by DOE under this project pursuant to provision of the DOE contract, with includes complying with export control laws and regulations. The Sponsor must identify to DOE any special permissions or restrictions on export controlled information, equipment and/or proprietary software. DOE is responsible for ensuring that the DOE Contractor complies with U.S. government export control laws and regulations. Foreign nationals who possess VISA status of Legal Permanent Residents (LPR) are treated as U.S. citizens with regard to export control requirements. Foreign nationals who do NOT possess LPRs, must be reviewed and may require an export and/or deemed export license from the agency having export control jurisdiction. Deemed Export is the transfer of controlled technology to a foreign national within the U.S. If this situation arises, the Sponsor will be notified and if they concur with the participation of the foreign national, the appropriate licensing, if required, will be obtained prior to release of such information, equipment, and/or proprietary software.

III. Funds Management

All Sponsor reimbursable funding documents should be sent to the DOE Work for Others (WFO) Coordinator for acceptance. See Section X for contact information

A. Funds Obligation:

The Treasury appropriation account symbol must be added to the funding authorization, along with the obligational expiration date and the date the appropriation closes for payment purposes.

Funds shall be considered obligated upon DOE's acceptance of the funds and issuance of direction to the Contractor.

NOTE: DOE is unable to accept direct cite funds.

B. Full Funding:

Work performed for other Federal agencies shall be fully funded for the current fiscal year plus the first three months of the following fiscal year for work that transcends fiscal years. If your agency is unable to provide full funding due to internal budget allocation processes, you must submit a request to waive this full funding requirement to the DOE Work for Others Coordinator listed in Section X.

C. Financial Policy:

DOE will account for and control funds by individual funding document unless specific written instructions to the contrary are received from a certifying official of the Sponsor. Multiple funding documents for the same scope of work under this agreement will be fully costed on a first-in, first-out basis utilizing cost transfers if authorized.

IV. Invoicing Procedures

This section incorporates new requirements on Intragovernmental Business Rules directed by the Office of Management and Budget on November 13, 2006.

All billings, collections and payments related to reimbursable interagency acquisition (IA) work performed by DOE for other federal agencies will be recorded through the Intergovernmental Payment and Collection (IPAC) System. As expenditures are incurred against a customer agency's funding authorization, monthly billings will be issued on behalf of DOE by the Contactor's Accounts Receivable Department through the IPAC System. Chargebacks to DOE should not occur unless the customer agency has agreement with DOE to do so. In addition, sufficient accounting classification or other funding information required by the customer agency to properly identify the charges should be provided.

The DOE Obligating Number (i.e., the sponsor's agreement number [interagency agreement number, funding document number, MIPR number, etc.]) shall serve as the common agreement number required by FMS Bulletin No. 2007-03. The Sponsor IA is required to specify information including:

Agency Location Code (ALC)
Treasury Account Symbol (TAS)
Business Event Type Code (BETC)
Business Partner Network (BPN) number, and
Contracting and Accounting Points of Contact

For detailed requirements for billing instructions associated with FMS Bulletin No. 2007-03, please visit the following website: http://fms.treas.gov/tfm/vol1/07-03.html

V. Intellectual Property Rights

Inventions made in performance of this work may fall within the DOE-issued Class Patent Waiver to the Contractor and the Contractor may elect to retain title to such inventions subject to retention by the Federal Government of march-in-rights and a non-exclusive, non-transferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the U.S. the invention throughout the world.

VI. Environmental, Safety, and Health Compliance

All DOE work activities, including Work for Other Federal Agencies conducted by DOE and DOE Contractors, shall comply with applicable environmental, safety, and health (ES&H) statutes, regulations, standards, etc.

VII. Stop Work Procedures/Terminations

A. Project Modification:

This project or any task(s) hereunder may be modified by mutual consent of both the Sponsor and DOE at any time or may be terminated by either agency upon a thirty day (30) advance written notice to the other. In the event of termination by either agency, DOE will be reimbursed by the Sponsor for costs required to terminate the task(s) activities, to include personnel terminations, shipping of materials, software, hardware, etc., and efforts will be undertaken to mitigate close-out costs.

B. Disputes:

In the event of a dispute between the Sponsor and DOE or the Contractor, no authorized final decision will be issued without the concurrence of the contracting officers of both the Sponsor and DOE. If the dispute cannot be resolved, the contracting officers will agree upon a third-party forum to settle the dispute.

VIII. Project Close Out

A. Construction Activities:

Title of permanent construction on DOE Sites will pass to DOE upon completion of construction and acceptance by DOE.

B. Equipment Disposition:

If equipment is directly acquired as part of the project, such equipment will be accounted for and maintained during the term of the project in the same manner as DOE property. When the project ends or is terminated, disposition of any equipment directly acquired as part of the project will be as previously agreed to or as instructed by the requesting agency. This equipment may be delivered to the requesting agency's location, transferred to DOE, or declared as excess. The Sponsor will be responsible for costs of shipping any items.

IX. Audits of Projects

DOE Contractors and subcontractors, including those who perform Work for Others projects, are audited by either the Defense Contract Audit Agency (DCAA) or the DOE Inspector General's Office. These audits may disclose a need for adjustments to overhead rates or other applicable charges. Should this occur, the Sponsor would be responsible for any additional costs as a result thereof.

X. Points of Contact

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B. Oak Ridge Associated Universities Contacts:

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