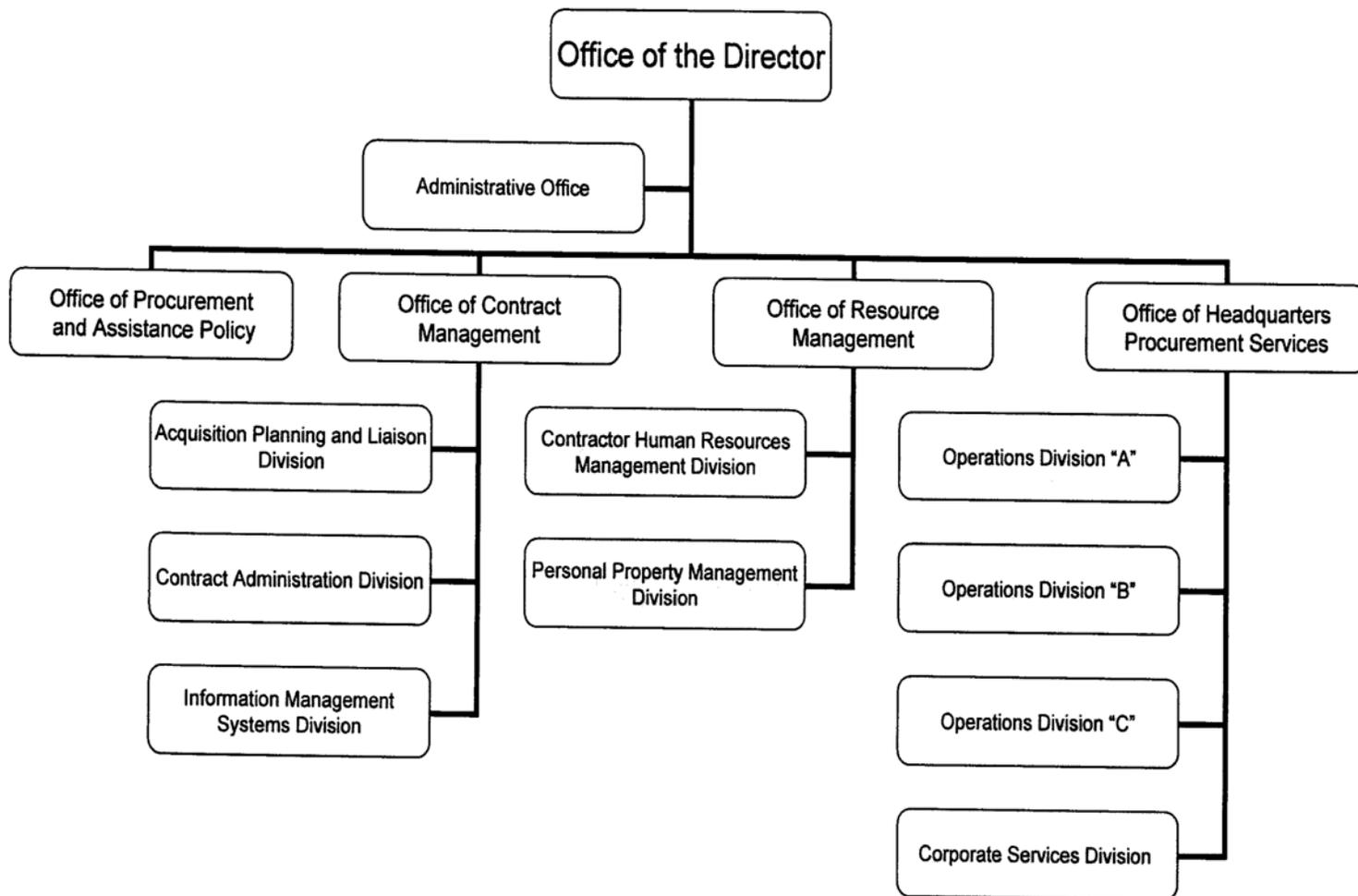


**Office of Procurement and
Assistance Management
(OPAM)**



Office of Procurement and Assistance Management (OPAM) *Organization*





Office of Procurement and Assistance Management (OPAM)

Overview

- The **Office of Procurement and Assistance Management (OPAM)** ensures the development and implementation of the Department (DOE) wide policies, procedures, programs, and management systems pertaining to procurement and financial assistance, personal property management, and related activities to provide procurement services to Headquarters elements.
 - ✓ OFPP Policy Act and Executive Order 12931 authorizes OPAM the responsibility for executing the procurement functions.
 - ✓ As principal procurement advisor to Director, Office of Management and assist the heads of all Headquarter elements regarding procurement and acquisition management.



Office of Procurement and Assistance Management (OPAM)

Overview

- The OPAM organization includes
 - ✓ The **Administrative Office** is involved with the general administrative management for the OPAM organization, including resource control, financial management, budget preparation, and control of allocated funds, training requirements, A-76 and Federal Activities Inventory Reform Act (FAIR Act) inventory.
 - ✓ The **Office of Procurement and Assistance Policy** establishes, develops, and maintains Department-wide policies, regulations, standards and procedures pertaining to acquisition and financial assistance; managing the acquisition career development program for the Department's procurement workforce and supports Government-wide interagency procurement teams in monitoring the Federal Acquisition Regulations and implementation of new legislative executive orders and OFPP initiatives in areas such as performance-based contracting, interagency contracting, and small business.



Office of Procurement and Assistance Management (OPAM)

Overview

- ✓ The **Office of Contract Management** provides the planning, implementation and oversight of DOE's procurement and financial assistance operations. Its mission include planning, coordinating and providing guidance and support to Headquarters, field organizations, and major Departmental contractors in procurement, grants, cooperative agreements, financial incentives and general business matters. The Office has three responsibilities in the areas of:
 - Acquisition Planning and Liaison
 - Contract Administration
 - Information Management Systems



Office of Procurement and Assistance Management (OPAM)

Overview

- ✓ The **Office of Resource Management** provides a single point of responsibility for development and implementation of contractor human resource oversight and personal property management policy and oversight to foster effectiveness and efficiency in the DOE and contractor-managed facilities.
 - Serves as the primary office, within the Office of Procurement and Assistance Management, for development of acquisition policy for the reimbursement of contractor compensation, pension and retiree medical benefit costs and liabilities under cost reimbursement contracts for the management and operation of DOE-owned contractor operated facilities, and for personal property/asset management, policy development, reform and streamlining.



Office of Procurement and Assistance Management (OPAM)

Overview

- ✓ The **Office of Headquarters Procurement Services** directs, negotiates, administers, and performs all operational and functional management responsibilities pertaining to acquisitions, financial assistance, personal property management, and other business activities in support of the Department's Headquarters programmatic and institutional requirements.

The Director, Office of Headquarters Procurement Services, exercises executive direction over three Operations Divisions:

- performing placement, administration and closeout functions and over the Corporate Services Division,
- provides essential cross-cutting management and staff support to the Head of the Contracting Activity, the organization's operational procurement personnel and the Office of Headquarters Procurement Services' external program and industry customers.



**National Nuclear
Security Administration
(NNSA)**



National Nuclear Security Administration (NNSA)



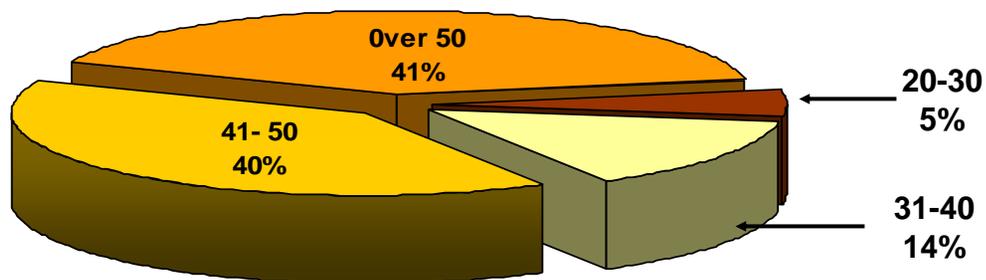
- Established by Congress in 2000
- A semi-autonomous agency within the U.S. Department of Energy
 - ✓ Responsible for enhancing national security through the military application of nuclear energy
 - ✓ Maintains and enhances the safety, security, reliability and performance of the U.S. nuclear weapons stockpile without nuclear testing
 - ✓ Works to reduce global danger from weapons of mass destruction
 - ✓ Provides the U.S. Navy with safe and effective nuclear propulsion
 - ✓ Promotes international nuclear safety and non-proliferation
 - ✓ Supports United States leadership in science and technology
- Additional information on NNSA is available on the internet at <http://www.nnsa.doe.gov>



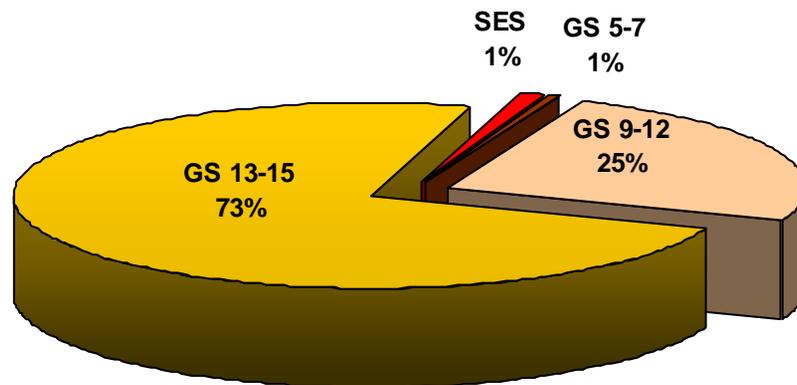
**DOE'S
2006 Acquisition
Workforce**



DOE & NNSA Acquisition Workforce Profile



Age*



Grade*

*Age and Grade reflect only 1102 series