



Department of Energy

Brookhaven Site Office

P.O. Box 5000

Upton, New York 11973

MAY 29 2012

Dr. Samuel H. Aronson, Director
Brookhaven Science Associates
Brookhaven National Laboratory
Upton, New York 11973

Ms. Suzanne Davidson
Brookhaven Science Associates
Brookhaven National Laboratory
Upton, New York 11973

Dear Dr. Aronson and Ms. Davidson:

SUBJECT: CONTRACTOR DOMESTIC PERSONNEL EXTENDED ASSIGNMENTS

Per the enclosed guidance, effective immediately, Brookhaven National Laboratory must limit reimbursements of lodging and per diem expenses after 30 days and cease reimbursement after three years of contractor domestic personnel extended assignments. It is not clear if this new policy covers existing assignments or only new assignments, further clarification will be forthcoming.

Lodging will be limited to actual expenses, and together with other subsidies, the total will be limited to 55% of the Federal per diem rate; and the Department of Energy 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.

Accordingly the Laboratory's domestic assignment polices need to be revised where appropriate to comply with the above.

In addition, to ensure transparency, all extended assignments must be identified explicitly in the Field Work Proposals (FWP). The FWP must include the following for each assignee:

- A justification for the assignment;
- The initial start date for the assignment;
- Projected end date of the assignment and;
- Cumulative additional costs incurred (less regular salary and benefits) due to the assignment up to that point in time, and an estimated cost to be incurred over the remainder of the assignment.

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For any international assignment that is expected to exceed three years, the Work Authorization will contain language for explicit approval, for that assignment, based on a thorough review by the Program and Site Offices to ensure the duration and costs are prudent and reasonable, and that less costly alternatives (e.g., relocation) are not available.

An acquisition letter providing additional guidance on determining reasonableness of expenses for extended details and another on advance agreements on cost reimbursements will be issued.

If you have any questions or need further assistance, please contact John Meadows of my staff, at extension 3430.

Sincerely,



for MDH

Michael D. Holland
Site Manager



Robert P. Gordon
Contracting Officer

Enclosure:
As Stated

cc: J. Meadows, SC-BHSO, w/o encl.



Department of Energy
Washington, DC 20585

MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITY

FROM: PAUL BOSCO 
DIRECTOR
OFFICE OF PROCUREMENT AND
ASSISTANCE MANAGEMENT

JOSEPH WADDELL 
DIRECTOR
OFFICE OF ACQUISITION MANAGEMENT

SUBJECT: Contractor Domestic Personnel Extended Assignments

To provide a consistent Department of Energy (DOE)/National Nuclear Security Administration (NNSA) wide approach on contractor domestic extended personnel assignments, effective immediately the Department is adopting the following policy:

- 1) After 30 days, DOE/NNSA'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, and any DOE or NNSA supplementary policies. Lodging will be limited to actual expenses, and together with other subsidies, the total will be limited to 55% of the Federal per diem rate; and
- 2) DOE/NNSA will not reimburse costs associated with salary premiums, per diem, or lodging/other subsidies for contractor employees on domestic extended personnel assignments after 3 years.

Accordingly, you are to take the following actions immediately:

- 1) Task your contracting officers to review their contracts for costs associated with domestic extended personnel assignments and confirm that there are no contractor employees on domestic extended personnel assignments for greater than 3 years being paid salary premiums, per diem, or lodging/other subsidies.
- 2) Task your contracting officers to notify their affected contractors in writing of the new DOE policy. Contracts that incorporate an advance agreement on



reimbursement of costs for extended assignments should be modified to reflect the new policy for new assignments.

- 3) Effective immediately, prohibit your contracting officers from entering into any new advance agreements or other approvals of contractor domestic extended personnel assignments that are inconsistent with this policy. Require your approval prior to their approval of any advance agreement or contractor domestic extended personnel assignment policies.

You are requested to notify your Senior Procurement Executive that these actions have been completed by June 1, 2012.

We very much appreciate your prompt attention to this matter, and intend to issue implementing policy and guidance in the near future.

Questions concerning this memorandum from DOE should be directed to Jason Taylor at (202) 287-1945 or jason.taylor@hq.doe.gov. For NNSA, questions may be directed to Rocio Bolivar at (505) 845-6057 or rocio.bolivar@nnsa.doe.gov.