



ASST LAB DIRECTOR FOR **Department of Energy**

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Dr. Brian P. Sack
Brookhaven Science Associates, LLC
Brookhaven National Laboratory
Upton, NY 11973

Dear Dr. Sack:

**SUBJECT: Balanced Score Card (BSC) Self-Assessment Plans - FY 2003
Contract No. DE-AC02-98CH10886**

We have reviewed the FY 2003 Balanced Score Card Plans for both Property and Procurement and find that the plans are sufficient to meet the Contractor's responsibilities as described in the DOE's Office of Procurement and Assistance Management's acquisition handbook entitled "Balanced Scorecard Performance Measurement And Performance Management Program For Federal Procurement And Major Site And Facility Management Contractor Purchasing Systems" and guidance provided from the HQ property management office.

The following items need to be taken into consideration in preparing the FY 2003 BSC results report:

Property

- 1) Please submit an approval request for using statistical sampling for stores inventories. Approval to perform Stores Statistical Sampling Inventory was granted over 10 years ago and must be renewed. Please refer to DOE Property Management Regulation (PMR) # 109.1.5111, paragraph (K), which requires submission of a letter of approval identifying a valid Statistical Sampling Program that will be used to perform the Stores Inventory.
- 2) Results should be expressed in comparison to the National Targets.

Procurement

- 1) For FY 2003, please include a Summary Table similar to the attached.
- 2) Enclosed are executed copies of the BSA, BSC Self-Assessment Plans

Should you have any questions regarding these plans, please contact Nick Torres at extension 5050 for property matters and Kim Stein at extension 7439 for procurement.

Sincerely,

Robert P. Gordon
Contracting Officer

Enclosure:
BSC Self-Assessment Plans, FY 2003