



**Department of Energy**  
Washington, DC 20585

February 20, 2020

**MEMORANDUM FOR RECORD**

FROM: CARMELO MELENDEZ *Carlo Melendez*  
DIRECTOR, OFFICE OF LEGACY MANAGEMENT

SUBJECT: First Quarter Post Competition Accountability  
Report – Office of Legacy Management's  
High Performing Organization for FY 2020

In June 2017, the Office of Legacy Management's (LM) published its High Performing Organization (HPO) Plan to continue LM's commitment in sustaining its performance as an HPO for the third five-year period (FY 2017-2021).

This memorandum transmits the Office of Legacy Management's (LM) First Quarter Post Competition Accountability Report (PCAR) for FY 2020. The report provides the quarterly data associated with LM's June 2017 HPO Plan.

Attachment



**U.S. Department of Energy, Office of Legacy Management**

**Post Competition Accountability Quarterly Report: High Performing Organization Plan 2017**

This report serves as an official record of the quarterly cost, personnel, and performance information for the Office of Legacy Management to satisfy the post competition accountability requirements.

**Fiscal Years (FY) 2017 – 2021: Reporting Period: First Quarter, FY 2020**

**I. MANAGEMENT EXCELLENCE GOALS**

***Cutting Waste (Improving Efficiency)***

1. Limit Program Direction increases to levels allowed by OMB for inflation.
2. Comply with OMB guidance, OMB-M-12-12, *Promoting Efficient Spending*, regarding mission-related travel.

Quarterly Cost Report					
Funded Activity	HPO Plan Cost		Adjusted Budget Cost (ABC)	Estimated Actual Cost (EAC)	Explanation for Differences
<b>Mission Travel*</b>	1Q	\$207,500	\$207,500	\$234,707	The EAC is 13% above the HPO Plan Cost due to additional travel required for the Source Selection Evaluation Board members.
	2Q	\$415,000			
	3Q	\$622,500			
	4Q	\$830,000			
<b>Program Direction**</b>	1Q	\$4,815,500	\$4,815,500	\$4,228,119	The EAC is 12% below the HPO Plan Cost below the HPO Plan Cost as spending was conservative due to two Continuing Resolutions, the enactment of an appropriation bill on December 20, 2019, and not reaching the planned Federal staffing level of 75 FTEs.
	2Q	\$9,631,000			
	3Q	\$14,446,500			
	4Q	\$19,262,000			

\*Mission-related travel is \$830K.

\*\*The FY 2020 HPO Plan Cost is \$19,262M.

3. Manage increase in scope by raising Federal staff levels by 4 FTEs for a total of 75 in FY 2020. The FTE allotment in FY 2019 is 71.
4. Maintain LM’s average grade level at or below GS 13.0.

Personnel Report			
HPO Planned	HPO Actual		Explanation for Difference
<b>Personnel (FTE)</b>			Time to Hire in HC prevented our ability to reach our goal.
71	2Q	69	
<b>Average Grade Level</b>			LM is slightly above the 13.0 average but the average grade will be adjusted in the next iteration of the LM HPO Plan.
13.0	3Q	13.05	

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- Maintain a safety record better than the DOE average based on the number of incidents/accidents per total work hours. The total reportable cases (TRC) rate uses a rolling average as determined by the DOE Office of Health, Safety and Security.

Safety Record		
LM TRC	DOE TRC	Explanation for Difference
0.19	0.8	The LM TRC rate through December 2019 (rolling 12 months) is 0.19, or 1 reportable cases for 1,036,600 hours worked. (1 x 200,000)/1,036,600)

**PROGRAM PERFORMANCE GOALS**

***Cutting Waste (Improving Efficiency)***

- Reduce the cost of long-term surveillance and maintenance (LTS&M) by 2 percent per year based on an independently reviewed baseline. (Goal 1)

LTS&M Report			
LTS&M Baseline/BAC		EAC	Explanation for Difference
1Q	\$64,013,837	\$64,351,732	The December 2019 EAC of \$64,351,732 is \$337,895 or 0.5% more than the LTS&M Baseline or BAC of \$64,013,837. LM continues to evaluate planned work scope and is striving to achieve cost savings at or above the 2% cost reduction goal by the end of the fiscal year.
2Q	\$	\$	
3Q	\$	\$	
4Q	\$	\$	

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***Sustain Management Excellence (Be a Leader among DOE Offices in Sustainability)***

1. Achieve EMS Sustainability Goals (normalized to the number of legacy sites). (Goal 5)

Environmental Program Management Report			
Primary Goal Areas	Status towards Goals		Explanation for Difference
<ul style="list-style-type: none"> <li>•Greenhouse Gas Reduction</li> <li>*Energy Management</li> <li>•Sustainable Buildings</li> <li>•Renewable Energy</li> <li>•Water Management</li> <li>•Fleet Management</li> <li>•Sustainable Acquisition</li> <li>•Waste Management</li> <li>•Electronics Stewardship</li> <li>•Resilience</li> <li>•Ecosystem Management</li> </ul>	1Q	On target	<p>The quarterly <i>Environmental Program Management</i> report provides details of LM’s sustainability activities. The following is a summary-</p> <ul style="list-style-type: none"> <li>• The following goal areas are on target: solid waste diversion, sustainable acquisition, sustainable buildings, energy management, renewable energy, resilience and fleet management.</li> <li>• Ecosystem management, electronic stewardship, waste diversion, recycling and non-potable water use are evaluated annually based on year end data, therefore no status has yet been assessed.</li> <li>• GHG data from FY 2019 is unavailable from the DOE database; therefore, we cannot yet assess our progress in FY 2020.</li> </ul> <p>Note: In November 2019, DOE issued the 2019 <i>Sustainability Report and Implementation Plan</i> identifying departmental goals in response to the 2018 Executive Order 13834- <i>Efficient Federal Operations</i>. The list of Primary Goal Areas (to the left) has been revised accordingly; the revision of the goals may result in changes in progress in future status reports.</p>
	2Q		
	3Q		
	4Q		