



**Department of Energy**  
Washington, DC 20585  
February 20, 2020

**MEMORANDUM FOR RECORD**

FROM: CARMELO MELENDEZ *Don Tom Tyb*  
DIRECTOR, OFFICE OF LEGACY MANAGEMENT

SUBJECT: Fourth Quarter Post Competition Accountability  
Report – Office of Legacy Management's  
High Performing Organization for FY 2019

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) Fourth Quarter Post Competition Accountability Report (PCAR) for FY 2019. 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: Fourth Quarter, FY 2019**

**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
	Quarter	Amount			
<b>Mission Travel*</b>	1Q	\$205,000	\$205,000	\$158,115	The EAC is less than 0.5% above the HPO Plan Cost. Due to the majority of mission travel occurring in the second half of the fiscal year during summer months.
	2Q	\$410,000	\$410,000	\$278,774	
	3Q	\$615,000	\$615,000	\$538,477	
	4Q	\$820,000	\$820,000	\$823,166	
<b>Program Direction**</b>	1Q	\$4,575,500	\$4,575,500	\$4,010,575	The EAC is 14% below the HPO Plan Cost as spending was conservative due to the 35-day government shutdown and not reaching the planned Federal staffing level of 71 FTEs. The costs include FY 2018 carryover funds the amount of \$3,310,793.
	2Q	\$9,151,000	\$9,151,000	\$7,456,111	
	3Q	\$13,726,500	\$13,726,500	\$11,201,524	
	4Q	\$18,302,000	\$18,302,000	\$15,782,487	

\*Mission-related travel is \$820K.

\*\*The FY 2019 HPO Plan Cost is \$18,302M.

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>			
71	2Q	68	Currently hiring to reach our FTE limit for FY 2019.
<b>Average Grade Level</b>			
13.0	3Q	13.05	Hiring at higher grade levels has caused LM to go over 13.0 slightly.

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**Promoting Accountability and Innovation Through Open Government**

- 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
0.40	0.8	The LM TRC rate through September 2019 (rolling 12 months) is 0.40, or 2 reportable cases for 1,010,324 hours worked. (2 x 200,000)/1,010,324

**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	\$59,040,735	\$55,491,531	The September 2019 EAC or Actual Cost is \$52,044,249 or 3.7% below the LTS&M Baseline or BAC of \$54,057,411.
2Q	\$59,590,626	\$50,370,912	
3Q	\$56,985,852	\$52,312,055	
4Q	\$54,057,411	\$52,044,249	

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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>•Sustainable Buildings</li> <li>•Clean and Renewable Energy</li> <li>•Water Use Efficiency</li> <li>•Fleet Management</li> <li>•Sustainable Acquisition</li> <li>•Pollution Prevention and Waste Reduction</li> <li>•Energy Performance Contracts</li> <li>•Electronics Stewardship</li> <li>•Organizational Resilience</li> <li>•Ecosystem Management</li> </ul>	1Q	On target
	2Q	On target
	3Q	On target
	4Q	Achieved majority of annual
		<p>Annual Report Summary- Overall, LM achieved a high majority of the sustainability goals by meeting or exceeding 9 of the 12 goal areas. The annual <i>Site Sustainability Plan</i> provides an explanation of our activities and status of our goals. Here is a brief status- <u>LM met or exceeded the following goals-</u></p> <ul style="list-style-type: none"> <li>•Sustainable Buildings – exceeded one of the yearly goals; the other two goals have minimal applicability to LM</li> <li>•Clean and Renewable Energy - exceeded one of the yearly goals; the other goal has minimal applicability to LM</li> <li>•Water Use Efficiency – exceeded both yearly goals</li> <li>•Sustainable Acquisition – met this goal</li> <li>•Pollution Prevention and Waste Reduction – met both of the related goals</li> <li>•Energy Performance Contracts – LM has not had projects that fit the requirements; goal not applicable</li> <li>•Electronics Stewardship – met or exceeded 4 of 4 goals; LM is on target for a future 5<sup>th</sup> goal</li> <li>•Organizational Resilience– met the activity-based goal</li> <li>•Ecosystem Management– met the activity-based goal</li> </ul> <p><u>LM met most of the goals in the following -</u></p> <ul style="list-style-type: none"> <li>•Energy Management – met 2 of the 3 goals**</li> </ul> <p><u>LM is not expecting to the meet the following goal areas</u></p> <ul style="list-style-type: none"> <li>•Greenhouse Gas (GHG) Reduction - Not expecting to meet the 2 goals this year**</li> <li>•Fleet Management – only met 1 of the 3 related goals***</li> </ul> <p>Explanation of deviations-</p> <p>*Since Energy is a major ongoing sustainability goal, we've included it on this list. The unmet goal was related to a reduction in square footage for applicably buildings, which changes the calculation considerably.</p> <p>**GHG is affected by energy, fleet, and travel all of which will increase as our mission or number of sites increase. Some data yet to be provided by DOE HQ, so actual status is not completely known.</p> <p>***Both unmet goals are related to fuel use, one is due to unavailability of alternate fuel sites which is out of our control and the other is related to increased fuel use because of increasing mission.</p> <p>The Council on Environmental Quality and DOE finalized goals for future years late in FY2019; goals for most of the goal areas will be changing in the future.</p>