

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-O-015,R3-001**

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Kristen Fischer Phone Ext: 2218

Department Name: Business Operations

Document Number: O-015 Revision No.: 0

Document Title: Business Operations Department Charter

Reason for change:

- Add new duties for the Strategic Business Planning, Analysis and Compliance Division
- Add Business Management System
- Minor Editing

Change description: (Summarize and attach changed pages, with changes clearly indicated)

- Added Business Management System
- Added to renamed Strategic Business Planning, Analysis and Compliance Division:
 - identifying, analyzing and improving existing BOD business processes to align with the organization's strategic goals, assuring business requirements are accurately captured and incorporated during system implementation;
 - developing, implementing and maintaining an effective change management process to help BOD and the Laboratory meet business, schedule and budget objectives;
 - managing the Strategic Partnership Projects (SPP) process including agreement negotiation, issue resolution, and process improvement of policies and procedures;
- Made minor edits

1. Does this TCR significantly alter the intent or scope of the document? YES: NO: X

2. Does this TCR significantly impact ES&H? YES: NO: X

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

Department/Division Head Approval

Date

Head, Quality Assurance/Quality Control

Date

Release/Effective date of this TCR: 4/27/17

Incorporate this TCR into next revision of this document? YES: X NO:

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Subject: Business Operations Department Charter	Effective Date: April 22, 2014	Initiated by: Head, Business Operations Department
	Supersedes: Revision 2 dated 5/11/01	Approved: Director

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Management System (Primary): 07.00 Business Operations
Management System Owner: Head, Business Operations
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Introduction

The Business Operations Department (BOD) provides institutional resource planning, budgeting, financial analysis, accounting, travel, conference management, procurement, subcontract administration and compliance review, proposal preparation support, administrative support to the Strategic Partnership Projects and Laboratory Directed Research and Development programs, and project controls support and administration to Laboratory departments and projects. TCR-O-015,R3-001

The BOD ensures that incurred costs are consistent with approved budgets and that costs submitted for reimbursement to the DOE are allowable pursuant to the terms of the Laboratory's Prime Contract; reports the financial and cost/schedule performance results to the DOE on a monthly basis; and ensures that the Laboratory's procurements are accomplished consistent with Prime Contract.

Organization

The BOD is managed by the Chief Financial Officer (CFO) who reports to the Laboratory Deputy Director for Operations. The BOD comprises:

- Department Office
- Accounting and Financial Controls Division
- Budget Office
- Procurement Division
- Planning and Control Division
- Strategic Business Planning, Analysis and Compliance TCR-O-015,R3-001

Responsibilities

The Business Operations Department Office is responsible for:

- performing the duties of the CFO and BOD Department Management;
- coordinating the overall finance activities of the BOD and working closely with the Directors of the BOD to achieve performance targets;
- providing guidance on cost allowability and Prime Contract compliance matters;
- providing business and financial guidance to senior Laboratory management;

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- working with DOE or Princeton University on business and financial-related policies; and assuring that the Laboratory's accounting and cost charging policies and practices are compliant with Generally Acceptable Accounting Principles (GAAP), Cost Accounting Standards (CAS), and applicable DOE orders. TCR-O-015,R3-001

The Accounting & Financial Controls Division is responsible for:

- providing general accounting, payroll, accounts payable and accounts receivable functions for the Laboratory;
- coordinating financial audit efforts including tracking and implementing findings and recommendations of audits conducted by entities of the DOE, Princeton University's Office of Audit and Compliance or other independent organizations;
- preparing Laboratory financial reports to be forwarded to DOE;
- providing support for DOE A-123 reporting (Management's Responsibility for Internal Controls over Financial Reporting). Evaluating internal control design effectiveness, determining the level of risk, and coordinating testing.
- providing travel reservation services, foreign travel administration and conference management; and
- maintaining the chart of accounts (i.e., project accounts, expense categories and balance sheet accounts).

The Budget Office is responsible for:

- coordinating the Laboratory's annual budget formulation process;
- developing and documenting standard labor rates, indirect rates and distribution tables for allocated costs;
- preparing various budget/cost schedules and reports for submission to DOE;
- assisting Principal Investigators with submittal of proposals for funding to DOE, other federal agencies and non-federal entities;
- monitoring actual spending vs. budgeted spending;
providing administrative support for Strategic Partnership Projects (SPP) agreements, Cooperative Research and Development Agreements (CRADAs), and the Laboratory Directed Research and Development (LDRD) program; and TCR-O-015,R3-001
- maintaining the Laboratory's Cost Accounting Standards Board Disclosure Statement.

The Procurement Division is responsible for:

- providing market research and sourcing advice to requisitioners;
- assuring negotiated procurements provide maximum value for dollars expensed;
- negotiating and managing Laboratory procurements through completion and closeout;
- supporting the DOE mandated small business subcontracting goals;
- administering the Laboratory's procurement credit card program (P-card) and blanket purchase agreements;
- assuring compliance with applicable procurement rules and regulations; and
- maintaining records in accordance with Laboratory policy.

Planning and Control Division is responsible for:

- assuring that the project/department financial plan is consistent with the overall Laboratory financial plan and develop project scope definition statements;
- assuring that Laboratory financial/budget issues flow down to the projects/departments;
- assuring that project/department financial/budget practices comply with Laboratory policies (i.e., color of money/accruals, project management, etc.);
- supporting the Field Work Proposal process; and
- providing long-range institutional planning support.

Strategic Business Planning, Analysis and Compliance Division is responsible for:

- identifying, analyzing and improving existing BOD business processes to align with the organization's strategic goals, assuring business requirements are accurately captured and incorporated during system implementation; TCR-O-015,R3-001
- developing, implementing and maintaining an effective change management process to help BOD and the Laboratory meet business, schedule and budget objectives; TCR-O-015,R3-001
- managing the Strategic Partnership Projects (SPP) process including agreement negotiation, issue resolution, and process improvement of policies and procedures; TCR-O-015,R3-001
- performing periodic risk-based reviews (pre-award, interim and close-out) of costs incurred on cost-type subcontracts, including cost reimbursable, time-and-material (T&M), and labor-hour subcontracts;
- implementing and maintaining analytical tools, policies, procedures, and reports to effectively balance efficiency and risk in the administration of subcontracts and other contractual agreements where actual costs are used as a basis for subcontractor reimbursement;
- establishing a mechanism for monitoring internal and external (industry) changes to drive compliance guidelines, trends and best practices with Laboratory policies and applicable laws and regulations; and
- conducting research and keeping current on key compliance issues relative to Business Operations affecting the Laboratory, the greater DOE contractor compliance community, FAR, CAS, and DEAR, and informing key stakeholders of any changes affecting their policies and procedures.