



# Department of Energy

Washington, DC 20585

March 3, 2021

## MEMORANDUM FOR RECORD

FROM: CARMELO MELENDEZ  
DIRECTOR, OFFICE OF LEGACY MANAGEMENT

SUBJECT: Fourth 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) Fourth 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: Fourth 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 53% below the HPO Plan Cost due to the suspension of travel as a result of COVID-19.
	2Q	\$415,000	\$415,000	\$350,500	
	3Q	\$622,500	\$622,500	\$371,141	
	4Q	\$830,000	\$830,000	\$392,763	
<b>Program Direction**</b>	1Q	\$4,815,500	\$4,815,500	\$4,228,119	The EAC is 10% below the HPO Plan Cost as spending was conservative due to two Continuing Resolutions, the enactment of an appropriation bill on December 20, 2019, postponement of mission related travel due to COVID-19 and not achieving the planned Federal staffing level of 75 FTEs.
	2Q	\$9,631,000	\$9,631,000	\$8,673,785	
	3Q	\$14,446,500	\$14,446,500	\$12,874,898	
	4Q	\$19,262,000	\$19,262,000	\$17,370,877	

\*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>			LM did not reach its goal due to multiple retirements and transfers to new organizations.
75	4Q	68	
<b>Average Grade Level</b>			LM is slightly above the 13.0 average due to site manager increase and recent promotions.
13.0	4Q	13.09	

**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.

***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
0.20	0.8	The LM TRC rate through September 2020 (rolling 12 months) is 0.20, or 1 reportable case for 1,005,783 hours worked. (1 x 200,000)/1,005,783)

**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 September EAC or Actual Cost of \$52,515,215 is \$4,066,968 or 7.2% below the LTS&M Baseline or BAC of \$56,582,183.
2Q	\$63,918,020	\$62,857,791	
3Q	\$58,354,192	\$56,507,365	
4Q	\$56,582,183	\$52,515,215	

**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.

**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>Annual Report Summary- Overall, LM achieved most of the sustainability goals by meeting or exceeding 9 of the 11 goal areas. LM's annual <i>Site Sustainability Plan</i> provides an explanation of our activities and status of our goals. The following is a summary-</p> <ul style="list-style-type: none"> <li>• These goal areas exceeded the targets: construction and demolition debris diversion, energy intensity, fuel usage, non-potable water use, potable water intensity, sustainable buildings, energy management, renewable energy, resilience and fleet management.</li> <li>• These goal areas met the targets: sustainable acquisition and electronic stewardship.</li> <li>• These goal areas did not meet the targets*: Solid waste diversion, fleet acquisition, and alternative fuel.</li> <li>• GHG data** from FY 2019 and FY 2020 are unavailable from the DOE sustainability dashboard; therefore, we cannot yet assess our progress in FY 2020.</li> <li>• There was no annual target for ecosystem management in FY 2020.</li> </ul> <p>Explanation of deviations-</p> <p>*Solid waste diversion varies greatly from year to year and the ability to divert materials to recycling or other pathways will be based on the waste. The fleet acquisition goal is based on a specific vehicle type; this type is not generally compatible with LM's needs. Alternate fuel sites are not readily available near LM sites and facilities (i.e., out of our control).</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>
	2Q	On target	<p>Note: In October 2020, DOE issued the 2020 <i>Sustainability Report and Implementation Plan</i> identifying departmental goals in response to the 2018 Executive Order 13834- <i>Efficient Federal Operations</i>.</p>
	3Q	On target	
	4Q	On target	

**CONCURRENCES**

LM-12  
J. Chinkhota  
3/3/21

LM-12  
I. Colbert  
3/3/21

LM-10  
T. Smith Taylor  
3/ /21

LM-2  
P. O’Konski  
3/ /21

**OFFICIAL FILE COPY**

**Record Note:**

Is this letter/communication an environment-related relevant communication?  
The letter/communication should be considered relevant if it is-

- (1) Responding to a communication *from* an external stakeholder and
  - (a) addressing a complaint, or
  - (b) changing a work plan, or
  - (c) setting a standard or precedence;

Or,

- (2) Summarizing a stakeholder meeting.

If “Yes”, the information related to this document should be entered into the E-Comm system as part of the tracking process.

Yes  No

Does this document complete the communication? (i.e., Can it be closed in tracking?)

Yes  No Entered into E-Comm: \_\_\_\_\_