



Lawrence Berkeley National Laboratory
Office of Sponsored Projects Office & Industry Partnerships
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Charles Marshall, Contracts Officer
Department of Energy
Berkeley Site Office
Lawrence Berkeley National Laboratory

Subject: WFO 481.1C Management and Administrative Plan

Dear Mr. Marshall:

In accordance with DOE O. 481.1C, the Office of Sponsored Projects & Industry Partnerships (OSPIP) has developed non-federal work for others (WFO) agreements and procedures for their use.

These agreements are posted [here](#):

In addition to these overall policies, there are internal processes documented on the OSPIP [website](#).

These agreements are continually reviewed for potential changes. If OSPIP desires a change, we will communicate the request to the BSO Contracts Officer. In addition, whenever DOE changes 481.1C and redrafts new WFO agreements, OSPIP will update the existing ones and seek BSO CO approval.

In addition, there is continuous updating of the internal processes and procedures to document changes in LBNL business practices. Whenever changes are made, the internal process guides will be updated. Reasons for updating can be changes in technology, changes in LBNL functional responsibilities, or new requirements. These reviews will be no less than once every two years.

Implementation of the processes and procedures is assured by line management review of selected agreements and discussions at staff meetings to ensure common understanding of process and procedures

Please be assured that OSPIP will work with BSO to implement any required DOE changes to the WFO program in a timely manner.

Please let me know if you have any questions about this plan.

Sincerely,

Jeff Weiner
Manager, Office of Sponsored Projects & Industry Partnerships
Lawrence Berkeley National Laboratory