



EI Review & Company, Inc.

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Basic Ordering Agreement No. 4200000130 – EI Review & Company, Inc.

Scope Title: Training, Records, and Procedures Management

Client: Oak Ridge National Laboratory; UT-Battelle, LLC Prime DOE Contract
Number: DE-AC05-00OR22725

Performance Begins: April 4, 2004

Four Option Years (March 31, 2008) with 3% escalation

Contract Type: Task Order

Proc/Contract Officer: Steve Bowman **Phone:** 574-6938 **Fax:** 576-1523

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Training Scope: Managing and integrating entity for the training programs at ORNL. Support the operations and mission of the ORNL with the development and creation of training programs for individuals and organizations. Performs periodic program and records Assessments and evaluations to ensure all requirements are being met and to identify program deficiencies. Programs are implemented by a number of divisions and offices in a structure allowing the alignment of training with subject-matter experts and tailoring of training to the work being performed.

Positions: Sr. Training Specialist & Training Specialist

Records Management Scope: Records Management Services administers cost-effective processes to provide adequate, compliant, and proper documentation of research and support activities at ORNL, RMS provides a life cycle approach for hardcopy and electronic records in order to preserve sufficient information to document the management and accountability of ORNL projects and activities, protect the legal and financial rights of UT-Battelle and DOE, and to ensure the proper use of the records and information resources.

Positions: Records Consultant, Sr. Records Specialist, Records Specialist & Records Management Clerk

Procedures Management Scope: The Standards-Based Management System translates laws, orders, and regulatory requirements into Laboratory-wide subject area documents (procedures and guidelines) that are current, accurate, and relevant to the work being performed by staff. Deliverables may be required in the form of document development, process/system integration efforts, web interfaces and integrated systems, technical reports, management reports, white papers, or progress reports.

Positions: Procedure Consultant & Senior Programmer