



## Department of Energy

Washington, DC 20585

September 26, 2012

### MEMORANDUM FOR DISTRIBUTION

FROM: ROBERT M. MYERS *RM Myers*  
DIRECTOR, CONTRACTOR HUMAN RESOURCES POLICY  
DIVISION

SUBJECT: Updated Department of Energy Benefit Value Desk Manual

The Department of Energy (DOE) Benefit Value Desk Manual, dated September 26, 2012, provides the following updates:

1. New Section IV.2, Electronic File Maintenance. This section was based on the recommendation by the DOE consulting actuary, Aon Hewitt, Inc. to ensure complete and uniform documentation of the DOE oversight and/or review and approval process of a contractor's benefit value study.
2. New Section IV.3, Corrective Action Plan. This section incorporates the guidance issued on October 21, 2011, which provides timelines for DOE approval of contractor corrective action plans submitted when the results of the benefit value study reveal that the value of a contractor sponsored total employee benefits package exceed the DOE established threshold of 105 percent. The guidance implements the recommendation by the General Accountability Office that DOE provide clear and comprehensive guidance on the timely submission and approval of corrective action plans when contractor benefit packages exceed DOE's standard.
3. Eliminates outdated data and source documents.



The DOE Benefit Value Desk Manual will be uploaded and can be viewed at this link:

[http://energy.gov/sites/prod/files/maprod/documents/VALUE\\_STUDY\\_DESK\\_MANUAL.pdf](http://energy.gov/sites/prod/files/maprod/documents/VALUE_STUDY_DESK_MANUAL.pdf)

If you should have any questions please contact Ellen I. Leyba at (202) 287-1633 or [ellen.leyba@hq.doe.gov](mailto:ellen.leyba@hq.doe.gov).