

**ISMS Training Document**  
**Track 2, Activity 19 – September 2011**  
**Office of Science Management System (SCMS)**

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**Activity**

Describe the significant requirements of the Office of Science Management System (SCMS) and how the system is used at the Oak Ridge Office (ORO).

At the completion of this activity, fill out the Self-Certification Form certifying that you have read this activity sheet.

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**Key Documents**

- Office of Science Management System (SCMS), <http://scms.sc.doe.gov/>
  - [SCMS Orientation](#) (Slide Show)
  - [SCMS FAQs Page](#)
  - ORO Directives Management Group, Key Management Documents, [http://www-internal.oro.doe.gov/dmg/oro\\_keymanagementdoc.htm](http://www-internal.oro.doe.gov/dmg/oro_keymanagementdoc.htm)
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**What's In It For Me**

The SCMS introduces a comprehensive, web-based management system that streamlines the way the Office of Science (SC) does business in a wide range of critical mission and support areas, in addition to being a means to ensure we all follow the same processes and procedures as we go about our important work for the SC.

Extensive effort has gone into developing this system – a system of procedures that has been written by you and your SC colleagues. This approach has ensured that the procedures in SCMS were written by the people who are most familiar with the broad range of important activities done throughout the SC.

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**SCMS  
Implementation**

ORO, in coordination with the Chicago Office, has implemented the SCMS system. This implementation included the following ORO actions:

- Maintain Directives in a form that only identifies the responsibility in ORO for implementation of the DOE Corporate Requirements.
- Preserve true reference materials in guides which would not include prescriptive requirements.

A process is in place for Senior Manager to review and authorize any new requirements to be institutionalized for ORO employees/organizations.

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**SCMS Definitions**

Within SCMS there are 19 Management Systems, which are home to more than 93 Subject Areas, each containing practical procedures on topics we deal with daily in the SC, whether working in one of our field offices or at Headquarters. SCMS provides procedures on how to accomplish myriad tasks, from conducting a contract competition, to providing ethics advice and counsel to employees separating from federal service, to developing and maintaining multi-year assessment plans.

By using the SCMS comprehensive procedures, we can be assured that the end product will be recognized for quality and consistency, no matter the subject

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area or whether the work is done at Headquarters, a Site Office, or an Integrated Support Center.

**Management Systems** are SC's highest-level operating and business processes and translate requirements into information that staff need to accomplish their work. Each Management System within SCMS identifies its appropriate and applicable requirements and drivers and establishes clear responsibility and accountability through the Management System Description, which also outlines the Management System's purpose and users. The following is a list of the SCMS Management Systems.

1. Office of Science Management System (SCMS)
2. Budget and Financial Management
3. Communications and Public Affairs
4. Environment, Safety, and Health
5. Facilities and Infrastructure
6. Financial Assistance
7. Human Resources Services
8. Information Technology
9. Legal Services
10. Management and Operating (M&O) Contracting
11. Non-Management and Operating (Non-M&O) Contracting
12. Personal Property Management
13. Program Management
14. Project Management
15. Quality Assurance and Oversight
16. Real Property Management
17. Records Management
18. Requirements Management
19. Safeguards, Security, and Emergency Management

**Management System Owners** provide senior leadership on behalf of the Office of Science to develop and maintain the assigned SC Management System and serve as the single Point of Contact for the Office of Science on governing requirements and their implementing procedures.

Each **Subject Area** within a Management System is a focus of major importance to the Management Systems that logically groups and delivers uniform SCMS **procedures**. These SCMS procedures are based on user-defined work processes, requirements, and other drivers. The SCMS method for developing procedures increases consistency and ensures integration, because each SCMS procedure has a defined purpose, target audience, and intended use.

**Program Descriptions** are high-level documents that cross Management

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Systems, consolidate responsibilities and accountabilities, and are often required to meet an external requirement.

**SC Policy/Guidance Documents** have been approved and distributed by the Office of Science. SCMS expects most guidance documents will be incorporated into Management Systems as Subject Areas are reengineered.

The **SCMS Operations Center** coordinates and supports the SCMS system.

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**Employee Responsibilities**

Are you just starting out or do you already know a little something about SCMS? Each SC staff member has different knowledge of the SCMS.

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**SCMS Helpdesk**

For your convenience, there are three ways to contact the SCMS Help Desk.

- Call the SCMS Helpdesk at (865) 576-7267
- Email the SCMS Helpdesk at [scmsoperations@oro.doe.gov](mailto:scmsoperations@oro.doe.gov)
- Leave a question or comment in the SCMS Help Desk System by clicking [Help Desk](#)

**To Learn More**

- Office of Science Management System (SCMS), <http://scms.sc.doe.gov/>
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