

2012

# 2nd Quarter FY2012 EMCBC Customer Service Bulletin



U.S. Department of Energy  
Environmental Management  
Consolidated Business Center  
4/30/2012

### *Office of the Director*

On February 12, 2012, the Environmental Management (EM) Headquarters reorganization became effective. With this change, the EMCBC assumed line management responsibility for the small sites (West Valley Demonstration Project (WVDP), Brookhaven National Laboratory (BNL), Separation Process Research Unit (SPRU), Moab, Energy Technology Engineering Center (ETEC), and Stanford Linear Accelerator Laboratory (SLAC). This change was made to improve mission execution and help better position the CBC to support EM's programmatic priorities.

During the second quarter of fiscal year 2012, EMCBC staff members provided onsite support to several Small and Large Sites. Members from the Office of Technical Support and Asset Management have supported the Integrated Safety Management System Phase 1 review, in Idaho; the Office of Civil Rights and Diversity have teamed with the Office of Special Concerns (OSC) Richland Operations Office to participate on an Assessment Team at the Carlsbad Field Office (CBFO) at the request of the site manager; and the Project Management Support Team led an EM field and HQ's team in publishing the EM Operations Activity Policy and Protocol.

The EMCBC instituted an Integrated Project Team to develop a web based Management System that will consolidate and organize the processes and procedures that govern our operations. We are optimistic that, when complete, this system will improve accessibility to the EMCBC's governance structure and enhance customer interaction. This quarter saw completed Draft Management System Descriptions for QA and Oversight, Safety and Health, as well as Environmental Compliance and Environmental Sustainability. This will be an ongoing process to complete this web based system for use by our internal and external customers.

Finally, the EMCBC website was redesigned to help users to view, access, locate, and search areas of information for a more comprehensive understanding of the EMCBC and the mission of this organization. The updated website will go live on May 1, 2012. Check it out, the website address is: [www.emcbc.doe.gov](http://www.emcbc.doe.gov)

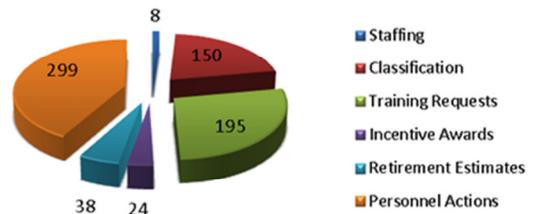
**Office of Civil Rights and Diversity**

- January 2012
  - OCRD Forum “Carlsbad Field Office”
  - Observed National MLK Day
- February 2012
  - EMCBC Regional Science Bowl
  - State of the Agency Briefing (MD-715)
  - Observed National Black History Month
  - OCRD Forum “Special Emphasis Program Managers”
- March 2012
  - OCRD Forum “EMCBC EEO Counselors”
  - Carlsbad Organizational Assessment
  - Observed National Women’s History Month



**Office of Human Resources Management (OHRM)**

- Reduced time to hire (T2H) by 58% to 79 days.
- Reduced time to offer (T2O) by 58% to 58 days.
- 100% of first progress reviews were completed.
- Published DOE EMCBC-002, Rev. 2 – Office Attire Policy.

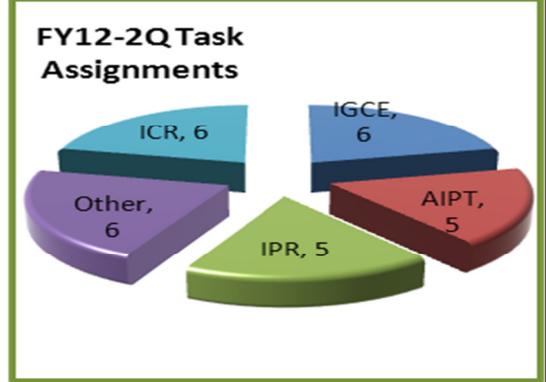


HR Actions Processed

**Office of Cost Estimating and Project Management Support (OCE&PM)**

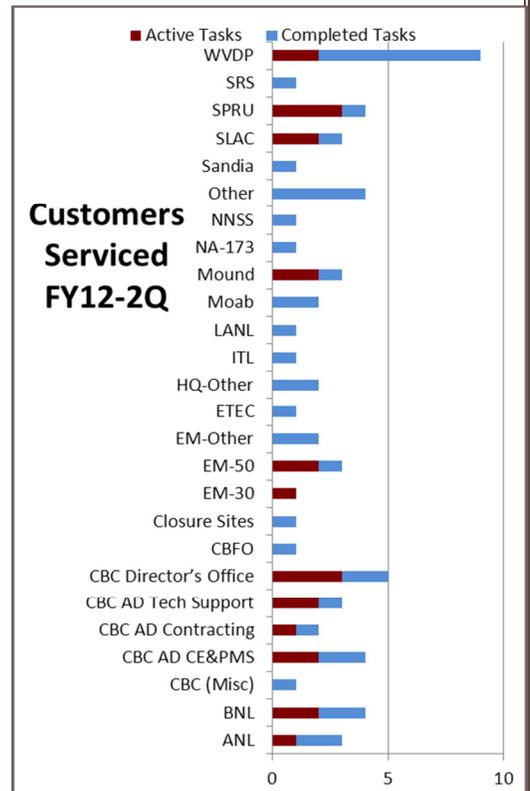
Cost Estimating Team – Primary Accomplishments:

- Assisted HQ with Major Capital Project peer Reviews for RL Plutonium Finishing Plant, and River Corridor Closure Projects, as well as, the OR Hotcell D&D Project.
- Established fully internet accessible Environmental Cost Analysis System (ECAS) with historical EM project costs.
- Activated the Applied Cost Engineering (ACE) team
- Provided support to (5) Acquisition IPT’s
- Completed (4) IGCE’s for Post-Award Actions
- Completed (2) IGCE’s for New Awards
- Completed (6) ICR’s



Project Management Support Team:

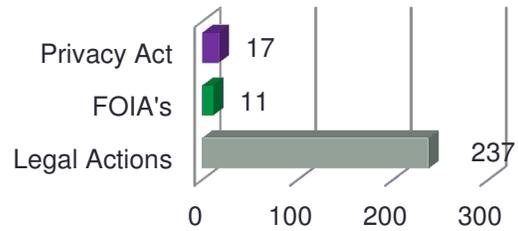
- Coordinate CBC Review of the WVDP Contractor’s Performance Measurement Baseline Submission
- Fill skill gaps at SPRU by providing a full time Federal Project Director/ COR and part time Project Control Specialist
- Coordinate EM Strategic Budget Planning Initiative effort for the Small Sites and NNSA Sites
- Support the preparation of the FY14-18 EM Budget Request for the CBC, Small Sites and NNSA Sites
- Mentor/Advise/Prepare CD-4 documentation, Lessons Learned Reports, and Project Closeout Reports for the 26 ARRA Projects at the Small Sites and NNSA
- Support the Field and HQs for the extension to the Project Management Partnership Interagency Agreement between the EMCBC and the U.S. Corps of Engineers
- Mentor/Advise/Prepare Mound post-closure documentation for EMCBC real property management and Office of Legacy Management institutional controls management site guidance
- Supported Moab Source Evaluation Board contract award transition activities
- Mentor/Advise/Prepare Brookhaven and SLAC Site Transition Plans and EM/SC Site Transfer Memoranda



**Office of Legal Services (OLS)**

- Received 17 new Privacy Act Requests this quarter
- Received 11 new Freedom of Information Act (FOIA) requests this quarter
- Performed 237 actions on requests for legal advice/services on such issues such as environmental concerns, contract issues, general law, ethics, and personnel law. 133 of these were reviews of annual ethics forms.

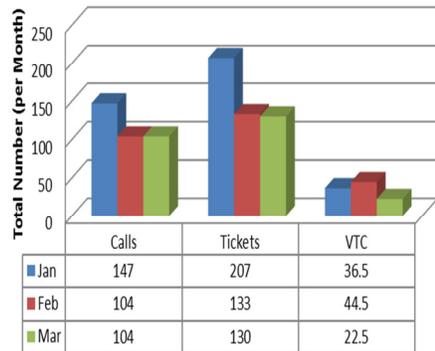
**Office of Legal Services Legal Actions Addressed**



**Office of Information Resources Management (OIRM)**

- Information Management continues to work on the Windows 7, HSPD-12 Logical access project for most of the quarter. Control of USB drives is also going to be introduced with the new desktop. The EMCBC Website is getting a new makeover and should be available by the end of April 2012. IRM has been preparing for its annual Cyber Security Review from EMHQ. Emails averaged 126,000 a month.

**EMCBC Helpdesk Metrics**



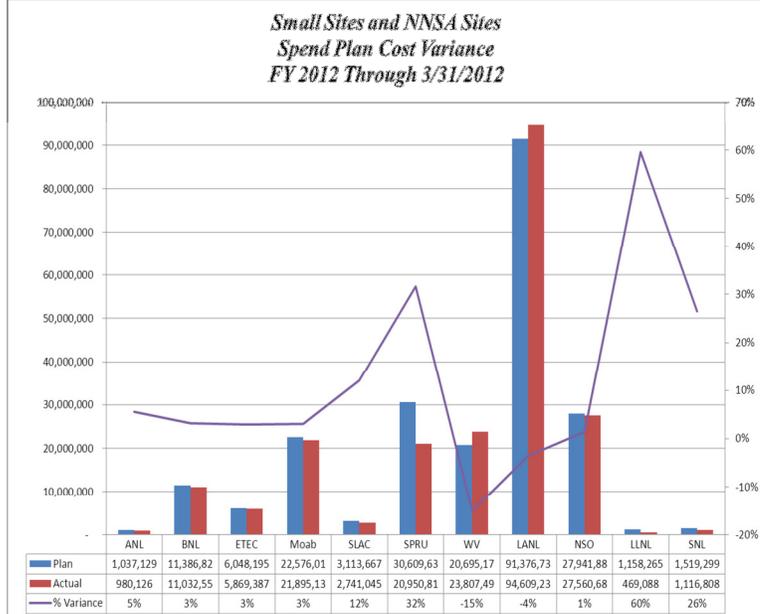
**Office of Technical Support and Asset Management (OTSAM)**

- Supported Idaho Integrated Waste Treatment Unit (IWTU) Operational Readiness Review, 3 Nevada Site Office Radiological Assistance Program Audits, 2 DOECAP audits, and an EM-43 QA audit of EMCBC.
- Records Management processed 194 Boxes of Records for Disposition/Retention
- Real Estate Team is evaluating alternative work space for the EMCBC.
- Supporting EM QA Corporate Board and the Federal Technical Capabilities Panel in the area of training.
- Completed development of Small Site Sustainability Assistance Plan
- Completed the second revision of a Nuclear Safety Culture Criteria and Review Document to be used by the small sites.
- Completed 2 PCS action requests to support long term site needs: One cadre to Portsmouth and one cadre to SPRU.
- Led ISMS Phase I review of the Advanced Mixed Waste Treatment Plant (AMWTP) to support DOE-ID.



**Office of Financial Management (OFM)**

- **FY 2012 Budget Execution:** The chart to the right is a picture of costs compared to the spend plan for the first half of the year. Overall, for the small sites and NNSA sites supported, we are executing within 3% of the spend plan for your base project funding – great job!
- **Non-Refundable Airfares:** In September 2011, DOE encouraged cost savings by using non-refundable airfares where practical. We are now required to justify when we do not use non-refundable airfares. The good news is that the EMCBC and small sites have purchased 41 non-refundable tickets since September 2011, saving nearly \$23 thousand!



**Office of Contracting (OOC)**

- During the 2nd quarter, OOC awarded two small business contracts for WIPP TRU Waste Transportation services.
- 15 new contract awards, 150 modifications to existing contracts, and 41 financial assistance actions were completed by OOC pre-award and contract management branches.
- OOC evaluated and finalized Contractor Performance and Assessment Reports (CPARS) for 11 contracts.
- In the area of contractor human resources management, OOC:
  - Reviewed 12 statements of work for labor standards determinations involving work at Portsmouth, Paducah and West Valley
  - Reviewed and coordinated review with DOE-HQs of two separate workforce restructuring plans from contractors at Portsmouth
  - Coordinated review and approval of economic parameters for two CBA negotiations at Portsmouth
- In the area of cost/price analysis, OOC:
  - Issued 11 post-award reports supporting SPRU, West Valley, Office of River Protection and Paducah
  - Supported WIPP Transportation contract awards
  - Issued 3 reports for financial assistance action

