

**Service Level Agreement**

**Between**

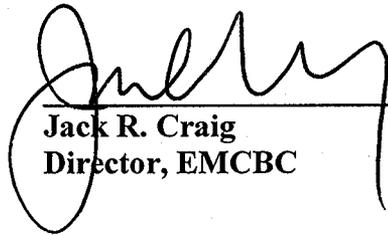
**The Environmental Management Consolidated Business Center (EMCBC)**

**And**

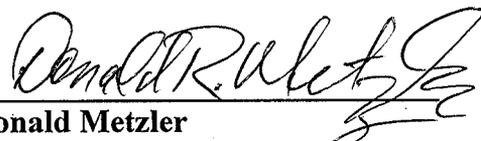
**Western Sites Project Office, Environmental Management Grand Junction Office  
(EM GJO) Moab Project**

**The attached document provides the roles and responsibilities, authorities, and working relationships between the EMCBC and the GJO. This Service Level Agreement shall remain in effect until such time as it is amended by the EMCBC Director and the Western Sites Project Director or the Director of the Moab Federal Project.**

**Approved:**

  
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**Jack R. Craig**  
**Director, EMCBC**

10/31/05  
**Date**

  
\_\_\_\_\_  
**Donald Metzler**  
**Director, Moab Federal Project,**  
**Grand Junction Project Office**

October 31, 2005  
**Date**

**Service Level Agreement Between  
Environmental Management Consolidated Business Center  
And  
Environmental Management Grand Junction Office (EM GJO) Moab Project**

**Introduction**

The Assistant Secretary for Environmental Management, Department of Energy (DOE/EM), is responsible for the safe, efficient and effective clean-up, stabilization and remediation of nuclear and hazardous waste materials and contamination resulting from prior activities of DOE and its predecessors. Activities related to this mission are conducted at many locations around the nation and are typically staffed with federal and contractor personnel that possess technical, business, logistic, and administrative expertise.

The EM GJO is responsible for the management of the Moab, Utah, Uranium Mill Tailings Remedial Action (UMTRA) Project. As one of several business support improvement initiatives, EM will be providing support to EM GJO in several functional areas from the Consolidated Business Center (CBC) located in Cincinnati, Ohio. The EMCBC's mission is to provide centralized business support services to selected EM sites such as EM GJO allowing EM GJO resources to focus on effectively executing its Moab UMTRA mission.

Through this support, EM will (i) provide the continuous, stable business support services to the EM GJO as defined in this agreement, (ii) achieve economies of scale through standardization and streamlined operations and (iii) permit EM to better utilize its resources for front-line cleanup activities.

**EMCBC Operational Strategy**

The EMCBC will provide defined business support services to EM GJO to facilitate their achievement of major project schedule EM milestones. Under this model, EM GJO will continue to have mission responsibility for its mission, with the EMCBC holding specific business authorities in support of EM GJO and providing support in other business services. EM GJO can focus their resources on project and technical management, and oversight of EM GJO contractors. Attributes of the EMCBC operational strategy include the following:

- Stable business support for a variety of customers with differing project mission requirements and differing business support requirements
- Ability to support multiple customers in different time zones
- Combined use of federal employees and support service contractors (as required) to support customers

- Optimization of FTEs between the EMCBC and its customers
- EM GJO site personnel performing functions as defined in this agreement with respect to business services, with support from functional business specialists and necessary support staff for peak workloads and specific tasks residing at EMCBC
- A EMCBC travel budget to support planned and unscheduled customer site visit requirements

The EMCBC will establish itself as an effective liaison between DOE headquarters and EM GJO where requested, supporting the needs of both, but always representing the EM GJO's interests and serving as the EM GJO advocate. Whenever requested, the EMCBC will accomplish headquarters' taskings on behalf of EM GJO, especially when it comes to routine documentation or reporting requirements in business areas as agreed between EM GJO and the EMCBC. To improve customer support and realize operational cost objectives, the EMCBC will develop standardized functional processes, procedures and policies with the concurrence of EM GJO whenever it makes sense.

### **Service Approach**

The EMCBC business support service functions below represents a consolidation of business support responsibility the EMCBC is assuming from the Western Sites Project Office resulting in a cooperative business support responsibility between the EMCBC and EM GJO as defined in this agreement. In general, EMCBC business support functions include:

- Contracting/Procurement
- Financial Management
- Information Resource Management (often referred to as "IT")
- Legal Services
- Logistics Management
- EEO/Diversity/EAP
- Technical Services (the "Closure Cadre" primarily)
- Records Management
- Office of Legacy Management (LM) transition

### **Business Services Consolidation (BSC) Process**

Overall BSC responsibility will reside with the EMCBC Director. The Director will delegate responsibility for the BSC process to the EMCBC Assistant Directors. As the number of sites that are simultaneously undergoing transition grows, the Assistant Directors will become EMCBC site BSC liaisons to provide a single focal point at the EMCBC dedicated to transition activities for a single function.

## Human Resources

EMCBC will not provide HR support to the Western Sites Project Office, Grand Junction Office.

## Contracting/Procurement

The EMCBC has established an Office of Contracting, which will provide contracting/procurement support to the EM GJO.

The EMCBC Director will assume Head of Contracting Activity (HCA) authority for the EM GJO (this authority is currently held at LM/HQ for the Moab Project). The HCA will be the ultimate contracting authority for EM GJO and will be responsible to EM and the Moab Federal Project Director for the necessary support of the Moab contracting activities. The Moab Federal Project Director and Western Sites Project Office (WSPO) Director will be consulted and make recommendations on major contract actions that require HCA involvement. EM GJO will provide direction to the contracts/procurement staff at EMCBC that have been assigned to support the Moab Project.

Although not all inclusive, some of the responsibilities to be performed by the HCA and the EMCBC staff for EM GJO may be in the following areas:

- Acquisition Assistance
- Grants and Cooperative Agreements Assistance
- Sales, Leases, Interagency, and other Agreements Assistance
- Real and Personal Property Assistance
- Contractor Human Relations Assistance
- Contracting Officers Warrants Issuance

Specific areas of support to be provided by EMCBC to EM GJO include, but are not limited to the following:

- Assistance in contract, grant, and cooperative agreement award, administration, modification, termination, and closeout;
- Assistance in entering into agreements committing the Department to the sale of products and other services, including funds-in interagency agreements and other agreements providing reimbursable work for others;
- Assistance in areas of contractor human relations, including review of pension plan changes, support in the area of Work Force Transition;
- Convening Labor Standards Boards and making Labor Standards Determinations;

- Supporting and approving warrant levels for COs supporting the EM GJO for acquisition, assistance, and sales transactions; developing and maintaining plans, policies, and procedures applicable to the procurement and acquisition support process;
- Managing and maintaining the Procurement Acquisition Data System (PADS) database and input into the performance management system supporting the President's Management Agenda;
- Administering the Minority and Small Disadvantaged Business Programs;
- Documenting Contracting Officer Warrants and Contracting Officers' Representative appointments;
- Managing the Acquisition Career Development Program in accordance with DOE Order 361.1A; and
- Performing actuarial assessment of contractor pension, medical and other post-retirement benefit programs, contractor employee welfare programs, and contractor training and providing the Director of the Moab Federal Project with information and recommendations for him/her to consider in making decisions regarding contracts supporting accomplishment of the EM GJO mission.

The mission of the EMCBC Office of Contracting is to acquire, manage, and direct the procurement of supplies and services required to support the EMCBC customers and EMCBC staff. The Assistant Director, Contracting will act as a business advisor to the EMCBC Director and the EM GJO and ensure a high level of needed support is provided to EM GJO by the EMCBC contracting staff. Contracting areas where requested support will be provided to EM GJO include: *Acquisition Strategies, Contract Awards, Contracting Policies and Procedures Administration, Contract Award and Administration, Contract Closeout, and Contractor Human Resources Management.*

The EMCBC will assume HCA for the Grand Junction Office from EM/HQ effective the signature date of this Service Level Agreement.

### **Financial Management**

EMCBC Financial Management Services is a multiple-function, multiple-site process. A focus of the EMCBC effort is to reduce the cost of financial management and better support EM's objectives by streamlining processes and/or consolidating these activities. The mission of financial management within the EMCBC is to serve as the focal point for its DOE/EM customers on financial matters by providing direction, planning, and oversight for financial policy and procedures, financial reporting, the management control program, accounting systems, and audit liaison and follow-up.

The EMCBC will assume the financial allottee function for EM GJO currently being performed for EM GJO by DOE-LM Morgantown. EM GJO will retain day-to-day

management direction of the existing financial management staffing allocation consisting of a Program Analyst (GS-13-343). This person will report to the EM GJO and will assist the Moab Federal Project Director in planning, budget formulation, budget execution, and fund certification in accordance with CBC policies and procedures and within delegated authorities. EM GJO will continue to interface directly with DOE CFO and EM budget and baseline personnel, the EM Configuration Control Board, make budget submittals, allocate funds to EM GJO contractors and grant/agreement recipients, perform primary liaison with the Government Accountability Office and the DOE Office of the Inspector General, and do IPABS reporting.

The EMCBC Financial Management Services Group will provide support to the EM GJO primarily in the following areas: *Planning and Budget Team*, *Financial/Accounting Services Team* and *Internal Review Team*.

The EMCBC Planning and Budget Team will provide administrative control of funds; develop and maintain budget planning activities and budget controls; and interface with the DOE Chief Financial Officer (CFO), as well as support the DOE CFO interface with Office of Management and Budget (OMB) and congressional committees on appropriations and other budget-related matters. The P&B Team will also periodically report the status of financial resources and results of operations, and will develop reports to support internal and external requirements regarding the financial activity and the integrity of fiscal operations.

The EMCBC Financial/Accounting Services Team will function under the auspices of the Energy Finance and Accounting Service Center (EFASC) pursuant to the outcome of the Financial Services Competitive Sourcing Study performance decision announced in January 2004. Pursuant to HQ direction, these employees will be EMCBC employees under the general supervision of the Director, Financial Management Services, but will also take technical guidance from the Director, EFASC. This Team will support reporting of financial data accurately and on time in accordance with applicable accounting principles and standards, and that financial reports are accurate, timely, and reliable.

Specifically, the team will establish and provide advice on financial policies and general procedural requirements for Federal accounting and reporting. Additionally, the team will provide guidance on accounting and consolidated financial reporting, including environmental liability reporting, with emphasis on contributing to the issuance of financial statements that receive an unqualified audit opinion.

The EMCBC Internal Review Team will promote the effective, efficient, and economical operation of EM GJO financial programs and operations through analysis and contractor reviews as requested and audit liaison activities as needed. It will also provide assistance and meaningful financial analysis information to EM GJO as requested. The team will provide oversight through objective financial analysis and management reviews, developing and tracking financial performance measures, and administering the Management Control Program. The team will provide assistance with the annual Federal

Managers' Financial Integrity Act (FMFIA) review, and support the "Whistleblower" Program.

The Allottee Authority for the EM GJO currently resides with DOE-EM Headquarters. The EMCBC will assume Allottee Holder responsibilities and authorities for the EM GJO effective the signature date of this Service Level Agreement.

### **Information Resource Management**

The EMCBC Office of IRM is responsible for policy, procedures, orders and implementation guidance for activities related to information systems and for assisting the EM GJO in IRM related activities including: telecommunications, radio, telephone, and video conferencing services, unclassified computer security, budget analysis, cyber security, hardware and software maintenance and support, telecommunications support, help desk, training, and systems and work flow support.

The EMCBC Information and Resource Management organization will support the aspects of DOE Information Management as needed. The EMCBC Assistant Director for Information and Resource Management will serve as the point of contact for these activities.

### **Logistics Management**

The EMCBC Logistics activity consists of all areas related to the management of property (both real and personal) including receipt, inspection, storage, maintenance/repair, inventory management, disposal, transportation, and/or fleet management. The procurement of personal property is specifically excluded from the EMCBC logistics definition since it is accomplished by the contracting function within DOE. The EMCBC will provide services and support as needed to the EM GJO in the areas of personal property, real property, government vehicle fleet management, gas cards, emergency management, and records management. The EMCBC logistics management teams include the following: ***Personal Property Management, Real Property Management, and Transportation Management.***

The Director, Logistics Management is responsible for assisting as requested in the conduct of required and for-cause physical inventories of personal and real property under the management and control of the EM GJO.

The EMCBC will provide requested support services to EM GJO related to the movement of personnel and material, the management of the DOE-owned/leased vehicle fleet used to accomplish this (including those DOE-owned/leased vehicles in the physical possession of contractors), emergency management and records management. EM GJO will continue to retain responsibility and perform all activities related to the transportation and transportation packages related to hazardous and radioactive waste associated with the EM GJO mission.

### **Legal Services**

The EMCBC Legal Services' mission includes providing legal services, representation, and support to the customer sites as necessary. The EMCBC Legal Services office will provide support as requested in specialty areas outside the expertise of the Headquarters' General Counsel and in overload situations, as well in providing legal advice as requested by EM GJO.

### **EEO/Diversity/EAP**

The EMCBC EEO/Diversity organization reports directly to the EMCBC Director. This organization will develop EEO/Diversity policy guidance for EM GJO. This office will provide advice to EM GJO in the EEO/Diversity area and serve as the ombudsman for the EM GJO in EEO/Diversity matters. This office will also serve as the EM GJO point of contact for processing EEO complaints, provide assistance for the Employee Concerns Program, and provide EEO/Diversity counseling as needed.

The EEO/Diversity responsibilities as defined above will transfer to the EMCBC effective the signature date of this Service Level Agreement.

### **Technical Services**

The Assistant Director for Technical Services will serve primarily as the supervisor to the EM Cadre staff and report to the EMCBC Director. The EM Cadre staff (25 total individuals) is currently assigned to designated projects throughout EM and is using specific closure knowledge and experience to support the completion of EM mission requirements. Once their work is completed at the currently designated projects they will be redeployed to other EM critical needs. The EMCBC will serve as the home office to these technical resources and will work with EM management at HQ and in the field to assure that they are working in areas that most benefit the EM complex. These staff members may be reassigned to projects for long periods of time or may be deployed for short durations depending on the needs of the project that requires the technical support.

The EMCBC will make these resources available to support EM GJO when they become available and as requested where their expertise can be used in completing EM GJO's mission. The EMCBC Assistant Director Technical Services will serve as the point of contact for EM GJO for potential use of the EM Cadre resources.