

**Service Level Agreement**

**Between**

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

**And**

**Office of Program & Site Support, Office of Small Site Completion (Small Sites)**

**The attached document provides the roles and responsibilities, authorities, and working relationships between the EMCBC and the Small Sites. This Service Level Agreement shall remain in effect until such time as it is amended by the EMCBC Director and the Director of the Office of Small Site Completion.**

**Approved:**



**Terry J. Brennan,  
Acting Director, EMCBC**

**September 30, 2010**

**Date**



**Richard J. Schassburger,  
Acting Director,  
Office of Small Site Completion**

**10/8/2010**  
**Date**

**The Service Level Agreement  
Between  
Environmental Management Consolidated Business Center  
And  
Office of Program & Site Support, Office of Small Site Completion (Small Sites)**

**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 Cold War production activities. 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.

DOE-EM's Office of Small Site Completion (EM-52) was formed to centrally manage the Small Sites identified in the matrix at the end of this service level agreement. As one of several business support improvement initiatives, EM has consolidated business and support functions for Small Sites into a Consolidated Business Center (CBC). The EMCBC's mission is to provide centralized business support services while freeing Project resources to focus on accelerating the closure mission and other EM projects.

Through this consolidation, EM will; 1) provide continuous, stable business support services to the EM Small Sites' Projects, 2) achieve economies of scale through standardization and streamlined operations and, 3) permit EM to better utilize its scarce resources for front-line cleanup activities.

**EMCBC Operational Strategy**

The EM Small Sites face a significant challenge in providing stable and responsive business support services to its Projects in a challenging acquisition environment. These business support services must be available to achieve major project schedule milestones through closure or project completion. The Small Sites face challenges resulting from limited numbers of full-time equivalent (FTE) employees assigned. The EMCBC strategy is to support Small Sites by consolidating all business support into one location and assuring continuity of essential services needed by the Small Sites and Federal Project Directors to execute their missions and to execute post-closure transition requirements.

The EMCBC will provide business support services to the Small Sites using a strategic model similar to that used by other DOE field offices. Under this model, EM-52 will continue to have mission responsibility for the project sites, but with the EMCBC holding the business authorities and providing business services, thereby facilitating Small Sites to focus their limited resources on technical management and oversight mission support requirements.

Attributes of this operational model include the following:

- Stable business support for a variety of customers with differing project mission requirements and differing business support priorities.
- Combined use of federal employees and support service contractors (as required) to support customers.
- Optimization of FTEs between the EMCBC, EM-52, and Small Sites.
- Ability to expand EMCBC support to accommodate additional business or technical services provided to its client sites.
- A travel budget to support planned and unscheduled client site visit requirements.

The EMCBC is a support organization that provides business services to both EM-52 and the Small Sites. As such, EMCBC will work with EM-52 and the Small Sites to ensure effective communications between DOE Headquarters Offices, the Small Sites, and EMCBC. The EMCBC will maintain continuous communication with EM-52 and the Small Sites in the performance of this liaison function, supporting the needs of DOE Headquarters Offices and the Small Sites, but always representing the Small Site clients' interests and serving as their advocate. In its support role, EMCBC will accomplish headquarters' taskings on behalf of Small Site clients, especially when it comes to routine documentation or reporting requirements. Addressing these routine taskings will assist the Small Sites by reducing potentially significant and time-consuming workload requirements and allow the Small Sites to focus on mission completion activities. To improve customer support and realize operational cost objectives, the EMCBC will support the Small Sites in the development and standardization of functional processes, procedures and policies whenever it makes sense.

### **Consolidation Approach**

The creation of the EMCBC has consolidated the EM business support responsibility from the Small Sites to the EMCBC. The EMCBC will provide business support services in the areas of Human Resources Management, Contracting/Procurement, Financial Management, Cost Estimating & Analysis, Information Resource Management (often referred to as "IT"), Legal Services, Logistics Management, Records Management, Office of Legacy Management (LM) transition, Public Affairs and Intergovernmental Support, EEO/Diversity and Employee Concerns Program and Technical Services.

### **Human Resources Management (HR)**

The EMCBC Office of Human Resource (OHR) will provide HR services consisting of Human Resources Management functions, including position classification, recruitment and placement, compensation, employee relations, benefits, training and development, personnel action processing, and electronic Official Personnel Folder management. Line management for the respective Small Site holds primary authority and makes determinations with regard to employee selection and placement, staffing level requirements, development and application of performance standards; administration of employee awards within the appropriate award pool, training requirements and requests/recommendations for personnel actions. The EMCBC Director maintains position classification and appointing authority, which has been redelegated to the EMCBC Assistant Director, Office of Human Resources.

All requests for approval under EM-HQ hiring controls will be coordinated and processed through the EMCBC OHR prior to submission to HQ-EM. Line management has authority to fill all positions approved in writing by the EM-HQ Human Capital and Budget organizations, and the EMCBC will support the recruitment and placement of employees in those positions. All Small Site HR actions will be processed by the EMCBC OHR consistent with applicable Federal, DOE and EMCBC regulations, policies and procedures and within timeframes specified in the EMCBC OHR Customer Service Standards.

### **Contracting/Procurement**

The EMCBC, Office of Contracting, will provide contracting/procurement support services for its clients through contracting personnel located at the EMCBC with the exception of West Valley Demonstration Project where EMCBC will continue to maintain an EMCBC Contracting Officer on site. The EMCBC Office of Contracting will consolidate and streamline common contracting support activities of its clients to maximize utilization of resources whenever possible.

The mission of the Office of Contracting is to acquire, manage, and direct the procurement of supplies and services required to support the EMCBC client sites. The Assistant Director, Office of Contracting will act as a business advisor to the EMCBC Director and Small Sites to ensure a high level of support is provided to its clients by the EMCBC contracting staff. The Assistant Director will accomplish the mission with a dedicated and professional staff of contracting specialists.

Contracting functions to be provided by the EMCBC will include the following:

- Acquisition
  - Approve, enter into (award/execute), administer, modify, close out, terminate and take such other actions as may be necessary and appropriate with respect to any contractual arrangement (including interagency and other funds-out agreements), committing the DOE to the obligation and expenditure of public funds.
  - Facilitate concurrence of the Director, EMCBC with EM-52 on Fee Determination or Disbursements (Award and Incentive).
  - Ensure compliance with all applicable laws, statutes, regulations, and directives.
- Assistance
  - Approve, enter into (award), administer, modify, close out, terminate, and take such other actions as may be necessary and appropriate regarding financial assistance and financial incentive instruments, including but not limited to grants, cooperative agreements, loan guarantees, price support and guaranteed market agreements, committing the DOE to the obligation and expenditure of public funds.
- Contract Cost and Pricing
  - Provide contract cost and pricing analysis in support of Small Site pre-award and post-award acquisition and assistance actions.
- Contractor Human Relations (CHR)

- Approve pension plan changes for client contractors and negotiate/resolve any pension issues that arise
- Approve and/or secure HQ approval for Workforce Transition actions
- Approve Contractor Human Relations Policies
- Convene Labor Standards Boards and make Labor Standards Determinations for client sites
- Perform other CHR duties as required
- Contracting Officers
  - Provide warranted Contracting Officers for acquisition and assistance actions.
- Contracting Officers Representatives (CORs)
  - Approve CORs as requested by Federal Project Directors

The Policies and Administrative Support Team will:

- perform all those activities related to developing and maintaining plans, policies, and procedures applicable to the procurement and acquisition management process;
- provide operating procedures and guidelines related to the procurement and administrative management of the client sites and the EMCBC to ensure EMCBC procurement actions comply with Federal, DOE Headquarters Office of Management (MA) and DOE Headquarters EM regulatory and policy requirements;
- support the use of the Contractor Performance Assessment Reporting System (CPARS);
- administer the Minority and Small Disadvantaged Business Programs, document Contracting Officer Warrants and Contracting Officers' Representative appointments; and
- manage the Acquisition Career Development Program in accordance with DOE Order 361.1

The Contract Award and Administration Branches will:

- direct, plan, and execute Small Site procurement support activities to include award, administration, incentive and award fee determination and closeout

The Contractor Human Resources Management (CHRM) Team will:

- manage the entire realm of contractor human resources issues with the Small Site Prime contractors. These issues include actuarial assessment of contractor pension, medical and other post-retirement benefit programs, contractor employee welfare programs, contractor training, contractor workforce transition programs and contractor labor issues in accordance with DOE Order 351.1;
- maintain an active partnering relationship with the Contract Award and Administration Branches throughout the entire contracting process from solicitation to negotiation to award, administration and closeout.

The Contract Cost and Pricing Team will:

- provide a full range of comprehensive contract cost and price analysis support as needed to allow the award and administration of acquisition and assistance actions required by the Small Sites.

The EMCBC will operate under delegated authority from the EM Head of Contracting Activity (HCA) for the Small Sites for EM Projects and will serve as the assigned procurement organization for Small Site's acquisition needs, pursuant to EM HCA delegation dated April 16, 2010.

### **Financial Management**

The Office of Financial Management focuses on reducing the cost of financial management and providing outstanding support to the Small Sites by streamlining inefficient processes and/or consolidating these activities. The Office of Financial Management will use a combination of EMCBC-based and Client-site based personnel to provide support to the client sites and the EMCBC. The following Divisions will employ primarily EMCBC-based personnel:

- Budget Division
- Finance and Review Division
- Project Management, Planning, and Controls Division

The mission of financial management within the EMCBC is to serve as the focal point for its DOE/EM Small Site clients on financial matters; providing support in the planning, and oversight for financial and project management policy and procedures, financial reporting, the management control program, accounting systems, and audit liaison and follow-up.

The Budget Division will:

- support the execution, analysis, and preparation of all customers' budget submission materials;
- provide administrative control of funds;
- support the development and management of budget planning activities and budget controls;
- 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;
- periodically report the status of financial resources and results of operations,
- develop reports to support internal and external requirements regarding the financial activity and the integrity of fiscal operations
- support budget development, and presentation strategy and materials in cooperation with other programs and field offices for submitting DOE/EM's annual budget submission to Congress.

The Finance and Review Division will:

- ensure that financial data is recorded accurately and on time in accordance with applicable accounting principles and standards, and that financial reports are accurate, timely, and reliable;
- will promote the effective, efficient, and economical operation of its customers' programs and operations through contractor reviews, audit liaison activities, and management control assessments.

Specifically the Division will establish and provide advice on financial policies and general procedural requirements for Federal accounting and reporting. The Division will provide support in 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, as well as provide accounting services for supported sites, including payroll services, travel reimbursement, and contractor oversight. The Division will process Permanent Change of Station obligations as needed. Further, the Division will provide key support in analyzing accounting and financial issues, and recommending and/or implementing appropriate resolutions.

The Division is also responsible to provide support to the Small Sites for liaison activities with both internal and external audit/review organizations such as the General Accounting Office (GAO), the Defense Contract Audit Agency (DCAA), and DOE Inspector General. The Division will provide assistance and meaningful financial analysis information to senior managers, program, and site entities. The Division will provide oversight through objective financial analysis and management reviews, developing and tracking financial performance measures, and administering the Management Control Program. Through contractor reviews, the Division will ensure appropriate performance measures/metrics are incorporated into contracts. The Division will coordinate the annual Federal Managers' Financial Integrity Act (FMFIA) review, and support the "Whistleblower" Program.

The Project Management, Planning, and Controls Division will provide support to the Small Sites:

- through the consistent interpretation and implementation of DOE project management/execution policies, Orders (e.g., DOE Order 413.3A) and guidance across the DOE Complex.
- provide staff of individuals with subject matter expertise in the areas of project management, scheduling, engineering, business administration, accounting and marketing.
- provide support in site transition planning and budget formulation.

The EMCBC maintains Allottee Holder responsibilities and authorities for the Small Sites.

### **Cost Estimating & Analysis**

The mission of the EMCBC Office of Cost Estimating and Analysis (OCE&A) is to provide support in establishing standards, policy, and procedures to ensure that EM cost and schedule estimates are accurate, traceable, and reliable; development of Independent Government Cost Estimates and provide Independent Cost Estimating (ICE), and Independent Cost Analysis (ICA) capability to support EM acquisition and project management program requirements; provide independent cost estimating and analysis support to EM management, the EM Acquisition Advisory Board (EMAAB), and EM budget formulation processes; and lead the development and management of cost and schedule databases, methodologies, and tools needed by EM to improve and standardize its cost estimating and analysis capabilities.

The core cost estimating and analysis functions the EMCBC OCE&A will provide to EM Small Sites include:

- Acquisition Support
  - Performing life-cycle cost analyses
  - Preparing Independent Government Cost Estimates (IGCE)
  - Perform reasonableness or technical review of costs for contractor-submitted proposals
  - Provide cost engineering support to Acquisition-related Source Evaluation Boards or Contracting Officers
  - Support Contract Close-out activities by capturing actual project costs and integrating actual project cost data to the EM Environmental Cost Analysis System (ECAS)
  
- Project Planning & Execution Support
  - Support Federal Project Directors (FPD) and serve on Integrated Project Teams (IPT)
  - Provide support and oversight for contractor-developed cost estimates
  - Prepare Independent Cost Estimates (ICE)
  - Perform Independent Cost Reviews (ICR)
  - Support risk management planning activities
  - Support the establishment project-specific CE&A requirements (tailoring)
  - Support performance evaluation activities ~ trend & cost variance analysis

OCE&A will provide assistance and support to the Director, EM-52 and Small Sites.

### **Information Resource Management (IRM)**

The February 21, 2003 policy memorandum, “Fiscal Year 2003 Headquarters’ Information Technology Procurement,” provides the guidance that the DOE Chief Information Officer (CIO) will consolidate common information technology (IT) services and establish a common operating environment across DOE, to “improve information resources management, simplify processes, unify information flow across the Department’s business lines, improve the Department’s cyber security posture and ensure that IT is prudently introduced and managed to increase efficiency.” The IRM organizational structure and staffing strategy is written to take maximum advantage of the DOE Extended Common Integrated Technology Environment (eXCITE) capabilities. The IRM plan assumes that eXCITE is available “from the start” for CBC implementation. IRM is not a CBC “business function” as much as it is the enabler for consolidating the business support functions and the means of integrating the appropriate DOE/EM activities via information sharing and systems interoperability.

The Office of IRM is responsible for:

- supporting the development of policy, procedures, orders and implementation guidance for activities related to information systems;
- providing IT support for the EMCBC; and for assisting the Small Sites in oversight of the IT-related activities;
- providing support for telecommunications, radio, telephone, and video conferencing services, and for unclassified computer security for Small Sites. This also includes planning, directing, coordinating and controlling the overall EMCBC information resources strategic planning processes, including the analysis of EMCBC internal

information resources activities related to capital and operating budgets for supported sites

- provide cyber security, hardware and software maintenance and support, telecommunications support, help desk, training, field site support, application development/maintenance support, and systems and work flow support; and will coordinate all aspects of DOE Information Management with the Small Sites Information Management staff.

The Assistant Director for Information and Resource Management will serve as the point of contact for these activities.

### **Logistics Management**

The Personal Property Team will:

- support and assist in the conduct of required and for-cause physical inventories of personal property, and for accountability of assets under the management and control of the Project/Site office in accordance with the Federal Property Management Regulations;
- manage Federal property assigned to the Small Sites which may involve activities as: acquisition planning; identification and markings; property administration; automated inventory records system; physical inventories; reporting requirements; and, disposition and reutilization; perform contract administration services for personal property in the possession of contractors which includes activities such as: acquisition planning; post-award conferences; contract property transition; initial and periodic property management system reviews; property administration and oversight; reporting requirements; property reutilization; contract closeouts and terminations; and, site closure; and will provide vehicle fleet management support of fleet operations and maintenances; initial authorizations and fleet capacity changes; vehicle disposition/replacement; and, reporting requirements.

The Real Property Team will:

- perform real estate acquisitions and other life cycle management activities of real property by a certified realty specialist. Real property management activities include acquisition, management, utilization, accounting, reporting and disposal of real property. Real estate actions must be reviewed and approved by a DOE Certified Realty Specialist (CRS) before executing the action. The Real Estate team will provide CRS support for all real estate management functions identified above on an as required or requested basis.

The Environmental Safety Health & Quality Team provides:

- comprehensive and high quality services and support to the EMCBC, small and closure sites, and the DOE Complex;
- provides services and support in Regulatory Compliance, Safety Management Systems, Quality Systems, Environmental Management Systems, Contractor Assurance, Technical Support and DOE Oversight Assistance.

The Performance Assurance Team provides:

- comprehensive and high quality service and support to the EMCBC, small and closure sites, and the DOE Complex;
- services and support in the areas of Personnel and Physical Security, Emergency Management, Waste Management, Transportation Management and Records Management. Service and Support will be provided in concert with Contractor Assurance and DOE Oversight requirements.

The Classification Office Team provides:

- DOE support, document reviews, and contractor oversight activities related to classification and declassification related tasks;
- expertise in the review of information owned by the EMCBC and Legacy Management (under a MOU) for classified and sensitive information;
- technical consulting resource to the DOE complex in the field of nuclear weapons design, fabrication and attendant disciplines; and
- assist HQ and other sites with investigations and reviews, sensitive document and record review/handling, classified scanning operations, and records disposition.

### **Legal Services**

The Chief Counsel, Office of Legal Services (OLS), will function as a member of the EMCBC senior management staff under the general management of the EMCBC Director. The Chief Counsel will also function as the manager/supervisor of the legal staff. All legal services are rendered under the professional oversight of the Department's General Counsel.

The OLS will:

- provide legal advice and guidance to the EMCBC Director,,and the staff **of the Office of Small Site Completion** .
- provide attorney and paralegal services as needed to resolve legal issues arising at the Small Sites. These legal matters may include administrative, contract, environmental, personnel and general law issues; ethics; Equal Employment Opportunity (EEO); issues related to divestiture activities in anticipation of, and preparation for, site closure; and, litigation, judicial or administrative, arising from facility operational and programmatic activities.
- function as legal counsel to the Small Sites, providing advice, representation and support as required to address legal matters as they arise from Small Site operations.
- provide support for the Small Sites in the execution of their responsibilities in the areas of the Freedom of Information Act (FOIA); Privacy Act requests; Energy Employee Occupational Illness Compensation Program (EEOICPA); and, request for documents under discovery in litigation claims, FOIA, Privacy Act, EEOICPA or in other procedural matters. At some Small Site locations, the EEOICPA responsibilities may be handled by DOE Headquarters or the organization for the Principal Secretarial Officer for the Site.

## **EEO/Diversity**

The Assistant Director, EMCBC Office of Civil Rights and Diversity (OCRD) will:

- plan, manage, and execute all aspects of Equal Employment Opportunity (EEO)/Diversity Programs for the EM Small Sites;
- hold primary jurisdiction for processing EEO complaints of discrimination in accordance with 29 CFR Part 1614; and
- provide full-service support to include EEO/Diversity Programs, Affirmative Action Programs, oversight of EEO operations by DOE contractors, and the Employee Concerns Program (ECP) serving as the DOE-HQ liaison for ECP documentation, actions and/or reports.

The EM Small Sites and the EMCBC OCRD will collaborate to develop and implement effective strategies for complaint resolution, mitigation and effective EEO/diversity actions and/or issues. The OCRD will manage and administer the EM Small Sites EEO/Diversity program from the EMCBC Office located in Cincinnati, OH, and scheduled on-site programmatic compliance reviews will be conducted.

Responsibilities and services to be performed include, but are not limited to:

- EEO Compliant of Discrimination
  - EEO complaint activities/actions are processed and tracked in compliance with regulations, laws and procedures.
- Affirmative Action Programs
  - Prevent discrimination and eliminate barriers that impede free and open competition; monitor progress, identify areas where barriers may exist to exclude certain groups and develop strategic plans to eliminate those identified barriers.
  - Provide Special Emphasis Program (SEP) support; assist and advise management on matters relating to employment opportunities for minorities, women, persons with disabilities, and disabled veterans; promotes EEO and diversity principles by developing special activities and/or observances.
  - Provide Mandatory EEO training (sexual harassment, EEO updates, etc.) for EMCBC and Customer Sites' managers and employees in accordance with DOE Order 311.1B.
- Secretarial Initiatives
  - Implement and coordinate the participation and/or involvement in Secretarial Diversity Initiatives as defined by DOE-HQ, e.g., Secretary of Energy Diversity Awards, Report to the Secretary on Diversity Accomplishments, EEO and diversity policy guidance, etc.
- Educational/Community Outreach Programs
  - Increase the level of participation and involvement in education/community outreach activities, and partner with Customer Sites on national outreach programs/projects emanating from DOE-HQ (e.g., Secretary's Community Service Award).
- Employee Concerns Program
  - Identify, investigate and respond to employee concerns in timely manner to improve safety, the work environment and productivity. Allow a free and open

expression that results in an independent and objective avenue for addressing employees' concerns or allegations regarding the environment, safety, health and management issues.

- Diversity Contractor Oversight
  - Assess the Customer Sites contractors' EEO and diversity programs to ensure compliance with DOE contract requirements, procedures, and Appropriate Federal regulations, Contractor Acquisition Guidance Letters, and FAR and DEAR clauses.
- Diversity Recruitment
  - Manage and execute the EMCBC's and Customer Site's diversity recruitment program. Coordinate recruitment efforts to target highly qualified and diverse entry-level candidates for positions in the EMCBC's Student Intern Program, DOE Scholars Program, EMCBC Career Intern Program, and the EM Professional Development Corps.

### **Technical Services**

The Assistant Director for Technical Services will:

- serve as the supervisor to the EM Cadre staff and report to the EMCBC Director. The EM Cadre staff is currently assigned to designated projects throughout EM and are using their 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;
- serve as the home office to EM Cadre staff and will work with EM management at HQ and in the Small Sites 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.

### **Communication and External Affairs**

The EMCBC Communication and External Affairs function, under the EMCBC Office of the Director, provides public affairs support and intergovernmental relations to the Office of Small Sites Completion (EM-52) and small site Federal Project Directors.

Primary Public Affairs support functions to the small site managers include:

- Media Relations;
- Press Release development, approval and distribution;
- Public Participation assistance for public meetings and actions required by the National Environmental Policy Act (NEPA);
- Development and coordination of 72 Hour Notices;
- Preparation and coordination of responses to Congressional and Intergovernmental requests;
- Communication Plan and Community Involvement Plan development;
- Coordination assistance of special events and distinguished visitors;
- Web page development and maintenance.

## EMCBC ROLES AT SMALL SITES

	Brookhaven National Laboratory (BNL)	Grand Junction MOAB	Argonne National Laboratory (ANL)	Separation Process Research Unit (SPRU)	Oakland Sites		West Valley Demonstration Project (WVDP)
					ETEC	SLAC	
<b>CONTRACTS</b>							
<b>POLICY SUPPORT</b>							
Local Procedures	A/R	X	A/R	X	X	X	X
Small Business Program	A/R	X	A/R	X	X	X	X
Contract Review and Approval	A/R	X	A/R	X	X	X	X
System Development and Support	A/R	X	A/R	X	X	X	X
Data Collection and HQ Interface	A/R	X	A/R	X	X	X	X
Acquisition Career Development Program Administration	A/R	X	A/R	X	X	X	X
CO Warrant Program and COR Program	A/R	X	A/R	X	X	X	X
Designate Competition Advocate	A/R	X	A/R	X	X	X	X
<b>COST AND PRICE ANALYSIS SUPPORT</b>							
A/R	X	A/R	X	X	X	X	X
<b>CONTRACT AWARD AND ADMINISTRATION</b>							
Acquisition Planning	A/R	X	A/R	X	X	X	X
Solicitation Issuance	A/R	X	A/R	X	X	X	X
Contract Award	A/R	X	A/R	X	X	X	X
Contract Administration	A/R	X	A/R	X	X	X	X
Contract Closeout	A/R	X	A/R	X	X	X	X
Incentive and Award Fee Determination	A/R	X	A/R	X	X	X	X
Contract Data System Maintenance/Input	A/R	X	A/R	X	X	X	X
<b>CONTRACTOR HR MANAGEMENT</b>							
Labor Standards Determinations	A/R	X	A/R	X	X	X	X
Interface with HQ on Workforce Restructuring Actions	A/R	X	A/R	X	X	X	X
EMCBC CHRM Policy Development and Implementation	A/R	X	A/R	X	X	X	X
Advise and Assistance to Cos on CHRM Issues	A/R	X	A/R	X	X	X	X
Compensation Review and Approval	A/R	X	A/R	X	X	X	X
Pension Plan Negotiation/Approval	A/R	X	A/R	X	X	X	X
<b>FINANCE</b>							
<b>BUDGET</b>							
Budget Formulation - Program Direction	X	X	X	X	X	X	X
Budget Execution	X	X	X	X	X	X	X
<b>FINANCE AND REVIEW</b>							
Finance (travel, payroll, PCS, etc.)	X	X	X	X	X	X	X
Financial Accounting/Reporting	X	X	X	X	X	X	X
Internal Review	X	X	X	X	X	X	X
<b>PROJECT MANAGEMENT, PLANNING &amp; CONTROL</b>							
Project Management Support	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Project Controls/EVMS	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Budget Formulation - Projects	X	X	X	X	X	X	X
Environmental Liability	A/R	X	X	A/R	X	X	X
EM Legacy Mission Completion & Site Transition Planning	A/R	A/R	A/R	A/R	A/R	A/R	A/R
IPABS Administration	X	X	X	X	X	X	X
Congressionally Directed Activities	A/R	A/R	A/R	A/R	A/R	A/R	A/R

A/R: As Requested  
X: Primary Responsibility/Authority  
N/A: Not Applicable

## EMCBC ROLES AT SMALL SITES

	Brookhaven National Laboratory (BNL)	Grand Junction MOAB	Argonne National Laboratory (ANL)	Separation Process Research Unit (SPRU)	Oakland Sites		West Valley Demonstration Project (WVDP)
					ETEC	SLAC	
<b>EEO/DIVERSITY</b>							
EEO Complaint of Discrimination	X	X	A/R	X	X	X	X
Employee Concerns Program	X	X	A/R	X	X	X	A/R
Affirmative Action Programs	X	X	A/R	X	X	X	X
Secretarial Initiatives	X	X	A/R	X	X	X	X
Educational/Community Outreach Programs	X	X	A/R	X	X	X	X
Diversity Contractor Oversight	X	X	A/R	X	X	X	X
Diversity Recruitment	X	X	A/R	X	X	X	X
<b>LOGISTICS</b>							
Environment, Safety, Health and Quality Assurance (includes reg. compliance, EMS, contractor assurance, tech. support, and DOE oversight assistance).	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Performance Assurance (Security, Emergency Mgmt, Waste Mgmt, Transportation Mgmt, Records Mgmt.)	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Personal Property	A/R	X	A/R	X	X	X	X
Real Property	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Classification Office Support	A/R	A/R	A/R	A/R	A/R	A/R	A/R
<b>HUMAN RESOURCES</b>							
Workforce Planning	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Organization Realignment	X	X	N/A	X	X	X	X
Position Management & Classification	X	X	N/A	X	X	X	X
Recruitment & Placement	X	X	N/A	X	X	X	X
HR Systems Admin (e.g. CHRIS)	X	X	N/A	X	X	X	X
Personnel Action Processing & Reporting	X	X	N/A	X	X	X	X
Awards & Recognition Policy & Processing	X	X	N/A	X	X	X	X
Benefits Administration	X	X	N/A	X	X	X	X
Buyout/Early Out Administration	X	X	N/A	X	X	X	X
Employee & Labor Relations	X	X	N/A	X	X	X	X
Leave/Tour of Duty	X	X	N/A	X	X	X	X
Performance Management	X	X	N/A	X	X	X	X
Workers' Compensation	X	X	N/A	X	X	X	X
<b>LEGAL</b>							
EEOICPA	A/R	A/R	A/R	X	X	A/R	X
FOIA/Privacy Act	A/R	X	A/R	X	X	A/R	X
Litigation Management	A/R	X	A/R	X	X	A/R	X
Procurement Law	A/R	X	A/R	X	X	A/R	X
Environmental Management	A/R	X	A/R	X	X	A/R	X
EEOC Law	A/R	X	A/R	X	X	A/R	X
Personnel Law	A/R	X	A/R	X	X	A/R	X
General Law	A/R	X	A/R	X	X	A/R	X
Real Property Law	A/R	X	A/R	X	X	A/R	X
Ethics Laws	A/R	X	A/R	X	X	A/R	X

A/R: As Requested  
X: Primary Responsibility/Authority  
N/A: Not Applicable

## EMCBC ROLES AT SMALL SITES

					Oakland Sites		West Valley Demonstration Project (WVDP)
	Brookhaven National Laboratory (BNL)	Grand Junction MOAB	Argonne National Laboratory (ANL)	Separation Process Research Unit (SPRU)	ETEC	SLAC	
<b>TECHNICAL SERVICES</b>							
Mission Driven Closure Site Projects	X	A/R	A/R	X	X	A/R	A/R
Project Management Support	X	A/R	A/R	X	X	A/R	A/R
Facility Representative Support	X	X	A/R	X	X	X	A/R
Safety Management Oversight	X	A/R	A/R	X	X	A/R	A/R
Technical Support	X	A/R	A/R	X	X	A/R	A/R
Safety Management Oversight and Analysis to DOE-EM	X	A/R	A/R	X	X	A/R	A/R
<b>IM</b>							
Strategic Planning	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Budgeting	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Purchasing	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Network Administration	A/R	A/R	A/R	X	X	X	X
Helpdesk support	A/R	A/R	A/R	X	X	X	X
Web Design	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Application development	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Technical Assistance	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Backup and alternate server hosting	A/R	A/R	A/R	X	X	X	X
<b>PUBLIC AFFAIRS</b>							
News Release Support	A/R	A/R	A/R	X	X	X	X
Intergovernmental Support	A/R	A/R	A/R	X	X	X	A/R
<b>COST ESTIMATING &amp; ANALYSIS</b>							
Acquisition Support	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Project Planning & Execution Support	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Cost Estimation/Analysis Support	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Cost Review and Validation	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Assist with IPT's, Program Reviews, IPR's, EIR's, and others	A/R	A/R	A/R	A/R	A/R	A/R	A/R

A/R: As Requested  
X: Primary Responsibility/Authority  
N/A: Not Applicable