

Date: 04/30/09



Environmental Management Consolidated Business Center (EMCBC)

Subject: Mission and Function Statement for the Office of Environmental Management Consolidated Business Center

Policy Statement

APPROVED: (Signature on File)
EMCBC Director

ISSUED BY: THE OFFICE OF THE DIRECTOR

1.0 POLICY

The mission of the EMCBC is to provide exemplary business and technical resources to the Environmental Management (EM) cleanup program. These resources include civil rights and diversity, cost estimating and analysis, information management, financial and project management, human resources management, contracting/procurement management, legal services, logistics management, and technical services. In addition, the EMCBC will provide technical and subject matter experts with expertise in managing site closure requirements.

2.0 APPLICABILITY

All EMCBC staff members; “The term EMCBC includes the DOE Federal and contractor work activities performed in the Chiquita Center office facility in downtown Cincinnati, Ohio, the activities performed in the Springdale, Ohio office located at 175 Tri-County Parkway, Springdale Ohio and the select EMCBC related work performed at Building 55, Denver Federal Center, Lakewood, Colorado.”

3.0 GENERAL INFORMATION

3.1 Office of the Director

3.1.1 Mission

The mission of the Office of the Director is to lead, manage, and oversee all business, personnel, safety and environmental management aspects of the EMCBC, and to support Line Management at all CBC client sites with the execution of environment, safety & health (ES&H) and project management requirements (unless authority for such functions has been delegated to the EMCBC).

3.1.2 Functions

3.1.2.1 Provide leadership and develops mission strategies, policy and guidance for the EMCBC and its activities supporting EM’s accelerated risk reduction and cleanup mission at assigned sites.

3.1.2.2 Manage the day-to-day operations of the EMCBC.

- 3.1.2.3 Ensure the EMCBC organization promotes diversity and equal employment opportunities consistent with applicable Departmental policies and requirements.
- 3.1.2.4 Serve as the Acquisition Executive for the EMCBC and as the Head of Contracting Activity for the EMCBC and its supported sites. Ensure the EMCBC promotes Small Business initiatives in its contracting strategies to support accelerated cleanup.
- 3.1.2.5 Exercise full appointing authority and other Human Resources delegated authorities for the EMCBC and customer sites.
- 3.1.2.6 Institutionalize and continuously reinforce the customer service focus of the EMCBC.
- 3.1.2.7 Oversight of public affairs and intergovernmental relations support for EMCBC functions and for services provided to supported sites. Public Affairs includes; media relations, 72-Hour Notification process and public participation activities. Intergovernmental support includes assisting DOE Headquarters and supported sites with requests and information from elected officials and their staff members.
- 3.1.2.8 “Review of Scientific and Technical Information prior to public release of documents or presentations in categories that may involve classified or unclassified controlled information (especially Unclassified Controlled Nuclear Information (UCNI) or Official Use Only OOU)) shall be coordinated with and performed by the EMCBC Classification Office Staff. The Classification Office may also review non-technical information if it is suspected that a roll up of information could be associated with sensitive technical information. This includes applicable notification and submission of documentation to the DOE Headquarters Classification Office and the Office of Scientific and Technical Information.”

3.2 Office of Civil Rights and Diversity

3.2.1 Mission

The mission of the EMCBC’s Office of Civil Rights and Diversity is to ensure equal employment opportunity and diversity in all aspects of employment at the EMCBC and Serviced Sites; to promote equal opportunity and diversity in employment and contracting at major facility contractors; to monitor the impact of Departmental policies on minorities, minority businesses and minority institutions; to ensure that employees of the EMCBC and Serviced Sites (federal, contractor and subcontractor) are free to raise concerns, without fear of reprisal, regarding policies and practices that adversely affect the Department's ability to accomplish its

mission in a safe and efficient manner; and to assure that small businesses receive a fair and equitable share of contracts and subcontracts.

3.2.2 Functions

- 3.2.2.1 Provide guidance and advice to the EMCBC Director and Serviced Sites regarding equitable opportunities for small, minority and women-owned businesses to compete for contracts and subcontracts.
- 3.2.2.2 Provide guidance and advice to the EMCBC Director and Serviced Sites regarding the discrimination complaints process. Ensure that all complaint activities are processed and tracked in compliance with appropriate regulations, laws and procedures.
- 3.2.2.3 Implement and manage the awareness of EMCBC and Serviced Sites diversity initiatives and programs. Provide annual and mandatory EEO/diversity training and by establishing and maintaining Special Emphasis Programs.
- 3.2.2.4 Promote collaborative efforts with educational institutions, federal agencies and community based organizations to further Departmental Civil Rights and Diversity goals and objectives for the EMCBC and Serviced Sites.

3.3 EM Cost Estimating/Analysis (CE&A) Center

3.3.1 Mission

The mission of the EM Cost Estimating & Analysis Center is to establish standards, policy, and procedures to ensure that EM cost and schedule estimates are accurate, traceable, and reliable; 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.

3.3.2 Functions

- 3.3.2.1 Provide leadership to develop and manage EM's corporate cost estimating capability.
- 3.3.2.2 Provide Cost Estimating & Analysis services to EM.
 - 3.3.2.2.1 EM Acquisition Support, such as: perform life-cycle cost analyses; prepare Independent Government Cost

Estimates; develop Contract-specific CE&A requirements; perform reasonableness reviews of contractor-submitted proposals; provide CE&A support services to Source Evaluation Boards or Contracting Officers; and capture actual project costs during contract close-out.

- 3.3.2.2.2. EM Project Planning & Execution, such as Conduct Independent Cost Reviews (ICR); prepare Independent Cost Estimates (ICE), prepare Independent Government Cost Estimates (IGCE) to support site-specific acquisition activities; conduct independent project-specific cost and schedule baseline assessments; perform independent analysis of project-specific risk management and contingency plans; support Federal Project Directors and serve as cost and schedule estimators on Integrated Project Teams; provide direction/oversight for contractor-developed cost estimates; perform cost estimate review and analysis of contractor prepared cost and schedule baselines; establish project-specific CE&A requirements (tailoring); support performance evaluation activities ~ trend & cost variance analysis; and assist Federal Project Directors with baseline configuration management activities.

3.4 Office of Financial Management

3.4.1 Mission

The mission of the CBC's Office of Financial Management is to serve as the focal point for its customers on financial matters by providing direction, planning, and oversight for budget formulation and execution, financial management, the management control program, internal financial controls, financial reviews and evaluations, audit liaison and follow-up project management, and site transition planning.

3.4.2 Functions

- 3.4.2.1 Serve as allotment holder for the CBC and its supported sites.
- 3.4.2.2 Establish and maintain effective systems for the administrative control of allotted funds and the commitment of funds, including the certification of funds' availability for each transaction before obligation, in accordance with approved funding programs and allotments.
- 3.4.2.3 Manage, integrate and coordinate budget formulation, presentation, and execution at the direction of Headquarters EM.

- 3.4.2.4 Direct the formulation, execution, analysis, and preparation of all customers' budget submission materials. Support budget development and presentation strategy and materials in cooperation with other programs and field offices for EM's Corporate Review Budget and for EM's annual budget submission to Congress.
- 3.4.2.5 Develop and maintain budget planning activities and budget controls. Interface with the DOE Chief Financial Officer (CFO), as well as support the DOE CFO interfaces with Office of Management and Budget (OMB) and Congressional committees on appropriations and other budget-related matters.
- 3.4.2.6 Report the status of financial resources, results of operations, and develop reports to support internal and external requirements regarding the financial activity and the integrity of fiscal operations.
- 3.4.2.7 Provide life-cycle planning support for the formulation of near term and life cycle project baselines, development and submission of environmental liability estimates, analysis and reporting subsequent events, analysis and reporting uncertainty analyses, coordinate the IPABS baseline change control process, reconcile changes in life cycle estimates, and coordinate reporting of post closure administrative costs, prepare and report Five Year Plans
- 3.4.2.8 Provide consistent interpretation and implementation of DOE project management/execution policies, Orders, and guidance across the DOE complex. Provide subject matter expertise in the areas of project management, scheduling, engineering, risk management, business administration, accounting and marketing.
- 3.4.2.9 Develop and implement complex-wide procedures and guidance which standardize project management, project planning, and project controls functions across the DOE complex in support of EM Best in Class Project Management initiatives. Provide personnel resources during peak periods of need at the EM sites to support these functions.
- 3.4.2.10 Provide project management and execution support to establish, integrate, and measure the CBC's and its customer sites' performance using an appropriate performance measurement system (such as the EM Integrated Planning, Accounting and Budgeting System [IPABS]). In this capacity, analyze earned value data to ensure compliance with established planning, project management, and project execution policies and procedures.
- 3.4.2.11 Provide subject matter expertise in project manager qualifications programs. Coordinate Federal Project Director (FPD) and Project Manager (PM) Project Management Career Development Program (PMCDP) requirements.

- 3.4.2.12 Provide site transition planning and execution support to client sites, including development of site transition teams, site transition plans, and post-closure baselines.
- 3.4.2.13 Provide a web-based management system for reporting, tracking and reporting EM-wide Congressionally Directed Activities (CDAs). In this capacity, maintain the development and accuracy of this central data warehouse for all relevant CDA information.
- 3.4.2.14 Perform financial management liaison functions between the CBC, its supported sites, and the Energy Financial and Accounting Service Center. In this capacity, establish and provide advice on financial and accounting policies and procedures, as well as interpret departmental accounting and financial policies and general procedural requirements for Federal accounting and reporting as it affects the CBC and its customer sites.
- 3.4.2.15 Ensure funds are not obligated in excess of available budgetary resources.
- 3.4.2.16 Analyze accounting and financial issues, and recommend and/or implement appropriate resolutions.
- 3.4.2.17 Promote the effective, efficient, and economical operation of its customers' programs and operations through financial reviews of supported site financial operations, including contractor financial management practices, audit liaison activities, and management control assessments.
- 3.4.2.18 In coordination with the Departmental CFO, provide liaison with both internal and external audit/review organizations such as the General Accounting Office (GAO), the Defense Contract Audit Agency (DCAA), and the DOE Inspector General.
- 3.4.2.19 Provide assistance and meaningful financial analytical information to senior managers and program and field entities. Provide oversight through objective financial analysis and management reviews, developing and tracking financial performance measures, and administering the Management Control Program, ensuring appropriate performance measures/metrics are incorporated into contracts.
- 3.4.2.20 Coordinate the annual Federal Managers' Financial Integrity Act (FMFIA) review and support the "Whistleblower" Protection Program at CBC and its client sites, and submit for final review to Headquarters EM.
- 3.4.2.21 Provide effective travel management and administration functions for the CBC and its supported sites, including administration of the travel credit card program.

3.5 Office of Logistics Management

3.5.1 Mission

The mission of the Office of Logistics Management (OLM) is to provide comprehensive and high quality services to the EMCBC, Service Level Agreement (SLA) sites, small and closure sites, and the DOE complex. OLM will meet or exceed our customer's expectations in providing support, oversight, and guidance in Regulatory Compliance, Safety, Management Systems, Contractor Oversight Assistance, Records Management, Real Estate, Personal Property, Transportation, and Waste Management.

3.5.2 Functions:

- 3.5.2.1 Develops and implements internal controls that ensure proper coordination and compliance with federal, state, and local regulations and requirements for Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), Superfund Amendments and Reauthorization Act (SARA), National Environmental Policy Act (NEPA), National Resource Damage Assessment (NRDA), etc.
- 3.5.2.2 Perform and or support line management integrated safety management program development, review, and implementation of safety and health programs to ensure adequate controls and programs are in place for the protection of the worker, public, and the environment.
- 3.5.2.3 Assist small site line management and other customer sites with the development, implementation, and oversight of safety management, quality, and technical oversight systems and programs.
- 3.5.2.4 Provide exemplary Quality Assurance services to ensure that EMCBC, SLA sites, and small and closure sites products and services meet or exceed customer's expectations.
- 3.5.2.5 Provide quality assurance surveillance, assessment, and technical oversight support to analyze the effectiveness, timeliness, quality, and efficiency of work requirements and processes.
- 3.5.2.6 Provide site planning and evaluation support for site Emergency Management Program and Continuity of Operations Plan.
- 3.5.2.7 Provide DOE oversight and review of safeguards and security systems, to include Building 55, Denver Federal Center, to ensure compliance with DOE Orders and applicable requirements. Submit and track security clearance requests in support of the DOE Personnel Security Program.

- 3.5.2.8 Provide assistance with security facility registration as required by DOE M 470.4-1, Safeguards and Security Program Planning and Management.
- 3.5.2.9 Establish and maintain a records management program for the efficient and economical management of records. This includes the operation and maintenance of the Building 55 facility that functions to secure, maintain, manage and protect classified and sensitive records and information resulting from the closure of the Rocky Flats Project Office and the Rocky Flats Environmental Technology Site.
- 3.5.2.10 Provide records management expertise, oversight, training and consulting services to address all aspects of the DOE records program and records lifecycle management to ensure the authenticity, reliability, and integrity of DOE records to ensure documentation of DOE activities, organization, functions, policies, business processes, decisions, and essential transactions.
- 3.5.2.11 Preserve records information for future use and establish a historical account of the Department of Energy transactions or business operations for succeeding generations, and ensure the desired high level of attention to records between the EMCBC, SLA sites, small and closure sites, and site remediation contractors. This also includes scanning records to electronic media mandated by DOE memorandum and EM Program Guidance.
- 3.5.2.12 Provide budget sensitive and comprehensive real estate services and ensure compliance with applicable regulations for all of the DOE functional real property areas: acquisition, GSA leasing, non GSA leasing, and land management and disposal to the EMCBC, SLA sites, and small and closure sites, and as requested to the DOE complex wide.
- 3.5.2.13 Administer and provide functional support for the Facilities Information Management System (FIMS) to all customer sites and act as a conduit with EM Headquarters and the Federal Real Property Council on all real property issues.
- 3.5.2.14 Provide facility management for the EMBC and Springdale by identifying facility problems, arranging for their correction, and coordinating housing plans, office space requirements and configurations. In coordination with the EMCBC Federal staff at Bldg 55 and the contractor staff managing the facility, support the facility management needs through GSA as identified.

- 3.5.2.15 Provide technical and oversight support to the EMCBC, SLA sites, and small and closure sites in Property Administration Services, Federal Property Management Services, and Fleet Management Services.
- 3.5.2.16 Perform property analysis to ensure accountability is maintained for the personal property assets in the possession of the EMCBC, SLA sites, and small and closure sites, including DOE-owned/leased property that is in the physical possession of contractors in accordance with Federal Property Management Regulations.
- 3.5.2.17 Provide oversight activities to ensure appropriate disposition of personal property, including transfer to other site/activity for storage/use, and perform appropriate screening of personal property so that “high risk property” are identified and appropriately managed.
- 3.5.2.18 Management of General Services Administration (GSA) vehicles and provide fleet management support to the EMCBC, SLA sites, and small, and closure sites.
- 3.5.2.19 Development of Accountable Property Representative (APR) programs, policies and procedures to support the personal property programs and office(s) at the EMCBC, SLA sites, and small and closure sites.
- 3.5.2.20 Provide specialized support for the Radioactive Waste Acceptance Program (RWAP) to the Nevada Site Office through scheduled site evaluations and waste management support to DOE Nevada Test Site (NTS) Generator sites.
- 3.5.2.21 Provide EM-63 and EM sites Transportation Compliance Assurance Process (TCAP) Reviews for functional areas of Transportation Management, Quality Assurance (QA), Emergency Response, HAZMAT Employee Training, and Security Plans.
- 3.5.2.22 Oversee and evaluate Federal and Contractor work activities in Building 55. This includes serving as the Contracting Officer Representative for the contracted work functions to include classification/declassification, facility management, security management and records management activities. This also includes coordinating with all tenant personnel of other EMCBC organizational offices to ensure the consistent approach and application of relevant EMCBC Management Systems to include the use of EMCBC plans, procedures and other relevant management systems.

3.5.2.23 Building 55 Landlord services to EMCBC and Environmental Management tenants. The function includes coordinating with tenants of other EM organizations to ensure use of the facility meets the needs of the tenants and is performed in accordance with applicable standards. This includes supporting tenants with access to goods and services as well as providing access to EMCBC management systems or the EM office equivalent, e.g. Records Management Procedures, File Plans, FEOSH or Building Occupant Emergency Plans etc. This does not include oversight of EM tenant activities.

3.6 Office of Information Resource Management

3.6.1 Mission

The mission of the EMCBC's Office of Information Resource Management is to serve as the focal point for its information technology elements and provide: leadership, guidance and implementation for the EMCBC in support of the Department's E-Gov, CPIC, EA Records Management and Cyber Security efforts; oversight of site remediation contractors and EMCBC support contractor IRM programs; centralization and standardization of server capabilities and configuration; centralization and standardization of Help Desk capabilities for the supported sites; centralized desk top support; standardization of common processes and requirements for the other business support functions, and implementing common systems, applications, or tools approaches to filling user needs; and providing an effective on-line collaborative capability.

3.6.2 Functions

- 3.6.2.1 In collaboration with the Headquarters Chief Information Officer, and the Department of Energy's Extended Common Integrated Technology Environment (Excite), provide an integrated IT infrastructure and business support to the EMCBC and customer sites, including the installation of and support for network architecture/hardware/media, server facility, operating systems and security, backup and failover capability, and Web-based/client-server/desktop applications needed by the site users.
- 3.6.2.2 In collaboration with the Headquarters Chief Information Officer, provide necessary input for CPIC, EA and Records Management activities.
- 3.6.2.3 Provide Cyber Security services to address all aspects of security related to hardware and software. Ensure the desired high level of information security between the EMCBC and its customer user sites and site remediation contractors.
- 3.6.2.4 Provide Records Management services to address all aspects of the DOE records program. Ensure the desired high level of attention to

records between the EMCBC and its customer user sites and site remediation contractors.

- 3.6.2.5 Ensure the implementation and documentation of both DOE and Federal Cyber Security regulations at the supported sites, including ensuring the confidentiality, and integrity of systems, networks, and data.
- 3.6.2.6 Ensure appropriate network management for the EMCBC and customer sites, including the planning, installation, configuration, testing, implementation, and management of the systems environment in support of the organization's IT architecture and business needs.
- 3.6.2.7 Administer and support the installation, configuration, and maintenance of the operating systems environment, including systems servers and their operating systems, and the desktop business software at the EMCBC and its supported sites.
- 3.6.2.8 Provide customer support including: the operations of a consolidated help desk, training, and site support for IT functions. Resolve customer problems either by direct assistance or by bringing the proper technical resources to bear. This entails the planning and delivery of customer support services, including installation, configuration, troubleshooting, customer assistance, and/or training, in response to customer requirements.
- 3.6.2.9 Provide services to support software development and maintenance activities related to all "local" business software applications supported by the EMCBC, including the design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software. Develop and administer databases used to store and retrieve data (e.g., FIMS) and develop standards for the handling and sharing of data. Support the EMCBC's Web site and assists in hosting the Web sites belonging to the customer sites.
- 3.6.2.10 Provide systems work flow analyses to the EMCBC and customer sites to ensure appropriate level of support.

3.7 Office of Human Resources

3.7.1 Mission

The mission of the CBC's Office of Human Resources is to provide human resource management services to the CBC and customer sites to ensure availability of appropriate staff to support EM's accelerated cleanup and closure mission. Support includes: workforce planning and analysis, position classification; staffing; employee benefits; human resources development; employee performance management; labor relations; management of the EM Professional Development Corps (EM's intern

program); administration of EM's corporate recruitment; personnel actions processing; and, creating, maintaining and disposition of Official Personnel Folders (OPFs) for employees at CBC and customer sites.

3.7.2 Functions

- 3.7.2.1 Prepare position descriptions in concert with management. Assist in the development of appropriate job task analysis to support the position and assist in the development of appropriate vacancy announcements and other needed documentation for staffing positions.
- 3.7.2.2 Classify position descriptions in accordance with applicable Office of Personnel Management standards. Establish and maintain a position classification program to determine appropriate pay system, occupational grouping, title and grade of positions, and advising on position and organization design.
- 3.7.2.3 Analyze, interpret, develop, and/or implement laws, regulations, policies, and/or guidance involving subject matter areas within compensation administration (e.g., pay and/or leave administration) and advising management on the use of compensation flexibilities to help recruit, manage, and retain employees.
- 3.7.2.4 Conduct recruitment, examination, referral and placement of employees for Serviced Sites as well as corporately for the EM complex. Advise management on identifying, attracting, and retaining a high-quality and diverse workforce that is capable of accomplishing the mission requirements. Administers delegated examining procedures in accordance with OPM rules and regulations. As necessary, determine the approach, methodology, and procedures appropriate for conducting Reduction-In-Force and similar workforce restructuring activities.
- 3.7.2.5 Provide guidance and consultation to employees, survivors, and eligible family members regarding retirement, insurance, health benefits, and injury compensation.
- 3.7.2.6 Provide technical guidance in creating, maintaining, and disposition of OPFs for customer sites. Serves as Custodian of OPFs for the CBC and customer sites ensuring compliance with applicable Office of Personnel Management rules and regulations.
- 3.7.2.7 Plan and evaluate programs designed to develop employees. Assist in the development of individual development plans and implement the requirements of the DOE training order for the CBC and customer sites.

- 3.7.2.8 Assist management in maintaining an effective performance management program to evaluate, develop, appraise, and reward employee performance. Implement a formal award program to provide employee incentives and recognition.
- 3.7.2.9 Provide expert advice and assistance to managers on labor and employee relations. Provide labor relations program administration and monitor third-party case decisions. Research case histories and other matters related to conduct, performance, attendance, and dispute resolution.
- 3.7.2.10 Provide expert advice on establishing and maintaining effective relationships - including the use of non-traditional collaborative approaches - with labor organizations that represent Federal employees, negotiating and administering labor agreements, and providing guidance and consultation to management on a variety of labor relations matters.
- 3.7.2.11 Manages the EM Professional Development Corps. Conducts recruitment, examination, and referral of candidates. Advises EM Program Manager on issues concerning placement, training, and performance management.

3.8 Office of Contracting

3.8.1 Mission

The mission of the EMCBC's Office of Contracting is to acquire, manage, and direct the procurement of supplies and services required to support the EMCBC staff and its customer sites. Services to be provided include: contract award, contract administration, contract cost and price analysis, contracting policy and administrative support, contract review, and administration of the contractor human resources management activities.

3.8.2 Functions

3.8.2.1 Pre-Award Branches:

- 3.8.2.1.1 Provide pre-award support to the EM Acquisition Center (EM-50), the Office of Small Sites Projects (EM-3.3), Portsmouth Paducah Project Office (PPPO), the Carlsbad Field Office (CBFO), and other serviced sites through the Acquisition Initiation Phase, the Acquisition Planning Phase, and the Source Selection Phase. Contracting professionals will direct, plan, and execute pre-award requirements through acquisition planning, solicitation, and award functions.

3.8.2.1.2 Execute simplified acquisition procedures, financial assistance, and purchase card activities for the EMCBC Office of Contracting.

3.8.2.2 Post-Award Branch:

3.8.2.2.1 Provide post-award support at the Contract Management Phase, including contract administration, incentive and award fee determination, and contract closeout.

3.8.2.3 Contract Review Team:

3.8.2.3.1 Provide an independent review function for the EMCBC and provide support to the EM Acquisition Center as requested. Serve as the principal acquisition planner/project manager of the EM Indefinite Delivery/Indefinite Quantity (IDIQ) nationwide contract. Work with EM-50 to actively seek opportunities suitable for the application of the IDIQ contract at EM sites. Provide assistance as requested by EM-50 in conducting special emphasis studies, independent reviews, evaluations and analyses.

3.8.2.4 Contractor Human Resources Management (CHRM) Team:

3.8.2.4.1 Manage the entire realm of EMCBC contractor human resources issues. 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. Provide an active partnering relationship with Branches A, B, and C throughout the entire contracting process from solicitation to negotiation to award, administration and closeout.

3.8.2.5 Contract Cost and Pricing Team:

3.8.2.5.1 Provide cost and price analysis regarding pre-award proposals, post-award proposals, Requests for Equitable Adjustments, and fee actions such as draft fee plans, payments of Performance Based Incentives, and determinations of award/incentive fee earned. Support EM Acquisition Center procurement teams as requested in conducting cost/price analysis and in establishing pre-negotiation and final negotiation objectives.

3.8.2.6 Policy and Administrative Support Team:

- 3.8.2.6.1 Perform activities related to developing and maintaining EMCBC plans, policies, and procedures applicable to the procurement and acquisition management process. Provide support as requested by the EM Acquisition Center in developing operating procedures and guidelines related to the procurement and administrative management of the client sites to ensure procurement actions comply with Federal and DOE Headquarters regulatory and policy requirements.
- 3.8.2.6.2 Manage the purchase card program and related activities for the EMCBC and its supported sites.
- 3.8.2.6.3 Manage the EMCBC and customer site participation in the Balanced Scorecard Procurement Performance Management Program (BSC) and oversee the major site and facility management contractor participation in the same program.
- 3.8.2.6.4 Manage the EMCBC Small Business Program and related activities for the EMCBC and its supported sites.
- 3.8.2.6.5 Develop, implement, and maintain automated systems and software tools that allow for standardization of RFP and contract development (FPDS-NG, Industry Interactive Procurement System, PADS, Contractor Performance System, STRIPES, eSRS, FBO, and Forecast).
- 3.8.2.6.6 Provide training, development, and certification of EMCBC contracting personnel through compliance with the Acquisition Career Management Program. Request Contracting Officer warrants through the Head of Contracting Activity.

3.9 Office of Legal Services

3.9.1 Mission

To provide comprehensive and proactive legal services and support to our clients that is consistent with the achievement of the EMCBC goals and mission.

3.9.2 Functions

- 3.9.2.1 Provides legal advice to ensure statutory, regulatory and Agency compliance;

- 3.9.2.2 .Assists in the review, development and implementation of contracts, agreements, policies, procedures and practices;
- 3.9.2.3 Provides preventative legal counseling;
- 3.9.2.4 Represents the Department in administrative hearings and litigation;
- 3.9.2.5 Serves as a resource for the information access needs of the public and others;
- 3.9.2.6 Maintains the highest professional and ethical standards; and
- 3.9.2.7 Encourages and provides training and education to support our mission.

3.10 Office of Technical Services

3.10.1 Mission

The mission of the EMCBC's Office of Technical Services Closure Cadre is to provide technical and subject matter site closure expertise to [EMCBC](#) Service Level Agreement (SLA) sites, small and closure sites, and the DOE complex. [Cadre duty assignments are consistent with the conditions set forth in signed mobility agreements and include assignments to both short term projects (3 years in duration or less) and long term projects.]

3.10.2 Functions

- 3.10.2.1 Provide technical and subject matter expertise in site closure requirements by serving as Federal Project Directors, Certified (PMI) Project Managers, Facility Representatives, Engineers, or Physical Scientists.
- 3.10.2.2 Assure that Integrated Safety Management Systems for the EMCBC, its supported sites and their contractors are implemented and working effectively in order to ensure the safe operation of facilities, processes and facility decontamination and decommissioning activities.
- 3.10.2.3 Oversee and evaluate facility and site-specific safety basis authorization documents and authorities.
- 3.10.2.4 Provide DOE oversight and support in many key areas, including; oversight for readiness reviews and safety disciplines (fire protection, criticality safety, nuclear safety, and industrial hygiene/health physics); engineering, program and project management, quality assurance support; [classification/ declassification support](#), and staff functions which support cleanup and closure activities in areas such as regulatory compliance,

accelerated cleanup and closure strategy, and waste management and transportation.

- 3.10.2.5 Ensure that contract requirements for accelerated closure are being met. Ensure that Government Furnished Services and Information (GFSI) is managed and tracked for each contract in support of site closure.
- 3.10.2.6 Provide guidance and support to the EMCBC Director and customer sites in the disposition of Employee Concerns.
- 3.10.2.7 Implement DOE policy regarding contract award and administration for the execution of all EM operational, maintenance, and program activities at the sites; and execute those contracting activities delegated by the Head of Contracting Activity. Assess performance of contracts against requirements including, specific performance expectations, baselines and end state targets. Assess progress and use feedback for improvement. Represent the Department in directing contractor performance of assigned program operations.
- 3.10.2.8 Develop, approve and implement policies, programs, procedures and management systems for the coordination and implementation of EM Federal and contractor programs at the closure sites.
- 3.10.2.9 Carry out and exercise all authorities delegated by DOE Orders and Federal regulations with respect to EM activities at the sites, as appropriate.
- 3.10.2.10 Ensure that the mission is performed consistent with the letter and spirit of the DOE, federal, state, and local safety, health, and environmental requirements, regulations, and laws.

EMCBC RECORD OF REVISION**DOCUMENT**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Original issue	All	05/02/05
2	Update of all Departments	All	04/11/06
3	Rewrite and Update of all Departments Change Implementation Procedure to Policy Statement.	All	07/21/08
Page Change (PC)	Section 2.0 Applicability – Correct incomplete statement; also add clarification regarding Bldg. 55.	1	04/30/09
PC	3.1.2.8 updated to include mission and functions performed at Bldg 55 related to Scientific and Technical Information Review and approval for EMCBC and supported Small Sites.	2	04/30/09
PC	3.5.2.2. Add “and or support line management”	7	04/30/09
PC	3.5.2.3 Add “small site line management and other customer sites”	7	04/30/09
PC	3.5.2.7 Change, add s after safeguard	8	04/30/09
PC	3.5.2.9 Add statement regarding classified and sensitive records	8	04/30/09
PC	3.5.2.11 Add statement regarding scanning records to electronic media	8	04/30/09
PC	3.5.2.14 Add sentence at end of section	9	04/30/09
PC	3.5.2.22 Add paragraph	10	04/30/09
PC	3.5.2.23 Add paragraph	10	04/30/09

PC	3.10.1.1 Add “EMCBC” between to and Service	16	04/30/09
PC	3.10.2.4 Add “classification/declassification”	17	04/30/09