



U.S. DEPARTMENT OF
ENERGY

OFFICE OF
**ENVIRONMENTAL
MANAGEMENT**

**ENVIRONMENTAL MANAGEMENT
CONSOLIDATED BUSINESS CENTER**

SERVICE PLAN



November 2018

Management System: Environmental Management Consolidated Business Center Management System (CBC MS)

Subject Area: DOE EMCBC Service Plan

Management System Owner: Kash Grimes
Secondary Owner: Ken Armstrong
Point of Contact: Kim Johnson

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1.0 Introduction

The Department of Energy (DOE) established the EMCBC on June 7, 2004, to provide Environmental Management customers with required and improved business and technical support services. Establishing the EMCBC allowed EM's Closure Sites, small sites and large sites, EM and DOE Headquarters, and other (i.e., non-EM) Departmental elements to consolidate many of the functions necessary to support EM's mission. By consolidating these functions in one centralized location, EM has reduced redundancies of services being performed at each individual site. The consolidation of these support services allows EM to operate in a more cost efficient and effective manner.

This plan is developed to specify sources of administration, business, and technical services. It reflects the collaborative approach of the EMCBC in providing service and support to the other DOE elements and supported Field Operations sites and is the integration vehicle of the EMCBC organizations. The goal is to leverage the capabilities of the EMCBC to execute the EM mission and provide support to the EM complex.

2.0 Responsibilities

The EMCBC provides services through the integration of the business and technical capabilities of the facilities and staff under its direction. The source of support services is based upon EMCBC capacity to provide support which relies on availability, required functional expertise, support service contracting capability, and available corporate reach-back.

The Director of the EMCBC is accountable to the Associate Principal Deputy Assistant Secretary for Corporate Service, Office of Environmental Management, for the effectiveness and efficiency of the EMCBC's enterprise support. In addition, the Director of the EMCBC is accountable to the Associate Principal Deputy Assistant Secretary for Field Operations for the EMCBC Field Operations sites. Inherent in these accountabilities is the proper delegation of authority to manage the assigned responsibilities to include delegation of authorities to the Federal Project Director (FPD) or Site Field Element Manager (FEM) levels of the field

operation and closure projects. Feedback from the EMCBC customer base and self-assessment against performance metrics will validate the quality, effectiveness, and efficiency of the enterprise support.

3.0 Management System Operation

3.1 Overview

The EMCBC customer base consists primarily of the sites within the EM complex identified in the matrix included as Attachment B. The core content of this Plan is this matrix of functions and services to the sites identified in the header of the matrix and, to a lesser extent, the entire EM and DOE complex.

Field operation sites within the scope of this plan include but are not limited to the specific field operations that are an integral part of the EMCBC organization (formerly designated “small sites”) as well as other EM Field Offices. In addition, EMCBC provides support to other EM organizations that may be tenants on other DOE sites.

For EMCBC Field Operations sites, EMCBC support to the site directors is a required function in our role as line management. For other EM organizations, EMCBC support is specified in our Service Level Agreements. Where services are performed for the other sites or offices within the EM or DOE complex that are not identified in the Service, Function, and Activity Provider Matrix (Attachment B), they will be identified as “Other”. The support identified in this matrix reflects support at the functional level. The detailed activity breakout in the table serves as a reminder for all EMCBC, staff and customers of the associated activities that lie within a given functional grouping.

The plan will be revised when appropriate to reflect the continuing maturation of the EMCBC, changes in DOE requirements, and customer feedback. Shifts in resource availability and performance related issues will also be reflected in revisions.

3.2 Key Functions, Services and Delegated Authorities

This plan contains three matrices. The first (Attachment B) depicts services, functions and activities provided by the EMCBC to other DOE elements and supported EMCBC Field Operation sites. The second matrix (Attachment C) identifies the Delegation Authority for the services and functions beyond those authorities identified in the EMCBC Functions, Responsibilities, and Authorities (FRA). The third matrix (Attachment D) is a Contact Matrix that serves as a top level entrance for contact information, allowing customers the ability to identify contacts for each major function.

4.0 Requirements

Using the overall organizational description and the management responsibilities, as outlined in the EMCBC FRA, EMCBC uses a standards-based management approach to clearly define the

functions, responsibilities, and authorities needed to successfully execute its mission for DOE. Because EMCBC operates from many sites and because its work is executed under a set of ever changing requirements, EMCBC uses the CBC Management System (MS) to maintain an accurate description of its management approach. The Management System includes policies, plans, procedures, and program descriptions to implement our processes and services.

For EMCBC Field Operation sites, line management accountability flows up through the FPD or Field Element Manager, through the EMCBC Director, to the Associate Principal Deputy Assistant Secretary for Field Operations. Decision making authority is driven down the organization by EM Delegations of Authority.

The EMCBC is accountable to its customers for the consistency, quality, and timeliness of their support. Service Level Agreements have been established with each site that more accurately defines the services to be provided by the EMCBC in support of the Project. Service Level Agreements are found on the EMCBC website at: www.emcbc.doe.gov located under Serviced Sites. When Service Level Agreements establish the EMCBC as the lead for oversight of contractor activities, the EMCBC will establish a formal communication protocol through the site FPD or Field Element Manager so that he/she is aware of all communications with the contractor. Performance standards are contained in the EMCBC Strategic Plan, and in Supervisory and Individual Performance Plans. Customer Service Goals have also been established by the EMCBC.

Service or support requests related to the services or functions identified in the matrix should be directed to the applicable points of contact contained in the Contact Matrix. Requests for services not identified in the matrix (i.e., new requests), should be directed to the Associate Deputy Director of the EMCBC who will work with the applicable organizational Assistant Director within the EMCBC to analyze the capacity for the support and in concert with this plan, outline the appropriate source of support. The decision to support the request will be documented by a change to the Service, Function, and Activity Provider Matrix and to the Service Level Agreement when the support will be recurring (as opposed to transactional). A PDF fillable form (Attachment E) is located on the EMCBC website under the Useful Links page, then under the Services and Forms.

The EMCBC Environment, Safety, Health and Quality Assurance (ESH&QA) FRA describes the EMCBC functions that are fundamental to safety management and the responsibilities and authorities of EMCBC for discharging those safety management functions. In accordance with the EMCBC Emergency Plan and the Emergency Plans of EMCBC Field Operation sites, the sites/projects have the lead responsibility in emergencies and the EMCBC will provide support as requested to the sites/projects.

5.0 Subject Areas, Program Descriptions, and Guidance Documents

EMCBC Management System Description

Project Management Support Office Management System Description

6.0 References

- 6.1 DOE Order 413.3B, Change 3, Program and Project Management for the Acquisition of Capital Assets
- 6.2 DOE Strategic Plan
- 6.3 FY15/FY16 Performance Agreement
- 6.4 EMCBC Strategic Plan 2016-2020.pdf
- 6.5 EMCBC Functions, Responsibilities and Authorities FRA, PD-OTSAM-450-01, Rev. 0
- 6.6 EMCBC Small Sites Remote Element Memo, dated February 7, 2012
- 6.7 EMCBC Customer Service Goals

7.0 Attachments

- 7.1 Attachment A: Definitions, Matrix Key and Acronyms
- 7.2 Attachment B: Service, Function, and Activity Provider Matrix
- 7.3 Attachment C: Delegations of Authority Matrix
- 7.4 Attachment D: Contact Matrix
- 7.5 Attachment E: (Sample) Corporate Activity Resource Request Form

Attachment A: Definitions, Matrix Key and Acronyms

Definitions

Delegations of Authority: For the purposes of the matrix that is Attachment C to this document, Delegations of Authority are intended to be derived from specific memoranda that clearly defines the intended delegation.

DOE Line Management: Refers to the DOE management chain with responsibility for the site. This chain typically extends from the responsible site organization (e.g., FPD or site director) to the EMCBC Director, through Assistant Secretary of Environmental Management, through the Under Secretary and ultimately to the Deputy Secretary and Secretary of Energy. Line Management for “Small Sites” was delegated to EMCBC on July 17, 2015, from Acting Assistant Secretary for Environmental Management regarding Delegation of Project Management Executive Authority for Capital Asset Projects at Selected Small Sites.

DOE Oversight: encompasses activities performed by DOE organizations to determine whether Federal and contractor programs and management systems, including assurance and oversight systems are performing effectively and/or complying with DOE requirements. Oversight programs include operational awareness activities, onsite reviews, assessments, self-assessments, performance evaluations, and other activities that involve evaluation of contractor organizations and Federal organizations that manage or operate DOE sites, facilities, or operations.

Independent Oversight: Refers exclusively to oversight by DOE or other independent organizations that do not have line management responsibility for the activity/project.

Site Management Systems: Refers to required management systems that provide the framework for a set of related site programs. These systems specifically include Integrated Safety Management, Integrated Safeguards and Security Management, and Quality Assurance Programs.

Matrices B and C Key

EMCBC Advisor (A): Proves advisory services to management and employees that reflect the business objectives of the organization.

Project Lead (P): Function provided by DOE Project staff (this could be Project, HQ, LM, etc. depending on the task). It is assumed when a “P” designation appears in an entry of the matrix that EMCBC may always serve as a support element to the applicable manager.

EMCBC Lead (X): EMCBC personnel have been authorized to perform the designated function and have not delegated this authority further.

EMCBC Field Operations Lead (F): Function provided by EMCBC Field Operations staff. It is assumed when an “F” designation appears in an entry of the matrix that EMCBC staff in Cincinnati may always serve as a support element to the applicable FPD/Site Director.

Support to EM/Complex (S): Where services are performed for other sites or offices within EM or the DOE complex (Attachment B, Service, Functions, and Activity Provider Matrix identifies them as “other”). When the “S” designation appears in the HQ or “Other” column, an identification of the specific site or office shall appear in the “Notes & Remarks” column.

Headquarters Authority (H): In Attachment C, where HQ’s authority has not been delegated down the line management chain, an H will appear in the matrix.

Acronyms for the Sites Identified in the Attachments and Notes

ANL – Argonne National Laboratory

BNL – Brookhaven National Laboratory

CBFO – Carlsbad Field Office

EM HQ – Environmental Management Headquarters

EM-LA – Los Alamos

EM-NV – Environmental Management Nevada

ETEC – Energy Technology Engineering Center

LBNL – Lawrence Berkley National Laboratory

LLNL – Lawrence Livermore National Laboratory

LM – Legacy Management

MOAB – Moab UMTRA Project

OREM – Oak Ridge EM

PPPO – Portsmouth/Paducah Project Office

SPRU – Separations Process Research Unit

WVDP – West Valley Demonstration Project

Attachment B: EMCBC Service, Function, and Activity Provider Matrix

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks	
	BNL	ETEC	LBNL/LLNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM		EMCBC
1.0 Office of the Director																
Workforce Planning, Development and Accountability		X	X	X	X	X	X								X	
Strategic Workforce / Succession Planning	X	X	X	X	X	F	X				P	P			X	
2.0 Office of Civil Rights & Diversity																
EEO Title VII Complaints Processing	X	X	X	X	X	X	X	X/S	X	X	X	X	X		X	
EEO/Diversity Training	X	X	X	X	X	X	X		X		X	X	X		X	
Diversity Program Administration	X	X	X	X	X	X	X	X/S	X		X	X	X		X	
Diversity Contractor Oversight	X	X	X	X	X	X	X		X		X	X	X			
Reasonable Accommodation Program Manager	X	X	X	X	X	X	X		X		X	X	X		X	
Employee Concerns Program Manager	X	X	X	X	X	X	X			X	X		X		X	Provides ECP administration DOE O 442.1A
3.0 Procurement & Contract Management																
Procuring Contracting Officer (PCO)	X	X	X	X	X	X	X	X	X	P/S	P/S	P/S	P/S		X	X/S

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites								Notes & Remarks	
	BNL	ETEC	LBNL/LNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM	EMCBC		Other
Administering Contracting Officer (ACO)	X/F/S	X/F/S	X/F/S	X/F/S	X/F/S	X/F/S	X	X/P/S	X/P/S	X/P/S	X/P/S	X/P/S	X/P/S	X/P/S	X/P/S	X/P/S	
Contracting Officer Representative Program Management	X	X	X	X	X	X	X	S	X	P/S	P/S	P/S	P/S		X	H	Lead: The HQ Acquisition Career Manager (Office of Acquisition Management) leads the COR Program; COR Certifications for EMCBC, EMLA, PPPO, CBFO, OREM, & Field Operations are managed by EMCBC Site Acquisition Career Manager (Office of Contracting Policy Division)
Contracting Officer Representatives	F	F	F	F	F	F	F	S	P	P	P	P	P		X	H	Multiple CBC Offices & Projects have COR's assigned. Support EM HQ's with CORs; EMCBC, EMLA, PPPO, CBFO, OREM, & Field Operations COR Certifications are managed by EMCBC Site Acquisition Career Manager (Office of Contracting Policy Division)
Acquisition Career Management Program	X	X	X	X	X	X	X	S	X	X	X	X	X		X	H	Lead: The Acquisition Career Management Program (ACMP) is led by the HQ Acquisition Career Manager (Office of Acquisition Management); EMCBC, EMLA, PPPO, CBFO, OREM, & Field Operations certifications are managed by EMCBC Site Acquisition Career Manager (Office of Contracting Policy Division)

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks		
	BNL	ETEC	LBNL/LNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM		EMCBC	Other
Contracting Officer Warrant Program	X	X	X	X	X	X	X	S	X	X	X	X	X		X	H	Lead: The HQ Acquisition Career Manager (Office of Acquisition Management) leads the Warrant Program; Contracting Officer Warrants for EMCBC, EMLA, PPPO, CBFO, OREM, & Field Operations are managed by EMCBC Site Acquisition Career Manager (Office of Contracting Policy Division)
Procurement Analysts	X	X	X	X	X	X	X	S	X	P/X	P/X	P/X	P/X		X	X/S	
Small Business Program Administration	X	X	X	X	X	X	X	S	X	X	X	X	X		X	H	Lead: HQ Office of Small and Disadvantaged Businesses (OSDBU); EM Small Business Program managed by EM Small Business Program Manager, EMCBC Office of Contracting Policy Division
Simplified Acquisition	X	X	X	X	X	X	X	X	X	P	P	P	P		X	X	
Procurement Database Management	X	X	X	X	X	X	X	S	X	X	X	X	X		X	H	Lead: HQ Office of Acquisition Management; EMCBC, EMLA, PPPO, CBFO, OREM, & Field Operations acquisition systems managed by EMCBC Office of Contracting Policy Division
Contract Closeout	X	X	X	X	X	X	X		X						X	X	Lead: EMCBC directAcquisition; Support Service Contractor
Financial Assistance Management	X	X	X	X	X	X	X	S	X						X	S	Support: N2S2

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks		
	BNL	ETEC	LBNL/LNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM		EMCBC	Other
Cost/Price Analysts	X	X	X	X	X	X	X	S	X	X	X	X	X		X	X/S	Lead: EMCBC direct Acquisition; Cost & Pricing support (\$3M+) for EMCBC, EMLA, PPPO, CBFO, & Field Operations led by EMCBC Office of Contracting Cost & Pricing Division Support: ID, RL, SR
Procurement and Financial Assistance Independent Review		X	X	X	X	X	X	S		X	X	X	X		X		Lead: EMCBC direct Acquisition; Independent Review function (\$3M+) for EMCBC, EMLA, CBFO, & Field Operations, and \$20M+ for PPPO and OREM led by EMCBC Office of Contracting Independent Review Team
<i>Contractor Human Resources</i>																	
Labor Standards Determinations via Labor Standards Committee			X	X		X	X	S		P	X	X	X			X	Lead: EMCBC direct Acquisition; EMCBC Office of Contracting, Policy and Contractor Human Resources Management Division
Workers' Compensation			X	X	X	X	X	S		X	X	X	X			X	Lead: EMCBC direct Acquisition; EMCBC Office of Contracting, Policy and Contractor Human Resources Management Division
Risk Management		X	X	X	X	X	X	S		X	X	X	X			X	Lead: EMCBC direct Acquisition; EMCBC Office of Contracting, Policy and Contractor Human Resources Management Division
Labor Relations		X	X	X	X	X	X	S		X	X	X	X			X	Lead: EMCBC direct Acquisition; EMCBC Office of Contracting, Policy and Contractor Human Resources Management Division

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks		
	BNL	ETEC	LBNL/LLNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM		EMCBC	Other
Compensation		X	X	X	X	X	X	S		X	X	X	X			X	Lead: EMCBC direct Acquisition; EMCBC Office of Contracting, Policy and Contractor Human Resources Management Division
Pension & Benefits		X	X	X	X	X	X	S		X	X	X	X			X	Lead: EMCBC direct Acquisition; EMCBC Office of Contracting, Policy and Contractor Human Resources Management Division
Workplace Substance Abuse		X	X	X	X	X	X	S		X	X	X	X			X	Lead: EMCBC direct Acquisition; EMCBC Office of Contracting, Policy and Contractor Human Resources Management Division
Worker Transition Administration		X	X	X	X	X	X	S		X	X	X	X			X	Lead: EMCBC direct Acquisition; EMCBC Office of Contracting, Policy and Contractor Human Resources Management Division
4.0 Finance & Accounting																	
Accounting	F/X	X	F/X	X	X	X	F/X				X	X	X		X	S	BNL, LLNL, LBNL, and EM-NV, are responsible for funding provided to EMCBC. Either Chicago or NNSA (Albuquerque) are responsible for funding not provided to the CBC. Provides support to EM HQ & field offices as requested
Payroll Liaison	X	X	X	X	X	X	X		X		X	X	X		X		
Travel Management	X	X	X	X	X	X	X		X		X	X			X		

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks		
	BNL	ETEC	LBNL/LLNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM		EMCBC	Other
PCS	X	X	X	X	X	X	X	S	X		X	X	X		X	S	Performs PCS administration for all EM field offices. Provides support to EM HQ as requested.
Payment Support		X	X	X	X	X	X				X	X	X		X		
Internal Review	F/X	X	F/X	X	X	X	F/X	S			X	X	X		X	S	For BNL, LLNL, LBNL, and EM-Nevada, we are responsible for funding provided to EMCBC. Either Chicago or NNSA (Albuquerque) are responsible for funding not provided to the CBC. Provides support to EM HQ & field offices as requested
5.0 Budget & Resource Management																	
Budget Formulation	X	X	X	X	X	F	F		X		P	P	P		X	S	Provides support to SNL and, LLNL
Funds Control	X/F	X	X/F	X	X	X	X	S			X	X	X		X	S	Provides funds administration support for specific HQ EM activities. Provides support to SNL and LLNL.
Obligations Processing	X/F	X	X	X	X	X	X	S			X	X	X		X	S	Provides funds administration support for specific HQ EM activities. Provides support to SNL and LLNL.
Executing & Analysis Reporting	X	X	X	X	X	X	X	S			P	P	P		X	S	Provides funds administrationsupport for specific HQ EM activities. Provides support to SNL and LLNL.
6.0 Cost Estimating																	
EM Operations Activities Management	F	F	F	F	F	F	F	S	P		P	P	P			S	NNSS, LLNL, Sandia, and NA-173

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks		
	BNL	ETEC	LBNL/LLNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM		EMCBC	Other
Strategic & Lifecycle Planning	F	F	F	F	F	F	F	S	P		P	P	P			S	NNSS, LLNL, Sandia, and NA-173
Site Transition Planning	X	X	X	X	X	F	F		X		P	P	P			X	NNSS, LLNL, Sandia, and NA-173
Cost Estimating (Acquisition Support)	X	X	X	X	X	X	X	X	X		X	X	X			S	NNSA, Clean-up Projects, EM-60, EM50, and EM Field Offices (upon request)
Cost Estimating (Project Support)	F	F	F	F	F	F	F	S	P		P	P	P			S	NNSA, Clean-up Projects, EM-60, EM50, and EM Field Offices (upon request)
7.0 Technical Support & Asset Management																	"F" - EM-NV may include NNSA Lead through Management Agreement
<i>Real Property Management</i>																	
Certified Realty Specialists	X	X		X	X	X	X	S	X		X	X	X	S	X	S	HQ Request for SRS Support and OCHCO TA
Utilities	F	F		F	F	F	F		P		S		S		X	X	HQ Request for SRS Support and OCHCO TA, EM-NV - NNSA
FIMS Administration	X	X	X	X	X	X	F		X		X	X	X		X	X	HQ Request for SRS Support and OCHCO TA, EM-NV - NNSA
<i>Personal Property Management</i>																	
OPMO	X	X	X	X	X	X	X		X		X	X			X		
GSA Vehicle Administration	X	X		X	X	X	X		X		X	X	X		X	S	
Personal Property Administration	X	X	X	X	X	X	X		X		X	X	X		X	S	
<i>Environment</i>																	
NEPA	F	F	F	F	F	F	F		P		P		P				EM-NV - NNSA

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks		
	BNL	ETEC	LBNL/LNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM		EMCBC	Other
Permits	F	F	F	F	F	F	F		P		P		P				EM-NV - NNSA
Environmental Management System	F	F	F	F	F	F	F		P		P		P				
Safety and Health			F			F	F										
Integrated Management System	F	F	F	F	F	F	F		P				P				
Federal Employee Occupational Safety and Health	F	F	F	F	F	F	F		P				P				
Employee Concerns Program	X	X	X	X	X	F	X/F	X/S	X	X	X	P		X			
Accident Investigation	X	X	X	X	X	F	F	S	X	X		P					
CAIRS Reporting	X	X	X	X	X	F	X/F			X		P					EM-NV - NNSA
High Level Waste Audit Support					X	F		S		X		P			S	S	
DOECAP Audit Support							F	S							S	S	EM and HS
NNS Radiological Waste Acceptance Program Support							F	S							S	S	EM-NV - NNSA
Quality Assurance Program Development Assistance			X			F	F						P				
Operational Readiness Reviews	X	X	X	X	F	F	F	S	X	X		P			S	S	
Hazardous Materials Packaging & Transportation	F	F	F	F	F	F	F	S	P	P		P			S	S	EM-NV - NNSA
Waste Management	F	F	F	F	F	F	F		P	P		P					
Radiation Protection Program	F	F	F	F	F	F	F		P	P		P					EM-NV - NNSA

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites								Notes & Remarks	
	BNL	ETEC	LBNL/LNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM	EMCBC		Other
Quality Assurance	X	X	X	X	F	F	F	S	X	X		P			S	S	
Federal Technical Qualifications Program Administration	X	X	X	X	X	X	X/F	S	X	X		P				S	
Safeguards & Security						F	F										EM-NV - NNSA
Information Security	X	X	X	X	F	F	X	S	X	X	S	P	S	S	X	S	
Physical Security	F	F	F	F	F	F	F		P	P		P					EM-NV - NNSA
Periodic Inspections / Surveys					F	F	F	S				P			S	S	EM-NV - NNSA
Personnel Security						X/F	F										EM-NV - NNSA
Clearance Processing	X	X	X	X	X	F/S	F	S	X	X		P			S	S	EM-NV - NNSA
HSPD-12	X	X	X	X	X	F/S	F	S	X	X		P			S	S	EM-NV - NNSA
Industrial Security	F	F	F	F	F	F	F		P	P		P					EM-NV - NNSA
Classification / Technical Information Review	S	S	S	S	X/F	X	X	S	S	X	X	S	X	X	X	S	
Emergency Management	F	F	F	F	F	F	F	S	P	P		P			S	S	EM-NV - NNSA
Continuity of Operations	F	F	F	F	F	F	X/F	S	P	P		P			S	S	
Records Management			X/F			X/F	X/F					P					
Records Management Field Officer	X	X	X	X	X	X	F	S	X	X	X	P			S	S	
Identification	F	F	F	F	F	F	F	S	P	P		P			S	S	
Maintenance	F	F	F	F	F	F	F	S	P	P		P			S	S	

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites								Notes & Remarks	
	BNL	ETEC	LBNL/LLNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM	EMCBC		Other
Disposition	F	F	F	F	F	F	F	S	P	P		P			S	S	Sites cannot disposition records without RMFO concurrence.
Project Management Career Development Program	F	F	F	F	F	F	X/F	S	P		P	P	P			S	NNSS, LLNL, Sandia, and NA-173, EM-NV - NNSA
DOE O 413.3B Implementation (EMCBC PMO)	F	F	F	N/A	F	F	F	S	P		P	P	P			P/S	NNSS, LLNL, Sandia, and NA-173, EM-NV - NNSA
Technical Services (Cadre Support)					X					X	X			X	S		
8.0 Legal - General																	EMCBC OCC has counsel located at PPPO, CBFO, EMLA, WVDP and LM
Acquisition (Pre and Post Award)	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
Contract Administration	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
Contract Labor Relations	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
Oversight of DOE / Contractor Outside Legal Services	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
General Litigation	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
Federal Personnel Law	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
Investigations	F	S	S	S	S	S	X	P	P		S	S	S	S	S		
FTCA	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
Federal Labor Relations	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
EEOICPA	P	P	P	P	P	X		P	P		P	P	P	P	P	P	

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites								Notes & Remarks	
	BNL	ETEC	LBNL/LNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM	EMCBC		Other
Pensions and Benefits	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
Contractor Labor Law	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
General Law & Administrative Law	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
EEO	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
Ethics	F	X	X	X	X	X	X	P	P		X	X	X	P	X	X	
Real Property	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
Government Personal Property	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
ADR	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
DOE Employee Subpoenas in non-DOE Litigation	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
Environmental Safety, & Health	F	X	X	X	X	X	X	P	P		X	X	X	X	X	X	
Defense Waste Determinations	F	X	X	N/A	X	X	X	P	P		X	X	X	X	X	X	
Fees and Taxation	F	X	X	N/A	X	X	X	P	P		X	X	X	X	X	X	
Security Classifications	F	X	X	N/A	X	X	X	P	P		X	X	X	X	X	X	
FOIA / Privacy Act	F	X	X	N/A	X	X	X	P	P		X	X	X	P	X	X	
Fiscal Law	F	X	X	N/A	X	X	X	P	P		X	X	X	X	X	X	
Environmental Law & Regulatory Compliance	F	X	X	N/A	X	X	X	P	P		X	X	X	X	X	X	

A = Advisor
P = Project Lead
X = EMCBC Lead
F = EMCBC Field Operations Lead
S = Support to EM/Complex
H = HQ Authority

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks	
	BNL	ETEC	LBNL/LNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM		EMCBC
9.0 Information Resource Management																
Computer Systems Management (Help Desk)		X	X	X	X	X	X								X	
Network Administration		X	X	X	X	X	X								X	
Cyber Security Support (Including PII)		X	X	X	X	X	X								X	
Applications and Software Development		X	X	X	X	X	X								X	Archived Databases
Records Management			X/F			X/F	X/F					P				
Records Management Field Officer	X	X	X	X	X	X	F	S	X	X	X	P			S	S
Identification	F	F	F	F	F	F	F	S	P	P		P			S	S
Maintenance	F	F	F	F	F	F	F	S	P	P		P			S	S
Disposition	F	F	F	F	F	F	F	S	P	P		P			S	S
10.0 Public Affairs, Information & Intergovernmental Relations																
Stakeholder & Media Support		F	F	F	F	F	F				P	P			X	S
11.0 Human Resources Advisory																
Position Management	A	A	A	A	A	A	A			A	A	A	A		A	
Position Classification	A	A	A	A	A	A	A			A	A	A	A		A	

Services, Functions, and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks	
	BNL	ETEC	LBNL/LNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	LM		EMCBC
Staffing	A	A	A	A	A	A	A			A	A	A	A		A	
Recruitment, Relocations, Retention Incentives	A	A	A	A	A	A	A			A	A	A	A		A	
Student Loan Repayment	A	A	A	A	A	A	A			A	A	A	A		A	
Reorganization Preparation	A	A	A	A	A	A	A			A	A	A	A		A	
Employee Relations	X	X	X	X	X	X	X			X	X	X	X		X	
Benefits	A	A	A	A	A	A	A			A	A	A	A		A	
Retirement	A	A	A	A	A	A	A			A	A	A	A		A	
Performance Management	A	A	A	A	A	A	A			A	A	A	A		A	
Adverse Actions & Discipline	A	A	A	A	A	A	A			A	A	A	A		A	
Preparation of Furlough Notice	A	A	A	A	A	A	A			A	A	A	A		A	
Preparation of RIF Notice	A	A	A	A	A	A	A			A	A	A	A		A	
Drug Testing Program	X	X	X	X	X	X	X			X	X	X	X		X	
Leave Administration	A	A	A	A	A	A	A			A	A	A	A		A	
Strategic Workforce / Succession Planning	A	A	A	A	A	A	A			A	A	A	A		A	
Federal Employee Training	A	A	A	A	A	A	A			A	A	A	A		A	
Work Schedule & Telework	A	A	A	A	A	A	A			A	A	A	A		A	

A = Advisor
P = Project Lead
X = EMCBC Lead
F = EMCBC Field Operations Lead
S = Support to EM/Complex
H = HQ Authority

Attachment C: EMCBC Delegations of Authority Matrix

Service and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks	
	BNL	ETEC	LBNL/LNL	MOAB	SPRU	WVDP	EM-NV	EM HQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	EMCBC		LM
1.0 Human Resource Advisory Office																
All HR Functions		S	S	S	S	S	S				S	S		S		
2.0 Office of Civil Rights & Diversity																
Jurisdictional Authority for EEO Complaints Processing		X	X	X	X	X	X	X		X	X	X	X	X		29 CFR 1614
Jurisdictional Authority for Diversity Program Administration		X	X	X	X	X	X	X			X	X	X	X		DOE O 311.1B dtd 3/05/03
Jurisdictional Authority EEO/Diversity Training		X	X	X	X	X	X	X			X	X	X	X		DOE O 311.1B dtd 3/05/03
Jurisdictional Authority Diversity Contractor Oversight		X	X	X	X	X	X	X			X	X	X	X		DEAR 970.5226-1, Diversity Plan
Jurisdictional Authority Employee Concerns Program		X	X	X	X	X	X			X	X		X	X		DOE O 442.1A dtd 6/06/01
3.0 Procurement & Contract Management																
Environmental Management Head of Contracting Activity Implementation	F	X	X	X	X	X	X	H	P		X	X		X	P	Appointment of Authority for Direct Oversight Responsibilities for EM HCA Delegation Table for the EMCBC to T. Miles dtd 5/26/2016
Delegation of Authority (Small Business Advocate)		X	X	X	X	X	X	X		X	X	X	X	X		Delegation Memorandum from Head of Contracting Activity to A.M. Bird, dtd 7/13/2018
Delegation of Authority (Fee Determining Official)		X	X	X	X	X	X						X			Delegation Memorandum from Head of Contracting Activity to K. Armstrong, dtd 4/3/2017

Service and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks		
	BNL	ETEC	LBNL/LLNL	MOAB	SPRU	WVDP	EM-NV	EMHQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	EMCBC		LM	Other
Designation of EM Contracting Activity Competition Advocate	F	X	X	X	X	X	X	H	P		X	X		X	P		Delegation Memorandum from Head of Contracting Activity to Andrew Wirkkala, dtd 1/24/2018
Delegation of Authority for Congressional Notification of Pending Contract or Financial Assistance Actions in Excess of \$1 Million	F	X	X	X	X	X	X	H	P		X	X		X	P		Delegation Memorandum from Head of Contracting Activity to R. E. Holland, dtd 05/20/11; EMAC Support
Delegation of Workforce Restructuring Approval		X	X	X	X	X	X	H			P	P		X			Delegation Memorandum from Under Secretary to Distribution, dtd 02/22/12; EMAC Support
4.0 Finance & Accounting																	
Delegation of Authority relocation, retention, recruitment incentives, PCS benefits & special act awards	F	X	X	X	X	X	X	X	P		X	X		X	P		Del. of Pers. Mgmt Auth to Office of Environmental Management dtd 8/20/2012 Sandra L. Waisley
Allotment Holder Authority	X	X	X	X	X	X	X				X	X	X	X			Allotment Authority Approval from Susan Grant Office of MGT & Budget 3/14/05 *For funding that is provided to the EMCBC. Chicago, Albuquerque, and HQ retain allotment authority for funding provided to Office of Science (Chicago), NNSA (Albuquerque), or held at HQ.
5.0 Budget & Resource Management																	
Allotment Holder Authority	X	X	X	X	X	X	X		X		X	X	X	X			Allotment Authority Approval from Susan Grant Office of MGT & Budget 3/14/05 *For funding that is provided to the EMCBC. Chicago, Albuquerque, and HQ retain allotment authority for

Service and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks		
	BNL	ETEC	LBNL/LLNL	MOAB	SPRU	WVDP	EM-NV	EMHQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	EMCBC		LM	Other
																	funding provided to Office of Science (Chicago), NNSA (Albuquerque), or held at HQ.
6.0 Project Management & Cost Estimating																	
Delegation of Acquisition Executive Authority for Capital Asset Projects at Small Sites	X	X	X	X	X	X	X		X								Delegation Letter from EM-1 dtd 7/17/2015
Prior to CD-1, Preliminary PEP (\$50 M to Less than \$100M)	X	X	X	X	X	X	X		X								Approval Authorities for Office of EM DOE Order 413.3B dtd 2/16/12
Prior to CD-1, FPD Appointment (\$50M to <\$100M)	X	X	X	X	X	X	X		X								Approval Authorities for Office of EM DOE Order 413.3B dtd 2/16/12
Prior to CD-1, IPT Charter (\$50M to <\$100M)	F	F	F	F	F	F	F		P								Approval Authorities for Office of EM DOE Order 413.3B dtd 2/16/12
Prior to CD-2, Approve Updated PEP (\$50 M to \$100M)	X	X	X	X	X	X	X		X								Approval Authorities for Office of EM DOE Order 413.3B dtd 2/16/12
Prior to CD-2, Funding Profile (\$50M to <\$100M)	X	X	X	X	X	X	X		X								Approval Authorities for Office of EM DOE Order 413.3B dtd 2/16/12
CD Approval Authority (except CD-0): CD-1, CD-2, CD-3, and CD-4 (\$50M to <\$100M)	X	X	X	X	X	X	X		X								Approval Authorities for Office of EM DOE Order 413.3B dtd 2/16/12
Funding Change Approval	X	X	X	X	X	X	X		X								Delegation Letter from EM-1 dated 2/25/11 Delegation Retraction dtd 7/16/2012
7.0 EM Cleanup Program Key Decisions																	In accordance with EM Policy – Requirements for Management of the Office of EM Cleanup / Owendoff dtd 7/20/17
Program Authority <\$200 M	X	X	X	X	X	X	X										

Service and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks	
	BNL	ETEC	LBNL/LLNL	MOAB	SPRU	WVDP	EM-NV	EMHQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	EMCBC		LM
<\$25 M or 25% of the original segment cost, whichever is less	X	X	X	X	X	X	X									
8.0 Technical Support & Asset Management																
Personal Property Management Appointment as Organizational Property Management Officer	X	X	X	X	X	X	X		X		X	X		X		
Real Estate Release Limits for Clearance of Real Property	F/S	F/S	F/S	F/S	F/S	F/S	X/F		P/S							
Delegation of Environmental Authorities			F/X			F	X									
Consent Decrees or Consent Agreements		X	X	X	X	X	X				H	H		X		
Administrative or Consent Orders	X	X	X	X	X	X	X				H	P		X		
Federal Facility Compliance Agreements	X	X	X	X	X	X	X				H	P				
Environmental Permit Applications/ Agreements	X	X	X	X	X	X	X				H	P				
RCRA Statement of Basis and CERCLA - Proposed Plans	X	X	X	X	X	X	X				X	P				
RCRA Permits & CERCLA RODS	X	X	X	X	X	X	X				X	P				
Explanation of Significant Differences	X	X	X	X	X	X	X				X	P				

Service and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks		
	BNL	ETEC	LBNL/LLNL	MOAB	SPRU	WVDP	EM-NV	EMHQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	EMCBC		LM	Other
Submittal of Environmental Implementing Documents	X	F	F	F	F	F	F				P	P					Delegation documents to Project/Site Federal Project Directors
Delegation of Safety Authorities		X	X	X	X	F	F				P	P		X			Hutton to Bower Memo 1/10/18
Delegation of Authority for Department of Energy Order 458.1, "Radiation Protection of the Public and the Environment"		F	X	F	F	F	F				P	P		P			Letter from D Chung to Field Element Managers (2/25/11) EM-NV - NNSA
Quality Assurance Program Approval		X	X	X	X	F	X/F							X			Hutton to Bower Memo 1/10/18
Security Services	X	X	X	X	X	F	F		X		P	P		X			Per MOA with SRS dated 7/31/12, SR is CSA for EMCBC & Small Sites Hutton to Bower Memo 1/30/18
9.0 Legal Services																	EMCBC OCC has counsel located at PPPO, CBFO, EMLA, WVDP and LM
Authority to receive, Process, adjust compromise and settle claims filed under the FTCA.	F	X	X	X	X	X	X	H	P		X	X		X	X		Delegation letter from Lynn Coleman, dated March 1,1980
Ethics Counselor Duties	F	X	X	X	X	X	X	H	P		X	X		X	X		Memo from Susan Beard, dated November 24, 2004
FOIA Officer	F/S	X	X	X	X	X	X	H	P/S		X	X		X	X		10 CFR 1004.2
Privacy Act Officer	F/S	X	X	X	X	X	X	H	P		X	X		X	X		10 CFR 1008.2
Contractor Legal Management Requirements	F	X	X	X	X	X	X	H	P		X	X		X	X		10 CFR 719
10.0 Information Resource Management																	
Delegation of Designated Approval Authority (DAA)		X	X	X	X	X	X							X			Delegation Letter from EM-1 dtd 3/7/07
Appointment as Records Management Field Officer	S	X	X	X	X	X	F	S	S			X		X			Owendoff Memo to Distribution 2/7/2016 Appt. of EM RMFO's

Service and Functions	Field Operations Sites ("Small Sites")							Other EM Field Offices on DOE Sites							Notes & Remarks	
	BNL	ETEC	LBNL/LLNL	MOAB	SPRU	WVDP	EM-NV	EMHQ (or Other)	ANL	OREM	CBFO	PPPO	EMLA	EMCBC		LM
11.0 Human Resources Advisory Office																
<i>Classification and Staffing</i>																
Position Management	A	A	A	A	A	A	A			A	A		A			
Position Classification																
Staffing																
Recruitment, Relocation, Retention Incentives																
Student Loan Repayment																
Reorganization Preparation																

Attachment D: Contact Matrix

Functional Grouping	Primary Contact	Functional Contacts
1. Human Resources Advisory Office	Kimberly Dellinger 513-246-0520	Kimberly Dellinger 513-246-0520
2. Civil Rights & Diversity	Sheila Gilliam 513-744-0968	EEO Complaints Processing Sheila Gilliam 513-744-0968 Trisha Zamarron 513-246-0498 Diversity Program Administration Sheila Gilliam 513-744-0968 Trisha Zamarron 513-246-0498 Employee Concerns Program Sheila Gilliam 513-744-0968 Trisha Zamarron 513-246-0498
3. Procurement & Contracting	Tamara Miles 513-246-1367	Operations Division A (Pre- and Post-award Acquisition and Financial Assistance) Aaron Deckard 513-246-0512 Operations Division B (Pre- and Post-award Acquisition and Financial Assistance) Wilmari Delgado 513-246-0566 Independent Review Team Barry Page 513-246-0547 Contract Cost and Pricing Division Joe Werbrich 513-246-0062 Policy and Contractor Human Resources Management Division Karen Bahan 513-246-0555 Small Business Program Anne Marie Bird 513-246-0569
4. Contractor Human Resources Management	Karen Bahan 513-246-0555	Karen Bahan 513-246-0555
5. Finance & Accounting	David Arvin 513-744-0960	Darryl McFarland 513-246-0483

Functional Grouping	Primary Contact	Functional Contacts
6. Budget & Resource Management	David Arvin 513-744-0960	Karen Adamczak 513-744-0986
7. Public Information & Intergovernmental Relations	Kim Johnson 513-246-0462	Kim Johnson 513-246-0462
8. Cost Estimating	Allen Moe 513-246-0230	Cost Estimating & Analysis Steve Olszewski 513-246-0231 Kevin Barry 513-246-1371 Corporate Policies & Programs Michael Mills 513-246-1372
9. Technical Support & Asset Management	Mike Kopp 513-246-0485 John Sattler 513-246-0603 Robert Everson 513-246-0501 Jon Stickelman 513-246-0494	Real Property Larry Kelly 513-246-0609 Personal Property/OPMO Dave Lojek 513-246-0601 Safety & Quality Division John Sattler 513-246-0603 Project Management Jon Stickelman 513 246-0494 Security, Records, Emergency & Transportation Management Mike Kopp 513-246-0485 Technical Services Robert Everson 513-246-0501 Classification Office Jill McLaughlin 303-236-3637
10. Chief Counsel	Mell Roy 513-246-0585	FOIA and Privacy Act Scott Lucarelli 513-246-0497

Functional Grouping	Primary Contact	Functional Contacts
11. Information Resource Management	Ward Best 513-246-0530	Computer Systems Management (Help Desk) John Muskoff 513-246-0226 Network Administration John Muskoff 513-246-0226 Cyber Security Support Lisa Rawls 513-246-0059 Applications & Software Development John Muskoff 513-246-0226
Argonne National Laboratory EM Project	TBD	
Energy Technology Engineering Center	John Jones 805-416-0992	John Jones, FPD 805-416-0992
Moab UMTRA Project	Russell McCallister 859-219-4012	Russell McCallister FCD 859-219-4012
LBNL EM Projects	Kevin Bazzell 650-926-2513	Kevin Bazzell, FPD 650-926-2513
Separations Process Research Unit	Steve Feinberg 518-395-4580	Steve Feinberg, FPD 518-395-4580
West Valley Demonstration Project	Bryan Bower 716-942-4368	Bryan Bower, Director 716-942-4368
Brookhaven EM	John Sattler	513-246-0603
EM Los Alamos	TBD	
EM-NV	Rob Boehlecke 702-295-2099	Rob Boehlecke, Federal Program Director 702-295-2099 Catherine Hampton, Deputy Program Manager, Operations Support 702-295-4542 Bill Wilborn, Deputy Program Manager, Operations 702-295-3188

Attachment E: (Sample) Corporate Activity Resource Request Form

Environmental Management Consolidated Business		
Corporate Activity Resource Request		
<i>Use tab key to select and enter information</i>		
Customer:		
Project Description:		
Activity / Task Supervisor:	Federal Project Director:	
Assignment Completion Evaluation		
EMCBC Employee Name(s)		
Activity Task:		
Completion:	Timeframes Met:	Level of Effort:
Additional Comments:		
	Date:	

EMCBC RECORD OF REVISION**DOCUMENT TITLE: DOE EMCBC Service Plan**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Initial Document		7/17/12
2	Updated charts and hyperlinks on delegated documents	All	2/6/14
3	Review and update Delegations Of Authorities, Support Actions, And Contacts.	All	04/10/17
4	Review and update reformat, including Matrices B & C, and Attachment E	All	11/19/18