

**Appendix 15**

**REV. 5**

**G-FSP-G-00015**

**Functional Service Agreement Between  
Savannah River Nuclear Solutions, LLC  
and  
Savannah River Remediation, LLC**

**Public Affairs Services**

**August 1, 2016**

**TABLE OF CONTENTS**

<b>Section .....</b>	<b>Page No.</b>
<b>1.0 INTRODUCTION.....</b>	<b>1</b>
<b>2.0 POLICIES, PROCEDURES, AND MANUALS.....</b>	<b>1</b>
<b>3.0 CODES AND STANDARDS.....</b>	<b>2</b>
<b>4.0 SERVICES.....</b>	<b>2</b>
<b>5.0 INTERFACE CONTROL INFORMATION.....</b>	<b>3</b>
<b>6.0 SERVICE UNIT INFORMATION.....</b>	<b>3</b>
<b>7.0 POINTS OF CONTACT.....</b>	<b>3</b>
<b>8.0 APPROVALS .....</b>	<b>4</b>

## **1.0 INTRODUCTION**

This Functional Service Agreement, Appendix 15 of Memorandum of Agreement (G-MOA-G-00002) describes the service exchange between the Savannah River Site (SRS) Management and Operating (M&O) contractor, Savannah River Nuclear Solutions, LLC (SRNS) and Savannah River Remediation, LLC (SRR).

This appendix describes the baseload work to be provided. Included may be, programmatic responsibilities for the Site as well as certain tasks related to monitoring program effectiveness and activities considered to be part of Site Landlord Services. Task-related activities that are requested will be documented in this Functional Services Agreement (FSA) as defined in CO direction to SRNS. Activities not included in the FSA will be requested by the tenant utilizing the Service Level Agreement (SLA) process. The parties agree to review this FSA periodically (not to exceed a period of two years) and revise it if changes are needed as determined by both parties.

Unless otherwise noted in this document, the services described do not apply to SWPF/Parsons.

## **2.0 POLICIES, PROCEDURES, AND MANUALS**

Manual Number	Manual Title	Applicable Sections
1-01	MP 1.10, Employee Communications (Latest revision)	All
1-01	MP 1.13, Release of Information to the Public (Latest revision)	All
1-01	MP 4.26, National Historic Preservation Act (NHPA) (Latest revision)	All

### 3.0 CODES AND STANDARDS

DOE O 151.1C, "Comprehensive Emergency Management System"

36 CFR Part 800, Sections 106 and 110(f), *Protection of Historic Properties*

SRS's Cold War Built Environment Cultural Resources Management Plan, Volume One,  
1/26/2005 Programmatic Agreement, SRS Cold War Built Environment, 2004

### 4.0 PUBLIC AFFAIRS SERVICES

SRNS will coordinate site and public tours as directed by U.S. Department of Energy (USDOE), which includes coordination, badging and security actions, and access control. SRNS provides guides/speakers, briefings and brochures and maps (or other handouts) where appropriate. SRR will provide support for site public tours when the tour involves SRR work scope. SRR will conduct tours that involve only liquid waste facilities.

SRNS will be responsible for management of the site's audiovisual equipment subcontract, which maintains the USDOE inventory. SRNS will be responsible for budgeting for inventory upgrades.

SRNS will be responsible for design of external documents and the content, design, and maintenance of the site's main website at srs.gov, and will, upon request, ensure that web content generated by SRR is linked appropriately to that main site.

SRNS will allow SRR to review new or significantly changed external communications referencing SRR and Liquid/High Level Waste Operations. SRNS will be responsible for sending any internal communications that apply to the entire SRS population to the SRR Public Affairs and Project Communications (PA&PC) department for dissemination to SRR employees.

SRNS will be responsible for all archival photo and video footage that applies to the entire SRS. SRNS will retrieve and provide archival photo and video media assets to SRR upon request. SRNS will provide electronic access to SRR PA&PC personnel of digitized SRS Liquid Waste (LW) related photos and videos, as well as other SRR personnel as requested. SRNS will provide SRR with the complete LW related digital video collection. SRNS will notify SRR PA&PC personnel prior to scheduled aerial photography in an effort to acquire photos of LW facilities as requested.

## **5.0 INTERFACE CONTROL INFORMATION**

### **Elected Officials and Community Leaders Tours**

- Each Company will promptly notify DOE Office of External Affairs (OEA) staff of tours involving elected officials and/or their staff and community leaders.
- SRR will provide name of SRR escort for Liquid Waste facilities. SRNS will ensure that person is included on visitor badging paperwork submitted to the Badge Office.
- SRR will assume escort responsibilities for tours at Liquid Waste facilities and return escort responsibilities back to SRNS per the agenda time schedule. SRNS tour guide will wait at a convenient location until Liquid Waste portion of tour is completed.
- SRNS and SRR will collaborate to ensure an appropriate amount of time is given to their respective programs during these tours.

Note: Community Leader is defined as anyone in a leadership role in a community based organization (i.e. an organization that could economically influence continuing operations at SRS).

## **6.0 SERVICE UNIT INFORMATION**

For SRR, see Section 6 and Attachment 1 of MOA (G-MOA-G-00002).

## **7.0 POINTS OF CONTACT**

Both parties shall assign single Points of Contact (POCs) who will be responsible for coordinating and administering all matters related to this agreement. All requests for services shall flow through these POCs (or their functional designees). The POCs for this agreement are:

**SRNS:** Janet Griffin, Public Affairs Department

**SRR:** Amy Joslin, Public Affairs and Project Department

8.0 APPROVALS

SRNS:   
\_\_\_\_\_  
Teresa Haas  
Director, Government & Community Relations  
Corporate Communications

7-18-16  
Date

SRR:   
\_\_\_\_\_  
Amy Joslin  
Director, Public Affairs & Project Communications

7.27.16  
Date