

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

## **Subject Area: DOE EMCBC Service Plan**

**Management System Owner:** T.J. Jackson

**Point of Contact:** Lynette Chafin

---

**Issue Date:** 2/6/14

**CBC MS Revision:** 2

### **1.0 Introduction**

This plan is developed to specify sources of administration, business and technical services. It reflects the collaborative approach of the Department of Energy (DOE) Environmental Management Consolidated Business Center (EMCBC) in providing service and support to the Environmental Management (EM) DOE Complex and supported sites.

### **2.0 Responsibilities**

The EMCBC provides services through the integration of the business and technical capabilities of the facilities and staff under its direction. These services are provided primarily to support small sites and closure projects within the EM portfolio, EM Headquarters (HQ's) and to augment the capabilities of larger sites in the EM complex.

The Director of the EMCBC is accountable to the Principal Deputy Assistant Secretary, Office of Environmental Management, for the effectiveness and efficiency of the EMCBC's enterprise support. Inherent in this accountability 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 small sites 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.

This plan is the integration vehicle of the EMCBC organizations which leverages the capabilities of the EMCBC to provide support to the EM complex. The source of support services is based upon EMCBC capacity to provide support; capacity being a function of available EMCBC resources, required functional expertise, support service contracting capability and corporate reach-back to available EM resources.

## **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.

Small sites within the scope of this Plan include but are not limited to those designated in the February 25, 2011 letter from the Assistant Secretary of Environmental Management regarding Delegation of Acquisition Executive (AE) Authority for Capital Asset Projects at Small Sites and modified by the July 16, 2012 letter from the Senior Advisor for Environmental Management which removed Nevada National Security Site and Los Alamos National Laboratory from this delegation and added the Lawrence Berkley National Laboratory Environmental Management Project.

Where services are performed for the other sites or offices within the EM or DOE Complex that are not identified in the Service 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 the small sites and closure projects and the EM Complex. The Service Provider Matrix also identifies whether the service or function is provided by the DOE Project staff (this could be Project, HQ, LM, etc. depending on the task). In this instance, the EMCBC may only serve as a support element to the Federal Project Director. The second matrix (Attachment C) identifies the Delegated Authorities for the services and functions beyond those authorities identified in the [EMCBC Functions, Responsibilities and Authorities FRA](#). To the extent practical, the delegation documents are listed and linked for reference. The third matrix (Attachment D) is a Point of 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 CBC Management System (MS) to maintain an accurate description of its management approach.

For small sites and closure projects, line management accountability flows up through the Federal Project Director or Site/Field Element Manager, through the EMCBC Director, to the Principal Deputy Assistant Secretary. Decision making authority is driven down the organization by EM Delegations of Authority and is consistent with DOE O 413.3B, Program and Project Management for the Acquisition of Capital Assets. This change in small site line management authority is driven by the disbandment of the Small Sites Closure Office and assignment of line management responsibility to the EMCBC in 2012. This realignment does not affect line management authorities at other supported sites nor does it affect DOE HQ's requirement to perform independent oversight.

The EMCBC is accountable to the 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. When Service Level Agreements establish the EMCBC as the lead for oversight of contractor activities the EMCBC will establish a formal communication protocol with the Site FPD 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 requests (Attachment E: Corporate Activity Resource Request Form) 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 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 Provider Matrix when the support will be recurring (as opposed to transactional).

The EMCBC ES&H (Environment, Safety and Health) Functions, Responsibilities, and Authorities (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 supported small sites and closure projects, 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](#)

## **6.0 References**

[DOE Strategic Plan](#)

[EM Journey to Excellence \(2012\)](#)

[EMCBC Strategic Plan](#)

[EMCBC Functions, Responsibilities and Authorities FRA](#)

[Small Sites Remote Element Memo](#)

[Customer Service Goals](#)

## Attachment A: Definitions & Matrix Key

### Definitions

**“Contractor assurance system”** encompasses all aspects of the activities designed to identify deficiencies and opportunities for improvement, report deficiencies to the responsible managers and authorities, and ensure that corrective and preventive actions are established and effectively implemented. These activities include assessments (including self-assessments, management assessments, and internal independent assessments as defined by laws, regulations, and DOE Orders), operational awareness activities (e.g., management walk-through), quality assurance programs, lessons-learned programs, accident investigations, worker feedback mechanisms, performance indicators/measures, event reporting processes, analysis of causes, identification of corrective actions and recurrence controls, corrective action tracking and monitoring, closure of corrective actions and verification of effectiveness, and analysis of trends.

**Delegation of Authority:** For the purposes of the matrix that is Attachment C to this document, Delegation of Authority is intended to be derived from specific memoranda that clearly define 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., site/field element manager/project office) to the EMCBC Director, then through the responsible program office through the Under Secretary and ultimately to the Deputy Secretary and Secretary of Energy. Line Management for “Small Sites” was delegated to EMCBC in February 2012 via the reorganization described in a memo from Sandra Waisley to Michelle Inge-Farmer ([Small sites remote element memo](#)).

The EMCBC shall support small sites and closure project line management with environment, safety and health services in accordance with the capabilities of the Project and Delegated Authorities by the Office of Environmental Management. This Plan and the CBC Management System Description help define other line management authorities. It is stressed that line management authority for project completion is based on DOE O 413.3B and the capabilities and qualifications at the site/project level.

**“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. Site management systems specifically include Integrated Safety Management, Integrated Safeguards and Security Management, and Quality Assurance Programs.

### **Service and Function Matrices Key**

**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.

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

**Support to EM/Complex (S):** Where services are performed for other sites or offices within EM or the DOE Complex (Attachment B, Service 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

BEMP/BNL – Brookhaven National Laboratory

CBFO – Carlsbad Field Office

EM HQ – Environmental Management Headquarters

ETEC – Energy Technology Engineering Center

LBNL – Lawrence-Berkley National Laboratory

LM – Legacy Management

PPPO – Portsmouth/Paducah Project Office

SLAC – Stanford Linear Accelerator Center

SPRU – Separations Process Research Unit

WVDP – West Valley Demonstration Project

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

Services, Functions and Activities	EM HQ	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	WVDP	CBFO	PPPO	LM	EMCBC	Other	Notes & Remarks P = Project Lead X = CBC Lead S = Support to EM/Complex
<b>1.0 Office of Human Resources</b>														
<b>Classification and Staffing</b>														
Position Management			X	X	X	X	X	X	P	P/S		X		
Position Classification			X	X	X	X	X	X	X	X		X		
Position Suitability Determination			X	X	X	X	X	X	X	X		X		
Staffing – Merit Promotion	X		X	X	X	X	X	X	X	X		X		
Staffing – Delegated Examining	X		X	X	X	X	X	X	X	X		X	X	DE for SRS
Recruitment, Relocation, Recruitment Incentives	X		X	X	X	X	X	X	X	X		X		
Student Loan Repayment	X		X	X	X	X	X	X	X	X		X		
Acquiring and Positioning Human Resources	S		P	P	P	P	P	P	P	P		X		
Reorganization Preparations	S		P	P	P	P	P	P	P	P/S		X		
Annual Notice of Competitive Areas/RIF Program			X	X	X	X	X	X	X	X		X		
- Preparation of Furlough Notice			X	X	X	X	X	X	X	X		X		
- Preparation of RIF Notice			X	X	X	X	X	X	X	X		X		
<b>Employee Relations, Benefits, Retirement, Performance Management and Awards</b>														
Adverse Actions and Discipline			P	P	P	P	P	P	P	P		X		
Preparation of Furlough Notice			P	P	P	P	P	P	P	P		X		
Preparation of RIF Notice			P	P	P	P	P	P	P	P		X		
Awards	S		X	X	X	X	X	X	P	P		X		
Benefits			X	X	X	X	X	X	X	X		X		
Drug Testing Program Manager			X	X	X	X	X	X	X	X		X		

Services, Functions and Activities	EM HQ	ANL	BEMP/BNL	ETEC	SLAC/LBNL	MOAB	SPRU	WVDP	CBFO	PPPO	LM	EMCBC	Other	Notes & Remarks P = Project Lead X = CBC Lead S = Support to EM/Complex
EAP Coordinator			X	X	X	X	X	X	S	X		X		
Grievance Process Administration			X	X	X	X	X	X	X	P		X		
Federal Employee Health Service Administration			X	X	X	X	X	X	P	X		X		
Office of Workers' Compensation Program (OWCP)			P	P	P	P	P	P	P	X		X		
Pay and Leave Administration			X	X	X	X	X	X	S	P		X		
Performance Management Program Manager			X	X	X	X	X	X	X	P		X		
<b>Workforce Planning, Development and Accountability</b>														
Strategic Workforce/Succession Planning			X	X	P	X	X	X	P	P		X		
Mentoring Program Manager			P	P	P	P	P	P	P	P		X		
HR Program Accountability and Internal Review			X	X	X	X	X	X	X	P		X		
Federal Employee Training Program Manager			X	X	X	X	X	X	P	P		X	X	L&DTP Liaison
Career Development Program			X	X	X	X	X	X	P	P		X		
Individual Development Plan (IDP) Management			P	P	P	P	P	P	P	P		X		
<b>2.0 Office of Civil Rights &amp; Diversity</b>														
EEO Title VII Complaints Processing	X/S	X	X	X	X	X	X	X	X	X		X	S	Savannah River Site Office
EEO/Diversity Training		X	X	X	X	X	X	X	X	X		X		
Diversity Program Administration	X/S	X	X	X	X	X	X	X	X	X		X		
Diversity Contractor Oversight		X	X	X	X	X	X	X	X	X				
Reasonable Accommodation Program Manager		X	X	X	X	X	X	X	X	X		X		
<b>3.0 Procurement &amp; Contract Management</b>														
Contracting Officer	X	X	X	X	X	X	X	X	P/S	P/S		X	X/S	Lead: EMCBC direct acquisition;

Services, Functions and Activities	EM HQ	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	WVDP	CBFO	PPPO	LM	EMCBC	Other	Notes & Remarks P = Project Lead X = CBC Lead S = Support to EM/Complex
														Lead: Procurement COs for PPPO and CBFO only Support: N2S2, LANL, ID, OR, RL, SR
Contracting Officer Representative Program Management	S	X	X	X	X	X	X	X	P/S	P/S		X	X	Lead: EMCBC CORs
Contracting Officer Representatives	S	P	P	P	P	P	P	P	P	P		X	P	Multiple CBC Offices & Projects have COR's assigned. Support EM HQ's with CORs
Acquisition Career Development Program Management	S	X	X	X	X	X	X	X	X	X		X	X	Lead: EMCBC Contracting Officers and CORs
Warrant Program	S	X	X	X	X	X	X	X	X	X		X	X	Lead: EMCBC Contracting Officers
Contract Specialist/Procurement Analysts	S	X	X	X	X	X	X	X	P/X	P/X		X	X/S	Lead: EMCBC direct acquisition; Support: N2S2, LANL, ID,OR,RL, SR
Small Business Program Administration	S	X	X	X	X	X	X	X	X	X		X	X	Lead: EMCBC direct acquisition
Simplified Acquisition	X	X	X	X	X	X	X	X	P	P		X	X	Lead: EMCBC direct acquisition
Procurement Database Management	S	X	X	X	X	X	X	X	X	X		X	X	Lead: EMCBC direct acquisition
Contract Negotiation/Award Administration	X	X	X	X	X	X	X	X					X/S	Lead: EMCBC direct acquisition; Support: N2S2, LANL, ID,OR,RL, SR
Contract Closeout		X	X	X	X	X	X	X				X	X	Lead: EMCBC direct acquisition
Financial Assistance Management	S	X	X	X	X	X	X	X				X	S	Support: N2S2
Contractor Performance Management/Assessment	S	X	X	X	X	X	X	X	P	P		X	X/S	Lead: EMCBC direct acquisition
Cost/Price Analysts	S	X	X	X	X	X	X	X	X	X		X	X/S	Lead: EMCBC direct acquisition Support: ID, RL, SR
Procurement and Financial Assistance Internal Review	S			X	X	X	X	X	X	X		X		Lead: EMCBC direct acquisition

Services, Functions and Activities	EM HQ	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	WVDP	CBFO	PPPO	LM	EMCBC	Other	Notes & Remarks P = Project Lead X = CBC Lead S = Support to EM/Complex
<b>Contractor Human Resources</b>														
Davis Bacon	S					X	X	X	P/S	X			X	Lead: EMCBC direct acquisition
Workers' Compensation	S				X	X	X	X	P/S	X			X	Lead: EMCBC direct acquisition
Risk Management	S				X	X	X	X	P/S	X			X	Lead: EMCBC direct acquisition
Labor Relations	S				X	X	X	X	P/SX	X			X	Lead: EMCBC direct acquisition
Compensation	S				X	X	X	X	P/SX	X			X	Lead: EMCBC direct acquisition
Pension & Benefits	S				X	X	X	X	P/SX	X			X	Lead: EMCBC direct acquisition
Workplace Substance Abuse	S				X	X	X	X	P/S	X			X	Lead: EMCBC direct acquisition
Worker Transition Administration	S				X	X	X	X	P/S	X			X	Lead: EMCBC direct acquisition
Contractor Employee Protection Program	S				X	X	X	X	P/S	X			X	Lead: EMCBC direct acquisition
<b>4.0 Finance &amp; Accounting</b>														
Accounting				X	X	X	X	X	X	X		X	S	Provides support to EM HQ & field offices as requested
Payroll Liaison		X	X	X	X	X	X	X	X	X		X		
Travel Management		X	X	X	X	X	X	X	X	X		X		
PCS	S	X	X	X	X	X	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		
Internal Review	S	P	P	X	X	X	X	X	X	X		X	S	Provides support to EM HQ & field offices as requested

Services, Functions and Activities	EM HQ	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	WVDP	CBFO	PPPO	LM	EMCBC	Other	Notes & Remarks P = Project Lead X = CBC Lead S = Support to EM/Complex
<b>5.0 Budget &amp; Resource Management</b>														
Budget Formulation		X	X	X	X	X	X	X	P	P		X	S	Provides support to LANL,SNL, LLNL& NSO
Funds Control	S	X/P	X/P	X	X	X	X	X	X	X		X	S	Provides funds administration support for specific HQ EM activities. Provides support to LANL,SNL, LLNL& NSO. Performs funds administration for ANL and BNL program direction funding – provides support for their project funding (Chicago Field Office is the allotment holder).
Obligations Processing	S	X/P	X/P	X	X	X	X	X	X	X		X	S	Provides funds administration support for specific HQ EM activities. Provides support to LANL,SNL, LLNL& NSO. Performs funds administration for ANL and BNL program direction funding – provides support for their project funding (Chicago Field Office is the allotment holder).
Executing & Analysis Reporting	S	X	X	X	X	X	X	X	P	P		X	S	Provides funds administration support for specific HQ EM activities. Provides support to LANL, SNL, LLNL& NSO.
<b>6.0 Project Management &amp; Cost Estimating</b>														
Project Management Career Development Program	S	P	P	P	P	P	P	P	P	P			S	LANL, NNSS, LLNL, Sandia, and NA-173
DOE O 413.3B Implementation (EMCBC PMO)	S	P	P	P	P	P	P	P					PS	LANL, NNSS, LLNL, Sandia, and NA-173
EM Operations Activities Management	S	P	P	P	P	P	P	P					S	LANL, NNSS, LLNL, Sandia, and NA-173

Services, Functions and Activities	EM HQ	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	WVDP	CBFO	PPPO	LM	EMCBC	Other	Notes & Remarks P = Project Lead X = CBC Lead S = Support to EM/Complex
Strategic & Lifecycle Planning	S	P	P	P	P	P	P	P					S	LANL, NNSS, LLNL, Sandia, and NA-173
Site Transition Planning		X	X	X	X	X	X	P					X	LANL, NNSS, LLNL, Sandia, and NA-173
Cost Estimating (Acquisition Support)	X	X	X	X	X	X	X	X	X	X			S	LANL, NNSA, Clean-up Projects, EM-60, EM50, and EM Field Offices (upon request)
Cost Estimating (Project Support)	S	P	P	P	P	P	P	P	P	P			S	LANL, NNSA, Clean-up Projects, EM-60, EM50, and EM Field Offices (upon request)
<b>7.0 Technical Support &amp; Asset Management</b>														
Real Property Management														
Certified Realty Specialists	S	X	X	X		X	X	X		P			S	
Utilities		P	P	P		P	P	P					X	
FIMS Administration		X	X	X		X	X	X		P				
Personal Property Management														
OPMO		X	X	X	X	X	X	X		X				
GSA Vehicle Administration		X	X	X		X	X	X		X			S	
Personal Property Administration		X	X	X	X	X	X	X		X			S	
Environment														
NEPA		P	P	P	P	P	P	P						
Permits		P	P	P	P	P	P	P						
Environmental Management System		P	P	P	P	P	P	P						
Safety and Health														
Integrated Management System		P	P	P	P	P	P	P						
Federal Employee Occupational Safety and Health		P	P	P	P	P	P	P						
Employee Concerns Program	X/S	X	X	X	X	X	X	X	X	X		X		

Services, Functions and Activities	EM HQ	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	WVDP	CBFO	PPPO	LM	EMCBC	Other	Notes & Remarks P = Project Lead X = CBC Lead S = Support to EM/Complex
Accident Investigation	S	X	X	X	X	X	P	P						
CAIRS Reporting			X	X	X	X	X	P						
Quality Assurance	S	P	P	P	P	P	P	P					S	
High Level Waste Audit Support	S						P	P					S	
DOECAP Audit Support	S												S	EM and HS
NNSS Radiological Waste Acceptance Program Support	S												S	NNSA/NSO
Quality Assurance Program Development Assistance											P			
Operational Readiness Reviews	S	X	X	X	X	X	P	P					S	
Hazardous Materials Packaging & Transportation	S	P	P	P		P	P	P					S	
Waste Management		P	P	P	P	P	P	P						
Radiation Protection Program		P	P	P	P	P	P	P						
Quality Assurance	S	P	P	P	P	P	P	P					S	
Federal Technical Qualifications Program Administration	S	X	X	X	X	X	X	P						
Safeguards & Security														
Information Security		X	X	X	X	X	X	P						
Physical Security		P	P	P	P	P	P	P						
Periodic Inspections/Surveys	S							P					S	
Personnel Security														
Clearance Processing	S	X	X	X	X	X	X	X					S	
HSPD-12 Credentialing	S	X	X	X	X	X	X	X					S	
Industrial Security		P	P	P	P	P	P	P						
Classification/Technical Information Review	S						P	P					S	
Emergency Management	S	P	P	P	P	P	P	P					S	
Continuity of Operations	S	P	P	P	P	P	P	P					S	
Records Management														

Services, Functions and Activities	EM HQ	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	WVDP	CBFO	PPPO	LM	EMCBC	Other	Notes & Remarks P = Project Lead X = CBC Lead S = Support to EM/Complex
Records Management Field Officer	S	X	X	X	X	X	X	X		X			S	
Identification	S	P	P	P	P	P	P	P					S	
Maintenance	S	P	P	P	P	P	P	P					S	
Disposition	S	P	P	P	P	P	P	P					S	
<b>Technical Services (Cadre Support)</b>			X				X	X				X	S	Richland, & Other Sites as requested/agreed upon
<b>8.0 Legal - General</b>														
Acquisitions (Pre and Post Award)	P	P	P	X	X	X	X	X	X	P	X	X	X	
Contract Administration	P	P	P	X	X	X	X	X	X	P	X	X	X	
Contractor Labor Relations	P	P	P	X	X	X	X	X	X	P	X	X	X	
Oversight of DOE/Contractor Outside Legal Services	P	P	P	X	X	X	X	X	X	P	X	X	X	
General Litigation	P	P	P	X	X	X	X	X	X	P	X	X	X	
Federal Personnel Law	P	P	P	X	X	X	X	X	X	P	X	X	X	
FTCA	P	P	P	X	X	X	X	X	X	P	X	X	X	
Federal Labor Relations	P	P	P	X	X	X	X	X	X	P	X	X	X	
EEOICPA	P	P	P	X	X	X	X	X	X	P	X	X	X	
Pensions and Benefits	P	P	P	X	X	X	X	X	X	P	X	X	X	
Contractor Labor Law	P	P	P	X	X	X	X	X	X	X	X	X	X	
General Law and Administrative Law	P	P	P	X	X	X	X	X	X	P	X	X	X	
EEO	P	P	P	X	X	X	X	X	X	P	X	X	X	
Ethics	P	P	P	X	X	X	X	X	X	P	X	X	X	
Real Property	P	P	P	X	X	X	X	X	X	P	X	X	X	
Government Personal Property	P	P	P	X	X	X	X	X	X	P	X	X	X	
ADR	P	P	P	X	X	X	X	X	X	X	X	X	X	
DOE Employee Subpoenas in non-DOE Litigation	P	P	P	X	X	X	X	X	X	P	X	X	X	
Environmental, Safety, Health	P	P	P	X	X	X	X	X	X	P	X	X	X	

Services, Functions and Activities	EM HQ	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	WVDP	CBFO	PPPO	LM	EMCBC	Other	Notes & Remarks P = Project Lead X = CBC Lead S = Support to EM/Complex
Defense Waste Determinations	P	P	P	X	X	X	X	X	X	P	X	X	X	
Fees and Taxation	P	P	P	X	X	X	X	X	X	P	X	X	X	
Security Classifications	P	P	P	X	X	X	X	X	X	P	X	X	X	
FOIA/Privacy Act	P	P	P	X	X	X	X	X	X	X	X	X	X	
Fiscal Law	P	P	P	X	X	X	X	X	X	P	X	X	X	
Environmental Law & Regulatory Compliance	P	P	P	X	X	X	X	X	X	P	X	X	X	
<b>9.0 Information Resource Management</b>														
Computer Systems Management (Help Desk)				X	X	X	X	X						
Network Administration				X	X	X	X	X						
Cyber Security Support (including PII)				X	X	X	X	X		P				
Applications and Software Development				X	X	X	X	X			P			Archived Databases
<b>10.0 Public Affairs, Information &amp; Intergovernmental Relations</b>														
Stakeholder & Media Support				P	P	P	P	P	P	P			S	Small Sites

### Attachment C: Delegations of Authority Matrix

Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC/LBNL	MOAB	SPRU	W/VDP	CBFO	PPPO	EMCBC	LM	Notes & Remarks P = Project Level Authority X = CBC Level Authority H = HQ's Office Level Authority S = Support to EM/Complex
<b>1.0 Office of Human Resource</b>													
All HR Functions	H		X	X	X	X	X	X	X	X	X		<a href="#">DOE Redlegation Order 00-010.01-01.14A dated 8/31/09</a>
<b>2.0 Office of Civil Rights &amp; Diversity</b>													
Jurisdictional Authority for EEO Complaints Processing				X	X	X	X	X	X	X	X		<a href="#">29 CFR 1614</a>
Jurisdictional Authority for Diversity Program Administration				X	X	X	X	X	X	X	X		<a href="#">DOE Order 311.1B dated 3/05/03</a>
Jurisdictional Authority EEO/Diversity Training				X	X	X	X	X	X	X	X		<a href="#">DOE Order 311.1B dated 3/05/03</a>
Jurisdictional Authority Diversity Contractor Oversight				X	X	X	X	X	X	X	X		<a href="#">DEAR 970.5226-1, Diversity Plan</a>
<b>3.0 Procurement &amp; Contract Management</b>													
Environmental Management Head of Contracting Activity Implementation	H	P	P	X	X	X	X	X	X	X	X	P	<a href="#">Appointment of Authority for Direct Oversight Responsibilities for EM HCA to D. Hess dated 7/27/2012;</a> <a href="#">Appointment of Authority for Direct Oversight Responsibilities for EM HCA to D. Hess dated 3/26/2013</a>
Delegation of Authority and Request for Nomination (Fee Determining Official)				X	X	X	X	X			X		<a href="#">Delegation Memorandum from Head of Contracting Activity to J. R. Craig, dated 12/04/07</a>
Implementation of Head of Contracting Activity Delegation Requirements				X	X	X	X	X	X	X	X		<a href="#">Delegation Memorandum from Head of Contracting Activity to J. R. Craig, dated 03/13/08</a>

Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	WVDP	CBFO	PPPO	EMCBC	LM	Notes & Remarks P = Project Level Authority X = CBC Level Authority H = HQ's Office Level Authority S = Support to EM/Complex
Designation of Contracting Activity Competition Advocate	H	P	P	X	X	X	X	X	X	X	X	P	<a href="#">Delegation Memorandum from Head of Contracting Activity to R. E. Holland, dated 11/19/10; EMAC Support</a>
Delegation of Authority for Congressional Notification of Pending Contract or Financial Assistance Actions in Excess of \$1 Million	H	P	P	X	X	X	X	X	X	X	X	P	<a href="#">Delegation Memorandum from Head of Contracting Activity to R. E. Holland, dated 05/20/11; EMAC Support</a>
Updated Delegation of Authority Fee Determining Official, J. E. Surash to J. R. Craig, dated August 11, 2011				X	X	X	X	X			X		<a href="#">Delegation Memorandum from Head of Contracting Activity to J. R. Craig, dated 08/11/11</a>
Delegation of Workforce Restructuring Approval	H			X	X	X	X	X	P	P	X		<a href="#">Delegation Memorandum from Under Secretary to Distribution, dated 02/22/12; EMAC Support</a>
<b>4.0 Finance &amp; Accounting</b>													
Delegation of Implementation responsibility for A-123 for EM field offices		P	P	X	X	X	X	X	X	X	X		<a href="#">Delegation Memorandum A-123 Jack Craig dated 5/22/06</a>
Audit Liaison Coordinator for Carlsbad Field Office									X				<a href="#">Delegation Memorandum Audit Liaison Jose Franco 10/18/13</a>
Delegation of Authority relocation, retention, recruitment incentives, PCS benefits & special act awards	X								S	S	S		<a href="#">Delegation of Personal Management Authority to Office of Environmental Management dated 8/20/2012 Sandra L. Waisley</a>
Allotment Holder Authority		X	X	X	X	X	X	X	X	X	X		<a href="#">Allotment Authority Approval from Susan Grant Office of Management &amp; Budget 3/14/05</a>
<b>5.0 Budget &amp; Resource Management</b>													

Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	WVDP	CBFO	PPPO	EMCBC	LM	Notes & Remarks P = Project Level Authority X = CBC Level Authority H = HQ's Office Level Authority S = Support to EM/Complex
Allotment Holder Authority		X	X	X	X	X	X	X	X	X	X		<a href="#">Allotment Authority Approval from Susan Grant Office of Management &amp; Budget 3/14/05</a>
<b>6.0 Project Management &amp; Cost Estimating</b>													
Delegation of Acquisition Executive Authority for Capital Asset Projects at Small Sites		X	X	X	X	X	X	X					<a href="#">Delegation Letter from EM-1 dated 2/25/11</a> <a href="#">Delegation Retraction dated 7/16/2012</a>
Prior to CD-1, Preliminary PEP (\$50 M to Less than \$100M )		X	X	X	X	X	X	X					<a href="#">Approval Authorities for Office of EM DOE Order 413.3B dated 2/16/12</a>
Prior to CD-1, FPD Appointment (\$50M to <\$100M)		X	X	X	X	X	X	X					<a href="#">Approval Authorities for Office of EM DOE Order 413.3B dated 2/16/12</a>
Prior to CD-1, IPT Charter (\$50M to <\$100M)		P	P	P	P	P	P	P					<a href="#">Approval Authorities for Office of EM DOE Order 413.3B dated 2/16/12</a>
Prior to CD-2, Approve Updated PEP (\$50 M to \$100M)		X	X	X	X	X	X	X					<a href="#">Approval Authorities for Office of EM DOE Order 413.3B dated 2/16/12</a>
Prior to CD-2, Funding Profile (\$50M to <\$100M)		X	X	X	X	X	X	X					<a href="#">Approval Authorities for Office of EM DOE Order 413.3B dated 2/16/12</a>
CD Approval Authority (except CD-0): CD-1, CD-2, CD-3, and CD-4 (\$50M to		X	X	X	X	X	X	X					<a href="#">Approval Authorities for Office of EM DOE Order 413.3B dated</a>

Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	WVDP	CBFO	PPPO	EMCBC	LM	Notes & Remarks P = Project Level Authority X = CBC Level Authority H = HQ's Office Level Authority S = Support to EM/Complex
<\$100M)													<a href="#">2/16/12</a>
Funding Change Approval		X	X	X	X	X	X	X					<a href="#">Delegation Letter from EM-1 dated 2/25/11</a> <a href="#">Delegation Retraction dated 7/16/2012</a>
<b>7.0 Technical Support &amp; Asset Management</b>													
Property Management													
Appointment as Organizational Property Management Officer		X	X	X	X	X	X	X	X	X	X		<a href="#">Delegation Memorandum from EM Head of Contracting Activity to D. Lojek, dated February 26, 2008</a>
Real Estate													
Release Limits for Clearance of Real Property		P/S	P/S	P/S	P/S	P/S	P/S	P/S					<a href="#">Per DOE Order 458.1, Para 4.k(6)(d)2. Delegation of Authority Memo dated 2/25/11</a>
Delegation of Environmental Authorities													<a href="#">Per EM Agreements, Milestones and Decision Documents Review and Approval and Delegation of Environmental Authorities to Specific FPD's</a>
Consent Decrees or Consent Agreements			X	X	X	X	X	X	H	H	X		<a href="#">Small Sites Office Delegation Letter dated 4/17/12</a>
Administrative or Consent Orders			X	X	X	X	X	X	H	P	X		<a href="#">Small Sites Office Delegation Letter dated 4/17/12</a>
Federal Facility Compliance Agreements			X	X	X	X	X	X	H	P			<a href="#">Small Sites Office Delegation Letter dated 4/17/12</a>
Environmental Permit Applications/Agreements			X	X	X	X	X	X	H	P			<a href="#">Small Sites Office Delegation Letter dated 4/17/12</a>

Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	WVDP	CBFO	PPPO	EMCBC	LM	Notes & Remarks P = Project Level Authority X = CBC Level Authority H = HQ's Office Level Authority S = Support to EM/Complex
RCRA Statement of Basis and CERCLA - Proposed Plans			X	X	X	X	X	X	X	P			<a href="#">Small Sites Office Delegation Letter dated 4/17/12</a>
RCRA Permits & CERCLA RODS			X	X	X	X	X	X	X	P			<a href="#">Small Sites Office Delegation Letter dated 4/17/12</a>
Explanation of Significant Differences			X	X	X	X	X	X	X	P			<a href="#">Small Sites Office Delegation Letter dated 4/17/12</a>
Submittal of Environmental Implementing Documents			X	P	P	P	P	P	P	P			<a href="#">Small Sites Office Delegation Letter dated 4/17/12 and Delegation documents to Project/Site Federal Project Directors</a>
Delegation of Safety Authorities				X	P	P	P	P	P	P			<a href="#">Moury to Metzler, 1-17-13</a> <a href="#">Moury to Bower, 1/17/13</a> <a href="#">Moury to Feinberg, 1-17-13</a> <a href="#">Moury to Franco, 1-17/13</a> <a href="#">Moury to Murphie, 1-17/13</a>
Delegation of Authority for Department of Energy Order 458.1, "Radiation Protection of the Public and the Environment"				P	P	P	P	P	P	P	P		<a href="#">Letter from D Chung to Field Element Managers (2/25/11)</a>
Quality Assurance Program Approval				P	P	P	P	P			P		<a href="#">EM-43 retains authority for QAP Approval of DOE Offices</a>
Appointment as Records Management Field Officer		X	X	X	X	X	X	P/X			X		<a href="#">Letter from D. Huizinga (6/26/2012) to Distribution</a>
Security Services		X	X	X	X	X	X	P/S	P	P	X		<a href="#">Per MOA with SRS dated 7/31/12, SR is CSA for EMCBC &amp; Small Sites</a>

Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC/BNL	MOAB	SPRU	W/NDP	CBFO	PPPO	EMCBC	LM	Notes & Remarks P = Project Level Authority X = CBC Level Authority H = HQ's Office Level Authority S = Support to EM/Complex
<b>8.0 Legal Services</b>													
Authority to receive, process, adjust compromise and settle claims filed under the FTCA.	H	P	P	X	X	X	X	X	P	X	X	X	<a href="#">Delegation letter from Lynn Coleman, dated March 1, 1980</a>
Ethics Counselor Duties	H	P	P	X	X	X	X	X	X	P	X	X	<a href="#">Memo from Susan Beard, dated November 24, 2004</a>
FOIA Officer	H	P/S	P/S	X	X	X	X	X	X	X	X	X	<a href="#">10 CFR 1004.2</a>
Privacy Act Officer	H	P/S	P/S	X	X	X	X	X	X	X	X	X	<a href="#">10 CFR 1008.2</a>
Contractor Legal Management Requirements	H	P	P	X	X	X	X	X	P	X	X	X	<a href="#">10 CFR 719</a>
<b>9.0 Information Resource Management</b>													
Delegation of Designated Approval Authority (DAA)				X	X	X	X	X			X		<a href="#">Delegation Letter from EM-1 dated 3/7/07</a>

### Attachment D: Contact Matrix

Functional Grouping	Primary Contact	Functional Contacts
1. Human Resource Management	Acting Director David Arvin 513-744-0960	Employee Relations and Benefits – David Arvin, 513-744-0960  Classification and Staffing – David Arvin 513-744-0960  Planning, Development and Accountability – David Arvin, 513-744-0960
2. Civil Rights & Diversity	Regina Neal 513-246-0495	EEO Complaints Processing – Regina Neal 513-246-0495  Diversity Program Administration – Sheila Gilliam 513-744-0968
3. Procurement & Contracting	David Hess 513-246-0593	Operations Division A (Pre- and Post-award Acquisition and Financial Assistance) Tamara Miles 513-246-1367  Operations Division B (Pre- and Post-award Acquisition and Financial Assistance) Wendy Bauer 513-744-2146  Independent Review Team Loretta Parsons 513-246-0060  Contract Cost and Pricing Division Joe Werbrich 513-246-0062  Procurement & Contracting Policy Karen Bahan 513-246-0555  Small Business Program Karen Bahan 513-246-0555
4. Contractor Human Resources	Barbara Powers- Hargreaves 303-994-4826	Barbara Powers-Hargreaves 303-994-4826
5. Finance & Accounting	David Arvin 513-744-0960	Darryl McFarland 513-246-0483
6. Budget & Resource Management	David Arvin 513-744-0960	Trish Pennington 513-246-0479

7. Public Information & Intergovernmental Relations	Lynette Chafin 513-246-0461	Lynette Chafin 513-246-0461
8. Project Management & Cost Estimating	Terry Brennan 513-246-0546	Terry Brennan 513-246-0546
9. Technical Support & Asset Management	TJ Jackson 513-246-0077	Real Property – Bud Sokolovich 513-246-0595  Personal Property/OPMO – Dave Lojek 513-246-0601  Safety & Quality Division – John Sattler 513-246-0603  Employee Concerns Program – TJ Jackson 513-246-0077  ESH&Q – Ken Armstrong 513-246-1375  Security, Records, Emergency & Transportation Management, TQP – Tim Marcus 513-246-0477  Technical Services – Robert Everson 513-246-0501  Classification Office – Rod Hoffman 303-236-3637
10. Chief Counsel	Mell Roy 513-246-0585	FOIA and Privacy Act – Scott Lucarelli 513-246-0497
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	

Brookhaven National Laboratory EM Project	John Sattler	John Sattler, FPD, 513-246-0603
Energy Technology Engineering Center	John Jones	John Jones, FPD, 818-466-8959
Moab Project	Don Metzler	Don Metzler, FPD, 970-257-2115
SLAC National Accelerator Laboratory/LBNL EM Projects	Kevin Bazzell	Kevin Bazzell, FPD, 650-926-2513
Separations Process Research Unit	Steve Feinberg	Steve Feinberg, FPD, 518-395-4580
West Valley Demonstration Project	Bryan Bower	Bryan Bower, Director, 716-942-4368

## Attachment E: (Sample) Corporate Activity Resource Request Form

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

## EMCBC RECORD OF REVISION

DOCUMENT TITLE: **DOE EMCBC Service Plan**

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.

---

<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
1	Initial Document		7/17/12
2	Updated charts and hyperlinks on delegated documents	All	2/6/14