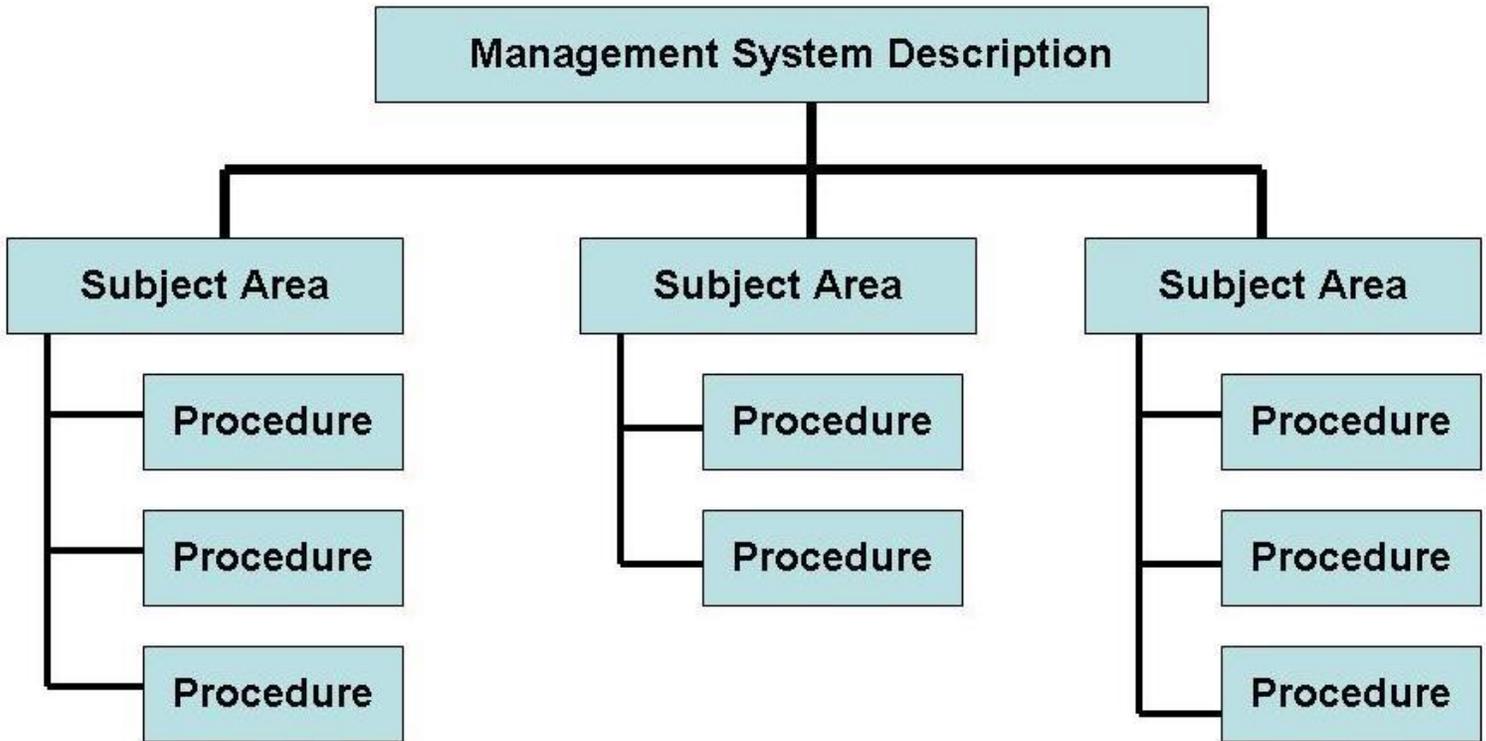


CBC MS Revision: 1.0

CBC MS work processes and procedures implement DOE requirements. Similar functions are grouped into Management Systems:



Management Systems

- Define EMCBC's highest-level operating and business processes.
- Collectively describe how EMCBC operates.
- Translate requirements into the information that staff need to do their work.
- Identify interdependencies between functions.
- Reflect functional versus organizational alignment.
- Define roles, responsibilities, accountabilities, and authorities of program and staff organizations, as they pertain to the Management System.

Initial Management Systems in CBC MS:

- Financial Management
- Legal Services

- Safety, and Health
- Civil Rights and Diversity
- Contracting
- Human Resources
- Information Technology
- Environment
- Quality Assurance and Oversight
- Safeguards & Security
- Records Management
- Project Management
- Cost Estimating

Subject Areas

- Are a collection of step-by-step procedures to implement requirements/execute work in a functional area within a Management System.
- Provide links to related systems used in performing work.

Procedures

- Is the uniform implementing steps contained within the Subject Area that staff follow to perform work.

Example of the Management System Hierarchy

Management System

Human Resources

Subject Areas

Organizational Management – Planning and Design

Organizational Management – Implementation and Execution

Benefits/Quality of Work Life

Performance Management

Employee Relations

Employee Development

Procedures

1. Preparing Individual Development Plans
 2. Processing Training Requests
 3. Implementing Project Management Career Development Program
 4. Implementing Acquisition Career Management Program
 5. Implementing Technical Qualification Program
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