

EM Small Site Assignments	Small Sites (AE & Line Management Authority)							
	ANL	BNL	ETEC	LBNL	Moab	SPRU	SLAC	WVDP
PMS Division Lead	SMILEY	Stickelman	Howard	Wood	Lucas	Stickelman	Smiley	Shine
PMS Division Alternate		Smiley	Lucas	Smiley	Howard	Shine	Wood	Lucas
<i>Key: 1) P = Primary Support provided by CBC PMS Division; and 2) S = PMS Division Secondary Support to Site Personnel as requested</i>								
DOE O 413.3B Compliance								
<ul style="list-style-type: none"> <li>Provide CBC PMSO Capability (per DOE O 413.3B)</li> </ul>		P	P	P	S	P	-	S
<ul style="list-style-type: none"> <li>Site-specific support to CBCAAB Secretariat (develop, process, and disposition CDs, monitor and assess PB deviations, monitor and process PB changes, and facilitate integration of PB, LCB, and contract changes)</li> </ul>		P	P	P	S	P	-	S
<ul style="list-style-type: none"> <li>Provide independent oversight (for AE), monitor project performance (EVM) and assure accurate and current information is reported in IPABS &amp; PARSII, independently analyze project management execution issues (monitor, analyze &amp; evaluate CPB(s) monthly), and actively assist CBC Director/Deputy Director on issues related to project performance, including the implementation of corrective actions when necessary</li> </ul>		P	P	P	P	P	-	P
<ul style="list-style-type: none"> <li>Coordinate and/or assist Small Sites with MPR/QPR submittals</li> </ul>		P	P	P	S	P	-	S
<ul style="list-style-type: none"> <li>Perform or coordinate Independent Project Reviews (IPR), Integrated Baseline Reviews (IBR), and Project Peer Reviews (PPR) as requested by the AE or HQ</li> </ul>		P	P	P	S	P	-	S
<ul style="list-style-type: none"> <li>Validate PB for CAPs ≤ \$100M</li> </ul>		P	P	P	P	P	-	P
<ul style="list-style-type: none"> <li>Perform EVMS Certification Reviews or Surveillances of contractors with projects that have a TPC between \$50M and \$100M</li> </ul>		P	P	P	P	P	-	P
<ul style="list-style-type: none"> <li>Collect, analyze, and disseminate lessons-learned and “best practices”</li> </ul>		P	P	P	S	S	-	S
EM Policy/Protocol on Operations Activities Compliance								
<ul style="list-style-type: none"> <li>Provide independent oversight (for CBC Director / Deputy Director) by monitoring operations activity performance (EVM), analyze operations activity execution issues, and actively assist CBC Director/Deputy Director on issues related to program or operations activities performance, including the implementation of corrective actions when necessary</li> </ul>		P	P	P	P	P	P	P
<ul style="list-style-type: none"> <li>Coordinate development, review, and approval of each Small Site FYWP between the OAM, HQ Mission Unit, and EMCBC</li> </ul>		P	P	P	S	P	S	S
<ul style="list-style-type: none"> <li>EMCBC Line Management Authority support to assess, assist with processing, and disposition FYWP change requests, and facilitate integration of LCB and contract changes.</li> </ul>		P	P	P	S	P	S	S
<ul style="list-style-type: none"> <li>Coordinate and/or assist Small Sites with MPR/QPR submittals</li> </ul>		P	P	P	S	P	S	S
EM Small Site FPD and OAM Support								
<ul style="list-style-type: none"> <li>Life-cycle Planning Support</li> </ul>		P	P	-	S	P	-	S
<ul style="list-style-type: none"> <li>EVMS Surveillances</li> </ul>		P	P	S	S	S	-	S
<ul style="list-style-type: none"> <li>FPD Assessments (independent analysis of program/project execution)</li> </ul>		P	P	S	-	P	-	S
<ul style="list-style-type: none"> <li>CD-4 Development</li> </ul>		S	S	S	S	S	-	S
<ul style="list-style-type: none"> <li>Project Closeout Activities (CAPs &amp; OPS)</li> </ul>		S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li>Lessons-Learned Capture/Support</li> </ul>		S	S	S	S	S	S	S

<b>EMCBC PMS DIVISION - FUNCTIONAL SUPPORT ASSIGNMENT MATRIX</b>		
<b>EM Programmatic Support (Cross-Cutting)</b>	<b>Lead</b>	<b>Alternative</b>
• Temp Assignments (direct FPD/ Site Manager Support)	As Assigned	As Assigned
• Support SEBs	As Assigned	As Assigned
• Budget Formulation Coordination (OFM Lead)	By Site	By Site
• E-300 Submittals (CAPs) (PMS Div. Lead)	Lucas	Shine
• Environmental Liability (PMS Div. Lead)	Howard	Lucas
• Misc. HQ Data Calls	As Assigned	As Assigned
• Support to EM-53 (IPRs, PPRs, Integrated Baseline Reviews [AL 2013-11])	As Assigned	As Assigned
• Site Transition and Long Term Stewardship (LTS) planning	Smiley	As Assigned
• EM Project Management Lessons learned (PMLL) reporting	Smiley	As Assigned
• Coordinate and/or assist Small Sites with MPR/QPR submittals for both CAPs and OPS cleanup work	Lucas	Shine
<b>EMCBC PMSO Functions (IAW - DOE O 413.3B)</b>	<b>Lead</b>	<b>Alternative</b>
• Serve as CBCAAB Secretariat (develop, process, and disposition CDs, monitor and assess PB deviations, monitor and process PB changes and facilitate integration of project baseline and contract change actions (for applicable CPB)	Smiley	Wood
• Maintain EMCBC PMO Website	Wood	Smiley
• Compile, analyze, and present PMS Division Quarterly Performance Metrics	Wood	Lucas
Develop CBC-specific PM policies, procedures, and guidance		
• IP-413-01, Rev. 2 (06/23/2011) - EVMS	Stickelman	Lucas
• IP-413.3B, Rev. 2 (05/26/2011) - CBCAAB	Smiley	Wood
• PS-413.3A, Rev. 2 (06/15/2011) – DOE O 413.B	Shine	Stickelman

<b>EM Small Site Assignments</b>	<b>Small Sites (Contract Information &amp; POCs)</b>							
	<b>ANL</b>	<b>BNL</b>	<b>ETEC</b>	<b>LBNL</b>	<b>Moab</b>	<b>SPRU</b>	<b>SLAC</b>	<b>WVDP</b>
PMS Division Lead	N/A	Stickelman	Howard	Wood	Lucas	Stickelman	Smiley	Shine
PMS Division Alternate	N/A	Smiley	Lucas	Smiley	Howard	Shine	Wood	Lucas
Contracting Officer (EMCBC/Site) or COR	N/A	Rampe	Brock	Bazzell	Boyd	Bauer	Bazzell	Reffner
Applicable Contracts <a href="http://www.emcbc.doe.gov/About/PrimeContracts">http://www.emcbc.doe.gov/About/PrimeContracts</a>	SC-Argonne Site Office DE-AC02-06CH11357	SC-BHSO DE-AC02-98CH10886	SF211530	SC-BSO M&O Contract DE-AC02-05CH11231	RAC: TO DT0002936 TAC: TO DT0002067	DE-AT30-08CC60014 Mod. M035	SC-SLAC Site Office DE-AC02-76-SF00515	DE-EM0001529
Applicable Project Controls Clauses			H.061 PROJECT CONTROL AND SYSTEM REPORTING REQUIREMENTS	Per current Work Authorization Statement, Attachment 1, Project Control Systems and Reporting Requirements.	RAC: H.17 & J-16 Monthly Status Report TAC: H.12.3 Project Reporting & J.18 Monthly Cost and Schedule Report	H.900 PROJECT CONTROL SYSTEMS AND REPORTING REQUIREMENTS Monthly Reports (J-31) IAW H.900		H.18 PROJECT CONTROL SYSTEMS AND REPORTING REQUIREMENTS.

Small Site Monthly CPR Assessments (by Site & PBS) accomplished by PMS Division for EMCBC Director include:

Small Site Operations Activities					
Site	PBS	PBS Title	OAM	PMS Division POCs	Contract Information
BNL	CBC-BNL-0031	Soil & Groundwater Remediation	Rampe	Jon/Sue	Brookhaven Science Associates (SC)
ETEC	CBC-ETEC-0040	Characterization, Investigation, and Sitewide S&M	Jones	Lorie/Paul	Boeing CDM, a Joint Venture (EM IDIQ)
LBNL	CBC-LBNL-0040	Old Town D&D Characterization and Site Investigations	Bazzell	John W./Sue	LBNL M&O contractor (University of California)
Moab	CBC-MOAB-0031	Site Operations	Metzler	Paul/Lorie	PORTAGE Inc./ Moab - RAC S&K Aerospace, Inc. / Moab TAC
SLAC	CBC-SLAC-0030	Soil & Groundwater Remediation	Bazzell	Sue/John W.	SLAC M&O (Stanford University) CPE / EM IDIQ Contractor
WVDP	OH-WV-0013.O1	Solid Waste Stabilization & Disposition	Sullivan	John S./Paul	CH2M Hill B&W West Valley LLC
WVDP	OH-WV-0020	Safequards & Security	Eckert	John S./Paul	CH2M Hill B&W West Valley LLC
WVDP	OH-WV-0040.O1.1	Nuclear Facility Operations	Sullivan	John S./Paul	CH2M Hill B&W West Valley LLC
Capital Projects					
Site	PBS	PBS Title	FPD	PMS Division POCs	Contract Information
WVDP	OH-WV-0040.C2	Main Plant Process Building (MPPB) and Vitrification Facility (VF) Demolition (Above Grade)	Gorsuch	John S./Paul	CH2M Hill B&W West Valley LLC
LBNL	CBC-LBNL-0040	Old Town D&D Project	Bazzell	John W./Sue	LBNL M&O contractor (University of California)
SPRU	VL-SPRU-0040.C1	Nuclear Facility D&D	Feinberg	Jon S. / J. Shine	URS

Note: BNL & SLAC will transition to SC during FY14.