

2012

1st Quarter FY2012 EMCBC Customer Service Bulletin



U.S. Department of Energy
Environmental Management
Consolidated Business Center
1/30/2012

Office of the Director

The 1st Quarter of FY2012 has brought a number of changes to the EMCBC. On October 26, 2011, the Acting Assistant Secretary for Environmental Management (EM) approved organizational changes to include consolidation of the Office of Logistics Management and Office of Technical Services into the new Office of Technical Support and Asset Management. In addition, the Project Management, Planning, and Controls Division was relocated from the Office of Financial Management and combined with the Office of Cost Estimating and Analysis to form the new Office of Cost Estimating and Project Management Support. These changes were made to combine like functions and activities and will enhance the EMCBC's ability to continue to deliver high quality services to EM customers' across the complex.

The next significant change was the addition of a Deputy Director to the EMCBC. Mr. Ralph Holland was selected to this position. Ralph has served the EM Program over the last six years as the Assistant Director, EMCBC Office of Contracting. As an original member of the EMCBC management team, Ralph led the establishment and operation of the Office of Contracting through a period of rapid growth of the EMCBC mission. In his new role, Ralph will apply his more than 15 years of experience with the EM Program to a more diverse set of challenges and is charged with implementing process improvements to better serve our customers.

During the first quarter of fiscal year 2012 EMCBC staff members have provided on-site support to several Small and Large Sites. To name a few, sites supported include: for Safety and Oversight Operations Support at BNL and SPRU; Electronic Records Management System orientation and training at SPRU, and ETEC; emergency management reviews, drills, and evacuations for Portsmouth, Moab, Denver, and Paducah; implemented a revenue-sharing agreement at the Portsmouth site with a Community Reuse Organization and transferred equipment from across the United States to Hanford, Portsmouth, EMCBC Chiquita, Springdale, Fernald and Lexington; provided EEO customer service support to SRO and CBFO; and completed ECP site visits to Carlsbad and PPO.

Recently the EMCBC was honored with a Certificate of Recognition for Outstanding Veteran Hiring for FY2011 by the Chief Human Capital Officer, Michael C. Kane. This is one way in which the EMCBC has focused our efforts on achieving DOE goals and the goals set forth in our Strategic Plan. The mission of the EMCBC is to provide exemplary customer service and these quarterly bulletins will update you on how we are providing these services.

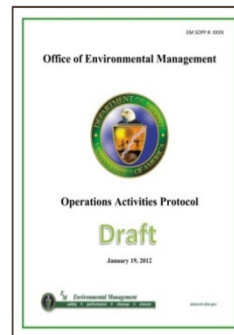
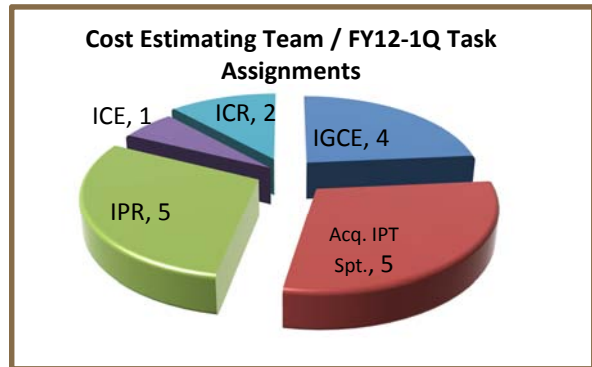
Office of Civil Rights and Diversity

- October 2011
 - Reasonable Accommodations Training for AD's, Supervisors and Team Leads
 - Observed Disability Awareness Month, and Hispanic Heritage Observance Month,
- November 2011
 - Veterans Day
 - American Indian/Alaskan Native Observance
- December 2011
 - OCRD Forum with HR
 - MD-715 Briefing to Mgmt
- EEO Customer Service Support to SRO
- Support to HQ on DOE's Diversity and Inclusion Strategic Plan
- Participated in DOE's Diversity Manager's Meeting held in Albuquerque, NM



Office of Cost Estimating and Project Management Support

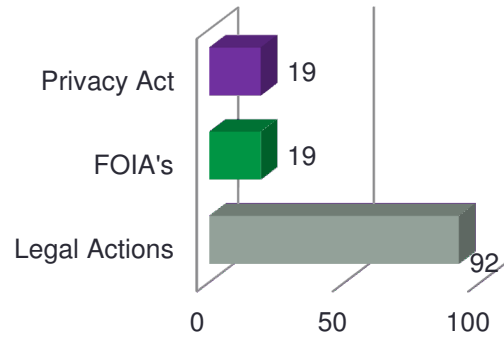
- Cost Estimating Team: Completed 4 IGCEs (Pre/Post Award Contract Actions; Staffed 5 Pre-Acquisition IPTs; Completed 5 Independent Project Reviews, Completed 1 ICE, and Completed 1 ICR. Supported OECM (MA-50) with development of DOE ICE/ICR Standard Operating Procedure.
- Project Management Support Team: Led a EM Field and HQs Team to Develop the EM Operations Activity Policy and Protocol; Coordinate EM Strategic Budget Planning Initiative Effort at the Small Sites and NNSA Sites; Implement EMCBC's Web-based Project Management Support Organization Resource Tool (located at: www.emcbc.doe/pmo); Mentor/Advise/Prepare CD-4 documentation, Lessons Learned Reports, and Project Closeout Reports for the 26 ARRA Projects at the Small Sites and NNSA; Obtained PMCDP Level 1 Certification for Two Team Members, bringing the total Level 1 certified Federal Project Directors to a Total of Four (Which Represents More Than 50% of the Team); and Developed a Long Term Stewardship Guide at the Request of EM-41, to be Distributed to the EM Complex.



Office of Legal Services

- Each request for legal service is assessed for subject matter and assigned to an attorney consistent with staff expertise, responsibilities and work load.
- Received 19 new Privacy Act Requests this quarter
- Received 19 new Freedom of Information Act (FOIA) requests this quarter
- Performed 92 actions on requests for legal advice/services on such issues such as environmental concerns, contract issues, general law, ethics, and personnel law.

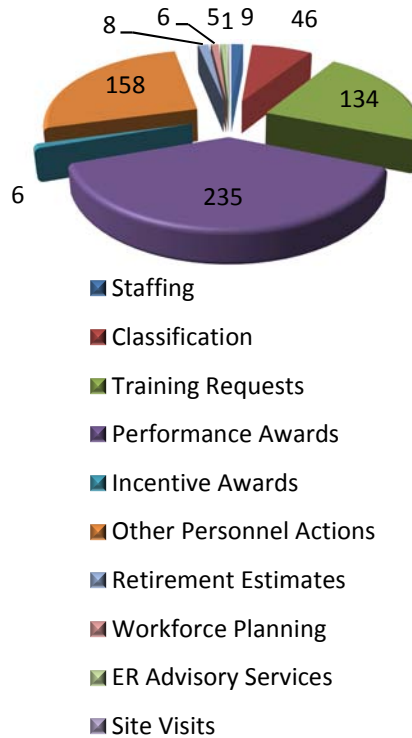
Legal Actions Addressed



Office of Human Resources Management

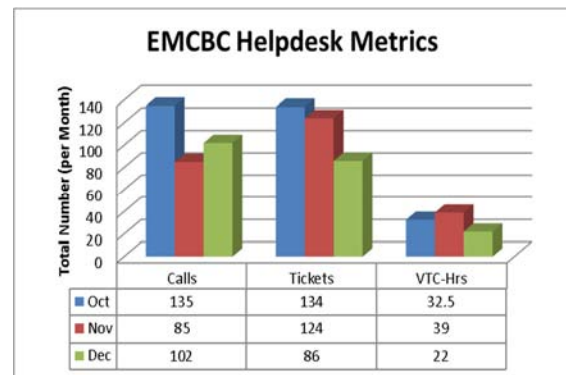
- Posted 7 vacancies and 9 certificates were issued.
- Classification completed, 1 reorganization, 30 position descriptions were amended
- 134 Training requests were initiated by employees for action.
- 399 Personnel actions were processed.
- 8 Retirement estimates were provided as requested by employees.
- Advisory services were provided for 5 Employee Relations cases.
- Advisory services were provided regarding FY 11 performance ratings and establishing FY12 performance plans.
- 6 Focus Groups were held at EMCBC in connection with the EVS to obtain more detailed feedback from employees in key areas.
- On-site assistance was provided to CBFO by representatives from Staffing and Benefits.

HR Actions



Office of Information Resources Management

- Information Management has been aggressively working on the Windows 7, HSPD-12 Logical access project for most of the quarter. Test desktop images have been developed and tested and have been deployed to a few key users. Specific dates for implementation will be coordinated with each department. The file system was expanded by two terabytes to handle ever growing storage needs. Emails averaged 125, 000 a month.



Office of Technical Support and Asset Management

- Completed ISMS reviews at Moab, ETEC, WVDP, and PPPO.
- Completed multiple procedure reviews/approvals and QA training catalog.
- Completed the Site Sustainability Plan and Central Environmental Data report for the EMS Program.
- Electronic Records Management System orientation and training at SPRU, ETEC and the OFM office.
- Completed emergency management reviews drills and evacuations for Portsmouth, Chiquita, Springdale Moab, Denver, and Paducah site
- Completed five one-week safety and operations oversight support visits to BNL.
- Issued request for proposals for follow on lease options for the EMCBC
- Consolidated and reported on Site Sustainability Initiatives for the EMCBC
- Property disposition activities added up to a total cost savings/avoidance in the first quarter of \$2,386,142.



Office of Contracting

- 84 pre- and post-award procurement actions (chart at right)
- Major Contract Award: Moab Mill Tailings Cleanup; \$121.2M
- 27 financial assistance actions
- 25 Contractor Performance and Assessment Reports
- Contract Cost Savings Realized: \$2.1M
- 10 cost/price analyses; (9 post-award and 1 pre-award)
- 21 document reviews by OOC Review Team
- 16 responses to HQ data calls/procurement program reports
- 30 statements of work reviewed for labor standard determination
- Coordinated DOE-HQ review/approval of economic parameters for 6 collective bargaining agreement negotiations



Office of Financial Management

- **FY 2012 Obligations:** During the multiple Continuing Resolutions this year, it was a challenge to ensure each office maintained the cash that was needed. The chart demonstrates that obligation rates were high in the first quarter demonstrating that funds were readily executed.
- **Travel Card:** We experienced a 47% reduction in travel card delinquencies in 2011 (comparing Jul-Dec 2010 to Jul-Dec 2011). There was a 67% reduction in the number of delinquencies greater than 60 days during the same period.
- **Invoice Review Support:** We are assisting PPPO to review a backlog of invoices. We've completed the review of 50 invoices valued at approximately \$23.1 million since October 2011 and are still in the process of reviewing another 17 invoices.

