

2012

3rd Quarter FY2012 EMCBC Customer Service Bulletin



U.S. Department of Energy
Environmental Management
Consolidated Business Center
7/23/2012

Office of the Director

The EMCBC website was redesigned to help users to view, access, locate, and search areas of information for a more comprehensive understanding of the EMCBC and the mission of this organization. The updated website went live on May 1, 2012. Check it out, the website address is: www.emcbc.doe.gov

The EMCBC instituted an Integrated Project Team to develop a web based Management System that will consolidate and organize the processes and procedures that govern our operations. This system will improve accessibility to the EMCBC's governance structure and enhance customer interaction. This quarter saw a completed EMCBC Service Plan, overall EMCBC Management System Description, and multiple organization Management System Descriptions and Subject Area Descriptions. This will be an ongoing process to complete this web based system for use by our internal and external customers.

On Wednesday, June 6, 2012, the EMCBC hosted a Workforce Diversity and Inclusion Town Hall event titled, "Let's Talk: Integrating Inclusive Measures in the Workplace," held at the renowned National Underground Railroad Freedom Center. Expanding on Secretary Chu's commitment to promoting a culture that strongly values diversity and inclusion and Executive Order 13583, the Town Hall panelists included Dot Harris, Director, Office of Economic Impact and Diversity, Rita Franklin, Director, Office of the Ombudsman, Tracy Mustin, EM Principal Deputy Assistant Secretary, Dr. Vince Adams, Site Manager, Portsmouth Gaseous Diffusion Plant, Jack Craig, Director EMCBC, and Terry Brennan, EMCBC Assistant Director of Office of Cost Estimating and Project Management Support and Diversity Council Chair. Melody Bell, Associate Deputy Assistant Secretary EM Office of Human Capital and Corporate Services moderated this interactive panel discussion. The panel discussions tools for integrating inclusive measures into the workplace and reaffirmed the Department's Management Principles while focusing on the central ideas: Mission Focus, Accountability, and Continual Learning.

On July 10, David Hess was announced as the EMCBC Assistant Director for the EMCBC Office of Contracting. David's strong contracting expertise and leadership have been a valuable part of the new acquisition and contract management service the EMCBC has brought to the EM complex over the last seven years. The EMCBC welcomes Dave as part of the EMCBC senior management team.

Office of Civil Rights and Diversity

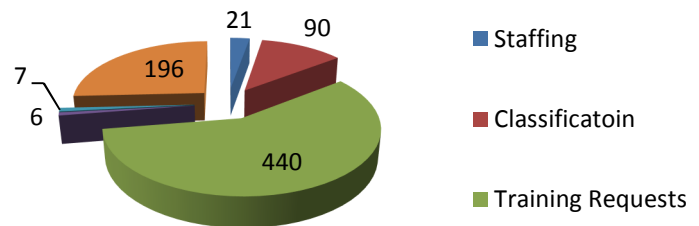
- April 2012
 - Diversity Council Teambuilding
 - Bring Your Sons/Daughters to Work Day
 - Title IX Compliance Review at Virginia Tech
- May 2012
 - Workforce D&I “Town Hall Meeting”
 - FEB Diversity Day Training Event
 - Public Service Recognition Day
 - National Memorial Day Celebration
 - Asian Pacific American Islander Month Recognition “Hawaiian Luau”
- June 2012
 - Workforce D&I Training “Laura Liswood”
 - Continuous Workplace Improvement Initiatives at WVDP and CBFO
 - Summer Internship Recruitment at WVDP and CBC
 - Diversity and Inclusion Strategic Plan Initiatives



Office of Human Resources Management (OHRM)

- Reduced time to hire (T2H) by 58% to 79 days.
- Reduced time to offer (T2O) by 58% to 55 days.
- 100% of second progress reviews were completed.
- Letters for VERA/VSIP new window sent to eligible employees
- Published PS-322-02, EMCBC Policy on DOE-Flex & IP-322-03, EMCBC Procedures on DOE-Flex (Telework)

HR Actions Processed



Office of Cost Estimating and Project Management Support (OCE&PM)

EMCBC-OCE&PMS / Cost Estimating Team

Cost Estimating Team Notes 3Q 2012

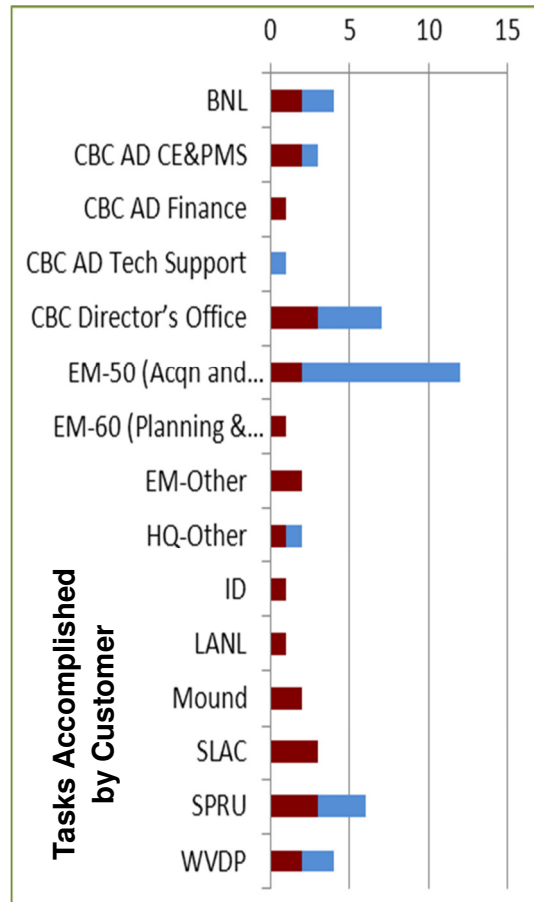
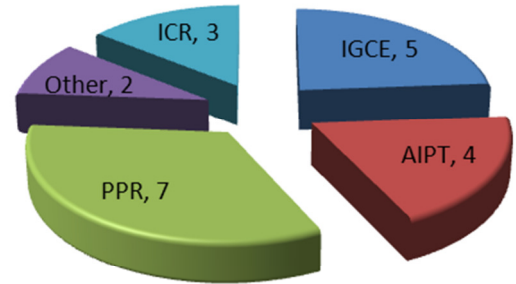
- Assisted EM HQ (EM-53) with seven (7) Project Peer Reviews (PPR), completed five (5) Independent Government Cost Estimates (IGCEs), three (3) Independent Cost Reviews (ICR), and two (2) technical review of cost (Other) this reporting period.
- The Environmental Cost Analysis System (ECAS) is fully operational. 57 completed ARRA projects from SRS and 40-50 completed ARRA projects from RL are on track to be captured within ECAS by the end of FY12.
- The Applied Cost Engineering (ACE) team has been reactivated.
- Currently providing support to four (4) Acquisition Integrated Project Teams (AIPT).
- 100% of customer surveys received this period were rated as "very" or "extremely" satisfied.

EMCBC-OCE&PMS / Project Management Team

Project Management Team Notes 3Q 2012

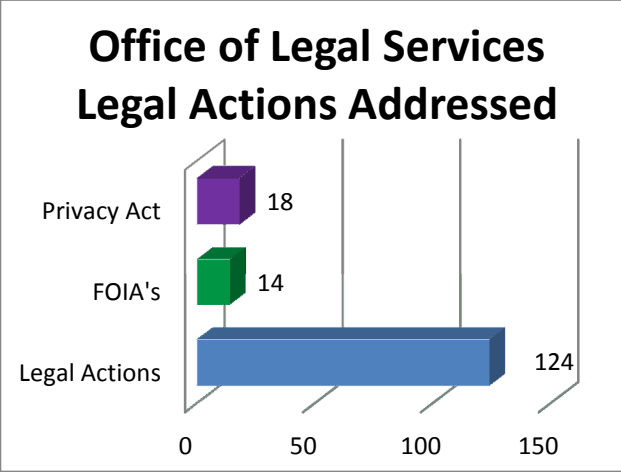
- Assisted with preparing the final Transfer Memoranda for SLAC and BNL activities to Office of Science
- Commenced planning support for the LBNL Old Town Demolition Project.
- Assisted in reconciling EM and OECM project completion procedures.
- Supported HQ (EM-53) with Capital Project Peer Reviews for projects at Idaho, and Oak Ridge.
- Assisted preparing SPRU Project limited area CD-4 packages
- Assisted with closeout reports for the 26 ARRA projects at Small Sites and NNSA
- Continued support for WVDP's progress towards CD-2/3 Approval for VW-0040.C2
- Provided focused WVDP preparatory baseline review (CD-2/3) support
- Prepared FY14 Budget Request Briefings for Small Sites
- PMS Team provided support to EM customers during the 3rd Quarter FY12 (50 tasks processed; 26 active)
- The PMS Team received favorable responses on all customer surveys received during 3rd Quarter.

FY12-3Q Task Assignments



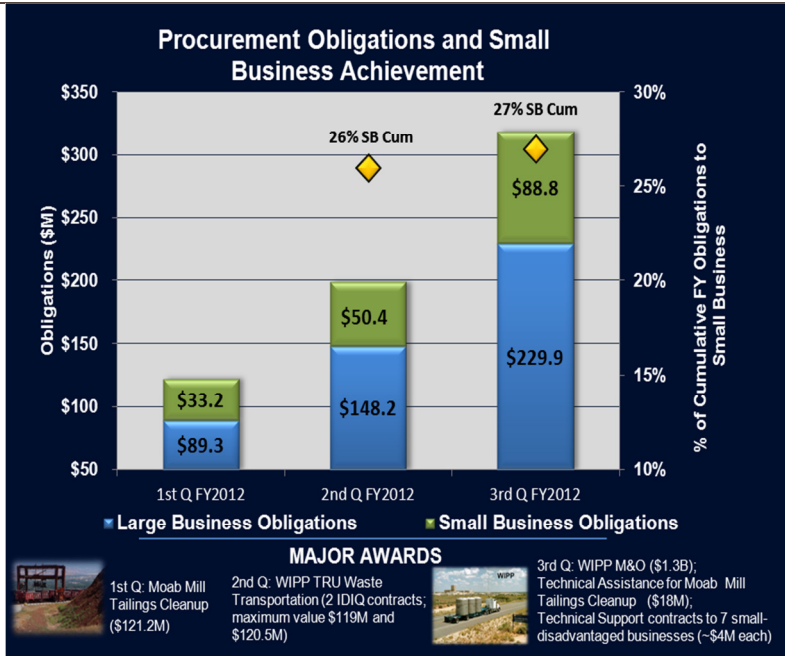
Office of Legal Services (OLS)

- Each request for legal service is assessed for subject matter and assigned to an attorney consistent with staff expertise, responsibilities and work load.
- Received 18 new Privacy Act Requests this quarter
- Received 14 new Freedom of Information Act (FOIA) requests this quarter
- Performed 124 actions on requests for legal advice/services on such issues such as environmental concerns, contract issues, general law, ethics, and personnel law.



Office of Contracting (OOC)

- During 3rd quarter, 28% of funding obligations were to small business contracts. (DOE FY goal is 10%. See chart for cumulative obligations).
- Major Contract Awards: WIPP M&O (\$1.3B); Technical Assistance for Moab Mill Tailings cleanup (\$18M); technical support contracts to 7 small-disadvantaged businesses (~\$4M each)
- 14 new contract awards, 113 modifications to existing contracts, and 18 financial assistance actions were completed by OOC pre-award and contract management branches.
- OOC evaluated and finalized Contractor Performance and Assessment Reports (CPARS) for 11 contracts. 94% of all FY2012 CPARS completed within required 120-day cycle.



Office of Technical Support and Asset Management (OTSAM)

- 11 pre- and post-award real estate procurement actions completed
- 54 Real Property Licenses awarded (cumulative)
- 10 Contractor Leases reviewed and concurred
- Consolidated and reported on Site Sustainability Initiatives for the EMCBC
- 16 Property Agreements completed
- 13 Facility Information Management System data calls completed
- 4 Leased facility annual condition assessments completed
- Completed compliance required Personal Property Management Assessments for: West Valley; D&D contractor and the site Infrastructure contractor at Paducah; and Federal Property at Lexington.
- Closing out personal property performance in support of EM contract completion at the Brookhaven National Lab.
- Actual FY-12 cost savings and avoidances resulting from the EMCBC Personal Property Team acquisition and reutilization actions total \$4,000,000.
- Completed computer equipment upgrades using re-utilized equipment that resulted in \$515K in cost avoidance. Equipment utilized at EMCBC, Portsmouth and Paducah
- Supported DOE HQ's Emergency Support Function 12 work in support of FEMA response to high wind events in the Northeast and Midwest with one FTE in the FEMA Regional Coordination Center.
- Provided support in the review of a proposed Moab Bike Trail including recommendations for NEPA analysis, radiological dose analysis, and safety issues.

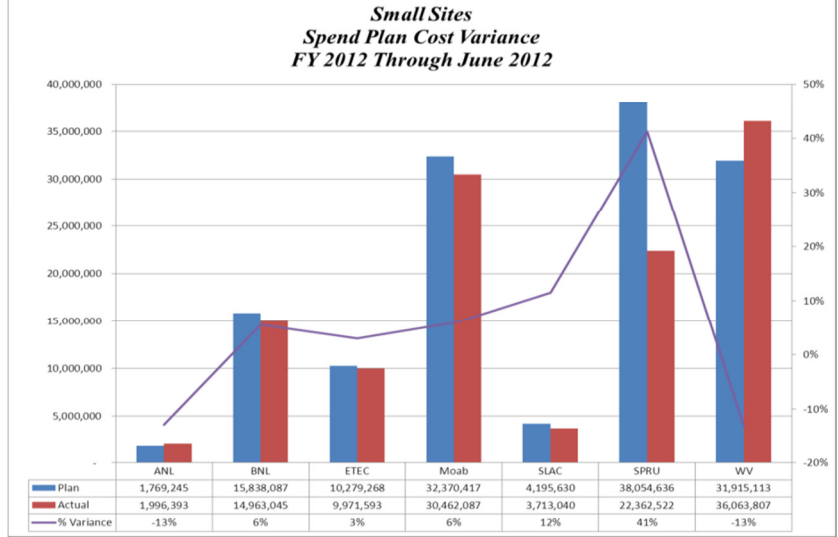
- Completed Accident Investigation Training for 7 individuals of the Office of Technical Support & Asset Management.



- Published the EMCBC Services Plan and the overarching EMCBC Management System Description Document to the EMCBC Website.
- Supported development of DOE SPRU Project level procedures.
- Conducted a safety review of ETEC Characterization Contractor.
- Issued the Final Reports for ISMS Assessments of the Moab Site, ETEC Site, and WVDP Site
- Presented Focus Group #3 status at the QA Corporate Board Meeting.
- Provided Audit Support for EM-43 High Level Waste / Used Nuclear Fuel program Audit of the Waste Treatment and Immobilization Plant, Hanford Site.
- Completed LM QAPP Gap Analysis, LM QIP Matrix and comparison Quality Assurance Standards consensus standards (NQA-1/ISO9001/ISO14001) at LM request.

Office of Financial Management (OFM)

- FY 2012 Budget Execution:** Through June 2012, executed within 11% of the spend plan for base project funding (see chart to right). Under a possible Continuing Resolution in FY 2013, sites may not receive a full (or any) allocation early in the year if they have not demonstrated that they are costing according to their plan.
- Contractor Relocation Costs:** Internal Review team was asked to look at contractor relocation costs. OFM identified employees who did not stay with the contractor for one year after they relocated per the contract in compliance with FAR requirements. OFM also found relocation expenses that exceeded the amounts stipulated in relocation agreement letters.



- Accounting System Reviews:** Internal Review team closed five accounting system reviews this quarter: S&K Aerospace, Swift and Staley, LATA-KY, URS (SPRU) and CH2M Hill-B&W West Valley. Also successfully completed a review of the completeness of the Carlsbad Wash TRU Solutions accounting and internal audit procedures.

Office of Information Resources Management (OIRM)

- Information Management has completed testing on Windows 7 and HSPD-12 Logical access project. Four desktops have HSPD-12 access working. Preliminary coding has been completed on a content management system that will allow content managers to easily update web content. The Management System Description web site is under construction. The Network continued to have high availability at 99.6%. IRM completed the annual cyber security review from EMHQ with no findings.

