

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

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

**Management System Owner:** Ralph Holland

**Point of Contact:** [Lynette Chafin](#)

**Issue Date:** 07/17/12

**Revision:** 1

### **1.0 Purpose**

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 for 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 and of augmenting 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.

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 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 413.3B. 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's 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. 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 (Safety) Functions, Responsibilities, and Authorities Manual (FRAM) 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 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.

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

<u>Services, Functions and Activities</u>	EMHQ	ANL	BEMP/BNL	ETEC	SLAC	MOAB	SPRU	WVDP	CBFO	PPPO	LM	EMCBC	Other	<u>Notes &amp; Remarks</u> <u>P = Project Lead</u> <u>X = CBC Lead</u> <u>S = Support to EM/Complex</u>
<b><u>1.0 Office of Human Resources</u></b>														
<b><u>Classification and Staffing</u></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	<u>DE for SRS</u>
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		
<b><u>Annual Notice of Competitive Areas/RIF Program</u></b>			X	X	X	X	X	X	X	X		X		
- <u>Preparation of Furlough Notice</u>			X	X	X	X	X	X	X	X		X		
- <u>Preparation of RIF Notice</u>			X	X	X	X	X	X	X	X		X		
<b><u>Employee Relations, Benefits, Retirement, Performance Management and Awards</u></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		
EAP Coordinator			X	X	X	X	X	X	S	X		X		
Grievance Process Administration			X	X	X	X	X	X	X	P		X		

<u>Services, Functions and Activities</u>	<u>EM/HQ</u>	<u>ANL</u>	<u>BEMP/BNL</u>	<u>ETEC</u>	<u>SLAC</u>	<u>MOAB</u>	<u>SPRU</u>	<u>WVDP</u>	<u>CBFO</u>	<u>PPPO</u>	<u>LM</u>	<u>EMCBC</u>	<u>Other</u>	<u>Notes &amp; Remarks</u> P = Project Lead X = CBC Lead S = Support to EM/Complex
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><u>Workforce Planning, Development and Accountability</u></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><u>2.0 Office of Civil Rights &amp; Diversity</u></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		
Employee Concerns Program Manager	X/S	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><u>3.0 Procurement &amp; Contract Management</u></b>														
Contracting Officer	X	X	X	X	X	X	X	X	P/S	P/S		X	X/S	Lead: EMCBC direct acquisition; Lead: Procurement COs for PPPO and CBFO only Support: N2S2, LANL, ID,OR,RL, SR



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

<u>Services, Functions and Activities</u>	<u>EM HQ</u>	<u>ANL</u>	<u>BEMP/BNL</u>	<u>ETEC</u>	<u>SLAC</u>	<u>MOAB</u>	<u>SPRU</u>	<u>WVDP</u>	<u>CBFO</u>	<u>PPPO</u>	<u>LM</u>	<u>EMCBC</u>	<u>Other</u>	<u>Notes &amp; Remarks</u> P = Project Lead X = CBC Lead S = Support to EM/Complex
<u>Compensation</u>	S				X	X	X	X	P	X			X	<u>Lead: EMCBC direct acquisition</u>
<u>Pension &amp; Benefits</u>	S				X	X	X	X	P	X			X	<u>Lead: EMCBC direct acquisition</u>
<u>Workplace Substance Abuse</u>	S				X	X	X	X	P	X			X	<u>Lead: EMCBC direct acquisition</u>
<u>Worker Transition Administration</u>	S				X	X	X	X	P	X			X	<u>Lead: EMCBC direct acquisition</u>
<u>Contractor Employee Protection Program</u>	S				X	X	X	X	P	X			X	<u>Lead: EMCBC direct acquisition</u>
<b><u>4.0 Finance &amp; Accounting</u></b>														
<u>Accounting</u>				X	X	X	X	X	X	X		X	S	Provides support to EM HQ & field offices as requested
<u>Payroll Liaison</u>		X	X	X	X	X	X	X	X	X		X		
<u>Travel Management</u>		X	X	X	X	X	X	X	X	X		X		
<u>PCS</u>	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.
<u>Payment Support</u>				X	X	X	X	X	X	X		X		
<u>Internal Review</u>	S	P	P	X	X	X	X	X	X	X		X	S	Provides support to EM HQ & field offices as requested
<b><u>5.0 Budget &amp; Resource Management</u></b>														
<u>Budget Formulation</u>		X	X	X	X	X	X	X	P	P		X	S	Provides support to LANL,SNL, LLNL& NSO
<u>Funds Control</u>	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).
												X		Provides funds administration

<u>Services, Functions and Activities</u>	<u>EMHQ</u>	<u>ANL</u>	<u>BEMP/BNL</u>	<u>ETEC</u>	<u>SLAC</u>	<u>MOAB</u>	<u>SPRU</u>	<u>WVDP</u>	<u>CBFO</u>	<u>PPPO</u>	<u>LM</u>	<u>EMCBC</u>	<u>Other</u>	<u>Notes &amp; Remarks</u> <u>P = Project Lead</u> <u>X = CBC Lead</u> <u>S = Support to EM/Complex</u>
<u>Obligations Processing</u>	S	X/P	X/P	X	X	X	X	X	X	X			S	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).
<u>Executing &amp; Analysis Reporting</u>	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><u>6.0 Project Management &amp; Cost Estimating</u></b>														
<u>Project Management Career Development Program</u>	S	P	P	P	P	P	P	P	P	P			S	LANL, NNSS, LLNL, Sandia, and NA-173
<u>DOE 413.3B Implementation (EMCBC PMO)</u>		P	P	P	P	P	P	P					PS	LANL, NNSS, LLNL, Sandia, and NA-173
<u>EM Operations Activities Management</u>		P	P	P	P	P	P	P					S	LANL, NNSS, LLNL, Sandia, and NA-173
<u>Lifecycle Planning</u>		P	P	P	P	P	P	P					S	LANL, NNSS, LLNL, Sandia, and NA-173
<u>Site Transition Planning</u>		X	X	X	X	X	X	X					X	LANL, NNSS, LLNL, Sandia, and NA-173
<u>Cost Estimating (Acquisition Support)</u>		X	X	X	X	X	X	X	X	X			S	LANL, NNSA, Clean-up Projects, EM-60, EM50, and EM Field Offices (upon request)
<u>Cost Estimating (Project Support)</u>		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><u>7.0 Technical Support &amp; Asset Management</u></b>														
<u>Real Property Management</u>														

<u>Services, Functions and Activities</u>	<u>EM/HQ</u>	<u>ANL</u>	<u>BEMP/BNL</u>	<u>ETEC</u>	<u>SLAC</u>	<u>MOAB</u>	<u>SPRU</u>	<u>WVDP</u>	<u>CBFO</u>	<u>PPPO</u>	<u>LM</u>	<u>EMCBC</u>	<u>Other</u>	<u>Notes &amp; Remarks</u> P = Project Lead X = CBC Lead S = Support to EM/Complex
<u>Certified Realty Specialists</u>	S	X	X	X		X	X	X		P			S	
<u>Utilities</u>		P	P	P		P	P	P					X	
<u>FIMS Administration</u>		X	X	X		X	X	X		P				
<u>Personal Property Management</u>														
<u>OPMO</u>		X	X	X	X	X	X	X		X				
<u>GSA Vehicle Administration</u>		X	X	X		X	X	X		X			S	
<u>Personal Property Administration</u>		X	X	X	X	X	X	X		X			S	
<u>Environment,</u>														
<u>NEPA</u>		P	P	P	P	P	P							
<u>Permits</u>		P	P	P	P	P	P							
<u>Environmental Management System</u>		P	P	P	P	P	P							
<u>Safety and Health</u>														
<u>Integrated Management System</u>		P	P	P	P	P	P							
<u>Federal Employee Occupational Safety and Health</u>		P	P	P	P	P	P							
<u>Accident Investigation</u>	S	X	X	X	X	X	P							
<u>CAIRS Reporting</u>			X	X	X	X	X							
<u>Radiation Protection Program</u>		P	P	P	P	P	P							
<u>Quality Assurance</u>	S	P	P	P	P	P	P						S	
<u>High Level Waste Audit Support</u>	S						P						S	
<u>DOECAP Audit Support</u>	S												S	<u>EM and HS</u>
<u>NNSS Radiological Waste Acceptance Program Support</u>	S												S	<u>NNSA/NSO</u>
<u>Quality Assurance Program Development Assistance</u>											P			
<u>Hazardous Materials Packaging &amp; Transportation</u>	S	P	P	P	P	P	P						S	
<u>Operational Readiness Reviews</u>	S	X	X	X	X	X	P						S	
<u>Hazardous Materials Packaging &amp; Transportation</u>	S	P	P	P		P	P	P					S	

<u>Services, Functions and Activities</u>	<u>EM/HQ</u>	<u>ANL</u>	<u>BEMP/BNL</u>	<u>ETEC</u>	<u>SLAC</u>	<u>MOAB</u>	<u>SPRU</u>	<u>WVDP</u>	<u>CBFO</u>	<u>PPPO</u>	<u>LM</u>	<u>EMCBC</u>	<u>Other</u>	<u>Notes &amp; Remarks</u> P = Project Lead X = CBC Lead S = Support to EM/Complex
<u>Waste Management</u>		P	P	P		P	P	P						
<u>Radiation Protection Program</u>		P	P	P		P	P	P						
<u>Quality Assurance</u>	S	P	P	P		P	P	P					S	
<u>High Level Waste Audit Support</u>	S							P					S	
<u>Federal Technical Qualifications Program Administration</u>	S	X	X	X	X	X	X	P						
<u>Safeguards &amp; Security</u>														
<u>Information Security</u>		X	X	X	X	X	X	P						
<u>Physical Security</u>		P	P	P	P	P	P	P						
<u>Periodic Inspections/Surveys</u>	S							P					S	
<u>Personnel Security</u>														
<u>Clearance Processing</u>	S	X	X	X	X	X	X	X					S	
<u>HSPD-12 Credentialing</u>	S	X	X	X	X	X	X	X					S	
<u>Industrial Security</u>		P	P	P	P	P	P	P						
<u>Classification/Technical Information Review</u>	S						P	P					S	
<u>Emergency Management</u>	S	P	P	P	P	P	P	P					S	
<u>Continuity of Operations</u>	S	P	P	P	P	P	P	P					S	
<u>Records Management</u>														
<u>Records Management Field Officer</u>	S	X	X	X	X	X	X	X		X			S	
<u>Identification</u>	S	P	P	P	P	P	P	P					S	
<u>Maintenance</u>	S	P	P	P	P	P	P	P					S	
<u>Disposition</u>	S	P	P	P	P	P	P	P					S	
<b><u>Technical Services (Cadre Support)</u></b>			X				X	X				X	S	<u>Richland, &amp; Other Sites as requested/agreed upon</u>
<b><u>8.0 Legal - General</u></b>														
<u>Acquisitions (Pre and Post Award)</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Contract Administration</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Contractor Labor Relations</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	

<u>Services, Functions and Activities</u>	<u>EM/HQ</u>	<u>ANL</u>	<u>BEMP/BNL</u>	<u>ETEC</u>	<u>SLAC</u>	<u>MOAB</u>	<u>SPRU</u>	<u>WVDP</u>	<u>CBFO</u>	<u>PPPO</u>	<u>LM</u>	<u>EMCBC</u>	<u>Other</u>	<u>Notes &amp; Remarks</u> P = Project Lead X = CBC Lead S = Support to EM/Complex
<u>Oversight of DOE/Contractor Outside Legal Services</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>General Litigation</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Federal Personnel Law</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>FTCA</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Federal Labor Relations</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>EEOICPA</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Pensions and Benefits</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Contractor Labor Law</u>	P	P	P	X	X	X	X	X	X	X	X	X	X	
<u>General Law and Administrative Law</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>EEO</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Ethics</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Real Property</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Government Personal Property</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>ADR</u>	P	P	P	X	X	X	X	X	X	X	X	X	X	
<u>DOE Employee Subpoenas in non-DOE Litigation</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Environmental, Safety, Health</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Defense Waste Determinations</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Fees and Taxation</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Security Classifications</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>FOIA/Privacy Act</u>	P	P	P	X	X	X	X	X	X	X	X	X	X	
<u>Fiscal Law</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<u>Environmental Law &amp; Regulatory Compliance</u>	P	P	P	X	X	X	X	X	X	P	X	X	X	
<b><u>9.0 Information Resource Management</u></b>														
<u>Computer Systems Management (Help Desk)</u>				X	X	X	X	X						
<u>Network Administration</u>				X	X	X	X	X						
<u>Cyber Security Support (including PII)</u>				X	X	X	X	X		P				

<u>Services, Functions and Activities</u>	<u>EMHQ</u>	<u>ANL</u>	<u>BEMP/BNL</u>	<u>ETEC</u>	<u>SLAC</u>	<u>MOAB</u>	<u>SPRU</u>	<u>WVDP</u>	<u>CBFO</u>	<u>PPPO</u>	<u>LM</u>	<u>EMCBC</u>	<u>Other</u>	<u>Notes &amp; Remarks</u> <u>P = Project Lead</u> <u>X = CBC Lead</u> <u>S = Support to EM/Complex</u>
<u>Applications and Software Development</u>				X	X	X	X	X			P			<u>Archived Databases</u>
<b><u>10.0 Public Affairs, Information &amp; Intergovernmental Relations</u></b>														
<u>Stakeholder &amp; Media Support</u>				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	MOAB	SPRU	WVDP	CBFO	PPPO	EMCBC	LM	Notes	Remarks P= Project Level Authority, X = CBC Level Authority, H = HQ's Office Level Authority
<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>														



Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC	MOAB	SPRU	WVDP	CBFO	PPPO	EMCBC	LM	Notes	Remarks P= Project Level Authority, X = CBC Level Authority, H = HQ's Office Level Authority
Environmental Management Head of Contracting Activity Implementation	H	P	P	X	X	X	X	X	X	X	X	P	<a href="#">Lead: Delegation Memorandum from Head of Contracting Activity to R. E. Holland dated 12/04/07; EMAC Support</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>	
Issuance of Updated Environmental Management Head of Contracting Activity (EM HCA) Delegation Thresholds	H	P	P	X	X	X	X	X	X	X	X	P	<a href="#">Lead: Delegation Memorandum from Head of Contracting Activity to R. E. Holland, dated 10/06/08; EMAC Support</a>	
Clarification to Issuance of Updated Environmental Management Head of Contracting Activity (EM HCA) Delegation Thresholds	H	P	P	X	X	X	X	X	X	X	X	P	<a href="#">Lead: Delegation Memorandum from Head of Contracting Activity to R. E. Holland, dated 04/16/10; EMAC Support</a>	
Designation of Contracting Activity Competition Advocate	H	P	P	X	X	X	X	X	X	X	X	P	<a href="#">Lead: Delegation Memorandum from Head of Contracting Activity to R. E. Holland, dated 11/19/10;</a>	

Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC	MOAB	SPRU	WVDP	CBFO	PPPO	EMCBC	LM	Notes	Remarks P= Project Level Authority, X = CBC Level Authority, H = HQ's Office Level Authority
													<a href="#">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="#">Lead: 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>	
Environmental Management (EM) Head of Contracting Activity (HCA) Delegation Table	H	P	P	X	X	X	X	X	X	X	X	P	<a href="#">Lead: Delegation Memorandum from Head of Contracting Activity to J. R. Craig R. E. Holland, dated 11/30/11; EMAC Support</a>	
Delegation of Workforce Restructuring Approval	H			X	X	X	X	X	P	P	X		<a href="#">Lead: 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>	
Allotment Holder Authority													<a href="#">Allotment Authority</a>	

Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC	MOAB	SPRU	WVDP	CBFO	PPPO	EMCBC	LM	Notes	Remarks P= Project Level Authority, X = CBC Level Authority, H = HQ's Office Level Authority
		X	X	X	X	X	X	X	X	X	X		<a href="#">Approval from Susan Grant Office of Management &amp; Budget 3/14/05</a>	
<b>5.0 Budget &amp; Resource Management</b>														
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		P	P	P	P	P	P	P					<a href="#">Approval Authorities for Office of EM DOE Order</a>	

Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC	MOAB	SPRU	WVDP	CBFO	PPPO	EMCBC	LM	Notes Remarks P= Project Level Authority, X = CBC Level Authority, H = HQ's Office Level Authority
(\$50M to <\$100M)													<a href="#">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 <\$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>
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		Delegation Memorandum from EM Head of Contracting Activity to D. Lojek, dated February 26,

Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC	MOAB	SPRU	WVDP	CBFO	PPPO	EMCBC	LM	Notes	Remarks P= Project Level Authority, X = CBC Level Authority, H = HQ's Office Level Authority
													2008	
Real Estate														
Release Limits for Clearance of Real Property		P/S	P/S	P/S	P/S	P/S	P/S	P/S						Per DOE Order 458.1, Para 4.k
Delegation of Environmental Authorities														<a href="#">Small Sites Office Delegation Letter dated 4/17/12</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>
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>

Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC	MOAB	SPRU	WVDP	CBFO	PPPO	EMCBC	LM	Notes	Remarks P= Project Level Authority, X = CBC Level Authority, H = HQ's Office Level Authority
													<a href="#">4/17/12</a>	
Submittal of Environmental Implementing Documents			X	X	X	X	X	X	P	P			<a href="#">Small Sites Office Delegation Letter dated 4/17/12</a>	
Delegation of Safety Authorities				X	P	P	*P	P	P	P			<a href="#">*Delegated from D Chung to Steve Feinberg (12/28/2010)</a> <a href="#">Delegated from D Huizenga to Bryan Bower (1/30/2012)</a> <a href="#">Delegated from D Huizenga to Don Metzler (1/30/2012)</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		EM-43 retains authority for QAP Approval of DOE Offices	
Appointment as Records Management Field Officer		X	X	X	X	X	X	X			X		Letter from J. Beard (5/19/2008) to T.J. Jackson	
Security Services		X	X	X	X	X	X	P/S	P	P	X		Per MOA with SRS dated 5/27/07, SR is CSA for EMCBC & Small Sites	
<b>8.0 Legal Services</b>														
Authority to receive, process,	H	P	P	X	X	X	X	X	P	X	X	X	Delegation letter from Lynn	

Office or Organization	EM HQ or Other	ANL	BEMP/BNL	ETEC	SLAC	MOAB	SPRU	WVDP	CBFO	PPPO	EMCBC	LM	Notes Remarks P= Project Level Authority, X = CBC Level Authority, H = HQ's Office Level Authority
adjust compromise and settle claims filed under the FTCA.													Coleman, dated March 1, 1980
Ethics Counselor Duties	H	P	P	X	X	X	X	X	X	P	X	X	Memo from Susan Beard, dated November 24, 2004
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 dtd 3/7/07</a>

### Attachment D: Contact Matrix

<u>Functional Grouping</u>	<u>Primary Contact</u>	<u>Functional Contacts</u>
<u>1. Human Resource Management</u>	<u>Kathleen Reck</u> <u>513-246-0513</u>	<u>Employee Relations and Benefits - Linda Brunner 513-246-0518</u>  <u>Classification and Staffing – Bruce Wynn 513-246-0480</u>  <u>Planning, Development and Accountability – Vicki Horsley 513-246-0517</u>
<u>2. Civil Rights &amp; Diversity</u>	<u>Regina Neal</u> <u>513 246-0495</u>	<u>EEO Complaints Processing – Regina Neal 513-246-0495</u>  <u>Employee Concerns Program – Lynette Chafin 513-246-0461</u>  <u>Diversity Program Administration – Sheila Gilliam 513-744-0968</u>
<u>3. Procurement &amp; Contracting</u>	<u>Loretta Parsons</u> <u>513 246-0060</u>	<u>Pre-award Acquisition and Financial Assistance</u> <u>David Hess 513-246-0593</u> <u>Loretta Parsons 513-246-0060</u>  <u>Post-award Contract Management/ Administration</u> <u>Derrick Franklin 513-246-0103</u>  <u>Contract Cost and Price Analysis</u> <u>Joe Werbrich 513-246-0062</u>  <u>Procurement &amp; Contracting Policy</u> <u>Karen Bahan 513-246-0555</u>  <u>Small Business Program</u> <u>Karen Bahan 513-246-0555</u>
<u>4. Contractor Human Resources</u>	<u>Barbara Powers-Hargreaves</u> <u>303-994-4826</u>	<u>Barbara Powers-Hargreaves</u> <u>303-994-4826</u>
<u>5. Finance &amp; Accounting</u>	<u>David Arvin</u> <u>513 744-0960</u>	<u>Darryl McFarland</u> <u>(513)246-0483</u>
<u>6. Budget &amp; Resource Management</u>	<u>David Arvin</u> <u>513 744-0960</u>	<u>Trish Pennington</u> <u>513 246-0479</u>



<u>7. Public Information &amp; Intergovernmental Relations</u>	<u>Lynette Chafin</u> <u>513 246-0461</u>	<u>Lynette Chafin</u> <u>513 246-0461</u>
<u>8. Project Management &amp; Cost Estimating</u>	<u>Terry Brennan</u> <u>513 246-0546</u>	<u>Project Management Support – Margaret Marks 513-246-0473</u> <u>Cost Estimating – Allan Moe 513-246- 0230</u>
<u>9. Technical Support &amp; Asset Management</u>	<u>TJ Jackson</u> <u>513 246-0077</u>	<u>Real Property - Bud Sokolovich</u> <u>513-246-0595</u> <u>Personal Property/OPMO- Dave Lojek</u> <u>513-246-0601</u> <u>ESH&amp;Q – Ken Armstrong</u> <u>513-246-1375</u> <u>Security, Records, Emergency &amp; Transportation Management, TQP- Tim Marcus 513 246-0477</u>  <u>Technical Services – Robert Everson</u> <u>513 246-0501</u> <u>Classification Office – Rod Hoffman</u> <u>303-236-3637</u>
<u>10. Chief Counsel</u>	<u>Mell Roy</u> <u>513 246-0585</u>	<u>FOIA and Privacy Act – Scott Lucarelli</u> <u>513 246-0497</u>
<u>11. Information Resource Management</u>	<u>Ward Best</u> <u>513 246-0530</u>	<u>Computer Systems Management (Help Desk) – John Muskoff</u> <u>513-246-0226</u> <u>Network Administration – John Muskoff</u> <u>513-246-0226</u> <u>Cyber Security Support – Lisa Rawls</u> <u>513-246-0059</u> <u>Applications &amp; Software Development – John Muskoff</u> <u>513-246-0226</u>
<u>Argonne National Laboratory EM Project</u>	<u>TBD</u>	
<u>Brookhaven National Laboratory EM Project</u>	<u>John Sattler</u>	<u>John Sattler, FPD, 513 246-0603</u>
<u>Energy Technology Engineering Center</u>	<u>John Jones</u>	<u>John Jones, FPD, 818 466-8959</u>
<u>Moab Project</u>	<u>Don Metzler</u>	<u>Don Metzler, FPD, 970 257-2115</u>
<u>SLAC National Accelerator Laboratory EM Project</u>	<u>Kevin Bazzell</u>	<u>Kevin Bazzell, FPD, 650-926-2513</u>
<u>Separations Process Research Unit</u>	<u>Steve Feinberg</u>	<u>Steve Feinberg, FEM, 518 395-4580</u>
<u>West Valley Demonstration Project</u>	<u>Bryan Bower</u> <u>Field Element</u> <u>Manager</u>	<u>Bryan Bower, FEM, 7716 942-4368</u>

## 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>	

IP-410-01-F1, Rev 2