



**Service Level Agreement**  
**between**  
**Environmental Management Consolidated Business Center (EMCBC)**  
**and**  
**Savannah River Operations Office (DOE-SR)**

The attached document describes the roles and responsibilities, authorities, and working relationships between EMCBC and DOE-SR. This Service Level Agreement (SLA) shall remain in effect until such time that it is amended by the EMCBC Director and DOE-SR Manager.

Approved:

\_\_\_\_\_  
John P. Zimmerman, Director  
Environmental Management Consolidated Business Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael Budney, Manager  
Savannah River Operations Office

\_\_\_\_\_  
Date

## **Introduction**

The Department of Energy's (DOE) Assistant Secretary for Environmental Management (EM), is responsible for the safe, efficient and effective clean-up, stabilization and remediation of nuclear and hazardous waste materials and contamination resulting from Cold War production activities. Activities related to this mission are conducted at many locations around the nation and are typically staffed with federal and contractor personnel that possess technical, business, logistic, and administrative expertise.

The Savannah River Site (SRS) is a key DOE industrial complex dedicated to environmental cleanup, nuclear weapons stockpile stewardship, and nuclear materials disposition, in support of the U.S. nuclear non-proliferation efforts. The site also develops and deploys technologies to support radiological and chemical cleanup activities following approximately 50 years of producing materials used for nuclear weapons, primarily plutonium and tritium. The site's center is approximately 23 miles southeast of Augusta, Georgia, and 15 miles south of Aiken, South Carolina, the two closest population centers. The site covers more than 310 square miles.

The Savannah River Operations Office (DOE-SR) is responsible for oversight of the DOE's Environmental Management (EM) operations under the Office of Environmental Management (EM). The National Nuclear Security Administration (NNSA) also manages the Savannah River Field Operations (SRFO) and the Office of Nonproliferation that perform National Security missions at SRS as tenant organizations. NNSA missions include; the Tritium Facilities; and support of Nuclear Non-Proliferation. The Tritium Facilities contractor is Savannah River Nuclear Solutions (SRNS). DOE-SR performs oversight of specialized contractors that manage SRS operations. These contractors include: Savannah River Nuclear Solutions (SRNS), the site management and operations contractor. Savannah River Remediation (SRR) operates the site liquid waste system until transition to Savannah River Mission Completion (SRMC) LLC (90-day transition commences November 29, 2021). The Salt Waste Processing Facility was constructed by Parsons and is operated by Parsons until it transitions to SRMC at the end of March, 2022. The Savannah River National Laboratory (SRNL) provides scientific solutions to both DOE and other federal agencies and is the Office of Environmental Management's Corporate Laboratory. SRNL is managed by Battelle Savannah River Inc.; DOE-SR provides federal oversight of this DOE national laboratory.

The DOE established the Environmental Management Consolidated Business Center (EMCBC) on June 7, 2004, to provide designated EM customers with specialized business and technical support services. Establishing the EMCBC allowed EM to consolidate many functions necessary to support its mission. The consolidation was designed to reduce redundancies, promote consistency of business practices, and allow EM to operate in a more cost efficient and effective manner. The EMCBC's mission is to provide an integrated services center with a valued, dedicated and well-trained staff to execute exemplary core business and technical services that are focused on the safe, compliant and efficient execution of EM activities at supported sites.

This SLA sets forth the respective EMCBC and DOE-SR responsibilities and authorities associated with the various areas of support that EMCBC will provide to DOE-SR. This SLA should be considered a living document, subject to change with the written agreement of both the

EMCBC Director and the DOE-SR Manager. In the event of an addition or deletion of a service, the change will become effective once approved by both the EMCBC Director and the DOE-SR Manager and the SLA will be modified as needed to reflect the change. The SLA may be canceled by the DOE-SR Manager upon 30 day written notice to the EMCBC Director. The Manager of DOE-SR retains all authority and responsibility with respect to project management and management of DOE-SR staff to achieve the EM mission. Nothing in this SLA shall be read or interpreted in such a manner as to limit or otherwise change the authority of the Manager of DOE-SR to manage the project at DOE-SR site, or the authorities of the EMCBC Director, Deputy Director, and the EMCBC Assistant Director, Office of Contracting, as delegated by the EM Head of Contracting Activity (EM HCA).

### **Purpose**

The purpose of this SLA is to identify and describe the functional areas of EMCBC support to DOE-SR. Through this support, EMCBC will provide the continuous, stable business support services to DOE-SR as defined in this agreement; achieve economies of scale through standardization and streamlined operations; thus allowing DOE-SR resources to focus on effectively executing the mission.

### **EMCBC Operational Strategy**

Business support services must be available to DOE-SR to achieve major project schedule EM milestones. The EMCBC will provide defined business support services to DOE-SR. Under this model, DOE-SR will continue to have mission responsibility, with the EMCBC holding specific business authorities in support of DOE-SR and providing support in other business services. DOE-SR can focus its resources on project and technical management, and oversight of DOE-SR contractors. Attributes of the EMCBC operational strategy as reflected in this agreement include:

- Stable business support for a variety of customers with differing project mission requirements and differing business support requirements.
- Ability to support multiple customers in different time zones.
- Combined use of federal employees and support service contractors (as required) to support customers.
- Optimization of FTEs between the EMCBC and its customers.
- DOE-SR will provide site personnel as liaisons to support EMCBC management of business services, with support from business specialists and necessary support staff for peak workloads and specific tasks residing at EMCBC.
- DOE-SR will reimburse the EMCBC for its travel budget expenses for mission related support planned and unscheduled site visit requirements.

The EMCBC will establish itself as an effective liaison between DOE Headquarters and DOE-SR, when required, supporting the needs of both, but always representing the DOE-SR's interests and serving as the DOE-SR advocate and functional owner supporting the DOE-SR Manager. Whenever requested, the EMCBC will accomplish headquarters taskings on behalf of DOE-SR, especially when it comes to routine documentation or reporting requirements in business areas as agreed between DOE-SR and the EMCBC. To improve customer support and realize operational

cost objectives, the EMCBC will develop standardized functional processes, procedures and policies with the concurrence of DOE-SR.

### **Service Approach**

A cooperative business support responsibility exists between the EMCBC and DOE-SR as defined in this agreement. In general, EMCBC business support functions include Human Resources Management, Contracting/Procurement, Financial Management, Cost Estimating & Project Management Support, Information Resource Management, Legal Services, Technical Support and Asset Management. EMCBC will periodically provide a list of the EMCBC managers responsible for support in these functional areas. DOE-SR will periodically evaluate these functional areas and the services provided for input into the manager's performance evaluation process.

DOE-SR, under a Memorandum of Agreement authorized by the Manager of SR and the Director of the EMCBC, provides specified security services to the EMCBC and on behalf of the EMCBC to designated Field sites. Services provided by SR under the MOA include Clearance Processing, Clearance Administration, Safeguards and Security Information Management (SSIMS) input and maintenance, Foreign Ownership, Control or Influence (FOCI) determination, Facility Data and Approval Record (FDAR) support, and Communications Security (DOE O 471.6 Information Security) support.

### **EMCBC Functional Areas of Support**

The EMCBC will provide business support services to DOE-SR in the following areas as indicated in Attachment 1. The Corporate Activity Resource Request (CARR) (Attachment 2) is used for requesting specific EMCBC support and assistance. The Manager of the DOE-SR will retain authority and responsibility to manage and oversee the project and DOE-SR staff, including determinations with respect to staff performance evaluations, awards, requirements, training needs and requests, and recognition (consistent with EM Human Resources policy and procedures). Notwithstanding, the EMCBC Assistant Director, Office of Contracting, will provide input into the performance appraisals of operational contracting staff assigned to DOE-SR and the DOE-SR Manager will provide input to the cognizant EMCBC Manager on EMCBC performance appraisals for EMCBC staff whose responsibilities include supporting DOE-SR.

While an attempt has been made in Attachment 1 to list all of the business support functions and services required to support the DOE-SR, there is the potential that activities have been overlooked. In the event of an addition or deletion of a function or a service, the change will become effective once signed off on by both the Director of the EMCBC and the Manager of the DOE-SR and Attachment 1 will be modified as needed to reflect the change

The parties agree to fully communicate and collaborate to successfully implement this SLA. If any issues or disagreements arises, the parties agree to work to resolve the issue at the lowest level possible before taking up to the Director and Manager for resolution.

**ATTACHMENT 1**  
**EMCBC FUNCTIONAL AREAS OF SUPPORT**

## **1. EMCBC Procurement & Contract Management**

The DOE Senior Procurement Executive approved the establishment of a single EM HCA and delegated that authority to the Deputy Assistant Secretary for Acquisition and Project Management (EM-5.2). Accordingly, EM-5.2 has delegated specific HCA functions and responsibilities to the current EMCBC Assistant Director, Office of Contracting (OOC). This delegation gives the Assistant Director EMCBC, OOC, the title of Federal Procurement Director and includes procurement authority within specified monetary levels for EM activities. Pursuant to the EM HCA delegation, the EMCBC Assistant Director, OOC, is the delegated Federal Procurement Director and responsible for EM funded work for procurement/contract actions at specific offices.

The DOE-SR Manager may make determinations consistent with those authorities delegated by the HCA. The DOE-SR Manager and EMCBC OOC will work together to develop and implement solutions that achieve the objectives established by the DOE-SR Manager for those areas not delegated by the HCA. The EMCBC OOC will consolidate and streamline common contracting support activities to maximize utilization of resources whenever possible. The EMCBC OOC will provide the following services (as needed) to DOE-SR:

- Procuring Contracting Officer (PCO) for major procurements over \$25M
- Contract Specialist Support to ACOs/COs
- Mock PMR Internal Review Support
- Contracting Officer Representative Program Management (Site Acquisition Career Manager (SACM)
- Acquisition Career Development Program Management (SACM)
- Procurement Analysts to Support the Lead Procurement Analyst
- Small Business Program Administration
- Simplified Acquisition Support
- Procurement Database Management
- Contract Closeout
- Financial Assistance Management
- Cost/Price Analysts

## **2. EMCBC Finance & Accounting**

The EMCBC Office of Financial Management (OFM) focuses on reducing the cost of financial management and providing outstanding support to the serviced sites by streamlining inefficient processes and/or consolidating these activities. The mission of financial management within the EMCBC is to serve as the focal point for its service site clients on financial matters; providing support in the planning, and oversight for financial and project management policy and procedures, financial reporting, the management control program, accounting systems, and audit liaison and follow-up. The EMCBC OFM, Finance and Review Division, will provide the following services to DOE-SR:

- Permanent Change of Station (PCS)

### **3. EMCBC Technical Support and Asset Management Real Property Team**

The EMCBC Office of Technical Support and Asset Management (OTSAM) provides comprehensive logistics and technical expertise, oversight, and support services as needed, including Federal Project Management support, Regulatory Compliance, Safety Management Systems, Contractor Oversight Assistance, Waste Management, Transportation, Quality Assurance, Emergency Management, Security, Classification/Declassification Services, Real Estate Services and Personal Property Support and Guidance. The EMCBC OTSAM will provide the following services to DOE-SR:

1. Perform real estate acquisitions and other life cycle management activities of real property through a Certified Realty Specialist (CRS). Real property activities include planning, acquisition, management, condition assessment, utilization, accounting, reporting and disposal of real property in compliance with DOE Order 430.1C and other applicable Departmental policy and directives which identify goals, objectives, and key management systems used to oversee real property assets.
2. All real estate actions involving federal funds or property whether completed by a site contractor or DOE site management must be reviewed and approved by a DOE Certified Realty Specialist (CRS) and/or the Real Estate Contracting Officer (RECO) before execution.
3. Provide CRS support for all real estate management functions, including serving as SME on Source Evaluation Boards and administration of the Facility Information Management System (FIMS) review and validations reporting as required.

### **4. EMCBC CHIEF COUNSEL - General**

The EMCBC OCC will provide attorney/paralegal services, if requested by the SRS Chief Counsel or directed by the DOE General Counsel, to resolve legal issues arising at the DOE-SR. Otherwise, the DOE-SR Chief Counsel will provide the attorney/paralegal services on the issues arising from the EMCBC business support responsibility and the EMCBC functional areas of support under this SLA.

**ATTACHMENT 2**

**CORPORATED ACTIVITY RESOURCE REQUEST FORM**

[Email CARR form to carrequest@emcbc.doe.gov](mailto:carrequest@emcbc.doe.gov)



**Attachment 2**

**Corporate Activity Resource Request**

*Use Tab key to select and enter information*

**Customer:**

**Description of task:**

**Deliverables:**

**Timeframe:**

**Project Description:**

**Activity/Task Supervisor:**

**Federal Project Director:**

**Assignment Completion Evaluation**

**EMCBC Employee Name(s)**

**Activity/Task:**

**Completion:**

**Timeframes Met:**

**Level of Effort:**

**Additional Comments:**

**Onsite Supervisor:**

**Date:**

**SUBMIT**

*Environmental Management*

**Consolidated Business Center**

**Corporate Activity Resource Request**

*Use Tab key to select and enter information*

**Customer:**

**Description of task:**

**Deliverables:**

**Timeframe:**

**Project Description:**

**Activity/Task Supervisor:**

**Federal Project Director:**

**Assignment Completion Evaluation**

**EMCBC Employee Name(s)**

**Activity Task:**

**Completion:**

**Timeframes Met:**

**Level of Effort:**

**Additional Comments:**

**Onsite Supervisor:**

**Date:**