

## 3.1 Policy and Topical Guidance

### 3.1.1 Overview

For the FY 2004 Congressional Budget Request, the Office of Environmental Management (EM) developed a new budget and project baseline summary (PBS) structure in order to facilitate the implementation of each site's accelerated cleanup strategy. EM has made significant progress in implementing many of the recommendations in the Top-to-Bottom Review, as demonstrated in its movement from a risk management to a risk reduction program. The FY 2004 Appropriation will be the first year of formally executing the accelerated cleanup program. EM's multi-year budget submission for fiscal years (FY) 2005 to 2009 will continue this strong start and is consistent with President Bush's Management Agenda, the National Energy Policy, and Secretary Abraham's priorities.

The IPABS-IS Limited Fall Update is specifically designed to collect information for the FY 2005 Congressional Request. The Update will be conducted using a phased approach to allow the field the maximum possible time to complete each phase, considering the substantial amount of work involved prior to the due date for the Congressional Request. Because there are some changes from the Spring Update, please read this guidance package thoroughly.

EM will be collecting budget data to support the FY 2005 Congressional Request using the following process:

- **Phase I** of the update will include collection of FY 2003 budget, Actual Cost of Work Performed (ACWP), and supplemental Safeguards and Security data. These data will be collected in offline spreadsheets (see Attachments C and H).
- **Phase II** of the update will collect budget and milestone data for FY 2004 (when allocations are finalized), FY 2005, and outyears. These data will be collected through IPABS-IS.
- **Phase II** of the update will also collect as part of the FY 2005 accomplishment narrative parenthetical dollar amounts associated with lower level accomplishment bullets for Large Dollar Value PBSs (those PBSs requesting \$100M or more in

FY 2005). See section 3.1.5 for further explanation. These data will be collected through IPABS-IS.

**Guidance Organization**

This guidance package is organized as follows:

- Section 3.1 Policy and Topical Guidance
- Section 3.1.1 Overview
- Section 3.1.2 Schedule
- Section 3.1.3 Budget and PBS Structure
- Section 3.1.4 Budget Authority
- Section 3.1.5 Narratives
- Section 3.1.6 Corporate Performance Measures
- Section 3.1.7 Milestones
- Section 3.1.8 Construction Project Data Sheets
- Section 3.1.9 Approved Functional Transfers
- Section 3.1.10 Actual Cost of Work Performed
- Section 3.2 User's Manual
- Attachment A Budget Structure
- Attachment B Valid PBS List (Budget)
- Attachment C FY 2003 BA and ACWP Crosswalk Spreadsheets
- Attachment D EM FY 2005-FY 2009 Target Estimates
- Attachments E-G are associated with Chapter 4 (Planning)
- Attachment H Safeguards and Security Appendices (Overview and Excel Spreadsheet Template)
- Attachment I Capital Construction Line Item Projects to be reported in CPDS
- Attachment J Blank Baseline Change Proposal (BCP) Form

**Contacts**

If you have questions about the FY 2005 Fall Budget Formulation update, please use the table below to identify the appropriate individual(s) to contact.

<b>Area</b>	<b>Individual</b>	<b>E-Mail</b>	<b>Phone Number</b>
Budget Authority Budget Narratives BA Targets	Janice Stull	<a href="mailto:janice.stull@em.doe.gov">janice.stull@em.doe.gov</a>	301-903-8130
Construction Project Data Sheets	Barry Gaffney	<a href="mailto:barry.gaffney@em.doe.gov">barry.gaffney@em.doe.gov</a>	301-903-7157
Safeguards & Security	George Garey	<a href="mailto:george.garey@em.doe.gov">george.garey@em.doe.gov</a>	301-903-7948
Corporate Performance Measures	Dennis Hosaflook	<a href="mailto:dennis.hosaflook@em.doe.gov">dennis.hosaflook@em.doe.gov</a>	202-586-7685

Area	Individual	E-Mail	Phone Number
Milestones	Kristin Sipes	<a href="mailto:kristin.sipes@em.doe.gov">kristin.sipes@em.doe.gov</a>	202-586-1405
Lifecycle Cost	Matt Zenkowich	<a href="mailto:mathew.zenkowich@em.doe.gov">mathew.zenkowich@em.doe.gov</a>	202-586-4612
Change Control Process	Marc Jones	<a href="mailto:marcus.jones@em.doe.gov">marcus.jones@em.doe.gov</a>	301-903-3072
IPABS-IS System/User's Manual	IPABS-IS Help Desk	<a href="mailto:ipabssupport@ppc.com">ipabssupport@ppc.com</a>	703-748-8617

### Data Submissions

The ***Phase I*** data submissions required by this guidance are as follows:

- FY 2003 Excel spreadsheet crosswalk data submission required by this guidance should be submitted offline ***no later than c.o.b. November 25<sup>st</sup> EST.***
- Supplemental Safeguards and Security data should be submitted offline ***no later than c.o.b. December 8<sup>rd</sup> EST.***

The ***Phase II*** data submission required by this guidance is as follows:

- FY 2003 through FY 2009<sup>1</sup> and outyear data should be submitted ***no later than c.o.b. December 12<sup>th</sup> EST*** via the IPABS-IS Budget Module.

Strict adherence to these deadlines is necessary due to the extremely tight schedule between now and the submittal of the FY 2005 Congressional Request.

### 3.1.2 Schedule

Key dates and deliverables are listed in the following schedule:

Deliverable	Date
FY 2003 Crosswalk (Excel spreadsheet) sent out	November 19, 2003
Limited Fall Update Guidance issued	November 21, 2003
<b><i>Phase I:</i></b>	
Data Submission FY 2003 Crosswalk (Excel Workbook-Attachment C) Due Offline	November 25, 2003 c.o.b. EST

<sup>1</sup> FY 2004 data will likely require an interim update due to the current status of the appropriation. Revised guidance will be issued upon resolution of final allocations.

<b>Deliverable</b>	<b>Date</b>
<b><i>Phase II:</i></b>	
IPABS-IS Budget Module open for update [All years, including FY 2003 BA based on 11/25/03 crosswalk data] <sup>2</sup>	November 26, 2003
IPABS-IS Budget Module open for FY 2004 Appropriation update <sup>1</sup>	TBD
Safeguards and Security Supplemental Crosscut Data Due Offline (Attachment H)	December 8, 2003
Data Submission Due -- System Locked for FY 2003 through FY 2009 and outyears	December 12, 2003 c.o.b. EST
<b><i>Headquarters Deliverables:</i></b>	
FY 2005 Draft Congressional Budget Delivered to OMBE	January 9, 2004
FY 2005 Congressional Budget Delivered to Congress	February 2, 2004

**3.1.3 Budget and PBS Structure**

Attachment A provides the Budget Structure (Appropriation and Program Accounts) that will be used for the Limited Fall Update. Attachment B provides the valid list of PBSs that will be available in IPABS-IS for the Limited Fall Update.

**Geologic Repository PBSs**

For the FY 2005 Fall Update in IPABS-IS, the Headquarters PBSs created to include scope related to the storage of EM high-level waste, EM non-legacy spent nuclear fuel, and related construction or upgrades to facilities, have again been separated into distinct PBSs that will be displayed at each appropriate Office. Idaho, River Protection, Richland, and Savannah River are to provide input for these PBSs, as necessary. (Please ensure you understand the criteria for including resource needs in these HQ-PBSs. If in doubt, discuss with the appropriate EM-HQ contact.)

The data collected will be consolidated into two PBSs at Headquarters, although it will continue to be distinguished by the appropriate source installation associations. Budget Authority (BA) Target has been included in each appropriate Office's Target to fund the associated activities relating to Geologic Repository

<sup>2</sup> FY 2003 data will be displayed as soon as crosswalk spreadsheets are received and can be processed. FY 2004 update will be delayed pending status of appropriation and decisions on final allocations.

activities (e.g., the Target was not maintained at Headquarters). BA Targets have been adjusted for approved programmatic Functional Transfers (see section 3.1.9).

**Newly-Generated Waste PBSs**

Two Headquarters PBSs include scope related to managing other mission programs' newly generated wastes (one for Science [ORNL] and one for NNSA [LLNL and Y-12]). Negotiations on the possible transfer of responsibility for these newly generated waste activities are currently ongoing. Pending a final decision on these transfers, data will be collected similar to previous years. These PBSs will be displayed separately under the Oak Ridge and former Oakland Offices in IPABS-IS. The collected data will be consolidated into two PBSs at Headquarters and distinguished by the appropriate source installation. BA Target has been included in each appropriate Office's Target to fund these Newly Generated Waste activities (e.g., the Target was not maintained at Headquarters).

**3.1.4 Budget Authority**

**3.1.4.1 Changes to Budget Authority Data Collection**

**FY 2005 Funding**

The Budget Authority (BA) distribution of the FY 2005 Request by PBS will be collected at one funding level only, as was the case in the Spring Formulation Update.

BA will also be collected for the five-year period FY 2006 through FY 2009 by expense type and installation. A funding profile at the PBS level through the project end date will also be collected.

**3.1.4.2 Budget Authority Data Requirements**

The following BA data are required in the FY 2005 Limited Fall Budget Formulation Update:

**Phase I BA**

***FY2003:***

**Data Crosswalk**

- FY 2003 BA at the PBS level reflects the *Adjusted Appropriation*, consistent with the September (final) Approved Funding Program (AFP). FY 2003 was executed in the old budget structure and must be crosswalked to the new budget structure. Attachment C provides a site

specific excel spreadsheet to be used in crosswalking this data from the old to the new structure.

**Data Collection**

- FY 2003 data will be collected in the excel spreadsheet provided as Attachment C. Specific guidance regarding data input was provided when the spreadsheets were sent to the field.

**Crosswalk of BA by PBS from Old to New Structure**

- For each PBS, dollars must be allocated to a new PBS(s) and must tie to the total for the current PBS.
- In some cases, BA must be crosswalked below the current PBS level. Any current PBS that meets the following criteria will be displayed on more than one line in the BA crosswalk workbook:
  - PBS funds work in multiple states;
  - PBS funds work at multiple installations (e.g., LANL, ETEC, ETTP);
  - PBS is funded by multiple appropriation/program accounts;
  - PBS contains a capital construction line item project; or
  - PBS contains more than one expense type (FY 2003 only; operating, capital equipment, general plant project).
- Each portion of the current PBS, whether due to breakout by state, installation, appropriation/program account, line item, or expense type, must be crosswalked to a new PBS(s). The total for the current PBS (or portion of a PBS) for that year must equal the allocation to the new PBS(s).
- No reallocation of funding between PBSs is permitted.

**Data Submission**

- Completed Excel Spreadsheets should be submitted offline via email to Janice Stull at [janice.stull@em.doe.gov](mailto:janice.stull@em.doe.gov) ***no later than c.o.b. November 25st EST***. Please also email a copy to Emily Fort at [efort@ppc.com](mailto:efort@ppc.com).

**Phase II Data Collection**

***FY 2003:***

**Seeded Data**

- In IPABS-IS, FY 2003 BA at the PBS level reflects data seeded from the Attachment C crosswalk spreadsheets submitted November 25<sup>th</sup>, adjusted for comparability (see next bullet).

**Comparable Appropriation vs. Adjusted Appropriation**

- Comparability adjustments will be made to the “Adjusted

Appropriation” for approved transfers (see Section 3.1.9) and budget structure changes. Therefore, the seeded data in IPABS-IS will reflect the “Comparable Appropriation” and may not tie exactly to the “Adjusted Appropriation” used in the Excel Workbook spreadsheet.

**Data Collection**

- State and associated installation data, as well as expense type data are not editable. ***If changes are needed, please contact the IPABS-IS Help Desk.***

**Seeded Data**

***FY 2004:***

- FY 2004 BA at the PBS level reflects the Congressional Request, adjusted for comparability to FY 2005. These data are not open for editing due to the late receipt of the appropriation.<sup>3</sup>

**Comparable Request vs. Congressional Request**

- Comparability adjustments have been made to the FY 2004 Congressional Request for programmatic Functional Transfers approved during the FY 2005 formulation cycle (see section 3.1.9.). Therefore, the seeded data in IPABS-IS will reflect the “Comparable Request” and may not tie exactly to the “Congressional Request” in cases where an approved transfer affects a given PBS.

***FY 2005:***

**Data Collection**

**BA Distribution by PBS**

- Offices are required to distribute their FY 2005 BA funding allocation by PBS based on the Targets provided in Attachment D of this guidance. This funding level is consistent with FY 2005 OMB Request and fully supports the closure and acceleration focus of EM's cleanup reform initiative. The distribution of BA by PBS should be consistent with each site's accelerated cleanup strategy and Performance Management Plans. The distribution of BA should also accommodate the amount of funding necessary to be in compliance with Executive Order 12088.

**State/Installation Data**

- **For a few specific PBSs**, Offices must allocate the Total PBS BA amount among the valid State and associated installations. For all PBSs other than those listed below, the

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<sup>3</sup> Upon finalization of funding allocations, FY 2004 data will be updated in IPABS-IS and revised guidance will be distributed at that time.

State/installation association is obtained from the PBS identification information. The total of the State/installation allocations must equal the “Total PBS BA” amount. A State/installation allocation is required for the following Sites/PBSs only:

- *Albuquerque/Sandia*: AL-SN-0030
- *Nevada*: NV-0030
- *Program Direction*: HQ-PD-0100
- *Technology Development*: HQ-TD-0100

**Expense Type Data**

- **For each PBS**, all Offices must allocate the Total PBS BA amount among the valid expense types (e.g., operating, capital equipment, general plant project, and/or *line item*). The total of the expense type allocations must equal the seeded Total PBS BA amount.

**Line Item Funding**

- For this Limited Fall Update, CPDS information is not being collected through IPABS-IS. The line item amount that is normally displayed from the CPDSs on the on the BA screen for each PBS will be editable. PBSs with line item funding should enter the line item amount in IPABS-IS. However, these amounts should be consistent with the CPDS information provided to the Budget Office offline.

***FY 2006 – FY 2009:***

**Seeded Data**

- FY 2006 through FY 2009 BA at the PBS Level will be seeded based on the FY 2006-FY 2009 life-cycle cost data collected in the Planning Module at the PBS level during the Spring Update. Whereas previously, it was assumed that costs equal BA for FY 2006-FY 2009, EM has now separated costs from BA. Note that updates to cost profiles are handled only through the GEN-2 process.

## Data Collection

### BA Distribution by PBS

- Offices are required to distribute their FY 2006 - 2009 BA funding allocation by PBS based on the Targets provided in Attachment D of this guidance. These funding levels fully support the closure and acceleration focus of EM's cleanup reform initiative. The distribution of BA by PBS should be consistent with each site's accelerated cleanup strategy and Performance Management Plans. Please note the distribution of BA should also accommodate the amount of funding necessary to be in compliance with Executive Order 12088.

### State/Installation Data

- **For a few specific PBSs**, Offices must allocate the Total PBS BA amount among the valid State and associated installations. For all PBSs other than those listed below, the State/installation association is obtained from the PBS identification information. The total of the State/installation allocations must equal the "Total PBS BA" amount. A State/installation allocation is required for the following Sites/PBSs **only**:
  - *Albuquerque/Sandia*: AL-SN-0030
  - *Nevada*: NV-0030
  - *Program Direction*: HQ-PD-0100
  - *Technology Development*: HQ-TD-0100

### Expense Type Data

- **For each PBS**, all Offices must allocate the Total PBS BA amount among the valid expense types (e.g., operating, capital equipment, general plant project, and/or ***line item***). The total of the expense type allocations must equal the seeded Total PBS BA amount.

### Line Item Funding

- For this Limited Fall Update, CPDS information is not being collected through IPABS-IS. The line item amount that is normally displayed from the CPDSs on the on the BA screen for each PBS will be editable. PBSs with line item funding should enter the line item amount in IPABS-IS. However, these amounts should be consistent with the CPDS information provided to the Budget Office offline.

**FY 2010 – Project End:**

**Seeded Data**

- FY 2010 through project end BA at the PBS Level will be seeded based on the FY 2010-FY 2035 life-cycle cost data collected in the Planning Module at the PBS level during the Spring Update. Previous assumptions were that costs equal BA for FY 2010-FY 2035, EM has now separated costs from BA. Note that updates to cost profiles are handled only through the GEN-2 process.

**Data Collection**

**BA Distribution by PBS**

- Offices are required to distribute their FY 2010 - 2035 BA funding allocation by PBS based on the Targets provided in Attachment D of this guidance. These funding levels fully support the closure and acceleration focus of EM's cleanup reform initiative. The distribution of BA by PBS should be consistent with each site's accelerated cleanup strategy and Performance Management Plans. Please note the distribution of BA should also accommodate the amount of funding necessary to be in compliance with Executive Order 12088.

**State/Installation Data**

- State/installation breakouts are not required for FY 2010 – FY 2035.

**Expense Type Data**

- Expense type breakouts are not required for FY 2010 – FY 2035.

**Line Item Funding**

- For this Limited Fall Update, CPDS information is not being collected through IPABS-IS. The line item amount that is normally displayed from the CPDSs on the on the BA screen for each PBS will be editable. PBSs with line item funding should enter the line item amount in IPABS-IS. However, these amounts should be consistent with the CPDS information provided to the Budget Office offline.

<p><b>3.1.4.3 Safeguards and Security (S&amp;S)</b></p>
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**Additional Crosscut Information**

Additional S&S crosscut information beyond the summary data collected through IPABS-IS is required as part of the Fall Update. This additional S&S crosscut data will be collected separately offline from the IPABS-IS data submittal. **Attachment H provides further guidance regarding the detailed S&S data requirements to be submitted offline.**

The FY 2005 S&S Request for EM S&S funding will follow the Office of Management, Budget and Evaluation guidance for inflation rates by using the adjusted<sup>4</sup> FY 2003 funding as the base year. Each Office should also comply with any other supplemental S&S requirements distributed by EM (see Attachment H) or the Department.

Safeguards and Security-related programmatic/content questions should be directed to Maurice Daugherty, EM-3, 301-903-9978. Safeguards and Security budget questions should be directed to George Garey, EM-12, 301-903-7948. The Appendices<sup>5</sup> required by Attachment H should be submitted to Headquarters ***no later than December 8, 2003***, via email to [George.Garey@em.doe.gov](mailto:George.Garey@em.doe.gov).

### 3.1.5 Narratives

The primary purpose of the budget justification document is to describe what accomplishments and progress will be made by the EM program in FY 2005 for the funding being requested. In addition, the FY 2005 EM program accomplishments should be described in the context of what has already been achieved and where the program is headed in the future (e.g., Life-cycle Context).

- **Life-cycle Project Description.** This field will be locked and cannot be edited.
- **Prior Accomplishments (FY 2003).** This field is no longer required.
- **Current Year Planned Accomplishments (FY 2004).** This field is no longer required.

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<sup>4</sup> “Adjusted” is all currently known S&S funding profiles which may include FY 2003 Approved Funding Program changes that carry outyear mortgage implications (e.g., additional SPOs or line item construction).

<sup>5</sup> A blank template (Excel spreadsheet) will be provided electronically in conjunction with this guidance package for use in preparing the Appendices required by Attachment H.

## Phase II Narratives

For Phase II, Offices are required to provide the following budget narratives:

- **Budget Year Planned Accomplishments (FY 2005).**  
Provide brief concise narrative bullets describing the planned accomplishments at the FY 2005 funding level. Adherence to the following guidelines is a key part of meeting the Congressional mandate for improved budget justifications. Accomplishments should be:
  - Clear and concise; do not write from a technical perspective;
  - Outcome-oriented and focus on "on the ground" completions; and
  - Consistent with the site's accelerated cleanup strategy.

*Examples of Budget Year Accomplishments narratives:*

In FY 2005, the following activities are planned to support the accelerated cleanup of the Rocky Flats Environmental Technology Site.

- Complete hazards removal and stabilization in several facilities in preparation for decommissioning in FY 2004 and demolition in FY 2005.
- Demolish fourteen smaller structures including a radio tower, water supply tank, some security systems, and several storage tanks.
- Consolidate and/or move on-site personnel into off-site facilities to vacate facilities scheduled for hazard removal and stabilization.

In FY 2005, the following activities are planned to support the accelerated cleanup of the Richland Office.

- Stabilization, packaging and shipment of the special nuclear materials and residues from the Plutonium Finishing Plant Complex:
  - Complete repackaging of all remaining residues and transport them to Hanford's Central Waste Complex for eventual transport to the Waste Isolation Pilot Plant.
  - Complete stabilization and packaging of plutonium-bearing oxides and mixed oxides at the Plutonium Finishing Plant by the milestone date of February 18, 2004, placing these materials in a form for long-term storage.
  - Continue with shipments of stabilized material from the Plutonium Finishing Plant to the Savannah River Site or construct alternate storage facility so as to support completion of special nuclear material de-inventory by September 30, 2005, nine years ahead of schedule.
  - Complete definitive design and construction of the alternative on-site special nuclear material storage facility if the shipment to the Savannah River Site is not initiated in FY 2003.
- Cleanout and demolition of facilities:
  - Work will continue on accelerated de-inventory and decommissioning activities with emphasis on legacy plutonium holdup removal in the main former processing building (234-5Z), deactivation of the inactive incinerator building and protected area reduction.
  - Continue Plutonium Reclamation Facility canyon cleanout activities and product receiver can disposal.
  - Start glovebox cleanout and removal activities, process duct removal, and process vacuum system removal activities in the 234-5Z building.

- *Crosscut of Budget Clarity Data for Large Dollar Value PBSs.* Based on the Program Budget Decision issued by the Secretary of Energy, EM is required to break out work scope and identify associated funding estimates for PBSs requesting \$100 million or more in FY 2005, regardless of their lifecycle cost. For those PBSs, each narrative bullet describing scope expected to be accomplished in FY 2005 must include a parenthetical dollar amount for that scope at the end of the bullet.

Example of **Budget Clarity Crosscut Budget Year Accomplishments** narratives (for PBSs requesting over \$100M in FY 2005):

In FY 2005, the following activities are planned to support the accelerated cleanup of the Savannah River Site. [FY 2005 Request PBS \$369,636]

- FB Line will complete stabilization and packaging surplus plutonium and stabilization to DOE Standard 3013 in FB Line, complete characterization and repackaging of plutonium residues for dissolution or direct disposal, and continue deinventory of the FB Line vault. (\$72,000)
- Design will be completed and construction will begin for installation of the 3013 surveillance capability in 235-F. (\$4,134)
- H Canyon will continue dissolution of unirradiated Mk22 tubes and support the National Nuclear Security Administration funded efforts to blend highly enriched uranium solutions to low enriched uranium, package and ship the low enriched uranium to the Tennessee Valley Authority, and support processing of Np solutions to Oxide. (\$100,000)
- HB Line Phase I will complete dissolving the Idaho National Engineering and Environmental Laboratory oxides and begin dissolving the Savannah River Site enriched uranium residues. (\$50,000)
- HB Line Phase II will complete startup and begin to process Np solutions to oxide. (\$30,000)
- Deactivation of the Receiving Basin for Offsite Fuels will be completed. (\$20,000)

- The sum total of all bullets will not necessarily add to the Total BA Distribution of the PBS.
- The data collected will be provided as crosscut material to the Office of Management, Budget and Evaluation.

- **Explanation of Changes.** The purpose of this narrative is to explain the funding change from the FY 2004 Request (or appropriation, when received) to FY 2005 Request for each PBS. Explaining the funding deltas is particularly important with respect to justifying the accelerated cleanup strategy and any funding delta as a result of this strategy.

*Example* Explanation of Change narrative:

- Increase reflects the acceleration of decommissioning work scope associated with legacy holdup removal, process equipment removal and preparations to make buildings demolition ready by the end of FY 2006. Process equipment removal accelerations occur primarily in the 234-5Z building (main Plutonium Finishing Plant facility) and in the Plutonium Reclamation Facility, building 236-Z. In addition, shipment of all stabilized material to a DOE approved storage facility will be completed by September 30, 2005. This will provide a basis for elimination of the Plutonium Finishing Plant protected area by December 30, 2005, significantly reducing future safeguards and security requirements/costs.

### 3.1.6 Corporate Performance Measures

Performance measurement is mandated by the Government Performance and Results Act (GPRA) of 1993 and is central to other legislation, Administration initiatives, and OMB criteria. EM collects performance measure data for use to develop an integrated FY 2005 performance-based budget that clearly demonstrates the program and project results expected for the resources requested.

#### Seeded Data

IPABS-IS has been seeded with the EM life-cycle corporate performance measure (Gold Chart) data. Data seeded in IPABS-IS are based on the latest version of the Gold Chart (Rev. 7). Changes reflected in Rev. 7 are based on Baseline Change Proposals approved at the September 2003 meeting of the Configuration Control Board.

#### Data Change Control

Changes to the quantities identified for FY 2003, the targets for FY 2004 and FY 2005, any outyear quantities, and the life-cycle total will be managed through the EM Headquarters Configuration Control Board.

### 3.1.7 Milestones

Milestones describe planned project and program accomplishments that often are not captured in EM's corporate performance measures.

#### Milestone Reporting Requirements

Milestones will be edited/entered in the ***Budget Module***. Offices should review and/or provide budget milestones for FY 2003 through outyears.<sup>6</sup> ***These milestones should be outcome-oriented and consistent with the site's accelerated cleanup strategy.*** Any new milestones added should be tagged as a budget milestone and a completion date should be provided. Each PBS will not necessarily have a milestone associated with it. However, for those PBSs that are associated with conducting "on-the-ground" work toward an end-state, milestones that indicate the project or activity's progress or completion should be reported. Several examples of such milestones are:

<sup>6</sup>FY 2004 will reflect the Congressional Request and will remain locked; upon finalization of allocations, FY 2004 will be opened in IPABS-IS and revised guidance will be distributed at that time.

- Processing of waste or stabilization of nuclear materials as an interim milestone to completing a performance measure (or completion of processing). The milestone should not include any performance measure information for a measure that is a corporate performance measure.
- Shipments of waste to a disposal site as an interim milestone to completing a performance measure.
- Complete corrective action or remediation on a release site.
- Safe shutdown and demobilization of a contaminated facility.
- Complete disposal of legacy waste.
- Complete interim safe storage of former production reactors.
- Initiate/complete construction or begin operation of a treatment/storage/disposal facility.

Milestones should not just repeat quantitative data already captured by the performance metrics (e.g., complete five release sites in FY 2005). However, milestones can be used to amplify or provide more description to the quantitative performance measure data (e.g., complete remediation of Waste Pit X in FY 2005, which is on the critical path to site closure).

Milestones were also reviewed closely by Headquarters during the FY 2004 Congressional Budget Request and some were updated. The following are some examples of milestones that reflect what Headquarters would like to see.

**Milestone Examples**

*Examples:*

- Construct, install, and operate a portable treatment unit on-site at the Helipad Source Area to isolate and remediate the contaminated vadose zone and reduce contaminant concentrations in the source area (September 2004).
- Perform groundwater and vadose zone sampling and analysis for 1,000 + wells on the Hanford Site (September 2003).
- Complete construction of the 9201-2 Water Treatment System to remediate mercury contamination in surface water (September 2004).
- Remove all containerized waste from Plant 1 Pad (critical to decontamination and decommissioning schedule for 2006 closure) (September 2004)
- Complete soil treatment at the Corrective Action Management Unit (December 2003)
- Complete construction of Source Treatment Facility in Building 832 Canyon Operable Unit (February 2003)
- Dispose of 500,000 tons of remediation waste at a commercial facility (September 2004)

Offices can provide other types of milestones as well. The suite of milestones should include all major enforceable agreement (EA) milestones. A major EA milestone is one where missing the milestone could result in a substantial fine or penalty.

**Seeded Data**

Project start milestone dates of 10/1/2003 have been seeded into IPABS-IS for each new PBS. The project end and mission complete dates ***are read only and cannot be edited.***

The milestone list was seeded as follows:

- An actual date should be provided for FY 2003 milestones. The completion date is seeded for reference. *This field is open for editing.*
- FY 2004 milestones reflect the FY 2004 Congressional Budget Request.<sup>7</sup> ***This field is locked and cannot be edited.***

<sup>7</sup> FY 2004 update will be delayed pending status of appropriation and decisions on final allocations.

- FY 2005 milestones reflect the FY 2005 Office of Management and Budget Request. **This field is open for editing.**
- FY 2006-2009 milestones reflect the FY 2005 CRB submission. **These fields are open for editing.**

<b>3.1.8 Construction Project Data Sheets</b>
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**CPDS Reporting Requirements**

For the Limited Fall Update, Construction Project Data Sheet information will be collected offline. It will not be collected via the IPABS-IS Construction Project Data Sheet (CPDS) Module. Word files will be distributed via email to each Office for update. If no FY 2005 funds are requested, there are no CPDS reporting requirements. The Department, the Office of Management and Budget (OMB), and Congress will expect to receive this data for any projects requesting FY 2005 funding. Attachment I provides a list of projects for which data must be reported offline.

**PED Reporting Requirements**

Project engineering and design (PED) funding is requested in one consolidated line item with multiple subprojects (from multiple sites). For the Limited Fall Update, each subproject will be treated as a separate line item project at the respective Office for data input purposes. After the data is collected, the subprojects will be consolidated into one line item for presentation in the budget request.

**Non-Line Item Controlled Project Reporting Requirements**

In addition to the detailed line item construction project data sheets, various other projects will require a data submittal. Attachment I provides a list of “non-line item controlled” projects for which data must be reported offline.

<b>3.1.9 Approved Functional Transfers</b>
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The Department has approved the following functional transfers and BA Target adjustments (see Attachment D) have been made accordingly:

- Environmental Management staff at the Pacific Northwest National Laboratory have transferred to the Office of Science to facilitate the establishment of the Pacific Northwest Site Office.

- Environmental Management has transitioned support for desktop, e-mail, and related network Extended Common Integrated Environment services to the Office of the Chief Information Officer.
- The Off-Site Source Recovery Program was transferred to the National Nuclear Security Administration. The Off-Site Source Recovery Program recovers Greater-Than-Class-C sealed sources from Nuclear Regulatory Commission licensees and stores the sources at the Los Alamos National Laboratory pending disposal. National Nuclear Security Administration will have total program responsibility including recovering, storing and, where available, disposing of these sources.

**Note:** EM continues to seek approval from within the Department, the OMB and the Congress on additional transfers. It is undetermined at this time whether approval will be obtained prior to submittal of the FY 2005 Request to Congress. Adjustments from subsequent approval decisions will necessitate adjustments as necessary.

### **3.1.10 Actual Cost of Work Performed (ACWP)**

Because EM executed under the old PBS structure for FY 2003, year-end ACWP costs must be crosswalked into the PBS structure. ACWP costs are based on what was submitted in MARS and are rolled up to the PBS level. For FY 2003 and for each PBS, dollars must be allocated to a new PBS(s) and must tie to the total for FY 2003 for the current PBS. All dollars will be at the PBS level. All dollars are in current year dollars.

#### ***FY 2003:***

- FY 2003 at the PBS level reflects ACWP reported in MARS.
- As part of the Phase I update, sites will be required to crosswalk the ACWP data from the old structure to the new PBS and budget structure.

- This crosswalk will be conducted offline in an Excel spreadsheet (provided as a worksheet in Attachment C).
- Specific guidance regarding data input was provided when the spreadsheets were sent to the field.
- Completed Excel spreadsheets should be submitted offline via email to Janice Stull at [janice.stull@em.doe.gov](mailto:janice.stull@em.doe.gov) ***no later than c.o.b. November 25st EST***. Please also email a copy to Emily Fort at [efort@ppc.com](mailto:efort@ppc.com).

<b>3.2 User's Manual for IPABS-IS</b>
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To be provided when the module is deployed.