



## 6.0 FY 2006 Spring Budget Formulation Module

### 6.1 Policy and Topical Guidance

#### 6.1.1 What's New This Year?

The Office of Environmental Management (EM) will be collecting budget data to support the Fiscal Year (FY) 2006 budget formulation process and the FY 2006-2010 planning guidance. Since the last update, there have been a few changes. The changes are as follows:

- Requests to exceed annual Budget Authority (BA) targets, propose a life-cycle cost increase, and/or shift funds between Project Baseline Summaries (PBSs) are to be prepared at the PBS level versus the Site level. See Attachment F or Section 6.1.5.2 for further information.
- There have been changes to the valid list of Offices and the valid PBSs associated with each office. See Attachment A or Section 6.1.4 for further explanation.
- Offices will input budget authority data for FY 2006 through project end. See Section 6.1.5 for further explanation.
- Offices will update the life-cycle project descriptions via the Integrated Planning, Accountability, and Budgeting System-Information System (IPABS-IS) Budget Module. See Section 6.1.6 for further explanation.
- Offices will input, as part of the FY 2006 accomplishment narratives, parenthetical dollar amounts associated with lower-level accomplishment bullets for **Large Dollar Value PBSs** (those PBSs requesting \$100M or more in FY 2006). See Section 6.1.6 for further explanation.
- Idaho, River Protection, and Savannah River will input, as part of the FY 2006 accomplishment narratives, parenthetical dollar amounts associated with lower-level accomplishment bullets for **Radioactive Liquid Tank Waste Stabilization and Disposition PBSs that include Waste Incidental to Reprocessing (WIR)-related activities in FY 2006**. These sites will also provide, separately offline, narrative impacts of a delay in resolving the WIR issue. See Section 6.1.6 for further explanation.
- Gold Chart metrics will be used by EM management to measure performance and accountability. In supporting the FY 2006 budget formulation process, however, an additional profile, the "**Budget Performance Measure Profile**," will be collected. The Budget Performance Measure profile should reflect **both** negative (decelerations) and positive (accelerations) variances from the Gold Chart. Based on these accelerations/decelerations, sites will provide performance measure quantities for FY 2005 through the life-cycle, including both the annual total and the monthly/quarterly breakout (monthly for FY05-06; quarterly for FY07-09; annually thereafter) for the required years. Life-cycle totals cannot be changed. To change a life-cycle total, a



Baseline Change Proposal (BCP) must be submitted and approved by the Configuration Control Board (CCB). See Section 6.1.7 for further explanation.

- Based on a CCB action, the PBS for CH-BRNL-0040, Nuclear Facility D&D-Brookhaven Graphite Research Reactor, has been moved from the Non-Defense Site Acceleration Completion 2006 Accelerated Completions account to the 2012 Accelerated Completions.
- Offices will tag budget milestones required for the FY 2006 formulation process via the IPABS-IS **Budget Module**. Milestones are added through the IPABS-IS Planning Module. See Section 6.1.8 for further explanation.
- Offices will update Construction Project Data Sheets (CPDS) via the IPABS-IS CPDS Module. See Section 6.1.9 for further explanation.
- EM will collect Program Direction data offline, consistent with the FY 2006 Field Budget Call issued by the Office of Management, Budget and Evaluation. See Section 6.1.11 for further explanation.
- The Baseline Change Tool has been deployed in IPABS-IS and should be used to submit BCPs. See Chapter 10 for further explanation.
- In the Planning Module, identification of life-cycle costs associated with proposed FY 2005 transfers out of EM using the non-EM cost designation. See Section 4.1.4 of Chapter 4 for further explanation.

## 6.1.2 Overview

EM will develop a multi-year budget submission for FY 2006 to 2010 that will be consistent with President Bush's Management Agenda, the National Energy Policy, and Secretary Abraham's priorities. The IPABS-IS Spring Update will collect the necessary budget information for the FY 2006 Request. Please read this guidance package thoroughly, as some data requirement changes may have occurred since previous IPABS-IS data collection efforts.

EM will be collecting budget data to support the FY 2006 budget formulation process and the FY 2006-2010 planning guidance using the process explained in this guidance. Offices are requested to input all budget data requirements mandated by this guidance for the FY 2006 formulation process in the IPABS-IS Budget Module by **April 21st**. There are a few data requirements with due dates that vary from this schedule, please see Section 6.1.3 for further explanation.



## Contacts

If you have questions about the FY 2006 Spring Budget Formulation update, please use the table below to identify the appropriate individual(s) to contact.

Area	Individual	E-Mail	Phone Number
Budget Authority	Janice Stull	<a href="mailto:janice.stull@em.doe.gov">janice.stull@em.doe.gov</a>	301-903-8130
Budget Narratives	or		
BA Targets	Robin Osik	<a href="mailto:robin.osik@em.doe.gov">robin.osik@em.doe.gov</a>	301-903-4825
Construction Project Data Sheets	Barry Gaffney	<a href="mailto:barry.gaffney@em.doe.gov">barry.gaffney@em.doe.gov</a>	301-903-7157
Waste Incidental to Reprocessing (WIR)			
Safeguards & Security (Budget)	Karen Affum	<a href="mailto:karen.graham-affum@em.doe.gov">karen.graham-affum@em.doe.gov</a>	202-586-0968
Safeguards & Security (Programmatic)	Anand Gupta	<a href="mailto:anand.gupta@em.doe.gov">anand.gupta@em.doe.gov</a>	301-903-8480
Valid PBS List	Janice Stull	<a href="mailto:janice.stull@em.doe.gov">janice.stull@em.doe.gov</a>	301-903-8130
Program Direction	Carol Kilian	<a href="mailto:carol.kilian@em.doe.gov">carol.kilian@em.doe.gov</a>	202-586-1584
Corporate Performance Measures	Dennis Hosaflook	<a href="mailto:dennis.hosaflook@em.doe.gov">dennis.hosaflook@em.doe.gov</a>	202-586-7685
Milestones	Kristin Sipes	<a href="mailto:kristin.sipes@em.doe.gov">kristin.sipes@em.doe.gov</a>	202-586-1405
Life-cycle Cost	Matt Zenkowich	<a href="mailto:mathew.zenkowich@em.doe.gov">mathew.zenkowich@em.doe.gov</a>	202-586-4612
Change Control	Marc Jones	<a href="mailto:marc.jones@em.doe.gov">marc.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 main CY 2004 Planning and FY 2006 Budget Formulation data submissions required by this guidance are to be submitted ***no later than April 21st 8:00 p.m. EDT***. (There are other specific requirements with separate due dates, please refer to the detailed schedule below.) While the majority of the data requirements will be submitted online via IPABS-IS, there are some requirements that will be submitted offline. Online data submissions will include both IPABS-IS Budget Module and IPABS-IS Planning Module deliverables. Be sure to read each section of this guidance carefully to determine the appropriate data submittal process.

## Guidance Organization

This guidance package is organized as follows:

- Section 6.1 Policy and Topical Guidance
- Section 6.1.1 What's New
- Section 6.1.2 Overview



- Section 6.1.3 Schedule
- Section 6.1.4 Valid Offices and Project Baseline Summary (PBS) Structure
- Section 6.1.5 Budget Authority
- Section 6.1.6 Narratives
- Section 6.1.7 Performance Measures
- Section 6.1.8 Milestones
- Section 6.1.9 Construction Project Data Sheets
- Section 6.1.10 Baseline Change Proposals
- Section 6.1.11 Program Direction
- Section 6.2 User's Manual
- Attachment A Valid List of Offices and PBSs (Planning and Budget)
- Attachment B EM FY 2006-FY 2035 BA Target Estimates
- Attachment C Site Closure Dates
- Attachment D Proposed Transfers in FY 2006
- Attachment E Comparable Life-Cycle Costs Used for IPABS-IS Validation (See Chapter 4)
- Attachment F Justification to 1) Exceed Annual BA Targets, 2) Propose Life-Cycle Cost Increase, and/or 3) Shift Funds Between PBSs
- Attachment G Corporate Performance Measures Definitions
- Attachment H Safeguards and Security Appendices (Overview and Excel Spreadsheet Template)
- Attachment I Capital Construction Line Item Projects to be Reported in CPDS; External Project Reporting Requirements; Non-Line Item Controlled Projects To Be Reported CPDS
- Attachment J High Level Waste WIR Activities and Impacts Table
- Attachment K Excerpt from Budget Formulation Handbook, Chapter II, Program Direction Guidelines
- Attachment L FY 2006 Full-Time Equivalent Targets

### 6.1.3 Schedule

Key dates<sup>1</sup> and deliverables are listed in the following schedule:

Date	Activity/Deliverable
March 12, 2004	Spring Update Guidance issued. IPABS-IS Planning module open in CY 2004 configuration; Budget Module open in FY 2006 configuration.
April 9, 2004	Field Office notifications to HQ of a request to increase life-cycle costs or exceed BA funding targets due offline (see Chapter 4-Section 4.1.4 and Attachment F for more information)

<sup>1</sup> All dates external to EM are estimated and are subject to the Department's timetable.



Date	Activity/Deliverable
8:00pm EDT April 21, 2004	FY 2006 Budget Formulation and CY 2004 Planning (except PBS uncertainty scores) data due. See Chapter 4 for information on the Planning process and data requirements.  Safeguards and Security Appendices submitted offline to Headquarters.
May 3, 2004	Offline Exhibit 300 Forms due for applicable capital projects.
Week of May 3, 2004	Field briefings to EM-1 on requests to exceed life-cycle costs, exceed BA targets, or other issues.
May 7, 2004	PBS Uncertainty Scores due.
May 21-June 4, 2004	HQ develops FY 2006 Corporate Review Budget (CRB) for submission to the Office of Management, Budget and Evaluation (OMBE). Stakeholder involvement in financial aspects of FY 2006 is suspended.
June 4, 2004	EM Submits FY 2006 CRB Request to OMBE.
June 14, 2004	Life-cycle costs and uncertainty scores frozen for use in environmental liability estimate.
June 16, 2004	PBS Summary Sheets (GEN-2) generated.
July 16, 2004	Signed PBS Summary Sheets (GEN-2) due from Field.
July 2004	OMBE/Secretarial budget hearings on FY 2006.
Late July 2004	Preliminary Program Budget Decisions Issued
Early August 2004	Secretary of Energy's Final Program Budget Decisions Issued  EM begins developing the Office of Management and Budget (OMB) submission.
Late August 2004	EM transmits draft FY 2006 OMB budget submission to OMBE for review and comment.
Late August – Early September 2004	OMBE review and comment period. EM finalization and incorporation of OMBE comments.
September 6, 2004	DOE submits final FY 2006 request to OMB.
September 6 thru mid-November 2004	EM responds to OMB information requests and participates in any OMB requested briefings on the FY 2006 Request.
Late November 2004	OMB issues budget passback on the FY 2006 Request.  CFO issues FY 2006 Congressional Budget Call.
Mid-Late December 2004	EM receives final funding decisions on the FY 2006 Request.
Mid-Late December 2004 to Early January 2005	HQ and Field complete preparation of the FY 2006 Request. Develop fact sheets, budget highlights, and other summary information for FY 2006 budget rollout.



## 6.1.4 Valid Offices and PBS Structure

As noted previously, there have been changes to the structure of Offices in IPABS-IS. Specifically, the following Offices are affected:

- Chicago: Includes Argonne National Laboratory-East, Argonne National Laboratory-West, Brookhaven National Laboratory, Chicago Operations Office, Princeton Plasma Physics Lab, Lawrence Berkeley National Laboratory, and Stanford Linear Accelerator Center. Based on a CCB action, the PBS for CH-BRNL-0040, Nuclear Facility D&D-Brookhaven Graphite Research Reactor, has been moved from the Non-Defense Site Acceleration Completion 2006 Accelerated Completions account to the 2012 Accelerated Completions.
- Idaho: Includes Idaho National Laboratory only.
- Portsmouth/Paducah Project Office: Includes Paducah Gaseous Diffusion Plant and Portsmouth Gaseous Diffusion Plant, and DUF6 project.
- Headquarters: Includes Headquarters Operations, Grand Junction, and Uranium/Thorium Reimbursements.
- Albuquerque: No longer exists.
- Oakland: No longer exists.
- Kansas City Site Office: Includes Kansas City Plant.
- Los Alamos Site Office: Includes Los Alamos National Laboratory.
- Pantex Site Office: Includes Pantex Plant.
- Livermore Site Office: Includes Lawrence Livermore National Laboratory.
- NNSA Service Center: Includes Inhalation Toxicology Laboratory, South Valley, Former Albuquerque Operations, Energy Technology Engineering Center, General Atomics, General Electric, Laboratory for Energy-Related Health Research, Separations Process Research Unit, and Former Oakland Operations.
- Sandia Site Office: Includes Sandia National Laboratories.
- Nevada Site Office: Includes Nevada Site Office, Nevada Test Site, and Nevada Offsites.

Please contact the IPABS-IS Help Desk for system access issues with regard to these Office changes. Attachment A provides both the valid list of Offices and the valid list of PBSs that will be available in the IPABS-IS Budget Module for the Spring Update. Although Attachment A reflects a consolidated valid list of PBSs for both Planning and Budget, all PBSs may not be in both the Budget Module and the Planning Module (e.g., long-term stewardship dummy PBSs).



The BA Targets included in Attachment B of this guidance are reflective of the changes discussed above.

### ***Headquarters-managed PBSs***

Headquarters-managed PBSs for storage of EM high-level waste, the storage of EM non-legacy spent nuclear fuel, construction or upgrades to facilities to store high-level waste, construction or upgrades to facilities to store spent nuclear fuel, and managing other programs' newly-generated wastes, will be displayed separately under Idaho, Livermore, Oak Ridge, River Protection, Richland, and Savannah River for purposes of the Spring Update data collection effort. Budget Authority has been included in each appropriate Office's Target to fund these activities (i.e., the Target was not maintained at Headquarters).

### ***Rocky Flats Wildlife Refuge***

Responsibility for the Rocky Flats Wildlife Refuge and Museum was transferred to the Grand Junction Office in FY 2004. FY 2004 funding for the Wildlife Refuge Museum, as well as for the Moab Site, was requested under Idaho. In FY 2005, these activities were transferred to Headquarters consistent with the current allotment of funds. Therefore, the BA target for these activities is included in the Headquarters Office Target in Attachment B. It is the responsibility of the Grand Junction Office to submit all of the data required by this guidance for these PBSs. PBS-specific access can be granted to the appropriate individuals for data input purposes. For assistance with IPABS-IS login access rights, please contact the IPABS-IS Helpdesk at 703-748-8617.

### ***Stewardship PBSs***

In FY 2004, responsibility for sites that have been remediated and are in long-term stewardship was transferred to the Office of Legacy Management (LM). However, for the environmental liability estimate there is still the need to collect cost estimates for "future" long-term stewardship activities after remediation has been completed. In addition, data is needed to support the transfer of long-term stewardship (LTS) activities to LM for sites that will be closing in 2006. As was the case last year, LTS costs for sites still undergoing remediation will be collected using "dummy" stewardship PBSs (See Attachment A). Please note that while EM is collecting estimates of future LTS costs for the environmental liability estimate, LTS costs and activities are not considered to be part of the EM program. Note that data entry for these "dummy" stewardship PBSs is limited to two specific tabs within the Planning Module only. **NO DATA ENTRY IS REQUIRED FOR THESE PBSs IN THE BUDGET MODULE.**

Please be aware that as part of the environmental liability audit, cost estimates for long-term stewardship activities may receive increased scrutiny this year. Therefore, please ensure that sufficient analysis and documentation exists to support your long-term stewardship cost estimates.

### ***PBS Changes***

In the unlikely event a site identifies the need to add a new PBS, delete an existing PBS, or modify an existing PBS they should first contact Barbara Heffernan, Acting Deputy Assistant



Secretary for Business Operations or Bill Levitan in the Office of Project Planning and Controls. If verbal approval is received, sites will be required to submit a formal BCP to the EM Configuration Control Board Secretary via the Baseline Change Tool in IPABS-IS. See Section 6.1.10 and Chapter 10 for further information.

Sites with completion dates past FY 2012 should delineate in their PBS and budget structure when major activities or portions of activities will be completed. For example, high-level waste activities will not be completed until FY 2035, but some portion of those activities will be completed in FY 2012. There should be a PBS with the FY 2012 scope and a PBS with the FY 2035 scope.

## 6.1.5 Budget Authority

### *Proposed Transfers*

The February 20, 2004, FY 2006-2010 Department Planning Guidance contains a number of proposed program transfers out of the EM program in FY 2006. However, EM will collect budget and planning data for these programs and activities as part of this update. EM is collecting this data to support the transfer process and to ensure that the Department has adequate data to support the FY 2006 budget formulation process, the CY 2004 life-cycle cost estimate, the Departmental environmental liability estimate, and other Departmental needs. Funding and programmatic issues regarding these proposed transfers will be resolved during the Corporate Review Budget process this summer. The proposed FY 2006 transfers are listed in Attachment D.

### *Budget Authority Targets FY 2006 – Project End*

Attachment B provides BA targets by Office for FY 2006 through project end. These funding levels fully support the closure and acceleration focus of EM's cleanup reform initiative. The distribution of BA by PBS for each fiscal year should be consistent with each site's accelerated cleanup strategy and Performance Management Plans. The distribution of BA for each fiscal year should also accommodate the amount of funding necessary to be in compliance with Executive Order 12088.

Targets were developed based on the FY 2005 and Outyear Target Estimates issued on March 17, 2003, adjusted for the following:

- Approved FY 2005 transfers included in the FY 2005 Congressional Budget;
- Idaho target changes approved by Under Secretary Card;
- Addition of target for Design Basis Threat based on FY 2006 requirements provided during FY 2005;
- Addition of target to accommodate Uranium/Thorium requirements;
- Transfer of Grand Junction target from Idaho to Headquarters; and,
- Transfer of Lawrence Berkeley National Laboratory and Stanford Linear Accelerator Center target from NNSA Service Center (formerly Oakland) to Chicago.

Targets have been adjusted in all years for the aforementioned activities. As we continue to execute FY 2004 and formulate FY 2006, future decisions could affect FY 2006 or outyear



targets. Adjustments to targets will be made on a case-by-case basis as the need arises and an updated Attachment B provided, as necessary.

### **Cost and Funding Profiles**

To provide clarity and improve data quality, IPABS-IS has been modified to accept separate cost and BA profiles at the PBS level for all years. Life-cycle costs are collected in the Planning Module (see Chapter 4) while a budget authority profile is being collected in the Budget Module. While there may be differences between funding and costs for some years, the sum (life-cycle totals) of the annual BA and annual cost amounts should be the same (in current year dollars).

#### **6.1.5.1 Budget Authority Data Requirements**

##### **Seeded Data for FY 2004**

- FY 2004 BA at the PBS level reflects the **Comparable Appropriation**, consistent with Column 8 of Attachment C of Jessie Roberson's memorandum dated December 19, 2003, subject "Fiscal Year 2004 Funding Allocations".

##### **Comparable Appropriation vs. Adjusted Appropriation for FY 2004**

- The FY 2004 Comparable Appropriation reflects comparability adjustments to the Adjusted Appropriation reflected in Attachment C to the December 19, 2003, funding allocation memorandum. Examples of comparability adjustments include, but are not limited to, the transfer of the Pacific Northwest National Laboratory to Science; transfer of the Offsite Source Recovery Program to the National Nuclear Security Administration; transfer of responsibility for FUSRAP records management, cost liability and recovery reviews, Environmental Justice, and the Massie Chairs of Excellence Program to the Office of Legacy Management; and transfer of spent fuel storage responsibilities at Idaho National Laboratory, the Foreign Research Reactor Spent Fuel Program, management of NRC-licensed spent fuel, and the National Nuclear Spent Fuel Program to the Office of Civilian Radioactive Waste Management.
- Formulation adjustments have also been made to the Adjusted Appropriation reflected in Attachment C to the December 19, 2003, funding allocation memorandum. Examples of formulation adjustments include, but are not limited to, the inclusion of the security charge for reimbursable work in the safeguards and security PBSs.
- The formulation and comparability adjustments mentioned above would result in BA by PBS that does not tie exactly to Attachment C to the December 19, 2003, funding allocation memorandum.
- State and associated installation data, as well as expense type data were also seeded into IPABS-IS. *These data are read only and are not open for editing.*



## Seeded Data for FY 2005

- FY 2005 BA at the PBS level reflects the Congressional Request. *These data are read only and are not open for editing.*
- State and associated installation data based on the FY 2005 Congressional Request, as well as expense type data were also seeded into IPABS-IS. *These data are read only and are not open for editing.*

## Data Collection for FY 2006-project end

### Seeded Data

- FY 2006 through FY 2009 BA at the PBS Level will be seeded based on the BA data collected in the Budget Module at the PBS level during the Limited Fall Update.<sup>2</sup>
- FY 2010 BA at the PBS Level will be seeded based on the latest FY 2010 life-cycle cost data, as reflected in the CY 2003 signed GEN-2 reports.
- FY 2011 through project end BA at the PBS Level will be seeded based on the latest FY 2011-FY 2035 life-cycle cost data, as reflected in the CY 2003 signed GEN-2 reports.
- **It was previously assumed that costs equal BA, however, EM has now separated costs from BA and maintains two separate funding profiles.**

### BA Distribution by PBS

- Offices are required to distribute their ***FY 2006 through project end*** BA funding allocation by PBS based on the Targets provided in Attachment B. The BA distribution by PBS must tie to the Targets provided in Attachment B. Requests to exceed the target funding must be addressed in Attachment F (See Section 6.1.5.2 for further explanation). Although target constraints are at the office/site level for annual BA, **see the section 6.1.5.2 for specific guidance regarding reporting requirements when making shifts in funding at the PBS level.**
- Each PBS must reflect the full BA request for all direct and indirect funded workscope in order to provide an accurate life-cycle profile. Therefore, FY 2006 BA for each PBS must be sufficient to include the PBS's share of indirect charges.

### State/Installation Data (FY 2006-2010 only)

- **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**:
  - *Sandia: VL-SN-0030*
  - *Nevada: NV-0030*

<sup>2</sup>Comparability adjustments may result in BA by PBS that does not tie exactly to the Fall Update.



- *Program Direction: HQ-PD-0100 (HQ input)*
- *Technology Development: HQ-TD-0100 (HQ input)*
- State/installation breakouts are not required for FY 2011 and beyond.

#### Expense Type Data (FY 2006-2010 only)

- 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 Total PBS BA allocation for each PBS.
- State/installation breakouts are not required for FY 2011 and beyond.

### **6.1.5.2 Request to 1) Exceed Annual BA Targets, 2) Propose Life-Cycle Cost Increase, and/or 3) Shift Funds Between PBSs**

If a Site proposes to 1) exceed the annual funding targets; 2) exceed the life-cycle total cost under configuration control; and/or 3) shift funds between PBSs (BA), the Field Managers must submit a request for consideration using Attachment F.

The request (Attachment F) should be provided using the following guidelines:

- Whereas the requests to exceed target/life-cycle costs were at the site level last year, this year, these requests are to be prepared at the PBS level.
- **Rationale:** Such a request must include a well-considered and detailed justification for why the funding estimates for the EM program at a site cannot adhere to the annual funding targets; why the cost estimate must exceed the life-cycle costs under configuration control; and/or why funds need to be shifted between PBSs.
- **BA Funding Profile:**
  - For Sites that will submit a target case only, but need to shift funding between PBSs: The funding profile should include a comparison of the requested BA funding profile by PBS versus the seeded data by PBS for FY 2006 through project end. Funding shifts between PBSs must net to zero.
  - For Sites that need to exceed the annual funding targets, with no shifts in funds between PBSs: The funding profile should include a comparison of the requested annual funding amount (including above target increment) at the PBS Level versus the funding amount seeded at the PBS level for FY 2006 through project end.
    - For sites that need to both exceed the annual funding targets as well as shift funds between PBSs, an additional chart must be prepared to include the following: The funding profile should include a comparison of 1) the re-mixed annual funding profiles (including above target increment) at the PBS Level; 2) the funding profile seeded at the PBS level for FY 2006 through project end.
- **Life-Cycle Cost Profile:** For exceeding the total life-cycle costs, the cost profile should include a comparison at the PBS level of the requested cost profile versus the profile



seeded into IPABS-IS (total life-cycle under configuration control) for FY 2004 through project end.

- **Baseline Status:** Provide a status of the site baseline and how the request to exceed annual funding targets, move funds between PBSs, or increase life-cycle cost relates to the baseline.
- **Management of Funds and Life-Cycle Cost:** The justification should also explain all the measures and steps the Field/Site Office has taken to effectively manage their projects' funding profiles and life-cycle costs.
- **Prior Year Reductions:** If applicable, the request should also include the activities and associated funding impacted by FY 2003 and FY 2004 funding reductions due to congressional and other adjustments.

For scheduling purposes, if a Field Office believes they will be making such a request, an email notification should be provided no later than April 9, 2004, to Bill Levitan (William.Levitan@em.doe.gov) and Matt Zenkowich (Mathew.Zenkowich@em.doe.gov) both in the Office of Project Planning and Controls.

The request and accompanying justification (see Attachment F) must be received by April 21, 2004. The request, signed by the Field Office Manager, should be sent to the Assistant Secretary for Environmental Management with a copy faxed to Barbara Heffernan, Acting Deputy Assistant Secretary for Business Operations on 202-586-0463. In addition, an electronic copy of the request and justification should be sent via email to Matt Zenkowich.

Please note that requests to increase life-cycle costs under configuration control do not require formal BCPs at this time (the information provided in Attachment F will be sufficient). Formal configuration control changes to EM's life-cycle costs will be made on a global basis after the environmental liability audit has been completed.

During the week of May 3, 2004, the Assistant Secretary, members of the Configuration Control Board, and other senior EM managers will convene to consider any Field Office requests and supporting justifications. As part of this process, Field Office Managers will likely be asked to make a presentation. The presentation should be based on the items listed in Attachment F. Additional information regarding these meetings will be provided after April 21, 2004.

Shortly following these briefings, EM management decisions on the field requests will be transmitted to the applicable Field Manager. If EM management approval is forthcoming, Field Offices will submit a revised BA funding and cost profiles in IPABS-IS that is consistent with EM management direction.

**Note:** IPABS-IS will contain validation routines that require that funding profiles be consistent with BA targets and cost estimates to be consistent with total life-cycle cost under configuration control. If EM management approval is granted for a site to submit a revised funding or cost profile, the criteria for these validation routines will be adjusted to be consistent with EM management decisions.



All issues with life-cycle cost estimates will be resolved by June 14, 2003. At that time life-cycle costs will be frozen for use in the environmental liability estimate.

### 6.1.5.3 Safeguards and Security (S&S)

#### *Additional Crosscut Information*

Additional S&S crosscut information beyond the summary data collected through IPABS-IS is required as part of the Spring 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 2006 S&S Field Budget Request for EM S&S funding will follow the Office of Management, Budget and Evaluation guidance for inflation rates by using the adjusted<sup>3</sup> FY 2004 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.

The Appendices<sup>4</sup> required by Attachment H should be submitted to Headquarters **no later than April 21, 2004**, offline via email to Karen Affum at karen.graham-affum@em.doe.gov and Anand Gupta at anand.gupta@em.doe.gov.

### 6.1.6 Narratives

#### 6.1.6.1 Purpose of 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 2006 for the funding being requested. In addition, the FY 2006 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 Description Data Collection*

##### What's New?

Narratives for FY 2006 Spring Budget Formulation will be collected at the PBS level in the **Budget Module** of IPABS-IS.

<sup>3</sup> "Adjusted" is all currently known S&S funding profiles which may include FY 2004 Approved Funding Program changes that carry outyear mortgage implications (e.g., additional Security Policy Officers or line item construction).

<sup>4</sup> A blank Excel spreadsheet template will be provided electronically in conjunction with this guidance package for use in preparing the Appendices required by Attachment F.



**Life-Cycle Project Description:** The life-cycle project description narrative was previously collected in the Planning Module but will now be collected in the Budget Module and displayed in the Planning Module. This narrative provides vital context for EM's funding request.

### Seeded Data

The life-cycle project description has been seeded with the narrative in the FY 2005 Congressional Request. During preparation of the FY 2005 Congressional Budget Request, Headquarters refined the life-cycle project descriptions provided by the Field during the Limited Fall Update to better meet their goals for the narrative.

### Data Collection

The seeded narratives should be reviewed and updated within the guidelines that follow. ***Information included in the narratives should be consistent with the PMPs or accelerated cleanup strategies and the information under configuration control, including the corporate performance measures (the Gold Chart).***

### Guidelines

- Because of the Headquarters update during the FY 2005 Congressional cycle, most of the required information currently exists in the lifecycle description for each PBS.
  - DO NOT add information such as physical site descriptions or geographical information.
  - DO NOT add accomplishments/activities to be performed in the budget year.
  - DO NOT re-write the entire life-cycle description.
- Sites should update the "Progress to Date" section as follows:
  - The last paragraph should include the activities that have been completed to date (e.g., progress that has been made toward accomplishing the end-state as of March 31, 2004). The only exception to this date is if the project was completed prior to March 31, 2004.
- Sites may update the End State or End Date, as appropriate, if approved by the Configuration Control Board. This update should be done in rare instances only.

Below is an *example* of a life-cycle project description:



The Plutonium Finishing Plant Complex consists of several buildings that were used for defense production of plutonium nitrates, oxides and metal from 1950 through early 1989. Some of these materials and other special nuclear materials (such as the polycubes) remain on surfaces in the enclosed process areas (gloveboxes, etc) and in interim storage containers. The bulk of the plutonium bearing materials at the Plutonium Finishing Plant are stored in vaults. This PBS implements actions to: place the special nuclear materials and residues, that resulted from plutonium production, in a suitable form for long-term storage at the Savannah River Site or at another approved DOE facility; cleanout the facilities and demolish them to slab on grade; and maintain the facilities until they are demolished. These actions can be grouped in the following key categories: 1) stabilization, packaging and shipment of the special nuclear materials and residues from the Plutonium Finishing Plant Complex; 2) maintaining the facilities in a safe and secure manner until the completion of demolition; and 3) cleanout and demolition of facilities.

The following key activities will be performed to reach slab on grade and reduce the protected area footprint: 1) complete stabilization of special nuclear materials and place the materials in about 3,000 DOE Standard 3013 containers; 2) ship the DOE Standard 3013 containers to the Savannah River Site or a DOE approved interim storage facility; 3) complete repackaging and shipment of 3,437 kilograms of bulk plutonium residues to Hanford's Central Waste Complex for transport to the Waste Isolation Pilot Plant; and 4) complete facility cleanout and demolish the Plutonium Finishing Plant Complex to slab on grade. These activities eliminate significant hazards to workers, the public, the environment and long-term surveillance and maintenance risks and costs.

As of September 30, 2003, the Plutonium Finishing Plant has packaged 2,100 containers that meet DOE Standard 3013 (50 year container design life) and completed repackaging of over 3,400 kilograms of bulk plutonium residues for eventual shipment to the Waste Isolation Pilot Plant. Current progress to date also includes completion of stabilization and packaging of Hanford ash polycubes, and all plutonium solutions. This supports interim Defense Nuclear Facilities Safety Board milestones for completion of all material stabilization.

The end-state for this PBS is the removal of all special nuclear materials from the Plutonium Finishing Plant to a long-term storage facility, reduction of the security protected area and demolishing of the Plutonium Finishing Plant Complex to slab on grade by September 30, 2009.

Progress to Date  
(To be Updated)

## ***Other Narratives***

### Prior Year Accomplishments (FY 2004)

This requirement has been deleted.

### Current Year Planned Accomplishments (FY 2005)

This requirement has been deleted.



Budget Year Planned Accomplishments (FY 2006)

Provide a brief concise narrative describing the planned accomplishments at the FY 2006 funding level. Accomplishments should be written using the following guidelines:

- Be clear and concise;
- Do NOT write from a technical perspective;
- Do NOT use acronyms – spell everything out;
- Use an outcome-oriented focus, concentrating on "on the ground" completions;
- Be consistent with the site's accelerated cleanup strategy;
- Ensure that discussion of metrics in narratives use the same performance measure unit (e.g., cubic meters);
- Be specific – do not leave the reader guessing
  - Completions should specify the name or activity;
  - If a building, structure, or parcel of land is only known by lettering or numbers, then clearly indicate what those letters or numbers mean by describing the activity as "Decontamination of **Building X-100**" or "Disposal in the **200 Area**"; and,
  - Do NOT attempt to describe each and every dollar<sup>5</sup> – include only **KEY activities** to be performed in the budget year.
  - Where there are several facilities where a completion has occurred (e.g. 10 industrial buildings demolished) identify the type or area of the buildings.

*Examples of Budget Year Accomplishments narratives:*

In FY 2006, the following activities are planned to support the accelerated cleanup of Miamisburg under the Ohio Field Office.

- Demolish four nuclear facilities totaling 130,000 square feet of floor space, four radiological facilities totaling 51,000 square feet of floor space, and 25 industrial facilities totaling 115,000 square feet of floor space in building F-225.
- One nuclear facility totaling 173,000 square feet of floor space in building M-123 will be decontaminated and decommissioned and readied for transfer to the Miamisburg Mound Community Improvement Corporation.
- Complete the removal of all above ground utility lines and stanchions.

<sup>5</sup> Exception is Radioactive Liquid Tank Waste Stabilization and Disposition PBSs including WIR-related activities – where all activities should be described and annotated. See further guidance below.



In FY 2006, the following activities are planned to support the accelerated cleanup of the Hanford Site.

- Stabilization, packaging and shipment of the special nuclear materials and residues from the Plutonium Finishing Plant Complex:
  - Complete legacy plutonium holdup removal activities at the Plutonium Finishing Plant by September 30, 2005, sufficient to enable the elimination of the security protected area.
  - Transition 232-Z, 234-5Z, 241-Z, 242-Z, and 216-Z-9 facilities.
  - Complete transfer of nuclear materials to Savannah River or to an interim storage facility.
- Cleanout and demolition of facilities:
  - Complete waste site remediations bringing the cumulative total to 346.
  - Complete the decommissioning/demolition of a cumulative total of seven Radiological Facilities and 16 Industrial Facilities at the H Reactor facility.
  - Perform remaining activities for Interim Safe Storage of the H Reactor to ensure completion by December 31, 2005.
  - Continue operation of the Environmental Restoration Disposal Facility, receiving more than 500,000 tons of remediation waste, and completion of additional disposal cells.
  - Complete the backfill of the 100 B/C pipelines (by February 28, 2005).
  - Perform deactivation activities at 324 and 327 facilities in the 300 Area.
  - Provide safe storage of approximately 825 metric tonnes of unirradiated uranium fuel in the 300 Area facilities and begin preparations for shipping (scheduled to dispose of on-site in the 200 Area during FY 2006).

- *Crosscut of Budget Clarity Data for Large Dollar Value PBSs.* Based on the FY 2005 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 2006, regardless of their lifecycle cost. For those PBSs, each narrative bullet describing scope expected to be accomplished in FY 2006 must include a parenthetical dollar amount for that scope at the end of the bullet.

**Example of *Budget Clarity Accomplishments narrative* for PBSs requesting over \$100M in FY 2006 [except Radioactive Liquid Tank Waste Stabilization and Disposition PBSs that include WIR-related activities (see below)]:**

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



In FY 2006, the following activities are planned to support the accelerated cleanup of the Savannah River Site. [FY 2006 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)

- *High-Level Waste Activities -- Waste Incidental to Reprocessing.* The FY 2005 Congressional Request identifies \$350 million that will be requested to the extent that the legal uncertainty concerning certain reprocessed waste is resolved through pending litigation or by new legislation. Current litigation has called into question the Department's legal authority to determine which waste streams generated by reprocessing activities are not properly considered high-level waste requiring disposal in a geologic repository. For purposes of budget formulation in the Spring Update, the three offices affected by this litigation, Idaho, River Protection, and Savannah River, are to assume successful resolution of this issue and that the \$350 million is appropriated in FY 2005.

Idaho, River Protection, and Savannah River are required to identify, as a subset of their Radioactive Liquid Tank Waste Stabilization and Disposition PBSs, those activities in FY 2006 that are directly linked to the \$350 million identified in FY 2005. This will be accomplished by providing supplemental information in the Budget Year Accomplishments narratives for PBSs containing Waste Incidental to Reprocessing (WIR)-related activities in FY 2006 (see the example below). The FY 2006 WIR-related activities need to be itemized, with associated funding, and clearly identified as WIR-related activities within the appropriate PBS narrative accomplishment write-ups.

The Department's Planning Guidance for FY 2006-2010 dated February 20, 2004, directs EM to perform an impact analysis that encompasses program and budget impacts in FY 2005 and FY 2006 should the WIR issue remain unresolved. Therefore, in addition to the supplemental PBS narrative accomplishment information, a separate offline spreadsheet provided as Attachment J will be used to collect data needed to comply with the Department's FY 2006-2010 Planning Guidance. Guidelines for preparation of Attachment J are as follows:



- Attachment J has been seeded with activity descriptions from the table developed for the February 3, 2004, discussion between EM, General Counsel and Congressional and Intergovernmental Affairs.
- Sites are required to provide the funding for FY 2004, 2005, and 2006 for all activities that are WIR related.
- Sites are permitted to edit, add or delete activities in the “Description of Activity” column, as appropriate.
- For FY 2005, a subset of the activities must tie to the amount that each site contributed to the \$350M requested in the High-Level Waste account.
- Since it is possible that other FY 2005 activities will be performed that are WIR related, those activities should be added to the FY 2005 column with their associated funding so that Attachment J contains the total realm of WIR-related activities and funding for FY 2005.
- Unlike the assumptions for the budget, for preparation of impacts on Attachment J, assume that the WIR issue is not resolved and that NONE of the WIR-related activities included in FY 2005 \$350M will be performed.
- Each site should provide a description of the FY 2005 and FY 2006 impacts of a delay in resolving the WIR issue. Include information on when the impact occurs (e.g., which month and fiscal year a key decision has to be made), the compliance impact, as well as life-cycle impacts.

Questions concerning this requirement should be directed to Barry Gaffney, 301-903-7157.

*Example of **Budget Clarity Crosscut Budget Year Accomplishments** narratives for Radioactive Liquid Tank Waste Stabilization and Disposition PBSs including WIR-related activities in FY 2006:*

- In FY 2006, the following activities are planned to support the accelerated cleanup of the River Protection Office.
- Eight single-shell tanks will be interim closed and construction will be completed on ten single shell tanks retrieval systems in preparation for interim closure. (\$XXX)
  - Initiate waste retrieval from 11 single-shell tanks. (\$XXX)
  - Initiate site preparation for the integrated disposal facility that will provide a disposal path for Immobilized Low-Activity Waste produced at the Waste Treatment and Immobilization Plant. (\$XXX)
  - Complete the Tank Farm Restoration and Safe Operations project, a major Tri-Party Agreement Milestone. (\$XXX)
  - Complete construction of the double shell tank transfer system that will provide environmentally compliant upgrades to the waste transfer systems and support waste feed to the Waste Treatment and Immobilization Plant. (\$XXX)
  - Complete approximately five 242-A evaporator campaigns, in order to reduce waste volume in the double shell tank system. (\$XXX)
  - Complete Construction on Tank AN-101 tank retrieval systems. (\$XXX)
  - Start Construction on Tank AY-102 tank retrieval systems. (\$XXX)
  - Stabilize residues for High-Level Waste Tank closure. (\$XXX) **[WIR-related activity]**
  - Package tank waste for disposal as transuranic waste. (\$XXX) **[WIR-related activity]**
  - Pursue alternative low-activity waste technologies. (\$XXX) **[WIR-related activity]**



## Explanation of Changes

The purpose of this narrative is to explain all the funding changes from the FY 2005 Congressional Request to FY 2006 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. For each PBS explanation of change, report all of the significant increases and decreases and associated dollars that cause the change from year to year. You must include all new start initiatives and all completions and associated funding. Level-of-effort activities do not need to be discussed unless they are increasing or decreasing more than an inflationary amount (+/- 3%).

*Example* Explanation of Change narrative:

Increase reflects accelerated cleanup including increase in the number of waste site remediations from 37 to 49 (+\$XXX); increase in the number of facility decommissioning/ demolition projects (+\$XXX); and the completion of construction for two additional waste disposal cells (#5 and #6) at the Environmental Restoration Disposal Facility (-\$XXX).

## 6.1.7 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 to develop an integrated FY 2006 performance-based budget that clearly demonstrates the program and project results expected for the resources requested.

### *The Gold Chart and Configuration Control*

EM measures performance and accountability using EM's Corporate Performance Measures (Gold Chart). Gold Chart measures are critical indicators of EM's progress towards meeting the program's goals. Because Gold Chart data are under strict configuration control, the data are locked in the current configuration **for all years**, as described below:

- Pre-FY 2003 actual quantities,
- FY 2004 and FY 2005 monthly quantities,
- FY 2006-FY 2008 quarterly values,
- FY 2009-2035 annual values, and
- Life-cycle total.

Any changes to Gold Chart quantities must be requested and approved by the EM Configuration Control Board (CCB). However, as sites' baselines are approved by the Assistant Secretary, there will be an opportunity to update the Gold Chart measures to reflect the approved baselines through the submittal of a BCP to the CCB. The Gold Chart metrics are what performance will be measured against. Sites are accountable for the numbers reported in the Gold Chart and will have to explain variances from the Gold Chart.



## **Budget Performance Measure Profile**

In developing the FY 2006 Budget, it is essential that EM accurately portrays what the program expects to accomplish with the dollars requested. When there is a variance between the budget request measures and the Gold Chart, EM needs to understand when and how the variance will be made up. Therefore, there is a need for an additional profile to portray variances against the Gold Chart. This separate profile, the “**Budget Performance Measure profile**,” will be used in developing the FY 2006 Budget. The Budget Performance Measure profile should reflect both negative (decelerations) and positive (accelerations) variances from the Gold Chart. Based on these accelerations/decelerations, sites will be able to provide performance measure quantities for FY 2005 through the life-cycle, including both the annual total and the monthly/quarterly breakout for the required years. These data will be collected through the IPABS-IS Budget Module. The Budget Performance Measure profile will only be used for purposes of developing the FY 2006 Budget and will not be incorporated into the Gold Chart. Similarly, there will be no update/changes accepted to the life-cycle total for each performance measure without a BCP approved by the Configuration Control Board. The Budget Performance Measure profile has been established for the sole purpose of enabling EM to accurately portray program expectations in the FY 2006 budget. There will be no changes to the Gold Chart without an approved BCP.

In addition to the new Budget Performance Measure profile, sites will be required to **provide a variance narrative for each measure for each PBS** that explains the difference between the Gold Chart profile and the Budget Performance Measure profile. In this narrative, sites need to explain the following:

- Why is there a difference between the profiles?
- How will the difference be made up if the difference is negative?
- What are the impacts of the negative variance on the completion of activities or site closure?
- When will the difference be made up if the difference is negative?

## **Seeded Data**

The Corporate Performance Measure targets consistent with Rev. 8 of the Gold Chart are displayed in the IPABS-IS Budget, Planning, and Project Execution Modules and actuals are being reported on a monthly basis in the Project Execution Module. A list of EM Corporate Performance Measures and their definitions can be found in Attachment G. The IPABS-IS Budget Module is seeded with performance measure data based on the latest version of the Gold Chart (Rev. 8). Changes reflected in Rev. 8 are based on BCPs approved through the February 5, 2004 meeting of the Configuration Control Board. Rev. 8 (PER-1) can be found in the IPABS-IS Report Module Current Approved Data Performance Measure folder.

## **Budget Performance Measure Reporting Requirements**

The performance measure tab in the IPABS-IS Budget Module will have three columns for each performance measure. The first column will display the Gold Chart quantities. These quantities can only be changed by submitting and receiving approval for a BCP from the Configuration Control Board. The second column is the new Budget Performance Measure profile, which will be editable for FY 2005 through project end. However, the life-cycle total is locked and cannot



be changed without approval of the Configuration Control Board. The sum of the Budget Performance Measure profile must equal the life-cycle total in the Gold Chart and under configuration control. The third column is the variance for each year between the two profiles. If there is a variance between the two profiles, sites must use the narrative at the top of the page to explain the variance for each measure and how any negative variances will be made up.

The Budget Performance Measure profile being collected for the FY 2006 budget is described below:

- **Pre-2004 (pre-1997 through FY 2003):** Quantities are displayed in the Budget Module, consistent with the Gold Chart. Quantities are based on performance measure actuals.
- **FY 2004:** Monthly targets are displayed in the Budget Module, consistent with the Gold Chart. EM is executing against these targets in the Project Execution Module.
- **FY 2005 – FY 2006:** Monthly targets and the annual total are editable in the Budget Performance Measure profile collected in the Budget Module.
- **FY 2007 – FY 2009:** Quarterly targets and the annual total are editable in the Budget Performance Measure profile collected in the Budget Module.
- **FY 2010-FY 2035:** The annual targets are editable in the Budget Performance Measure profile collected in the Budget Module.
- **Life-Cycle Total:** The life-cycle total is locked and cannot be changed without approval of the Configuration Control Board.

**The Office of Project Planning and Controls will review the performance measure data and narrative submitted as part of the new Budget Performance Measure profile and will work with sites to discuss any potential issues.**

The performance measure data being collected via the Budget Module is **for budget reporting purposes only. The Gold Chart measures will not be modified.** Variance narratives are required where a variance exists between the new targets and the Gold Chart for each measure.

### 6.1.8 Milestones

Milestones describe planned project and program accomplishments that often are not captured or described in EM's corporate performance measures. ***These milestones should be outcome-oriented and consistent with the site's accelerated cleanup strategy.*** 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. These milestones will be used to develop the CRB and OMB budget submittals. During the Limited Fall Update, sites will be allowed to update FY 2006-FY 2010 budget milestones based upon changes to acceleration strategies or technical approach.



## Data Collection

EM needs to collect “budget” milestones for FY 2006-FY 2010.

A minimum of two actions is required for the purpose of milestone reporting:

- 1) Milestones must first be entered (or verified) in the IPABS-IS **Planning Module**.
- 2) Each milestone should be tagged as a budget milestone in the IPABS-IS **Budget Module**.

**See Chapter 4 for further guidance on milestone reporting.** All other milestones can be entered in the Planning Module as well.

## 6.1.9 Construction Project Data Sheets

### CPDS Reporting Requirements

For the Spring Update, construction project data sheet information will be collected via the IPABS-IS Construction Project Data Sheet (CPDS) Module for all existing and any proposed capital asset projects. Attachment I provides a list of projects for which data must be reported in the CPDS Module of IPABS-IS during the Spring Update.

### Project Engineering and Design Reporting Requirements

Project engineering and design (PED) funding is requested in one consolidated construction project data sheet with multiple subprojects (from multiple sites). For the Spring Update, each subproject will be treated as a separate line item project at the respective Office (against the appropriate PBS) for data input purposes. After the data are collected through IPABS-IS, the subproject datasheets will be consolidated into one data sheet for presentation in the budget request.

### Exhibit 300 Reporting Requirements

The OMB requires an Exhibit 300 for all capital asset acquisitions with a Total Estimated Cost (TEC) equal to or exceeding \$20 million. Attachment I provides a list of the capital asset acquisitions for which Exhibit 300 forms must be updated from those submitted August 2003. ***This update is prepared external to IPABS-IS.***<sup>6</sup>

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<sup>6</sup> The Office of Budget (EM-31) will provide each site (separately from this guidance) with their respective FY 2005 electronic version of the Exhibit 300 forms for update/revision during the Spring Update.



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

In addition to the detailed line item construction project datasheets required for the projects that are (or will be) Congressional control points, various other projects will require a data submittal via IPABS-IS CPDS Module. Attachment I provides a list of “non-line item controlled” projects for which data must be reported in the CPDS Module of IPABS-IS during the Spring Update.

### ***Offline Data Submittal***

The **offline data** (the Exhibit 300 forms **ONLY**) required by Section 6.1.9 of this guidance should be submitted to Barry Gaffney, EM-31, via email at Barry.Gaffney@em.doe.gov no later than **May 3rd, 8pm EDT**. All other CPDS reporting requirements are due no later than April 21st.

## **6.1.10 Baseline Change Proposals**

Standing Operating Policies and Procedures (RM 1.1 Rev 1) dated December 17, 2002, entitled “Resource Management: Configuration Management Change Control Process for the Environmental Management (EM)” established a formal change control process for the EM program.

The elements listed below are included within the scope of the Change Control Board Charter.

- Performance Management Plans (site strategy document)
- Cleanup end states/end points (criteria that define completion)
- EM Corporate Performance Metrics [Gold Chart] (Schedule and life-cycle scope)
- Performance Measures/Performance Incentives (Incentives to accomplish work)
- Annual baseline cost (Cost)
- Life-cycle cost (Cost)
- Project Baseline Summary Structure (Budget Structure)
- WIPP transportation baseline (Key Disposal Interface)

Any changes to the program elements and documents under configuration control require either concurrence or approval of the EM Change Control Board. All Baseline Change Proposals should be submitted to the EM Configuration Control Board Secretary via the Baseline Change Tool in IPABS-IS. See Chapter 10 of the IPABS guidance, which is posted in the IPABS-IS Report Module, for more information on the Baseline Change Tool.



## 6.1.11 Program Direction

### *Offline Data Submittal*

Each Office is required to prepare a Program Direction budget request for FY 2006 through FY 2010. Program Direction budget requests should be prepared in accordance with the OMBE Budget Formulation Handbook, Chapter II, Program Direction Guideline (EWD) (see Attachment K), as well as any subsequent guidance provided by OMBE in the FY 2006 Field Budget Call. Each office must prepare their FY 2006 Program Direction budget request in accordance with the Environmental Management Full-Time Equivalent Targets provided in Attachment L. All data submitted in support of Program Direction activities must be consistent with the EM Federal Baseline Development Policy.

Each Office will be expected to provide the following specific information for FY 2006 only (see Attachment K for format requirements):

**Salaries and Benefits** – Provide an average salary breakout of compensation for regular salaries and wages paid directly to civilian full-time permanent and other than full-time permanent employees, geographic differentials and nationwide pay raises, and other personnel compensation such as overtime and awards. For benefits, include a breakout for job relocation expenses, retirement costs, health and life insurance costs, accident compensation, employee transportation subsidies, unemployment fund, and benefits for former employees (severance pay).

**Travel** – Provide assumptions for funds requested for transportation costs and per diem allowances for federal employees while on authorized travel status and transportation of things.

**Support Services/Other Related Expenses** - Each Office is asked to provide a detailed list of contracts that will be funded under the Program Direction account. Funding for each contract and a justification for each must also be provided. Please categorize the contracts as funded under Support Services or Other Related Expenses. In addition, for Other Related Expenses, all offices are required to provide an object class analysis. Please provide the requested funding in the following categories:

- (a) Rental payments to General Services Administration (Object Class 23.1)
- (b) Rental payments to others (Object Class 23.2)
- (c) Communications, utilities, and miscellaneous charges (Object Class 23.3)
- (d) Printing and reproduction (Object Class 24.0)
- (e) Other services (Object Class 25.2)
- (f) Purchases of goods and services from Government accounts (Object Class 25.3)
- (g) Operation and maintenance of equipment (Object Class 25.7)
- (h) Supplies and materials (Object Class 26.0)
- (i) Equipment (Object Class 31.0)

Each Office should submit Program Direction funding requirements offline via email to Carol Kilian at [carol.kilian@em.doe.gov](mailto:carol.kilian@em.doe.gov) no later than April 21, 2004.