

## 6.0 FY 2005 Spring Budget Formulation Module

### 6.1 Policy and Topical Guidance

#### 6.1.1 Overview

Based on Deputy Secretary McSlarrow's memorandum dated December 5, 2002, the Office of Environmental Management (EM) will develop a multi-year budget submission for fiscal years (FY) 2005 to 2009 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 2005 Request. Since the Limited Fall Update in December 2002, the IPABS-IS Review Team has conducted a thorough review of the Budget and Planning Modules of IPABS-IS. This review and subsequent management decisions based on the Team recommendations has resulted in some data requirement changes from previous IPABS-IS data collection efforts. *Therefore, please read this guidance package thoroughly.*

EM will be collecting budget data to support the FY 2005 budget formulation process and the FY 2005-2009 planning guidance using the following process:

- FY 2003 and FY 2004 budget authority data will be seeded based on the FY 2003 and FY 2004 columns of the FY 2004 Congressional Request.<sup>1</sup>
- All Offices should input the budget data required by this guidance for the FY 2005 formulation process in the IPABS-IS Budget Module by **April 25<sup>th</sup>**.
- FY 2006 through FY 2009 budget authority data will be derived using the FY 2006-2009 life-cycle cost data (See section 6.1.4.4).

<sup>1</sup> When the allocation of the FY 2003 appropriations is finalized, the FY 2003 Adjusted Appropriation will be utilized versus the FY 2003 column of the FY 2004 Request. Additional guidance will be distributed within the next few weeks regarding this process.

- All Offices should input the budget milestones required by this guidance for the FY 2005 formulation process via the IPABS-IS **Planning Module** by **April 25<sup>th</sup>**.

**Contacts**

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

Area	Individual	Phone Number
Budget Authority	Janice Fowler-Stull	301-903-8130
Budget Narratives	Vicki Barden Robin Riley	301-903-8129 301-903-4825
Construction Project Data Sheets	Barry Gaffney	301-903-7157
Safeguards & Security	Debbie Voigt	301-903-7162
Corporate Performance Measures	Dennis Hosaflook	202-586-7685
Milestones	Kristin Sipes	202-586-1405
Lifecycle Cost	Matt Zenkowich	202-586-4612
Change Control Process	Marc Jones	301-903-3072
IPABS-IS System/User's Manual	IPABS-IS Help Desk	703-748-8617

**Data Submissions**

All data submissions required by this guidance should be submitted **no later than April 25<sup>th</sup> 8:00 p.m. EST.** 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 submittal process.

**Guidance Organization**

This guidance package is organized as follows:

- Section 6.1 Policy and Topical Guidance
- Section 6.1.1 Overview
- Section 6.1.2 Schedule
- Section 6.1.3 Valid Project Baseline Summary (PBS) Structure
- Section 6.1.4 Budget Authority
- Section 6.1.5 Narratives
- Section 6.1.6 Performance Measures
- Section 6.1.7 Milestones
- Section 6.1.8 Construction Project Data Sheets
- Section 6.2 User's Manual
- Attachment A Valid PBS List (Planning and Budget)

- Attachment B EM FY 2005-FY 2009 Target Estimates
- Attachment C Comparable Life-Cycle Costs Used for IPABS-IS Validation (See Chapter 4)
- Attachment D EM Justification to Exceed Annual Funding Targets or Propose a Life-cycle Cost Increase (See Chapter 4)
- Attachment E Breakout of Office Targets by Geographic Site (See Chapter 4)
- Attachment F Draft DOE Policy on Cleanup Driven by Risk-Based End States (See Chapter 4)
- 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 Line Item Reporting Requirements
- Attachment J Blank Baseline Change Proposal (BCP) Form

<b>6.1.2 Schedule</b>
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Key dates<sup>1</sup> and deliverables are listed in the following schedule:

Date	Activity/Deliverable
March 14, 2003	Guidance for Spring Update for CY 2003 Planning and FY 2005 Budget Formulation issued
Week of March 17, 2003	IPABS-IS Planning Module open in CY 2003 configuration; Budget Module open in FY 2005 Formulation configuration
April 25, 2003	CY 2003 Planning and FY 2005 Budget Formulation data due via IPABS-IS (see Chapter 4 for information on the Planning process)
	Safeguards and Security Appendices submitted offline to Headquarters
	Field Office requests and justifications to submit a cost estimate that exceeds the annual funding targets due offline (see Chapter 4-Section 4.1.3 and Attachment D for more information)

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

Date	Activity/Deliverable
	<p>Baseline Change Proposals (BCPs) for a change in total lifecycle cost due offline (see Chapter 4-Section 4.1.3 for more information)</p> <p>Spreadsheets that demonstrate how the annual funding targets for each Office with multiple geographic sites will be divided among the individual sites at that Office due (see Chapter 4-Section 4.1.3 for more information)</p>
Week of April 28, 2003	Assistant Secretary and the Configuration Control Board convene to review Field Office requests for above target cost estimates and BCPs
May 23, 2003	HQ review of field submission completed
May 23-June 5, 2003	HQ develops FY 2005 Corporate Review Budget (CRB) for submission to the Office of Management, Budget and Evaluation (OMBE). Stakeholder involvement in financial aspects of FY 2005 is suspended
June 6, 2003	EM Submits FY 2005 CRB Request to OMBE.
June 23, 2003	Life-cycle cost estimate frozen for use in Environmental Liability Statement
June 30, 2003	Spreadsheets to request PBS Uncertainty scores sent to the Field
	PBS Summary Sheets (GEN-2) generated.
Mid to End of July 2003	OMBE/Secretary of Energy hold FY 2005 budget hearings
August 1, 2003	Uncertainty score spreadsheets due back from Field
August 8, 2003	EM receives final Secretarial decision on the FY 2005 Request and begins developing the Office of Management and Budget (OMB) submission
August 26, 2003	EM transmits draft FY 2005 OMB budget submission to the OMBE for review and comment
August 29, 2003	EM completes review of PBS Uncertainty scores and PBS Summary Sheets (GEN-2) signed
August 26 through September 2, 2003	OMBE review and comment period
	EM finalization and incorporation of OMBE comments
September 8, 2003	DOE submits FY 2005 Request to OMB
September 8, thru mid-November 2003	EM responds to OMB information requests and participates in any OMB requested briefings on the FY 2005 Request
Late November	OMB passes back funding decisions on the FY

Date	Activity/Deliverable
2003	2005 Request
Mid December 2003	EM receives final funding decisions on the FY 2005 Request
Mid December 2003 to Early January 2004	HQ and Field complete preparation of the FY 2005 Request. Develop fact sheets, budget highlights, and other summary information for FY 2005 budget rollout

<p><b>6.1.3 Valid PBS Structure</b></p>
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Attachment A provides the valid list of PBSs that will be available in the IPABS-IS Budget Module for the Spring Update.

**Geologic Repository PBSs**

During the Limited Fall Update in December 2002, PBSs were created at Headquarters to include scope related to the 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, and construction or upgrades to facilities to store spent nuclear fuel. Idaho, River Protection, Richland, and Savannah River provided input data for these PBSs as appropriate.

For the Spring Update in IPABS-IS, the Headquarters PBSs have again been separated into distinct PBSs that will display for each appropriate Office. The collected data will be consolidated into two PBSs at Headquarters. Funding sources within the consolidated Headquarters PBSs 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 Geologic Repository activities (e.g., the Target was not maintained at Headquarters).

**Newly Generated Waste PBSs**

During the Limited Fall Update in December 2002, two PBSs were created at Headquarters to include scope related to managing other 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 have not been finalized.

For the Spring Update in IPABS-IS, these PBSs will again display separately under the Oak Ridge and Oakland Offices in IPABS-IS. The collected data will be consolidated into two PBSs at Headquarters. Funding sources within the consolidated

Headquarters PBSs will continue to be distinguished by the appropriate “source” installation associations.

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).

#### Rocky Flats Wildlife Refuge

Responsibility for the Rocky Flats Wildlife Refuge and Museum was transferred to the Idaho-Grand Junction Office (ID-GJ-0102) in FY 2004. FY 2004 funding was requested under Idaho; therefore, the BA target is included in the Idaho Office Target in FY 2005 and beyond (see Attachment B). It is the responsibility of Idaho-Grand Junction to submit all of the data required by this guidance. **The Rocky Flats Field Office should provide data to Idaho-Grand Junction as appropriate to facilitate a smooth transition and ease data input requirements on the part of Idaho-Grand Junction.**

#### Stewardship PBSs

Long-term stewardship costs were proposed for transfer as part of the FY 2004 Congressional Request. However, because EM is responsible for reporting stewardship costs as part of the FY 2003 Environmental Liability estimate, these data must be collected as part of the CY 2003 update. Attachment A reflects the creation of valid temporary “dummy” stewardship PBSs at all sites that crosswalked *COSTS* to the Grand Junction stewardship PBS or sites that might have long-term stewardship costs.

Please 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.**

#### PBS Changes

Sites desiring to add a new PBS, delete an existing PBS, or modify an existing PBS should first contact Roger Butler, Deputy Assistant Secretary of Policy, Planning, and Budget or Bill Levitan in the Office of Planning and Analysis. If verbal approval is receiving, sites will be required to submit a formal BCP to the EM Configuration Control Board Secretary.

<b>6.1.4</b>	<b>Budget Authority</b>
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<b>6.1.4.1</b>	<b>Changes to Budget Authority Data Collection</b>
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**FY 2005 Funding Cases**

The Budget Authority distribution of the FY 2005 Request by PBS will be collected for *one funding level* (or case) only.

- BA data *will not* be split between the “Base” and a “Cleanup Reform Increment.”
- BA data *will not be collected* for a “Decrement” or “Planning” level.

**BA by Category / Subcategory**

The BA distribution of the FY 2005 Request by PBS *will no longer be collected* at the Category/Subcategory estimate level.

Examples of the categories/subcategories were:

- Release site/cleanup,
- Release site/assessment,
- Facility decommissioning/assessment, and
- Facility decommissioning/cleanup.

**Five Category Crosscut of EM Activities**

EM *will no longer collect* the categorization of BA by the Five Crosscut Categories. The five crosscut categories were:

- Established Pathways for Closure and/or Cleanup,
- Waste, Materials and Facilities Disposition Operations,
- “Caretaker” Activities,
- DOE-Wide Environmental Services and Missions, and
- Other.

**Peer Review Project List**

The distribution of BA via the Peer Review Project List *will no longer be collected*.

<b>6.1.4.2 Budget Authority Data Requirements</b>
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The following BA data are required in the Spring FY 2005 Budget Formulation Update:

**Seeded Data**

***FY 2003:***<sup>1</sup>

- FY 2003 BA at the PBS level reflects the Comparable Amended Request<sup>2</sup> (the FY 2003 column of the FY 2004 Congressional Request). *These data are read only and are not open for editing.*
- State and associated installation data based on the FY 2004 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.*

**Seeded Data**

***FY 2004:***

- FY 2004 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 2004 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.*

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<sup>1</sup> When the allocation of the FY 2003 appropriations is finalized, the FY 2003 Adjusted Appropriation will be utilized versus the FY 2003 column of the FY 2004 Request. Additional guidance will be distributed within the next few weeks regarding this process.

<sup>2</sup> The FY 2003 Congressional Request, as it was "remixed" within each congressional control point; plus the FY 2003 Cleanup Reform increment.

**Data Collection****BA Distribution by PBS*****FY 2005:***

- Offices are required to distribute their FY 2005 BA funding allocation by PBS based on the Targets provided in Attachment B. This funding level 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/Performance Management Plans, where applicable.
- The distribution of BA should also accommodate the minimum amount of funding necessary to be in compliance with Executive Order 12088.

**PBS BA Distribution by State/Installation**

- **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*: PD-0100
  - *Technology Development*: HQ-TD-0100

**PBS BA Distribution by Expense Type**

- **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.

**6.1.4.3 Outyear Budget Authority for FY 2006-2009**

FY 2006 through FY 2009 budget authority data will be derived from the FY 2006-FY 2009 life-cycle cost data collected in the Planning Module at the PBS level (see Chapter 4 for further detailed guidance regarding the Planning update). It will be assumed for purposes of this budget cycle that costs equal BA for FY 2006-FY 2009. The only exception will be PBSs that were previously funded as *privatization* projects, which can cause

significant differences between BA and costs; BA profiles for these PBSs can be provided separately offline.

For the PBS level life-cycle cost update, life-cycle cost totals at the site level cannot change AND the annual cost estimate for FY 2006 and beyond must not exceed the targets provided in Attachment B. (See Chapter 4 for further detailed guidance regarding the Planning update.)

#### 6.1.4.4 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 2005 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>1</sup> FY 2003 President's Budget 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 Karen Stewart, EM-3, 301-903-9934. Safeguards and Security budget questions should be directed to Debbie Voigt, EM-12, 301-903-7162. The Appendices<sup>2</sup> required by Attachment H should be submitted to Headquarters ***no later than April 25, 2003***, via email to Debbie Voigt at [debbie.voigt@em.doe.gov](mailto:debbie.voigt@em.doe.gov) and Karen Stewart at [karen.stewart@em.doe.gov](mailto:karen.stewart@em.doe.gov).

<sup>1</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>2</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.

## 6.1.5 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 (e.g., Prior Year and Current Year Accomplishments) and where the program is headed in the future (e.g., Life-cycle Context).

Narratives for FY 2005 Spring Budget Formulation will be collected at the PBS level in both the Planning and Budget Modules of IPABS-IS.

### *Planning Module:*

- **Life-Cycle Project Description:** This narrative will be collected in the Planning Module and displayed in the Budget Module. See Chapter 4 for detailed guidance on what should be included in the life-cycle project description.

### *Budget Module*

- **Prior Year Accomplishments (FY 2003).** This field has been seeded with the prior year accomplishments narrative submitted as Phase I of the FY 2004 Fall Update on December 26, 2002.

Each Office must update this narrative field to provide brief concise narratives describing the prior year key accomplishments. FY 2003 should reflect the Amended Request (consistent with the FY 2003 column of the FY 2004 Congressional Request)<sup>1</sup>. Accomplishments should be written using the following guidelines:

- Be clear and concise;
- Do NOT write from a technical perspective;
- Use an outcome-oriented focus, concentrating on "on the ground" completions;
- Be consistent with the site's accelerated cleanup strategy; and,

<sup>1</sup> When the allocation of the FY 2003 appropriations is finalized, the FY 2003 Adjusted Appropriation will be utilized versus the FY 2003 column of the FY 2004 Request. Additional guidance will be distributed within the next few weeks regarding this process.

- Do NOT attempt to describe each and every dollar – include only **KEY activities**.

*Example* Prior Year key accomplishments:

- Completed Project 98-D-453, Plutonium Stabilization and Packaging System, one year ahead of schedule followed by hot startup (FY 2003).
- Completed disposition of Hanford ash by shipment to Hanford's Central Waste Complex (FY 2003).
- Completed solutions stabilization and repackaging (FY 2003).
- Successfully started sand, slag, and crucible and polycube stabilization (FY 2003).

- **Current Year Accomplishments (FY 2004).** These accomplishments are consistent with the FY 2004 Congressional Request. *These data are read only and cannot be edited.*
- **Budget Year Planned Accomplishments (FY 2005).** Provide a brief concise narrative describing the planned accomplishments at the FY 2005 funding level. Accomplishments should be written using the following guidelines:
  - Be clear and concise;
  - Do NOT write from a technical perspective;
  - Use an outcome-oriented focus, concentrating on "on the ground" completions;
  - Be consistent with the site's accelerated cleanup strategy; and,
  - Do NOT attempt to describe each and every dollar – include only **KEY activities**.

*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.

- **Explanation of Changes.** The purpose of this narrative is to explain the funding change from the FY 2004 Congressional Request to FY 2005 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:

- Increased funding supports accelerated cleanup progress on legacy plutonium holdup removal in the 234-5Z building; deactivation of the 232-Z facility; and glove box, process vacuum, and ventilation ducting cleanout and removal activities in the 234-5Z building.

### 6.1.6 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.

IPABS-IS has been seeded with the EM life-cycle corporate performance measure (Gold Chart) data. A list of EM corporate performance measures and their definitions can be found in Attachment G. (Note that the definitions for remediation completions and geographic site completions have been modified.)

#### Seeded Data

Data seeded in IPABS-IS are based on the latest version of the Gold Chart (Rev. 2). Changes reflected in Rev. 2 are based on BCPs approved at the February 28, 2003 meeting of the Configuration Control Board. The corporate performance measure (Gold Chart) data are based on the November 22, 2002 submittal in the old PBS structure and crosswalked to the new PBS structure for the December 9, 2002 submittal.

#### Data Collection

*Performance measure quantities are being collected in the Planning Module. Please see Chapter 4 of the guidance for more information.*

#### Data Change Control

Future changes to the quarterly target quantities identified for FY 2003, the annual totals for FY 2004 and FY 2005, or the life-cycle totals will be managed through the EM Headquarters Configuration Control Board. The monthly quantities for FY 2004 will be placed under change control beginning in FY 2004.

### 6.1.7 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.

#### Data Collection

EM needs to collect "budget" milestones for FY 2005-FY 2009. Milestones will be entered in the *Planning Module*. Each milestone should be tagged as a budget milestone and a completion date should be provided. *See Chapter 4 for further guidance*. All other milestones can be entered in the Planning Module as well.

### 6.1.8 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. It is expected that the Department, the Office of Management and Budget (OMB), and Congress will want to receive this data for any capital asset projects requesting FY 2005 funding. Attachment I provides a list of projects for which data must be reported in the CPDS Module of IPABS-IS during the Spring Update.

#### PED Reporting Requirements

Project engineering and design (PED) funding is requested in one consolidated line item datasheet 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 line item datasheet 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 the December 2002 FY 2004 Congressional submission. *This update is prepared external to IPABS-IS<sup>1</sup>*.

#### 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

<sup>1</sup> The Office of Budget (EM-12) will provide each site (separately from this guidance) with their respective FY 2004 Congressional electronic version of the Exhibit 300 forms for revision during the Spring Update.

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) required by Section 6.1.8 of this guidance should be submitted to Barry Gaffney, EM-12, via email at [Barry.Gaffney@em.doe.gov](mailto:Barry.Gaffney@em.doe.gov) no later than **April 25<sup>th</sup> 8pm EST**.

**Contacts**

Specific questions related to construction project datasheet reporting requirements should be directed to Barry Gaffney, EM-12, 301-903-7157. For questions regarding CPDS Module of IPABS-IS, please contact the IPABS Help Desk at 703-748-8617.

# 6.0 FY 2005 Spring Budget Formulation Module

## 6.2 Users' Manual

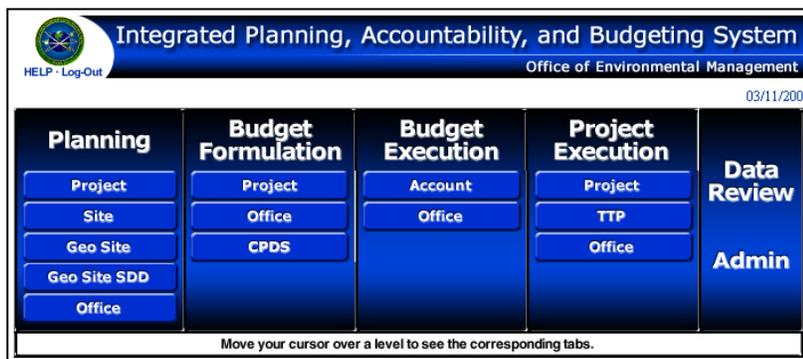
The IPABS-IS Spring Budget Formulation Module collects information at the Project Baseline Summary (PBS), Operations/Field Office, and Construction Project Data Sheet (CPDS) levels, as necessary, to support the FY 2005 Congressional Budget Request formulation process. Refer to the appropriate sections below for specific instructions on updating data during the spring data collection.

**Note: The CPDS level will only be available if the user's Operation/Field Office has a line item construction project or operating expense funded data sheet requesting Budget Authority within the current budget window.**

### 6.2.1 Navigating Within the IPABS-IS Budget Formulation Module

Step 1. Select "Budget Formulation" from the IPABS-IS Information Structure Map. When the mouse is placed over a level, a list of data collection tabs will appear, as shown in Figure 6.1. Highlight the appropriate level and click the left mouse button.

**Figure 6.1 IPABS-IS Information Structure Map**



### 6.2.2 Project Level Data Collection

Step 1. After selecting the PBS level, a list of the valid PBSs in the user's Operations/Field Office appears. Select a PBS from the list by placing the cursor on the [blue, underlined PBS](#)

[Field Code hyperlink](#) and single clicking the left mouse button (Figure 6.2). A row of tabs appears beneath the Navigation Bar (Figure 6.3). Each tab is a link to another screen containing different types of information for viewing and/or editing related to the chosen PBS.

**Figure 6.2 Project Selection**

PBS	SSL	PBS Name
<a href="#">AL-ITL-0030</a>	Albuquerque Sample SSL	Soil and Water Remediation-Inhalation Toxicology Laboratory
<a href="#">AL-KCP-0030</a>	Albuquerque Sample SSL	Soil and Water Remediation-Kansas City Plant
<a href="#">AL-LANL-0012</a>	Albuquerque Sample SSL	Solid Waste Stabilization and Disposition-LANL
<a href="#">AL-LANL-0030</a>	Albuquerque Sample SSL	Soil and Water Remediation-LANL
<a href="#">AL-LANL-0040</a>	Albuquerque Sample SSL	Nuclear Facility D&D-LANL Closure
<a href="#">AL-LANL-0100</a>	Albuquerque Sample SSL	Other-Nuclear Material Stewardship
<a href="#">AL-LANL-0101</a>	Albuquerque Sample SSL	Other-Other Programs
<a href="#">AL-OPS-0100</a>	Albuquerque Sample SSL	Other-Misc Programs and Agreements in Principle
<a href="#">AL-PL-0100</a>	Albuquerque Sample SSL	Other-Pinellas Post Employment Benefits
<a href="#">AL-PX-0030</a>	Albuquerque Sample SSL	Soil and Water Remediation-Pantex
<a href="#">AL-PX-0040</a>	Albuquerque Sample SSL	Nuclear Facility D&D-Pantex Closure
<a href="#">AL-SN-0030</a>	Albuquerque Sample SSL	Soil and Water Remediation-Sandia
<a href="#">AL-SV-0030</a>	Albuquerque Sample SSL	Soil and Water Remediation-South Valley

**Figure 6.3 Project Level Tabs**

Account: Site Acceleration Completion-2006 A accelerated Completions - 2003 , 2004 , 2005

**6.2.2.1 Narratives**

The Congressional Budget Request includes a description of each project and an explanation of accomplishments and proposed work that will be completed at the proposed funding level for the project. Additionally, milestones identified for the PBS as Budget milestones that have a completion date within the budget window are displayed on this screen.

**Data Fields**

**Life-Cycle Project Description:** A brief paragraph describing the scope of work for a project from start to finish. A separate

paragraph provides a concise description of the future end-state of the project and the progress that has been made toward this end-state. Due to space limitations in the Congressional Budget Request, this field is limited to 2,400 characters. This field is locked during the spring data collection. Please refer to section 6.1.5 for detailed guidance on what information the narratives should include.

**Budget Milestones:** A list of the Field Code, Name, and Completion date of Budget Milestones identified in the “Milestone” tab. This information is provided as a reference for the planned activities narrative.

**Prior Year Accomplishments:** A brief description or listing of achievements associated with the PBS during the prior year (FY 2003). Due to space limitations in the Congressional Budget Request, this field is limited to 1,500 characters. This field is seeded with accomplishments provided during the Limited Fall Update and is open for editing during the spring data collection. Please refer to section 6.1.5 for detailed guidance on what information the narrative discussion should include.

**Current Year Accomplishments:** A brief description or listing of achievements associated with the PBS during the current year (FY 2004). Due to space limitations in the Congressional Budget Request, this field is limited to 1,500 characters. This field is seeded with accomplishments consistent with the FY 2004 Congressional Request, and is locked during the spring data collection. Please refer to section 6.1.5 for detailed guidance on what information the narrative discussion includes.

**Planned Activities at FY 2005 Request:** A description or listing of activities that can be accomplished at the FY 2005 funding level for the PBS. Due to space limitations in the Congressional Budget Request, this field is limited to 1,500 characters. This field is open and editable during the spring data collection. Please refer to section 6.1.5 for detailed guidance on what information the narrative discussion should include.

**Explanation of Changes:** This is a description of the funding change between the current and budget years. Due to space limitations in the Congressional Budget Request, this field is limited to 1,500 characters. This field is open and editable during the spring data collection. Please refer to section 6.1.5 for detailed guidance on what information the narrative discussion should include.

**Instructions for Data Entry**

- Step 1. Select the "Narrative" tab from the options available. See Figure 6.4.
- Step 2. Type or paste the appropriate information into each applicable box. Information contained in word processing files may be copied and pasted into the boxes.
- Step 3. Press the "Save Changes" button at the bottom of the screen to ensure that the information is retained in IPABS-IS.

**Figure 6.4 Narrative Tab**

HELP · Log-Out

**Narrative** Dataset: working Office: Savannah River Project: SR-0010C Current Level: Project 03/11/2003

Account: Environmental Services-Non-Closure Environmental Activities - 2003, 2004, 2005

**Life-cycle Project Description**

Field Code	Budget Milestones Name	Completion Date
<i>No budget milestones have been identified for this project</i>		

Prior Year Accomplishments (limited to 1500 characters)

Current Year Accomplishments

Planned Activities at FY 2005 Request (limited to 1500 characters)

Explanation of Changes (limited to 1500 characters)

Save Changes Cancel

### 6.2.2.2 Budget Authority

The “Budget Authority”, or BA tab, collects budget authority distribution by state/installation and expense type. The PBS "Auditable PBS Allocation" represents a single, "audit quality" BA allocation for the PBS. For purposes of this guidance, “audit quality” means that these data must be able to withstand independent review by the General Accounting Office (GAO), Inspector General (IG), OMB, or other internal/external parties.

**To save the information entered in the “BA” tab, the sum of the FY state/installation allocation for each PBS must EQUAL the FY Auditable PBS Allocation for the PBS. In addition, the sum of the FY expense type allocations must EQUAL the FY Base Allocation for the PBS. If the sums of the FY budget estimates do not equal the Auditable PBS Allocation and/or the Base Allocation as appropriate, users will be prompted to adjust the estimates.**

If the current project contains a construction project line item, only the operating portion of the BA is entered on this page; the BA associated with the construction project is displayed from the CPDS level “Financial” tab. For projects containing line items, the Auditable PBS Allocation is the sum of the base allocation and the line item funding.

#### Data Fields

The information that is displayed and/or entered on this screen is applicable to the Project shown at the top of the screen. The following data fields are displayed on this screen:

**Total Office Balance:** The EM office balance for the Operations/Field Office to which the selected PBS belongs. This information is calculated by summing the Auditable PBS Allocation for each PBS in the selected Office.

**Base Allocation:** The BA allocation for the selected PBS. This information is seeded and cannot be changed for FY 2003 and FY 2004 during the spring data collection.

**Line Item Allocation:** The allocation for all Construction Project Data Sheets associated with the selected PBS. This information is entered on the Financial tab at the CPDS level.

**Total PBS Auditable Allocation:** The audit quality BA allocation for the selected PBS. NOTE: This field is a locked, on-screen calculation of the Base Allocation and Line Item dollars (if any) for the selected PBS.

**State and Installation:** Estimate of the distribution of funding for the PBS based on associated state/installation combinations. This information is seeded and cannot be changed for FY 2003 and FY 2004 during the spring data collection. Note that for FY 2005, only the following PBSs may allocate BA to more than one state/installation combination: Albuquerque/Sandia AL-SN-0030, Nevada NV-0030, Program Direction PD-0100, and Technology Development HQ-TD-0100. All other PBSs must allocate total FY 2005 BA to one state/installation combination.

**Expense Type:** Estimate of the distribution of funding for the PBS based on fund type (e.g., Operating Expenses, Capital Equipment, General Plant Projects). Note that all line item funding information is collected at the CPDS level. This information is seeded and cannot be changed for FY 2003 and FY 2004 during the spring data collection.

**FY 2003:** FY 2003 budget authority allocated to the PBS pursuant to the January 2003 AFP. No adjustments may be made to this data.

**FY 2004:** FY 2004 Budget Authority allocated to the PBS. No adjustments may be made to this data.

**FY 2005:** This field displays the FY 2005 budget authority allocated to the PBS. This field is editable during the spring data collection.

**Instructions for Data Entry**

- Step 1. Select the "Budget Auth" tab from the available options.
- Step 2. In the field provided, update the Base Allocation for the FY 2005 Request. FY 2005 is the only year for which the PBS BA allocation can be adjusted.
- Step 3. In the fields provided, update the Budget Authority state/installation and expense type estimates for the FY 2005 Request.
- Step 4. Press the "Save" button at the bottom of the screen to ensure that the information is retained by IPABS-IS.

Step 5. To add a new state/installation combination, click the “Add New State/Installation” button at the bottom of the screen.

NOTE: BA must be entered in whole numbers and in thousands of dollars. Users will be prompted to adjust their BA data if the sum of the data entered into the Budget Authority State/Installation Estimate fields for the PBS does not equal the Auditable PBS Allocation field. Users will be prompted to adjust their BA data if the sum of the data entered into the Budget Authority Expense Type Estimate fields for the PBS does not equal the Base Allocation field. All Budget Authority data are locked for FY 2003 and 2004.

**Figure 6.5 Budget Authority**

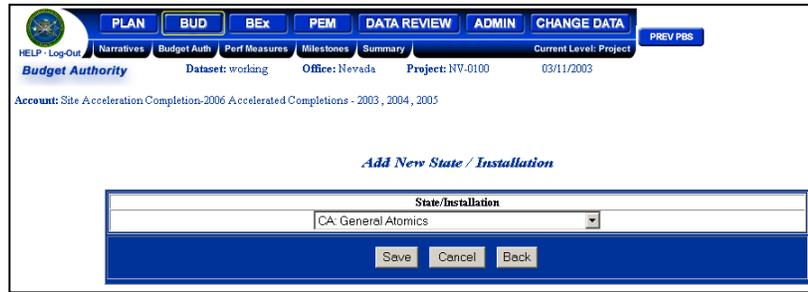
<i>Budget Authority (\$000)</i>			
	FY 2003	FY 2004	FY 2005
<b>Total Office Balance:</b>	8,710	63,761	10,700
<b>Base Allocation:</b>	1,791	184	<input type="text" value="500"/>
<b>Line Item Allocation:</b>	1,791	1,000	2,000
<b>Total PBS Auditable Allocation:</b>	3,582	1,184	2,500
<b>CA: Lawrence Berkeley National Laboratory</b>	791	184	<input type="text" value="1000"/>
<b>CA: Lawrence Livermore National Laboratory</b>	0	0	<input type="text" value="1000"/>
<b>OH: Miamisburg</b>	1,000	1,000	<input type="text" value="500"/>
<b>Capital Equipment:</b>	1,000	180	<input type="text" value="0"/>
<b>General Plant Projects:</b>	700	0	<input type="text" value="500"/>
<b>Operating:</b>	91	4	<input type="text" value="0"/>

Step 6. Press the "Add State/Installation" button at the bottom of the screen to identify a state/installation combination that was not previously recorded, if necessary.

Step 7. Select the desired state/installation combination from the pull-down list, shown in Figure 6.6. Only valid state/installation combinations that were not previously selected will be shown in this pick-list.

Step 8. Press the "Save" button at the bottom of the screen to return to the main Budget Authority screen and ensure that the information is retained by IPABS-IS.

**Figure 6.6 Add State/Installation**



If an active line item exists for the selected project, it will be displayed separately on the “Budget Authority” tab, shown in Figure 6.5. In order to reconcile the auditable BA for projects with active line items, the FY 2005 BA must first be determined for the line item in the CPDS prior to allocating operating funds in the “Budget Authority” tab.

**6.2.2.3 Performance Measures**

The "Perf Measures," or Performance Measures, tab is used to collect and display the corporate performance measures and the associated quantities for FY 2003, FY 2004, and FY 2005. The list of corporate performance measures and their definitions are in Attachment G. IPABS-IS reports FY 2003 performance measure data on a quarterly basis.

**Data Fields**

The information that is displayed on this screen is applicable to the PBS shown at the top of the screen and is not editable through IPABS-IS during the spring data collection.

**Category (Units):** Valid EM corporate performance measures and corresponding units of measure associated with the project.

**PY 2003 Quarters:** The FY 2003 quarterly quantities for the category are displayed, and are read-only during the spring data collection.

**PY 2003 Total:** The sum of all quarterly data for the FY 2003 quantity for the category is an on-screen calculation that is displayed and read-only.

**CY 2004:** The FY 2004 annualized quantity for the category is displayed. For the spring update, data are updated in the Planning Module. Please see Chapter 4, section 4.1.6 for more information.

**FY 2005 Request:** The FY 2005 annualized quantity for the category is displayed. For the spring update, data are updated in the Planning Module. Please see Chapter 4, section 4.1.6 for more information.

**Operations/Field Office Totals:** A running total for the categories and their applicable data fields described above for the Operations/Field Office.

**Figure 6.7 Performance Measures**

Category: (Unit Code)	FY 2003 Quarters				FY 2003 Total	CY 2004	FY 2005 Request
	1	2	3	4			
High-Level Waste packaged for final disposition: (Ncont)	0	0	3	53	56	865	0
Liquid Waste in Inventory eliminated: (k-gal)	43	450	456	0	949	0	457
<b>Operations Office Totals</b>							
High-Level Waste packaged for final disposition: (Ncont)	768	456	996	4403	6623	910	45
Liquid Waste in Inventory eliminated: (k-gal)	43	450	456	0	949	0	457

### 6.2.2.4 Milestones

To more accurately and completely represent EM’s prior and planned accomplishments for the current budget window (FY 2003 through FY 2005) in the Congressional Budget Request, each Operations/Field Office is required to identify key project milestones within the budget window. ***These milestones should be outcome-oriented and consistent with the site’s accelerated cleanup strategy.*** Please refer to section 6.1.7 and Chapter 4, section 4.1.7 for a discussion of milestones.

#### Data Fields

During the spring data collection, all milestone data will be read-only in the Budget Formulation module. **Budget milestones for FY 2005 should be entered in the Planning Module.**

**ID:** This field contains the IPABS-IS generated, unique identifier for each milestone.

**Field Code:** This field identifies each unique milestone for the PBS. The hyperlinks in this column take the user to the Milestone Detail screen described below. Note that this field will display “TBD” if a Field Code has not been provided.

**Name:** This field displays a descriptive name for each milestone.

**EA:** This column displays a “Y” if the milestone has been tagged as an Enforceable Agreement milestone. An EA milestone is required by a regulatory agreement. This field is displayed from the Planning Module.

**Original:** This displays the planned completion date at milestone inception. This field cannot be updated in IPABS-IS.

**Legal:** If the milestone is an EA milestone, this field displays the milestone completion date as explicitly stated in the associated enforceable agreement. This field is displayed from the Planning Module.

**Completion Date:** This displays the target completion date for milestone. This field is editable in the Planning Module.

**Forecast:** This field displays the most current completion date expected for the milestone. Operations/Field Offices provide a forecast completion date for a milestone quarterly when the completion date is projected to be either behind or ahead of schedule. This field is entered in the Project Execution Module (PEM).

#### Milestone Detail Information

Detailed information about each milestone is obtained by clicking the [blue, underlined Field Code hyperlink](#) for each milestone

**Canceled:** This box indicates that a milestone has been canceled. The system will not delete canceled milestones, but the Operations/Field Offices are not required to update any information for canceled milestones. This field is entered in the Planning Module. Canceled milestones are displayed in red.

**Milestone Name:** This field displays the descriptive name of the milestone.

**Milestone Description:** This field provides a more detailed description of the milestone if the name is insufficient. This field is limited to 800 characters.

**Milestone Code:** This field displays the unique code designated by the Operations/Field Office for each milestone. This code links milestones between the EM Corporate Database and Operations/Field Office systems.

**Milestone Status:** This field is displayed from the Project Execution Module and describes the current milestone status:

**On Schedule:** This is displayed when the completion and forecast dates are the same and have not yet passed.

**Forecast to Be Delayed:** This is displayed when the forecast date is later than the completion date but neither has passed.

**Overdue:** This is displayed when the forecast date is later than the completion date and the completion date has passed.

**Forecast to Be Early:** This is displayed when the forecast date is earlier than the completion date for the milestone but neither has passed.

**Completed:** This is displayed when an actual date has been entered for the milestone.

**PBS No:** This field displays the PBS number with which the milestone is associated. All milestones must be associated with a PBS in the Planning Module.

**Reg. Agreement:** For enforceable agreement (EA) milestones, this field displays the regulatory agreement associated with the milestone as selected in the Planning Module.

## Dates

**Original:** This field displays the planned completion date at milestone inception, and cannot be updated in IPABS-IS.

**Legal:** If the milestone is an EA milestone, this field displays the milestone completion date as explicitly stated in the associated enforceable agreement. This field is displayed from the Planning Module and is locked in the Budget Formulation Module.

**Completion:** This field displays the planned completion date for the milestone. This date is editable in the Planning Module and must be between FY 2003 and FY 2035 for non-stewardship PBSs, and between FY 2003 and FY 2070 for stewardship PBSs.

**Forecast:** This field displays the most current completion date expected for the milestone. Operations/ Field Offices provide a forecast completion date for a milestone quarterly when the

**Milestones Categories**

budgeted completion date is projected to be either behind or ahead of schedule. This field is entered in the PEM.

**Actual:** This field displays the actual completion date if it has been completed. This date is displayed from the PEM.

**Project Critical:** A check in this box indicates that the milestone is tracked as a critical decision in accordance with Departmental requirements for strategic systems and line item construction projects (i.e., Level 0 or 1). This checkbox is editable in the Planning Module.

**Project Start:** A check in this box indicates that the milestone is the project start milestone. All PBSs must have one and only one project start milestone.

**Enforceable Agreement Milestone:** A check in this box indicates that the milestone is an enforceable agreement (EA) milestone. An EA milestone is required by an enforceable, compliance agreement. All EA milestones must have a valid legal date. This checkbox is editable in the Planning Module.

**Project End:** A check in this box indicates that the milestone is the project end milestone. The project end milestone indicates the last year of funding for the project. Each PBS must have one and only one project end milestone.

**Mission Complete:** A check in this box indicates that the milestone is the mission complete milestone. The mission complete milestone indicates the date when cleanup activities are complete and only long-term stewardship and project closeout activities remain.

**Budget Milestone:** A check in this box indicates that the milestone is a budget milestone. Enter the related completion date in the appropriate date field. Budget milestones will be included in the Congressional Budget Request. All budget milestones must have a completion date. This checkbox is editable in the Planning Module.

**Figure 6.8 Milestones**

The screenshot shows the 'Milestones' tab in a web application. The top navigation bar includes buttons for PLAN, BUD, BEx, PEM, DATA REVIEW, ADMIN, CHANGE DATA, and NEXT PBS. Below the navigation, there are tabs for Narratives, Budget Auth, Perf Measures, Milestones, and Summary. The current level is 'Project'. The dataset is 'working', the office is 'Albuquerque', and the project is 'AL-ITL-0030' with a date of '03/11/2003'. The account is 'Site Acceleration Completion-2006 Accelerated Completions - 2003, 2004, 2005'. A note states: 'Milestones shown in red have been cancelled' and '\*Dates are entered using the mm/dd/yyyy format'. A table lists the following milestones:

ID	Field Code	Name	EA Original	Legal Forecast	Completion
36901	AL-ITL-Sample	Sample	N		10/01/2004
36904	AL-NBM	Test non-budget milestone addition	N		
36906	TBD	FY2002 Milestone	N		
36908	TBD	At Target Date test	N		
36907	TBD	muketest	N		
36903	ITL-383839	Project End	N		
36905	test	tom test	N		

**Figure 6.9 Milestone Detail**

The screenshot shows the 'Milestone Detail' view for Milestone ID: 36901. The top navigation bar is the same as in Figure 6.8. The current level is 'Project'. The dataset is 'working', the office is 'Albuquerque', and the project is 'AL-ITL-0030' with a date of '03/12/2003'. The account is 'Site Acceleration Completion-2006 Accelerated Completions - 2003, 2004, 2005'. The milestone details are as follows:

Milestone ID: 36901				
Cancelled <input type="checkbox"/>	Field Level Milestone			
Milestone Name	Sample			
Milestone Description	this is an undisclosed description			
Milestone Code	AL-ITL-Sample			
Milestone Status	No Baseline date given			
PBS No.	AL-ITL-0030: Soil and Water Remediation-Inhalation Toxicology Laboratory			
Reg. Agreement:				
Dates				
Original	Legal Date	Completion Date	Forecast	Actual
No Original Date given	No Legal Date given	10/01/2004	No Forecast Date given	No Actual Date given
Milestone Variance Narrative:				
<input type="checkbox"/> Mission Completion <input type="checkbox"/> Enforceable Agreement Milestone <input type="checkbox"/> Project Critical <input checked="" type="checkbox"/> Project Start <input type="checkbox"/> Project End <input checked="" type="checkbox"/> Budget Milestone				
Back				

**6.2.2.5 Summary**

The "Summary," or Budget Summary tab, displays a summary report of the PBS information provided in the Budget Formulation tabs for the PBS. There are four distinct sections within this tab - Narrative, Budget, Quantities and Milestones. The information provided is read-only; edits must be made in the other tabs if changes are required.

Step 1. Select the "Summary" tab from the available options.

**Figure 6.10 Budget Formulation, Budget Summary Tab**

HELP - Log Out

PLAN
BUD
BEX
PEM
DATA REVIEW
ADMIN
CHANGE DATA
NEXT PBS

Current Level: Project

PREV PBS

Summary    Dataset: working    Office: Savannah River    Project: SR-0010C    03/12/2003

Account: Environmental Services-Non-Closure Environmental Activities - 2003 , 2004 , 2005

**Savannah River  
Environmental Services - Non-Closure Environmental Activities  
NM Stabilization and Disposition-2035 Accelerated Completions**

*Narrative Information:*

**Life-Cycle Project Description:**  
N/A

**Prior Year Accomplishments :**  
N/A

**Current Year Accomplishments :**  
N/A

**Planned Activities at FY 2005 Request:**  
N/A

**Explanation of Changes**  
N/A

Category: (Unit Code)	PY 2003 Quarters				PY 2003 Total	CY 2004	FY 2005 Request
	1	2	3	4			
Low-Level and Mixed Low-Level Waste disposed: (M3)	0	0	4564	768	5332	13	0
Spent Nuclear Fuel packaged for final disposition: (MTHM)	7	3	0	2	12	3457	45
<b>Operations Office Totals</b>							
Low-Level and Mixed Low-Level Waste disposed: (M3)	457	3854	9340	768	14419	17	65
Spent Nuclear Fuel packaged for final disposition: (MTHM)	1028	961	5212	2	6603	3739	54

	<i>Budget Authority (\$000)</i>		
	FY 2003	FY 2004	FY 2005
<b>Total Office Balance:</b>	35,821	11,845	40,300
<b>Base Allocation:</b>	10,003	584	0
<b>Total PBS Auditable Allocation:</b>	10,003	584	0
<b>CO: Rocky Flats Field Office</b>	0	0	0
<b>FL: Pinnellas Site</b>	0	0	0
<b>GA: Savannah River Site</b>	5,003	584	0
<b>MD: Abredeen Proving Grounds</b>	0	0	0
<b>NM: Los Alamos National Laboratory</b>	5,000	0	0
<b>Capital Equipment:</b>	0	0	0
<b>General Plant Projects:</b>	5,000	584	0
<b>Operating:</b>	5,003	0	0

<b>Budget Milestones</b>		
Field Code	Name	Completion Date
No budget milestones have been identified for this project		

**6.2.3 Construction Project Data Sheet Level Data Collection**

IPABS-IS collects Construction Project Data Sheet (CPDS) information. This includes line items, Project Engineering Design (PED), and Operating Expense Funded Data Sheets. CPDSs justify capital improvement projects exceeding \$5 million, and are the primary documents used to defend construction projects throughout the budget formulation process. The IPABS-IS CPDS reporting level collects the data necessary to prepare Construction Project Data Sheets for inclusion in the budget request. This

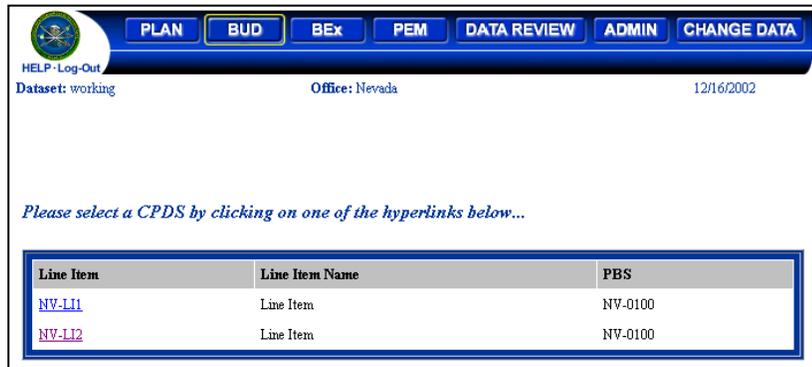
functionality eliminates duplicate data collection methods and ensures consistent and accurate data.

**NOTE: The Total Estimated Cost (TEC) for the line item is displayed in multiple CPDS sections (i.e., Financial Schedules, Details of Cost Estimate, Schedule of Project Funding). To allow flexibility in the order of data entry, IPABS-IS establishes the TEC derived from the Financial section as the "reference" TEC to which related TECs from other sections are compared. The user is able to save data for each section if the TEC does not immediately reconcile to the referenced TEC. However, the validations run on the CPDS Summary tab ensure TEC is consistent prior to IPABS-IS allowing CPDS approval.**

**Instructions for Data Entry**

- Step 1. Select the CPDS reporting level from the Budget Formulation Module in the IPABS-IS navigation bar (Figure 6.1). A list of the valid CPDSs in the user's Operations/Field Office appears.
- Step 2. Select a CPDS from the list by placing the cursor on the [blue, underlined Line Item hyperlink](#) and single clicking the left mouse button, as shown in Figure 6.11. A row of blue tabs appears beneath the Navigation Bar (Figure 6.12). Each tab is a link to another screen containing different types of information related to the chosen CPDS for viewing and/or editing.

**Figure 6.11 CPDS Selection**



**Figure 6.12 CPDS Level Tabs**



**6.2.3.1 Significant Changes**

The "Sig. Changes," or Significant Changes, tab collects narratives describing any major changes to the scope, cost, or schedule of the project since the previous Congressional Budget Request (in this case, FY 2004). These narratives should summarize changes to Total Estimated Cost (TEC), Total Project Costs (TPC), construction end date and/or scope adjustments. Due to space limitation in the budget document, these narratives are limited to 800 characters each.

**Data Fields**

**Scope:** Provide sufficient detail on any changes to the scope of the project to permit a careful review and evaluation of the project.

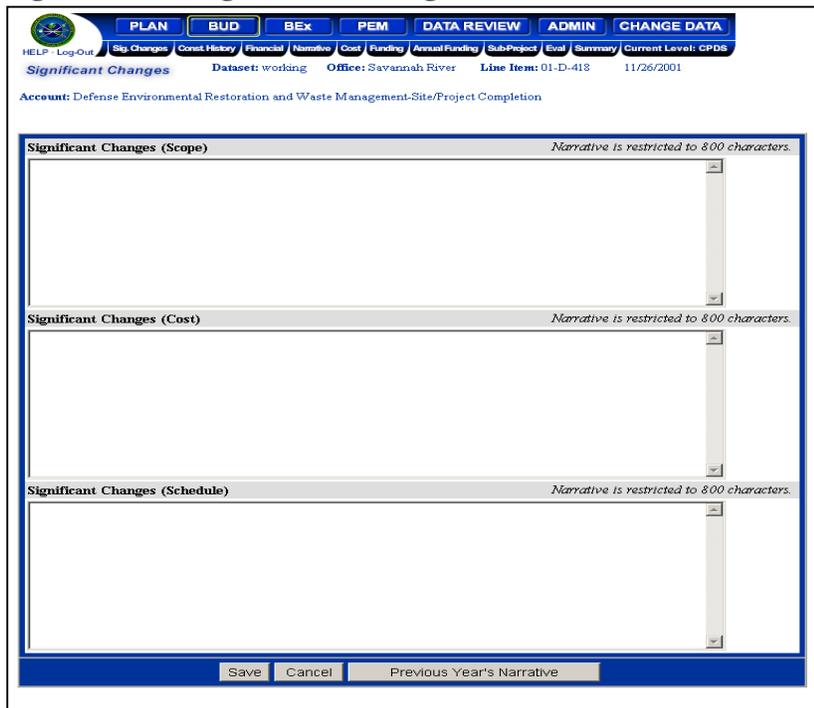
**Cost:** Explain the factors used to estimate TEC and TPC, and any changes from last year's baseline.

**Schedule:** Explain the factors used to determine the construction start and completion dates, and any changes from last year's baseline.

**Instructions for Data Entry**

Step 1. Select the "Sig. Changes" tab from the available options. The user will see the Significant Changes screen, as shown in Figure 6.13.

**Figure 6.13 Significant Changes**



- Step 2. Enter the Scope, Cost, and Schedule change narratives in the spaces provided. These narratives are limited to 800 characters.
- Step 3. If mistakes have been made while editing the narratives, press the "Cancel" button to revert to the previously saved version.
- Step 4. Press the "Save" button at the bottom of the screen to ensure that the information is retained.
- Step 5. Press the "Previous Year's Narratives" button to access last year's narratives. All narratives for the previous year are not editable.
- Step 6. Press the "Current Year's Narratives" button to return to the main Significant Changes screen.

### 6.2.3.2 Construction Schedule History

The "Const. History," or Construction Schedule History, tab collects data detailing the initiation and completion of Architect and Engineering and Physical Construction (AE) work. It also displays the Total Estimated Cost (TEC) and Total Project Cost (TPC) for each phase of the project.

#### Data Fields

**AE Work Initiated:** Enter the fiscal quarter and year in which AE work was, or will be initiated in the "4Q YYYY" format. This date must be earlier than the AE work completion date.

**AE Work Completed:** Enter the fiscal quarter and year in which AE work was, or will be, completed in the "4Q YYYY" format. This date must be later than the AE work initiated date.

**Physical Construction Start:** Enter the fiscal quarter and year during which construction work was, or will be, initiated. This should be the earliest start date of all sub-projects. The date entered must be earlier than physical construction completion date.

**Physical Construction Complete:** Enter the fiscal quarter and year during which construction work was, or will be, completed. This should be the latest completion date for all sub-projects.

**Instructions for Data Entry**

**TEC:** This is the Federal Total Estimated Costs (TEC). For projects that contain sub-projects, it is the sum of the TEC for all sub-projects less non-Federal contributions. This information is populated from the "Financial" tab for FY 2004.

**TPC:** This is the Federal Total Project Cost (TPC), including TEC and OPC. This information is populated from the "Funding" tab for FY 2004.

- Step 1. Select the "Const. History" tab from the available options. The user will see the Construction Schedule History screen, as shown in Figure 6.14. The table includes one line for each year a CPDS was submitted to Congress where the construction schedule, TEC, or TPC varied from the previous year's submission.

**Figure 6.14 Construction Schedule History**

	Fiscal Quarter				Total Estimated Cost (\$000)	Total Project Cost (\$000)
	AE Work Initiated	AE Work Completed	Physical Construction Start	Physical Construction Complete		
2003 (Title I Baseline)	3Q 2002	4Q 2002			\$ 0	\$ 0
2003 (Current Baseline Estimate)					\$ 0	\$ 0
2003 (Preliminary Estimate)					\$ 0	\$ 0

- Step 2. In the spaces provided, enter the fiscal quarter and year for the initiation and completion of AE Work and Physical Construction, as necessary, in the "4Q YYYY" format.

- Step 3. If mistakes have been made while editing the construction schedule history, press the "Cancel" button to revert to the previously saved version.

- Step 4. Press the "Save" button to ensure the information is retained.

### 6.2.3.3 Financial Schedule

The "Financial," or Financial Schedule, tab reflects all federal funding for the project. It collects appropriations, obligations, and costs for the life cycle of the project. Information from this page is displayed on the "Budget Authority" tab for the PBS with which the line item is associated.

#### Data Fields

**Appropriations – Previous:** This field displays actual appropriations as determined in the previous years, and is consistent with the Office of Budget's Base Table. This field is locked during the spring data collection.

**Appropriations – Current:** This field displays requested appropriations for the current year and projections for the future years. The total of this column must equal the total of the Costs – Current column. This field is editable for FY 2005 during the spring data collection.

**Obligations – Previous:** This field displays all prior years' obligations from MARS.

**Obligations – Current:** This field displays the projected current and future year obligations. The total of this column must equal the total of the Costs – Current column.

**Costs – Previous:** This field displays all previous years' costs from MARS.

**Costs – Current:** This field displays the current and future year's projected costs.

The user will be unable to save data on this screen unless it complies with business rules enforced on the page. Specifically, appropriations must be greater than or equal to obligations for each individual year and cumulative obligations must be greater than or equal to cumulative costs through each fiscal year.

#### Instructions for Data Entry

- Step 1. Select the "Financial" tab from the available options. The user will see the Financial Schedule screen as shown in Figure 6.15.

**Figure 6.15 Financial Schedule**

Financial Schedule    Dataset: working    Office: Savannah River    Line Item: 93D187    03/12/2003

Account: Defense Environmental Restoration and Waste Management-Post-2006 Completion

(Dollars in thousands)

Fiscal Year	Appropriations		Obligations		Costs	
	Previous	Current	Previous	Current	Previous	Current
Prior Years						
1993	2,000	0	0	0	0	0
1994	186,802	0	186,802	0	184,117	0
1995	22,675	22,675	22,675	22,675	25,233	25,233
1996	19,700	19,700	19,700	19,700	15,380	15,379
1997	13,000	13,000	13,000	13,000	18,200	18,200
1998	18,220	18,220	18,220	18,220	17,207	17,207
1999	15,774	15,774	15,774	15,774	17,080	17,079
2000	15,487	15,487	15,487	15,487	13,927	13,927
2001	19,674	19,674	19,674	19,674	16,444	12,641
2002				400		600
2003	14,870		14,870		14,870	
2004		5,000				200
2005 Request		<input type="text"/>		<input type="text"/>		<input type="text" value="200"/>
2006		<input type="text"/>		<input type="text"/>		<input type="text" value="200"/>
Outyears	632,244	<input type="text"/>	632,244	<input type="text"/>	638,742	<input type="text" value="1237"/>
<b>Total</b>	<b>\$ 960,446</b>	<b>\$ 129,530</b>	<b>\$ 960,426</b>	<b>\$ 124,930</b>	<b>\$ 961,200</b>	<b>\$ 122,103</b>

Save    Cancel    Budget Authority

- Step 2. Enter the Current Appropriations, Obligations, and Costs in the fields provided, as necessary. The totals of these columns must be equal, and must equal the project TEC.
- Step 3. To add an outyear to the table, click the "Add Fiscal Year" button. IPABS-IS will add a row for the next consecutive fiscal year at the bottom of the table (Figure 6.15).
- Step 4. If mistakes have been made while editing the Financial Schedule, click the "Cancel" button to revert to the previously saved version.
- Step 5. Press the "Save" button to ensure the information is retained.
- Step 6. Press the "Budget Authority" button at the bottom of the screen to access the "Budget Authority" tab for the PBS with which the line item is associated. Data entry on this screen is explained above in Section 6.2.2.2.

#### 6.2.3.4 Narratives

The "Narratives" tab collects project description, justification, and scope narratives, as well as a description of the method of performance for the project.

#### Data Fields

**Project Description:** Concisely describe the essential features of the project such as its relationship to other programs, alternatives, and risks.

**Project Justification:** Explain the need for the project and the impacts of not authorizing or deferring the project.

**Project Scope:** Briefly describe the scope of the project.

**Method of Performance:** In this field, describe the contracting arrangements being considered.

#### Instructions for Data Entry

- Step 1. Select the "Narrative" tab from the available options. The user will see the Narratives screen, as shown in Figure 6.16.
- Step 2. Enter each narrative in the appropriate narrative box. There is no limit on the length of these narratives.
- Step 3. If mistakes have been made while editing narratives, press the "Cancel" button to revert to the previously saved version.
- Step 4. Press the "Save" button to ensure the information is retained.
- Step 5. To view the Project Description, Justification and Scope, and Method of Performance narratives submitted in the Previous Year's Congressional Budget Request, click the "Previous Year's Narrative" button.
- Step 6. Click the "Current Year's Narrative" button to return to the main Narrative screen.

**Figure 6.16 Narratives**

**6.2.3.5 Details of Cost Estimate**

The "Cost," or Details of Cost Estimate, tab collects data identifying the contribution to the TEC of the design phase, the construction phase, and the contingencies associated with the project by cost category.

**Data Fields**

**Cost Category:** This column displays the cost categories developed by the CFO applicable to the CPDS.

**% of TEC:** IPABS-IS automatically calculates the percent of TEC accounted for by each cost category. The TEC is generated from the information entered on the “Financial” screen.

**Current Estimate:** In this column, enter the current estimate in thousands of dollars for each cost category.

**Previous Estimate:** This column displays the cost estimate included in the previous Congressional Budget Request.

**Totals:** IPABS-IS automatically calculates the totals for Design, Construction and Contingencies, as well as the Grand Total. The Total Line Item costs entered on this page must equal the TEC from the “Financial” tab.

**Instructions for Data Entry**

Step 1. Select the "Cost" tab from the available options. The user will see the Details of Cost Estimate screen, as shown in Figure 6.17.

**Figure 6.17 Details of Cost Estimate**

Account: Defense Environmental Restoration and Waste Management-Site/Project Completion

(dollars in thousands)

Cost Category	% of TEC	Current Estimate	Previous Estimate
<b>Unrecoverable Costs</b>			
Project Management	0.0 %	3	
<b>Totals</b>			
Unrecoverable Costs	0.0 %	\$ 3	\$
Total Line Item Costs (TEC)	0.0 %	\$ 3	\$ 0
TEC from Financial Schedule		\$ 0	

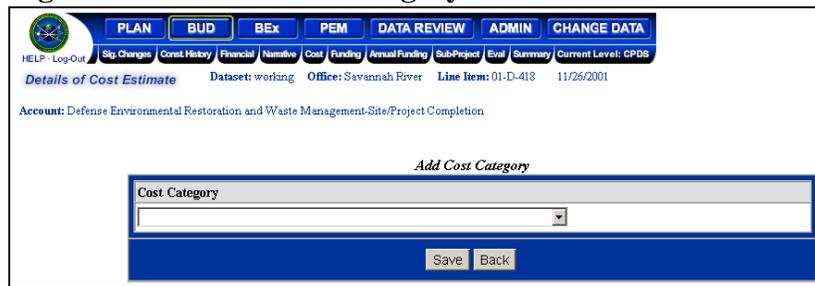
Save Cancel  
Add Cost Category

[Add New Footnote](#)

Step 2. Enter the Current Estimate for each applicable cost category for the design and construction phases of the project, and for contingencies. Note that the total line item costs entered on this page must equal the total of current costs entered in the “Financial” tab.

- Step 3. If mistakes have been made while editing the cost estimates, press the "Cancel" button to revert to the previously saved version.
- Step 4. Press the "Save" button to ensure the information is retained.
- Step 5. If a cost category needs to be added to the CPDS, click the "Add Cost Category" button at the bottom of the screen. The user will see the Add Cost Category screen, shown in Figure 6.18.

**Figure 6.18 Add Cost Category**



- Step 6. Select the desired Cost Category from the pick-list.
- Step 7. Press the "Back" button to return to the Details of Cost Estimate screen (Figure 6.17) without adding a cost category.
- Step 8. Press "Save" to add the selected cost category to the Details of Cost Estimate screen.

**6.2.3.6 Schedule of Project Funding**

The "Funding," or Schedule of Project Funding, tab collects the Total Project Costs, including Total Facility Costs and Other Project Costs.

**Data Fields**

**Facility Cost:** This field displays all costs directly related to construction of the facility, by fiscal year, broken down into cost categories.

**Total Facility Cost:** Sum of all categories related to facility costs.

**Total Estimated Cost from Financial Schedule:** This field displays the Total Estimate Cost (TEC) from the "Financial" tab.

The Total Facility Costs on this page must equal the TEC from the “Financial” tab.

**Other Project Costs:** This field displays all project costs not directly related to construction of the facility. For example, NEPA documentation, ES&H costs, R&D costs, and conceptual design costs.

**Total Other Project Cost:** Sum of all categories related to other project costs.

**Total Project Cost (TPC):** IPABS-IS automatically calculates the TPC by summing the total facility cost and the total other project costs.

**Instructions for Data Entry**

Step 1. Select the "Funding" tab from the available options. The user will see the Schedule of Project Funding screen, as shown in Figure 6.19.

**Figure 6.19 Schedule of Project Funding**

(dollars in thousands)	Prior	FY2001	FY2002	FY2003	Outyears	Total
<b>Facility Cost</b>						
Facility Design	4,000	7,000	0	0	0	11,000
Facility Construction	3,500	20,932	0	0	0	24,432
<b>Total Facility Cost</b>	7,500	27,932	0	0	0	\$ 35,432
<b>TEC From Financial Schedule</b>						\$ 0
<b>Other Project Cost</b>						
Conceptual Design Cost	1,600	0	0	0	0	1,600
NEPA Documentation Costs	1,550	10,000	0	0	0	11,550
<b>Total Other Project Cost</b>	3,150	10,000	0	0	0	\$ 13,150
<b>Total Project Cost (TPC)</b>	10,650	37,932	0	0	0	\$ 48,582

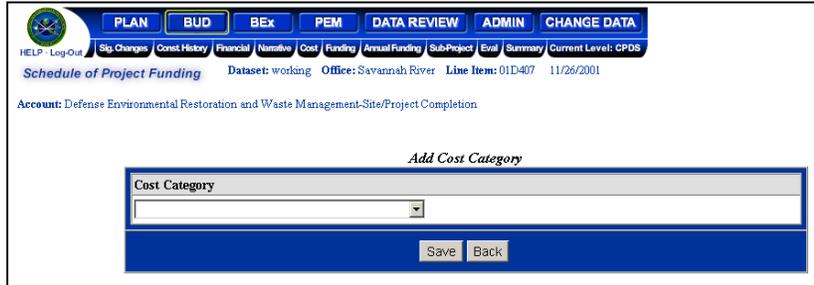
Step 2. In the space provided, enter the Total Facility Costs and the Other Project Costs for each applicable cost category.

Step 3. If mistakes have been made while editing funding information, press the "Cancel" button to revert to the previously saved version.

Step 4. Press the "Save" button to ensure the information is retained.

Step 5. If a cost category needs to be added to the Schedule of Project Funding, click the "Add Cost Category" button. The user will see the Add Cost Category screen, as shown in Figure 6.20.

**Figure 6.20 Add Cost Category**



- Step 6. Select the desired cost category from the pick-list.
- Step 7. Press the "Back" button to return to the Schedule of Project Funding screen (Figure 6.19) without adding a cost category.
- Step 8. Press "Save" to add the selected cost category and return to the Schedule of Project Funding screen.

**6.2.3.7 Related Annual Funding**

The "Annual Funding," or Related Annual Funding, tab collects the life-cycle costs for the operation and maintenance of the facility by cost category.

**Data Fields**

**Current Estimate:** In this column, enter the current estimated annual funding requirements for each cost category.

**Previous Estimate:** This column displays the estimated annual funding requirements included in the previous Congressional Budget Request.

**Total Related Annual Funding:** This field displays the total of estimated annual funding requirements over the useful life of the facility.

**Instructions for Data Entry**

- Step 1. Select the "Annual Funding" tab from the available options. The user will see the Related Annual Funding screen, as shown in Figure 6.21.

**Figure 6.21 Related Annual Funding**

	Previous Estimate	Current Estimate
Total Related Annual Funding (Operating from [dropdown])	0	0

- Step 2. Enter the current estimate for each applicable cost category.
- Step 3. If mistakes have been made while editing Annual Funding Requirements information, click the "Cancel" button to revert to the previously saved version.
- Step 4. Press the "Save" button to ensure the information is retained.
- Step 5. Enter the time period for the project (e.g., "Operating from 1998 to 2015.").
- Step 6. If a cost category needs to be added, click the "Add Cost Category" button. The user will see the Add Cost Category screen, as shown in Figure 6.22.

**Figure 6.22 Add Cost Category**

- Step 7. Select the desired Cost Category from the pick-list.

- Step 8. Press the "Cancel" button to return to the Related Annual Funding screen (Figure 6.21) without adding a cost category.
- Step 9. Press "Save" to add the selected cost category to the Related Annual Funding screen.

<b>6.2.3.8 Sub-Project</b>
----------------------------

The "Sub-Project" tab collects cost estimates and construction dates for each sub-project associated with the CPDS, if applicable.

**Data Fields**

**Sub-Project Code:** This field displays the unique code associated with the sub-project.

**Sub-Project Name:** Sub-project titles cannot be changed.

**Total Estimated Cost:** This is the Federal Total Estimated Costs (TEC) for the sub-project.

**Cost Estimates – Previous Estimate:** This field contains the cost estimated included in the previous Congressional Budget Request.

**Cost Estimates – Current Estimate:** In this field, enter the current estimated cost for the sub-project.

**Construction Dates – Previous:** This column lists the construction start and completion dates included in the previous Congressional Budget Request.

**Construction Dates – Current:** In this column, enter the current construction start and end dates.

**Sub-Project Description:** In this field, enter a brief narrative describing the purpose and scope of the sub-project.

**Instructions for Data Entry**

Select the "Sub-Project" tab from the available options. The user will see the Sub-Project Selection screen, as shown in Figure 6.23.

**Figure 6.23 Sub-Project Selection**

Sub-Project	Total Estimated Cost (TEC)
<a href="#">01: Waste Removal</a>	\$ 315,843
<a href="#">02: Process Facility Upgrades</a>	\$ 608,615
<a href="#">02: Process Facility Upgrades</a>	\$ 42,742
<a href="#">3: test</a>	\$ 14,000
Total of Sub-Project TEC	\$ 981,200
TEC from Financial Schedule	\$ 963,641

Step 1. Click the hyperlink in the Sub-Project Code column to access detailed information for that sub-project. The user will see the Sub-Project Detail screen, as shown in Figure 6.24.

**Figure 6.24 Sub-Project Detail**

Subproject No./Name: 1/ Sub-Project addition 3/03

Cost Estimates	
	Current Estimate
Previous	
FY 2003	100
FY 2004	200
FY 2005	300
Outyears	400
Total	1,000

Construction Dates	
	Current
Start Date	4Q 2003
Completion Date	4Q 2004

Sub-Project Description

Save Cancel Back Delete

- Step 2. In the spaces provided, enter the FY 2003, FY 2004, FY 2005, and outyear estimates.
- Step 3. Enter the current construction start and completion dates in the "4Q YYYY" format.
- Step 4. Enter a brief description of the sub-project in the "Sub-Project Description" narrative box.
- Step 5. If mistakes have been made while editing sub-project information, press the "Cancel" button to revert to the previously saved version.
- Step 6. Press the "Save" button to ensure the information is retained.
- Step 7. Press the "Delete" button to remove the sub-project from IPBAS-IS.
- Step 8. Press the "Back" button to return to the Sub-Project Selection screen (Figure 6.23).

To add a new sub-project to the CPDS, click the "Add Sub-Project" button on the bottom of the Sub-Project Selection screen (Figure 6.23). The user will see a blank Sub-Project Detail screen (Figure 6.25).

- Step 1. Enter the name of the sub-project in the spaces provided.
- Step 2. Enter the current cost estimates.
- Step 3. Enter the current estimated construction start and completion dates.
- Step 4. Enter a brief description of the sub-project in the narrative box provided.
- Step 5. To return to the Sub-Project Selection screen (Figure 6.23) without adding a new sub-project, click the "Cancel" button.
- Step 6. To add the new sub-project, click the "Add" button.

**Figure 6.25 Add Sub-Project**

Account: Site Acceleration Completion-2006 Accelerated Completions

Name:

Cost Estimates	
	Current Estimate
Previous	
FY 2003	<input type="text"/>
FY 2004	<input type="text"/>
FY 2005	<input type="text"/>
Outyears	<input type="text"/>
Total	0

Construction Dates	
	Current
Start Date	<input type="text"/>
Completion Date	<input type="text"/>

Sub-Project Description

Add Cancel Back Delete

**6.2.3.9 Data Evaluation**

The "Eval," or Data Evaluation, tab integrates data contained throughout the IPABS-IS system, and displays key performance indicators for the line item. Specifically, the tab compares CPDS data with other project specific data collected in the other modules. Data contained within this tab is as follows:

**Data Fields**

**Details of Cost Estimates:** The Previous and Budget Year Estimates for specific CPDS Design, Construction, and Contingency costs are displayed. These estimates are consistent with the CPDS "Financial Schedule" and "Cost" tabs, and indicate how the Total Estimated and Project Costs changed from the previous estimate.

**Details of Financial Schedule:** Previous and Budget Year Estimates are derived from the CPDS "Financial Schedule" tab, and indicate the project's variances.

**Significant Scope Change:** Significant changes in the scope of the line item are displayed from the “Sig. Changes” tab.

**Project Execution Information at the Sub-PBS level:** Estimates are derived from the Project Execution Module (PEM), and indicate the project/year-to-date variances.

**Variance Narrative Explanation:** Narratives are provided from the PEM “Cost/Schedule” tab, and explain project/schedule changes.

**Instructions for Data Entry**

Step 1. Select the “Eval,” or Evaluation, tab from the available options (Figure 6.26).

**Figure 6.26 Evaluation Tab**

Account: Defense Environmental Restoration and Waste Management-Post-2006 Completion

Type	Current Estimate	Previous Estimate	Variance (%)
Design	157,210	205,337	0
Construction	684,019	650,418	0
Contingencies	119,064	111,445	0
Unrecoverable Costs	7		0
Other Project Cost	3	0	0
TEC		121,503	
TPC		0	0

	FY 2004	FY 2005	Variance (%)
Appropriation	5,000	0	-100

test
------

Quarter	BCWS			BCWP	ACWP	Variance Information	
	Original	Adjusted	Difference			HQ Final	Cost
Quarter 1 (YTD)							N/A
Quarter 2 (YTD)							N/A
Quarter 3 (YTD)							N/A
Quarter 4 (YTD)							N/A
Sub-Project to Date	27,291	27,573		33,539	\$ -10,109	-30 %	\$ 5,964 22 %

**6.2.3.10 Summary**

The “Summary” tab displays a read-only report of data entered in all the CPDS tabs. This tab also allows users to run validation checks to ensure that the data comply with approval requirements.

Validation checks performed at the CPDS level include the following:

- 1) Total Appropriations, Total Obligations, and Total Costs on the Financial tab must be equal.
- 2) Total Line Item costs on the Details of Cost Estimate table and Total Facility costs on the Schedule of Project Funding table must equal the Total Estimated Costs on the Construction Schedule History table.
- 3) Total Facility Construction costs from the Project Funding table must equal the sum of the Current Facility Construction costs and the Contingency Construction Costs on the Cost Details table.
- 4) Total Facility Design costs from the Project Funding table must equal the sum of Current Facility Design costs and Contingency Design costs on the Cost Details table.
- 5) The sum of the Total Estimated costs of the sub-projects must equal the Total Estimated Cost on the Construction Schedule History table.

**Instructions for Data Entry**

- Step 1. Select the “Summary” tab from the available options.
- Step 2. To run a validation check, click the “Run Validation” button.
- Step 3. Click the “Back” button to return to the Summary main screen.

Figure 6.27 Summary Tab

[PLAN](#) [BUD](#) [BEK](#) [PEM](#) [DATA REVIEW](#) [ADMIN](#) [CHANGE DATA](#)  
[Help](#) [Logout](#) [Site Config](#) [Consistency](#) [Financial Journals](#) [Cost](#) [Funding](#) [Amortization](#) [Subproject](#) [Early Summary](#) [Current Level](#) [SPDS](#)  
**Summary** [Database](#) [Printing](#) [Database Administrator](#) [User Name: AL1ANL User 11/01/03](#) [03/17/2003](#)

Account Site Acceleration Completion: 2003 Accelerated Completions

[Run Validation](#)

[Deriver Summary in MS Word Format](#)

AL1ANL-0101: Other-Other Programs

Significant Changes

### 1. Construction Schedule History

	Fiscal Quarter		Physical Construction Start	Physical Construction Complete	Total Estimated Cost (\$100)	Total Project Cost (\$100)
	A/E Work Initiated	A/E Work Completed				
2003 (Current Baseline Estimate)						
2003 (Preliminary Estimate)						
2003 (Title 1 Baseline)						

### 2. Financial Schedule

Fiscal Year	Appropriations	Obligations	Costs
Prior Years			
2002 (Title 1 Baseline)	130		
2003 (Title 1 Baseline)	345	25,000	25,000
2004 (Title 1 Baseline)			
2003 Increment	34,000		34,000
2004 Increment			
2005 (Title 1 Baseline)			
Outyears			

### 3. Project Description, Justification and Scope

This is a test for the footnotes

### 4. Details of Cost Estimate

	Current Estimate	Pending Estimate	(dollars in thousands)
Subprojects			

### 5. Method of Performance

### 6. Schedule of Project Funding

(dollars in thousands)

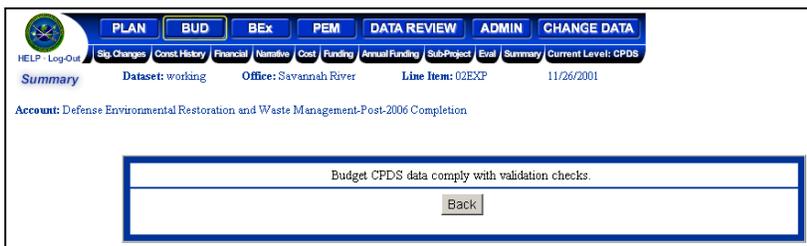
Prior	FY 2003	FY 2004	FY 2005	Outyears	Total
Project Cost					0
Other Project Cost					0
Other Forecast-related Costs					0
Total Other Project Cost Costs	0	0	0	0	0
Total Project Costs (TEC)	0	0	0	0	0

### 7. Related Annual Funding Requirements

(FY 2005 dollars in thousands)

	Current Estimate	Pending Estimate
Total related annual funding	0	0

**Figure 6.28 Validation**



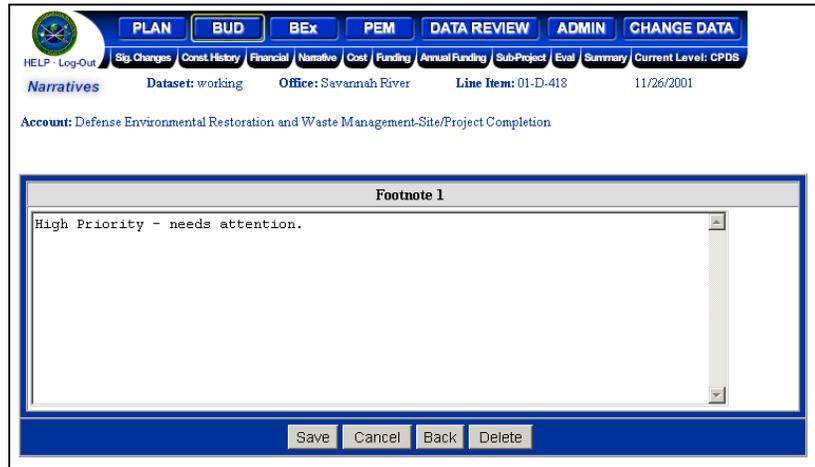
**6.2.3.11 CPDS Footnotes**

CPDS Footnotes are available on the following tabs: Construction Schedule History, Financial Schedule, Narratives, Details of Cost Estimate, Schedule of Project Funding and Related Annual Funding.

**Instructions for Data Entry**

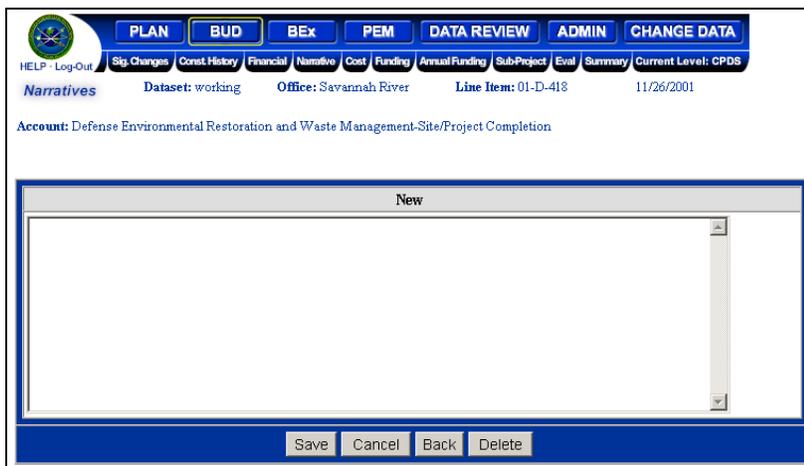
- Step 1. To edit a footnote, select a footnote from the list at the bottom of a screen.
- Step 2. Edit the footnote text in the narrative box (Figure 6.29).
- Step 3. Press the "Cancel" button to return to the main screen without editing the footnote.
- Step 4. Press the "Save" button to ensure that the information is retained in IPABS-IS.
- Step 5. Press the "Back" button to return to the main screen.
- Step 6. Press the "Delete" button to remove the footnote from IPABS-IS.

**Figure 6.29 Edit Footnote**



- Step 7. To add a new footnote, place the cursor on the [blue, underlined Add New Footnote hyperlink](#) and single click the left mouse button.
- Step 8. Type the footnote text in the narrative box (Figure 6.30).
- Step 9. Press the "Cancel" button to return to the main screen without adding a footnote.
- Step 10. Press the "Save" button to ensure that the information is retained in IPABS-IS.
- Step 11. Press the "Back" button to return to the main screen.
- Step 12. Press the "Delete" button to remove the footnote from IPABS-IS.

**Figure 6.30 Add Footnote**



**6.2.4 Office Level Data Collection**

**6.2.4.1 Geographic Site Completion**

EM collected geographic site completion dates consistent with the PMPs or accelerated cleanup strategies as part of the November 22, 2002 corporate performance measure data collection. Those dates (adjusted for any changes approved by the Configuration Control Board) are displayed on this tab. For a definition of this corporate performance measure, please see Attachment G.

**Instructions for Data Entry**

- Step 1. Select the "Geo Site Completion" tab from the available options. The user will see the Geographic Site Completion screen, as shown in Figure 6.31. This tab is read-only during the spring data collection.

**Figure 6.31 Geographic Site Completions**

Geographic Site Name	Planned (YYYY)	Completion			
		At Target (YYYY)	Actual (MM/DD/YYYY)	Forecast (YYYY)	
Enw. Measurements Lab					
New Brunswick Lab					
Hallam Nuclear Power Facility			09/30/1969		
Piqua Nuclear Power Facility			09/30/1969		
Fermi			09/30/1997		
Site A/Plot M			09/30/1997		
Ames Lab	1999		09/30/1999		
Princeton	1999		09/30/1999		
Argonne West	2001	2001	12/28/2002		
Argonne East	2003				
Brookhaven	2005	2010			
		FY2005			
		FY2003	FY2004	Target	Planning
<b>Geo Site Completions:</b>		0	0	0	1

**6.2.4.2 Operations/Field Office Summary Tab**

Within the Operations/Field Office level of the Budget Formulation Module, the user can activate validation routines to identify any data deficiencies or inconsistencies. IPABS-IS will display a report explaining any problems with the data. The user is then required to correct the problems before the data can be approved. Only users with approval authority granted by their Operations/Field Office administrator are able to approve the data.

**Summary Tab**

**FY 2003:** Total FY 2003 funding for the selected office.

**FY 2004 Total:** Total FY 2004 funding for the selected office.

**FY 2005 Request:** Total Operations/Field Office target funding level.

**Account Totals:** The sum of all the Operations/Field Office auditable "Auditable PBS allocation" fields for the PBSs within the specified appropriation/program accounts.

**Line Item Total:** The sum of the construction project data sheets funding for all line items associated with the selected office.

NOTE: This row only appears if there is at least one line item associated with the selected office.

**Quantities:** Sum of the target quantities for the respective year for each valid corporate performance measure.

**Budget Milestones:** A list of the Field Code, Name, and Completion date of all Budget Milestones identified in the PBS level “Milestone” tab for the selected office.

**Instructions**

- Step 1. Select the "Summary" tab from the available options (Figure 6.32)
- Step 2. Place a check in the checkbox for each section of data that you wish to display summary information for (Budget, Quantities, and/or Budget Milestones) and press the “Display Summary Information” button.

**Figure 6.32 Summary**

The screenshot shows a web application interface with the following elements:

- Navigation:** PLAN, BUD, BEx, PEM, DATA REVIEW, ADMIN, CHANGE DATA. Sub-tabs: Geo Site Completion, Summary, Current Level: Office.
- Page Info:** Dataset: working, Office: Savannah River, 03/12/2003.
- Buttons:** Run Approval Validation, Display Summary Information.
- Options:** Select one of the following options below for Summary Information.
  - Display  Budget
  - Performance Measures
  - Budget Milestones
- Text:** The FY 2005 target for this Operations/Field office is: 2000
- Table 1: Budget Authority (\$669)**

	FY 2003	FY 2004	FY 2005
<b>Total Office Balance:</b>	35,821	11,845	40,300
<b>Defense Environmental Restoration and Waste Management Post-2006 Completion</b>	0	100	0
Site Acceleration Completion-2006 Accelerated Completions	3541	8230	300
Site Acceleration Completion-2012 Accelerated Completions	4326	384	0
Site Acceleration Completion-2035 Accelerated Completions	10272	383	40000
<b>Environmental Cleanup Projects-Cleanup Projects</b>	875	438	0
Environmental Services-Non-Closure Environmental Activities	10287	642	0
Uranium Enrichment Decontamination and Decommissioning Fund-Uranium Enrichment D&D Fund	6520	1668	0
<b>Current Allocation Total:</b>	35821	11845	40300
- Table 2: Quarterly Breakdown**

Category: (Unit Code)	PY 2003 Quarters				PY 2003 Total	CY 2004	FY 2005 Request
	1	2	3	4			
Depleted and Other Uranium packaged for disposition: (MT)	8	1213	5710	0	6931	2091	419
High-Level Waste packaged for final disposition: (Ncont)	0	5866	940	0	6806	1346	54
Liquid Waste in Inventory eliminated: (b-gal)	7686	2645	0	0	10331	44	0
Low-Level and Mixed Low-Level Waste disposed: (M3)	457	3854	9340	768	14419	17	65
Plutonium Metal or Oxide packaged for long-term storage: (Ncont)	7914	2460	3222	346	13942	4326	1
Plutonium or Uranium Residues packaged for disposition: (kgB)	743	6250	3940	0	10933	12	63
Spent Nuclear Fuel packaged for final disposition: (MTHM)	1028	361	5212	2	6603	3739	54
Transuranic Waste shipped for disposal at WIPP: (M3)	0	567	0	47	614	643	0
- Table 3: Budget Milestones**

PBS	Field Code	Name	Completion Date
No budget milestones have been identified for this project			

**Validation Checks**

Step 3. Above the summary information, users will see a “Run Approval Validation” button. To check whether current Working Data satisfy minimum required budget data quality checks, click on this button to run the validation routines. IPABS-IS will generate a report of all unsatisfied data requirements that must be resolved before users with approval authority can approve the data, as shown in Figure 6.33.

Validation checks performed include the following:

**NARRATIVES:**

- Each PBS must have a Planned Activities at FY 2005 Request narrative entered.
- Each PBS must have an Explanation of Change narrative entered.

**BUDGET AUTHORITY:**

- The sum of the FY 2005 budget by office must match the office level target, as set in the Administration Module.
- Non-select PBSs must have only one state/installation with FY BA.

**CONSTRUCTION PROJECT DATA SHEETS:**

Individual validation routines for line items are run at the Construction Project Data Sheet level.

- Line items for the office must pass all CPDS level validation checks.

**Figure 6.33 Validation Checks Results**

The sum of the FY targets do not equal the established office target. Budget estimate = 2113. Office target = 5000.

An Explanation of Change narrative must be provided for the following PBSs.

- CB-0020
- CB-0070
- CB-0090
- CB-0101
- CB-0100

CB-Line Item

<i>Total Appropriations, Total Obligations, and Total Costs on the Financial tab do not equal one another.</i>		
Appropriations	Obligations	Costs
\$ 27,232	\$ 12,270	\$ 12,270

<i>The following data elements do not equal the Total Estimated Cost (\$ 12,279) on the Financial tab.</i>		
Data Element	Tab	Costs
Total Facility Costs	Schedule of Project Funding	117,000
Total Line Item Costs	Details of Cost Estimate	11,700

<i>The sum of the Total Estimated Cost of all Sub-Projects does not equal the Total Estimated Cost on the Financial Tab.</i>	
Financial Tab	Sub-Projects
12,270	1,000

### 6.2.4.3 Approval of Budget Formulation Data

Approval of the budget data is possible via the “Summary” tab within the Operations/Field Office level of the Budget Formulation Module. The user can activate validation routines to identify any data deficiencies or inconsistencies. IPABS-IS will display a report explaining any problems with the data. The user is then required to correct the problems before the data can be approved. Only users with approval authority granted by their Operations/Field Office administration will be able to approve the data. It is important to note that once approved, all data in the Budget Formulation Module, at all levels, is locked and CANNOT be edited.