Financial Services FY 1995 Site Support Program Plan WBS 6.10.4

E. P. Vodney

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September 1994

Prepared for the U.S. Department of Energy

**Westinghouse
Hanford Company**

P.O. Box 1970
Richland, Washington

Hanford Operations and Engineering Contractor for the
U.S. Department of Energy under Contract DE-AC06-87RL10930

MASTER

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WBS 6.10.4

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Author	Addressee	Correspondence No.
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Subject: FISCAL YEAR 1995 SITE SUPPORT PROGRAM PLAN - FINANCIAL SERVICES 6.10.4

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x Julie White

Westinghouse
Hanford Company

P.O. Box 1970 Richland, WA 99352

October 3, 1994

9455764 R1

N. M. Highland
Acting Chief Financial Officer
U.S. Department of Energy
Richland Operations Office
Richland, Washington 99352

Dear Ms. Highland:

FISCAL YEAR 1995 SITE SUPPORT PROGRAM PLAN - FINANCIAL SERVICES 6.10.4

References: (1) Richland Operations Office - Site Management System, RLID 5000.1, issue date August 6, 1993.

(2) U.S. Department of Energy, Richland Operations Office
Long Range Planning Process, RLID 5000.2, issue date
June 2, 1994.

Attached is the signed Financial Services fiscal year (FY) 1995 Site Support Program Plan (SSPP), Work Breakdown Structure (WBS) 6.10.4, for your files.

Any modifications to this approved baseline will be made through Class I Change Control.

If you have any questions or comments, please call J. E. White on 372-1354.

Very truly yours,

E. P. Vodney, Director
Financial Administration and Control

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Attachment

RL - J. K. Absher
A. N. Lake
R. O. Puthoff (w/o attachment)
F. S. Zvonar

FY 1995 Site Support Program Plan Approval Sheet

WBS 6.10.4 Financial Services

Assistant Manager-Contracting Officer's Representative

Nadine M. Highland
(Signature)

9/23/94
(Date)

N. M. Highland
(Printed Name)

RL Program Manager

J. K. Absher
(Signature)

9/20/94
(Date)

J. K. Absher
(Printed Name)

WHC Director or VP

L. F. Peters
(Signature)

9/23/94
(Date)

L. F. Peters
(Printed Name)

WHC Program Manager

E. P. Vodney
(Signature)

9/24/94
(Date)

E. P. Vodney
(Printed Name)

**WHC-SP-1106, Financial Services
FY 1995 Site Support Program Plan
WBS 6.10.4**

<u>Number</u>	<u>Title</u>	<u>Effective Date</u>
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1.B.2	External Assessment Summary	"
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1.D	Strategies	"
1.E	Assumptions	"
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1.G	Performance Measures	"
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Work Breakdown Structure	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 8/31/94
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1.A Vision/Mission	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services WBS 6.10.4

Ensure financial integrity in all Westinghouse Hanford Company (WHC) operations while supporting the programmatic activities of WHC, the U.S. Department of Energy, Richland Operations Office (RL), and other Hanford contractors. Provide efficient and effective financial services, and value added audits and reviews that enable management to enhance future operational results.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services WBS 6.10.4

PRIMARY CUSTOMERS

- WHC/BCSR/ICF KH Cost Account Managers
- WHC/BCSR/ICF KH Financial Managers
- WHC/BCSR/ICF KH Employees
- Department of Energy (DOE) - RL Financial Management Division
- Department of Energy Inspector General (DOE-IG)
- DOE - RL/WHC Chief Financial Officers
- Vendors
- Internal Revenue Service (IRS)
- Federal and State Agencies
- Westinghouse Electric Corporation (WEC)

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services WBS 6.10.4

PRODUCTS/SERVICES PROVIDED

- Financial Services
 - Financial Statements
 - Financial System development, support, and enhancements.
 - General accounting support of program operations, including maintenance of the general ledger, construction and property (capital) accounting, and cost and commitments accounting.
 - Maintenance of WHC liabilities.
 - Maintenance of WHC employee pension and benefits.
- Audit reports, Management reviews, and special reviews as required.

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES

- Develop and implement a system of management controls that provide reasonable assurance that financial operations are efficient and effective and that incurred costs are allowable.
- Collect, allocate, and report costs.
- Maintain the integrity of WHC assets via the general ledger.
- Identify, develop, and support Financial Systems improvements.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services WBS 6.10.4

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES (continued)

- Tracking and payment of WHC liabilities, e.g., Payroll, Material, Transportation, Consulting Services.
- Tracking and payment of WHC employee pension and benefits.
- Interviewing, flowcharting, analysis, sampling, testing, and report writing.

EVALUATION OF MAJOR ACTIVITIES (COST, VALUE-ADDED, ETC.)

- General Accounting compiles financial reports which provide primary customers information necessary to the management process, as well as providing a financial status of WHC operations.
- General Accounting supports the program management function by offering consultation on a variety of subjects ranging from Tax and Accounting topics to Financial Data System support.
- Disbursements Accounting provides salary preparation and payment, travel services, and accounts payable activities in support of program operations.
- Pension and benefits accounting provides coordination, fiduciary responsibility, and administration of WHC pension and benefits in support of program operations.
- Internal audit provides a contract mandated service to DOE and WHC management. The value added comes from risk abatement and efficiency changes resulting from audit recommendations.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services WBS 6.10.4

FACTORS WHICH INFLUENCE RESOURCE CONSUMPTION (CHANGES TO COST AND VOLUME)

- General Accounting resource consumption can be affected by several factors including overall program consultation requirements, program activity level, and individual customer needs. Among these are Accounting Change Board activity, changes in tax laws, oversight reporting, development and implementation of new financial system enhancements, and specific customer requests.
- Audit resources are normally fixed, based upon approved staffing levels, and the approved staffing level for FY 1995 is nine employees.
- Disbursements Accounting resource consumption can be affected by program activity level, specific cyclical forces, and changes in the WHC scope of work.
- Pension and Benefits Accounting resource consumption can be affected by program activity level and specific customer requests.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services

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FACTORS THAT INFLUENCE CHANGES IN TYPES OR NATURE OF PRODUCTS AND SERVICES

- DOE/WHC Contract No. DE-AC06-87RL-10930
 - DOE Orders and Directives
- Activities must comply with current applicable codes, standards, etc.
 - Federal
Internal Revenue Code Employee Retirement Income Security Act (ERISA), FIT/FICA/FUTA, Fair Labor Standards Act, Davis Bacon, Federal Travel Regulations (FTR), Federal Acquisition Regulations (FAR), DOE Acquisition Regulations (DEAR), and Federal Register.
 - State
Unemployment, Wage and Hour Law, Workmen's Compensation, Garnishment, Wage Assignment, and Tax Levies
 - Labor Contracts
HAMTC, Guards and Arbitration Rulings
 - WEC Corporate
Controller's Manual (Policies and Procedures)
 - WHC Management Guidance
Management Requirements and Procedures (MRP), Management Policies and Other Controlled Manuals.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services
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FACTORS THAT INFLUENCE CHANGES IN TYPES OR NATURE OF PRODUCTS AND SERVICES (continued)

- Reviews that include:
 - Audits which are generally planned one year in advance and proceed according to our established audit process.
 - Management reviews which are generally unplanned requests from management to respond to current issues/concerns.
 - Special reviews which are in response to fraud, waste, or abuse allegations received from any source.

1.B.2 External Assessment Summary	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services WBS 6.10.4

SUMMARY OF CUSTOMER REQUIREMENTS (NEEDS)

- Prompt, accurate payment of liabilities.
- Accurate, timely financial information.
- Prompt, courteous response to customer requests.
- Informed, collaborative problem solving.
- An annual allowable cost audit and other audits which are conducted each fiscal year in accordance with professional audit standards as defined by the Government Accounting Office. These requirements are detailed in acquisition letter 90-3R, date August 13, 1990.
- Objective assessments of the adequacy, effectiveness, and efficiency of the management controls and processes established to accomplish company objectives.

1.B.2 External Assessment Summary	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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OTHER EXTERNAL CHALLENGES

- Differences in the contract provisions of WHC and Bechtel Hanford, Inc. (BHI), will require labor intensive collection, processing, and verification of charges flowing between the two contractors.
- The push for increased privatization and decreased staffing levels is expected to yield reviews of privatization potential and relative cost for selected Financial Services activities.

1.C Goals and Objectives	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services WBS 6.10.4

- Maintain a safe accident-free work place, conduct all operations in a safe manner, and instill employees with the attitude that safety is the number one priority.
- Ensure financial integrity in all WHC operations, including compliance with all applicable codes, standards, laws, and regulations.
- Provide financial support, control, and accounting processes to assure consistent and disciplined financial management of resources, programs, and organizations.
- Provide financial data, reports, and analysis of the financial status and performance of WHC programs and organizations.
- Maintain a system of financial management controls that provides reasonable assurance that financial operations are efficient and effective.
- Meet all scheduled milestones.
- Provide adequate internal control to ensure accurate, timely, and proper payment of liabilities incurred by WHC, BCSR and ICF KH.
- Provide plan administration and fund management for the pension, savings, and insurance plans as required by the Employee Retirement Income Security Act (ERISA) and other governing regulations and directives.
- Provide stable, cost-effective automated financial systems that meet customer requirements and are in compliance with regulatory drivers.

1.C Goals and Objectives	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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(continued)

- Update the integrated financial systems to satisfy changing business requirements, including programmatic requirements as well as overall WHC and RL requirements.
- Complete the ICF KH integration tasks and publish a document outlining the administration of ICF KH and WHC operations.
- Actively pursue electronic commerce.
- Develop and empower employees in a Total Quality culture and manage all activities in a Total Quality manner.
- Develop a baseline of performance measures that will be used to monitor performance.
- Improve productivity and reduce cost by re-engineering and/or streamlining processes.
- Provide internal audit coverage in a manner that enhances operational results, provides contract compliance, and promotes employee development.

1.D Strategies	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services

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CUSTOMER SUPPORT STRATEGIES

- Participate in Financial Management Systems Improvement Council (FMSIC) activities.
- Participate in WHC cost savings teams (e.g., G & A Cost Reduction Team)
- Participate on cross-contractor task teams (e.g., Government Owned Contractor Operated [GOCO] contractor teams).
- Participate in monthly RL interface meetings to status problem areas and provide an update of ongoing activities.
- Approach problem solving in a collaborative, amicable manner.

1.D Strategies	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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**Financial Services
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PRODUCTION STRATEGIES

- Provide the tools necessary to perform duties in the most efficient, effective manner possible.
- Take advantage of new technology where applicable and cost effective.
- Explore more efficient, effective alternatives to the performance of regular duties, including the consideration of privatization and outsourcing of activities.
- Continue the process of "Storyboarding" all Financial Services functions to determine process improvements that may be implemented to improve efficiency and reduce cost.

1.D Strategies	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services WBS 6.10.4

ORGANIZATION AND MANAGEMENT STRATEGIES

- Conduct monthly safety meetings stressing pertinent safety issues.
- Encourage our personnel to participate in safety-related activities and programs.
- Ensure personnel are properly trained to perform duties.
- Ensure personnel are trained to provide adequate backup for all positions.
- Encourage ongoing training and education in areas pertinent to the performance of duties.
- Provide sufficient qualified personnel to accomplish the work scope.

1.E Assumptions	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services WBS 6.10.4

- Support of Hanford's programmatic areas is of ultimate importance, since the programs are the funding mechanism for Hanford.
- Focus will continue on reducing the ratio of indirect costs to direct costs, particularly company-level overhead.
- Financial Services FY 1995 staffing levels and funding will be as shown in the Execution Year Package section of this SSPP.
- RL will approve the WHC recommendations for sharing the cost of the Benefits area via the Sitewide Support pool.
- Outsourcing will continue to be available for software engineering and systems analysis support, as necessary, via BCSR mechanisms.
- BCSR will have Transmission Control Protocol/Internet Protocol telecommunications technology implemented as required to support applicable Financial Services projects.
- Detailed assumptions related to direct versus indirect audit days, staffing size, and risk ranking factors for the audit universe are contained in the WHC FY 1995 Audit Plan which was submitted to the DOE-IG and RL on June 30, 1994.

1.F Issues and Constraints	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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- The Financial Services staffing level was reduced, due to the creation of an Environmental Restoration Contractor (ERC), on the basis of program funding transfer to the ERC. Many activities within Financial Services are not volume-related and, consequently, reduction of work scope is likely since re-engineering and/or streamlining processes is not likely to offset the reduction to staff, especially in the near term.
- Further reduction to staff is necessary to meet revised organizational staffing ceilings driven by WHC and RL productivity goals.

1.G Performance Measures	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services WBS 6.10.4

As a result of the need for meaningful performance measures, the acknowledgement of the difference between performance measures and performance indicators, and the inherent difficulties associated with the development of the former for support organizations, i.e., predominantly level of effort services, Financial Services herein submits a partial list of performance measures, along with a corresponding milestone (Section 2.B.1, FFS-95-015), which when completed, will provide performance measures for a larger number of Financial Services organizations. These measures include:

Financial Review and Audits 6.10.4.3

Average 17.0 Direct Audit Days per Auditor
Complete Draft Report Within Two Months of Survey Letter
Financial Expenditures Will Be Within Budget
Zero Lost Work Days in FY 1995

2.A.1 Work Breakdown Structure and Responsibility Assignment Matrix		Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10		FY 1995 Site Support Program Plan Date Prepared: 08/31/94	
Program Element	Activity/Program Sub-Element	Cost Account	Title	Responsible Manager	Responsible Organization
6.10			Finance and Administration	E. P. Vodney	Financial Administration and Control
6.10.4			Financial Services	E. P. Vodney	Financial Administration and Control
6.10.4.1		1MDD15	Financial Administration	E. P. Vodney	Financial Administration and Control
6.10.4.2			Financial Operations	E. P. Vodney	Financial Administration and Control
	6.10.4.2.1		General Accounting	P. C. Felts	Financial Administration and Control
	6.10.4.2.1.A1	1MDD15	General Ledger Accounting	P. C. Felts	Financial Administration and Control
	6.10.4.2.1.A2	1MDD15	Construction and Property Acctg	P. C. Felts	Financial Administration and Control
	6.10.4.2.1.A3	1MDD15	Cost and Commitments Acctg	R. A. Pouley	Financial Administration and Control

2.A.1 Work Breakdown Structure and Responsibility Assignment Matrix		Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10		FY 1995 Site Support Program Plan Date Prepared: 08/31/94	
Program Element	Activity/Program Sub-Element	Cost Account	Title	Responsible Manager	Responsible Organization
	6.10.4.2.1.A4	1MDD15	Financial Data Control & Admin	D. R. Layfield	Financial Administration and Control
	6.10.4.2.1.A5	1MDD4K	Financial Systems	S. L. Koreis	Financial Administration and Control
	6.10.4.2.2		Disbursements Accounting	R. T. Martell	Financial Administration and Control
	6.10.4.2.2.A1	1MDD15	Payroll	D. M. Staudacher	Financial Administration and Control
	6.10.4.2.2.A2	1MDD15	Salary Preparation	B. E. Tanner	Financial Administration and Control
	6.10.4.2.2.A3	1MDD4G	Payroll System	T. W. Nilson	Financial Administration and Control
	6.10.4.2.2.A4	1MDD15	Travel and Treasury Services	W. D. Armstrong	Financial Administration and Control
	6.10.4.2.2.A5	1MDD4K	Travel System	S. L. Koreis	Financial Administration and Control

2.A.1 Work Breakdown Structure and Responsibility Assignment Matrix		Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10		FY 1995 Site Support Program Plan Date Prepared: 08/31/94	
Program Element	Activity/Program Sub-Element	Cost Account	Title	Responsible Manager	Responsible Organization
	6.10.4.2.2.A6	MPR funded	Accounts Payable	J. M. Shelt	Financial Administration and Control
	6.10.4.2.2.A7	MPR funded	Accounts Payable System	J. N. DeLaHunt	Financial Administration and Control
	6.10.4.2.3		Pensions and Savings Investments	M. J. Byrd	Financial Administration and Control
	6.10.4.2.3.A1	1MDBPS	Pensions and Savings Investments	M. J. Byrd	Financial Administration and Control
	6.10.4.2.3.A2	1MDBPS	Pension Accounting	F. F. Melton	Financial Administration and Control
	6.10.4.2.3.A3	1MDB4D	Benefit Systems	T. W. Nilson	Financial Administration and Control
6.10.4.3		1MDD1C	Financial Review and Audits	L. C. Hubbard	Internal Audit
6.10.4.4		1MDD4A	Taxes and Insurance	E. P. Vodney	Financial Administration and Control

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
ACTIVITY	DESCRIPTION	
6.10.4.1 Financial Administration	Provide centralized management direction, and leadership for activities related to the mission and objectives of Financial Administration and Control. In addition, provide management support for personnel development and training, administration, Total Quality, and Safety. Establish and monitor progress toward the semi-annual Award Fee Self Assessment process. Monitor and manage the Site Management System monthly report to ensure an effective formal communication tool between customer (RL) and Financial Services. Promote monthly staff safety meetings and training across Financial Administration and Control. Coordinate the Financial Services Site Support Program Plan.	
6.10.4.2.1.A1 General Ledger Accounting	<p>Establish and maintain accounting policies, procedures, and system of accounts which meet the accounting and reporting requirements of RL, WHC, WEC, as well as state and federal taxation authorities, in a manner which is consistent with Generally Accepted Accounting Principles (GAAP) and Cost Accounting Standards (CAS).</p> <p>Analyze accounting activity to identify charges unallowable under the WHC/RL contract and decide the disposition; advise management on reimbursement questions and maintain an accurate accounting for all non-reimbursable charges.</p> <p>Create and issue WHC accounts receivable billings, maintain an accurate accounts receivable billing and tracking system, and monitor collection efforts in compliance with WHC and RL policies and practices.</p> <p>Act as company liaison between the insurance carrier and claimants for general and automobile liability claims and monitor all insurance charges for accuracy; identify and correct errors.</p>	

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
ACTIVITY	DESCRIPTION	
6.10.4.2.1.A1 General Ledger Accounting (continued)	<p>Identify and develop improvements and efficiencies in manual and Automated Data Processing (ADP) systems and reports.</p> <p>Provide consultation and analysis to WHC management on all local, state, and federal tax issues.</p> <p>Consult with internal and external auditors on financial audits involving the general ledger and assist in deficiency resolution.</p> <p>Direct monthly and fiscal year end closing financial statement activities to meet RL and HQ schedules and goals.</p> <p>Assist, guide, and coordinate the financial reporting and tax aspects of major changes in the scope of WHC operations; continually analyze and design computer logic to satisfy the expanded reporting requirements of these changes.</p> <p>Monitor computer logic designed to interpret, evaluate and determine the taxability of purchased services and materials to ensure continued compliance with the appropriate tax code(s).</p>	

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
ACTIVITY	DESCRIPTION	
6.10.4.2.1.A1 General Ledger Accounting (continued)	<p>Provide costing for accountability events over \$2,500; create accounts receivable for events deemed avoidable/unallowable by the DOE; reimburse appropriate charge code(s) for accountability events.</p> <p>Maintain controls to assure Disclosure Statements are current, accurate, and accounting changes are submitted to RL in a timely manner; comply with all CAS in effect and any CAS which becomes applicable hereafter.</p> <p>Participate in the WEC "Savings through Sharing" program via the GOCO Financial Task Team.</p>	
6.10.4.2.1.A2 Construction and Property Accounting	<p>Provide capital versus expense determinations; act as final authority on funding issues; perform third party review; review all external work orders and purchase requisitions over \$5,000, and/or coded as capital.</p> <p>Provide charging integrity analysis pertinent to fund type limitations, piecemealing, and allowability of cost.</p> <p>Assess the accuracy and propriety of sales and use tax on capital plant and equipment purchases.</p> <p>Prepare accounting transactions; unitize closed equipment and construction projects; provide expertise to field through telecon, meetings, and formal training classes.</p>	

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
ACTIVITY	DESCRIPTION	
6.10.4.2.1.A2 Construction and Property Accounting (continued)	<p>Maintain the Capital funds authorized table in Financial Data System (FDS); prepare general ledger and 'feeder' systems reconciliations; prepare financial reports.</p> <p>Maintain the financial integrity of inventory balances; prepare financial reports.</p> <p>Prepare and issue the Nuclear Materials and Manufacturing Statement; maintain classified transfer documents.</p> <p>Maintain the Property Record Unit Catalog and Property Accounting and Inventory manual for the Hanford Site.</p> <p>Oversee capital report enhancements in FDS and Soft Reporting.</p>	

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
ACTIVITY	DESCRIPTION	
6.10.4.2.1.A3 Cost and Commitments Accounting	<p>Maintain and control system of accounts for recording and reporting of costs including reconciliations, cost transfers, and ModMasts.</p> <p>Plan and execute monthly and yearend closings to meet other Hanford contractor and RL deadlines; prepare and submit monthly and fiscal yearend closing financial statements to meet RL and DOE-HQ schedules and goals.</p> <p>Maintain, distribute assessments, and reconcile self-liquidating pools.</p> <p>Maintain and control Special Requests including RL, other DOE, other Federal, other Westinghouse, and commercial.</p> <p>Maintain a mechanism by which to report undistributed costs to responsible program managers.</p> <p>Review purchase requisitions, Requests for Proposal, external work orders, and other source documents for accuracy, allowability, and required information and signatures.</p> <p>Oversee expense report enhancements in FDS and Soft Reporting.</p>	

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
ACTIVITY	DESCRIPTION	
6.10.4.2.1.A4 Financial Data Control & Administration	<p>Provide orderly and timely monthly processing of the FDS to provide managers and support personnel with accurate data.</p> <p>Develop standard labor rates, escalation study, and company realization hours to ensure consistent company wide application of planning and costing rates.</p> <p>Provide guidance to financial personnel through monthly FDS training classes, the Fiscal Year Budget Guideline Handbook, and the Fiscal Year Startup Workshop.</p> <p>Maintain and control FDS tables, including SMS/WBS, organization, work order, precode, special activity, other feeder system, capital funding, etc.</p> <p>Oversee general ledger, capital, expense, and performance measurement report enhancements and refinements in FDS and Soft Reporting to ensure proper recording of financial transactions as well as efficient site wide financial reporting.</p> <p>Administer the capital multi-year files for all company programs.</p> <p>Provide systems support to site personnel by acting as System Administrator, scheduling/planning/budget support interface, preparing ad-hoc reports, and fielding telephoned requests.</p>	

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
ACTIVITY	DESCRIPTION	
6.10.4.2.1.A5 Financial Systems	Develop, operate, maintain, and enhance the automated systems that support the General Accounting program sub-element. Activities include: developing strategic computer resource plans; preparing system requirement specifications (including logical design); preparing and executing test plans; preparing or assisting with system manuals and related procedures; identifying opportunities for improving customer productivity, system performance, and system cost; physical design and programming (done by supplier personnel); establishing and maintaining effective data management; integrating administrative and automated processes; providing automatic data processing guidance, consultation, and assistance; and solving systems problems.	
6.10.4.2.2.A1 Payroll	<p>Establish, implement and maintain payroll accounting policies, procedures and requirements to comply with DOE, contract, benefit plan contracts, union agreements, State and Federal regulations and Corporate objectives.</p> <p>Provide interface with outside contacts on payroll matters that concern taxes, legal issues audits, court actions, collection agencies, State and local municipal items, banks, law enforcement agencies, DOE contractors, and other WHC locations.</p>	

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
ACTIVITY	DESCRIPTION	
6.10.4.2.2.A2 Salary Preparation	<p>Ensure proper approval and control of payroll payments, preparation of payroll checks, maintenance of supporting pay registers, payroll and contract check signing functions and distribution of payroll checks.</p> <p>Maintain the official company record of each employee's pay record, absence history, and benefit plan participation. Ensure that tax payments are filed and paid in accordance with State and Federal regulations.</p>	
6.10.4.2.2.A3 Payroll System	Operate, maintain, and enhance the payroll system. Activities included are the same as those listed for 6.10.4.2.1.A5, Financial Systems.	
6.10.4.2.2.A4 Travel and Treasury Services	<p>Ensure compliance with applicable regulations as they relate to advances, reimbursements, and expenses in the areas of business travel, meetings, relocation, temporary assignments, interviews, noncontract activities.</p> <p>Audit business travel, relocation, interviewee, temporary assignment expense reports, and supporting documents for contract allowability and company policy. Reconcile and follow up on employee receivables.</p> <p>Responsible for cash and banking activities performed by personnel who have the authority to prepare checks, receive cash, prepare cash receipts, prepare bank deposits, issue bus passes, and audit checks to corresponding invoices. In addition, reconcile the Contract and Payroll bank accounts to the General Ledger.</p>	

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
ACTIVITY	DESCRIPTION	
6.10.4.2.2.A5 Travel System	Operate, maintain, and enhance the travel system. Activities included are the same as those listed for 6.10.4.2.1.A5, Financial Systems.	
6.10.4.2.2.A6 Accounts Payable	<p>Develop, implement and maintain a system to accurately record, track and report obligations providing interface with numerous other automated and manual systems, including purchasing, materials, cost, property and general ledger.</p> <p>Establish and maintain strong internal controls to ensure proper and accurate payment and costing of all material, services, contract and carrier financial obligations.</p>	
6.10.4.2.2.A7 Accounts Payable System	Operate, maintain, and enhance the accounts payable system. Activities included are the same as those listed for 6.10.4.2.1.A5, Financial Systems.	
6.10.4.2.3.A1 Pensions and Savings Investments	<p>Instruct Trustee how to allocate assets, negotiate the terms of engagement and services of all plan providers to include investment managers, trustee, custodian, attorney, accountant and actuary. Propose plan modifications and amendments and rules and processes to ensure compliance with Labor Cost applicable to pension and savings plan regulations. Perform account reconciliations, regulatory compliance, investment management and consultant auditing. Administer company's seven insurance plans, maintain ADP and manual records, comply with regulatory requirements, assist in negotiating premium rates and procedures. Administer the ERISA requirements, record keep, issue quarterly statements, process sitewide savings system monthly.</p>	

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
ACTIVITY	DESCRIPTION	
6.10.4.2.3.A2 Pension Accounting	Administer the ERISA requirements, record keep, assure retiree payments, prepare retirement calculations, maintain Automated Retiree Information System. Provide financial liaison for Financial Administration and Control/Human Resources on employee benefit programs.	
6.10.4.2.3.A3 Benefit Systems	Develop, operate, maintain, and enhance the automated systems that support the Pensions and Savings Investments program sub-element. Activities included are the same as those listed for 6.10.4.2.1.A5, Financial Systems.	
6.10.4.3 Financial Review and Audits	Develop and administer annual internal audit plans to identify internal control issues and comply with DOE directives and contract. Support other agencies' audit requests and coordinate external audits as appropriate.	
6.10.4.4 WHC Taxes and Insurance	This WBS accumulates cost as required by state statutes and requirements as defined in the state tax code and the Department of Revenue.	

2.B.1 Milestone List			Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
Milestone		WBS Number	Milestone Description	Due Date
Type	Number			
RL	FFS-95-001 FFS-95-002 FFS-95-003 FFS-95-004 FFS-95-005 FFS-95-006 FFS-95-007 FFS-95-008 FFS-95-009 FFS-95-010 FFS-95-011 FFS-95-012	6.10.4.1	Deliver monthly status to RL regarding Financial Services cost savings initiatives.	10/94 11/94 12/94 01/95 02/95 03/95 04/95 05/95 06/95 07/95 08/95 09/95
RL	FFS-95-013 FFS-95-014	6.10.4.1	Provide a Performance Self-Evaluation that describes Financial Administration and Control's performance based on the previous six-month period.	10/05/94 04/06/95
RL	FFS-95-015	6.10.4.1	Submit report identifying performance measures for Financial Services.	12/30/94
CNTR	FFS-95-016	6.10.4.1	Produce a Financial Administration and Control Total Quality Plan for calendar year 1995.	02/28/95
RL	FFS-95-017	6.10.4.1	Develop a Financial Services Site Support Program Plan for FY 1996 which will be the basis for authorization of work, baseline management and performance throughout the year.	08/31/95

2.B.1 Milestone List			Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
Milestone		WBS Number	Milestone Description	Due Date
Type	Number			
DOE-HQ	FFS-95-018 FFS-95-019 FFS-95-020 FFS-95-021 FFS-95-022 FFS-95-023 FFS-95-024 FFS-95-025 FFS-95-026 FFS-95-027 FFS-95-028 FFS-95-029	6.10.4.2	Departmental Integrated Standardized Core Accounting System (DISCAS) and Financial Information System (FIS)	10/94 11/94 12/94 01/95 02/95 03/95 04/95 05/95 06/95 07/95 08/95 09/95
DOE-HQ	FFS-95-030	6.10.4.2	Financial Statement	11/94
RL	FFS-95-031	6.10.4.2	Voucher for Net Expenditures Accrued (VANEA)	11/94
RL	FFS-95-032	6.10.4.2	Financial Systems Integration Briefing - Brief RL on the current integration of systems containing financial data, and activities in progress to improve that integration plus incorporate technology advancements.	11/01/94
CNTR	FFS-95-033	6.10.4.2	Complete the installation and operational startup of Imaging Software for the Accounts Payable System.	11/01/94

2.B.1 Milestone List			Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
Milestone		WBS Number	Milestone Description	Due Date
Type	Number			
CNTR	FFS-95-034	6.10.4.2	Multiple Performing Organizations - Reflect, in the financial system's performance reports, the capability of having multiple performing organizations per task package.	11/05/94 (i.e., October month-end reports)
RL	FFS-95-035	6.10.4.2	Financial Systems Integration - Complete the integration of the ICF KH and WHC/BCSR financial systems (i.e., the last of the business systems to be integrated).	11/05/94 (i.e., October month-end reports)
CNTR	FFS-95-036	6.10.4.2	Implement Electronic Funds Transfer (EFT) capability for vendor payments	12/01/94
RL	FFS-95-037	6.10.4.2	Submit updated report pertaining to the effects of the Bechtel Hanford, Inc., transition as well as downsizing as a result of other factors.	12/15/94
RL	FFS-95-038	6.10.4.2	Financial Business Requirements Plan - Prepare a plan for determining the changing business requirements that need to be met by the financial system(s), including programmatic requirements as well as overall WHC and RL requirements.	12/15/94
CNTR	FFS-95-039	6.10.4.2	Time Information System First Release - Implement the first functional release of the Time Information System (TIS).	12/31/94

2.B.1 Milestone List			Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
Milestone		WBS Number	Milestone Description	Due Date
Type	Number			
RL	FFS-95-040	6.10.4.2	Cost Accounting Standards Board Disclosure Statement.	01/02/95
CNTR	FFS-95-041	6.10.4.2	Implement Operations Travel System Gateway use by a small number of high volume users.	02/01/95
DOE-HQ	FFS-95-042	6.10.4.2	Management Analysis and Reporting Systems - Standard General Ledger (MARS-SGL)	02/95
CNTR	FFS-95-043	6.10.4.2	Complete the installation and startup of Scannable Time Sheets for Exempt Payroll, Savings Bond and United Way campaigns.	03/31/95
RL	FFS-95-044	6.10.4.2	Financial Management System Input - Submit input of financial management system information for the Chief Financial Officer's five-year plan, per instructions in annual DOE call letter.	Per RL schedule (was 04/04/94 in prior year)
CNTR	FFS-95-045	6.10.4.2	Property Record Unit Catalog	06/15/95
CNTR	FFS-95-046	6.10.4.2	Closing and Startup Schedule for FY 1995 and FY 1996	07/14/95
CNTR	FFS-95-047	6.10.4.2	Implement an automated interface between the freight billing system and the accounts payable system.	07/31/95

2.B.1 Milestone List			Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
Milestone		WBS Number	Milestone Description	Due Date
Type	Number			
CNTR	FFS-95-048	6.10.4.2	Kaiser Project Control Number Enhancement - Expand the financial system's purge process and modify master (MODMAST) process to include Kaiser Project Control Numbers (KPCNs).	08/01/95
CNTR	FFS-95-049	6.10.4.2	Time Information System Full Implementation - Time Information System implemented for all WHC/ICF KH/BCSR organizations.	09/30/95
RL	FFS-95-050	6.10.4.2	Identify and implement business changes to provide Electronic Data Interchange capabilities within the Accounts Payable System.	09/30/95
RL	FFS-95-051 FFS-95-052 FFS-95-053 FFS-95-054	6.10.4.3	Quarterly DARTS and status reports	10 working days after end of each qtr
CNTR	FFS-95-055 FFS-95-056 FFS-95-057 FFS-95-058	6.10.4.3	Corrective Action Follow-up	end of each fiscal quarter
RL	FFS-95-059	6.10.4.3	Annual Allowable Cost Audit	12/30/94
CNTR	FFS-95-060	6.10.4.3	Electronic Auditing - Initiate and complete a study of electronic audit process software packages in conjunction with Westinghouse Electric Corporate Audit.	12/31/94
RL	FFS-95-061	6.10.4.3	Annual IG Summary Report	01/15/95

2.B.1 Milestone List			Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
Milestone		WBS Number	Milestone Description	Due Date
Type	Number			
CNTR	FFS-95-062	6.10.4.3	Electronic Audit Analysis Software - Market survey of the current Audit Analysis software packages.	03/31/95
CNTR	FFS-95-063	6.10.4.3	Annual Call Letter	05/10/95
RL	FFS-95-064	6.10.4.3	Annual Audit Plan	06/30/95

2.C.1 Cost Baseline by Program Element	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 SSPP Date Prepared: 08/31/94
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FY 1995 Cost Baseline (Dollars in Thousands)

WBS #	Title	Total \$s
6.10.4.1	Financial Administration	1,727
6.10.4.2	Financial Operations	13,468
6.10.4.3	Financial Review and Audits	670
6.10.4.4	WHC Taxes and Insurance	6,265
FY 1995 Total for 6.10.4		22,130

FY 1996 Cost Baseline (Dollars in Thousands)

WBS #	Title	Total \$s
6.10.4.1	Financial Administration	1,777
6.10.4.2	Financial Operations	13,859
6.10.4.3	Financial Review and Audits	689
6.10.4.4	WHC Taxes and Insurance	6,447
FY 1996 Total for 6.10.4		22,772

2.C.1 Cost Baseline by Program Element	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 SSPP Date Prepared: 08/31/94
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FY 1997 Cost Baseline (Dollars in Thousands)

WBS #	Title	Total \$s
6.10.4.1	Financial Administration	1,831
6.10.4.2	Financial Operations	14,276
6.10.4.3	Financial Review and Audits	710
6.10.4.4	WHC Taxes and Insurance	6,641
FY 1997 Total for 6.10.4		23,458

2.C.1.2 Cost Baseline by Funding Source	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 SSPP Date Prepared: 08/31/94
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FY 1995 COST BASELINE (Dollars in Thousands)

WBS #	Title	Dept. OH	SWS	SLP	G & A	Direct \$	TOTAL \$s
6.10.4.1	Financial Administration				1,727		1,727
6.10.4.2	Financial Operations		1,363		11,099	1,006	13,468
6.10.4.3	Financial Review and Audits				670		670
6.10.4.4	WHC Taxes and Insurance				6,265		6,265
TOTALS			1,363		19,761	1,006	22,130

FY 1996 COST BASELINE (Dollars in Thousands)

6.10.4.1	Financial Administration				1,777		1,777
6.10.4.2	Financial Operations		1,403		11,421	1,035	12,456
6.10.4.3	Financial Review and Audits				689		689
6.10.4.4	WHC Taxes and Insurance				6,447		6,447
TOTALS			1,403		20,334	1,035	22,772

2.C.1.2 Cost Baseline by Funding Source	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10					FY 1995 SSPP Date Prepared: 08/31/94	
FY 1997 COST BASELINE (Dollars in Thousands)							
WBS #	Title	Dept. OH	SWS	SLP	G & A	Direct \$	TOTAL \$s
6.10.4.1	Financial Administration				1,831		1,831
6.10.4.2	Financial Operations		1,445		11,765	1,066	14,276
6.10.4.3	Financial Review and Audits				710		710
6.10.4.4	WHC Taxes and Insurance				6,641		6,641
TOTALS			1,445		20,947	1,066	23,458

2.C.2 Cost Basis	Westinghouse Hanford Company Financial and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Labor costs based on the identified hours required to perform each element's identifiable activities. Resulting FTEs are based on these hours and priced according to the labor rate guidance as reflected in the Financial Data System.

Non-labor cost elements, primarily service assessments, are based on planning guidance from utilized services (i.e., BCSR, etc.). Supplies, training, and travel are based on consideration of historical usage plus quantitative knowns for the next fiscal year.

2.C.3 FTE Forecasts	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan Date Prepared: 08/31/94
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Financial Services
WBS 6.10.4

The information for this section of the Financial Services SSPP is still under consideration due to the current downsizing impact due to Bechtel Hanford, Inc., and WHC restructuring.

Work Breakdown Structure Dictionary	Westinghouse Hanford Company Financial Administration and Control Part I – Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 0		Funding Source:	
					G&A X	
					SWS	
					OST	
					DOH	
MGT PRO						
POOL						
Cost Account 1MDD15		Cost Account Title FINANCIAL SERVICES		.31–Aug–94		DIRECT
SMS WBS 6.10.4		SMS Title FINANCIAL SERVICES		Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)		
CAM Review/Approval <i>EPD</i>		Date <i>9-22-94</i>		FY 1994 Rate		FY 1995 Rate Request
SMS Program Manager Review/Approval <i>EPD</i>		Date <i>9-22-94</i>				
Financial Manager Review/Approval <i>SCB</i>		Date <i>9-20-94</i>				
Responsible Analyst <i>MA Hinchey</i>		Date <i>9-20-94</i>		FY 1995 Target Rate		FY 1995 Approved Rate
OSBRB Review/Approval		Date				
		FY1994		FY 1995		
FULL-TIME EQUIVALENTS (FTEs)	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline	
. Organizational – Exempt	31.8	30.5		29.6		
. Organizational – Nonexempt	49.5	46		50		
. Organizational – Bargaining	0	0		0		
Total Organizational FTEs	81.3	76.5		79.6		
Support FTEs	0	0		0		
TOTAL FTEs	81.3	76.5		79.6		
COST ELEMENTS						
. Labor – Regular	3,406	3,887		3,260		
. Labor – Overtime	145	145		163		
0 Total Labor	3,551	4,032		3,423		
1 Materials	154	73		135		
2 Purchased Services	407	140		210		
3 Other Hanford	9	7		2		
4 Site Services	1,028	908		761		
5 Internal Charges	278	135		112		
6 IRM Support	376	371		579		
7 Overheads	0	0		9		
8 Revenue	0	0		0		
TOTAL DOLLARS	5,803	5,666		5,230

1MDD1500 COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company ____ Financial Administration and Control ____ Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE:	6.10.4.1	TITLE:	Financial Administration
ELEMENT TASK DESCRIPTION			
<u>COST CONTENT –</u> Financial Administration is funded by G&A.			
<u>TECHNICAL CONTENT –</u> Provide centralized management direction, and leadership for activities related to the mission and objectives of the Financial Administration and Control. In addition, provide management support for personnel development and training, administration, Total Quality , and safety.			
<u>OBJECTIVES –</u> Maintain a safe, accident–free workplace and establish an attitude within the organization that is safety as the number one priority. Develop and empower our people in a total Quality Culture. Provide management and leadership to assure that the department mission and objectives are accomplished. Promote company–wide programs (e.g. ECCEL, Saving through Sharing, etc.).			
<u>ASSUMPTIONS/CONSTRAINTS –</u> Activities must comply with current applicable codes, standards, laws and regulations.			
<u>MILESTONES –</u> Deliver monthly status to RL regarding Financial Services cost savings initiatives. Provide a Performance Self–Evaluation that describes Financial Admin. & Control's performance based on previous six–month period. Submit a report identifying performance measures for Financial Services to RL by 12/31/94. Produce a Financial Administration and Control Total Quality Plan for calendar year 1995 by 2/28/95. Prepare a FY 1996 Site Support Program Plan for Financial Services by 8/31/95.			
<u>DELIVERABLES –</u> Award Fee Self–Evaluations (semi–annual) SMS Monthly Reports Total Quality activities and charts Control Manuals Review Process Safety Meetings coordination FY 1996 Site Support Program Plan Cost Savings Initiatives report (monthly)			

Cost Account 1MDD1500

Part II – Element Definition (continued)

ELEMENT TASK DESCRIPTION										
WORK STATEMENT –	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
REQUESTS WITHIN TARGET:										
Activity Detailed Description										
Financial Administration is staffed with one Director and a manager who are responsible for staffing, management and leadership.										
Two Secretaries provide daily support in typing, scheduling, mail distribution and report preparation.										
One Financial specialist prepares and submits DOE required reports on a monthly, quarterly and yearly basis.										
Non-labor costs include assessments for Financial Admin. and Control:										
Occupancy – 720k										
Dosimetry – 112k										
Telephones – 283k										
Computer purchases and maintenance – 300k										
The remaining amount of non-labor costs are operational expenses for the Financial Administration group.										
Labor Cost					5.7	254.4	0.0	7.4	5.7	261.8
Non-Labor Cost						1472.3		42.7		1515.0
REQUESTS ABOVE TARGET:										
Activity Detailed Description										
Labor Cost										
Non-Labor Cost										
Total Work Package	16.9	2742.3	-11.2	-1015.6	5.7	1726.7	0.0	50.1	5.7	1776.8

1MDD1500 COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company _____ Financial Administration and Control _____ Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE:	6.10.4.2	TITLE:	FINANCIAL OPERATIONS; GENERAL ACCOUNTING
ELEMENT TASK DESCRIPTION			
<u>COST CONTENT –</u> The General Accounting functions are funded in the G&A pool. Major costs are management, analytical, secretarial, and clerical labor support, office supplies and furniture, purchased services such as travel, training, and copier maintenance, and internal as well as other Hanford Contractor assessments.			
<u>TECHNICAL CONTENT –</u> General Accounting provides a variety of business management support to WHC and to other WEC divisions; planning, administering, and reporting of WHC General Ledger Accounting, Construction and Property Accounting, Cost and Commitments Accounting, and Financial Data Control & Administration activities in accordance with Cost Accounting Standards (CAS), WHC Disclosure Statement, Generally Accepted Accounting Principles (GAAP), and WHC, WEC, and RL reporting requirements.			
<u>OBJECTIVES –</u> Maintain a safe, accident-free workplace and instill an attitude within the organization that safety is the number one priority. Ensure financial integrity in all General Accounting operations, including compliance with applicable codes, standards, laws, and regulations. Provide financial support, control, and accounting processes to assure consistent and disciplined financial management of resources, programs, and organizations. Provide financial data, reports and analysis of the financial status and performance of WHC programs and organizations. Establish a system of management controls that provides a reasonable assurance that financial operations are efficient and effective and that inappropriate and unallowable costs are minimized. Identify and request accounting and performance measurement system developments and enhancements to provide ongoing site mission support.			
<u>ASSUMPTIONS/CONSTRAINTS –</u> Incompatibility of M&O (WHC) and Non-M&O (BHI) contractual relationship responsible for additional Financial Services labor requirements.			
<u>MILESTONES –</u>			
Prepare updated Disclosure Statement		01/01/95	
Prepare financial data input to DISCAS and FIS		10/94–9/95	
Prepare annual updated Property Record Unit catalog		06/15/95	
Prepare annual financial statement		11/94	
Prepare startup and closing schedule for FY 1995 and FY 1996		07/15/95	

Element Task Description (cont'd)

MILESTONES (cont'd)–

Prepare monthly trial balance	11/94–10/95
Prepare annual VANEA	11/94
Implement MARS/SQL – Phase II	2/95
Prepare update report on effects of downsizing	12/15/94
Update RL monthly on status of cost savings evaluations	10/94–9/95

Element Task Description (cont'd)

DELIVERABLES --

Annual

Tax Reports (Blue Book)
Vending Machine Revenue
Nuclear Material Accountability
Budget Guideline Handbook
Standard Labor Rates
Labor by Category
CAA Automation
Capital Rebaselining
Property Record Unit Catalog
Disposition of Unliquidated Construction Project Accruals

Identification of Nuclear Waste Fund Plant & Capital Equipment
Richland and Spokane Business Licenses
Tax Subscription Renewals
Fiscal Year Startup Workshop
Escalation Study
Fiscal Year Realized Hours
Funds Control/Funds Management
Scheduling/FDS Integration

Quarterly

Schedule B
SF220.9 Report
Conference Activities
Federal Excise Taxes -- Gasoline & Diesel
Status of Accrued Construction Projects

FDS Users Group
Washington State Gasoline Tax Refund
Washington State Diesel Excise Tax Payment
Dividend Declaration
Abandoned Projects

Monthly

General Ledger Subaccount Reconciliations
Corporate Accounts Receivable
Reconciliation Status
Washington State Excise Tax Return
Systems (DISCAS, FDS, etc) Reconciliations
ADS/TTP Number Validations
Nuclear Materials Accountability
Balance Sheet
Corporate Expense Report
Subsidiary Debt Status
Accounts Receivable Payments
FDS/MCS Overview Training Class
FDS System Reporting Training Class
Project Analysis & Reporting System Training Class

Confirmation with other Offices
Employee Store Reconciliations
Trial Balance
FDS General Ledger Table Maintenance
B&R Number Validations
B&R Cost Code Corrections
Accounts Receivable
Cash Receipts
Data Type 19 Report
DISCAS
Isotope Activity
Financial Reporting/Soft Reporting Training Class
FDS Budgeting Training Class
Non-Fund Depreciation Billing

Direct monthly and fiscal year end closing financial statement activities to meet RL and HQ schedules and goals.

3A-7

WORK STATEMENT –	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
REQUESTS WITHIN TARGET:										
LABOR (continued)										
General Ledger Accounting (cont.)										
Assist, guide, and coordinate the financial reporting and tax aspects of major changes in the scope of WHC operations; continually analyze and design computer logic to satisfy the expanded reporting requirements of these changes.										
Monitor computer logic designed to interpret, evaluate and determine the taxability of purchased services and materials to ensure continued compliance with the appropriate tax code.										
Create and issue WHC accounts receivable billings, maintain an accurate accounts receivable billing and tracking system, and monitor collection efforts in compliance with WHC and RL policies and practices.										
Act as company liason between claimants and insurance company for general and automobile liability claims; monitor all insurance charges for accuracy; identify and correct errors.										
Provide costing for accountability events over \$2500; create accounts receivable for events deemed avoidable/unallowable by the DOE; reimburse appropriate charge code(s) for accountability events.										
Maintain controls to assure Disclosure Statements are current, accurate, and accounting changes are submitted to RL in a timely manner; comply with all CAS in effect and any which becomes applicable hereafter.										
Participate in the WEC "Savings through Sharing" program via the GOCO Financial Task Team.										
Labor Cost	6.3		0.0	314.6	6.3	314.6	6.3	9.1	6.3	323.7
Non-Labor Cost				0.0		0.0		0.0		0.0

WORK STATEMENT -

REQUESTS WITHIN TARGET:

LABOR (continued)

Construction & Property Accounting - 1 Manager, 2 Accountants, 3 Clerks, 1 Temporary COE

Provide capital versus expense determinations; act as final authority on funding issues; perform third party review; review all external work orders and purchase requisitions. Provide charging integrity analysis pertinent to fund type limitations, piecemealing, and allowability of cost.

Prepare accounting transactions; utilize closed equipment and projects; provide expertise to field through telecon, meetings, and formal training classes.

Maintain the Capital funds authorized table; prepare general ledger and feeder systems reconciliations; prepare financial reports.

Maintain the financial integrity of inventory balances; prepare financial reports.

Prepare and issue of the Nuclear Materials and Manufacturing Statement; maintain classified transfer documents.

Maintain the Property Record Unit Catalog for the Hanford Site; maintain the Property Accounting and Inventory Manual.

Oversee capital report enhancements in FDS and Soft Reporting.

Assess the accuracy and propriety of sales and use tax on capital plant and equipment purchases.

Labor Cost
Non-Labor Cost

FY 1994 FYSF	FTEs	7.9
Della	FTEs	0.0
Della	Dollars	-1.2
FY 1995	FTEs	292.1
Della	FTEs	6.7
Della	Dollars	292.1
FY 1996	FTEs	6.7
Della	FTEs	8.5
Della	Dollars	0.0
FY 1996	FTEs	6.7
Della	Dollars	300.6
		0.0

WORK STATEMENT –	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
REQUESTS WITHIN TARGET:										
LABOR (continued)										
Financial Data Control & Administration – 1 Manager, 4 Analysts; 1 Clerk										
Provide guidance to financial personnel through monthly FDS training classes, the Fiscal Year Budget Guideline Handbook, and the Fiscal Year Startup Workshop.										
Develop standard labor rates, escalation study, and company realization hours to ensure consistent company wide application of planning and costing rates.										
Maintain and control FDS tables, including SMS/WBS, organization, work order, capital funding, and other feeder system.										
Provide orderly and timely monthly processing of the FDS to provide managers and support personnel with accurate data.										
Oversee general ledger, capital, expense, and performance measurement report enhancements and refinements in FDS and Soft Reporting to ensure proper recording of financial transactions and efficient site wide financial reporting.										
Provide financial support to site personnel by acting as System Administrator, scheduling/planning/budget support interface, preparing ad-hoc reports, and fielding customer requests.										
Lead team in developing the scheduling data into FDS budget integration, which will be used to develop budget and performance (BCWP) data in FDS										
Labor Cost	6.0		0.0	327.5	6.0	327.5	6.0	9.5	6.0	337.0
Non-Labor Cost				0.0		0.0		0.0		0.0
Total Work Package	30.9	1631.5	-0.9	1604.6	30.0	1604.6	30.0	46.5	30.0	1651.1

1MDD1500 COST ACCOUNT			
Work Breakdown Structure Dictionary	Westinghouse Hanford Company		FY 1995 SSPP
	_____ Financial Administration and Control _____		Revision # 0
Part II – Element Definition			
WBS ELEMENT CODE:		6.10.4.2	TITLE: Disbursements Accounting
ELEMENT TASK DESCRIPTION			
<u>OBJECTIVES (continued)–</u> Provide internal control and payment of Westinghouse Hanford Company financial obligations consistent with DOE requirements, GAAP and the Prompt Payment Act, except for salary payments. Ensure accurate and timely disbursement and reporting of payroll taxes, employee deductions, and balances in accordance with applicable laws, the Prime Contract, bargaining unit agreements, and Company policies. Benchmark Payroll, Travel & Treasury activities.			
<u>ASSUMPTIONS/CONSTRAINTS –</u> Activities must comply with current applicable codes, standards, etc.			
<u>MILESTONES –</u> * Implement electronic time card and time distribution reporting. – Implementation test (50 employees) parallel – 12/31/94 – Full implementation – 9/30/95 * Implementation of OTS Gateway for small number of high volume users – 2/1/95 * Implement scannable time sheets (exempt payroll, savings bond drive, United Campaign) – 3/31/95 * Complete the installation and operational startup of the Accounts Payable Imaging software – 11/1/94 * Negotiate travel agency rebate			
<u>DELIVERABLES –</u> Reduce outstanding employee receivables. Control cash and banking activities in compliance with DOE Directive 2200.6. Provide accurate recording of financial obligations and determine that company liabilities are correctly stated. Produce payroll contract and corporate checks.

1MDD1500 COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company Financial Administration and Control Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE:	6.10.4.2	TITLE:	Disbursements Accounting
ELEMENT TASK DESCRIPTION <u>COST CONTENT –</u> The cost content will include all or some of the following cost elements: labor, materials, offsite contract and consultant support, onsite contractor support (PNL, HEHF), WHC department overheads, and infrastructure. <u>TECHNICAL CONTENT –</u> Mission Statement – Provide standards for financial accountability and control to ensure financial integrity in all Westinghouse Hanford Operations, accurate recording and reporting of financial information: safeguard assets under its control and protect the government's financial interest. Disbursements Accounting activities include General Administration, Payroll, Travel, and Treasury. A system of accounts is established and maintained to accurately record and report all fund transactions. Internal controls are established and maintained to prevent fraud and abuse. These activities will continue for the length of the Contract in support of programmatic activities and in compliance with the WHC/RL Prime Contract, HAMTC and HGU union agreements, WEC Controller's Manual, federal Acquisition Regulations, Federal Travel Regulations, Federal and State Laws (ICC, IRS, FLSA), DOE Orders (1500 and 2200 series) internal MRP's and Generally Accepted Accounting Principles. <u>OBJECTIVES–</u> Ensure compliance with applicable regulations as they relate to advances, reimbursements, and expenses in the areas of business travel, meetings, relocation, temporary assignments, interviews, and non–contract activities. Audit business travel, business conference, relocation, interviews and temporary assignments for contract allowability. Reconcile and follow up on employee receivables. Be responsible for cash and banking activities performed by assigned personnel who have the authority to prepare checks, receive cash, prepare cash receipts, prepare bank deposits, issue bus passes, and audit checks to corresponding invoices. In addition, reconcile the Contract and Payroll bank accounts to the General Ledger Draft Account.			

Cost Account	Part II – Element Definition (continued)
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Cost Account	Part II – Element Definition (continued)
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ELEMENT TASK DESCRIPTION
<p>Task 1: Develop a project plan for a new product launch.</p> <p>Task 2: Conduct market research and analyze competitor strategies.</p> <p>Task 3: Create a marketing budget and allocate resources.</p> <p>Task 4: Implement the marketing campaign and monitor results.</p> <p>Task 5: Evaluate the success of the campaign and provide feedback.</p>

WORK STATEMENT -	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
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[illegible][illegible][illegible]

Labor Cost					12.8	541.4	0	15.7	12.8	557.1
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Non-Labor Cost	46	1.3	47.3
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[illegible]

Travel & Treasury Services – 1 Manager; 3 Analysts; 13 Clerks; 3 COEs; Activities include cashiering, cash receipting, banking, administering a bus pass system, preparation, auditing and distribution of contract and corporate checks, and reconciliation of contract, payroll and corporate bank accounts to General Ledger.						
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[illegible][illegible][illegible]

Labor Cost				19.1	743.3	--	21.6	19.1	764.9
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Non-Labor Cost	68.2	2	70.2
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Total Work Package	42.1	1883.5			43.9	1899.1	--	55.1	43.9	1954.2
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Work Breakdown Structure Dictionary	Westinghouse Hanford Company Financial Administration and Control Part I – Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 0 August 15, 1994	Funding Source:	
				G&A	
				SWS X	
				OST	
				DOH	
MGT PRO					
POOL					
DIRECT					
Cost Account	Cost Account Title		Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)		
1MDBPS	Pensions/Savings Investments				
SMS WBS	SMS Title				
1.06.00.10.04	Pensions/Savings Investments				
CAM Review/Approval <i>mg Burt</i>	Date				
SMS Program Manager Review/Approval <i>E.P. Perry</i>	Date <i>9-22-94</i>		FY 1994 Rate	FY 1995 Rate Request	
Financial Manager Review/Approval <i>DC Burt</i>	Date <i>9-20-94</i>				
Responsible Analyst <i>MA Hinchell</i>	Date <i>9-20-94</i>		FY 1995 Target Rate	FY 1995 Approved Rate	
OSBRB Review/Approval	Date				
	FY1994		FY 1995		
FULL-TIME EQUIVALENTS (FTEs)	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
. Organizational – Exempt	4.9	4.8		5	
. Organizational – Nonexempt	5.7	5.9		5.5	
. Organizational – Bargaining	0	0		0	
Total Organizational FTEs	10.6	10.7		10.5	
Support FTEs	0	0		0.6	
TOTAL FTEs	10.6	10.7		11.1	
COST ELEMENTS					
. Labor – Regular	479	490		492	
. Labor – Overtime	10	3		4	
0 Total Labor	489	493		496	
1 Materials	21	25		22	
2 Purchased Services	179	182		92	
3 Other Hanford	4	2		2	
4 Site Services	1	17		8	
5 Internal Charges	0	0		0	
6 IRM Support	15	30		29	
7 Overheads	0	4		3	
8 Revenue	0	0		0	
TOTAL DOLLARS	709	754		775

1MDBPS COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company ____ Financial Administration and Control ____ Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE:	6.10.4.2.3.A2	TITLE:	Pensions and Savings Investments
ELEMENT TASK DESCRIPTION <u>COST CONTENT –</u> Pensions and Savings Investments is funded by Site Wide Services (SWS). <u>TECHNICAL CONTENT –</u> Administer the employee pensions and savings plans in accordance with applicable Employee Retirement Income Security Act regulations and provide the financial accounting and regulatory compliance for these plans. <u>OBJECTIVES –</u> Provide plan administration, fund management and design for the Pension, Savings, and Insurance Plans as required by ERISA and other governing regulations and directives. <u>ASSUMPTIONS/CONSTRAINTS –</u> Activities must comply with current applicable codes, standards, laws, and regulations. <u>MILESTONES –</u> There are no milestones associated with this element. <u>DELIVERABLES –</u> Issue quarterly savings plans statement to participant each quarter on a timely basis. Provide Annual Benefit statements to active employees before the end of February 1995.			

Part II – Element Definition (continued)

WORK STATEMENT –		FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
		FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
REQUESTS WITHIN TARGET:											
<u>Activity Detailed Description</u>											
Pensions and Savings Investments – 2 Managers, 3 Specialists, 4.5 Clerks, 1 Secretary, .6 Temporary											
Responsible for all of the financial administrative responsibilities for the company's pension, savings and benefits insurance programs. To interpret pension and savings plans provisions, instruct trustee how to allocate assets, negotiate the terms of engagement and services of all plan providers to include investment managers, trustee, custodian, attorney, accountant, and actuary, propose plan modifications and amendments, and rules and processes to ensure compliance with applicable pension and savings plans regulations. Provide financial liaison for Financial Admin. & Control/Human Resources on employee benefit programs. To process and record all payroll deductions, investments instructions, loan applications, withdrawal and distribution from the investment/savings plan.											
The increase in FTE from 94 to 95 is due to the increase of 1 exempt in mid 94.											
The decrease in non–labor cost from 94 to 95 is due to costs in 94 associated with the new pension plan that will not be required in 95.											
	Labor Cost	10.7	493.0	0.4	3.0	11.1	496.0	0.0	14.4	11.1	510.4
	Non–Labor Cost		261.0		– 106.0		155.0		4.5		159.5
REQUESTS ABOVE TARGET:											
<u>Activity Detailed Description</u>											
	Labor Cost										
	Non–Labor Cost										
Total Cost Account		10.7	754	0.4	– 103	11.1	651	0	18.9	11.1	669.9

Work Breakdown Structure Dictionary	Westinghouse Hanford Company		FY 1995 SSPP Rev. # 0	Funding Source:	
	INTERNAL AUDIT			G&A X	
	Part I – Summary			SWS	
	(Dollars in 000's)			OST	
				DOH	
Cost Account	Cost Account Title		31-Aug-94	POOL	
1MDD1C	INTERNAL AUDIT			DIRECT	
SMS WBS	SMS Title		Annualized Rate		
6.10.4.3	FINANCIAL REVIEW AND AUDITS		(For Organizational Overhead and Rated Service Pool Use Only)		
CAM Review/Approval	<i>SC Hubbard</i>	Date 9-20-94	FY 1994 Rate	FY 1995 Rate Request	
SMS Program Manager Review/Approval	<i>E. P. O'Neil</i>	Date 9-22-94			
Financial Manager Review/Approval	<i>SC B. Smith</i>	Date 9-20-94			
Responsible Analyst	<i>MA Hines</i>	Date 9-22-94	FY 1995 Target Rate	FY 1995 Approved Rate	
OSBRB Review/Approval		Date			
	FY 1994		FY 1995		
FULL-TIME EQUIVALENTS (FTEs)	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
Organizational – Exempt	8.8	8.2		8	
Organizational – Nonexempt	1	0.9		1	
Organizational – Bargaining	0	0		0	
Total Organizational FTEs	9.8	9.1		9	
Support FTEs	0	0		0	
TOTAL FTEs	9.8	9.1		9	
COST ELEMENTS					
Labor – Regular	553	504		619	
Labor – Overtime	0	0		0	
0 Total Labor	553	504		619	
1 Materials	42	25		10	
2 Purchased Services	92	46		30	
3 Other Hanford	0	1		1	
4 Site Services	10	8		5	
5 Internal Charges	0	0		0	
6 IRM Support	18	7		5	
7 Overheads	0	(4)		0	
8 Revenue	0	0		0	
TOTAL DOLLARS	714	587	670	670	

1MDD1C COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company INTERNAL AUDIT Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE:	6.10.4.3	TITLE:	Financial Review and Audits
<p>ELEMENT TASK DESCRIPTION</p> <p><u>COST CONTENT –</u></p> <p>Internal Audit is G&A funded.</p> <p><u>TECHNICAL CONTENT –</u></p> <p>Develop and administer annual audit plans to identify internal controls issues and comply with DOE directives and contract. Provide support to other agencies' audit requests and coordinate external audits as appropriate.</p> <p><u>OBJECTIVES –</u></p> <p>Provide adequate oversight through surveillances, reviews, and internal audits based on an analysis of audit risks.</p> <p><u>ASSUMPTIONS/CONSTRAINTS –</u></p> <p>Activities must comply with the DOE contract, Professional Auditing Standards, etc.</p> <p><u>MILESTONES –</u></p> <p>Issue call letter for FY 1995 Audit Plan by May 10, 1995. Complete planning process for FY 1995 Audit Plan by June 30, 1995 Prepare quarterly DOE Audit Report Tracking System (DARTS) and audit status report to RL. Prepare annual IG Audit Summary Report by January 31, 1995. Initiate and complete Audit finding correction action follow-up process each quarter. Complete annual allowable cost audit for prior FY by December 30, 1994. Complete electronic auditing study by December 31, 1994. Conduct market survey of audit application software by March 31, 1995.</p> <p><u>DELIVERABLES –</u></p> <p>Issue annual audit plan/schedule to RL by July 1, 1995. Issue internal audit reports. Perform audit follow-up on corrective actions. Coordinate external audits and responses to OIG and GAO audit reports as requested by RL. Submit quarterly DOE Audit Report Tracking System (DARTS) and Audit Status Report to RL (10 working days at the end of each quarter) Issue annual IG Audit Summary Report by January 31, 1995. Issue report on electronic auditing study by January 31, 1995. Issue report on audit application software survey by March 30, 1995.</p>			

Part II – Element Definition (continued)

WORK STATEMENT –

Activity Detailed Description

Labor Cost
Non-Labor Cost

FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
9.1	504.2	-0.1	114.6	9	618.8	0	17.9	9	636.7
	82.9		-31.9		51		1.5		52.5
9.1	587.1	-0.1	82.7	9	669.8	0	19.4	9	689.2

Work Breakdown Structure Dictionary	Westinghouse Hanford Company		FY 1995 SSPP Rev. # 0	Funding Source:	
	Financial Administration and Control			G&A X	
	Part I – Summary			SWS	
	(Dollars in 000's)			OST	
				DOH	
Cost Account 1MDD4A	Cost Account Title WHC TAXES & INSURANCE		31-Aug-94	POOL	
SMS WBS 6.10.4.4	SMS Title WHC TAXES & INSURANCE		Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)		
CAM Review/Approval	Date 9-22-94		FY 1994 Rate	FY 1995 Rate Request	
SMS Program Manager Review/Approval	Date 9-22-94				
Financial Manager Review/Approval	Date 9-20-94				
Responsible Analyst	Date 9-20-94		FY 1995 Target Rate	FY 1995 Approved Rate	
OSBRB Review/Approval	Date				
	FY 1994		FY 1995		
FULL-TIME EQUIVALENTS (FTEs)	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
. Organizational – Exempt					
. Organizational – Nonexempt					
. Organizational – Bargaining					
Total Organizational FTEs				0	
Support FTEs					
TOTAL FTEs				0	
COST ELEMENTS					
. Labor – Regular					
. Labor – Overtime					
0 Total Labor				0	
1 Materials					
2 Purchased Services	5,602	6,105		6,215	
3 Other Hanford	40	56		50	
4 Site Services					
5 Internal Charges					
6 IRM Support					
7 Overheads					
8 Revenue					
TOTAL DOLLARS	5,642	6,161	6,265	6,265	

1MDD4A COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company Financial Administration and Control Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE: 6.10.4.4	TITLE: WHC TAXES & INSURANCE
<p>ELEMENT TASK DESCRIPTION</p> <p><u>COST CONTENT –</u> WHC Taxes & Insurance is G&A funded.</p> <p><u>TECHNICAL CONTENT –</u> This WBS accumulates cost as required by state statutes. Major costs are undistributed sales tax, use tax, B&O Excise tax, cost for unallocated liability insurance, and Legal Services costs relating to the Rockwell contract termination.</p> <p><u>OBJECTIVES –</u> To fulfill Washington State and other state tax requirements as defined in state tax code and the Department of Revenue.</p> <p><u>ASSUMPTIONS/CONSTRAINTS –</u> Subject to change as directed by state legislative actions and level of Legal Services provided.</p> <p><u>MILESTONES –</u> N/A</p>	

ELEMENT TASK DESCRIPTION										
WORK STATEMENT –	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
REQUESTS WITHIN TARGET:										
Activity Detailed Description										
Major cost elements are Taxes (5,760k), Insurance (90k), Rockwell Legal Services costs (340k), and International Activities Coordination Office (IACO). IACO is WHC's portion of international travel and foreign visitor activities for the Hanford Site technology exchange (50k).										
Labor Cost										
Non–Labor Cost		6,160.0		105.0		6,265.0		181.7		6,446.7
REQUESTS ABOVE TARGET:										
Activity Detailed Description										
Labor Cost										
Non–Labor Cost				0.0				0.0		0.0
Total Cost Account		6,160.0		105.0		6,265.0		181.7		6,446.7

Work Breakdown Structure Dictionary	Westinghouse Hanford Company		FY 1995 SSPP		Funding Source:
	Personnel Systems		Rev. # 0		G&A X
	Part I - Summary				SWS
	(Dollars in 000's)				OST
					DOH
Cost Account	Cost Account Title			19-Aug-94	MGT PRO
1MDD4G	Payroll System				POOL
SMS WBS	SMS Title			Annualized Rate	
1.06.00.10.04	Financial Services			(For Organizational Overhead and Rated Service Pool Use Only)	
CAM Review/Approval	TW Nilson <i>T.W. Nilson</i>	Date	8/29/94	FY 1994 Rate	FY 1995 Rate Request
SMS Program Manager Review/Approval	EP Vodney <i>EP Vodney</i>	Date	8/22/94	N/A	N/A
Financial Manager Review/Approval	LC Brandt <i>LC Brandt</i>	Date	8-29-94	FY 1995 Target Rate	FY 1995 Approved Rate
Responsible Analyst	MA Hinchee <i>MA Hinchee</i>	Date	8-29-94	N/A	N/A
OSBRB Review/Approval	BR Thomas	Date			
	FY1994		FY 1995		
	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
FULL-TIME EQUIVALENTS (FTEs)					
. Organizational - Exempt	1.1	1.1		1.1	
. Organizational - Nonexempt	0.1	0.1		0.1	
. Organizational - Bargaining					
Total Organizational FTEs	1.2	1.2		1.2	
Support FTEs	1.3	1.5		1.2	
TOTAL FTEs	2.5	2.7		2.4	
COST ELEMENTS					
. Labor - Regular	174	158		146	
. Labor - Overtime	13	13			
0 Total Labor	186	171		146	
1 Materials	91	91		2	
2 Purchased Services	2	2		14	
3 Other Hanford					
4 Site Services	10	11		1	
5 Internal Charges					
6 IRM Support	1,024	1,102		1,042	
7 Overheads	70	(41)		47	
8 Revenue					
TOTAL DOLLARS	1,383	1,335	1,252	1252	

COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company Personnel Systems Part II - Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE: 1.06.00.10.04	TITLE: Financial Services
ELEMENT TASK DESCRIPTION	
<u>COST CONTENT -</u>	This element was included in the General and Administrative (G&A) cost accounts 1MDD4D and 1MDD17 in FY 1994. The fund source for this element in FY 1995 is G&A. Budget target from 1MDD4D is \$1179.7K and from 1MDD17 is \$72.6K.
<u>TECHNICAL CONTENT -</u>	<p>This element funds the operation, maintenance and enhancement of the Westinghouse Human Resource system (WHR). WHR is currently a comprehensive system that supports both the Westinghouse Hanford Company (WHC) Payroll and Human Resources organizations. However, with the implementation of a new integrated human resource system by the end of FY 1994, WHR will support only the Payroll organization in FY 1995 and FY 1996.</p> <p>The majority of these funds pay for internal services from BCS Richland Inc. (BCSR) - primarily labor and central computer operations. These funds also cover WHC Personnel Systems labor (providing systems analysis, management and clerical support), purchased materials, computer hardware/software, and services necessary to support the the payroll system.</p> <p>The primary WHC manuals that this work is to comply with are Software Practices (CM-3-10), Data Administration Standards (CM-2-6), and Management Requirements and Procedures (CM-1-3). These WHC manuals are based on several Department of Energy (DOE) Orders that are referenced within them. Also, the payroll function supported by the system has its own regulatory drivers, which often carry over into requirements that must be met by the system.</p>
<u>OBJECTIVES -</u>	Provide a stable, cost-effective system that meets customer requirements and is in compliance with regulatory drivers.
<u>ASSUMPTIONS/CONSTRAINTS -</u>	Minimal staffing change in the Personnel Systems organization. Adequate staffing levels within BCSR (or outsourced staff). Labor rates and adds consistent with those provided on June 28, 1994, as the FY 1995 planning rates. BCSR central facility computing rates in FY 1995 are reduced from the FY 1994 rates, consistent with the level of FY 1994 passback of central facility computing over-liquidations. Escalation rates per June 15, 1994 Controller guidance.
<u>MILESTONES -</u>	Routine milestones such as completing weekly and bi-weekly payroll processings and accomplishing calendar year-end payroll processing activities.
<u>DELIVERABLES -</u>	Source code, system design documentation, and functional specifications associated with system changes.

Cost Account	Part II - Element Definition (continued)
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ELEMENT TASK DESCRIPTION											
WORK STATEMENT -											
REQUESTS WITHIN TARGET:											
Activity Detailed Description											
WHC systems analyst, BCSR programmer, central computer, network access and computer hardware/software for the operation and maintenance of the WHC Payroll System and dial-up access capability.											
Labor Cost											
2.4											
152.4											
-0.2											
43.6											
1100.2											
138.4											
0											
3.2											
2.2											
141.6											
1129.3											
Activity Detailed Description											
BCSR labor, hardware/software for implementing dial-up access capability to WHC Payroll System information and enhanced manual check writing capability.											
Labor Cost											
0.1											
6.5											
-0.1											
-6.5											
0											
0.0											
0.0											
0											
0											
0											
Activity Detailed Description											
WHC management, student/summer employee and administration support for the operation, maintenance and enhancement of the WHC Payroll System.											
Labor Cost											
0.2											
12.1											
0											
-4.9											
0.2											
7.2											
0											
0.2											
0.5											
7.4											
7											
Activity Detailed Description											
None.											
Labor Cost											
Non-Labor Cost											
Total Cost Account											
2.7											
1334.5											
-0.3											
-82.2											
2.4											
1252.3											
0											
33											
2.4											
1285.3											

Work Breakdown Structure Dictionary	Westinghouse Hanford Company Personnel Systems Part I - Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 0		Funding Source:
	Cost Account 1MDB4D	Cost Account Title Benefit Systems	18-Aug-94		G&A
	SMS WBS 1.06.00.10.04	SMS Title Financial Services	Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)		SWS X
	CAM Review/Approval	TW Nilson <i>T.W. Nilson</i> Date <i>8/25/94</i>	FY 1994 Rate	FY 1995 Rate Request	OST
	SMS Program Manager Review/Approval	EP Vodney <i>E.P. Vodney</i> Date <i>9/26/94</i>	N/A	N/A	DOH
Financial Manager Review/Approval	LC Brandt <i>LC Brandt</i> Date <i>8-29-94</i>	FY 1995 Target Rate	FY 1995 Approved Rate	MGT PRO	
Responsible Analyst	MA Hinchee <i>MA Hinchee</i> Date <i>8-29-94</i>	N/A	N/A	POOL	
OSBRB Review/Approval	BR Thomas Date	N/A	N/A	DIRECT	
		FY1994	FY 1995		
FULL-TIME EQUIVALENTS (FTEs)	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
. Organizational - Exempt	3	3		2.9	
. Organizational - Nonexempt	0.3	0.3		0.1	
. Organizational - Bargaining					
Total Organizational FTEs	3.3	3.3		3	
Support FTEs	2.7	1.9		2	
TOTAL FTEs	6	5.2		5	
COST ELEMENTS					
. Labor - Regular	317	290		305	
. Labor - Overtime	14	14			
0 Total Labor	331	303		305	
1 Materials	7	7		1	
2 Purchased Services	4	3		4	
3 Other Hanford					
4 Site Services	2	2		1	
5 Internal Charges					
6 IRM Support	355	386		323	
7 Overheads	82	30		79	
8 Revenue					
TOTAL DOLLARS	780	732	712	712	

Target is explained in Cost Content part of Part II

COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company Personnel Systems Part II - Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE: 1.06.00.10.04	TITLE: Financial Services
ELEMENT TASK DESCRIPTION	
<u>COST CONTENT -</u>	This element was included in the General and Administrative (G&A) cost accounts 1MDD4D and 1MDD17 in FY 1994. These G&A cost accounts only represented the Westinghouse Hanford Company (WHC) portion of the costs. The fund source for this element in FY 1995 is Site Wide Support (SWS) and will be split 93% to WHC, 2% to PNL and 5% to BHI. This SWS Cost account reflects total cost. Budget target of \$711.9K comes from 1MDD4D (\$493.3K), 1MDD17 (\$168.7K), 1MDD4E (\$7.0K), and 1MDBHI (\$42.9K).
<u>TECHNICAL CONTENT -</u>	<p>This element funds the operation and maintenance of the WHC benefit systems, which include the Site-Wide-Savings (SWS), Hanford Pension Plan (HPP), and Retiree Information (RIS) systems. Customers for these systems are in the Pension and Savings Investments organization, which administer the savings, pension and insurance plans for all WHC, BCS Richland, Inc. (BCSR), ICF Kaiser, and Bechtel Hanford employees and Pacific Northwest Laboratory (PNL) Hanford Atomic Metal Trades Council (HAMTC) employees.</p> <p>The majority of these funds pay for internal services from BCSR - primarily labor and central computer operations. These funds also cover WHC Personnel Systems systems analyst, management and clerical labor, purchased materials, and services necessary to support the benefit systems.</p> <p>The primary WHC manuals that this work is to comply with are Software Practices (CM-3-10), Data Administration Standards (CM-2-6), and Management Requirements and Procedures (CM-1-3). These WHC manuals are based on several Department of Energy (DOE) Orders that are referenced within them. Also, the benefits function supported by the systems has its own regulatory drivers, which often carry over into requirements that must be met by the systems.</p>
<u>OBJECTIVES -</u>	Provide stable, cost-effective systems that meet customer requirements and are in compliance with regulatory drivers.
<u>ASSUMPTIONS/CONSTRAINTS -</u>	Minimal staffing change in the Personnel Systems organization. Adequate staffing levels within BCSR (or outsourced staff). Labor rates and adders consistent with those provided on June 28, 1994, as the FY 1995 planning rates. BCSR central facility computing rates in FY 1995 are reduced from the FY 1994 rates, consistent with the level of FY1994 passback of central facility computing over-liquidations. Escalation rates per June 15, 1994 Controller guidance.
<u>MILESTONES -</u>	Potentially, providing support to special retirement and separation offerings. Routine milestones such as completing weekly and monthly processing.
<u>DELIVERABLES -</u>	Source code, system design documentation, and functional specifications associated with system changes.

Part II - Element Definition (continued)

3A-30

Work Breakdown Structure Dictionary	Westinghouse Hanford Company Financial Systems Part I – Summary (Dollars In 000's)		FY 1995 SSPP Rev. # 0		Funding Source:	
					G&A X	
					SWS	
					OST	
					DOH	
MGT PRO		29-Aug-94		POOL		
DIRECT		Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)				
Cost Account 1MDD4K	Cost Account Title Financial Systems		FY 1994 Rate		FY 1995 Rate Request	
SMS WBS 1.06.00.10.04	SMS Title Financial Services		FY 1995 Target Rate		FY 1995 Approved Rate	
CAM Review/Approval	S.L. Korels	Date 8/29/94				
SMS Program Manager Review/Approval	E.P. Vodney	Date 9/22/94				
Financial Manager Review/Approval	L.C. Brandt	Date 8-29-94				
Responsible Analyst	M.A. Hinchey	Date 8-29-94				
OSBRB Review/Approval	B.R. Thomas	Date				
	FY1994		FY 1995			
FULL-TIME EQUIVALENTS (FTEs)	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline	
. Organizational – Exempt	11	11		11		
. Organizational – Nonexempt	1	1		1		
. Organizational – Bargaining	0	0		0		
Total Organizational FTEs	12	12		12		
Support FTEs	14	13		15.8		
TOTAL FTEs	26	25		27.8		
COST ELEMENTS						
. Labor – Regular	1,627	1,453		1,714		
. Labor – Overtime	46	71		55		
0 Total Labor	1,581	1,524		1,769		
1 Materials	262	190		193		
2 Purchased Services	211	144		105		
3 Other Hanford	0	1		1		
4 Site Services	40	22		25		
5 Internal Charges	0	0		0		
6 IRM Support	2,777	3,596		3,619		
7 Overheads	562	494		634		
8 Revenue	0	0		0		
TOTAL DOLLARS	5,528	5,971	6,344	6,344		

COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company Financial Systems Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE:	1.06.00.10.04	TITLE:	Financial Services
ELEMENT TASK DESCRIPTION			
<p><u>COST CONTENT</u> The fund source for this element is General and Administrative (G&A). In FY 1994, this element was included in cost accounts 1MDD4F and 1MDD17. The FY 1995 budget target from 1MDD4F is \$5,635.9K and from 1MDD17 is \$707.8K.</p>			
<p><u>TECHNICAL CONTENT</u> This element funds the operation, maintenance, enhancement and development of systems used to control and/or administer Westinghouse Hanford Company (WHC) financial assets, and/or are used for business planning and management. Direct customers for these systems are in the Controller organization, however program managers, cost account managers, and non-Controller financial managers are strong indirect customers for these systems.</p> <p>The majority of these funds pay for internal services from BCS Richland, Inc. (BCSR) – primarily labor and central facility computer operations. The labor is primarily from the Information and Scientific Systems (ISS) organization within BCSR. These funds also cover the purchased materials and services necessary to support the financial systems; plus organizational labor costs for management, systems analysis, and secretarial support, and associated costs for basic service and material.</p> <p>The primary WHC manuals this work is to comply with are Software Practices (CM-3-10), Data Administration Standards (CM-2-6), and Management Requirements and Procedures (CM-1-3). These WHC manuals are based on several Department of Energy (DOE) orders referenced within them. Also, the business functions supported by the financial systems have their own regulatory drivers, which often carry over into requirements that must be met by the automated systems.</p>			
<p><u>OBJECTIVES</u> Provide stable, cost effective systems that meet customer requirements and are in compliance with regulatory drivers.</p>			
<p><u>ASSUMPTIONS/CONSTRAINTS</u> Minimal staffing change in the Financial Systems organization. Adequate support staffing levels within BCSR (or outsourced staff) Labor rates and adders consistent with those provided on June 28, 1994, as the FY1995 planning rates. BCSR central facility computing rates in FY 1995 are reduced from the FY 1994 rates, consistent with the level of FY 1994 passback of central facility computing over-liquidations. Escalation rates per June 15, 1994, Controller guidance. BCSR will have TCP/IP telecommunications technology implemented as required to support applicable projects.</p>			
<p><u>MILESTONES</u></p> <p>Financial system integration briefing – 11/1/94, Complete the integration of the ICF KH and WHC/BCSR financial systems – 11/5/94, Reflect, in financial system's performance reports, the capability of having multiple performing organizations – 11/5/94, Prepare plan for financial business requirements to be met via automation – 12/15/94, Implement first function release of the Time Information System (TIS) – 12/30/94, Implement Operations Travel System (OTS) gateway use by a small number of high volume users – 2/1/95, Implement MARS/SGL phase II – 2/28/95, Expand the financial system's purge process and modify master (MODMAST) process to include Kaiser Project Control Numbers (KPCN's) – 8/1/95, TIS implemented for all WHC/ICF KH/BCSR organizations – 9/30/95</p>			
<p><u>DELIVERABLES</u></p> <p>Source code, system design documentation and functional specifications associated with system changes. Presentation package for financial systems integration briefing. Plan documentation for determining financial business requirements.</p>			

Cost Account

Part II – Element Definition (continued)

ELEMENT TASK DESCRIPTION										
WORK STATEMENT –	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
REQUESTS WITHIN TARGET:										
<u>Activity Detailed Description</u>										
FINANCIAL COMPUTER SYSTEMS OPERATION										
–Financial Data System (FDS) Operation (FY94–FY96)	4.1	266	–0.4	–17.9	3.7	248.1	0	7.4	3.7	256.5
Operate FDS in production mode; including data entry, training data base, online computer access, and Hanford Special Request (HSR) system		2605		–71.3		2433.7		73		2506.7
–HUB Operation (FY94–FY96)	0.1	6	–0.1	–4.3	0	1.7	0	0.1	0	1.8
Operate HUB system in production mode		136		–85.5		50.5		1.5		52
–Travel Ledger (RTL) System Operation (FY94)	0.1	6	–0.1	–6	0	0	0	0	0	0
Operate RTL in production until replaced by OTS		30		–30		0		0		0
–Operations Travel System (OTS) Operation (FY94–FY96)	0.1	6	1.3	84.1	1.4	90.1	0	2.7	1.4	92.8
Operate OTS in production mode		3		66.1		69.1		2.1		71.2
–Time Information System (TIS) Operation (FY95–FY96)	0	0	0.4	25.4	0.4	25.4	0	1.8	0.4	27.2
Operate TIS in production mode following implementation		0		69.1		69.1		2.1		71.1
–Electronic Approval Authorization (EAA) (FY95–FY96)	0	0	0.1	4.9	0.1	4.9	0	0.1	0.1	5
Operate EAA in production mode after implementation		0		2.9		2.9		0.1		3
Labor Cost	4.4	284	1.2	86.2	5.6	370.2	0	12.1	5.6	382.3
Non–Labor Cost		2674		48.7		2625.3		78.7		2704

Cost Account		Part II – Element Definition (continued)									
ELEMENT TASK DESCRIPTION											
		FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
Activity Detailed Description		FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
FINANCIAL COMPUTER SYSTEMS MAINTENANCE											
–FDS Maintenance (FY94–FY96)		3.7	228 706	0.4	26.1 142.2	4.1	259.7 842.6	0	6.8 25.3	4.1	266.5 868.1
–HUB Maintenance (FY94–FY96)		0.2	12.6 36	0	3.2 -27.8	0.2	15.8 8.2	0	0.5 0.2	0.2	16.3 8
–OTS (FY94–FY96) and Bus Pass System (BPS) (FY94) Maintenance		0.9	56 27	-0.7	-43.8 11	0.2	12.2 3.8	0	0.4 0.1	0.2	12.6 3.9
–TIS Maintenance (FY95–FY96)		0	0	0.1	5.1	0.1	5.1		0.2	0.1	5.3
Maintain TIS as required following implementation			0		11.9		11.9		0.4		12.3
Labor Cost		4.8	296.6	-0.2	-3.8	4.6	292.8	0	7.9	4.6	300.7
Non–Labor Cost			769		97.7		866.7		25.6		892.3
Activity Detailed Description											
FINANCIAL COMPUTER SYSTEMS ADMINISTRATION											
–Provide administrative support for Financial Systems (FY94–FY96)											
– increase occuring due to BCSR management charges to projects											
Labor Cost		3.2	175	1	82	4.2	253.1	0	7.6	4.2	260.7
Non–Labor Cost			46.3		34.5		80.8		2.4		83.2

Cost Account			Part II – Element Definition (continued)									
ELEMENT TASK DESCRIPTION												
Activity Detailed Description			FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
			FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
FINANCIAL COMPUTER SYSTEMS DEVELOPMENT AND ENHANCEMENTS												
–FDS Enhancements and Training (FY94–FY96)			6	366	0.2	23.5	6.2	389.5	0	11.7	6.2	401.2
				451.2		109.7		560.9		16.8		577.7
–TIS Development and Enhancements (FY94–FY96)			3.5	219	–0.9	–46.6	2.6	171.4	0	5.1	2.6	176.5
				323		–88.7		234.3		7		241.3
–Data Warehouse Development and Enhancements (FY94–FY96)			0.1	6	2.4	146.6	2.5	152.6	0	4.6	2.5	157.2
				40		79.6		119.6		3.6		123.2
–OTS Development and Enhancements (FY94–FY96)			3	183	1.5	–61.3	1.8	121.7	0	3.7	1.8	125.4
				101		49.1		150.1		4.5		154.6
–EAA System Development (FY95)			0	0	0.2	11.1	0.2	11.1	0	–11.1	0	0
				0		35		35		–35		0
–HUB Enhancements (FY95–FY96)			0	0	0.1	6.3	0.1	6.3	0	0.2	0.1	6.5
				0		2.6		2.6		0.1		2.7
–Financial System Replacement Design and Development (FY96)			0	0	0	0	0	0	0	0	0	0
				0		0		0		3000		3000
Labor Cost			12.6	768	0.8	84.6	13.4	852.6	0	14.2	13.4	866.8
Non–Labor Cost				915.2		87.3		1002.5		2997		4099.5
Requests Above Target:												
Activity Detailed Description												
None.												
Labor Cost												
Non–Labor Cost												
Total Cost Account			25	5971	2.8	372.7	27.8	6344	0	3245.5	27.8	9589.5

Work Breakdown Structure Dictionary	Westinghouse Hanford Company FINANCIAL SERVICES Part I – Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 0		Funding Source:
					G&A
					SWS
					OST
					DOH
					MGT PRO
					POOL
					DIRECT XX
Cost Account	Cost Account Title				
SMS WBS 6.10.4	SMS Title FINANCIAL SERVICES				
CAM Review/Approval			Date	Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)	
SMS Program Manager Review/Approval <i>EPJ</i>			Date 9-22-94	FY 1994 Rate	FY 1995 Rate Request
Financial Manager Review/Approval <i>DC</i>			Date 9-20-94		
Responsible Analyst <i>MAH</i>			Date 9-22-94	FY 1995 Target Rate	FY 1995 Approved Rate
OSBRB Review/Approval			Date		
	FY1994		FY 1995		
	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
FULL-TIME EQUIVALENTS (FTEs)					
. Organizational – Exempt	5.1	5.6		5.9	
. Organizational – Nonexempt	12	11.5		10.4	
. Organizational – Bargaining					
Total Organizational FTEs	17.1	17.1		16.3	
Support FTEs	1	2.4		1.5	
TOTAL FTEs	18.1	19.5		17.8	
COST ELEMENTS					
. Labor – Regular	871	891		769	
. Labor – Overtime	35	40		66	
0 Total Labor	906	931		835	
1 Materials	53	50		12	
2 Purchased Services				34	
3 Other Hanford					
4 Site Services	8	8		8	
5 Internal Charges					
6 IRM Support	154	118		58	
7 Overheads	47	59		59	
8 Revenue					
TOTAL DOLLARS	1,167	1,166	1,006	1,006

COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company ____ FINANCIAL ADMINISTRATION & CONTROL ____ Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE: 6.10.4.2	TITLE: ACCOUNTS PAYABLE
<p>ELEMENT TASK DESCRIPTION</p> <p><u>COST CONTENT –</u></p> <p>Accounts Payable is funded in the MPR pool.</p> <p><u>TECHNICAL CONTENT –</u></p> <p>Accounts Payable (A\ P) provides a system of accounts to accurately record and report payments and related transactions.</p> <p><u>OBJECTIVES –</u></p> <p>Provide internal control and payment of Westinghouse Hanford Company (WHC) financial obligations.</p> <p>Provide A\ P coordination of the new Procurement, Accounts Payable, and Materials Management (PAMM) Systems.</p> <p><u>ASSUMPTIONS/CONSTRAINTS –</u></p> <p>Activities must comply with current applicable codes, standards, etc..</p> <p><u>MILESTONES –</u></p> <p>Complete the installation and operational startup of the A\ P Imaging software – 11/1/94.</p> <p><u>DELIVERABLES –</u></p>	

Cost Account
Part II – Element Definition (continued)

ELEMENT TASK DESCRIPTION										
WORK STATEMENT –	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
REQUESTS WITHIN TARGET:										
<u>Activity Detailed Description</u>										
Accounts Payable (A/P) is staffed with 1 manager, 3 full time and 1 part time analysts, 9 clerks, and 2 COE's.										
A/P activities include verification and analysis of vendors' invoices to ensure conformity with procurement, technical representation, Interstate Commerce Commission, Prompt Payment Act, and DOE directives.										
Provide for the prompt and accurate payment of all material services and cashier financial obligations, and monthly accruals of uncostered liabilities in which title has been transferred to the company for the materials of services.										
Labor Cost	16.0	692.5	(0.8)	(29.6)	15.2	662.9	0.0	19.2	15.2	682.1
Non–Labor Cost		23.6		29.4		53.0		1.5		54.5
<u>Activity Detailed Description</u>										
Labor Cost										
Non–Labor Cost										
REQUESTS ABOVE TARGET:										
<u>Activity Detailed Description</u>										
Labor Cost										
Non–Labor Cost										
Total Cost Account										
	16.0	716.1	(0.8)	(0.2)	15.2	715.9	0.0	20.8	15.2	736.7

1MDLAP COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company _____ MATERIAL SYSTEMS _____ Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE:	1.06.00.10.04	TITLE: FINANCIAL SERVICES
<p>ELEMENT TASK DESCRIPTION</p> <p><u>COST CONTENT –</u> The fund source for this element is Material Procurement Rate (MPR). This element was included in the General and Administrative (G&A) cost accounts 1MDD4E and 1MDD17 in FY 1994. FY 1995 Budget target from 1MDD4E is \$224.5K and from 1MDD 17 is \$65.8K.</p> <p><u>TECHNICAL CONTENT –</u> This element funds the operation, maintenance, enhancement, and development of the accounts payable system, in support of the Accounts Payable organization.</p> <p>The majority of these funds pay for internal services from the BCS Richland, Inc (BCSR) – labor and central facility computer operations – and for organizational labor within Material Systems – systems analysis. The BCSR labor is primarily from the Information and Scientific Systems (ISS) organization. These funds also cover the purchased materials and services, and management labor necessary to support the accounts payable system.</p> <p>The primary WHC manuals this work is to comply with are Software Practices (CM–3–10), Data Administration Standards (CM–2–6), and Management Requirements and Procedures (CM–1–3). These WHC manuals are based on several Department of Energy (DOE) orders that are referenced within them. Also, the accounts payable function supported by the system has its own regulatory drivers, which often carry over into requirements that must be met by the automated system.</p> <p><u>OBJECTIVES –</u> Provide a stable, cost effective system that meets customer requirements and is in compliance with regulatory drivers.</p> <p><u>ASSUMPTIONS/CONSTRAINTS –</u> Adequate staffing levels within BCSR and Material Systems (or outsourced staff) to accomplish this work. Labor rates and adders consistent with those provided on June 28, 1994 as the 1995 planning rates.</p> <p>BCSR central facility computing rates in FY 1995 are reduced from the FY 1994 rates, consistent with the level of FY 1994 passback of central facility computing over-liquidations. Escalation rates per June 15, 1994 Controller guidance.</p> <p><u>MILESTONES –</u></p> <ul style="list-style-type: none"> o Implement Electronic Funds Transfer (EFT) capability for vendor payment – 12/01/94 o Implement an automated interface with the Freight Billing System – 7/31/95 o Implement Electronic Data Interchange (EDI) capability for invoices – 9/30/95 <p><u>DELIVERABLES –</u></p> <ul style="list-style-type: none"> o Source code, system design documentation, and functional specifications associated with system changes. 		

Cost Account 1MDLAP
Part II – Element Definition (continued)

ELEMENT TASK DESCRIPTION										
<u>WORK STATEMENT –</u>	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
REQUESTS WITHIN TARGET:										
<u>Activity Detailed Description</u>										
Production operation and software maintenance of the accounts payable system. Tasks include the production running of these systems using a dedicated computer in the central computing facilities, and using BCSR support to fix software problems. BCSR labor support for the accounts payable system is projected to require 1.5 FTE in order to fix/stabilize the new accounts payable system and to meet SMS milestones. Organizational labor (i.e., Material Systems) provides systems analysis for these tasks.										
Labor Cost	3.5	238.2	-0.9	-66.2	2.6	172	-0.1	5	2.1	177
Non-Labor Cost		234.2		-116.2		118.3		3.2		121.5
<u>Activity Detailed Description</u>										
Labor Cost										
Non-Labor Cost										
<u>Activity Detailed Description</u>										
Labor Cost										
Non-Labor Cost										
REQUESTS ABOVE TARGET:										
<u>Activity Detailed Description</u>										
None										
Labor Cost										
Non-Labor Cost										
Total Cost Account	3.5	472.4	-0.9	182.4	2.6	290.3	-0.5	8.2		298.5

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Cost Savings Initiatives Update		Date: 08/31/94	
Assigned To: Financial Administration		CIN:	
Program WBS Designator: 6.10.4.1		Due Date: Monthly (10/94-9/95)	
Control Number: FFS-95-001 through FFS-95-012		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Deliver monthly status to RL regarding Financial Services cost savings initiatives.			
Description of what constitutes completion of this milestone:			
Apprise RL monthly of the status of ongoing Financial Services cost savings initiatives, including progress, findings, and results.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Provide Performance Self-Evaluation input		Date: 08/31/94	
Assigned To: Financial Administration		CIN: -	
Program WBS Designator: 6.10.4.1		Due Date: 10/5/94 and 4/6/95	
Control Number: FFS-95-013 and FFS-95-014		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description:			
Provide a Performance Self-Evaluation that describes Financial Administration and Control's performance based on the previous six-month period.			
Description of what constitutes completion of this milestone:			
Provide input into the company overall Performance Self-Evaluation which is provided to RL.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Performance Measures		Date: 08/31/94	
Assigned To: Financial Administration		CIN:	
Program WBS Designator: 6.10.4.1		Due Date: 12/30/94	
Control Number: FFS-95-015		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Submit report identifying performance measures for Financial Services.			
Description of what constitutes completion of this milestone:			
Timely submission of report identifying performance measures for Financial Services.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Financial Administration and Control Total Quality Plan			Date: 08/31/94
Assigned To: Financial Administration			CIN:
Program WBS Designator: 6.10.4.1			Due Date: 02/28/95
Control Number: FFS-95-016			Revision:
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Plan	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) All Financial Administration and Control employees
Milestone Description:			
Produce a Financial Administration and Control Total Quality Plan for calendar year 1995.			
Description of what constitutes completion of this milestone:			
Transmittal of the plan to all Financial Administration and Control employees.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Develop a Site Support Program Plan for FY 1996			Date: 08/31/94
Assigned To: Financial Administration			CIN:
Program WBS Designator: 6.10.4.1			Due Date: 8/31/95
Control Number: FFS-95-017			Revision:
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description:			
Develop a Financial Services Site Support Program Plan for FY 1996 which will be the basis for authorization of work, baseline management and performance throughout the year.			
Description of what constitutes completion of this milestone:			
Issuance of the plan to RL for approval by August 31, 1995.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Departmental Integrated Standardized Core Accounting System (DISCAS) and Financial Information System (FIS)		Date: 08/31/94	
Assigned To: General Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: Monthly (10/94-09/95)	
Control Number: FFS-95-018 through FFS-95-029		Revision:	
MILESTONE TYPE: ☒ DOE-HQ ☐ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Prepare financial data input to the DISCAS and FIS.			
Description of what constitutes completion of this milestone:			
Timely, accurate data input to the DISCAS and FIS in accordance with specified dates listed above.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Financial Statement		Date: 08/31/94	
Assigned To: General Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 11/94	
Control Number: FFS-95-030		Revision:	
MILESTONE TYPE: ☒ DOE-HQ ☐ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Prepare annual Financial Statement.			
Description of what constitutes completion of this milestone:			
Timely, accurate preparation of WHC Financial Statements and narrative comments in accordance with specified date listed above.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Voucher Accounting for Net Expenditures Accrued (VANEA)		Date: 08/31/94	
Assigned To: General Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 11/94	
Control Number: FFS-95-031		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Prepare annual VANEA report.			
Description of what constitutes completion of this milestone:			
Timely, accurate preparation of the VANEA report in accordance with specified date listed above.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Financial Systems Integration Briefing		Date: 08/31/94	
Assigned To: Financial Operations		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 11/1/94	
Control Number: FFS-95-032		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Presentation to RL	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description: Brief RL on the current integration of systems containing financial data, and activities in progress to improve that integration plus incorporate technology advancements.			
Description of what constitutes completion of this milestone: Completion of the presentation to RL.			
Cost Account Manager		Program/Project Manager	
Date		Date	
Program Element Manager		DOE Monitor	
Date		Date	

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP.
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Imaging Software for the Accounts Payable System		Date: 08/31/94	
Assigned To: Disbursements Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 11/1/94	
Control Number: FFS-95-033		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) hardware and code	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) systems users
Milestone Description:			
Complete the installation and operational startup of Imaging Software for the Accounts Payable System.			
Description of what constitutes completion of this milestone:			
Accounts Payable acceptance of production release.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Multiple Performing Organizations		Date: 08/31/94	
Assigned To: General Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 11/05/94 (i.e., October month-end reports)	
Control Number: FFS-95-034		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) program code changes	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) financial system users
Milestone Description:			
Reflect, in the financial system's performance reports, the capability of having multiple performing organizations per task package.			
Description of what constitutes completion of this milestone:			
Production performance reports from the financial system show budgets and variances that reflect unique budgeted labor rates and adders within task packages that have more than one organization performing work within the task package.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Financial Systems Integration		Date: 08/31/94	
Assigned To: General Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 11/05/94 (i.e., October month-end reports)	
Control Number: FFS-95-035		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) program code changes	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) financial system users
Milestone Description:			
Complete the integration of the ICF KH and WHC/BCSR financial systems (i.e., the last of the business systems to be integrated).			
Description of what constitutes completion of this milestone:			
ICF KH data processes through the WHC/BCSR financial system and is reflected in the WHC/BCSR financial system's reports.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Implement Electronic Funds Transfer (EFT) capability for vendor payments		Date: 08/31/94	
Assigned To: Disbursements Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 12/1/94	
Control Number: FFS-95-036		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) software and hardware (modems)	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) systems users
Milestone Description:			
Implement Electronic Funds Transfer (EFT) capability for vendor payments.			
Description of what constitutes completion of this milestone:			
Test five selected vendors; based upon successful testing, will be implemented for production use.			
Cost Account Manager		Program/Project Manager	
Date		Date	
Program Element Manager		DOE Monitor	
Date		Date	

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Updated Submittal-Impacts of Downsizing Report		Date: 08/31/94	
Assigned To: General Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 12/15/94	
Control Number: FFS-95-037		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Submit updated report pertaining to the effects of the BHI Transition as well as downsizing as a result of other factors.			
Description of what constitutes completion of this milestone:			
Timely submission of update report detailing the effects on the Financial Services organization associated with the BHI Transition, and update the effects from downsizing as a result of other factors. Additionally, this report will detail Financial Services' strategy(s) to alleviate the effects of the downsizing.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Financial Business Requirements Plan		Date: 08/31/94	
Assigned To: Financial Operations		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 12/15/94	
Control Number: FFS-95-038		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Plan	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description:			
Prepare a plan for determining the changing business requirements that need to be met by the financial system(s), including programmatic requirements as well as overall WHC and RL requirements. An example of such changing business requirements, which has immediate emphasis, is the creation of incentive programs.			
Description of what constitutes completion of this milestone:			
Transmittal of the plan to RL and applicable WHC parties.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Time Information System First Release		Date: 08/31/94	
Assigned To: Financial Operations		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 12/31/94	
Control Number: FFS-95-039		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) program code	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) first group of TIS users
Milestone Description:			
Implement the first functional release of the Time Information System (TIS).			
Description of what constitutes completion of this milestone:			
Time Card and Time Distribution Report (TDR) data, for the first group of TIS users, is input electronically into the TIS, and subsequently transferred automatically into the payroll and financial systems.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Cost Accounting Standards Board Disclosure Statement		Date: 08/31/94	
Assigned To: General Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 01/02/95	
Control Number: FFS-95-040		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Prepare annual updated Accounting Disclosure Statement for approval, as required by law 91-379.			
Description of what constitutes completion of this milestone:			
Issuance of Accounting Disclosure Statement for approval.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Operations Travel System (OTS) Gateway		Date: 08/31/94	
Assigned To: Disbursements Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 2/1/95	
Control Number: FFS-95-041		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) program code	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) selected group of traveler contacts
Milestone Description:			
Implement Operations Travel System Gateway use by a small number of high volume users.			
Description of what constitutes completion of this milestone:			
Travel data for this selected group of users is able to be input by them electronically into the OTS.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Management Analysis and Reporting Systems - Standard General Ledger (MARS-SGL)		Date: 08/31/94	
Assigned To: General Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 02/95	
Control Number: FFS-95-042		Revision:	
MILESTONE TYPE: ☒ DOE-HQ ☐ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Submit DISCAS file records in expanded MARS format.	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Implementation of MARS/SGL phase II.			
Description of what constitutes completion of this milestone:			
January, and subsequent, DISCAS records submitted in expanded MARS format.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Scannable Time Sheets		Date: 08/31/94	
Assigned To: Disbursements Accounting		CIN: -	
Program WBS Designator: 6.10.4.2		Due Date: 3/31/95	
Control Number: FFS-95-043		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) hardware and code	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) systems users
Milestone Description:			
Complete the installation and startup of Scannable Time Sheets for Exempt Payroll, Savings Bond and United Way Campaigns.			
Description of what constitutes completion of this milestone:			
Payroll acceptance of production release.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Financial Management System Input		Date: 08/31/94	
Assigned To: Financial Operations		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: Per RL schedule (was 4/4/94 in prior year)	
Control Number: FFS-95-044		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☒ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description:			
Submit input of financial management system information for the Chief Financial Officer's five-year plan, per instructions in annual DOE call letter.			
Description of what constitutes completion of this milestone:			
Transmittal of input to RL.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Property Record Unit Catalog		Date: 08/31/94	
Assigned To: General Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 06/15/95	
Control Number: FFS-95-045		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Prepare annual updated Property Record unit catalog.			
Description of what constitutes completion of this milestone:			
Timely, accurate update of the Property Record unit catalog in accordance with specified execution date listed above.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Closing & Startup Schedule for FY 1995 and FY 1996		Date: 08/31/94	
Assigned To: General Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 07/14/95	
Control Number: FFS-95-046		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Prepare detailed Closing and Startup Schedule for FY 1995 and FY 1996, respectively.			
Description of what constitutes completion of this milestone:			
Timely preparation of a Closing and Startup Schedule for FY 1995 and FY 1996, respectively. The Schedule shall include activities and tentative dates associated with Yearend Closing and Fiscal Year Startup.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Interface Freight Billing and Accounts Payable		Date: 08/31/94	
Assigned To: Disbursements Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 07/31/95	
Control Number: FFS-95-047		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) program code changes	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) Accounts Payable system users
Milestone Description:			
Implement an automated interface between the freight billing system and the accounts payable system.			
Description of what constitutes completion of this milestone:			
Program code changes installed into production coding for Accounts Payable system.			
Cost Account Manager		Program/Project Manager	
Date		Date	
Program Element Manager		DOE Monitor	
Date		Date	

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Kaiser Project Control Number Enhancement		Date: 08/31/94	
Assigned To: General Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 08/1/95	
Control Number: FFS-95-048		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) program code changes	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) financial system users
Milestone Description:			
Expand the financial system's purge process and modify master (MODMAST) process to include Kaiser Project Control Numbers (KPCNs).			
Description of what constitutes completion of this milestone:			
Program code changes installed into production coding for financial system.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Time Information System Full Implementation		Date: 08/31/94	
Assigned To: Financial Operations		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 09/30/95	
Control Number: FFS-95-049		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) program code	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) TIS users across WHC
Milestone Description:			
TIS implemented for all WHC/ICF KH/BCSR organizations.			
Description of what constitutes completion of this milestone:			
Time Card and Time Distribution Report (TDR) data, for all of WHC, ICF KH, BCSR, is input electronically into the TIS, and subsequently transferred automatically into the payroll and financial systems.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Identify and implement business changes to provide Electronic Data Interchange capabilities within the Accounts Payable System		Date: 08/31/94	
Assigned To: Disbursements Accounting		CIN:	
Program WBS Designator: 6.10.4.2		Due Date: 9/30/95	
Control Number: FFS-95-050		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) program code changes	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) Accounts Payable system users
Milestone Description:			
Identify and implement the required Accounts Payable system and administrative business changes to accomplish vendor invoices and associated WHC payments via Electronic Data Interchange.			
Description of what constitutes completion of this milestone:			
Test with selected vendors; based upon successful testing, will be implemented for production use.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP.
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FINANCIAL SERVICES
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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Quarterly DARTS and Status Reports		Date: 08/31/94	
Assigned To: Financial Review and Audits		CIN:	
Program WBS Designator: 6.10.4.3		Due Date: 10 working days after the end of each quarter	
Control Number: FFS-95-051 through FFS-95-054		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description: A quarterly audit status report and quarterly corrective action tracking report (DARTS) are due to the customer approximately 10 working days after the end of each quarter of the fiscal year.			
Description of what constitutes completion of this milestone: Submittal of each report on the due date established by RL.			
Cost Account Manager		Program/Project Manager	
Date		Date	
Program Element Manager		DOE Monitor	
Date		Date	

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Corrective Action Follow-up		Date: 08/31/94	
Assigned To: Financial Review and Audits		CIN:	
Program WBS Designator: 6.10.4.3		Due Date: end of each fiscal qtr	
Control Number: FFS-95-055 through FFS-95-058		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Documented follow-up	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) WHC Audit Mgr
Milestone Description:			
Initiate and complete audit finding corrective action follow-up process each quarter.			
Description of what constitutes completion of this milestone:			
Documented follow-up by the end of each quarter of all audit findings with completion due dates falling in the quarter.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Annual Allowable Cost Audit		Date: 08/31/94	
Assigned To: Financial Review and Audits		CIN:	
Program WBS Designator: 6.10.4.3		Due Date: 12/31/94	
Control Number: FFS-95-059		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Audit	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description: Annual Fiscal Year End Audit covering detailed testing to provide reasonable assurance that WHC internal controls are sufficient to prevent unallowable costs from being charged to the DOE contract.			
Description of what constitutes completion of this milestone: Completion of the audit testing in the year end audit related to allowable costs by December 31, 1994.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B. WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Electronic Auditing		Date: 08/31/94	
Assigned To: Financial Review and Audits		CIN:	
Program WBS Designator: 6.10.4.3		Due Date: 12/31/94	
Control Number: FFS-95-060		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Documented follow-up	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) WHC Audit Mgr
Milestone Description:			
Initiate and complete a study of electronic audit process software packages in conjunction with Westinghouse Electric Corporate Audit.			
Description of what constitutes completion of this milestone:			
A. Complete evaluation and rank critical aspects of the following software packages by 12/31/94: <ol style="list-style-type: none"> 1. Price Waterhouse - Teamate 2. Price Waterhouse - APEX 3. Deloitte - AT 4. Bankers Trust - Lotus notes application 			
B. Make recommendation to WEC Systems Technology Advisory Group.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Annual Inspector General Summary Report		Date: 08/31/94	
Assigned To: Financial Review and Audits		CIN:	
Program WBS Designator: 6.10.4.3		Due Date: 1/15/95	
Control Number: FFS-95-061		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) DOE-IG
Milestone Description: Annual report is a summary of all audits completed in the fiscal period. The report highlights significant audit findings and details the allowable cost audit approach and any unallowable costs detected throughout the year.			
Description of what constitutes completion of this milestone: Issuance of the Annual Report on January 15, 1995.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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**FINANCIAL SERVICES
WBS 6.10.4**

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Electronic Audit Analysis Software			Date: 08/31/94
Assigned To: Financial Review and Audits			CIN:
Program WBS Designator: 6.10.4.3			Due Date: 3/31/95
Control Number: FFS-95-062			Revision:
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Documented follow-up	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) WHC Audit Mgr
Milestone Description:			
Market survey of the current Audit Analysis software packages.			
Description of what constitutes completion of this milestone:			
1. Document purported benefits of available Audit Analysis software and evaluate cost/benefit to WHC. 2. Make implementation recommendations on the software packages reviewed.			
Cost Account Manager		Date	
Program Element Manager		Date	
Program/Project Manager		Date	
DOE Monitor		Date	

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Fiscal Year 1996 Audit Call Letter		Date: 08/31/94	
Assigned To: Financial Review and Audits		CIN:	
Program WBS Designator: 6.10.4.3		Due Date: 5/10/95	
Control Number: FFS-95-063		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☒ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) WHC-Mgmt
Milestone Description: The annual call letter requests input from management on areas they believe would benefit from an audit. Management also provides a risk ranking for each suggested audit.			
Description of what constitutes completion of this milestone: Issuing an audit call letter to WHC management soliciting their input to the FY 1996 audit planning process by May 10, 1995.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

3.B WBS Milestone Description Sheet	Westinghouse Hanford Company Finance and Administration WBS 6.10	FY 1995 SSPP
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FINANCIAL SERVICES
WBS 6.10.4

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: FY 1996 Audit Plan		Date: 08/31/94	
Assigned To: Financial Review and Audits		CIN:	
Program WBS Designator: 6.10.4.3		Due Date: 7/1/95	
Control Number: FFS-95-064		Revision:	
MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Plan	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☒ Other (specify) DOE-IG
Milestone Description: Detailed audit plan for FY 1996 containing all assumptions, risk ranking factors, and planned audits for FY 1996.			
Description of what constitutes completion of this milestone: Issuance of the plan to RL and the DOE-IG on July 1, 1995.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date