Budget FY 1995 Site Support Program Plan WBS 6.10.1

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**Westinghouse
Hanford Company**

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Approved for Public Release

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This document was reviewed following the
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APPROVED FOR PUBLIC RELEASE

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WHC Information Release Administration Specialist:

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(Signature)

9/22/94

(Date)

Site Support Program Plan Approval Sheet

6.10.1 BUDGET
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1.A Vision/Mission	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan June 30, 1994
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GENERAL MISSION STATEMENT

The mission of the Budget function includes directing and monitoring the formulation, execution, and control of all program and indirect budgets. Additionally, Budget is responsible for the implementation of budgetary controls on all funds obligated to WHC.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
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BUDGET WBS 6.10.1

PRIMARY CUSTOMERS

The Department of Energy, Richland Operations Office (RL) Budget Division

Westinghouse Hanford Company Financial/Cost Account Managers

Westinghouse Hanford Company Programs

Westinghouse Electric Corporation

DOE-RL/WHC Chief Financial Officers

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES

Conduct Field Audits of Internal Financial Controls

Consolidate Field Input to Execution Year Financial Exercises/Requests (Direct & Indirect)

Coordinate Indirect (Scope & Funding) Budget and Direct Budget Non-EM Pricing Validation Reviews

Coordinate Preparation and Maintenance of the WHC Budget Manual

Coordination of Analysis of WHC Uncosted Obligations

Interface with Other Hanford Contractor Financial Personnel

Maintain/Prepare WHC Staffing Reports/Status

1.B.1 Internal Assessment Summary

Westinghouse Hanford Company
Finance and Administration
SMS/WBS 6.10

FY 1995
Site Support Program Plan

BUDGET WBS 6.10.1

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES (continued)

Preparation/Issuance of Guidance Letters (Unified Budget Call, Spending Targets, Current & Outyear Rates, FWP's, etc..)

Prepare SMS Executive Summary Charts

Present Financial Overviews to WHC/DOE-RL CFO's (& Senior Staff)

Regular Interface With WHC Financial Organization (Community)

Update/Maintain Funds Control Table

Indirect Review Board

Distribution Of Indirect Pool Variances

Summary Analysis Of Indirect Cost And Liquidation Trends

Management Of Indirect Baseline

PRODUCTS/SERVICES PROVIDED

Coordinate/Administer Financial Reporting on DOE-HQ ADS's

Coordination of WHC Unified Budget Call Budget Submission

1.B.1 Internal Assessment Summary

Westinghouse Hanford Company
Finance and Administration
SMS/WBS 6.10

FY 1995
Site Support Program Plan

BUDGET WBS 6.10.1

PRODUCTS/SERVICES PROVIDED (continued)

Overhead Planning Coordination

SMS Reporting/SSPP Development

WHC Budget Manual

WHC Funds Reconciliation

HQ-ADS Executive Summary

Allocable Cost Summary

Unmatched/Undistributed Cost Summary

Quarterly Surveillances of WHC Internal Financial Controls

Miscellaneous Reports

• WN/ZN Quarterly Report

• Biweekly DOE-RL CFO Status Report

• To/From Other Hanford Contractors

• Analysis of Funding Base for Award Fee

Corporate Financial Reporting

Special Requests

WHC Financial Status Briefings

Indirect Rates And Assessments Manual

Inter-Contractor Financial Coordination

Indirect Financial (Services & Overheads) Summary

• FIVRS

• Staffing

• Drawdown Projections

1.C Goals and Objectives	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
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BUDGET WBS 6.10.1

PROGRAM PRIORITIES

BUDGET

1. Coordinate and integrate all program (EM, excluding ADS submission, and non-EM) budget submissions and related special company level exercises to ensure compliance with financial and budgetary regulations.
2. Maintain company-level tracking of all current year programmatic funding, fiscal year spending forecasts, commitments and year-end trends (i.e., trends during the year as well as year-to-year comparison).
3. Ensure timely commitment and monitoring of Capital Equipment, Small Projects, and General Plant Project funds.
4. Development and maintenance of an approved budget manual that includes documentation standards.
5. Conduct independent analysis to assure proper documentation and adequate justification exists to support budget requests to allow for independent and/or customer validation.
6. Conduct periodic independent analysis of program uncostered obligations for budget formulation certification to ensure balances are accurately reflected and are considered in the development of requests for new budget authority.

1.C Goals and Objectives	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
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BUDGET WBS 6.10.1

PROGRAM PRIORITIES

OVERHEADS/INDIRECT

1. Maintain company-level tracking of all current year indirect funding, fiscal year spending forecasts, liquidations, and cost trends.
2. Provide financial planning processes and oversee the development of overhead/indirect budgets to ensure they support programmatic missions and requirements.
3. Monitor and manage the authorized spending levels of company-level overhead to ensure DOE issued ceilings are not exceeded.
4. Coordinate review/analysis of direct versus indirect funding determinations.
5. Monitor overhead/indirect change requests and provide assessment of impact to DOE overhead funding target(s), rate(s), and ECCEL.
6. Provide assessment of impact to Programs resulting from overhead/indirect rate changes and/or distribution of variances.
7. Submit indirect liquidation rates to RL for approval.
8. Request changes in company-level overhead and service pool liquidation methodologies, if appropriate.

1.C Goals and Objectives	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
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BUDGET WBS 6.10.1

PROGRAM PRIORITIES

OVERHEADS/INDIRECT (Continued)

9. Prepare responses to requests for budgetary information, impact analysis, and development of briefing material. Coordinate budget scenarios ("what if" exercises) as required.

FINANCIAL SUPPORT SERVICES

1. Support coordination and submittal of pool budget requests for approval.
2. Develop submit indirect rates for approval.
3. Develop and submit monthly overhead/indirect activity/pool status.

GENERAL PRIORITIES

1. Conduct all operations in a safe and cost-effective manner.
2. Meet RL Budget requirements and commitments (Financial or Rates only).
3. Manage all activities in a total quality manner.
4. Develop and maintain policies and procedures to ensure effective internal controls for all funds obligated under the M&O contract.

1.C Goals and Objectives	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
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BUDGET WBS 6.10.1

GENERAL PRIORITIES (continued)

5. Provide oversight/coordination of all WHC budgetary activities.
6. Coordinate miscellaneous budget schedules and crosscuts as required in the annual Unified Budget Call issued by RL Budget Division.
7. Develop and maintain company-level funding profiles; and prepare responses involving budgetary data (e.g., funding and manpower) as requested by RL Management, DOE-HQ, OMB, Congress, the Media, and/or the public. This includes coordinating manpower projections with Human Resources.
8. Develop/coordinate the preparation of budget briefings, especially indirect, to RL/HQ/State/EPA/etc..
9. Preparation of other miscellaneous requirements (e.g., Outlays, FIVRS, Reimbursable Work, Allocable Cost, Overhead/Indirect activity pool status, monthly SMS reporting, manpower analysis and reporting, CFO biweekly, and AFP/DISCAS/SMS reconciliation).
10. Maintain funding controls to ensure effective startup, mid-year review, and closeout of each fiscal year.
12. Ensure that all staff responsible for preparing or reviewing program and indirect budgets are trained to adhere to proper financial and budgetary standards.
13. Evaluate the effectiveness of the internal program budget development process to ensure that well reasoned, defensible budgets are being produced.

1.C Goals and Objectives	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
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BUDGET WBS 6.10.1

GENERAL PRIORITIES (Continued)

14. Perform activities to ensure effective utilization, proper control and execution of all obligated funds, including monitoring fiscal year spending forecasts.
15. Provide adequate oversight through surveillances and reviews, and internal audits based on an analysis of audit risks.

1.E Assumptions	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
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BUDGET WBS 6.10.1

ASSUMPTIONS

- Budget schedules for EM Programs must be consistent with requirements identified in the ADS submission, as modified by subsequent change requests.
- Budget submissions for non-EM only programs must be consistent with the Unified Budget Call and associated program guidance.
- Program budget funding baselines should be consistent with FY funding levels as identified in guidance received from RL Budget Division, including productivity challenges. Proposed supplemental/reprogramming requests to cover identified shortfalls should not be assumed in developing the program budget funding baselines.
- Coordination of activities between Financial Integration & Planning (6.10.1.1) and Program Baseline Integration (1.8.2) is assumed.

1.F Issues and Constraints	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
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BUDGET WBS 6.10.1

ISSUES AND CONSTRAINTS

- The ADS submission is excluded from the requirements set forth in this WBS unless otherwise noted.
- Activities must comply with current applicable regulations and guidance:
 - ▶ Federal/State/etc. Regulations
 - ▶ WHC M&O Contract
 - ▶ DOE Orders and Directives
 - ▶ DOE/RL Guidance/Correspondence
 - ▶ Labor Contracts
 - ▶ WHC Management Guidance
 - ▶ Management Requirements and Procedures (MRP), Management Policies and Other Controlled Manuals.

1.G Performance Measures	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
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Based upon the level of effort required to complete activities, performance measures can only be defined by the specific milestones and/or special requests completed on schedule or as requested.

Work Breakdown Structure	Westinghouse Hanford Company Finance and Administration SMS/WBS No. 6.10	FY 1995 Site Support Program Plan
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2.A.1 Work Breakdown Structure and Responsibility Assignment Matrix		Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10		FY 1995 Site Support Program Plan	
Program Element	Activity/Program Sub-Element	Cost Account	Title	Responsible Manager	Responsible Organization
6.10		1MDD16	Finance and Administration	EP Vodney	Financial Admin & Control
6.10.1	6.10.1.1	1MDD1600	Budget	EP Vodney	Financial Admin & Control
6.10.1	6.10.1.1	1MDD160000	Financial Integration & Planning	RB Agee	Financial Admin & Control
6.10.1	6.10.1.2	1MDD1601	Financial Control & Analysis	LH Peterson	Financial Admin & Control
6.10.1	6.10.1.2	1MDD160100	Financial Services	LC Brandt	Financial Admin & Control
6.10.1	6.10.1.3	1MDD160200	Overhead Planning	BR Thomas	Financial Admin & Control
6.10.1	6.10.1.3	1MDD160201	Business Rotation	BR Thomas	Financial Admin & Control
6.10.1	6.10.1.4	1MDD160300	Financial Training	RB Agee	Financial Admin & Control

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
ACTIVITY	DESCRIPTION	
Site Management System Monthly Report 6.10.1	The activity includes delivery of a monthly SMS report which includes: Program Executive Summary; Program Manager's Assessment; Milestone Schedule, Achievements, and Exception reports; Program Accomplishment; Change Request Status; Expense Cost Performance and Analysis; and an Issues section.	
FY 1996 Site Support Program Plan	The activity includes preparation and submittal of the FY 1996 program plan for 6.10.1 Budget to include: A Vision/Mission statement; Situational Analysis; Goals and Objectives; Strategies; Assumptions; Issues and Constraints; Performance Measures; Technical, Schedule and Cost Baselines; and Execution Year Milestone descriptions.	
Unified Budget Call	Coordinate and prepare Program budget submissions for non-EM in the format, detail, and schedule as outlined in the Annual Unified Budget Call issued by RL.	
Budget Manual	Coordinate, develop and maintain an approved budget manual that includes documentation standards. Merging of existing manuals with possible title changes is acceptable.	
Systematic Uncosted Obligations Analyses	Coordinate annual and interim reports that includes projections be made of the upcoming months and fiscal year end, as well as reporting the uncosted actuals to date. The annual report will also need to include projections for the next fiscal year. Narrative is required for both the annual and the interims; on all balances by ADS for the annual and on all balances over \$1M by program for the interims.	
Internal Evaluation/Surveillance Schedule, Reports, and Corrective Action Plans	Content of reports to include area(s) evaluated, reviews completed, results of reviews, and corrective action plans. Coordinate with Planning Systems Integration/Planning and Mgmt Control Systems.	

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
ACTIVITY	DESCRIPTION	
Outlay Projections and Variance Reporting	Coordinate and develop outlay revisions to the FY 1995 outlay estimates by appropriation. Provide RL with acceptable narrative explanations of outlay variances (actual versus estimate) as requested by RL. RL will provide guidance as to what appropriations require narrative by the 8th working day of the month due.	
Administrative Control of Funds	Monthly update/maintain Funds Control Tables in FDS.	
Financial Information Variance Reporting System (FIVRS) Cost Estimate	FIVRS Cost Estimating provides DOE-RL with monthly cost projections for Defense Program (DP) operating dollars and associated monthly narrative explanations when variances to cost projections are generated. FIVRS reporting occurs semi-annually.	
Transfers To/From Other Hanford Contractors	The purpose of the To/From Other Hanford Contractors is to provide RL with a projection of funding required to accomplish various work scope between contractors. WHC provides projections for transfers to and from PNL, HEHF, KEH, and RL. KEH does not submit a separate report, their projection is provided on the WHC submittal.	
Monthly Budget Briefing Report to RL-CFO	The monthly budget briefing to RL's CFO is an overall company financial briefing. The briefing includes commitments of capital equipment and GPP as well as a fiscal year spending forecast analyses by program.	
Transition of Training Courses to the Quality Training Resource Center (QTRC)	Scope includes transfer of administration and instructional design support to QTRC. Provide line management ownership of content/subject and coordination of competent training volunteers.	
Overhead Planning Self-Surveillance for Improvements to the FY 1995 Indirect Planning Process	RL issues an overhead funding target prior to the start of the fiscal year of which WHC indirect programs are included. WHC is to reconcile the issued target to the indirect budget requests.	

2.A.2 Description of Activities	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
ACTIVITY	DESCRIPTION	
Provide quarterly SAS Obligation and cost report	Report provides a status of SAS activities against "planned estimates". The FY 1995 SAS Budget Estimates for operating expense, capital equipment, general plant projects, and line item construction projects as submitted are used.	
Develop Indirect Pool FY 1996 Execution Rates	Coordinate and develop a submittal detailing the indirect FY 1996 execution rates.	
FY 1995 Indirect Monthly Summaries and Periodic Reconciliation of Targets	Provide RL with approved, final copies of the FY 1995 SSPP WBS Dictionaries.	
WHC Indirect Pool Accumulation Distribution Activity Handbook	Update and revise the WHC indirect pool accumulation/distribution activity (pool) for RL approval. This summary will be maintained on Soft Reporting under "FDS Guideline Handbook" in Section 4, "Internal Services (Pools) Descriptions".	
Submit Monthly Company-Level Overhead SMS Report (Executive Indirect, Expense, Capital, and Line Item Summaries and 6.10.12 Program Data)	Submit monthly an SMS report which includes a Company-level Overhead Executive Indirect, Capital, Line Items, and Expense Summaries and 6.10.12 program data.	
Indirect Allocable Cost Report	Coordinate and develop a submittal report to RL.	
Add WHC Financial Curriculum courses to the Training Resource and Data Exchange (TRADE) electronic course catalog	Implementation and coordination of a course schedule in the TRADE electronic course catalog. This electronic BBS displays the course listings to all DOE and its contractors.	
Develop Outyear Company Level Overhead Planning Rates	Coordinate and develop a submittal detailing the indirect FY 1996 through FY 2001 ADS planning rates.	

2.B.1 Milestone List			Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10		FY 1995 Site Support Program Plan		
Milestone		WBS Number	Milestone Description				Due Date
Type	Number						
DOE-RL	FAB-95-001 thru 012	6.10.1	Monthly 6.10.1 Site Management System report.				3rd Fiscal Friday of Month
DOE-RL	FAB-95-013	6.10.1	FY 1996 Site Support Program Plan				08/31/95
DOE-RL	FAB-95-014	6.10.1.1	Unified Budget Call				TBD
DOE-RL	FAB-95-015 - 016	6.10.1.1	Budget Manual draft & final report				10/14/94 12/02/94
DOE-RL	FAB-95-017 thru 019	6.10.1.1	Systematic Uncosted Obligations Analyses				11/30/94 05/30/95 09/29/95
DOE-RL	FAB-95-020 thru 024	6.10.1.1	Uncosted Variance Analysis				05/19/95 06/16/95 07/14/95 08/18/95 09/15/95
DOE-RL	FAB-95-025 thru 027	6.10.1.1	Outlay Estimate Draft Revisions, FY95 Final, Estimate for FY96 and Quarterly Outlay Variance Reports (as needed)				12/06/94 03/07/95 06/06/95

2.B.1 Milestone List			Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10			FY 1995 Site Support Program Plan	
Milestone		WBS Number	Milestone Description				Due Date
Type	Number						
DOE-RL	FAB-95-028 thru 031	6.10.1.1	Internal Evaluation/ Surveillance Schedule, Reports, and Corrective Action Plans				10/14/94 01/16/95 04/14/95 07/14/95
DOE-RL	FAB-95-032 - 033	6.10.1.1	FIVRS Cost Estimate				10/14/94 04/14/95
DOE-RL	FAB-95-034 thru 037	6.10.1.1	Transfers To/From Other Hanford Contractors				10/14/94 01/16/95 04/14/95 07/14/95
DOE-RL	FAB-95-038 thru 049	6.10.1.1	Monthly Budget CFO Briefing Report				TBD
DOE-RL	FAB-95-050 thru 053	6.10.1.2	SAS Obligation and Cost Report				10/14/94 01/16/95 04/14/95 07/14/95
DOE-RL	FAB-95-054	6.10.1.3	Overhead Planning Self Surveillance for Improvements to the FY 1995 Indirect Planning Process				07/31/95

2.B.1 Milestone List			Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10		FY 1995 Site Support Program Plan		
Milestone		WBS Number	Milestone Description				Due Date
Type	Number						
DOE-RL	FAB-95-055 thru 066	6.10.1.3	FY95 Indirect Monthly Summaries & Periodic Reconciliation				On or before the 25th of month
DOE-RL	FAB-95-067	6.10.1.3	Indirect Pools WBS Dictionaries Approved for FY 1995				10/14/94
DOE-RL	FAB-95-068	6.10.1.3	Indirect Pool Accumulation Distribution Activity Handbook				09/29/95
DOE-RL	FAB-95-069	6.10.1.3	Develop Outyear Company Level Overhead Planning Rates				12/15/94
DOE-RL	FAB-95-070	6.10.1.3	Develop Indirect Pool FY 1996 Execution Rates				09/29/95
DOE-RL	FAB-95-071 thru 082	6.10.1.3	Monthly SMS Report (In- direct, Capital & Expense Executive Summaries and 6.10.12 Program)				3rd Fiscal Friday of Month

2.B.1 Milestone List			Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10			FY 1995 Site Support Program Plan	
Milestone		WBS Number	Milestone Description				Due Date
Type	Number						
DOE-RL	FAB-95-083	6.10.1.3	Indirect Allocable Cost Report				TBD
DOE-RL	FAB-95-084	6.10.1.4	Transition Of Training Courses to the QTRC				10/31/94
DOE-RL	FAB-95-085	6.10.1.4	Add Financial Curriculum Courses to the Training Resource and Data Exchange Electronic Course Catalog				03/31/95

2.C.1.1 Cost Baseline by Program Element 2.C.1.2 Cost Baseline by Funding Source	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 SSPP
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FY 1994 COST BASELINE (Dollars in Thousands)

WBS #	Title	DOH	CSP/SWS	SLP	G & A	Direct \$	TOTAL \$s
6.10.1.1	Financial Integration & Planning				\$718.3		\$718.3
6.10.1.2	Program Support SAS/Overhead Planning				\$746.7		\$746.7
TOTALS					\$1465.0		\$1465.0

FY 1995 COST BASELINE (Dollars in Thousands)

WBS #	Title	DOH	CSP/SWS	SLP	G & A	Direct \$	TOTAL \$s
6.10.1.1	Financial Integration & Planning				\$476.0		\$476.0
6.10.1.2	Financial Services				\$276.0		\$276.0
6.10.1.3	Overhead Planning				\$699.0		\$699.0
6.10.1.4	Financial Training				\$295.0		\$295.0
TOTALS					\$1746.0		\$1746.0

2.C.1.1 Cost Baseline by Program Element 2.C.1.2 Cost Baseline by Funding Source	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 SSPP
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FY 1996 COST BASELINE (Dollars in Thousands)

WBS #	Title	DOH	CSP/SWS	SLP	G & A	Direct \$	TOTAL \$s
6.10.1.1	Financial Integration & Planning				\$489.8		\$489.8
6.10.1.2	Financial Services				\$284.0		\$284.0
6.10.1.3	Overhead Planning				\$719.3		\$719.3
6.10.1.4	Financial Training				\$303.5		\$303.5
TOTALS					\$1796.6		\$1796.6

FY 1997 COST BASELINE (Dollars in Thousands)

WBS #	Title	DOH	CSP/SWS	SLP	G & A	Direct \$	TOTAL \$s
6.10.1.1	Financial Integration & Planning				\$519.2		\$519.2
6.10.1.2	Financial Services				\$301.0		\$301.0
6.10.1.3	Overhead Planning				\$762.5		\$762.5
6.10.1.4	Financial Training				\$321.7		\$321.7
TOTALS					\$1904.4		\$1904.4

2.C.2 Cost Basis	Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10	FY 1995 Site Support Program Plan
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BUDGET WBS 6.10.1

Labor cost based on the identified hours required to perform each analysts identifiable activities. Resulting FTE's 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., BCS, etc.). Supplies, training and travel are based on consideration of historical usage plus quantitative knowns for the next fiscal year.

2.C.3 Full Time Equivalents			Westinghouse Hanford Company Finance and Administration SMS/WBS 6.10.1			FY 1995 Site Support Program Plan		
Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
MANAGERS				3	3	3	3	3
First line	2	2	2					
General/executive		1	1					
Project/Program								
ADMIN/OTHER PROFESSIONALS				18.9	18.9	18.9	18.9	18.9
Accountant/auditor	15	18.9	18.9					
Computer System Anal								
Cost Est/planner/sch								
GEN ADM/SECRETARY/CLERK				6.7	6.7	6.7	6.7	6.7
Admin Assistants								
Office Clerks (Gen)	2	3.4	3.4					
Office Clerks (Special)	1	1	1					
Secretaries		1	1					
Typist/Word Process								
Other		1.3	1.3					

MILESTONE SCHEDULE

WBS (ADS)	Baseline Date	FISCAL YEAR 1995												FY 1996	
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP		
6.10.1 Budget 6.10.1.1 Financial Integration and Planning		Monthly 6.10.1 SMS Report FAB-95-001 thru FAB-95-012

		FY 1996 Site Support Program Plan (SSPP) FAB-95-013

			Program budget submissions (Unified Budget Call) Uncosted Balance Certification & supporting documentation. FAB-95-014
			TBD											
			Budget Manual 1) Draft 2) Final FAB-95-015 and FAB-95-016

		Systematic Uncosted Obligations Analyses Report FAB-95-017 thru FAB-95-019													
		1) Annual Report 2) Interim Report 3) Interim Report

		Uncosted Variance Analyses FAB-95-020 thru FAB-95-024

MILESTONE TYPES:		FOOTNOTES:
TPA MAJOR		DOE-HQ
TPA INTERIM		DOE-FO
		DOE-RL													

MILESTONE SCHEDULE

WBS (ADS)	Baseline Date	FISCAL YEAR 1995												FY 1996
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
6.10.1.1 (continued) Financial Planning and Integration		FY 1995 Outlay Estimate Revisions FAB-95-025 thru FAB-95-027												
		Internal Evaluation/Surveillance Schedule, Reports & Corrective Action Plans FAB-95-028 thru FAB-95-031												
		FIVRS Cost Estimate FAB-95-032 thru FAB-95-033												
		Quarterly To/From Other Hanford FAB-95-034 thru FAB-95-037												
		Monthly Financial Report to RL-CFO FAB-95-038 thru FAB-95-049												
MILESTONE TYPES:		FOOTNOTES:												
○ ^M TPA MAJOR		◇ FORECAST												
○ ^I TPA INTERIM		△ ^{RL} DOE-RL												
		△ DOE-HQ												
		△ ^{FO} DOE-FO												

Management System	WESTINGHOUSE HARD COMPANY 6.10.1 BUDGET	1995
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MILESTONE SCHEDULE

WBS (ADS)	Baseline Date	FISCAL YEAR 1995												FY 1996
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
6.10.1.2 Financial Services		SAS Obligation & Cost Report FAB-95-050 thru FAB-95-053												
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MILESTONE SCHEDULE

WBS (ADS)	Baseline Date	FISCAL YEAR 1995												FY 1996
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
6.10.1.3 (continued) Overhead Management		Indirect Pool Accumulation/ Distribution Activity Handbook FAB-95-068												
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	Develop Outyear Company Level Overhead planning rates FAB-95-069													
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	Develop Indirect Pool FY1996 Execution rates FAB-95-070													
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Monthly Site Management System Report (Indirect Executive Summary & 6.10.12) FAB-95-071 thru FAB-95-082														
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Indirect Allocable Cost Report FAB-95-083														
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MILESTONE TYPES:

M

TPA MAJOR

I

TPA INTERIM

DOE-HQ

FO

DOE-FO

FORECAST

RL

DOE-RL

FOOTNOTES:

Management
System

WESTINGHOUSE HARTMANN COMPANY
6.10.1 BUDGET

1995

MILESTONE SCHEDULE

WBS (ADS)	Baseline Date	FISCAL YEAR 1995											FY 1995
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	
6.10.1.4 Financial Training		Transition of Training Courses to the QTRC FAB-95-084											
		Add Financial Curriculum Courses to the Training Resource and Data Exchange electronic catalog FAB-95-085											
MILESTONE TYPES:													
FOOTNOTES:													

ELEMENT TASK DESCRIPTION Financial Services

WORK STATEMENT –

REQUESTS WITHIN TARGET:

Activity Detailed Description

Financial Services is staffed with one manager. Responsibilities include line management and leadership to assure the mission and objectives of the Controller's organization are accomplished.

FTE's

0.0

Financial Services is staffed with one part-time summer intern to provide general office support. Responsibilities include mail distribution, scheduling, report/spreadsheet preparation, and general assistance to staff.

FTE's

0.0

Financial Services is staffed with three exempt Project Control Analysts to provide oversight and coordination of designated WHC budgetary and manpower planning activities directed by the Controller's organization. Included are cost account development, preparation, and maintenance; cost and commitment controls; program analysis; and overall financial support. These analysts were funded in 1MDD15 in FY94. The 4.7 FTEs in FY94 were SAS FTEs supporting budget functions.

FTE's

4.7

Financial Services also supports other organizations within WHC. ESQ Services organization support includes one manager and seven project control analysts which provide overall financial support to the Emergency Preparedness, Safeguards and Security, Fire Department, ESQ Program Office, Safety, Health Physics, Compliance Assurance, and Quality Assurance groups. P&MM support includes one analyst for overall financial support. Economic Transition organization support includes one analyst for overall financial support.

The decrease in labor cost from FY94 to FY95 is attributed to a re-alignment of staff. The SAS financial analysts will be funded directly by Safeguards and Security. Financial Services analysts and management funded in 1MDD15 Financial Services in FY94 are now funded in 1MDD16 Budgets, with the exception of analysts funded by ESQ.

Total FTE/Labor Cost

4.7

(0.4)

4.3

243.0

0.0

7.0

4.3

250.0

Total Non – Labor Cost

7.7

25.3

33.0

1.0

34.0

Total Financial Services

290.9

(14.9)

276.0

8.0

284.0

COST 1MDL	COUNT	
Work Breakdown Structure Dictionary	Westinghouse Hanford Company 6.10.1 BUDGET Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE:	6.10.1.3	TITLE:	Overhead Planning
ELEMENT TASK DESCRIPTION			
<p><u>COST CONTENT</u></p> <p>Overhead Planning is funded in the G&A Pool. Major costs are management; analytical and clerical support; office supplies; purchased services such as training and travel; site services such as QTRC training; and BCS maintenance support.</p> <p><u>TECHNICAL CONTENT</u></p> <p>Overhead Planning provides overall coordination and baseline control of indirect budget/liiquidation rate planning for WHC, in accordance with cost accounting standards (CAS), generally accepted accounting principles (GAAP), the WHC Disclosure Statement, and WHC/RL reporting requirements. Overhead Planning provides financial interface with other Hanford Contractors and supports budget validation efforts by DOE–RL Laboratory and Overhead Branch.</p> <p><u>OBJECTIVES – (Specific)</u></p> <ul style="list-style-type: none"> – Maintain company–level tracking of all current year indirect funding, fiscal year spending forecasts, liquidations, and rates and variance management. – Assertively manage indirect activities in the most cost effective manner. – Provide financial planning processes and oversee the development of indirect budgets to ensure they support programmatic missions and requirements. – Monitor and manage the authorized spending levels of company–level overhead to ensure RL issued ceilings are not exceeded. – Evaluate the effectiveness of the internal indirect budget development process. – Coordinate review/analysis of direct versus indirect funding determinations. – Monitor indirect change requests and provide assessment of impact to RL company–level overhead funding targets, rates, and ECCEL. – Coordinate indirect pools budget requests for approval. – Submit indirect liquidation rates to RL–FMD for approval. – Request changes in company–level overhead and service pool liquidation methodologies, if appropriate. <p><u>OBJECTIVES – (General)</u></p> <ul style="list-style-type: none"> – Conduct all operations in a safe and cost–effective manner. – Meet RL–Laboratory and Overhead Branch requirements and commitments. – Manage all activities in a total quality manner. – Develop and maintain policies and procedures to ensure effective internal controls for all indirect funds. – Provide oversight/coordination of all WHC indirect budgetary activities. – Develop and maintain company–level indirect profiles; and prepare responses involving budgetary data as requested by RL, Management, DOE–HQ, OMB, Congress, the Media, and/or the public. 			

COS: DUNT 1MDD16		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company 6.10.1 BUDGET Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE: 6.10.1.3 TITLE: Overhead Planning

ELEMENT TASK DESCRIPTION

OBJECTIVES – (General continued)

- Develop and maintain procedures and funding controls to ensure effective indirect startup and closeout of each fiscal year.
- Ensure that all staff responsible for preparing or reviewing indirect budgets are trained to adhere to proper financial and budgetary standards.
- Perform activities to ensure effective utilization and proper control/execution of all indirect funds.
- Monitor fiscal year spending and liquidation forecasts.
- Provide adequate oversight through surveillances and reviews, and internal audits based on an analysis of audit risks.

ASSUMPTIONS/CONSTRAINTS –

- Indirect budget funding baselines should be consistent with FY funding levels as identified in guidance received from RL–Laboratory and Overhead Branch.
- Activities must comply with current applicable regulations and guidance: Federal/State Regulations; DOE Contract; DOE Orders and Directives; DOE/RL Guidance/Correspondence; Labor Contracts; WHC Management Guidance; Management Requirements and Procedures (MRP), Management Policies and other Controlled Manuals.

MILESTONES –

- Coordinate and submit Indirect Allocable Cost Report
- Reconciliation of WBS Dictionaries to Indirect Funding Targets for FY 1995
- Submit Indirect Pools WBS Dictionaries approved for FY 1995
- WHC Indirect Pool Accumulation/Distribution Activity (Pool) Handbook (A section in the Budget Guideline Handbook)
- Company–Level Overhead Planning Rates for FY 1996 thru 2001
- Develop all Indirect Pool FY 1996 Executions Rates
- Overhead Planning Self–Surveillance for improvements to the FY 1995 indirect planning process

DELIVERABLES –

- Monthly Site Management System Indirect Executive Summary Report
- Allocable Cost Report
- Periodic SMS 6.10.12 Reports

ELEMENT TASK DESCRIPTION Overhead Planning

WORK STATEMENT –
REQUESTS WITHIN TARGET:Activity Detailed Description

Overhead Planning is staffed with one manager. Responsibilities include staffing, management, Call Letter planning, CFO briefings, recruitment coordination, and leadership to assure the mission and objectives are accomplished within the scheduled milestones and within budget constraints.

FTE's

1.0

Overhead Planning is staffed with one full-time clerical and one part-time COE student to provide general office administration and accountability. Other duties include maintaining/filing budget documentation, desk procedures, training development, change log update, safety meetings, typing and associated clerical functions.

FTE's

1.3

Overhead Planning is staffed with 3 exempt Project Control Analysts for oversight and coordination of all WHC indirect budgetary activities.

One analyst provides complete coordination and analysis of service pool assessments and distributions. Other activities include BCS contractor interface, rates/assessment documentation, recruiting support, coordination of business rotational and summer intern assignments, monthly SMS reporting, mid-year review and analysis of assigned cost accounts.

One analyst provides complete coordination and analysis of the department overhead assessments. Other activities include ICF-KH contractor interface, allocable cost reporting, coordination of the monthly indirect budget RL summary, mid-year review, analysis of assigned cost accounts, and quarterly analysis of Continuity of Service.

One analyst provides coordination and analysis of the company level overhead assessment and liquidations. Other activities include monthly rate analysis of rates, preparation of SMS reports, development of out year planning rates, indirect ECCEL reserve coordination, PNL contractor interface, monthly SMS reporting, mid-year review and analysis of cost accounts.

FTE's

3.7

FY 1994 FYSF

Delta

FY 1995

Delta

FY 1996

FTEs

Dollars

FTEs

Dollars

FTEs

Dollars

FTEs

Dollars

FTEs

Dollars

ELEMENT TASK DESCRIPTION Overhead Planning

WORK STATEMENT –
REQUESTS WITHIN TARGET:

Activity Detailed Description (continued)

Overhead Planning is staffed with 6 exempt Project Control Analysts within the Controller Business rotational program. Each of these analysts are assigned three-month rotational positions within the financial organizations. Each position is unique to the manager or department in which each reports. Common rotational positions include General Accounting, Internal Audit, Boeing Computer Services and waste management programs as required. Workscope includes budget planning and analysis, training and procedure documentation and special requests as required.

FTE's

0

6

6

Fiscal Year 1995 will include the Business Rotational employees in the 1MDD16 cost account. In prior years, the rotationals were included in 1MDD15, Financial Services. A corresponding decrease in labor costs will be applicable to 1MDD15 in FY95. Additionally, one analyst transferred in FY94 and will not be replaced in FY95.

Costs are expected to remain level into the out-years with no significant change in the projected labor and non-labor elements. Furniture procurements that occurred in FY94 will not occur in FY95, however, addition of rotational analysts and their associated non-labor costs attribute to the increase in these cost elements.

ELEM TASK DESCRIPTION	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
Total FTE/Labor Cost	6.0	307.9	5.7	332.1	11.7	640.0	0.0	18.6	11.7	658.6
Total Non-Labor Cost		31.6		27.4		59.0		1.7		60.7
Total Overhead Planning		339.5		359.5		699.0		20.3		719.3

COS 1MD	COUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company 6.10.1 BUDGET Part II – Element Definition	FY 1995 SSPP Revision # 0	

WBS ELEMENT CODE:	6.10.1.4	TITLE:	Financial Training
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ELEMENT TASK DESCRIPTION

COST CONTENT –

Financial Training is funded by the G&A pool. Major labor costs include three analysts as well as support FTE's to provide administrative and analytical support. Other costs include office supplies, computer hardware/software upgrades and purchases, travel, subject matter expert training course fees, and professional skill development training for the staff.

TECHNICAL CONTENT –

A three-way partnership was arranged to develop the Financial Curriculum training courses. This WBS describes the Line Management Ownership (content owners) who have the lead role in providing coordination, facilitation, and clerical support to volunteer subject matter experts. The other partners, WHC's Leadership and Organization Development group provides change management and consulting expertise and the other partner, the Quality Training and Resource Center (QTRC) provides instructional design expertise, material production, and logistical support (registration, scheduling, etc.).

OBJECTIVES

- The primary objective is to complete the learning experiences currently in development to be offered to all Hanford site contractors, including DOE's Richland Operations Office.
- Upon meeting the first objective, Financial Training will share processes and products with other WEC GOCO's (Savings Through Sharing), as well as with the other contractors and DOE Field Offices within the DOE complex.
- Conduct all operations in a safe and cost-efficient manner.
- Manage all activities in a total quality manner.
- Add listing of Financial Curriculum courses to the QTRC catalog and the Headquarters system called Department Training Information System (DTIS).
- Meet with RL's Budget Division Training coordinator once monthly for interface, exchange, and sharing.

ASSUMPTIONS

Direction of the training development will remain in line with the conclusions drawn from the initial Needs Assessment survey. The Needs Assessment justified the training need, as well as identified the specific financial management topical areas to be addressed by the Financial Curriculum.

MILESTONES

- Complete Implementation of Partnership with the QTRC and upon completion of course development, turn courses over to the QTRC.
- Add Financial Curriculum courses to the Training Resource and Data Exchange Electronic (TRADE) bulletin board system electronic catalog called Training Resource Catalog (TRC).

DELIVERABLES

- Completion of the Financial Curriculum learning experiences currently in development.

Cost /	Unit 1MDD16	Part	Element Definition (continued)									
ELEMENT TASK DESCRIPTION Financial Training												
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 Training is staffed with two exempt analysts for FY 1995. Responsibilities include coordination and facilitation to each course content design team, reporting/budgeting, subject matter point of contact, in-house marketing, maintenance of catalog listings, maintaining evaluation feedback system/processes, course content improvement, defining technical/instruction criteria with instructors, and coordination with the QTRC.												
FTE's							2.0				2.0	
Financial Training is staffed with one full-time clerical staff to provide support to content design team by scheduling/preparing meetings, record documentation, agenda creation, action tracking, inventory and document organization, and general staff assistance such as mail distribution, typing, and copying.												
FTE's							1.0				1.0	
Financial Training is part-time staffed by a graduate rotational analyst for a six month rotation that will provide facilitation and coordination support for the content design teams, and to assist in course development.												
FTE's							0.5				0.5	
Financial Training is part-time staffed by exempt QTRC personnel to provide instructional design and technical editing support. Non-exempt QTRC personnel will provide desktop publishing and registration/scheduling support.												
FTE's							0.8				0.8	
Financial Training was funded in 1MDD15, Financial Services work plan in FY94. Realignment of labor per RL direction brings these FTEs into 1MDD16 for FY95. The increase of labor and non-labor costs to 1MDD16 is attributed to this realignment. A corresponding decrease in costs in 1MDD15 reflects overall costs within target.												
Total FTE/Labor Cost							4.3	228.1	0.0	6.6	4.3	234.7
Total Non-Labor Cost								66.9		1.9		68.8
Total Financial Training								295.0		8.5		303.5
TOTAL COST ACCOUNT			20.0	1,176.7	8.6	569.3	28.6	1,746.0	0.0	50.6	28.6	1796.6

Work Breakdown Structure Dictionary	Westinghouse Hanford Company 6.10.1 BUDGET Part I – Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 0 20-Sep-94		Funding Source:		
					G&A	X	
					SWS		
					OST		
					DOH		
					MGT PRO		
Cost Account 1MDD16	Cost Account Title Budget			POOL			
SMS WBS 6.10.1	SMS Title Budget			DIRECT			
CAM Review/Approval		Date	Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)				
SMS Program Mgr Review/Approval		Date				FY 1994 Rate	FY 1995 Rate Request
Financial Manager Review/Approval		Date					
Responsible Analyst		Date				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	20.2	17		21.9			
Organizational – Nonexempt	3	3		5.4			
Organizational – Bargaining	0	0		0			
Total Organizational FTEs	23.2	20		27.3			
Support FTEs	0	0		1.3			
TOTAL FTEs	23.2	20		28.6			
COST ELEMENTS							
Labor – Regular	1,296	1,081		1,502			
Labor – Overtime	37	0		34			
Total Labor	1,333	1,081		1,536			
1 Materials	30	38		38			
2 Purchased Services	80	23		99			
3 Other Hanford	0	0		0			
4 Site Services	4	20		35			
5 Internal Charges	0	0		0			
6 IRM Support	18	24		34			
7 Overheads	0	(9)		5			
8 Revenue	0	0	0				
TOTAL DOLLARS	1,465	1,177	1,045	1,746			

COST 1MDD16	JUNT	
Work Breakdown Structure Dictionary	Westinghouse Hanford Company 6.10.1 BUDGET Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE:	6.10.1.1	TITLE:	Financial Integration & Planning
ELEMENT TASK DESCRIPTION			
<u>COST CONTENT</u>			
Financial Integration and Planning is funded in the G&A Pool. Major costs are management, analytical, and clerical labor support; office supplies; purchased services such as offsite training and travel; site services such as QTRC training; and BCS maintenance support.			
<u>TECHNICAL CONTENT</u>			
Financial Integration & Planning provides management direction and leadership for activities related to the mission and objectives of the Controller's Department. Functions include overseeing/coordinating all WHC budgetary/manpower planning and monitoring the execution of all obligated funds to insure effective utilization and control. Activities comply with current applicable regulations and guidance as outlined in the DOE–RL contract, DOE Orders and Directives, Labor Contracts, WHC Management Requirements and Procedures, Management Policies and Manuals.			
<u>OBJECTIVES – (Specific)</u>			
<ul style="list-style-type: none"> – Coordinate and integrate all program (EM, excluding Five–Year Plan and MYPP, and non–EM) budget submissions and related special company level exercises to ensure compliance with financial and budgetary regulations. – Prepare responses to requests for budgetary information, impact analysis, and development of briefing material. Coordinate budget scenarios as required. – Maintain company–level tracking of all current year programmatic funding, fiscal year spending forecasts, commitments and year–end trending (i.e., trending during the year as well as year–to–year comparison). – Coordinate impact analysis and recommend resolution of funding issues which arise during the execution year for all areas budgeted (e.g., prioritization lists, reprogramming and supplemental requests, budget information to satisfy "funding" requirements of Paragraph 139, Section D of the Tri–Party Agreement. – Ensure timely commitment and monitoring of capital equipment and GPP funds. – Development and maintenance of an approved budget formulation manual that includes documentation standards. – Conduct independent analysis to assure proper documentation and adequate justification to support budget requests in order to allow for independent and/or customer validation. 			
<u>OBJECTIVES – (General)</u>			
<ul style="list-style-type: none"> – Conduct all operations in a safe and cost–efficient manner. – Meet RL Budget Division requirements and commitments. – Manage all activities in a total quality manner. – Develop and maintain policies and procedures to ensure effective internal controls for all funds obligated under the M&O contract. – Provide oversight/coordination of all WHC budgetary activities. – Coordinate miscellaneous budget schedules and crosscuts as required in the annual Unified Budget Call issued by RL Budget Division. – Develop and maintain company–level funding profiles; and prepare responses involving budgetary data (e.g., funding and manpower) as requested by RL Management, DOE–HQ, OMB, Congress, the Media, and/or the public. This includes coordinating manpower projections with Human Resources. – Develop/coordinate the preparation of budget briefings to RL/HQ/State/EPA/etc.. – Preparation of other miscellaneous requirements (e.g., Outlays, FIVRS, Reimbursable Work, Overhead/Indirect activity pool status, monthly SMS reporting, manpower analysis and reporting, CFO biweekly, and AFP/DISCAS/SMS reconciliation. 			

COS 1MDD	OUNT	
Work Breakdown Structure Dictionary	Westinghouse Hanford Company 6.10.1 BUDGET Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE:	6.10.1.1	TITLE:	Financial Integration & Planning
<p>ELEMENT TASK DESCRIPTION</p> <p><u>OBJECTIVES – (General continued)</u></p> <ul style="list-style-type: none"> – Conduct analysis of uncosted obligations for budget formulation certification to ensure balances are accurately reflected and are considered in the development of requests for new budget authority. – Conduct analysis of uncosted obligations. – Develop and maintain procedures and funding controls to ensure effective startup and closeout of each fiscal year. – Ensure that all staff responsible for preparing or reviewing program and indirect budgets are trained to adhere to proper financial and budgetary standards. – Evaluate the effectiveness of the internal program budget development process to ensure that well reasoned, defensible budgets are being produced for EM and non-EM activities. – Perform activities to ensure effective utilization and proper control and execution of all obligated funds, including monitoring fiscal year spending forecasts. – Provide adequate oversight through surveillances and reviews, and internal audits based on an analysis of audit risks. <p><u>ASSUMPTIONS/CONSTRAINTS –</u></p> <ul style="list-style-type: none"> – Budget schedules for EM Programs must be consistent with requirements identified in the ADS, as modified by subsequent change requests. – Budget submissions for non-EM only programs must be consistent with the Unified Budget Call and associated program guidance. – Program budget funding baselines should be consistent with FY funding levels as identified in guidance received from RL Budget Division. Proposed supplemental/reprogramming requests to cover identified shortfalls should not be assumed in developing the program budget funding baselines. – Coordination of activities between Financial Integration & Planning and Program Baseline Integration is assumed. – Activities must comply with current applicable regulations and guidance: Federal/State Regulations; DOE Contract; DOE Orders and Directives; DOE/RL Guidance/Correspondence; Labor Contracts; WHC Management Guidance; Management Requirements and Procedures (MRP), Management Policies and Other Controlled Manuals. <p><u>MILESTONES –</u></p> <ul style="list-style-type: none"> – Systematic Uncosted Obligations Analyses – Outlay Estimate Revisions – Quarterly Outlay Variance Report – Internal Evaluation/Surveillance Schedule, Reports, and Corrective Action Plans – FIVRS Cost Estimate – Monthly Financial CFO Briefing Report <p><u>DELIVERABLES –</u></p> <ul style="list-style-type: none"> – Monthly Site Management System Report – FY 1996 SSPP Draft and Final Report – Unified Budget Call Exhibits – Budget Formulation/Execution Manual Draft and Final Report – Transfers To/From Other Hanford Contractors Report 			

[illegible]

COS 1MDD	COUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company 6.10.1 BUDGET Part II – Element Definition	FY 1995 SSPP Revision # 0	

WBS ELEMENT CODE:	6.10.1.2	TITLE:	Financial Services
ELEMENT TASK DESCRIPTION			
<p><u>COST CONTENT –</u></p> <p>The Financial Services organization contains labor funded both by direct programs and by the G&A pool. Labor supporting the Overhead/ESQ organization is funded directly by the organization to which service is provided. Management and analysts supporting the Controller's organization in this work plan is funded through the G&A overhead pool. Major costs are management, analytical, and clerical labor support; office supplies; purchased services such as offsite training and travel; site services such as QTRC training; and BCS maintenance support.</p> <p><u>TECHNICAL CONTENT –</u></p> <p>Financial Services provides for overall financial support services to company level support organizations including planning, budgeting, forecasting, estimating, analysis, reporting, and maintenance of financial data.</p> <p><u>OBJECTIVES</u></p> <ul style="list-style-type: none"> – Provide overall budget planning and coordination support to the SAS program. – Conduct all operations in a safe and cost-efficient manner. – Prepare responses to requests for budgetary information, impact analysis, and development of briefing material. – Manage all activities in a total quality manner. – Develop and maintain policies and procedures to ensure effective internal controls for designated funds within the specified program. – Provide oversight/coordination of designated WHC budgetary activities. <p><u>ASSUMPTIONS</u></p> <ul style="list-style-type: none"> – None <p><u>MILESTONES</u></p> <p>Quarterly SAS Obligation and Cost Report</p> <p><u>DELIVERABLES</u></p> <ul style="list-style-type: none"> – None 			

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Site Management System (SMS) Monthly 6.10.1 Report		Date Prepared: June 30, 1994	
Assigned To: R. B. Agee		CIN: N/A	
WBS Designator: 6.10.1		Due Date: 3rd Friday Fiscal Month	
Control Number: FAB-95-001 thru 012		Revision:	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR ☐ WHC KEY	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
The milestone includes delivery of a monthly SMS report which includes: Program Executive Summary; Program Manager's Assessment; Milestone Schedule, Achievements, and Exception reports; Program Accomplishment; Change Request Status; Expense Cost Performance and Analysis; and an Issues section.			
Description of what constitutes completion of this milestone:			
A draft copy of the milestone is due to RL on the third Monday of the fiscal month. An interface meeting between RL Budget and WHC will be held prior to the reports final submittal. RL acceptable final report is due to RL on the third Friday of the fiscal month.			
<i>R. B. Agee</i> Cost Account Manager R. B. Agee	<i>R. B. Agee</i> Program/Project Manager R. B. Agee		
<i>E. P. Vedney</i> Program Element Manager E. P. Vedney	<i>R. R. Tibbatts</i> DOE Monitor R. R. Tibbatts		
Date <i>9/21/94</i>	Date <i>9/21/94</i>		
Date <i>9/21/94</i>	Date <i>9/21/94</i>		

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: FY 1996 Site Support Program Plan (SSPP)		Date Prepared: June 30, 1994	
Assigned To: R. B. Agee		CIN: N/A	
WBS Designator: 6.10.1		Due Date: 08/31/95	
Control Number: FAB-95-013		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 preliminary draft copy to be followed by a final copy of the FY 1996 SSPP for 6.10.1 Budget to include: Vision/Mission; Situational Analysis; Goals & Objectives; Strategies; Assumptions; Issues & Constraints; Performance Measures; Technical, Schedule & Cost Baselines; and Execution Year Milestone descriptions.			
Description of what constitutes completion of this milestone:			
Delivery of a RL acceptable final copy of the FY 1996 SSPP to RL on August 31, 1995.			
Cost Account Manager R. B. Agee	Date	Program/Project Manager R. B. Agee	Date
Program Element Manager E. P. Voorney	Date 9/21/94	DOE Monitor R. R. Tibbatts	Date 9/21/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Unified Budget Call		Date Prepared: June 30, 1994	
Assigned To: R. B. Agee		CIN: N/A	
WBS Designator: 6.10.1.1		Due Date: TBD	
Control Number: FAB-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			
Coordinate and prepare Program budget submissions for EM and non-EM in the format, detail, and schedule as outlined in the annual Unified Budget Call issued by RL.			
Description of what constitutes completion of this milestone:			
RL acceptable program budget submissions, uncostered balance certification, and supporting documentation on dates to be determined by Unified Budget Call guidance.			
Cost Account Manager R. B. Agee	Date	Program/Project Manager R. B. Agee	Date
Program Element Manager E. P. Vodney	Date 9/24/94	DOE Monitor R. R. Tibbatts	Date 9/29/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Budget Manual		Date Prepared: June 30, 1994	
Assigned To: R. B. Agee		CIN: N/A	
WBS Designator: 6.10.1.1		Due Date: 10/14/94 12/02/94	
Control Number: FAB-95-015 - 016		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			
<i>BS</i> Coordinate, develop and maintain an approved budget execution manual that includes documentation standards. Merging of existing manuals with possible title changes is acceptable.			
Description of what constitutes completion of this milestone:			
A completed comprehensive manual draft to be submitted to RL by October 14, 1994. RL acceptable final copy of the manual's finished product is due to RL on December 2, 1994.			
Cost Account Manager R. B. Agee	Date	Program/Project Manager R. B. Agee	Date
Program Element Manager E. R. Vodney	Date 9/24/94	DOE Monitor R. R. Tibbatts	Date 9/29/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Systematic Uncosted Obligations Analyses		Date Prepared: June 30, 1994	
Assigned To: R. B. Agee		CIN: N/A	
WBS Designator: 6.10.1.1		Due: 11/30/94 05/30/95 09/29/95	
Control Number: FAB-95-017 - 019		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			
Coordinate annual and interim reports that includes projections be made of the upcoming months and fiscal year end, as well as reporting the uncosted actuals to date. The annual report will also need to include projections for the next fiscal year. Narrative is required for both the annual and the interims; on all balances by ADS for the annual and on all balances over \$1M by program for the interims.			
Description of what constitutes completion of this milestone:			
Three RL acceptable deliverables comprised of one annual report due November 30, 1994 required on all balances by ADS, and two interim reports due on May 30 and September 29, 1995 required on balances greater than \$1,000K by program.			
Cost Account Manager R. B. Agee	Date	Program/Project Manager R. B. Agee	Date
Program Element Manager E. P. Vodney	Date 9/21/94	DOE Monitor R. R. Tibbatts	Date 9/29/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Uncosted Variance Analysis Report		Date Prepared: June 30, 1994	
Assigned To: R. B. Agee		CIN: N/A	
WBS Designator: 6.10.1.1		Due: 05/19/95 06/16/95 07/14/95 08/18/95 09/15/95	
Control Number: FAB-95-020 thru 024		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			
Coordinate and develop a report that includes a systematic variance analysis reconciling the monthly spending plans to actual costs. The analysis is per the outline in the RL guidance letter for the budget execution year.			
Description of what constitutes completion of this milestone:			
Provide RL with acceptable narrative explanations of uncosted variances (+/- 10%) the last six months of the year. The narrative will be due the fifteenth working day of the following month.			
Cost Account Manager R. B. Agee	Date	Program/Project Manager R. B. Agee	Date
Program Element Manager E. P. Vodney	Date 9/21/94	DOE Monitor R. R. Tibbatts	Date 9/29/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: FY 1995 Outlay Estimate Revisions and Variance Reports (as needed)		Date Prepared: June 30, 1994	
Assigned To: R. B. Agee		CIN: N/A	
WBS Designator: 6.10.1.1		Due: 12/06/94 03/07/95 06/06/95	
Control Number: FAB-95-025 thru 027		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			
Coordinate and develop outline revisions to the FY 1995 outlay estimates by appropriation. Variance reports to be provided on a quarterly basis only if estimates exceed variance threshold variance guidelines.			
Description of what constitutes completion of this milestone:			
Three RL acceptable reports constitute completion of this milestone. The first report is to RL December 6, 1994. The second report is due to RL on March 7, 1995 and final report is due to RL June 6, 1995.			
Cost Account Manager R. B. Agee	Date	Program/Project Manager R. B. Agee	Date
Program Element Manager E. P. Vodney	Date 9/21/94	DOE Monitor R. R. Tibbatts	Date 9/20/94

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Internal Evaluation/Surveillance Schedule, Reports, and Corrective Action Plans			Date Prepared: June 30, 1994
Assigned To: R. B. Agee			CIN: N/A
WBS Designator: 6.10.1.1			Due: 10/14/94 01/16/95 04-07/14/95
Control Number: FAB-95-028 thru 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			
Internal evaluations to include reporting of EM and non-EM budget formulation and execution processes. Content of reports to include area(s) evaluated, reviews completed, results of reviews, and corrective action plans. Coordination with Planning Systems Integration/Planning and Management Control Systems is acceptable.			
Description of what constitutes completion of this milestone:			
Evaluation, surveillance, and corrective action plans to be submitted on a quarterly basis. RL acceptable reports are due in hardcopy form in October, January, April, and July 1995.			
Cost Account Manager R. B. Agee	Date 9/21/94	Program/Project Manager R. B. Agee	Date 9/21/94
Program Element Manager E. P. Vodney	Date 9/21/94	DOE Monitor R. R. Tibbatts	Date 9/21/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: FIVRS Cost Estimate		Date Prepared: June 30, 1994	
Assigned To: R. B. Agee		CIN: N/A	
WBS Designator: 6.10.1.1		Due Date: 10/14/94 04/14/95	
Control Number: FAB-95-032 - 033		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			
FIVRS Cost Estimating provides DOE-RL with monthly cost projections for Defense Program (DP) operating dollars and associated monthly narrative explanations when variances to cost projections are generated. FIVRS reporting occurs semi-annually.			
Description of what constitutes completion of this milestone:			
Submittal is required on a semi-annual basis. RL acceptable report is required on October 15, 1994 and April 15, 1995.			
Cost Account Manager R. B. Agee	Date	Program/Project Manager R. B. Agee	Date
Program Element Manager E. P. Vodney	Date 9/24/94	DOE Monitor R. R. Tibbatts	Date 9/29/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Transfers To/From Other Hanford Contractors		Date Prepared: June 30, 1994	
Assigned To: R. B. Agee		CIN: N/A	
WBS Designator: 6.10.1.1		Due: 10/14/94 01/16/95 04-07/14/95	
Control Number: FAB-95-034 thru 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			
<p>The purpose of the To/From Other Hanford Contractors is to provide DOE-RL with a projection of year end funding required to accomplish various work scope between the contractors. WHC provides projections for transfers to and from PNL, HEHF, KEH, and RL. KEH does not submit a separate report. KEH's projection information is provided on the WHC final submittal listed separately.</p>			
Description of what constitutes completion of this milestone:			
<p>RL acceptable hardcopy submittal is required on a quarterly basis. The report is required on October 15, 1994, January, April and July 15, 1995.</p>			
Cost Account Manager R. B. Agee	Date	Program/Project Manager R. B. Agee	Date
Program Element Manager E. E. Wodney	Date 9/21/94	DOE Monitor R. R. Tibbatts	Date 9/21/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Monthly Budget CFO Briefing Report		Date Prepared: June 30, 1994	
Assigned To: R. B. Agee		CIN: N/A	
WBS Designator: 6.10.1.1		Due Date: TBD	
Control Number: FAB-95-038 thru 049		Revision:	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☒ Other (specify) Briefing	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
<p>The monthly Financial Briefing to RL's CFO is an overall company level briefing. The briefing includes capital commitments and expense funding status detailing burn rates and spending forecasts by program. The briefing also serves as a formal means to address issues and concerns.</p>			
Description of what constitutes completion of this milestone:			
<p>RL acceptable report as well as a briefing is required on a monthly basis on a pre-set schedule to accomplish this milestone.</p>			
Cost Account Manager R. B. Agee	Date	Program/Project Manager R. B. Agee	Date
Program Element Manager E. P. Vodney	Date 9/21/94	DOE Monitor R. R. Tibbatts	Date 9/21/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: SAS Obligation and Cost Report		Date Prepared: June 30, 1994	
Assigned To: L. H. Peterson		CIN: N/A	
WBS Designator: 6.10.1.2		Due: 10/14/94 01/16/95 04-07/14/95	
Control Number: FAB-95-050 thru 053		Revision:	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☒ Other (specify) Briefing	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
<p>The SAS Obligation and Cost report provides a status of SAS activities against "planned estimates". The FY 1995 SAS Budget Estimates (Crosscut) for operating expense, capital equipment, general plant projects, and line item construction projects as submitted are used for report preparation.</p>			
Description of what constitutes completion of this milestone:			
<p>RL acceptable quarterly SAS obligations and cost report provided per guidance during first quarter of the fiscal year. Report submitted to Laboratory and Overhead Branch.</p>			
Cost Account Manager R. B. Agee	Date	Program/Project Manager R. B. Agee	Date <i>9/21/94</i>
Program Element Manager E. P. Vodney	Date <i>9/21/94</i>	DOE Monitor R. R. Tibbatts	Date <i>9/21/94</i>

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Overhead Planning Self-Surveillance for Improvements to the FY 1995 Indirect Planning Process		Date Prepared: June 30, 1994	
Assigned To: B. R. Thomas		CIN: N/A	
WBS Designator: 6.10.1.3		Due Date: 07/31/95	
Control Number: FAB-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			
Provide a report detailing internal evaluation and/or surveillance of the FY 1995 indirect budget formulation and execution processes. Corrective action plans for FY 1996 are to be included within evaluation. OSBRB meeting minutes are an acceptable form of documentation to support the findings.			
Description of what constitutes completion of this milestone:			
A hardcopy report is due to RL-Laboratory and Overhead Branch on July 31, 1995.			
Cost Account Manager B. R. Thomas		Program/Project Manager B. R. Thomas	
Program Element Manager E. P. Vodney		DOE Monitor R. R. Tibbatts	
Date 9/21/94		Date 9/22/94	

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: FY 1995 Indirect Monthly Summaries and Periodic Reconciliation of Targets		Date Prepared: June 30, 1994	
Assigned To: B. R. Thomas		CIN: N/A	
WBS Designator: 6.10.1.3		Due Date: On or before the 25th of month	
Control Number: FAB-95-055 thru 066		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			
RL-Laboratory and Overhead Branch issues an annual company-level overhead (CLOH) funding target. Overhead Planning is to reconcile the CLOH target to the approved CLOH budgets. Additionally, department overhead/proration and service pools should be reconciled to the Overhead Planning-issued targets vs approved budgets. The formats for beginning-of-year, mid-year, and year-end reporting may vary from the typical monthly report.			
Description of what constitutes completion of this milestone:			
A hardcopy report showing funding reconciliation by cost account, categorized and subtotaled by type of indirect pool, is due to RL-Laboratory and Overhead Branch on the 25th of the month. Deliverables include nine monthly summaries, one year-start reconciliation, one mid-year status, and one year-end closing.			
Cost Account Manager B. R. Thomas	Date	Program/Project Manager B. R. Thomas	Date
Program Element Manager E. P. Vodney	Date 9/21/94	DOE Monitor R. R. Tibbatts	Date 9/21/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Indirect Pools WBS Dictionaries Approved for FY 1995		Date Prepared: June 30, 1994	
Assigned To: B. R. Thomas		CIN: N/A	
WBS Designator: 6.10.1.3		Due Date: 10/14/94	
Control Number: FAB-95-067		Revision:	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) WBS Dictionaries	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Provide RL-Laboratory and Overhead Branch with approved final copies of all indirect pool FY 1995 WBS Dictionaries.			
Description of what constitutes completion of this milestone:			
Hard copies of the approved FY 1995 WBS Dictionaries are due to RL-Laboratory and Overhead Branch on October 14, 1994.			
Cost Account Manager B. R. Thomas	Date	Program/Project Manager B. R. Thomas	Date
Program Element Manager E. P. Vodney	Date 9/21/94	DOE Monitor R. R. Tibbatts	Date 9/21/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: WHC Indirect Pool Accumulation/ Distribution Activity (Pool) Handbook		Date Prepared: June 30, 1994	
Assigned To: B. R. Thomas		CIN: N/A	
WBS Designator: 6.10.1.3		Due Date: 09/29/95	
Control Number: FAB-95-068		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			
Update and revise the WHC indirect pool accumulation/ distribution activity (pool) handbook for RL approval. This summary will be maintained on Soft Reporting under the "FDS Budget Guideline Handbook" in Section 4, "Internal Services (Pools) Descriptions".			
Description of what constitutes completion of this milestone:			
A hardcopy of the WHC indirect pool accumulation/ distribution activity (pool) handbook will be submitted to the RL-Laboratory and Overhead Branch on September 29, 1995.			
Cost Account Manager B. R. Thomas	Date	Program/Project Manager B. R. Thomas	Date
Program Element Manager E. P. Vodney	Date 9/21/94	DOE Monitor R. R. Tibbatts	Date 9/21/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Develop Outyear Company-Level Overhead Planning Rates		Date Prepared: June 30, 1994	
Assigned To: B. R. Thomas		CIN: N/A	
WBS Designator: 6.10.1.3		Due Date: 12/15/94	
Control Number: FAB-95-069		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			
Coordinate and develop a submittal detailing the company-level overhead (CLOH) planning rates from FY 1996 through FY 2001. Communicate major changes to service pools/ Department Overhead/ Proration (does not apply to Continuity of Service). This is the information traditionally provided to the ADS planning group.			
Description of what constitutes completion of this milestone:			
Submit a copy of the ADS planning memo for FY 1996-2001 planning rates to RL-Laboratory and Overhead Branch on November 15, 1994. <small>DEC</small>			
Cost Account Manager B. R. Thomas	Date	Program/Project Manager B. R. Thomas	Date 9/22/94
Program Element Manager E. P. Vodney	Date 9/24/94	DOE Monitor R. R. Tibbatts	Date 9/21/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Develop Indirect Pool FY 1996 Execution Rates		Date Prepared: June 30, 1994	
Assigned To: B. R. Thomas		CIN: N/A	
WBS Designator: 6.10.1.3		Due Date: 09/29/95	
Control Number: FAB-95-070		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			
Coordinate and develop a submittal detailing all indirect pool FY 1996 execution rates.			
Description of what constitutes completion of this milestone:			
Submit all indirect pool FY 1996 execution rates to RL-Laboratory and Overhead Branch on September 29, 1995.			
Cost Account Manager B. R. Thomas	Date 9/22/94	Program/Project Manager B. R. Thomas	Date 9/22/94
Program Element Manager E. P. Vodney	Date 9/21/94	DOE Monitor R. R. Tibbatts	Date 9/21/94

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Periodic Site Management System Reports (Indirect Executive Summary and 6.10.12)		Date Prepared: June 30, 1994	
Assigned To: B. R. Thomas		CIN: N/A	
WBS Designator: 6.10.1.3		Due Date: 3rd Fiscal Friday of Month	
Control Number: FAB-95-071 thru 082		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			
Coordinate, develop and submit the two periodic indirect SMS reports: the Indirect Executive Summary on a monthly basis and 6.10.12 "Other Miscellaneous Activities" at the end of each quarter.			
Description of what constitutes completion of this milestone:			
The Indirect Executive Summary is due to RL-Laboratory and Overhead Branch on the 3rd fiscal Friday of the month. The 6.10.12 "Other Misc. Accounts" SMS report is due to RL-Laboratory and Overhead Branch on October 21, 1994 for FY 1994 closing; January 20, 1995 for 1st quarter of FY 1995; April 21 for 2nd quarter; and July 21 for 3rd quarter.			
Cost Account Manager B. R. Thomas	Date	<i>B.R. Thomas</i> Program/Project Manager B. R. Thomas	Date <i>9/22/94</i>
Program Element Manager <i>E. P. Vodney</i>	Date <i>9/21/94</i>	DOE Monitor <i>R. R. Tibbatts</i>	Date <i>9/21/94</i>

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Coordinate/Submit Indirect Allocable Cost Report		Date Prepared: June 30, 1994	
Assigned To: B. R. Thomas		CIN: N/A	
WBS Designator: 6.10.1.3		Due Date: TBD	
Control Number: FAB-95-083		Revision:	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☒ Other (specify) Diskette	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Coordinate and develop a submittal detailing allocable cost per guidance from RL-Laboratory and Overhead Branch in first quarter of FY 1995.			
Description of what constitutes completion of this milestone:			
Submittal per RL-Laboratory and Overhead Branch guidance in the first quarter of FY 1995. Submittal date to be determined by RL at a later date.			
Cost Account Manager B. R. Thomas		Program/Project Manager B. R. Thomas	
Program Element Manager E. P. Vohney		DOE Monitor R. R. Tibbatts	
Date 9/21/94		Date 9/21/94	

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Transition of Training Courses With The QTRC		Date Prepared: June 30, 1994	
Assigned To: R. B. Agee		CIN: N/A	
WBS Designator: 6.10.1.4		Due: 10/31/94	
Control Number: FAB-95-084		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			
The transfer of administration and instructional design support to QTRC, while keeping line management ownership of content/subject, as well as coordinating the supply of technically competent volunteer instructors.			
Description of what constitutes completion of this milestone:			
A letter detailing transfer of the administrations to QTRC is due to RL on October 31, 1994.			
Cost Account Manager R. B. Agee	Date	Program/Project Manager R. B. Agee	Date
Program Element Manager E. P. Vodney	Date 9/21/94	DOE Monitor R. R. Tibbatts	Date 9/21/94

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Add Financial Curriculum courses to the Training Resource and Data Exchange electronic catalog		Date Prepared: June 30, 1994	
Assigned To: R. B. Agee		CIN: N/A	
WBS Designator: 6.10.1.4		Due: 03/31/95	
Control Number: FAB-95-085		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			
Inclusion of and coordinating the addition of all WEC Government Contractor financial training courses. The TRADE electronic course catalog is a course listing that is available via bulletin board service to all DOE and its contractors. The electronic catalog allows individuals to access the contents from any site workstation.			
Description of what constitutes completion of this milestone:			
A letter detailing course catalog inclusion into the electronic BBS is due to RL on March 31, 1995.			
Cost Account Manager R. B. Agee	Date	Program/Project Manager R. B. Agee	Date
E. P. Vodney	9/21/94	R. R. Tibbatts	9/21/94