

Contracts and Management Services Site Support Program Plan WBS 6.10.14

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**Westinghouse
Hanford Company**

P.O. Box 1970
Richland, Washington

Hanford Operations and Engineering Contractor for the
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Approved for Public Release

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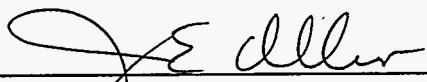
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Site Support Program Plan Approval Sheet

6.10.14 Contracts and Management Services

Assistant Manager-Contracting Officer's Representative



June E. Ollero

9/23/94
(Date)

WHC Director or VP



Larry F. Peters

9/23/94
(Date)

RELEASE AUTHORIZATION

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This document was reviewed following the procedures described in WHC-CM-3-4 and is:

APPROVED FOR PUBLIC RELEASE

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WHC Information Release Administration Specialist:

Christine Willingham

C. Willingham

(Signature)

8/29/94

(Date)

1.A Vision/Mission	Westinghouse Hanford Company Contracts and Management Services 6.10.14	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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VISION

Contracts and Management Services is recognized as the central focal point for programs having company or sitewide application in pursuit of the Hanford Mission's financial and operational objectives.

MISSION

Contracts and Management Services actively pursues cost savings and operational efficiencies through:

- Management Standards by ensuring all employees have an accessible, integrated system of clear, complete, accurate, timely, and useful management control policies and procedures;
- Contract Reform by restructuring the contract, organization, and cost accounting systems to refocus Hanford contract activities on output products;
- Systems and Operations Evaluation by directing the Cost Reduction program, Great Ideas, and Span of Management activities;
- Program Administration by enforcing conditions of Accountability (whether DEAR-based or FAR-based) for WHC, BCSR, ICF KH, and BHI; Contract Performance activities; chairing the WHC Cost Reduction Review Board; and analyzing companywide Performance Measures;
- Data Standards and Administration by establishing and directing the company data management program; giving direction to the major RL programs and mission areas for implementation of cost-effective and efficient data management practices; directing all operations, application, and interfaces contained within the Hanford PeopleCore System; directing accomplishment and delivery of TPA data management milestones; and directing the sitewide data management processes for Data Standards and the Data Directory;
- Contracts Administration by enforcing the terms of the Prime Contract and subcontracts;
- Contract Fee.

1.B.1 Internal Assessment Summary 1.B.2 External Assessment Summary 1.C Goals and Objectives 1.D Strategies 1.F Issues and Constraints 1.G Performance Measures	Westinghouse Hanford Company Contracts and Management Services 6.10.14	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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See attached individual WBS 6.10.14 packages for detail.

1.E Assumptions	Westinghouse Hanford Company Contracts and Management Services 6.10.14	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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KEY ASSUMPTIONS

1. DOE will provide the leadership and management commitment to enable Contracts and Management Services to align with the concept of Re-Engineering the Government and implement other process improvements consistent with best commercial practices.
2. DOE continues to promote objectives of Contract Reform and transformation of M&O contractors into integrators.
3. DOE will support private financing and will work with financial community and WHC in an investment banking role.
4. Prime Contract Performance Evaluation process will be modified.
5. TPA data management access/usage estimates are accurate.
6. Contract Reform will impact Accountability Rule.
7. Increased work scope (and possible staff increases) as a result of: addition of major Hanford contractors and subcontractors; Contract Reform initiatives; amount of performance-based initiatives; TPA billion dollar and other Cost Reduction Initiatives; data sharing outside of site; pressure from regulators for improved data management.

See attached individual WBS 6.10.14 packages for additional detail.

1.H Full-Time Equivalent Summary	Westinghouse Hanford Company Contracts and Management Services 6.10.14	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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	<u>FY94</u>		<u>FY95</u>		<u>OUTYEARS</u>	
	<u>EX</u>	<u>NEX</u>	<u>EX</u>	<u>NEX</u>	<u>EX</u>	<u>NEX</u>
<u>Regular Staff</u>						
Managers	7.0	---	7.0	---	7.0	---
Exempt	41.2	---	41.0	---	40.2	---
Non Exempt	----	<u>9.1</u>	----	<u>8.4</u>	----	<u>8.4</u>
SUBTOTAL	48.2	9.1	48.0	8.4	47.2	8.4
TOTAL - REGULAR STAFF	57.3		56.4		55.6	
<u>Support Staff</u>						
COE/CCE/Summer Hire/WIT	---	3.2	----	4.5	----	4.2
Graduate Rotational	0.3	---	1.0	---	0.8	---
1000 Hour Professional	<u>0.6</u>	---	<u>0.6</u>	---	<u>0.6</u>	---
SUBTOTAL	0.9	3.2	1.6	4.5	1.4	4.2
TOTAL - SUPPORT STAFF	4.1		6.1		5.6	
GRAND TOTAL	61.4		62.5		61.2	

2.A.1 Work Breakdown Structure and Responsibility Assignment Matrix	Westinghouse Hanford Company Contracts and Management Services 6.10.14		FY 1995 Site Support Program Plan Date Prepared: 8/10/94	
Program Element	Work Package	Title	Responsible Manager	Responsible Organization
6.10.14	1MDD4201	Management Integration & Evaluation	JM Knoll, Jr.	42000
6.10.14.1	1MDD4202	Management Standards	EM Schroeder	42100
6.10.14.2	1MDD4208	Contract Reform	S Morgan	42200
6.10.14.3	1MDD4204	Systems & Operations Evaluation	RB Doggett	42300
6.10.14.4	1MDD4205	Program Administration	AT Broady	42400
6.10.14.5	1MDD41 and 1MDBPC	Data Standards and Administration	MK Britton	42500
6.10.14.6	1MDD4207	Contracts Administration	GM Wise	42700
6.10.14.7	1MDDOA	Contract Fee	JM Knoll	42000

2.A.2 Description of Activities	Westinghouse Hanford Company Contracts and Management Services 6.10.14	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
ACTIVITY NUMBER AND TITLE	DESCRIPTION	
6.10.14 Contracts and Management Services	Manage six diverse, company-level functions; provide direct interface with Presidents of BCSR and ICF KH in support of WHC's fee determination process.	
6.10.14.1 Management Standards	Direct Controlled Manual (CM) System of company-level management policies and procedures; set CM standards, requirements, and guidelines; simplify, streamline, and reduce company-level policies and procedures; prepare company-level policies, charters, and procedures for approval and issue.	
6.10.14.2 Contract Reform	Renegotiate Prime Contract(s); outsourcing of substantial part of scope traditionally performed by in-house personnel; install product-oriented cost accounting and management systems; generate capital for Hanford construction projects.	
6.10.14.3 Systems & Operations Evaluation	Direct and lead the Cost Reduction program, Great Ideas program, and Span of Management; perform analytical reviews of Cost Reduction Management Reserve; direct special studies for WHC.	
6.10.14.4 Program Administration	Direct Accountability function for WHC; direct and lead WHC Cost Reduction Review Board; control Cost Reduction records; conduct Contract Performance self-assessment activities; develop and track company-wide Performance Measures; direct building management activities for the WHC Headquarters building (1100 Jadwin).	
6.10.14.5 Data Standards and Administration	Establish and direct company and sitewide data management program; Provide direction to major RL programs and mission areas for implementation of cost-effective and efficient data management practices; manage all operations, applications, and interfaces contained within Hanford PeopleCORE System (HPC); Direct accomplishment and delivery of TPA data management milestones.	

2.A.2 Description of Activities	Westinghouse Hanford Company Contracts and Management Services 6.10.14	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
ACTIVITY NUMBER AND TITLE	DESCRIPTION	
6.10.14.6 Contracts Administration	Negotiate annual fee proposals; audit and enforce assigned major subcontracts; prepare fee evaluations for major and outsourced subcontracts; resolve contract/subcontract term issues and disputes; direct approval letter process; negotiate modification to contract and subcontracts; interface between WHC and RL on contract issues; prepare proposals and obtain approval for Work for Others authorizations; administer DOE Directives and other related requirements documents.	
6.10.14.7 Contract Fee	Includes base and award fee as well as Cost Reduction Program fee. Adjustment to actual award fee earned will be made based on semi-annual evaluation.	

2.B.1 Milestone List		Westinghouse Hanford Company Contracts and Management Services 6.10.14		
Milestone		WBS Number	Milestone Description	Due Date
Type	Number			
DOE-RL	CMS-95-01	6.10.14	Re-Engineering Government and Process Improvements	3/31/95

2.C.1 Cost Baseline by Program Element	Westinghouse Hanford Company Contracts and Management Services 6.10.14	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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FY 1994 Cost Baseline (Dollars in Thousands)

WBS #	Title	Total \$s
6.10.12.2	Special Activities (1MDD42 Contracts and Management Services)	\$3,854
6.4.10	Data Administration (1MDD41 Data Standards & Administration)	\$1,005
[Excludes company adders (G&A and CSP/Oversight)] FY 1994 Total for 6.10.12.2 & 6.4.10		\$4,859

FY 1995 Cost Baseline (Dollars in Thousands)

6.10.14	Contracts and Management Services	\$ 4,924
6.10.14.7	Contract Fee	\$ 24,500
[Excludes company adders (G&A and CSP/Oversight)] FY 1995 Total for 6.10.14		\$ 29,424

2.C.1 Cost Baseline by Program Element	Westinghouse Hanford Company Contracts and Management Services 6.10.14	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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FY 1996 Cost Baseline (Dollars in Thousands)

WBS #	Title	Total \$s
6.10.14	Contracts and Management Services	\$ 5,067
6.10.14.7	Contract Fee	\$ 25,210
[Excludes company adders (G&A and CSP/Oversight)] FY 1996 Total for 6.10.14		\$ 30,277

FY 1997 Cost Baseline (Dollars in Thousands)

6.10.14	Contracts and Management Services	\$ 5,214
6.10.14.7	Contract Fee.	\$ 25,942
[Excludes company adders (G&A and CSP/Oversight)] FY 1997 Total for 6.10.14		\$ 31,156

2.C.1.1 Cost Baseline by Activity	Westinghouse Hanford Company Contracts and Management Services 6.10.14	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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FY 1994 Cost Baseline (Dollars in Thousands)

Activity	Description	Total \$s
6.10.12.2	Special Activities (Contracts and Management Services)	\$ 651
	Management Standards	\$ 953
	Systems & Operations Evaluation	\$ 732
	Program Administration	\$ 835
	Contracts Administration	\$ 683
6.4.10	Data Administration (Data Standards & Administration)	\$1,005
[Excludes company adders (G&A and CSP/Oversight)] FY 1994 Total for 6.10.12.2 and 6.4.10		\$4,859

2.C.1.1 Cost Baseline by Activity	Westinghouse Hanford Company Contracts and Management Services 6.10.14	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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FY 1995 Cost Baseline (Dollars in Thousands)

6.10.14	Contracts and Management Services	619
6.10.14.1	Management Standards	777
6.10.14.2	Contract Reform	310
6.10.14.3	Systems & Operations Evaluation	600
6.10.14.4	Program Administration	711
6.10.14.5	Data Standards and Administration	1,164
6.10.14.6	Contracts Administration	743
6.10.14.7	Contract Fee	24,500
[Excludes company adders (G&A and CSP/Oversight)] FY 1995 Total for 6.10.14		29,424

2.C.1.1 Cost Baseline by Activity	Westinghouse Hanford Company Contracts and Management Services 6.10.14	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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FY 1996 Cost Baseline (Dollars in Thousands)

Activity	Description	Total \$s
6.10.14	Contracts and Management Services	637
6.10.14.1	Management Standards	799
6.10.14.2	Contract Reform	319
6.10.14.3	Systems & Operations Evaluation	618
6.10.14.4	Program Administration	732
6.10.14.5	Data Standards and Administration	1,197
6.10.14.6	Contracts Administration	764
6.10.14.7	Contract Fee	25,210
[Excludes company adders (G&A and CSP/Oversight)] FY 1996 Total for 6.10.14		30,276

2.C.1.1 Cost Baseline by Activity	Westinghouse Hanford Company Contracts and Management Services 6.10.14	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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FY 1997 Cost Baseline (Dollars in Thousands)

6.10.14	Contracts and Management Services	655
6.10.14.1	Management Standards	822
6.10.14.2	Contract Reform	328
6.10.14.3	Systems & Operations Evaluation	636
6.10.14.4	Program Administration	753
6.10.14.5	Data Standards and Administration	1,232
6.10.14.6	Contracts Administration	786
6.10.14.7	Contract Fee	25,942
[Excludes company adders (G&A and CSP/Oversight)] FY 1997 Total for 6.10.14		31,154

CONTRACTS AND MANAGEMENT SERVICES

FORM 2.C.3 FTEs

6.10.14

FY 1994 SSPP

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	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0
First line	6.0	6.0	6.0					
General/executive	1.0	1.0	1.0					
Project/Program								
Other								
ENGINEERS	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2
Chemical								
Civil								
Computer	1.0	1.0	1.0					
Electrical								
Environmental								
Industrial	0.6	0.6	0.6					
Mechanical								
Nuclear								
Petroleum/Mining								
Plant	0.6	0.6	0.6					
Quality Control								
Safety								
Other								

CONTRACTS AND MANAGEMENT SERVICES

FORM 2.C.3 FTEs

6.10.14

FY 1994 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
SCIENTISTS								
Chemists								
Environmental								
Geologists								
Life								
Material								
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS	37.9	38.4	37.4	37.4	37.4	37.4	37.4	37.4
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal	11.0	11.0	11.0					
Cost Est/planner/sch								
Health Physics								
Industrial Hygiene								
Lawyers								
Personnel/Labor Rela								

CONTRACTS AND MANAGEMENT SERVICES

FORM 2.C.3 FTEs

6.10.14

FY 1994 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Physicians								
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit	9.0	7.0	7.0					
Trainers								
Other	17.9	20.4	19.4					
JOB FAMILY								
Job category								
GEN. ADM/SECRETARY/CLERK	14.0	14.3	14.3	14.3	14.3	14.3	14.3	14.3
Admin Assistants	2.0	2.0	2.0					
Office Clerks (Gen)	2.6	2.6	2.6					
Office Clerks (Special)	4.3	3.6	3.6					
Secretaries	3.0	3.0	3.0					
Typist/Word Process								
Other	2.1	3.1	3.1					
TECHNICIANS	0.3	0.6	0.3	0.3	0.3	0.3	0.3	0.3
Computer Oper/Coder								
Drafters								
Engrs/Tech								
Envir. Sci Technicians								
Health Phys. Technic.								
Indus. Saf/Health Tech								

CONTRACTS AND MANAGEMENT SERVICES

FORM 2.C.3 FTEs

6.10.14

FY 1994 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Instru/Control Tech								
Lab. Technicians								
Media Technicians								
Survey/Map Tech								
Other	0.3	0.6	0.3					
CRAFTS:								
Carpenters								
Electricians								
HVAC								
Machinists								
Masons								
Millwrights								
Painters								
Plumbers/Pipefitters								
Struct/Metal Workers								
Vehic./Mob Equip Mech								
Welders								
Other								

CONTRACTS AND MANAGEMENT SERVICES

FORM 2.C.3 FTEs

6.10.14

FY 1994 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
OPERATORS								
Chemical System								
Drillers								
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS								
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								
Laundry Workers								
Security Guards								
Other								

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Re-Engineering Government and Process Improvements

Date Prepared:
09/20/94

Assigned To: Contracts and Management Services

CIN:

WBS Designator: 6.10.14

Due Date:
03/31/95

Control Number: CMS-95-01

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

Review CMS processes to determine what, if any, process improvements or Re-engineering Government steps can be taken that will result in improved services.

Description of what constitutes completion of this milestone:

Complete the Re-Engineering Government and process improvement review. Obtain DOE-RL approval on the implementation plan by 3/31/95.

Cost Account Manager

Date

Program/Project Manager

Date

Program Element Manager

Date

DOE Monitor

Date

Work Breakdown Structure Dictionary	Westinghouse Hanford Company CONTRACTS AND MANAGEMENT SERVICES Part I – Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 1 29–Aug–94		Funding Source:	
					G&A	XX
					SWS	
					OST	
					DOH	
Cost Account 1MDD42	Cost Account Title CONTRACTS AND MANAGEMENT SERVICES				POOL	
SMS WBS 6.10.14	SMS Title CONTRACTS AND MANAGEMENT SERVICES				DIRECT	
CAM Review/Approval			Date	Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)		
SMS Program Manager Review/Approval			Date			
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	33.3	35.4		35		
. Organizational – Nonexempt	10	10		10.5		
. Organizational – Bargaining	0.2	0.1		0		
Total Organizational FTEs	43.5	45.5		45.5		
Support FTEs	1.6	1.6		2.6		
TOTAL FTEs	45.1	47.1		48.1		
COST ELEMENTS						
. Labor – Regular	2,632	2,588		2,596		
. Labor – Overtime	2	3		2		
0 Total Labor	2,635	2,591		2,598		
1 Materials	158	180		79		
2 Purchased Services	275	290		334		
3 Other Hanford	6	6		5		
4 Site Services	378	414		349		
5 Internal Charges	0	0		42		
6 IRM Support	400	351		337		
7 Overheads	4	(12)		17		
8 Revenue	0	0		0		
TOTAL DOLLARS	3,854	3,819	3,456	3,760		

1MDD42 COST ACCOUNT	Westinghouse Hanford Company _____ Contracts and Management Services _____ Part II – Element Definition	FY 1995 SSPP Revision # 1
Work Breakdown Structure Dictionary		

WBS ELEMENT CODE:	6.10.14	TITLE:	Contracts and Management Services
ELEMEN TASK DESCRIPTION			
<u>COST CONTENT –</u>	G & A funded		
<u>TECHNICAL CONTENT –</u>	Contracts and Management Services (CMS) administers the Prime Contract with RL, and the subcontracts with ICF KH and BCSR. CMS also administers company-wide programs and systems to attain continuous improvements in quality and operational efficiency. This includes the Controlled Manual System, Cost Reduction program, and Accountability Rules implementation.		
<u>OBJECTIVES –</u>	<p>Contracts and Management Services actively pursues cost savings and operational efficiencies through:</p> <ul style="list-style-type: none"> – Management Standards by ensuring all employees are supported by an accessible, integrated system of clear, complete, accurate, timely, and useful management control policies and procedures, – Contract Reform by restructuring the contract, organization, and cost accounting systems to refocus Hanford contract activities on output products, – Systems and Operations Evaluation by directing the Cost Reduction program, Great Ideas, and Span of Management activities, – Program Administration by enforcing conditions of the Accountability Rule, Contract Performance activities, directing the WHC Cost Reduction Review Board and analyzing company-wide Performance Measures, and – Contracts Administration by enforcing the terms of the Prime Contract and subcontracts. 		
<u>ASSUMPTIONS/CONSTRAINTS –</u>	<p>No staff is available for SMS reporting. Contract Reform Initiatives will impact CMS workscope, organization, structure, and staffing. Modifications in the Prime Contract performance evaluation process will impact workscope. If implemented, the sitewide central tracking of productivity challenge savings through the Cost Reduction program will impact workscope. An increase in the number of major subcontracts will impact workscope and staffing.</p>		
<u>MILESTONES –</u>	See WHC–SP–1120, WBS 6.10.14, Contracts and Management Services Site Support Program Plan		
<u>DELIVERABLES –</u>	See WHC–SP–1120, WBS 6.10.14, Contracts and Management Services Site Support Program Plan		

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>											
<u>Contracts and Management Services</u>											
Manage six diverse, company–level functions. Provide direct interface with Presidents of BCSR and ICF KH, in support of WHC's fee determination process. This work package contains budget for occupancy, network assessments, EUC charges, telephone assessments, and dosimetry for all organizations in 42XXX.											
LABOR											
1.0 Exempt, 1.0 Non–Exempt											
Reduction in FTE's is attributable to a new work package that has increased budget for an additional FTE.											
PURCHASED SERVICES											
Purchased Services costs consist of Travel & Living (12.6K), for 2 trips to Pittsburgh, PA, 2 trips to Washington D.C., and 2 trips to Carlsbad NM, Miscellaneous Purchased Services (3.8K), and Training Offsite (3.2K).											
SITE SERVICES											
Site Services costs consist of Occupancy (280K) for all organizations in 42XXX.											
DOSIMETRY											
Dosimetry had been budgeted for in 1MDD40 in FY94. 1MDD40 has been eliminated for FY95 and dosimetry (42K) now needs to be budgeted for in 1MDD42 for all employees in organization 42XXX.											
IRM SUPPORT											
IRM Support costs consist of EUC Assessments (28.6K), Network Assessments (48.3K), and Telephone Services (87.4K).											
	Labor Cost	3.1	129	-1.1	(32)	2.0	98	0.0	3	2	100
	Non–Labor Cost		526		(4)		522		15		537
	Total Work Package	3.1	655	-1.1	(36)	2	619	0	18	2	637

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>										
<u>Management Standards</u>										
Direct the Controlled Manual (CM) System of company–level management policies and procedures; set CM standards, requirements, and guidelines; simplify, streamline, and reduce company–level policies and procedures; prepare company–level policies, charters, and procedures for approval and issue.										
LABOR										
8 Exempt, .8 Non–Exempt, and .7 Non–Exempt Temporary, and .6 1000 Hour Employee, and .8 Graduate Rotational.										
*Reduction in FTE's is attributable to the vacancies of 2.0 Exempt FTE positions that will not be filled in FY95 and the addition of .8 Graduate Rotational.										
MATERIALS										
Material costs consist of Computer Hardware/Software (3K) and Office Supplies (6.3K).										
PURCHASED SERVICES										
Purchased Services costs consist of Miscellaneous Purchased Services (18.5K), Travel and Living (11K), Educational Reimbursement (5K), and Training Onsite (4.1K).										
SITE SERVICES										
Site Services costs consist of MPR (1.5K) and Training Safety and Environmental (3.6K).										
IRM SUPPORT										
IRM Support costs consist of Multimedia Services (90K).										
OVERHEAD										
Organizational Overhead (14.6K)										
Labor Cost	12.1	672	-1.2	(71)	10.9	601	0.0	17	10.9	618
Non–Labor Cost		217		(42)		176		5		181
Total Work Package	12.1	889	-1.2	-112.5	10.9	777	0	23	10.9	799

ELEMENT TASK DESCRIPTION

ELEMENT TASK DESCRIPTION	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
<p>REQUESTS WITHIN TARGET:</p> <p><u>Activity Detailed Description</u></p> <p><u>System and Operations Evaluation</u></p> <p>Direct and lead the Cost Reduction program, Great Ideas program, and Span of Management; perform analytical reviews of ECCEL Management Reserve; direct special studies for WHC.</p> <p>LABOR</p> <p>6.6 Exempt, 1.6 Non-Exempt, .7 CCE, and .3 Summer Intern.</p> <p>MATERIALS</p> <p>Materials costs consist of Computer Hardware/Software (5K) and Office Supplies (6.8K).</p> <p>PURCHASED SERVICES</p> <p>Purchased Services costs consist of PO Contracts (53K) and Travel and Living (10K).</p> <p>SITE SERVICES</p> <p>Site Services costs consist of MPR (4.8K) and Training Safety and Environmental (3.4K).</p> <p>IRM SUPPORT</p> <p>IRM Support costs consist of Multimedia Services (20K) and IRM Maintenance Services (6.5K).</p>										
Labor Cost	8.9	531	0.3	(52)	9.2	479	0.0	14	9.2	492
Non-Labor Cost		226		(104)		122		4		126
Total Work Package	8.9	757	0.3	(156)	9.2	601	0	17	9.2	618

ELEMENT TASK DESCRIPTION

	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>											
<u>Program Administration</u>											
Direct Accountability function for WHC; direct and lead the WHC Cost Reduction Review Board; control official Cost Reduction records; conduct Contract Performance Based self-assessment activities; develop and track company-wide Performance Measures; direct all building administration activities for the WHC Headquarters building.											
LABOR											
6.4 Exempt, 3.0 Non-Exempt, 1 Exempt BCSR, and .7 COE, and .2 Graduate Rotational.											
*Reduction in FTE's is attributable to .2 Exempt FTE to be charging 25% of their time to Bechtel and the vacancy of .7 Non-Exempt part-time employee that will not be filled in FY95.											
MATERIALS											
Materials costs consist of Computer Hardware/Software (10K) and Office Supplies (17.7K).											
PURCHASED SERVICES											
Purchased Services costs consist of PO Contracts (25K), Travel & Living (5.5K), and Educational Reimbursement (4.1K).											
SITE SERVICES											
Site Services costs consist of Landfill (12K), Transportation & Equipment (12K), and MPR (5K).											
IRM SUPPORT											
IRM Support costs consist of IRM Maintenance Service (13K), CF Computer Operation (10K), and Multimedia Services (5K).											
	Labor Cost	12.4	632	-1.1	(61)	11.3	571	0	17	11.3	587
	Non-Labor Cost		165		(25)		141		4		145
	Total Work Package	12.4	797	-1.1	(86)	11.3	711	0	21	11.3	732

ELEMENT TASK DESCRIPTION

REQUESTS ABOVE TARGET: <u>Activity Detailed Description</u>	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
<u>Contract Reform</u> This is a new program within WHC established to restructure the contract, organization, and cost accounting systems to refocus the Hanford contract activities on output products. Program end products include: renegotiated Prime Contract(s); outsourcing of a substantial part of the scope traditionally performed by in-house personnel; installation of product-oriented cost accounting and management systems; generation of capital for Hanford construction projects. Success will be measured in terms of reduced operating costs at Hanford and lower cash outlay requirements in the near to mid-term.										
LABOR 3.0 Exempt										
PURCHASED SERVICES Purchased Services costs consist of Travel & Living (34.5K) and PO Contracts (70K).										
SITE SERVICES Site Services costs consist of MPR (4.8K).										
IRM SUPPORT IRM Support costs consist of Multimedia Service (8K).										
Labor Cost	0	0	3	186	3	186	0	5	3	191
Non-Labor Cost		0		124		124		4		128
Total Work Package	0	0	3	310	3	310	0	9	3	319

Work Breakdown Structure Dictionary	Westinghouse Hanford Company CONTRACTS AND MANAGEMENT SERVICES Part I - Summary (Dollars in 000's)		FY 1995 SSPP		Funding Source:
			Rev. # 0		G&A X
Cost Account	Cost Account Title		23-Aug-94		POOL
1MDD0A	CONTRACT FEE		Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)		DIRECT
SMS WBS	SMS Title		FY 1994 Rate	FY 1995 Rate Request	
6.10.14	CONTRACTS AND MANAGEMENT SERVICES		FY 1995 Target Rate	FY 1995 Approved Rate	
CAM Review/Approval			Date		
SMS Program Manager Review/Approval			Date		
Financial Manager Review/Approval			Date		
Responsible Analyst			Date		
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					
Support FTEs					
TOTAL FTEs					
COST ELEMENTS					
. Labor - Regular					
. Labor - Overtime					
0 Total Labor					
1 Materials					
2 Purchased Services					
3 Other Hanford					
4 Site Services					
5 Internal Charges					
6 IRM Support					
7 Overheads	24,100	21,800		24,500	
8 Revenue					
TOTAL DOLLARS	24,100	21,800	27,600	24,500	

1MDD0A COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company __ CONTRACTS AND MANAGEMENT SERVICES __ Part II -- Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE: 6.10.14	TITLE: CONTRACTS AND MANAGEMENT SERVICES
<p>ELEMENT TASK DESCRIPTION <u>COST CONTENT -</u></p> <p>The contract fee budget is G&A funded.</p> <p><u>TECHNICAL CONTENT -</u></p> <p>Reference: FY 1995 RL/WHC Contract Agreement.</p> <p><u>OBJECTIVES -</u></p> <p>Estimate and distribute to programs fees earned by the managing contractor during FY 1995.</p> <p><u>ASSUMPTIONS/CONSTRAINTS -</u></p> <p>Adjust cost distributions to actual fees earned by the performing contractor periodically through the semi-annual award fee evaluation.</p> <p><u>MILESTONES -</u></p> <p>Reference: FY 1995 RL/WHC Contract Agreement.</p> <p><u>DELIVERABLES -</u></p> <p>Reference: FY 1995 RL/WHC Contract Agreement.</p>	

ELEMENT TASK DESCRIPTION	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996											
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars										
	<p>WORK STATEMENT -</p> <p>REQUESTS WITHIN TARGET:</p> <p><u>Activity Detailed Description</u> Our estimate of contractor fees (in the G&A account) is based on project FY 1995 work (operating and capital activities) as well as continuity of existing contractor fee arrangements.</p> <p style="text-align: right;">Labor Cost Non-Labor Cost</p>																			
		21,800.0		2,700.0		24,500.0		0.0		24,500.0										
<p>REQUESTS ABOVE TARGET:</p> <p><u>Activity Detailed Description</u></p> <p>N/A</p> <p style="text-align: right;">Labor Cost Non-Labor Cost</p>																				
Total Cost Account	0.0	21,800.0	0.0	2,700.0	0.0	24,500.0	0.0	0.0	0.0	24,500.0										

1.A Vision/Mission	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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VISION

Management Standards' vision is that all employees are supported by an accessible, integrated system of clear, complete, accurate, timely, useful and cost effective company management control policies and procedures.

MISSION

Provide direction and leadership in preparing clear, complete, accurate, timely, and useful WHC company management control policies and procedures, within the framework of a procedure management system developed to contribute to the safe, deliberate, controlled operations in achieving Hanford's goals of:

1. Environmental Cleanup
2. Scientific and Technical Excellence
3. Economic Diversification.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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PRIMARY CUSTOMERS

All employees

All organizations

WHC senior staff

PRODUCTS/SERVICES PROVIDED

Management Standards is responsible for establishing and maintaining an effective, disciplined system of company-level administrative policies, charters, and procedures consistent with DOE standards and company objectives.

Produce administrative procedures that are leaner, more accessible, more effective, and more useful to employees, in complying with DOE Directives and TPA requirements.

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES

1. Serve as the implementing arm of WHC senior management to issue requirements and procedures for compliance with DOE directives and TPA requirements.
2. Prepare and issue company-level policies, charters, and procedures that effectively communicate program needs consistent with DOE and TPA requirements.
3. Set Controlled Manual standards, requirements, and guidelines.
4. Work with subject matter experts to ensure understanding of requirements and processes.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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EVALUATION OF MAJOR ACTIVITIES (COST, VALUE-ADDED, ETC.)

The Centralized procedure system for company-level procedures provides uniform company direction for implementation of DOE requirements and cost effective procedure practices.

Procedures are an intrinsic component of effective management, they:

- Express and document management's philosophy and commitments
- Document how safety, productivity, and quality of operations are ensured
- Describe processes to be followed to ensure that
 - All programs are effectively integrated
 - Requirements are applied appropriately and consistently throughout the company
- Provide uniform company direction--consistent with company objectives and DOE Directives
- Provide for effective integration of DOE site requirements with all WHC contractors.

NOTE: The company-level system currently consists of: one Level I manual containing 13 policies and 36 charters and 40 Level II manuals containing 948 procedures. It is expected that 40 policies and charters will be rewritten annually and that 300 new/revised procedures will be prepared and processed in the coming year.

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

1. Organizational realignments and contractor diversification
2. New and revised DOE directives
3. Site work scope changes

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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FACTORS THAT INFLUENCE CHANGES IN TYPES OR NATURE OF PRODUCTS AND SERVICES

1. Organizational realignments and contractor diversification
2. New and revised DOE directives and procedure standards

1.B.2 External Assessment Summary	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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SUMMARY OF CUSTOMER REQUIREMENTS (NEEDS)

DOE-HQ and RL recognize and are supportive of procedure systems to meet the revised goals of the Hanford site. They have consistently supported:

- More user friendly policies and procedures
- Procedures that provide clear, concise, and accurate direction to do work right the first time
- More cost-effective methods of stating requirements.

OTHER EXTERNAL CHALLENGES

1. TPA cost and management efficiency initiatives.
2. Performance Plan Objective (Goal 3, Objective 3.4) supporting Thomas Grumbly's (DOE Assistant Secretary of Environmental Restoration and Waste Management) six goals.
3. Implementation of requirements originating from DNFSB to ensure that defense nuclear facilities are being operated in a safe manner.
4. Increasing contractor diversity on site significantly impacts application of DOE directives. Procedural systems that successfully integrate WHC and DOE requirements with other contractors will strongly affect site productivity, safety, and quality of operations.

1.C Goals and Objectives	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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GOAL

Provide an effective, disciplined procedure system to communicate company-level policy and procedures to WHC personnel, and direction to integrated contractors on site.

Management Standards becomes the recognized authority for integrated procedure development on site.

OBJECTIVES

Reduce operating costs by streamlining and simplifying (reinventing) the company-wide policies and procedures system in support of:

1. Tri-Party Agreement Cost and Management Efficiency Initiative # 15
2. The 1994 Performance Plan (Goal 3, objective 3.4) to "Reinvent the Controlled Manual System."

Towards these objectives Management Standards will:

1. Provide a leaner more cost effective system by eliminating extraneous, irrelevant material from documents.
2. Provide clear and accurate direction to employees
3. Eliminate redundant, inappropriate, or obsolete company-level documents
4. Shorten the cycle time required to issue procedures.

1.C Goals and Objectives	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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OBJECTIVES (cont'd)

Specifically by January 1, 1995

20% fewer words in existing company-level manuals (vs. 12/93 baseline).

10% reduction in cycle time of major changes, i.e., preparation, review, comment disposition and approval of procedures (vs. historical data from CY 1992 and 1993). Historical data will be used to calculate average number of days (cycle time) per review package.

By March 31, 1996

50% (cumulative) fewer words in existing company-level manuals.

20% (cumulative) reduction in cycle time of major changes, i.e., preparation, review, comment disposition and approval of procedures.

NOTE: Substantial cost savings will accrue each year as a direct result of simplification and streamlining initiatives, including reduced word count and the designated reviewer process. Annual savings related to the streamlined review process have already been documented and approved as an ECCEL in the amount of \$1,700,000.

1.C Goals and Objectives	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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OBJECTIVES (cont'd)

After 1996, continue to:

1. Improve the presentation of company-level procedures in a cost-effective manner.
2. Ensure that quality of company-wide procedures is consistent with company and DOE standards.
3. Provide reviews, assistance, and recommendations to line organizations to help them achieve similar streamlining and simplification improvements on their program and facility-specific manuals.
4. Accrue the cost savings benefits resulting from streamlining and simplification (reinventing) procedures in the CM system.

1.D Strategies	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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CUSTOMER SUPPORT STRATEGIES

1. Provide an effective, cost-efficient manual/procedure system for disseminating company-level policies and procedures.
2. Write and issue company-level policies, procedures, and charters, consistent with simplification and streamlining initiative.
3. Proactively change system focus from requirements repository to "employee toolbox" thereby making procedures for specific administrative tasks easy to find and use.
4. Reduce reactive changes to company-level procedures to the absolute minimum to avoid fragmented, conflicting management control policies and procedures.
5. Prepare and issue review packages for company-level manuals; assist responsible organizations to correctly implement complex requirements simply and understandably.
6. Provide "how to" assistance to customer organizations for preparing procedures in playscript format, and to eliminate unnecessary philosophy and other inappropriate material, to achieve concise, simple, usable documents.
7. Educate organizations on new goals, objectives, and relationships in the completely reinvented CM system to ensure a consistent approach to restructuring the system and avoidance of redundant documentation.
8. Help process owners resolve comments received during review.

1.D Strategies	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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SERVICES STRATEGIES

1. Provide WHC with an effective system for disseminating the policies and procedures to integrate multiple contractor activities.
2. Challenge requirements and eliminate redundant, unnecessary, and inappropriate manuals and procedures.
3. Rewrite documents in a simplified, more concise, user-friendly format.
4. Streamline procedure reviews (designated reviewers), and publication processes.
5. Maximize the use of electronic media for procedure and manual use.
6. Help multiple organizations coordinate processes to reduce the number of separate procedures required to do a job.

ORGANIZATION AND MANAGEMENT STRATEGIES

1. Provide a centralized organization to communicate company policies and procedures to WHC organizations.
2. Lead the integration of procedures between and with on-site WHC subcontractors to avoid duplication of effort.
3. Reinvent the controlled manual system emphasizing simplification and streamlining of company-level policies and procedures.
4. Update skills of Management Standards staff in procedure writing and in the use of the latest technology for preparing procedures, to accomplish goals with no increase in staff size.

1.D Strategies	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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ORGANIZATION AND MANAGEMENT STRATEGIES (cont'd)

5. Take a lead role (steering committee membership) in the DOE-HQ supported (Nuclear Safety Policy and Standards and The Office of Energy and Research) national procedure special interest group (ProSIG) of Training Resources and Data Exchange. This group is committed to development of standards for procedures, e.g., DOE TD-1029-92, "Writers Guide For Technical Procedures."
6. Work with procedure counterparts at other DOE sites to share ideas and concepts for the best, most effective presentation of procedures and manuals.

1.E Assumptions	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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1. Responsible for managing the company-level policies and procedures system.
2. Staffing projections do not include personnel for assuming responsibility for ICF Kaiser Hanford procedures.
3. Continue to provide an effective process for WHC to communicate top level policies and procedures to site personnel and provide direction to integrate multiple contractor activities.
4. Continue with cost reduction initiatives related to streamlining and simplification of CMS System.
5. Reduce redundancy and integrate WHC and ICF Kaiser Hanford procedures to maximum extent possible.
6. Provide leadership towards the integration of site procedures with multiple on-site contractors.
7. Staffing levels will be maintained at current FY 1994 levels (Under the streamlining and simplification initiative, Management Standards has assumed accountability for company level policies and procedures. This entails expanded responsibilities because of significantly greater hands on work [writing vs. editing].)
8. RL and TPA Milestone cost savings objectives remain the same.

1.F Issues and Constraints	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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1. Lack of an overall site authority for integration of administrative procedures.
2. Integrated contractors establishing their own procedure systems for common use activities.
3. Conflicting direction from DOE field offices and program divisions that is contrary to the company objectives for the simplification, streamlining, and cost reduction initiative of reinventing the Controlled Manual System.

1.G Performance Measures	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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By January 1, 1995

20% fewer words in existing company-level manuals (vs. 12/93 baseline).

10% reduction in cycle time of major changes, i.e., preparation, review, comment disposition and approval of procedures (vs. historical data from CY 1992 and 1993). Historical data will be used to calculate average number of days (cycle time) per review package.

By October 1, 1995

Conduct a customer survey of manual/procedure users to measure the usability and effectiveness of the previous vs. reinvented Controlled Manual System.

By March 31, 1996

50% (cumulative) fewer words in existing company-level manuals.

20% (cumulative) reduction in cycle time of major changes, i.e., preparation, review, comment disposition and approval of procedures.

1.H Full-Time Equivalent Summary	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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Current Staff

10.0 Exempt
0.8 Non Exempt Clerk
0.7 Non Exempt COE/summer hire
0.6 Exempt 1000 Hour Professional

Staff Changes for FY 1995

- 2.0 Exempt
+ 0.8 Exempt Graduate Rotational

2.A.2 Description of Activities	Westinghouse Hanford Company Management Standards 6.10.14.1	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
ACTIVITY	DESCRIPTION	
Provide the Controlled Manual (CM) System of company-level management policies and procedures.	Maintain official databases, history files, records, and logs of company-level documents. Provide direction, guidance, and support to all organizations. Communicate changes, company philosophy, and objectives to all management levels. Prepare HLAN information for all CM documentation.	
Establish, monitor, and enforce the CM system standards, requirements, and guidelines.	Develop and issue CM System requirements and standards (constant improvements required). Prepare and maintain CM formats, and processing standards. Communicate format and standards requirements to technical writers. Resolve policy and procedure issues.	
Simplify, streamline, and reduce existing company-level policies and procedures.	Rewrite, edit, and reformat company-level policy and procedure documents. Eliminate redundant, inappropriate policy and procedure documents. Consolidate and integrate procedure documents into the appropriate manuals. Participate with DOE HQ (ProSIG), other contractors, and commercial utilities and power plants for purposes of benchmarking and sharing of information.	
Prepare company-level policies, charters, and procedures for approval and issuance.	Write, rewrite, edit, and format policy and procedure documents. Provide responsible organizations with the techniques to correctly implement complex requirements simply and understandably. Participate with subject matter experts and responsible management to resolve issues and concerns. Prepare and disseminate review packages for company-level manuals. Prepare all company-level documents for final issuance. Finalize print packages for all company-level manuals.	

2.B.1 Milestone List		Westinghouse Hanford Company Management Standards 6.10.14.1		FY 1995 Site Support Program Plan Date Prepared: 8/10/94	
Milestone		WBS Number	Milestone Description	Due Date	
Type	Number				
CNTR	MS-95-01	6.10.14.1	20% reduction of words in existing company-level manuals	01/01/95	
CNTR	MS-95-02	6.10.14.1	10% reduction in cycle time	01/01/95	
CNTR	MS-95-03	6.10.14.1	Complete customer survey on CM System	10/01/95	
CNTR	MS-96-01	6.10.14.1	50% (cumulative) fewer words in existing company-level manuals	03/31/96	
CNTR	MS-96-02	6.10.14.1	20% (cumulative) reduction in cycle time of major changes	03/31/96	

MANAGEMENT STANDARDS

FORM 2.C.3 FTEs

6.10.14.1

FY 1995 SSPP

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	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
First line	1.0	1.0	1.0					
General/executive								
Project/Program								
Other								
ENGINEERS								
Chemical								
Civil								
Computer								
Electrical								
Environmental								
Industrial								
Mechanical								
Nuclear								
Petroleum/Mining								
Plant								
Quality Control								
Safety								
Other								

MANAGEMENT STANDARDS

FORM 2.C.3 FTEs

6.10.14.1

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description	NOTE: Job Family Only After 1996							
SCIENTISTS								
Chemists								
Environmental								
Geologists								
Life								
Material								
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS	8.6	7.4	7.4	7.4	7.4	7.4	7.4	7.4
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal								
Cost Est/planner/sch								
Health Physics								
Industrial Hygiene								
Lawyers								

MANAGEMENT STANDARDS

FORM 2.C.3 FTEs

6.10.14.1

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description	NOTE: Job Family Only After 1996							
Personnel/Labor Rela								
Physicians								
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit	8.0	6.0	6.0					
Trainers								
Other	0.6	1.4	1.4					
GEN ADM/SECRETARY/CLERK	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Admin Assistants	1.0	1.0	1.0					
Office Clerks (Gen)	0.8	0.8	0.8					
Office Clerks (Special)								
Secretaries								
Typist/Word Process								
Other	0.7	0.7	0.7					
TECHNICIANS								
Computer Oper/Coder								
Drafters								
Engrs/Tech								
Envir. Sci Technicians								
Health Phys. Technic.								
Indus. Saf/Health Tech								

MANAGEMENT STANDARDS

FORM 2.C.3 FTEs

6.10.14.1

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Instru/Control Tech								
Lab. Technicians								
Media Technicians								
Survey/Map Tech								
Other								
CRAFTS								
Carpenters								
Electricians								
HVAC								
Machinists								
Masons								
Millwrights								
Painters								
Plumbers/Pipefitters								
Struct/Metal Workers								
Vehic./Mob Equip Mech								
Welders								
Other								
OPERATORS								
Chemical System								
Drillers								

MANAGEMENT STANDARDS

FORM 2.C.3 FTEs

6.10.14.1

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS								
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								
Laundry Workers								
Security Guards								
Other								

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Reduce Words by 20% in Company-Level Manuals		Date Prepared: 08/10/94	
Assigned To: Management Standards		CIN:	
WBS Designator: 6.10.14.1		Due Date: 01/01/95	
Control Number: MS-95-01		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Reduce words in existing company-level manuals by 20% based on a 12/93 baseline.			
Description of what constitutes completion of this milestone:			
Achievement of the 20% reduction.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Reduce Cycle Time by 10%		Date Prepared: 08/10/94	
Assigned To: Management Standards		CIN:	
WBS Designator: 6.10.14.1		Due Date: 01/01/95	
Control Number: MS-95-02		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Reduce cycle time of major changes by 10%. Major changes consists of preparation, review, comment disposition, and approval of procedures. Historical data from CY 1992 and 1993 will be used to calculate average number of days in cycle time per review package.			
Description of what constitutes completion of this milestone:			
Achievement of 10% reduction in cycle time.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Customer Survey on CM System		Date Prepared: 08/10/94	
Assigned To: Management Standards		CIN:	
WBS Designator: 6.10.14.1		Due Date: 10/01/95	
Control Number: MS-95-03		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (Survey)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Conduct a customer survey of manual/procedure users to measure the usability and effectiveness of the previous vs. reinvented Controlled Manual System.			
Description of what constitutes completion of this milestone:			
Completion of customer survey.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Reduce Words by 50% in Company-Level Manuals		Date Prepared: 08/10/94	
Assigned To: Management Standards		CIN:	
WBS Designator: 6.10.14.1		Due Date: 03/31/96	
Control Number: MS-96-01		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Reduce words in existing company-level manuals by 50% based on a 12/93 baseline.			
Description of what constitutes completion of this milestone:			
Achievement, of the 50% reduction.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Reduce Cycle Time by 20%	Date Prepared: 08/10/94
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Assigned To: Management Standards	CIN:
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WBS Designator: 6.10.14.1	Due Date: 03/31/96
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Control Number: MS-96-02	Revision:
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Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
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Milestone Description

Reduce cycle time of major changes by 20%. Major changes consists of preparation, review, comment disposition, and approval of procedures. Historical data from CY 1992 and 1993 will be used to calculate average number of days in cycle time per review package.

Description of what constitutes completion of this milestone:

Achievement of 20% reduction in cycle time.

Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

1.A Vision/Mission	Westinghouse Hanford Company Contract Reform 6.10.14.2	FY 1995 Site Support Program Plan Date Prepared: 8/15/94
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The Department of Energy's Contract Reform initiative envisions that its M&O Contractors will evolve into integrators of many subcontractors. WHC envisions that a very large part of its work will be performed by subcontractors under fixed price or incentivized subcontracts with an increasingly large fraction of such subcontracts going to locally-owned small business firms, new ventures formed by Hanford employees, and other small and disadvantaged businesses. An underlying mission of assigned by DOE to WHC is the stimulation and long term support for the regional economy such that when DOE dollars are no longer available, the regional economy will be able to survive with commercial work. An important part of the strategy to commercialize the local economy is to involve the private sector in Hanford projects and private financing is a key tool to assuring regional participation in the use of the Hanford Site for commercial purposes.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Contract Reform 6.10.14.2	FY 1995 Site Support Program Plan Date Prepared: 8/15/94
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PRIMARY CUSTOMERS

The WHC Senior Staff shall be the primary customer for the Office of Contract Reform, Competition, and Project Financing because the transition of the company into an integrator and stimulation of the regional economy are now fundamental responsibilities of WHC. Other customers of this office include the DOE-RL Transition Office and the Contracts and Finance Divisions, WHC's Procurement and Contract Management organizations, and the regional stakeholders including bargaining units and current Westinghouse employees.

PRODUCTS/SERVICES PROVIDED

1. Outsourcing of \$20,000,000 in scope traditionally performed in house by WHC.
2. New competitively selected subcontractors.
3. At least \$2,000,000 in lower costs realized through outsourcing.
4. Production of Target Objectives subject Performance Based Incentives for FY 1996.
5. Production of a Contract Reform Implementation Plan.
6. More subcontractors working at Hanford.
7. New spin-off businesses with local or employee ownership created through WHC subsidiaries.
8. Publication of a Make-or-Buy Review Board Handbook and Sharing of Handbook with other DOE Sites.
9. Production of a plan to create a Hanford Investment Company (or identification of an alternative source of private financing for Hanford capital projects.
10. Draft of a standard operating lease for privately financed capital projects.
11. Production of a prospectus(i) for use by a private financing entity(ies) for WRAP 2A and the first vitrification plant.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Contract Reform 6.10.14.2	FY 1995 Site Support Program Plan Date Prepared: 8/15/94
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MAJOR ACTIVITIES PERFORMED TO DELIVERY PRODUCTS AND SERVICES

1. Establishment and operation of a Make-or-Buy Review Board tasked with evaluating essentially all in-house work scope for possible leveraged outsourcing, competitive outsourcing, spin-off, or retention as a critical or core competency.
2. Investment banking activities leading to the creation of a third party financing source for Hanford capital projects and the creation of employee-owned and locally-owned small business spin-offs.
3. Development of new sources and attraction of additional commercial businesses into the region.
4. Development of new initiatives to implement Contract Reform at Hanford by borrowing from incentivized innovations from other sites and creating culture-changing arrangements which will lead to lower costs at Hanford and increased economic participation at the Site.
5. Development of documents such as prospecti and operating lease documents as well as other tools needed to gain support and approval of third party financing at Hanford.
6. Performance of Competition Advocate functions for the Company.

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

The cost of the Contract Reform, Competition and Project Financing Office will be returned several times over by virtue of lower costs through outsourcing and reduced near term cash flow due to private financing.

Cost savings from increased outsourcing should be at least \$2,000,000. More savings may be realizable in future years. Reductions in in-house work force may approach 1,000 FTEs. Reduced capital cash outlay in FY 1996-99 may approach \$1 billion.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Contract Reform 6.10.14.2	FY 1995 Site Support Program Plan Date Prepared: 8/15/94
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FACTORS WHICH INFLUENCE RESOURCE CONSUMPTION (CHANGES TO COST AND VOLUME)

.Additional Consultant/Specialist cost may be required to produce multiple prospecti for private financing. Additional resources may be required to conduct a comprehensive review of all in-house work scope if the extent of cost and programmatic risk analysis were expanded. If substantial resistance to leveraged outsourcing occurs, additional manpower may be required or progress may be slowed while opposition is resolved. The cost associated with setting up an investment company may be higher than predicted if the financial community asks unanticipated questions or makes numerous requests for additional information and analyses.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Contract Reform 6.10.14.2	FY 1995 Site Support Program Plan Date Prepared: 8/15/94
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FACTORS WHICH INFLUENCE CHANGES IN TYPES OR NATURE OF PRODUCTS AND SERVICES

The size of work scopes being evaluated by the Make-or-Buy Review Board could have an impact on the progress made. Many small transactions will drive costs up while accumulating large blocks of work scopes in a few large lots could result in limited competition. A balance is required. A lack of interest in private financing of Hanford projects within the financial community could preclude WHC's ability to deliver on its private financing plans. Similarly, if residual costs from formerly in-house performance persist after outsourcing occurs, costs savings may be delayed until out years.

1.B.2 External Assessment Summary	Westinghouse Hanford Company Contract Reform 6.10.14.2	FY 1995 Site Support Program Plan Date Prepared: 8/15/94
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SUMMARY OF CUSTOMER REQUIREMENTS (NEEDS)

1. More outsourcing and reduced WHC headcount.
2. Lower costs resulting from outsourcing and increased competition.
3. Postponed cash outlays through third party financing of projects and operating leases.
4. A strengthened regional economy through more Hanford work subcontracted to local firms and employee-owned spin-offs capable of performing commercial work as well as DOE work.
5. An effective Performance Based Incentive system which significantly improves overall contract productivity and quality of output work.
6. More business for small and disadvantaged businesses.
7. More competition.

EXTERNAL CHALLENGES

1. Obtaining private sector interest in financing Hanford projects without firm Government guarantees.
2. Attracting new businesses to the Region.
3. Outsourcing in the face of reduced Federal funding and manager anxiety about meeting work commitments without in house subordinates.

1.C Goals and Objectives	Westinghouse Hanford Company Contract Reform 6.10.14.2	FY 1995 Site Support Program Plan Date Prepared: 8/15/94
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1. \$20,000,000 in outsourcing of scope traditionally performed in house in FY 1995.
2. 40 new subcontractors working for Hanford by the end of FY 1995.
3. 10 employee-owned or locally-owned spin-offs established in FY 1995.
4. Creation of a private financing source for Hanford capital projects.
5. 20 more competitively selected subcontractors.
6. \$2,000,000 in lower costs due to outsourcing of traditionally performed in-house work.
7. Postponement of \$1 billion in cash outlays until after 2000 through private financing and operating leases.
8. 25% decrease in WHC and integrated subcontractor FTE through increased subcontracting by the end of FY 1999.

1.D Strategies	Westinghouse Hanford Company Contract Reform 6.10.14.2	FY 1995 Site Support Program Plan Date Prepared: 8/15/94
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CUSTOMER SUPPORT STRATEGIES

The Office will work closely with WHC's Economic Transition, Procurement and Labor Relations organizations and DOE's Transition Office and the DOE Finance and Contract Division. Close cooperation with DOE HQ and involvement of OMB will also be required in close coordination with DOE-RL.

ORGANIZATION AND MANAGEMENT STRATEGIES

The Office is being established within the Contracts organization and will be under the supervision of both the Vice President responsible for Contract Reform Renegotiation and Implementation and the newly established Chief Financial Officer. The Make-or-Buy Review Board has been established with a direct reporting responsibility to the WHC President in recognition of the initiative's importance to DOE, Hanford, and WHC and its sensitivity with respect to many stakeholder groups. The Make-or-Buy Review Board will be comprised of membership from each major program area with advisors from key functions including Labor Relations which will assure that any action taken by the Board is consistent with bargaining unit agreements.

1.E Assumptions	Westinghouse Hanford Company Contract Reform 6.10.14.2	FY 1995 Site Support Program Plan Date Prepared: 8/15/94
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1. DOE continues to promote the objectives of Contract Reform and transformation of M&O contractors into integrators.
2. DOE will support private financing and will work with the financial community and WHC in an investment banking role.
3. DOE will support a significant reduction in prime contractor work force through outsourcing and allow commercial work to be performed by a large portion of the Hanford work force.
4. Additional sources for Hanford work can be attracted to the Tri-Cities and Yakima Valley and/or new companies can be created with ownership derived from Hanford employees or local investors.

1.F Issues and Constraints	Westinghouse Hanford Company Contract Reform 6.10.14.2	FY 1995 Site Support Program Plan Date Prepared: 8/15/94
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1. DOE's willingness to negotiate some form of assurance package providing private financing investors with sufficient confidence that their investments will not be at unreasonable risk and that they will realize a fair return on their investment.
2. Bargaining unit resistance.
3. Non-Bargaining unit employees' anxiety.
4. Steady, reliable funding making commercialization feasible and manageable.

1.G Performance Measures	Westinghouse Hanford Company Contract Reform 6.10.14.2	FY 1995 Site Support Program Plan Date Prepared: 8/15/94
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1. Number of new competitively selected subcontractors vs. total subcontracts awarded vs. total competitive subcontracts.
2. Outsourced dollars.
3. Number of new subcontractors at Hanford.
4. Number of Spin-offs created.
5. Savings realized from outsourcing vs. budgeted cost for such work if performed in house.
6. Value of private funding arranged for Hanford capital projects.

Performance Based Incentives for which responsible:

1. PBI for Competition.
2. PBI for Small and Disadvantaged Business Utilization.
3. Make-or-Buy Incentive for Outsourcing.
4. PBI for Establishing or Identifying a Source for Private Capital.

2.B.1 Milestone List		Westinghouse Hanford Company Program Title SMS/WBS No.		FY 1995 Site Support Program Plan Date Prepared:	
Milestone		WBS Number	Milestone Description	Due Date	
Type	Number				
CNTR	CR-95-01	6.10.14.2	Establishment of Make-or-Buy Review Board	10/15/94	
CNTR	CR-95-02	6.10.14.2	Publication of Make-or-Buy Handbook	11/15/94	
CNTR	CR-95-03	6.10.14.2	Publication of Annual Make-or-Buy Plan	11/30/94	
RL	CR-95-04	6.10.14.2	Produce Proposal for WRAP 2A Private Financing	1/30/95	
CNTR	CR-95-05	6.10.14.2	Produce Prospectus for Creation of Third Party Financing Source	3/30/95	
CNTR	CR-95-06	6.10.14.2	Produce Prospectus for Third Party Financer to Raise Capital for WRAP 2a	5/30/95	
CNTR	CR-95-07	6.10.14.2	Outsource \$20,000,000 in Scope Traditionally Performed Inhouse, Reducing Costs by \$2,000,000	9/30/95	
RL	CR-95-08	6.10.14.2	Produce Target Objectives for Performance Based Incentives for FY 1996	7/1/95	
CNTR	CR-95-09	6.10.14.2	Produce a Contract Reform Implementation Plan	12/30/94	
RL	CR-95-10	6.10.14.2	Draft Standard Operating Lease for Third Party Financed Facilities Built at Hanford and Leased by WHC	4/1/95	
CNTR	CR-95-11	6.10.14.2	In promoting competition at Hanford, creation of 40 new subcontractors working onsite and 20 more competitively selected subcontractors.	9/30/95	
RL	CR-95-12	6.10.14.2	Creation of 10 Employee-Owned or Locally-Owned Spin-offs performing work traditionally performed in-house.	9/30/95	

CONTRACT REFORM

6.10.14.2

FORM 2.C.3 FTEs

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY	1994	1995	1996	1997	1998	1999	2000	2001
MANAGERS	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
First line	1.0	1.0	1.0					
General/executive								
Project/Program								
Other								
ENGINEERS								
Chemical								
Civil								
Computer								
Electrical								
Environmental								
Industrial								
Mechanical								
Nuclear								
Petroleum/Mining								
Plant								
Quality Control								
Safety								
Other								
SCIENTISTS								

CONTRACT REFORM

FORM 2.C.3 FTEs

6.10.14.2

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Chemists								
Environmental								
Geologists								
Life								
Material								
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS		2.0	2.0	2.0	2.0	2.0	2.0	2.0
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal								
Cost Est/planner/sch								
Health Physics								
Industrial Hygiene								
Lawyers								
Personnel/Labor Rela								
Physicians								

CONTRACT REFORM

6.10.14.2

FORM 2.C.3 FTEs

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit								
Trainers								
Other		2.0	2.0					
JOB FAMILY								
Job category								
GEN. ADM/SECRETARY/CLERK								
Admin Assistants								
Office Clerks (Gen)								
Office Clerks (Special)								
Secretaries								
Typist/Word Process								
Other								
TECHNICIANS								
Computer Oper/Coder								
Drafters								
Engrs/Tech								
Envir. Sci Technicians								
Health Phys. Technic.								
Indus. Saf/Health Tech								
Instru/Control Tech								

CONTRACT REFORM

FORM 2.C.3 FTEs

6.10.14.2

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Lab. Technicians								
Media Technicians								
Survey/Map Tech								
Other								
CRAFTS								
Carpenters								
Electricians								
HVAC								
Machinists								
Masons								
Millwrights								
Painters								
Plumbers/Pipefitters								
Struct/Metal Workers								
Vehic./Mob Equip Mech								
Welders								
Other								

CONTRACT REFORM

FORM 2.C.3 FTEs

6.10.14.2

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
OPERATORS								
Chemical System								
Drillers								
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS								
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								
Laundry Workers								
Security Guards								
Other								

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Establishment of Make or Buy Review Board		Date Prepared: 08/22/94	
Assigned To: S.R. Morgan		CIN:	
WBS Designator: 6.10.14.2		Due Date: 10/15/94	
Control Number: CR-95-01		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) Establishment of Board and First Meeting	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
<p>Appoint and train the members and advisors of the Hanford Make or Buy Review Board which shall be tasked with evaluating essentially all WHC and integrated subcontractor scope to determine feasibility for outsourcing. First preference will be for outsourcing work scope traditionally performed in house with special preference given to improving the economic independence of the Hanford region, competition, and minimization of negative impacts on incumbant employees.</p>			
Description of what constitutes completion of this milestone:			
<p>Completion of orientation training for the Make-or-Buy Review Board and announcement to WHC and DOE managers that the Board is fully functional and will begin evaluation of work scope.</p>			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor J.Wiley	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Publication of Make-or-Buy Handbook		Date Prepared: 08/22/94	
Assigned To: S.R. Morgan		CIN:	
WBS Designator: 6.10.14.2		Due Date: 11/15/94	
Control Number: CR-95-02		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) Published Handbook	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> Other (specify) All WHC Managers
Milestone Description			
<p>Draft and publish a procedures handbook to be used by the Make-or-Buy Review Board and all WHC managers in making presentations to the Board for the purpose of determining feasibility of outsourcing work traditionally performed in house. Included in the Handbook will be evaluation criteria, topics and techniques for performing programmatic, financial, and business related analyses. Also addressed will be a make or buy planning process, an appeals process and policy statements regarding core and critical competencies, competition, spin-off subsidiaries eventually owned by employees or local entrepreneurs, and small and economically disadvantaged business advocacy.</p>			
Description of what constitutes completion of this milestone:			
<p>Publication and distribution of a Make or Buy Handbook approved by WHC's Chief Financial Officer with concurrence from Legal Counsel and DOE RL.</p>			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor J. Wiley	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Publication of Annual Make-or-Buy Plan		Date Prepared: 08/22/94	
Assigned To: S.R. Morgan		CIN:	
WBS Designator: 6.10.14.2		Due Date: 11/30/94	
Control Number: CR-95-03		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> Other (specify) WHC Program Managers
Milestone Description			
<p>Publication and distribution of a plan and schedule for which scopes of work traditionally performed in house by the M&O contractor will be reviewed for possible outsourcing. The plan will be distributed to WHC managers as a notice of scheduled evaluation of the scopes over which they have cognizance. Included in the plan will be packaging of scopes as envisioned by the Make-or-Buy Review Board, however, such tentative packaging shall not be final or binding.</p>			
Description of what constitutes completion of this milestone:			
Distribution of the plan and schedule.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor J.Wiley	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Proposal for WRAP 2A Private Financing		Date Prepared: 08/22/94	
Assigned To: S.R.Morgan		CIN:	
WBS Designator: 6.10.14.2		Due Date: 1/30/95	
Control Number: CR-95-04		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
<p>Produce a proposal DOE RL laying out necessary steps to obtain private financing for WRAP 2A as a pilot for subsequent private financing opportunities. As presently envisioned, WHC would assist in the creation of a "Hanford Investment Company" or identify an alternative entity which would raise equity and borrowed capital to build WRAP 2A with private funds to regulated but commercial standards on land leased from DOE. The facility would then be leased to WHC under an operating lease, the cost of which would be passed through to DOE as an allowable expense. Appropriate letters of intent may be required from DOE but as currently envisioned, no Government loan guarantees or hard commitments to pay for undepreciated value of the facility would be required. This proposal will include inputs from potential sources of capital and advice from the financial community.</p>			
Description of what constitutes completion of this milestone:			
Delivery of a proposal/recommendation to DOE RL.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Prospectus for Creation of a Third Party Financing Source		Date Prepared: 08/22/94	
Assigned To: S. R. Morgan		CIN:	
WBS Designator: 6.10.14.2		Due Date: 3/30/95	
Control Number: CR-95-05		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) Draft Prospectus	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
<p>Production of a draft prospectus for use by potential investors seeking additional investors in the creation of a third party financing source for Hanford projects. Tentatively, this entity would be called the Hanford Investment Company, however, the actual venture capitalists will be responsible for actual capital creation. This prospectus described herein is an input to that entity's own prospectus which must satisfy legal requirements of the SEC and other statutes and regulations. This prospectus shall provide sufficient factual information as to form the basis for other investors determining their willingness to invest or loan funds. It shall include technical information regarding the WRAP 2A facility and other possible projects as well as relevant business information regarding the TPA, business levels, funding profiles, environmental risk implications, labor and operating issues, and other information deemed of interest to potential investors.</p>			
Description of what constitutes completion of this milestone:			
<p>Delivery of a draft prospectus to a potential third party funding source following review and comment by DOE RL regarding the factualness of the contents of the draft prospectus.</p>			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Draft Prospectus for WRAP 2A Private Financing		Date Prepared:	
Assigned To: S.R. Morgan		CIN:	
WBS Designator: 6.10.14.2		Due Date: 5/30/95	
Control Number: CR-95-06		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) Draft Prospectus	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> Other (specify) Third Party Financing Source
Milestone Description			
<p>Draft prospectus provided to a Third Party Financing Source specifically for WRAP 2A capital acquisition leading to the purchase of corporate bonds to finance the construction of the WRAP 2A. Substance of the input will be defined by the third party financing source. Prospectus will include a description of all representations and warranties which can be made by WHC and DOE (if any). The Third Party Financing Source will be responsible for publication of the official SEC sanctioned prospectus.</p>			
Description of what constitutes completion of this milestone:			
<p>Acceptance by the Third Party Financing Source of WHC's input to the WRAP 2A private financing prospectus after DOE RL has reviewed and commented upon an initial draft regarding factualness.</p>			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor J.Henning	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Outsourcing of Numerous In House Scopes Valued at \$20,000,000 which collectively reduce DOE Costs by \$2,000,000		Date Prepared: 08/22/94	
Assigned To: S. R. Morgan		CIN:	
WBS Designator: 6.10.14.2		Due Date: 9/30/95	
Control Number: CR-95-07		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) List of Outsourced Subcontracts	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Following an aggressive make-or-buy initiative, execution of numerous subcontracts with competitively selected subcontractors, spin-off subsidiaries, and other locally-owned entities to perform work for Hanford which has been traditionally performed by in-house M&O employees. A listing of such subcontracts will be submitted to DOE-RL as a part of its invoice for Make-or-Buy/Leveraged Outsourcing Incentive payment together with copies of each subcontract. Certified cost and pricing data associated with historical costs shall also be provided if a claim for cost savings sharing is made. Any claim for savings shall be offset by the costs associated with conducting the make-or-buy analysis and the cost of awarding and managing the resulting subcontract.			
Description of what constitutes completion of this milestone:			
Submission of claim for Make-or-Buy/Leveraged Outsourcing Incentive payment in accordance with the Prime Contract. Full satisfaction of this milestone is demonstration that \$20,000,000 in traditional in-house scope has been outsourced and demonstration that \$2,000,000 in net savings to DOE will occur as a result of such outsourcing.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Target Objectives for Performance Based Incentives		Date Prepared: 08/22/94	
Assigned To: S. R. Morgan		CIN:	
WBS Designator: 6.10.14.2		Due Date: 7/1/95	
Control Number: CR-95-08		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Production of a proposal to DOE for FY 1996 regarding the Target Objectives and Acceptance Criteria for proposed Performance Based Incentives for the upcoming fiscal year.			
Description of what constitutes completion of this milestone:			
Acceptance by DOE RL of WHC's Target Objectives and PBIs as the basis for negotiation.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Contract Reform Implementation Plan		Date Prepared: 08/22/94	
Assigned To: S. R. Morgan		CIN:	
WBS Designator: 6.10.14.2		Due Date: 12/31/94	
Control Number: CR-95-09		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Drawings Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Develop and deliver a plan for implementing the full range of Contract Reform initiatives as envisioned in DOE's Contract Reform Report of 1993. Included in the plan will be WHC's actions to evolve into an integrator as well as assume greater performance risk while increasing rewards for performers. The plan will also address further contract reforms which will be proposed in FY 1996 and FY 1997 proposals.			
Description of what constitutes completion of this milestone:			
Delivery of Contract Reform Report to DOE RL Contract Division.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor Director of Contracts	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Draft Standard Operating Lease for Third Party Financed Facilities Built at Hanford and Leased by WHC		Date Prepared: 08/22/94	
Assigned To: S. R. Morgan		CIN:	
WBS Designator: 6.10.14.2		Due Date: 04/01/95	
Control Number: CR-95-10		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) Draft Lease Document	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
In consultation with DOE-RL Counsel and Contracts, develop and deliver a draft standard operating lease document package for a third party financed facility at Hanford. This document set will be provided to prospective third party financing sources.			
Description of what constitutes completion of this milestone:			
Approval by DOE of the standard operating lease package as the basis for discussions with third party financing sources, recognizing that final lease documents would still be required when an actual transaction was ready for execution.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor Director of Contracts Division	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Creation of 40 New Subcontractors Working on Site and 20 More Competitively Selected Sub-Contractors		Date Prepared: 08/22/94	
Assigned To: S. R. Morgan		CIN:	
WBS Designator: 6.10.14.2		Due Date: 9/30/95	
Control Number: CR-95-11		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
<p>Through the efforts of an aggressive competition advocacy program, develop at least 40 new sources for Hanford work and 20 new competitively selected subcontractors. In conjunction with the WHC procurement organization(s) and the Office of Economic Diversification, identify new sources and promote competition. Publicize Hanford business opportunities and package work in such a way as to encourage more competitors and to attract companies to base their operations or open new operations in the Hanford area. Through the Make-or-Buy Review Board, develop strategies that provide new opportunities for businesses not currently located in the Hanford region. Proactively work with WHC program offices in developing acquisition strategies which gain the cost and quality advantages associated with competition. Establish a competition hotline and business information hotline for parties interested in learning more about Hanford business opportunities.</p>			
Description of what constitutes completion of this milestone:			
<p>Submission of a letter report listing all new Hanford subcontractors and comparing the number of competitively selected subcontracts in FY 1995 to prior years. Successful completion will be 40 subcontractors who have not had Hanford contracts during FY 1994 and 20 more competitively selected subcontractors in FY 1995 compared to FY 1994.</p>			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor Director of Contracts Division	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Creation of 10 Employee-owned or Locally-Owned Spinoff businesses performing work at Hanford traditionally performed in House		Date Prepared: 08/22/94	
Assigned To: S. R. Morgan		CIN:	
WBS Designator: 6.10.14.2		Due Date: 9/30/95	
Control Number: CR-95-12		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
<p>Through the Make-or-Buy Review Board, develop strategies, enlist employee and/or local investor support, and legally create spin-off subsidiaries of WHC with the express purpose of establishing economic diversification businesses to perform Hanford work traditionally performed by M&O in-house personnel. Primary preference will be to create such subsidiaries as a vehicle for establishing employee-owned businesses with a baseload contract for the work the employees have traditionally performed for the M&O contractor. Where not feasible as an employee-owned business, WHC may maintain an equity position in such subsidiaries until local investors can be attracted to take over such businesses. All such businesses should become commercially viable within three years and able to compete for private sector or Government work through other agencies.</p>			
Description of what constitutes completion of this milestone:			
<p>Incorporation of 10 WHC subsidiaries and assignment of work through the award of subcontracts or IWR documents. Publication of a business plan outlining steps to be taken transferring equity to employee groups or local investors. Transfer of equity to such groups in FY 1995, while desired, shall not be a condition for milestone accomplishment.</p>			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor J. Wiley	Date

1.A Vision/Mission	Westinghouse Hanford Company Systems & Operations Evaluation 6.10.14.3	FY 1995 Site Support Program Plan Date Prepared: 8/9/94
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VISION

To execute a credible, fully auditable, cost-effective infrastructure that directly contributes to the U.S. Department of Energy (DOE), Richland Operations Office (RL) commitment of one billion dollars in savings within five years, and the cost reduction objective of \$100M Hard Dollars and \$100M Soft Dollars for each year of the extended Westinghouse Hanford Company (WHC) contract with RL.

MISSION

Systems & Operations Evaluation (S&OE) provides direction and leadership for the Cost Reduction Program, Great Ideas Program, and Span of Management. Additionally, S&OE performs analytical reviews of the Cost Reduction Program Management Reserve, and directs special studies for WHC when requested.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Systems & Operations Evaluation 6.10.14.3	FY 1995 Site Support Program Plan Date Prepared: 8/9/94
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PRIMARY CUSTOMERS

RL
 All WHC Divisions/Departments
 ICF Kaiser Hanford
 Bechtel
 BCSR
 PNL

PRODUCTS/SERVICES PROVIDED

Systems and Operations Evaluation (S&OE) stimulates, produces, and represents acceptable Cost Reduction Proposals (CRPs) leading to major cost savings that contribute to achieving contractual obligations applicable to the Cost Reduction Program. The S&OE staff verifies the Cost Reduction Program initiatives, provides supplemental information as needed to achieve conformance with Cost Reduction Program approval criteria, and prepares them for submittal to WHC and/or RL approval authority. S&OE produces Cost Reduction Program guidance documentation that is applicable to WHC, BCSR, and ICF KH and serves as the WHC expert in all matters pertaining to the Cost Reduction Program. This includes development and maintenance of a computer data base that serves as the official company record of the Cost Reduction Program performance status and causes reports to be generated for company management and for RL. S&OE is the fundamental interface with General Support Services Contractor (GSSC) for the review of Cost Reduction Program initiatives. S&OE provides approval authority of all initiatives not exceeding \$50K in savings value. S&OE designs and implements the Cost Reduction Program cash award program, including the design of each fiscal year's program for approval by the WHC President, identification of individual recipients, and distribution of cash award payments.

S&OE administers the Great Ideas program including: selection, ordering, maintaining an inventory, storing for safekeeping, cataloging, and dispensing of Great Ideas recognition materials.

S&OE performs assigned studies and analyses, including Span of Management tracking and reporting, as necessary to achieve WHC Span of Management improvement commitments.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Systems & Operations Evaluation 6.10.14.3	FY 1995 Site Support Program Plan Date Prepared: 8/9/94
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MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES

- Execute the Cost Reduction Program, Great Ideas Program, and Span of Management by setting standards, requirements, and guidelines. Perform analytical reviews for the Cost Reduction Program management reserve and formulate analyses profile reports as required by RL. Sole responsibility for identifying, developing, and soliciting Cost Reduction Proposals that guarantee optimal performance towards the contractual obligation before the proposals are submitted to the WHC or RL Cost Reduction Program Review Boards for final disposition. Produce the Cost Reduction Program motivational material and champion the Cost Reduction Program recognition event and Cash Awards Program Plan to achieve the contractual objective. Primary custodian for the proprietary data base development system that incorporates Saving through Sharing.
- Develop strategic, statistical, and analytical evaluations for: WHC, GOBU, Span of Management Performance Measure Reports, and Industrial Engineering.
- Principal WHC point of contact for the GSSC reviews of the Cost Reduction initiatives by providing documentation and establishing revalidation to RL. This activity involves demonstrating that cost savings are consistent with the projected estimates and have been or will be implemented.
- Effectively operate and maintain the management configuration control system for the Cost Reduction Program and Span of Management to achieve the contractual objective.
- Coordinate and participate in building vendor relationships, manage inventory levels, and process multi-department recognition awards for the Great Ideas Program.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Systems & Operations Evaluation 6.10.14.3	FY 1995 Site Support Program Plan Date Prepared: 8/9/94
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EVALUATION OF MAJOR ACTIVITIES (COST, VALUE-ADDED, ETC.)

S&OE provides direction and leadership for the Cost Reduction Program, Great Ideas Program, and Span of Management. S&OE is also the producer of analytical reviews for WHC internal or external operational and financial issues. The Company benefits in the following ways:

- A direct contributor to the RL commitment of saving one billion dollars in five years as the Cost Reduction Program, and the Great Ideas Program is a central cost organization that achieves the optimal performance of RL stated cost reductions objective of \$100M Hard Dollars and \$100M Soft Dollars savings that are fully auditable for each year of the extended WHC contract.
- Site-wide circulation of the Cost Reduction Program, Great Ideas Program, and Span of Management that fosters empowerment, an intrinsic component of effective management. Empowerment is directly demonstrated in how divisions/departments achieve their productivity, safety, quality, financial, and operational objectives of externally and internally imposed requirements that affect activities on the Hanford Site and the organizations baseline that affects cost savings.
- Evaluations of various systems and operations over a broad scope of activities involving multi-departments and disciplines. Prompt identification, formation, and solicitation of validated Cost Reduction Proposals that satisfy the contractual objective for Cost Reduction Program credit and performance based incentive.
- Performance of statistical analysis and surveys for previously noted primary customers in support of Span of Management objective.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Systems & Operations Evaluation 6.10.14.3	FY 1995 Site Support Program Plan Date Prepared: 8/9/94
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FACTORS WHICH INFLUENCE RESOURCE CONSUMPTION (CHANGES TO COST AND VOLUME)

- A proposed FY 1995 change in the site-wide definition of General and Administrative (G&A) that will negatively impact achievement of the RL contractual cost savings objective.
- An increase in the number of CRP appeals due to surveillance activities performed by the GSSC.
- Highly technical initiatives that require added staff time for evaluation, validation, and approval by the customer.
- New and or revised RL contractual objective on cost savings.

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

- A change in the identified customers needs and expectations.
- S&OE's role in monitoring ICF KH and Bechtel contractual cost savings objective.

1.B.2 External Assessment Summary	Westinghouse Hanford Company Systems & Operations Evaluation 6.10.14.3	FY 1995 Site Support Program Plan Date Prepared: 8/9/94
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SUMMARY OF CUSTOMER REQUIREMENTS (NEEDS)

- Formulation of bi-weekly analytical reviews reflecting Cost Reduction Program progress.
- Periodic mathematical evaluation of the Cost Reduction Program management reserve.
- Maintain the integrity of Cost Reduction Proposals by canvassing, identifying, and developing a significant number of proposals each month to accomplish the contractual savings objective.
- Formulate cost savings initiatives for submittal to RL per contractual requirement.
- Prepare and submit a bi-weekly Hanford Transition Program Office (HTPO) report to RL.
- Analysis and reporting of Span of Management to achieve contractual goal.

OTHER EXTERNAL CHALLENGES

- Out sourcing by the Hanford Site could negatively impact WHC Change Control Administration as to how funds are transferred to the Cost Reduction Program management reserve and affected achievement of the performance based incentive.

1.C Goals and Objectives	Westinghouse Hanford Company Systems & Operations Evaluation 6.10.14.3	FY 1995 Site Support Program Plan Date Prepared: 8/9/94
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GOALS

Achieve the RL commitment of one billion dollars savings in five years, and the RL stated objective of cost reduction through the Cost Reduction Program of \$100M Hard Dollars and \$100M Soft Dollars in fully auditable cost savings initiatives in each year of the extended WHC contract with RL.

OBJECTIVES

- Develop and communicate the Cost Reduction Program and Span of Management; measure and report performance against these targets.
- Canvass, identify, and solicit Cost Reduction Proposals that achieve the contractual objective by maintaining a 50% approval ratio from WHC and RL Cost Reduction Program Review Boards.
- Produce motivational material that fosters empowerment and employee participation in the Great Ideas Program and the Cost Reduction Program that achieves contractual documented savings.
- Establish baseline for Great Ideas evaluation resolution process cycle time.
- Prepare quarterly Span of Management Performance Measure Reports.
- Re-evaluate internal process for the Cost Reduction Program, Span of Management, Great Ideas, and modify for improvements/efficiencies.

1.D Strategies	Westinghouse Hanford Company Systems & Operations Evaluation 6.10.14.3	FY 1995 Site Support Program Plan Date Prepared: 8/9/94
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- Development of division/department Cost Reduction Program Review Boards with liaison from the Cost Reduction Program to validate submitted proposals for conformance to contractual guidelines.
- Analytical reviews to ensure quality control for the Cost Reduction Program and Great Ideas with actuaries approval statistical information for each year of the program operation.
- Continuous measurement and reporting of WHC Span of Management ratios and performance trend analysis to achieve the contractual objective.

1.E Assumptions	Westinghouse Hanford Company Systems & Operations Evaluation 6.10.14.3	FY 1995 Site Support Program Plan Date Prepared: 8/9/94
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- Staff size is maintained at the present level and does not reflect an increased need to accomplish the \$2 billion by 2000/program.
- RL cost savings objective and commitment remains the same.
- Discussion under way to have the WHC Cost Reduction Program become the central tracking place for the productivity challenge savings for the Site. If this occurs, the workscope will increase along with a need for additional manpower. All ramifications of this proposal have not been fully explored.

1.F Issues and Constraints	Westinghouse Hanford Company Systems & Operations Evaluation 6.10.14.3	FY 1995 Site Support Program Plan Date Prepared: 8/9/94
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- Organizational realignments and changes within divisions/departments that require renegotiation of the Cost Reduction Program target goals.
- Out sourcing on the Hanford Site could negatively impact the WHC Change Control Administration as to how funds are transferred to the Cost Reduction Program Management Reserve and impact the achievement of the RL cost savings objective.
- Potential modification to the Cost Reduction Program approval process will enhance the cost savings performance and promote productivity improvement processes associated with Cost Reduction Program cost savings.

1.G Performance Measures	Westinghouse Hanford Company Systems & Operations Evaluation 6.10.14.3	FY 1995 Site Support Program Plan Date Prepared: 8/9/94
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- Achievement of the RL stated cost savings objective of \$100M Hard and \$100M Soft Dollars and the RL commitment of one billion dollars savings in the fiscal year 1994 through 1998.
- 100% on-time reporting to RL.
- Tracking and reporting the Administration Savings through Sharing actuals to promote achievement of targets each year of the extended contract.
- Achieve a 2% increase in the implementation rate of Great Ideas over the national average in each year of the extended contract.

1.H Full-Time Equivalent Summary	Westinghouse Hanford Company Systems & Operations Evaluation 6.10.14.3	FY 1995 Site Support Program Plan Date Prepared: 8/9/94
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Current Staff

Exempt

1.0 Manager

5.6 Exempt Professionals

Non Exempt

0.6 Secretary

1.0 Clerk

0.7 CCE

0.3 Summer Hire

2.B.1 Milestone List		Westinghouse Hanford Company Systems and Operations Evaluation 6.10.14.3		FY 1995 Site Support Program Plan Date Prepared: 8/9/94			
Milestone		WBS Number	Milestone Description				Due Date
Type	Number						
RL	SOE-95-01	6.10.14.3	\$100 Million Soft				9/30/95
RL	SOE-95-02	6.10.14.3	\$100 Million Hard				9/30/95

SYSTEMS AND OPERATIONS EVALUATION

FORM 2.C.3 FTEs

WBS Number 6.10.14.3

FY 1995 SSPP

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	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
First line	1.0	1.0	1.0					
General/executive								
Project/Program								
Other								
ENGINEERS	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6
Chemical								
Civil								
Computer	1.0	1.0	1.0					
Electrical								
Environmental								
Industrial	0.6	0.6	0.6					
Mechanical								
Nuclear								
Petroleum/Mining								
Plant								
Quality Control								
Safety								
Other								
SCIENTISTS								
Chemists								
Environmental								

SYSTEMS AND OPERATIONS EVALUATION

FORM 2.C.3 FTEs

WBS Number 6.10.14.3

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description	NOTE: Job Family Only After 1996							
Geologists								
Life								
Material								
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal								
Cost Est/planner/sch								
Health Physics								
Industrial Hygiene								
Lawyers								
Personnel/Labor Rela								
Physicians								
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit								
Trainers								

SYSTEMS AND OPERATIONS EVALUATION

FORM 2.C.3 FTEs

WBS Number 6.10.14.3

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Other	3.0	3.0	3.0					
GEN ADM/SECRETARY/CLERK	3.3	3.6	3.6	3.6	3.6	3.6	3.6	3.6
Admin Assistants	1.0	1.0	1.0					
Office Clerks (Gen)	1.0	1.0	1.0					
Office Clerks (Special)								
Secretaries	0.6	0.6	0.6					
Typist/Word Process								
Other	0.7	1.0	1.0					
TECHNICIANS								
Computer Oper/Coder								
Drafters								
Engrs/Tech								
Envir. Sci Technicians								
Health Phys. Technic.								
Indus. Saf/Health Tech								
Instru/Control Tech								
Lab. Technicians								
Media Technicians								
Survey/Map Tech								
Other								
CRAFTS								
Carpenters								
Electricians								
HVAC								

SYSTEMS AND OPERATIONS EVALUATION

FORM 2.C.3 FTEs

WBS Number 6.10.14.3

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Machinists								
Masons								
Millwrights								
Painters								
Plumbers/Pipefitters								
Struct/Metal Workers								
Vehic./Mob Equip Mech								
Welders								
Other								
OPERATORS								
Chemical System								
Drillers								
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS								
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								
Laundry Workers								

SYSTEMS AND OPERATIONS EVALUATION

FORM 2.C.3 FTEs

WBS Number 6.10.14.3

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Security Guards								
Other								

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: \$100M Soft Target		Date Prepared: 8/9/94	
Assigned To: R. B. Doggett		CIN:	
WBS Designator: 6.10.14.3		Due Date: 9/30/95	
Control Number: SOE 95-01		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (Target Met)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Meet the Cost Reduction Program Target of \$100M Soft Savings			
Description of what constitutes completion of this milestone:			
Meet the target.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: \$100M Hard Target		Date Prepared: 8/9/94	
Assigned To: R. B. Doggett		CIN:	
WBS Designator: 6.10.14.3		Due Date: 9/30/95	
Control Number: SOE 95-02		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (Target Met)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Meet the Cost Reduction Program Target of \$100M Hard Savings			
Description of what constitutes completion of this milestone:			
Meet the target.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

1.A Vision/Mission	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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VISION

Program Administration, being highly responsive to customer needs, is efficient and effective in providing services to meet the Hanford Mission's financial and operational objectives.

MISSION

Provide significant company and sitewide expertise through Contract Reform and the Accountability Program (or its successor program) to foster performance excellence in managing and operating this DOE facility in the areas of environment, health, and safety.

Provide the foundation for sitewide cost reduction milestones through leadership and management of a key company-level Cost Reduction Program Board.

Provide essential Senior Management support in the areas of Contract Performance Based related activities, Building Administration for WHC Headquarters, and other special projects and assignments.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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PRIMARY CUSTOMERS

DOE-RL
 WHC President's Office
 WHC senior staff
 ICF KH
 Boeing Computer Services, Richland
 Bechtel
 1100 Jadwin Building occupants
 Administration staff

SERVICES PROVIDED

Program Administration conducts in-depth fact-finding research and analysis to determine appropriate recommendations for the WHC Accountability Review Board (ARB) regarding the allowability or unallowability of costs associated with fines and penalties; litigations and claims; loss, destruction, theft, and damage of government property. Additionally, Program Administration provides leadership and direction to the WHC Cost Reduction Program Review Board. This activity is extremely vital to ensure the proper review and evaluation of cost reduction proposals. Westinghouse Hanford Company is highly dependent on this area of activity and its support in obtaining both hard and soft dollar goals.

With anticipated changes associated with Contract Reform, Program Administration staff will continue to provide essential services to all organizations and maintaining appropriate RL interfacing.

Program Administration is responsible for the maintenance and safety of the WHC Headquarters Building located at 1100 Jadwin, along with the implementation of security requirements, emergency evacuation procedures, receptionist services, and other essential operational requirements.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES

Accountability Office

All potential accountability events must be identified and properly investigated to determine the proper recommendation for the ARB. Investigations must include proper costing of the alleged event. Frequent interfacing with RL and MACTEC customers is required to ensure timely, accurate processing of all events towards disposition. Events associated with both BCSR and ICF KH are also processed through the WHC Accountability Office to support processing consistencies and efficiencies.

The Accountability Office provides the workforce with an ongoing awareness of the Accountability Rule and WHC's commitment to reduce and eliminate unnecessary costly activities.

Performance Based Evaluation and Self-Assessment Reporting

Program Administration staff is responsible for the coordination of Contract Performance Based Evaluation and self-assessment. Under modified evaluation activities, staff will be involved in the new performance-based approach to meeting our contract commitments. Staff will continue to be the essential point-of-contact (POC) for the President's office in assessing Company performance and milestone progress, conducting trending analysis, and interfacing with both RL and Corporate regarding contract performance.

Cost Reduction Program Administration

Program Administration staff is directly involved in the review and approval of the cost reduction proposals. The Program Administration manager serves as Chairperson for the WHC Cost Reduction Program Review Board and has primary responsibility for the leadership and direction of the Board. The Chairperson is supported by one Program Administration staff member who serves as the WHC Cost Reduction Program Review Board Secretary. The Secretary is responsible for maintaining the official records of the Cost Reduction Program. The Secretary is responsible for communication with six Cost Reduction Program Board Members, maintaining minutes/records of all Cost Reduction Program Board meetings, and recording the notes. Both the

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES (cont'd)

Cost Reduction Program Administration (cont'd)

Chairperson and Secretary are essential to the appropriate operation of the WHC Cost Reduction Program Review Board and to the management of a fair and impartial evaluation process of all cost reduction proposals submitted.

Analytical and Administrative Support

Program Administration staff provides direct services as Contracts and Management Services and Administration POCs for numerous areas of administrative importance. Safety, QUEST, Tiger Team, as well as the Computer Protection Program, Hanford General Employee Training (HGET), and Controlled Manual reviews are only a sample of the services managed by PA staff. The centralization of these services provides process efficiencies and operational effectiveness to all who are supported by these services.

Performance Measures

Program Administration provides direct support to organizations in developing and tracking Performance Measures. Performance Measures are reviewed each month and analyzed to determine if adjustments are necessary. Performance Measures are compiled and forwarded to RL each month.

Building Administration

The 1100 Jadwin Facility serves as WHC Headquarters where the majority of WHC Senior Management staff reside along with approximately 200 other employees. This five floor facility requires daily attention in the areas of general safety, security, receptionist, housekeeping and other operational support services. Facility maintenance issues, staff relocations, and equipment and furniture acquisitions are also conducted by the Building Administration staff. Many of these functions are critical to the smooth operation of the facility for its occupants.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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FACTORS WHICH INFLUENCE RESOURCE CONSUMPTION OR CHANGES IN TYPES/NATURE OF SERVICES

Accountability Office

- Number of events (1) to screen from source documents and (2) submitted by RL as potential events
- Total number of total Accountability Events occurring
- Complexity of Accountability Events
- Changes in reporting requirements from DOE-RL, Senior Staff, and ARB
- Directions provided by RL, Senior Staff, and the ARB

Performance Based Evaluation and Self-Assessment Reporting

- Contract changes revising Performance Evaluation to Performance Based Incentives

Cost Reduction Program Administration

- Changes in procedures for reporting/verifying Management Reserve, productivity challenge, or other cost saving-related information.
- Incorporating sitewide tracking systems for sitewide savings.

Performance Measures

- Change in Senior management direction to increase/decrease Performance Measures
- Change in Senior Staff direction on displays in Management Information Center (MIC) Room
- New workscopes requiring Performance Measures

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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FACTORS WHICH INFLUENCE RESOURCE CONSUMPTION OR CHANGES IN TYPES/NATURE OF SERVICES (cont'd)

Building Administration

- Safety requirements/enhancements directed by Senior Staff
- Reorganizations, especially within Senior Staff
- Senior Staff directives related to building enhancements (painting, carpeting, furnishings, etc.)
- Number of occupants in building
- Number of moves into, out of, and within building
- Changes in contract with Landlord
- Rate changes for services (e.g., solid waste removal)
- Changes in security requirements for downtown buildings

1.B.2 External Assessment Summary	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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The following are influences and challenges that will affect Program Administration's operating environment:

General

- Any reduction in funding for Program Administration (G&A-funded) will impact the quantity and quality of services currently provided to CMS, Administration, Senior Staff, and RL.

Accountability

- Under discussion is the role WHC will have in monitoring the ICF KH and Bechtel Accountability functions. Any involvement of WHC in the ICF KH and/or Bechtel Accountability functions will increase the workscope significantly for WHC Accountability.
- Since the inception of the Accountability Rule, several changes have taken place in the Accountability RLIP 4200.5. Future changes could impact workscope in this area.
- A drastic decrease in workscope and budget would occur if there was elimination of Accountability Rule by either the Prime Contract or RL.

Cost Reduction Program Administration

- There has been a marked increase in responsibility for reporting/verifying Management Reserve and other cost saving-related information that is attributed to the Cost Reduction Program. This has resulted in increased workscope in this area. It is not anticipated that this will decrease in the future.
- There are discussions under way to have WHC Cost Reduction Program become the central tracking place for the productivity challenge savings for the site. If this occurs, the workscope will increase along with a need for additional manpower. All ramifications of this proposal have not been fully explored.

1.B.2 External Assessment Summary	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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Building Administration

- Changes in Security or Property Protection Areas could cause modification to Building procedures
- Emergency Preparedness and Training requirements could offset staff assignments.

1.C Goals and Objectives	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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GOAL

To conduct operations in the most professionally responsive, efficient, and cost-effective manner in support of the Hanford Mission's financial and operational objectives. To achieve the highest facility standards possible in the WHC Headquarters Building in the areas of safety, housekeeping, security, and customer service.

OBJECTIVES

Accountability Office

- Conduct monthly subcontractor interface meeting.
- Maintain 100% on-time reporting to RL.
- Establish baseline for Accountability Events resolution process cycle time.
- Conduct quarterly Accountability Awareness Program.

Performance Based Evaluation and Self-Assessment Reporting

- Maintain 100% on-time submittals to RL.

Cost Reduction Program Administration

- Provide monthly status report on the Cost Reduction Program savings to RL.
- Re-evaluate internal process and modify for improvements/efficiencies.

Performance Measures

- Submit the Performance Measures Monthly report to RL no later than the 20th of each month.
- Continue to refine and improve the Performance Measures monthly report, making necessary revisions to best represent the current mission.
- Implement and chart progress on the Administration Department Safety Plan.

1.C Goals and Objectives	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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OBJECTIVES (cont'd)

Building Administration

- Conduct four Safety Observer meetings to ensure active participation among all trained Safety Observers (assigned to 1100 Jadwin Building).
- Conduct nine facility safety checks to identify unsafe work conditions and practices requiring corrections or modifications.
- Conduct semi-annual housekeeping inspections.
- Provide quarterly performance reports to Jerry D. Abrams Company, Inc. (building owner) regarding janitorial services.
- Conduct a survey of 1100 Jadwin Building occupants to determine/evaluate service needs and expectations.
- Conduct semi-annual reception desk training on security procedures.
- Conduct and coordinate successful building emergency drills.
- Train and maintain building emergency response team.
- Provide 0-24 hour response to all requests for maintenance.
- Provide 0-24 hour response to identified facility safety issues.

1.D Strategies	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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Accountability Office

- Develop reports from Accountability Office database to monitor due dates, response times, and aging of backlogged items.
- Maintain Desk Procedures to assure standard file format, ARB packets.
- Conduct monthly source document/database reconciliation.
- Prepare periodic updates/issues discussion in Hanford Reach and Management Network.
- Conduct quarterly audit of Accountability Event files.
- Monitor subcontractor response times and send monthly open items list.
- Provide direct support and services to BCSR and ICF KH.

Performance Based Evaluation and Self-Assessment Reporting

- Continue the direct involvement with WHC President and senior-level management in the Performance Based Evaluation process.
- Implement appropriate changes in the Performance Based Evaluation process.
- Maintain strong/open communication with RL.
- Collect input and obtain sign-offs in time to meet reporting deadlines.

Cost Reduction Program Administration

- Improve internal procedures by working with the Cost Reduction Program staff (S&OE).
- Seek process improvements between RL and WHC.

1.E Assumptions	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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Key Assumptions for FY 95 and Outyears

- Prime Contract Performance Evaluation process will be modified.
- Contract Reform will impact the Accountability Rule, causing workscope reductions.
- *Cost Reduction Program activities will be expanded to sitewide, possibly increasing workscope.
- WHC Headquarters will remain at 1100 Jadwin.
- Current security requirements for the WHC Headquarters building will be somewhat modified.

* Wagoner's request to centralize site-wide productivity challenge savings has not been fully reviewed with possible impacts not yet determined.

1.F Issues and Constraints	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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Major Issues/Constraints Which May Impact Our Plan

- Current contract reform initiatives
- Centralizing sitewide savings initiatives
- Prime Contract performance evaluation modifications

1.G Performance Measures	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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- 100% on-time reporting to RL.
- Maintain a good or above RL customer service rating for Accountability.
- Achieve the Cost Reduction Program savings goal assigned to Program Administration each year.
- Achieve zero Lost/Recordable Workdays during FY 95.

1.H Full-Time Equivalent Summary	Westinghouse Hanford Company Program Administration 6.10.14.4	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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	<u>FY94</u>		<u>FY95</u>		<u>OUTYEARS</u>	
	<u>EX</u>	<u>NEX</u>	<u>EX</u>	<u>NEX</u>	<u>EX</u>	<u>NEX</u>
Manager	1.0		1.0		1.0	
Accountability Office	2.9	2.0	2.6	2.0	1.6	2.0
Performance Based Evaluation	1.0		1.0		1.0	
Cost Reduction Program Administration	0.5		1.0		1.0	
Performance Measures	1.0		1.0		1.0	
Building Administration	1.0	2.3	1.0	1.7	1.0	1.7
Other Administrative Services	0.5		0		0	
TOTAL	7.9	4.3	7.6	3.7	6.6	3.7

2.B.1 Milestone List		Westinghouse Hanford Company Program Administration 6.10.14.4		FY 1995 Site Support Program Plan Date Prepared: 8/10/94	
Milestone		WBS Number	Milestone Description	Due Date	
Type	Number				
RL	PA-95-01	6.10.14.4	Performance Measures Report	20th of each month	
RL	PA-95-02	6.10.14.4	Performance Based Self-Assessment Report	TBD	
RL	PA-95-03	6.10.14.4	Accountability Events Under \$1,000 Report	15th of month	
RL	PA-95-04	6.10.14.4	Active Accountability Events Status Report	15th of month	
RL	PA-95-05	6.10.14.4	Cost Reduction Program Status Report	Monthly	
CNTR	PA-95-06	6.10.14.4	Facility Emergency Training/Drill	April 1995	
CNTR	PA-95-07	6.10.14.4	Safety Observers Facility Review	November 1994 January 1995 April 1995 July 1995	

PROGRAM ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.4

FY 1995 SSPP

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	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
First line	1.0	1.0	1.0					
General/executive								
Project/Program								
Other								
ENGINEERS	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6
Chemical								
Civil								
Computer								
Electrical								
Environmental								
Industrial								
Mechanical								
Nuclear								
Petroleum/Mining								
Plant	0.6	0.6	0.6					
Quality Control								
Safety								
Other								

PROGRAM ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.4

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
SCIENTISTS								
Chemists								
Environmental								
Geologists								
Life								
Material								
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS	6.3	6.0	5.0	5.0	5.0	5.0	5.0	5.0
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal								
Cost Est/planner/sch								
Health Physics								
Industrial Hygiene								
Lawyers								
Personnel/Labor Rela								

PROGRAM ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.4

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Physicians								
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit	1.0	1.0	1.0					
Trainers								
Other	5.3	5.0	4.0					
GEN ADM/SECRETARY/CLERK	4.4	3.7	3.7	3.7	3.7	3.7	3.7	3.7
Admin Assistants								
Office Clerks (Gen)								
Office Clerks (Special)	3.7	3.0	3.0					
Secretaries								
Typist/Word Process								
Other	0.7	0.7	0.7					
TECHNICIANS								
Computer Oper/Coder								
Drafters								
Engrs/Tech								
Envir. Sci Technicians								
Health Phys. Technic.								
Indus. Saf/Health Tech								
Instru/Control Tech								
Lab. Technicians								

PROGRAM ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.4

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Media Technicians								
Survey/Map Tech								
Other								
CRAFTS								
Carpenters								
Electricians								
HVAC								
Machinists								
Masons								
Millwrights								
Painters								
Plumbers/Pipefitters								
Struct/Metal Workers								
Vehic./Mob Equip Mech								
Welders								
Other								

PROGRAM ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.4

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
OPERATORS								
Chemical System								
Drillers								
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS								
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								
Laundry Workers								
Security Guards								
Other								

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Performance Based Self-Assessment Report		Date Prepared: 08/10/94	
Assigned To: Program Administration		CIN:	
WBS Designator: 6.10.14.4		Due Date: TBD	
Control Number: PA-95-02		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
<p>A self-assessment report will be submitted semi-annually to RL detailing Company performance and milestone progress.</p>			
Description of what constitutes completion of this milestone:			
<p>RL receipt of WHC self-assessment report on or before the due date (TBD).</p>			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Performance Measure Report		Date Prepared: 08/10/94	
Assigned To: Program Administration		CIN:	
WBS Designator: 6.10.14.4		Due Date: 20th of month	
Control Number: PA-95-01		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Compile, review, analyze Company Performance Measures on a monthly basis. Prepare a monthly report for RL.			
Description of what constitutes completion of this milestone:			
RL receipt of the Performance Measures Monthly Report by the 10th of each month.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Accountability Events Under \$1,000		Date Prepared: 08/10/94	
Assigned To: Program Administration		CIN:	
WBS Designator: 6.10.14.4		Due Date: 15th of month	
Control Number: PA-95-03		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Once a month, a report of Accountability Events under \$1,000 that WHC has determined are reportable will be sent to RL.			
Description of what constitutes completion of this milestone:			
RL receipt of report by the 15th of every month.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Active Accountability Events Status Report		Date Prepared: 08/10/94	
Assigned To: Program Administration		CIN:	
WBS Designator: 6.10.14.4		Due Date: 15th of month	
Control Number: PA-95-04		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Once a month, a status report will be compiled of Accountability events still requiring action by either WHC or RL.			
Description of what constitutes completion of this milestone:			
RL receipt of report by the 15th of every month.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Cost Reduction Program Status Report		Date Prepared: 08/10/94	
Assigned To: Program Administration		CIN:	
WBS Designator: 6.10.14.4		Due Date: Monthly	
Control Number: PA-95-05		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
On a monthly basis, a Cost Reduction Program report showing status of savings attributed to the program will be compiled and submitted to RL.			
Description of what constitutes completion of this milestone:			
RL receipt of report on a monthly basis. No specific due date has been established.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Facility Emergency Training/Drill		Date Prepared: 08/10/94	
Assigned To: Program Administration		CIN:	
WBS Designator: 6.10.14.4		Due Date: April 1995	
Control Number: PA-95-06		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (Drill)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Once a year, the 1100 Jadwin Building will conduct a facility evacuation drill and assess the results.			
Description of what constitutes completion of this milestone:			
A facility evacuation drill will be conducted no later than April 1995.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Safety Observers Facility Review		Date Prepared: 08/10/94	
Assigned To: Program Administration		CIN:	
WBS Designator: 6.10.14.4		Due Date: November 1994 January 1995 April 1995 July 1995	
Control Number: PA-95-07		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (Meeting)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
<p>On a quarterly basis, Program Administration will plan, coordinate, and conduct a meeting with all trained Safety Observers assigned to the 1100 Jadwin Building. The meetings will be conducted for the purpose of utilizing the special skills of Safety Observers to enhance the safety of the 1100 Jadwin Building for its occupants.</p>			
Description of what constitutes completion of this milestone:			
<p>A meeting of Safety Observers assigned to the 1100 Jadwin Building will be conducted by November 1994, January 1995, April 1995, and July 1995.</p>			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

1.A Vision/Mission	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/21/94
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MISSION

Create a working environment that delivers the right data and information of known quality in a usable form and at an acceptable cost to the people who need it, where they need it, and when they need it." This mission contributes to the Hanford mission by providing the essential data and information necessary to clean up the site, provide scientific and technological excellence to meet global needs, and to partner in the economic diversification of the region.

VISION

Data Standards and Administration's vision is all Hanford Site contractors, especially WHC employees, working together to provide an environment where every person will have the essential information needed to optimize their specific expertise and time. This supports the Hanford Site information management vision "to demonstrate organizational and technical excellence in meeting users' needs by:

- Supporting information analysis and decisionmaking,
- Enabling data integration and comparison from multiple sources,
- Providing quality-assessed data and information, and
- Developing capabilities that allow ease of information use and access."

Achieving this vision will assist the Hanford Site in transforming its old culture of information restriction to a new culture of information access, where Hanford becomes an internationally recognized source of information critical to solving complex environmental and technical problems.

PRIMARY CUSTOMERS

- RL
- Tri-Party Agreement (TPA) stakeholders
- Sitewide population (contractors, organizations, employees)

PRODUCTS/SERVICES PROVIDED

Establish a WHC data management program per RLIP 1330.1B. The program consists of activities performed in the following five areas:

1. WHC Data Management Program Central Direction
2. WHC Data Management Program Field Implementation
3. Hanford PeopleCORE Administration
4. Sitewide TPA Data Management Program
5. Administer Sitewide Data Management Processes (under the authority of the Site DA Board)

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES

1. WHC Data Management Program Central Direction
Establish and direct the company data management program.
2. WHC Data Management Program Field Implementation
Provide direction to the major RL programs and mission areas (e.g., WM, TWRS, ER, ICF KH) for implementation of cost-effective and efficient data management practices.
3. Hanford PeopleCORE Administration
Manage all operations, applications, and interfaces contained within the Hanford PeopleCORE System (HPC), a central, integrated source of key Hanford Site standard personnel and facility information.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/21/94
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MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES (cont'd)

4. Sitewide TPA Data Management Program
Direct accomplishment and delivery of TPA data management milestones.
5. Administer Sitewide Data Management Processes (under the auspices of the Site DA Board)
6. Administer the sitewide data management processes for Data Standards and the Data Directory.

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

- Central activities provide company direction for efficient and cost-effective data management practices, while field activities work with employees on programs and functions to implement the data management practices in day-to-day operational processes. The Guidebook of Data Management Practices developed by DSA is the foundation for an understanding and guidance for data management activities.
- Redundancies, overlaps, and gaps in data and information systems and activities are eliminated or reduced through system approval and review, data management plan development, and issue resolution.
- Central direction and field implementation will ensure that the Systems Engineering function 2.5 (providing essential information) will be met for WHC. Quality data and information will be provided in a consistent and standard way to support safe operations and informed decision making.
- Data standards provide consistent definitions and values to both internal and external users, and help guarantee that data and information can be shared and transferred between systems, organizations, and companies.
- Hanford PeopleCORE is administered to provide a cost-effective central source of standard information about people at the Hanford Site. Initial implementation cost savings of approximately \$335,000 have escalated as about 100 different interfaces have now been added.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/21/94
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EVALUATION OF MAJOR ACTIVITIES (Cont'd)

- Direction is provided to manage and accomplish Hanford Federal Facility Agreement and Consent Order (TPA) data management milestones. All milestones are met.
- Implementation of an effective data management program ensures "the right information to the right people in the right place at the right time in the right form at the right cost."

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

- Organization changes and contractor diversification
- New and/or revised Federal data standards and DOE Directives

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

- Organization changes and contractor diversification
- New and/or revised Federal data standards and DOE Directives
- Revised and/or new TPA milestones

1.B.2 External Assessment Summary	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/21/94
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SUMMARY OF CUSTOMER REQUIREMENTS (NEEDS)

RL recognizes DSA as the key contributor to ensure that the following Hanford strategies are met.

- Structure and maintain a Sitewide management and control process for data management.
- Sustain Sitewide leadership to ensure effective data management.
- Compliance with RLIP 1330.1B, "Computer Software Management".
- Obtain RL approval of TPA data management milestones.
- Enhance and refine the data collection process.
- Develop an information access and delivery mechanism.
- Establish information analysis processes that support users' needs.
- Develop an effective and efficient Hanford Site information architecture.

OTHER EXTERNAL CHALLENGES

Increasing contractor diversity significantly impacts consistent development of data management standards and processes, and greatly increases the potential for costly redundant systems development.

1.C Goals and Objectives	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/19/94
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GOALS

Data Standards and Administration directs and/or supports activities leading to achievement of the following Hanford Site information management goals as stated in the Strategic Plan for Hanford Site Information Management:

1. Provide an information management environment that enables users to perform their work more effectively and efficiently.
2. Enable relevant and appropriate data and information accessibility for data analysis and decision-making.
3. Integrate information in order to meet the needs of users and to achieve the most efficient use of data.
4. Establish leadership for integration of sitewide information management that encourages teaming and improved communication.
5. Use information technology to provide easy access to electronically stored information.
6. Implement practices for working with heterogeneous, distributed computer systems that will enable the Hanford Site and others to deal with diverse systems.
7. Sustain a high-quality, effective, and accessible user-training, documentation and support program to ensure that information users have the tools to accomplish their tasks.
8. Enable data sharing, comparability, and traceability.
9. Reduce cost and schedule impacts of data redundancy, gaps, misunderstandings, and misuse.
10. Enable "one-stop" access to locate Hanford Site electronic information.

1.C Goals and Objectives	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/19/94
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OBJECTIVES

1. Complete the following TPA milestones:
 - a. M-35-03 - Develop and submit to the regulators by 3/30/95, Data Management Plans which will cover all programmatic functional areas. The Data Management Plans will be analyzed and integrated by DSA to identify and resolve sitewide issues.
 - b. M-35-04 - Submit a change package with major and interim milestones and target dates for data management initiatives in the Strategic Data Management Plan.
2. Register all systems identified in the Data Management Plans in the Data Directory by 3/31/95.
3. By 12/31/94, identify three cost-effective opportunities to be resolved from the data management plans developed in objective 1.
4. Eliminate building number discrepancies between the Property System (RLPS) and the FacilitiesCORE portion of PeopleCORE by 3/31/95.
5. Add check location and emergency contacts to PeopleCORE by 12/31/94.
6. By 12/31/94, identify and prioritize areas where data standards are needed. Develop and implement standards in these areas by 9/30/95 as developed in the data management plans (objective 1) and supported by the Site DA Board.
7. By 9/30/95, increase the number of Site users of the Activity Management System (AMS) by 33%.
8. By 9/30/95, increase the number of Data Stewardship Training Classes by 50%.
9. By the 15th of the month following each fiscal quarter end, provide a report to RL that meet the RLIP 1330.1B, RL IS Board reporting criteria.

1.C Goals and Objectives	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/19/94
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OBJECTIVES (cont'd)

10. Develop data management contractual statements with WHC procurement for incorporation in software procurements and subcontracts by 11/30/94.
11. Provide a quarter status report on new proposed and approved data standards to the Hanford DA Board by the 15th of the month following the fiscal quarter end.
12. By 9/30/95, evaluate current indexing activities, and make recommendations for indexing criteria of historical and planned data.
13. By 9/30/95, update the Tri-Party Agreement Databases, Access Mechanism, and Procedures document to show new databases available to the TPA regulators, and changes in TPA access procedures and security requirements.

1.D Strategies	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/19/94
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CUSTOMER SUPPORT STRATEGIES

- Support RL in establishing central processes and direction to address the Hanford Site information management strategies.
- Provide direction to programs as appropriate to implement the Hanford Site information management strategies of enhancing and refining data collection processes, ensuring information access and delivery, and establishing information analysis processes that support users' needs.
- Establish processes and direct implementation activities designed to fulfill the Systems Engineering function (2.5) of providing essential information for WHC.

PRODUCTION STRATEGIES

- Establish and maintain sitewide databases (e.g., PeopleCORE, FacilitiesCORE, Activity Management System, etc.)

ORGANIZATION and MANAGEMENT STRATEGIES

- Lead and/or participate, as appropriate, in teaming relationships with other data and information management functions and organizations across the Hanford Site to ensure effective information management
- Direct and maintain a management and control process for WHC and Site information management consistent with Site direction.
- Work with other DOE Sites to share data management policy, procedures, and standards on a Federal level.

1.E Assumptions	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/21/94
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- Data and information are primary deliverables in our mission
- Data management applies to all Hanford Site contractor and organizations
- Increasing number of Hanford contractors and subcontractors
- More data sharing outside the Site
- Increasing pressure from regulators for improved data management
- Data architecture will continue to be more distributed
- Adequate funding will be available
- TPA access/usage estimates are accurate
- DSA TPA milestone and field data management activities will be funded by G&A, unless program funding is obtained
- Completed TPA milestones documents which require annual updates will not be considered a TPA deliverable

1.F Issues and Constraints	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/21/94
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- Data management not written into contracts or statements of work continues to produce disparate data
- Need for data management Site authority, such as Hanford Site chief data and information officer
- Hanford contractors are not following the same guidelines, or DOE directives
- Current contracts do not require data standards and data consistency be maintained
- Data and information generally regarded as an unmanaged commodity not a company resource or asset
- Not all organizations are following Site and Company data standards or procedures.
- An RL organization to implement Hanford information management strategy has not been determined which could change work scope

1.G Performance Measures	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared 7/21/94
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- TPA and other milestones completed on schedule
- Acceptance of program data management plans by RL
- Increase the number of approved Site and company data standards in the areas designated by the data management plans
- Annual verification of the accuracy/correctness of the Data Directory
- Measure customer acceptance of PeopleCORE training through surveys
- Sharing of data management benefits with other Sites
- Reduce cost/schedule impacts through improvement in data redundancy, misunderstandings, and misuse
- Develop data standards in the Data Library as identified in the Data Management Plans
- Increase data stewardship training conducted by 50%
- Achieve ECCEL savings goals assigned to DSA
- Achieve zero lost/recordable workdays each year

2.A.2 Description of Activities	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/19/94
ACTIVITY	DESCRIPTION	
Establish and direct the company data management program.	Manage selected company data or information systems (e.g. Activity Management System). Direct resolution of data management issues and opportunities. Direct or support Site information management strategic planning activities. Integrate program and function data management plans and other data/information planning activities to eliminate overlaps and gaps. Establish and maintain company data management procedures. Develop and maintain data management tools and methodologies. Direct a standard information architecture. Establish and coordinate standard and consistent processes for approval of funding for data and information systems and activities.	
Provide direction to the major RL programs and mission areas (e.g. WM, TWRS, ER, ICF KH) for implementation of cost-effective and efficient data management practices.	Provide leadership to programs to define data requirements, including inventories of data and information, data modeling, data standards, etc. Direct development and implementation of data management plans for Site mission areas and functions. Direct implementation and compliance for data management procedures. Direct data management issue resolution at the program level. Provide, evaluate, and recommend tools and methodologies to support program data management needs. Provide data management education and training throughout WHC and the Site. Approve data and information system development activities to eliminate redundancy and ensure compliance to standards. Direct activities supporting information centers.	

2.A.2 Description of Activities	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/19/94
ACTIVITY	DESCRIPTION	
Manage all operations, applications, and interfaces contained within the Hanford PeopleCore System (HPC), a central, integrated source of key Hanford Site standard personnel and facility information.	Manage the All-Hanford Contractor (and RL) Approval Board, 101 interfaces, personnel and facility standards, data applications, enhancement analysis and implementation, and database operations consisting of 450 access accounts, training of 400 data entry contacts, ad hoc generation (100/yr), reporting (85 production reports) of site repository data from: DOE, WHC, BCSR, ICF KH, PNL, BHI, HEHF, MACTEC, SWE. Also included is data from non-Hanford entities such as the Corps of Engineers, Dept of Health, Dept of Ecology, Washington State EPA, WSUTC, AWUNW, and all other Hanford subcontractors, totalling 21,000 personnel and 1300 facilities and hazardous waste sites on the Hanford Site.	
Direct accomplishment and delivery of TPA data management milestones.	<p>M-35-03 (February 28, 1995) Develop and submit to the regulators Data Management Plans for all RL programs (WM, TWRS, ER).</p> <p>M-35-04 (March 31, 1995) Submit a change package with major and interim milestones and target dates for data management initiatives in the Strategic Data Management Plan.</p> <p>M-35-00 (January 2038) Complete Data Management enhancements as negotiated and approved in M-35-00 interim milestones.</p>	
Administer the sitewide data management processes for Data Standards and the Data Directory.	Manage the Site Data Library, including information on data standards and an inventory of all data and information systems. Manage the Site data standards process and approve new standards. Resolve conflicts with proposed standards. Register, update, and maintain the Data Directory. Audit accuracy and completeness of Data Directory annually. Provide non-compliance reviews and ad hoc reports to all internal and external customers, as required.	

2.B.1 Milestone List		Westinghouse Hanford Company Data Standards & Administration 6.10.14.5		FY 1995 Site Support Program Plan Date Prepared: 7/19/94		
Milestone		WBS Number	Milestone Description			Due Date
Type	Number					
CNTR	DSA95-001	6.10.14.5	HPC Year-end Report			11/30/94
CNTR	DSA95-002	6.10.14.5	AMS Year-end Report			11/30/94
DOE-RL	DSA95-003	6.10.14.5	TPA M-35-04 Change Package			1/30/95
DOE-RL	DSA95-004	6.10.14.5	Data Management Plans			3/31/95
CNTR	DSA95-005	6.10.14.5	Data Management Plan Template Update			3/31/95
CNTR	DSA95-006	6.10.14.5	Data Management Plans Implementation Status Report			6/1/95
CNTR	DSA95-007	6.10.14.5	Develop Data Standards			6/30/95
CNTR	DSA95-008	6.10.14.5	Update Tri-Party Agreement Databases, Access Mechanism, and Procedures Document			9/30/95

2.C.2 Cost Basis	Westinghouse Hanford Company Data Standards & Administration 6.10.14.5	FY 1995 Site Support Program Plan Date Prepared: 7/15/94
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(Provide a narrative describing cost estimating assumptions and methodology. See WHC Budget Formulation Manual, WHC-CM-2-17, for guidance.)

Costs are based on the following:

- DSA Staff Labor (FTE)
 - 1.0 Manager
 - 11.0 Exempt System Analysts
 - 1.0 NE Clerk
 - 0.8 WIT/COE
 - 0.6 Summer hire
- | | |
|--|------------------|
| | 14.4 Total (FTE) |
|--|------------------|
- \$303K PeopleCORE IRM Production, enhancements, maintenance costs
- \$294K TPA Regulator Access Costs (System access charges, network charges, Ace card charges, training costs, EUC charges, etc. TPA network maintenance cost (Hardware/software changes, IRM network maintenance cost). NOTE: Access costs should be direct program funded. Approval is pending.
- ~ \$120K Costs associated with running the DSA activities, such as supplies, replacement furniture/equipment, training, etc.

DATA STANDARDS AND ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.5

FY 1995 SSPP

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	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
First line	1.0	1.0	1.0					
General/executive								
Project/Program								
Other								
ENGINEERS								
Chemical								
Civil								
Computer								
Electrical								
Environmental								
Industrial								
Mechanical								
Nuclear								
Petroleum/Mining								
Plant								
Quality Control								
Safety								
Other								
SCIENTISTS								

DATA STANDARDS AND ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.5

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Chemists								
Environmental								
Geologists								
Life								
Material								
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal	11.0	11.0	11.0					
Cost Est/planner/sch								
Health Physics								
Industrial Hygiene								
Lawyers								
Personnel/Labor Rela								
Physicians								

DATA STANDARDS AND ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.5

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description	NOTE: Job Family Only After 1996							
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit								
Trainers								
Other								
JOB FAMILY								
Job category								
GEN. ADM/SECRETARY/CLERK	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8
Admin Assistants								
Office Clerks (Gen)	0.8	0.8	0.8					
Office Clerks (Special)	0.6	0.6	0.6					
Secretaries	0.4	0.4	0.4					
Typist/Word Process								
Other								
TECHNICIANS	0.3	0.6	0.3	0.3	0.3	0.3	0.3	0.3
Computer Oper/Coder								
Drafters								
Engrs/Tech								
Envir. Sci Technicians								
Health Phys. Technic.								
Indus. Saf/Health Tech								
Instru/Control Tech								

DATA STANDARDS AND ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.5

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Lab. Technicians								
Media Technicians								
Survey/Map Tech								
Other	0.3	0.6	0.3					
CRAFTS								
Carpenters								
Electricians								
HVAC								
Machinists								
Masons								
Millwrights								
Painters								
Plumbers/Pipefitters								
Struct/Metal Workers								
Vehic./Mob Equip Mech								
Welders								
Other								

DATA STANDARDS AND ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.5

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
OPERATORS								
Chemical System								
Drillers								
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS								
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								
Laundry Workers								
Security Guards								
Other								

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Hanford PeopleCORE (HPC) Year-end Report		Date Prepared: 06/20/94	
Assigned To: Data Standards and Administration		CIN:	
WBS Designator: 6.10.14.5		Due Date: 11/30/94	
Control Number: DSA-95-001		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
A year-end report is published annually describing major activities and enhancements and new data interfaces for HPC.			
Description of what constitutes completion of this milestone:			
Year-end report is issued.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Activity Management System (AMS) Year-end Report		Date Prepared: 06/20/94	
Assigned To: Data Standards and Administration		CIN:	
WBS Designator: 6.10.14.5		Due Date: 11/30/94	
Control Number: DSA-95-002		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
<p>A year-end report will be published describing major accomplishments for AMS, a new company standard system for tracking actions. The report will also summarize new installations of the system.</p>			
Description of what constitutes completion of this milestone:			
<p>Year-end report is issued.</p>			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: TPA M-35-04 Change Package		Date Prepared: 06/20/94	
Assigned To: Data Standards and Administration		CIN:	
WBS Designator: 6.10.14.5		Due Date: 01/30/95	
Control Number: DSA-95-003		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input checked="" type="checkbox"/> TPA#M-35-04	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) Change Package	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Submit a change package with major and interim milestones and target dates for data management initiatives in the strategic data management plan.			
Description of what constitutes completion of this milestone:			
Identification of data management milestones and target dates in a change package for TPA.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Data Management Plans		Date Prepared: 06/20/94	
Assigned To: Data Standards and Administration		CIN:	
WBS Designator: 6.10.14.5		Due Date: 03/31/95	
Control Number: DSA-95-004		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input checked="" type="checkbox"/> TPA#M-35-03	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) Integrated Plan	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
<p>Data Management Plans describing data management baseline and plans for each Site program and function are being written to satisfy TPA Milestone M-35-03. The plans will be issued as an integrated set of plans with each program or function comprising a chapter of the integrated plan. An overview chapter will also be written to tie the individual plans together.</p>			
Description of what constitutes completion of this milestone:			
Issue integrated data management plan set.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Data Management Plan Template Update		Date Prepared: 07/19/94	
Assigned To: Data Standards and Administration		CIN:	
WBS Designator: 6.10.14.5		Due Date: 3/31/95	
Control Number: DSA-95-005		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other Document	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Issue a revised WHC Data Management Plan Template. The template will be used for providing guidance in writing future data management plans and is based on the TPA Data Management Plans (Milestone DSA-95-004).			
Description of what constitutes completion of this milestone:			
Publish the revised Data Management Plan Template.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Data Management Plan Implementation Status Report		Date Prepared: 06/20/94	
Assigned To: Data Standards and Administration		CIN:	
WBS Designator: 6.10.14.5		Due Date: 6/1/95	
Control Number: DSA-95-006		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
<p>Data management plans are being developed to meet TPA milestone M-35-03. A report on the progress of the plans, and activities being planned to accomplish data management improvements by the programs and functions, will be reported.</p>			
Description of what constitutes completion of this milestone:			
<p>Progress report issued.</p>			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Develop Data Standards		Date Prepared: 06/20/94	
Assigned To: Data Standards and Administration		CIN:	
WBS Designator: 6.10.14.5		Due Date: 6/30/95	
Control Number: DSA-95-007		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
New data standards will be developed for the Data Standards Library. These standards will be identified in the Data Management Plans that are to be completed by 3/30/95.			
Description of what constitutes completion of this milestone:			
Issuance of completed report to Site Data Administration Board.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Update Tri-Party Agreement Databases, Access Mechanism and Procedures Document		Date Prepared: 7/19/94	
Assigned To: Data Standards and Administration		CIN:	
WBS Designator: 6.10.14.5		Due Date: 9/30/95	
Control Number: DSA-95-008		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) RL Published Document	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Update the Tri-Party Agreement Databases; Access Mechanism and Procedures document to show new databases available to the TPA regulators, and changes in TPA access procedures and security requirements.			
Description of what constitutes completion of this milestone:			
Updated and edited document delivered to RL-SID for publishing and release to the TPA regulators.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Work Breakdown Structure Dictionary	Westinghouse Hanford Company DATA STANDARDS AND ADMINISTRATION Part I – Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 0		Funding Source:	
					G&A	XX
					SWS	
					OST	
					DOH	
Cost Account 1MDD41	Cost Account Title DATA STANDARDS AND ADMINISTRATION (CENTRAL DIRECTION)			23-Aug-94	POOL	
SMS WBS 6.10.14.5	SMS Title DATA STANDARDS AND ADMINISTRATION	Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)				
CAM Review/Approval M. K. Britton						Date
SMS Program Manager Review/Approval J. M. Knoll, Jr.		Date				
Financial Manager Review/Approval L. C. Brandt		Date				
Responsible Analyst J. M. Mosebar		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	10.6	10		7.6		
. Organizational – Nonexempt	1.8	2		1.8		
. Organizational – Bargaining	0	0		0		
Total Organizational FTEs	12.4	12		9.4		
Support FTEs	1.5	1		0		
TOTAL FTEs	13.9	13		9.4		
COST ELEMENTS						
. Labor – Regular	779	783		505		
. Labor – Overtime	3	1		1		
0 Total Labor	782	784		506		
1 Materials	23	19		21		
2 Purchased Services	89	45		61		
3 Other Hanford	59	59		2		
4 Site Services	11	16		12		
5 Internal Charges	0	0		0		
6 IRM Support	27	30		14		
7 Overheads	13	10		0		
8 Revenue	0	0		0		
TOTAL DOLLARS	1,005	963	617*	617		

*The target has been reduced (\$219K) and the excess has been added to the new SWS CAP 1MDBPC, since a portion of 1MDD41 workscope has moved to that CAP.

<p>1MDD41 COST ACCOUNT</p>			
<p>Work Breakdown Structure Dictionary</p>	<p>Westinghouse Hanford Company _____ DATA STANDARDS AND ADMINISTRATION _____ Part II – Element Definition</p>	<p>FY 1995 SSPP Revision # 0</p>	

<p>WBS ELEMENT CODE: 6.10.14.5</p>	<p>TITLE: WHC DATA MANGEMENT CENTRAL DIRECTION</p>
<p>ELEMENT TASK DESCRIPTION <u>COST CONTENT –</u></p> <p>This element was funded G&A in FY 1994 and will remain G&A in FY 1995.</p> <p><u>TECHNICAL CONTENT –</u></p> <p>Funding for this element is to establish and direct the company data management program.</p> <p>These funds pay for Data Standards and Administration costs associated with running these activities, and include labor, supplies, training, etc.</p> <p>The primary manuals that this work is to comply with are Computer Software Management (RLIP 1330.1B), Software Practices (WCH-CM-3-10), and Data Administration Standards (WHC-CM-2-6). The WHC manuals are based on several Department of Energy Orders that are referenced within them.</p> <p><u>OBJECTIVES –</u></p> <p>Provide a data management program that meet customer requirements and are in compliance with regulatory drivers. Also meet the specific objectives described in the Site Support Program Plan.</p> <p><u>ASSUMPTIONS/CONSTRAINTS –</u></p> <p>Minimal staffing changes in the Data Standards and Administration organization.</p> <p><u>MILESTONES –</u></p> <p>None.</p> <p><u>DELIVERABLES –</u></p> <p>None.</p>	

1MDD41 COST ACCOUNT	Westinghouse Hanford Company DATA STANDARDS AND ADMINISTRATION Part II – Element Definition	FY 1995 SSPP Revision # 0
Work Breakdown Structure Dictionary		

WBS ELEMENT CODE: 6.10.14.5	TITLE: WHC DATA MANAGEMENT FIELD IMPLEMENTATION
<p>ELEMENT TASK DESCRIPTION</p> <p><u>COST CONTENT –</u></p> <p>This element was funded by the TWRS program and G&A in FY 1994. The funding source for FY 1995 will be G&A.</p> <p><u>TECHNICAL CONTENT –</u></p> <p>Funding for this element is to establish and direct data management as a function of the TWRS Information and Document Processing Centers. Data standards and Administration will provide direction and resources to fulfill WHC data management responsibilities by implementing site and company data management activities and practices within the centers.</p> <p>These funds pay for Data Standards and Administration labor required to support and administer these activities.</p> <p>The primary manuals that this work is to comply with are Computer Software Management (RLIP 1330.1B), Software Practices (WHC-CM-3-10), and Data Administration Standards (WHC-CM-2-6). the WHC manuals are based on several Department of Energy Orders that are referenced within them.</p> <p><u>OBJECTIVES –</u></p> <p>Provide a data management program that meet customer requirements and are in compliance with regulatory drivers. Also meet the specific objectives described in the Site Support Program Plan.</p> <p><u>ASSUMPTIONS/CONSTRAINTS –</u></p> <p>Minimal staffing changes in the Data Standards and Administration organization.</p> <p><u>MILESTONES –</u></p> <p>None.</p> <p><u>DELIVERABLES –</u></p> <p>None.</p>	

1MDD41 COST ACCOUNT	Westinghouse Hanford Company		FY 1995 SSPP
Work Breakdown Structure Dictionary	DATA STANDARDS AND ADMINISTRATION Part II – Element Definition		Revision # 0

WBS ELEMENT CODE: 6.10.14.5	TITLE: TRI-PARTY AGREEMENT (TPA) DATA MANAGEMENT
<p data-bbox="113 350 474 375">ELEMENT TASK DESCRIPTION</p> <p data-bbox="149 380 373 406"><u>COST CONTENT –</u></p> <p data-bbox="149 448 1367 474">This element was funded by the programs and G&A in FY 1994. The funding source for FY 1995 will be G&A.</p> <p data-bbox="149 509 443 535"><u>TECHNICAL CONTENT –</u></p> <p data-bbox="149 573 1738 631">This element funds the direction required to accomplish and deliver the TPA data management milestones. These funds primarily pay for Data Standards and Administration support in the development of RL Data Management Plans for each RL program office.</p> <p data-bbox="149 667 1866 725">The primary manuals that this work is to comply with are Computer Software Management (RLIP 1330.1B), Software Practices (WHC-CM-3-10), and Data Administration Standards (WHC-CM-2-6). The WHC manuals are based on several Department of Energy Orders that are referenced within them.</p> <p data-bbox="149 761 331 787"><u>OBJECTIVES –</u></p> <p data-bbox="149 823 1163 849">Meet the assigned TPA Milestones as described in the FY 1995 Site Support Program Plan.</p> <p data-bbox="149 885 537 911"><u>ASSUMPTIONS/CONSTRAINTS –</u></p> <p data-bbox="149 946 1045 972">Minimal staffing changes in the Data Standards and Administration organization.</p> <p data-bbox="149 1008 338 1034"><u>MILESTONES –</u></p> <p data-bbox="149 1070 961 1159"> DSA-95-003 – TPA M-35-04 Change Package. DSA-95-004 – Data Management Plans DSA-95-006 – Data Management Plans Implementation Status Report </p> <p data-bbox="149 1195 359 1221"><u>DELIVERABLES –</u></p> <p data-bbox="149 1256 222 1282">None.</p>	

ELEMENT TASK DESCRIPTION

WORK STATEMENT –

REQUESTS WITHIN TARGET:

Activity Detailed Description

TRI-PARTY AGREEMENT (TPA) DATA MANAGEMENT

Data Standards and Administration staff support to meet the following milestones:

M-35-03 (February 28, 1995) Develop and submit to the regulators Data Management Plans for all RL programs (WM, TWRS, ER).

M-35-04 (March 31, 1995) Submit a change package with major and interim milestones and target dates for data management initiatives in the Strategic Data Management Plan.

M-35-00 (January 2038) Complete Data Management enhancements as negotiated and approved in M-35-00 interim milestones.

LABOR

3.6 exempt systems analysts.

Workscope increased in January and FY 1994 FTE's are represented on an annual basis.

	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
Labor Cost	2.5	160	1.1	63	3.6	223	0	6	3.6	229
Non-Labor Cost		0		0		0		0		0
Total Work Package	2.5	160	1.1	63	3.6	223	0	6	3.6	229

Work Breakdown Structure Dictionary	Westinghouse Hanford Company DATA STANDARDS AND ADMINISTRATION (PEOPLECORE)		FY 1995 SSPP Rev. # 0 25-Aug-94		Funding Source:	
					G&A	
					SWS XX	
					OST	
					DOH	
				MGT PRO		
				POOL		
				DIRECT		
Cost Account 1MDBPC	Cost Account Title DATA STANDARDS AND ADMINISTRATION (PEOPLECORE SYSTEMS)		Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)			
SMS WBS 6.10.14.5	SMS Title DATA STANDARDS AND ADMINISTRATION (PEOPLECORE SYSTEMS)					
CAM Review/Approval M. K. Britton		Date	FY 1994 Rate		FY 1995 Rate Request	
SMS Program Manager Review/Approval J. M. Knoll, Jr.		Date				
Financial Manager Review/Approval L. C. Brandt		Date				
Responsible Analyst J. M. Mosebar		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	0.3	0.3		4.4		
. Organizational – Nonexempt	0.0	0.0		0.6		
. Organizational – Bargaining	0.0	0.0		0.0		
Total Organizational FTEs	0.3	0.3		5.0		
Support FTEs	0.8	0.8		0.8		
TOTAL FTEs	1.1	1.1		5.8		
COST ELEMENTS						
. Labor – Regular	71	70		346		
. Labor – Overtime	0	0		0		
0 Total Labor	71	70		346		
1 Materials	0	0		0		
2 Purchased Services	0	0		0		
3 Other Hanford	0	0		0		
4 Site Services	0	0		0		
5 Internal Charges	0	0		0		
6 IRM Support	202	202		170		
7 Overheads	31	13		31		
8 Revenue	0	0		0		
TOTAL DOLLARS	304	285	480.9*	547		

*This target is an accumulation of \$261.9K from CAP 1MDD4D and \$219K FROM CAP 1MDD41.

1MDBPC COST ACCOUNT	Westinghouse Hanford Company		FY 1995 SSPP
Work Breakdown Structure Dictionary	_____ DATA STANDARDS AND ADMINISTRATION _____ Part II – Element Definition		Revision # 0

WBS ELEMENT CODE: 6.10.14.5	TITLE: PEOPLECORE SYSTEM
ELEMENT TASK DESCRIPTION	
<u>COST CONTENT –</u>	
<p>This element was included in the G&A cost accounts 1MDD4D and 1MDD15 in FY 1994. The fund source for this element in FY 1995 is SWS and will be split 70% WHC, 20% PNL, and 10% BHI.</p>	
<u>TECHNICAL CONTENT –</u>	
<p>This element funds the operation, maintenance, and enhancements of the Westinghouse Hanford Company (WHC) PeopleCore System. PeopleCore, a site-wide system administered by the WHC Data Standards and Administration organization, is a central repository of data related to Hanford employees that is disseminated to those with a need for location, company, and employee information.</p>	
<p>The majority of these funds pay for internal services from BCSR – primarily labor and central computer operations. These funds also cover WHC Data Standards and Administration labor and services necessary to support the PeopleCore System.</p>	
<p>The primary WHC manuals that this work is to comply with are Software Practices (WHC-CM-3-10), Data Administration Standards (WHC-CM-2-6) and Management Requirements and Procedures (WHC-CM-1-3). These manuals are based on several Department of Energy Orders that are referenced within them.</p>	
<u>OBJECTIVES –</u>	
<p>Provide a stable, cost effective system that meets customer requirements and are in compliance with regulatory drivers. Also meet the specific objectives described in the Site Support Program Plan.</p>	
<u>ASSUMPTIONS/CONSTRAINTS –</u>	
<p>Minimal staffing changes in the Data Standards and Administration organization, and adequate staffing levels within BCSR to accomplish this work. BCSR rates consistent with those provided in July 1994 as the FY 1995 planning rates.</p>	
<u>MILESTONES –</u>	
<p>DSA-95-001 – Hanford PeopleCore Year-end Report.</p>	
<u>DELIVERABLES –</u>	
<p>None.</p>	

1MDBPC COST ACCOUNT			
Work Breakdown Structure Dictionary	Westinghouse Hanford Company DATA STANDARDS AND ADMINISTRATION Part II – Element Definition	FY 1995 SSPP Revision # 0	

WBS ELEMENT CODE: 6.10.14.5	TITLE: SITE-WIDE DATA MANAGEMENT PROCESSES
<p>ELEMENT TASK DESCRIPTION</p> <p><u>COST CONTENT –</u></p> <p>This element was funded by G&A in FY 1994. The funding source for FY 1995 will be SWS.</p> <p><u>TECHNICAL CONTENT –</u></p> <p>This element funds the administration of the site-wide data management processes for the Data Standards and the Data Directory including the operation, maintenance, and enhancements to these systems.</p> <p>The majority of these funds pay for Data Standards and Administration labor required to support and administer these systems.</p> <p>The primary manuals that this work is to comply with are Computer Software Management (RLIP 1330.1B), Software Practices (WHC-CM-3-10), and Data Administration Standards (WHC-CM-2-6). The WHC manuals are based on several Department of Energy Orders that are referenced within them.</p> <p><u>OBJECTIVES –</u></p> <p>Provide a stable, cost effective system that meets customer requirements and are in compliance with regulatory drivers. Also meet the specific objectives described in the Site Support Program Plan.</p> <p><u>ASSUMPTIONS/CONSTRAINTS –</u></p> <p>Minimal staffing changes in the Data Standards and Administration organization.</p> <p><u>MILESTONES –</u></p> <p>DSA-95-007 – Develop Data Standards</p> <p><u>DELIVERABLES –</u></p> <p>None.</p>	

ELEMENT TASK DESCRIPTION											
	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996		
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	
WORK STATEMENT – REQUESTS WITHIN TARGET:											
<u>Activity Detailed Description</u>											
PEOPLECORE SYSTEM											
DSA staff to manage the All–Hanford Contractor (and RL) Approval Board, 101 interfaces, personnel and facility standards, data applications, enhancement analysis and implementation, and database operations consisting of 450 access accounts, training of 400 data entry contacts, ad hoc generation (100/yr), reporting (85 production reports) of site repository data from: DOE, WHC, BCSR,ICF KH, PNL, BHI, HEHF, MACTEC, SWE. Also included is data from non–Hanford entities such as the Corps of Engineers, Dept of Health, Dept of Ecology, Washington State EPA, WSUTC, AWUNW, and all other Hanford subcontractors, totalling 21,000 personnel and 1300 facilities and hazardous waste sites on the Hanford Site.											
LABOR											
1.6 exempt systems analysts and .6 non–exempt. Increase due to workscope that has been moved from Business Systems (Personnel Systems) to Data Standards & Administration											
	Labor Cost	0.0	0	2.2	120	2.2	120	0.0	3	2.2	123
	Non–Labor Cost		0		0		0		0		0
<u>Activity Detailed Description</u>											
LABOR											
.8 IRM Programmer/Analyst Support											
IRM SUPPORT											
IRM Support consists of Central Facility Computer Operation (135.3K) and Network Access (34.7K).											
OVERHEAD											
Overhead Assessments (31.3K)											
	Labor Cost	0.8	52	0.0	1	0.8	53	0.0	2	0.8	54
	Non–Labor Cost		215		(14)		201		6		207
<u>Activity Detailed Description</u>											
WHC Business Systems (Personnel Systems) analyst to support operations and enhancements to the PeopleCore System.											
	Labor Cost	0.3	18	(0.3)	(18)	0.0	0	0.0	0	0.0	0
	Non–Labor Cost		0		0		0		0		0

1.A Vision/Mission	Westinghouse Hanford Company Contracts Administration 6.10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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VISION

Contracts Administration is recognized as a dominant force in cost reduction by enforcing the terms of the Prime Contract and all assigned major subcontracts, implementing Contract Reform, and interpreting the contract terms in support of the WHC mission and vision.

MISSION

Contracts Administration's primary mission is cost reduction coupled with obtaining the full value of every dollar spent in support of the WHC mission and vision.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Contracts Administration 6.10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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PRIMARY CUSTOMERS

RL Program Offices
Sitewide population
Other DOE contractors

SERVICES PROVIDED

1. Negotiate annual fee proposals.
2. Audit and enforce all assigned major subcontracts and outsource subcontracts.
3. Prepare fee evaluations for all assigned major subcontracts and outsource subcontracts.
4. Resolve contract/subcontract term issues and disputes.
5. Obtain contracting officer approval as required by the contracts through approval letters.
6. Negotiate modifications to the Prime Contract, major subcontracts, and outsource subcontracts.
7. Interface between WHC and RL on all contracting issues.
8. Prepare proposals and obtain approval for Work for Others (WFO) authorizations.
9. Enforce contractual requirements for subscriptions, professional appointments and memberships, and foreign travel.
10. Receive, distribute, and track all DOE Directives and other related requirements documents.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Contracts Administration 6:10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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MAJOR ACTIVITIES PERFORMED TO DELIVER SERVICES

1. Annual Fee Proposal for the Prime Contract, All Major Subcontracts and Outsourced Subcontracts

- o Prepare and review the annual fee proposal.
- o Prepare prenegotiation plan.
- o Negotiate the annual fees.
- o Prepare negotiation documentation.
- o Perform cost/price analysis on major subcontracts and outsourced subcontracts.
- o Establish performance based incentives as appropriate.

2. Enforce Subcontract Terms

- o Attend major subcontractor meetings, as required.
- o Establish and maintain contact with major subcontractor customers, as required.
- o Stress safety observance.

3. Fee Evaluations for Subcontracts

- o Prepare Performance Evaluation Plan every six months.
- o Participate in the Performance Evaluation Board every six months to provide direction to subcontractors.
- o Write monthly predecisional evaluation of subcontractor performance (except March and October).
- o Write six-month decisional evaluation of the subcontractor performance.
- o Review performance based incentives and determine status.

4. Resolve Issues/Disputes

- o Research and determine allowable costs.
- o Research and resolve issues/diputes raised.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Contracts Administration 6.10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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MAJOR ACTIVITIES PERFORMED TO DELIVER SERVICES (con't)

5. Contracting Officer Approvals

- o Research requests for Contracting Officer approvals.
- o Write approval letters, obtain concurrences, and transmit to RL.
- o Advise parties of status.
- o Regulate activities when approved.
- o Maintain approval letter tracking system.

6. Contract Modifications

- o Review requests for modifications to determine applicability.
- o Research, prepare and implement modifications.

7. Interface with RL

- o Interface with RL-Procurement, WHC-GOCO, Controller on questions, concerns, and disputes as they arise in regards to any of the terms of the prime contract and major subcontracts.

8. Work for Others

- o Research and prepare proposals and agreements from performing organizations.
- o Obtain funding and approval to perform work.
- o Report quarterly progress to RL.
- o Monitor work progress and funding status.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Contracts Administration 6.10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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MAJOR ACTIVITIES PERFORMED TO DELIVER SERVICES (con't)

9. Enforce Contractual Requirements

- o Analyze subscription requests and professional appointments and memberships for applicability, cost effectiveness, level of authorization, and approval.
- o Control the company-wide Professional Society Travel Plan and membership log.
- o Coordinate requests for approval of foreign travel.
- o Maintain foreign travel record system.

10. DOE Directives System

- o Review and assign DOE Directives to responsible programs.
- o Control company DOE Directives database.
- o Track assigned DOE Directives to assure compliance.
- o Work with responsible organizations to request waivers to DOE Directives.
- o Submit waivers to DOE and monitor progress.

FACTORS THAT INFLUENCE RESOURCE CONSUMPTION OR CHANGES IN SERVICES

- o Implementation of Contract Reform and the resulting new initiatives will require additional headcount.
- o Transition from administering to management of subcontracts will cause some disruption.
- o Assignment of each major subcontract will require additional headcount.
- o Workload in WFO program is contingent on number of requests received.
- o Contract/Subcontract modifications.
- o New and/or revised Federal laws and regulations.
- o Improved operating practices will reduce costs.

1.B.2 External Assessment Summary	Westinghouse Hanford Company Contracts Administration 6.10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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- o Performance based incentive (PBI) fee preparation will impact timely submission of fee proposals.
- o PBI flowdown to subcontracts will impact enforcement methods and fee negotiations.
- o Assignment of other subcontracts and new subcontracts for outsourcing will impact the headcount required to perform CA functions.
- o Lack of mid- or senior-level personnel to administer, and enforce subcontracts will further slow down the CA process.

1.C Goals and Objectives	Westinghouse Hanford Company Contracts Administration 6.10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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GOALS:

- o Minimize subcontract costs and fully enforce terms of the subcontracts.
- o Prepare and include performance based incentives in subcontracts.
- o Assume responsibility to manage, control, and direct outsourced subcontracts.
- o Implement all provisions of Contract Reform.
- o Expand the Work for Others program.
- o Support Contract Reform and performance based incentives.
- o Manage DOE directives system and related requirements.

OBJECTIVES:

- o Develop contract clauses and PEP goals to support Contract Reform and performance based initiatives.
- o Deliver all requests to appropriate DOE organizations on time.
- o Respond to internal and external customer requests in a timely manner.

1.C Goals and Objectives	Westinghouse Hanford Company Contracts Administration 6.10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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OBJECTIVES (con't)

- o Reduce operating costs by eliminating unnecessary directives or seek waivers where elimination is not possible.
- o Develop PEP's for subcontractors to support the WHC mission.
- o Manage program support/oversight functions required by Prime Contract and subcontract clauses.
- o Ascertain WHC compliance status with directives and other requirements.
- o Meet commitments and due dates. Provide advance notification when commitments cannot be met.
- o Respond to calls from DOE within the agreed-to time. If no agreement on the due date is reached, contact DOE the next business day with the answer or status.

1.D Strategies	Westinghouse Hanford Company Contracts Administration 6.10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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CUSTOMER SUPPORT STRATEGIES

- o Establish regular monthly meetings with RL Procurement and the subcontract administration organizations.
- o Monitor subcontractor response times and send monthly open items list as appropriate.

PRODUCTION STRATEGIES

- o Maintain strong/open communication with RL Procurement and RL Contractor Industrial Relations Branch.
- o Maintain participative communications with the major subcontractors.
- o Prepare and submit approval letters on an expedited basis.
- o Issue contract modifications in a timely manner.

ORGANIZATION AND MANAGEMENT STRATEGIES

- o Work with other DOE Sites to share Contract Administration (CA) procedures.
- o Lead and develop a team strategy for the CA Staff.
- o Maintain a close interface with the controller.

1.E Assumptions	Westinghouse Hanford Company Contracts Administration 6.10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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- o Increase in the number of major subcontracts.
- o Increase in the Contract Reform initiatives.
- o Increase in the amount of performance based incentives.
- o Continue the initiative to reduce the number of regulations.
- o Increased staff will be required when other major subcontracts or outsourcing subcontracts are assigned.
- o Level of effort for Work for Others program will increase.

1.F Issues and Constraints	Westinghouse Hanford Company Contracts Administration 6.10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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- o New performance based initiatives continue to be developed.
- o Contract Reform causes a continually changing contract environment.
- o Expanding workscope requires increased headcount in a declining headcount environment.
- o Lack of experienced contracting employees slows work progress.

1.G Performance Measures	Westinghouse Hanford Company Contracts Administration 6.10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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- o Monthly Performance Based Incentive Progress Report submitted on time.
- o Monthly performance evaluation submitted on time.
- o Six month decisional evaluation submitted and approved prior to interest being incurred.
- o Reduced operating costs by subcontractors.
- o Work for Others quarterly report submitted on time.
- o DOE Directive responses submitted to RL on time.
- o 100 percent on time submittals to RL.
- o Maintain above average RL customer service rating.

1.H Headcount	Westinghouse Hanford Company Contracts Administration 6.10.14.6	FY 1995 Site Support Program Plan Date Prepared: 8/10/94
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STAFF REQUIREMENTS

1.0 Exempt Manager

1.0 Non-Exempt Secretary

4.0 Exempt Subcontractor Monitors

5.0 Exempt Contract Administrators

2 Subcontractor

1 Prime

2 Related contract administration activities

0.7 Non-Exempt CCE

2.B.1 Milestone List		Westinghouse Hanford Company Contracts Administration 6.10.14.6		
Milestone		WBS Number	Milestone Description	Due Date
Type	Number			
RL/HQ	CA-94-01	6.10.14.6	Prime Contract fee proposal and negotiation	09/30/95
RL	CA-94-02	6.10.14.6	BCSR Subcontracts fee proposals and negotiations	09/30/95
RL	CA-94-03	6.10.14.6	ICF KH Subcontracts fee proposals and negotiations	09/30/95
CNTRL	CA-94-04	6.10.14.6	Contract modification as result of fee negotiations	11/30/95
RL/HQ	CA-94-05	6.10.14.6	Quarterly report on Work for Others	10/22/94 01/22/95 04/22/95 07/22/95
RL	CA-94-06	6.10.14.6	BCSR Deliver negotiation packages to RL	09/15/95
RL	CA-94-07	6.10.14.6	ICF KH Deliver negotiation packages to RL	09/15/95
CNTRL	CA-94-08	6.10.14.6	BCSR Six month evaluation plan for subcontracts	02/29/95 08/30/95
CNTRL	CA-94-09	6.10.14.6	ICF KH Six month evaluation plan for subcontracts	02/29/95 08/30/95
CNTRL	CA-94-10	6.10.14.6	BCSR Monthly subcontract evaluations	20th of the month
CNTRL	CA-94-11	6.10.14.6	ICF KH Monthly subcontract evaluations	20th of the month
RL	CA-94-12	6.10.14.6	BCSR Six month evaluation of subcontracts	10/31/94
RL	CA-94-13	6.10.14.6	ICF KH Six month evaluation of subcontracts	04/30/95 10/31/95

CONTRACTS ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.6

FY 1995 SSPP

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	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
First line	1.0	1.0	1.0					
General/executive								
Project/Program								
Other								
ENGINEERS								
Chemical								
Civil								
Computer								
Electrical								
Environmental								
Industrial								
Mechanical								
Nuclear								
Petroleum/Mining								
Plant								
Quality Control								
Safety								
Other								
SCIENTISTS								
Chemists								
Environmental								
Geologists								
Life								

CONTRACTS ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.6

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description	NOTE: Job Family Only After 1996							
Material								
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal								
Cost Est/planner/sch								
Health Physics								
Industrial Hygiene								
Lawyers								
Personnel/Labor Rela								
Physicians								
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit								
Trainers								
Other	9.0	9.0	9.0					
GEN ADM/SECRETARY/CLERK	1.0	1.7	1.7	1.7	1.7	1.7	1.7	1.7
Admin Assistants								
Office Clerks (Gen)								

CONTRACTS ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.6

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Office Clerks (Special)								
Secretaries	1.0	1.0	1.0					
Typist/Word Process								
Other		0.7	0.7					
TECHNICIANS								
Computer Oper/Coder								
Drafters								
Engrs/Tech								
Envir. Sci Technicians								
Health Phys. Technic.								
Indus. Saf/Health Tech								
Instru/Control Tech								
Lab. Technicians								
Media Technicians								
Survey/Map Tech								
Other								
CRAFTS								
Carpenters								
Electricians								
HVAC								
Machinists								
Masons								
Millwrights								
Painters								
Plumbers/Pipefitters								
Struct/Metal Workers								

CONTRACTS ADMINISTRATION

FORM 2.C.3 FTES

6.10.14.6

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description		NOTE: Job Family Only After 1996			
Vehic./Mob Equip Mech					
Welders					
Other					

CONTRACTS ADMINISTRATION

FORM 2.C.3 FTEs

6.10.14.6

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
OPERATORS								
Chemical System								
Drillers								
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS								
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								
Laundry Workers								
Security Guards								
Other								

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Prime Contract Fee Proposal and Negotiations		Date Prepared: 08/10/94	
Assigned To: Contracts Administration		CIN:	
WBS Designator: 6.10.14.6		Due Date: 9/30/95	
Control Number: CA-94-01		Revision:	
Milestone Type: <input checked="" type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Prime Contract fee proposal and negotiation.			
Description of what constitutes completion of this milestone:			
Preparation and delivery to RL, and completion of negotiations.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: BCSR Subcontracts Fee Proposals and Negotiations	Date Prepared: 08/10/94
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Assigned To: Contracts Administration	CIN:
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WBS Designator: 6.10.14.6	Due Date: 09/30/95
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Control Number: CA-94-02	Revision:
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Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) Proposal Package	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> Other (specify) BCSR
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Milestone Description

BCSR Subcontracts fee proposals and negotiations.

Description of what constitutes completion of this milestone:

Receipt of, and explanation of Award Fee Proposal from BCSR; technical evaluation of Award Fee Proposal; financial evaluation of Proposal; negotiations between BCSR and WHC

Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: ICF KH Subcontracts Fee Proposals and Negotiations		Date Prepared: 08/10/94	
Assigned To: Contracts Administration		CIN:	
WBS Designator: 6.10.14.6		Due Date: 9/30/95	
Control Number: CA-94-03		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) Proposal Package	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> Other (specify) WHC
Milestone Description			
Prepare for and negotiate the Award Fee for ICF KH.			
Description of what constitutes completion of this milestone:			
Receipt of, and explanation of Award Fee Proposal from ICF KH; technical evaluation of Award Fee Proposal; financial evaluation of Proposal; negotiations between ICF KH and WHC			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Contract Modification as Result of Fee Negotiations		Date Prepared: 08/10/94	
Assigned To: Contracts Administration		CIN:	
WBS Designator: 6.10.14.6		Due Date: 11/30/95	
Control Number: CA-94-04		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Contract modifications as result of fee negotiation.			
Description of what constitutes completion of this milestone:			
Modifications prepared; RL notified when modifications to the contracts and subcontracts are made; and modifications distributed to all contract holders.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: Quarterly Report on Work For Others		Date Prepared: 8/9/94	
Assigned To: Contracts Administration		CIN:	
WBS Designator: 6.10.14.6		Due Date: 10/22/94 01/22/95 04/22/95 07/22/95	
Control Number: CA-94-05		Revision:	
Milestone Type: <input checked="" type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Report lists all active Work For Others orders and shows WHC's estimate of funds that will remain uncosted at completion date and the estimate completion date. Report also lists all open memorandum purchase orders.			
Description of what constitutes completion of this milestone:			
Deliver report to DOE-RL			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor R. O. Puthoff	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: BCSR Deliver Negotiation Packages to RL		Date Prepared: 08/10/94	
Assigned To: Contracts Administration		CIN:	
WBS Designator: 6.10.14.6		Due Date: 9/15/95	
Control Number: CA-94-06		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) Negotiation Package	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
BCSR deliver negotiation packages to RL.			
Description of what constitutes completion of this milestone:			
Prepare prenegotiation memorandum; successfully complete negotiations between BCSR and WHC; prepare post negotiation memorandum; prepare any other documentation, put negotiation book together, transmit to RL.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: ICF KH Deliver Negotiation Packages to RL		Date Prepared: 08/10/94	
Assigned To: Contracts Administration		CIN:	
WBS Designator: 6.10.14.6		Due Date: 9/15/95	
Control Number: CA-94-07		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) Negotiation Package	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
Prepare the negotiation package for the ICF KH Award Fee for transmittal to RL.			
Description of what constitutes completion of this milestone:			
Prepare prenegotiation memorandum; successfully complete negotiations between ICF KH and WHC; prepare post negotiation memorandum; prepare any other documentation, put negotiation book together, transmit to RL.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: BCSR Six Month Evaluation Plan for Subcontracts		Date Prepared: 8/9/94	
Assigned To: Contracts Administration		CIN:	
WBS Designator: 6.10.14.6		Due Date: 2/29/95 8/30/95	
Control Number: CA-94-08		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input checked="" type="checkbox"/> Other (specify) Plan	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> Other (specify) Subcontractor
Milestone Description			
BCSR Six month evaluation plan for subcontracts as provided for in the Award Fee evaluation criteria.			
Description of what constitutes completion of this milestone:			
A Performance Evaluation Plan prepared and negotiated with BCSR and approved by RL; this document in due by the beginning of the Award Fee period. Completion occurs with written formal approval given from RL to WHC.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: ICF KH Six Month Evaluation Plan for Subcontracts		Date Prepared: 08/10/94	
Assigned To: Contracts Administration		CIN:	
WBS Designator: 6.10.14.6		Due Date: 2/29/95 8/30/95	
Control Number: CA-94-09		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> Other (specify)
Milestone Description			
ICF KH Six Month Performance Evaluation Plan			
Description of what constitutes completion of this milestone:			
A Performance Evaluation Plan prepared and negotiated with ICF KH and approved by RL; this document in due by the beginning of the Award Fee period. Completion occurs with written formal approval given from RL to WHC.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Title: BCSR Monthly Subcontract Evaluations		Date Prepared: 8/9/94	
Assigned To: Contracts Administration		CIN:	
WBS Designator: 6.10.14.6		Due Date: 20th of the month	
Control Number: CA-94-10		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> Other (specify) BCSR
Milestone Description			
BCSR Monthly Subcontract evaluations of performance.			
Description of what constitutes completion of this milestone:			
According to published schedule prepare a technical evaluation of BCSR's performance for the preceding month. The document is reviewed by the manager of CMS and approved by the Fee Determining Official. Completion occurs when the Chairman of the Performance Evaluation Board has signed cover letter transmitting document to BCSR.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: ICF KH Monthly Subcontract Evaluations		Date Prepared: 08/10/94	
Assigned To: Contracts Administration		CIN:	
WBS Designator: 6.10.14.6		Due Date: 20th of the month	
Control Number: CA-94-11		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input type="checkbox"/> Report <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> Other (specify) ICF KH
Milestone Description			
ICF KH Monthly Subcontract Evaluation Note: This is under consideration for elimination. There may be a future change.			
Description of what constitutes completion of this milestone:			
According to published schedule prepare a technical evaluation of BCSR's performance for the preceding month. The document is reviewed by the manager of CMS and approved by the Fee Determining Official. Completion occurs when the Chairman of the Performance Evaluation Board has signed cover letter transmitting document to ICF KH.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: BCSR Six Month Evaluation of Subcontracts		Date Prepared: 8/9/94	
Assigned To: Contracts Administration		CIN:	
WBS Designator: 6.10.14.6		Due Date: 10/31/94	
Control Number: CA-94-12		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> Other (specify)
Milestone Description			
BCSR six month evaluation of subcontract performance for fee determination.			
Description of what constitutes completion of this milestone:			
A decisional will be prepared and approved by RL. The document will be submitted to BCSR upon receipt of the formal approvals. Completion occurs when written formal approval is received from RL and the document delivered to BCSR.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

**Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET**

Title: ICF KH Six Month Evaluation of Subcontracts		Date Prepared: 08/10/94	
Assigned To: Contracts Administration		CIN:	
WBS Designator: 6.10.14.6		Due Date: 04/30/95 10/31/95	
Control Number: CA-94-13		Revision:	
Milestone Type: <input type="checkbox"/> DOE-HQ <input checked="" type="checkbox"/> DOE-RL <input type="checkbox"/> CNTR	Division: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> DOE <input type="checkbox"/> RCRA <input type="checkbox"/> TPA# _____	DELIVERABLE: <input checked="" type="checkbox"/> Report <input type="checkbox"/> Letter <input type="checkbox"/> Drawings <input type="checkbox"/> Other (specify)	ADDRESS TO: <input type="checkbox"/> DOE-HQ <input type="checkbox"/> DOE-RL <input checked="" type="checkbox"/> Other (specify) ICF KH
Milestone Description			
ICF KH Six Month Evaluation of Subcontracts			
Description of what constitutes completion of this milestone:			
A decisional will be prepared and approved by RL. The document will be submitted to ICF KH upon receipt of the formal approvals. Completion occurs when written formal approval is received from RL and the document delivered to ICF KH.			
Cost Account Manager	Date	Program/Project Manager	Date
Program Element Manager	Date	DOE Monitor	Date

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