MASTER

Commitment Information System User Guide

Ada F. Misek

OAK RIDGE NATIONAL LABORATORY

OPERATED BY UNION CARBIDE CORPORATION FOR THE ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

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FINANCE AND MATERIALS DIVISION

COMMITMENT INFORMATION SYSTEM

USER GUIDE

ADA F. MISEK

Date Published - February 1977

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ABSTRACT

This report is a user guide for the Commitment Information System. It describes the operation of the System, types of information input into the data base, reports issued, and protection of the data base.

The report discusses options available, computer programs used, timing of update, distribution, and deletion of records.

I. INTRODUCTION

The Commitment Information System was established to monitor major ORNL commitments in such a way as to ensure the timely and cost-effective completion of assigned tasks. The CIS is composed of a machine-readable data base and a set of software programs to maintain and manipulate the data base. The Coordinator reports administratively to the Finance and Materials Division and is available as adviser to line managers who use computerized commitment information systems for their own needs.

This report is a user guide to the CIS. It describes operation of the system, types of information input into the data base, reports issued, and protection of the data base. The report discusses options available, computer programs used, timing of update, distribution, and deletion of records.

II. DEFINITIONS

Commitment Objective - A one-to-three word categorization of the physical product or actual action that must be accomplished.

Control Responsibility (CR) - The manager who is responsible for the assessment and regulation of work performed.

Person Accountable (PA) - The person directly responsible for the accomplishment of the commitment objective.

Special Remarks - Additional description of the commitment, its scope, status, conditions of its acceptance, etc., that is appropriate and not covered elsewhere.

Status - A brief statement of the status of the commitment.

Tickler - An advanced indicator that a due date is forthcoming.

III. OPERATION OF THE COMMITMENT INFORMATION SYSTEM

The term "commitment" for the purpose of this system is loosely defined as an agreement which requires some form of action to be taken by someone by a given date. This operational definition requires that any commitment put into the system state what is required, the responsible individual, and the date due.

The people who may initiate items into the CIS and accordingly become controlling individual are constrained to division directors, program directors and above. Exceptions to this general rule must be approved by the Finance and Materials Director.

Commitments can be viewed as falling into two major categories: programmatic and administrative. Most of the programmatic commitments are contained in 189s and in accepted work-for-others proposals. The administrative commitments contain many kinds of requests and demand a variety of responses. This type of commitment is taken from letters or reports.

Routine input can be taken directly from the original commitment sources, as in the case of modified 189s or WFO proposals. Non-routine input can be taken from the original source and interpreted by the Commitment Coordinator or staff, as in the case of referred correspondences. If any special remarks or attention are required, only those need be noted explicitly on the input form.

Input can also be initiated through the person with control responsibility by completion of the appropriate input form.

Any modifications in a commitment that need to be noted in the System should be initiated through the person with control responsibility.

The following are formats in which new commitments are sent to the Commitment Coordinator.

1. Commitment Objective Input Form (Appendix A) - Keying is done directly from these sheets.
2. Annotated Correspondence - Relevant information is left to the discretion of the Coordinator unless specifically indicated. The Commitment Office transfers the information onto special input forms with established identifiers (Appendix B). This form is used to

change fields predefined by the initial input of the commitment.

Keying is done from these sheets, similarly to the Commitment Objective Input form.

The data base is protected by use of a password assigned to the CIS Coordinator. Access to the data base can be obtained only by use of this password.

IV. COMPUTER PROGRAMS USED

The CIS data base manipulations are achieved by using software available through the Computer Sciences Division.

ADSEP¹ is an in-house developed format and is documented in various Nuclear Division reports. Computer Sciences Division's Computing Applications Department maintains the program and can be used as a resource for learning about and using it.

Programs that are batch jobs include ADLABEL, ADLIST, ADTABLE, \$, SUBSET, SORT, and PUBLISH.

IBM Timesharing Option (TSO) System is used extensively for inputting commitments and for online retrieval. This system is accessed by acoustically coupling a remote typewriter terminal to a standard dial-up voice line. The Computer Librarian has explanatory manuals, and Programming assistance can answer any questions regarding the commands.

¹ADSEP - Automated Data Set and Editing Program

ORLOOK (an online conversational retrieval system for ORCHIS² text-oriented data bases) is the online retrieval program that uses the ADSEP format and executes in the TSO environment. ORNL-4951 is the basic ORLOOK manual.

V. OPERATION OF THE CIS DATA BASE

At present there are 23 fields (ADSEP identifier fields) available to store information on a given commitment. Appendix C is a list of fields with their identifier synonyms and a description of the type of information and format allowable in each. All are text fields unless indicated as numeric.

These fields are used for record selection, sorting, and information display. Information should be concise, but adequate for interpretation. The "CR" and "PA" names should conform to the standard convention, for sorting purposes. For example, Ragland, W. R., Trauger, D. B., and so on, is standard for ORCHIS manipulation. Subsetting by date bracket requires that dates be stored in computational form; e.g., 760430. Since the same date is used for output data, it must also be stored in text form; e.g., 4-30-76, 4/30/76, or April 30, 1976.

These fields are searched and combined to form subset files which are copied to produce output to the terminal or to the computer system printer.

²ORCHIS - Oak Ridge Computerized Hierarchical Information System. It is a collection of PL/I and FORTRAN language programs that manage, analyze and report data stored in a generalized format.

Flow Chart I on page 7 depicts the operation of the CIS and the user's view of the CIS is shown on Flow Chart II, page 8.

VI. TIMING OF UPDATE

Wednesday noon is cutoff time to receive new commitments for input that week. Thursday noon is cutoff time to receive updated status reporting forms.

Inputting new commitment is completed Wednesday afternoon, and the program run overnight. Inputting updated status reporting forms is completed Thursday afternoon, and this program is also run overnight.

ORLOOK retrospective searching and creating subset files are completed by Friday noon. Two-dimensional tables for management review are issued Friday afternoon, and status reporting forms are issued on Monday morning. Monthly tables of completed or cancelled commitments and complete lists of outstanding commitments are issued during the first week of each month.

VII. REPORTS ISSUED

The Commitment Information System is set up as a computerized data base containing the types of information in the input reporting forms shown in Appendix D. These data are machine-manipulated to produce various tables (Appendix E) which are given periodically to management levels directly concerned. Variance reporting is used to highlight crucial areas.

Flow Chart I. Maintenance of the Commitment Information Data Base.

ORNL DWG. 76-7991

Flow Chart II. User's View of the Commitments Information System.

Reports from the system are generated routinely or on request of any person with accountable or control responsibility.

Two-dimension tabulations are produced from file subsets selected by the ORLOOK or the ADLIST programs. The two-dimension tabulations are used to provide status reports for management review and for file content evaluation and data validations. These tables can be produced with or without a title. If used, the title can remain constant or vary as its source field varies.

Status reporting forms and tables are issued as noted below:

A. Weekly

1. Status Reporting Forms

- a. Entered This Week - sheet
- b. Entered This Week - card
- c. Tickler - Due in the Near Future
- d. Due This Week
- e. Overdue

2. Tables

- a. Due this Week
- b. Overdue
- c. Status Update
- d. Trip Reports

B. Monthly Tables

- 1. Completed and Cancelled
- 2. Complete List of Outstanding Commitments

C. Special Types of Reports

1. Periodic listing of Laboratory commitments arranged or indexed in various ways, including type of commitment, sponsoring organization, principal investigators, responsible individual, etc.
2. Awards Program

Reports issued are shown on Table I, page 11. The frequency of reporting may be modified, depending on the prerogative of the originator.

Status Reporting Forms

The following fields are printed originally on the Status Reporting Form: person accountable, commitment objective, subject, special remarks, date due, and related correspondence. When the person accountable responds, the information is then printed in the status field.

The person accountable receives weekly status reporting forms which notify him that (1) a commitment has been entered into the system, (2) a commitment is due in the near future, (3) a commitment is due this week, or (4) a commitment is overdue. The person accountable responds by indicating on the status form the progress of the commitment.

When the commitment is entered initially into the data base, the Entered This Week status reporting form and a 5 x 8 card, which bears the same information as the Entered This Week form, are issued to notify the person accountable that the commitment is in the CIS.

Table I

REPORTS ISSUED

	<u>Person Accountable</u>		<u>Control Responsibility</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>Status Forms</u>				
Entered This Week	x			
Tickler Notices	x			
Due This Week	x			
Overdue	x			
<u>Tables</u>				
Due This Week			x	
Overdue			x	
Status Update			x	
Trip Reports			x	
Completed or Cancelled		x		x
Complete List of Outstanding Commitments		x		x

Some commitments have an extended due date, and others have a date due almost as soon as the commitment is entered into the data base. The Entered This Week status reporting form provides the receiver a means to respond immediately. The card may be used as a tickler notice for the extended due date.

The Tickler is used to alert the person accountable that a given commitment is upcoming. Commitments with a due date at least two months in the future are assigned a tickler date.

The Due This Week is used to notify the person accountable that a commitment falls due within that week. This form should be returned to the CIS office, noting the status of the commitment.

If a commitment is not completed by the due date, the Overdue is sent to the person accountable. The person accountable continues to receive this weekly notice until the status of the commitment is reported as being completed or cancelled.

Weekly and Monthly Tables

Weekly and monthly tables include the following fields: subject, commitment objective, date due, related correspondence, status, person accountable, priority, and special remarks.

Tables which indicate the responsibility of the Control Responsibility are issued as follows. Due This Week notifies of commitments falling due within that week. Overdue depicts the commitments which have not been completed. Status Update shows any modifications and whether the commitment has been completed, cancelled, or has an action pending. Trip Reports indicate the completed or outstanding travel reports. Completed and

Cancelled serves as a guide to the person in control responsibility to determine if the completed and cancelled commitments are to be removed from the system.

Both the person in control responsibility and the person accountable receive a monthly table of their outstanding commitments, as well as completed and cancelled commitments.

The CIS tables may also be sorted and arranged to depict various other types of information as requested.

VIII. OPTIONS AVAILABLE

In addition to printed reports, the system has the capability to be queried online at the terminal for any specific item of information contained in the data. A typical question might be "Does Researcher X have any commitments due during the week of August 1?" Although the system is not oriented toward project analysis, it can also be queried with regard to subjects in which the Laboratory is involved by using the words in the titles as subject indicators. A permuted title index can be readily produced and specific words can be matched against the title.

The CIS has the ability to obtain data (usually within minutes) at the terminal. Larger, printed listings ordinarily take overnight, although high-priority items can be rushed within hours.

IX. DELETION OF RECORDS

Records are deleted at the request of person with control responsibility. These deletions are made only after the person with control responsibility has ascertained that a commitment is indeed completed. Deletion requests are combined monthly, and a deletion program is run which deletes the records from the CIS data base.

APPENDIXES

Appendix A

COMMITMENT OBJECTIVE INPUT FORM

*Specific Commitment Objective: _____

*For: _____

*Date Due: _____ Tickler Date: _____

*Title/Subject: _____

*Person Accountable: _____

Special Remarks: _____

Control Responsibility: AD: _____

Division Director, Program Manager: _____

Others: _____

Related Correspondence: _____

Commitment Priority: Routine _____ Special Attention _____ Critical _____

Feedback Frequency: Quarterly _____ Monthly _____ Weekly _____ Daily _____

Funding Level: _____

Key Technical Personnel: _____

External Contacts: _____

AEC Activity No: _____ /189 No. _____

Interagency Agreement No: _____

Work Order No: _____

Signed: _____

Date: _____

*Minimum information required for each commitment.

Appendix B

<NO> _____
<CO> _____
<FR> _____
<DD> _____ <DU> _____
<IT> _____
<TS> _____

<PA> _____
<SR> _____

<CR> _____

<RC> _____

<CP> _____ <FL> _____
<TP> _____
<EC> _____
<AN> _____
<IA> _____
<WO> _____
<SU> _____
<ST> _____
<SI> _____

APPENDIX C

CIS IDENTIFIER FIELDS

1. Commitment Number, <NUMBER>/<> - This number is usually assigned by the computer, but may be inserted while inputting at the terminal.
2. Commitment Objective, <OBJECTIVE>/<CO> - This is an one-to-three word categorization of the physical product or the action that must be accomplished. It attempts to state what the commitment calls for on the part of the person accountable.
3. For, <FOR>/<FR> - This field contains the name of the sponsor or requester of the product. It may be an individual or an organization.
4. Date Due, <DATE DUE>/<DD> - This is a longhand form of the date on which the commitment is due with the month written in text; e.g., November 17, 1975. It is used mainly to print in easily readable form. Cf. with internal due date.
5. Internal Date Due, <INTRL DU>/<DU> - This is a numeric field and the date is written as a 6-digit integer - year, month, day; e.g., 750218 for February 18, 1975. The internal due date is used for sorting and manipulation of commitments by due date. As a 6-digit number the equal to, greater than, less than operators can be used in ORLOOK. Since this is not an easily readable form, the date due form is then used for printing. For commitments that have not been assigned dates, 999999 may be used as the internal manipulator.

6. Tickler Date, <TICKLER>/<TD> - This is the date that can be used as an advance warning indicator that a due date is coming up. The <TD> field is the longhand, printable form of the date similar to the date due.
7. Internal Tickler Date, <INTRL TKS>/<IT> - This is the numeric 6-digit form of the tickler date, similar to the internal due date.
8. Title/Subject, <SUBJECT>/<TS> - This field contains a brief description of the subject or of the commitment. It can be used to produce permuted KWIC³ indexes to the data base and act as a technical subject index to the System.
9. Person Accountable, <ACCOUNT>/<PA> - This is the person directly responsible for the accomplishment of the commitment objective. The name is in the inverted format for proper names, as noted above. This field is closely related to the Control Responsibility field since the person accountable is responding for the person in control, who has the ultimate responsibility for proper completion of the commitment.
10. Special Remarks, <REMARKS>/<SR> - This field can contain any additional description of the commitment; its scope, its status, the conditions of its acceptance, etc., that is appropriate and not

³KWIC - Key Word Index Context

covered elsewhere. An asterisk in a field, corresponding to one in a special remarks is used to footnote the additional information that may be found.

11. Control Responsibility, <CONTROL>/<CR> - This field should contain the names of all managers who are responsible for the assessment and regulation of the work performed. Notifications of upcoming due dates, overdues, and status changes are sent to the people indicated in this field. Names are in the inverted format, and when there are more than one, they are separated by semicolons.
12. Related Correspondence, <REFERENCE>/<RC> - This field should include any correspondence or conversations that initiate or significantly affect the commitment. The format whenever possible should be "From/To-Date (brief description as to type)".
13. Commitment Priority, <PRIORITY>/<CP> - This field was set up to provide a means to differentiate the degrees of importance of the commitments to allow for reporting by exception.
14. Funding Level, <FUNDS>/<FL> - This field can be used to indicate the funding attached to a given commitment. It is a free text field.
15. Key Technical Personnel, <PERSONEL>/<TP> - Any staff member other than the accountable person working on the commitment objective can be listed here. This can act as a reference for the projects in which a technical person is involved. The names should be in the inverted format, and when more than one, they should be separated by semicolons.

16. External Contacts, <CONTACTS>/<EC> - This field can contain the name(s) of any designated contacts for the work. The name should be in the inverted format. Telephone numbers and agency affiliation or organizational title can be included in parentheses following the name.
17. ERDA Activity Number/189 Number, <ACTI-NO>/<AN> - This is a numeric 2-part field. When both the activity number and the 189 number are present, the activity number comes first, each part separated by a space, directly followed by "189_No._" and the actual 189 number. No space precedes the "/". An example is HN-03-01-00/189_No._15615. When only the 189 number is present, begin 189_No_... If more than one is present, separate by semicolons.
18. Interagency Agreement Number, <IA AGREE>/<IA> - This numeric field can contain both the ERDA and the other agency's number when available. Each entry should be separated by a semicolon.
19. ORNL Work Order Number, <WORK ORDER>/<WO> - This is the number, W-number assigned by Finance and Materials. If more than one number is listed, separate by semicolons.
20. Date of Status Update, <UPDATED>/<SU> - This field is a numeric 6-digit integer field indicating the most recent date a status was entered. It should be changed whenever a status is updated. It is especially used to pull out commitments completed or cancelled before or during a given time.

21. Status, <STATUS>/<ST> - This field gives a brief statement of the status of a commitment, followed by the last name of the person updating the status and the date in parentheses. The format is Status Description (Last name-Mo/Day/Yr).
22. Commitment Submitted By, <SIGNED>/<SI> - This field indicates who entered the commitment information into the system. It is in the inverted name form followed by the date (Yr/Mo/Day) in parentheses; e.g., Mlsek, A.F. (760301). If no name is associated with the input, the Commitment Coordinator should enter her name if the commitment is accepted.
23. Feedback Frequency, <FEEDBACK>/<FF> - This field was set up to contain the status reporting interval requested for a commitment. At present it is not being used.

Appendix D

2861

Fee, G.G.; Whitman, G.D.

Project Description

HSST Program

Project description should be delivered to MRC by the end of July.

July 30, 1976

Tong/Fee-5/27/76

JUNE 14, 1976

THE ABOVE COMMITMENT WAS ENTERED INTO THE SYSTEM THIS WEEK. A
REMINDER NOTICE WILL BE SENT YOU THE WEEK THE COMMITMENT IS DUE.

ADA HISEK (3-6293)
4500 (K-230)

Example 1

***** 2861 *****

Fee, G.G.; Whitman, G.D.

Project Description

HSST Program

Project description should be delivered to NRC by the end of July.

July 30, 1976

Tong/Fee-5/27/76

Example 2

516
Livingston, R.S.

Organize Group
Planning Meeting for Management-Young Staff Interactions
Has the organization been set up? What is the status?

July 1, 1976
Postma/Livingston -7/22/74

Date due revised from July 1, 1975. Postma has agreed that the Planning Group will arrange low key informal contacts with selected staff members. A formal approach will be reviewed in one year. (Livingston-8/5/75)

JUNE 14, 1976

THE ABOVE COMMITMENT IS DUE IN THE NEAR FUTURE.
THIS IS A TICKLEP NOTICE FOR YOUR INFORMATION.

ADA MISEK (3-6293)

STATUS:

	FROM	TO	DATE
COMPLETED BY:			
LETTER	-----	-----	-----
VERBAL	-----	-----	-----
OTHER	-----	-----	-----

REVISED			
AUTHORITY			
LETTER	-----	-----	-----
VERBAL	-----	-----	-----
OTHER	-----	-----	-----

PENDING:

CANCELLED

AUTHORITY	-----	-----	-----
-----------	-------	-------	-------

SPECIAL REMARKS:

SIGNED:

DATE:

Example 3

2252
Zucker, A.

Progress Report
1974 Reactor Safety Appraisal of the HFRS and TSR-II
Until all outstanding recommendations are fully
implemented, please submit a rationale for
nonaccomplishment and an estimated date of completion.

May 20, 1976
Lenhard/Postma-4/9/75

MAY 17, 1976

THE ABOVE COMMITMENT IS DUE THIS WEEK. PLEASE INDICATE
COMPLETION OR STATUS ON TABLE BELOW, SIGN AND RETURN TO ME.

ADA MISEK (3-6293)

STATUS:

	FROM	TO	DATE
COMPLETED BY:			
LETTER	-----	-----	-----
VERBAL	-----	-----	-----
OTHER	-----	-----	-----
REVISED			
AUTHORITY			
LETTER	-----	-----	-----
VERBAL	-----	-----	-----
OTHER	-----	-----	-----
PENDING:			
CANCELLED			
AUTHORITY	-----	-----	-----

SPECIAL REMARKS:

SIGNED:

DATE:

Example 4

2277

Fcsenthal, M.W.

Report

HNL Technical Assistance to NRC-Scicceconomic Impacts
(Interagency Agreement ERDA No. 40-494-75)

Please submit a final report to include and analyze
economic and social data and describe important issues.

April 1, 1976

Lenhard/Postma-4/23/75

Date due revised to April 1, 1976 by NRC (Fcsenthal-2/24/76)

MAY 17, 1976

ACCORDING TO THE INFORMATION PRESENTLY AVAILABLE IN THE COMMITMENTS
INFORMATION SYSTEM, THE ABOVE COMMITMENT HAS NOT BEEN COMPLETED.
PLEASE INDICATE STATUS ON TABLE BELOW, SIGN, AND RETURN TO ME.

ADA MISEK (3-6293)
4500N (K-230)

	FROM	TO	DATE
COMPLETED BY:			
LETTER	-----	-----	-----
VERBAL	-----	-----	-----
OTHER	-----	-----	-----
PENDING:			
REVISED			
AUTHORITY			
LETTER	-----	-----	-----
VERBAL	-----	-----	-----
OTHER	-----	-----	-----
CANCELLED			
AUTHORITY	-----	-----	-----
SPECIAL REMARKS:			

SIGNED:

DATE:

Example 5

Appendix E

COMMITMENTS DUE BETWEEN 5/9/76 TO 5/16/76

COMMITMENT OBJECTIVE SUBJECT	DATE DUE CORRESPONDENCE	STATUS	PERSON ACCOUNTABLE PRIORITY	SPECIAL REMARKS
3372 Set Up Meeting Consensus Report from University of California, San Diego	May 10, 1976 Kaplan/Postma-3 /25/76	Completed. Meeting set for May 10, 1976. (White-4/26/76)	Postma, H.	Set up meeting to discuss reply.
3397 Contact Assistance on ERDA Regional Needs	May 10, 1976 Lenhard/Postma- 4/22/76	Completed. Rosenthal will be the contact, he has talked with Bill Bibb. (Hankford-4/5/76)	Rosenthal, M.W.	Please designate an appropriate CRNL contact for William Bibb of the Regional Study Team to work with in developing the definitive study plans.
2634 Proposal Army-Picatinny Arsenal - Code Development for Effects Analysis and Computer Simulations ERDA 40-427-73 (MIPR 6311-1002)	May 11, 1976 Lenhard/Vanstru- m-8/12/75		Maienschein, P.C.; Mynatt, P.R.	This is to advise that subject agreement expires July 11, 1976. Renewal proposal is due ERDA-ORO 60 days in advance of expiration and should be transmitted by ltr Postma/Lenhard. WPC Revision request form IX-4620 should be used for proper routing for ORNL review and approval. If you are unable to meet this schedule, or if renewal is not proposed, please notify WFO Coordinator.
2831 List GPP for the Transition Quarter	May 12, 1976 Executive Committee Minutes-4/28/76		Ragland, W.R.	Please review current list and investigate other items which are in shape from an engineering point of view.
3400 Reply Safety Analysis, High Field ORMAK Experiment	May 12, 1976 Lenhard/Postma- 4/23/76	Date due revised from May 5, 1976 to May 12, 1976. (White-5/4/76)	Bruce, P.R. ***	Prepare reply.
3380 Budget Estimate Decommissioned BONUS Nuclear Power Plant	May 14, 1976 Lenhard/Postma- 4/12/76		Bruce, P.R.	Please prepare budget estimate for surveillance of entombed radioactive by product material.

Example 1

COMMITMENTS DUE AS OF 8/21/76

COMMITMENT OBJECTIVE SUBJECT	DATE DUE CORRESPONDENCE	STATUS	PERSON ACCOUNTABLE PRIORITY	SPECIAL REMARKS
2277 Report HNL Technical Assistance to NRC-Socioeconomic Impacts (Interagency Agreement ERDA No. 40-494-75)	April 1, 1976 Lenhard/Postma-4/ 23/75	Date due revised to April 1, 1976 by NRC (Rosenthal-2/24/76)	Rosenthal, M.W.	Please submit a final report to include and analyze economic and social data and describe important issues.
2784 Investigation Life Style Considerations at Y-12 - Laboratory-Wide Seminars	April 4, 1976 Executive Committee Minutes-2/4/76		Bruce, F.R.	Duplicate seminars should be arranged when possible. Cost and capabilities of TV links, including two-directional, should be investigated.
2737 Staff Work Improved Road Access to ORNL	April 7, 1976 Executive Committee Minutes-11/19/75	Pending: Meeting with the highway Dept. is tentatively set for week 8/2/76, by ORO-Engr. (Hill-7/28/76)	Bender, M.	
2806 Investigation Hardware System For Nuclear Surveillance	April 21, 1976 Executive Committee Minutes-3/17/76		Bruce, F.R.	Look into procuring a complete hardware system from Lawrence Livermore estimated to cost about \$15,000.
3353 Coordinate Protocol on Collaboration Between JINR and ORNL	April 26, 1976 Bogolubov/Postma- 3/11/76		Zucker, A.	Please coordinate with OCCND Law Department.
2818 Analysis Energy Conservation Projects at ORNL	April 28, 1976 Executive Committee Minutes-4/8/76		Ramsey, M.E.	What are the requirements for either a line item or a super GPP for conservation?

Example 2

COMMITMENTS WITH STATUS UPDATE BETWEEN 8/21/76 AND 8/27/76

COMMITMENT OBJECTIVE SUBJECT	DATE DUE CORRESPONDENCE	STATUS	PERSON ACCOUNTABLE PRIORITY	SPECIAL REMARKS
2945 Follow-Up Mettrification at the Nuclear Division	August 15, 1976 Executive Committee Minutes-7/21/76	Completed. Meeting was held 7/28/76 in Elkins office on Mettrification at the Nuclear Division. Committee will be formed based on letter requests from Elkins. (Ragland-8/25/76)	Ragland, W.R.	See if a ND committee could be appointed to help direct efforts. Elkins should be contacted.
3549 Information Calibration Support of Precision Test Equipment	August 18, 1976 Keller/Postma (various)-8/5/76; Postma/Keller-8/19/ 76	Completed by ltr Postma/Keller-8/19/7 6. (Ragland-8/25/76)	Ragland, W.R. ***	Please provide requested information.
2903 Check Plans Energy Conservation Exhibit at the Museum	August 23, 1976* Executive Committee Minutes-6/30/76	Completed verbally by Englisb/Pulkerson-8/ 11/76 (Rosenthal-8/24/76)	Rosenthal, M.W.	What plans does the museum have?
3542 Overview University of Tennessee	September 15, 1976 Postma/Bruce-7/30 /76; Bruce/Postma-8/19/7 6	Completed by memo Bruce/Postma-8/19/76 (Bolinger-8/23/76)	Bruce, P.R. ***	Please put together an overview of the Laboratory's relationship with The University.
3557 Report, Trip Request for Approval of Official Foreign Travel - H. Murakami	October 14, 1976 Postma/Kintner-8/ 6/76	*Date due changed from 10/11/76 (Reesor-8/26/76)	Rosenthal, M.W.	A trip report is required.

Example 3

COMMITMENTS AS OF 8/20/76

COMMITMENT OBJECTIVE SUBJECT	DATE DUE CORRESPONDENCE	STATUS	PERSON ACCOUNTABLE PRIORITY	SPECIAL REMARKS
2802 Report, Interim Advance Notice of Safety Research Information	January 30, 1976 Serpan/Fee-Variou s-12/30/75	Cancelled - verbal communication with Serpan-1/1/76. (Cheverton-4/12/76)	Whitman, G.D.; Cheverton, R.D.	Interim report on both thermal shock tests is due from the HSST staff by the end of January 1976, with a final report to be published by the end of FY-1976.
2801 Report, Test Advance Notice of Safety Research Information	June 1, 1976 Serpan/Fee-Variou s-12/30/75	Date due revised from January 30, 1976 to June 1, 1976. (Whitman-4/12/76)	Whitman, G. D.	Final test report by Westinghouse, BEDL and HSST Program Staff is scheduled for 1/30/76.
2852 Recommendation Surplus Computer Terminals	June 20, 1976 Fee/Cottrell-5/14 /76; Cottrell/Fee-6/18/7 6	Completed by ltr. Cottrell/Fee-6/18/76	Cottrell, W.B.; Fee, G.G.	Please provide recommendation on surplus computer terminals.
2840 Complete Project Fire Engineering Survey, Building 9201-2	July 1, 1976 Fee/Evans-5/3/76	Completed (Helms-7/1/76)	Fee, G.G.; Helms, R.E.	Control room modifications - all holes in the control room wall will be sealed by 7/1/76.
2360 Final Report Aerojet Nuclear Zircaloy Work - Purchase Order P-5965	July 1, 1976	Completed by Robson (Lyons-8/4/76)	Fee, G.G.; Robson, D.O.	G. G. Fee advised Mr. Schindler, Aerojet Nuclear Co., of the status of this report on May 13, 1976.
2861 Project Description HSST Program	July 30, 1976 Fong/Fee-5/27/76	Pending: First draft in progress - per G.D. Whitman. (Lyons-8/13/76)	Fee, G.G.; Whitman, G.D.	Project description should be delivered to NRC by the end of July.
2713 Contact Study of Potential Applications of Small Electric Power Plants (300 MWe and smaller)	August 1, 1976 Roberts/Hessing-6 /24/76; Spiewak/Hessing-7/6 /76	Completed by ltr Spiewak/Hessing-7/6/ 76. (Fee-7/29/76)	Spiewak, I.; Fee, G.G.	Please make requested contact by August 1, 1976.

Example 4

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