Budget FY 1996 Site Support Program Plan

WBS 6.10.1

G. M. Wernhoff

Date Published

September 1995

Prepared for the U.S. Department of Energy
Assistant Secretary for Environmental Management

**Westinghouse
Hanford Company**

P.O. Box 1970
Richland, Washington

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

MASTER

Approved for public release

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Westinghouse
Hanford Company

P.O. Box 1970 Richland, WA 99352

September 26, 1995

9554676 R1

Ms. A. Q. Murphy
Chief Financial Officer
U.S. Department of Energy
Richland Operations Office
Richland, Washington 99352

Dear Ms. Murphy:

TRANSMITTAL OF SITE SUPPORT PROGRAM PLAN

Attached is a final copy of the Fiscal Year 1996 Site Support Program Plan (SSPP). Per concurrence between D. L. Borders, Westinghouse Hanford Company and A. E. Lorenz, U.S. Department of Energy, Richland Operations Office (RL), workscope relating to Management Control System (MCS) 6.10.1.5 will be removed from 6.10.1 through Change Control after September 26. A separate SSPP will be developed for the MCS workscope. The Planning and Integration Division at RL will be responsible for this SSPP.

If you have any questions, please call me on 376-1459 or Gary Wemhoff at 376-0037.

Very truly yours,

✓ JOINTLY DETERMINE THE NEED FOR
DEVELOPMENT OF AN ADDITIONAL SSPP.

K. C. Williams
For Director

1b

Attachment

RL - A. E. Lorenz
D. A. O'Toole
A. H. Wirkkala (w/o attachment)

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RELEASE AUTHORIZATION

Document Number: WHC-SP-1109, Rev. 1

Document Title: Budget FY 1996 Site Support Program Plan WBS 6.10.1

Release Date: 9/21/95

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

APPROVED FOR PUBLIC RELEASE

WHC Information Release Administration Specialist:

Chris Willingham

C. Willingham

9/21/95

Site Support Program Plan Approval Sheet

6.10.1 BUDGET
(Program WBS#) (Title)

Assistant Manager-Contracting Officer's Representative

A. O. Murphy
(Signature)

9-26-95
(Date)

except 6.10.1.5
is not approved
at this time
begin

A. O. Murphy

RL Program Manager

Anthony P. Lorenz for 6.10.1.1 to 6.10.1.4
(Signature)

9/26/95
(Date)

A. E. Lorenz/E. W. Higgins
(Printed Name)

6.10.1.5 IS NOT APPROVED AT
THIS TIME. BOE AND EXPLANATION
OF WORKSCOPE MUST BE COMPLETED
BEFORE THIS SCOPE IS APPROVED.
K. D. Geron

WHC Director or VP

L. F. Peters
(Signature)

9/25/95
(Date)

L. F. Peters
(Printed Name)

WHC Program Manager

D. L. Borders
(Signature)

9/25/95
(Date)

D. L. Borders
(Printed Name)

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FY 1996 PROGRAM PLAN

WHC-SP-1109

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HANFORD STRATEGIC PLAN GOALS/MISSION PLAN

To support the Department of Energy Waste Management activities at the Hanford site. The Mission Plan includes three mission elements: Site cleanup; Science and Technology; and Economic Diversification. These mission elements are aligned with the business areas as defined in the Secretary of Energy's Strategic Plan -- Environmental Quality, Science and Technology, and Industrial Competitiveness.

The majority of the efforts at the Hanford site involve the management and disposition of the waste left from defense production and the restoration of the Site environment. In addition, a long-term objective is to provide science, technology, and partnering to ensure the economic diversification of the region around the Site.

The goal for Hanford is to build a clean, accessible, and healthy environment which is part of a prospering and diversified community. This will be accomplished by reducing the known hazards in our system while improving the quality of our hazard assessments to guide future decisions on risk mitigation. WHC is striving to become the leaders in providing science and technology that enhances the Hanford cleanup, improves U.S. competitiveness, and supports the regional, national, and international need to balance economic growth and environmental responsibility. This science and technology awareness will help the community establish a diversified and stable economic base over the long term. The private sector will be employed in the cleanup, the creation of technology, and the effective use of assets no longer required by the federal government.

PROGRAM OVERVIEW
Program Mission

The mission of Budget includes providing management direction and leadership for activities related to the mission and objectives of the Controller's department. These functions include overseeing/coordinating all WHC budgetary planning and monitoring the execution of all obligated funds to insure effective utilization and control. Overhead Planning is responsible for directing and monitoring the formulation, execution and control of all indirect/direct support budgets.

Additionally, Budget is responsible to ensure financial integrity in all Westinghouse Hanford Company (WHC) operations and value added audits and reviews that enable WHC management to enhance future operational results, all in support of the following customers:

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

DOE Inspector General

WHC/BCSR/ICF-KH Financial/Cost Account Managers

WHC Programs

Westinghouse Electric Corporation

DOE-RL/WHC Chief Financial Officers

WHC/BCSR/ICF KH Employees

Vendors/Stakeholders

Internal Revenue Service (IRS)

Federal and State Agencies

PROGRAM OVERVIEW

Program Strategy: Technical Functions/Requirements

Customer Support Strategies

Participate in WHC cost savings teams (e.g., G & A Cost Reduction Team)

Participate on cross-contractor task teams (e.g., Government Owned Contractor Operated [GOCO] contractor teams).

Participate in monthly RL interface meetings to status problem areas and provide an update of ongoing activities.

Approach problem solving in a collaborative, amicable manner.

Coordinate independent analysis of the program budgets/funding.

Production Strategies

Provide the tools necessary to perform duties in the most efficient, effective manner possible.

Take advantage of new technology where applicable and cost effective.

Explore more efficient, effective alternatives to the performance of regular duties, including the consideration of privatization and outsourcing of activities.

Organization and Management Strategies

Conduct monthly safety meetings stressing pertinent safety issues.

Encourage our personnel to participate in safety-related activities and programs.

Ensure personnel are properly trained to perform duties.

Ensure personnel are trained to provide one another adequate backup.

Encourage ongoing training and education in areas pertinent to the performance of duties.

Provide sufficient qualified personnel to accomplish the work scope.

PROGRAM OVERVIEW

Program Strategy: Program Objectives

1. Coordinate and integrate all program (EM, excluding ADS submission, and non-EM) budget submissions and related special company level exercises to ensure compliance with financial and budgetary regulations.
2. Maintain company-level tracking of all current year programmatic funding, fiscal year spending forecasts, commitments and year-end trends (i.e., trends during the year as well as year-to-year comparison).
3. Ensure timely commitment and monitoring of Capital Equipment, Small Projects, and General Plant Project funds.
4. Development and maintenance of an approved budget manual that includes documentation standards.
5. Conduct independent analysis to assure proper documentation and adequate justification exists to support budget requests to allow for independent and/or customer validation.
6. Conduct periodic independent analysis of program uncOSTed obligations for budget formulation certification to ensure balances are accurately reflected and are considered in the development of requests for new budget authority.
7. Maintain company-level tracking of all current year indirect funding (i.e. monthly overhead/indirect activity/pool status), fiscal year spending forecasts, liquidations, and cost trends.
8. Provide financial planning processes and oversee the development of overhead/indirect budgets to ensure they support programmatic missions and requirements.
9. Monitor and manage the authorized spending levels of company-level overhead to ensure DOE issued ceilings are not exceeded.
10. Coordinate review/analysis of direct versus indirect funding determinations.
11. Monitor overhead/indirect change requests and provide assessment of impact to DOE overhead funding target(s), rate(s).
12. Provide assessment of impact to Programs resulting from overhead/indirect rate changes and/or distribution of variances.
13. Submit indirect liquidation rates to RL for approval.
14. Request changes in company-level overhead and service pool liquidation methodologies, if appropriate.

PROGRAM OVERVIEW

Program Strategy: Program Objectives

15. Prepare responses to requests for budgetary information, impact analysis, and development of briefing material. Coordinate budget scenarios ("what if" exercises) as required.
16. Support coordination and submittal of pool budget requests for approval.
17. Conduct field audits of internal financial controls.
18. Consolidate field input to execution year financial exercises/requests (direct & indirect).
19. Preparation/issuance of guidance letters (Unified Budget Call, Spending Targets, Current & Outyear Rates, FWP's, etc..).
20. Analyses/reports including projections of upcoming months and fiscal year end, as well as the uncoded actuals to date.

Products/Services Provided

Regular interface with WHC financial organization (Community)

Update/maintain funds control table

Provide support to the Indirect Review Board

Coordination of the distribution of indirect pool variances

Provide a summary analysis of indirect cost and liquidation trends

Management of indirect baselines; Overhead planning coordination

Corporate financial reporting; SMS reporting/SSPP development

Special budgetary and/or manpower requests; Development of the WHC Budget Manual;

Preparation of WHC financial status briefings

WHC funds reconciliation; Development of the indirect rates and assessments manual

Inter-Contractor financial coordination

Preparation of the allocable cost summary

Provide an unmatched/undistributed cost summary

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PROGRAM OVERVIEW

Program Strategy: Program Objectives

Products/Services Provided (Continued)

Coordinate/administer financial reporting on DOE-HQ ADS's

Coordination of WHC Unified Budget Call Budget Submission

Quarterly Surveillances of WHC Internal Financial Controls

Provide the Indirect Financial (Services & Overheads) summary

and the following Miscellaneous Reports:

- * FIVRS
- * Biweekly DOE-RL CFO Status Report
- * Staffing
- * To/From Other Hanford Contractors
- * Drawdown Projections
- * Analysis of Funding Base for Award Fee

Audit reports, Management reviews, and special reviews as required.

PROGRAM OVERVIEW

Program Strategy: Program Assumptions

- Budget schedules for EM Programs must be consistent with requirements identified in the ADS submission.
- Budget submissions for non-EM only programs must be consistent with the Unified Budget Call and associated program guidance.
- Program budget funding baselines should be consistent with FY funding levels as identified in guidance received from RL Budget Division. Proposed supplemental/reprogramming requests to cover identified shortfalls should not be assumed in developing the program budget funding baselines.
- Coordination of activities between Financial Integration & Planning (6.10.1) and Program Baseline Integration (1.8.2) is assumed.

PROGRAM OVERVIEW

Program Strategy: Program Constraints

General

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

Specific

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

PROGRAM OVERVIEW
Program Strategy: Program Constraints

Specific (Continued)

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

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Work Breakdown Structure Index and Programmatic Responsibility Assignment Matrix					
PROGRAM ELEMENT	ACTIVITY	COST ACCOUNT	TITLE	RESPONSIBLE MANAGER	RESPONSIBLE ORG
6.10.1	6.10.1.1	1MDD4C04	Budget Administration	D.L. Borders	Financial Administration & Control
6.10.1	6.10.1.2	1MDD4C05	Overhead Planning	D.L. Borders	Financial Administration & Control
6.10.1	6.10.1.3	1MDD4C06	Financial Integration	D.L. Borders	Financial Administration & Control
6.10.1	6.10.1.4	1MDD4C07	Cost Study	D.L. Borders	Financial Administration & Control
6.10.1	6.10.1.5	1MDDPJ	MCS & System Development	D.L. Borders	Financial Administration & Control

Work
Breakdown
Structure
Dictionary

Westinghouse Hanford Company
BUDGET
Part I - Summary
(Dollars in 000's)

FY 1996
Indirect
Program Plan
Rev. # 0
19-Sep-95

Cost Account Number 1MDD4G	Cost Account Title BUDGET	Proposed Rate: (Rated Service Pool Only)
SMS WBS Number 6.10.1	SMS Title BUDGET	Funding Source: G&A XX
RL SMS Program Manager AE LORENZ		SWS
Cost Account Manager DL BORDERS <i>DL Borders</i>		OST
WHC SMS Program Manager KC WILLIAMS		DOH
Financial Manager EA SCHULTZ		MGT PRO
Responsible Analyst MA HINCHEE		POOL

	FY 1996 Approved Funding Full-Time Equivalents (FTEs)			FY 1996 Unfunded Full-Time Equivalents (FTEs)			FY 1996 Baseline Full-Time Equivalents (FTEs)		
TYPE OF FTE	Exempt	Non-Exempt	Bargaining	Exempt	Non-Exempt	Bargaining	Exempt	Non-Exempt	Bargaining
Organizational	10.3	2					10.3	2	0
Support							0	0	0
TOTAL FTEs	10.3	2	0	0	0	0	10.3	2	0

COST ELEMENTS	FY 1996 Approved Funding Budget		FY 1996 Unfunded Budget		FY 1996 Baseline Budget	
Labor - Regular		781.5				781.5
Labor - Overtime						0.0
0 Total Labor		781.5		0		781.5
1 Materials		7.0				7.0
2 Purchased Services		20.0				20.0
3 Other Hanford		0.0				0.0
Subtotal Originated Costs		808.5		0		808.5
4 Site Services		17.0				17.0
5 Internal Charges		0.0				0.0
6 IRM Support		10.0				10.0
7 Overheads		0.0				0.0
8 Revenue		0.0				0.0
TOTAL DOLLARS		835.5		0		835.5

SIGNATURES

Financial Analyst: *MA Hinclee*

Date: *9/25/95*

GAM: *DL Borders*

Date: *9/15/95*

BASELINE APPROVAL

Date: _____

COST ACCOUNT NARRATIVE SUMMARY

Cost baseline covers the G&A funded activities relating to the formulation, execution, and control of all programmatic and indirect budgets.

APPROVED FUNDING BUDGET: <u>Activity Detailed Description</u>	FY 1996	
	FTEs	Dollars
Overall staffing, management and leadership relating to the overhead funded activities within the Financial Planning group to ensure and support the completion of goals and objectives of WHC and RL.	1.0	68.9
Total Activity Cost	1	68.9
<u>Activity Detailed Description</u> Provide overall coordination and baseline control of indirect budget/liquidation rate planning for WHC, in accordance with Cost Accounting Standards. Provide overall financial support services to company level support organizations including planning, budgeting, forecasting, estimating, analysis, reporting, and maintenance of financial data.	6.0	380.4
Total Activity Cost	6.0	380.4
<u>Activity Detailed Description</u> Oversight and coordination of all WHC budgets/manpower planning and monitoring the execution of all obligated funds to insure effective utilization and control. Maintain compliance with applicable regulations, orders and laws.	3.3	194.4
Total Activity Cost	3.3	194.4
<u>Activity Detailed Description</u> Responsible for baseline and cost validation, identifying initiatives for process improvements and resolution that result in FAC efficiencies, work as liaison with the Re-engineering team, and participate in and coordinate special studies.	2.0	137.8
Total Activity Cost	2.0	137.8
<u>Activity Detailed Description</u> Other originated costs include office supplies, travel, education reimbursements, etc..		27.0
Non-originated costs consist of training, computer maintenance, multimedia services, etc..		27.0
Total Activity Cost	0.0	54.0
Page Total	12.3	835.5
Total Approved Funding Originated Budget	12.3	808.5
Total Approved Funding Non-Originated Budget		27.0
Total Approved Funding Budget	12.3	835.5

Work
Breakdown
Structure
Dictionary

Westinghouse Hanford Company
Program Planning & Integration
Part I - Summary
(Dollars in 000's)

FY 1996
Indirect
Program Plan
Rev. # 0
31-Aug-95

Cost Account Number 1MDDPJ	Cost Account Title MCS & Systems Development	Proposed Rate: (Rated Service Pool Only)
SMS WBS Number 6.10.1.5	SMS Title MCS & Systems Development	Funding Source: G&A xx
RI SMS Program Manager		SWS
Cost Account Manager: PJ Bence		OST
WHC SMS Program Manager		DOH
Financial Manager		MGT PRO
Responsible Analyst		POOL

TYPE OF FTE	FY 1996 Approved Funding Full-Time Equivalents (FTEs)			FY 1996 Unfunded Full-Time Equivalents (FTEs)			FY 1996 Baseline Full-Time Equivalents (FTEs)		
	Exempt	Non-Exempt	Bargaining	Exempt	Non-Exempt	Bargaining	Exempt	Non-Exempt	Bargaining
Organizational	4.5	1.5	0	0	1	0	4.5	2.5	0
Support	0	0	0	0	0	0	0	0	0
TOTAL FTEs	4.5	1.5	0	0	1	0	4.5	2.5	0

COST ELEMENTS	FY 1996 Approved Funding Budget		FY 1996 Unfunded Budget		FY 1996 Baseline Budget	
Labor - Regular		364.2		36		400.1
Labor - Overtime				0		0
0 Total Labor		364.2		35.9		400.1
1 Materials		65.9		0		65.9
2 Purchased Services		628.9		0		628.9
3 Other Hanford		0		0		0
Subtotal Originated Costs		1059		35.9		1094.9
4 Site Services		53.8		0		53.8
5 Internal Charges		0		0		0
6 IRM Support		8.1		0		8.1
7 Overheads		0		0		0
8 Revenue		0		0		0
TOTAL DOLLARS		1120.9		35.9		1156.8

SIGNATURES

Financial Analyst:

CAM: PJ Bence Date: 8/31/95

BASELINE APPROVAL

Date: _____

COST ACCOUNT NARRATIVE SUMMARY

The MCS & Systems Development cost account consists of (3) major activities:

1. Technical & Administration
2. MCS Support
3. Core Support
4. MPR & Reproduction charges

These activities support the administration of the MCS policies and procedures as well as the implementation/support of the site scheduling system application.

APPROVED FUNDING BUDGET:Activity Detailed Description: Technical & Administration

Technical/secretarial support of the organization responsible for training, system development, procedures, performance analysis and schedule integration field support.

Total Activity Cost

Activity Detailed Description: MCS Support

Provide company-level MCS support to include performance analysis, policies & procedures. The technical content associated with the effort includes the development and maintenance of company level procedures.

Total Activity Cost

Activity Detailed Description: Core Support

A maintenance program for the site to include hotline support, product enhancement, product management support, field support, implementation of new releases to site scheduling application, change process with training and software maintenance.

Total Activity Cost

Activity Detailed Description: MPR & Reproduction Charges

MPR charges for PMA & PSDI contract services plus office supplies and hardware/software purchases. IFM Support charges include costs to reproduce copies of manuals, procedures and workshop presentations.

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Page Total

14

FY 1996

FTEs

Dollars

1.2

160

1

200

3.8

699

0

61.9

6

1120.9

Part II - Activity Detail (cont')

GAP #

0

UNFUNDED BUDGET:

Activity Detailed Description: Performance Based Business Management Oversight

Funding reduced by 1 FTE. The reduction in staff jeopardizes the clerical update of the WHC Management Control System document [WHC-CM-2-5]. This document establishes requirements and responsibilities for the subdivision of tasks into a logical breakdown of work such that the work can be effectively defined, planned, scheduled, budgeted, assigned, measured and controlled.

FY 1996

FTEs

Dollars

1

35.9

Total Activity Cost

Activity Detailed Description: MCS Support

Total Activity Cost

Activity Detailed Description: Core Support

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Total Page

1

35.9

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MILESTONE LIST			
Milestone Type	Control Number	Milestone Description	Milestone Completion Date
RL	FAB-95-016	Budget Manual Final Report	11/30/95
RL	FAB-96-001 thru 012	Monthly 6.10.1 Site Management System Report	3rd Fiscal Friday of the Month
RL	FAB-96-013	FY 1997 Site Support Program Plan	08/30/96
RL	FAB-96-014	Indirect Pools WBS Dictionary for FY 1996	10/13/95
RL	FAB-96-015 thru 026	Issue Integrated Indirect Summary	20th Approx
RL	FAB-96-027	Issue Outyear Indirect Planning Rates	12/15/95
RL	FAB-96-028	Issue Indirect Execution Rates	09/30/96
RL	FAB-96-029	Indirect Allocable Cost Report	04/10/96
RL	FAB-96-030 thru 031	FIVRS Cost Estimate	11/10/95 04/12/96
RL	FAB-96-032 thru 035	Internal Evaluation/Surveillance Schedule, Reports, and Corrective Action Plans	10/13/95 01/12/96 04/12/96 07/12/96
RL	FAB-96-036	Unified Budget Call	4/15/96
RL	FAB-96-037 thru 040	SAS Obligation & Cost Report	10/13/95 01/12/96 04/15/96 07/12/96
RL	FAB-96-041 thru 043	Systematic Uncosted Obligations Report	11/29/95 05/30/96 09/30/96
RL	FAB-96-044 thru 048	Uncosted Variance Analysis	05/17/96 06/21/96 07/19/96 08/16/96 09/20/96
RL	FAB-96-049 thru 052	Outlay Estimate Draft Revisions, FY 1996 Final, and Estimate for FY 1997	12/08/95 03/08/96 06/14/96 09/13/96

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MILESTONE LIST			
Milestone Type	Control Number	Milestone Description	Milestone Completion Date
RL	FAB-96-053 thru 056	Transfers To/From Other Hanford Contractors	10/16/95 01/15/96 04/15/96 07/15/96
RL	FAB-96-057 thru 068	Monthly Budget CFO Briefing Report	25TH Approx

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Budget Manual Final		Date Prepared: June 30, 1995	
Assigned To: D.L. Borders		CIN: N/A	
WBS Designator: 6.10.1.3		Due Date: 11/30/95	
Control Number: FAB-95-016		Revision:	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Coordinate, develop and maintain an approved budget manual. Merging of existing manuals with possible title changes is acceptable.			
Description of what constitutes completion of this milestone:			
RL acceptable final copy of the manual's finished product is due to RL on November 30, 1995. This milestone is a carryover from FY 1995.			
Cost Account Manager D. L. Borders <i>D. Borders</i>	Date <i>9/21/95</i>	Program/Project Manager K. C. Williams <i>K. Williams</i>	Date <i>9/25/95</i>
Program Element Manager D. L. Borders <i>D. Borders</i>	Date <i>9/21/95</i>	DOE Monitor A. E. Lorenz <i>A. Lorenz</i>	Date <i>9/21/95</i>

**BUDGET
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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Site Management System (SMS) Monthly 6.10.1 Report			Date Prepared: June 30, 1995
Assigned To: D. L. Borders			CIN: N/A
WBS Designator: 6.10.1.1			Due Date: 3rd Friday Fiscal Month
Control Number: FAB-96-001 thru 012			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR ☐ WHC KEY	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
The milestone includes delivery of a monthly SMS report which includes: Program Executive Summary; Program Manager's Assessment; Milestone Schedule, Achievements, and Exception reports; Program Accomplishment; Change Request Status; Expense Cost Performance and Analysis; and an Issues section.			
Description of what constitutes completion of this milestone:			
A draft copy of the milestone is due to RL on the third Monday of the fiscal month. An interface meeting between the appropriate RL office and WHC will be held prior to the reports final submittal. RL acceptable final report is due to RL on the third Friday of the fiscal month.			
Cost Account Manager Date D. L. Borders <i>DL Borders</i> 9/21/95		Program/Project Manager Date 9/23/95 K. C. Williams <i>K. Williams</i>	
Program Element Manager Date D. L. Borders <i>DL Borders</i> 9/21/95		DOE Monitor Date A.E. Lorenz <i>Anthony E Lorenz</i> 9/20/95	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: FY 1997 Site Support Program Plan (SSPP)			Date Prepared: June 30, 1995
Assigned To: D. L. Borders			CIN: N/A
WBS Designator: 6.10.1.1			Due Date: 08/30/96
Control Number: FAB-96-013			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description A preliminary draft copy to be followed by a final copy of the FY 1997 SSPP for 6.10.1 Budget to include: Vision/Mission; Situational Analysis; Goals & Objectives; Strategies; Assumptions; Issues & Constraints; Performance Measures; Technical, Schedule & Cost Baselines; and Execution Year Milestone descriptions.			
Description of what constitutes completion of this milestone: Delivery of a RL acceptable final copy of the FY 1997 SSPP to RL on August 30, 1996.			
Cost Account Manager D. L. Borders <i>D. L. Borders</i>		Program/Project Manager K. C. Williams <i>K. C. Williams</i>	
Date <i>9/21/95</i>		Date <i>9/23/95</i>	
Program Element Manager D. L. Borders <i>D. L. Borders</i>		DOE Monitor A.E. Lorenz <i>Anthony C. Lorenz</i>	
Date <i>9/21/95</i>		Date <i>9/26/95</i>	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Indirect Pools WBS Dictionary for FY 1996			Date Prepared: June 30, 1995
Assigned To: D. L. Borders			CIN: N/A
WBS Designator: 6.10.1.2			Due Date: 10/13/95
Control Number: FAB-96-014			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Provide the RL Indirect Management Team with approved final copies of all indirect FY 1996 WBS Dictionaries.			
Description of what constitutes completion of this milestone:			
Hard copies of the approved FY 1996 WBS Dictionaries are due to the RL Indirect Management Team on October 13, 1995.			
Cost Account Manager D. L. Borders <i>D. L. Borders</i>		Program/Project Manager K. C. Williams <i>K. C. Williams</i>	
Date <i>9/21/95</i>		Date <i>9/25/95</i>	
Program Element Manager D. L. Borders <i>D. L. Borders</i>		DOE Monitor A.E. Lorenz <i>A.E. Lorenz</i>	
Date <i>9/21/95</i>		Date <i>9/26/95</i>	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Issue Integrated Indirect Summary			Date Prepared: June 30, 1995
Assigned To: D.L. Borders			CIN: N/A
WBS Designator: 6.10.1.2			Due Date: 20th Approximately
Control Number: FAB-96-015 thru 026			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description RL-Indirect Management Team issues a funding target. Overhead Planning is to reconcile the target to the approved budgets. The formats for beginning-of-year, mid-year, and year-end reporting may vary from the typical monthly report.			
Description of what constitutes completion of this milestone: A hardcopy report showing funding reconciliation by cost account, categorized and subtotaled by type of indirect pool, is due to RL-Indirect Management Team on the 20th of the month. Deliverables include nine monthly summaries, one year-start reconciliation, one mid-year status, and one year-end closing.			
Cost Account Manager Date D. L. Borders <i>D.L. Borders</i> 9/21/95		Program/Project Manager Date 9/25/95 K. C. Williams <i>K.C. Williams</i>	
Program Element Manager Date D. L. Borders <i>D.L. Borders</i> 9/21/95		DOE Monitor Date A. E. Lorenz <i>Anthony E. Lorenz</i> 9/26/95	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Issue Outyear Indirect Planning Rates			Date Prepared: June 30, 1995
Assigned To: D.L. Borders			CIN: N/A
WBS Designator: 6.10.1.2			Due Date: 12/15/95
Control Number: FAB-96-027			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description Coordinate and develop a submittal detailing the company-level overhead (CLOH) planning rates from FY 1997 through FY 2002. Communicate major changes to service pools/ Department Overhead/ Proration (does not apply to Continuity of Service). This is the information traditionally provided to the ADS planning group.			
Description of what constitutes completion of this milestone: Submit a copy of the ADS planning memo for FY 1997-2002 planning rates to RL-Indirect Management Team on December 15, 1995.			
Cost Account Manager D. L. Borders <i>D. L. Borders</i>		Program/Project Manager K. C. Williams <i>K. C. Williams</i>	
Date <i>9/21/95</i>		Date <i>9/21/95</i>	
Program Element Manager D. L. Borders <i>D. L. Borders</i>		DOE Monitor A. E. Lorenz <i>Anthony E. Lorenz</i>	
Date <i>9/21/95</i>		Date <i>9/21/95</i>	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Issue Indirect Execution Rates			Date Prepared: June 30, 1995
Assigned To: D.L. Borders			CIN: N/A
WBS Designator: 6.10.1.2			Due Date: 09/30/96
Control Number: FAB-96-028			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Coordinate and develop a submittal detailing all indirect pool FY 1997 execution rates.			
Description of what constitutes completion of this milestone:			
Submit all indirect pool FY 1997 execution rates to RL-Indirect Management Team on September 30, 1996.			
Cost Account Manager Date D. L. Borders <i>D. L. Borders</i> 9/21/95		Program/Project Manager Date 9/25/95 K. C. Williams <i>K. C. Williams</i>	
Program Element Manager Date D. L. Borders <i>D. L. Borders</i> 9/21/95		DOE Monitor Date A. E. Lorenz <i>Anthony E. Lorenz</i> 9/25/95	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Coordinate/Submit Indirect Allocable Cost Report		Date Prepared: June 30, 1995	
Assigned To: D. L. Borders		CIN: N/A	
WBS Designator: 6.10.1.2		Due Date: 04/10/96	
Control Number: FAB-96-029		Revision:	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☒ Other (specify) Diskette	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Coordinate and develop a submittal detailing allocable cost per guidance from the RL-Indirect Management Team which can be expected in the first quarter of FY 1996.			
Description of what constitutes completion of this milestone:			
Submittal per RL-Indirect Management Team guidance in the first quarter of FY 1996. Submittal date to be confirmed by RL upon receipt of guidance.			
Cost Account Manager Date D. L. Borders <i>DL Borders</i> 9/21/95		Program/Project Manager Date 9/25/95 K. C. Williams <i>K. Williams</i>	
Program Element Manager Date D. L. Borders <i>DL Borders</i> 9/24/95		DOE Monitor Date A. E. Lorenz <i>A. E. Lorenz</i> 9/26/95	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: FIVRS Cost Estimate			Date Prepared: June 30, 1995
Assigned To: D. L. Borders			CIN: N/A
WBS Designator: 6.10.1.3			Due Date: 11/10/95 04/12/96
Control Number: FAB-96-030 thru 031			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☒ Other (specify) Diskette	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description Milestone includes semi-annual FIVRS cost estimating reports that provide DOE-RL with cost projections for the Defense Program (DP) operating dollars. Monthly narrative explanations may be required when variances to cost projections are generated.			
Description of what constitutes completion of this milestone: A hardcopy estimate is required on a semi-annual basis. RL acceptable report is required on November 10, 1995 and April 12, 1996.			
Cost Account Manager Date D. L. Borders <i>D. L. Borders</i> 9/21/95		Program/Project Manager Date 9/21/95 K. C. Williams <i>K. C. Williams</i>	
Program Element Manager Date D. L. Borders <i>D. L. Borders</i> 9/21/95		DOE Monitor Date A. E. Lorenz <i>Anthony Lorenz</i> 9/26/95	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Internal Evaluation/Surveillance Schedule, Reports, and Corrective Action Plan			Date Prepared: June 30, 1995
Assigned To: D. L. Borders			CIN: N/A
WBS Designator: 6.10.1.3			Due Date: 10/13/95 01-04-07/12/96
Control Number: FAB-96-032 thru 035			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☒ Other (specify) Diskette	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Internal evaluations to include reporting of EM and non-EM budget formulation and execution processes. Content of reports to include area(s) evaluated, reviews completed, results of reviews, and corrective action plans. Coordination with Planning Systems Integration/Planning and Management Control Systems is acceptable.			
Description of what constitutes completion of this milestone:			
Evaluation, surveillance, and corrective action plans to be submitted on a quarterly basis. RL acceptable reports are due in hardcopy two weeks after the end of the fiscal year. RL is to be informed in writing when corrective action plans are closed out. October submittal to include schedule and reports for the last fiscal quarter of 1995.			
Cost Account Manager Date D. L. Borders <i>D. Borders</i> 9/21/95		Program/Project Manager Date 9/25/95 K. C. Williams <i>K. Williams</i>	
Program Element Manager Date D. L. Borders <i>D. Borders</i> 9/21/95		DOE Monitor Date A. E. Lorenz <i>A. E. Lorenz</i> 9/26/95	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Unified Budget Call		Date Prepared: June 30, 1995	
Assigned To: D.L. Borders		CIN: N/A	
WBS Designator: 6.10.1.3		Due Date: 4/15/96	
Control Number: FAB-96-036		Revision:	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Coordinate and prepare Program budget submissions for EM and non-EM in the format, detail, and schedule as outlined in the annual Unified Budget Call issued by RL.			
Description of what constitutes completion of this milestone:			
RL acceptable program budget submissions, uncosted balance certification, and supporting documentation on dates to be determined by Unified Budget Call guidance.			
Cost Account Manager Date D. L. Borders <i>D. L. Borders</i> 9/21/95		Program/Project Manager Date 9/25/95 K. C. Williams <i>K. C. Williams</i>	
Program Element Manager Date D. L. Borders <i>D. L. Borders</i> 9/21/95		DOE Monitor Date A. E. Lorenz <i>A. E. Lorenz</i> 9/21/95	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: SAS Obligation & Cost Report			Date Prepared: June 30, 1995
Assigned To: D.L. Borders			CIN: N/A
WBS Designator: 6.10.1.3			Due Date: 10/13/95 01-04-07/12/96
Control Number: FAB-96-037 thru 040			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description The SAS Obligation and Cost Report provides a status of SAS activities against "planned estimates". The FY 1996 SAS Budget Estimates (crosscut) for operating expense, capital equipment, general plant projects, and line item construction projects as submitted are used for report preparation.			
Description of what constitutes completion of this milestone: RL acceptable quarterly SAS Obligations and Cost Report provided per guidance as supplied by RL during the first quarter of the fiscal year. Report is to be submitted to the RL Indirect Management Team.			
Cost Account Manager Date D. L. Borders <i>D. L. Borders</i> 9/21/95		Program/Project Manager Date 9/21/95 K. C. Williams <i>K. C. Williams</i>	
Program Element Manager Date D. L. Borders <i>D. L. Borders</i> 9/21/95		DOE Monitor Date A. E. Lorenz <i>A. E. Lorenz</i> 9/26/95	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Systematic Uncosted Obligations Analyses			Date Prepared: June 30, 1995
Assigned To: D.L. Borders			CIN: N/A
WBS Designator: 6.10.1.3			Due: 11/29/95 05/30/96 09/30/96
Control Number: FAB-96-041 thru 043			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description Coordinate annual and interim reports that includes projections be made of the upcoming months and fiscal year end, as well as reporting the uncosted actuals to date. The annual report will also need to include projections for the next fiscal year. Narrative is required for both the annual and the interims; on all balances by ADS for the annual and on all balances over \$1M by program for the interims.			
Description of what constitutes completion of this milestone: Three RL acceptable deliverables comprised of one annual report due November 29, 1995 required on all balances by ADS, and two interim reports due on May 30 and September 30, 1996 required on balances greater than \$1M by program.			
Cost Account Manager D. L. Borders <i>D. L. Borders</i>		Program/Project Manager K. C. Williams <i>K. C. Williams</i>	
Date <i>9/21/95</i>		Date <i>9/25/95</i>	
Program Element Manager D. L. Borders <i>D. L. Borders</i>		DOE Monitor A. E. Lorenz <i>Anthony E. Lorenz</i>	
Date <i>9/21/95</i>		Date <i>9/26/95</i>	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Uncosted Variance Analysis Report			Date Prepared: June 30, 1995
Assigned To: D.L. Borders			CIN: N/A
WBS Designator: 6.10.1.3			Due: 05/17/96 06/21/96 07/19/96 08/16/96 09/20/96
Control Number: FAB-96-044 thru 048			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description Coordinate and develop a report that includes a systematic variance analysis reconciling the monthly spending plans to actual costs. The analysis is per the outline in the RL guidance letter for the budget execution year.			
Description of what constitutes completion of this milestone: Provide RL with acceptable narrative explanations of uncosted variances (+/- 10%) the last six months of the year. The narrative will be due approximately the fifteenth working day of the following month.			
Cost Account Manager Date D. L. Borders <i>D. Borders</i> 9/21/95		Program/Project Manager Date 9/25/95 K. C. Williams <i>K. Williams</i>	
Program Element Manager Date D. L. Borders <i>D. Borders</i> 9/21/95		DOE Monitor Date A. E. Lorenz <i>Anthony E. Lorenz</i> 9/26/95	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: FY 1996 Outlay Estimate Revisions and FY 1997 Initial Outlay Estimate			Date Prepared: June 30, 1995
Assigned To: D.L. Borders			CIN: N/A
WBS Designator: 6.10.1.3			Due: 01/15/96 04/12/96 06/14/96 09/13/96
Control Number: FAB-96-049 thru 052			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Coordinate and develop outline revisions to the FY 1996 outlay estimates by appropriation.			
Description of what constitutes completion of this milestone:			
Three RL acceptable reports constitute completion of this milestone. The first report is to RL January 15, 1996. The second report is due to RL on April 12, 1996 and final report is due to RL June 14, 1996. Initial Outlay estimates for FY 1997 are due September 13, 1996.			
Cost Account Manager Date D. L. Borders <i>D. L. Borders</i> 9/21/95		Program/Project Manager Date 9/25/95 K. C. Williams <i>for F. Williams</i>	
Program Element Manager Date D. L. Borders <i>D. L. Borders</i> 9/21/95		DOE Monitor Date A. E. Lorenz <i>Anthony P. Lorenz</i> 9/26/95	

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Transfers To/From Other Hanford Contractors			Date Prepared: June 30, 1995
Assigned To: D.L. Borders			CIN: N/A
WBS Designator: 6.10.1.3			Due Date: 10/16/95 01-04-07/15/96
Control Number: FAB-96-053 thru 056			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
<p>The purpose of the To/From Other Hanford Contractors is to provide DOE-RL with a projection of year end funding required to accomplish various work scope between the contractors. WHC provides projections for transfers to and from PNL, HEHF, BHI, and RL. BCSR and ICF-KH projections are included within the WHC report.</p>			
Description of what constitutes completion of this milestone:			
<p>RL acceptable hardcopy submittal is required on a quarterly basis. The report is required on October 16, 1995, and January, April and July 15, 1995.</p>			
Cost Account Manager Date D. L. Borders <i>D.L. Borders</i> 9/21/95		Program/Project Manager Date 9/25/95 K. C. Williams <i>K.C. Williams</i>	
Program Element Manager Date D. L. Borders <i>D.L. Borders</i> 9/21/95		DOE Monitor Date A. E. Lorenz <i>Anthony Lorenz</i> 9/21/95	

BUDGET
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FY 1996 Program Plan

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Monthly Budget CFO Briefing Report			Date Prepared: June 30, 1995
Assigned To: D.L. Borders			CIN: N/A
WBS Designator: 6.10.1.3			Due Date: 25th Approx.
Control Number: FAB-96-057 thru 068			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☒ Other (specify) Briefing	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
<p>The monthly Financial Briefing to RL's CFO is an overall company level briefing. The briefing includes capital commitments and expense funding status detailing burn rates and spending forecasts by both program and indirect. The briefing also serves as a formal means to address issues and concerns and to discuss spending by program with regard to the uncostered forecast. This will serve to cover indirect issues.</p>			
Description of what constitutes completion of this milestone:			
<p>RL acceptable report as well as a briefing is required on a monthly basis on a pre-set schedule to accomplish this milestone.</p>			
Cost Account Manager Date D. L. Borders <i>D.L. Borders</i> 9/21/95		Program/Project Manager Date K. C. Williams <i>K.C. Williams</i> 9/25/95	
Program Element Manager Date D. L. Borders <i>D.L. Borders</i> 9/21/95		DOE Monitor Date A. E. Lorenz <i>Anthony E. Lorenz</i> 9/26/95	

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FY 1996 Program Plan

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Cost Baseline Summary (\$ in Thousands)								
Program Element/ADS	Fund Type (OPI, LI, CE, GPP)	FY 1996 SMS Guidance	FY 1997 Plan	FY 1998 Plan	FY 1999 Plan	FY 2000 Plan	FY 2001 Plan	FY 2002 Plan
6.10.1.1	OP	\$ 122.9	\$ 126.6	\$ 130.4	\$ 134.3	\$ 138.3	\$ 142.5	\$ 146.7
6.10.1.2	OP	\$ 380.4	\$ 391.8	\$ 403.6	\$ 415.7	\$ 428.1	\$ 441.0	\$ 454.2
6.10.1.3	OP	\$ 194.4	\$ 200.2	\$ 206.2	\$ 212.4	\$ 218.8	\$ 225.4	\$ 232.1
6.10.1.4	OP	\$ 137.8	\$ 141.9	\$ 146.2	\$ 150.6	\$ 155.1	\$ 159.7	\$ 164.5
6.10.1.5	OP	\$1,120.9	\$1,154.5	\$1,189.2	\$1,224.8	\$1,261.6	\$1,299.4	\$1,338.4
Total Program Cost Summary	OP CE GPP LI	\$1,956.4	\$2,015.0	\$2,075.6	\$2,142.3	\$2,201.9	\$2,268.0	\$2,335.9
TOTAL		\$1,956.4	\$2,015.0	\$2,075.6	\$2,142.3	\$2,201.9	\$2,268.0	\$2,335.9

Outyear planning cost baselines based on 3% escalation per year.

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FY 1996 Program Plan

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Basis Of Estimate

Activity/Cost Account		FY 1996	FY 1997	FY1998
1MDD4C	\$ FTE	\$ 835.5 FTE 12.3	\$ 860.6 FTE 12.3	\$ 886.4 FTE 12.3
1MDDPJ	\$ FTE	\$1,120.9 FTE 6.0	\$1,154.5 FTE 6.0	\$1,189.2 FTE 6.0

Basis of Estimate

Labor cost based on the identified hours required to perform each activity. Resulting FTE's are based on these hours and priced according to the labor rate guidance as reflected in the Financial Data System.

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

<u>COST ELEMENT CODE</u>	<u>/ \$</u>	<u>/ COST ELEMENT TITLE</u>
2N	2K	Education Reimbursements
21	5K	P.O. Contracts
2T	9K	Travel
2M	4K	Offsite Training
	20K	

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FY 1996 Program Plan

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Planned Staffing (Full Time Equivalent)				Note: Job Family Only After 1997				
Job Family	Number							
Job Category		1996	1997	1998	1999	2000	2001	2002
MANAGERS				1	1	1	1	1
First line								
General/Executive		1	1					
<u>Subtotal</u>		1	1	1	1	1	1	1
ADMINISTRATIVE/OTHER PROFESSIONAL				13.8	13.8	13.8	13.8	13.8
Accountant/Auditor		13.8	13.8					
<u>Subtotal</u>		13.8	13.8	13.8	13.8	13.8	13.8	13.8
GENERAL ADMIN/ SECRETARY/CLERK				4.5	4.5	4.5	4.5	4.5
Office Clerk (Gen)		3.5	3.5					
Secretaries		1	1					
Other								
<u>Subtotal</u>		4.5	4.5	4.5	4.5	4.5	4.5	4.5
TOTAL FTEs		19.3	19.3	19.3	19.3	19.3	19.3	19.3

PROGRAM BASELINES
Performance Measures

Performance measures are being re-developed due to the re-organization of the Controller department. Performance measures will have joint concurrence with RL.

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-SP-1109

EXECUTION YEAR
Technical Objectives

This section is not applicable to the 6.10.1 Budget Site Support Program Plan.

Site Management
System

WESTINGHOUSE HANFORD COMPANY
6.10.1 BUDGET

FY 1996

MILESTONE SCHEDULE

Site Management System	WESTINGHOUSE HANFORD COMPANY 6.10.1 BUDGET	FY 1996
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MILESTONE SCHEDULE

WBS (ADS)	Baseline Date	FISCAL YEAR 1996												FY 1997
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
6.10.1.2 (Continued) Overhead Planning 6.10.1.3 Financial Integration		Indirect Allocable Cost Report FAB-96-029

		FIVRS Cost Estimate FAB-96-030 thru FAB-96-031

		Internal Evaluation/Surveillance Schedule, Reports, and Corrective Action Plans FAB-96-032 thru FAB-96-035

Unified Budget Call FAB-96-036

SAS Obligation and Cost Report FAB-96-037 thru FAB-96-040

Systematic Uncosted Obligations Analysis FAB-96-041 thru FAB-96-043

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

Site Management
System

WESTINGHOUSE HANFORD COMPANY
6.10.1 BUDGET

FY 1996

MILESTONE SCHEDULE

WBS (ADS)	Baseline Date	FISCAL YEAR 1996												FY 1997
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
6.10.1.3 (Continued) Financial Integration		Uncosted Variance Analysis FAB-96-044 thru FAB-96-048												
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		Outlay Estimate Draft Revisions, FY 1996 Final, and Estimate for FY 1997 FAB-96-049 thru FAB-96-052												
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		Transfers To/From Other Hanford Contractors FAB-96-053 thru FAB-96-056												
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		Monthly Budget CFO Briefing Report FAB-96-057 thru FAB-96-068												
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MILESTONE TYPES:														
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FOOTNOTES:														

Cost Baseline By Month															
Cost Account	Cost Element		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
1MDD4C	0	Total Labor \$	63.1	56.7	69.6	60.1	61.0	79.9	62.7	61.8	75.2	53.2	60.1	78.1	781.5
1MDD4C	1	Materials \$	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.4	7.0
1MDD4C	2	Purchased Services \$	1.7	1.6	1.7	1.6	1.7	1.6	1.7	1.6	1.7	1.7	1.7	1.7	20.0
1MDD4C	4	Site Services \$	1.4	1.4	1.4	1.4	1.4	1.4	1.5	1.4	1.4	1.4	1.5	1.4	17.0
1MDD4C	6	IRM Support \$	0.9	0.8	0.8	0.8	0.9	0.8	0.8	0.8	0.9	0.8	0.8	0.9	10.0
	Monthly \$ Totals		67.7	61.1	74.1	64.5	65.6	84.3	67.3	66.2	79.8	57.7	64.7	82.5	835.5
	FTEs		12.3	12.3	12.3	12.3	12.3	12.3	12.3	12.3	12.3	12.3	12.3	12.3	
Comments: Labor equals number of FTEs at the FY96 budget planning rate. Materials equals number of FTEs at the FY96 budget planning rate. Purchase Services equals number of FTEs at the FY96 budget planning rate. Site Services equals number of FTEs at the FY96 budget planning rate. IRM Support equals number of FTEs at the FY96 budget planning rate.															

Cost Baseline By Month															
Cost Account	Cost Element		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
1MDDPJ	0	Total Labor \$	29.4	26.4	32.4	28.1	28.4	37.2	29.2	28.8	35.0	24.8	28.1	36.4	364.2
1MDDPJ	1	Materials \$	5.5	5.5	5.5	5.5	5.5	5.5	5.4	5.5	5.5	5.5	5.5	5.5	65.9
1MDDPJ	2	Purchased Services \$	52.4	52.4	52.4	52.4	52.5	52.4	52.4	52.4	52.4	52.4	52.4	52.4	628.9
1MDDPJ	4	Site Services \$	4.5	4.5	4.5	4.4	4.5	4.5	4.5	4.5	4.5	4.5	4.4	4.5	53.8
1MDDPJ	6	IRM Support \$	0.7	0.6	0.7	0.7	0.7	0.7	0.7	0.6	0.7	0.7	0.7	0.6	8.1
	Monthly \$ Totals		92.5	89.4	95.5	91.1	91.6	100.3	92.2	91.8	98.1	87.9	91.1	99.4	1120.9
	FTEs		6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	
Comments: Labor equals number of FTEs at the FY96 budget planning rate. Materials equals number of FTEs at the FY96 budget planning rate. Purchase Services equals number of FTEs at the FY96 budget planning rate. Site Services equals number of FTEs at the FY96 budget planning rate. IRM Support equals number of FTEs at the FY96 budget planning rate.															

BUDGET
WBS 6.10.1

FY 1996 Program Plan

WHC-Sp-1109

EXECUTION YEAR
Program Funding Required

This section is not applicable to the 6.10.1 Budget Site Support Program Plan.