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WHC-SP-1106

Revision 1

JAN 30 1996

OSTI

Financial Services FY 1996 Site Support Program Plan WBS 6.10.4

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

Westinghouse
Hanford Company Richland, Washington

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

Approved for public release

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FY 1996 Site Support Program Plan Approval Sheet

wbs 6.10.4 Financial Services

Assistant Manager - Contracting Officer's Representative

(Signature)

(Date)

A. Q. Murphy
(Printed Name)

RL Program Manager

(Signature)

(Date)

J. K. Absher
(Printed Name)

WHC Director or VP

(Signature)

6.10.4 is approved except for
6.10.4.5 (Cost account = 4400TP) which
requires concurrence by Bruce Higgins
and the understanding that a
change request will be submitted
for \$182,000.

9/28/95
(Date)

L. F. Peters
(Printed Name)

WHC Program Manager

(Signature)

9/28/95
(Date)

K. C. Williams
(Printed Name)

INFORMATION RELEASE REQUEST
PUBLIC DOCUMENT CHANGE/REVISION
 (Short Form No. 1)

1. Base Document ID Number: WHC-SP-1106

2. Base Document Title:

Financial Services
 FY 1996 Site Support
 Program Plan
 WBS 6.10.4

3. Change/Revision Number: Revision 1

4. Change/Revision Date: 09/22/95

5. Unclassified Category: * UC - 900

6. Budget & Reporting Code: * B&R -

I verify this change/revision to the base document indicated above:

- Complies with the provisions of WHC-CM-3-4
- Contains no Limited-Use information
- Contains no classified or Applied Technology references
- Does not change the intent or meaning of the base document
- And, the base document itself is approved for public release.

7. Responsible Manager: KC Williams

MSIN: B3-50

Telephone Number: 376-1459

KC Williams
 (Signature)

9-20-95
 (Date)

8. Information Release Administration Specialist: **

Chris Williamson
 (Signature)

9-21-95
 (Date)

*Required only for full revisions transmitted to OSTI.
 **Required only for full revisions.

RELEASE AUTHORIZATION

Document Number: WHC-SP-1106, Rev. 1

Document Title: Financial Services FY 1996 Site Support Program Plan
WBS 6.10.4

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:

C. Willingham

C. Willingham

9/21/95

Financial Services FY 1996 Site Support Program Plan WBS 6.10.4

D. D. Schafer

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-AC05-87RL10930

Approved for public release

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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 Financial Services includes providing management direction and leadership for activities related to the mission and objectives of the Controller's department. These functions include responsibility 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) Financial Management 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 Financial Management Systems Improvement Council (FMSIC) activities.

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

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

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

Participate in an annual allowable cost audit and other audits which are conducted each fiscal year in accordance with professional audit standards as defined by the Government Accounting Office. These requirements are detailed in acquisition letter 90-3R, date August 13, 1990.

Approach problem solving in a collaborative, amicable manner.

Production Strategies

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

Take advantage of new technology where applicable and cost effective.

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

Continue the process of "Storyboarding" all Financial Services functions to determine process improvements that may be implemented to improve efficiency and reduce cost.

Provide the FY 1995 Audit schedule based on a risk ranked methodology and transmit to RL. In addition, other milestone measures will be defined to help track performance during the fiscal period.

PROGRAM OVERVIEW

Program Strategy: Technical Functions/Requirements

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

Financial Services

1. Ensure financial integrity in all WHC operations, including compliance with all applicable codes, standards, laws, and regulations.
2. Provide financial support, control, and accounting processes to assure consistent and disciplined financial management of resources, programs, and organizations.
3. Provide financial data, reports, and analysis of the financial status and performance of WHC programs and organizations.
4. Develop and implement a system of management controls that provide reasonable assurance that financial operations are efficient and effective and that unallowable costs are minimized.
5. Provide adequate internal control to ensure accurate, timely, and proper payment of liabilities incurred by WHC, BCSR and ICF KH.
6. Provide plan administration and fund management for the pension, savings, and insurance plans as required by the Employee Retirement Income Security Act (ERISA) and other governing regulations and directives.
7. Provide stable, cost-effective automated financial systems that meet customer requirements and are in compliance with regulatory drivers.
8. Update the integrated financial systems to satisfy changing business requirements, including programmatic requirements as well as overall WHC and RL requirements.
9. Actively pursue electronic commerce.
10. Develop a baseline of performance measures that will be used to monitor performance.
11. Improve productivity and reduce cost by re-engineering and/or streamlining processes.
12. Provide internal audit coverage in a manner that enhances operational results, provides contract compliance, and promotes employee development.
13. Maintain the integrity of WHC assets via the general ledger.

FINANCIAL SERVICES
WBS 6.10.4

FY 1996 Program Plan

WHC-SP-1106

PROGRAM OVERVIEW

Program Strategy: Program Objectives

Products/Services Provided

Financial Services

- ▣ Financial Statements
- ▣ Financial System development, support, and enhancements
- ▣ General accounting support of program operations, including maintenance of the general ledger, construction and property (capital) accounting, and cost and commitments accounting
- ▣ Maintenance of WHC liabilities
- ▣ Maintenance of WHC employee pension and benefits

FINANCIAL SERVICES
WBS 6.10.4

FY 1996 Program Plan

WHC-SP-1106

PROGRAM OVERVIEW

Program Strategy: Program Assumptions

Program budget funding baselines should be consistent with FY funding levels as identified in guidance received from RL Budget Division, including productivity challenges. Proposed supplemental/reprogramming requests to cover identified shortfalls should not be assumed in developing the program budget funding baselines.

PROGRAM OVERVIEW

Program Strategy: Program Constraints

General

- Activities must comply with current applicable regulations and guidance:
 - ▶ Federal/State/etc. Regulations
 - ▶ WHC M&O Contract
 - ▶ DOE Orders and Directives
 - ▶ 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.
- General Accounting resource consumption can be affected by several factors including overall field consultation requirements, program activity level, and individual customer needs. Among these are Accounting Change Board activity, changes in tax laws, oversight reporting, development and implementation of new financial system enhancements, and specific customer requests.
- Audit resources are normally fixed, based upon approved staffing levels, and the approved staffing level for FY 1996 is five employees.
- Disbursements Accounting resource consumption can be affected by program activity level, specific cyclical forces, and changes in the WHC scope of work.
- Pension and Benefits Accounting resource consumption can be affected by program activity level and specific customer requests.

External

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

FINANCIAL SERVICES
WBS 6.10.4

FY 1996 Program Plan

WHC-SP-1106

Work Breakdown Structure Index and Programmatic Responsibility Assignment Matrix					
PROGRAM ELEMENT	ACTIVITY	COST ACCOUNT	TITLE	RESPONSIBLE MANAGER	RESPONSIBLE ORG
6.10.4	6.10.4.1	1MDD4B0000	Financial Administration & Control	K.C. Williams	Financial Administration and Control
6.10.4	6.10.4.1.1	1MDD4B0002	Administration and Communication	K.C. Williams	Financial Administration and Control
6.10.4	6.10.4.1.2	1MDD4A	Taxes and Insurance	K.C. Williams	Financial Administration and Control
6.10.4	6.10.4.2	1MDD4B0100	General Accounting	P.C. Felts	Financial Administration and Control
6.10.4	6.10.4.2.1	1MDD4B0102	Capital Accounting	P.C. Felts	Financial Administration and Control
6.10.4	6.10.4.2.2	1MDD4B0103	Cost Accounting	P.C. Felts	Financial Administration and Control
6.10.4	6.10.4.2.3	1MDD4B0104	Data Control	P.C. Felts	Financial Administration and Control
6.10.4	6.10.4.2.4	1MDD4K	Financial Systems	K.C. Williams	Financial Administration and Control
6.10.4	6.10.4.3	1MDD4B0200	Personnel Accounting	M.J. Byrd	Financial Administration and Control

FINANCIAL SERVICES
WBS 6.10.4

FY 1996 Program Plan

WHC-SP-1106

Work Breakdown Structure Index and Programmatic Responsibility Assignment Matrix					
PROGRAM ELEMENT	ACTIVITY	COST ACCOUNT	TITLE	RESPONSIBLE MANAGER	RESPONSIBLE ORG
6.10.4	6.10.4.3.1	1MDD4B0201	Payroll	M.J. Byrd	Financial Administratio n and Control
6.10.4	6.10.4.3.2	1MDD4B0203	Travel	M.J. Byrd	Financial Administratio n and Control
6.10.4	6.10.4.3.3	1MDD4B0204	Treasury	M.J. Byrd	Financial Administratio n and Control
6.10.4	6.10.4.3.4	1MDBPS	Pension & Savings	M.J. Byrd	Financial Administratio n and Control
6.10.4	6.10.4.3.5	1MDD4G	Payroll Systems	K.C. Williams	Financial Administratio n and Control
6.10.4	6.10.4.3.6	1MDB4D	Benefit Systems	K.C. Williams	Financial Administratio n and Control
6.10.4	6.10.4.4	1MDD1C	Internal Audit	L.C. Hubbard	Financial Administratio n and Control
6.10.4	6.10.4.5	1MDDJP	Business Migration Project	J.D. Panasiti	Financial Administratio n and Control

Work Breakdown Structure Dictionary	Westinghouse Hanford Company FINANCIAL ADMINISTRATION AND CONTROL Part I – Summary (Dollars in 000's)	FY 1996 Indirect Program Plan Rev. # 0 03–Oct–95
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Cost Account Number 1MDD4B	Cost Account Title FINANCIAL SERVICES	Proposed Rate: (Rated Service Pool Only)
SMS WBS Number 6.10.4	SMS Title FINANCIAL SERVICES	Funding Source: G&A XX
RL SMS Program Manger	JK ABSHER	SWS
Cost Account Manager	KC WILLIAMS	OST
WHC SMS Program Manager	KC WILLIAMS	DOH
Financial Manager	EA SCHULTZ	MGT PRO
Responsible Analyst	MA HINCHEE	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	29	31.5					29	31.5	0
Support							0	0	0
TOTAL FTEs	29	31.5	0	0	0	0	29	31.5	0

COST ELEMENTS	FY 1996 Approved Funding Budget	FY 1996 Unfunded Budget	FY 1996 Baseline Budget
Labor – Regular	3,129.8		3,129.8
Labor – Overtime			0.0
0 Total Labor	3,129.8	0	3,129.8
1 Materials	23.0		23.0
2 Purchased Services	112.0		112.0
3 Other Hanford	10.0		10.0
Subtotal Originated Costs	3,274.8	0	3,274.8
4 Site Services	868.0		868.0
5 Internal Charges	35.0		35.0
6 IRM Support	472.0		472.0
7 Overheads	0.0		0.0
8 Revenue	0.0		0.0
TOTAL DOLLARS	4,649.8	0	4,649.8

SIGNATURES	
Financial Analyst: <u>MA HINCHEE</u>	Date: <u>10/9/92</u>
CAM: <u>KC WILLIAMS</u>	Date: _____

BASELINE APPROVAL _____	Date: _____
----------------------------	-------------

COST ACCOUNT NARRATIVE SUMMARY

Cost account baseline covers the G&A funded activities relating to providing efficient and effective accounting and financial services.

APPROVED FUNDING BUDGET: <u>Activity Detailed Description</u>	FY 1996	
	FTEs	Dollars
Management and supervision to the Financial Administration and Control Organization in support of the base operations. Lead the overall direction and financial requirements of WHC to ensure integrity and compliance with applicable laws, regulations, and standards. Includes management, consultant, and secretarial/clerical support to the department.	3	173.7
Total Activity Cost	3	173.7
<u>Activity Detailed Description</u> Originated non-labor costs consist of education reimbursements, 10k, travel, 31k, materials, 23k, purchase order contracts, 65k, other site contractors, 10k, and 6k for other small, miscellaneous costs. Non-originated costs include IRM services, 40k, miscellaneous costs such as locksmith, bus operations, MPR., etc., 20k, training, 50k, occupancy, 798k, dosimetry, 35k, computer network, 126k, computer EUC, 81k, and telephones, 225k.		145.0 1375
Total Activity Cost	0.0	1,520.0
<u>Activity Detailed Description</u> Provide department and organization communication support to all FAC employees; implement and/or administer and track FAC Employee Development Plans, Team Recognition Program, and the WHC Financial Curriculum; as well as FAC special projects and events.	2.0	104.8
Total Activity Cost	2.0	104.8
<u>Activity Detailed Description</u> Responsible for staffing, management, and leadership to ensure that the goals and objectives of the various groups within General Accounting are met. Provide a variety of Business Management activities to support the Hanford mission and meet corporate objectives.	3.0	173.7
Total Activity Cost	3.0	173.7
<u>Activity Detailed Description</u> Provide Capital v. Expense determinations; act as final authority on funding issues; perform third party review; review external work orders and purchase requisitions. Provide charging integrity analysis pertinent to fund type limitations, piecemealing, and allowability of cost.	6.0	314.5
Total Activity Cost	6.0	314.5
Page Total	14.0	2,286.7

Part II - Activity Detail (cont')

CAP # 1ML

APPROVED FUNDING BUDGET:

Activity Detailed Description

Planning, administration, and reporting of WHC overall cost accounting activities in accordance with Cost Accounting Standards and the WHC Disclosure Statement. Establish and implement accounting policies, procedures, and system of accounts which meet the accounting and reporting requirements of RL, WHC, WEC, and state and federal taxing authorities, in a manner that is consistent with GAAP.

Total Activity Cost

Activity Detailed Description

Maintain and control FDS tables, including SMS/WBS, organization, work order, capital funding, and other feeder system. Develop standard labor rates, escalation study, and company realization hours to ensure consistent company wide application of planning and costing rates. Provide financial support to site personnel by acting as System Administrator, scheduling/planning/budget support interface, preparing ad-hoc reports, and fielding customer requests.

Total Activity Cost

Activity Detailed Description

Administer/direct Personnel Accounting to provide internal control and payment of WHC financial obligations consistent with DOE requirements.

Total Activity Cost

Activity Detailed Description

Payroll/Salary Preparation compensates WHC, BCSR, and ICF-KH employees in a correct and timely manner. The following activities are done: calendar and fiscal closing, distribution, deduction processing, IRS taxation activities, exit processing, IRS taxation activities, exit processing, corporate accounting, customer service activities, reconciliations, payment processing.

Total Activity Cost

Activity Detailed Description

Travel processes and controls documentation and financial activities associated with employee offsite travel, relocation, and business conferences.

Total Activity Cost

Activity Detailed Description

Treasury Services include cashiering, cash receipting, banking, preparation, auditing and distribution of contract and corporate checks, and reconciliation of contract, payroll and corporate bank accounts to General Ledger.

Total Activity Cost

Total Page

Total Approved Funding Originated Budget

Total Approved Funding Non-Originated Budget

Total Approved Funding Budget

FY 1996

FTEs

Dollars

12.0

661.9

12.0

661.9

5.0

344.5

5.0

344.5

1.5

86.9

1.5

86.9

17.0

742.7

17.0

742.7

6.0

281.5

6.0

281.5

5.0

245.6

5.0

245.6

46.5

2,363.1

60.5

3,274.8

0.0

1,375.0

60.5

4,649.8

**Work
Breakdown
Structure
Dictionary**

Westinghouse Hanford Company
WHC TAXES/INSURANCE
Part I – Summary
(Dollars in 000's)

**FY 1996
Indirect
Program Plan
Rev. # 0**
03-Oct-95

Cost Account Number 1MDD4A	Cost Account Title WHC TAXES/INSURANCE	Proposed Rate: (Rated Service Pool Only)
SMS WBS Number 6.10.1	SMS Title FINANCIAL SERVICES	Funding Source: G&A X
RL SMS Program Manager	JK ABSHER	SWS
Cost Account Manager	KC WILLIAMS	OST
WHC SMS Program Manager	KC WILLIAMS	DOH
Financial Manager	LC BRANDT	MGT PRO
Responsible Analyst	MA HINCHEE	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	0	0		0	0		0	0	0
Support							0	0	0
TOTAL FTEs	0	0	0	0	0	0	0	0	0

COST ELEMENTS	FY 1996 Approved Funding Budget		FY 1996 Unfunded Budget		FY 1996 Baseline Budget	
Labor – Regular		0		0		0
Labor – Overtime				0		0
0 Total Labor		0		0		0
1 Materials		0		0		0
2 Purchased Services		6,030		0		6,030
3 Other Hanford		40		0		40
Subtotal Originated Costs		6,070		0		6,070
4 Site Services		0		0		0
5 Internal Charges		0		0		0
6 IRM Support		0		0		0
7 Overheads						0
8 Revenue						0
TOTAL DOLLARS		6,070		0		6,070

SIGNATURES

Financial Analyst:

Date: 10/9/95

CAM:

Date:

BASELINE APPROVAL

Date:

COST ACCOUNT NARRATIVE SUMMARY

WHC Taxes and Insurance budget collects the cost of tax payments, Wasau and Transportation Insurance, Rockwell Termination Litigation costs, and the WHC portion of the site Foreign travel (IACO).

APPROVED FUNDING BUDGET:Activity Detailed Description

FY 1996

FTEs

Dollars

The tax estimate for FY 96 is 450k per month. The other costs include 290k for insurance, 40k for IACO, and 25k for miscellaneous costs/adjustments.

5,755.0

Total Activity Cost

0.0

5,755.0

Activity Detailed Description

RL Procurement Directed payment of Legal services costs relating to outstanding Litigation at the time of the 1987 termination of the Rockwell contract.

0

315.0

Total Activity Cost

0.0

315.0

Activity Detailed Description

Total Activity Cost

0.0

0.0

Activity Detailed Description

Total Activity Cost

0.0

0.0

Activity Detailed Description

Total Activity Cost

0

0.0

TOTAL APPROVED FUNDING BUDGET

0

6070

**Work
Breakdown
Structure
Dictionary**

Westinghouse Hanford Company
FINANCIAL SYSTEMS
Part I – Summary
(Dollars in 000's)

**FY 1996
Indirect
Program Plan
Rev. # 0**
09–Oct–95

Cost Account Number 1MDD4K	Cost Account Title FINANCIAL SYSTEMS	Proposed Rate: (Rated Service Pool Only)
SMS WBS Number 6.10.1	SMS Title FINANCIAL SERVICES	Funding Source: G&A X
RL SMS Program Manger JK ABSHER		SWS
Cost Account Manager DD RIPPLINGER		OST
WHC SMS Program Manager KC WILLIAMS		DOH
Financial Manager LC BRANDT		MGT PRO
Responsible Analyst LK PETERSON		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							0.0	0.0	0.0
Support	14.7						14.7	0.0	0.0
TOTAL FTEs	14.7	0.0	0.0	0.0	0.0	0.0	14.7	0.0	0.0

COST ELEMENTS	FY 1996 Approved Funding Budget		FY 1996 Unfunded Budget		FY 1996 Baseline Budget	
. Labor – Regular		1,079.7				1,079.7
. Labor – Overtime		74.7				74.7
0 Total Labor		1,154.4		0.0		1,154.4
1 Materials		35.0				35.0
2 Purchased Services		30.0				30.0
3 Other Hanford						0.0
Subtotal Originated Costs		1,219.4		0.0		1,219.4
4 Site Services		32.1				32.1
5 Internal Charges						0.0
6 IRM Support		2,984.2				2,984.2
7 Overheads		559.9				559.9
8 Revenue						0.0
TOTAL DOLLARS		4,795.6		0.0		4,795.6

SIGNATURES

Financial Analyst:

CAM:

Date: 10/24/95

Date: 10/24/95

BASELINE APPROVAL

Date: _____

COST ACCOUNT NARRATIVE SUMMARY

This element funds the operation, maintenance, enhancement and development of systems used to control and/or administer Westinghouse Hanford Company (WHC) financial assets, and/or are used for business planning and management. Direct customers for these systems are in the Controller organization, however program managers, cost account managers, and non-Controller financial managers are strong indirect customers for these systems. The majority of these funds pay for internal services from BCS Richland, Inc. (BCSR) - primarily labor and central facility operations. These funds also cover the purchased materials and services necessary to support the financial systems. The primary WHC manuals this work is to comply with are Software Practices (CM-3-10), Data Administration Standards (CM-2-6), and Management Requirements and Procedures (CM-1-3).

APPROVED FUNDING BUDGET:

Activity Detailed Description

FY 1996

FTEs

Dollars

FINANCIAL DATA SYSTEM (FDS) OPERATION

- Operate FDS in production mode; including data entry, training data base, online computer access, and Hanford Special Requests.

Total Activity Cost

4.6

3,173.5

Activity Detailed Description

FINANCIAL DATA SYSTEM (FDS) MAINTENANCE

- Make changes to FDS to maintain production satisfy customer requests

Total Activity Cost

4.3

667.4

Activity Detailed Description

TRAVEL SYSTEM (OTS)

- Operate OTS in production mode

Total Activity Cost

1.3

225.7

Activity Detailed Description

TIME INFORMATION SYSTEM (TIS)

- Operate TIS in production mode

Total Activity Cost

1.5

206.7

Activity Detailed Description

TIME INFORMATION SYSTEM (TIS) ENHANCEMENTS

- Improvements in system to make more reliable and more effective

Total Activity Cost

2.5

389.9

Part II - Activity Detail (cont')

CAP # 1M K

APPROVED FUNDING BUDGET:

Activity Detailed Description

FY 1996

FTEs

Dollars

HANFORD UNIT BILLING (HUB)

- Operate HUB in production

Total Activity Cost

0.6

148.2

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Total Page

0.6

148.2

Total Approved Funding Originated Budget

14.7

1,219.4

Total Approved Funding Non-Originated Budget

0.0

3,576.2

Total Approved Funding Budget

14.7

4,795.6

Part II - Activity Detail (cont')

CAP # 1M. K

UNFUNDED BUDGET:		FY 1996	
Activity Detailed Description		FTEs	Dollars
	Total Activity Cost		
Activity Detailed Description			
	Total Activity Cost		
Activity Detailed Description			
	Total Activity Cost		
Activity Detailed Description			
	Total Activity Cost		
Activity Detailed Description			
	Total Activity Cost		
Activity Detailed Description			
	Total Activity Cost		
Total Page		0	0
Total Unfunded Originated Budget		0	0
Total Unfunded Non-Originated Budget		0	0
Total Unfunded Budget		0	0
Total Approved Funding & Unfunded Budgets		14.7	4795.584

Work Breakdown Structure Dictionary	Westinghouse Hanford Company PENSIONS/SAVINGS Part I – Summary (Dollars in 000's)						FY 1996 Indirect Program Plan Rev. # 0 03–Oct–95		
Cost Account Number 1MDBPS	Cost Account Title PENSIONS/SAVINGS						Proposed Rate: (Rated Service Pool Only)		
SMS WBS Number 6.10.1	SMS Title FINANCIAL SERVICES						Funding Source:		
RL SMS Program Manger	JK ABSHER						G&A		
Cost Account Manager	MJ BYRD						SWS X		
WHC SMS Program Manager	KC WILLIAMS						OST		
Financial Manager	LC BRANDT						DOH		
Responsible Analyst	MA HINCHEE						MGT PRO		
							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	2	3.5	0	0	0	0	2	3.5	0
Support							0	0	0
TOTAL FTEs	2	3.5	0	0	0	0	2	3.5	0
COST ELEMENTS	FY 1996 Approved Funding Budget			FY 1996 Unfunded Budget			FY 1996 Baseline Budget		
. Labor – Regular			263.5						263.5
. Labor – Overtime									0
0 Total Labor			263.5			0			263.5
1 Materials			10						10
2 Purchased Services			143						143
3 Other Hanford			0						0
Subtotal Originated Costs			416.5			0			416.5
4 Site Services			8						8
5 Internal Charges			0						0
6 IRM Support			21						21
7 Overheads			0						0
8 Revenue			0						0
TOTAL DOLLARS			445.5			0			445.5

SIGNATURES	
Financial Analyst: <u><i>MA HINCHEE</i></u>	Date: <u>10/19/95</u>
CAM: <u><i>MJ BYRD</i></u>	Date: _____

BASELINE APPROVAL
<div style="border-bottom: 1px solid black; width: 100%;"></div>
Date: _____

COST ACCOUNT NARRATIVE SUMMARY

Pensions/Savings administers the employee pension plan in accordance with applicable Employee Retirement Income Security Act regulations and provide the financial accounting and regulatory compliance for the plan.

APPROVED FUNDING BUDGET: <u>Activity Detailed Description</u>	FY 1996	
	FTEs	Dollars
Labor costs for Pensions/Savings consist of 1 team leader, 1 consultant, and 3.5 non-exempt clerical support.	5.5	263.5
The remaining costs consist of 138k in miscellaneous services (actuary fees, statements, etc.), and 44k for travel, printing charges, training, etc..	0	182.0
Total Activity Cost	5.5	445.5
<u>Activity Detailed Description</u>		
Total Activity Cost		
<u>Activity Detailed Description</u>		
Total Activity Cost		
Page Total	5.5	445.5
Total Approved Funding & Unfunded Budgets	5.5	445.5

COST ACCOUNT NARRATIVE SUMMARY

This cost account funds the operation, maintenance, and enhancement of the Westinghouse Hanford Company (WHC) payroll system, which is called the Westinghouse Human Resources (WHR) system. (It used to also be the primary human resources system for WHC.) WHR uses a vendor software package from Dunn and Bradstreet. BCS Richland, Inc. (BCSR) and ICF Kaiser employees are also included in this payroll system.

APPROVED FUNDING BUDGET:

Activity Detailed Description

FY 1996

FTEs

Dollars

WESTINGHOUSE HUMAN RESOURCES (WHR)

- Operate, maintain, and enhance the WHC payroll system, i.e., the Westinghouse Human Resources (WHR) system.

Total Activity Cost

2.3

973.6

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Page Total

2.3

973.6

Part II -- Activity Detail (cont')

CAP # 1M

APPROVED FUNDING BUDGET:

Activity Detailed Description

FY 1996

FTEs

Dollars

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Total Page

0.0

0.0

Total Approved Funding Originated Budget

2.3

187.0

Total Approved Funding Non-Originated Budget

0.0

786.6

Total Approved Funding Budget

2.3

973.6

Part II - , .ity Detail (cont')

CAP # 1M

5

UNFUNDED BUDGET:		FY 1996	
Activity Detailed Description		FTEs	Dollars
Total Activity Cost			
Activity Detailed Description			
Total Activity Cost			
Activity Detailed Description			
Total Activity Cost			
Activity Detailed Description			
Total Activity Cost			
Activity Detailed Description			
Total Activity Cost			
Activity Detailed Description			
Total Activity Cost			
Total Page		0.0	0.0
Total Unfunded Originated Budget		0.0	0.0
Total Unfunded Non- Originated Budget		0.0	0.0
Total Unfunded Budget		0.0	0.0
Total Approved Funding & Unfunded Budgets		2.3	973.6

Work Breakdown Structure Dictionary	Westinghouse Hanford Company FINANCIAL SERVICES Part I – Summary (Dollars in 000's)						FY 1996 Indirect Program Plan Rev. # 0 03–Oct–95		
Cost Account Number 1MDB4D	Cost Account Title BENEFIT SYSTEMS						Proposed Rate: (Rated Service Pool Only)		
SMS WBS Number 6.10.1	SMS Title FINANCIAL SERVICES						Funding Source:		
RL SMS Program Manger	JK ABSHER						G&A		
Cost Account Manager	BJ MILLER						SWS X		
WHC SMS Program Manager	KC WILLIAMS						OST		
Financial Manager	LC BRANDT						DOH		
Responsible Analyst	LK PETERSON						MGT PRO		
							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							0.0	0.0	0.0
Support	1.2						1.2	0.0	0.0
TOTAL FTEs	1.2	0.0	0.0	0.0	0.0	0.0	1.2	0.0	0.0
COST ELEMENTS	FY 1996 Approved Funding Budget			FY 1996 Unfunded Budget			FY 1996 Baseline Budget		
Labor – Regular		86.1							86.1
Labor – Overtime									0.0
0 Total Labor		86.1			0.0				86.1
1 Materials		0.3							0.3
2 Purchased Services		3.0							3.0
3 Other Hanford									0.0
Subtotal Originated Costs		89.4			0.0				89.4
4 Site Services									0.0
5 Internal Charges									0.0
6 IRM Support		105.0							105.0
7 Overheads		41.8							41.8
8 Revenue									0.0
TOTAL DOLLARS		236.2			0.0				236.2

SIGNATURES

Financial Analyst:

Date: 10/24/95

CAM:

Date: 10/20/95

BASELINE APPROVAL

Date:

COST ACCOUNT NARRATIVE SUMMARY

This cost account funds the operation, maintenance, and enhancement of the Westinghouse Hanford Company (WHC) benefit systems. These systems include the Hanford Pension Plan (HPP) system, Retiree Information System (RIS), and Site Wide Savings (SWS) system. The functionality, thus size and cost, of the SWS system was significantly reduced during fiscal year 1995, when the savings plan administration function was largely outsourced. The benefit plans supported by these systems also cover all employees from BCS Richland, Inc. (BCSR), ICF Kaiser, and Bechtel Hanford, as well Hanford Atomic Metal Trades Council (HAMTC) employees from Pacific Northwest Laboratory (PNL).

<u>Activity Detailed Description</u>	FY 1996	
	FTEs	Dollars
HANFORD PENSION PLAN (HPP) - Operate, maintain, and enhance the Hanford Pension Plan (HPP) system.		
Total Activity Cost	0.5	96.0
<u>Activity Detailed Description</u>		
RETIREE INFORMATION SYSTEM (RIS) - Operate, maintain, and enhance the Retiree Information System (RIS).		
Total Activity Cost	0.6	65.4
<u>Activity Detailed Description</u>		
SIDE WIDE SAVINGS - Operate, maintain, and enhance the Site Wide Savings (SWS) system.		
Total Activity Cost	0.1	74.8
<u>Activity Detailed Description</u>		
Total Activity Cost		
<u>Activity Detailed Description</u>		
Total Activity Cost		
Page Total	1.2	236.2

APPROVED FUNDING BUDGET:

FY 1996

Activity Detailed Description

FTEs

Dollars

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Total Page

0.0

0.0

Total Approved Funding Originated Budget

1.2

89.4

Total Approved Funding Non-Originated Budget

0.0

146.8

Total Approved Funding Budget

1.2

236.2

Work Breakdown Structure Dictionary	Westinghouse Hanford Company INTERNAL AUDIT Part I – Summary (Dollars in 000's)						FY 1996 Indirect Program Plan Rev. # 0 05–Oct–95		
Cost Account Number 1MDD1C	Cost Account Title INTERNAL AUDIT						Proposed Rate: (Rated Service Pool Only)		
SMS WBS Number 6.10.4	SMS Title FINANCIAL SERVICES						Funding Source: G&A XX		
RL SMS Program Manger	J. ABSHER						SWS		
Cost Account Manager	L. H. GREENBERG						OST		
WHC SMS Program Manager	K.C. WILLIAMS						DOH		
Financial Manager	LC BRANDT						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	5	1	0	2	0	0	7	1	0
Support	0	0	0	0	0	0	0	0	0
TOTAL FTEs	5	1	0	2	0	0	7	1	0

COST ELEMENTS	FY 1996 Approved Funding Budget		FY 1996 Unfunded Budget		FY 1996 Baseline Budget	
Labor – Regular	380.4		137.8		518.2	
Labor – Overtime	0.0				0.0	
0 Total Labor	380.4		137.8		518.2	
1 Materials	1.0				1.0	
2 Purchased Services	29.6				29.6	
3 Other Hanford	0.0				0.0	
Subtotal Originated Costs	411.0		137.8		548.8	
4 Site Services	2.3				2.3	
5 Internal Charges	0.0				0.0	
6 IRM Support	6.5				6.5	
7 Overheads	0.0				0.0	
8 Revenue	0.0				0.0	
TOTAL DOLLARS	419.8		137.8		557.6	

SIGNATURES	
Financial Analyst: <u>MA Hinclee</u>	Date: <u>10/8/95</u>
CAM: _____	Date: _____

BASLINE APPROVAL	
<u>_____</u>	Date: <u>10/8/95</u>

COST ACCOUNT NARRATIVE SUMMARY

Internal Audit schedules/performs audits in accordance with the Prime Contract.

APPROVED FUNDING BUDGET:Activity Detailed Description

Labor costs include a manager to provide planning and direction, 4 auditors, and 1 secretary to provide administrative support.

Non-Labor costs of 39.4k include computer maintenance costs, offsite training, and travel costs.

Total Activity Cost

Activity Detailed Description

Total Activity Cost

UNFUNDED BUDGET:Activity Detailed Description

Unfunded consists of labor costs for 2 auditors.

Total Activity Cost

Activity Detailed Description

Total Activity Cost

Total Page

Total Funded Budget

Total UnFunded Budget

Total Approved Funding & Unfunded Budgets

FY 1996

FTEs

Dollars

6

380.4

0

39.4

6

419.8

FY 1996

FTEs

Dollars

2

137.8

2

137.8

8

557.6

6

419.8

2

137.8

8

557.6

Work Breakdown Structure Dictionary	Westinghouse Hanford Company BUSINESS MANAGEMENT SYSTEMS Part I – Summary (Dollars in 000's)						FY 1996 Indirect Program Plan Rev. # 0 03– Oct– 95		
Cost Account Number 1MDDJP	Cost Account Title BUSINESS MANAGEMENT SYSTEMS (BMS) MIGRATION PROJECT						Proposed Rate: (Rated Service Pool Only)		
SMS WBS Number 6.10.1	SMS Title FINANCIAL SERVICES						Funding Source:		
RL SMS Program Manger	JK Absher						G&A X		
Cost Account Manager	JD Panasiti						SWS		
WHC SMS Program Manager	KC Williams						OST		
Financial Manager	EA Schultz						DOH		
Responsible Analyst	MA Hinchee						MGT PRO		
							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	3.6	1.0	0.0	0.0	0.0	0.0	3.6	1.0	0.0
Support	5.4	0.0	0.0	0.0	0.0	0.0	5.4	0.0	0.0
TOTAL FTEs	9.0	1.0	0.0	0.0	0.0	0.0	9.0	1.0	0.0
COST ELEMENTS	FY 1996 Approved Funding Budget			FY 1996 Unfunded Budget			FY 1996 Baseline Budget		
. Labor – Regular	675.3						675.3		
. Labor – Overtime	0.0						0.0		
0 Total Labor	675.3			0.0			675.3		
1 Materials	75.0						75.0		
2 Purchased Services	1249.7						1249.7		
3 Other Hanford	0.0						0.0		
Subtotal Originated Costs	2000.0			0.0			2000.0		
4 Site Services	100.0						100.0		
5 Internal Charges	0.0						0.0		
6 IRM Support	42.0						42.0		
7 Overheads	245.7						245.7		
8 Revenue	0.0						0.0		
TOTAL DOLLARS	2387.7			0.0			2387.7		

SIGNATURES	
Financial Analyst: <u>MA Hinchee</u>	Date: <u>10/9/95</u>
CAM: _____	Date: <u>10/24/95</u>

BASELINE APPROVAL
<div style="border-bottom: 1px solid black; width: 100%;"></div>
Date: _____

COST ACCOUNT NARRATIVE SUMMARY

The Business Management Systems (BMS) Migration is a WHC integration and implementation project to improve the overall integration and access to financial and project management data. The primary strategy is to adopt streamlined business processes proven in the commercial industry and apply information technology to support those processes. The BMS Project is divided into four activities: Management Integration, Financial management Systems Migration, Integrated Program Management System, and the Decision Support System.* Originated costs are detailed by activity below. Non-originated costs for the Cost Account are summarized as follows: \$100K in material procurement rate (MPR), \$42K in IRM support, and \$246K in department overhead.

* DSS workscope--ONLY as it specifically applies to migration activities--is included here.

APPROVED FUNDING BUDGET: Activity Detailed Description	FY 1996	
	FTEs	Dollars
BMS - Management Integration Mgt Integration provides liaisonship between and among activities listed below, as well as overall direction for business systems migration. \$276K labor costs include: 1.7 organizational exempt, 1.7 support (BCSR) exempt, and 1.0 org non-exempt. Non-labor costs include: \$25K for materials and \$284K for purchased services. \$175K of purchased services is for long-term migration/conversion support from an applications/user perspective (vs. an info technology/infrastructure/architecture perspective). \$109K is for support from existing software suppliers to develop interface requirements.		585.0 118.3
Total Activity Cost	4.4	703.2
BMS - Financial Management Systems (FMS) Migration Processes and activities to upgrade WHC financial system, "system" meaning business PROCESSES and hardware/software replacements/enhancements to support revised processes. \$192K labor costs include: 1.0 org exempt and 1.7 support (BCSR) exempt. Non-labor costs include: \$15K materials and \$250K for purchased services. \$200K of purch svcs is for consultant and software support and \$50K is for hardware/software to support new or revised system pilots/trials.		457.5 108.1
Total Activity Cost	2.7	565.6
BMS - Integrated Program Management System (IPMS) IPMS is a phased approach to support WHC's site integration role of developing maintaining, controlling, and reporting integrated site program program baseline (technical/scope, schedule, cost). Phase I includes migration of budget and performance modules from FDS to P/X 2.1 and Oracle. \$120K labor costs include: 0.7 org exempt and 1.0 support (BCSR) exempt. Non-labor costs include: \$25K materials for software to make connections between Oracle and SQL. \$541K in Purchased Services is for PSDI consultants.		686.0 102.1
Total Activity Cost	1.7	788.1
BMS - Decision Support System (DSS) DSS will be a single system providing OLAP (Online Analytical Processing), graphical and standard reporting, and online query of business systems data. BMS - DSS activity is only that workscope related to use of DSS to provide "proof of concept" for online transaction processing for various BMS migration activities. \$87K labor costs include: 0.2 org exempt and 1.0 support (BCSR) exempt. Non-labor costs include: \$10K in materials and \$175K purchased services for Dun & Bradstreet support.		271.6 59.2
Total Activity Cost	1.2	330.8
Activity Detailed Description		
Total Activity Cost	0.0	0.0
Page Total	10.0	2387.7

FINANCIAL SERVICES
WBS 6.10.4

FY 1996 Program Plan

WHC-SP-1106

MILESTONE LIST			
Milestone Type	Control Number	Milestone Description	Milestone Completion Date
RL	FFS-96-001 thru 012	Monthly 6.10.4 Site Management System Report	3rd Fiscal Friday-Month
RL	FFS-96-013	FY 1997 Site Support Program Plan	08/30/96
DOE-HQ	FFS-96-014 thru 025	Departmental Integrated Standardized Core Accounting System (DISCAS) and Financial Information System (FIS)	3rd working day of each month
DOE-HQ	FFS-96-026	Financial Statement	11/95
RL	FFS-96-027	Voucher for Net Expenditures Accrued (VANE)	11/95
RL	FFS-96-028	Cost Accounting Standards Board Disclosure Statement	03/01/96
RL	FFS-96-029	Financial Management System Input	TBD (per RL)
RL	FFS-96-030 thru 033	Provide Quarterly Report Outlining BCSR Cost	Last day of fiscal quarter
RL	FFS-96-034	Provide Summary of Overhead Rates and Application Matrix	12/29/95
RL	FFS-96-035 thru 038	Quarterly Operations Enhancement/ Cost Savings Update	01/02/96 04-07/01/96 09/30/96
RL	FFS-96-039	Provide Summary of Departmental Overhead Structure	10/31/95
RL	FFS-96-040 thru 043	Quarterly DARTS and Status Reports	10 working days after end of fiscal quarter
CNTR	FFS-96-044 thru 047	Corrective Action Follow-Up	End of the fiscal quarter
RL	FFS-96-048	Annual Allowable Cost Audit	12/30/95
RL	FFS-96-049	Annual Inspector General Summary Report	01/15/96
CNTR	FFS-96-050	Fiscal Year 1997 Audit Call Letter	05/10/96
RL	FFS-96-051	Fiscal Year 1997 Audit Plan	06/30/96
CNTR	FFS-96-052	Property Record Unit Catalog	06/15/96

WBS 6.10.4

FY 1996 Program Plan

WHC-SP-1106

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FINANCIAL SERVICES
WBS 6.10.4

FY 1996 Program Plan

WHC-SP-1106

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Site Management System (SMS) Monthly 6.10.4 Report			Date Prepared: June 30, 1995
Assigned To: P.C. Felts			CIN: N/A
WBS Designator: 6.10.4			Due Date: 3rd Friday Fiscal Month
Control Number: FFS-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 P. C. Felts	Date 6/3/95	Program/Project Manager K. C. Williams	Date
Program Element Manager P. C. Felts	Date	DOE Monitor J.K. Absher	Date

FINANCIAL SERVICES
WBS 6.10.4

FY 1996 Program Plan

WHC-SP-1106

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: FY 1997 Site Support Program Plan (SSPP)			Date Prepared: June 30, 1995
Assigned To: P.C. Felts			CIN: N/A
WBS Designator: 6.10.4			Due Date: 08/30/96
Control Number: FFS-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 6.10.4 Financial Services 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 P. C. Felts	Date 10/3/95	Program/Project Manager K. C. Williams	Date
Program Element Manager P. C. Felts	Date	DOE Monitor J.K. Absher	Date

FINANCIAL SERVICES

WBS 6.10.4

FY 1996 Program Plan

WHC-SP-1106

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Departmental Integrated Standardized Core Accounting System (DISCAS) and Financial Information System Submittal			Date Prepared: June 30, 1995
Assigned To: P.C. Felts			CIN: N/A
WBS Designator: 6.10.4.2			Due: 3rd working day of each month
Control Number: FFS-96-014 thru 025			Revision:
Milestone Type: ☒ DOE-HQ ☐ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Prepare and submit financial data input to the DISCAS and FIS.			
Description of what constitutes completion of this milestone:			
Timely, accurate data input to the DISCAS and FIS in accordance with specified dates listed above.			
Cost Account Manager P. C. Felts	Date 10/3/95	Program/Project Manager K. C. Williams	Date
Program Element Manager P. C. Felts	Date	DOE Monitor J. K. Absher	Date

FINANCIAL SERVICES
WBS 6.10.4

FY 1996 Program Plan

WHC-SP-1106

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Financial Statement Submittal			Date Prepared: June 30, 1995
Assigned To: P.C. Felts			CIN: N/A
WBS Designator: 6.10.4.2			Due: 11/95
Control Number: FFS-96-026			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			
Prepare annual Financial Statement.			
Description of what constitutes completion of this milestone:			
Timely, accurate preparation of WHC Financial Statements and narrative comments in accordance with specified date listed above.			
Cost Account Manager P. C. Felts	Date 10/4/95	Program/Project Manager K. C. Williams	Date
Program Element Manager P. C. Felts	Date	DOE Monitor J. K. Absher	Date

FINANCIAL SERVICES
WBS 6.10.4

FY 1996 Program Plan

WHC-SP-1106

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Voucher For Net Expenditures Accrued (VANEA)			Date Prepared: June 30, 1995
Assigned To: P.C. Felts			CIN: N/A
WBS Designator: 6.10.4.2			Due: 11/95
Control Number: FFS-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			
Prepare annual VANEA report.			
Description of what constitutes completion of this milestone:			
Timely, accurate preparation of the VANEA report in accordance with specified date listed above.			
Cost Account Manager P. C. Felts		Program/Project Manager K. C. Williams	
Date 10/3/95		Date	
Program Element Manager P. C. Felts		DOE Monitor J. K. Absher	
Date		Date	

FINANCIAL SERVICES
WBS 6.10.4

FY 1996 Program Plan

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Cost Accounting Standards Board Disclosure Statement			Date Prepared: June 30, 1995
Assigned To: P.C. Felts			CIN: N/A
WBS Designator: 6.10.4.2			Due: 03/01/96
Control Number: FFS-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			
Prepare annual updated Accounting Disclosure Statement for approval, as required by 91-379.			
Description of what constitutes completion of this milestone:			
Issuance of Cost Accounting Standards Board Disclosure Statement for approval.			
Cost Account Manager P. C. Felts		Date 10/3/95	
Program/Project Manager K. C. Williams		Date	
Program Element Manager P. C. Felts		DOE Monitor J. K. Absher	
Date		Date	

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Financial Management System Input			Date Prepared: June 30, 1995
Assigned To: P.C. Felts			CIN: N/A
WBS Designator: 6.10.4.2			Due: TBD
Control Number: FFS-96-029			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☒ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Submit input of financial management system information for the Chief Financial Officer's five-year plan in accordance with instructions received in annual DOE call letter.			
Description of what constitutes completion of this milestone:			
Letter transmittal of financial management system information to RL.			
Cost Account Manager P. C. Felts	Date 10/3/95	Program/Project Manager K. C. Williams	Date
Program Element Manager P. C. Felts	Date	DOE Monitor J. K. Absher	Date

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Quarterly IRM Cost Report			Date Prepared: June 30, 1995
Assigned To: P.C. Felts			CIN: N/A
WBS Designator: 6.10.4.2			Due: Last day of fiscal quarter
Control Number: FFS-96-030 thru 033			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
A comprehensive report summarizing the total Information Resource Management costs incurred by WHC/ICF-KH/BCSR.			
Description of what constitutes completion of this milestone:			
On the last day of the month following each fiscal quarter, a comprehensive report is due to RL summarizing the total costs incurred by Boeing Computer Services Richland. The report summarizes the total costs for the quarter.			
Cost Account Manager P. C. Felts	Date 10/3/95	Program/Project Manager K. C. Williams	Date
Program Element Manager P. C. Felts	Date	DOE Monitor J. K. Absher	Date

Assigned to Dave Borders

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Summary Of Overhead Rates and Application Matrix			Date Prepared: June 30, 1995
Assigned To: P.C. Felts			CIN: N/A
WBS Designator: 6.10.4.2			Due: 12/29/95
Control Number: FFS-96-034			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☒ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Develop a matrix outlining the overhead rate application for all WHC/ICF-KH/BCSR activities.			
Description of what constitutes completion of this milestone:			
A letter detailing the overhead application matrix on or before the scheduled due date.			
Cost Account Manager P. C. Felts		Program/Project Manager K. C. Williams	Date 10/3/95
Program Element Manager P. C. Felts		DOE Monitor J. K. Absher	Date

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Quarterly Operations Enhancement/Cost Savings Update			Date Prepared: June 30, 1995
Assigned To: P.C. Felts			CIN: N/A
WBS Designator: 6.10.4.2			Due: 01/02/96 04-07/01/96 09/30/96
Control Number: FFS-96-035 thru 038			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE ☒ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
A quarterly report that outlines operations enhancements and/or cost saving initiatives for the previous fiscal quarter.			
Description of what constitutes completion of this milestone:			
A comprehensive report due the end of each fiscal quarter.			
Cost Account Manager P. C. Felts	Date 10/9/95	Program/Project Manager K. C. Williams	Date
Program Element Manager P. C. Felts	Date	DOE Monitor J. K. Absher	Date

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Summary of Departmental Overhead Structure			Date Prepared: June 30, 1995
Assigned To: P. C. Felts			CIN: N/A
WBS Designator: 6.10.4.2			Due: 10/31/95
Control Number: FFS-96-039			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE ☒ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☒ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Provide a summary of the WHC/ICF-KH/BCSR overhead rates and associated names, including rationale for the new structure.			
Description of what constitutes completion of this milestone:			
A letter to be submitted to RL which includes the above milestone description on or before the scheduled due date.			
Cost Account Manager P. C. Felts	Date 10/3/95	Program/Project Manager K. C. Williams	Date
Program Element Manager P. C. Felts	Date	DOE Monitor J. K. Absher	Date

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Quarterly DARTS and Status Report			Date Prepared: June 30, 1995
Assigned To: L.C. Hubbard			CIN: N/A
WBS Designator: 6.10.4.4			Due: 10 working days after end of each quarter
Control Number: FFS-96-040 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			
A quarterly audit status report and quarterly corrective action tracking report (DARTS) is due to the customer approximately 10 working days after the end of each quarter of the fiscal year.			
Description of what constitutes completion of this milestone:			
Submittal of each report on the due date established by RL.			
Cost Account Manager L. C. Hubbard		Date 10/9/95	Program/Project Manager K. C. Williams
Program Element Manager L. C. Hubbard		Date 10/9/95	DOE Monitor D. A. O'Toole

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Corrective Action Follow-Up		Date Prepared: June 30, 1995	
Assigned To: L.C. Hubbard		CIN: N/A	
WBS Designator: 6.10.4.4		Due: End of each fiscal quarter	
Control Number: FFS-96-044 thru 047		Revision:	
Milestone Type: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	Division: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Documented follow-up	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) WHC Audit Manager
Milestone Description			
Initiate and complete audit finding corrective action follow-up process each quarter.			
Description of what constitutes completion of this milestone:			
Documented follow-up by the end of each quarter of all audit findings with completion due dates falling in the quarter.			
Cost Account Manager L. C. Hubbard	Date	Program/Project Manager K. C. Williams	Date
Program Element Manager L. C. Hubbard	Date	DOE Monitor D. A. O'Toole	Date

Linda Z. G. 10/9/95

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Annual Allowable Cost Audit			Date Prepared: June 30, 1995
Assigned To: L.C. Hubbard			CIN: N/A
WBS Designator: 6.10.4.4			Due: 12/30/95
Control Number: FFS-96-048			Revision:
Milestone Type: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	Division: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Audit	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
Milestone Description			
Annual fiscal year end audit covering detailed testing to provide reasonable assurance that WHC internal controls are sufficient to prevent unallowable costs from being charged to the DOE contract.			
Description of what constitutes completion of this milestone:			
Completion of the audit testing in the year end audit related to allowable costs by December 30, 1995.			
Cost Account Manager L. C. Hubbard	Date 10/9/95	Program/Project Manager K. C. Williams	Date
Program Element Manager L. C. Hubbard	Date 10/9/95	DOE Monitor D. A. O'Toole	Date

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Annual Inspector General Summary Report			Date Prepared: June 30, 1995
Assigned To: L.C. Hubbard			CIN: N/A
WBS Designator: 6.10.4.4			Due: 01/15/96
Control Number: FFS-96-049			Revision:
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☒ Report ☐ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) DOE-IG
Milestone Description			
Annual report is a summary of all audits completed in the fiscal period. The report highlights significant audit findings and details the allowable cost audit approach and any unallowable costs detected throughout the year.			
Description of what constitutes completion of this milestone:			
Issuance of the Annual Report on January 15, 1996.			
Cost Account Manager L. C. Hubbard		Date 10/9/95	Program/Project Manager K. C. Williams
Program Element Manager L. C. Hubbard		Date 10/9/95	DOE Monitor D. A. O'Toole

Linda H. Goff

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Fiscal Year 1997 Audit Call Letter			Date Prepared: June 30, 1995
Assigned To: L.C. Hubbard			CIN: N/A
WBS Designator: 6.10.4.4			Due: 05/10/96
Control Number: FFS-96-050			Revision:
Milestone Type: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	Division: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☒ Letter ☐ Drawings ☐ Other (specify) _____	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) WHC Management
Milestone Description			
The annual call letter requests input from management on areas they believe would benefit from an audit. Management also provides a risk ranking for each suggested audit.			
Description of what constitutes completion of this milestone:			
Issuing an audit call letter to WHC management soliciting their input to the FY 1996 audit planning process by May 10, 1995.			
Cost Account Manager L. C. Hubbard	Date 10/9/95	Program/Project Manager K. C. Williams	Date
Program Element Manager L. C. Hubbard	Date 10/9/95	DOE Monitor D. A. O'Toole	Date

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Fiscal Year 1997 Audit Plan		Date Prepared: June 30, 1995	
Assigned To: L.C. Hubbard		CIN: N/A	
WBS Designator: 6.10.4.4		Due: 06/30/96	
Control Number: FFS-96-051		Revision:	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Plan	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☒ Other (specify) DOE-IG
Milestone Description			
Detailed audit plan for FY 1997 containing all assumptions, risk ranking factors, and planned audits for FY 1997.			
Description of what constitutes completion of this milestone:			
Issuance of the plan to RL and the DOE-IG on June 30, 1996.			
Cost Account Manager L. C. Hubbard	Date 10/9/95	Program/Project Manager K. C. Williams	Date
Program Element Manager L. C. Hubbard	Date 10/9/95	DOE Monitor D. A. O'Toole	Date

Linda F. Long

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Property Record Unit Catalog			Date Prepared: June 30, 1995
Assigned To: P.C. Felts			CIN: N/A
WBS Designator: 6.10.4.2			Due: 06/15/96
Control Number: FFS-96-052			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			
Prepare annual updated Property Record unit catalog.			
Description of what constitutes completion of this milestone:			
Timely, accurate update of the Property Record unit catalog in accordance with the specified execution date listed above.			
Cost Account Manager P. C. Felts	Date 6/3/95	Program/Project Manager K. C. Williams	Date
Program Element Manager P. C. Felts	Date	DOE Monitor J. K. Absher	Date

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Complete Alternative Analysis For A Replacement Financial System			Date Prepared: June 30, 1995
Assigned To: J.D. Panasiti			CIN: N/A
WBS Designator: 6.10.4.5			Due: 06/30/96
Control Number: FFS-96-053			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) Program/Project Manager
Milestone Description <p>The alternative analysis will detail the options for a financial management system and will include recommended implementations for related hardware, software, policies, and procedures. The alternative analysis will also coordinate with, and fold in the results of, current re-engineering effort to determine appropriate fit.</p>			
Description of what constitutes completion of this milestone: <p>A letter documenting completion of the alternative analysis, and including key findings and highlights of the analysis, is due to the WHC Program/Project manager on June 30, 1996.</p>			
Cost Account Manager J. D. Panasiti		Date 10/20/95 Program/Project Manager K. C. Williams	
Program Element Manager J. D. Panasiti		Date 10/20/95 DOE Monitor J. K. Absher	

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Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Complete Alternative Analysis For An Integrated Program Management System (IPMS)			Date Prepared: June 30, 1995
Assigned To: P.J. Bence			CIN: N/A
WBS Designator: 6.10.4.5			Due: 06/30/96
Control Number: FFS-96-054			Revision:
Milestone Type: ☐ DOE-HQ ☐ DOE-RL ☒ CNTR	Division: ☐ State ☐ Federal ☐ DOE ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☒ Letter ☐ Drawings ☐ Other (specify)	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL ☒ Other (specify) Program/Project Manager
Milestone Description			
<p>The alternative analysis will detail the options for an IPMS and will include recommended implementations for related hardware, software, policies, and procedures. The alternative analysis will also coordinate with, and fold in the results of, current re-engineering efforts to determine appropriate fit.</p>			
Description of what constitutes completion of this milestone:			
<p>A letter documenting completion of the alternative analysis, and including key findings and highlights of the analysis, is due to the WHC Program/Project manager on June 30, 1996.</p>			
Cost Account Manager J. D. Panasiti		Date 10/27/95	
Program/Project Manager K. C. Williams		Date	
Program Element Manager P. J. Bence		Date	
DOE Monitor J. K. Absher		Date	

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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
6.10.4.1	OP	\$ 7,868.5	\$8,104.6	\$8,347.7	\$8,598.1	\$8,856.1	\$9,121.7	\$9,395.4
6.10.4.2	OP	\$ 6,290.2	\$6,478.9	\$6,673.3	\$6,873.5	\$7,079.7	\$7,292.1	\$7,510.8
6.10.4.3	OP	\$ 3,012.0	\$3,102.4	\$3,195.4	\$3,291.3	\$3,390.0	\$3,491.7	\$3,596.5
6.10.4.4	OP	\$ 557.6	\$ 574.3	\$ 591.6	\$ 609.3	\$ 627.6	\$ 646.4	\$ 665.8
6.10.4.5	OP	\$ 2,387.7	\$2,459.3	\$2,533.1	\$2,609.1	\$2,687.4	\$2,768.0	\$2,851.0
Total Program Cost Summary	OP CE GPP LI	\$20,116.0	\$20719.5	\$21341.1	\$21981.3	\$22640.8	\$23319.9	\$24019.5
TOTAL		\$20,116.0	\$20719.5	\$21341.1	\$21981.3	\$22640.8	\$23319.9	\$24019.5

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

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Basis Of Estimate

Activity/Cost Account		FY 1996	FY 1997	FY1998
1MDD4B	\$ FTE	\$4,649.8 FTE 60.5	\$4,789.3	\$4,933.0
1MDD4A	\$ FTE	\$6,070.0 FTE 0.0	\$6,252.1	\$6,439.7
1MDD4K	\$ FTE	\$4,795.6 FTE 14.7	\$4,939.5	\$5,087.7
1MDBPS	\$ FTE	\$ 445.5 FTE 5.5	\$ 458.9	\$ 472.6
1MDD4G	\$ FTE	\$ 973.6 FTE 2.3	\$1,002.8	\$1,033.0
1MDB4D	\$ FTE	\$ 236.2 FTE 1.2	\$ 243.3	\$ 250.6
1MDD1C	\$ FTE	\$ 557.6 FTE 8.0	\$ 574.3	\$ 591.6
1MDDJP	\$ FTE	\$2,387.7 FTE 10.0	\$2,459.3	\$2,533.1

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.

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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				4	4	4	4	4
First line		3	3					
General/Executive		1	1					
Subtotal		4	4	4	4	4	4	4
ADMINISTRATIVE/OTHER PROFESSIONAL				37.6	37.6	37.6	37.6	37.6
Accountant/Auditor		37.6	37.6					
Subtotal		37.6	37.6	37.6	37.6	37.6	37.6	37.6
GENERAL ADMIN/ SECRETARY/CLERK				60.6	60.6	60.6	60.6	60.6
Office Clerk (Gen)		33	33					
Secretaries		4	4					
Other		23.6	23.6					
Subtotal		60.6	60.6	60.6	60.6	60.6	60.6	60.6
TOTAL FTEs		102.2	102.2	102.2	102.2	102.2	102.2	102.2

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PROGRAM BASELINES
Performance Measures

Performance measures are being re-developed due to the re-organization of Financial Administration and Control.

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EXECUTION YEAR
Technical Objectives

This section is not applicable to the 6.10.4 Financial Services Site Support Program Plan.