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Materials Management FY 1995 Site Support Program Plan WBS 6.10.7

E. C. Dahlin

Date Published
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Prepared for the U.S. Department of Energy

Westinghouse
Hanford Company

P.O. Box 1970
Richland, Washington

Hanford Operations and Engineering Contractor for the
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Approved for Public Release

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procedures described in WHC-CM-3-4 and is:**

APPROVED FOR PUBLIC RELEASE

WHC Information Release Administration Specialist:

V. L. Birkland 9/22/95
V. L. Birkland

Site Support Program Plan Approval Sheet

6.10.7 MATERIALS MANAGEMENT

Assistant Manager-Contracting Officer's Representative

9/23/94

James E. Mecca, Acting Assistant Manager
Facility Transition and Infrastructure

RL Program Manager

9-16-94

Roberta J. Popp
Program Manager

WHC Director or VP

9/23/94

Larry F. Peters, Chief Financial Officer and
Manager of Administration

WHC Program Manager

9/16/94

Eric C. Dahlin, Manager, Materials Management

1.G

Item Number	Title	Description of Content	Frequency of Issuance	Due Date	Approval Requirements
1	Site Management Systems (SMS) Report	Report of progress on 1995 Fiscal Year Work Plan.	Monthly	3rd Friday of Fiscal Month	Manager Materials Management
2	Loss/Damage/Destruction Report	Report of items that are lost, damaged or destroyed including the circumstances and administrative actions to prevent recurrence.	As occurring	As occurring	Manager, Materials Management
3	DOE Precious Metals Program, Requirements for Precious Metals	Three year forecast of precious metals requirements.	Annual	August	Manager, Materials Management
4	Precious Metals Review	Review custodian management of precious metals for records completeness and accuracy, physical protection, compliance with requirements, and follow-up on prior action recommendations.	Annual	September	Manager, Materials Management
5	Report on Activities Generating Precious Metals	Report of recovery of precious metals from such sources as items excessed and returned to the Precious Metals Pool and silver recovered from photographic film and hypo solution.	Annual	October	Manager, Materials Management

1.G

Item Number	Title	Description of Content	frequency of Issuance	Due Date	Approval requirements
6	Report of Excess Personal Property Furnished to Non-Federal Recipients	Report of excess government personal property acquired by WIC from Federal Agencies or DOE direct operations.	Annual	October	Manager, Materials Management
7	Management of Equipment Held for Future Projects (EHFFP)	Report of Equipment Held for Future Projects which has been retained for three years or longer.	Annual	November	Manager, Materials Management
8	Site Support Program Plan	Fiscal Year Work Plan for the coming year.	Annual	September	Manager, Materials Management
9	Walkthrough Plan	Plan for Property Management Walkthroughs	Annual	Last work day of September	Manager, Materials Management
10	Walkthrough Reports	Report Property Management Walkthrough observations, findings and responses	30 days after walkthrough	30 days after walkthrough	Manager, Materials Management
11	Inventory Schedule	Plan for physical inventory of government property	Annual	Last work day of September	Manager, Materials Management

1.G

Item Number	Title	Description of Content	Frequency of Issuance	Due Date	Approval Requirements
12	Inventory Report	Report closed inventories for the month and Fiscal Year to date including numbers and percentage of items and value inventoried, written off and added.	Monthly	Last working day of the month reported	Manager, Materials Management
13	Sensitive Property Consumption Review Report	Report the results of sensitive stores & direct purchased item consumption.	Semi-Annual	January & July	Manager, Materials Management
14	Report of Numbers and Value of Personal Property Items	Report numbers and value of Fixed Capital, Movable Capital, Sensitive, Non-Capital/Non-Sensitive and Equipment Held for Future Projects items.	Semi-Annual	March & September	None
15	Property Management Articles	Publish Articles, notices bulletins on appropriate property management subjects	Quarterly	December, March, June, September	Manager, Materials Management
16	Recycling Articles	Articles promoting recycling and conservation efforts.	Bi-Monthly	Bi-Monthly	Manager, Excess, Surplus Sales & Shipping

1.G

Item Number	Title	Description of Content	Frequency of Issuance	Due Date	Approval Requirements
17	Community Outreach	Participation in School Ambassador Program, Earth Day, and other activities that support and publicize Hanford recycle efforts.	Semi-Annual	March & September	Manager, Excess Surplus Sales & Shipping
18	Stores Inventory Performance Indicators	Includes (a) information on General Supplies Inventory value, turnover, service level, month/year supply on hand, line items and excess activity &; (b) information on excess redistribution and sale activity.	Quarterly	15th work-day of the month following the last day of the quarter.	Manager, Procurement & Materials Management (PMM)
19	Precious Metal call letter	Request all Hanford Contractors to forecast anticipated volume of excess precious metals.	Annual	January	Manager, PMM
20	Annual Report of Fixed Price Sales	Yearly fixed price sales activity provided to the General Services Administration in Auburn.	Annual	October	Manager, Excess, Surplus Sales & Shipping

1.G

Item Number	Title	Description of Content	Frequency of Issuance	Due Date	Approval Requirements
21	General Supplies Inventory Control	Automate cycle counting within the Warehouse Inventory Management System	N/A	01/30/95	General Supplies Inventory Manager
22	Utilization & Disposal of Excess & Surplus personal property.	Report #CR-85-2, provides annual summary of the utilization & disposal of excess & surplus personal property.	Annual	Last working day of October	Manager, Excess, Surplus Sales & Shipping
23	Allowable Loss Rates for Financially Controlled Inventories	Report of physical inventory losses of Precious Metals and Financially Controlled Inventories.	Annual	November	Manager, Materials Management
24	Materials Management Training Summary	Quarterly summary of training provided to and by Materials Management Personnel to enhance safety awareness, skill levels and customer awareness.	Quarterly	15th work day of the month following the last day of the quarter.	Manager, Materials Management
25	Mathematics and Science Education Gift Program	Annual report of property gifted to primary and secondary schools in support of the Mathematics and Science Education Gift program.	Annual	Last work day of October	Manager, Excess, Surplus Sales & Shipping

2.A.1 Work Breakdown Structure and Responsibility Assignment Matrix		Westinghouse Hanford Company Materials Management SMS/WBS No. 6.10.7		FY 1995 Site Support Program Plan Date Prepared:06/28/94	
Program Element	Activity/Program Element	Cost Account	Title	Responsible Manager	Responsible Organization
Materials Management	Materials Management 6.10.7		Materials Management	E. C. Dahlin	Materials Management
	Property Management 6.10.7.1		Property Management	T.J. Christensen J. L. Utz	Property Records & Property Utilization
	Warehousing 6.10.7.2		Warehousing	J.B. Paris E.E. Fairchild H.C. Humphrey G.W. Sandall	Central Warehouse Operations 100 Area SWS 200 Area SWS 3/400 Area SWS
	Inventory Management 6.10.7.3		Inventory Management	J. G. Caudill R. E. Boykin	SCMT Inventory Mgmt.
	Investment Recovery 6.10.7.4		Investment Recovery	G. B. Carlson	Excess, Surplus Sales and Shipping
	Property Systems 6.10.7.5		Property Systems	J. N. Delahunt	Material Systems

2.A.2 Description of Activities	Westinghouse Hanford Company Materials Management SMS/WBS No. 6.10.7	FY 1995 Site Support Program Plan Date Prepared:06/28/94
ACTIVITY	DESCRIPTION	
Materials Management	Provide the Hanford Site with a safe, environmentally sound, and cost effective program for the receipt, storage, issuance, management and disposition of the government's physical assets.	
Property Management	Provide the systems, services, and management controls required by Federal and DOE regulations to maintain acceptable levels of property accountability and proper utilization of government owned property.	
Warehousing	Provide facilities, trained personnel, services, and management controls for the shipping, receiving, storage, issuance, and distribution of materials, parts, components and equipment required to support the ongoing operation of the Hanford Site.	
Inventory Management	Provide inventory management services to maintain appropriate levels of general supplies, spare parts, and essential materials to ensure availability of items required to support site operations is timely and provided at the lowest possible cost.	
Investment Recovery	Provide facilities, trained personnel, services, and management controls for the timely identification and disposition of assets excess to the needs of the site through redeployment, recycling initiatives, and public sale of surplus property.	
Property Systems	Operate, maintain and enhance the development of cost effective data systems to control and administer multi-contractor personal property assets.	

2.B.1 Milestone List		Westinghouse Hanford Company Program Title SMS/WBS No. 6.10.7		FY 1995 Site Support Program Plan Date Prepared: 06/28/94			
Milestone		WBS Number	Milestone Description				Due Date
Type	Number						
RL	MMO-95-001	6.10.7	Sustain "0" Lost Work Day injuries in Materials Management in FY 1995.				09/30/95
RL	MMO-95-002	6.10.7	Develop and implement a site wide training program for contractor employees on the Utilization and Disposal of Excess Property.				12/31/94
RL	PMR-95-001 through PMR-94-004	6.10.7.1	Complete 1/4 of required tagged property inventories.				12/31/94 03/31/95 06/30/95 09/30/95
RL	PMR-95-005 through PMR-95-008	6.10.7.1	Complete 1/4 of required materials inventories.				12/31/94 03/31/95 06/30/95 09/30/95
RL	PMR-95-009 and PMR-95-010	6.10.7.1	Maintain a cumulative inventory accuracy rate of at least 97%. Status to be reported semi-annually.				03/31/95 09/30/95

RL	PMR-95-011 and PMR-95-012	6.10.7.1	Reduce sudden loss and theft of property by 50% from the baseline established at fiscal year end 1994. Status to be reported semi-annually.				03/31/95 09/30/95
RL	PMU-95-001 through PMU-95-004	6.10.7.1	Complete 1/4 of required property management walkthroughs.				12/31/94 03/31/95 06/30/95 09/30/95
RL	PMU-95-005	6.10.7.1	Acquire \$3M in excess property through offsite acquisition from other DOE Sites and Federal agencies.				09/30/95
RL	WHS-95-001 and WHS-95-002	6.10.7.2	Conduct two public sales of surplus property in outer area warehousing facilities.				03/31/95 09/30/95
RL	IMS-95-001 through IMS-95-004	6.10.7.3	Develop and maintain a quarterly schedule of systems contracting activities and report progress towards completion.				12/31/94 03/31/95 06/30/95 09/30/95
RL	IMS-95-005 and IMS-95-006	6.10.7.3	Complete 1/2 of the required Spare Parts annual inventory reviews.				06/30/95 09/30/95

RL	IMS-95-007 and IMS-95-008	6.10.7.3	Perform continuous reviews and rejustifications of convenience storage inventory and report progress semi-annually.				03/31/95 09/30/95
RL	IMS-95-009	6.10.7.3	Reduce inventory line items by 20%, and inventory value by 25%, of the ending balance from FY 1994 through aggressive ARDT actions and through Systems Contracting.				09/30/95
RL	IRO-95-001 through IRO-95-004	6.10.7.4	Conduct four public auctions of surplus property.				12/31/94 03/31/95 06/30/95 09/30/95
RL	IRO-95-005 through IRO-95-008	6.10.7.4	Develop and maintain a quarterly schedule of Asset Redeployment Disposal Team (ARDT) activities and report completion of tasks by facility and area.				12/31/94 03/31/95 06/30/95 09/30/95
RL	IRO-95-009 and IRO-95-010	6.10.7.4	Publish a semi-annual report of Recycling accomplishments and initiatives.				03/31/95 09/30/95

2.C.1.1 Cost Baseline by Activity	Westinghouse Hanford Company Materials Management SMS/WBS No.6.10.7	FY 1995 SSPP Date Prepared: 06/28/94
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FY 1994 Cost Baseline (Dollars in Thousands)

Activity	Description	Total \$s
6.10.7.1	Property Management	\$ 2,716
6.10.7.2	Hanford Asset Recovery/Material Control	\$ 2,240
6.10.7.3	Central Warehouse Operations	\$ 4,713
6.10.7.4	Inventory Control	\$ 1,110
[Excludes company adders (G&A and CSP/Oversight)] FY 1994 Total for (SMS/WBS No)		\$ 11,154

FY 1995 Cost Baseline (Dollars in Thousands)

6.10.7.0	Materials Management Manager's Office	\$ 226
6.10.7.1	Property Management	\$ 1,922
6.10.7.2	Warehousing	\$ 5,905.8
6.10.7.3	Inventory Management	\$ 1,718.9
6.10.7.4	Investment Recovery	\$ 503
6.10.7.5	Property Systems	\$ 592
[Excludes company adders (G&A and CSP/Oversight)] FY 1995 Total for (SMS/WBS No)		\$10,867.7

2.C.1.1 Cost Baseline by Activity	Westinghouse Hanford Company Program or Program Element Title SMS/WBS No.6.10.7	FY 1995 SSPP Date Prepared: 06/28/94
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FY 1996 Cost Baseline (Dollars in Thousands)

Activity	Description	Total \$s
6.10.7	Materials Management Manager's Office	\$ 232.8
6.10.7.1	Property Management	\$ 1,979.6
6.10.7.2.	Warehousing	\$ 6,083
6.10.7.3	Inventory Management	\$ 1,770.5
6.10.7.4	Investment Recovery	\$ 518
6.10.7.5	Property Systems	\$ 609.8
[Excludes company adders (G&A and CSP/Oversight)] FY 1996 Total for (SMS/WBS No)		\$11,193.7

FY 1997 Cost Baseline (Dollars in Thousands)

	Cost baselines not provided for FY 1997 due to anticipated changes in scope.	
[Excludes company adders (G&A and CSP/Oversight)] FY 1997 Total for (SMS/WBS No)		

2.C.2 Cost Basis	Westinghouse Hanford Company Program Title SMS/WBS No.6.10.7	FY 1995 Site Support Program Plan Date Prepared 06/28/94
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All staff are level of effort with the exception of 17.5 non-aligned direct FTE's. The average company rates used are for each category of employee at 1,812 realization hours for FY-1995.

Assessments are based on current year rates. Other expenses are based on average historical needs as well as current information where available.

Escalation rate from WIC Controller guidance is 3%.

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
MANAGERS	14	15	15					
First line	12	13	13					
General/executive	2	2	2					
Project/Program								
Other								
ENGINEERS								
Chemical								
Civil								
Computer								
Electrical								
Environmental								
Industrial								
Mechanical								
Nuclear								
Petroleum/Mining								
Plant								
Quality Control								
Safety								
Other								
SCIENTISTS								
Chemists								
Environmental								
Geologists								
Life								
Material								

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS	39.8	38.5	38.5					
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal								
Cost Est/planner/sch								
Health Physics								
Industrial Hygiene								
Lawyers								
Personnel/Labor Rela								
Physicians								
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit								
Trainers								
Other	39.8	38.5	38.5					
JOB FAMILY								
Job category								
GEN ADM/SECRETARY/CLERK	33.5	30.0	30.0					
Admin Assistants								
Office Clerks (Gen)	33.5	30.0	30.0					
Office Clerks (Special)								

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

MATERIALS MANAGEMENT

FORM 2.C.3 FTEs

WBS Number 6.10.7

FY 1995 SS.

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
OPERATORS								
Chemical System								
Drillers								
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS	87.0	87.0	87.0					
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								
Laundry Workers								
Security Guards								
Other	87.0	87.0	87.0					

Work Breakdown Structure Dictionary	Westinghouse Hanford Company MATERIALS MANAGEMENT Part I - Summary (Dollars In 000's)		FY 1995 SSPP Rev. # 0		Funding Source:
					G&A
					SWS
					OST
					DOH
Cost Account 1MDL01	Cost Account Title MATERIALS MANAGEMENT				MGT PRO
SMS WBS 6.10.7.0 & .2 & .3 & .4	SMS Title MATERIALS MANAGEMENT				POOL MPR
CAM Review/Approval	Date 8/31/94				DIRECT
SMS Program Manager Review/Approval	Date		Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)		
Financial Manager Review/Approval	Date		FY 1994 Rate	FY 1995 Rate Request	
Responsible Analyst <i>JA Stewart</i>	Date 8/31/94		FY 1995 Target Rate	FY 1995 Approved Rate	
OSBRB Review/Approval	Date				
	FY 1994		FY 1995		
FULL-TIME EQUIVALENTS (FTEs)	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
. Organizational - Exempt	13	13		23.5	
. Organizational - Nonexempt	6	6		13	
. Organizational - Bargaining	8	8		15.5	
Total Organizational FTEs	27	27		52	
Support FTEs	9	8.5		8.5	
TOTAL FTEs	36	35.5		60.5	
COST ELEMENTS					
. Labor - Regular	1,788	1,795		2,904	
. Labor - Overtime	62	63		68	
0 Total Labor	1,850	1,858		2,972	
1 Materials	147	119		129	
2 Purchased Services	327	178		222	
3 Other Hanford	159	124		119	
4 Site Services	315	342		480	
5 Internal Charges	209	14		9	
6 IRM Support	82	84		172	
7 Overheads	191	190		171	
8 Revenue	(1,475)	(2,000)		(1,900)	
TOTAL DOLLARS	1,805	909		2,373	

3.A Work Breakdown Structure Dictionary	Westinghouse Hanford Company Materials Management	FY 1995 Site Support Program Plan
Cost Account No. IMDL01	Part II - Element Definition	Date Prepared: 06/29/94 Revision #0
SHS WBS Code: 6.10.7.0 & 2 & 3 & 4	Cost Account Title: Materials Management	
<p>Technical Description/Objectives:</p> <p>Support the Hanford Mission by maintaining an approved system for the management of government owned property assigned to the Westinghouse Hanford Company (WHC) in accordance with Federal and Department of Energy Property Management Regulations (PMRs). Develop and administer policies, programs, procedures and administrative controls required to provide Materials Management services from initial receipt of incoming materials through issuance for installation. Administer programs for the identification and final disposition of unneeded assets. Conduct all activities in a safe and environmentally sound manner.</p> <p>The IMDL01 Cost Account includes the following elements:</p> <ul style="list-style-type: none"> 6.10.7.0 - Materials Management Manager's Office (Program Office) 6.10.7.2 - MPR funded elements of Site Warehousing Services. 6.10.7.3 - Management of the general supplies and spare parts inventories and the Systems Contracting Management Team. 6.10.7.4 - Investment Recovery Operations and the Recycle Program. <p>Milestones: (See Section 3.B Milestone Description Sheets for details)</p> <p><u>Deliverables: (See Section 1.G of the Site Support Program Plan)</u></p>		

Cost Account No. 1MDL01	Part II - Materials Management 6.10.7.2									
Element Task Description	1994 FYSF		Delta		FY 1995		Delta		FY 1996	
Requests Within Target:	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s
<p>Activity Detailed Description:</p> <p>6.10.7.2 - MPR funded elements of Site Warehousing Services</p> <p>Provide facilities, trained personnel, services, and management controls for the receiving, storage, issuance and preventive maintenance of spare parts and convenience storage items stored in outer area warehousing facilities that support multiple site programs.</p> <p>NOTE: Comparative data between FY 1994 and FY 1995 and deltas are not included in this element due to organizational restructuring. Overall comparisons are included in the roll-up of the Cost Account.</p>										
6.10.7.2 Labor	N/A	N/A	N/A	N/A	11.0	508.6			11.0	523.9
6.10.7.2 Non-Labor	N/A	N/A	N/A	N/A	N/A	64.2			N/A	66.1

Cost Account No. 1MDL01	Part II - Materials Management										6.10.7.3	
	Element Task Description	1994 FYSF		Delta		FY 1995		Delta		FY 1996		
		FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s	
Requests Within Target:												
Activity Detailed Description:												
6.10.7.3 - Inventory Management of general supplies and spare parts and the Systems Contracting Management Team.												
Provide inventory management services to maintain appropriate levels of general supplies, spare parts and essential materials to ensure that availability of items required to support site operations, programs and projects is timely and provided at the lowest possible cost.												
NOTE: Comparative data between FY 1994 and FY 1995 and deltas are not included for this element due to organizational restructuring. Overall comparisons are included in the roll-up of the Cost Account.												
6.10.7.3 Labor		N/A	N/A	N/A	N/A	19.0	881.6			19.0	908.0	
6.10.7.3 Non-Labor		N/A	N/A	N/A	N/A	N/A	189.3			N/A	195.0	

Cost Account No. 1MDL01		Part II - Materials Management								6.10.7.4	
Element Task Description		1994 FYSF		Delta		FY 1995		Delta		FY 1996	
Requests Within Target:		FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s
Activity Detailed Description:											
6.10.7.4 - Investment Recovery											
Provide facilities, trained personnel, services and management controls for the timely identification and disposition of assets excess to the needs of the site through redeployment, recycling initiatives and public sale of surplus property.											
NOTE: Comparative data between FY 1994 and FY 1995 and deltas are not included for this element due to organizational restructuring. Overall comparisons are included in the roll-up of the Cost Account.											
6.10.7.4 Labor		N/A	N/A	N/A	N/A	20.0	969.5			20.0	998.6
6.10.7.4 Support from Others & Non-Labor		N/A	N/A	N/A	N/A	8.5	-466.5			8.5	-481

Cost Account No. 1MDL01	Part II - Materials Management 6.10.7									
Element Task Description	1994 FYSF		Delta		FY 1995		Delta		FY 1996	
Requests Within Target:	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s
Cost Account roll-up and comparative data for 1MDL01										
1MDL01 Labor	27.0	1850	25.0	1114	52	2972	0	89	52	3061
1MDL01 Support from Others and Non-Labor	9.0	-45	-.5	350	8.5	-599	0	-18	8.5	617
1MDL01 Total Cost Account	36	1805	24.5	1464	60.5	2373	0	71	60.5	2444

Work Breakdown Structure Dictionary	Westinghouse Hanford Company		FY 1995 SSPP		Funding Source:
	PROPERTY MANAGEMENT		Rev. # 0		G&A X
	Part I - Summary				SWS
	(Dollars in 000's)				OST
					DOH
Cost Account	Cost Account Title				MGT PRO
1MDD43	PROPERTY MANAGEMENT				POOL
SMS WBS	SMS Title		Annualized Rate		DIRECT
6. 10. 7. 1	MATERIALS MANAGEMENT		(For Organizational Overhead and Rated Service Pool Use Only)		
CAM Review/Approval	Date 8/31/94		FY 1994 Rate	FY 1995 Rate Request	
SMS Program Manager Review/Approval	Date				
Financial Manager Review/Approval	Date				
Responsible Analyst	Date 8/19/94		FY 1995 Target Rate	FY 1995 Approved Rate	
OSBRB Review/Approval	Date				
	FY 1994		FY 1995		
FULL-TIME EQUIVALENTS (FTEs)	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
Organizational - Exempt	20	20		19	
Organizational - Nonexempt	8	6.5		5	
Organizational - Bargaining					
Total Organizational FTEs	28	26.5		24	
Support FTEs	4.5	3.5		2.5	
TOTAL FTEs	32.5	30		26.5	
COST ELEMENTS					
Labor - Regular	1,586	1,531		1,397	
Labor - Overtime	5	10		10	
0 Total Labor	1,591	1,541		1,407	
1 Materials	136	104		113	
2 Purchased Services	148	26		33	
3 Other Hanford	2	1		2	
4 Site Services	183	181		191	
5 Internal Charges	79	27		26	
6 IRM Support	493	332		114	
7 Overheads	83	59		37	
8 Revenue	0	0		0	
TOTAL DOLLARS	2,716	2,270	2,181	1,922	

3.A Work Breakdown Structure Dictionary	Westinghouse Hanford Company Materials Management	FY 1995 Site Support Program Plan
Cost Account No. 1MDD43	Part II - Element Definition	Date Prepared:06/28/94 Revision #0
SHS WBS Code: 6.10.7.1	Cost Account Title: Property Management	
<p>Technical Description/Objectives:</p> <p>Provide the systems, services, and management controls required by Federal and Department of Energy (DOE) regulations to maintain acceptable levels of property accountability and proper utilization of government owned property.</p> <p>Milestones: (See Section 3.B Milestone Description Sheets for details)</p> <p><u>Deliverables: See Section 1.G of the Site Support Program Plan)</u></p>		

Cost Account No. 1MDD43	Part II - Materials Management 6.10.7.1									
Element Task Description	1994 FYSF		Delta		FY 1995		Delta		FY 1996	
Requests Within Target:	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s
Activity Detailed Description:										
6.10.7.1 - Property Management										
See page 3, Section 1.B.1 of the Site Support Program Plan										
1MDD43 Labor	28	1591	-4	-184	24	1407	0	42.2	24	1449
1MDD43 Support From Others and Non-Labor	4.5	1125	-2	-610	2.5	515	0	15.4	2.5	530.4
1MDD43 Total Cost Account	32.5	2716	-6	-794	26.5	1922	0	57.6	26.5	1979.4

Work Breakdown Structure Dictionary	Westinghouse Hanford Company CENTRAL STORES Part I – Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 0		Funding Source:
					G&A SWS OST DOH MGT PRO POOL MPR DIRECT
Cost Account 1MDL08	Cost Account Title CENTRAL WAREHOUSE OPERATION				
SMS WBS 6. 10. 7. 2	SMS Title MATERIALS MANAGEMENT		Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)		
CAM Review/Approval	Date 8/31/94		FY 1994 Rate		FY 1995 Rate Request
SMS Program Manager Review/Approval	Date				
Financial Manager Review/Approval	Date				
Responsible Analyst J. C. Stewart	Date 8/31/94		FY 1995 Target Rate		FY 1995 Approved Rate
OSBRB Review/Approval	Date				
	FY 1994		FY 1995		
FULL-TIME EQUIVALENTS (FTEs)	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
Organizational – Exempt	6	5.5		7	
Organizational – Nonexempt	10	9		10	
Organizational – Bargaining	58	58		60	
Total Organizational FTEs	74	72.5		77	
Support FTEs	8	8.8		8.8	
TOTAL FTEs	82	81.3		85.8	
COST ELEMENTS					
Labor – Regular	3,359	3,350		3,796	
Labor – Overtime	324	324		213	
0 Total Labor	3,683	3,674		4,009	
1 Materials	292	350		338	
2 Purchased Services	147	95		80	
3 Other Hanford	87	8		85	
4 Site Services	494	550		510	
5 Internal Charges	3	3		3	
6 IRM Support	106	110		110	
7 Overheads	119	140		114	
8 Revenue					
TOTAL DOLLARS	4,930	4,930		5,248	

3.A Work Breakdown Structure Dictionary	Westinghouse Hanford Company Materials Management	FY 1995 Site Support Program Plan
Cost Account No. 1MDL08	Part II - Element Definition	Date Prepared:06/28/94 Revision #0
SHS WBS Code: 6.10.7.2	Cost Account Title: Central Warehouse Operations	
<p>Technical Description/Objectives:</p> <p>Provide facilities, trained personnel, services and management controls for the shipping/receiving, storage, issuance and distribution of materials, parts, components and equipment required to support the ongoing operation of the Hanford Site.</p> <p>Milestones: (See Section 3.B Milestone Description Sheets for details)</p> <p><u>Deliverables</u> (See Section 1.G of the Site Support Program Plan)</p>		

Cost Account No.-1MDL08	Part II - Materials Management 6.10.7.2									
Element Task Description	1994 FYSF		Delta		FY 1995		Delta		FY 1996	
Requests Within Target:	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s
Activity Detailed Description:										
6.10.7.2 - Central Warehouse Operations										
See page 4, section 1.B.1 of the Site Support Program Plan.										
1MDL08 Labor	74	3683	3	326	77	4009	0	120.3	77	4129.3
1MDL08 Support From Others and Non-Labor	8	1247	.8	-8	8.8	1239	0	37.2	8.8	1276.2
1MDL08 Total Cost Account	82	4930	3.8	318	85.8	5248	0	157.5	85.8	5405.5

Work Breakdown Structure Dictionary	Westinghouse Hanford Company SITE WAREHOUSING & MATERIAL CONTROL Part I - Summary (Dollars In 000's)		FY 1995 SSPP Rev. # 0		Funding Source: G&A SWS OST DOH X MGT PRO POOL DIRECT
	Cost Account 1J4300	Cost Account Title AREA WAREHOUSING & MATERIAL CONTROL			
SMS WBS 6. 10. 7. 2	SMS Title MATERIALS MANAGEMENT			Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)	
CAM Review/Approval	Date 8/31/94			FY 1994 Rate 23 %	FY 1995 Rate Request 10.6 %
SMS Program Manager Review/Approval	Date			FY 1995 Target Rate	FY 1995 Approved Rate
Financial Manager Review/Approval	Date				
Responsible Analyst Guy Stewart	Date 8/19/94				
OSBRB Review/Approval	Date				
	FY 1994		FY 1995		
	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
FULL-TIME EQUIVALENTS (FTEs)					
. Organizational - Exempt	3	2.5		0	
. Organizational - Nonexempt	1	0.5		0	
. Organizational - Bargaining				0	
Total Organizational FTEs	4	3		0	
Support FTEs				0	
TOTAL FTEs	4	3		0	
COST ELEMENTS					
. Labor - Regular	206	170		0	
. Labor - Overtime	1	0		0	
0 Total Labor	207	170		0	
1 Materials	20	21		11	
2 Purchased Services	12	7		4	
3 Other Hanford	0	0		0	
4 Site Services	16	28		21	
5 Internal Charges	48	33		15	
6 IRM Support	72	88		34	
7 Overheads	0	0		0	
8 Revenue	0	0		0	
TOTAL DOLLARS	375	347		85	

3.A Work Breakdown Structure Dictionary	Westinghouse Hanford Company Materials Management	FY 1995 Site Support Program Plan
Cost Account No. 1J4300	Part II - Element Definition	Date Prepared: 06/28/94 Revision #0
SMS WBS Code: 6.10.7.2	Cost Account Title: Area Warehousing and Material Control	
<p>Technical Description/Objectives:</p> <p>Departmental overhead applied to direct funded Warehousing and Material Control activities utilized to liquidate routine business expenses for supplies, services, and computer support required to support the programmatic customer.</p> <p>Milestones: (See Section 3.B Milestone Description Sheets for details)</p>		

Cost Account No. 1J4300	Part II - Materials Management 6.10.7.2									
Element Task Description	1994 FYSF		Delta		FY 1995		Delta		FY 1996	
Requests Within Target:	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s
Activity Detailed Description:										
6.10.7.2 - Area Warehousing and Material Control.										
1J4300 Labor	4	207	-4	-207	0	0	0	0	0	0
1J4300 Non-Labor	0	168	0	-83	0	85	0	2.6	0	87.6
1J4300 Total Cost Account	4	375	-4	-290	0	85	0	2.6	0	87.6

Work Breakdown Structure Dictionary	Westinghouse Hanford Company _____(Insert responsible organization title here)_____ Part III – Liquidation Base Analysis FOR ORGANIZATIONAL OVERHEAD <u>ONLY</u>													FY 1995 SSPP Revision # 0						
Cost Account 1J4300	Cost Account Title OUTER AREA WAREHOUSING & MATERIAL CONTROL																			
	FY 1994 FORECAST (\$000)	FY 1995												(a)	x	(b)	x	(c)	=	(d)
DIRECT STAFF*														AVG. DIRECT STAFF	AVG. LABOR RATE	REALIZATION HOURS	DIRECT LABOR (\$000)			
EXEMPT		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	4	32.37	1812	205			
NONEX / PT / TEMP		3	3	3	3	3	3	3	3	3	3	3	3	3	16.26	1812	88			
BARGAINING		12	12	12	12	12	12	12	12	12	12	12	12	12	24.37	1812	508			
OVERTIME FACTOR %																		0		
DIRECT LABOR BASE		18	18	18	18	18	18	18	18	18	18	18	18	18	18			802		
ORG OVHD COST	347																		85	
DIRECT LABOR BASE	1,538																		802	
RATE (COST/BASE)	22.5%																		10.6%	

Work Breakdown Structure Dictionary	Westinghouse Hanford Company GENERAL SUPPLIES INVENTORY CONTROL Part I – Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 0		Funding Source:
					G&A
					SWS
					OST
					DOH
Cost Account 1MDL03	Cost Account Title INVENTORY ADMINISTRATION				MGT PRO
SMS WBS 6. 10. 7. 3	SMS Title MATERIALS MANAGEMENT				POOL MPR
CAM Review/Approval	Date 8/31/94				DIRECT
SMS Program Manager Review/Approval	Date		Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)		
Financial Manager Review/Approval	Date		FY 1994 Rate	FY 1995 Rate Request	
Responsible Analyst Judy Stewart	Date 8/19/94		FY 1995 Target Rate	FY 1995 Approved Rate	
OSBRB Review/Approval	Date				
	FY 1994		FY 1995		
FULL-TIME EQUIVALENTS (FTEs)	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
. Organizational – Exempt	5.8	4.5		0	
. Organizational – Nonexempt	5.5	4		0	
. Organizational – Bargaining					
Total Organizational FTEs	11.3	8.5		0	
Support FTEs	1.2	1		0.4	
TOTAL FTEs	12.5	9.5		0.4	
COST ELEMENTS					
. Labor – Regular	544	355		29	
. Labor – Overtime	3	1		0	
0 Total Labor	547	356		29	
1 Materials	143	145		80	
2 Purchased Services	541	610		533	
3 Other Hanford	0	0		0	
4 Site Services	49	52		0	
5 Internal Charges	0	0		0	
6 IRM Support	37	25		0	
7 Overheads	12	14		6	
8 Revenue	0	0		0	
TOTAL DOLLARS	1,328	1,202		648	

3.A Work Breakdown Structure Dictionary	Westinghouse Hanford Company Materials Management	FY 1995 Site Support Program Plan
Cost Account No. 1MDL03	Part II - Element Definition	Date Prepared:06/28/94 Revision #0
SHS WBS Code: 6.10.7.3	Cost Account Title: Inventory Administration	
<p>Technical Description/Objectives:</p> <p>This cost account is utilized exclusively to capture the costs of general supplies freight, warranty returns of ADP equipment and for engineering support in the review of specifications for inventory items.</p> <p>Milestones: (See Section 3.B Milestone Description Sheets for details)</p>		

Cost Account No. 1MDL03		Part II - Materials Management 6.10.7.3									
Element Task Description		1994 FYSF		Delta		FY 1995		Delta		FY 1996	
Requests Within Target:		FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s	FTEs	\$s
Activity Detailed Description:											
6.10.7.3 - Inventory Administration											
		11.3	547	-11.3	0	0	0	0	0	0	0
1MDL03 Labor											
1MDL03 Support From Others and Non-Labor		1.2	781	-.8	-133	.4	648	0	19.4	.4	667.4
1MDL03 Total Cost Account		12.5	1328	-12.1	-133	.4	648	0	19.4	.4	667.4

Work Breakdown Structure Dictionary	Westinghouse Hanford Company PROPERTY MANAGEMENT – PROPERTY SYSTEMS Part I – Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 0		Funding Source: G&A X SWS OST DOH MGT PRO POOL DIRECT
	Cost Account 1MDDPR	Cost Account Title PROPERTY MANAGEMENT SYSTEMS			
SMS WBS 6. 10. 7. 5	SMS Title MATERIALS MANAGEMENT			Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)	
CAM Review/Approval	Date 8/31/94	FY 1994 Rate		FY 1995 Rate Request	
SMS Program Manager Review/Approval	Date				
Financial Manager Review/Approval	Date				
Responsible Analyst Judy Stewart	Date 8/19/94	FY 1995 Target Rate		FY 1995 Approved Rate	
OSBRB Review/Approval	Date				
	FY 1994		FY 1995		
	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
FULL-TIME EQUIVALENTS (FTEs)					
. Organizational – Exempt					
. Organizational – Nonexempt					
. Organizational – Bargaining					
Total Organizational FTEs	0	0		0	
Support FTEs	2.4	2		2.4	
TOTAL FTEs	2.4	2		2.4	
COST ELEMENTS					
. Labor – Regular	149	128		152	
. Labor – Overtime	0	5		8	
0 Total Labor	149	133		159	
1 Materials	0	0		10	
2 Purchased Services	0	0		5	
3 Other Hanford	0	0		0	
4 Site Services	0	0		2	
5 Internal Charges	0	0		0	
6 IRM Support	203	130		163	
7 Overheads	52	37		60	
8 Revenue	0	0		0	
TOTAL DOLLARS	404	300		400	

3.A Work Breakdown Structure Dictionary	Westinghouse Hanford Company Materials Management	FY 1995 Site Support Program Plan
Cost Account No. 1MDDPR	Part II - Element Definition	Date Prepared: 06/28/94 Revision #0
SMS WBS Code: 6.10.7.5	Cost Account Title: Property Management Systems	
<p>Technical Description/Objectives:</p> <p>Production operation and software maintenance of the Property Management Systems including the production running of systems using central computing facilities, IRM and CON support to identify and correct system deficiencies and implement system enhancements.</p> <p>Milestones: (See Section 3.B Milestone Description Sheets for details)</p>		

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: "0" Lost Workday Injuries (LWDI)		Date Prepared: 08/31/94	
Assigned To: Materials Management		CIN:	
WBS Designator: 6.10.7		Due Date: 09/30/95	
Control Number: MMO-95-001		Revision: 0	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other X (specify) Monthly Updates	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL X ☐ Other (specify)
Milestone Description Sustain "0" Lost Worday Injuries in the Materials Management program during FY 1995. Report progress monthly to DOE-RL.			
Description of what constitutes completion of this milestone: Achieve safety record as stated above.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager EC Dahlin	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Utilization and Disposal Training		Date Prepared: 08/31/94	
Assigned To: Materials Management		CIN:	
WBS Designator: 6.10.7		Due Date: 12/31/94	
Control Number: MMO-95-002		Revision: 0	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other X (specify) Training Class available for enrollment	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL X ☐ Other (specify)
Milestone Description			
Develop and implement a site-wide training program for contractor employees on the utilization and disposal of excess property.			
Description of what constitutes completion of this milestone:			
This milestone will be completed when the class is available for enrollment by contractor employees. DOE-RL will be invited to participate in the dry run prior to formalization of the class.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager EC Dahlin	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Complete tagged property inventories.		Date Prepared: 08/31/94	
Assigned To: Property Records Section		CIN:	
WBS Designator: 6.10.7.1		Due Date: 12/31/94 03/31/95 06/30/95 09/30/95	
Control Number: PMR-95-001, 002, 003, 004		Revision: 0	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other X Performance Measurement chart	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL X ☐ Other (specify)
Milestone Description			
Prepare a schedule at the beginning of the fiscal year to ensure that all required physical inventories of tagged property are completed. Report progress towards completion of the goal on a quarterly basis.			
Description of what constitutes completion of this milestone:			
All inventories scheduled during the quarterly performance period will be completed. The cumulative results of these inventories also support milestones PMR-95-009 & 010.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager TJ Christensen	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET			
Title: Complete financially controlled material inventories.			Date Prepared: 08/31/94
Assigned To: Property Records Section			CIN:
WBS Designator: 6.10.7.1			Due Date: 12/31/94 03/31/95 06/30/95 09/30/95
Control Number: PMR-95-005, 006, 007, 008			Revision: 0
Milestone Type: ☐ DOE-HQ ☐ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☐ Other X Performance Measurement chart	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL X ☐ Other (specify)
Milestone Description <p>Prepare a schedule at the beginning of the fiscal year to ensure that all required inventories of financially controlled materials are completed. Report progress towards completion of the goal on a quarterly basis.</p>			
Description of what constitutes completion of this milestone: <p>All inventories scheduled during the quarterly performance period will be completed. The cumulative results of these inventories also support milestones PMR-95-009 & 010.</p>			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager TJ Christensen	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Maintain 97% accuracy rate of inventory.		Date Prepared: 08/31/94	
Assigned To: Property Records Section		CIN:	
WBS Designator: 6.10.7.1		Due Date: 03/31/95 09/30/95	
Control Number: PMR-95-009 & 010		Revision: 0	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other X Performance Measurement chart	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL X ☐ Other (specify)
Milestone Description			
Maintain a cumulative initial inventory accuracy rate for all property and inventory of at least 97% and report progress towards the goal on a semi-annual basis.			
Description of what constitutes completion of this milestone:			
Data will be provided to DOE-RL via the monthly performance measurement indicators.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager TJ Christensen	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Reduce Property Losses		Date Prepared: 08/31/94	
Assigned To: Property Utilization Section		CIN:	
WBS Designator: 6.10.7.1		Due Date: 03/31/95 09/30/95	
Control Number: PMR-95-011 & 012		Revision:	
Milestone Type: ☐ DOE-HQ ☐ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☐ Other X (specify) Via ongoing submittals of LDDR's.	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL X ☐ Other (specify)
Milestone Description			
Reduce theft and sudden loss of property by 50% of the baseline established at the end of FY 1994 based on the running list maintained by DOE-RL. Report progress semi-annually.			
Description of what constitutes completion of this milestone:			
Achieve reduction as stated above.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager JL Utz	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Complete property management walkthroughs of plant facilities.		Date Prepared: 08/31/94	
Assigned To: Property Utilization Section		CIN:	
WBS Designator: 6.10.7.1		Due Date: 12/31/94 03/31/95 06/30/95 09/30/95	
Control Number: PMU-95-001, 002, 003, 004		Revision: 0	
Milestone Type: ☐ DOE-HQ ☐ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☐ Other X Performance Measurement chart	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL X ☐ Other (specify)
Milestone Description <p>Prepare a schedule at the beginning of the fiscal year to ensure that property management walkthroughs are conducted in all appropriate operating and storage facilities based on the criteria provided by DOE-RL. Report the progress towards completion of the goal on a quarterly basis.</p>			
Description of what constitutes completion of this milestone: <p>All walkthroughs of scheduled facilities during the quarterly performance period will be completed. At least 50% of all walkthroughs will be attended by senior management of the facility. 100% of all walkthroughs will be attended by management from the Materials Management organization. All corrective actions resulting from walkthroughs will be monitored for completion.</p>			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager JL Utz	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: \$3M in Utilization of Offsite Excess		Date Prepared: 08/31/94	
Assigned To: Property Utilization Section		CIN:	
WBS Designator: 6.10.7.1		Due Date: 09/30/95	
Control Number: PMU-95-005		Revision: 0	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other X (specify) Monthly performance indicator	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL X ☐ Other (specify)
Milestone Description Acquire \$3M in excess property through offsite acquisition from other DOE Sites and Federal Agencies. Report progress via the monthly Performance Measurement Indicators.			
Description of what constitutes completion of this milestone: Achieve reutilization totals stated above by fiscal year end 1995.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager JL Utz	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Public Sales in Area Warehouses		Date Prepared: 08/31/94	
Assigned To: Excess, Surplus Sales and Shipping Section		CIN:	
WBS Designator: 6.10.7.4		Due Date: 06/30/95 09/30/95	
Control Number: WHS-95-001 and 002		Revision: 0	
Milestone Type: ☐ DOE-HQ ☐ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☐ Other (specify) Report via SMS	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL X ☐ Other (specify)
Milestone Description			
Conduct two (2) public sales of surplus property in the outer area warehouses. Conduct one (1) sale prior to 06/30/95 and one (1) sale prior to 09/30/95.			
Description of what constitutes completion of this milestone:			
Report sales results via monthly SMS submittal.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager GB Carlson	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Systems Contracting Activity		Date Prepared: 08/31/95	
Assigned To: Systems Contract Management Team		CIN:	
WBS Designator: 6.10.7.3		Due Date: 12/31/94 03/31/95 06/30/95 09/30/95	
Control Number: IMS-95-001, 002, 003, & 004		Revision: 0	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL x ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other X (specify) Via monthly SMS	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL x ☐ Other (specify)
Milestone Description			
Develop and maintain a quarterly schedule of Systems Contracting and progress towards completion.			
Description of what constitutes completion of this milestone:			
Milestone commitment is considered complete when the activities are completed in accordance with the schedule and or progress is accepted by the Program Manager.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager JG Caudill	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Spare Parts Annual Reviews		Date Prepared: 08/31/95	
Assigned To: Inventory Management		CIN:	
WBS Designator: 6.10.7.3		Due Date: 03/31/95 09/30/95	
Control Number: IMS-95-005 and 006		Revision: 0	
Milestone Type: ☐ DOE-HQ ☐ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☐ Other X (specify) Via monthly SMS	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL X ☐ Other (specify)
Milestone Description Complete the ongoing processes required to rejustify Spare Parts Inventory for retention in accordance with Property Management Regulations. Report progress semi-annually.			
Description of what constitutes completion of this milestone: Milestone completion will be reported via monthly SMS. Data will be provided to DOE-RL to substantiate the validity of the review process.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager RE Boykin	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Convenience Storage Rejustification		Date Prepared: 08/31/95	
Assigned To: Inventory Management		CIN:	
WBS Designator: 6.10.7.3		Due Date: 03/31/95 09/30/95	
Control Number: IMS-95-007 & 008		Revision: 0	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL X ☐ CNTR	Division: ☐ State ☒ Federal ☐ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☐ Other X (specify) Via monthly SMS	ADDRESS TO: ☒ DOE-HQ ☐ DOE-RL X ☐ Other (specify)
Milestone Description			
Complete the ongoing processes required to rejustify convenience storage inventory to ensure compliance with property management Regulations. Report progress semi-annually.			
Description of what constitutes completion of this milestone:			
Milestone completion will be reported via monthly SMS. Data will be provided to DOE-RL to substantiate the validity of the review process.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager RE Boykin	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Reduce Inventory Line Items and Value		Date Prepared: 08/31/94	
Assigned To: Inventory Management Section		CIN:	
WBS Designator: 6.10.7.3		Due Date: 09/30/95	
Control Number: IMS-95-009		Revision: 0	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other X (specify) Via monthly SMS	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL X ☐ Other (specify)
Milestone Description			
Reduce inventory line items by 20% and inventory value by 25% from the ending balance established at fiscal year end 1994.			
Description of what constitutes completion of this milestone:			
Achieve reductions as stated above.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager RE Boykin	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Public Sales of Surplus Property		Date Prepared: 08/31/94	
Assigned To: Excess, Surplus Sales and Shipping Section		CIN:	
WBS Designator: 6.10.7.4		Due Date: 12/31/94 03/31/95 06/30/95 09/30/95	
Control Number: IRO-95-001, 002, 003, & 004		Revision: 0	
Milestone Type: ☐ DOE-HQ ☒ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☒ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other X (specify) Via monthly SMS	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL X ☐ Other (specify)
Milestone Description			
Conduct four (4) public auctions of surplus property from the 1100 area facility.			
Description of what constitutes completion of this milestone:			
Report sales results via monthly SMS submittal.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager GB Carlson	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Asset Redeployment/Disposal Team Activities		Date Prepared: 08/31/94	
Assigned To: Excess, Surplus Sales and Shipping Section		CIN:	
WBS Designator: 6.10.7.4		Due Date: 12/31/94 03/31/95 06/30/95 09/30/95	
Control Number: IRO-95-005, 006, 007, & 008		Revision: 0	
Milestone Type: ☐ DOE-HQ ☐ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☐ Other X (specify) Via monthly SMS	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL X ☐ Other (specify)
Milestone Description			
Develop and maintain a quarterly schedule of Asset Redeployment/Disposal Team (ARDT) activities that identified planned activities by facility/area.			
Description of what constitutes completion of this milestone:			
Milestone commitment is considered complete when the quarterly activities are completed in accordance with the published schedule and or progress is accepted by the Program Manager.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager GB Carlson	Date	DOE Monitor RJ Popp	Date

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Recycle Initiatives		Date Prepared: 08/31/94	
Assigned To: Excess, Surplus Sales and Shipping		CIN:	
WBS Designator: 6.10.7.4		Due Date: 03/31/95 09/30/95	
Control Number: IRO-95-009 & 010		Revision: 0	
Milestone Type: ☐ DOE-HQ ☐ DOE-RL X ☐ CNTR	Division: ☐ State ☐ Federal ☐ DOE X ☐ RCRA ☐ TPA# _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☐ Other X (specify) Via monthly SMS	ADDRESS TO: ☐ DOE-HQ ☐ DOE-RL X ☐ Other (specify)
Milestone Description			
Publish a semi-annual report of Recycling accomplishments and initiatives.			
Description of what constitutes completion of this milestone:			
Completion of this milestone will be judged by the Program Manager based on the degree to which innovations and new recycling initiatives are integrated into the existing Hanford program.			
Cost Account Manager EC Dahlin	Date	Program/Project Manager EC Dahlin	Date
Program Element Manager GB Carlson	Date	DOE Monitor RJ Popp	Date