



Department of Energy
Washington, D. C. 20585

April 6, 2004

MEMORANDUM FOR: Program Office Resource Managers

FROM: Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT: March Working Capital Fund Billing

This memorandum transmits the March 2004 charges to your program for the Working Capital Fund. Billing for March was forwarded to the Chief Financial Officer for entering into DISCAS and in time for reporting in March financials.

The Fund Manager recently completed a new edition of the "Working Capital Fund Guide to Services, Policies, and Procedures" [BlueBook]. This edition updates all current WCF Pricing Policies and is directed to our customers and their needs when acquiring goods and services from Fund businesses. New businesses and business segments have been added to Procurement Services (formerly Contract Closeout), Corporate Training Services (formerly Online Learning), and the Project Management Career Development Program. We will no longer issue the BlueBook in hard copy; it is available to you at our website www.ma.mbe.doe.gov/wcf, including a printer friendly version.

Payments for FY 2004

Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act. (See attached funding memo.)

"Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization's advance payment shall be paid to the WCF until full funding becomes available." **CFO Guidance issued September 1998**,
"Working Capital Fund, Administrative Control of Funds."

FY 2004/ 2005 Budget Guidance

By memo dated December 8, 2003 the Fund Manager revised guideline estimates for the FY 2005 Congressional Budget Requests, including updated estimates for FY 2004. The estimates

provided are intended only as guidance based on patterns that have been identified by the Fund business line and financial staff. Since other factors may affect your consumption of WCF goods and services, you may wish to adjust our estimates as necessary to account for planned changes in staffing, anticipated changes in usage, potential organizational realignments, and other factors.

In the FY 2005 estimates, actual FY 2003 charges were used as the basis for FY 2004 and FY 2005 in addition to changes in the counts of telephone and lan lines and other consumption specific factors. The budget is based on the pricing policies that are in effect for FY 2004 as documented in the February 2004 Guide to Services, Policies, and Procedures (“Blue Book”). The FY 2005 Congressional Budget Request guidance is available on our Web Page at www.ma.mbe.doe.gov/wcf

Cost and Payment Analysis

The following table is attached to assist you with your analysis of actual monthly WCF expenditures:

- | | |
|------------------|---|
| Table I | Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly. |
| Table II | Shows the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle. |
| Table III | Shows the most current projection of annual costs for each customer and business line based on customer consumption patterns demonstrated this fiscal year. |
| Table IV | Compares annualized cost projections (from Table III) to revised FY 2004 estimates provided with the FY 2005 Congressional Budget guidance and to payments authorized year-to-date. |

The attached tables have been altered to accommodate the new business segments and subtotals for the realigned businesses. Desktop charges now follow Building Occupancy and the second page begins with Telephones as in the past. If you have any problem following the new table structure please call the contacts below for help.

March Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of March both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes charges for outgoing metered mail and special handling charges incurred during March.

Photocopying - This bill reflects charges for actual March usage. Per copy rates for central and staffed facilities are 2.8 cents per copy. Other charges remain unchanged from FY 2003; 1.5 cents for dedicated copies; 50.0 cents for color copies. This bill also includes charges for digitalization services; rates are as follows: scan only - \$.20; scan and Optical Character Recognition (OCR) - \$.28; scan, OCR and microfilm - \$.35.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during March. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2003.

Building Occupancy - This bill includes charges for non-standard space alterations, utilities, office relocations, and other E&F services requisitioned and performed prior to March 25.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during March in addition to charges for help desk services based on actual usage. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Telephones - The March bill includes actual local and long distance charges for usage incurred during December in addition to cell phones and other electronic device charges for March. Infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Network - March charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. March charges for DOEnet are based on actual infrastructure costs at the respective sites.

Contract Closeout – The enclosed bill includes actual charges related to closeout of contracts during the month of March.

Payroll Processing - The remainder of the full **annual** FY 2003 payroll charges assessed to your organization were billed in December based upon actual on-board staffing at the beginning of FY 2004 and a recently reduced operating level of \$2.1 million (a reduction in operating level from original FY 2004 estimate of \$3.1million). No further charges will be made this fiscal year.

Corporate Human Resource Information System (CHRIS) – As with Payroll Processing, no further charges will be made this fiscal year.

Corporate Training Services (CTS) formerly, On-Line Learning Center (OLC) – The Board authorized a new business segment to finance professional skills development training (August 27, 2003); this new segment, Training Delivery & Services (TDS), has been merged with the On-Line Learning Center to create the CTS business line. Some customer bills showed expenses for TDS charges that were not forwarded in DISCAS. We were comparing these bills with charges forwarded to customers in the prior billing

system (outside the Fund). We determined that billing had been effected outside the fund and for that reason we are eliminating the notional charges on your bill so as not to double charge your accounts for training acquired before March. This bill includes March training activity that has not been previously charged to customers.

Project Management Career Development Program (PMCDP) - The October bill charged for infrastructure costs and one half of the variable costs for PMCDP; however, these charges were not forwarded to DISCAS until February. There are no additional charges for this business this month.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The Fifth edition of the WCF Guide to Services, Policies and Procedures;
- FY 2004/FY 2005 Budget Projections;
- The monthly summary billing tables (I-IV) with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

The Web Page address is: <http://www.ma.mbe.doe.gov/wcf>

Please contact Michael Slie (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	(202) 586-3611
Information Management: Telephones Desktop Services Networking	Ann Warnick	(301) 903-3056
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	George Tengan	(301) 903-5878
Corporate Training Services (CTS) On Line Learning Center (OLC) Training Delivery & Services (TDS)	Tanya Luckett	(202) 287-1655
Project Mgt. Dev. Program (PMCDP)	Wanda Chambers	(202) 586-8114
Billing Process and Policies	Bob Emond	(202) 586-2354

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

BCA	Beryl Gilmore	D. Cavanagh
BPA	R. Seifert	S. Jones
CI	L. Brown	
CN	Z. Acree	S. Steffe
DR	L. Gasperow	C. Feldmeyer
EA	H. Kenchington	D. Gaines
ED	L. Rudnick	
EE	D. Smith	F. Glatstein
EH	R. Parham	T. McCarron
EIA	N. Burnette	
EM	J. Simpson	B. Heffernan
FE	C. Roy	G. Stern
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	J. Fonville-Noels	
IM	A. Warnick	S. Higgins
IN	L. Cain	
ME/AB/S	F. Feiner	
NA	S. Minnick	J. Trainor
NE	N. Miller	L. Soo Hoo
NR	R. Arnwine	
OA	L. Gasperow	C. Feldmeyer
PA	L. Brown	
PML	M. Livingston	G. Herrera
PI	J. Mathis	S. Rush
RW	L. Barrett	D. LeVan
SC	B. Swain	J. Kelley
SO	T. Fox	D. Friis
TD	A. Richardson	
WH	M. Dillon	
WT	M. Owen	M. Mescher

WCF BOARD MEMBERS

CFO	J. Campbell	NE	W. Magwood
CIO	R. Parks	NA	L. Brooks
EE	D. Garman	SP	G. Podonsky
EH	B. Cook	PI	V. Devito
EI	G. Caruso	SC	R. Orbach
EM	J. Roberson	FE	M. Maddox
GC	L. Otis	WT	M. Owen
RW	M. Chu	PMA	R. Porter

memorandum

DATE:

TO:

Working Capital Fund, ME-15

FROM:

(Program Office)

SUBJECT:

Authorization for Advance Payment to the Working Capital Fund

This memorandum authorizes advance payment to the Working Capital Fund toward total projected annual requirements of this organization for Program Direction related goods and services. This payment represents a lump-sum amount and is intended to be applied to each business line. I acknowledge that the total amount authorized will be allocated by the Capital Accounting Center as appropriate to fund actual and/or projected costs on a 'first incurred' or 'most imperative' basis. As more information becomes available concerning actual usage rates for each business line, additional authorization may be necessary to adjust funding to actual costs incurred.

Where more than one Budget and Reporting (B&R) classification or Appropriation is indicated, actual costs incurred may be assessed in the same proportion as funding is provided, within each business line, unless otherwise specified.

It is understood that the amounts hereby specified do not constitute spending limitations and that Working Capital Fund charges are assessed based upon actual costs incurred by this organization. Appropriate Funding Classifications and corresponding payment amounts are:

	<u>Funding Class I</u>	<u>Funding Class II</u>
Appropriation:	_____	_____
Allotment Symbol:	_____	_____
Fin Plan/Fund Type:	_____	_____
B&R (1 st six positions):	_____	_____
Amount This Action:	_____	_____
Total Payment YTD:	_____	_____

CC: George Tengan, ME-14

Summary of Current Month Bill - March, 2004
(WHOLE DOLLARS)

TABLE IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	DIGITAL	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY	DESKTOP SUPPORT
AB	408	134		134	112	11		122	4,893		800	800	411
BCA		47		47	61			61				0	125
BPA	219	22		22				0	154		15	15	
CI	700	340		340	502	69		571	603		195	195	371
CN	1,675	571		571	827			827	374		1,456	1,456	243
DR	243	129		129				0	4,068			0	
EA	530	27		27	86			86	624			0	255
ED	821	504		504	315	3,071		3,387	2,778			0	
EE	29,245	17,731		17,731	2,883	3,868	16,151	22,902	9,406		1,175	1,175	3,059
EH	3,516	2,144		2,144	3,384	3,568		6,951	-6,868	-441,000	1,672	-439,328	243
EI	16,563	12,344		12,344	1,535	10,887		12,423	17,600		816	816	38
EM	10,869	810		810	8,063	865		8,928	3,047	120,000	1,055	121,055	188
FE	9,184	3,534		3,534	2,439	3,408		5,848	9,913		70	70	7,407
GC	4,077	645		645	1,796	1,056	1,805	4,657	2,046		175	175	1,404
HG	281	293		293	762			762	7,467			0	
IG	3,735	1,106		1,106	466	482		948	5,150			0	1,496
IM	10,561	86		86	178	466		644	3,127	-120,000	7,181	-112,819	12,189
IN	2,946	271		271	1,733	2		1,735	1,186		3,575	3,575	
LM	1,181	2,743		2,743	129			129	1,725			0	163
ME	35,967	17,149		17,149	17,786	12,155	221	30,162	19,272		20	20	19,976
NA	45,316	7,235		7,235	16,774	4,887		21,662	12,368		2,855	2,855	11,370
NE	6,322	338	0	338	971	971		1,943	8,971		9,401	9,401	1,788
NR	24	1		1		0		0				0	
OA	2,239	660		660	553	102		655	341		200	200	
PA	526	907		907	4,387	12,007		16,394	20,285			0	815
PI	4,085	281		281	1,420	2,667		4,087	2,580		523	523	1,536
RW	4,229	598		598	8,835	145		8,980	876		115	115	150
S	2,450	1,457		1,457	184	771		955	12,328			0	730
SC	19,686	9,734		9,734	1,484	7,866		9,350	14,452		200	200	1,382
SO	19,644	3,085		3,085	5,880	5,499		11,380	3,961		11,620	11,620	10,542
TD	540	86		86	63	415		478	57		60	60	75
WAPA	65	6		6				0	333			0	
FO	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	237,849	85,018	0	85,018	83,610	75,240	18,177	177,027	163,117	-441,000	43,177	-397,823	75,957

Summary of Current Month Bill - March, 2004
(WHOLE DOLLARS)

TABLE IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	ANNUAL	MONTHLY		MONTHLY	ANNUAL	QUARTERLY	MONTHLY		ANNUAL	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRA.	TOTAL PHONE SERVICE	NETWORK	PURCHASE CARD SURVEILLANCE	CONTRACT CLOSEOUT	TOTAL CONTRACT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	TRAINING DELIVERY AND SERVICES	TOTAL CORPORATE TRAINING SERVICES	PMCDP	INDIRECT FUND ADMIN.	MONTHLY TOTAL
AB	159	607	766	403			0	0	0			0	0	0	7,938
BCA	0	214	214	93			0	0	0			0	0	0	541
BPA	75	857	932	1,251			0	0	0			0	0	0	2,593
CI	1,211	2,928	4,139	2,730			0	0	0			0	0	0	9,649
CN	1,042	6,535	7,577	1,303		320	320	0	0			0	0	0	14,346
DR	53	429	482	372			0	0	0			0	0	0	5,294
EA	2,145	1,071	3,216	1,241			0	0	0			0	0	0	5,979
ED	604	3,178	3,782	2,947		960	960	0	0			0	0	0	15,179
EE	8,829	29,032	37,862	50,715		2,000	2,000	0	0			0	0	0	174,095
EH	3,798	21,283	25,081	27,111		480	480	0	0		200	200	0	0	-380,469
EI	13,253	30,639	43,893	403		30,200	30,200	0	0		200	200	0	0	134,480
EM	5,989	32,139	38,128	60,404		960	960	0	0			0	0	0	244,387
FE	4,476	15,284	19,760	34,933		10,160	10,160	0	0		100	100	0	0	100,908
GC	1,411	12,106	13,517	7,197		240	240	0	0			0	0	0	33,958
HG	1	1,786	1,787	1,334			0	0	0			0	0	0	11,924
IG	1,350	5,464	6,814	4,684		720	720	0	0		500	500	0	0	25,153
IM	3,304	22,533	25,837	23,637		960	960	0	0		400	400	0	0	-35,379
IN	81,656	7,178	88,834	155			0	0	0		200	200	0	0	98,902
LM	398	1,536	1,934	5,278			0	0	0			0	0	0	13,152
ME	10,631	78,812	89,443	72,921		8,640	8,640	0	0		500	500	0	0	294,050
NA	49,689	67,385	117,074	90,472		7,680	7,680	0	0			0	0	0	316,032
NE	1,909	10,534	12,444	14,121		10,400	10,400	0	0			0	0	0	65,727
NR	8,134		8,134				0	0	0		100	100	0	0	8,259
OA	1,389	4,642	6,031	3,846			0	0	0			0	0	0	13,973
PA	979	2,678	3,657	1,923			0	0	0			0	0	0	44,507
PI	4,183	7,928	12,111	7,538		1,120	1,120	0	0			0	0	0	33,860
RW	6,259	7,606	13,865	6,835			0	0	0			0	0	0	35,647
S	2,966	6,785	9,751	4,033			0	0	0			0	0	0	31,705
SC	6,144	27,104	33,248	36,088		1,200	1,200	0	0			0	0	0	125,340
SO	12,718	40,424	53,142	17,600		560	560	0	0			0	0	0	131,533
TD	174	1,000	1,174	1,024			0	0	0			0	0	0	3,494
WAPA	3,347	607	3,954	10,711			0	0	0			0	0	0	15,069
FO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	238,277	450,303	688,580	493,303	0	76,600	76,600	0	0	0	2,200	2,200	0	0	1,601,828

Summary of Year-To-Date Billing Thru March, 2004
(WHOLE DOLLARS)

TABLE IIA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY
ORG CODE	SUPPLY	MAIL POSTAGE	MAIL DISTRIB.	TOTAL MAIL	COPY DIGITAL	COPY DEDICATED	COPY CENTRAL	TOTAL COPYING	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY	DESKTOP SUPPORT
AB	2,731	1,327	13,267	14,594		818	2,479	3,296	10,362	62,395	800	63,195	584
BCA	395	164		164		187			187	-31	0	-22,283	1,028
BPA	520	238	12,567	12,805		0	930	930	2,422	49,253	390	49,643	0
CI	998	2,605	26,535	29,140		3,410	4,750	8,160	10,259	230,211	855	231,066	4,701
CN	17,683	5,053	13,267	18,320		5,392	4,109	9,501	8,376	425,393	3,378	428,771	1,713
DR	2,191	152	13,267	13,419		236	1,746	1,982	4,346	39,768	0	39,768	1,185
EA	4,468	-4,770	13,267	8,497		1,662	2,645	4,307	4,321	101,706	51,527	153,233	255
ED	8,374	4,811	39,802	44,613		1,831	14,924	16,755	32,625	194,224	180	194,404	143
EE	136,281	113,154	13,267	126,421	69,828	15,129	35,424	120,381	81,225	1,852,655	18,636	1,871,291	18,494
EH	24,848	20,344	25,135	45,479	4,420	21,139	24,905	50,464	17,534	1,093,439	9,197	1,102,636	5,623
EI	102,477	69,307	100,538	169,845		13,907	37,727	51,634	217,099	2,654,022	6,066	2,660,088	2,841
EM	79,146	8,262	39,802	48,064		45,722	9,747	55,468	97,179	2,079,667	16,726	2,096,394	5,330
FE	54,909	11,474	26,535	38,009	79	22,340	19,640	42,060	68,142	921,180	1,650	922,830	48,194
GC	28,084	8,225	33,168	41,393	1,805	9,077	4,134	15,016	78,830	1,048,189	273	1,048,461	5,876
HG	1,500	1,761	13,267	15,028		3,193		3,193	52,751	274,442	0	274,442	559
IG	18,756	7,065	26,535	33,600	227	2,367	2,391	4,985	30,593	518,897	290	519,187	14,002
IM	51,704	1,814	53,069	54,883		8,380	7,395	15,775	11,051	1,616,174	14,888	1,631,062	102,102
IN	18,062	61,536	13,267	74,803		12,092	1,128	13,221	6,164	808,697	51,209	859,907	0
LM	4,214	5,068	13,267	18,335		805	1,386	2,191	3,776	150,049	1,210	151,259	932
ME	199,404	105,944	391,384	497,328	10,949	119,853	50,158	180,960	243,845	5,265,489	10,980	5,276,469	114,624
NA	249,472	130,105	79,604	209,709		71,880	43,250	115,130	147,314	5,369,301	126,432	5,495,733	63,073
NE	25,823	2,117	36,035	38,152		5,341	5,495	10,836	25,074	678,944	27,391	706,335	6,883
NR	187	113	0	113		0	0	0	0	0	0	0	0
OA	17,105	2,909	13,267	16,176		3,172	771	3,943	2,013	304,693	200	304,893	976
PA	8,071	5,958	39,802	45,760		32,118	59,001	91,119	76,200	188,327	150	188,477	5,367
PI	21,598	1,126	53,069	54,195		8,592	17,430	26,022	39,204	772,657	1,038	773,695	11,086
RW	24,841	2,314	13,267	15,581		14,310	1,680	15,990	10,799	252,326	8,829	261,155	2,221
S	11,475	8,438	13,267	21,705		7,057	1,034	8,091	52,490	282,800	0	282,800	6,526
SC	110,411	46,084	26,535	72,619		7,862	38,184	46,046	144,487	1,276,288	535	1,276,823	3,386
SO	104,969	20,105	132,670	152,775		48,085	25,180	73,265	32,511	1,950,713	19,874	1,970,587	60,463
TD	6,919	571	13,267	13,838		188	15,969	16,157	413	117,933	218	118,151	780
WAPA	286	34	12,567	12,601				55	28,579	52,453	50	52,503	0
FO	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1,337,900	643,408	1,314,556	1,957,964	87,308	486,145	433,666	1,007,120	1,539,953	30,610,001	372,972	30,982,972	488,946

Note: *FO= Field Operations Offices OLC billing only
Note: *ME includes charges for WH (White House Task Force)

Summary of Year-To-Date Billing Thru March, 2004
(WHOLE DOLLARS)

TABLE IIB

BILLING CYCLE	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL	QUARTERLY	QUARTERLY	MONTHLY	ANNUAL		
ORG CODE	PHONE USAGE	PHONE INFRA.	TOTAL PHONE SERVICE	NETWORK	CONTRACT PCS	CONTRACT CLOSEOUT	TOTAL CONTRACT	CHRIS	PAYROLL PROCESS	CTS/OLC	CTS/TDS	TOTAL CTS	PMCDP	INDIRECT FUND ADMIN.	YEAR TO DATE
AB	621	3,650	4,271	2,447			0	972	941	54		54		0	103,447
BCA	15	1,288	1,304	565			0	583	565	0		0		0	-17,524
BPA	387	5,153	5,540	7,508			0	0		8,924		8,924		0	88,292
CI	7,386	17,389	24,775	16,503			0	7,000	6,774	164		164		0	339,541
CN	5,051	39,073	44,124	7,907		640	640	6,417	6,210	750		750		0	550,411
DR	252	1,713	1,965	1,494			0	778	753	0		0		0	67,882
EA	10,638	17,395	28,032	13,467		240	240	2,528	2,446	0		0		0	221,794
ED	3,637	19,107	22,744	17,694		6,960	6,960	7,000	6,774	0		0		0	358,086
EE	35,749	175,230	210,979	305,408		19,600	19,600	102,472	99,167	9,010		9,010	10,000	0	3,110,729
EH	15,782	129,566	145,348	156,823		10,720	10,720	43,167	41,774	9,490	200	9,690		0	1,654,106
EI	54,498	183,737	238,236	2,321		77,160	77,160	72,139	69,812	12,874	200	13,074		0	3,676,726
EM	30,661	192,503	223,164	363,632		24,400	24,400	316,556	306,344	61,127		61,127	720,250	0	4,397,054
FE	23,879	91,745	115,624	208,810		25,360	25,360	177,722	171,989	8,884	100	8,984	122,500	0	2,005,132
GC	7,171	72,744	79,915	42,764		240	240	29,556	28,602	534		534		0	1,399,270
HG	128	10,807	10,935	8,095		0	0	4,861	4,704	855		855		0	376,924
IG	6,322	32,454	38,775	27,922		960	960	48,417	46,855	26,141	500	26,641		0	810,694
IM	20,907	136,007	156,914	141,815		12,160	12,160	20,806	20,134	6,922	400	7,322	5,000	0	2,230,727
IN	245,185	42,686	287,871	941		0	0	10,889	10,538	1,155	200	1,355		0	1,283,750
LM	2,408	8,085	10,493	31,113		0	0	4,083	3,952	164		164		0	230,512
ME	51,050	475,753	526,803	457,442		31,200	31,200	127,750	123,629	30,732	500	31,232	2,500	0	7,813,186
NA	197,228	398,632	595,860	531,073		31,880	31,880	421,167	407,581	68,213		68,213	563,750	0	8,899,954
NE	9,325	62,438	71,763	85,281		29,960	29,960	90,028	87,124	2,682		2,682	43,000	0	1,222,938
NR	32,232	0	32,232	0		0	0	35,583	34,435	1,660	100	1,760		0	104,311
OA	6,961	28,052	35,014	22,871		0	0	10,694	10,349	0		0		0	424,034
PA	4,925	16,102	21,027	11,672		0	0	5,056	4,892	0		0		0	457,641
PI	17,138	47,518	64,656	44,579		3,920	3,920	19,833	19,194	3,591		3,591		0	1,081,573
RW	27,274	44,472	71,746	39,938		440	440	33,056	31,989	22		22	111,750	0	619,527
S	13,181	37,566	50,748	23,338		0	0	5,833	5,645	0		0		0	468,650
SC	27,995	160,439	188,434	214,905		1,200	1,200	218,361	211,317	14,028		14,028	286,250	0	2,788,271
SO	53,734	242,597	296,331	105,086		8,480	8,480	44,333	42,903	24,129		24,129		0	2,915,832
TD	742	4,105	4,848	4,848		0	0	2,917	2,823	0		0	7,500	0	178,360
WAPA	12,455	3,650	16,105	64,055		0	0	299,444	289,785	18,159		18,159		0	781,572
FO	0	0	0	0		0	0	0	0	23,404		23,404		0	23,404
TOTAL	924,918	2,701,657	3,626,575	2,961,490	0	285,520	285,520	2,170,000	2,100,000	333,665	2,200	335,865	1,872,500	0	50,666,804

PROJECTED CUSTOMER COSTS FY 2004
(Dollars in Thousands)

TABLE III

ORG CODE	SUPPLY	MAIL	COPYING	PRINTING & GRAPHICS	BUILDING OCCUPANCY	DESKTOP SUPPORT	PHONE SERVICE	NETWORK	PROCUREMENT MANAGEMENT	CHRIS	PAYROLL PROCESS	CORP TRAINING SERVICES	PMCDP	INDIRECT FUND ADMIN.	Subtotal By Office
AB	5	16	7	21	126	1	9	5	0	1	1	0	0	0	191
BCA	1	0	0	0	44	2	3	1	0	1	1	0	0	0	52
BPA	1	13	2	5	99	0	11	15	0	0	0	9	0	0	155
CI	2	32	16	21	461	9	57	33	0	7	7	0	0	0	645
CN	35	23	19	17	854	3	93	16	1	6	6	1	0	0	1,076
DR	4	14	4	9	80	2	4	3	0	1	1	0	0	0	121
EA	9	4	9	9	255	1	67	27	0	3	2	0	0	0	384
ED	17	49	34	65	389	0	49	35	16	7	7	0	0	0	668
EE	273	240	241	162	3,724	37	458	611	132	102	99	9	13	0	6,101
EH	50	66	101	35	2,996	11	306	314	45	43	42	9	0	0	4,018
EI	205	239	103	434	5,314	6	531	5	63	72	70	13	0	0	7,055
EM	158	56	111	194	4,176	11	477	727	169	317	306	61	960	0	7,724
FE	110	49	84	136	1,844	96	255	418	77	178	172	9	163	0	3,592
GC	56	50	30	158	2,097	12	167	86	1	30	29	1	0	0	2,714
HG	3	17	6	106	549	1	22	16	0	5	5	1	0	0	730
IG	38	41	10	61	1,038	28	84	56	3	48	47	26	0	0	1,480
IM	103	57	32	22	3,247	204	335	284	0	21	20	7	7	0	4,338
IN	36	136	26	12	1,669	0	821	2	28	11	11	1	0	0	2,753
LM	8	23	4	8	301	2	23	62	191	4	4	0	0	0	632
ME	399	603	362	488	10,542	229	1,105	915	280	128	124	31	3	120	15,328
NA	499	340	230	295	10,865	126	1,389	1,062	91	421	408	68	752	0	16,546
NE	52	40	22	50	1,385	14	153	171	0	90	87	3	57	0	2,123
NR	0	0	0	0	0	0	97	0	0	36	34	2	0	0	169
OA	34	19	8	4	610	2	77	46	0	11	10	0	0	0	821
PA	16	52	182	152	377	11	47	23	36	5	5	0	0	0	906
PI	43	55	52	78	1,546	22	146	89	12	20	19	4	0	0	2,088
RW	50	18	32	22	513	4	171	80	0	33	32	0	149	0	1,104
S	23	30	16	105	566	13	115	47	50	6	6	0	0	0	976
SC	221	119	92	289	2,553	7	405	430	13	218	211	14	382	0	4,954
SO	210	173	147	65	3,921	121	646	210	0	44	43	24	0	0	5,605
TD	14	14	32	1	236	2	10	8	40	3	3	0	10	0	373
WAPA	1	13	0	57	105	0	45	128	6	299	290	18	0	0	962
FO	0	0	0	0	0	0	0	0	0	0	0	23	0	0	23
TOTAL	2,676	2,601	2,014	3,080	62,482	978	8,178	5,923	1,254	2,170	2,100	334	2,500	120	96,410

**Comparison As of March, 2004
Annualized Costs to Budget Estimates and Payments**

TABLE IV

		Benchmarks		Comparisons		
ORG CODE	Total Annualized Costs	FY 2004 Estimate (FY 2005 Cong. Budget, Jan 2004)	Payments Advanced	Annual Projected VS Revised Budget (\$)	Annual Projected VS Revised Budget (%)	Payments VS Annual Projected
AB	\$ 191	\$ 228	\$ 220	\$ (37)	-16%	\$ 28
BCA	52	244	110	-191	-79%	58
BPA	155	198	N/A	-43	-22%	N/A
CI	645	698	709	-52	-8%	63
CN	1,076	1,093	963	-17	-2%	-113
DR	121	123	116	-2	-2%	-5
EA	384	417	226	-33	-8%	-158
ED	668	753	668	-85	-11%	-1
EE	6,101	6,111	5,587	-10	0%	-514
EH	4,018	4,545	2,019	-527	-12%	-1,999
EI	7,055	7,191	7,848	-136	-2%	793
EM	7,724	7,478	8,506	246	3%	782
FE	3,592	3,794	3,379	-202	-5%	-213
GC	2,714	2,678	2,538	36	1%	-176
HG	730	888	733	-157	-18%	2
IG	1,480	1,500	1,500	-20	-1%	20
IM	4,338	4,677	4,287	-338	-7%	-51
IN	2,753	2,093	2,038	660	32%	-716
LM	632	398	443	234	59%	-188
ME	15,328	15,039	11,575	289	2%	-3,753
NA	16,546	16,511	15,925	35	0%	-621
NE	2,123	2,237	2,315	-114	-5%	191
NR	169	171	113	-2	-1%	-56
OA	821	615	718	205	33%	-103
PA	906	1,018	841	-112	-11%	-65
PI	2,088	1,669	1,217	419	25%	-871
RW	1,104	1,483	1,432	-379	-26%	328
S	976	926	860	50	5%	-116
SC	4,954	4,838	3,981	115	2%	-972
SO	5,605	5,830	4,170	-225	-4%	-1,435
TD	373	321	482	53	16%	109
WAPA	962	975	N/A	-13	-1%	N/A
FO	23	10	N/A	13	134%	N/A
TOTAL	\$ 96,410	\$ 96,749	\$ 85,517	\$ (340)	0%	\$ (10,893)