



Department of Energy
Washington, D. C. 20585

March 6, 2003

MEMORANDUM FOR: Program Office Resource Managers

FROM: Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT: February Working Capital Fund Billing

This memorandum transmits the February 2003, charges to your program for the Working Capital Fund. Billing for February was forwarded to the Chief Financial Officer for entering into DISCAS and in time for reporting in February financials.

On March 4, 2003, the Director, Office of Management, Budget and Evaluation/CFO informed heads of departmental elements that the Deputy Secretary had authorized him to collect an additional \$1.5 million for Competitive Sourcing analyses. As the attached copy of that memo indicates, the Fund is making downward adjustments in FY 2003 billings for Payroll Services to offset these costs. Accordingly, our current estimates for total FY 2003 costs for each customer (Table III below) reflect the annualized FY 2003 costs shown in the FY 2004 Congressional Request with the adjustment for the Payroll billing reduction.

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. This edition is available on our Web Page at <http://www.ma.mbe.doe.gov/wcf> for desktop reference. Copies are available at the Fund Manager's offices in Room 4A-107. We ask customers to limit their copies to two per program.

Customer Payments for FY 2003

In light of the recently signed Omnibus appropriations bill, we ask customers to provide full annual funding levels immediately upon the FY2003 Appropriations becoming available. Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute 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.

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 organizations 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.

A standard Payment Authorization Memorandum is attached to this correspondence to help you fund your Working Capital Fund activities. Whether you use the standard format or not, we request that payments be authorized as a lump sum amount covering all WCF activity.

FY 2003/2004 Budget Guidance

By memorandum dated December 12, 2002, we revised guideline estimates for FY 2004 Congressional Budget Submission, which included revised estimates for FY 2003. We have used these same estimates in Table III except for the substitution of revised Payroll billing estimates because of the Competitive Sourcing policy decisions referred to above. The FY 2004 WCF Congressional Budget is available on our Web Page at <http://www.ma.mbe.doe.gov/wcf>.

Cost and Payment Analysis

The following tables are 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. The enclosed version of Table III is from the December 12, 2002 budget guidance with Payroll adjustments as described above.

February Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of February 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 February. This bill also includes an adjustment (correction of previous billing) to the annual mail security charges, and express mail and outgoing labor costs not billed in January.

Photocopying - This bill reflects charges for actual February usage. Per copy rates for central and staffed facilities are 2.8 cents per copy. Other charges remain unchanged from FY 2002: 1.5 cents for dedicated copies; 50.0 cents for color copies. As indicated in last month's bill, central copy charges for Germantown that were not billed in January are included with this month's bill.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during February. 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 2002

Building Occupancy – Due to the Continuing Resolution, the Fund Manager again suspended billing of the charges for the second quarter (normally billed in January) GSA rent bill. With the recent signing of the Omnibus bill, we expect customer organizations to receive full annual appropriations in the very near future, subsequently, we plan to bill for the second quarter GSA rent bill in the March billing cycle. The GSA rent bill is equal to one-fourth of the annual cost estimate for space assigned to your organization as of October 1, 2002, billed quarterly. This bill includes only charges for non-standard space alterations, additional rent charges, utilities, office relocations, and other E&F services requisitioned and performed prior to February 25.

Telephones - The February bill includes actual local and long distance charges for usage incurred during December. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during February in addition to charges for help desk services based on actual usage as approved by the Board at its August 21, 2002 meeting. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Network - February charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. February charges **for DOEnet** are based on customer usage with an allocation of DOE CHRIS utilization charged back to customers based on standard on-board staffing levels used in the payroll business.

Corporate Human Resource Information System (CHRIS) – The full **annual** amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2003 was billed in October.

Payroll – Each organization has been billed for October and November payroll operating costs. The Fund Manager continued to exercise his discretionary authority to suspend billing for December thru February due to the Continuing Resolution. We expect to resume the monthly billing of customer payroll operating costs with the March billing to achieve the revised revenue targets.

On-Line Learning Center (OLC) – First and Second Quarter FY 2003 charges for fixed operating and maintenance costs and variable subscription costs were billed in October and January respectively.

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 2003 edition of the “WCF Guide to Services, Policies and Procedures” [BlueBook];
- FY 2003/FY 2004 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 or the Fund.
- FY 2004 WCF Congressional Budget

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

Please contact Dianne Cane (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
On Line Learning Center (OLC)	Tanya Lockett	(202) 287-1655
Billing Process and Policies	Bob Emond	(202) 586-2354
	Roscoe Harris	(202) 586-5527

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

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BCA	Beryl Gilmore	D. Cavanagh
BPA	R. Seifert	
CI	L. I. Brown	
CN	Z. Acree	S. Steffe
EA	P. Burns	
ED	L. Rudnick	
EE	D. Smith	
EH	G. Judge	T. McCarron
EIA	N. Burnette	
EM	E. Bronstein	B. Male
FE	C. Roy	G. Stern
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	B. Schrum	
IM	A. Warnick	
IN	L. Cain	
ME/AB/S	F. Feiner	
NA	S. Minnick	J. Trainor
NE	W. Carroll	L. Soo Hoo
NR	J. Merritt	
OA	L. Gasperow	R. Updegrove
PA	L. I. Brown	
PML	M. Livingston	D. Meyers
PI	J. Mathis	S. Rush
RW	L. Barrett	D. LeVan
SC	B. Swain	J. Kelley
SO	T. Fox	D. Friis
WH	M. Dillon	
WT	M. Owen	M. Mescher

WCF BOARD MEMBERS

CFO	B. Carnes	NE	W. Magwood
CIO	K.Evans	NA	L. Brooks
EE	D. Garman	OA	G. Podonsky
EH	B. Cook	PI	V. Bailey
EI	G. Caruso	SC	R. Orbach
EM	J. Roberson	SO	J. Mahaley
FE	M. Smith	GC	L. Otis

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:	_____	_____

Summary of Current Month Bill - February, 2003
(WHOLE DOLLARS)

TABLE IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DIGITAL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
AB	186	59	-2,760	-2,701	0	144	314	458	890	0	0	0
BCA	0	2	0	2	0	19	0	19	0	0	0	0
BPA	330	42	10	52	0	0	0	0	116	0	0	0
CI	1,545	971	611	1,582	0	816	1,282	2,098	649	0	0	0
CN	2,457	445	1,774	2,219	0	1,303	3,461	4,763	1,120	0	0	0
EA	1,140	196	-1,562	-1,366	0	557	0	557	100	0	0	0
ED	1,887	315	-2,514	-2,199	0	522	62	584	4,163	0	0	0
EE	17,984	2,982	16,920	19,902	1,191	1,953	16,537	19,681	10,360	0	25,309	25,309
EH	6,273	1,983	-2,478	-495	0	1,183	5,417	6,600	1,687	0	0	0
EIA	18,328	45,048	-915	44,133	0	1,193	9,350	10,543	32,684	0	884	884
EM	13,778	672	-2,726	-2,054	0	9,237	3,689	12,926	6,059	0	800	800
FE	11,811	641	-1,134	-493	0	3,273	2,092	5,365	12,071	0	2,205	2,205
GC	2,642	90	-2,087	-1,997	0	2,302	679	2,981	2,579	0	0	0
HG	879	160	66	226	0	0	8	8	5,031	0	0	0
IG	2,188	1,735	-1,407	328	0	385	1,459	1,844	7,393	0	0	0
IM	9,411	115	-4,680	-4,565	0	126	537	663	719	0	2,558	2,558
IN	1,417	633	200	833	0	1,532	19	1,551	282	0	227,385	227,385
ME	25,390	5,019	-30,163	-25,144	25	18,556	24,259	42,840	47,179	0	0	0
NA	24,797	2,062	-9,584	-7,522	0	12,029	8,634	20,663	5,841	0	3,506	3,506
NE	3,917	777	-2,968	-2,191	0	422	11,071	11,493	1,240	0	670	670
NR	0	0	0	0	0	0	0	0	0	0	0	0
OA	2,377	571	50	621	0	454	345	799	299	0	0	0
PA	381	749	-2,827	-2,078	0	3,437	7,955	11,392	9,964	0	1,389	1,389
PI	5,176	174	-4,628	-4,454	0	1,626	853	2,479	3,414	0	0	0
RW	3,343	55	110	165	0	383	719	1,103	665	0	30	30
S	1,309	26	444	470	0	73	1,042	1,115	18,275	0	0	0
SC	15,275	1,142	1,110	2,252	0	1,173	14,943	16,115	11,749	0	175	175
SO	17,562	2,785	-15,833	-13,048	0	5,124	1,897	7,021	5,003	0	460	460
WAPA	30	1	-60	-59	0	0	21	21	285	0	0	0
WT	341	8	452	460	0	132	10	142	226	0	0	0
FO	0	0	0	0	0	0	0	0	0	0	0	0
Bus. Line	0	0	0	0	0	0	0	0	1,063	0	0	0
TOTAL	192,153	69,458	-66,579	2,879	1,217	67,950	116,657	185,823	191,106	0	265,371	265,371

Note: ME includes charges for WH (White House Task Force)

Summary of Current Month Bill - February, 2003
(WHOLE DOLLARS)

TABLE IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	MONTHLY	ANNUAL	QUARTERLY	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRA.	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	INDIRECT FUND ADMIN.	TOTAL FEBRUARY
AB	570	601	1,170	29	407	0	0	0	0	0	439
BCA	54	354	407	290	41	0	0	0	0	0	759
BPA	106	848	954	0	4,261	0	0	0	0	0	5,713
CI	397	2,969	3,367	1,298	2,621	0	0	0	0	0	13,160
CN	524	6,328	6,852	413	1,379	0	0	0	0	0	19,204
EA	0	0	0	756	0	0	0	0	0	0	1,187
ED	353	3,288	3,640	77	2,912	0	0	0	0	0	11,065
EE	7,064	29,093	36,157	930	48,287	1,520	0	0	0	0	180,130
EH	2,625	20,927	23,552	4,669	21,682	0	0	0	0	0	63,967
EIA	14,632	29,906	44,538	226	1,000	9,200	0	0	0	0	161,536
EM	4,808	33,017	37,825	3,664	43,484	0	0	0	0	0	116,483
FE	2,889	15,589	18,478	6,766	38,641	440	0	0	0	0	95,283
GC	970	11,984	12,954	467	7,309	0	0	0	0	0	26,935
HG	115	2,227	2,342	10	1,321	0	0	0	0	0	9,816
IG	819	6,893	7,712	439	6,581	0	0	0	0	0	26,485
IM	2,315	21,210	23,525	21,431	24,108	240	0	0	0	0	78,090
IN	921	6,045	6,965	86	246	0	0	0	0	0	238,765
ME	9,696	76,568	86,264	17,210	76,343	2,000	0	0	0	0	272,082
NA	19,850	63,453	83,303	21,607	107,963	5,520	0	0	0	0	265,677
NE	1,381	9,933	11,314	104	7,187	480	0	0	0	0	34,214
NR	9,056	0	9,056	0	0	0	0	0	0	0	9,056
OA	378	4,631	5,008	255	3,494	0	0	0	0	0	12,854
PA	237	2,616	2,853	1,327	1,965	0	0	0	0	0	27,193
PI	984	7,636	8,620	1,320	7,101	240	0	0	0	0	23,895
RW	2,657	6,929	9,586	859	6,035	0	0	0	0	0	21,786
S	523	5,762	6,285	176	3,146	0	0	0	0	0	30,777
SC	6,950	25,841	32,791	794	42,251	0	0	0	0	0	121,402
SO	12,838	40,794	53,632	14,738	12,950	0	0	0	0	0	98,318
WAPA	2,959	601	3,560	0	46,040	0	0	0	0	0	49,876
WT	154	1,025	1,179	98	1,043	0	0	0	0	0	3,491
FO	0	0	0	0	0	0	0	0	0	0	0
Bus. Line	0	0	0	0	0	0	0	0	0	0	1,063
TOTAL	106,824	437,067	543,891	100,040	519,798	19,640	0	0	0	0	2,020,701

Summary of Year-To-Date Billing Thru February, 2003
(WHOLE DOLLARS)

TABLE IIA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DIGITAL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
AB	1,296	1,199	13,904	15,103	0	1,644	8,473	10,117	7,235	29,979	890	30,869
BCA	70	82	0	82	0	97	0	97	8	56,417	0	56,417
BPA	887	70	12,567	12,637	0	0	36	36	1,925	23,665	165	23,830
CI	4,980	3,995	28,163	32,158	0	3,773	4,385	8,157	2,105	123,131	100	123,231
CN	8,300	5,718	17,737	23,455	0	5,770	3,494	9,263	7,059	153,091	3,420	156,511
EA	4,506	1,552	13,164	14,716	0	4,086	4	4,090	2,577	37,894	810	38,704
ED	9,238	2,304	41,172	43,476	0	4,121	8,786	12,906	20,802	93,321	1,105	94,426
EE	90,841	30,758	115,028	145,786	1,191	13,632	63,978	78,801	58,148	910,808	78,060	988,868
EH	39,602	10,283	58,393	68,676	0	14,814	24,592	39,405	16,180	876,431	945	877,376
EIA	70,300	85,052	142,183	227,235	0	4,828	50,910	55,738	227,781	1,281,533	16,404	1,297,937
EM	69,484	4,548	45,278	49,826	0	46,081	14,623	60,704	28,541	1,012,289	9,028	1,021,317
FE	44,467	7,355	27,924	35,279	0	17,642	50,308	67,949	51,923	422,730	3,000	425,730
GC	21,003	2,985	33,920	36,905	0	10,088	4,797	14,885	15,348	505,445	1,201	506,646
HG	2,831	949	14,107	15,056	0	706	463	1,168	20,855	197,518	0	197,518
IG	12,342	4,973	26,956	31,929	0	2,535	3,333	5,868	27,340	291,952	380	292,332
IM	38,763	1,586	67,214	68,800	0	939	5,045	5,983	8,317	719,472	6,989	726,461
IN	9,537	61,941	13,728	75,669	0	7,902	254	8,156	1,421	387,736	237,907	625,643
ME	140,085	44,226	468,218	512,444	25	112,619	74,533	187,177	150,477	2,397,732	0	2,397,732
NA	134,373	117,722	92,809	210,531	0	61,622	26,245	87,867	37,772	2,537,879	25,985	2,563,864
NE	17,833	1,182	36,597	37,779	0	2,399	21,508	23,907	7,540	259,854	2,419	262,273
NR	0	1,889	0	1,889	0	0	593	593	0	0	0	0
OA	10,675	4,354	13,347	17,701	0	2,138	905	3,044	2,095	66,973	125	67,098
PA	5,145	2,263	44,778	47,041	0	16,915	33,662	50,577	52,455	90,487	1,914	92,402
PI	22,235	1,980	53,723	55,703	0	9,182	5,829	15,012	13,261	275,862	4,135	279,997
RW	16,167	1,505	13,885	15,390	0	2,922	2,482	5,404	9,760	214,425	580	215,005
S	9,979	1,210	21,696	22,906	0	1,418	1,269	2,687	46,904	135,879	0	135,879
SC	88,691	17,346	38,641	55,987	0	14,463	58,457	72,920	85,226	482,432	5,707	488,139
SO	97,255	13,073	148,408	161,481	0	31,944	13,928	45,871	45,390	819,976	23,868	843,844
WAPA	275	27	12,531	12,558	0	55	40	95	25,780	25,202	0	25,202
WT	1,568	1,105	14,371	15,476	0	588	822	1,410	1,102	63,693	0	63,693
FO	0	0	0	0	0	0	0	0	0	0	0	0
Bus. Line	0	0	0	0	0	0	0	0	4,431	0	0	0
TOTAL	972,728	433,232	1,630,439	2,063,671	1,217	394,920	483,752	879,889	979,758	14,493,807	425,138	14,918,945

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 February, 2003
(WHOLE DOLLARS)

TABLE IIB

BILLING CYCLE	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	ANNUAL	QUARTERLY	ANNUAL	
ORG CODE	PHONE USAGE	PHONE INFRA.	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	INDIRECT FUND ADMIN.	YEAR TO DATE
AB	1,153	3,026	4,179	183	2,065	0	221	926	54	0	72,247
BCA	50	1,780	1,830	883	208	0	132	556	0	0	60,282
BPA	296	4,272	4,567	45	11,303	0	0	0	18,734	0	73,964
CI	1,159	15,343	16,502	7,147	13,176	480	1,852	7,777	163	0	217,727
CN	1,416	31,502	32,917	617	7,073	1,200	1,455	6,111	0	0	253,961
EA	0	0	0	1,619	0	0	573	2,407	0	0	69,192
ED	1,020	16,302	17,322	1,606	14,702	3,560	1,675	7,036	0	0	226,750
EE	18,665	147,550	166,216	18,726	245,421	32,320	23,896	100,362	5,885	0	1,955,270
EH	9,157	103,831	112,988	18,356	110,141	15,680	10,846	45,552	13,460	0	1,368,261
EIA	48,970	150,142	199,111	1,406	5,158	168,040	16,709	70,179	20,374	0	2,359,969
EM	955	167,302	168,257	14,463	225,441	16,400	86,765	364,413	64,802	0	2,170,414
FE	10,106	78,382	88,488	36,104	189,598	16,200	42,104	176,836	8,384	0	1,183,062
GC	3,255	60,264	63,519	3,324	36,960	240	6,525	27,405	4,994	0	737,754
HG	51	11,213	11,263	57	6,344	240	1,587	6,666	740	0	264,325
IG	2,233	36,204	38,437	1,706	39,432	0	11,772	49,440	24,146	0	534,743
IM	3,979	102,043	106,023	93,211	117,978	10,640	4,409	18,517	7,072	0	1,206,173
IN	3,185	30,256	33,441	509	1,279	0	2,293	9,629	4,340	0	771,915
ME	26,866	385,646	412,512	113,287	370,046	32,000	29,760	124,990	31,222	0	4,501,732
NA	66,200	310,077	376,277	78,630	551,645	84,320	110,044	462,183	35,332	0	4,732,838
NE	1,865	49,941	51,806	293	35,845	2,320	4,717	19,813	2,237	0	466,363
NR	31,902	0	31,902	0	0	0	7,980	33,516	0	0	75,879
OA	963	23,280	24,242	15,224	17,216	0	2,689	11,295	0	0	171,280
PA	5,846	13,242	19,088	14,197	9,983	240	1,190	5,000	0	0	297,317
PI	3,413	39,763	43,176	4,365	36,016	1,600	4,541	19,072	2,766	0	497,744
RW	4,546	34,884	39,430	4,163	29,245	440	7,186	30,183	22	0	372,396
S	2,987	28,262	31,249	1,092	14,678	4,960	1,279	5,370	0	0	276,984
SC	11,870	129,104	140,974	4,420	241,691	4,960	54,801	230,166	16,683	0	1,484,657
SO	38,829	203,711	242,540	67,603	66,551	1,040	11,066	46,478	19,769	0	1,648,888
WAPA	22,161	3,026	25,187	0	194,245	0	67,807	284,791	14,259	0	650,199
WT	449	5,161	5,611	1,322	5,334	240	794	3,333	553	0	100,435
FO	0	0	0	0	0	0	0	0	21,049	0	21,049
Bus. Line	0	0	0	0	0	0	0	0	0	0	4,431
TOTAL	323,547	2,185,507	2,509,054	504,558	2,598,770	397,120	516,667	2,170,000	317,040	0	28,828,200

PROJECTED CUSTOMER COSTS FY 2003
(\$ IN THOUSANDS)

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	ORIGINAL PAYROLL	Rev. Payroll after A-76 Reduction	CHRIS	ONLINE LEARNING CENTER	TOTAL ALL ACTIVITIES	ORG CODE
AB	3	17	7	37	120	9	4	7	0	1	1	1	0	207	AB
BCA	1	0	0	3	226	4	2	1	0	1	0	1	0	239	BCA
BPA	4	13	0	12	95	13	0	1	0	0	0	0	8	146	BPA
CI	20	42	18	11	493	45	17	30	0	11	5	8	0	700	CI
CN	37	38	33	27	612	81	5	18	1	9	4	6	0	871	CN
EA	0	13	0	0	152	0	0	0	0	3	2	2	0	173	EA
ED	20	50	23	53	373	46	8	33	16	10	4	7	2	646	ED
EE	338	322	170	348	3,643	480	112	814	100	143	64	100	13	6,647	EE
EH	207	46	92	52	3,506	305	52	276	45	65	29	46	9	4,729	EH
EIA	232	310	118	604	5,126	522	1	18	63	100	44	70	17	7,226	EIA
EM	238	60	205	181	4,049	579	85	649	48	521	231	364	52	7,262	EM
FE	138	46	56	156	1,691	255	112	421	58	253	112	177	8	3,482	FE
GC	70	42	35	103	2,022	166	24	91	1	39	17	27	12	2,649	GC
HG	12	17	6	91	790	23	4	14	0	10	4	7	3	981	HG
IG	40	82	23	64	1,168	103	24	96	3	71	31	49	15	1,770	IG
IM	112	46	51	49	2,878	272	140	244	0	26	12	19	8	3,857	IM
IN	27	55	18	5	1,551	69	10	3	28	14	6	10	3	1,799	IN
ME	519	647	437	579	9,591	1,054	215	960	150	179	79	125	34	14,568	ME
NA	459	226	285	173	10,152	964	116	1,137	126	660	293	462	27	15,080	NA
NE	50	42	26	24	1,039	157	20	88	35	28	13	20	4	1,546	NE
NR	0	0	0	4	0	43	0	1	0	48	21	34	2	152	NR
OA	39	20	9	3	268	61	6	44	0	16	7	11	3	488	OA
PA	24	53	142	150	362	40	18	23	0	7	3	5	0	827	PA
PI	71	59	36	29	1,103	157	27	88	36	27	12	19	5	1,668	PI
RW	30	20	16	49	858	128	24	65	12	43	19	30	2	1,297	RW
S	25	28	13	57	544	90	11	33	0	8	3	5	0	818	S
SC	231	81	86	199	1,930	376	60	545	13	329	146	230	20	4,245	SC
SO	343	195	115	80	3,277	691	65	203	13	66	29	46	14	5,138	SO
WAPA (PML)	1	13	0	37	101	13	0	287	0	407	180	285	31	1,355	WAPA
WT	6	19	7	6	255	18	5	15	6	5	2	3	1	347	WT
FO													27	27	FO
TOTAL	\$ 3,298	\$ 2,601	\$ 2,026	\$ 3,186	\$ 57,975	\$ 6,766	\$ 1,167	\$ 6,204	\$ 754	\$ 3,100	\$ 1,373	\$ 2,171	\$ 318	\$ 87,839	TOTAL

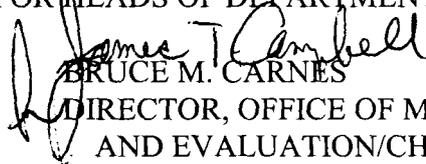
**Department of Energy**

Washington, DC 20585

MAR 4 2003

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM:



BRUCE M. CARNES
DIRECTOR, OFFICE OF MANAGEMENT, BUDGET
AND EVALUATION/CHIEF FINANCIAL OFFICER

SUBJECT: Funding for Competitive Sourcing Studies

The Deputy Secretary has directed that funding be provided for the completion of the FY 2002/2003 Competitive Sourcing Studies and the FY 2003 Feasibility Studies necessary to select potential Competitive Sourcing Studies for FY 2004/2005. He directed that I arrange for an allocation of \$1.5 million from DOE organizations based on Federal staffing levels, similar to the methodology used for FY 2002.

Following discussions with the Director, Office of Working Capital Fund, the decision was made to use the allocation formula already in place for the FY 2003 Working Capital Fund (WCF) Payroll business line. This is based on recent information that the cost estimates for payroll conversion are lower than anticipated, which will permit the Payroll business line to reduce its annual charge of \$3.1 million. This discount will reduce program spending for payroll and free up a like amount that can be redirected to the Competitive Sourcing Studies.

Attachment A provides the fund contributions originally allocated to the WCF Payroll business line that are to be reallocated to the Competitive Sourcing Studies. Please forward funding citations for amounts allocated to your program on the authorization form included as Attachment B. This form is similar to last year's form and should be forwarded to Ms. Robin Mudd, ME-2.1, with a copy to Mr. George Tengan of the Capital Accounting Center.

Every effort is being made not to require additional allocations to support the Competitive Sourcing Program. If you have any questions, please contact Dennis O'Brien, Director of the Office of Competitive Sourcing/A-76 (ME-2.1), at (202) 586-1690.

Thank you for your cooperation.

Attachments



FY 2003 Competitive Sourcing

Attachment A

ORGANIZATION	On Board 10/03/02	Competitive Sourcing Contribution
AB	5	\$737
BCA	3	\$442
CI	42	\$6,188
CN	33	\$4,862
EA	13	\$1,915
ED	38	\$5,599
EE	542	\$79,855
EH	246	\$36,244
EI	379	\$55,839
EM	1,968	\$289,952
FE	955	\$140,703
GC	148	\$21,805
HG	36	\$5,304
IG	267	\$39,338
IM	100	\$14,733
IN	52	\$7,661
ME	675	\$99,450
NA	2,496	\$367,744
NE	107	\$15,765
NR	181	\$26,667
OA	61	\$8,987
PA	27	\$3,978
PI	103	\$15,175
RW	163	\$24,015
S	29	\$4,273
SCHQ	356	\$52,451
SCFO	887	\$130,685
SO	251	\$36,981
WT	18	\$2,652
TOTAL	10,181	\$1,500,000

Memorandum

Date:

TO: Robin Mudd, Office of Competitive Sourcing/A-76 (ME-2.1)

FROM: (Program Office)

SUBJECT: Authorization for Payments Related to Competitive Sourcing Studies

This memorandum authorizes payment to the Office of Competitive Sourcing/A-76 (ME-2.1). This funding represents additional projected requirements for ongoing studies and for the feasibility studies needed to select the best alternatives for future studies. It is a lump-sum amount intended to be applied to one or various contracts. 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.

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:	_____	_____

cc: George Tengan, ME-14