



**Department of Energy**  
Washington, D. C. 20685

July 12, 2006

MEMORANDUM FOR: Program Resource Managers

FROM: Howard G. Borgstrom *H. Borgstrom*  
Working Capital Fund Manager

SUBJECT: Revised FY 2008 Budget Projections for Working Capital Fund

Attachments to this memorandum provide projections for the Working Capital Fund components of your FY 2008 OMB Budget Requests. These estimates are based on current Board pricing policies, current consumption patterns, and specific cost changes associated with building rent and energy charges. Amounts are revised from April estimates to respond to the WCF Board decisions at its May 17, 2006 Board meeting.

Please refer to the April 13, 2006 Budget Guidance from the Fund Manager for detailed discussion of these estimates [www.wcf.doe.gov](http://www.wcf.doe.gov). Changes since the April memo include: the cost of preparing and reproducing the DOE news clips are now included in the Copy business line, the Desktop and Network business lines have been merged, Corporate Training was increased to allow \$150,000 working capital to allow the business to schedule classes in advance, and estimates for STARS were decreased by \$1 million by lack of Board agreement on a proposed change.

For reference purposes, we have included actual billings during FY 2005 and an updated billing estimate for FY 2006. The FY 2006 update is consistent with Table III in the memorandum accompanying your May bill, and these data are also being used in the draft FY 2008 WCF budget documents being prepared for submission to OMB. FY 2007 estimates in the attachments remain the same as those we provided in December 2005 in preparation for the FY 2007 Congressional Request. While we will continue updating the FY 2006 estimates on a monthly basis, we do not plan further FY 2007-8 changes until after OMB passback, unless there are major policy changes.

Outyear Estimates

The detailed estimates provided in the attachments extend only to FY 2008 and are linked to current pricing policies. Customers will need to make their own judgments about any real changes to consumption levels in future years for purposes of the five-year budget estimates. To reflect the effects of inflation, we recommend use of 2.5% annual price growth after 2008. This is a composite of the 3% price growth forecast by GSA for rental payments (about half of the WCF costs for many customers) and the 2.1 % estimate in

the FY 2007 budget guidance. Also, OMB is using 2.4 % as the annual change in the deflator for non-Defense government costs.

Attached to this memorandum are the following tables:

- Table A provides the actual billings by customer organization and business line for FY 2005, the most recent full year of operations.
- Table B provides the most recent projections of FY 2006 billings, and is identical to Table III in the June 2006 billing memorandum issued last week.
- Table C is the estimate for the FY 2007 Congressional budget as provided to customers December 22, 2005.
- Table D represents our current estimate of FY 2008 requirements based on consumption patterns.
- Table E summarizes FY 2005 through FY 2008 estimates by customer organization.
- Table F summarizes FY 2005 through FY 2008 estimates by business line.

Questions?

Program organizations are invited to ask questions or seek clarification. Please feel free to contact Howard Borgstrom (6-5923), Bob Emond (6-2354), or any of the business line points-of-contact listed below.

<b>BUSINESS LINE</b>	<b>BILLING CONTACT</b>	<b>TELEPHONE</b>
<b>Administrative Services:</b> Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	(202) 586-3611
<b>Information Management:</b> Telephones Desktop Services Networking	Ann Warnick Judy Saylor Ann Warnick Judy Saylor	(301) 903-3056 (301) 903-4999 (301) 903-3056 (301) 903-4999
<b>Contract Closeout</b>	Jeff Rubenstein	(202) 287-1516
<b>Payroll Processing</b>	Jerry Odegard	(301) 903-4934
<b>CHRIS</b>	Michael Fraser	(202) 586-1910
<b>Corporate Training Services (CTS)</b> On Line Learning Center (OLC) Training Delivery & Services (TDS)	Bob Joyce	(202) 586-9551
<b>Project Mgt. Dev. Program (PMCDP)</b>	Wanda Chambers	(202) 586-8114
<b>STARS/Internal Reporting</b>	Bob Emond	(202) 586-2354
<b>External Independent Reviews</b>	Steven Rossi	(202) 586-0415

cc: Working Capital Fund Board  
Business Line Managers

**ACTUAL CUSTOMER COSTS FY 2005**  
(Dollars in Thousands)

Table A

ORG CODE	SUPPLY	MAIL	COPYING	PRINTING & GRAPHICS	BUILDING OCCUPANCY	DESKTOP SUPPORT	PHONE SERVICE	NETWORK	PROCUREMENT MANAGEMENT	Payroll and CHRIS	CORP TRAINING SERVICES	PMCDP	INDIRECT FUND ADMIN.	Subtotal By Office
AB	3	16	6	46	131	0	10	5	0	2	0	0	0	220
BCA	0	0	0	2	94	0	3	1	0	1	0	0	0	102
BPA	1	13	2	31	104	0	12	15	0	0	6	0	0	183
CF	155	89	159	178	2,549	53	392	442	34	94	12	31	120	4,307
CI	18	29	9	42	489	3	60	34	0	9	0	0	0	693
CN	37	24	45	36	885	0	98	14	2	10	1	3	0	1,155
DR	4	15	5	9	84	1	6	4	0	2	0	0	0	130
ED	31	50	33	53	400	1	52	35	4	12	2	0	0	673
EE	295	156	264	273	3,944	70	427	630	68	201	9	18	0	6,355
EH	60	72	78	76	3,094	23	324	319	14	81	13	8	0	4,163
EI	184	97	105	358	5,569	2	519	5	275	143	36	8	0	7,300
EM	186	61	131	92	4,042	34	503	686	98	549	51	679	0	7,113
FE	126	53	73	346	1,933	23	290	398	110	364	13	19	0	3,749
GC	62	45	50	349	2,229	4	174	84	1	61	6	0	0	3,065
HG	6	21	10	71	566	2	24	16	0	10	0	0	0	726
HR	74	126	81	70	1,258	25	155	119	13	44	420	0	0	2,386
IG	52	56	24	102	1,093	12	91	59	3	102	11	0	0	1,605
IM	138	62	64	38	3,414	286	501	285	13	42	11	31	0	4,885
IN	66	81	39	14	3,883	1	766	3	0	20	3	0	0	4,876
LM	16	19	35	5	366	3	35	67	3	29	6	4	0	587
MA	215	238	193	290	6,297	60	517	324	55	101	14	0	0	8,305
NA	559	260	293	472	12,063	103	1,704	1,204	190	817	39	220	0	17,924
NE	74	56	47	105	1,406	16	205	157	47	166	7	216	0	2,504
NR	0	0	1	17	0	0	95	6	0	71	0	0	0	191
OA	20	22	14	7	566	4	84	53	0	18	1	13	0	801
OE	25	30	12	18	560	4	81	30	2	14	1	4	0	781
PA	10	47	207	52	399	13	52	23	0	10	0	0	0	815
PI	53	19	122	61	1,213	18	136	91	19	35	2	0	0	1,769
RW	58	22	35	26	1,063	7	152	88	1	69	2	34	0	1,557
S	31	26	40	70	651	3	109	48	0	11	0	0	0	989
SC	231	99	102	385	2,577	16	380	368	41	445	11	95	0	4,751
SO	181	85	142	103	3,280	113	514	220	35	78	29	5	0	4,786
WAPA	1	13	1	56	112	0	8	118	25	615	4	5	0	958
FO	0	0	0	0	0	0	0	0	18	0	3	0	0	21
<b>TOTAL</b>	<b>2,971</b>	<b>2,002</b>	<b>2,426</b>	<b>3,856</b>	<b>66,313</b>	<b>901</b>	<b>8,478</b>	<b>5,953</b>	<b>1,071</b>	<b>4,226</b>	<b>713</b>	<b>1,393</b>	<b>120</b>	<b>100,423</b>

**PROJECTED CUSTOMER COSTS FY 2006**  
(\$ IN THOUSANDS)

Table B

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	DESKTOP SUPPORT	NETWORK	PROCUREMENT MGT	PAYROLL & CHRIS	CORP TRAINING SERV	PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM	STARS	INDIRECT	TOTAL ALL ACTIVITIES	
AB	2	15	13	9	130	15	0	5	0	2	0	0	0	0	191	AB
BCA	1	1	0	0	93	2	1	1	0	1	0	0	0	0	101	BCA
BPA	1	14	1	37	103	11	0	16	0	1	6	0	0	0	190	BPA
CF	149	79	174	126	2,379	314	75	433	20	90	3	8	6	187	4,042	CF
CI	16	30	13	49	473	79	4	36	0	10	0	0	1	0	710	CI
CN	45	31	20	55	913	105	0	14	5	11	0	1	0	0	1,201	CN
DR	4	15	0	21	83	6	1	5	0	2	0	0	0	0	136	DR
ED	32	47	28	46	410	57	3	38	3	13	1	0	1	0	678	ED
EE	279	177	189	271	3,924	446	17	663	51	210	10	16	186	0	6,440	EE
EH	76	50	77	112	3,056	279	8	299	2	85	3	3	21	0	4,071	EH
EI	193	99	133	175	5,547	469	2	5	173	150	6	10	12	0	6,974	EIA
EM	208	63	138	93	3,409	558	33	748	84	540	17	394	1,070	0	7,353	EM
FE	153	58	75	112	1,932	343	8	435	36	369	11	66	117	0	3,715	FE
GC	60	49	36	192	2,201	178	2	90	3	62	3	0	3	0	2,879	GC
HG	9	22	8	89	562	22	2	16	0	11	0	0	1	0	742	HG
HR	55	87	56	59	1,383	196	3	127	0	40	1	3	2	0	2,011	HR
IG	47	62	17	79	1,086	94	8	64	2	108	4	0	6	0	1,578	IG
IM	128	65	48	29	3,523	532	265	373	19	39	2	20	13	0	5,056	IM
IN	81	100	25	18	2,010	816	0	4	9	25	1	0	0	0	3,089	IN
LM	16	23	109	8	332	53	2	74	2	28	2	18	10	0	677	LM
MA	216	289	236	377	6,457	503	22	371	36	106	5	3	7	0	8,629	MA
NA	533	375	282	81	12,460	1,862	57	1,213	282	970	25	198	1,195	0	19,533	NA
NE	83	48	133	94	1,435	258	8	170	44	168	4	83	60	0	2,588	NE
NR	0	1	1	6	0	118	0	1	0	81	0	0	111	0	319	NR
OE	38	59	9	42	610	168	2	44	0	21	0	1	16	0	1,009	OE
PA	13	43	197	15	294	54	2	25	0	7	0	0	1	0	651	PA
PI	59	20	66	62	1,201	177	3	98	2	42	2	0	2	0	1,734	PI
RW	41	22	37	19	1,081	147	2	95	1	72	4	55	100	0	1,677	RW
S	19	26	5	97	674	98	1	50	0	10	0	0	1	0	981	S
SC	228	121	153	112	2,643	376	18	390	45	472	12	112	517	0	5,199	SC
SO	170	91	166	79	3,699	562	68	255	85	99	0	5	41	0	5,319	SO
WAPA	1	13	1	90	110	6	0	132	31	659	9	3	0	0	1,055	WAPA
FO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	FO
<b>TOTAL</b>	<b>\$2,955</b>	<b>\$2,193</b>	<b>\$2,446</b>	<b>\$2,652</b>	<b>\$64,214</b>	<b>\$8,904</b>	<b>\$618</b>	<b>\$6,290</b>	<b>\$934</b>	<b>\$4,502</b>	<b>\$134</b>	<b>\$999</b>	<b>\$3,500</b>	<b>\$187</b>	<b>\$100,529</b>	

**PROJECTED CUSTOMER COSTS FY 2007**  
(\$ IN THOUSANDS)

Table C

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	DESKTOP SUPPORT	NETWORK	PROCUREMENT MGT	PAYROLL & CHRIS	CORP TRAINING SERV	PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM	STARS	EXTERNAL INDEPENDENT REVIEWS	INTERNAL CONTROL	INDIRECT	TOTAL ALL ACTIVITIES	
AB	3	16	5	43	138	10	0	5	0	2	0	0	0	0	0		222	AB
BCA	0	0	0	1	105	3	0	1	0	1	0	0	0	0	0		113	BCA
BPA	1	13	1	100	109	11	0	15	0	0	24	0	0	0	370		643	BPA
CF	155	103	164	207	2,805	400	49	455	47	92	4	31	6	0	74	120	4,712	CF
CI	18	29	5	79	493	69	3	33	2	10	3	0	1	0	0		745	CI
CN	37	36	18	37	961	98	0	14	1	11	6	3	0	0	0		1,222	CN
DR	4	16	2	14	88	6	0	4	0	2	0	0	0	0	0		135	DR
ED	31	53	14	44	419	52	0	34	26	13	1	0	1	0	0		688	ED
EE	295	164	229	243	4,199	437	62	681	113	211	16	18	186	125	242		7,222	EE
EH	60	74	74	81	2,975	403	23	345	51	85	14	9	21	125	0		4,339	EH
EI	184	101	91	355	5,931	547	2	5	73	150	25	8	12	0	0		7,483	EIA
EM	186	54	125	57	3,587	532	36	656	121	572	56	479	1,070	4,000	1,587		13,118	EM
FE	126	44	51	396	2,051	281	28	434	69	383	17	19	117	370	137		4,522	FE
GC	62	48	50	180	2,314	173	3	82	3	63	13	0	3	0	0		2,995	GC
HG	6	26	8	79	634	23	4	15	2	11	2	0	1	0	0		813	HG
HR	74	137	80	63	1,384	152	31	109	19	43	165	0	2	0	0	0	2,259	HR
IG	52	57	34	101	1,152	89	9	56	3	107	16	0	6	0	0		1,683	IG
IM	138	63	67	61	3,784	527	263	275	25	44	9	31	13	0	0		5,299	IM
IN	66	82	16	18	2,051	746	0	2	2	21	2	0	0	0	0		3,006	IN
LM	16	19	32	10	387	30	5	66	7	30	3	4	10	125	11		756	LM
MA	215	256	171	337	6,930	513	61	307	75	126	5	0	7	0	0	0	9,003	MA
NA	559	264	201	404	13,175	1,636	105	1,263	241	847	108	220	1,195	2,900	1,636		24,754	NA
NE	74	56	32	43	1,546	209	19	154	100	174	12	25	60	500	89		3,093	NE
NR	0	0	0	0	0	105	0	6	0	73	1	0	111	0	0		297	NR
OA	20	17	13	7	636	85	5	52	0	19	0	3	4	0	0		859	OA
OE	25	42	3	11	629	23	3	25	0	14	8	10	16	0	0		808	OE
PA	10	49	172	142	309	56	4	22	1	10	0	0	1	0	0		778	PA
PI	53	18	51	1	1,268	141	15	87	35	37	8	0	2	0	0		1,716	PI
RW	58	23	49	18	1,111	165	6	85	31	72	4	34	100	1,000	0		2,757	RW
S	31	24	19	95	712	98	5	46	0	12	0	0	1	0	0		1,042	S
SC	231	100	73	202	2,860	390	4	361	18	468	32	95	517	1,400	680		7,431	SC
SO	181	76	189	108	3,227	626	125	220	15	82	29	5	37	0	0		4,919	SO
WAPA	1	13	0	53	116	64	0	118	0	645	19	5	0	0	174		1,209	WAPA
FO	0	0	0	0	0	0	0	0	0	0	2	1	0	0	0		3	FO
<b>TOTAL</b>	<b>\$2,971</b>	<b>\$2,073</b>	<b>\$2,039</b>	<b>\$3,588</b>	<b>\$68,086</b>	<b>\$8,702</b>	<b>\$871</b>	<b>\$6,033</b>	<b>\$1,080</b>	<b>\$4,427</b>	<b>\$607</b>	<b>\$1,000</b>	<b>\$3,500</b>	<b>\$10,545</b>	<b>\$5,000</b>	<b>\$120</b>	<b>\$120,642</b>	

**PROJECTED CUSTOMER COSTS FY 2008**  
(\$ IN THOUSANDS)

Table D

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	NETWORK	PROCUREMENT MGT	PAYROLL & CHRIS	CORP TRAINING SERV	PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM	STARS	EXTERNAL INDEPENDENT REVIEWS	INTERNAL CONTROL	INDIRECT	TOTAL ALL ACTIVITIES	
BCA	2	1	0	1	107	3	1	0	0	0	0	0	0	0		115	BCA
BPA	1	14	1	85	112	11	13	0	0	25	0	0	0	0		262	BPA
CF	151	79	202	177	2,954	400	508	20	91	11	8	5	0	8	120	4,735	CF
CI	16	31	13	67	506	69	37	2	11	2	0	1	0	1		755	CI
CN	52	34	17	32	1,059	98	15	1	19	3	1	0	0	0		1,331	CN
DR	4	14	0	12	90	6	5	0	2	1	0	0	0	1		134	DR
ED	30	47	32	38	430	52	37	26	12	2	0	1	0	1		707	ED
EE	274	158	203	209	4,253	437	679	114	199	21	16	177	125	252		7,117	EE
EH	61	51	60	69	3,116	403	317	51	94	25	3	18	0	25		4,293	EH
EI	199	96	148	304	6,073	547	7	73	145	37	10	13	0	18		7,670	EIA
EM	204	63	215	48	3,723	532	730	124	585	89	394	971	2,275	1,387		11,340	EM
FE	147	53	87	340	2,141	281	425	66	344	64	66	105	0	149		4,268	FE
GC	64	50	38	154	2,379	173	91	3	56	29	0	3	0	5		3,046	GC
HG	8	23	8	68	642	23	21	2	10	2	0	1	0	1		808	HG
HR	54	88	53	54	1,505	152	143	30	57	9	3	3	0	4	0	2,154	HR
IG	50	61	19	87	1,197	89	70	3	110	22	0	6	0	9		1,723	IG
IM	122	64	50	52	4,096	527	536	25	44	12	20	14	0	20		5,583	IM
IN	84	126	23	15	2,110	746	3	2	26	19	0	0	0	0		3,154	IN
LM	17	22	98	9	400	30	73	7	27	6	18	18	0	25		749	LM
MA	206	289	238	289	7,075	513	369	64	119	17	3	8	0	11	0	9,201	MA
NA	523	451	340	346	13,796	1,636	1,229	186	1,020	158	198	1,256	2,450	1,953		25,541	NA
NE	76	48	55	37	1,682	209	178	92	140	61	83	82	125	118		2,988	NE
NR	0	1	2	0	0	105	1	0	78	0	0	111	0	0		298	NR
OE	35	59	9	9	647	23	44	0	27	2	1	20	0	28		904	OE
PA	14	43	201	122	318	56	29	1	10	3	0	1	0	1		798	PA
PI	60	21	52	1	1,303	141	110	35	49	4	0	3	0	4		1,782	PI
RW	39	22	43	15	1,209	165	98	31	92	5	55	79	1,000	114		2,969	RW
S	18	26	23	82	822	98	54	0	13	27	0	1	0	1		1,164	S
SC	218	125	180	173	3,124	390	377	54	403	25	112	559	1,000	798		7,539	SC
SO	172	107	157	92	4,142	711	404	15	115	12	6	46	0	65		6,043	SO
WAPA	1	13	1	45	119	64	118	31	603	19	3	0	0	0		1,018	WAPA
FO	0	0	0	0	0	0	0	0	0	46	0	0	0	0		46	FO
<b>TOTAL</b>	<b>\$2,900</b>	<b>\$2,281</b>	<b>\$2,569</b>	<b>\$3,033</b>	<b>\$71,130</b>	<b>\$8,692</b>	<b>\$6,719</b>	<b>\$1,058</b>	<b>\$4,501</b>	<b>\$758</b>	<b>\$1,000</b>	<b>\$3,500</b>	<b>\$6,975</b>	<b>\$5,000</b>	<b>\$120</b>	<b>\$120,235</b>	

**PROJECTED CUSTOMER COSTS FY 2008**  
**Comparison of Annual Estimates by Customer**

Table E

ORG CODE	FY 2005 Actual	FY 2006 Estimate	FY 2007 Cong Request	FY 2008 Estimate	Difference from FY 2007	Difference %
AB	220	191	222	0	(222)	-100%
BCA	102	101	113	115	2	2%
BPA	183	190	643	262	(382)	-59%
CF	4,307	4,042	4,712	4,735	23	0%
CI	693	710	745	755	10	1%
CN	1,155	1,201	1,222	1,331	108	9%
DR	130	136	135	134	(1)	-1%
ED	673	678	688	707	19	3%
EE	6,355	6,440	7,222	7,117	(105)	-1%
EH	4,163	4,071	4,339	4,293	(46)	-1%
EI	7,300	6,974	7,483	7,670	187	2%
EM	7,113	7,353	13,118	11,340	(1,778)	-14%
FE	3,749	3,715	4,522	4,268	(254)	-6%
GC	3,065	2,879	2,995	3,046	51	2%
HG	726	742	813	808	(5)	-1%
HR	2,386	2,011	2,259	2,154	(105)	-5%
IG	1,605	1,578	1,683	1,723	40	2%
IM	4,885	5,056	5,299	5,583	284	5%
IN	4,876	3,089	3,006	3,154	148	5%
LM	587	677	756	749	(7)	-1%
MA	8,305	8,629	9,003	9,201	198	2%
NA	17,924	19,533	24,754	25,541	787	3%
NE	2,504	2,588	3,093	2,988	(105)	-3%
NR	191	319	297	298	1	0%
OA	801	0	0	0	0	0%
OE	781	1,009	808	904	96	12%
PA	815	651	778	798	20	3%
PI	1,769	1,734	1,716	1,782	66	4%
RW	1,557	1,677	2,757	2,969	212	8%
S	989	981	1,042	1,164	122	12%
SC	4,751	5,199	7,431	7,539	108	1%
SO	4,786	5,319	5,778	6,043	265	5%
WAPA	958	1,055	1,209	1,018	(191)	-16%
FO	21	0	3	46	43	1352%
<b>TOTAL</b>	<b>\$100,423</b>	<b>\$100,529</b>	<b>\$120,642</b>	<b>\$120,235</b>	<b>-\$407</b>	<b>-0.3%</b>

**PROJECTED CUSTOMER COSTS FY 2008**  
**Comparison of Annual Estimates by Business Line**

Table F

ORG CODE	FY 2005 Actual	FY 2006 Estimates	FY 2007 Estimates	FY 2008 Estimates	Difference from FY 2007	Difference %
Supplies	2,971	2,955	2,971	2,900	(71)	-2.4%
Mail	2,002	2,193	2,073	2,281	207	10.0%
Copy	2,426	2,446	2,039	2,569	530	26.0%
P&G	3,856	2,652	3,588	3,033	(555)	-15.5%
Building	66,313	64,214	68,086	71,130	3,044	4.5%
Phones	8,478	8,904	8,702	8,692	(10)	-0.1%
Desktop	901	618	0	0	0	0.0%
Netwprk	5,953	6,290	6,904	6,719	(185)	-2.7%
Proc Mgt	1,071	934	1,080	1,058	(22)	-2.0%
Payroll/CHR	4,227	4,502	4,427	4,501	74	1.7%
Corp Trainin	713	134	607	758	151	24.8%
PMCDP	1,393	999	1,000	1,000	0	0.0%
STARS	0	3,500	3,500	3,500	0	0.0%
EIR	0	0	10,545	6,975	(3,570)	-33.9%
A-123	0	0	5,000	5,000	0	0.0%
Indirect	120	187	120	120	0	0.0%
<b>TOTAL</b>	<b>\$100,424</b>	<b>\$100,529</b>	<b>\$120,642</b>	<b>\$120,235</b>	<b>-\$407</b>	<b>-0.3%</b>