Department of Energy
Washington, DC 20585

September 19, 2007

MEMORANDUM FOR DISTRIBUTION

FROM: STEVE ISAKOWITZ
CHIEF FINANCIAL OFFICER

SUBJECT: Call for the Analysis of Fiscal Year 2007 Uncosted Balances

The Energy Policy Act of 1992 (P.L.102-486) requires the Department to submit an annual report to the Congress on the status of our uncosted obligations. To comply with this requirement, the Department implemented a process for the systematic review of these balances. This process depends on the establishment of percentage thresholds specifying uncosted levels that are consistent with sound financial management and then providing justifications for those areas that exceed the threshold.

This memorandum transmits guidance for the review of fiscal year (FY) 2007 end-of-year uncosted balances. This guidance and related reporting templates may also be accessed at: http://www.cfo.doe.gov/cf1-2/uncost.htm. The guidance remains essentially unchanged from FY 2006, and requires justifications for balances where:

1) The total uncosted balance at the Budget and Reporting Code level is greater than $5 million, AND
2) The total over-threshold amount at the Budget and Reporting Code level is greater than $2 million.

Please note that the justification for each over-threshold amount must include a plan of action to bring the uncosted balance in line with the established threshold or a definitive explanation as to why this cannot be accomplished. Plans must include a specific timeframe for achieving threshold levels where applicable and an explanation of the impact of the uncosted balances on FY 2008 and 2009 budget execution.

All analyses should be completed and submitted to the Office of Internal Review (OIR) no later than close of business November 09, 2007, for field elements and November 21, 2007, for Headquarters organizations. Please ensure that all reporting entities under your cognizance complete the analysis and report the results in accordance with Paragraph V, "Reporting Process," of the guidance.

Questions regarding this requirement should be directed to Dean Childs, Deputy Director, Office of Internal Review, at (301) 903-2560. Technical questions and final submissions should be directed to Tammi Garnand at (301) 903-4732 (Tammi.Garnand@hq.doe.gov).

Attachment

cc: Field Chief Financial Officers
Director, Energy Finance and Accounting Service Center
Director, Field Financial Management, NNSA
Director, Financial Management, EMCBC

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Attachment

U.S. DEPARTMENT OF ENERGY
OFFICE OF CHIEF FINANCIAL OFFICER
GUIDANCE FOR THE REVIEW OF UNCOSTED BALANCES
FOR FISCAL YEAR (FY) 2007

I. Purpose: This guidance defines the procedures, timing, formats and analytical criteria by which the Department of Energy (DOE), including the National Nuclear Security Administration (NNSA), and Major Facilities Management Contractors (FMCs) evaluate year-end uncosted balances to determine if any portion of those balances should be reallocated to higher priority programs (see Attachment 1 for a complete list of reporting entities). This analysis is required to support Congressional reporting under Section 2307 of the Energy Policy Act of 1992 (P.L. 102-486), which requires the Department to submit an annual report to Congress on the status of our uncosted obligations.

II. Background: In April 1996, the Government Accountability Office (GAO) issued its report *"DOE Needs to Improve Its Analysis of Carryover Balances"* (GAO/RCED-96-57). The GAO report stated that the Department did not have a standard, effective approach for identifying excess carryover balances that might be available to reduce future budget requests. Instead it relied on broad estimates of potentially excess balances in its individual programs. As a result, GAO indicated that DOE could not be sure whether the amount of carryover balances proposed for use by its programs was adequate, too small or too large.

Recognizing that there is a legitimate rationale for the retention of some level of uncosted balances, DOE developed a new approach that hinges upon the establishment of percentage thresholds specifying levels of uncosted balances that are consistent with sound financial management for specific types of financial/contractual arrangements. This allows the Department to evaluate its overall performance based on the variance between the calculated thresholds and actual balances and will, over time, facilitate the establishment of more meaningful benchmarks for desired uncosted balance levels.

The thresholds were developed on the presumption that certain types of funding typically have different rates of costing. For example, construction contracts routinely require up front funding covering multiple years, resulting in year-end uncosted balances that may reach as high as 80 percent or more in the early construction phases. Conversely, Federal operating activities typically require only about two months of carryover to assure continuity of operations.

III. Scope: This guidance covers procedures and policies for year-end reporting and analysis of DOE uncosted obligated balances for FY 2007. The analysis of unobligated balances is accomplished through other Departmental efforts. These requirements apply to all Departmental elements listed in Attachment 1, including NNSA.

IV. Uncosted Obligated Balances:

A. General:

1. Uncosted obligated balances are the result of legal obligations incurred for which goods and/or services have not yet been provided.

2. The complexity in analyzing uncosted balances may be increased depending on the type of obligating instrument (e.g., contract, grant or cooperative agreement), the nature of the expenditure (e.g., capital equipment, operating or construction) or the type of entity involved, such as a facility management contractor versus a Headquarters program activity. Additionally, some types of uncosted balances are more controllable than others. For example, balances for reimbursable work are less controllable than those for operating expenses (since reimbursable funds are in the control of other entities). Therefore, a higher level of uncosted balances for these funds would be expected.

3. Some uncosted balances are a legitimate consequence of normal, on-going operations. This guidance is developed to provide guidelines on typical levels of uncosted balances for various obligating instruments and funding types.

4. As a guideline in determining appropriate levels for uncosted balances, thresholds are established. A threshold is defined as an analytical reference point (i.e., specific dollar value or percentage of a specified cost category or obligational availability) beyond which uncosted obligation balances should be given greater scrutiny. That does not mean that they are inappropriate. It only means that balances which exceed a threshold will become the subject for more intense review and will require more detailed justification for retention. Thresholds were developed through analysis of historical field and contractor data as well as the Department's accounting and other financial practices. Consideration was also given to GAO analysis approaches.

B. Reporting Levels:

Levels of detail for threshold and reporting purposes will be at the four digit Budget and Reporting Code (B&R) level or higher control level (i.e. B&R GJ01 or GJ if that is a control level).

C. Cost Categories and Uncosted Thresholds:

In order to focus analysis efforts on those areas for which the Department can exercise the most control, costs and uncosted balances are segregated into discrete categories which display similar and predictable costing rates. The following table outlines the various uncosted categories and their respective thresholds.

CATEGORY	THRESHOLD
Contractor Operating Costs: This category includes operating costs incurred by Major Facilities Management Contractors (FMCs) that manage Departmental sites.	**13% of the Total Funds Available to Cost (TAC) for contractor operating activities for the fiscal year just ended.** **TAC is defined as the total amount of funds available to be costed in the current fiscal year. TAC may be calculated in two ways: (Current Year Costs + Current Year Ending Uncosted Obligations) or (Current Year Beginning Uncosted Obligations + Current Year Obligations)[1]**
Federal Operating Costs: This category includes operating costs not related to FMCs or other identified categories.	**17% of the TAC for Federal operating activities for the fiscal year just ended.**
Capital Equipment (CE), General Plant Projects (GPP) & Accelerator Improvement Projects (AIP): This category includes costs incurred for CE, GPP and AIP. CE includes those items that meet the accounting criteria for capitalization (i.e., cost of $50,000 or more and an anticipated service life of 2 years or more).	**50% of the TAC for CE, GPP and AIP respectively for the fiscal year just ended.**
♦Line-item Construction **♦Grants** **♦Cooperative Research and Development Agreements and other Cooperative Agreements** **♦Reimbursable Work**	**Not subject to a specific threshold. These costs should be reported and evaluated on a case-by-case basis throughout the life of the contractual instruments. Only reporting of the costs and resulting uncosted balances is required for this exercise to assure that all costs are accounted for.**
Note: Costs of all categories are mutually exclusive.	

1 These two calculations will always yield the same numbers.

D. Analysis Requirements (Read Carefully)

1. Each Headquarters and field element (including NNSA), and FMC listed in Attachment 1 is required to analyze and report on their uncosted balances using the formats in Attachments 3 and 4 respectively. Cognizant field and Headquarters organizations must also complete a Field Organization/Program Summary sheet illustrated in Attachment 5.

2. The analysis should be performed at the four digit B&R level (ex. WM01, GJ34, etc.) or the B&R control level if higher (ex. WM or GJ).

3. Written justifications should be provided for those program codes where the uncosted balance exceeds the defined threshold. In these instances, the justification should cover the entire uncosted balance (not just the amount by which the threshold was exceeded). This should include:

   a) Major drivers that contributed to the actual uncosted balance exceeding the threshold.
   b) Actions to be taken to bring the uncosted balance in line with established threshold.
   c) Timeframe to accomplish these actions.
   d) Explanation of the impact of the uncosted balance on the FY 2008/2009 budget cycles.
   e) Statement that the balances should or should not be retained.

Note: No explanation is necessary if the total uncosted balance at the B&R level is less than or equal to $5 million OR the amount over threshold is less than or equal to $2 million.

4. All totals for costs and ending uncosted obligations for each Headquarters program, field organization and contractor should tie to the site's official accounting records.

V. Reporting Process (Read Carefully)

1. Headquarters and field organizations should provide the guidance to their contractors required to report under this process (See Attachment 1). Also, please review the list of reporting contractor entities pertaining to your organization and **report any changes regarding your contractor entities (name, contract number, etc.) to the Office of Internal Review (OIR).**

2. Contractors should perform their analyses and submit their results to the cognizant DOE field or Headquarters organization by the dates specified by that organization.

3. Headquarters and field organizations should complete the analysis of their uncosted balances and collect submissions from contractors under their cognizance. Headquarters and field organizations are responsible for ensuring that the totals for cost and ending uncosted obligations (including contractor totals) are consistent with the site's official accounting records.

4. Headquarters and field organizations should submit their analyses to the OIR by the dates indicated in paragraph VI of this guidance. The submission should include: 1) a transmittal memorandum; 2) the field organization/program analysis spreadsheet and related justifications; 3) all contractor analysis spreadsheets and related justifications; and 4) the field organization/program summary sheet. (NOTE: In the transmittal memorandum, each organization should highlight any funds identified during the analysis that were used to offset FY 2007 requirements or may be used to offset FY 2008 budget requirements.)

5. Field submissions should be sent to the OIR and each Headquarters Assistant Secretary who provides funding to the site. Headquarters Program submissions should be sent to the OIR only.

6. Submissions should be sent as follows: 1) Hard copy by mail; and 2) Electronic copy on CD or by E-mail (required with submission to the OIR only).

7. Spreadsheet files should be prepared using the supplied format in EXCEL. Please **DO NOT** modify the spreadsheets from the formats provided. You may add rows to accommodate more B&R levels, but the columns should not be changed. This is important in order to facilitate consolidation of submissions at Headquarters. The transmittal memorandum and justifications must be prepared using Microsoft Word. Cognizant field organizations must **consolidate their submission into 1 Microsoft Excel file** (including separate worksheets for each contractor and the field organization) and **1 Microsoft Word file** (containing contractor and field justifications). Spreadsheets may be obtained at: http://www.cfo.doe.gov/cf1-2/uncost.htm.

8. Attachment 2 contains specific guidelines for preparing the spreadsheets. All guidelines must be followed for the analysis to be accepted by Headquarters.

VI. Timing

1. **November 9** - Cognizant field organizations are responsible for completing the analysis and reporting results (including contractor analyses) to OIR.

2. **November 21** - Cognizant Headquarters organizations are responsible for completing the analysis and reporting results to the OIR.

3. **November / December** – the OIR and Headquarters organizations simultaneously review submissions and the OIR performs a corporate threshold analysis.

4. **January 31, 2008 –** The CFO submits the Congressional Report on Carryover Balances to the Congress as required by the Energy Policy Act of 1992, Section 2307.

Attachment 1

SEPARATE REPORTING ENTITIES FOR FY 2007
ANALYSIS OF UNCOSTED BALANCES

Headquarters Reporting Programs

Chief Financial Officer	CF
Chief Information Officer	IM
Civilian Radioactive Waste Management	RW
Congressional & Intergovernmental Affairs	CI
Economic Impact & Diversity	ED
Electricity Delivery and Energy Reliability	OE
Energy Efficiency and Renewable Energy	EE
Energy Information Administration	EI
Environmental Management	EM
Fossil Energy	FE
General Counsel	GC
Health, Safety and Security	HS
Hearings and Appeals	HG
Inspector General	IG
Intelligence and Counterintelligence	IN
National Nuclear Security Administration	NA
Nuclear Energy	NE
Legacy Management	LM
Policy and International Affairs	PI
Public Affairs	PA
Science	SC
Human Capital Management	HR
Management	MA

FY 2007 Cognizant Field Organization Reporting Entities

Energy

Headquarters:	Naval Petroleum Reserve – Bechtel (FE60520) National Energy Technology Laboratory (NETL) Strategic Petroleum Reserve Operations - DynMcDermott (PO18000) Strategic Petroleum Reserve Operations – DynMcDermott (PO92207 Note: All contractors and NETL report through FE.
Chicago:	Ames Laboratory - Iowa State University (CHENG82) - **Old** Ames Laboratory – Iowa State University (CH11358) **- New** Argonne National Laboratory – University of Chicago (CHENG38) - **Old** Argonne National Laboratory -U Chicago Argonne, LLC (CH11357) - **New** Brookhaven National Laboratory – Brookhaven Science Associates (CH10886) Fermi National Accelerator Laboratory – University Research Associates (CH03000) - **Old** Fermi National Accelerator Laboratory – Fermi Research Alliance LLC (CH11359) - **New** Lawrence Berkeley National Laboratory – University of California (CH11231) Princeton Plasma Physics Laboratory – Princeton University (CH03073)
Consolidated Business Center: (Includes reporting for Ohio and Rocky Flats)	Ashtabula – Lata Sharp Remediation Services (EW04001) - **In Closeout** Carlsbad - Waste Isolation Pilot Plan (WIPP) - Westinghouse Tru Solutions, LLC (AL66444) Columbus – ECC & E2 Closure Services, LLC (OH20171) - **In Closeout** Fernald - Fluor Fernald Inc. (OH20115) - **In Closeout** Mound - CH2M Hill Mound, Inc. (OH20152) - **In Closeout** Paducah – Paducah Remediation Services (EW05001) Paducah – Swift & Staley Mechanical Contractor (OH20178) Portsmouth – Lata Parallax Portsmouth (OH20192) Portsmouth – Theta Pro2Serve Management Company (OH20193) Rocky Flats Environmental Technology Site - Kaiser-Hill (RF01904) - **In Closeout** West Valley - West Valley Nuclear Services Co. (NE44139) - **In Closeout** West Valley Environmental Services Co. (CC30000) - **New** MOAB – Energy Solutions Federal Services (CC00014) - **New** ETEC – Boeing (SF21530) - **New**
Golden:	National Renewable Energy Laboratory – Midwest Research Institute (GO10337)

Idaho:	Idaho National Laboratory - Bechtel B&W Idaho, LLC (ID13727) Battelle Energy Alliance, (ID14517) Mound - CH2M-WG Idaho LLC (ID14516)
Oak Ridge:	Jefferson Science Associates (OR23177) Oak Ridge Institute of Science and Education - Oak Ridge Associated Universities (OR23100) Oak Ridge National Laboratory - UT Battelle, LLC (OR22725) Oak Ridge - Bechtel Jacobs LLC (OR22700) Pacific Northwest National Laboratory – Battelle Memorial Institute (RL01830) Stanford Linear Accelerator Center – Stanford (SF00515)
River Protection:	Hanford - Bechtel National, Inc. (RV14136) Hanford - CH2M Hill, Inc. (RL14047)
Richland:	Fernald Environmental Management Project - Fluor Hanford, Inc. (RL13200) Washington Closure Hanford (RL14655)

Southeast Power Administration

Southwest Power Administration

Western Power Administration

<u>NNSA</u>

Albuquerque: (Includes reporting for AL, NV & OAK Federal Activities)	Kansas City – Honeywell Federal Manufacture &Technology (HFM&T) (AL66850) Lawrence Livermore National Laboratory – University of California (SFENG48) Los Alamos National Security, LLC (NA25396) National Security Technologies (NA25946) Nevada - Bechtel SAIC Co. (RW12101) Pantex – Babcock, Wilcox Technologies, Inc. (BWXT) (AL66620) Sandia National Laboratory – Lockheed Martin (AL85000) Y-12 - BWX Technologies, Inc. (OR22800)
Oak Ridge:	Lockheed Martin Energy Systems (OR21400)
Savannah River:	Savannah River – Washington Savannah River Company (SR18500)
Schenectady Naval Reactors:	Knolls Atomic Power Laboratory – (SN39357) Lockheed Martin

Pittsburgh
Naval Reactors: Bettis Atomic Power Laboratory – Bechtel Bettis (PN38206)

Attachment 2

GUIDELINES FOR COMPLETING
UNCOSTED ANALYSIS SPREADSHEETS

Once electronic copies of all analyses have been received at Headquarters, they are consolidated to present Department-wide data. To make this happen, it is imperative that the spreadsheets be prepared in a very deliberate manner by each reporting entity. The following is a list of DOs and DON'Ts to ensure the process works. Thank you in advance for following these guidelines.

A) PLEASE DO: Round <u>ALL</u> numbers in thousands.

B) PLEASE DO: Convert <u>format rounded</u> numbers to <u>values</u> before totaling and submitting to Headquarters. Excel allows you to use its format rounding feature to make the numbers <u>appear</u> in thousands. However, when the numbers are added together, the program sums the actual value, not the rounded value. This causes serious consolidation problems.

C) PLEASE DO: Submit spreadsheets to Headquarters using EXCEL.

D) PLEASE DO **<u>NOT</u>**: Change the format of the worksheets. You may add additional lines to facilitate the number of B&Rs being reported, but the columns, headings and calculations should remain unchanged.

E) PLEASE DO **<u>NOT</u>**: Submit spreadsheets to Headquarters with sub-totals. This makes consolidation virtually impossible. If you use sub-totals in the preparation phase, please remove them from the final version.

F) PLEASE DO **<u>NOT</u>**: Change or add formulas to the spreadsheets. Only Columns H & K and Total Lines of each spreadsheet should contain formulas. Any other formulas may prevent consolidation. You may have to copy the formulas down in columns H & K if you add additional lines. This is okay, but be sure that the formula is copied correctly.

G) PLEASE DO **<u>NOT</u>**: Recreate the spreadsheets. Update the spreadsheet files received from the OIR. If you need copies of the files, contact Tammi Garnand on 301-903-4732 or download them at: http://www.cfo.doe.gov/cf1-2/uncost.htm.

Note: You will see entries in columns H & K of the spreadsheet which appear as odd characters such as #DIV/0!. This is normal and there is no need to attempt to fix the spreadsheet. These characters appear when there are no numbers in the columns to which the formulas are referring. If you have any questions, please contact OIR.

U.S. DEPARTMENT OF ENERGY
ANALYSIS OF FY 2007 UNCOSTED BALANCES
FIELD ORGANIZATION/PROGRAM ANALYSIS OF FEDERAL UNCOSTED BALANCES FOR (INSERT NAME)
(Dollars in Thousands)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Asst. Sec.	Appropriation Number	4 Digit B&R or Higher Control	Total Cost	Total Uncosted	Total Federal Operating Costs	Total Federal Operating Uncosteds	Federal Uncost as a % of TAC for Federal Activities G/(F+G)	Total Capital Equipment, GPP & AIP Costs	Total Uncosted for Capital Equipment, GPP & AIP	CE GPP & AIP Uncost as a % of TAC for CE, GPP AIP J/(I+J)	Total Line Item Construction Costs	Total Uncosted for Line Item Construction	Costs of Reimbursable Work & Transfer Appropriations	Reimbursable Work & Transfer Appropriation Uncosteds	Total Grant CRADA and Other Cooperative Agreement Costs	Total Grant CRADA and Other Cooperative Agreement Uncosted
EE	89X0240	EB02	25,000	5,000	5,000	1,000	17%								20,000	4,000
EE	89X0240	39EB	1,000	500							1,000	500				
EM	89X0243	EM01 (OP)	17,000	1,000	17,000	1,000	6%									
EM	89X0243	EM01 (CE)	1,500	250				1,500	250	14%						
EM	89X0243	40	10,000	6,000									10,000	6,000		
EM	89X0243	32	20,000	18,000									20,000	18,000		
Field Org./Program Total			74,500	30,750	22,000	2,000	8%	1,500	250	14%	1,000	500	30,000	24,000	20,000	4,000

(A) Provide the 2 letter abbreviation for the cognizant Assistant Secretary for the Appropriation for each line (e.g. EM for Environmental Management).
(B) Provide the appropriation symbol for each line (e.g. 89X0224).
(C) Provide the Four Digit B&R (or higher control level B&R) against which the uncosted balances are being reported (e.g. EM01,EM,etc.)
(D) Provide the Total Cost for the Field Organization/Program for each B&R. The total for this column should be compared with the site's official accounting records. The sum of the costs allocated to columns F,I,L,N and P must equal column D for each B&R and in total.
(E) Provide the Total Uncosted balance for the Field Organization/Program for each B&R. The total for this column should be compared with the site's official accounting records. The sum of the uncosteds allocated to columns G,J,M,O and Q must equal column E for each B&R and in total.
(F) Provide, for each B&R, the portion of the total cost from column (D) which is applicable to Federal operating costs.
(G) Provide, for each B&R, the portion of the total uncosted balance from column (E) which is applicable to Federal operating activities.
(H) Automatic calculation of the threshold for Federal Operating Costs (Federal uncosteds as a percent of TAC for Federal Activities). A written explanation of the major drivers for the ENTIRE uncosted balance and a justification for retention of these balances should be provided for each B&R where the percentage exceeds the predefined threshold of **17% of TAC and the materiality thresholds.**
(I) Provide, for Each B&R, the portion of the total cost from column (D) which is applicable to Capital Equipment, GPP & AIP.
(J) Provide, for each B&R, the portion of the total uncosted balance from column (E) which is applicable to Capital Equipment, GPP & AIP.
(K) Automatic calculation of the threshold for Capital Equipment, GPP & AIP (CE, GPP & AIP uncosteds as a percent of TAC for Capital Equipment, GPP & AIP). A written explanation of the major drivers for the ENTIRE uncosted balance and a justification for retention of these balances should be provided for each B&R where the percentage exceeds the predefined threshold of **50% of TAC and the new materiality thresholds.**
(L) Provide, for each B&R, the portion of the total cost from column (D) which is applicable to Line-item Construction.
(M) Provide, for each B&R, the portion of the total uncosted balance from column (E) which is applicable to Line-item Construction.
(N) Provide, for each B&R, the portion of the total cost from column (D) which is applicable to Reimbursable Work (Federal & Non-Federal) & Transfer Appropriations.
(O) Provide, for each B&R, the portion of the total uncosted balance from column (E) which is applicable to Reimbursable Work (Federal & Non-Federal) & Transfer Appropriations.
(P) Provide, for each B&R, the portion of the total cost from column (D) which is applicable to Grants, CRADAs and other Cooperative Agreements.
(Q) Provide, for each B&R, the portion of the total uncosted balance from column (E) which is applicable to Grants, CRADAs and other Cooperative Agreements.

NOTES:
1) For those B&Rs that contain both Operating costs and costs for Capital Equipment, GPP or AIP, please show two lines to capture each type of cost. See B&R EM01 in the example above.
2) DO NOT include Major Facilities Management Contractor (FMC) data in the analysis on this sheet. Use Template in Attachment 2 for FMC analyses.

U.S. DEPARTMENT OF ENERGY
ANALYSIS OF FY 2007 UNCOSTED BALANCES
MAJOR FACILITIES MANAGEMENT CONTRACTOR (FMC) ANALYSES FOR (CONTRACTOR NAME and CID)
(Dollars in Thousands)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Asst. Sec.	Appropriation Symbol	B&R 4 digit or higher Control Level	Total Cost	Total Uncosted	Total FMC Operating Costs	Total Uncosted for FMC Operating Activities	FMC Operating Uncost. as a % of TAC for FMC Op. Activities G/(F+G)	Total Capital Equipment, GPP & AIP Costs	Total Uncosted for Capital Equipment, GPP & AIP	CE, GPP & AIP Uncost. as a % of TAC J/(I+J)	Total Line Item Construction Costs	Total Uncosted for Line Item Construction	Total Cost of Reimbursable Work & Transfer Approps.	Total Uncosted for Reimbursable Work & Transfer Approps.	Total Grant CRADA and Other Cooperative Agreement Costs	Total Grant CRADA and Other Cooperative Agreement Uncosted
EE	89X0224	EB22	110	40	110	40	27%									
EE	89X0224	EB23 **(OP)**	65	54	45	50	53%								20	4
EE	89X0224	EB23 **(CE)**	45	50				45	50	53%						
EE	89X0224	39EB	11	21							11	21				
EE	89X0240	EB01	190,650	35,000	190,650	35,000	16%									
EE	89X0240	EE02 **(CE)**	50,000	6,000				50,000	6,000	11%						
EE	89X0240	40	10,000	7,000									10,000	7,000		
	SITE TOTALS		250,881	48,165	190,805	35,090	16%	50,045	6,050	11%	11	21	10,000	7,000	20	4

(A) Provide the 2 letter abbreviation for the cognizant Assistant Secretary for the Appropriation for each line it appears (e.g EM for Environmental Management).
(B) Provide the appropriation symbol for each line (e.g 89X0224).
(C) Provide the 4 Digit B&R (or higher level control B&R) against which the uncosted balances are being reported (e.g EB22, EB,etc.).
(D) Provide the Total Cost for each B&R. The total for this column should be compared with the site's official accounting records.
The sum of the costs allocated to columns F,I,L,N and P must equal column D for each B&R and in total.
(E) Provide the Total Uncosted balance for each B&R. The total for this column should be compared with the site's official accounting records.
The sum of the uncosteds allocated to columns G,J,M,O and Q must equal column E for each B&R and in total.
(F) Provide for each B&R the portion of total cost from column (D) which is applicable to FMC Operating Costs.
(G) Provide for each B&R the portion of total Uncosted from column (E) which is applicable to FMC Operating Activities.
(H) Automatic calculation of the threshold for FMC Operating costs (Operating uncosted as a percent of TAC for Operating activities).
A written explanation of the major drivers for the **ENTIRE** uncosted balance and a justification for retention of these balances
should be provided for each B&R where the percentage exceeds the predefined threshold of **13% of TAC and the new materiality thresholds.**
(I) Provide, for each B&R, the portion of the total cost from column (D) which is applicable to Capital Equipment, GPP & AIP.
(J) Provide, for each B&R, the portion of the total uncosted balance from column (E) which is applicable to Capital Equipment, GPP & AIP.
(K) Automatic calculation of the threshold for Capital Equipment, GPP & AIP (CE, GPP & AIP uncosted as a percent of TAC for CE, GPP & AIP).
A written explanation of the major drivers for the **ENTIRE** uncosted balance and a justification for retention of these balances
should be provided for each B&R where the percentage exceeds the predefined threshold of **50% of TAC and the new materiality thresholds.**
(L) Provide, for each B&R, the portion of the total cost from column (D) which is applicable to Line item construction.
(M) Provide, for each B&R, the portion of the total uncosted balance from column (E) which is applicable to Line-item construction.
(N) Provide, for each B&R, the portion of the total cost from column (D) which is applicable to Reimbursable Work & Transfer Appropriations.
(O) Provide, for each B&R, the portion of the total uncosted balance from column (E) which is applicable to Reimbursable Work & Transfer Appropiations.
(P) Provide, for each B&R, the portion of the total cost from column (D) which is applicable to Grants, CRADAs and other Cooperative Agreements.
(Q) Provide, for each B&R, the portion of the total uncosted balance from column (E) which is applicable to Grants, CRADAs and other Cooperative Agreements.

NOTES:
1) For those B&Rs that contain both Operating costs and costs for Capital Equipment, GPP, or AIP, please show two lines to capture each type of cost. See B&R EB23 in the example above.
2) DO NOT include Non-Contractor Balances on this sheet.

U.S. DEPARTMENT OF ENERGY
ANALYSIS OF FY 2007 UNCOSTED BALANCES
FIELD ORGANIZATION/PROGRAM SUMMARY ANALYSIS FOR (INSERT NAME)
(Dollars in Thousands)

A,B,C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
REPORTING ENTITY Contractor / Office Name	Total Cost for Reporting Entity	Total Uncosted For Reporting Entity	Total Operating Costs	Total Operating Uncosteds	Op. Uncost. as a % of TAC for Op. Activities G/(F+G)	Total Capital Equipment, GPP & AIP Costs	Total Uncosted for Capital Equipment, GPP & AIP	CE, GPP & AIP Uncost. as a % of TAC for CE, GPP,AIP J/(I+J)	Total Line Item Construction Costs	Total Uncosted for Line Item Construction	Costs of Reimbursable Work & Transfer Appropriations	Reimbursable Work & Transfer Appropriation Uncosteds	Total Grant, CRADA and Other Cooperative Agreement Costs	Total Grant, CRADA and Other Cooperative Agreement Uncosted
Sample Ops. Office	74,500	30,750	22,000	2,000	8%	1,500	250	14%	1,000	500	30,000	24,000	20,000	4,000
Contractor #1	250,881	48,165	190,805	35,090	16%	50,045	6,050	11%	11	21	10,000	7,000	20	4
Contractor #2	100,000	9,000	100,000	9,000	8%									
SITE TOTALS	425,381	87,915	312,805	46,090	13%	51,545	6,300	11%	1,011	521	40,000	31,000	20,020	4,004

Column Explanations:

(A,B,C) Enter the names of the specific reporting entities of the Site (e.g. Chicago Ops. Office, Brookhaven Nat'l Lab, Argonne Nat'l Lab, etc.).
(D thru Q) Enter the TOTALS from corresponding columns on the detailed analysis sheets for each entity.