

M O U N D Electronic Message

Date: 05-Apr-1993 06:42pm EST  
 From: Arthur Kleinrath  
 KLEIAW  
 Dept: DOE - DAO  
 Tel No: 3597

TO: See Below

Subject: FYP submission/ 4/5/93

After our phone conference between all the plants and Peggy Hanson, I discussed the plan of Ms. Hanson to limit the planning level to 10% over target (constrained) levels in the submission, with Alan Jones. As a result of my conversation a formal memo is being prepared. This direction should serve in the interim.

1. The submission is due at DAO, (in the hands of your appropriate program manager - NOT "in the mail") at NOON April 13, 1993 in order to make the new AL deadline of April 14, 1993. If you can't find your program manager give it to another one (eg Tim Frazier, Sam Cheng, and Art Kleinrath are interchangeable for delivery purposes). This is necessary to meet the deadline.
2. The Planning level dollars in the table of expenditures, should be the REQUIREMENTS case NOT the 110% of target case dollars.
3. The Planning Level narrative will have two sections, one for 110% of target level and another for "full compliance" or requirements case.
4. The Planning Level narrative section should have a description of the case for the 110% of target level of funding. This section can be short (1 or 2 paragraphs).
5. The remainder of the planning level narrative section should be for the full (requirements) case of funding [which is what you should have currently written].
6. These two planning level narrative sections should be clearly identified by introductory sentences and subtitles as to which "planning level" they are. The order that the two different planning level narratives appear in should be consistent among ADSS of each program but not necessarily between programs

Following these procedures will ensure that Mound requests sufficient funds in ER and WM. It will put the onus on AL to request sufficient funds  
 Distribution:

TO: Charles S. Friedman	( FRIECS )
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TO: David A. Rakel	( RAKEDA )
TO: WILLIAM P. DAVIS	( DAVIWP )

*Ralph*

U. S. DEPARTMENT OF ENERGY  
ALBUQUERQUE FIELD OFFICE  
P. O. BOX 5400  
ALBUQUERQUE, NEW MEXICO 87115-5400

**BUDGET AND RESOURCES MANAGEMENT DIVISION****FACSIMILE TRANSMISSION COVER SHEET****DATE:** APRIL 5, 1993**TO:****NAME:** Jim Franzer / Art Kleinert / Sam Cheng DAO**FAX NO:** 513-865-4489**VERIFICATION NO:** \_\_\_\_\_**FROM:****NAME:** for  
MARGARET A. HANSON, CHIEF, ENVIRONMENTAL PROGRAMS SECTIONBUDGET AND RESOURCES MANAGEMENT DIVISION  
ALBUQUERQUE FIELD OFFICE**PHONE NO:** \_\_\_\_\_**REMARKS:** \_\_\_\_\_(REVISED GUIDANCE) FY1995 - FY1999 ACTIVITY DATA SHEET (ADS)PROGRAM PLANNING LEVEL**TRANSMITTAL CONSISTS OF \_\_\_\_\_ PAGE(S)****FAX PHONE NO:****COMMERCIAL:** 505-845-4834**FTS:**

845-4834

**VERIFICATION PHONE NO:****COMMERCIAL:** 505-845-4199**FTS:**

845-4199

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United States Government

Department of Energy  
Albuquerque Field Office

# memorandum

*3-4r  
Plan*

DATE: APR 5 1993  
REPLY TO: BRMD  
ATTN OF:  
SUBJECT: FY 1995 - FY 1999 Activity Data Sheet (ADS) Program Planning Level  
TO: Those on Attached List

We have been advised by Headquarters that the planning level should be limited to 10% over your target level. This limitation is by total program, i.e., Environmental Restoration and Waste Management, not by ADS. Individual requirements above the 10% limitation will be considered on a case-by-case basis by Headquarters.

Please prepare your ADSs to reflect the 10% limitation. In a separate memorandum identify and justify the individual legally required and/or essential activities, and attendant costs, not covered within the planning level. Based upon your justification, the Budget and Resources Management Division and the appropriate program office will negotiate their inclusion in the program planning level with Headquarters. Adjustments to the ADSs will be made by Albuquerque Field Office.

Should you have any questions regarding this guidance, please contact your budget liaison.

*MA Hanson*  
Margaret A. Hanson, Chief  
Environmental Programs Section  
Budget and Resources Management Division

cc:  
Marilyn Bange, WMOSD, AL  
Sandy Norris, ERPO, AL



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Addressees - Memorandum dated **APR 5 1993**

Dan Ferguson, AAO  
John Thurston, AAO  
John Andrews, KAO  
Sue Umshier, KAO  
Margaret Stockdale, KCAO  
Tim Frazier, DAO  
Art Kleinrath, DAO  
San Cheng, DAO  
Dave Ingle, PAO  
Gary Schmidtke, PAO  
Ted Taylor, LAAO  
Joe Vozella, AAO  
Loretta Fahy, UMTRA  
Della Conway, WIPP  
Chris Pennal, GJPO

