



Department of Energy

Washington, DC 20585

April 13, 2004

MEMORANDUM FOR DISTRIBUTION

FROM:

James T. Campbell
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ACTING DIRECTOR, OFFICE OF MANAGEMENT, BUDGET
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SUBJECT:

Call for FY 2005 Budget and Reporting Classification Codes

This memorandum represents the call for the FY 2005 Budget and Reporting Classification Codes (B&Rs). We are accelerating the schedule for putting next year's B&Rs in place in order to accommodate the October 1, 2004, deployment of the new Integrated Management Navigation System (I-MANAGE) Standard Accounting and Reporting System (STARS). The FY 2005 B&R structure must be available to complete STARS testing requirements beginning this spring and early summer. In order to meet the very compressed schedule for the STARS accounting system conversion, it is critical that your office submit the right B&Rs on time this year. Furthermore, the STARS deployment schedule cannot accommodate rework, so your support is necessary to ensure that we get it right the first time. There will be no opportunity for non-Congressionally mandated changes to the B&R structure after the STARS implementation team has built system tables and year-end conversion crosswalks in July of this year. The due date for completing your FY 2005 B&R structure is May 15, 2004.

Your attention to, as well as your cooperation in, the following initiatives to provide linkage between budget and performance and to streamline program direction B&Rs is appreciated.

Linking B&Rs to Annual Targets

STARS will support the Department's efforts to better integrate budgets, costs, and performance measurement information in accordance with the President's Management Agenda. To accomplish this objective, the Department must establish linkage between performance data and the Department's B&R structure. During the past year, the Department has taken the initial steps to establish this linkage. Specifically, the Office of Program Analysis and Evaluation/OMBE worked with program offices to link B&Rs to the program goals (GPRA units). This work will allow STARS to link costs to programs at the 5 - 8 year goal level. We would now like to initiate the next step toward achieving the end-state envisioned under the President's Management Agenda by linking budget, costs, and performance data at the annual target level.



STARS will be able to integrate budget, costs, and performance data when a single B&R code is linked to a single target or when many B&Rs are linked to a single target. It is important to note that STARS is not able to link one B&R to multiple targets. This does not mean that expenditures incurred in support of one target cannot benefit other goals and targets. Joule, the Department's performance measurement system, supports the recording of narrative results, which can be used to identify where many performance measures can benefit from a single outlay of funds.

The fielding of STARS this October provides Departmental managers with the "capability" to manage costs for annual targets tracked in the Joule system, as well as those additional targets selected by management. This system capability, however, can only be realized to the extent that managers provide the linkage of B&Rs to targets. The system is flexible enough to account for many thousands of targets. Completion of this task will allow the manager responsible for the target(s) to examine actual costs incurred at the target level on a monthly basis allowing the full realization of the STARS system potential for the benefit of the Department's management.

The Budget and Reporting Code (BARC) system has been modified to identify the Departmental General Goal and the Program Goal (for GPRA units) associated with each B&R. In addition, a new database field was added to enable program offices to identify a single annual target for each B&R. Where possible, it is requested that you populate this database field with the appropriate annual target title. If a B&R supports multiple targets, you are to enter "Multiple Targets" in this field. If a B&R is not linked to any target, you are to enter "No Target" in this field. Your cooperation in this effort to link B&Rs to targets will aid the Department in identifying follow-on steps required to achieve full integration of budgets, costs, and performance.

Streamlining Program Direction B&Rs

In an effort to significantly reduce the number of B&Rs as well as streamline and standardize operational practices, we strongly encourage you to eliminate object class and, where appropriate, location related data elements from program direction B&Rs. While the ultimate goal is to streamline the operational process, we realize that there are individual cases where it may be necessary to continue to maintain separate B&Rs for individual offices within an organization. For example, certain organizations will continue to find it necessary to maintain separate B&Rs in order to properly align, track, and monitor individual office funding levels for execution purposes. However, in the vast majority of cases by undertaking this streamlining effort and eliminating the hundreds of program direction B&Rs that currently reside in the system, program offices will be making a significant contribution to the successful transition and operation of STARS.

Ultimately, streamlining of B&Rs will not adversely affect the budget execution of program direction funds since obligations and costs will be continued to be identified at the object class detail and location in STARS. Attached is an example of a current

program direction B&R structure (Attachment 1) and a proposed streamlined program direction B&R structure (Attachment 2) for one office. Please contact your ME-30 budget analyst to work through any issues you may have and close with them on program direction B&Rs before your final submission to ensure that it comports with your budget formulation structure. ME-10 will work with your offices over the next several months to assist you in this streamlining effort.

A new Master file to be used for FY 2005 changes has been added to BARC. **Be sure to enter FY 2005 B&R changes into the FY 2005 BARC database.** Changes that are applicable to both FY 2004 and FY 2005 must be entered using the FY 2004 database, which has been modified to accept changes to both databases simultaneously.

The BARC system can be accessed by pointing your Web Browser to the following:

<https://cr-gtn-nt-apps1.cr.doe.gov/barc/logon.asp>

If you have any questions concerning this matter or need refresher training in BARC, please call Donald Martus at 301-903-5270. If you have any questions related to linking performance targets to B&R codes, please call Sal Golub from ME-20 on 202-586-4043.

Attachments

cc:

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P. Lach, ME-32
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Current Program Direction B&R Structure

HQ Organization	CI ASST SECY CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS									
Current Budget and Reporting Code/Title	YTD AFP	YTD Beg Uncosted Obs	YTD Obs (incl. PY Deobs)	YTD Cost	YTD End Uncosted Obs	YTD Unobligated				
WA1601000 Personnel Compensation And Benefits	3,601,000	-	592,649	592,649	-	3,601,000				
WA1601111 Full-Time Permanent		-	279,637	279,637	-	(592,649)				
WA1601112 All Other Than Full-Time Permanent		-	162,764	162,764	-	(279,637)				
WA1601123 All Other Personnel Benefits		-	149,282	149,282	-	(162,764)				
WA1601125 Benefits For Former Employees	60,000	-	6,983	6,983	-	(149,282)				
WA1621000 Travel And Transportation Of Persons		-	-	-	-	60,000				
WA1621010 Travel Subject To Travel Regulations		-	-	-	-	(6,983)				
WA1630000 Contractual Services	711,000	93,089	7,752	2,565	98,276	711,000				
WA1630100 Other Related Expenses - Contractual Ser	71,000	152	15,711	13,938	1,925	63,248				
WA1630150 Payroll And Other Personnel Costs (Wcf)		2,696	14,919	(248)	17,863	(15,711)				
WA1630241 Supplies		1,047	40,875	28,248	13,674	(14,919)				
WA1630242 Postage		-	24,922	6,576	18,345	(40,875)				
WA1630243 Photocopying		2,942	12,819	9,175	6,586	(24,922)				
WA1630244 Printing And Graphics		17,680	448,420	230,726	235,373	(12,819)				
WA1630245 Building Rental, Operations And Maintena		2,890	-	(263)	3,153	(448,420)				
WA1630301 Management Support Services		5,036	73,601	(17,155)	95,791	-				
WA1630341 Telecommunications		4,029	16,042	3,588	16,483	(73,601)				
WA1630342 Office Automation		-	32,927	11,052	21,876	(16,042)				
WA1630343 Networking		-	-	-	-	(32,927)				
WA1630400 Training Services	6,000	20	-	-	20	6,000				
WA1630442 Contract Closeouts		-	-	-	-	-				
Grand Total	4,449,000	129,581	1,879,303	1,479,517	529,365	2,569,697				

Proposed Streamlined Program Direction B&R Structure

HQ Organization	CI ASST SECY CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS
Proposed Program Direction B&R	WA1601000 Program Direction - Congressional & Intergovernmental Affairs

New Object Class Name	YTD AFP	YTD Beg Uncosted Obs	YTD Obs (incl. PY Deobs)	YTD Cost	YTD End Uncosted Obs	YTD Unobligated
	2,591,000					2,591,000
11000 Personnel Compensation			592,649	592,649	-	(592,649)
11100 Full Time Permanent			278,628	278,628	-	(278,628)
11300 Other than Full Time			1,009	1,009	-	(1,009)
11500 Other Personnel Compensation**	1,000,000		162,764	162,764	-	837,236
12100 Civilian Personnel Benefits**	10,000		149,282	149,282	-	(139,282)
13000 Benefits of Former Personnel**	60,000		6,983	6,983	-	53,017
21100 Travel Subject to Travel Regulations**	71,000	83,144	7,752	2,302	88,594	63,248
25100 Advisory and Assistance Services**						711,000
25300 Purchase of Goods and Services from Government Accounts						
25301 WCF, Supplies		2,696	14,919	(248)	17,863	(14,919)
25302 WCF, Mail Services		1,047	40,875	28,248	13,674	(40,875)
25303 WCF, Photocopying			24,922	6,576	18,345	(24,922)
25304 WCF, Printing and Graphics		2,942	12,819	9,175	6,586	(12,819)
25305 WCF, Building Occupancy		17,680	448,420	230,726	235,373	(448,420)
25306 WCF, Telephones		5,036	73,601	(17,155)	95,791	(73,601)
25307 WCF, Desktop		4,029	16,042	3,588	16,483	(16,042)
25308 WCF, Network			32,927	11,052	21,876	(32,927)
25310 WCF, Payroll		152	15,711	13,938	1,925	(15,711)
25311 WCF On-Line Learning Center	6,000				20	6,000
25312 WCF, Contract Closeout		12,835			12,835	-
25399 Purchases of Goods and Services from Government Accounts, All Other						
Grand Total	4,449,000	129,581	1,879,303	1,479,517	529,365	2,569,697

** Lower-level object class data available