

Roles and Responsibilities for
Record Reservations and Dereservations

	PWS Task Reference (as applicable)	Task	Assigned to	Policies, references, etc.	Comments
1	5.1.2.1.2	Receive Procurement Request Authorization from Program Office.	Payroll & Budget Execution Team Accountant	Accounting Handbook, Chapter 5	
2		Review the Procurement Request Authorization for completeness, accurate accounting codes and appropriate signatures.	Payroll & Budget Execution Team Accountant		
3		Contact Program Office official for clarification and/or corrections, if necessary.	Payroll & Budget Execution Team Accountant		
4		Enter and save the Procurement Request Authorization data into the Purchasing, Requisitions module in STARS.	Payroll & Budget Execution Team Accountant		
		Annotate Procurement Request Authorization with system identifier (similar to XID in DISCAS), if necessary and sign and date the Procurement Request	Payroll & Budget Execution Team Accountant		
5		Make a copy of the Procurement Request Authorization for the file.	Payroll & Budget Execution Team Accountant		
6		Forward the Procurement Request Authorization to Procurement	Payroll & Budget Execution Team Accountant		
7		File the copy of the Procurement Request Authorization.	Payroll & Budget Execution Team Accountant		
8					

Roles and Responsibilities for
DISCAS Month End Processing and for SF-224 Month End Processing

	PWS Task Reference (as applicable)	Task	Comments	Currently Assigned to	Assigned to in FY 2005 (Proposed)	Transition Plan
1	5.8.2	Run DISCAS and MARS Edits (done simultaneously) and notify DISCAS users of edit kickouts that need to be corrected.	CAC - Twice a week during the month and daily the last week of the month and through the third workday.	Laura Gurganus (CAC) Frank Cintron (SNR) Hui Lee (PNR) Mark Fiffles (CH) (AL) - Lori Galemore, Locidee Hart (ID) - Jim Cotterell (GO) - Lori Galemore, Locidee Hart (OR) - Angela McKinney, Bill (SR) - Donna Roberts (OH) - Carol Eyermann (OSTI) - Angela McKinney, Bill (NETL) - Kirby Rothrock (RL) - J. J. Dippel (SPRO) - Paul Lovick	Laura Gurganus (CAC) Frank Cintron (SNR) Hui Lee (PNR) Laura Gurganus (CAC) Kathy Schanck Kathy Schanck Kathy Schanck Jim Schanck Jim Schanck Jim Schanck Jim Schanck Jim Schanck Jim Schanck Jim Schanck	NNSA will continue through first quarter FY2005.
2		Prepare card files for other-than-integrated contractor data correction, CP transactions, etc.		CAC payment related correcting entry card files are prepared by OR, all other card files prepared by field offices.	Payment related correcting entry card files will be prepared by OR. Nuclear Material related correcting entry card files will be prepared by NNSA. EFASC will prepare all other card files unless they are for entries (or corrections to entries) that MEO field liaison accountants are assigned responsibility in the MOU. PNR and SNR prepare their own card files.	
3		Load card files created in 2 above into DISCAS	CAC - As needed during the month. AL - Create and load ID - As needed during the month. OR - Satellite offices load	Laura Gurganus (CAC) (AL) - Thu Pastor, Steven Presley (ID) - Jim Cotterell (OR) - Angela McKinney, Bill	Laura Gurganus Kathy Schanck Kathy Schanck Satellite offices load except	NNSA will continue through first quarter FY2005.
4		Monitor Invalid DISCAS transactions	CAC - As needed during the month. AL ID -JINVFUND.IDJOB & OR	Laura Gurganus (CAC) (AL) - Lori Galemore (ID) - Laurie Acosta (OR) - Accounting Operations Br.	Laura Gurganus Kathy Schanck Kathy Schanck Jim Schanck	NNSA will continue through first quarter FY2005.
5		Change the month in Global-MM (FIS Submittal) in DISCAS at month end.	CAC - Last workday AL - Third Workday OR - Third Workday	Laura Gurganus (CAC) (AL) - Thu Pastor, Steven Presley (OR) - Angela McKinney, Bill	Laura Gurganus Kathy Schanck Jim Schanck	NNSA will continue through first quarter FY2005.

Roles and Responsibilities for
DISCAS Month End Processing and for SF-224 Month End Processing

PWS Task Reference (as applicable)	Task	Comments	Currently Assigned to	Assigned to in FY 2005 (Proposed)	Transition Plan
6	Prepare zero pay entries for current month corrections as necessary	As necessary through the month	Payroll (CAC) - LDS 986	Payroll and Budget Execution Team - TBD	
			Accounts Receivable (CAC)	Special Accounts & Reconciliation Team - TBD	
			Treasury Payments (OR)	Payments Division (OR) - TBD	
			IPAC Payments	General Accounting Team - TBD	
			Working Capital - Kathy Schanck - (CAC)	Payroll and Budget Execution Team - TBD	
			Reimbursable Work - Dewight Perkins - (CAC)	Special Accounts & Reconciliation Team - TBD	
			Special Accounts (CAC)	Special Accounts & Reconciliation Team - TBD	
			Prior Month Adjustment - Sandy Iseman (CAC)	General Accounting Team - TBD	
			Zero Pay DCS (CAC) - 700 series SNR-797/PNR-761	Individuals - (CAC)	
			Zero Pay DCS (CH) - GOGO does zero pay.	Individuals - CH	
			Zero Pay DCS (AL)	Individuals - AL	
			Zero Pay DCS (ID) - Laurie Acosta. We have a specified series of zero pay DCS	Individuals - ID	
			Zero Pay DCS - (NETL) for Contract Payment Adjustments and corrections	Individuals - NETL	
			Zero Pay DCS - Inter-Entity - Requires DCS Standardization	Individuals - All SC's	
Zero Pay DCS (OR) - Accounting Operations Br.	Individuals - OR				
7	Verify Zero Pay Schedules equal zero; notify preparers of any out of balances	CAC - First three workdays	Steve Rosenberry (CAC) using DataNow report	Financial Reporting Team - TBD	
		NNSA - First three workdays	(AL) Marcos Garcia using A224R19.ALQUIZ report		
		OR	(OR) - Accounting Operations Br.		
8	Compare Treasury reports for month (ASAP/IPAC/Agency Confirmation Report/deposits) to G/L for month by creating Excel spreadsheet	CAC - Second workday - DataNow	Steve Rosenberry (CAC)	Financial Reporting Team - TBD	
		AL - Second workday - ALQUIZ	(AL) - Marcos Garcia		
		OR - GL224TK;JPAYNCOL	(OR) - Accounting Operations Br.		
9	Input disbursement/collections into DISCAS using a non-224 summ-class-code to record DFAS monthly payroll entries	CAC - First three workdays	Steve Rosenberry (CAC)	Payroll and Budget Execution Team - TBD	

Roles and Responsibilities for
DISCAS Month End Processing and for SF-224 Month End Processing

PWS Task Reference (as applicable)	Task	Comments	Currently Assigned to	Assigned to in FY 2005 (Proposed)	Transition Plan
10	Integrated Contractors submit Payments/Collections Report via email/fax to EFASC Field Staff; EFACS Field Staff forwards copy to EFASC, HQ. Richland will submit copies of <u>non-integrated</u> contractor payments/collections to ORFSC (as is currently done) and to EFASC, HQ.	By noon Third workday - (NOTE: AL is currently receiving integrated data by cob Second workday.) CH sends spreadsheets to Steve Rosenberry. AL/ID - Standardized form (Wheeler, Garcia, Cook). OR - Hughie Thomas receives files and worksheets and provides report.	Bonnie Schissler (SNR) Lockheed Martin - KAPL Hui Lee (PNR) Bectel Bettis Mark Fiffles (CH) Univ Research Assn, FERMI Lab Mark Fiffles (CH) Princeton Univ, PPPL Mark Fiffles (CH) Iowa State Univ - AMES Mark Fiffles (CH) Univ of Chicago - ANL Mark Fiffles (CH) Associated Universities - BNL Mark Fiffles (CH) LBNL Mark Fiffles (CH) SLAC (AL) BWXT Pantex - Wheeler/Garcia (AL) LANL - Wheeler/Garcia (AL) SNL - Wheeler/Garcia (AL) NREL - Wheeler/Garcia (AL) Honeywell - Wheeler/Garcia (AL) LLNL - Wheeler/Garcia (AL) BWXT Pantex - Wheeler/Garcia (AL) Bechtel NV - Wheeler/Garcia (AL) Bechtel SAIC -Wheeler/Garcia (ID) Bechtel B&W - Reed Cooke (OR) UT Batelle (OR) Bechtel Jacobs (OR) BWXT - Y12 (OR) OR Assoc. Universities (OR) PNNL (SR) Westinghouse SR (SPRO) Dynmcdermott (OH) West Valley Nuclear Services - Carol Eyer mann	Bonnie Schissler (SNR) Hui Lee (PNR) Mark Fiffles (CH) Univ Research Assn, FERMI Lab Mark Fiffles (CH) Princeton Univ, PPPL Mark Fiffles (CH) Iowa State Univ - AMES Mark Fiffles (CH) Univ of Chicago - ANL Mark Fiffles (CH) Associated Universities - BNL Mark Fiffles (CH) LBNL Mark Fiffles (CH) SLAC (AL) BWXT Pantex - Wheeler/Garcia (AL) LANL - Wheeler/Garcia (AL) SNL - Wheeler/Garcia (AL) NREL - Wheeler/Garcia (AL) Honeywell - Wheeler/Garcia (AL) LLNL - Wheeler/Garcia (AL) BWXT Pantex - Wheeler/Garcia (AL) Bechtel NV - Wheeler/Garcia (AL) Bechtel SAIC - Wheeler/Garcia Reed Cook, ID Acctg. Ops. Br.. ORFSC Acctg. Ops. Br.. ORFSC Acctg. Ops. Br.. ORFSC Acctg. Ops. Br.. ORFSC Acctg. Ops. Br.. ORFSC (SR) Rita Carter (SPRO) - Leslie Ricardo (OH) Carol Eyer mann	NNSA will continue through first quarter FY2005. NNSA will not be responsible for tiepoints.

Roles and Responsibilities for
DISCAS Month End Processing and for SF-224 Month End Processing

PWS Task Reference (as applicable)	Task	Comments	Currently Assigned to	Assigned to in FY 2005 (Proposed)	Transition Plan
11	Coordinate/prepare/consolidate contractor card file information and edit it; notify Financial Systems Team of availability of file.	CAC - 2:00 third workday, AL - COB second workday, OR - Noon third workday	Frank Cintron (SNR) Lockheed Martin - Hui Lee (PNR) Bectel Bettis Mark Fiffles (CH) Univ Research Assn, FERMI Lab Mark Fiffles (CH) Princeton Univ, PPPL Mark Fiffles (CH) Iowa State Univ - AMES Mark Fiffles (CH) Univ of Chicago - ANL Mark Fiffles (CH) Associated Universities - BNL Mark Fiffles (CH) LBNL Mark Fiffles (CH) SLAC (AL) BWXT Pantex - Presley (AL) LANL - Presley (AL) SNL - Presley (AL) NREL - Presley (AL) Honeywell - Presley (AL) LLNL - Presley (AL) BWXT Pantex - Presley (AL) Bechtel NV - Presley (AL) Bechtel SAIC - Presley (ID) Bechtel B&W - Jim Cotterell (OR) Bechtel Jacobs - Farsoun/Systems (OR) BWXT - Y12 - Farsoun/Systems (OR) OR Assoc. Universities - Farsoun/Systems (OR) PNNL - Farsoun/Sytems (SR) Westinghouse SR - Paul Lovick (SP) Dynmdermott (OH) West Valley Nuclear Services - Darryl McFarland/Carol Eyermann	Frank Cintron (SNR) Hui Lee (PNR) Mark Fiffles (CH) Univ Research Assn, FERMI Lab Mark Fiffles (CH) Princeton Univ, PPPL Mark Fiffles (CH) Iowa State Univ - AMES Mark Fiffles (CH) Univ of Chicago - ANL Mark Fiffles (CH) Associated Universities - BNL Mark Fiffles (CH) LBNL Mark Fiffles (CH) SLAC (AL) BWXT Pantex - Presley (AL) LANL - Presley (AL) SNL - Presley (AL) NREL - Presley (AL) Honeywell - Presley (AL) LLNL - Presley (AL) BWXT Pantex - Presley (AL) Bechtel NV - Presley (AL) Bechtel SAIC - Presley (ID) Bechtel B&W - Jim Cotterell Farsoun/Systems (OR) Farsoun/Systems (OR) Farsoun/Systems (OR) Farsoun/Systems (OR) Farsoun/Systems (OR) (SR) - Donna Roberts (SPRO) - Carol Joseph (OH) Carol Eyermann	EFASC Field Staff edits and feed CAC loads and provides file names
12	Compare Treasury Ca\$hlink reports for month to Integrated Contractor data for month	CAC - Third workday AL - Third workday (Q224R20 and Q224R28 reports) OR - Third Workday	Steve Rosenberry (CAC) (AL) - Marcos Garcia (OR) - Accounting Operations Br.	Steve Rosenberry (CAC)/Financial Reporting	RL has non-integrated LOC. Send OR and Financial Reporting worksheet.

Roles and Responsibilities for
DISCAS Month End Processing and for SF-224 Month End Processing

PWS Task Reference (as applicable)	Task	Comments	Currently Assigned to	Assigned to in FY 2005 (Proposed)	Transition Plan
13	Perform DCA check	AL - Third workday - QTBDCAUT.NSQUIZ report CAC - Third Workday	(AL) - Marcos Garcia (CAC) - Steve Rosenberry	Steve Rosenberry (CAC)	AL will continue through first quarter FY2005.
14	Receive, edit and load consolidated contractor card files. Notify field sites when card files are successfully loaded.	CAC - No later than noon Third Workday	Laura Gurganus (CAC) (AL) - Thu Pastor, Steven Presley (ID) - (OR) - Angela McKinney, Bill McSpadden	Laura Gurganus Kathy Schanck Jim Schanck	AL will continue through first quarter FY2005.
15	Run Integrated Cost Update in DISCAS.		(CH) Mark Fiffles (PNR) Hui Lee (SNR) Frank Cintron (AL) (ID) - Jim Cotterell (OR)	(CH) Mark Fiffles (PNR) Hui Lee (SNR) Frank Cintron All satellite offices (ID) Jim Cotterell All satellite offices	
16	Generate a 224 report from each DOE financial service centers' system; these reports should include integrated contractor card files submitted by noon Third Workday. Note: Zero pay activities will not zero out by cluster.	CAC - Third Workday - "Distribution of Appropriations Report" (DISCRPT) AL - Third Workday - Q224R30.ALQUIZ OR - DISCAS query reports	(CAC) - Steve Rosenberry (AL) - Marcos Garcia (OR) - Hughie Thomas/Accounting Operations Br.	Financial Reporting Team - TBD	AL will update their report for the new DCS numbers.
17	Consolidate and transmit one SF-224 for ALC 89000001 via GOALS II to Treasury	By midnight Third Workday	Steve Rosenberry (CAC) (AL) - Marcos Garcia (OR) - Accounting Operations Br.	Financial Reporting Team - TBD	NNSA: NNSA won't have access to reports from Treasury for tiepoints.
18	Run Contractor Payment Split program or input manual entries in DISCAS and validate entries.	CAC - After contractors card files are loaded on third workday. (NOTE: AL currently runs split program prior to submitting MARS data.) (NOTE: OR runs by end of second workday.)	Mark Fiffles (CH) - Runs DISCAS program Hui Lee (PNR) - manual entries Frank Cintron (SNR) - manual entries (AL) - Steven Presley (OR) - Accounting Operations Br. (OH) West Valley Nuclear Services - Darryl McFarland/Carol Eyer mann (SPRO) -Carol Joseph, Leslie Ricardo (SR) - Maggie Duncan (ID) - Jim Cotterell	Mark Fiffles (CH) - Runs DISCAS program Hui Lee (PNR) - manual Frank Cintron (SNR) - manual entries (AL) - Steven Presley (OR) - Accounting (OH) Carol Eyer mann/D. McFarland (SPRO) - Leslie Ricardo (SR) - Lisa Campbell (ID) - Jim Cotterell	

Roles and Responsibilities for
DISCAS Month End Processing and for SF-224 Month End Processing

PWS Task Reference (as applicable)	Task	Comments	Currently Assigned to	Assigned to in FY 2005 (Proposed)	Transition Plan
19	Submit Data to MARS (DCA entries are generated at this time)	CAC - After contractors card files are loaded on third workday. (NOTE: NNSA currently runs split program prior to submitting MARS data.)	Laura Gurganus (CAC)	Laura Gurganus	NNSA will continue through first quarter FY2005.
			(AL) - Thu Pastor, Steven Presley	Kathy Schanck	
			(OR) - Accounting Operations Br.	Jim Schanck	
20	Receive edits on data submitted to MARS on third workday and contact appropriate personnel to correct	CAC - Fourth Workday	Laura Gurganus (CAC)	Laura Gurganus	NNSA will continue through first quarter FY2005.
			(AL) - Thu Pastor, Steven Presley	Kathy Schanck	
			(OR) - Rosemary Farsoun	Jim Schanck	
21	Feed edit corrections to MARS	CAC - Fourth Workday	Laura Gurganus (CAC)	Laura Gurganus	NNSA will continue through first quarter FY2005.
			(AL) - Thu Pastor, Steven Presley	Kathy Schanck	
			(OR) - Systems Br.	Jim Schanck	
22	Generate and issue Master File Edits and contact appropriate personnel at each site to correct kickouts	CAC - After MARS is closed for the month.	Donald Martus	Donald Martus	NNSA will continue through first quarter FY2005.
23	Correct Master File Edits		Each field site	Each field site	
24	Run DISCAS/MARS Comparison report and research/correct problems with assistance from field sites.	CAC - After MARS is closed for the month.	Laura Gurganus (CAC)	Laura Gurganus (CAC)	NNSA will continue through first quarter FY2005.
			Frank Cintron (SNR)	Frank Cintron (SNR)	
			Hui Lee (PNR)	Hui Lee (PNR)	
			Mark Fiffles (CH)	Laura Gurganus (CAC)	
			(AL) - Thu Pastor, Steven Presley	(AL) - Pastor/Presley	
			(ID) - Jim Cotterell	(ID) - Jim Cotterell	
			(OR) - Systems Br.	(OR) - Systems Br.	
			(SR) - Paul Lovick	(SR) - Donna Roberts	
			(OH) - ?	(OH) - Darryl McFarland/ Carol Eyermann	
			(RL) - J. J. Dippel	(RL) - Liza Guzman	
(NETL) - Kirby Rothrock	(NETL) - Kirby Rothrock				
(SPRO) - Carol Joseph	(SPRO) - Carol Joseph				
25	Coordinate/prepare entries for DISCAS clean-up.	All DISCAS clean up will be accomplished by the originating offices.	All Sites	All Sites	