

**OMBE Long Range
Master Planning Calendar
FY 2004**

Work Activity/Product	Responsible ME Office	Lead POC	ME Deliverable	Guidance Out	Input Due	ME Delivery Date
Departmental Audit Report Tracking System Call -- 2nd Qtr	1.1	M. Lewis	Audit Status Update to IG, GAO, DOE Senior Management	02/27/04	03/31/04	04/30/04
Departmental Audit Report Tracking System Call -- 3rd Qtr	1.1	M. Lewis	Audit Status Update to IG, GAO, DOE Senior Management	05/28/04	06/30/04	07/30/04
			Management Response to Audit Reports.			08/03/04
Departmental Audit Report Tracking System Call -- 4th Qtr	1.1	M. Lewis	Audit Status Update to IG, GAO, DOE Senior Management	08/31/04	09/30/04	10/29/04
Departmental Audit Report Tracking System Call -- FY05 1st Qtr	1.1	M. Lewis	Audit Status Update to IG, GAO, DOE Senior Management	11/30/04	12/31/04	01/30/05
Senior Federal Travel Report (First and Second Quarters)	2.4	L. Blanchard	Report to General Services Administration	04/09/04	05/07/04	05/31/04
Senior Federal Travel Report (Third and Fourth Quarters)	2.4	L. Blanchard	Report to General Services Administration	10/08/04	11/05/04	11/30/04
I-MANAGE STARS Project Accounting Transition Plan	2.5	C. Simpson	Migration of reliable financial data from DISCAS to STARS for STARS preliminary deployment decision	11/14/03	08/05/04	08/16/04
I-MANAGE STARS/IDW Projects	2.5	C. Simpson	I-MANAGE STARS/IDW Implementation & Pre-Deployment tasks	Q1/2003	Q3/2004	10/01/04
I-MANAGE STARS Project Federal Staffing Assignments	2.5	C. Simpson	Tasks assignments/work products	Q1/2004	Monthly	10/01/04
Executive Steering Committee (ESC) Meeting	2.5	C. Simpson	Presentation and Issues for Steering Committee guidance	Q1/2004	Q1/2004	Q1/2004
Executive Steering Committee (ESC) Meeting	2.5	C. Simpson	Presentation and Issues for Steering Committee guidance	Q2/2004	Q2/2004	Q2/2004
I-MANAGE STARS/IDW training (for trainers)	2.5	C. Simpson	Training materials and instruction to STARS/IDW instructors	Q2/2004	Q2/2004	Q2/2004
FY 2005 B&Rs structure linkage to performance measures	2.5	C. Simpson	FY 2005 B&R structure to input into STARS	Q1/2004	Q2/2004	Q3/2004

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Executive Steering Committee (ESC) Meeting	2.5	C. Simpson	Presentation and Issues for Steering Committee guidance	Q3/2004	Q3/2004	Q3/2004
I-MANAGE STARS/IDW training (for trainees)	2.5	C. Simpson	Training materials and instruction STARS/IDW users	Q3/2004	Q3/2004	Q3/2004
FY 2005 B&R Code Structure Changes Due	10	H. Sherman	B&R Code Structure Changes			05/31/04
R&D Data Call to Labs and Program Offices	10	H. Sherman	Submittal to the White House	09/30/04	12/31/04	03/31/05
Confirmation of '04 Targets and Initial Input of Performance Data for '04 Milestones	20	L. Walker	Updated Joule System	10/02/03	10/31/03	11/24/03
PMA Internal Scorecards rating elements for 1st quarter.	20	K. Draude	Basis for 1st quarter internal scorecard for inclusion in CQPR	11/25/03	12/03/03	01/15/04
Senior Leadership Conference in Alexandria, VA	20	D. Abercrombie	Conference Jan 28			01/28/04
Consolidated Quarterly Performance Report 1st Quarter	20	P. Holman	CQPR Issued	12/17/03	01/14/04	02/06/04
Issue final planning guidance	20	J. Newsome	Guidance Issued for CRB			02/18/04
FY 2004 Performance Data Revised Targets and Milestones Based on Appropriation	20	L. Walker	Updated Joule System	11/25/03	12/31/03	02/23/04
Program Plans development of draft plans	20	C. Flohr	Comments to Programs	12/29/04	03/15/04	04/09/04
PMA Internal Scorecards rating elements for 2nd quarter.	20	K. Draude	Basis for 2nd quarter internal scorecard for inclusion in CQPR	01/15/04	01/30/04	04/15/04
Final Program Plans	20	C. Flohr	Basis for FY 2006 Budget	04/09/04	04/23/04	04/30/04
Consolidated Quarterly Performance Report 2nd Quarter	20	P. Holman	CQPR Issued	03/17/04	04/14/04	05/05/04
Program Assessment Rating Tool (PART) development and submittal to Panel	20	P. Holman	Submittal to OMB	03/17/04	04/30/04	05/31/04

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PMA Internal Scorecards rating elements for 3rd quarter	20	K. Draude	Basis for 3rd quarter internal scorecard for inclusion in CQPR	04/15/04	04/30/04	07/15/04
Consolidated Quarterly Performance Report 3rd Quarter	20	P. Holman	CQPR Issued	06/16/04	07/14/04	08/05/04
PMA Internal Scorecards rating elements for 4th quarter.	20	K. Draude	Basis for 4th quarter internal scorecard for inclusion in CQPR	07/15/04	07/31/04	10/15/04
FY 2004 Performance & Accountability Report select overview performance measures	20	S. Golub	ME-20 submittal to ME-100	06/13/04	06/27/04	10/18/04
FY 2004 Performance & Accountability Report draft 3rd quarter overview	20	S. Golub	ME-20 submittal to ME-100	05/15/04	07/29/04	10/18/04
Consolidated Quarterly Performance Report 4th Quarter	20	P. Holman	CQPR Issued	09/15/04	10/13/04	11/05/04
Submit FY 2005 Budget to Congress	30	P. Hodson				02/02/04
OMB Issues Budget Passback/Appeals	30	P. Hodson				11/03-12/03
FY05 Congressional Budget Call	30	P. Hodson		*November 2003	01/09/04	01/23/04
FY06 Field Budget Call	30	P. Hodson		mid-February 2004	late April 2004	Early May 2004
FY06 CRB Budget Call	30	P. Hodson		mid-April 2004	06/05/04	
ME Staff Review/CFO Briefings	30	P. Hodson				Early June
ME Meetings with PSOs	30	P. Hodson				Early July
PBDs issued	30	P. Hodson		8/0/2004		July-August
Draft OMB Budget to OMBE	30	P. Hodson				*August 2004
Final OMB Budget to OMBE	30	P. Hodson				Early September

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Submit FY 2006 Budget to Congress	30	P. Hodson				02/03/05
CFO Issues FY06 Congressional Budget Call	30	P. Hodson				11/0/04
Final Administration Decision	30	P. Hodson		Early November		12/0/04
Draft Budget Justifications Due to OMBE	30	P. Hodson				mid-January 2005
Final Budgets Due to OMBE	30	P. Hodson				late-January 2005
Submit FY 2006 Budget to OMB	30	P. Hodson				09/06/04
Printing/Publishing Three Year Plan/Semi-annual Commercial Printing Report	40	D. Woodruff	Report to Congressional Joint Committee on Printing	10/10/03	12/05/03	02/13/04
DOE Mail Management Report	40	M. Wolfe	Report to General Services Administration	12/22/03	01/23/04	03/31/04
Semi-Annual Commercial Printing Report	40	D. Woodruff	Report to Congressional Joint Committee on Printing	03/01/04	04/01/04	06/15/04
OPM Call for Presidential Rank Award Nominations	531	S. McCannell	Submittal to OPM	08/01/03	12/19/03	01/30/04
OPM Call for Qualifications Review Board (QRB) members	531	S. McCannell	Submittal of listing to OPM	12/20/03	01/02/04	Q2/2004
Agency Comments on Draft SES Pay Reform Regulations	531	S. McCannell	Submittal to OPM	01/19/04	02/16/04	03/12/04
Performance Review Board (PRB) Activities	531	S. McCannell	Guidance to programs	Q4/2004	Q1/2005	Q1/2005
Annual Report to Congress on M&O Contractors, HQ Support Services Contractors, and M&O Contractor leased office space (all in the Wash. D.C. Metro area)	60	J. Tower	Report to Congress	Guidance located in DOE Order 350.2	11/12/04	01/31/05

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Consolidated Appropriations P.L. 108-199 - Section 645 Report	60	M. Fischetti	Report to Congress			06/30/04
Annual Report to General Services Administration: <i>Annual Comprehensive Review of Federal Advisory Committees</i>	70	Samuel	Submittal to General Services Administration	10/15/03	11/01/03	11/21/03
Review and Finalization of DOE Order 110.3, <i>Conference Management</i>	70	Melillo	Submittal to OMB/Steve Smith	07/24/03	Q1/2004	Q2/2004
Annual Report to Department of Justice: <i>Freedom of Information and Privacy Act (FOIA) Report</i>	70	Lopez	Submittal to Department of Justice	10/30/03	11/25/03	02/01/04
Annual Report to Congress: <i>Department of Energy Conference Activities for FY 2003</i>	70	Melillo	Submittal to Congress	12/19/03	01/15/04	Q2/2004
Annual Report to Congress: <i>DOE Conference Activities Sponsored by Private Companies</i>	70	F. Melillo	Submittal to Congress	12/19/03	01/15/04	Q2/2004
Annual Report to Congress: <i>DOE Federal Advisory Committees</i>	70	R. Samuel	Submittal to Congress	Q2/2004	Q2/2004	Q2/2004
Review and Coordination of the Advisory Committee Management Manual: <i>Publish Final Manual</i>	70	R. Samuel	Submittal to DOE Directives Point-of-Contact	10/28/03	11/28/03	04/30/04
<i>Strategic Plan for the Department of Energy History and Historic Preservation Program</i>	70	S. Gosling	Submittal to the Secretary of Energy	n/a	n/a	Q3/2004

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Annual report to Congress on Elimination of Elimination Real Property Report to Congress	ME-90	A. Duran	Report to Congress	NA	NA	03/18/05
Obtain OMB performance Metric Data / Update OMB System	100	G. Mitchell	Update OMB Measurement Tracking System	Q1 2003	Monthly 2004	Monthly (Last day of each month)
Issue FY 2003 Congressional Report on Laboratory Directed Research and Development/Plant Directed Research and	100	T. Ballinger	Submittal to Congress	Q4/2003	Field – 10/31/03 Field CFOs – 11/15/03	01/31/04
Issue FY 2003 Congressional Carryover Report	100	G. Mitchell	Submittal to Congress	09/09/03	Field – 11/07/03 HQ – 11/28/03	01/31/04
FY 2004 FMFIA Management Control Action Officers Training	100	T. Ballinger	Complete Required Training	N/A	N/A	Q2/2004
Issue Final FY 2003 Congressional Report on Functional Cost	100	R. Heller	Submittal to Congress	09/05/03	12/12/03	04/15/04
Obtain FY 2004 Field Assurance Memoranda	100	M. Bledsoe	Identify Potential FMFIA Significant Issues	Q2/2004	08/16/04	08/16/04
Issue 3 rd Quarter Draft PAR	100	D. Childs	Submittal to Programs & Auditors	Q2/2004	08/20/04	08/31/04
Obtain FY 2004 HQ Assurance Memoranda	100	M. Bledsoe	Identify Potential FMFIA Significant Issues	Q2/2004	09/10/04	09/10/04
Coordinate Departmental Internal Control and Audit Resolution Council (DICARC) Review for FY 2004 (Federal Managers' Financial Integrity Act (FMFIA) Significant Issues	100	T. Ballinger / D. Childs	Identify the Department's Significant Issues		10/5/2004	10/5/2004
Issue 2 nd Draft of PAR	100	D. Childs	Submit for Program & Auditor Review		Q1 2005	10/18/04

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Issue Final (Auditor's) Draft PAR	100	D. Childs	Submit to Auditor for Final Review		10/29/2004	10/29/04
Obtain Erroneous Payment Data	100	B. Chatterson	Obtain Data to Support Year-end Reporting	Q1 2004	Q1-4 2004	11/15/04
Issue Final FY 2004 PAR	100	D. Childs	Submittal to Congress and OMB	Q2 2004	Q1 2005	11/15/04
Update Financial Improvement Progress System (FIPS) Database / IG certification	100	D. Childs	Submit to OMB		11/15/2004	11/30/04
Issue FY 2004 Congressional Report on Laboratory Directed Research and Development/Program Directed	100	T. Ballinger	Submittal to Congress	Q4 2004	Field – 10/31/04 Field CFOs – 11/15/04	Q1 2005
Issue FY 2004 Congressional Report on Functional Cost	100	R. Heller	Submittal to Congress	Q4 2004	Q1 2005	Q3 2005