Department of Energy
Washington, DC 20585

November 13, 2000

MEMORANDUM FOR FIELD CHIEF FINANCIAL OFFICERS
LEAD PROGRAM SECRETARIAL OFFICES
DIRECTOR, CAPITAL ACCOUNTING CENTER

FROM: MICHAEL L. TELSON
CHIEF FINANCIAL OFFICER

SUBJECT: CFO's Critical Performance Measures for Fiscal Year 2001

Attached are the CFO FY 2001 Critical Performance Measures that support the CFO performance goals, objectives, and expectations. They are the same measures used last year which were coordinated with Field office representatives and with CFO Office Directors. These measures should be used by Field Offices in measuring contractor performance as applicable and for reporting FY 2001 performance under the CFO's performance-based oversight process. These measures will remain in effect until formally changed.

As reported to you during our annual conference, we were successful in meeting each of our performance targets for last year. I want to thank each of you for your past efforts and for your continuing support in improving the Department's financial operations.

If you have any questions regarding these measures, please call Rick Sweeney or T. (Woody) Fisher on 301-903-2551.

Attachment

cc:
CFO Office Directors

bcc:
Signing Official
CR-1 RF (3)
CR-30 RF
Fisher
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FILE: ORG-3-5

Office of Chief Financial Officer's
Critical Performance Measures
Fiscal Year 2001

Objective	Measure/Target	Field Offices Required to Report
1. Audited Financial Statements with Unqualified Opinion.	A. Zero repeat audited financial statements deficiencies noted in IG reports. B. Zero material findings in IG reports which contribute to an adverse, qualified, or disclaimed opinion on DOE's FY 2000 financial statements.	All.
2. Completed Construction Projects Closed out in Timely Manner.	Closeout of list of projects identified for closure.	Offices with projects on list provided.
3. Payments Made On Time.	95% of commercial payments made on time.	Payment centers and other offices that make payments
4. Payments Made via EFT.	Target: 80% and a Government-wide leader in use of EFT.	Payment centers and other offices that make payments
5. Carryover Balances Effectively Managed.	A. Uncosted balances as a percent of total available to cost. (Target: Maintain or reduce from prior year. Trend current and prior two fiscal years. B. Unobligated balances as a percent of total obligation authority. (Target: Maintain or reduce from prior year. Trend current and prior two fiscal years.	All.
6. Contractor Travel Costs Effectively Managed.	Contractor travel costs within statutory limits and established targets.	All offices with contractors.
7. Budget Requests Supported.	Perform budget validations in accordance with guidance formulated by the Budget Results Council.] (Target: Validate 20% of budget dollars)	All.
8. Functional Costs Effectively Managed.	Functional Support Costs as a percent of total cost (Target: maintain or reduce from prior year). Trend current and prior two fiscal years.	Offices with major contractors on the memo on "Functional Support Cost - FY 2001 Submission" from the Chief Financial Officer dated August 11, 2000.
9. Effective Audit Resolution.	Zero IG and GAO audit recommendations open more than one year without management decision.	All.
10. Critical Staffing Maintained.	Number of on-board HQ & Field staff in the budgeting, accounting, & financial review functions reporting to the CFO as of fiscal year-end. (Informational purposes only, track and trend)	All.