

memorandum

DATE:

REPLY TO
ATTN OF: EM-70 (D. Hosaflook, 6-7685)

SUBJECT: Guidance for Updating the Integrated EM Corporate Database, Developing National and Site 1999 *Paths to Closure*, and Formulating the FY 2001 Budget

TO: Distribution

In order to prepare the FY 1999 *Paths to Closure* report and formulate the FY 2001 budget, the Office of Environmental Management (EM) has developed the attached integrated guidance package (Attachment A). The data required by this guidance will be used to develop an integrated EM corporate database, which will form the basis for the national and site 1999 *Paths to Closure*, FY 2001 budget formulation process, and other programmatic analyses. A draft guidance package was circulated to Headquarters and the Field on November 19. Based in part on comments received, major clarifications /modifications included in the guidance are included as Attachment B.

The combined nature of this data collection effort is consistent with EM's new integrated business approach. As a result of the effort to gather data for multiple uses, which range from programmatic planning and analysis, project validation, budget development, and reporting of the Department's environmental liability, we must constantly strive to improve the quality of our data. Data development has to be well documented and auditable. Data requests outlined in the guidance reflect the results of the EM Data Requirements review undertaken by EM's Chief Information Officer. I have signed the data requirements package and will transmit it to you under separate cover.

Additional guidance, which will include line-by-line instructions for data entry and submission, is currently planned for issuance February 1, 1999. Visits to those sites interested in receiving detailed, on-site instruction will be provided. Requests for such training sessions should be made by contacting Jeanne Beard on 202-586-0719.

In addition, individual site calls, with the appropriate Site Team Lead, will be held starting in late January to discuss any issues you may have regarding the integrated guidance, your progress to date in developing life-cycle data and/or budget data, and your individual site *Paths to Closure* report. Gene Schmitt's office will be contacting you in early January to set up these calls.

Thank you for your support as we continue to pursue the implementation of the Integrated Planning, Accountability and Budgeting system. Please contact Joanne Lowry on 202-586-8754 with any questions on this guidance package. Please address budget specific questions to Eli Bronstein on 202-586-8899.

James M. Owendoff
Acting Assistant Secretary
for Environmental Management

Attachments

Distribution: w/attachment:

Acting Assistant Secretary for Environmental Management, EM-1
Acting Director, Office of Safety and Health, EM-4
Acting Deputy Assistant Secretary for Management and Evaluation, EM-10
Deputy Assistant Secretary for Planning, Policy and Budget, EM-20
Acting Deputy Assistant Secretary for Waste Management, EM-30
Acting Deputy Assistant Secretary for Environmental Restoration, EM-40
Acting Deputy Assistant Secretary for Science and Technology, EM-50
Acting Deputy Assistant Secretary for Nuclear Material and Facility Stabilization, EM-60

Site Leads:

S. VanCamp, EM-36
R. Lightner, EM-38
B. Murphie, EM-42
R. Nace, EM-42
S. Robison, EM-44
K. Chaney, EM-45
J. Lehr, EM-50
B. Smith, EM-63
P. Bubar, EM-64
J. Thompson, EM-73

w/o attachment

Manager, Albuquerque Operations Office
Manager, Carlsbad Area Office
Manager, Chicago Operations Office
Manager, Idaho Operations Office
Manager, Nevada Operations Office
Manager, Oakland Operations Office

Manager, Oak Ridge Operations Office
Manager, Ohio Operations Office
Manager, Richland Operations Office
Manager, Rocky Flats Field Office
Manager, Savannah River Operations Office

cc: w/attachment:

L. Feldt, EM-1
J. Melillo, EM-1
J. Arcidiacono, EM-15
M. Crosland, EM-22
J. Beard, EM-23
E. Bronstein, EM-23
J. Werner, EM-24
S. Livingstone, EM-24
D. Tonkay, EM-35
D. Pepson, EM-36
S. Warren, EM-43
J. Letourneau, EM-52
D. Geiser, EM-53
D. Hosaflook, EM-62
J. Lowry, EM-62
C. Guidice, EM-70
S. Bunch, EM-72
R. Brancato, EM-72
K. Kelkenberg, EM-76
R. Nevarez, AL
D. Conway, CAO
J. Anderson, CH
N. Larson, FETC
J. Mularkey, FETC
D. Newman, ID
B. McClure, NV
D. Long, OH
R. Champion, OK
E. Green, OR
B. Burk, RF
J. Daily, RL
J. Buice, SR

ATTACHMENT A

See Attached Guidance Package

ATTACHMENT B

Major Modifications Included since the Draft Was Circulated

- Funding level for development of the life cycle baselines should be based on the \$5.75 billion per year allocations provided in the October 20, 1997 guidance package. We will provide this table under separate cover.
- Life-cycle planning data and 2001 budget formulation data is due to Headquarters on April 15, 1999. The requirement remains to submit draft Stream Disposition Data (SDD) to Headquarters on March 15, 1998.
- Development of Nuclear Material Baseline Disposition Maps - draft maps will be provided to the Sites and Headquarters Site Team Leads in the second quarter of FY 1999 for validation. On April 15, 1998, the Sites are to submit validated Nuclear Material Disposition Maps to Headquarters. There will be no new stream data collected to complete the nuclear material disposition maps. Sites will still be required to provide life-cycle performance metrics for nuclear materials in the appropriate Project Baseline Summaries (PBS).
- Clarification has been provided regarding the definition and assignment of SDDs to specific PBSs.
- Revised the stewardship section to recommend, but not require, the creation of a stewardship PBS. Instead EM will request Operations/Field Offices to describe the end state and future use plans for each geographic site, to place each geographic site into one of seven categories, and to provide stewardship-related information for each geographic site specific to its appropriate category. The categories address all possibilities of stewardship situations based on whether or not: there is a need for stewardship; the site is complete; EM is responsible for stewardship; and stewardship costs are reasonably estimable.
- As part of the reconciliation of this year's baseline to last year's baseline, included is the the requirement to reconcile not only cost but schedule differences at the project and site level.
- Added a new section discussing Science and Technology Road mapping.
- Risk information will be collected at the site level only.
- Removed the requirement for a narrative discussion of the effect on cost and schedule of WIPP not opening in January 1999.
- Removed the Data Requirement Summary Sheet attachment. Data requirements are being sent under separate cover.
- Provided the most recent PBS valid list (see Attachment D).