

April 25, 2001

MEMORANDUM TO: See Attached List

FROM: Anthony C. Rossi, Acting Director **/RA/**  
Division of Accounting and Finance, OCFO

SUBJECT: REVIEW OF TIME AND LABOR REPORTING FOR INTERNAL-USE  
SOFTWARE DEVELOPMENT PROJECTS

Attached is a PR411 report "NRC IT Project Detail Report by Project Office." This report displays detailed employee data related to software development projects by pay period for each project office, sorted by project (FFS job code). This report includes second quarter staff project reporting beginning with the pay period 02/2001 and ending with pay period 07/2002 and covers reporting from December 31, 2000, to March 24, 2001. Office management and software project managers should review staff reporting to ensure compliance with agency policy and procedures as contained in Yellow Announcement No. 062 entitled "Time and Labor Reporting for Software Development Projects," dated September 22, 2000. Areas where the reporting appears to be contrary to expectations should be investigated.

In reviewing the PR411 report, ensure that the hours reported are only for projects that are in the development phase and are for staff who are directly involved in the effort. Also ensure that all of the staff directly involved in a software development effort are reporting time, as required. For projects that do not have any reported hours, determine the reasons and take appropriate action.

For any discrepancies found, a corrected timesheet, with the appropriate labor reporting, must be submitted to Payroll Operations for correction in PAY/PERS T&L. E-mail Kathleen Brosky by May 15 whether corrections to Pay/Pers T&L reporting are necessary or not for the pay periods covered by the attached report. Include in your e-mail a list of employees requiring corrections.

In addition, OCFO will initiate a review of IT reporting to assess offices' compliance with applicable policy and procedures and to verify the accuracy of reporting. This review will involve interviews with software development project managers, staff, and certifying officials to determine if labor is being properly reported to software development projects.

Please direct any questions to Kathleen Brosky (KXB1) at (301) 415-6076.

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Addressees (see below) - Memorandum Dated March 15, 2001

SUBJECT: REVIEW OF PAY/PERS TIME & LABOR REPORTING FOR INTERNAL-USE  
SOFTWARE DEVELOPMENT PROJECTS

	<u>Mail Stop:</u>
NMSS - John J. Linehan, Office of Nuclear Material Safety and Safeguards,	T-8 A23
NMSS - Joel S. Bristor, Office of Nuclear Material Safety and Safeguards, General License Tracking System(GLTS)	T-8 F5
NMSS - Lance J. Lessler, Office of Nuclear Material Safety and Safeguards, RTS Inspection Plan Module-CISSCO/RTS Inspection Plan Module (NEW)	T-8 A33
NMSS - Timothy C. Johnson, Office of Nuclear Material Safety and Safeguards, WWW-Site For MOX	T-8 A33
NMSS - Richard I. Milstein, Office of Nuclear Material Safety and Safeguards, NMSS WITS Update	T-9 C24
NMSS - Catherine J. Poland, Office of Nuclear Material Safety and Safeguards, NMSS WITS Update	T-8 A23
NMSS - Maureen Moriarty, Office of Nuclear Material Safety and Safeguards, Licensing Tracking System	T-8 F5
NRR - Jacqueline E. Silber, Office of Nuclear Reactor Regulation	O-5 E7
NRR - Michael L. MacWilliams, Office of Nuclear Reactor Regulation, RPS Lic & Other Planning/Performance Measure Project/ Algorithmic Support Phase 1	O-5 A4
NRR - Conchita S. See, Office of Nuclear Reactor Regulation, Performance Indicator Projects/Business Intel Software for RPS Data	O-5 A4
NRR - Elliot A. Greher	O-5 A4
OIG - Deborah S. Huber, Office of the Inspector General	T-5 D28
OIG - Lynn M. Fort, Office of the Inspector General, OIG/MIS Software Development	T-5 D28
ASLBP - J. Whetstine, Atomic Safety and Licensing Board Panel	T-3 F23
OCFO - Lars T. Solander, Office of the Chief Financial Officer	O-13 E1
OCFO - John E. Bird, Office of the Chief Financial Office, Financial Mgmt. System (STARFIRE)/Cost Accounting/ PEOPLESOFT HRIS/Travel Manager	T-9 F3
IRO - C. Siegel, Incident Response Operations, Resp. Comp. System Special Appl./Review of Response Tools/ Conseq. Analysis Accidents	T-4 D18