

November 1, 2002

MEMORANDUM TO: Those on the Attached List

FROM: Leslie W. Barnett, Acting Director/ ***signed by Leslie W. Barnett***  
Division of Planning, Budget, and Analysis  
Office of the Chief Financial Officer

SUBJECT: PROCEDURES FOR DIRECT CONVERSION OF FTE IN  
COMPETITIVE SOURCING

The purpose of this memorandum is to provide you with procedures when requesting funds for direct conversion of FTE. As each FTE is converted to a contract, the Division of Planning, Budget, and Analysis (DPBA), in the Office of the Chief Financial Officer (OCFO), will transfer the prorated salary and benefits for the current fiscal year to the affected office to contract support and reduce the office FTE allocation by the number of FTE converted.

- Requesting Office - The Office Director should send a memorandum to the Acting Director, OCFO/DPBA requesting contract support funding for the purpose of direct conversion of FTE. OCFO/DPBA will need information regarding the position title, series, grade and if known, the amount of funds needed as well as the Budget and Reporting (B&R) Classification code where the funds must be transferred. The office should provide certification that the position has been identified for direct conversion from the Office of Administration (Example Attached).
- OCFO/DPBA will compute a funding level consistent with the guidance in OMB Circular A-76, Revised Supplemental Handbook, by using the Salary/Step 5 of the position identified, and adding 32.4% of the Salary for Benefits. This amount is then pro-rated for the number of months remaining in the fiscal year plus 2-months of forward funding. OCFO/DPBA will then issue an Advice of Allowances and Financial Plan to the requesting Office.  
  
OCFO/DPBA will reduce the Program Office's FTE level by the number of positions being converted and increase the contract support level by the amount of funds transferred. Funding and FTE will also be adjusted for the ensuing fiscal year.
- Office of Administration - ADM will maintain the official list of direct conversions by office and the agency's status on Competitive Sourcing goals.

Those on the Attached List

2

- Office of Human Resources - HR will adjust the Office staffing plan and continue to monitor future staffing levels.

If you have any questions regarding this process, please contact Richard Turtill of my staff at (301) 415-5873.

Attachment: As stated

cc w/att: Jesse L. Funches, OCFO  
Budget Contacts (See attached list)

MEMORANDUM TO: Leslie W. Barnett, Acting Director  
Division of Planning, Budget, and Analysis  
Office of the Chief Financial Officer

FROM: Requesting Office

SUBJECT: FUNDING FOR DIRECT CONVERSION OF FTE IN SUPPORT  
OF AGENCY'S COMPETITIVE SOURCING GOALS

The Office of the Chief Information Officer (OCIO) intends to perform a Direct Conversion of 1 FTE for Editorial Support, CA code D100, Series 1083, Grade GG-13. This position was identified on the OCIO's commercial inventory list submitted to the Office of Administration on November 14, 2001.

Since this position is presently vacant, we are experiencing a backlog in our ability to provide this service. The funds should be put in Budget and Reporting Number \_\_\_\_\_. Please let us know when the funds will be provided.

If you have any questions regarding this request, please contact \_\_\_\_\_ of my staff at \_\_\_\_\_.

I certify that the position is one identified for direct conversion.

---

Mark Flynn, ADM/DCPM

Those on the Attached List

2

November 1, 2002

- Office of Human Resources - HR will adjust the Office staffing plan and continue to monitor future staffing levels.

If you have any questions regarding this process, please contact Richard Turtill of my staff at (301) 415-5873.

Attachment: As stated

cc w/att: Jesse L. Funches, OCFO  
Budget Contacts (See attached list)

Distribution:

P. Rabideau, DCFO  
PAB Analysts  
OCFO/DPBA R/F  
OCFO/DPBA S/F BFE 1.3.2  
ADAMS

\*SEE PREVIOUS CONCURRENCE

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<b>OFFICE</b>	OCFO/DPBA/PAB	E	OCFO/DPBA/PAB	E	OCFO/DPBA/FCB	E	OCFO/DPBA	E
<b>NAME</b>	SBaggett/RA/		TPulliam/RA/		EPark/RA/		LBarnett /RA/	
<b>DATE</b>	04 /05 / 02		04/ 05 /02		04 /08 / 02		11 / 01 / 02	

OFFICIAL RECORD COPY

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: November 1, 2002

SUBJECT: DIRECT CONVERSION OF FTE PROCEDURES FOR COMPETITIVE SOURCING

	<u>Mail Stop</u>	
John T. Larkins, Executive Director, Advisory Committee on Reactor Safeguards/Advisory Committee on Nuclear Waste	T-2	E26
G. Paul Bollwerk, III, Chief Administrative Judge, Atomic Safety and Licensing Board Panel	T-3	F23
Karen D. Cyr, General Counsel	O-15	D21
John F. Cordes, Jr., Director, Office of Commission Appellate Adjudication	O-16	C1
Hubert T. Bell, Inspector General	T-5	D28
Jesse L. Funches, Chief Financial Officer	O-17	F3
Janice Dunn Lee, Director, Office of International Programs	O-4	E21
Dennis K. Rathbun, Director, Office of Congressional Affairs	O-16	C1
William M. Beecher, Director, Office of Public Affairs	O-2	A13
Annette Vietti-Cook, Secretary of the Commission	O-16	C1
William D. Travers, Executive Director for Operations	O-16	E15
William F. Kane, Deputy Executive Director for Reactor Programs	O-16	E15
Carl J. Paperiello, Deputy Executive Director for Materials, Research and State Programs	O-16	E15
Patricia G. Norry, Deputy Executive Director for Management Services	O-16	E15
John W. Craig, Assistant for Operations, OEDO	O-16	E15
Stuart Reiter, Chief Information Officer	O-16	C1
Michael L. Springer, Director, Office of Administration	T-7	D57
Frank J. Congel, Director, Office of Enforcement	O-14	E1
Guy P. Caputo, Director, Office of Investigations	O-3	F1
Paul E. Bird, Director, Office of Human Resources	T-3	A2
Irene P. Little, Director, Office of Small Business and Civil Rights	T-2	F18
Martin J. Virgilio, Director, Office of Nuclear Material Safety and Safeguards	T-8	A23
Samuel J. Collins, Director, Office of Nuclear Reactor Regulation	O-5	E7
Ashok C. Thadani, Director, Office of Nuclear Regulatory Research	T-10	F12
Paul H. Lohaus, Director, Office of State and Tribal Programs	O-3	C10
Roy P. Zimmerman, Director, Office of Nuclear Security and Incident Response	T-4	D18
Hubert J. Miller, Regional Administrator, Region I	RGN-I	
Luis A. Reyes, Regional Administrator, Region II	RGN-II	
James E. Dyer, Regional Administrator, Region III	RGN-III	
Ellis W. Merschoff, Regional Administrator, Region IV	RGN-IV	

CC'S TO THOSE ON THE ATTACHED LIST DATED: November 1, 2002

SUBJECT: DIRECT CONVERSION OF FTE PROCEDURES FOR COMPETITIVE SOURCING

	<u>Mail Stop</u>
J. Gallo, ACNW/ACRS	T-2 E26
J. Whetstine, ASLBP	T-3 F23
J. Simons, OCAA	O-16 C1
M. Tenaglia, OGC	O-15 D21
D. Huber, OIG	T-5 D28
E. Gillen, OIG	T-5 D28
R. Hoskins, OIP	O-4 E9
L. Portner, OCA	O-17 A3
B. Hayden, OPA	O-2 A13
M. Malloy, OEDO	O-16 E15
C. Schum, OEDO	O-16 E15
S. Joosten, SECY	O-16 C1
P. Wolfe, OCIO	T-6 D2
J. Golder, OCIO	T-6 D2
J. Dambly, ADM	T-7 D27
E. New, OCFO	O-17 F3
J. Lubinski, OE	O-14 E1
B. Westreich, OE	O-14 E1
W. Hutchison, OI	O-3 F1
S. Langan, OI	O-3 F1
K. Raglin, HR	C-TN
R. Smith, HR	T-3 D2
I. Solorio, HR	T-3 D2
D. Hoadley, SBCR	T-2 F18
J. Linehan, NMSS	T-8 A23
C. Seelig, NMSS	T-8 A23
M. Case, NRR	O-5 E7
R. Correia, NRR	O-5 H4
R. Villafranco, NRR	O-5 H4
K. Olive, NRR	O-5 E7
M. Lee, RES	T-10 D5
K. Fitch, RES	T-10 D5
G. Thompson, RES	T-10 D5
B. Usilton, OSTP	O-3 C10
D. Sollenberger, OSTP	O-3 C10
J. Davis, NSIR	T-4 D18
T. Meek, NSIR	T-4 D18
L. Solander, NSIR	T-4 D18
J. Joyner, RGN I	RGN-I
A. Shropshire, RGN I	RGN-I
R. Gross, RGN I	RGN-I
G. Benoit, RGN II	RGN-II
J. Hunter, RGN II	RGN-II
J. Lankford, RGN II	RGN-II
B. Holt, RGN III	RGN-III
R. Butler, RGN III	RGN-III
M. Kerlin, RGN III	RGN-III
K. Hamill, RGN IV	RGN-IV
S. McCrory, RGN IV	RGN-IV