OMB300 - Part I - General Questions

Date of Submission	9/8/2003		
Agency	Nuclear Regulatory Commission		
Bureau Number	00	Name of Investment	Fees Systems
Location in the Budget	N/A	Unique Investment Identifier	429-00-01-01-01-2...
Account Title	Salaries and Expenses	Initiation Date	9/1/1982
Account ID Code	31-0200-0-1-276	Planned Completion Date	5/31/2006
Program Activity	Financial Management	This Investment Is	Mixed Life Cycle
		Investment/Useful Segment is Funded	Incrementally

Was this investment approved by OMB for previous Year Budget Cycle?	◉ yes ○ no
Did the Executive/Investment Review Committee approve funding for this investment this year?	◉ yes ○ no
Did the CFO review the cost goal?	◉ yes ○ no
Did the Procurement Executive review the acquisition strategy?	◉ yes ○ no
Did the Project Manager identified in Section 1.D review this exhibit?	◉ yes ○ no
Is this investment included in your agency's annual performance plan or multiple agency annual performance plans?	◉ yes ○ no
Does this investment support homeland security?	○ yes ◉ no
Is this project information technology?	◉ yes ○ no
a. Is this Project a Financial Management System?	◉ yes ○ no

Information [illegible]
in accordance with the [illegible] of Information
Act, exemptions 2,5
FOIA- 2004-167

A-5

Is so, does this project address a FFMIA compliance area? ◉ yes ○ no

If yes, which compliance area? Financial Systems Requirements

b. Does this project implement electronic transactions or record keeping that is covered by the Government Paperwork Elimination Act (GPEA)? ◉ yes ○ no

Is so, is it included in your GPEA plan (and does not yet provide an electronic option)? ◉ yes ○ no

Does the project already provide an electronic option? ○ yes ◉ no

c. If the investment administers information in identifiable form about members of the public, was a privacy impact assessment submitted via PIA@omb.eop.gov with a unique project (investment) identifier? ◉ yes ○ no

d. Was this investment reviewed as part of the FY 2003 Federal Information Security Management Act review process? ◉ yes ○ no

d.1 If yes, were any weaknesses found? ◉ yes ○ no

d.2 Have the weaknesses been incorporated into the agency's corrective action plans? ◉ yes ○ no

e. Has this investment been identified as a national critical operation or asset by a Project Matrix review or other agency determination? ○ yes ◉ no

e.1 If no, is this an agency mission critical or essential service, system, operation, or asset (such as those documented in the agency's COOP Plan), other than those identified as above as national critical infrastructures? ◉ yes ○ no

f. Was this investment included in a Performance Assessment Rating Tool
(PART) Review? ○ yes ◉ no

OMB300 - Part I - Summary of Spending for Project (Investment) Stages

(In Millions)

EXISTING 300	PY-1 and Earlier	PY 2003	CY 2004	
Planning:				
Budgetary Resources	0	0.5	0	0
Outlays	0	0.5	0	0
Acquisition:				
Budgetary Resources	0	0	0	0.3
Outlays	0	0	0	0.3
TOTAL, Sum of Stages:				
Budgetary Resources	**0**	**0.5**	**0**	**0.3**
Outlays	**0**	**0.5**	**0**	**0.3**
Maintenance:				
Budgetary Resources	0.58	0.53	0.75	0.74
Outlays	0.58	0.53	0.75	0.74
TOTAL, ALL Stages:				
Budgetary Resources	**0.58**	**1.03**	**0.75**	**1.04**
Outlays	**0.58**	**1.03**	**0.75**	**1.04**
Government FTE Costs:				
	0	0.23	0.36	0.38

OMB300 - Part I - I.A Project Description

1. Provide a brief description of this project and its status through your capital planning and investment control (CPIC) or capital programming "control" review for the current cycle.

The NRC is mandated by Federal regulation to recover a major portion of its annual budget. In order to achieve this requirement, fees are assessed in accordance with the License Fee Management Program for annual licensing activities and various services which include new licensing approvals, licensing amendments, topical reports, and reactor inspections. The Fees Systems provide an automated method of implementing this major Agency Program. Management reports and invoices are produced by this system which is used by Headquarters Program and Support Offices, as well as the four regional offices.

In order to ensure that operational and business objectives are met, the legacy Fees Systems will be consolidated, improved, and migrated to a single environment. With rapidly changing business and regulatory requirements, as well as continued upgrades of the NRC's infrastructure technology, it is increasingly difficult and costly to provide an automated method of efficient and accurate billing and record handling. The legacy Fees Systems are beyond their capacity to operate in an integrated manner. Data is obtained from many sources through use of inflexible, mostly manual, interfaces.

Expenditures associated with maintaining the existing Fees System is categorized as a "Legacy System Application", Steady State, and it is in the operation phase of the CPIC process. Although inflexible and not easily adaptive to rapidly changing business and IT infrastructure needs, continued use of this legacy system is required until an improved solution can be implemented.

This proposed enhancement project entails replacing the legacy Fees Systems applications. The type of expenditure associated with this project is categorized as a "System/Application Project", Initial Concept, and it is in the Select Phase of the CPIC process. The Fees System Replacement project will modernize these legacy applications and simplify automated work processes to reduce costs, improve effectiveness, enable electronic collaboration and promote the use of current techniques throughout the NRC.

2. What assumptions are made about this project and why?

In response to Commission decisions to capture more Agency cost directly attributable to licensees, the application systems will be expanded to capture more Program Offices for fee billing.

The NRC will be required to bill owners of generally licensed devices that do not include a payment at the time of registration. It is expected that this will be a new requirement that must be automated through use of the Fees Systems.

The License Fee Management Program will continue to support the NRC's license fee policies and regulations including the many complexities such as the small business entity certification process required by the Small Business Administration, biennial reviews of license fees as required by the Chief Financial Officers Act (CFO), exemptions, suspensions and terminations.

The NRC will continue use of the legacy application systems for its License Fee Management Program until such time as a replacement can be developed and implemented.

The NRC's technical infrastructure must continue to operate and utilize products and technology that include vendor support. It is anticipated that the current standard workstation desktop at the NRC will be migrated from Microsoft NT to Microsoft XP or other comparable upgrade. With each infrastructure upgrade, support for DOS-based systems diminishes.

There is a continuing need for automation of the fee billing effort in order that the Commission can continue recovering costs of providing services as required under OBRA-90, as amended, and IOAA. The NRC does not anticipate this legislative mandate to change.

Modernization of the Fees Systems will primarily provide increased adaptability in accommodating growth in use, seamless interfaces with other Agency applications, and greater flexibility in meeting frequently changing business needs.

A CPIC business case will be prepared to identify requirements and weigh various alternatives. Likely benefits, costs, risks and success factors will be researched and included in detail sufficient to assess whether or not to proceed. At this time, only "seed money" has been allocated in the FY 2003 budget for this project. Actual estimated costs for the entire life cycle will not be known until the business case has been completed.

3. Provide any other supporting information derived from research, interviews, and other documentation.

The Fee Rule is published annually in the Federal Register that becomes the legal document for the Agency's License Fee Management Program. Amendments to the NRC's regulations identified in the Fee Rule require on-going system changes and continual maintenance and operation.

The Inspector General performs an annual audit on the Agency's financial statement that includes a review of fees billed and collected. The audit ensures that the systems are accurately capturing and reporting billable cost data. Deficiencies that require system modification are funded for correction in a timely manner.

Collaborative efforts such as the Intergovernmental Transaction Portal (ITP) and the Presidential mandate to utilize one of four service providers for functions such as payroll are currently underway at the NRC. Such efforts have a definite impact on the automated fee billing process. For the ITP effort, the NRC is both a receiver and provider of services. As a provider, it is initially necessary to improve the billing of services utilized by other government agencies. For the payroll consolidation effort, it is anticipated that this will eventually include the function of processing time and labor. Much of the fee billing data is based on electronic NRC staff manpower records. The continued use of non-integrated and legacy applications based on outdated technologies make these kinds of efficiencies very difficult to administer in a cost-effective manner.

OMB300 - Part I - I.B Justification

1. How does this investment support your agency's mission and strategic goals and objectives?

GOALS

Nuclear Materials Safety: Prevent radiation-related deaths and illnesses, promote the common defense and security, and protect the environment in the use of source, byproduct, and special nuclear material for medical, academic, and industrial purposes.

Nuclear Waste Safety:

Prevent adverse impacts from radioactive waste to the current and future public health and safety and the environment, and promote common defense and security

STRATEGIES:

We will make public participation in the regulatory process more accessible. We will listen to the public's concerns and involve our stakeholders more fully in the regulatory process.

We will communicate more clearly. We will add more focus, clarity, and consistency to our message; be timely; and present candid and factual information in the proper context with respect to the risk of the activity.
We will continue to enhance the NRC's accountability and credibility by being a well-managed, independent regulatory agency. We will increase efforts to share our accomplishments with the public.

We will make agency decisions based on technically sound and realistic information.
We will anticipate challenges posed by the introduction of new technologies and changing regulatory demands.

These goals and strategies are <u>indirectly</u> supported by this initiative as detailed below:

The Fees Systems implement fee billing based on the NRC's fee policies and regulations. Annually, the Fee Rule is published and made available for public comment. Modernization of the Fees Systems will better enable the NRC to incorporate amendments to the Fee Rule based on public concerns.

The legacy Fees Systems generate at least five different types of invoices with varying degrees of detail that are sent to approximately 6,000 licensees. One objective of the Fees Systems Replacement effort is to consolidate the number of invoices and present more appropriate detail in a consistent manner.

An efficiently automated and more accurate billing process will reduce the number of challenges and inquiries made by licensees due to errors and other discrepancies associated with fee billing of facilities and material services.

GOAL

Corporate Management Strategy 1: Employ innovative and sound business practices

STRATEGIES

We will strengthen collaborative processes for conducting business among support offices and between support and program offices.

We will find new and better ways of doing business to increase effectiveness and efficiency of operations.

We will strengthen our financial systems and processes to ensure that our financial assets are adequately protected consistent with risk and that our financial information is better integrated with decision-making.

This goal and these strategies are indirectly supported by this initiative as detailed below:

OCFO will consult with OCIO, other support offices, Program, and Regional offices as appropriate to integrate this initiative with applicable business, operational and technical needs.

This initiative will ultimately provide OCFO with improved operating efficiencies by reducing complicated information collection burdens and by providing better adaptability in meeting future business demands. Reduced cost, increased quality, improved technical performance that result in productivity improvements and increased staff and licensee satisfaction are anticipated.

The consolidation of application systems and easier, user-friendly access to billing-related financial data will facilitate a more integrated decision-making process. Use of modern technology will better position OCFO to implement stronger security safeguards.

GOAL

Corporate Management Strategy 3: Provide proactive information management and information technology services.

STRATEGIES

We will work jointly with program and support offices to integrate information technology and business planning as a means of achieving agency goals and strategies.

We will make it easier for the staff to acquire, access, and use the information they need to perform their work.

We will provide and maintain a robust, reliable, cost-effective, and "user-friendly" information technology infrastructure that is driven by the agency business needs.
We will work jointly with stakeholders to optimize the delivery of information technology and management service.

We will improve the ability of the NRC and external entities to conduct our mutual business electronically.

This goal and these strategies are indirectly supported by this initiative as detailed below:

OCFO will collaborate with Program and support offices in a manner most conducive to achievement of agency goals and strategies. The Fees Systems Replacement will be aligned with the agency's hardware/software infrastructure.

Access to the legacy Fees Systems is very limited due to limitations imposed by use of outdated technology. The Fees Systems Replacement will potentially provide expanded accessibility and will replace text-based interfaces with the more commonly and easily used graphical interfaces.

Consolidation of the many legacy fees applications will result in a much less cumbersome infrastructure as it pertains to utilization of fee billing information.

Previously print-based information will be available electronically and improved query functionality will provide faster access to fee billing information.

Integration of the many interfaces will be addressed to provide a more seamless sharing of data used in support of the fee billing effort.

GOAL

Corporate Management Strategy 4: Communicate strategic change

STRATEGIES

We will respond to requests and inquiries from stakeholders in a timely, courteous, and professional manner

This goal and this strategy are indirectly supported by this initiative as detailed below:

Better integration of the many fee billing interfaces, improved query and reporting capabilities

will facilitate quicker response to the various stakeholders.

2. How does is support the strategic goals from the President's Management Agenda?

PMA GOAL - Human Capital

INITIATIVE SUPPORT-

Through consolidation of the many sub-applications that currently comprise the Fees Systems and improved integration of the currently manual interfaces, it is anticipated that human resources will be further freed from time-consuming and duplicative processes. Knowledge and skills acquired by retiring staff will be retained by more thoroughly automating the fee billing process. Improved data retrieval and reporting capabilities will result in increased productivity.

PMA GOAL - Competitive Sourcing

INITIATIVE SUPPORT -

Contractor support for the planning, acquisition, and subsequent phases of this initiative will be competitively bid.

PMA GOAL - Financial Performance

INITIATIVE SUPPORT -

Improve timeliness by providing a re-engineered and streamlined reporting process and possible use of web-based technologies.

Enhance usefulness by more fully and better integrating financial information that is currently available in the Agency. The Fees Systems Replacement initiative will incorporate better methods of providing daily financial billing and collection data to the Federal Financial System (FFS/DOI) in support of the Agency's financial statement.

Produce reliable and accurate information to facilitate better decision-making. Use of an improved Fees System will better support financial data relevant to the NRC's Strategic Plan (Strategic Arenas) and other federal financial requirements.

Billing data produced by the Fees Systems will be easier to assemble thereby facilitating timely year-end reporting requirements and ensuring more reliable audits.

PMA GOAL - E-Government

INITIATIVE SUPPORT -

Completion of this Fees Systems Replacement effort will better position OCFO to further support the electronic government initiatives. Existing interfaces will be enhanced to provide a more seamless integration when gathering source data for fee billing purposes and creating output that forms a basis of the accounts receivable and collection data that resides in FFS.

Modernization of the technology and environments will also facilitate easier and cost-effective implementation of efforts such as the Intergovernmental Transaction Portal (IPT) to provide a single point of access. The assessment of alternatives will include the possibility of integrating bill presentation with electronic payment methods. Plans are also underway at the NRC to participate in the consolidation of basic services such as payroll and eventually time and labor reporting. Continued use of outdated technology and processes in the License Fee Management Program will hinder OCFO's ability to completely achieve these efficiencies and benefits.

PMA GOAL - Budget and Performance Integration

INITIATIVE SUPPORT -

It is expected that completion of this initiative will provide Managers with timely feedback pertaining to the License Fee Management Program in a more accurate manner as needed to more correctly measure performance of the program.

3. Are there any alternative sources in the public or private sectors that could perform this function?

5. Who are the customers for this project?

The customers for this project include the U.S. Department of Treasury, individuals and program offices throughout the NRC, and the Office of Management and Budget. External customers are licensees that will receive a fee-billable service from the Agency. This includes

over 50 categories of persons required to be licensed as well as, where applicable, applicants for facilities, materials, import and export licenses, holders of certificates of compliance, registrations, quality assurance program approvals and government agencies licensed by the NRC.

6. Who are the stakeholders of this project?

There are many participants that have an interest in the outcome of the Fees Systems Replacement effort. They include major program offices at the NRC such as OCFO, OCIO, the Office of Nuclear Material Safety (NMSS), the Office of Nuclear Reactor Regulation (NRR), the Office of National Safety Incident Response (NSIR) as well as the four Regional Offices, the U.S. Department of Treasury and the general public.

7. If this is a multi-agency initiative, identify the agencies and organizations affected by this initiative.

This is not a multi-agency initiative, but information generated by the Fees Systems will be electronically sent to the U.S. Department of Treasury via an automated interface with the Federal Financial System (FFS). Completion of this initiative will also better position the NRC to participate in multi-agency initiatives such as the Intergovernmental Transaction Portal (ITP).

7.a If this is a multi-agency initiative, discuss the partnering strategies you are implementing with the participating agencies and organizations.

This is not a multi-agency initiative.

8. How will investment reduce costs or improve efficiencies?

Continued use of the outdated technologies utilized by the legacy Fees Systems will eventually affect the NRC's mandate to collect its budget authority through its License Fee Management Program. We foresee this project providing a superior solution in many ways, including but not limited to, future cost reduction, better integration with other Agency assets, stronger access and security controls, reporting efficiencies, compatibility with the NRC's standard hardware and software infrastructure, and ease of use. Technology that ensures business objectives are met and that improves decision-making, accessibility, and performance will be utilized. The flexibility and scalability gained by the use of current technology will align activities to better serve governments, internal Agency operations and citizens. We expect a full cost/benefit analysis to be performed at a later date.

A related objective of this project will be to reduce the number of sub-applications that

currently comprise the Fees Systems. Since much of the underlying functionality is similar, it is expected that some combination or redesign will result in the need for fewer separate modules. We, therefore, anticipate that future maintenance and operational support would likewise be less costly.

9. List all other assets that interface with this asset.

The legacy fees systems contain many internal and external interfaces that will remain factors in this project. Reengineering will be investigated during preparation of the CPIC business case. Where it makes programmatic sense, better methods of sharing data will be incorporated.

A majority of source manpower data is obtained from the Time & Labor module of the NRC's Human Resource Management System (HRMS).

Certain data pertaining to Task Assignment Control (TAC) usage, staff and dockets are provided by the NRC's Reactor Program System (RPS).

Inspection information as recorded on Inspection Reports is obtained from the NRC's Inspection Reports Tracking System (IRTS).

Billing, payment and address related transactions are sent to the U.S. Department of Treasury via electronic transfer to the Federal Financial System (FFS/DOI).

Address and materials fee information for various types of licensees are obtained from the NRC's License Tracking System (LTS), National Sealed Source and Device Registry System (NSS&DRS), as well as the Transportation Approval Package Information System (TAPIS) systems.

Billing and address related information pertaining to the registration of generally licensed devices will be obtained from the NRC's General License Tracking System (GLTS).

Contract cost data is obtained from the NRC's Technical Assistance Program Support System (TAPSS) and Technical Assistance Program Support Systems/NMSS (TAPNM) systems.

Collection data is obtained from the U.S. Bank's lockbox payment services and sent to the U.S. Department of Treasury via electronic transfer to the Federal Financial System (FFS/DOI).

9.a Have these assets been reengineered as part of this project? ○ yes ◉ no

OMB300 - Part I - I.C Performance Goals and Measures (All Assets)

Agencies must use Table 1 below for reporting performance goals and measures for existing investments that were initiated prior to FY 2005. The table can be extended to include measures for years beyond FY 2004.

Table 1 (projects through 2004)

Fiscal Year	2003

Strategic Goal(s) Supported

Goal 1: Protect agency financial assets consistent with risk.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

The CFO achieves the President's Management Agenda's standards for success for financial management.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2003 with year-end review.

Planned Performance Metric

Financial Management systems meet Federal financial management system requirements and applicable Federal accounting and transaction standards as reported by the agency head.

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be

determined in conjunction with the September 2003 with year-end review.

Fiscal Year 2004

Strategic Goal(s) Supported

Goal 1: Protect agency financial assets consistent with risk.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

The CFO achieves the President's Management Agenda's standards for success for financial management.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2004 with year-end review.

Planned Performance Metric

Financial Management systems meet Federal financial management system requirements and applicable Federal accounting and transaction standards as reported by the agency head.

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2004 with year-end review.

Fiscal Year 2005

Strategic Goal(s) Supported

Goal 1: Protect agency financial assets consistent with risk.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

The CFO achieves the President's Management Agenda's standards for success for financial management.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2005 with year-end review.

Planned Performance Metric

Financial Management systems meet Federal financial management system requirements and applicable Federal accounting and transaction standards as reported by the agency head.

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2005 with year-end review.

Fiscal Year 2003

Strategic Goal(s) Supported

Goal 1: Protect agency financial assets consistent with risk.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

Collect fees and other monies due the NRC in accordance with legislative requirements.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2003 with year-end review.

Planned Performance Metric

Collect approximately 100% of the amount to be collected through fees

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2003 with year-end review.

Fiscal Year 2004

Strategic Goal(s) Supported

Goal 1: Protect agency financial assets consistent with risk.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

Collect fees and other monies due the NRC in accordance with legislative requirements.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2004 with year-end review.

Planned Performance Metric

Collect approximately 100% of the amount to be collected through fees

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2004 with year-end review.

Fiscal Year 2005

Strategic Goal(s) Supported

Goal 1: Protect agency financial assets consistent with risk.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

Collect fees and other monies due the NRC in accordance with legislative requirements.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2005 with year-end review.

Planned Performance Metric

Collect approximately 100% of the amount to be collected through fees

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2005 with year-end review.

Fiscal Year 2003

Strategic Goal(s) Supported

Goal 1: Protect agency financial assets consistent with risk.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

Maintain administrative control of funds.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2003 with year-end review.

Planned Performance Metric

Allocation of funds are within established limits.

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2003 with year-end review.

Fiscal Year

2004

Strategic Goal(s) Supported

Goal 1: Protect agency financial assets consistent with risk.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

Maintain administrative control of funds.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2004 with year-end review.

Planned Performance Metric

Allocation of funds are within established limits.

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2004 with year-end review.

Fiscal Year

2005

Strategic Goal(s) Supported

Goal 1: Protect agency financial assets consistent with risk.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

Maintain administrative control of funds.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2005 with year-end review.

Planned Performance Metric

Allocation of funds are within established limits.

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2005 with year-end review.

Fiscal Year

2003

Strategic Goal(s) Supported

Goal 2: Provide leadership to integrate financial and performance information into decision making.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

NRC senior managers find financial/cost information timely and useful for decision making.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2003 with year-end review.

Planned Performance Metric

Financial systems provide timely and accurate financial information to internal and external customers.

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2003 with year-end review.

Fiscal Year

2004

Strategic Goal(s) Supported

Goal 2: Provide leadership to integrate financial and performance information into decision making.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

NRC senior managers find financial/cost information timely and useful for decision making.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2004 with year-end review.

Planned Performance Metric

Financial systems provide timely and accurate financial information to internal and external customers.

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2004 with year-end review.

Fiscal Year 2005

Strategic Goal(s) Supported

Goal 2: Provide leadership to integrate financial and performance information into decision making.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

NRC senior managers find financial/cost information timely and useful for decision making.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2005 with year-end review.

Planned Performance Metric

Financial systems provide timely and accurate financial information to internal and external customers.

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2005 with year-end review.

Fiscal Year 2003

Strategic Goal(s) Supported

Goal 3: Provide high quality financial services.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

Maintain fee services.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2003 with year-end review.

Planned Performance Metric

Deliver accurate fee bills for Part 170 full cost within 30 days after close of calendar year.

Deliver accurate fee bills for Part 171 monthly annual fees by the 15th of each month.

Deliver accurate fee bills for Part 171 quarterly annual fees; 1st qtr. Within 5 days of appropriation, 2nd and 3rd qtr. within 10 days of start of the qtr., 4th qtrs. within 5 days of the Final Fee Rule effective date.

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2003 with year-end review.

Fiscal Year: 2004

Strategic Goal(s) Supported

Goal 3: Provide high quality financial services.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

Maintain fee services.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2004 with year-end review.

Planned Performance Metric

Deliver accurate fee bills for Part 170 full cost within 30 days after close of calendar year.

Deliver accurate fee bills for Part 171 monthly annual fees by the 15th of each month.

Deliver accurate fee bills for Part 171 quarterly annual fees; 1st qtr. Within 5 days of appropriation, 2nd and 3rd qtr. within 10 days of start of the qtr., 4th qtrs. within 5 days of the Final Fee Rule effective date.

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2004 with year-end review.

Fiscal Year: 2005

Strategic Goal(s) Supported

Goal 3: Provide high quality financial services.

Existing Baseline

Current administrative and programmatic workload.

Planned Performance Improvement Goal

Maintain fee services.

Actual Performance Improvement Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2005 with year-end review.

Planned Performance Metric

Deliver accurate fee bills for Part 170 full cost within 30 days after close of calendar year.

Deliver accurate fee bills for Part 171 monthly annual fees by the 15th of each month.

Deliver accurate fee bills for Part 171 quarterly annual fees; 1st qtr. Within 5 days of appropriation, 2nd and 3rd qtr. within 10 days of start of the qtr., 4th qtrs. within 5 days of the Final Fee Rule effective date.

Actual Performance Metric Results

The baseline year for measuring Fees performance goals is FY2003. Results will be determined in conjunction with the September 2005 with year-end review.

All new IT investments that are development, modernization, or enhancement (DME) for 2005 and beyond must use Table 2 and are required to use the FEA Performance Reference Model. The PRM Version 1.0, available at www.feapmo.gov, includes detailed guidance about how to incorporate PRM Indicators into the performance goals and measures table below. Please use the Table 2 and the PRM to identify the performance information that pertains to the major IT Investment. Ensure there is a complete tie-in to the strategic goals and objectives described in section I.B.1.

Table 2 (2005 and beyond)

OMB300 - Part I - I.D Project Management

1. Is there a project manager assigned to the project? ◉ yes ○ no

If so what is the project manager's name:

Christine Hite

1.a Identify the members, roles, qualifications, and contact information of the in-house and

contract project managers for this project:

There is a contract Project Manager for the CISSCO-II contract which provides maintenance and operational support for many of the NRC's application systems. The contract is managed by NRC's OCIO. The in-house Project Manager has satisfied the training requirements for Project Managers under the Agency's "Acquisition Certification and Training Program" and is experienced in software development/maintenance and project management.

2. Is there a contracting officer assigned to the project? ◉ yes ○ no

If so what is the contracting officer's name:

Anita Hughes

3. Is there an integrated project team? ◉ yes ○ no

3.a If so, list the skill set represented.

The skill set includes systems analysis, accounting/budget, software design and development, client services, enterprise infrastructure, hardware support, business and application expertise, project management, acquisition, interpersonal skills, administrative, and leadership. The team consists of users, their managers, Program and Technical Managers, a Contracting Officer, project management, subject matter experts, programmers, testers, documentation specialists, senior financial management, and other high level executives directly responsible for the Agency's financial performance including representatives from OCIO and OCFO.

As the Fees Systems replacement project is only conceptual, the members and roles of the Fees Systems replacement project team have not yet been selected. It is anticipated that the integrated project team will have the same broad based representation of skills and NRC organizations that currently reside on the Legacy Fees project team. The NRC expects to assemble the new team by December 31, 2003.

4. Is there a sponsor/owner for this project? ◉ yes ○ no

4.a If so, identify the sponsor/process owner by name and title.

Carlson, Robert -Team Chief

Sponsor Owner Contact Info:

Carlson, Robert -Team Chief, (301) 415-8165, rdc@nrc.gov

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OMB300 - Part II - II.A Enterprise Architecture

II.A.1 Business

A. Is this investment identified in your agency's enterprise architecture? If not, why?

Proposed changes to the Legacy Fees O&M include the inclusion of current estimates for mainframe time-sharing at NIH for FY03 and beyond.

Fees Replacement initiative costs are updated preliminary estimates as the project is in the conceptual stage. A full life cycle analysis will be completed as part of the CPIC business case by August 2004.

A.1 Will this investment be consistent with your agency's "to be" modernization blueprint?

The Fees Systems replacement falls within the scope of NRC's approved EA and it is anticipated that it will be consistent with the agency's "to be" modernization blueprint. As such, this system will support the performance of the business functions identified in the agency enterprise

business model, documented in the NRC publication, "NRC Enterprise Model," will provide data required by the NRC's services to citizens revenue collection business area and internal operations/infrastructure financial management business area.

The Fees Systems Replacement will utilize products and components that are aligned with the NRC's current application and technology standards and future direction as specified in the NRC's existing technology planning documents. Although the NRC's existing technology planning documents are being updated, the current documents identify some core technology needs. These core technology needs are in the process of being updated and expanded through an evolving organizational EA governance process that will ensure that all current and future technology needs are vetted by NRC business managers to validate links to NRC business drivers for identified technologies. When fully functional, NRC's integrated EA and CPIC processes will enable NRC to apply the same sound risk management strategies to its IT investments that have long characterized NRC's core business operations. NRC has also provided the Federal Enterprise Business Reference Model (FEBRM) with high level business functions and subfunctions derived from the "NRC Enterprise Model." NRC is working to uncover additional internal cross-cutting initiatives and has begun to look at other-agency business processes and State business processes to identify potential areas for collaborative efforts.

B. Was this investment approved through the EA Review committee at your agency? ◉ yes ○ no

C. What are the major process simplification/reengineering/design projects that are required as part of this IT investment?

In the past, several significant modifications were made to simplify processes related to the legacy Fees Systems. However, the overall design of the legacy Fees Systems remained the same and thus required no reengineering. Future simplifications will entail further automation of additional program offices such as the Office of Nuclear Security and Incident Response (NSIR), the Office of Research, the Advisory Committee on Reactor Safeguards (ACRS), and the Office of General Counsel (OGC). NSIR and Research have been partially automated, but further modification is needed in order to eliminate the current paper-based manual process of collecting fee data that pertains to their staff.

Additionally, each year the NRC's budget reporting structure changes to some extent. Modifications to the legacy Fees Systems are often required in order to correctly identify fee billable activities. Other simplifications include automating the billing of general licensees that do not submit a payment with their annual registration and depending on the timing, modifications to accommodate the NRC's participation in joint efforts such as the Intergovernmental Transaction Portal (ITP).

The Fees Systems replacement is in the early conceptual phase, process

simplification/reengineering/design projects are still to be determined.

D. What are the major organization restructuring, training, and change management projects that are required?

Restructuring is not required as a result of operating and maintaining the legacy Fees Systems.

The Fees Systems replacement is still conceptual and it is still to be determined if any restructuring will be required as a result of its implementation.

E. Please list all the Lines of Business and Sub-Functions from the FEA Business Reference Model that this IT investment supports.

Line of Business	Sub-Function
Revenue Collection	User Fee Collection
Financial Management	Reporting and Information
Financial Management	Collections and Receivables

II.A.2 Data

A. What types of data will be used in this investment? Examples of data types are health data, geospatial data, natural resource data, etc.

The Fees Systems Replacement will use NRC personnel time/labor and contractor cost data for fee billing purposes. Licensee application information will also be utilized. In general, data requirements will be the same as those associated with the legacy Fees Systems.

B. Does the data needed for this investment already exist at the Federal, State, or Local level? If so, what are you plans to gain access to that data?

Sources for fee billing data do not reside outside of the NRC IT environment. Depending on the timing, however, it may be necessary to make the modifications required to allow the NRC to participate in joint efforts such as the Intergovernmental Transaction Portal (ITP). If so, that will likely be achieved through the use of electronic data transfers.

C. Are there legal reasons why this data cannot be transferred? If so, what are they and did you address them in the barriers and risk sections above?

There are no legal reasons why this data can not be transferred.

D. If this initiative processes spatial data, identify planned investments for spatial data and demonstrate how the agency ensures compliance with the Federal Geographic Data Committee standards required by OMB Circular A-16.

This initiative will not process spatial data.

E. If this activity involves the acquisition, handling or storage of information that will be disseminated to the public or used to support information that will be disseminated to the public, explain how it will comply with your agency's Information Quality guidelines (Section 515 requirements)?

This activity does not require the dissemination of information to the public.

F. Managing business information means maintaining its authenticity, reliability, integrity, and usability and providing for its appropriate disposition. Address how the system will manage the business information (records) that it will contain throughout the information life cycle.

Authenticity, reliability, integrity and usability of the business information processed by the legacy Fee Systems are managed by various methods. Detailed fee billing reports are reviewed and certified to be correct as needed prior to issuing invoices. There are also numerous reconciliation methods and reports used to verify the transfers of data to and from the various external systems. Additionally, reliability and integrity issues are evaluated on a regular basis in accordance with FISMA and NIST guidelines.
Business information is managed in accordance with the NRC Management Directive 4.6 which requires retention of data and certified fee reports for 6 years and 3 months as per the General Records Schedule 6-1.a(a).
It is anticipated that implementation of the Fees Replacement system will utilize the same or similar detailed business information management processes now implemented for the legacy Fees Systems.

II.A.3 Application, Components and Technology

A. Relation to Service Component Reference Model:

Fees data support billing calculations and update NRC core financial systems.

Service Domain: Back Office Services

Service Type:

	Financial Management
Component Name:	Select...
Is this a new component?	no

A. Relation to Service Component Reference Model:

Fees provides daily financial billing and collection data.

Service Domain:	Back Office Services
Service Type:	Financial Management
Component Name:	Select...
Is this a new component?	no

A. Relation to Service Component Reference Model:

Fees billing process is integrated with applicable NRC business operations and technical needs.

Service Domain:	Back Office Services
Service Type:	Financial Management
Component Name:	Select...
Is this a new component?	no

A. Relation to Service Component Reference Model:

Fees Systems data support creation of NRC financial statements.

Service Domain:	Back Office Services
Service Type:	Financial Management
Component Name:	Financial Reporting
Is this a new component?	no

B. Technology included in the agency Technical Reference Model:

All of the hardware infrastructure requirements for the legacy Fees Systems are included in the Technical Reference Model under the Legacy category.

Since the Fees Systems Replacement is in the conceptual stage, not all hardware, application, and infrastructure requirements have been identified. The acquisition strategy, however, will prefer hardware, applications, and infrastructure already identified in the Technical Reference Model (TRM). If appropriate, we will perform a cost benefit/risk analysis to explore the alternative of introducing new technology into the EA. If cost effective, we will pursue the NRC's Environment Change Control process to explore the feasibility and cost benefit of adding additional services to the TRM

C. Relation to the Technical Reference Model:

Service Category:	Service Transport
Service Standard:	Service Transport
Service Specification:	Select...
Is this a new specification?	no

C. Relation to the Technical Reference Model:

Service Category:	Service Requirements
Service Standard:	Hosting
Service Specification:	Select...
Is this a new specification?	no

C. Relation to the Technical Reference Model:

Service Category:	Service Requirements
Service Standard:	Hosting
Service Specification:	Select...
Is this a new specification?	no

C. Relation to the Technical Reference Model:

Service Category:	Hardware / Infrastructure
Service Standard:	Select...
Service Specification:	Ethernet
Is this a new specification?	no

C. Relation to the Technical Reference Model:

Service Category:	Hardware / Infrastructure
Service Standard:	Servers / Computers
Service Specification:	Mainframe
Is this a new specification?	no

C. Relation to the Technical Reference Model:

Service Category:	Hardware / Infrastructure
Service Standard:	Servers / Computers
Service Specification:	Enterprise Server
Is this a new specification?	no

C. Relation to the Technical Reference Model:

Service Category:	Database / Storage
Service Standard:	Database
Service Specification:	Select...

Is this a new specification? no

C. Relation to the Technical Reference Model:

Service Category:	Data Management
Service Standard:	Database Connectivity
Service Specification:	DB2 Connector
Is this a new specification?	no

D. Will the application leverage existing components and/or applications across the Government? If so, please describe.

Use of Pay.Gov has been preliminarily reviewed, but further assessment is anticipated as part of the Fee Systems Replacement project.

E. Financial Management Systems and Projects, as indicated in Part One, must be mapped to the agency's financial management system inventory provided annually to OMB. Please identify the system name(s) and system acronym(s) as reported in the most recent systems inventory update required by Circular A-11 Section 52.4.

The legacy Fees Systems collectively are referred to as License Fee Bill Generator System (LFB) in the financial management system inventory. They include:

Facilities Annuals System (FACANN)
License Fee Reports System (FEES)
Material Annual Fee System (MATANN)
PC/Material Annual Fee System (PC/MATANN)
Material Licensing Database and Tracking System (MATSYS)

Fees License Billing System (FEESLBS)
Facilities Inspection Fees System (FACFEES)
Material Revenue System (MATREV)
Fees File Transfer Process (FEESFTP)

OMB300 - Part II - II.B Security and Privacy

II.B.1 How is security provided and funded for this project?

The underlying NRC network IT security and physical security infrastructure will be centrally provided and funded by the NRC. Program Offices also receive assistance from OCIO in developing and maintaining a Security Plan, Risk Assessment, Business Continuity Plan, security testing, security training and system certification/accreditation. The Program Office (OCFO) will fund the remaining costs and those costs associated with building in security controls and features within the application.

A. What is the total dollar amount allocated to IT security for this investment in FY [redacted]

[redacted]

II.B.2 Please describe how the investment (system/application) meets the following security requriements of the Federal Information Security Management Act, OMB policy, and NIST guidelines:

A. Does the investment (system/application) have an up-to-date security plan that meets the requirements of OMB policy and NIST guidelines? What is the date of the plan?

Yes. The Legacy Fees Systems have a Security Plan meeting the requirements of OMB policy and NIST guidance. The most recent Security Plan is dated May 2003 and will be reviewed each year thereafter as required by FISMA

Since the Fees Systems replacement project is in the early conceptual phase, a security plan has not yet been developed. It is anticipated that a security plan will be developed prior to December 2005.

B. Has the investment been certified and accredited (C&A)? Additionally, specify the C&A methodology used and the date of the last review.

Yes. The Legacy Fees Systems have undergone an approved certification and accreditation process, dated September 1999. The methodology was based on NIST and Agency management directives. Recertification and accreditation were completed in June, 2003 and will be done each year thereafter as required by FISMA.

Since the Fees Systems Replacement project is in the early conceptual phase, it has not yet undergone an approved certification and accreditation process. At a later stage of its life cycle, it will be reviewed in accordance with NIST guidance and for compliance with OMB Circular A-130. It is anticipated that the project will undergo an approved certification and accreditation process prior to December 2005.

C. Have the management, operational, and technical security controls been tested for effectiveness? When were most recent tests performed?

Yes. Tests of the management, operational and technical security controls were most recently conducted in March 2003 as part of the recertification process. The process will be repeated each year thereafter in accordance with FISMA requirements.
Since the Fees Systems replacement project t is in the early conceptual phase, management, operational, and technical security control tests have not yet been developed. It is anticipated that these tests will be performed prior to December 2005.

D. Have all system users been appropriately trained in the past year, including rules of behavior and consequences for violating the rules?

Yes. Annual security training is provided and required of all Legacy Fees Systems users. This training covers rules of behavior and consequences for inappropriate use or access. The system User Guides also clearly identify systems as government owned.

At the appropriate stage of its life cycle, the Fees Replacement System users will be trained, informed of the consequences for violating the rules, and held accountable for following the rules of behavior. It is anticipated, however, that the users of the legacy fees applications will be the same users of the replacement fees applications, all of whom have been trained and are aware of the consequences for violating rules of behavior. Annual security training is provided and required of all system users.

E. How has incident handling capability been incorporated into the system or project, including intrusion detection monitoring and audit log reviews? Are incidents reported to DHS' FedCIRC?

The necessity for incident handling has been mitigated by limiting access to these Legacy Fees Systems to a small number of users. This control is further accomplished by use of a custom workstation desktop available only to this limited user group. Cross-serviced systems currently have documented incident response procedures.

The Fees Systems replacement project is in the conceptual phase. At the appropriate stage of its life cycle, planning for audit log generation and developing appropriate monitoring procedures will be implemented. The project manager will work with the OCIO to ensure that these applications are included in the general support systems incident handling methodology and FedCIRC reporting process.

At the Agency level, incident response is covered annually in the required security training and is further discussed in the agency management directive on system security. Incidents are required to be reported to the CIO, and to GSA's FedCirc.

F. Is the system operated by contractors either on-site or at a contractor facility? If yes, does any such contract include specific security requirements required by law and policy? How are contractor security procedures monitored, verified, and validate by the agency?

Segments of operational Legacy Fees Systems support are conducted by contractors both on-site and off-site. Agency contracts have been revised to include security clauses as required by recent legislation. Security access compliance is controlled by an Agency official and this includes access to buildings, the LAN, NIH, and its architecture.

Since Fees Systems replacement project is in the early conceptual phase, it has not yet been determined whether or not the system will be operated by contractors either on-site or at a contractor facility. OCFO plans to use contract vehicles administered by OCIO to ensure that proper security procedures are in place as applicable.

II.B.3 How does the agency ensure the effective use of security controls and authentication tools to protect privacy for those systems that promote or permit public access?

Security is monitored through multiple approaches. Firewall protection filters suspicious or unauthorized access. Also utilized are keystroke tracking, sniffer software, automatic anti-virus scans, audit logs and review, password protection, and least privilege access on Agency desktops, LAN accounts, and remote access.

II.B.4 How does the agency ensure that the handling of personal information is consistent with relevant government-wide and agency policies?

The NRC abides by the provisions in the Privacy Act of 1974 and has conducted a comprehensive review of all its Privacy Act Systems of Record. Consistent with Agency policies, sensitive/personal information is protected via 1) notices on agency policy for protecting and storing records with personal information including system generated media, 2) control of access levels to systems containing or transferring sensitive data, and 3) controlling access to hard copy files and reports

II.B.5 If a Privacy Impact Assessment was conducted, please provide a copy to OMB at PIA@omb.eop.gov.

yes

OMB300 - Part II - II.C Government Paperwork Elimination Act (GPEA)

II.C.1 If this investment supports electronic transactions or record-keeping that is covered by GPEA, briefly describe the transaction or record-keeping functions and how this investment relates to your agency's GPEA plan.

This project supports inter-agency transactions such as billing and vendor related transactions that are electronically sent to the Agency's core accounting system (FFS). Full compliance with the GPEA requirements will be addressed as part of the Fee Systems Replacement project.

II.C.2 What is the date of electonic conversion from your GPEA plan? 8/1/2002

II.C.3 Identify any OMB Paperwork Reduction Act (PRA) control numbers from information collections that are tied to this investment.

There are no PRA control numbers tied to this investment.

EXISTING 300	PY-1 and Earlier	PY 2003	CY 2004	
Planning:				
Budgetary Resources	0	0.5	0	0
Outlays	0	0.5	0	0
Acquisition:				
Budgetary Resources	0	0	0	0.3
Outlays	0	0	0	0.3
TOTAL, Sum of Stages:				
Budgetary Resources	**0**	**0.5**	**0**	**0.3**
Outlays	**0**	**0.5**	**0**	**0.3**
Maintenance:				
Budgetary Resources	0.58	0.53	0.75	0.74
Outlays	0.58	0.53	0.75	0.74
TOTAL, ALL Stages:				
Budgetary Resources	**0.58**	**1.03**	**0.75**	**1.04**
Outlays	**0.58**	**1.03**	**0.75**	**1.04**
Government FTE Costs:				
	0	0.23	0.36	0.38

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OMB300 - Part I - I.A Project Description

1. Provide a brief description of this project and its status through your capital planning and investment control (CPIC) or capital programming "control" review for the current cycle.

The NRC is mandated by Federal regulation to recover a major portion of its annual budget. In order to achieve this requirement, fees are assessed in accordance with the License Fee Management Program for annual licensing activities and various services which include new licensing approvals, licensing amendments, topical reports, and reactor inspections. The Fees Systems provide an automated method of implementing this major Agency Program. Management reports and invoices are produced by this system which is used by Headquarters Program and Support Offices, as well as the four regional offices.