

April 1, 2005

MEMORANDUM TO: Those on the Attached List

FROM: Jesse L. Funches /RA/
Chief Financial Officer

SUBJECT: FY 2005 PERFORMANCE AND ACCOUNTABILITY REPORT

The agency's FY 2005 Performance and Accountability Report (PAR) is due to the Office of Management and Budget (OMB), the Congress, and the President 45 days after the close of the fiscal year or November 15, 2005. The PAR due date is mandated by OMB for agencies subject to the Chief Financial Officers Act. Thanks to your support, we were successful in achieving the accelerated deadline last year. Offices will again play an integral role in the processes and development of the major components of the PAR. These include the Performance Report, reasonable assurance over internal controls, and the fiscal year-end close.

The attached schedule of milestones contains key dates for office deliverables essential to completing the PAR by November 15, 2005. The timelines are consistent with last year's schedule. Please pay particular attention to the dates for issuance of commitment and obligating documents. Commitments should be made (e.g., purchase requisitions should be submitted to the Division of Contracts) no later than Friday, August 5, 2005, in order to allow enough time for obligations to be processed by the end of the fiscal year and to qualify for committed unobligated carryover, which will be reallocated at the beginning of FY 2006. (Note that this date differs from the standard August 15 deadline established in Part IX of Management Directive and Handbook 4.2, *Administrative Control of Funds*.) While any obligation incurred by September 30, 2005, will be recorded as a FY 2005 obligation, every effort should be made to ensure that all contracts, contract modifications, DOE Task Orders, and Interagency Agreements be signed by the NRC no later than September 21, 2005. This will allow sufficient time for signature and acceptance by the vendor and recording in the agency accounting system.

We look forward to working with you and appreciate your assistance and cooperation in supporting this agency effort.

Attachment: As stated

CONTACT: Mary S. Givvines, OCFO/DFM
301-415-7379
mxs2@nrc.gov

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DOCUMENT NAME: G:\DFM\FSRT\FY05 PAR office milestones memo.wpd

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OFFICE	OCFO/DPBA	ADM	DCFO	E CFO E
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DATE	03/ 21 /05	03/ 24 /05	03/31/05	04/ 01 /05

FY 2005 PERFORMANCE AND ACCOUNTABILITY REPORT
MAJOR MILESTONES FOR OFFICES

TASK		DUE DATE
1.	OCFO Issues Call to Offices to Update the Performance Report, Future Challenges, and Management Actions to Address Management Challenges.	May 6, 2005
2.	OCFO Issues Agency wide Call for Reasonable Assurance Certifications.	July 1, 2005
3.	Offices Submit Performance Data, Program Accomplishments, Program Evaluations, and Future Challenges for GPRA Performance Report.	July 6, 2005
4.	OCFO Issues Year-End Closing Instructions.	July 15, 2005
5.	Offices submit commitment documents (e.g., purchase requisitions) to the Division of Contracts (DC) in order to allow enough time for obligations to be executed and to qualify for committed unobligated carryover to be reallocated at the beginning of FY 2006.	August 5, 2005
6.	OCFO Submits Draft Performance Report to EDO for Comment and Concurrence.	August 9, 2005
7.	EDO Provides Comments on Draft Performance Report.	August 22, 2005
8.	OCFO Submits Performance Report to Commission for Approval.	August 30, 2005
9.	Targeted last day for DC and offices to sign contracts, contract modifications, DOE Work Orders, and Interagency Agreements for FY 2005.	September 21, 2005
10.	Commission Issues Staff Requirements Memorandum for GPRA Performance Report.	September 27, 2005
11.	Targeted last day for DC and regional offices to execute purchase orders for FY 2005.	September 27, 2005
12.	Offices Submit Reasonable Assurance Certifications to CFO.	October 3, 2005
13.	Preliminary Year-End Close.	October 4, 2005
14.	Final Year-End Close.	October 7, 2005
15.	OIG Issues Report of Management Challenges to the Chairman.	October 7, 2005

TASK		DUE DATE
16.	OCFO Completes GPRA Performance Report. Commission Staff Requirements Memorandum Addressed.	October 12, 2005
17.	Executive Committee on Management Control Meets to Discuss Reasonable Assurance Office Certifications.	October 14, 2005
18.	OEDO Provides Management Decisions and Final Actions on Audit Recommendations Including Recommendations More than One Year Old.	October 20, 2005
19.	OEDO Provides Input for Management Challenges to Chairman's Office.	October 26, 2005
20.	Chairman Signs Message, with FFMIA and FMFIA Statements, and Response to Management Challenges.	November 1, 2005
21.	OIG Issues Financial Statement Audit Report.	November 10, 2005
22.	OCFO Provides OIG with Final (Print Ready), QA Version of PAR.	November 10, 2005
23.	NRC Issues PAR to OMB, Congress, and the President.	November 15, 2005
24.	OIG Issues FMFIA Report.	December 16, 2005

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: April 1, 2005

SUBJECT: FY 2005 PERFORMANCE AND ACCOUNTABILITY REPORT

	<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
Janice Dunn Lee, Director, Office of International Programs	O-4	E21
William N. Outlaw, Director of Communications	O-16	C1
Dennis K. Rathbun, Director, Office of Congressional Affairs	O-16	C1
Eliot B. Brenner, Director, Office of Public Affairs	O-2	A13
Annette Vietti-Cook, Secretary of the Commission	O-16	C1
Luis A. Reyes, Executive Director for Operations	O-16	E15
Jacqueline E. Silber, Deputy Executive Director for Information Services and Administration and Chief Information Officer, OEDO	O-16	E15
William F. Kane, Deputy Executive Director for Homeland Protection and Preparedness, OEDO	O-16	E15
Martin J. Virgilio, Deputy Executive Director for Materials, Research and State Programs, OEDO	O-16	E15
Ellis W. Merschoff, Deputy Executive Director for Reactor Programs, OEDO	O-16	E15
William M. Dean, Assistant for Operations, OEDO	O-16	E15
Timothy F. Hagan, Director, Office of Administration	T-7	D26
Frank J. Congel, Director, Office of Enforcement	O-14	E1
Guy P. Caputo, Director, Office of Investigations	O-3	F1
Edward T. Baker, Director, Office of Information Services	T-6	F15
Paul E. Bird, Director, Office of Human Resources	T-3	A2
Corenthis B. Kelley, Director, Office of Small Business and Civil Rights	T-2	F18
Jack R. Strosnider, Director, Office of Nuclear Material Safety and Safeguards	T-8	A23
James E. Dyer, Director, Office of Nuclear Reactor Regulation	O-5	E7
Carl J. Paperiello, 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	D22a
Samuel J. Collins, Regional Administrator, Region I	RGN-I	
William D. Travers, Regional Administrator, Region II	RGN-II	
James L. Caldwell, Regional Administrator, Region III	RGN-III	
Bruce S. Mallett, Regional Administrator, Region IV	RGN-IV	