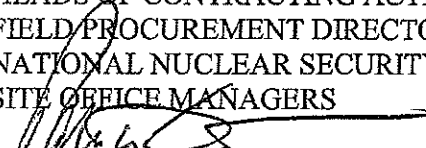




Department of Energy
Washington, DC 20585

OCT 19 2010

MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITY
FIELD PROCUREMENT DIRECTORS
NATIONAL NUCLEAR SECURITY ADMINISTRATION
SITE OFFICE MANAGERS

FROM: 
PATRICK M. FERRARO
ACTING DIRECTOR
OFFICE OF PROCUREMENT
AND ASSISTANCE MANAGEMENT

JOSEPH F. WADDELL 
DIRECTOR
NATIONAL NUCLEAR SECURITY ADMINISTRATION
OFFICE OF ACQUISITION AND SUPPLY MANAGEMENT

SUBJECT: Launching of IBenefits System

On October 18, 2010, the Office of the Chief Financial Officer (OCFO) launched the IBenefits system. The IBenefits system is a customized technology solution program designed to streamline the collection and storage of pension and benefit information. The system will also provide transparency and be accessible to DOE's various federal and contractor stakeholders.

The IBenefits system will establish a regular calendar for pension and benefits data requests, and will serve as a central storehouse of key information to be consolidated and summarized in user-friendly dashboards and reports. As described in the training sessions, held on October 6th and 12th, IBenefits will collect information through a set of forms. The forms were designed to automate the collection of information consistent with the information gathered during fiscal 2010.

Consistent with last year's request for pension plan information, we are asking that contracting officers request contractors to provide DOE the following information via the IBenefits system:



iBenefits Form Name	Open Date	Required Information
Asset Request	10/18/2010	Summary of asset information to be used in plan analysis. Includes projected benefit streams, a description of the asset valuation method, and the current asset allocation.
Census Request	10/18/2010	De-identified census data containing no PII for use in the annual plan analysis. Must be attached in an encrypted WinZip file with password emailed to System Owner.
Funding Valuation	10/18/2010	Copy of the most recent funding valuation report. In addition, provide summary information on plan liabilities and assets for funding purposes.
Funding Valuation Demographics	10/18/2010	Summary of active and inactive participants used in the most recent funding valuation.
One-Time OMB Pension Contribution Request Update	10/18/2010	Due to a recent OMB request for updated estimates for submission in the FY12 Budget request, <u>all plan sponsors</u> shall provide updated contribution estimates for FY11 – FY16 based on the most current (Sept 2010) interest rate and asset information. Also, include information regarding 2010 funding relief if taken.

More specific details about this request will be included with each form in the iBenefits system. The open date noted above is the day the form becomes available for completion. Final, complete responses to this information request shall be submitted into the iBenefits system by November 7, 2010. The system will clearly note the target date for completion of each form and provide email reminders as deadlines approach.

As discussed in the recent IBenefits trainings, the IBenefits system will generate an email announcing the request to the user assigned to each form. Each user will be responsible for providing a response to that form and submitting it for review to the designated form reviewer. Upon obtaining the reviewer's approval, the form response will be final within the system and the request satisfied. Attached is a spreadsheet illustrating the preliminary user, reviewer, and viewer designations for the defined benefit pension plan forms listed above; please note that roles and access rights can be modified immediately, if needed. Please contact Mike Leonard (mike.leonard@hq.doe.gov) in OCFO should changes be necessary.

Finally, please note that submission of information through the IBenefits system does not relieve the site contractor from any responsibility to provide information to the Contracting Officer unless specifically agreed to with the Contracting Officer.

Thank you for your support of the new system and processes. Our goal is to make the pension and benefit management process more efficient, effective, and transparent for all parties. We look forward to hearing your feedback and recommendations in the coming months.

If you have NNSA questions you may contact Roberto Archuleta at (505) 845-4222, or Barbara Stearrett at (202) 586-7439; questions within DOE please contact Martin McCaulay on (202) 287-1390.

Attachment

	Plan Name	User	Asset	Reviewer	User	DB Census	Reviewer	Funding	Demographics	User	Funding Val	Reviewer	ONE TIME	Budget Update
	Pension Plans													
1	Ainos	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	ArgonneF	Michael Kravitz (A)	Jacquelyn York	Jacquelyn York	Michael Kravitz (A)	Jacquelyn York	Jacquelyn York	Michael Kravitz (A)	Jacquelyn York	Michael Kravitz (A)	Jacquelyn York	Jacquelyn York	Michael Kravitz (A)	Jacquelyn York
3	ArgonneM	Michael Kravitz (A)	Jacquelyn York	Jacquelyn York	Michael Kravitz (A)	Jacquelyn York	Jacquelyn York	Michael Kravitz (A)	Jacquelyn York	Michael Kravitz (A)	Jacquelyn York	Jacquelyn York	Michael Kravitz (A)	Jacquelyn York
4	ArgonneG	Michael Kravitz (A)	Jacquelyn York	Jacquelyn York	Michael Kravitz (A)	Jacquelyn York	Jacquelyn York	Michael Kravitz (A)	Jacquelyn York	Michael Kravitz (A)	Jacquelyn York	Jacquelyn York	Michael Kravitz (A)	Jacquelyn York
5	Battelle PNNL	Chris Rudy (A)	Emily Guiley	Emily Guiley	Chris Rudy (A)	Emily Guiley	Emily Guiley	Chris Rudy (A)	Emily Guiley	Chris Rudy (A)	Emily Guiley	Emily Guiley	Chris Rudy (A)	Emily Guiley
6	Battelle SFRP	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Bechtel/Bechtel	Thomas Shave (A)	Lisa Carter	Thomas Shave (A)	Lisa Carter	Thomas Shave (A)	Lisa Carter	Thomas Shave (A)	Lisa Carter	Thomas Shave (A)	Lisa Carter	Thomas Shave (A)	Lisa Carter	Thomas Shave (A)
8	Bechtel	John Monroe (A)	Spencer Peterson	John Monroe (A)	Spencer Peterson	John Monroe (A)	Spencer Peterson	John Monroe (A)	Spencer Peterson	John Monroe (A)	Spencer Peterson	John Monroe (A)	Spencer Peterson	John Monroe (A)
9	BechtelQ	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10	BattellQ	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11	B&W Y-12	Ron King (A)	NNSA Service Center	Ron King (A)	NNSA Service Center	Ron King (A)	NNSA Service Center	Ron King (A)	NNSA Service Center	Ron King (A)	NNSA Service Center	NNSA Service Center	Ron King (A)	NNSA Service Center
12	WPPSS-Almond	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)
13	Fernald	Paul Strick (A)	Larry Tippo	Paul Strick (A)	Larry Tippo	Paul Strick (A)	Larry Tippo	Paul Strick (A)	Larry Tippo	Paul Strick (A)	Larry Tippo	Paul Strick (A)	Larry Tippo	Paul Strick (A)
14	CSC	Larry Shany (A)	Larry Tippo	Larry Shany (A)	Larry Tippo	Larry Shany (A)	Larry Tippo	Larry Shany (A)	Larry Tippo	Larry Shany (A)	Larry Tippo	Larry Shany (A)	Larry Tippo	Larry Shany (A)
15	Hanford	Portia Lemkau (A)	Larry Tippo	Portia Lemkau (A)	Larry Tippo	Portia Lemkau (A)	Larry Tippo	Portia Lemkau (A)	Larry Tippo	Portia Lemkau (A)	Larry Tippo	Portia Lemkau (A)	Larry Tippo	Portia Lemkau (A)
16	Hockmeyer H	Kurt Denlinger (A)	NNSA Service Center	Kurt Denlinger (A)	NNSA Service Center	Kurt Denlinger (A)	NNSA Service Center	Kurt Denlinger (A)	NNSA Service Center	Kurt Denlinger (A)	NNSA Service Center	NNSA Service Center	Kurt Denlinger (A)	NNSA Service Center
17	Hockmeyer S	Kurt Denlinger (A)	NNSA Service Center	Kurt Denlinger (A)	NNSA Service Center	Kurt Denlinger (A)	NNSA Service Center	Kurt Denlinger (A)	NNSA Service Center	Kurt Denlinger (A)	NNSA Service Center	NNSA Service Center	Kurt Denlinger (A)	NNSA Service Center
18	INEL	Chris Rudy (A)	Cord McCammon	Chris Rudy (A)	Cord McCammon	Chris Rudy (A)	Cord McCammon	Chris Rudy (A)	Cord McCammon	Chris Rudy (A)	Cord McCammon	Cord McCammon	Chris Rudy (A)	Cord McCammon
19	KAPL-S	N/A	NNSA Service Center	N/A	NNSA Service Center	N/A	NNSA Service Center	N/A	NNSA Service Center	N/A	NNSA Service Center	NNSA Service Center	N/A	NNSA Service Center
20	KAPL-U	N/A	NNSA Service Center	N/A	NNSA Service Center	N/A	NNSA Service Center	N/A	NNSA Service Center	N/A	NNSA Service Center	NNSA Service Center	N/A	NNSA Service Center
21	Livermore	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center
22	Livermore NS	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center
23	LLNS Rel	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
24	LLNS 401a17	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
25	LMSC (Lockheed Martin Spec)	Jeffrey Martin (A)	Pat Ring	Jeffrey Martin (A)	Pat Ring	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
26	Los Alamos	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center
27	Los Alamos NS	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center	NNSA Service Center	Travis Gaertner (A)	NNSA Service Center
28	Los Alamos Rel	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
29	Lans 401a17	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
30	NIST-ec	Lee Gold (A)	NNSA Service Center	Lee Gold (A)	NNSA Service Center	Lee Gold (A)	NNSA Service Center	Lee Gold (A)	NNSA Service Center	Lee Gold (A)	NNSA Service Center	NNSA Service Center	Lee Gold (A)	NNSA Service Center
31	NREL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
32	Oak Ridge - WSI	Christina Guirato (A)	NNSA Service Center	Christina Guirato (A)	NNSA Service Center	Christina Guirato (A)	NNSA Service Center	Christina Guirato (A)	NNSA Service Center	Christina Guirato (A)	NNSA Service Center	NNSA Service Center	Christina Guirato (A)	NNSA Service Center
33	Pantex/PSF	Tom Dawidowicz (A)	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center
34	Pantex/BNTC	Tom Dawidowicz (A)	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center
35	Pantex/NB	Tom Dawidowicz (A)	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center	NNSA Service Center	Tom Dawidowicz (A)	NNSA Service Center
36	RockyFlats	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)
37	RockyFlatsGuard	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)	Larry Tippo	Michelle Aubin (A)
38	USA Repository	Michelle Aubin (A)	Pat Ring	Michelle Aubin (A)	Pat Ring	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
39	Sandia NS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
40	Sandia PSP	Rob Nelson	NNSA Service Center	Rob Nelson	NNSA Service Center	Rob Nelson	NNSA Service Center	Rob Nelson	NNSA Service Center	Rob Nelson	NNSA Service Center	NNSA Service Center	Rob Nelson	NNSA Service Center
41	Sandia RTR	Rob Nelson	NNSA Service Center	Rob Nelson	NNSA Service Center	Rob Nelson	NNSA Service Center	Rob Nelson	NNSA Service Center	Rob Nelson	NNSA Service Center	NNSA Service Center	Rob Nelson	NNSA Service Center
42	Stanford	Rob Ridge (A)	Emily Guiley	Rob Ridge (A)	Emily Guiley	Rob Ridge (A)	Emily Guiley	Rob Ridge (A)	Emily Guiley	Rob Ridge (A)	Emily Guiley	NNSA Service Center	Rob Ridge (A)	NNSA Service Center
43	UT Battelle	Ron King (A)	Emily Guiley	Ron King (A)	Emily Guiley	Ron King (A)	Emily Guiley	Ron King (A)	Emily Guiley	Ron King (A)	Emily Guiley	NNSA Service Center	Ron King (A)	NNSA Service Center
44	URS NO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
45	URS O	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
46	Uranium Disposition Services Penn	Keith Harbough (A)	N/A	Keith Harbough (A)	N/A	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves
47	WestVNU	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
48	WestVNU	Joel Wagner	Barbara Powers-Hargreaves	Joel Wagner	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves	Barbara Powers-Hargreaves
49	SRS/NSO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	SRS/NSO	David Jarrett (A)	Joe Da Via	David Jarrett (A)	Joe Da Via	Joe Da Via	NNSA Service Center	Joe Da Via	NNSA Service Center	Joe Da Via	NNSA Service Center	NNSA Service Center	Joe Da Via	NNSA Service Center
51	WSIL/VNB	Trudy Rocha	NNSA Service Center	Trudy Rocha	NNSA Service Center	Trudy Rocha	NNSA Service Center	Trudy Rocha	NNSA Service Center	Trudy Rocha	NNSA Service Center	NNSA Service Center	Trudy Rocha	NNSA Service Center
52	WSIR/VNB	Trudy Rocha	NNSA Service Center	Trudy Rocha	NNSA Service Center	Trudy Rocha	NNSA Service Center	Trudy Rocha	NNSA Service Center	Trudy Rocha	NNSA Service Center	NNSA Service Center	Trudy Rocha	NNSA Service Center