

**CHAPTER 1****ACCOUNTING OVERVIEW**

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**1. PURPOSE.**

The purpose of the Financial Management Handbook (Handbook) is to present the Department of Energy's (DOE's) standards, procedures, and operational requirements in support of the accounting policies, principles, and applicable legal requirements contained in DOE Order 534.1B. Specifically, it provides guidance regarding the central agencies' accounting principles and standards—that is, the Office of Management and Budget (OMB), Department of the Treasury (Treasury), and Government Accountability Office (GAO) that must be followed. It also provides general guidance for accounting and financial management policies for functions and responsibilities not otherwise covered and that may be unique to DOE, such as the Nuclear Waste Fund.

**2. APPLICABILITY.**

- a. Departmental Applicability. The provisions of this Handbook apply to all Departmental elements.

The Administrator of National Nuclear Security Administration (NNSA) must assure that NNSA employees comply with their respective responsibilities under this Handbook. Nothing in this Handbook will be construed to interfere with the NNSA Administrator's authority under section 3212(d) of Public Law (P.L.) 106-65 to establish Administration-specific policies, unless disapproved by the Secretary.

In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 USC sections 2406 and 2511 and to ensure consistency through the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Handbook for activities under the Director's cognizance, as deemed appropriate

- b. DOE Contractors. The provisions of this Handbook apply to site/facility management contractors and other major contractors performing work for the Department as provided by law or contract as implemented by the appropriate contracting officer. Contractors who are not site/facility management contractors or other major contractors shall follow the applicable standards and procedures as specified in this Handbook if provided in their contracts.
- c. Exclusions. The Bonneville Power Administration (BPA) is governed by the provisions of the Government Corporation Control Act and, as such, operates in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board. Therefore, BPA is exempt from the provisions of this Handbook.

3. REQUIREMENTS.

- a. DOE shall maintain a system of accounts in accordance with regulatory requirements established by Treasury. The system of accounts shall adhere to generally accepted accounting practices and procedures when not otherwise covered by Treasury regulations. Although a uniform classification of accounts is prescribed for DOE elements, each power marketing administration and Federal Energy Regulatory Commission may have a chart of accounts based on its own requirements.
- b. Heads of contracting activities or designees shall interpret the provisions of this Handbook and review and approve the practices and procedures necessary for the Department's site/facility management contractors and other major contractors to maintain a system of accounting acceptable to DOE. The site/facility management contractors and other major contractors contractor's customary accounting practices shall be accepted if they provide the necessary DOE financial reports and do not conflict with the provisions of this Handbook.
- c. The Department's standard general ledger account codes and definitions and related financial codes are maintained by the Office of Finance and Accounting. The standards, procedures, and operational requirements in this Handbook are consistent, as appropriate, with the Statements of Federal Financial Accounting Standards (SSFAS), or GAO title 2 in the absence of SFFAS.

4. RESPONSIBILITIES.

- a. Chief Financial Officer. The Chief Financial Officer approves or disapproves requests for exceptions or exemptions from the provisions contained in this Handbook except where authority has been delegated to the field organization.
- b. Director, Office of Risk Management and Financial Policy.
  - (1) The Director, Office of Risk Management and Financial Policy, addresses all inquiries about policy interpretations of, or proposed revisions to, this Handbook.
  - (2) As required in DOE Order 251.1C, *Departmental Directives Program*, DOE Field CFOs will be afforded a reasonable opportunity to review and comment on draft Handbook chapters that provide guidance, instruction or direction to Field CFOs.
  - (3) The process for updating this Handbook is contained in Attachment 1 to this chapter.
- c. Heads of contracting activities. Heads of contracting activities or designees shall interpret the provisions of this Handbook and review and approve the practices and procedures necessary for the Department's site/facility management

contractors and other major contractors to maintain a system of accounting acceptable to DOE.

5. REFERENCES.

- a. Statements of Federal Financial Accounting Standards (SSFAS), Pronouncements as Amended, issued by the Federal Accounting Standards Advisory Board contain the body of accounting concepts and standards for the U.S. government. <http://www.fasab.gov/codifica.html>
- b. Government Accountability Office Policy and Procedures Manual for Guidance of Federal Agencies. <http://www.gao.gov/special.pubs/ppm.html>

**Attachment 1**  
***Process for Revisions to the DOE Financial Management Handbook***

This process establishes the timing and roles and responsibilities for updates and technical corrections to DOE Financial Management Handbook Chapters (Handbook). Changes to the Handbook may be necessary, for example, when:

- Regulatory requirements established by agencies such as OMB, GAO, Treasury and related central agency guidance is issued or revised;
- Significant organizational changes occur within DOE that affect Handbook responsibilities; or
- Corrections to Handbook content are required.

**AUTHORITIES:**

DOE Order 251.1 Departmental Directives Program

*3. APPLICABILITY.*

*c. Equivalencies/Exemptions for DOE O 251.1C.*

*(4) Exemption.* The Chief Financial Officer's Accounting Handbook. However, DOE Field CFOs will be afforded a reasonable opportunity to review and comment on draft handbook chapters that provide guidance, instruction or direction to Field CFOs.

DOE Order 534.1B, Accounting

*5. RESPONSIBILITIES.*

*c. Chief Financial Officer.*

*(1) (b)* Issues the DOE Accounting Handbook, which sets forth the financial and accounting standards and operational requirements to implement this Order.

*e. Heads of Departmental Elements.*

*(1)* Ensure that the most recent edition of the DOE Accounting Handbook is applied to functions over which they have program direction and management responsibilities, both in the field and at Headquarters, and that the requirements in the handbook are carried out.

*6. REFERENCES*

*c. Department of Energy Accounting Handbook.* The primary vehicle for DOE's accounting/financial reporting requirements.

*Attachment 1. Contractor Requirements Document*

*Integrated Contractors.* As an integrated contractor of the Department of Energy (DOE), you must maintain a separate set of accounts and records for recording and reporting all business transactions under the contract. Your books of account must be integrated with those of the Department through the use of reciprocal accounts. Your system of accounts must conform with generally accepted accounting principles, produce accurate results,

and provide the necessary DOE financial reports. Your system of accounts must not conflict with DOE O 534.1A or the *DOE Accounting Handbook* (versions in effect as of the date of contract award or contract modification). You must comply with subsequent revisions to DOE O 534.1A or the *DOE Accounting Handbook* when notified under the “Laws, regulations, and DOE directives” clause of the contract. You must follow the applicable standards and procedures in the *DOE Accounting Handbook*.

*Nonintegrated Contractors.* You must follow the applicable standards and procedures in the *DOE Accounting Handbook* (version in effect as of the date of contract award or contract modification). You must comply with subsequent revisions to the *DOE Accounting Handbook* when notified under the “Laws, regulations, and DOE directives” clause of the contract.

## **UPDATE PROCESS: MAJOR REVISION**

**A Major Revision is defined as any update that creates a substantive change to the policy.**

1. Determination that update is needed: Office of Risk Management and Financial Policy management, in coordination with staff, determines that an update is appropriate. The determination could be triggered by multiple events, including:
  - a. New or revised legislative or regulatory requirements;
  - b. Comments, questions, or request for update by stakeholders;
  - c. Audit findings; or
  - d. A periodic review of the chapter by Financial Policy staff.
2. Preparation of initial draft for revised Handbook chapter:
  - a. Assignment to lead Financial Policy analyst for coordination.
  - b. Lead Financial Policy analyst will identify CFO stakeholders and subject-matter experts and will consult with these experts on:
    - i. The continued relevance of the chapter or chapters to be amended.
    - ii. The appropriate organization of the chapters’ content (retain in current chapters, move/consolidate with other chapters).
    - iii. Needed revisions to the chapter’s content and suggested language for the revisions.
  - c. If necessary for complex issues, the Financial Policy team may assemble a working group to assist in revising the chapter.
  - d. Based on input from the stakeholders and/or working group, Financial Policy staff prepares a draft chapter marked to show changes from previous revisions. In providing the draft for comment, Financial Policy will describe the reasons for the planned changes.
3. Review and comment process:
  - a. CFO Office Directors and staff, Field CFOs, and site/facility management contractor CFOs, Headquarters Program Offices, and any other key stakeholders with a reasonable opportunity to review and comment on the draft revision to the Handbook chapter. Typically, review and comment

- period should last at least two weeks, unless determined otherwise by Financial Policy management. In providing the draft for comment, Financial Policy management will describe the reasons for the planned changes.
- b. If no comments are received, Financial Policy will assume concurrence with the proposed revisions.
  - c. Financial Policy staff and management will review and document comments received and incorporate comments into the chapter as appropriate.
  - d. The proposed update is provided to the Deputy CFO and CFO for review and concurrence, along with a record of comments received and the disposition of those comments.
  - e. After CFO concurrence, the revised Handbook chapter will be posted on the appropriate CFO website and CFO Office Directors and staff, Field CFOs, and site/facility management contractor CFOs, Headquarters Program Offices, and any other key stakeholders will be notified.

#### **UPDATE PROCESS: TECHNICAL REVISION**

**A technical revision clarifies existing policy but does not create a substantive change to the policy.**

1. Financial Policy staff prepares a draft containing the technical correction marked to show the change from previous revisions.
2. The draft is forwarded to CFO Office Directors, Field CFOs site/facility contractor CFOs, Headquarters Program Offices, and any other key stakeholder for a comment period of no more than 1 week. In providing the draft for comment, Financial Policy will describe the reasons for the planned changes.
3. Comments are reviewed by Financial Policy staff and management and incorporated into the chapter as appropriate. Financial policy staff will document the reason for not incorporating comments.
4. Final approval of the revised chapter is delegated to the Director for Risk Management and Financial Policy.
5. After approval, the revised Handbook chapter will be posted on the appropriate CFO website and CFO Office Directors and staff, Field CFOs, and site/facility management contractor CFOs, Headquarters Program Offices, and any other key stakeholders will be notified.

## CHAPTER 2

### ADMINISTRATIVE CONTROL OF FUNDS

#### 1. INTRODUCTION.

- a. **Background/Authority.** Title 31, section 1514, of the United States Code (31 U.S.C. 1514), Administrative Division of Apportionments, requires the Secretary of Energy to prescribe and carry out a system for administratively controlling funds. In compliance with this requirement, this chapter establishes the policy and general procedures for administrative control of funds within Department of Energy (DOE), and specifies the penalties that apply to persons who violate these procedures. Additional information regarding DOE's internal control requirements can be found in DOE O 413.1A, Management Control Program.
- b. **Applicability.** This chapter is applicable to all Departmental elements, including the National Nuclear Security Administration, and applies to all appropriated funds, revolving funds, trust funds, and any other funds subject to fiscal limitations. All exemptions from administrative control of funds functions are subject to the prior approval of the Director of the Office of Management and Budget (OMB). DOE fund control policies and procedures shall be in effect only to the extent approved by OMB. This chapter does not apply to DOE's contractors.
- c. **Policy (Objectives).** Program and budget officials shall perform administrative funds control by planning, programming, and using integrated budget and accounting systems to preclude violations of the Anti-Deficiency Act. If deemed appropriate, an office may use local systems to complement and enhance the control, recording, and reporting of accounting and budgetary activities and status of the budget. The administrative control of funds shall satisfy the requirements set forth in OMB Circular A-11, Preparation, Submission, and Execution of the Budget. At a minimum, the following requirements must be met:
  - (1) Funds are expended solely for the purposes for which they were appropriated, except as otherwise provided by law;
  - (2) Funds are certified as available and committed before obligation;
  - (3) Obligations or expenditures are not authorized or incurred in excess of available funds or in excess of any legal or administrative limitations;

- (4) Only valid obligations are recorded in the accounting records, and all obligations incurred are recorded accurately and promptly; and
- (5) Outstanding obligations are validated annually.

## 2. BUDGETARY RESOURCES AND DISTRIBUTION.

### a. Management of Budgetary Resources.

- (1) **Appropriations.** Appropriations are acts of Congress, signed into law by the President, that provide budget authority and permit a Federal agency to incur obligations and to spend public funds, including authority to obligate and expend offsetting receipts and collections that are provided in appropriations acts and other provisions (OMB Circular A-11).
- (2) **Apportionments.** An apportionment is a plan, approved by OMB, to spend resources provided by law. Apportionment requests are submitted to OMB on Standard Form (SF) 132, Apportionment and Reapportionment Schedule, and funds apportioned are made available to DOE for allotment, obligation, and expenditure. The apportionment process is detailed in DOE M 135.1-1A, Budget Execution, and in OMB Circular A-11.

Under a continuing resolution, OMB issues a bulletin to automatically apportion amounts made available by continuing resolutions that expire before the end of the fiscal year.

- (3) **Allotments.**
  - (a) On behalf of the Secretary and the Chief Financial Officer (CFO), the Director, Office of Budget, formally distributes and withdraws obligating authority through the use of allotments, suballotments where applicable, and the corresponding approved funding programs (AFP). Allotments and suballotments authorize recipients to incur obligations for a specified amount and purpose, record legal limits on the use of funds, and are made in accordance with OMB Circular A-11. As directed by 31 U.S.C. 1514, allotments will be issued at the highest level that is practical and consistent with effective and efficient management; accordingly, allottees shall not be financed from more than one allotment for each appropriation or fund account. Allotments are the formal mechanism by



which DOE assigns responsibility (31 USC 1514, the Anti-deficiency Act) for compliance with DOE administrative control of funds and the Anti-deficiency Act. Suballotments represent a formal subdivision of the total amount reflected on an allotment and, as such, establish separate legal limitations under the Anti-Deficiency Act. Allotments and suballotments, if used, ensure strict compliance with statutory limitations/restrictions (i.e., statutory) congressional items of interest imposed by Congress and OMB, as well as critical administrative limitations imposed by the Department. The Advice of Allotment form identifies the appropriation, the amounts available for obligation for both direct and reimbursable work, and any specific legal limitations or administrative remarks. Applicable suballotments will be identified in the instruction section on the Advice of Allotment Form; related dollar amounts will be specified either by direct citation on the form, or by explicit reference to a program, project, or activity contained in the associated AFP or other attendant documentation. For a complete description of the DOE allotment and AFP process, see DOE M 135.1-1A.

- (b) Appropriation laws are sometimes passed too late to allow the normal administrative lead time necessary to obtain apportionment and warrant documents. If DOE were then to wait for guidance from OMB and the Department of the Treasury (Treasury), request apportionments and warrants, and wait for their receipt, DOE would be forced into a no-funds situation, even though appropriation legislation had been signed into law. When the passage of such legislation clearly shows that Congress intended to continue Departmental operations, DOE shall proceed to allot sufficient funds on an interim basis, within the guidance of the law, to permit operations until the necessary apportionments and warrants are obtained, thus avoiding a possible no-funds situation. For information regarding automatic apportionment while under a continuing resolution, see section 2a(2).

**b. Types of Budgetary Resources.** The Office of Budget allots direct obligational and reimbursable obligational authority.

- (1) **Direct Obligational Authority.** Direct obligational authority consists of new budgetary authority, unobligated balances, recoveries of prior-year obligations, appropriation refunds, and restorations. Direct obligational authority allotments are legal

funding limitations. If the direct obligational allotments are either exceeded or used for a purpose other than that intended by Congress, a legal violation may occur.

**(a) New Budgetary Authority.**

- 1.** DOE receives its primary source of direct new budget authority and obligational authority through appropriations. An appropriation act specifies the amount of obligations that can be incurred and the period of obligational availability. The three most common periods are:
  - a.** *Annual Authority* – authority that is available for new obligations for only one specific fiscal year or less.
  - b.** *Multi-Year Authority* – authority that is available for new obligations for two or more fiscal years.
  - c.** *No-Year Authority*- authority that is available for new obligations for an indefinite period of time, usually until the objectives for which the authority was made available are attained.
- 2.** *Contract Authority.* Contract authority is specific statutory authorization to enter into contracts or other obligations in advance of appropriations. Contract authority requires a subsequent appropriation or the collection of revenues to liquidate (pay) the obligations incurred.
- 3.** *Borrowing Authority.* Borrowing authority is statutory authority to permit obligations to be incurred and to make payments for specified purposes out of borrowed funds. Normally, subsequent appropriations are sought, or revenues earned, to repay the amounts borrowed.

**(b) Unobligated Balances.** Unobligated balances from unexpired accounts carried forward to the new fiscal year must be reapportioned by OMB, and reallocated by the CFO before unobligated balances can become available for obligation.

- (c) **Recoveries of Prior-Year Obligations.** Canceling or downward-adjusting contract amounts may make obligation authority available. Prior-year recoveries are available for use only to the extent that amounts are reapportioned, approved for release by the Director of the Office of Budget, and reallocated.
  - (d) **Expired Accounts.** Expired accounts are appropriation or fund accounts in which the balances are no longer available for incurring new obligations. In certain circumstances, these accounts are available for recording, adjusting, and liquidating obligations. For further discussion of the types of expired accounts, the limitations placed on them, and the restoration of unobligated balances, see OMB Circular A-11, section 20.4. Also, see paragraph 6 below for funding controls for expired and closed time limited appropriations.
  - (e) **Donated Funds.** Any acceptance or use of donated funds requires statutory authority.
- (2) **Reimbursable Obligational Authority** provides DOE authority to perform work or services for a Federal or non-Federal customer. Before an obligation is incurred, there must be a budgetary resource and reimbursable obligation authority provided by an allotment. The reimbursable agreement/order placed and the cash advance provides the actual budgetary resources. OMB places limits on the amount of reimbursable work that DOE can perform in a fiscal year. These limits are explained below.
- (a) OMB apportions reimbursable obligation authority, which is subsequently allotted by DOE. Reimbursable obligation authority allotments reflect the amounts of reimbursable work that can be performed for non-Federal entities and for other Federal agencies. Exceeding the reimbursable obligation authority constitutes an administrative violation, as opposed to a legal violation. However, exceeding the reimbursable obligation authority may lead to a legal violation if the total allotment is exceeded. To obligate funds to perform reimbursable work, both an allotment providing reimbursable authority and a budgetary resource are necessary. Reimbursable budgetary resources arise from the following:
    - I. Reimbursable agreements received from other Federal Government accounts represent valid

obligations of the ordering account. DOE must adhere to the same fiscal limitations as the customer agency, as denoted on the reimbursable agreements.

2. Reimbursable agreements include orders received from the public and local and State governments. Unlike agreements received from other Federal agencies, these agreements must be accompanied by an advance.

- (b) Orders received or funds advanced and accepted in excess of the reimbursement authority do not provide additional reimbursable authority. The general policies and procedures on financial management of and accounting for reimbursable work are covered in Chapter 13, "Reimbursable Work, Revenues and Other Collections."

3. **WITHDRAWAL OF FUNDS.** As with the distribution of funds, withdrawals are accomplished by Advice of Allotments and AFPs.

- a. **Withdrawals of Funds.** Funds are withdrawn from allottees through a reduction in the allotment and the AFP. Detailed procedures for the withdrawal of funds are in DOE M 135.1-1A.
  - b. **Recovery of Prior-Year Obligations.** Detailed policy and guidance for determining the availability of appropriation and fund balances are covered in OMB Circular A-11, section 130. The procedures for reporting the recovery of funds from prior-year obligations are contained in Chapter 5, "Accounting for Obligations." Additional guidance is provided in DOE M 135.1-1A.
  - c. **Deferrals and Rescissions.** Funds may be withdrawn from a program due to a deferral or rescission. For a comprehensive discussion of deferrals and rescissions, see DOE M 135.1-1A.

4. **EXECUTION AND CONTROL OF ALLOTMENTS AND APPROVED FUNDING PROGRAMS.** Execution of allotments and AFPs is accomplished through commitments and obligations.

- a. **Commitment (synonymous with reservation).** A commitment occurs each time a program release document is signed by an authorizing official and transmitted to be acted upon. Commitments are recorded before or at the same time that an obligation is created. The commitment and the certification of fund availability apply only to the fiscal year in which they are accomplished. If no obligation is incurred in the fiscal year of

certification, the commitment is decommitted and the certification is withdrawn on September 30<sup>th</sup>.

- b. Obligation.** An obligation occurs when a legal responsibility arises for which the Department must expend funds (whether or not it is recorded in the accounting system). Obligations may only be incurred during the period of obligational availability as stated in the appropriation. Detailed policy and guidance covering appropriations are in Chapter 3, “Accounting for Appropriations and Other Funds.” All reported obligation amounts will be supported by documentary evidence of transactions authorized by law pursuant to 31 U.S.C. 1501(a) and as stated in GAO Title 7, Chapter 3. Additional guidance on obligations can be found in Chapter 5, “Accounting for Obligations.”
- 5. CONTROL OVER EXECUTION.** Controls over the commitments and obligations of obligational authority provided by the allotments and planned allocation in the AFPs include authorizations, certifications of funds availability, documents and procedures, and reconciliations and verifications.
- a. Authorizations.**

    - (1) Designation of individuals selected as authorizing officials by allottees and AFP recipients must be in writing. If applicable, the designation should contain information on dollar limitations of the authorization or on use limitations. The authority may not be redelegated by an authorizing official unless specifically authorized by other DOE authority.
    - (2) The allottee or AFP recipient must provide written notification, which includes the particulars of the authorization, to all personnel who are authorized to approve program release documents. The notification shall stress that only authorized persons will sign program release documents, verbally make commitments, or incur obligations on behalf of the activity. The notification should also include a stern warning that disciplinary action will be taken for any violations. Renotification must be made at least annually or when authorizations and accounting classifications or senior officials change.
  - b. Certification of Funds Availability.**

    - (1) Program release documents must be certified for availability of funds before they are used to incur an obligation by the servicing personnel, travel, or procurement offices.

- (2) The allottee or AFP recipient may designate a certifying official(s) to certify that funds are available on program release documents.

**c. Documents and Procedures.**

- (1) **Documents.** The procurement, travel, and personnel offices shall prescribe in their publications and directives the proper forms to be used as program release documents and obligation documents.
- (2) **Procedures.** The allottee or AFP recipient, through the certifying official and in conjunction with the procurement, travel, and personnel offices, must establish standard procedures for processing program release documents and obligation documents. The procedures must be distributed to all affected authorizing officials, certifying officials, and contracting officers. The procedures must emphasize that officials/officers ensure authorization and certification of funds availability before an obligation may be incurred and prompt recording of incurred obligations in the accounting system.

**d. Reconciliations and Verifications.**

- (1) Each field CFO/Financial Manager must ensure that accounting reconciliations occur on yearend certification and that differences are resolved. This includes reconciliations between recorded obligations and expenditures and the appropriate source documents. Valid statistical sampling techniques may be used when appropriate.
- (2) By the 15<sup>th</sup> of the month following the end of the accounting period being reported, each AFP recipient shall review the monthly financial reports produced by the servicing field CFO/Financial Manager. Within 30 days, the recipient must perform whatever reconciliations are necessary to verify that the reports are complete and must immediately notify the finance and accounting office of any discrepancies.

**6. FUNDS CONTROLS FOR EXPIRED AND CLOSED TIME LIMITED APPROPRIATIONS**

- a. Obligated balances for expired appropriations will be retained by allottees and remain available for an additional 5 years only for valid upward adjustments; that is, to liquidate obligations properly incurred during the period of obligational availability. These balances are not legally available for incurring new obligations.

- b. DOE will maintain the integrity of all legal funding controls for expired and closed appropriation accounts. Legal funding controls are amounts established by appropriations, apportionments, and allotments and by statutory restrictions imposed on the use of funds, such as the Anti-Deficiency Act. Because these funding controls are derived from statute, they must remain in effect until all financial activity for expired or closed appropriation accounts is closed out.
  - c. To provide allottees flexibility to accommodate valid upward adjustments to previously recorded obligations (e.g., due to cost overruns, closeout audit adjustments, etc.), the obligational control levels (administrative controls) within each expired appropriation account(s) by allottee will be relaxed. Currently, an obligation that exceeds an obligational control level in an unexpired account will result in an administrative violation (i.e., a violation of CFO administrative controls). However, if it is determined that a vendor invoice is to be paid from an expired appropriation account, but the remaining obligated balance in the associated obligational control level is less than the amount of the invoice, even though payment will cause the obligational control level to be exceeded, it will not result in a reportable administrative violation. However, if this payment exceeds the remaining obligated balances within the overall allotment, then a violation will have been incurred and must be reported in accordance with procedures contained in paragraph 8. Accordingly, allottees initiating obligational adjustments to expired accounts that will exceed an obligational control level must coordinate this activity with the Director of the Office of Internal Review to preclude initiating a formal reporting process.
- 7. PROHIBITED ACTIONS, PERSONAL RESPONSIBILITY, AND PENALTIES.** Employees shall not violate DOE administrative control of funds policies and procedures. Discussed below are the prohibited actions, the persons to be held liable and penalties for a violation of the Anti-Deficiency Act (legal limitations), and actions that violate DOE policy (administrative limitations).
- a. **Prohibited Actions.**
    - (1) **Violations of the Anti-Deficiency Act (Legal Limitations).**
      - (a) **New Obligations and Expenditures or Adjustments to Obligations and Expenditures That Exceed Original Appropriations** include any case where an officer or employee of the United States has made or authorized an expenditure from or created or authorized an obligation against any appropriation or fund account in excess of the amount available in the original appropriation or fund

account. For revolving funds, a legal violation occurs when the balance in the revolving fund as a whole (including net accounts receivable, unfilled Federal customer orders, and advances from others) is insufficient to cover the total of all current liabilities (including accounts payable and the estimated amount of leave payments upon termination to be made to employees to be separated during the current month). For self-financed revolving funds, a legal violation occurs when obligations incurred in any fiscal year exceed the amount allotted for that year.

- (b) **Contract or Obligation in Advance of an Appropriation.** An officer or employee shall not involve the Government in a contract or other obligation to pay money for any purpose in advance of appropriations made for such purpose unless the contract or obligation is authorized by law. If authorized by law, but not financed by an appropriation, the budget authority to cover such transactions is known as contract authority. If the contract authority is provided in anticipation of receipts, obligations incurred against the contract authority should not be liquidated until the receipts are collected and credited to the account or an appropriation to liquidate has been enacted.
- (c) **New Obligations or Any Expenditures in Closed Accounts** include any case in which an officer or employee has made or authorized an expenditure from or created or authorized an obligation against an account that has been closed pursuant to 31 U.S.C. 1552, 1555, or 1557.
- (d) **Acceptance of Voluntary Service.** An officer or employee shall not accept voluntary service for the United States or employ personal service exceeding that authorized by law, except for an emergency involving the preservation of human life or property.
- (e) **New Obligations and Expenditures or Adjustments to Obligations and Expenditures That Exceed the Amount Apportioned or Reapportioned** include any case in which an officer or employee has made or authorized an expenditure from or created or authorized an obligation against any appropriation or fund account in excess of the amount apportioned or reapportioned to the original appropriation or fund account. In no case may more than 1 percent of unexpired funds be used to pay for valid



obligational adjustments liquidating obligations for closed accounts. This authority also may not be used to exceed to the original appropriation.

- (f) **Overobligation or Overexpenditure of an Allotment or Suballotment.** An officer or employee shall not authorize or create an obligation or make an expenditure exceeding the amount permitted by an allotment or related suballotment.
  - (g) **Overobligation or Overexpenditure of a Credit Limitation.** An officer or employee shall not authorize or create an obligation or make an expenditure exceeding a credit limitation (apportionment for credit programs) contained in an appropriation act restricting the amount that can be obligated or commitment for a credit program.
  - (h) **Overobligation or Overexpenditure of Other Administrative Subdivisions of Funds.** An officer or employee shall not overobligate other administrative subdivisions of funds, such as AFPs. When such an action causes an overobligation or overexpenditure of an allotment, apportionment, or appropriation, a legal violation has occurred unless the apportionment or the DOE fund control system specifies otherwise.
  - (i) **Misuse of Funds.** An officer or employee shall not obligate or expend funds for a purpose other than that for which the funds were appropriated. Such an action is a violation of 31 U.S.C. 1301 and could potentially culminate in an anti-deficiency violation.
  - (j) **Failure or Delay in Recording an Obligation.** An officer or employee shall not fail to or delay in recording an obligation in anticipation of additional funding when such action would cause an overobligation or overexpenditure of an allotment, apportionment, or appropriation.
- (2) **DOE Administrative Violations.** The following actions do not necessarily violate the Anti-Deficiency Act, but they are violations of DOE policy for controlling appropriations and funds:
- (a) **Exceeding an Administrative Limitation.** An administrative limitation is an upper limit placed on the amount of obligations or expenditures that may be incurred. Exceeding an administrative limitation is subject to

Departmental, rather than statutory, rules and penalties. For example, administrative limitations can be imposed on DOE by Congress, through congressional conference reports; by OMB, through any executive branch directive containing an administrative limitation attached to an apportionment; or by internal DOE management (e.g., through ceilings on travel). Administrative limitations specified in AFP may not be exceeded. Although administrative limitations should not be exceeded; they differ from legal limitations because violations of administrative limitations are not necessarily violations of law. Violations of administrative limitations are violations of DOE policy and must be reported immediately to the CFO. Exceeding an administrative limitation may, however, result in a legal violation at the Department level. Any person causing an administrative limitation to be exceeded shall then be responsible for the resultant legal violation and shall be subject to the penalties for such violations.

- (b) **Exceeding Supplemental Approved Funding Programs.** DOE officers and employees shall adhere to supplemental AFPs in program execution. Exceeding limitations specified in supplemental AFPs does not constitute a legal violation if the consolidated AFP is not exceeded at the allottee level.
- (c) **Exceeding Budgetary Resources for a Reimbursable Agreement.** Incurring obligations or expenditures for a reimbursable order in excess of the budgetary resources for that order is an administrative violation.
- (d) **Exceptions.** Essential activities, such as the preservation of human life or property, may be obligated in excess of limitations for specified purposes. (See DOE O 137.1A, Plan for Operating in the Event of a Lapse in Appropriations.)

b. **Personal Responsibility for Violations.** The person who occupied the position at the time a violation occurred shall be charged with the violation, rather than the person who occupies the position at the time the violation is discovered.

- (1) If the person who caused the obligation to arise was not an authorizing official, the person to be held responsible will be one of the following:

- (a) The unauthorized person causing the obligation to arise;
  - (b) The program manager;
  - (c) The certifying official, unless bypassed, who was supposed to verify that program release documents had been signed only by authorized program managers;
  - (d) The contracting, personnel, or travel official, unless bypassed, who was supposed to verify that funds had been certified as available and that program release documents had been signed only by authorizing official; or
  - (e) The allottee.
- (2) If the obligation was based on an erroneous allotment or AFP, but was within the limitations stated on the allotment or AFP, the Director of the Office of Budget shall be held responsible.
  - (3) If the contracting, personnel, or travel official processed an obligation document without first ensuring that sufficient funds had been certified as available, that official shall be held responsible.
  - (4) If obligations exceeded the amount appropriated, apportioned, or allotted as a result of obligation adjustments to correct a violation resulting from funds being used for purposes other than those intended by Congress, the program manager shall be held responsible.
  - (5) If an expenditure was made or authorized or an obligation was created or authorized under any appropriation or fund, including any revolving fund, in excess of the amount available in the appropriation or fund, the person who made or authorized the expenditure or created or authorized the obligation shall be held responsible for the violation.
  - (6) If an obligation was authorized or created or an expenditure was made in excess of an apportionment or reapportionment, the person who authorized or created the obligation or made the expenditure shall be held responsible for the violation.
  - (7) If the Government was involved in a contract or other obligation for the payment of money for any purpose in advance of appropriations made for this purpose, unless the contract or

obligation was authorized by law, the person authorizing the obligation or payment under the contract shall be held responsible for the violation.

- (8) If voluntary service was accepted for the United States or if personal services were employed in excess of those authorized by law, except in emergencies involving the preservation of human life or property, the person who accepted the voluntary service or employed the personal services shall be held responsible for the violation.
- (9) If an obligation or expenditure was authorized or created in excess of the amount permitted by an allotment, the allottee and the person authorizing the obligation or expenditure shall be held responsible for the violation.

**c. Penalties.**

- (1) Severe penalties are provided for violating the Anti-Deficiency Act and DOE fund control limitations. In addition to any penalty or liability under law, a DOE officer or employee who authorizes or makes expenditures exceeding available funds is subject to administrative discipline, including suspension from duty without pay or dismissal. If convicted of knowingly and willfully violating legal limitations, the officer or employee is subject to fines or imprisonment, or both.

**(a) Anti-Deficiency Act Violations.**

1. *Criminal Penalty.* An officer or employee of the United States Government who knowingly or willfully authorizes or makes expenditures in excess of available funds shall be fined not more than \$5,000 or imprisoned for not more than 2 years, or both.
2. *Administrative Penalties.* The following disciplinary measures may be imposed for Anti-Deficiency Act violations in addition to or exclusive of any criminal penalty:
  - a. Counseling the violator.
  - b. Requiring additional training for the violator.

- c.* Filing a letter of reprimand in the personnel file of the violator for 1 year.
  - d.* Preparing an unsatisfactory performance appraisal.
  - e.* Suspending the violator from duty for up to 2 work weeks without pay.
  - f.* Reassigning or terminating the violator.
  - g.* Taking any other action considered necessary by the Under Secretary or the Secretary.
- (b) Administrative Limitation Violations.** Any of the permissible disciplinary actions listed in paragraph 7c (1) (a) 2 may be imposed for violations of DOE administration limitations and funds control requirements that are not subject to Anti-Deficiency Act penalties.
- (2)** The following offices are responsible for determining whether a violation has occurred and the appropriate disciplinary action to be taken:
- (a)** The CFO shall review, in coordination with the Office of General Counsel (GC), all reports of violations or alleged violations of legal or administrative limitations and advise the Secretary or the Under Secretary as to whether a report shall be made to Congress and, through OMB, to the President; recommend disciplinary actions when appropriate; and promptly notify the DOE component of any disciplinary action taken.
  - (b)** The Office of GC shall review any report of an apparent violation submitted by the CFO; issue a determination within 30 days as to whether the apparent violation is reportable to the President or Congress, or both; and either concur or decline to concur with the CFO's recommendation on disciplinary actions.
  - (c)** The Deputy Secretary, upon notification that a violation(s) of fund control regulations has occurred, shall approve or disapprove disciplinary action recommendation by the CFO and ensure that appropriate disciplinary action is taken and

also provide concurrence or nonconcurrence on the report of any disciplinary action(s) related to funding violations within 10 workdays of notification by the CFO, in order to close the violation file.

- (d) In determining what, if any, disciplinary actions may be appropriate, the Under Secretary may consider any aggravating or mitigating circumstances surrounding the violation. The severity of the disciplinary action shall depend on consideration of all the facts and circumstances that caused the violation, including the following:
1. The seriousness of the violation;
  2. The failure to report or late reporting of the violation, or a previous pattern of such violations;
  3. The character of the violation (that is, whether the violation was made knowingly and intentionally, occurred through gross or simple negligence, or was justified to protect life or property under emergency conditions);
  4. The number of times the same violation or similar violations have occurred and the length of time between violations; and
  5. Past disciplinary actions that have proved ineffective.

## **8. REPORTING OF VIOLATIONS WITHIN THE DEPARTMENT**

### **a. Reporting Requirements.**

- (1) Any person who knows about a possible violation is responsible for forwarding a report on it to the cognizant Field CFO/Financial Manager. This report shall form the basis for allottee reports to the CFO on violations or apparent violations of legal or administrative control limitations
- (2) The Field CFO/Financial Manager shall prepare formal reports in memorandum form in the format prescribed in paragraph 8b (1) and make the distribution as follows:
  - (a) CFO (original);

- (b) Allottee (one copy);
  - (c) Office of Internal Review (one copy); and
  - (d) Any other person found responsible in whole or in part for the violation (one copy).
- (3) The allottee shall sign the report and forward it to the CFO within 45 days after the end of the reporting cycle during which the violation occurred.
- (4) Any potential violation detected by a reviewing, auditing, or examining authority, except for the Government Accountability Office (GAO), shall not be reported as a violation until either the field CFO/Financial Manager has concurred that a violation exists or the reviewing, auditing, or examining authority has received concurrence from the CFO. As soon as a potential violation is detected, it shall be reported by telephone to the Director of the Office of Internal Review. For reporting requirements related to GAO findings on potential violations, see paragraph 9d (1).

**b. Information to Be Reported.**

- (1) **Actual or Apparent Legal Violations.** The following information shall be included in the report, in the sequence listed:
- (a) Date of the alleged violation;
  - (b) Name and location of the office where the alleged violation occurred;
  - (c) Name and title of the allotment holder;
  - (d) Name and location of the certifying official responsible for the administrative control of funds;
  - (e) Accounting classification of the funds involved (that is, appropriation, fund, type, program codes);
  - (f) Amount of fund authorization or limitation believed to have been exceeded;
  - (g) Amount and nature (for example, overobligation, overexpenditure, or exceeding other legal limitations) of the alleged violation;

- (h) Name, grade, and position of the person responsible for the alleged violation (if the person is no longer employed by the office that is reporting, the report shall provide the date of departure and current address);
  - (i) Statement of what the person did or did not do that resulted in the alleged violation;
  - (j) Statement about whether the alleged violation was due to a willful act, careless disregard of instructions, emergency circumstances, or an error;
  - (k) Detailed statement of the cause of and circumstances surrounding the alleged violation (including all pertinent dates and copies of supporting documents, as appropriate);
  - (l) Description of specific action taken to correct the alleged violation and of new procedures or safeguards established to prevent its reoccurrence. (The report shall describe the specific action in sufficient detail to allow evaluation of its adequacy. If changes in directives, systems, or procedures are required that cannot be made except by Headquarters, submit proposals by separate correspondence to proper authority and refer to these proposals in the report of the alleged violation);
  - (m) A signed statement by the person determined to be responsible for the alleged violation. (Request assistance from the GC to ensure that the person's rights and the integrity of the investigation are preserved. The statement shall include detailed facts about the person accused of causing the alleged violation. If the responsible person either declines to make a statement or cannot be reached to obtain a statement, the report shall explain this clearly); and
  - (n) If another agency is involve in the allege violation, the report shall include a statement about the steps taken to coordinate the report with the other agency.
- (2) **Actual or Apparent Administrative Limitation Violations.** For administrative limitation violations, the information in paragraph 8b (1) (a) through (e), along with the following information, shall be reported in the sequence listed below:



- (a) Amount of the administrative limitation alleged to have been exceeded.
- (b) Amount and nature (for example, overobligation, overexpenditure, exceeding order level budget authority or advances for reimbursable work, or exceeding other administrative limitations) of the alleged violation.
- (c) For an order-level reimbursable work violation, the customer's name and the reimbursable order number.
- (d) Description of specific action taken to correct the alleged violation, as well as new procedures or safeguards established to prevent its recurrence. (The report shall describe the specific action in sufficient detail to allow evaluation of its adequacy.)

**c. Actions Required After Violations Are Reported.**

- (1) The responsibility of allottees concerning a reportable violation does not end when they report a violation. Allottees should take immediate action to lessen the impact of the violation. Such action may include the following measures:
  - (a) Canceling sufficient noncritical obligations to eliminate the deficit.
  - (b) Initiating contract modifications to reduce or terminate sufficient items not representing critical requirements.
  - (c) Requesting additional funding through the Office of Budget.
- (2) Subsequent actions taken to correct the cause of a violation do not eliminate that violation; it still must be reported.

- d. Apparent Violations Caused by Accounting Errors.** If (after reviewing the circumstances surrounding the apparent violation of a legal limitation or an administrative control level limitation and applying facts to applicable laws and directives) the finance and accounting office concludes that the apparent violation was the result of an accounting error, the field CFO/Financial Manager shall prepare a memorandum explaining the circumstances, the violation, and the corrective actions taken or planned. The memorandum shall also include the specific contract, purchase order, travel order, or other type of procurement instrument that

was obligated or paid incorrectly; the account (fund type, AFP, standard general ledger code, program code, and construction project number or all equipment not related to construction, when applicable) to which the obligation or payment was charged by the correction entry; the date and document references of both the erroneous and the correction entries; and the name and title of the approving official for the correction entry.

**e. Apparent Violations Caused by Inappropriate Withdrawal of Funds.**

An excessive or invalid reduction in an allotment or AFP (that is, an erroneous withdrawal of funds in excess of the allotted or unobligated balance) is not a violation if either of the following conditions is met:

- (1) Additional obligations have not been authorized or incurred against the funds.
- (2) The withdrawn funds have been immediately restored or made available, through deobligation, to the account from which they were withdrawn in sufficient amount to cover obligations previously authorized or incurred. Headquarters program offices are responsible for obtaining certification of funding availability with allottees prior to withdrawing funding through allotment and AFP process.

**9. REPORTING OF VIOLATIONS TO THE PRESIDENT AND CONGRESS**

- a. Reports to the President.** The Secretary shall furnish to the President, through the Director of OMB, and to Congress information on any actions prohibited by the Anti-Deficiency Act as presented in paragraph 8. A report to the President on an Anti-Deficiency Act violation shall be in the form of a letter (original and three copies) and shall include the information as presented in OMB Circular A-11, section 145, Requirements for Reporting Anti-Deficiency Act Violations.
- b. Reports to Congress.** The report to Congress shall be in the form of identical reports to the Speaker of the House of Representatives and the President Pro Tempore of the Senate. If this report is identical to the one to the President, the report to the President shall include a statement to that effect. If it is not identical, one copy of the report to Congress shall be submitted to OMB with the report to the President. The information required for reports to Congress is the same as that for reports to the President.
- c. Reports to the GAO.** The report to the GAO shall be in the form of a letter to the Comptroller General and shall be identical to the one to the Congress.

**d. Additional Reporting Requirements.**

- (1) Reports to the President and to Congress shall also be made on any violation not previously reported by the Department that is included in GAO findings in connection with an audit or an investigation. In such a case, the reports to the President and to Congress shall explain why the violation was not discovered and previously reported by DOE. If DOE does not agree that a violation has occurred, the reports to the President and Congress shall explain DOE's position.
- (2) When OMB determines that a violation of the Anti-Deficiency Act may have occurred, it may request that DOE undertake or conduct an investigation or audit. In such cases, a report describing the results of the investigation or audit shall be submitted to OMB through the Secretary. If the report shows that the Anti-Deficiency Act has not been violated, the Secretary shall so inform OMB and forward to OMB a copy of the report. If the report shows that the Anti-Deficiency Act has been violated, the Secretary shall report to the President and to Congress as soon as possible. If the Secretary does not agree that a violation has occurred, the reports to the President and to Congress shall explain DOE's position.

- e. Timing of Reports.** The required reports, signed by the Secretary, must be made to the President and to Congress as soon as possible as a violation is discovered.

## CHAPTER 3

### ACCOUNTING FOR APPROPRIATIONS AND OTHER FUNDS

#### 1. INTRODUCTION.

- a. **Background.** An appropriation is an act of Congress, signed into law by the President that provides budget authority and permits a Federal agency to incur obligations or to spend public funds. Appropriations to liquidate contract authority, appropriations to liquidate outstanding debt, and appropriations for refunds or receipts do not constitute budget authority because they do not provide authority to incur additional obligations. The Department of the Treasury (Treasury) establishes a separate account for each appropriation or fund following enactment of an appropriations act by Congress. DOE M 135.1-1A, “Budget Execution Funds Distribution and Control Manual,” and Chapter 2, “Administrative Control of Funds,” provides additional guidance.
- b. **Applicability.** This chapter is applicable to all Departmental elements, including the National Nuclear Security Administration. This chapter does not apply to contractors.

#### 2. OVERVIEW OF THE APPROPRIATION WARRANT, APPORTIONMENT, APPROVED FUNDING PROGRAM, AND ALLOTMENT PROCESS.

- a. **Appropriation Warrant.** After the passage of a DOE appropriation bill by Congress, Treasury draws and forwards to DOE Financial Management Service’s (FMS) Form 6200, “Appropriation Warrant.” The warrant is the official document issued, pursuant to law, by the Secretary of the Treasury that establishes the amount of money authorized to be withdrawn from Treasury for payment of obligations. The procedures for processing warrants are listed below:
  - (1) The warrant is received in the Energy Finance and Accounting Service Center (EFASC), where it is compared with the apportionment received from the Office of Management and Budget (OMB) to verify that the documents are in agreement;
  - (2) EFASC records the warrant in the Departmental Control Accounts;
  - (3) When DOE is required to operate under the provisions of a continuing resolution, EFASC requests a warrant from Treasury for an amount consistent with the provisions of the continuing resolution. When appropriation legislation is subsequently passed, Treasury prepares a warrant to cover the difference between the continuing-resolution

warrant and the full amount of budget authority provided by the appropriation. DOE M 135.1-1A and Volume I, Part 2, Chapter 2000, of the Treasury Financial Manual (I TFM 2-2000) provide further discussion of warrants.

- b. Apportionment.** The OMB apportionment process makes obligational authority available to DOE for specified time periods, activities, projects, or objects, or combinations thereof.
- (1) The Office of Budget requests the apportionment (SF 132, “Apportionment and Reapportionment Schedule”) from OMB for budget authority, unobligated balances, reimbursements and other income, recoveries of prior-year obligations, appropriation refunds, and restorations and writeoffs.
  - (2) The Office of Budget records the approved apportionment in the Departmental Control Accounts. Further discussion of apportionments is provided in DOE M 135.1-1A.
- c. Allotment Process and Approved Funding Program.** The allotment process and approved funding program (AFP) provides the DOE corporate financial systems with the internal distribution of all obligational authority made available to the Department for the fiscal year. The allotment process and AFP are used to establish and maintain specific legal and/or administrative controls, ceilings, and limitations imposed by Congress, OMB, or DOE on the use of the funds.
- (1) The allotment document, HQ F 2260.2, “Advice of Allotment”, as issued by the Chief Financial Officer (CFO) and the Director of the Office of Budget, confers on the allottee the authority to incur obligations and make expenditures. The allotment also conveys any legal limitations imposed on the use of the funds.
  - (2) The Office of Budget enters the allotments in the Funds Distribution System for automated interface with STARS. DOE M 135.1-1A provides further discussion of AFPs and allotments.
  - (3) The AFP reflects the current annual plan to allocate obligational authority to various allottees. AFPs may be adjusted monthly or as need arises, within the obligation control levels established by appropriation acts and accompanying reports.
- 3. SYMBOLS AND TYPES OF ACCOUNTS.** All Government transactions are identified with applicable fund groups, which are classified through the assignment of account symbols by Treasury. These account symbols are available as a supplement to the Treasury Financial Manual (TFM), titled Federal Account Symbols and Titles

(FAST Book). Within Treasury's central accounting system, receipt and expenditure accounts are identified as follows: Clearing, General Fund Receipt, Consolidated Working Fund, General Fund Expenditure, Management Fund, Revolving Fund, Special Fund Expenditure, Special Fund Receipt, Transfer Appropriation, Trust Fund Expenditure, Trust Fund Receipt, and Trust Revolving. A description of these accounts is provided in I TFM 2-1500.

#### 4. TYPES OF DOE ACCOUNTS.

##### a. General Fund Accounts.

- (1) General funds are used to carry out the general purposes of the Department rather than being restricted by law to a specific program. General fund accounts consist of all collections not "earmarked" (see below) by law to finance other funds. General fund accounts are classified in the 0000-3999 major class series of account symbols.
- (2) **General Fund Expenditure Accounts.** The majority of DOE's appropriations are general fund expenditure accounts that are established to record appropriated monies for the general support of DOE.
  - (a) **Accounting Treatment.**
    1. All receipts for credit to general fund expenditure accounts shall be accounted for under the appropriate receipt account symbol and deposited according to collection procedures described in Chapter 6, "Cash."
    2. Upon confirmation that funds are available for obligation and expenditure, the Office of Budget shall issue an AFP document and an allotment to the cognizant recipient.
    3. The accounting entries for recording the obligations and expenditures of these available funds are the same as those for other appropriated funds. Chapter 13, "Reimbursable Work, Revenues and Other Collections," establishes policies for the acceptance and deposit of funds provided by non-Federal entities as partner shares of co-sponsored projects.
- (3) **General Fund Receipt Accounts.** General fund receipt accounts are credited with all receipts not "earmarked" by law for a specific purpose.

(a) **Accounting Treatment.**

1. All receipts for credit to general fund receipt accounts shall be accounted for under the appropriate receipt account symbol and deposited according to collection procedures described in Chapter 6, "Cash."
2. General fund receipt accounts do not receive budgetary authority, therefore, these accounts do not have obligations or expenditures.
3. Any cash remaining in the general fund receipt accounts must be returned to Treasury at year-end.

b. **Special Fund and Trust Fund Accounts.**

- (1) **Special Fund and Trust Fund Expenditure Accounts** are established to record amounts appropriated from special fund or trust fund receipts to be expended for special programs according to specific provisions of the law and in carrying out specific purposes or programs according to the terms of a trust agreement or statute.
- (2) **Special Fund Receipt Accounts** are used by the Department for crediting receipts from specific sources that are "earmarked" by law for specific purposes, which do not represent traditional items of Congressional interest. Earmarked funds are financed by specifically identified revenues that are required by statute to be used for designated activities, benefits or purposes, and must be accounted for separately from the Department's general revenues. (See SFFAS 27, "Identifying and Reporting Earmarked Funds.") Depending on statutory requirements, receipts may or may not be immediately available for expenditure. Special fund accounts are classified in the 5000 major class series of account symbols. Examples of DOE special fund accounts are 89X5105, "Payments to States under Federal Power Act;" 89X5180, "Alternative Fuels Production;" and 89X5227, "Nuclear Waste Disposal Fund."
- (3) **Trust Fund Receipt Accounts** are credited with receipts generated by the terms of trust agreements or statutes. As with special fund receipt accounts, receipts may or may not be immediately available for expenditure. Trust fund accounts are classified in the 8000 major class series of account symbols, such as 89X8575, "Advances for Co-Sponsored Projects."

**(4) Accounting Treatment.**

- (a)** All receipts for credit to special and trust funds shall be accounted for under the appropriate receipt account symbol and deposited according to collection procedures described in Chapter 6, “Cash.”
- (b)** Upon confirmation that funds are available for obligation and expenditure, the Office of Budget shall issue an AFP document and an allotment to the cognizant recipient.
- (c)** The accounting entries for recording the obligations and expenditures of these available funds are the same as those for other appropriated funds. Chapter 13, “Reimbursable Work, Revenues and Other Collections,” establishes policies for the acceptance and deposit of funds provided by non-Federal entities as partner shares of co-sponsored projects.

**c. Revolving Fund Accounts.**

- (1)** Revolving funds are authorized by Congress to provide financing for continuing cycles of operations, and receipts derived from such operations. Revolving funds may be classified into two broad categories: those established to serve the needs of Government agencies and those established primarily to serve the needs of the public. Revolving fund accounts are classified in the 4000 major class series of account symbols, such as 89X4045, “Bonneville Power Administration;“ and 89X4452, “Colorado River Basins Power Marketing Fund, WAPA.”
- (2)** Several principal activities of DOE – the Power Marketing Administration(s) activities, the Isotope Production and Distribution Program, and IntraGovernmental Funds, Working Capital Fund – have revolving funds that serve the needs of the public through the sale of products to customers and the generation of revenues. Unlike the Isotope Program, power marketing activity funds consist of all receipts, collections, and recoveries from all sources, including trust funds, sales of bonds, and Congressional appropriations. Additional accounting procedures for these funds are maintained at the local level.
- (3) Accounting Treatment.**

  - (a)** All receipts for credit to revolving fund accounts shall be accounted for under the appropriate receipt account symbol and







- (2) Include Transfer Appropriations where a part or all of an appropriation or fund is transferred between agencies. The receiving agency will establish the amount transferred in a transfer appropriation account, and will report all transactions on an SF-133, "Report on Budget Execution and Budgetary Resources." No transfer appropriation shall be processed without the approval of the CFO. Detailed guidance for nonexpenditure transactions can be found in I TFM 2-2000 and DOE M 135.1-1A.
  - b. Expenditure Transactions.** Expenditure transactions are limited to transactions between two or more different appropriation, fund, or receipt accounts. Both the withdrawal from one account and the credit to another account should be reported to and recorded by Treasury. Detailed guidance for expenditure transactions is in I TFM 2-2500.
- 6. CONTROLS ON AVAILABILITY OF APPROPRIATION ACCOUNTS.**
- Public Law 101-510 (31 U.S.C. 1551-1557), the National Defense Authorization Act for Fiscal Year 1991, and OMB Circular A-11 prescribe rules for determining the availability of appropriation and fund balances and establish procedures for closing appropriation and fund accounts. Specifically, appropriation accounts available for obligation for a definite period must be closed on September 30<sup>th</sup> of the 5<sup>th</sup> fiscal year after the account's availability ends. Any remaining balances in the account must be canceled, and will be unavailable for obligation for any purpose. However, during the 5-year period, expired appropriations can be used to adjust and liquidate obligations that were incurred before expiration of the appropriation but not recorded or reported, or that were recorded and reported in amounts less than ultimately determined to be payable.

## CHAPTER 4 ACCOUNTING SYSTEMS AND ORGANIZATION

1. **INTRODUCTION AND PURPOSE.** This chapter describes the Departmental finance and accounting organizational structure and the primary accounting system.
  - a. **Applicability.** This chapter applies to all Departmental elements to include contractors as listed under item 2 of this chapter. The Power Marketing Administrations (PMAs) are subject to all financial policies and procedures of the Department of Energy (DOE) unless these policies and procedures are superseded by the Federal Columbia River Transmission System Act, the Government Corporation Control Act, or other statutory authority. When in conflict with the provisions of this chapter, PMAs shall observe the policies and meet the reporting requirements of the Federal Energy Regulatory Commission (FERC) and other industry standards.
  - b. **Policies.** Departmental policies regarding accounting systems and organization are as follows:
    - (1) To accurately record on a timely basis financial information consistent with the Statement of Federal Financial Accounting Standards (SFFAS) and, in the absence of SFFAS, the Government Accountability Office (GAO) Policy and Procedures Manual and generally accepted accounting principles;
    - (2) To maintain a reliable, complete, and verifiable accounting system on an accrual accounting basis;
    - (3) To maintain a single integrated financial management system, which contains adequate internal controls that serves program management, budgetary, and accounting needs;
    - (4) To support reporting to the Office of Management and Budget (OMB), the Department of the Treasury (Treasury), Office of Personnel Management (OPM), General Services Administration (GSA), and other Agencies as required;
    - (5) To support internal reporting to DOE management;
    - (6) To ensure that obligations and payments do not exceed funds appropriated by Congress;
    - (7) To ensure that integrated contractors' customary accounting practices conform with generally accepted accounting principles; contain sufficient details to account for all DOE funds, assets, liabilities, revenues/reimbursements and costs; produce accurate results; and provide the necessary DOE financial reports in conjunction with provisions of the DOE Financial Management Handbook; and

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- (8) To ensure that contractors comply with the standards of the Cost Accounting Standards Board when such standards are required to be followed under the terms of the contract.

2. **ACCOUNTING STRUCTURE.** Under the Department's accounting structure, the Office of the Chief Financial Officer (CFO) directs, manages, and provides policy guidance and oversight of DOE financial management personnel, activities, and operations. The Energy Finance Accounting Service Center (EFASC) provides various centralized accounting functions for the Department as provided in 2.b below. The Oak Ridge Financial Service Center (ORFSC) provides centralized disbursement functions for vendor and certain miscellaneous payments; and the National Nuclear Security Administration (NNSA) Office of Field Financial Management (OFFM) provides centralized nuclear material accounting. Individual field elements provide their own funds control at the allottee level and have the option to provide their own cost accumulation functions or to obtain these services from EFASC. Integrated contractors provide certain financial deliverables directly to DOE HQ such as their Standard Accounting and Reporting System File. However, other accounting/financial information or reports, such as their Treasury Report on Receivables and Debt Collection Activities are sent to the Field CFO before submission to DOE HQ. Integrated contractors maintain separate sets of accounts for recording and reporting transactions under their contracts in accordance with DOE accounting practices and procedures. The accounts are integrated with those of DOE. The PMAs report summary-level accounting information to the Office of Financial Control and Reporting (OFC&R) through their Standard General Ledger (SGL) crosswalk component.
- a. **Departmental Accounting.** The CFO is responsible for formulating, executing, analyzing, and preparing the Department's budget; developing Department-wide accounting and financial policies and procedures; and performing Department-wide accounting and reporting.
- b. **Service Centers.** EFASC, ORFSC, and the NNSA Office of Field Financial Management (OFFM) have been designated to provide certain accounting functions for their own elements as well as for other field elements. These functions are as follows:

EFASC	ORFSC	NNSA Office of Field Financial Management (OFFM)
Processing and accounting permanent change of station	Vendor and Miscellaneous Payments	Nuclear Material Accounting
Processing and accounting accounts receivable activities	Reimbursing travelers for temporary duty and local travel	
Payroll liaison and accounting	Treasury Automated Standard Application for Payment (ASAP) System processing	

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EFASC	ORFSC	NNSA Office of Field Financial Management (OFFM)
Intergovernmental and foreign disbursements	Prompt Payment Reporting	
Financial reporting to Treasury		
Perform or Oversee month-end & year-end processes and closings		
Cost functions		

- c. Field Element Financial Services.** Although the Service Centers provide accounting and disbursement support, each field element independently monitors and controls the activities that affect their accounts. In addition, each field element performs all functions and responsibilities not provided by the Service Centers. Field elements:
- (1) Establish and allocate reimbursable orders<sup>1</sup>;
  - (2) Create and monitor commitments and obligations and ensure proper allocation of obligational activity;
  - (3) Ensure that integrated contractors maintain detailed records of transactions to fully support Standard Accounting and Reporting System (STARS) summary balances;
  - (4) Support financial reports sent directly to external agencies with detailed transactions and summary balances in STARS;
  - (5) Ensure that the accounting practices and procedures of integrated contractors are acceptable to DOE. When the terms of the contract require compliance with the standards of the Cost Accounting Standards Board, follow the provisions of 48 CFR 30, chapter 1, for management and operating contracts; and
  - (6) Ensure that integrated contractors submit monthly and yearly STARS financial data which conform to established time-frames, system edits and tie points, as well other requirements specified by DOE Headquarters (HQ);
- d. Power Marketing Administrations.** The PMA financial offices are responsible for planning, budgeting, funds control, accounting, and reporting.
- (1) **Revenues.** Most revenues from PMA sales of power are deposited in Treasury as proprietary receipts, and annual appropriations are used to operate these

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<sup>1</sup> For many offices, Field elements accept reimbursable orders (documents) for their sites- Budget/Accounting Offices certify, establish, and allocate funds by reimbursable order in STARS.

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administrations. The revenues from portions of the Western Area Power Administration are deposited in revolving funds.

(2) **Accounting.** Summarized accounting information is reported to the OFCR for subsequent reporting to Central Agencies.

e. **Federal Energy Regulatory Commission.** FERC is an independent regulatory agency operating under DOE but not subject to Departmental policies and procedures. FERC accounting data is reported to the OFCR for subsequent reporting to Central Agencies.

f. **Integrated Contractors.**

(1) **Operational Relationship with DOE.** The integrated contractors develop financial and accounting data supporting their operation, maintenance, and general technical support of DOE-owned or DOE-controlled research, development, special production, or testing establishments. The operational relationship has the following characteristics:

- (a) The contractor has little financial risk;
- (b) The contractor ensures the proper use of public funds;
- (c) The contractor must maintain a separate set of accounts and records for recording and reporting all business transactions under the DOE Contract; and
- (d) The contractor maintains accounts integrated with DOE reciprocal accounts that conform to generally accepted accounting principles, produce accurate results, and provide the necessary DOE Financial reports.

g. **Non-Integrated Site Facility Management Contractors & Non-Facility Management Contractors**

(1) **Operational Relationship to DOE.** Non-Integrated Site Facility Management Contractors & Non-Facility Management Contractors shall follow the applicable accounting standards and procedures as provided in their contracts. Some of these accounting and processes may entail: (1) maintaining payment cleared funding/Automated Standard Application for Payments (ASAP) 1031 accounts, (2) maintaining subsidiary accounts; (3) producing accurate results; and (4) providing key financial reports to DOE.

### 3. SINGLE INTEGRATED FINANCIAL MANAGEMENT SYSTEM.

a. **Functions.** The single integrated financial management system is an automated system that serves the entire DOE, including the PMAs. The system produces external reports that consolidate data from all Departmental elements.

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- b. Integration – iManage Program.** The iManage Program is the Department’s solution for managing enterprise-wide systems and data. iManage is responsible for consolidating and streamlining Department-wide systems and business processes in order to integrate financial, budgetary, procurement, personnel, program and performance information. iManage is supported at the core by a central data warehouse that links common data elements from each of the Department’s business systems and supports both external and internal reporting.
- c. Components.** The components of the single integrated financial management system are the (STARS), Corporate Human Resource Information System (CHRIS), the Vendor Inquiry Payment Electronic Reporting System (VIPERS) along with the Vendor Invoice Approval System (VIAS), the Strategic Integrated Procurement Enterprise System (STRIPES), Funds Distribution System (FDS), eTravel (GovTrip), and the iManage Data Warehouse (IDW).
- (1) **STARS:** STARS provides DOE with a comprehensive and responsive financial management system that is the foundation for linking budget formulation, budget execution, financial accounting, financial reporting, cost accounting, and performance measurement. The system processes Departmental accounting information, including general ledger, purchasing, accounts payable, accounts receivable, and fixed assets. The system also includes budget execution functionality associated with recording appropriations, apportionments, allotments, allocations, and provides funds control for commitments, obligations, costs, and payments. STARS is used by all DOE HQ and Field Organizations except for the PMAs and FERC. STARS generates DOE’s annual Consolidated Financial Statements, which include the PMA and FERC data. STARS uses Oracle Federal Financials and is dependent on a combination of manual data entry and a series of system interfaces to collect and report accounting information. (See Attachment 4-2 for a listing and description of system interfaces).
- (2) **CHRIS:** Human capital management component of iManage. Single, integrated Human Resource (HR) system created through a phased approach to provide the highest quality HR information and services to the Department’s executives, managers, and employees. The primary objectives for CHRIS are to enhance operational efficiencies; reduce paperwork; eliminate redundant information systems; eliminate non-value added work; and provide information necessary to make informed human resource management decisions. The Department’s Employee Self Service capability, which is a major part of CHRIS, provides many online services to employees and managers.
- (3) **VIPERS/VIAS –** VIPERS provide DOE vendors a mechanism to submit invoices for payment to the ORFSC. VIAS will notify approving officials of proper invoices that are ready for review and approval. Approving officials then access VIAS to



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- disapprove or approve an invoice for payment. The VIAS System also provides the approving official with historical reports to assist with the payment approval process.
- (4) **STRIPES:** STRIPES encompasses activities required or directly associated with planning, awarding, and administering various unclassified acquisition and financial assistance instruments. In general terms, the required activities are comprised of the following functions: acquisition/financial assistance planning; pre-solicitation documentation generation; solicitation development; evaluation and award; administration, including the housing of award documentation to support the payment approval process and instrument closeout. STRIPES uses Oracle Application Server's Enterprise Service Bus (ESB) component to facilitate integration with STARS, and future planned integrations with the Power Marketing Administration (PMA) financial management systems.
- (5) **FDS:** FDS is an unclassified, centralized, online, interactive database and report retrieval financial system that provides for the receipt, control, and distribution of all obligational authority available to DOE. FDS fulfills the mission to provide for the distribution of all obligational authority made available to DOE for the fiscal year. At each stage in this process, specific controls, ceilings, and limitations are imposed on the use of the funds. FDS is used to establish and maintain these controls at the Departmental level to ensure that legal, Congressional, OMB and internal ceilings and limitations are not exceeded. FDS is the means by which officials within DOE (allottees) are delegated the authority to incur obligations within a specific amount pursuant to OMB apportionment or reappportionment action or other statutory authority making funds available for obligation. The Advice of Allotment transmits the obligational authority available and displays any legal limitations imposed on the use of the funds.
- (6) **eTravel (GovTrip):** eTravel (GovTrip) is GSA-managed government initiative providing a collaborative, interagency program for agency travel services. Its purpose is to realize cost-savings and increased service associated with a common, automated, and integrated approach to managing the travel function of the federal government's civilian agencies. eTravel services are commercially hosted to minimize technology costs to the government and guarantee refreshed functionality. GovTrip is owned and operated by Northrop Grumman Mission Systems (NGMS) and hosted at their facility. GovTrip provides federal travelers the ability to manage their travel from end-to-end through a common, web based, government-wide service that integrates: 1) travel planning and cost estimating, 2) travel authorization, 3) reservations, 4) filing, processing, and approving official travel, 5) travel voucher/reimbursement, and 6) reporting.
- (7) **IDW:** IDW is a central data warehouse linking common data element from multiple DOE corporate business systems including human resources, payroll, travel, procurement and financial management (accounting and budget) systems. Data is integrated, aggregated and summarized to provide mission critical reporting and

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query capability. IDW utilizes the Business Intelligence (BI) reporting tool to create interactive dashboards, reports, charts and ad-hoc analysis.

Other corporate systems that are integral to these systems are:

- (8) **DOEInfo** - DOEInfo is the departmental system that integrates payroll information from the Defense Finance and Accounting Services (DFAS) and the CHRIS employee information into a single repository. Another key component of DOEInfo is the Payroll Labor Distribution System (PLDS). PLDS takes input from the Defense Civilian Pay System (DCPS) gross pay reconciliation file, and adjustments entered by EFASC payroll accountants. This information is interfaced into STARS to record total obligations, costs and payments related to DOE employees' salaries and benefits.
- (9) **iBudget**: iBudget will be the Department's integrated budget formulation and budget execution system. iBudget will standardize budget formulation; streamline budget execution processes; integrated budget and performance data; consolidate corporate budget data; provide analytic capability for "slice/dice" and "what-if" projections; and integration with other business management and Field systems.

Currently, other budgetary systems being used include the Department's Budget Execution and Reporting System (BEARS) and the Funds Control Distribution System (FCDS):

(a) **BEARS**. The BEARS application is an iManage budget tool utilized to plan, streamline and maintain strict funds control, develop and issue financial plans to contractors, upload allocation/obligation data to STARS, download obligation and cost data from STARS, produce analytical budget reports, and assist Management in the analysis of budget and accounting data. Currently, Oak Ridge Office, Office of Scientific and Technical Information (OSTI), Strategic Petroleum Reserve Office (SPRO), Savannah River Site, Environmental Management Consolidated Business Center (Ohio), Idaho Office, Richland Office/Office of River Protection, and Golden Field Office utilize the BEARS application.

(b) **FCDS**. FCDS is an unclassified, real-time system that primarily performs the Allottee's Administrative Control of Funds function. In summary, FCDS provides an Allottee with early funds control detection prior to any formal recording in any I-Manage (STARS or STRIPES) system and a funds distribution functionality that is not duplicated in any I-Manage system; generally, FCDS: a) detects errors and records the HQ AFP, b) allocates Allotments accordingly, c) establishes subordinate budget authority and allotment controls, d) performs "what- if" scenarios before formal recording of results in an I-Manage system, e) plans and certifies funds availability, f) edits data entry upon input, g) records entries that cannot be recorded in any I-Manage system, h) distributes allotments via funding authorizations such as Local AFPs, i) supports Integrated Contractor funding modifications, j) generates

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and transmits accounting entries through an interface into STARS, k) supplements STARS and IDW reports, and l) controls user access.

FCDS is electronically linked to STARS from two perspectives: 1) through an interface to feed allocation and obligation accounting entries and 2) valid value tables.

FCDS is administered and operated by the field Allottee organization, typically the Budget organization. NNSA and DOE's Chicago office utilize FCDS.

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**ATTACHMENT 4-1  
I-Manage Architecture**

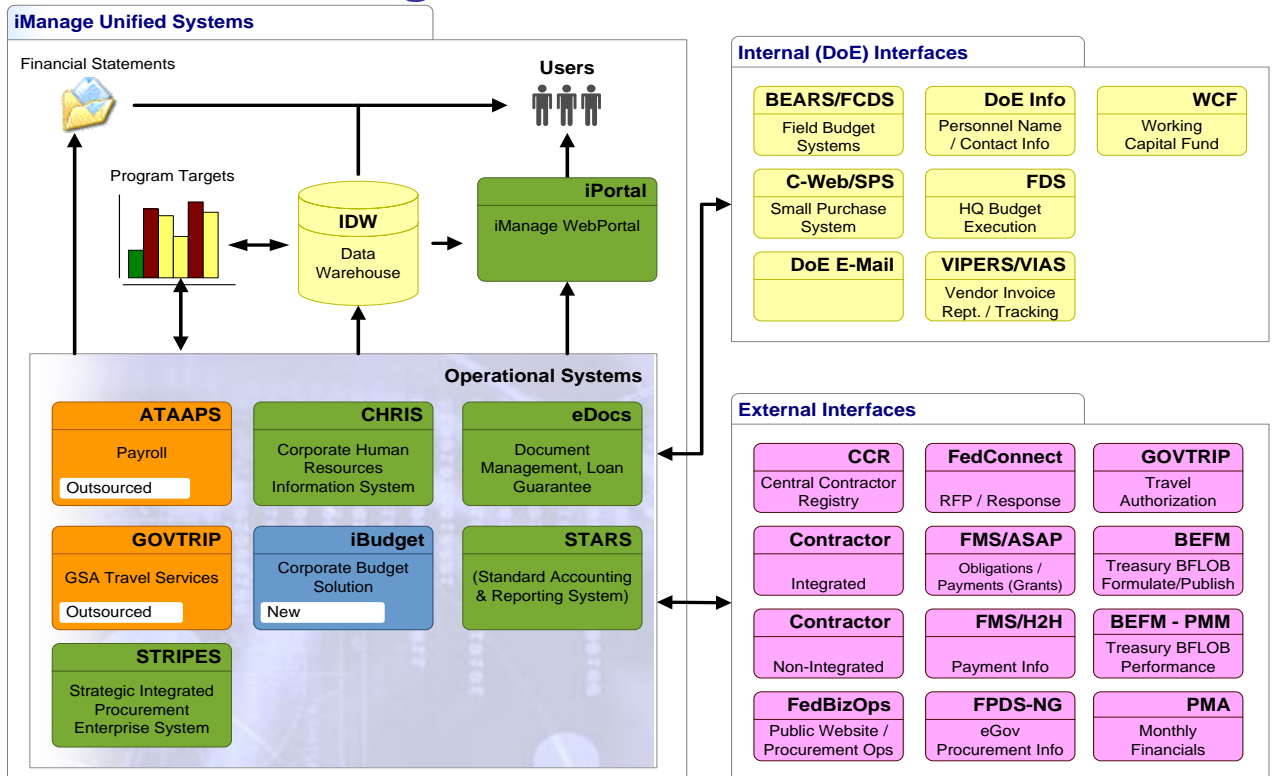


U. S. DEPARTMENT OF  
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**iManage**

Connecting Our People  
Simplifying Our Work  
Liberating Our Data

**iManage Architecture Overview**



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ATTACHMENT 4-2  
STARS Interfaces

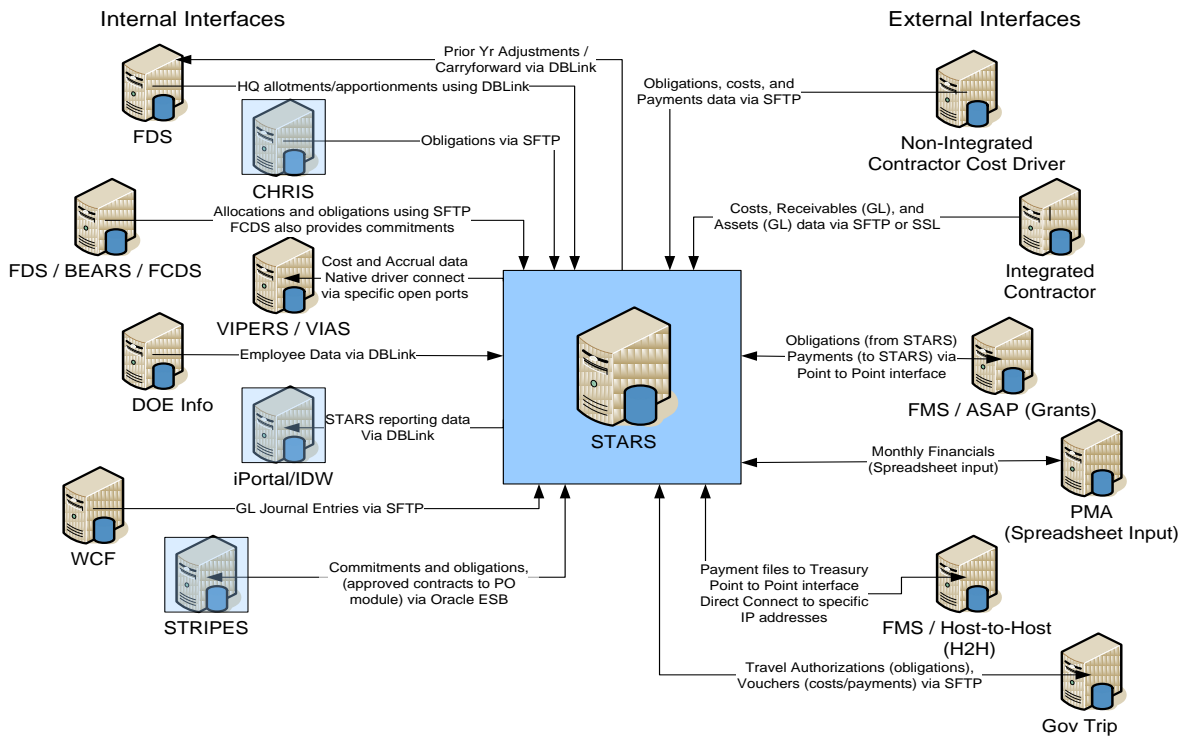


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**iManage STARS Interface Chart**



## CHAPTER 5

### ACCOUNTING FOR OBLIGATIONS

#### 1. INTRODUCTION.

- a. **Purpose.** This chapter prescribes general requirements applicable to incurring, recording, and reporting obligations.

An obligation is defined as a “definite commitment that creates a legal liability of the government for the payment of goods and services ordered or received, or a legal duty on the part of the United States that could mature into a legal liability by virtue of actions on the part of the other party beyond the control of the United States.” (GAO 05-734SP)

- b. **Applicability.** This chapter applies to all Departmental elements. Applicability of the Financial Management Handbook to the Power Marketing Administrations is discussed in Chapter 1 of the handbook.
- c. **Policy.** In accordance with applicable statutory requirements, the Departmental policy for obligations is as follows:
- (1) Incur obligations only for the purpose for which the appropriation is intended and within the time limits applicable to the appropriation.
  - (2) Obligate time-limited appropriations only to meet bona fide needs arising in the fiscal year(s) for which the appropriation is available, unless specified otherwise by law.
  - (3) Exercise adequate controls to ensure that obligations do not exceed the amount appropriated by statute and are not incurred before the appropriation becomes law, unless otherwise provided by law.
  - (4) Promptly record each obligation within the monthly accounting period in which the obligation event occurs. Record an amount as an obligation only when supported by documentary evidence as prescribed by 31 U.S.C. 1501(a).
  - (5) Record all valid obligations even when authority for the obligation has been exceeded with regard to dollar limitations, purpose, or time restraints.
  - (6) Review, at least annually, all unpaid obligations and deobligate all unsubstantiated obligations, and excess funds.
  - (7) Record, report, and identify the recovery of funds obligated in prior years, unless otherwise excluded in this chapter, or by law. These funds may be deobligated at any time, but they shall not be available for reuse until they have been formally allotted.
  - (8) Maintain documentary evidence in support of all obligations.

- (9) Ensure that all final invoices are paid and that all unpaid obligations are deobligated before the cancellation of time-limited funds.
2. **COMMITMENT AND CERTIFICATION OF FUNDS AVAILABILITY.** In accordance with Chapter 2, “Administrative Control of Funds,” funds shall be reserved before incurring obligations. A commitment (synonymous with “reservation”) of funds is a budgetary and accounting action taken to reserve funds to ensure that funds are available before contractual documents are awarded. In addition, commitments are recorded for anticipated expenditures such as payroll and contingent liabilities. Commitments are valid only during the fiscal year in which they are executed. If funds are not obligated by the end of the fiscal year, a new commitment of funds must be made in the new fiscal year.
3. **RECORDING OBLIGATIONS.** In accordance with the policy set forth in paragraph 1 above, program budget and accounting officials must ensure all obligations are recorded in a timely and accurate manner and against the applicable legislative control levels and appropriation. Their responsibility includes preventing the over-recording and under-recording of obligations and meeting the standards for proper recording. Because the Department of Energy (DOE) has a wide variety of transactions, the decision and action to record an obligation must be evaluated carefully and conducted on a case-by-case basis, with an emphasis on recording only legitimate obligations.
4. **OBLIGATION OF TIME LIMITED FUNDS.** Budget and accounting officials must comply with the *bona fide* need rule. The *bona fide* need rule comes from 31 U.S.C. Sec. 1502(a), which prohibits an agency from obligating funds that are appropriated for the needs of a time-limited period (single-year or multi-year) to meet the needs of subsequent time periods unless the obligation is authorized by more specific statutory authority such as the Federal Acquisition Streamlining Act of 1994 (FASA). The *bona fide* needs rule applies to multiyear appropriations and single-year appropriations; **it does not apply to no-year appropriations.** Questions regarding the applicability of the *bona fide* needs rule, severability determination, or the Federal Acquisition Streamlining Act of 1994 (FASA), should be referred to the CFO Office of Finance and Accounting.

Examples and detailed discussion on the *bona fide* need rule, severability determination, and obligations of time-limited appropriations are presented in GAO Principles of Federal Appropriations Law, and can be found in the *Time Limited Reference Guide* provided by the CFO Office of Finance and Accounting. Currently available time-limited funds, described in this section, include both (1) time-limited funds appropriated and apportioned in the current year and (2) carry-over balances, from prior year time-limited appropriations, apportioned and reapportioned in the current year.

- a. **Obligations for Non-Severable Requirements.** Agencies may obligate time-limited funds to cover all non-severable requirements (as determined by the Contracting Officer) that will be performed under the entire contract, including the portion of the requirements that will be performed subsequent to the period during which the time-limited funds may be obligated. The entire non-severable requirement (with all of its separate components) is considered a *bona fide* need of the time period that the agency entered into the contract. Additional guidance is

provided in the *Time Limited Reference Guide* provided by the CFO Office of Finance and Accounting.

- b. **Obligation for Severable Requirements.** Agencies may obligate time-limited funds only to cover the severable requirements (as determined by the Contracting Officer) that will be performed in the period during which the time-limited funds may be obligated. Each of the separate components of the severable requirements must be funded only with the time-limited funds applicable to the period in which the need for the component arises.

There is one partial exception to this basic rule for the funding of severable requirements. The Federal Acquisition Streamlining Act (41 U.S.C. § 3902) provides that an agency may enter into a contract, option, or order for severable services that crosses fiscal years and fund it (with all of its components) with funds of the current fiscal year, provided that the period of performance of the contract, option, or order does not exceed twelve months. The partial exception applies: to one-year funds; and to multiple year funds *in the last year of their availability for obligation* (before the last year there is no need for an exception to obligate funds across fiscal years during the normal period of availability). Additional Guidance is provided in the DOE Acquisition Letter 2012-06, dated January 12, 2012.

- c. **Travel with Time Limited Funds.** For temporary-duty travel (TDY) that spans fiscal years, the estimated costs of the trip must be obligated to currently available time-limited funds during the fiscal year in which the expenses are incurred by the traveler.

An exception to the general rule applies for transportation costs such as air/rail that departs in September and returns in October. These costs may be fully obligated against the currently available time-limited funds when the trip begins. More specific guidance on accounting and obligations for travel during year-end periods may be included in year-end guidance provided by the CFO Office of Finance and Accounting.

- d. **Training and Development.** These expenses may be charged to the currently available time-limited funds in which the obligation is incurred even if the training may extend into the following fiscal year. See *Title 31 USC §1502(a)*. Training typically tends to be non-severable.

An agency also may charge currently available time-limited funds for the entire cost of a training course scheduled to begin in the next fiscal year when;

- (1) The training meets a *bona fide* need of the current fiscal year;
- (2) Scheduling of the training is beyond the agency's control; and
- (3) The time between procurement and performance is not excessive.



Additional information can be found in Chapter 5 of the GAO *Principles of Federal Appropriations Law*.

- e. **Agreements with Other Federal Agencies.** When other Federal agencies provide services or materials to the Department under an interagency agreement authorized by the Economy Act, DOE must deobligate any time-limited funds that have not been obligated by the performing agency before the expiration of the funds. The deobligation is a control to ensure that expired funds are not improperly obligated by the performing agency. These expired funds are not available for new obligations.
- f. **Replacement Contracts.** Replacement contract rules are applicable to situations when (1) the Department must replace original contracts due to termination, and (2) the funding provided for the initial contract has expired and thus is not available for new obligations.

The replacement contract rules may apply when a contract is terminated because of (1) default by the contractor or pursuant to a court order or (2) determination by a contracting officer that the award was improper due to explicit evidence the award was erroneous and when the determination is documented with appropriate finding of fact or law or by other competent authority (board of contract appeals, Government Accountability Office, or contracting officer) that the contract award was improper.

Under the replacement contract rules, the funds obligated under the original contract may be available for the purpose of engaging another contractor to complete the unfinished work, notwithstanding the fact that their original period of obligational availability has expired. In order for funds to remain available beyond expiration for a replacement contract, four conditions must be met:

- (1) The original contract was made in good faith;
- (2) A *bona fide* need for the work, supplies, or services must have existed when the original contract was executed, and it must continue to exist up to the award of the replacement contract; and
- (3) The replacement contract must not exceed the size and scope of the original contract. If it does, it is a new obligation and must be charged to funds currently available for obligation at the time the replacement contract is entered into; and
- (4) The replacement contract must be awarded without undue delay, within a reasonable time after termination of the original contract.

Additional information can be found in Chapter 5 of the GAO *Principles of Federal Appropriations Law*.

- g. **Adjustment(s) Increasing an Obligation after the Expiration of the Appropriation (Upward Adjustments).** These should be recorded and reported

only as valid upward adjustments in accordance with requirements set in Chapter 2, “Administrative Control of Funds.”

**h. Adjustment(s) Decreasing an Obligation after the Expiration of the Appropriation (Deobligations of Expired Funds).** These should be reported as downward adjustments in accordance with requirements set in Chapter 2, “Administrative Control of Funds.” Please note:

- (1) When deobligated, expired funds are not legally available for incurring new obligations, but they may be used to cover other valid upward adjustments within the original appropriation or fund in the expired account.
- (2) Deobligated, expired funds are not legally available for incurring obligations on new or successor contracts. New or successor contracts must be obligated using current unexpired appropriation(s) that are available for incurring new obligations at the time the contracts are awarded.

**i. Closed Appropriations.** In accordance with 31 U.S.C. § 1552 and Chapter 2, “Administrative Control of Funds,” obligated balances of expired accounts (closed fixed period) remain available for 5 years after the expiration of the funds for expenditures and valid upward adjustments of the original obligation.

At the end of the 5-year period, all unliquidated obligations must be canceled by the Department, and the accounts are closed. Any subsequent payment or obligation associated with a closed account shall be paid from a current unexpired appropriation made for the same general purpose. If it is unclear whether funds are available that were appropriated for the same general purpose, consult with the CFO Office of Budget to determine whether current funds may be used to satisfy the unpaid obligation or whether a deficiency appropriation is needed.

The total amounts of payments or obligations associated with a closed account may not exceed either the amount available in the original appropriation or fund account that was closed, or one percent from the current unexpired appropriation.

## 5. TYPES OF OBLIGATIONS.

**a. Contracts.**

- (1) **Site Facility/Management Contracts (including Management and Operating Contracts).** Record an obligation based on the funding amounts specified by the financial plans that are included as part of the contract action or contract modification.

- (2) **Firm Fixed Price Contracts.** Record obligations for the total amount stated in a firm fixed price contract when the contract is executed. An exception to this policy is made if the contract contains a limitation of Government obligation clause and the project has been approved through the budget process for incremental funding. In such a case, the contract may be funded incrementally; that is, obligations may be recorded to cover termination costs and current-year requirements only. When the termination costs decline as the project approaches completion, the obligations should be reduced accordingly.
- (3) **Fixed Price Contracts with Escalation, Price Redetermination, or Incentive Provisions.** When a fixed price contract is executed, record an obligation in the amount of the price stated in the contract or in the amount of the billing price if the contract includes an incentive clause. The initial obligation shall include an amount to cover the expected payments to be made under the variable conditions of the contract, such as engineering services, prepaid transportation, and container deposits. The recorded obligation shall be adjusted to cover price revisions at the time the revisions are determined in accordance with the contract.
- (4) **Cost Reimbursement Contracts and Time and Material Contracts** include cost plus fixed fee, cost, cost sharing, cost plus incentive fee, cost plus award fee, time and material, and labor hour contracts. When a contract is executed, record an obligation in an amount not in excess of the total estimated costs, including the fixed fee in the case of a cost plus fixed fee contract and the target fee in the case of a cost plus incentive fee contract. Adjustments to the initial recorded obligation shall be made only when they are supported by properly executed modifications to the contract.
- (5) **Indefinite-Delivery-Type Contracts.**
  - (a) **Open-End or Indefinite Quantity Contracts** include call contracts, options contracts, as-desired or wish, want, or will contracts, basic agreements and basic ordering agreements, blanket purchasing agreements for small purchase orders, credit cards, and indefinite delivery contracts. These contracts are collectively termed “open-end” because they place no obligation on the Government, regardless of its requirements, to place orders beyond any stated minimum quantity. Funds for the stated minimum quantity are obligated upon execution of the contract. Funds for any quantity in excess of the stated minimum are obligated upon issuance of the order.
  - (b) **Definite Quantity Contracts** provide for deliveries of definite quantities of specific goods or services for fixed periods, with deliveries scheduled at designated locations. DOE is obligated to purchase the quantity of supplies or services designated in the

schedule of a definite quantity contract. Depending on the situation, a definite quantity contract may provide for a fixed unit or a fixed price. The entire contract amount is recorded as an obligation against the appropriation available at the time of contract award.

- (c) **Requirements Contracts** provide for filling all actual purchase requirements for specific goods or services during specified contract periods. Deliveries under the contract are scheduled by placing orders with the contractor. The amount of each order is recorded as an obligation when issued.
  - (d) **Task Order Contracts** are usually service-related contracts awarded for specific performance periods. When services are required, a task order is issued to the contractor. The task order provides the scope of work, the deliverable, and the expected cost, and is recorded as an obligation when issued.
- (6) **Contracts Under Specific Statutory Authority.** The DOE obligation for a contract under specific statutory authority (such as the acquisition of source material or utility services) shall be recorded at the beginning of each month or quarter for the estimated deliveries during that period. At the end of each fiscal year, the unpaid obligation under the contract shall be adjusted to the actual or estimated amount determined at that time to be due for deliveries actually received through the end of the fiscal year.
- (7) **Other Contracts.**
- (a) **Contracts Authorizing Variations in Quantities.** An obligation shall be recorded when a contract is executed and only in the amount and for the quantity specified for delivery, exclusive of permitted variations. Increase or decrease the amount recorded to cover the amount for the quantity actually delivered and accepted.
  - (b) **Combination Contracts.** Combination contracts are contracts or agreements that contain more than one type of obligation. The total amount to be recorded as an obligation upon execution of such a contract should be the sum of amounts arrived at as appropriate for each of the various types.
  - (c) **Contracts Covering Lands and Structures.** Contracts covering lands and structures involve procurement of land and interest in land, buildings and other structures, additions to buildings, nonstructural improvements, and fixed equipment. Obligations shall be established upon execution of the contracts for the total amounts involved, in the absence of incremental funding as described in paragraph 4a(2).

- (d) **Lease Purchases and Capital Leases.** Lease purchases and capital leases, excluding telecommunication systems, must be fully obligated at the inception of the lease agreement. The acquisition of telecommunication systems is considered as a purchase of public utility services and is not subject to Office of Management and Budget (OMB) lease funding requirements. Additional information on the accounting for capital leases can be found in Chapter 10, “Property, Plant and Equipment.”
- (e) **Operating Leases.** To qualify as an operating lease, the amount obligated must be an amount sufficient to cover the lease payments for the first year at a minimum, the amount of the lease payments over the minimum lease period plus any required cancellation payment. The definition of an operating lease for budgetary purposes is contained in OMB A-11, Appendix B. Appendix B provides six criteria for an operating lease. If the lease agreement does not meet all six criteria, the lease shall be considered a capital lease or a lease purchase.

For rent or property leases (for which the Department is the lessee), normal Departmental practice is to structure the lease agreement so that it meets the six OMB requirements for an operating lease, including a cancellation provision.

A-11 provides special rules for GSA leases funded through GSA’s Federal Buildings Fund. For such leases, obligations are required only for the annual lease payment.

- (f) **Letter Contracts and Amendments Thereto.** A letter contract or any amendment thereto, must be sufficiently specific and definitive to show the purpose and scope of the contract to be executed and, when accepted in writing by the contractor, shall constitute documentary evidence to support the recording of an obligation at the time the document is executed. The obligation shall be recorded in the amount stated as the maximum under the letter or amendment. The maximum shall be the amount necessary to cover costs and commitments to be incurred by the contractor before the execution of a definitive contract. Increase or decrease the obligation so recorded to the amount provided in the definitive contract when it is executed. If the letter merely indicates the Government’s intention to enter into a contractual relationship at a later date, treat the amount involved as a reservation rather than an obligation.
- (g) **Condemnation Proceedings.** For condemnation proceedings, obligate the estimated price of the land at the time the Attorney General is requested to state the proceedings, adjusted to the

amount of the payment to be held in escrow when there is a declaration of the taking.

- (h) **Multiyear Service Contracts.** Multiyear service contracts such as grounds maintenance and purchase contracts for expendable commodities should be obligated as if they were operating leases.
- b. **Grants, Cooperative Agreements, and Technology Investment Agreements.** Grant, cooperative agreement, and technology investment agreement obligations are incurred at the time an authorized contracting officer signs the award document. The grantee accepting the award need not sign the award document for the obligation to be incurred and recorded. Once funds have been obligated for a grant, cooperative agreement, or a technology investment agreement, a modification or an amended award document signed by an authorized contracting officer is required to deobligate funds. This applies to a newly awarded grant, cooperative agreement, or a technology investment agreement, not accepted by the grantee, to a reduction in an amount previously awarded, and to a closeout adjustment to the balance of a DOE obligation. Chapter 14, Grants, Cooperative Agreements, and Technology Investment Agreements, provides additional information.
- c. **Purchase Orders.** Record obligations in the amounts stated in the purchase orders for materials or services at the time the purchase orders are issued.
- d. **Payroll.**
  - (1) **Employee Salaries.** Obligate the actual amounts earned by and paid to employees during the pay period from computations based on payrolls at the close of each pay period. Additionally, accrue and obligate each month the estimated amounts due but not paid to employees, and adjust or reverse this obligation in the following month.
  - (2) **Other Charges Based on Salaries.** Living and quarters allowances; supplemental pay allowances under 5 U.S.C. 3373; and employers' shares of contributions to retirement funds, insurance premiums, and Federal Insurance Contributions Act and Medicare taxes are obligated at the time employee salaries are earned and obligated as stated above in paragraph 4d(1).
  - (3) **Other Allowances such as Uniform Allowances and Incentive Awards.** Obligate these types of allowances and awards when they become payable to the employees.
  - (4) **Severance Pay.** Obligate severance pay for the pay period covered, on a pay-period-by-pay-period basis.
  - (5) **Annual Leave, Sick Leave, and Compensatory Time.** Obligate annual leave for DOE employees when it becomes due and payable as terminal leave or when otherwise specifically authorized by law, rather than at the

time the leave is earned. Sick leave and compensatory time is obligated, costed, and paid when used.

**e. Travel.**

- (1) Temporary Duty (TDY)** – Record an initial obligation for temporary duty (TDY) travel based on approved travel authorizations. The amount represents an estimate of all costs associated with the trip. For TDY funded by time-limited appropriations that spans fiscal years, see section 4.c.
- (2) Permanent Change of Station (PCS)** – For PCS, record an obligation representing the estimated travel costs to the current appropriation when the travel authorization is issued. Record an adjustment to the obligation based on the costs itemized on the traveler’s settlement voucher.
- (3) Local Travel** – Usually, local travel costs are obligated based on receipt and approval of the traveler’s claim voucher.

**f. Transportation of Other Goods.** Government bills of lading, other commercial contracts, and intra-governmental orders for specific transportation services are recorded as obligations when issued. Obligations for transportation that has not been commenced at year end must be deobligated and obligated in the next fiscal year if still valid. In the case of expenses for shipment of household goods and for other change-of-station expenses, record an obligation against current-year funds when the employee is issued travel orders. The obligation shall remain recorded until it is liquidated by payment or there is a modification or cancellation of the travel orders.

**g. Communications and Public Utilities.** Normally, the estimated or actual amounts for metered services received in that month are obligated at the close of each month.

**h. Agreements with Other Federal Agencies.** The Economy Act of 1932 (31 U.S.C. 1535) is an example of an authority that allows DOE to enter into agreements to acquire or provide goods or services with other Federal agencies. Chapter 13, Reimbursable Work, Revenues, and Other Collections, provides the policies for funds-in agreements.

- (1) DOE as Ordering Agency (Funds Out).** An agreement made by DOE with another Federal agency for the furnishing of materials or services that are chargeable to DOE’s appropriations shall be recorded as a valid obligation for the full amount stipulated in the agreement as of the date of acceptance, see section 4.e. When the agreement is executed by a transfer appropriation (Standard Form (SF) 1151, “Nonexpenditure Transfer Authorization”), the obligation is recorded based on the obligation reported by the performing agency on its SF-133, “Report on Budget Execution.”

- (2) DOE as Performing Agency (Funds In).** Funds provided under reimbursable agreements are to be used solely for the intended purposes and in accordance with the legal and other limitations imposed on the use of funds as specified in the agreements. Failure to adhere to these limitations constitutes an unauthorized use of funds and a potential violation of 31 U.S.C. 1301.
- i. Cooperative Work with Other Federal and Non-Federal Entities.** DOE funds shall not be used to finance a cosponsor’s share of a cooperative work project. Chapter 13, Reimbursable Work, Revenues, and Other Collections,” provides the policies for cooperative work.
- j. Interagency Orders Required by Law.** In some instances, the law requires that orders for supplies or services be placed with certain Federal agencies operating under self-sustaining, revolving, or working-capital funds established by law. Record an obligation when the order is issued to the other agency, even though the work may be completed or supplies may be delivered during the ensuing fiscal year. The amount obligated shall be based on the order placed with the other agency. When an order is placed for a variable quantity, the amount obligated shall be based on the estimated quantity to be delivered during the fiscal year.
- k. Claims.**

  - (1) Tort Claims.** In the case of an award, compromise, or settlement of a tort claim by DOE in an amount of \$2,500 or less, funds are obligated on the date of the award, compromise, or settlement (28 U.S.C. 2672) out of appropriations made available by DOE. An award, compromise, or settlement in excess of \$2,500 shall be paid under the Permanent Appropriation (31 U.S.C. 1304(a)), in accordance with the instructions found in Chapter 11, “Liabilities.”
  - (2) Contractor Claims before the Board of Contract Appeals.** If sufficient funds are not obligated under the contract, the field Chief Financial Officer (field CFO) or equivalent obligates funds in either of the following cases:

    - (a)** When a compromise or settlement agreement in favor of the contractor is executed while a claim is before the Board of Contract Appeals, on the date (or as soon after the date as possible) of the compromise or settlement agreement.
    - (b)** If the board decision is adverse to DOE, on the date the decision becomes final (30 days after receipt of the decision by either party, unless either party requests board reconsideration within the 30-day period). Check with the board recorder to ascertain the status of a board decision.





- c. **No-Year Appropriations.** Unpaid obligations shall be canceled when the Secretary or President determines the purpose(s) within a no-year appropriation has been carried out and there is an absence of any disbursement for 2 consecutive fiscal years.
- d. **Special Requirements for Increasing Obligations.** Adjustment(s) correcting an erroneously reported prior-year deobligation must be made in coordination with the CFO Office of Finance and Accounting.
- e. **Special Requirements for Decreasing Obligations (Deobligations).** To ensure compliance with OMB Circular A-11, changes in obligations incurred in prior years must not be netted against current obligations.

When conditions change and funds are no longer needed on a particular contract, in whole or in part, the funds are removed from the contract (deobligated). If the original unpaid obligation occurred in a prior fiscal year, these deobligations should be recorded and reported as a downward adjustment to prior year unpaid obligations (prior-year deobligation) and are not available for obligation. Prior-year deobligations within unexpired accounts that are subject to apportionment require reapportionment by the OMB before being reissued (issuance of a new allotment) by the Office of Budget, Funds Distribution and Control Team for future obligation.

A reapportionment is a revision of a previous apportionment of budgetary resources for an appropriation or fund account. Agencies are required to submit requests for reapportionment to OMB as soon as a change becomes necessary due to changes in amounts available, program requirements, cost factors, or de-obligations/re-obligations above specific levels (OMB Circular A-11, 120).

The transition from one site/facility management contract to another contract managing the same facility requires advance planning to ensure that the prior-year funds are properly apportioned and available for obligation on the new contract. When DOE funds are moved from one site/facility management contract to a new site/facility management contract, the DOE funds must be deobligated from the closed contract. Any DOE funds that were originally obligated in a prior year must be reapportioned before the funds can be obligated on the new contract, even if the contractor remains the same. As soon as the new site/facility management contract is anticipated, written notice must be made to the Director of the Office of Budget and the CFO Funds Control and Distribution Team in order to facilitate requests for the required reapportionment requests. Whenever possible, contract transitions should be timed to occur when sufficient current-year funds are available for immediate obligation on the new contract.

Select DOE funds may be exempt from apportionment by law or by approval from the Director of OMB per OMB A-11, section 120. While these types of funds are exempt from the requirement to request apportionment, deobligation of these funds should be recorded and reported as a prior-year deobligation (PYD) to ensure accurate financial reporting. Consult with the CFO Office of Budget,

Funds Control and Distribution Team, for questions relating to DOE funds that are exempt in the apportionment system.

The following exceptions do not need to be recorded and reported as prior-year deobligations and do not require reapportionment.

- (1) **Administrative changes to existing obligations do not constitute prior-year deobligations.** Transactions that make administrative or non-substantive changes to the accounting information of current obligations are not deobligations. Thus, such administrative changes to prior year obligations should not be recorded as prior-year deobligations within STARS.

Generally, a transaction is considered an administrative change if it does not (1) decrease the total dollar amount obligated; (2) change vendor information (except as provided elsewhere in this policy); (3) change the fund code; or (4) reduce the funds available for the work scope specified by the contract or the work authorization.

Administrative changes would include recasts requested by the HQ CFO, corrections to erroneous transactions, administrative adjustments to reflect a change in the DOE office responsible for contract administration, and accounting adjustments that do not reduce the funding available to the contractor for a particular work scope. Examples of such accounting adjustments would include changes to a local use code made to ensure that expenditures are recorded appropriately or changes to an object class value when funds that were approved for a miscellaneous item of equipment (MIE) purchase are no longer needed for that purpose.

- (2) **Replacement contracts.** Expired funds may be used for replacement contracts under the limited circumstances described in paragraph 4(f) of this policy. Because they are expired, such funds cannot be reapportioned.

When replacement contracts are permitted, the funds deobligated from the vendor that was unable to complete the work scope should be marked as current year obligations. This allows the funds to be re-obligated on the replacement contract.

- (3) **Reimbursable Work Funding.** As referenced in DOE Order 481.1C, reimbursable work is performed by DOE under the authority of the Atomic Energy Act. Under the rules applicable to this authority, funding provided by customers is considered obligated at the time the work is accepted by DOE. Thus, subsequent DOE contract actions or other transactions needed to perform work under the scope of the original agreement, including the recording of a deobligation from a site/facility management contract, are not considered prior-year deobligations as there is no change to the legal obligational status of the funding.

When a reimbursable work agreement is completed, the deobligation of any remaining funds obligated in prior years should be recorded as a prior year deobligation.

- f. **Furnishing of Items by DOE to Contractors.** When certain items are procured by the contractor and the estimated cost is included in the contract amount obligated and it becomes necessary or advisable for DOE to supply such items, a modification or other applicable contract action shall reflect a change in amount, and the pertinent obligation shall be reduced accordingly. Loan of equipment by DOE to a contractor may require similar action.

## 7. REVIEW AND REPORTING OF OBLIGATIONS.

- a. **Periodic Review and Validation of Unpaid Obligations.** Field CFOs or equivalents have primary responsibility for ensuring that all known transactions meeting the criteria of 31 U.S.C. 1501 have been recorded as obligations; that the unpaid balances of these obligations are reviewed at a minimum, at least annually, and are valid; and that invalid, inactive (stale), or excess balances, as a result, are promptly deobligated.
- b. **Annual Certification.** Field CFOs or equivalents certify the accuracy of the balances contained on the Year end Closing Statement; specifically, they certify that all known obligations are recorded correctly and that each meets the criteria established in 31 U.S.C. 1501. Field CFOs or equivalents are also responsible to perform system reconciliations of obligations (i.e., FDS to STARS. STARS to STRIPES, PO to GL). In addition, field CFOs or equivalents are expected to continue to monitor their reports throughout the fiscal year, and report as directed by the Office of Finance and Accounting.

Additionally, field CFOs or equivalents have the responsibility for ensuring that inactive (stale) obligations are identified, reported, and reviewed in accordance with the guidance and requirements set forth in the Departmental Obligation Reconciliation and 2108 Certification Standard Operating Procedure Guide provided by the Office of Finance and Accounting.

- c. **Reporting of Uncosted Obligated Balances.** Uncosted obligated balances are periodically projected, analyzed, and reported by Departmental elements in support of the budget formulation process. Specific reporting requirements will be provided by the Office of Budget.

## CHAPTER 6

### PAYMENTS AND CASH MANAGEMENT ACTIVITIES

#### 1. INTRODUCTION

- a. **PURPOSE:** This chapter delineates Department of Energy (DOE) procedures and policies for federal payments and cash management activities. Guidance herein supplements the guidance provided in the Treasury Financial Manual (TFM) published by the Bureau of the Fiscal Service, U.S. Department of the Treasury (Treasury).
- b. **LEGAL AUTHORITIES:** Public Law 104-134, the Debt Collection Improvement Act of 1996 (DCIA); United States Code (USC), Money and Finance Sections 31 USC 3527-3528, 31 USC 3325, and 31 USC. 7701; and Internal Revenue Code Sections 26 USC 6041 and 26 USC 6050. Additional legal authorities are cited in this chapter.
- c. **APPLICABILITY:** This chapter applies to Departmental elements and contractors, including the National Nuclear Security Administration (NNSA). The Power Marketing Administrations (PMAs) are subject to this chapter unless superseded by statutory authority.<sup>1</sup>

This chapter addresses Federal payments and cash management activities, including payments to DOE site and facility contractors. Applicable requirements for DOE site and facility management contractors relating to DOE payments are discussed in section 2.g. of this chapter. Site and facility management contractors are subject to the other specific provisions of the chapter contract activities include support for federal payments and cash management efforts. Site and facility management contractors should adopt applicable payment and cash management guidance in this chapter when consistent with contract requirements.

- d. **EXCLUSIONS:**

- (1) SmartPay Program. The U.S. General Services Administration (GSA) SmartPay Program will provide charge cards to be used for purchases and travel payments. This chapter does not establish policies for the SmartPay program. The DOE Office of Management (MA) administers the travel card and purchase card programs and will provide policy guidance applicable to DOE card programs.
- (2) Advance Payments. The accounting treatment and financial controls for advance payments are discussed in Chapter 7 of the *Financial Management Handbook*.

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<sup>1</sup> The Federal Columbia River Transmission System Act, the Government Corporation Control Act, etc.

- (3) Reimbursable Work. Collections for Reimbursable work are discussed in Chapter 13 of the *Financial Management Handbook*.
- (4) Intragovernmental Payments and Collections. DOE uses Treasury's Intragovernmental Payment and Collection (IPAC) systems for most intragovernmental payments and collections. IPACs are subject to the Treasury rules and regulations.

## 2. REQUIREMENTS

### a. General Requirements.

- (1) The Field Chief Financial Officer or Equivalent, establishes and maintains implementing procedural guidance for cash management activities as needed and monitors compliance with Departmental policy.
- (2) DOE will use Electronic Funds Transfer (EFT) consistent with statutory authority for collections and payments, consistent with Treasury regulations and guidance.
- (3) The Office of Management and Budget (OMB) requires use of electronic invoicing for appropriate federal procurements.<sup>2</sup> The DOE Vendor Invoicing Portal and Electronic Reporting System (VIPERS) meets the OMB requirement and is the primary invoicing mechanism for DOE.
- (4) Payments and invoicing for DOE entities using the Standard Accounting and Reporting System (STARS) are processed by the Payment Services Team (PST) within the DOE Office of the Chief Financial Officer (OCFO) Office of Finance and Accounting.
- (5) Improper Payments and Payment Recapture Audit Requirements. Headquarters and Field entities will comply with guidance issued by the OCFO Office of Finance and Accounting to implement the requirements of OMB Circular A-123, Management's Responsibility for Enterprise Risk Management and Internal Control, Appendix C, Requirements for Payment Integrity Improvement.
- (6) Procedures for accounting for cash from receipt to final disposition will include safeguards and internal controls.<sup>3</sup>
- (7) Headquarters and Field financial staff involved in recording cash transactions are responsible for recording the transactions accurately and maintaining the needed records and documentation.

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<sup>2</sup> OMB Memorandum M-15-19, "Improving Government Efficiency and Saving Taxpayer Dollars Through Electronic Invoicing"

<sup>3</sup> DOE O 413.1B, "Internal Control Program"

- (8) Segregation of duties must be maintained to minimize the loss from theft, fraud, and error, assessed annually as part of the internal control evaluation process.
- b. **Collection and Deposit Mechanisms.** A principle objective of control over collections is to verify collection of federal government receipts at the lowest cost.<sup>4</sup>
- (1) Funds are to be collected by Electronic Funds Transfer (EFT) consistent with current statutory authority. Treasury establishes several EFT collection mechanisms. Enrollment forms and additional details are available on the Treasury Bureau of the Fiscal Service website.
  - (2) The mechanisms DOE uses for collecting funds for credit into the federal government account(s) must minimize the total cost to the government as a whole, including DOE direct costs, the cost of purchased services, and the float cost of the money involved in the collection system.
  - (3) DOE entities will consider collection mechanisms in order of preference:
    - (a) Automated Clearing House (ACH)
    - (b) Fedwire (for deposits requiring same-day settlement)
    - (c) Debit and Credit Card (when cost effective)
    - (d) Lockbox
    - (e) Treasury's Over the Counter Channel Application (OTCnet)
    - (f) Treasury's General Account (TGA)
  - (4) DOE entities will adhere to Treasury deposit requirements, including thresholds, to reduce processing float and to improve funds availability.<sup>5</sup> Collections held within a DOE finance organization will be handled and safeguarded as cash. At a minimum, the items noted above will be kept in a fire-resistant combination safe or lock safe-cabinet.
- c. **Payments to Non-Federal Entities.** A principal objective of control over payments is to verify accurate payment of federal payments.<sup>6</sup>
- (1) Electronic Funds Transfer (EFT). DOE payments will be made by EFT.<sup>7</sup> Specific EFT requirements relating to contract payments are specified in 48 CFR 32.11.

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<sup>4</sup> I TFM Part 5, "Deposit Regulations"

<sup>5</sup> Pursuant to I TFM, Part 5, Chapter 2000, Section 2055.

<sup>6</sup> I TFM Part 4, "Disbursing"; I TFM Part 5, "Deposit Regulations"; 5 CFR 1315, "Prompt Payment"; 48 CFR 32.11

<sup>7</sup> Pursuant to Public Law 104-134, the Debt Collection Improvement Act of 1996 (DCIA), and 31 CFR 208

- (2) System for Award Management Registration. Contractors and financial assistance recipients must be registered with the System for Award Management (SAM), unless a recipient is exempted under the applicable regulations.<sup>8</sup>

DOE uses SAM to obtain payment recipient Taxpayer Identification Number (TIN), Data Universal Numbering System number (DUNS) or successor entity identifier, banking information, legal business name, address, and government points of contact.

- (3) Taxpayer Identification Numbers. Each contractor doing business with the Department will furnish a Taxpayer Identification Number to the agency.<sup>9</sup> Individuals and invitational travelers will furnish a Social Security Number (SSN). Foreign vendors declining the option to register in SAM will provide an Internal Revenue Service (IRS) form W-8. Use of the TIN and SSN are required as directed by this chapter.
- (a) Use SAM to obtain TIN when only a valid DUNS or successor entity identifier is provided.
  - (b) Use the TIN or SSN to collect and report any delinquent amounts arising out of the contractor's relationship with the government.<sup>10</sup>
  - (c) TIN or SSN of the contractor or individual receiving payment is mandatory with each certified voucher prepared by DOE payment offices and provided to a disbursing official.<sup>11</sup>
  - (d) TIN or SSN is mandatory for reporting of certain contract information and payment information to the Internal Revenue Service (IRS).<sup>12</sup>
  - (e) In accordance with Prompt Payment Act requirements, invoices provided for payment will include the TIN or SSN.<sup>13</sup>

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<sup>8</sup> 48 CFR 4.11 (for contractors) and 2 CFR 25 (for financial assistance recipients),

<sup>9</sup> Public Law 104-134, the Debt Collection Improvement Act of 1996 (DCIA)

<sup>10</sup> 48 CFR 4.902

<sup>11</sup> 31 USC 3325(d)

<sup>12</sup> 48 CFR 4.903-4.904

<sup>13</sup> 31 CFR 1315.9

<sup>14</sup> 26 USC 3406, Internal Revenue Code



- (f) Federal Backup Withholding Requirements. The DOE payment offices will begin backup withholding immediately,<sup>14</sup> when:
  - 1. Contractor refuses to provide a TIN;
  - 2. IRS notifies DOE which vendor is subject to backup withholding; or,
  - 3. IRS notifies DOE which vendor furnished an incorrect TIN.
  - 4. Backup withholding will be computed as directed in IRS Publication 1281, “Backup Withholding for Missing and Incorrect Name/TIN(s).”
- (4) Assigned Payments. Assigned payments will meet the requirements of I TFM Part 3 Chapter 6100, Centralized Offset of Assigned Payments and other requirements established in this chapter.
  - (a) For third party assignments requested by vendors or individuals for contracts, purchase orders, or financial assistance agreements, DOE payment offices will:
    - 1. Obtain an official third party assignment from the entity or individual due payment from DOE.
    - 2. Verify that the third party recipient has an active registration in SAM.
    - 3. Obtain approval of the assignment from the invoicing approving official.
    - 4. Confirm that the assignment is valid with the applicable responsible official in procurement or the program office. The responsible official could be the COR or the contracting officer.
  - (b) For third party assignment requests for settlements (such as Equal Employment Opportunity cases) in which there is no related DOE contract or agreement, the SAM rules do not apply and the court order applies. DOE payment offices will receive approved legal documents directing the payment and will obtain a memorandum from the applicable DOE budget office specifying the DOE funding source to be used for the payment. The approved legal documents will include an EFT banking form with instructions for payment.
  - (c) For assigned payments, DOE payment offices will verify that the entity or individual requesting the assignment does not owe a debt to the federal government. The DOE payment offices will verify if the entity or individual due the payment owes any debts that have been referred to the Treasury Offset Program (TOPS). Access to TOPS can be made through the Treasury’s Do Not

Pay System. If the entity or individual is listed in the TOPS database as owing funds to the government, the payment cannot be assigned to a third party. The payment will instead be directed to the entity or individual owed the payment for TOPS to collect the funds owed to the federal government.

(5) IRS Reporting and Withholding Requirements. DOE is subject to the IRS reporting requirements for the payment of services and will file information returns for each calendar year for applicable payments.<sup>15</sup> Applicable IRS requirements and forms are identified in this chapter.

(a) IRS instructions mandate minimum reporting criteria. DOE entities making payments may report contractor payments below the minimum reporting criteria for ease of reporting.<sup>16</sup> Information includes contractor's TIN or SSN as directed in paragraph 2.c.(3).

(b) Type of forms filed by DOE include:

- 1099-MISC (Miscellaneous Income);
- 1099-INT (Interest Income);
- 1099-G (Certain Government Payments);
- 1099-C (Cancellation of Debt);
- 1099-NEC (Non-employee Compensation) (beginning calendar year 2020);  
or,
- 1042-S (Foreign Person's U.S. Source Income Subject to Withholding).<sup>17</sup>

(c) The PST handles IRS reporting for the agency with the exception of Bonneville Power administration (BPA), Western Area Power Administration (WAPA) and Federal Energy Regulatory Commission (FERC). The PST also prints and mails IRS forms for the Southwestern Power Administration (SWPA) and Southeastern Power Administration (SEPA).

1. The PST will consolidate payment information and forward the necessary information returns to the contractors and the IRS on behalf of DOE.
2. If the PST is notified by the IRS that a contractor or vendor has provided an incorrect TIN, the PST will request the contractor or vendor fill out form W-9

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<sup>15</sup> 26 USC 6041A and 26USC 6050M, Internal Revenue Code

<sup>16</sup> IRS.gov

<sup>17</sup> See Rev. Proc. 99-50, which is available on page 757 of Internal Revenue Bulletin 1999-52

or W-8 and make the necessary changes to SAM. The SAM information will be used to update the supplier record in STARS. If the vendor fails to provide the correct TIN, backup withholding is mandatory.<sup>18</sup>

- (6) **Time Limitation for Payments Made by Treasury Check.** Limited payability cancellation is the automatic cancellation by Treasury in the 14th month after a check has been issued and uncashed. Treasury will return the funds to the agency that authorized the payment. If a check is presented for payment after being canceled due to limited payability, Treasury considers the check dated and will deny that payment. Once a Treasury check has been canceled due to limited payability, DOE will request Treasury to issue a replacement check to pay the outstanding obligation.<sup>19</sup>
- (a) I TFM, Part 4, Chapter 7000 prescribes procedures and forms used for automatically canceling checks drawn on the General Account of Treasury; processing undelivered and returned checks; and processing claims because of non-receipt, loss, theft, destruction, or mutilation of checks.
- (b) When Treasury returns the proceeds of a check that has been canceled due to limited payability to DOE, the OCFO Office of Finance and Accounting will process the credit to the appropriation or source of funds initially charged in accordance with I TFM, Part 4, Chapter 7050.

#### **d. Payment of Invoices**

- (1) **Prompt Payment Act Requirements.** Federal agencies will pay commercial obligations within certain time periods and pay interest penalties when payments are late.<sup>20</sup>
- (a) **Prompt Payment Quality Control Program.** Agencies will establish a quality control program.<sup>21</sup> The quality control program is an annual review to:
1. Verify payments, thresholds, and documentation requirements are made in accordance with 5 CFR 1315;
  2. Provide a reliable way to estimate payment performance; and,
  3. Verify the integrity of prompt payment reporting.

The requirement for a prompt payment quality control program applies to DOE entities making payments, including the PST and PMAs. A sample checklist for a

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<sup>18</sup> See IRS Publication 1281, Backup Withholding for Missing and Incorrect Name/TIN(s) on the IRS website

<sup>19</sup> Refer to I TFM, Part 4, Chapter 7000, “Cancellations, Deposits, and Claims for Checks Drawn on the U.S. Treasury,” and 31 CFR sections 240 and 245

<sup>20</sup> 5 CFR 1315, “Prompt Payment,” as a Final Rule effective October 29, 1999

<sup>21</sup> 5 CFR 1315, “Prompt Payment,” as a Final Rule effective October 29, 1999

quality control program can be found in the supplemental material posted at the financial policy iPortal page.

- (b) Accelerated Payments to Small Businesses. OMB Memorandum M-17-26 encourages federal agencies to accelerate payments to small businesses and prime contractors with small business subcontractors.
  - (c) Financial Assistance Payments. Financial assistance recipients may be paid by reimbursement when permitted by 2 CFR 200.305. While the payment of invoices for financial assistance agreements is not legally subject to the same prompt payment requirements as contract payments, Financial Assistance regulations require that payments be made promptly. Specifically, that invoices will be paid as soon as practical to meet the requirements of 2 CFR 200.305(b), which states that “payments methods must minimize the time elapsing between the transfer of funds from Treasury or the pass-through entity and the payment by the non-Federal entity.”
- (2) Payment and Proper Invoice Documentation. To verify that payments are properly authorized and correct, documents usually needed are a contract, an invoice, and a receiving report or equivalent.

Copies of contracts and receiving reports are not usually included with the invoice, the contracting officer or contracting officer representative is responsible for verifying that invoices are consistent with contract requirements and goods and services have been provided. See paragraph 2.d.(3)(e) of this chapter.

5 CFR 1315.2(y) states, “Invoice means a bill, written document or electronic transmission, provided by a vendor requesting payment for property received or services rendered.”

5 CFR 1315.9 and 48 CFR 32.9 lists the requirements for payment documentation to support payment of invoices and interest penalties. A proper invoice must meet the requirement of 5 CFR 1315.9(b). The term invoice can include receiving reports and delivery tickets when contractually designated as invoices.

- (3) Processing Invoices for Payment. DOE business practices conform to the standards and notices to vendors contained in 5 CFR 1315.4.
- (a) Maintaining Documentation. DOE will maintain paper or electronic documentation.<sup>22</sup> Copies of invoices including supporting documents provided with the invoice are maintained by the DOE payment offices electronically. The records are stored six years after final payment or

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<sup>22</sup> 5 CFR 1315.9

cancellation, a longer retention is required for business use.<sup>23</sup> The contracting officer or delegated official is responsible for maintaining documentation for the proper review of invoices (see paragraph 2.d.(3)(e) of this chapter).

- (b) Receipt of invoice. Paper invoices will be stamped on the face of the invoice with the date it is received by the designated DOE entity and recorded as received. Paper invoices for DOE and NNSA will be provided to the PST.

Invoices provided through the Vendor Invoicing Portal and Electronic Reporting System (VIPERS) will be logged through an interface with the accounting system and the date received will be the date provided by the vendor. The date represents constructive receipt by DOE and is the date that will be used in timing payments. As stated in 5 CFR 1315.4, for the purposes of determining a payment due date and the date on which interest will begin to accrue if a payment is late, an invoice deemed to be received:

- i. For invoices that are mailed, the date a proper invoice is actually received by the designated DOE entity if the DOE entity annotates the face of the invoice with date of receipt at the time of receipt. For invoices electronically transmitted, the date a readable transmission received by the designated DOE entity, or the next business day if received after normal working hours;
- ii. On the date placed on the invoice by the contractor, when the DOE entity fails to annotate the invoice with date of receipt of the invoice at the time of receipt (such invoice must be a proper invoice); or,
- iii. On the date of delivery, when the contract specifies that the delivery ticket may serve as an invoice.

- (c) Determination of a valid invoice.

- i. Each invoice will be reviewed as early as practicable after receipt to determine if the invoice is a proper invoice;<sup>24</sup>
- ii. When an invoice is determined to be improper, the invoice is returned to the vendor as early as practicable after receipt, no later than 7 days after receipt. (Refer also to 5 CFR 1315.4(g) (4) regarding vendor notification and determining the payment due date.) Local procedures will stipulate who is responsible for providing this notification. The DOE entity will identify defects that prevent payment and specify any reasons why the invoice is improper and why it is being returned. This

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<sup>23</sup> National Archives and Records Administration's General Records Schedule 1.1

<sup>24</sup> 5 CFR 1315.9(b)

notification to the vendor will include a request for a corrected invoice, to be clearly marked as such; and,

- iii. Any media which produce tangible recordings of information in lieu of written or original paper document equivalents can be used by DOE entities to expedite the payment process, as necessary. DOE entities are responsible for adequate safeguards and controls to verify the integrity of the data to prevent duplicate processing.

(d) Payment period. The period available to make timely payment of an invoice without incurring an interest penalty will begin on the date of receipt of a proper invoice,<sup>25</sup> except where no invoice is required (e.g., for recurring payments as defined in 5 CFR 1315.2(dd)).

(e) Responsibility for invoice review. Consistent with Federal Acquisition Regulation (FAR), contracting officers are responsible for ensuring that contract invoices are properly reviewed and analyzed, and that the government makes payments to contractors only for goods and services received and accepted pursuant to contractual terms and conditions. The contracting officer may designate another DOE official to review and approve payment of an invoice on the contracting officer behalf, typically the contracting officer's representative. Detailed procedures for invoice review are specified in the DOE Acquisition Guide, Chapter 32.901, *Reviewing and Approving Invoices*.

(f) Timeliness of invoice review. DOE payment offices will establish timelines for invoice review as needed to meet Prompt Payment Act requirements.

#### (4) Determining the payment due date.

(a) The payment is due:

- i. On the date(s) specified in the contract;
- ii. In accordance with discount terms when discounts are offered and taken;<sup>26</sup> or,
- iii. 30 days after the start of the payment period,<sup>27</sup> if omitted in the contract, if discounts are declined, and if accelerated payment methods are unused.

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<sup>25</sup> 5 CFR 1315.4(b)

<sup>26</sup> 5 CFR 1315.7

<sup>27</sup> 5 CFR 1315.4(f)

- (b) Adjustments due to untimely notification of an improper invoice. The vendor will be notified of an improper invoice within seven days of the date DOE receives the invoice according to 5 CFR 1315.4(c)(2). If the vendor is notified after the seventh day, the number of days permitted for payment of the corrected proper invoice will be reduced by the number of days between the seventh day and the day notification was transmitted to the vendor. Calculation of interest penalties, if any, will be based on an adjusted due date reflecting the reduced number of days permitted for payment.
- (5) Accelerated Payment. DOE is encouraged to accelerate payments to small businesses and prime contractors with small business subcontractors whenever possible.<sup>28</sup>
- Payments may be accelerated for a single invoice under \$2,500, a small business (as defined in Federal Acquisition Regulation (FAR) 19.001), and emergency payments, as directed in 5 CFR 1315.5.
- (6) Payment Date. Payment will be considered to be made on the Treasury settlement date for an electronic funds transfer (EFT) payment or the date of the check for a regular Treasury check payment. Payments falling due on a weekend or federal holiday may be made on the following business day without incurring late payment interest penalties.
- (7) Payments for Partial Deliveries. DOE will pay for partial delivery of supplies or partial performance of services after acceptance, unless specifically prohibited by the contract. Payment is contingent upon a proper invoice if required by the contract.
- (8) Late Payment Interest Penalties. Penalties will be paid as directed in 5 CFR 1315.10. DOE uses the Treasury Bureau of the Fiscal Service on-line calculator for determining late payment penalties. The Prompt Payment Act specifies that DOE will pay any late payment interest penalties (including any additional penalties cited under 5 CFR 1315.11) from the funds available for the administration of the program for which the penalty was incurred.<sup>29</sup> DOE Payment offices will notify offices of an interest penalty paid.
- (9) Discounts. Payments will be made early to take advantage of early payment discounts whenever possible.<sup>30</sup> Early payment discounts should not be taken if the early payment date does not leave adequate time for invoice review, as determined by the invoice approving official. If a discount is taken in error, the discount amount will be paid along with any applicable interest.

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<sup>28</sup> OMB Memorandum M-17-26, *Reducing Burden for Federal Agencies by Rescinding and Modifying OMB Memoranda*

<sup>29</sup> Public Law 97-177, Prompt Payment Act

<sup>30</sup> 5 CFR 1315.7

The Treasury Bureau of the Fiscal Service website has an online calculator for determining if it is cost effective to take a discount when considering the government's current cost of money. The PST verifies the cost of money on an annual basis to determine if it is necessary to check the online calculator for specific payments.

- (10) Rebates. The commercial purchase card payment dates will be based on an analysis of the total costs and total benefits to the federal government. A rebate formula is provided in 5 CFR 1315.17 and at the Treasury Bureau of the Fiscal Service website.

**e. Accountable Officers for Treasury Payment Systems.**

- (1) General Requirements. An accountable officer is a government official or employee who, on behalf of the United States, receives and maintains public funds, certifies vouchers, or maintains or draws checks on accounts of the United States, including accounts in depository banks designated by the Secretary of the Treasury.

A certifying officer is a government official whose job is or includes certifying vouchers (including voucher schedules or invoices used as vouchers) for payment. Refer to I TFM, Part 4A, Chapter 3000, for information on procedures for appointing certifying officers and 31 USC. 3528, as amended, for the legal responsibilities of a certifying officer.

Treasury requires that DOE designate certifying officers for payments made using Treasury systems, including the Treasury Automated Standard Application for Payments (ASAP), Treasury Secure Payment System (SPS), and International Treasury Services (ITS). DOE entities making payments using the ASAP system are required to have individuals who can certify the payments. DOE entities making payments using SPS and ITS are also required to have certifying officers for operating systems. DOE entities making payments using SPS will also have designated data entry operators, who cannot be the same individuals as the certifying officers.

- (2) Certifying Officer Responsibilities. DOE certifying officers must follow Treasury guidance in the TFM<sup>31</sup> and certifying officers must also complete Treasury training.
- (3) Designation of Certifying Officers within DOE.

- (a) Authority to designate certifying officers. Consistent with I TFM, Part 4A, Chapter 3025, the DOE Secretary of Energy has delegated the authority to designate certifying officers to the DOE Chief Financial Officer.<sup>32</sup> This authority is re-delegated to the OCFO Office of Finance and Accounting

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<sup>31</sup> Volume I, Part 4A, Chapter 3000

<sup>32</sup> Department of Energy Delegation Order No. 00-013.00C To the Chief Financial Officer, Section 1.4



Director, who re-delegates the authority to senior managers who serve as delegating officials. Individuals with the authority to designate certifying officers can also designate data entry operators.

Delegations of Authority are valid for a period of 2 years. The OCFO Office of Finance and Accounting maintains the listing of delegation officials and coordinates with individuals who have this authority with the Treasury.

- (b) Designation of certifying officers and data entry operators. Delegating officials appoint DOE certifying officers and data entry operators using current Treasury forms. Each delegating official will:
  - i. Designate certifying officers using Treasury FS Form 210CO, designation for certifying officer, or current form, and current procedures specified in I TFM, Part 4A, Chapter 3000;
  - ii. Designate data entry operators using Treasury FS Form 210DEO, or current Treasury Department Form and current procedures specified in I TFM, Part 4A, Chapter 3000; and,
  - iii. Monitor certifying officers and data entry operators within the organization to verify the authority granted is current and to respond to Treasury renewal requests as requested.

(4) Advance Payment Decisions.

- (a) Accountable officers may apply for and obtain from the appropriate Department legal counsel an opinion on the legality of any obligation or claim presented to them for approval, certification, or payment. Accountable officers and other Departmental employees at Headquarters and field employees may seek opinion from DOE's Office of the General Counsel (specifically the Office of the Assistant General Counsel for General Law) when access to program counsel is unavailable. Employees of the NNSA may seek such an opinion from the General Counsel of NNSA.
- (b) The Department will stop recovery of a payment from an official if the official obtained an opinion from the appropriate Department legal counsel that the payment could legally be made, or if the circumstances otherwise was unnecessary to bring suit against the official.

- (5) Personal Liability for Accountable Officers. Under the concept of pecuniary liability, accountable officers may be held liable for the financial cost of errors made; physical loss or deficiency of money; and deficiency in an account balance of an illegal, improper, or incorrect payment, and credit the account for the deficiency.

In accordance with the Department of Justice's Office of Legal Counsel 1991 opinion, Comptroller General's Authority to Relieve Disbursing and Certifying Officials From Liability (15 Op. O.L.C. 80), the DOE Secretary of Energy delegated the authority to the DOE Chief Financial Officer to grant relief from accountability for losses or deficiencies of disbursing officers, cashiers, or other accountable officers.<sup>33</sup>

Accountable officers may be granted relief if:

- (a) Payment was made in good faith and reasonable care by the official;
- (b) Certification was based on official records;
- (c) No law specifically prohibited the payment; and,
- (d) Government received value for the payment.

**f. Advance Payments through the Automated Standard Application for Payments (ASAP).**

- (1) General. This Treasury application is an electronic payment and information system operated by the Federal Reserve Bank (FRB) of Richmond. ASAP is a system through which grantee organizations and DOE contracts approved for advance funding can draw funds from accounts pre-authorized by federal agencies.
- (2) Payments under Financial Assistance Instruments. ASAP is the default mechanism for making payments to DOE financial assistance recipients. ASAP payments for financial assistance minimize the time between the transfer of funds from Treasury and the payment by recipients, consistent with the requirements of 2 CFR 200.305.
- (3) ASAP 1031. ASAP 1031 is an ASAP module used under a checks paid letter of credit (LOC) financing arrangement to pay the Department's site and facility management contractors and other major contractors. The use of ASAP 1031 is limited to federal programs operating in a checks paid environment, where a financial institution serves as the payment requestor drawing funds to cover checks paid by it on behalf of a federal agency.
- (4) Payment Procedures. The grantee or contractor financial institution will provide an electronic payment request through the ASAP system to the FRB of Richmond. FRB of Richmond processes the request and sends the payment to the recipient's bank account.

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<sup>33</sup> Department of Energy Delegation Order No. 00-013.00C To the Chief Financial Officer, Section 1.6

(5) **Field Office Responsibilities.** The OCFO Office of Finance and Accounting or Field CFO or equivalent, if applicable, will provide instructions regarding field office responsibilities for field entities that are serviced by the OCFO Office of Finance and Accounting or by the Field CFO or equivalent. Principal responsibilities include:

- (a) Enrollment of recipients with the Treasury Bureau of the Fiscal Service,
- (b) Set up of accounts for the recipients in the ASAP system,
- (c) Input of authorizations,
- (d) Certification of authorizations in Treasury's Secure Payment System, and
- (e) Reconciliation of accounting records to ASAP account(s).

**g. Payments to Site and Facility Management Contractors.** Checks paid LOC funding through the Treasury ASAP system<sup>34</sup> is used to provide financing for site and facility management contractors and other major contractors when specified by the contract. Contractors authorized to use checks paid LOC funding will be in compliance with the FAR and Department of Energy Acquisition Regulation (DEAR) advance payment and contract financing requirements.<sup>35</sup> A special financial institution account agreement with DOE, the contractor, and the financial institution is mandatory by Treasury for a checks paid LOC account.<sup>36</sup> Sample forms for the solicitation of banking services and sample agreements are maintained by the DOE OCFO Office of Financial Policy and Audit Resolution at the Financial Policy iPortal page.

(1) **Checks paid LOC Funding Accounts.** Checks paid LOC accounts set up in ASAP 1031 require prior notice to the Treasury ASAP 1031 project office. Notification of a checks paid LOC account will be provided by the Field CFO or equivalents to the Director, Office of Finance and Accounting, one month prior to the proposed implementation date. If the purpose of the account remains the same and DOE changes the financial institution or the contractor, a notification will still be provided. Field CFOs or equivalents will use the ASAP 1031 LOC enrollment process and provide any necessary enrollment forms to the appropriate Treasury Regional Finance Center.

(2) **Operations.**

- (a) The amount of the daily cash drawdown must be sufficient to maintain the contractor's account balance at the servicing financial institution as close to zero, as administratively possible.

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<sup>34</sup> <https://www.fiscal.treasury.gov/asap/>

<sup>35</sup> 48 CFR sections 32.4, 932.4 and 970.32

<sup>36</sup> II TFM, Part 4, Chapter 5000, "Letter of Credit – Federal Reserve Bank System Operational Requirements"

- (b) Subsidiary demand accounts, such as payroll, will not be prefunded and will be included in the drawdown to cover checks paid LOC against the main checks paid LOC payments account.
  - (c) DEAR 970.5232-2 Payments and Advances, or FAR 52.232-12 Advance Payments, establishes the requirements for use of the contractor's checks paid LOC funding account.
  - (d) Immediately upon determination that an expenditure of advanced funds is not permitted in accordance with the contractual arrangement, the contracting officer or field CFO or equivalent, as appropriate, will notify the recipient and require the return of such funds.<sup>37</sup> Funds will be returned within 30 days from the date of the notification by DOE.
  - (e) Contractors will provide a Summary of Cash Activity Report for the prior month's account activity to the OCFO Office of Finance and Accounting no later 12:00 p.m. local time on the first business day of the succeeding month. The monthly drawdown activity is reported to the OCFO Office of Finance and Accounting through the contractor interface file. Copies of ASAP 1031 reports will be retained and used for monthly reconciliation with Treasury.  
  
Field CFOs or equivalents may establish more specific timelines and review procedures for the Summary of Cash Activity Report.
  - (f) Restoration of the financial institution's reserve account is accomplished on the same day by drawing on the DOE account at FRB of Richmond.
  - (g) The financial institution is compensated for services performed by providing an invoice for fees incurred.
  - (h) The financial institution posts collateral with the Federal Reserve Bank to perform services as a financial agent of the federal government and protect public money in cases of insolvency.<sup>38</sup> Additional information is available on the Treasury website.<sup>39</sup>
- (3) Monitoring. The Field CFO or equivalents will perform a quarterly review of the checks paid LOC account. The primary considerations in this process are to verify the financial institution is paid for the services performed, account balances are minimized, and account balances over the prescribed insurance limit are properly

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<sup>37</sup> I TFM Part 4A Chapter 2045.10

<sup>38</sup> 31 CFR 202

<sup>39</sup> IRS Treasury Collateral Management & Monitoring, <https://fiscal.treasury.gov/tcmm/>

collateralized. At a minimum, the review will entail an analysis of the account statements to determine if:

- (a) Accounts are being operated correctly by the financial institution,
  - (b) Financial institution is being compensated in accordance with the checks paid LOC funding account agreement (or checks paid LOC financial arrangement),
  - (c) Financial institution is maintaining the level of collateral commensurate with the account balances, including overdrafts and excess drawdowns.
- (4) Overdrafts and Excess Drawdowns. Although drawdowns under a checks paid LOC account arrangement are made with the intent of maintaining the cash balance in the recipient's bank account as close to zero as administratively feasible, overdrafts and excess balances may occur. In such cases, the procedures to be followed are:
- (a) Overdrafts. On the first business day following an overdraft, the financial institution will draw down an amount equal to the net sum of the overdraft, offset by any receipts.
  - (b) Excess Balances. An excess account balance results when a financial institution makes a drawdown from the ASAP 1031 account for more funds than needed to cover the net of the receipts and payments for the day in the contractor's account. The financial institution must return any excess balances to FRB of Richmond the same day if possible. If the financial institution is unable to return the excess balances by that time on the day of the occurrence, the excess balances will be used to offset the next business day's drawdown, and any remaining excess will be returned to FRB of Richmond before 5:45 p.m.
  - (c) Penalties on Excess Funds. If the financial institution has a pattern of excess drawdowns and fails to correct the problem after written notice from the Department, the financial institution will be assessed interest on excess balances at the Federal Funds Rate for the month(s), and the special financial institution account agreement will be terminated. The penalty amount will be credited to account 89X1435, General Fund, Proprietary Interest, Not Otherwise Classified, or to another account specifically authorized by Treasury.
- (5) Closeout. After outstanding payment items have been cleared or a stop payment order has been issued, the remaining authorized balance in the checks paid LOC funding account at FRB of Richmond must be reduced to zero and the account closed in the ASAP 1031 system.
- (6) Reporting and Reconciliation Requirements. In order to reconcile with DOE accounts, contractors are required to record expenditures based on the paid transactions listed in the ASAP 1031 report.

## CHAPTER 7

### ADVANCES, PREPAID EXPENSES, AND OTHER ASSETS

#### 1. INTRODUCTION

**Purpose and Scope.** The Chapter discusses the accounting treatment and financial controls for advances, prepaid expenses, and other assets. This chapter should not be used as a reference for determining whether it is appropriate to make an advance payment or prepay expenses, but it does provide references to the appropriate criteria for making that determination.

This chapter supplements the Treasury Financial Manual Volume 1, Part 4A-2000 (1 TFM 4A-2000), Federal Acquisition Regulation (FAR) 48 Code of Federal Regulations (CFR) Parts 32.2 and 32.4, “Commercial Item Purchase Financing” and “Advance Payments for Non-Commercial Items,” respectively, as supplemented by Department of Energy (DOE) Acquisition Regulation (DEAR), “Advance Payments for Non-Commercial Items” (48 CFR 932.4).

**a. Applicability.** This chapter applies to all Departmental/field elements and site/facility management contractors as provided by law and/or contract and as implemented by the appropriate Contracting Officer (CO). Non-integrated contractors shall follow the applicable standards and procedures as specified in this handbook if provided in their contracts.

The provisions in this chapter do not apply to advances involving the following Departmental activities:

- (1) Payments Cleared Funding for Site/Facility Management Contractors and Other Major Contractors – As provided for in Chapter 6, “Cash” and stipulated for under the DEAR provision “Contract Financing – Advance Payments” (48 CFR 970.3204);
- (2) Advances Received for work to be performed for others covered in Chapter 13, “Reimbursable Work, Revenues, and Other Collections;” and
- (3) Payments associated with financial assistance instruments - As provided in Chapter 14, “Grants, Cooperative Agreements, and Technology Investment Agreements.”

**b. Materiality.** Field Chief Financial Officers (Field CFOs) or equivalents should record advances to others and prepayments which are \$25,000 or more as assets. It is at the discretion of each office to record advances and prepayments less than \$25,000 as assets or record them as expenses.



Chapter 7 Advances, Prepaid Expenses, and Other Assets

cash advances shall be as close as is administratively feasible to the actual disbursements by the recipient organization.

Advances shall be reviewed not less than each calendar quarter in accordance with the provisions of section 2.c.(4) of this chapter. Cost or financial reports required by the terms and condition of the contract or agreement shall be used to determine whether the recipient organization is using the advance as stipulated. Chapter 14, “Grants, Cooperative Agreements, and Technology Investment Agreements,” provides requirements for managing cash payments involving grants and cooperative agreements.

- b. Advances to Other Federal Agencies.** Advances can be made to other Federal agencies as provided for under the provisions of 31 U.S.C. 1535, “Agency Agreements.” Even though advance payments are permissible under 31 U.S.C. 1535, it is DOE policy not to make advances to other Federal agencies except when required by law or when provided in an interagency agreement. Advances to other Federal agencies can be made through the Intra-governmental Payment and Collection (IPAC) System. Additionally, Form 1080, “Voucher for Transfers Between Appropriation and/or Funds,” will be used in instances where payment to another Federal agency is required by Automated Clearing House transfer or check.
- c. Advances to Contractors and Other Financial Recipient Organizations.** This section prescribes procedures to be followed for cash advances involving DOE programs to contractors and other financial recipient organizations. FAR Part 32 prescribes policies and procedures for advances and other payment matters for CO’s. For example FAR Part 32.202 (48 CFR 32.202-4(a)(3)) provides responsibilities for security needed before an advance is provided. Also, FAR Part 32.106 (48 CFR 32.106) provides an order of preference when a contractor requests advance funding.

  - (1) Amounts of Advances.** Payment offices will schedule advances in the manner stated under section 2.a so the funds are available to the recipient organization only immediately before their disbursement by the organization. For example, if disbursements are made by the recipient organization on a monthly, biweekly, or any other fixed period, and the amounts involved so warrant, transfer of the funds should be similarly timed. For commercial items, before any performance of work on the contract, advances must not exceed 15 percent of the contract price. Please see FAR Part 32.202 (48 CFR 32.202) for this provision and other requirements which must be met before advances can be provided for commercial items. Commercial items are defined in FAR Part 2.101 (48 CFR 2.101).).



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- (2) **Advance Payment Methods.** The Debt Collection Improvement Act of 1996 mandates the use of electronic funds transfer for almost all Federal Government payments. However, advance payment by electronic funds transfer is not required if one of the waiver provisions in 31 CFR 208.4, “Waivers,” applies.
- (3) **Termination of Advance Funding.**
  - (a) When a recipient organization receiving cash advances has demonstrated an unwillingness or inability to establish procedures that will minimize the time elapsing between cash advances and the disbursement thereof, the CO, unless prohibited by the statute(s) governing the program(s), will terminate the advance funding. In this situation, the recipient organization will be required to finance its operations with its own working capital, and DOE will then reimburse the recipient organization by electronic funds transfer or by other acceptable payment methods, as described in the TFM Volume 1, Part 4A-2035. Such reimbursements will be processed expeditiously to minimize the time elapsing between disbursement by, and payment to, the recipient organization.
  - (b) If the recipient organization cannot meet the criteria for advance payments as provided for in Section 2.a, and the CO determines reimbursement is not feasible because the recipient organization lacks sufficient working capital, DOE may provide funds on a working capital advance basis. On this basis, the CO authorizes cash advances to the recipient organization to cover its estimated disbursement needs for an initial period of time, generally geared to the recipient organization’s disbursement cycle. The period of time is to be decided by the CO but normally should not exceed the recipient organization’s disbursement cycle. Thereafter, payments are made to the recipient organization for the amount of its actual cash disbursements. The Field CFO or equivalent in coordination with the CO shall manage and monitor working capital advances to ensure recipient organization compliance with cash management policies provided in Section 2.c.(4) of this chapter.
- (4) **Monitoring and Controlling Advances.** Field CFOs or equivalents on behalf of the COs are responsible for reviewing the recipient organization’s advances and implementing remedial measures in the event of excessive withdrawals of cash. COs should include

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provisions in the contractual language which require organizations to provide periodic progress reports to support this requirement. A successful program for monitoring advances involves a collaborative effort of the Field CFO or equivalent, program, and procurement officials.

- (a) **Review of Advances and Uncosted Balances.** Field CFOs or equivalents must review a recipient organization's use of funds advanced on a periodic basis, but not less than quarterly.

CFOs or equivalents must review the reports for agreement with DOE accounts, reasonableness of cash balances on hand, and the timing of payments. Accrued liabilities of the recipient organization should not be considered a basis for maintaining Federal funds unless payment of those debts is imminent. Field CFOs or equivalents also should inquire into any other matters that might warrant action to change the advances by electronic funds transfer. Any uncosted balances that will not be used in the future must be returned promptly to DOE (within 30 days per the requirements TFM Volume 1, Part 4A 2045.10).

- (b) **Disallowable Advances.** In accordance with the TFM Volume 1, Part 4A 2045.10, immediately upon determination that an expenditure of advance funds is disallowable in accordance with the contractual arrangement, Field CFOs or equivalents shall coordinate with the CO to notify the recipient organization and require the return of such funds promptly, and no more than 30 days from the date of the notification.

- (c) **Interest Earned on Federal Funds.**

1. Any interest income earned by a recipient organization on advances from federal funds will be promptly refunded to DOE unless specifically prohibited by law. The Field CFO or equivalent shall deposit applicable interest to Treasury Account 089 1435, "General Fund Proprietary Interest Collections, Not Otherwise Classified." The power marketing administrations shall deposit miscellaneous interest to the reclamation fund or the revolving funds as appropriate. In addition, interest

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earned on advances funded with the Nuclear Waste Fund (NWF) shall be returned to the NWF.

2. Additionally, in accordance with DEAR (10 CFR 932.407), “Interest,” recipient organizations are not subject to interest charges for unliquidated balances resulting from advances received for cost-reimbursement contracts for construction or engineering services involving non-commercial items.
3. Please see Chapter 14, “Grants, Cooperative Agreements, and Technology Investment Agreements” for special provisions on interest earned on financial assistance awards for revolving loan funds and for certain financial recipient organizations.

**d Advances to Employees.** Advances to employees may be made for tuition, books, and training fees. Additionally, advances may be provided in rare circumstances for authorized travel.

**(1) Advance Payment Methods for Employees.** Electronic funds transfer is the typical method to advance funds to employees. However, advance payment by electronic funds transfer is not required if one of the waiver provisions in 31 CFR 208.4 applies. In accordance with 31 U.S.C. 3321-3333, Federal agencies are required to eliminate the use of imprest funds. However, imprest funds may be used when a payment by electronic funds transfer is waived in accordance with the provisions of 31 CFR 208.4, “Waivers,” and one other waiver described in (a) through (e) applies:

- (a)** Payments involve national security interests, military operations, or national disasters;
- (b)** Payments are made in furtherance of a law enforcement action;
- (c)** The amount owed is less than \$25;
- (d)** The political, financial, or communication infrastructure of a foreign country does not support payment by a non-cash mechanism; or

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- (e) Payments are made in emergencies, or in mission critical circumstances, that are of such an unusual and compelling urgency the Government would otherwise be seriously injured unless the payment is made in cash.

Further information on Treasury's Policy Directive concerning imprest funds can be found on the internet at the Treasury web site. (<http://www.fms.treas.gov/imprest/regulations.html>)

- (2) **Amount of Advances.** In accordance with the TFM Volume 1, 4A-2045.10, advances shall be limited to the minimum amount necessary for immediate disbursement needs and shall be timed to be in accordance with actual immediate cash requirements of the employees.
- (3) **Monitoring and Controlling Advances.**

Strict controls shall be maintained over all advances. A delinquency notice must be issued promptly to the employee for outstanding advances. Collection action through payroll deduction shall be initiated 30 days after the delinquency notice has been issued. Administrative offsets for federal employees is discussed in DOE Order 533.1, "Collection from Current and Former Employees for Indebtedness to the United States."

Site/facility management contractors are accountable for ensuring that appropriate mechanisms exist to ensure repayment of advances provided to their employees, including repayment by offset against future pay.

### 3. PREPAID EXPENSES.

- a. **Prepayments.** Prepayments are expenditures to cover certain periodic expenses before those expenses are incurred. Typical prepaid expenses are rent paid to a lessor at the beginning of a rental period. Progress payments made to a contractor based on percentage of completion of the contract are not advances or prepayments.
- b. **Accounting.** Prepayments of \$25,000 or more are to be recorded as an asset and then expensed over the period to which they apply.

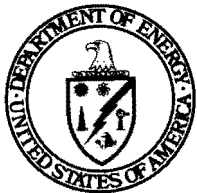
### 4. DEPOSITS.

Deposits are payments to vendors for returnable containers or security requirements by contract with such vendors as public utilities. Returnable

Chapter 7 Advances, Prepaid Expenses, and Other Assets

containers include reels, drums, and other containers to hold materials and products while they are in transit, which can include materials sent to DOE by vendors or materials shipped by DOE to its customers. If it is known at the time of the receipt that containers in a particular shipment will not be returned (e.g., they will be used in a contaminated area; or the cost to ship them back to the supplier would exceed the amount of the deposit; or for some other acceptable reason), the deposit should not be recorded in the “Other Asset” SGL deposit account (see chart of SGL accounts for recording advances, prepayments and other assets, maintained by the CFO Office of Finance and Accounting). Rather, the full cost to be paid to the vendor for not returning the container should be recorded either as inventory; property, plant, and equipment; or as an expense item. Containers retained by DOE or its contractors for their own use should be recorded as inventory. However, the cost to DOE of special containers to hold or transport process materials should be recorded as property, plant, and equipment if the containers meet the criteria for retirement units stated in Chapter 10 of the *Financial Management Handbook*, “Property, Plant, and Equipment.” Containers will be recorded either as an expense or should be recorded as part of the materials they contain, if they are destroyed, or for any other reason than those stated in the preceding sentence, are not returned. A record of service and container deposits shall be maintained and monitored to ensure the ultimate return of the deposit.

5. **COLLATERAL FUNDS.** Collateral funds and deposits consist primarily of insurance collateral funds, employees benefit and annuity funds, pension funds, special contract funds, and excess premium payments. The establishment and maintenance of a collateral fund, including the income earned and any gain or loss resulting from the sale of securities forming part of the fund, shall be in accordance with the specific provisions of the contract between DOE and the contractor and the provisions of the insurance plan or other trust agreement requiring the establishment of such a fund. Income from a collateral fund is accounted for as revenue or other financing sources.



## Department of Energy

Washington, DC 20585

December 10, 2004

### MEMORANDUM FOR DISTRIBUTION

FROM:

  
DEAN G. OLSON, DIRECTOR  
OFFICE OF FINANCIAL POLICY

SUBJECT:

Accounting Handbook - Chapter 8, Receivables

Attached is the final version of Chapter 8, "Receivables" of the Department's Accounting Handbook. A draft version of this chapter was circulated for review and comment in a May 5, 2004, memorandum "Request for Review of Chapter 8 Draft." Many of the comments received have been incorporated into the chapter.

We appreciate your assistance in the update of the Accounting Handbook. When all chapters of the Accounting Handbook have been updated, we will re-issue the entire Handbook. If you have any questions or would like to discuss any provisions of this chapter, please contact me on 202-586-4860.

Attachment



Printed with soy ink on recycled paper

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December 9, 2004

## CHAPTER 8

### RECEIVABLES

#### 1. INTRODUCTION.

- a. **Purpose.** To prescribe the policies and general procedures for receivables management and accounting.
- b. **Background.** The following constitute the framework for the Departmental policy and procedural requirements prescribed in this chapter:
  - (1) Federal Claims Collection Act of 1966 (31 U.S.C. 3701-3719), as amended by the Debt Collection Act of 1982 (Public Law 97-365, 96 Stat. 1754);
  - (2) Debt Collection Improvement Act of 1996 (Public Law 104-134, chapter 10, section 31001) (DCIA);
  - (3) General regulations contained in the Federal Claims Collection Standards (31 CFR 900-904) (FCCS);
  - (4) Debt Collection Authorities Under the Debt Collection Improvement Act of 1996 (31 CFR 285);
  - (5) DOE's overall debt collection regulations (10 CFR 1015);
  - (6) Relevant provisions contained in the General Accountability Office (GAO) Accounting Principles, Standards, and Requirements;
  - (7) Federal Accounting Standards Advisory Board (FASAB) Statement of Federal Financial Accounting Standards Number 1, Accounting for Selected Assets and Liabilities;
  - (8) Office of Management and Budget (OMB) Circular A-129, Managing Federal Credit Programs;
  - (9) Supplemental guidance set forth in the Department of the Treasury (Treasury)/Financial Management Service (FMS), "Managing Federal Receivables"; and
  - (10) Treasury Financial Manual (I TFM 6-8000).



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**c. Applicability.**

- (1) The applicability of this chapter is specified in Chapter 1, "Accounting Overview." The Power Marketing Administrations (PMAs) are subject to all financial policies and procedures of the Department unless those policies and procedures are superseded by the Federal Columbia River Transmission System Act, the Government Corporation Control Act, or other statutory authority. When there are conflicts between the provisions of this chapter and superseding statutes, the PMAs shall observe the policies and meet the reporting requirements of the Federal Energy Regulatory Commission (FERC) and other industry standards.
- (2) Employee receivables are addressed in DOE Order 533.1, Collection from Current and Former Employees for Indebtedness to the United States.
- (3) Reimbursable work receivables are addressed in Chapter 13, Reimbursable Work, Revenues, and Other Collections.

**2. TAXPAYER IDENTIFICATION NUMBERS.** The taxpayer identification number (TIN) is a nine digit Employer Identifying Number or Social Security Number as defined in Section 6109 of the Internal Revenue Code of 1986 (26 U.S.C. 6109). Pursuant to 31 U.S.C. 7701(c), offices must obtain the TIN of all persons or businesses doing business with DOE. DOE shall inform a person required to furnish a TIN that the TIN is required, and it may be used for collecting and reporting on any delinquent amounts arising out of such person's relationship with the Government. A person is considered doing business with DOE if the person is:

- a. a lender or servicer in a Federal guaranteed or insured loan program administered by DOE;
- b. an applicant for, or recipient of, a Federal license, permit, right-of-way, grant, or benefit payment administered by DOE;
- c. a contractor of DOE;
- d. assessed a fine, fee, royalty or penalty by DOE; or
- e. in a relationship with DOE that may give rise to a receivable due to DOE.

For example, a person or business requesting information under the Freedom of Information Act enters into a relationship with DOE that may give rise to a receivable due to DOE by agreeing to reimburse DOE for costs incurred to collect and provide the information. Therefore, the requestor is required to furnish their TIN at the time the request is made.

Contracting officers are required by the Federal Acquisition Regulations (48 CFR 4.203) to attach a copy of the completed Taxpayer Identification solicitation provision as the last page of the copy of the contract sent to the payment office. If the contractor provides its TIN and type of organization to the contracting officer after award, the contracting officer shall forward the information to the payment office within seven days of its receipt.

- 3. CREDIT EXTENSION.** A limited credit analysis to determine the creditworthiness of the customer should be performed before providing goods or services on credit (for example, isotope sales). At a minimum, this would include obtaining a credit rating and the customer's TIN. For goods and services under \$1,000, the credit report is not required. The TIN and periodic credit evaluations should be required in the sales order or contract. Updated credit reports for current customers should be obtained as frequently as necessary to minimize the risk of loss from default while giving due consideration to the cost of such reports.
- 4. ANALYSIS OF COSTS.** The Energy Finance and Accounting Service Center (EFASC), PMAs and FERC should prepare an annual comparison of costs incurred and amounts collected, as required by the FCCS (31 CFR 901.10). Costs should be based upon actual costs incurred or upon a cost analysis establishing an average of actual additional costs incurred by the office in processing and handling claims against debtors in similar stages of collection. Costs should include the staffing and resource costs incurred to recover debts and the costs associated with using various collection tools to enforce recovery of debts, including, but not limited to, the costs of obtaining a credit report, using private collection agencies, and fees charged by other agencies such as the Department of Justice (DOJ) or Treasury. This cost analysis should be used to establish minimum debt amounts below which collection efforts need not be taken, compare the cost effectiveness of alternative collection techniques, assist in evaluating offers in compromise, and establish guidelines with respect to points at which costs of further collection efforts are likely to exceed recoveries. The portion of the costs incurred in the collection of delinquent debt should be included in determining the amount of administrative costs. (See section 6e(1)(b), Administrative Costs.)
- 5. ACCOUNT SERVICING.**
  - a. Recording the Receivable.**
    - (1) Timeliness.** Receivables should be recorded within 5 working days of the event that entitles DOE to be due funds, unless the cost-effectiveness of a longer period has been demonstrated. Normally, receivables are recorded as soon as reasonably possible after goods are delivered or accepted, services are performed, power bills are issued, licenses or permits are issued or renewed, interest is earned, or debt determinations involving disallowed costs or other overpayments under acquisition or financial assistance instruments are rendered. If a collection is received before the recording of the related

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receivable, the receivable shall be recorded and the collection shall be processed against that receivable.

- (2) General Ledger and Subsidiary Records.** Record each receivable directly into the appropriate general ledger account code. Select the appropriate account code by determining the responsible DOE entity that must record the receivable, the type of debtor, or the type of receivable. The chart of accounts and explanation of each account are set forth in the MARS/SGL Chart of Accounts and Related Codes published by the EFASC and is available on their website ([www.mbe.doe.gov/ficor](http://www.mbe.doe.gov/ficor)). If necessary, record each receivable in a subsidiary ledger to segregate and summarize billing information by debtor.
- (3) Treasury Account Symbol** (appropriation, fund or receipt account). Record the receivable in the Treasury account symbol that will be credited when collections are accomplished, unless otherwise provided by law or Departmental policy. Detailed information on Treasury account symbols is contained in the Federal Account Symbols and Titles (FAST) book. The FAST book is available on the Treasury website ([www.fms.treas.gov](http://www.fms.treas.gov)). Except where statutory authority exists to do otherwise, record late charges (late charge interest, administrative costs, and penalties) into the following miscellaneous receipt accounts:
- (a) Interest.**  
Account 891435, General Fund Proprietary Interest, Not Otherwise Classified.
- (b) Administrative Costs and Penalties.**  
Account 891099, Fines, Penalties, and Forfeitures Not Otherwise Classified.
- (4) Contingency Fees.** Fees such as those charged by Treasury in the Cross-Servicing Program, by the DOJ for collections from litigation cases, or by a collection contractor, shall be added to the amount of the outstanding delinquency and recorded in Account 891099, Fines, Penalties, and Forfeitures Not Otherwise Classified.
- (5) Earned but Unbilled Receivables.** Earned but unbilled receivables shall be recorded at the end of each monthly accounting period.
- (6) Classifying Receivables.** A receivable should be classified as current if payment is due within 12 months and as long term (non-current) if payment is not due within 12 months.

**(7) Allowance Accounts.**

- (a) If an office determines that a receivable will not be totally collected, the appropriate Allowance for Loss account should be increased to reduce the gross amount of the receivable to its net realizable value.
- (b) When a debt is referred to Treasury in the cross-servicing program or DOE is notified a debtor has filed for bankruptcy, an allowance for loss should be established.
- (c) The estimated uncollectible amount should be based on past experiences, present market conditions, and an analysis of the outstanding balances. The allowance for uncollectible amounts should be reestimated on each annual financial reporting date and when information indicates that the latest estimate is no longer correct. The allowance should be established in the same fund as the original receivable and the general ledger allowance account associated with the original receivable.

**(8) Bankruptcy.** When an office learns that a bankruptcy petition has been filed with respect to a debtor, it should immediately seek legal advice from the Office of General Counsel at Headquarters concerning the impact of the Bankruptcy Code on any pending or contemplated collection actions. Unless Counsel determines that the automatic stay imposed at the time of filing has been lifted or is no longer in effect, collection action against the debtor should stop immediately. The following actions must also be taken to protect the Government's interest:

- (a) Forward a copy of the bankruptcy notice to the Office of General Counsel at Headquarters, or the Office of Chief Counsel at the field location, for filing of a proof of claim. If the debt has been referred to DOJ, the Office of General Counsel at Headquarters or the Office of the Chief Counsel at the field location will coordinate the proof-of-claim filing with DOJ attorneys.
- (b) The finance office will follow up with General Counsel to obtain a copy of the bankruptcy petition or proof of claim for their records. No late charges will accrue from the date of the bankruptcy filing. The finance office will follow up with General Counsel (or the bankruptcy trustee if legal action is completed) at a minimum every 6 months, or on a case-by-case basis, for a status report on the case. General Counsel will forward to the finance office copies of documents relevant to the amount and date of any distribution as they are received.

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- (c) If the Department is a secured creditor, it may seek relief from the automatic stay regarding the security, subject to the provisions of 11 U.S.C. 362.
  - (d) Offices should seek legal advice from Counsel to determine whether payments to the debtor and payments to other agencies available for offset may be frozen by the DOE until relief from the automatic stay can be obtained from the bankruptcy court. Legal advice should also be sought to determine if recoupment is available.
  - (e) Establish an allowance for the entire amount of the debt.

**b. Billing the Debtor.**

- (1) **Timeliness and Content.** As directed in the Treasury Financial Manual (1 TFM 6025.10), receivables should be billed within 5 working days of the event that entitles DOE to be due funds, unless the cost-effectiveness of a longer period has been demonstrated, taking into consideration the minimum debt amounts below which collection efforts need not be taken. (See section 4.) The notice/invoice is dated with the date on which it is mailed, hand-delivered, or otherwise transmitted to the debtor. The initial billing notice, demand letter, or invoice should inform the debtor of:
  - (a) The amount and the basis of the debt;
  - (b) The date on which payment is due;
  - (c) The right of the debtor to inspect and copy records related to the debt;
  - (d) The right of the debtor to request an administrative review of the debt;
  - (e) The requirement that the request for review must reach DOE by the payment due date;
  - (f) The requirement that the request for review must provide an explanation why the debt is incorrect and the explanation should be supported by affidavits, canceled checks, or other available evidence (See section 6f(5).);
  - (g) The right of the debtor to enter into a repayment agreement;
  - (h) The Department's intent to assess interest, penalties, and administrative costs if the debt is not paid by the due date, and to add any charges incurred in collection of the debt, such as fees charged by Treasury, private collection agencies, and DOJ to the amount of the debt;

- (i) The Department's intent to transfer the debt to Treasury for further collection action if the debt is still outstanding 60 days from the date of the original invoice;
- (j) The additional enforcement actions Treasury or DOE will take to collect the debt, such as:
  - 1. Administrative wage garnishment;
  - 2. Reporting the debtor's name, address, TIN number, and the amount and type of debt to a credit reporting agency;
  - 3. Referral of the debt to a collection contractor;
  - 4. Federal salary offset;
  - 5. Tax refund offset;
  - 6. Administrative offset; and
  - 7. Referral to DOJ for litigation;
- (k) The request that the debtor provide his or her TIN by completing Internal Revenue Service (IRS) Form W-9, "Request for Taxpayer Identification Number and Certification," as required by the DCIA (if not already available to the finance office);
- (l) The name, phone number, and address of an individual (or customer service area) to contact within the Department; and
- (m) Payment instructions. Electronic payment methods should be used when available.

The information above must be provided to the debtor to meet the due process requirements for debt collection. The information may be contained in the body of the invoice or demand letter or enclosed as a "fact sheet" with the invoice.

- (2) **Partial Invoices.** When the actual value of goods or services cannot be specifically determined, an invoice equal to at least 75 percent of the estimated value shall be prepared. This invoice shall be clearly identified as partial and shall include a statement that a final invoice will be prepared.
- (3) **Number of Demand Letters.** Generally, one notice/invoice/demand letter should suffice. The initial notice to the debtor should include the information contained in section 5b(1). An additional notice is optional. However, the

debtor must have 60 days notice before the debt is transferred to Treasury for additional collection action through the Treasury Cross-Servicing Program or reported to a credit reporting agency.

Day 1	Day 31	Day 61	Day 91
Initial notice contains required due process information	2 <sup>nd</sup> notice (optional)	Transfer to Treasury	
Initial notice does <b>not</b> contain required due process information (This should only happen in rare instances where the original notice was not sent by the finance office.)	1 <sup>st</sup> notice	2 <sup>nd</sup> notice (optional)	Transfer to Treasury

**(4) Foreign Receivables.** All receivable payment provisions in financial agreements with foreign entities should be based on U.S. dollars.

**(5) Debts Originating Under Acquisition or Financial Assistance Instruments.**

**(a) Debt Determination.** The contracting officer shall determine the amount of debt to be recovered under an acquisition or financial assistance instrument. Such a debt determination may be in the form of a negotiated settlement or a unilateral debt determination. Negotiated debt determination settlement occurs where the two parties agree on the amount of debt due DOE; for example, as a result of a contract price adjustment, overpayments due to disallowed costs, or some other overpayment condition. For such debt determination, the contracting officer shall concurrently issue a confirmation of the negotiated settlement to the debtor. When mutual agreement cannot be reached, the contracting officer shall issue a unilateral debt determination (final decision rendered pursuant to the award's disputes article). The contracting officer shall forward a copy of the confirmation of the negotiated settlement or unilateral debt determination to the servicing finance office, which records the debt as a receivable.

**(b) Demand for Payment.**

1. The confirmation of the negotiated settlement or unilateral debt determination shall include or be accompanied by a written demand for payment, which shall serve as the invoice or the initial demand for payment. The demand shall be mailed on the date it is signed and dated by the contracting officer. The contracting officer shall forward a copy of any accompanying demand for payment along with a copy of

the related confirmation of the negotiated settlement or unilateral debt determination that is forwarded to the servicing finance office.

2. The demand for payment of a debt originating under an acquisition contract or financial assistance instrument must be prepared in accordance with applicable acquisition or financial assistance regulations and the terms and conditions of the DOE award(s) involved. The requirements of section 5b shall be incorporated unless prohibited or explicitly provided otherwise by statute, regulation, or the terms and conditions of the DOE award instrument(s).
3. In cases where the contract debt amount and associated interest are determined under other contractual terms and conditions (for example, cost accounting standards, defective pricing, or unallowable costs), the demand for payment should be modified accordingly.
4. Offices shall coordinate collection action on a particular claim with the cognizant contracting officer. If the contractor or financial assistance recipient challenges the contracting officer's determination on a claim through a formal dispute process or court action, the Field CFO or equivalent, in coordination with the contracting officer, shall determine whether to suspend collection action until the appeal or court action is resolved. However, late charges (interest, penalties, and administrative costs) on the outstanding amount of the debt shall continue to accrue during the formal appeal process or litigation, subject to final adjudication.

**(c) Collections from Debtors.**

1. All payments from debtors should be posted to the receivable in a timely fashion to preclude inappropriate follow-up notices and assessment of late charges.
2. There are three methods to satisfy an awardee's indebtedness: direct payment, recoupment, and administrative offset. The selection of the appropriate method is dependent upon the nature of the debt, the necessity for making contractual price adjustments and funding changes, and the feasibility of recoupment or offset.
  - a. *Direct Payment.* A direct payment shall be required if the indebtedness involves a price adjustment and funding change or if recoupment cannot be effected within a reasonable period of time.
  - b. *Recoupment.* Recoupment action should be initiated from amounts that are due or will become due within a reasonable period under the same award if the indebtedness does not involve a price



adjustment and funding change. The contracting officer and the Field CFO or equivalent shall coordinate on any recoupment action that requires that recoupment be made from amounts that will not become due to the awardee until more than 30 days after the date of the initial demand for payment. The contracting officer, or Field CFO or equivalent, as appropriate, shall provide the awardee with written advance notice of the recoupment action on the amount of the debt and late charges (interest, penalties, and administrative costs). The notice may be included in the demand for payment and follow up demands, if any. Recoupment shall not be used as a means to delay or avoid pricing adjustments or funding actions.

c. *Administrative Offset.* When payment has not been made by the payment due date, the Field CFO or equivalent may undertake action to administratively offset the debt and any late payment charges from payments owed the awardee on other Federal awards, in accordance with the provisions of section 6h.

3. The Field CFO or equivalent shall advise the contracting officer when a debt referred for collection is collected or compromised or when collection action is suspended or terminated.

## 6. DEBT COLLECTION.

a. **Managing Delinquencies.** The Field CFO or equivalent shall aggressively follow up on all delinquent receivables, whether they originated in that office or were referred to it for collection by another office or Federal agency. The Field CFO or equivalent shall coordinate with the cognizant contracting officer on collection actions related to claims that originate under acquisition or financial assistance agreements. The policy and procedures for collecting claims due from current and former DOE employees, including provision of due-process rights prior to collecting an indebtedness owed to the United States through salary or other administrative offset, are contained in DOE 533.1, Collection from Current and Former Employees for Indebtedness to the United States.

b. **Payment Due Date.** The payment due date is the date by which payment should be made to avoid late charges (i.e., interest, penalties, and administrative costs) and enforced collection. This should generally not be more than 30 days from the date that the demand letter is mailed or hand-delivered.

c. **Date of Delinquency.**

(1) **Administrative Debt.** In the case of administrative debts such as fines, fees, penalties, and overpayments, a debt becomes delinquent when payment is not made by the payment due date specified in the initial billing notice. *The date of delinquency is the date DOE mailed or delivered the billing notice.*

**(2) Loans or Repayment Agreements.** In the case of debt being paid in installments, a debt becomes delinquent when payment is not made by the payment due date or the end of the "grace period" as established in a loan or repayment agreement. *The date of delinquency is the payment due date.*

**d. Debt Collection Strategy.** Collection actions with regard to all claims arising out of the activities of, or referred to, the Department shall be made in an aggressive and timely manner in accordance with the provisions of this chapter. Each responsible organization shall implement a debt collection strategy designed to provide a systematic, uniform method for collecting accounts. Consideration should be given to collecting advance payments, when appropriate, to avoid having to initiate collection action.

**(1)** Heads of DOE Headquarters Elements and Field Elements or their designees must immediately notify the appropriate financial office of claims arising from their operations. A claim will be recorded and controlled by the responsible finance office upon receipt of documentation from a competent authority establishing the amount due.

**(2)** DOE will aggressively collect all debts arising out of DOE activities in accordance with the FCCS (31 CFR 900-904) and DOE's debt collection regulations (10 CFR 1015). Collection action shall be undertaken promptly with follow-up action taken as necessary.

**(3)** DOE will cooperate with other DOE offices and Federal agencies in its debt collection activities.

**(4)** DOE will transfer debts to Treasury for cross-servicing as soon as due process requirements are complete, usually at 61 days delinquent, but no later than 180 days delinquent. Upon transfer of debts for cross-servicing, all Departmental collection efforts shall be discontinued. On behalf of DOE, Treasury will take appropriate action to collect or compromise the transferred debt, or to suspend or terminate collection action thereon, in accordance with the statutory and regulatory requirements and authorities applicable to the debt and action. Appropriate action to collect a debt may include referral to another debt collection center, a private collection contractor, or the DOJ. (See section 6g.)

**(5)** A contractor using DOE funds for operations should not advance these funds to a contractor employee without a signed offset agreement from the employee. Attachment 8-1 is a sample contractor employee offset agreement for travel advances. In lieu of obtaining offset authorizations for each advance, it may be more appropriate to have the employee sign a blanket offset agreement for all amounts owed the employer. Contractors may make the right of offset a condition of employment.

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**e. Assessing Late Charges.**

- (1) The Debt Collection Act of 1982, as amended, requires DOE to assess three separate and distinct types of late charges:
- (a) Interest accrues from the date of delinquency, or as otherwise provided by law. The date of delinquency is the day the invoice is mailed, hand delivered or otherwise transmitted to the debtor. The interest rate will be set at the same rate as the Treasury's Current Value of Funds Rate (CVFR) for the period in which the debt became delinquent. The CVFR is available on Treasury's website at [www.fms.treas.gov](http://www.fms.treas.gov). The rate of interest, as initially charged, shall remain fixed for the duration of the indebtedness. Interest is calculated based on a 365-day year except in a leap year, when it is calculated based upon a 366-day year. When a debtor defaults on a repayment agreement and seeks to enter into a new agreement, DOE may require payment of interest at a new rate that reflects the CVFR at the time the new agreement is executed. Interest shall not be compounded, that is, interest shall not be charged on interest, penalties, and administrative costs required by this section. If, however, a debtor defaults on a previous repayment agreement, charges that accrued but were not collected under the defaulted agreement shall be added to the principal under the new repayment agreement.
  - (b) Administrative Costs cover the cost associated with collecting a delinquent debt. Costs will be determined by the annual comparison of costs incurred and amounts collected, as required by the FCCS. (See section 4.)
  - (c) Penalty is set, by statute, at 6% per year. The penalty charge accrues from the date of delinquency, and is assessed on *any portion* of a debt that is outstanding for more than 90 days, including any interest and administrative costs.
- (2) Contingency fees such as those charged by Treasury in the Cross-Servicing Program, by the DOJ for collections from litigation cases, or by a collection contractor, shall be added to the amount of the outstanding delinquency.
- (3) When a debt is paid in partial or installment payments, amounts received by DOE shall be applied first to any contingency fees, second to outstanding penalties, third to administrative costs, fourth to interest, and last to principal, as required in the FCCS (31 CFR 901.9).
- (4) DOE shall waive the collection of interest and administrative costs imposed pursuant to this section on the portion of the debt that is paid within 30 days after the date on which interest began to accrue. DOE may extend this 30-

day period on a case-by-case basis. In addition, DOE may waive interest, penalties, and administrative costs charged under this section, in whole or in part, without regard to the amount of the debt, either under the criteria set forth in these standards for the compromise of debts, or if DOE determines that collection of these charges is against equity and good conscience or is not in the best interest of the United States.

(5) When a debtor requests a waiver or review of the debt, DOE will continue to accrue interest, penalties, and administrative costs during the period collection activity is suspended. Upon completion of DOE's review, interest, penalties, and administrative costs related to the portion of the debt found to be without merit will be waived.

(6) Referrals to Treasury for cross-servicing and to Justice for litigation should reflect late charges accrued through the date of the referral document regardless of whether they have been booked in the accounts.

(7) DOE is authorized to impose interest and related charges on debts not subject to 31 U.S.C. 3717, in accordance with the common law.

**f. Administrative Review of the Debt.** DOE shall consider any available evidence in response to a debtor's request for a review. Typically, the Field CFO or equivalent, or a designee, reviews and decides the existence and amount of the debt. However, on a case-by-case basis, the Field CFO or equivalent may request the Chairman of the Board of Contract Appeals to appoint a reviewing official to review and decide the existence and amount of a debt. In such a case, the Board of Contract Appeals reviewing official will conduct the review in accordance with procedures established by the Board of Contract Appeals. However, the Board of Contract Appeals reviewing official will conduct an oral hearing when the requirements of (1) of this section are met. In any case, the debtor's right to a hearing or review of the claim is as follows:

(1) Offices shall provide the debtor with a reasonable opportunity for an oral hearing when the debtor requests reconsideration of the debt and the Field CFO or equivalent, or a designee, determines that the question of the indebtedness cannot be resolved by review of the documentary evidence, for example, when the validity of the debt turns on an issue of credibility or veracity.

(2) Unless otherwise required by law, an oral hearing under this section is not required to be a formal evidentiary hearing, although offices should carefully document all significant matters discussed at the hearing.

(3) This section does not require an oral hearing with respect to debt collection systems in which a determination of indebtedness rarely involves issues of credibility or veracity and the Field CFO or equivalent, or a designee, has

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determined that review of the written record is ordinarily an adequate means to correct prior mistakes.

- (4) In those cases when this section does not require an oral hearing, offices shall accord the debtor a "paper hearing," that is, a determination of the request for reconsideration based upon a review of the written record.
- (5) If the claim is disputed in full or in part, the debtor's written response to the demand for payment must include a request for review of the claim within DOE. If the debtor disputes the claim, the debtor shall explain why the debt is incorrect. The explanation should be supported by affidavits, canceled checks, or other available evidence. The written response must reach DOE by the payment due date. The demand letter must inform the debtor that supporting evidence must be submitted to DOE by the payment due date if it is to be considered in the review. A written response received after the payment due date may be accepted if the debtor can show that the delay was due to circumstances beyond the debtor's control or failure to receive notice of the time limit. The debtor's written response shall state the basis for the dispute. If only part of the claim is disputed, the undisputed portion should be paid by the date stated in the initial demand.
- (6) The debtor shall be notified, within 30 days of receipt of the debtor's response whenever feasible, of whether determination of the debt has been sustained, amended, or canceled. If such action is not feasible within 30 days, the debtor should be notified, in writing, before the end of the 30-day period, that the request for waiver or reconsideration is being processed and that notification as to whether the determination of the debt is sustained, amended, or canceled will be forwarded by an estimated date. Normally, the results of the review should be forwarded to the debtor no later than 60 days after receipt of the debtor's request. If the determination is sustained or amended, the debtor shall be notified of DOE's intent to take additional collection action(s); for example, referring the delinquent debt to Treasury unless payment or request for reconsideration is received within 15 days of the mailing of the notification of the decision.
- (7) The decision of the reviewing official becomes final unless, within 15 days of its receipt, the debtor requests reconsideration of the decision. In cases where the decision is made by a Board of Contract Appeals reviewing official, the DOE official who referred the case to the Chairman of the Board of Contract Appeals also may request reconsideration within 15 days of receipt of the decision. Reconsideration will be granted only on the grounds of an asserted error of law or new evidence that could not have been discovered before the decision through the exercise of due diligence by the requesting party or that was not available before the decision through no fault of the requesting party.

(8) When a debtor's written response to a demand for payment constitutes an appeal of or notice of court action on a claim that originated under an acquisition contract or financial assistance instrument, the Field CFO or equivalent shall refer the matter to the cognizant contracting officer for action. The Field CFO or equivalent, in coordination with the contracting officer, shall determine whether to suspend collection action until the resolution of the appeal or court action; however, late charges shall continue to accrue during the formal appeal process or litigation.

**g. Department of Treasury Cross-Servicing and Administrative Offset Programs.** Pursuant to the DCIA, debts delinquent over 180 days must be transferred to Treasury for cross-servicing (collection of debts on behalf of DOE) or for administrative offset (Treasury Offset Program-TOP). The Department has executed an agreement with Treasury formalizing its participation in the Cross-Servicing Program, which contains all Treasury and Departmental responsibilities. As part of the Cross-Servicing Program, Treasury will submit debts to TOP on behalf of the Department for administrative offset.

**(1) Mandatory transfer of debts to Treasury.**

(a) DOE will transfer debts to Treasury for collection action in the Cross-Servicing Program as soon as due process requirements are complete, usually at 61 days delinquent, but no later than 180 days delinquent. On behalf of DOE, Treasury will take appropriate action to collect or compromise the transferred debt, or recommend DOE suspend or terminate collection action thereon, in accordance with the statutory and regulatory requirements and authorities applicable to the debt and action. Upon transfer of debts for cross-servicing, all Departmental collection efforts shall be discontinued. For accounting and reporting purposes, the debt remains on the books and records of the DOE office that transferred the debt.

(b) Before referring the debt to Treasury, offices must ensure that the debtor:

1. Has been sent written notice of the type and amount of the debt, the intention of Treasury to use administrative offset and other tools to collect the debt on behalf of DOE, and
2. Has been given:
  - a. The opportunity to inspect and copy DOE records related to the debt;
  - b. The opportunity for a review within DOE of the determination of indebtedness; and

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- c. The opportunity to make a written agreement to repay the debt.
3. Has been given 60 days notice before transfer to Treasury to comply with consumer credit bureau reporting requirements.
- (c) When DOE previously has given a debtor any of the required notice and review opportunities with respect to a particular debt, DOE need not duplicate such notice and review opportunities before administrative offset may be initiated.
- (d) When DOE refers delinquent debts to Treasury, DOE must certify, in a form acceptable to Treasury, that the debts are past due and legally enforceable; and DOE has complied with all due process requirements under 31 U.S.C. 3716(a) and DOE regulations. Certification forms are available on Treasury's website at [www.fms.treas.gov](http://www.fms.treas.gov) or in FMS's Cross-Servicing Implementation Guide. Certification should be made by the supervisor of the employee responsible for debt collection.
1. A debt is legally enforceable if there has been a final DOE determination that the debt, in the amount stated, is due and there are no legal bars to collection action. Where, for example, a debt is the subject of a pending administrative review process required by statute or regulation and collection action during the review process is prohibited, the debt is not considered legally enforceable for purposes of mandatory transfer to FMS and is not to be transferred even if the debt is more than 180 days past-due.
  2. When a final DOE determination is made after an administrative appeal or review process, the DOE office must transfer such debt to FMS, if more than 180 days delinquent, within 30 days after the date of the final decision.
  3. Nothing in this section is intended to impact the date of delinquency of a debt for other purposes such as for purposes of accruing interest and penalties.
- (e) When a debt is referred to Treasury it is more likely than not that a receivable will not be totally collected, and an allowance should be established.
- (f) DOE offices are not required to transfer to FMS, debts that are less than \$25 (including interest, penalties, and administrative costs), or such other amount as FMS may determine. Offices may transfer debts less than \$25 to FMS if DOE, in consultation with FMS, determines that transfer is important to ensure compliance with DOE's policies or programs. Offices may combine individual debts of less than \$25 owed by the same debtor

for purposes of meeting the \$25 threshold. In addition, FMS has determined that it is not cost effective to refer debts under \$100 for cross-servicing if no TIN is available. FMS will continue to accept these debts and refer them to TOP if a TIN is available, however, offices should seriously consider write-off if they have had no response to notices, they do not have a TIN, and the debt is less than \$100. Also, the debt must be \$100 in order for FMS to refer it to a Private Collection Agency.

- (g) Treasury is authorized to charge a fee for services rendered regarding referred or transferred debts. DOE will add the fee to the debt as a contingency fee.

**(2) Exceptions to mandatory transfer.**

- (a) Offices are not required to transfer a debt to FMS when the debt:

1. Is in litigation or foreclosure as described in (b) of this section;
2. Is being collected by internal offset as described in (c) of this section;  
or
3. Is covered by an exemption granted by the Secretary of the Treasury. There are currently no DOE debts that are covered by an exemption.

- (b) A debt is in litigation if:

1. The debt has been referred to the Attorney General (DOJ) for litigation by DOE; or
2. The debt is the subject of proceedings pending in a court of competent jurisdiction, including bankruptcy proceedings, whether initiated by the creditor agency, the debtor, or any other party.

- (c) A debt is being collected by internal offset if an office expects the debt to be collected in full within three (3) years from the date of delinquency through internal offset. "Internal offset" means withholding of funds payable by the DOE to the debtor to satisfy, in whole or part, the debt owed to the DOE by that debtor.

- h. Administrative Offset.** Administrative offset occurs when the Government withholds or intercepts moneys due to, or held by the Government for, a person to offset amounts owed to the Government. Fair and prudent decisions shall be made that protect DOE's financial interests, give appropriate consideration to the debtor, give full consideration to all Government interests, and ensure that the proper process is followed. Federal employee salary offset and tax refund offset are types of administrative offset, although each program is subject to its own



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distinct regulatory requirements. Administrative Offset regulations are contained in the FCCS at 31 CFR 901.3.

**(1) Time Available.** Unless otherwise provided by law, administrative offset of payments to collect a debt under the authority of 31 U.S.C. 3716 may not be conducted more than 10 years after the DOE's right to collect the debt first accrued, unless facts material to the DOE's right to collect the debt were not known and could not reasonably have been known by the official or officials of the Government who were charged with the responsibility to discover and collect such debts. This limitation does not apply to debts reduced to a judgment.

**(2) Mandatory Centralized Administrative Offset.**

**(a)** DOE is required to transfer all debts over 180 days delinquent to Treasury for purposes of debt collection (i.e., cross-servicing). Administrative offset is one type of collection tool used by Treasury to collect debts transferred. Thus, by transferring debts to Treasury, DOE will satisfy the requirement to notify Treasury of debts for the purposes of administrative offset and duplicate referrals are not required. A debt, which is not transferred to Treasury for purposes of debt collection, however, may be subject to the DCIA requirement of notification to Treasury for purposes of administrative offset.

**(b)** As required in 31 CFR 901.3 (b)(4), DOE will refer a delinquent debt to Treasury for administrative offset, only after DOE has completed the procedures required in section 6g(1)(b)1-2.

**(c)** DOE may omit the procedures in section 6g(1)(b)1-2 when:

1. The offset is in the nature of a recoupment;
2. The debt arises under a contract as set forth in *Cecile Industries, Inc. v. Cheney*, 995 F.2d 1052 (Fed. Cir. 1993) (Notice and other procedural protections set forth in 31 U.S.C. 3716(a) do not supplant or restrict established procedures for contractual offsets accommodated by the Contracts Disputes Act); or
3. In the case of non-centralized administrative offsets conducted under (3) of this section, DOE first learns of the existence of the amount owed by the debtor when there is insufficient time before payment would be made to the debtor/payee to allow for prior notice and an opportunity for review. When prior notice and an opportunity for review are omitted, DOE shall give the debtor such notice and an opportunity for review as soon as practicable and shall promptly refund any money ultimately found not to have been owed to the Government.

- (d) The names and TINs of debtors who owe debts that have been referred to Treasury shall be compared to the names and TINs on payments to be made by Federal disbursing officials. Federal disbursing officials include disbursing officials of Treasury, the Department of Defense, the United States Postal Service, other Government corporations, and disbursing officials of the United States designated by the Secretary of Treasury. When the name and TIN of a debtor match the name and TIN of a payee and all other requirements for offset have been met, the payment will be offset to satisfy the debt.
- (e) Treasury will notify the debtor/payee in writing that an offset has occurred to satisfy, in part or in full, a past due, legally enforceable delinquent debt. The notice shall include a description of the type and amount of the payment from which the offset was taken, the amount of offset that was taken, the identity of DOE as the creditor agency requesting the offset, and a contact point within DOE who will respond to questions regarding the offset.

**(3) Non-centralized Administrative Offset.**

- (a) Generally, non-centralized administrative offsets are ad hoc case-by-case offsets that DOE conducts, at DOE's discretion, internally or in cooperation with the agency certifying or authorizing payments to the debtor. Unless otherwise prohibited by law, when centralized administrative offset is not available or appropriate, past due, legally enforceable nontax delinquent debts may be collected through non-centralized administrative offset. In these cases, DOE may make a request directly to a payment-authorizing agency to offset a payment due a debtor to collect a delinquent debt. For example, it may be appropriate to request that the Office of Personnel Management (OPM) offset a Federal employee's lump sum payment upon leaving Government service to satisfy an unpaid advance.
- (b) DOE shall comply with offset requests by other agencies to collect debts owed to the United States, unless the offset would not be in the best interests of the United States with respect to the program of the payment authorizing agency, or would otherwise be contrary to law. Appropriate use should be made of the cooperative efforts of other agencies in effecting collection by administrative offset.
- (c) When collecting multiple debts by non-centralized administrative offset, DOE should apply the recovered amounts to those debts in accordance with the best interests of the United States, as determined by the facts and circumstances of the particular case, particularly the applicable statute of limitations.

(d) DOE may request OPM to offset a debtor's anticipated or future benefit payments under the Civil Service Retirement and Disability Fund and the Federal Employee Retirement System (FERS). Upon providing OPM written certification that a debtor has been afforded the procedures provided in g(1)(b) of this section, DOE may request OPM to offset a debtor's anticipated or future benefit payments under the Civil Service Retirement and Disability Fund in accordance with regulations codified at 5 CFR 831.1801-831.1808 and under the FERS in accordance with regulations codified at 5 CFR 845.401-845.408. Upon receipt of such a request, OPM will identify and "flag" a debtor's account in anticipation of the time when the debtor requests, or becomes eligible to receive, payments from OPM. This will satisfy any requirement that offset be initiated prior to the expiration of the time limitations referenced in h(1) of this section.

**i. Reporting Debts to Credit Bureaus.**

- (1) DOE should report delinquent debts to credit reporting agencies in accordance with 31 U.S.C. 3711(e), the DCIA, the revised FCCS (31 CFR parts 900-904), the OMB Circular A-129 (Revised), and other applicable authorities. DOE is required to report delinquent consumer debt as soon as the debtor has been given the 60-day notice of intent to report to a credit bureau. This notice should be part of the initial notice to the debtor. (See section 5b(1).) The 60-day notice of intent to report to a credit bureau is not required for commercial accounts. DOE shall ensure that all of the rights and protections afforded to the debtor under 31 U.S.C. 3711(e) have been fulfilled. Additional guidance is contained in Treasury's "Guide to the Federal Credit Bureau Program" of October 2001.
- (2) Offices should refer debts 60 days delinquent to Treasury for purposes of debt collection (i.e., cross-servicing) to comply with DCIA credit bureau reporting requirements. As part of its regular debt collection procedures, Treasury will report debts it is collecting on behalf of DOE to the appropriate designated credit reporting agencies. A debt not transferred to Treasury for purposes of debt collection, however, may be subject to the DCIA requirement to report all non-tax delinquent debts to credit reporting agencies.

- j. Credit Reports.** To aid DOE in making appropriate determinations as to the collection and compromise of claims; the collection of interest, penalties, and administrative costs; and the likelihood of collecting the claim, DOE may institute a credit investigation of the debtor at any time following receipt of knowledge of the claim. As part of its regular debt collection procedures, Treasury may also institute a credit investigation of the debtor on behalf of DOE.

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**k. Contracting With Private Collection Contractors and With Entities That Locate and Recover Unclaimed Assets.**

- (1) DOE may contract with private collection contractors in accordance with 31.U.S.C 3718(d), the DCIA, the revised FCCS (31 CFR parts 900-904), and other applicable authorities. As part of its regular debt collection procedures, Treasury may refer delinquent debts to private collection contractors on behalf of DOE.
- (2) DOE may enter into contracts for locating and recovering assets of the United States, such as unclaimed assets. The Office of Financial Policy will establish procedures acceptable to Treasury for entering into contracts to recover assets of the United States held by a state.
- (3) DOE may enter into contract for debtor asset and income search reports. In accordance with 31 U.S.C. 3718(d), such contracts may provide that the fee a contractor charges DOE for such services may be payable from the amounts recovered, unless otherwise prohibited by statute.

**l. Suspension or Revocation of Eligibility for Loans and Loan Guaranties, Licenses, Permits, or Privileges.** Unless waived by the Secretary of DOE, or designee, DOE is not permitted to extend financial assistance in the form of a loan, loan guarantee, or loan insurance to any person delinquent on a nontax debt owed to a Federal agency. This prohibition does not apply to disaster loans. The authority to waive the application of this section may be delegated to the Chief Financial Officer and redelegated only to the Deputy Chief Financial Officer of DOE. DOE may extend credit after the delinquency has been resolved. (See 31 CFR 285.13, Barring Delinquent Debtors From Obtaining Federal Loans or Loan Insurance or Guarantees.)

**m. Administrative Wage Garnishment.** DOE may use administrative wage garnishment to collect money from a debtor's disposable pay to satisfy delinquent debt. Treasury issued regulations implementing the administrative wage garnishment provisions contained in the DCIA at 31 CFR 285.11. As part of its regular debt collection procedures, Treasury may use administrative wage garnishment on behalf of DOE.

**n. Tax Refund Offset.** DOE may authorize the IRS to offset a tax refund to satisfy delinquent debt in accordance with 31 U.S.C. 3720A. Treasury issued regulations implementing tax refund offset as part of Treasury's mandatory centralized offset at 31 CFR 285.2. As part of its regular debt collection procedures, Treasury may use tax refund offset on behalf of DOE.

**o. Liquidation of Collateral.** DOE should liquidate security or collateral through the exercise of a power of sale in the security instrument or a nonjudicial foreclosure, and apply the proceeds to the applicable debt(s), if the debtor fails to

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pay the debt(s) within a reasonable time after demand and if such action is in the best interest of the United States. Collection from other sources, including liquidation of security or collateral, is not a prerequisite to requiring payment by a surety, insurer, or guarantor unless such action is expressly required by statute or contract.

**p. Use and Disclosure of Mailing Addresses.**

- (1) When attempting to locate a debtor to collect or compromise a debt under 31 CFR 900-904 or other authority, DOE may send a request to the Secretary of Treasury (or designee) to obtain a debtor's mailing address from the records of the Internal Revenue Service.
- (2) DOE is authorized to use mailing addresses obtained under (1) of this section to enforce collection of a delinquent debt and may disclose such mailing addresses to other agencies and to collection agencies for collection purposes.

**q. Installment Payments.**

- (1) Whenever possible, an overdue debt should be collected in a single lump sum. If the debtor claims financial inability to repay the debt in a single lump sum, DOE may accept payment in regular installments. DOE should obtain a current financial statement showing the debtor's assets, liabilities, income and expenses from debtors who represent that they are unable to pay in one lump sum, and independently verify such representations whenever possible. DOE may also obtain credit reports or other financial information to assess installment requests. DOE may use their own financial information form or a DOJ form, such as the Financial Statement of Debtor (OBD-500).
- (2) Upon agreeing to installment payments, the debtor and DOE must execute a legally enforceable written agreement, signed by the Field CFO or equivalent, or a designee, that specifies all terms of the arrangement and that contains a provision accelerating the debt in the event the debtor defaults.
- (3) When DOE obtains a written agreement with the debtor, the finance office should maintain documentation sufficient to demonstrate that the debtor signed the note knowingly and voluntarily.
- (4) Security for deferred payments should be obtained in appropriate cases.
- (5) At the option of the Field CFO or equivalent installment payments may be accepted notwithstanding the refusal of a debtor to execute a written agreement or to give other security.

- (6) Installment agreements should require debtors to use a preauthorized debit to make the required installment payments, if available.
- r. **Litigation.** Debts will usually be referred for litigation by Treasury as part of the collection process in the cross-servicing program. The following will apply if the servicing finance office refers a debt directly to DOJ.
- (1) **Referral of Claims.** The Field CFO or equivalent, in coordination with the General Counsel or the Office of Chief Counsel at the field location, is responsible for timely referral of claims to DOJ for litigation or review. DOE shall not refer claims less than \$2,500, exclusive of interest, penalties, and administrative costs, or such other amount as the Attorney General shall from time to time prescribe. The Field CFO or equivalent shall prepare the referral package in accordance with 31 CFR 904, Referrals to the Department of Justice, and submit it, through the Office of General Counsel at Headquarters, or the Office of Chief Counsel at the field location, to DOJ. Claims should be referred no later than 1 year from the date such claims became delinquent.
- (2) **Preservation of Evidence.** Care must be taken to preserve all files, records, and exhibits on claims referred or to be referred to DOJ for litigation. Under no circumstances shall original documents be sent to DOJ or the U.S. Attorney without specific prior approval of DOJ or the U.S. Attorney. Copies of relevant documents should be sent whenever necessary.
- (3) **Follow-up.** The Field CFO or equivalent must establish a tracking system to account for cases referred to and returned from DOJ. Action should be taken periodically to determine the status of referred claims. Some suggested follow-up frequencies are as follows: at least monthly for recommended compromises and doubtful claims, and at least quarterly for recommended suspensions or terminations and claims referred for litigation.
- s. **Audit Exceptions Taken by GAO.** Claims arising from audit exceptions taken by GAO to payments made by DOE must be referred to GAO for review and approval prior to referral to DOJ for litigation.
- t. **Interagency Claims.** Claims that cannot be resolved by negotiation between the involved Federal agencies should be submitted to the Attorney General as directed by Executive Order 12146.
7. **COMPROMISE.** The CFO or the Heads of Field Elements, or designees, may compromise claims arising out of Departmental activities where the claims, exclusive of interest, penalties, and administrative costs, do not exceed \$100,000 or such higher amount as the Attorney General may prescribe (31 U.S.C. 3711). Any further delegation of this authority must be in writing.

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**a. Criteria for Compromise.** A compromise may be considered when one or more of the following criteria apply or DOE is notified by Treasury through the cross-servicing program that one or more of the following criteria apply:

(1) The debtor is unable to pay within a reasonable time period. In determining the debtor's inability to pay, DOE should consider relevant factors such as the age and health of the debtor; present and potential income; inheritance prospects; the possibility that assets have been concealed or improperly transferred by the debtor; and the availability of assets or income that may be realized by enforced collection proceedings.

To assess the merits of a compromise offer based in whole or in part on the debtor's inability to pay the full amount of a debt within a reasonable time, DOE should obtain a current financial statement from the debtor, executed under penalty of perjury, showing the debtor's assets, liabilities, income and expenses. DOE also may obtain credit reports or other financial information to assess compromise offers. DOE may use their own financial information form or a DOJ form, such as the Financial Statement of Debtor (OBD-500).

(2) The agency is unable to enforce collection within a reasonable time period. DOE should consider the applicable exemptions available to the debtor under state and Federal law in determining DOE's ability to enforce collection. DOE may also consider uncertainty as to the price that collateral or other property will bring at a forced sale in determining the Government's ability to enforce collection. A compromise effected under this section should be for an amount that bears a reasonable relation to the amount that can be recovered by enforced collection procedures, with regard to the exemptions available to the debtor and the time that collection will take.

(3) The cost of collection does not justify enforced collection of the full amount. DOE may compromise a debt if the cost of collecting the debt does not justify the enforced collection of the full amount. The amount accepted in compromise in such cases may reflect an appropriate discount for the administrative and litigative costs of collection, with consideration given to the time it will take to effect collection. Collection costs may be a substantial factor in the settlement of small debts. In determining whether the cost of collecting justifies enforced collection of the full amount, DOE should consider whether continued collection of the debt, regardless of cost, is necessary to further an enforcement principle, such as the Government's willingness to pursue aggressively defaulting and uncooperative debtors.

(4) There is a real doubt concerning the Government's ability to prove its case in court. If there is significant doubt concerning the Government's ability to prove its case in court for the full amount claimed, either because of the legal issues involved or because of a bona fide dispute as to the facts, then the amount accepted in compromise of such cases should fairly reflect the

probabilities of successful prosecution to judgment, with due regard given to the availability of witnesses and other evidentiary support for the Government's claim. In determining the litigative risks involved, DOE should consider the probable amount of court costs and attorney fees pursuant to the Equal Access to Justice Act, 28 U.S.C. 2412 that may be imposed against the Government if it is unsuccessful in litigation.

- b. Enforcement policy.** Pursuant to this part, DOE may compromise statutory penalties, forfeitures, or claims established as an aid to enforcement and to compel compliance, if DOE's enforcement policy in terms of deterrence and securing compliance, present and future, will be adequately served by DOE's acceptance of the sum to be agreed upon.
- c. Joint and Several Liability.** When two or more debtors are jointly and severally liable, collection action shall not be withheld against one such debtor until the other or others pay their proportionate share. No attempt should be made to allocate the burden of paying such claims among the debtors; rather, DOE should proceed to liquidate the indebtedness as quickly as possible. Care should be taken that a compromise agreement with one such debtor does not release DOE's claim against remaining debtors. The amount of a compromise with one such debtor shall not be considered a precedent or as morally binding in determining the amount that will be required from other debtors jointly and severally liable on the claim.
- d. Further review of compromise offers.** If DOE is uncertain whether to accept a firm, written, substantive compromise offer on a debt that is within DOE's delegated compromise authority, it may refer the offer to the Civil Division or other appropriate litigating division in the DOJ, using a CCLR accompanied by supporting data and particulars concerning the debt. The DOJ may act upon such an offer or return it to DOE with instructions or advice.
- e. Consideration of tax consequences to the Government.** In negotiating a compromise, DOE should consider the tax consequences to the Government. In particular, DOE should consider requiring a waiver of tax-loss-carry-forward and tax-loss-carry-back rights of the debtor.
- f. Mutual releases of the debtor and the Government.** In all appropriate instances, a compromise that is accepted by DOE should be implemented by means of a mutual release, in which the debtor is released from further non-tax liability on the compromised debt in consideration of payment in full of the compromise amount and the Government and its officials, past and present, are released and discharged from any and all claims and causes of action arising from the same transaction that the debtor may have. In the event a mutual release is not executed when a debt is compromised, unless prohibited by law, the debtor is still deemed to have waived any and all claims and causes of action



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against the Government and its officials related to the transaction giving rise to the compromised debt.

- g. Restrictions.** Neither a percentage of a debtor's profits nor stock in a debtor corporation will be accepted in compromise of a claim. In negotiating a compromise with a business concern, consideration should be given to requiring a waiver of the tax loss-carryforward and tax loss-carryback rights of the debtor.

## **8. WRITE-OFF, USE OF CURRENTLY NOT COLLECTIBLE, TERMINATION OF COLLECTION ACTION, AND CLOSE-OUT.**

- a. Authority.** The authority to compromise or terminate collection action on claims for violations of the Emergency Petroleum Allocation Act of 1973 is vested in DOJ, regardless of the amount of the claim. Authority for all other claims that do not exceed \$100,000, or such higher amount as the Attorney General may prescribe, and authority to recommend such actions to DOJ on claims that exceed the \$100,000 threshold rests with the CFO or the Heads of Field Elements, or designees. DOE must refer an account to DOJ for its concurrence on compromising or terminating collection action on claims where such concurrence is required, but the authority to write off claims as administratively uncollectible rests solely with the CFO or the Heads of Field Elements, or designees, regardless of the dollar amounts involved. Receivables may be written off the accounts of the Department while DOJ or the Office of Hearings and Appeals are actively pursuing the claims. (See 8b of this section.) Redelegation of CFO or Head of Field Element authority to write off claims must be in writing. The written redelegation must indicate clearly the designee, preferably by title or position, and the dollar limits of the authority. The dollar limits of a designee's authority shall be consistent with the requirement that the write-off of progressively higher amounts be authorized by progressively higher officials. The signatures of all officials participating or concurring in each write-off decision shall be obtained before the debt is written off.
- b. Write-off.** "Write-off" is an accounting procedure separate and distinct from the legal procedures of "termination" and "suspension of collection."
- c. Criteria for write-off.** As directed in OMB Circular A-129, Appendix A, write-off should occur when an office determines that the likelihood of collection is less than 50%, but no later than two years from the date of delinquency unless documented and justified to OMB in consultation with Treasury. It is not necessary for write-off, termination of collection activity, and close-out to occur simultaneously, since legal and accounting procedures may follow different timetables. For example, a debt in litigation, and more than two years delinquent must be written off. However, since legal proceedings are not complete, collection action will not be terminated at this time. Instead, the debt will be written off and reported as "currently not collectible" (CNC) on the Treasury

Report on Receivables (TROR). At the completion of the legal action, collection action will be terminated and the debt closed out, if appropriate.

(1) All debt must be adequately reserved for in the allowance account. All write-offs must be made through the allowance account. Under no circumstances are debts to be written off directly to expense. Receivables that have been approved for write-off shall be recorded in the accounting records in accordance with entries prescribed in the Standardized Pro Forma Accounting Transactions Document maintained by the EFASC.

(2) Once the debt is written-off, the field office must either classify the debt as CNC, or terminate collection action and close out the debt. Treasury will recommend write-off and termination of collection action for debts that have been referred to the cross-servicing program and report the debts to IRS on the appropriate Form 1099 for DOE. Offices must, therefore, promptly write off debts when they receive the recommendation to do so from Treasury.

**d. Use of Currently Not Collectible.** Cost effective collection efforts should continue, specifically, if DOE determines that continued collection efforts after mandatory write-off are likely to yield higher returns. In such cases the written-off debt is not closed out but classified as CNC and reported on the TROR as written-off and "currently not collectible." The collection process continues until the agency determines it is no longer cost effective to pursue collection. At that point, collection action is terminated and the debt should be closed-out.

**e. Termination of Collection Action.** Termination of collection action ceases active collection of the debt. Offices may terminate collection activity when:

(1) DOE is unable to collect any substantial amount through its own efforts or through the efforts of others;

(2) DOE is unable to locate the debtor;

(3) Costs of collection are anticipated to exceed the amount recoverable;

(4) The debt is legally without merit or enforcement of the debt is barred by any applicable statute of limitations;

(5) The debt cannot be substantiated; or

(6) The debt against the debtor has been discharged in bankruptcy.

**f. Close-out.** Close-out, or discharging a delinquent debt, occurs when an office determines that additional future collection efforts on a written-off, terminated debt would be futile. Discharge of indebtedness is distinct from termination of collection activity and is governed by the Internal Revenue Code. When

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collection action on a debt is terminated, the debt remains delinquent and further collection action may be pursued at a later date in accordance with the FCCS at 31 CFR 903.3. When DOE discharges a debt in full, or in part, further collection action is prohibited. Before discharging a debt, offices must terminate debt collection action and report the amount of a debt to the IRS on Form 1099-C, "Cancellation of Indebtedness." Treasury will prepare Form 1099-C for debts that have been referred to Treasury in the cross-servicing program. Responsible offices must prepare Form 1099-C for debts that were not referred to Treasury as directed in Chapter 5 of FMS's "Managing Federal Receivables."

- g. Documentation.** Compromised amounts and administratively uncollectible receivables which have been written-off or collection action has been terminated shall be recorded in a manner sufficient to support the write-off or termination. This includes written approval to write off or terminate the compromised amount or receivable, and the signatures of all officials participating or concurring in the write-off or termination decision. The approval and signatures should be kept with the applicable receivable.
- h. Suspension of Collection Activity.** Collection activity may be suspended when one or more of the following criteria apply:
- (1) The office is unable to locate the debtor.
  - (2) The debtor owns no substantial equity in property and is unable to make payments, but the debtor's future financial prospects justify retaining the debt *and* the statute of limitations has tolled or future collections may be realized through administrative offset, or the debtor has agreed to pay the interest accruing on the debt during the suspension.
  - (3) The debtor has requested a waiver or administrative review of the debt.
- i. Reinstatements and Collections.** Upon receipt of a collection against a written-off receivable, the account should be reestablished for the amount of the collection. The collection is then processed in the same manner as it would have been if the receivable had never been written off. If a collection is received after a receivable has been referred to GAO, DOJ, or a collection agency, inform the appropriate office as soon as possible.
- 9. DOE REPORTING REQUIREMENTS.** Pursuant to I TFM 2-4100, DOE is required to submit a Report on Receivables to the Department of the Treasury each quarter. Each finance office shall submit information on receivables to the EFASC for consolidation in the DOE TROR prepared and submitted in accordance with instructions issued by the EFASC.

**ATTACHMENT 8-1**

**SAMPLE CLAUSE FOR TRAVEL AUTHORIZATIONS  
AND OTHER DOCUMENTS USED FOR  
ADVANCING FUNDS TO CONTRACTOR EMPLOYEES**

I hereby agree to submit an approved Travel Expense Report 5 days after official travel is completed. If the advance received exceeds the allowed reimbursable costs, the excess will be repaid at the time the Travel Expense Report is submitted. In light of IRS regulations (26 CFR 1.62), which require excess advances to be reported as taxable income, I also agree that any advance I have received may be withheld from my salary or other moneys due me if I have not repaid the advance or substantiated the expenses within 60 days of the End-of-Trip-Date for which the advance was received.

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Traveler's Signature

## CHAPTER 9

### ACCOUNTING FOR INVENTORY AND RELATED PROPERTY

#### 1. INTRODUCTION.

- a. **Purpose.** This chapter establishes the DOE inventory and related property managerial accounting policies and general procedures defined by statutory requirements, FASAB, and other Federal guidance as required.
- b. **Background.** In the Department of Energy (DOE), the term “inventory” has been used broadly to cover inventory, materials, and other related property. In this chapter the term is used as defined in the Statement of Federal Financial Accounting Standards No. 3 (SFFAS No. 3), “Accounting for Inventory and Related Property,” promulgated by the Office of Management and Budget (OMB) on October 27, 1993. In this context, inventory includes tangible personal property that is for sale or in production for sale. The primary elements of related property include crude oil held in the Strategic Petroleum Reserve and the Northeast Home Heating Oil Reserve, nuclear materials, operating materials and supplies. These categories include work-in-process, finished goods, production materials, raw materials, stock held for sale or use, and other subcategories. Excluded from inventory and related property are plant and capital equipment. When it is necessary to distinguish inventory for sale, operating materials, or stockpile materials and so forth, these terms have been used. The term “materials” is used when referring to operating materials and supplies, stockpile materials, or both. The financial inventory management and control procedures include those established by the Federal Accounting Standards Advisory Board (FASAB), the Comptroller General, OMB, and Federal statutes. The standards to be used in accounting for inventory and related property are contained in SFFAS No. 3. Attachment 9-1 contains a list of definitions relating to inventory.
- c. **Applicability.** The applicability of this chapter is specified in Chapter 1, “Accounting Overview,” of the *DOE Accounting Handbook*.
- d. **Policy.**
  - (1) All DOE inventory and related property shall be controlled to ensure compliance with Federal requirements for prevention of waste, fraud, and mismanagement of resources.

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- (2) Inventory and related property under financial control shall be recorded as assets in standard general ledger (SGL) accounts from the time of acquisition until issued for use, sold, consumed, or disposed of in the normal course of operations.
- (3) Inventory and related property controls shall include completion of physical counts at prescribed intervals and, when appropriate, control by use of perpetual records. Physical counts and quantity records shall be reconciled and adjusting entries prepared to bring physical and financial records into agreement. If products are too hazardous or inaccessible for a physical count, alternative means (such as perpetual records and measuring techniques) shall be used to establish quantities.
- (4) Inventory and related property records (both quantity and financial) shall be controlled by reconciliation of subsidiary and control accounts with the standard general ledger financial control accounts at least annually.
- (5) Records shall be maintained that disclose the reconciliation of costs and quantities. Inventory and related property shall be reconciled with the quantitative reports of the appropriate quantity accountability system.

**2. REFERENCES.**

- a. **Department of Energy Property Management Regulations (DOE-PMR)**, under Title 41, Chapter 109, of the Code of Federal Regulations (41 CFR 109).
  - b. **DOE Orders 410, 470, and 5660 Series**, which provide for control, accountability and management of nuclear materials.
  - c. **Office of Management and Budget statement of Federal Financial Accounting Standards Number 3, "Accounting for Inventory and Related Property."**
  - d. **National Nuclear Security Administration (NNSA), *Production Accounting Handbook*.**
- 3. REVIEW AND IMPLEMENTATION OF PROCEDURES.** Heads of Organizations shall be responsible for the following:

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- a. Reviewing inventory and related property procedures established by each organization under their cognizance to ensure that procedures provide adequate controls and are in accordance with prescribed policies;
- b. Reviewing and approving detailed procedures for the taking of physical counts and any authorized procedures permitting test-check verification;
- c. Maintaining a workable interface between quantity and financial records for inventory or related property;
- d. For nuclear material processing and recovery, ensuring that facilities establish salvage values consistent with these regulations for each type of recoverable nuclear material. These salvage values shall be used consistently to calculate net realizable values for salvageable materials to be recorded in financial systems. When changed economic conditions require a change in the established salvage values, the new values will be provided to those offices that need the information for use in decision-making;
- e. Encouraging the use of performance measures to assist in the management of inventory and related property;
- f. Requiring that sub-tier organizations (subcontractors, etc.) report to DOE or its major site/facility operating contractors on the status of DOE-owned inventory and related property held by the sub-tier organizations.

**4. ACCOUNTING FOR INVENTORY AND MATERIALS.**

- a. **Acquisition.** Generally, inventory or materials acquired shall be recorded at the actual cost of acquisition, which includes the net purchase price (gross billing less discounts) plus packing, transportation, docking, and related charges required to place the inventory or material in storage ready for issue. Nuclear materials produced are recorded at the actual cost of production. Inventory or materials transferred will be recorded at actual cost, or standard transfer value (STV) when an STV has been established. Oil produced from the Naval Petroleum Reserve (NPR) qualifies under a valuation exception in SFFAS No. 3 and is carried at expected net realizable value.
- b. **Inventory and Materials Valuation.** Inventory and materials shall be valued at historical cost. Historical cost includes all appropriate purchase and production costs incurred to bring an item to its current condition and location. The cost flow assumptions used will be moving average, weighted average, or first-in, first-out (FIFO). Moving average is a costing method under which an average unit cost is computed after each

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acquisition. Weighted average is a costing method under which an average unit cost is computed periodically. It is acceptable to value inventory for sale at expected net realizable value if three criteria are met: (1) there is an inability to determine approximate cost; (2) the items have immediate marketability at quoted prices; and (3) there is unit interchangeability of the items. Perpetual records will reflect these cost flow assumptions. Valuation methods are shown in Attachment 9-2.

- c. **Operating Materials and Supplies.** Operating materials and supplies consist of tangible personal property to be consumed in normal operations and should be valued using the consumption method. However, the purchases method allows operating materials and supplies to be expensed when purchased. The purchases method of valuation may be used if (1) the operating materials and supplies are not significant dollar amounts; (2) they are in the hands of the end user for use in normal operations; or (3) it is not beneficial to apply the consumption method of accounting.
  
- d. **Goods Manufactured or Produced in DOE Facilities.**
  - (1) The cost of items manufactured or produced includes applicable direct and indirect costs, including depreciation, that are incurred in converting or fabricating inventory or materials into usable forms. Costs that relate to selling and administration are not inventory or related material costs. Applicable Cost Accounting Standards (CAS) and FASAB SFFAS No. 4, "Managerial Cost Accounting Concepts and Standards," provisions will be followed in accumulating and allocating costs to products produced or manufactured.
  
  - (2) Usable byproducts should be assigned some cost. If actual cost cannot be determined, a portion of the total cost of the products produced may be assigned to the byproducts based on a recognized accounting practice such as relative market values. If market values cannot be determined, realistic market value estimates or engineering cost estimates may be used. The methods used for arriving at cost must be in accordance with CAS, or SFFAS No. 4, as supported by Generally Accepted Accounting Principles (GAAP).
  
- e. **Return of Previously Issued Items to Stock.**
  - (1) **New Items.** Items previously issued from stock that are returned to stock in new condition shall be valued at the current unit cost for like items at the time of return.



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- (2) **Used Items.** For items returned to stock in used condition, if the returned items can be used without being reworked, the returned items shall be valued at their fair value at the time of return. If they are reworked, value them as new items and expense any excess rework cost. The Power Marketing Administrations shall follow procedures provided by Federal Energy Regulatory Commission guidelines in Title 18, Chapter 1, Subchapter C, Part 101, of the Code of Federal Regulations for reusable material in utility operations.
- f. **Cost Recognition.** Inventory or materials to be expended (costed) will be removed from the capital account at the carrying value (book value) of the item. Losses should be recognized on the accounting records as soon as they are known or estimable. At the time that title passes to a purchaser, the goods are delivered to the purchaser, or the goods are used in the provision of a service, the related expense shall be recognized and the cost of the goods shall be removed from the inventory or materials account. Expense recognition is also necessary when there is no future benefit to be derived by the entity from an asset. As inventory or material is sold, the cost must be charged to the cost of goods sold in order to achieve a matching of cost and revenue. Inventory or material is to be reported as an operating expense in the period in which it is issued to an end-user for consumption in normal operations.
- g. **Inventory or Material Gains/Losses.** Gains (when the actual count of the number of items in stock is greater than the number of items shown on the perpetual records) shall be valued at the unit value shown on the inventory records at the time the gain is recognized. Losses (when the count is less than shown on the records) will be expensed at the value shown on the inventory records at the time the loss is recognized.
- h. **Donations.** Inventory donations received shall be capitalized, but when the item donated requires reworking, it will be valued at the current unit value of like items in stock less the cost of reworking the item. If like items are not in stock, the donation will be valued at the estimated net realizable value to approximate “fair value” required by SFFAS No. 3
- i. **Repairs.** SFFAS No. 3 specifies how inventory held for repair may be treated. DOE has provided account codes for use of the direct method. Under the direct method, inventory held for repair shall be valued at the same value as a serviceable item less the estimated repair costs. To avoid overstating repair expenses for the first period that the repair expenses are accrued, prior-period repair expenses are to be separately identified or estimated. The estimated amount applicable to prior periods shall be credited to the inventory account and reported as an adjustment to equity.

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When the repair is actually made, the cost of the repair shall be capitalized in the inventory account up to the value of a serviceable item. Any difference between the initial estimated repair costs shall either be debited or credited to the repair expense account. The provisions of this statement need not be applied to immaterial items.

- 5. INVENTORY AND RELATED PROPERTY COSTS.** Inventory and related property costs shall be classified in accordance with appropriate Federal Standards, CAS, and GAAP requirements. Costs are often classified as product costs or period costs. Product costs are capitalized into the inventory or product account while period costs are expensed and should be considered in pricing products. Inventory and material costs will include costs that are incurred to acquire the inventory or material and bring it to the initial desired status and location.
- a. Manufacturing and Production Costs.** All manufacturing and production costs, direct and indirect, are product costs. These include manufacturing material and labor, factory rent, factory machinery depreciation, factory taxes, and factory insurance; that is, costs that directly benefit the product. Product costs include (1) direct material, (2) direct labor, and (3) indirect manufacturing costs. Indirect manufacturing costs include manufacturing or production facility costs for the items listed below. If more than one product or cost center is benefited, a proportionate share of the expense should be allocated to each benefiting product or cost center.
- (1) Indirect Manufacturing (Production) Costs.**
- (a)** Indirect material or factory supplies, such as grease, oil, cleaning supplies, polishing compounds, and factory office supplies;
  - (b)** Indirect labor, such as foremen, inspectors, watchmen, supervisors, clerks, janitors, elevator operators, storekeepers, and timekeepers;
  - (c)** Building occupancy costs, such as rent, taxes, insurance, depreciation, heat, light, and maintenance;
  - (d)** Depreciation of machinery and factory equipment (when depreciation relates to selling or administration functions, it is not inventoried);
  - (e)** Cost of small tools used in factory departments;

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- (f) Power;
  - (g) Federal Insurance Contribution Act (FICA) taxes on factory payrolls;
  - (h) Payroll fringe benefits, such as holiday pay, insurance, and pension fund payments; and
  - (i) Workers' compensation insurance premiums (when insurance relates to selling or administration functions, it is not included).
- (2) **Selling Expenses.** Selling expenses are period costs. They are not allocated to inventory or material capitalized cost. Selling expenses are usually not known until after the product is sold. Selling expenses would include insurance and depreciation relating to the sales operation.
- (3) **Warehousing or Storage Expenses.** Warehousing or storage expenses are period costs. They typically occur after the inventory or material is received. These expenses are computed or estimated when determining holding cost.
- (4) **Administrative Expenses.** Administrative expenses are period costs. They cover a wide range of indirect activities not directly related to factory or production activities. They include depreciation on central administration building and office equipment and clerical salaries for site administration.
- (5) **Other Period Costs.** Other period costs include casualty and theft losses, research and experimental cost, and engineering and design cost.
- (6) **Optional Costs.** Some costs may be treated as period costs or product costs, but they must be treated consistently. These are (1) employee benefits for factory or production direct and indirect labor (for current service); (2) rework labor, scrap, and spoilage; and (3) factory or production administration.
- (7) **Government Mission Costs.** Some government mission costs are always period costs. These are costs incurred in carrying out government missions that are not related to the administration, manufacturing, or production of the product. These costs include social program costs, security costs related to government missions and not related to production or production administration, security

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costs in excess of normal industrial security, and inspections and quality reviews for governmental (as opposed to production or production administration) purposes.

- b. Strategic Petroleum Reserve (SPR) Material Costs.** For SPR mission activities, terminology differs, but the basic principles and activities remain the same. In terms of SPR activities, the following applies:
- (1) **Crude Oil Material Cost.** Production costs include (1) direct material, (2) direct labor, and (3) indirect costs of transportation and terminal costs. To be a product cost, the cost must be a prime cost (direct material and direct labor) or specifically related to moving the stockpile material into the initial location (cavern) for storage. Costs that relate to selling or administration are not product costs. Costs that relate to movement of crude oil product from location to location, after initial positioning, and costs to position product for sale are not product costs; they are selling and inefficiency costs.
  - (2) **Indirect Transportation and Terminal Costs.** These are costs incurred in getting the product to its initial desired status in storage. They include the following:
    - (a) Terminal materials or supplies such as grease, oil, cleaning supplies, chemicals, and terminating office supplies;
    - (b) Terminal labor such as foremen, inspectors, workmen, supervisors, clerks, janitors, elevator operators, storekeepers, timekeepers, and product testers;
    - (c) Terminal building occupancy costs such as rents, taxes, insurance, depreciation, heat, electricity, and maintenance;
    - (d) Depreciation of machinery, pipelines, vessels, and other terminal equipment;
    - (e) Cost of small tools used in terminal departments;
    - (f) FICA taxes on terminal payrolls;
    - (g) Terminal payroll fringe benefits, such as holiday pay, insurance, and pension fund payments;
    - (h) Terminal workers' compensation insurance premiums;

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- (i) Transportation to port-of-entry or SPR docking facility;
  - (j) Charges, including lab tests, for inspection of product delivered to determine quality, quantity, and acceptability;
  - (k) Charges for delivery vessel docking, mooring, unmooring, and unloading of product;
  - (l) Pipeline usage charges for initial acquisition of product;
  - (m) Costs for landing of cargo, including temporary barge demurrage, cleaning, repairs, and rental; and
  - (n) Custom fees and Superfund taxes for product.
- (3) **Nonproduct Costs or Period Costs.** Costs, such as advertising and sales salaries, that are generally not related to production and are not attached to the product (such as material and labor costs) are considered period costs. The following period costs are not allocated to inventory or materials:
- (a) General and administrative expenses;
  - (b) Design, research, and experimental costs;
  - (c) Casualty and theft losses;
  - (d) Distribution, handling, and warehousing charges; and
  - (e) Marketing, advertising, and selling expenses.
- (4) **Optional Costs.** Some costs are optional costs and may be treated either as product or period costs; however, they must be treated consistently. That is, once a method of treatment is selected, it is a permanent decision. Optional costs are:
- (a) Employee benefits for current services;
  - (b) Rework labor, scrap, and spoilage; and
  - (c) Administration performed for inventory or material production, moving, and location activities.

Chapter 9 Accounting for Inventory and Related Property**6. INVENTORY AND RELATED PROPERTY CONTROL GUIDELINES.**

**a. Data Requirements.** Perpetual records shall be maintained for all DOE-owned inventory and materials under financial control. SGL accounting codes are established for inventory and material cost entries in the DOE Standard Accounting and Reporting System (STARS). Whenever specific codes are provided, the specific code shall be used rather than a general code.

**b. Identification of Inventory, Operating, and Stockpile Materials.**

- (1) SFFAS No. 3 defines the terms “Inventory,” “Operating Materials and Supplies,” and “Stockpile Materials.” Use of those categories is required. The following subcategories are also required by SFFAS No. 3:
  - (a) Inventory held in reserve for future sale;
  - (b) Excess items;
  - (c) Obsolete and unserviceable items;
  - (d) Inventory held for repair;
  - (e) Stockpile materials currently for sale; and
  - (f) Operating materials and supplies held for future use.
- (2) Inventory and materials are further classified by the type of inventory or materials. These types are identified by SGL subaccounts. The appropriate SGL subaccounts are defined in the STARS/SGL Chart of Accounts and Related Codes.
- (3) Inventory and materials are further classified and identified by Asset Type (AT), which can all be found in the STARS/SGL Chart of Accounts and Related Codes.
- (4) For financial statement purposes, reporting must meet the requirements of SGL and SFFAS No. 3, Attachment 9-3 shows a crosswalk between the inventory types and reporting categories required by SFFAS No. 3. Attachment 9-4 lists the financial statement disclosure requirements for DOE inventory and materials.

**c. Physical Counts.** Physical counts of inventory and related property shall be conducted at all DOE and contractor locations, consistent with GAAP and 41 CFR 109-1.5110. Detailed procedures for taking physical counts

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shall be developed for each DOE organization and contractor. Procedures limited to check-off on a listing of recorded items will not meet the requirements. Following are some guidelines for physical counts:

- (1) Physical counting may be performed by using either (a) a physical count of all items within a classification or (b) statistical sampling techniques that analyze a representative sample of the total population of items. Statistical sampling is preferable to 100 percent physical count for items with low unit cost, insignificant dollar value, or items that are unlikely to be stolen or misused; and
  - (2) Inventory and related property shall be counted or statistically sampled at least annually, including sensitive and stored items. Physical counts may be completed more frequently when the nature of the items require it, such as some nuclear materials. Each DOE organization shall have representatives with an interest in the material participate in or witness the actual counting of items to ensure that the results are accurate.
- d. **Perpetual Inventory/Material Records.** For all inventory or material, records shall include location of items, dollar values, item descriptions, and quantity for the items being controlled. Where applicable, the records will also include element weight, isotopic weight, metal content, quality or grade, organizational units authorized to handle or receive items, current unit cost, and date of last physical count.
- e. **Reconciliation Requirements.** The accounting and physical records shall be reconciled and adjusted to physical quantities annually by DOE field elements and contractors. This is best accomplished when a physical count is completed. Any adjustments to perpetual records as a result of reconciliation shall be recorded as a gain or a loss, and inventory or material records should be adjusted.
- f. **Adjusting Perpetual Inventory and Related Property Records.** If the gain or loss is a difference between perpetual records and the results of a physical count of materials, the difference should be corrected in the quantity records, with adjusting entries to financial records to reflect the correct values. The adjusting entries must be flowed through all appropriate accounts in the accounting and quantity control systems so that both quantity and dollar value accounts are corrected.
- g. **Consumption or Disposition.** Transactions reflecting the consumption or disposition of inventory or related property must be supported by adequate documentation and promptly posted in the accounting system.

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- (1) **Issues for Consumption.** Issues from stock will be recorded at the unit cost of the items at the time of issue.
  - (2) **Sales.** Asset accounts for items sold will be reduced by the unit value at the time of the sale.
  - (3) **Variiances.** Variiances resulting from field element standard cost system production activities will be accounted for through SGL 1571.28 and disposed of as production variances after appropriate analysis of the variances and their causes are determined. Differences that are created as a result of transferring nuclear products from production cost accounts to standard transfer value accounts will be accounted for through SGL 1571.29. These amounts will be accounted for as determined by the Headquarters Chief Financial Officer (CFO) after appropriate analysis of the variances.
  - (4) **Consumption for Other Reasons.** The value of an inventory or related property account is reduced due to losses, obsolescence, spoilage, decay, and so forth. If inventory or related property that is no longer needed has any value, it shall be reclassified as scrap, excess materials, and the like, and be revalued as appropriate for the property. Reductions in the value of the inventory or related property are to be charged as a cost during the period in which it is determined the material is of a lesser value.
- h. Establishing an Inventory or Related Property Asset Account or Asset Type.**
- (1) If an inventory or related property account does not already exist, it may be established with financial or stock controls when usage of an item is frequent enough that it becomes cost beneficial to stock quantities of the item rather than purchase it for direct turnover. This should be based on cost-benefit studies of requirements or statutory or oversight agency requirements. SFFAS No. 3 requires both disclosure of decision criteria for identifying categories to which inventory and materials are assigned as well as disclosure of changes in those criteria. Categorizing by criteria begins with initial acquisition and runs through the entire process until final disposition of inventory or related property. Inventory and material managers are a part of the criteria decision making process, since they must monitor usage data and other factors to determine when an inventory account should be established or an asset added to an established inventory and convey this information to appropriate financial staff. If inventory poses a danger to the environment or is subject to



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pilferage, misuse, or destruction, inventory stock level should be established for management and control purposes even though usage may be low. Whether a physical inventory is established with or without financial inventory control will depend on cost-benefit, risk, and other factors.

- (2) If an inventory or related property SGL subaccount should be established or an AT added to an existing account, a written request shall be forwarded to the Headquarters CFO. The CFO will review the financial implications and appropriately interface the changes with the relevant organizations and systems. No financial account or AT addition to financially controlled inventory or related property shall be established without Headquarters CFO review and concurrence. Appropriate codes and funding must be established for inventory or related property financial accounts to interface with all relevant systems.
  - (3) For an inventory or related property account or AT to be closed, coordination with relevant organizations such as the Office of CFO, program managers, funding sponsors, and customer organizations is required. Closed shall require many of the same considerations as establishing an inventory or asset account. Closed will require development of alternate funding and supply sources by all customers and the closing out of reporting and control elements.
- i. **Accounting Accuracy and Timeliness.** The use of decentralized accounting and the summarization of that data into STARS at Headquarters requires accuracy and timeliness for all accounting transactions. Accuracy includes the use of detailed SGL subaccounts. Timeliness includes not only posting all transactions within the same accounting period in which the transactions occur, but also the prompt recognition and recording of changes in item value due to gains or losses, spoilage, obsolescence, etc. All such accounting entries should be made during the same accounting period in which the change in the item value is realized.
  - j. **Funding.** DOE inventory is funded from a specific appropriation established to support missions specified for that appropriation. Appropriated funds are accounted for through fund accounting systems using designated fund codes. Fund accounting requirements shall be used to avoid violations of statutory provisions regarding the use of Government appropriated funds. Program Segment Codes are used to control individual expenditures within appropriation and fund limitation constraints.

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- a. Precious Metals.** Precious metals are carried in SGL accounts 1511, 1512 and 1513, "Operating Material and Other Special Materials." 41 CFR 109-27.51, "Management of Precious Metals," requires each DOE organization and contractor holding precious metals to conduct, at a minimum, annual physical inventories, an annual review of precious metal holdings to determine excess quantities, and to prepare/submit to the DOE Business Center for Precious Metals Sales and Recovery (DOE BCPMSR), the annual forecast of anticipated withdrawals from, and returns to, the DOE precious metals pool. Precious metals are to be valued at historical cost. The DOE BCPMSR is responsible for maintenance, and accountability of inventories, issuance to users, recycling/recovery of precious metals, and sale of precious metals inventories that are excess to the Department's needs. When metals are sent to DOE BCPMSR, the issuer should write-off the value based on historical cost and the DOE BCPMSR shall record the inventory at historical cost. If the historical cost is not identified by the issuer, the materials will be valued at the DOE BCPMSR historical cost in effect on the date that the metals were received.
- b. Excess, Obsolete, and Unserviceable Inventory or Material.** Inventory or operating materials and supplies in these categories shall be valued at expected net realizable value. The difference between the carrying amount of the inventory or operating material before identification as excess, obsolete, or unserviceable, and its expected net realizable value shall be recognized as a gain or loss and separately reported or disclosed. Any subsequent adjustments to the net realizable value or any gain or loss upon disposal shall also be recognized as a gain or loss. Stockpile materials that are excess, obsolete, or unserviceable will be valued at historical cost unless the materials have permanently declined in value below cost or are damaged or decayed. In such cases, valuation at expected net realizable value is required. For inventory or materials, the valuation at expected net realizable value may be accomplished by a credit to an allowance for loss or valuation account.
- c. Spoiled Work, Units Lost, Defective Units, and Scraps.**
- (1) Spoiled Work, Units Lost, and Defective Units.**
- (a)** In materials production and crude oil transportation activities, the costs assigned to each process are divided by production in terms of completed products after eliminating units lost, spoiled, and defective. Therefore, units in-process and completed have to bear the loss as an added element of cost.

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- (b) If abnormal conditions exist because of inefficiency of labor or from inferior materials, the units in question should be included with units finished and in-process in computing the average unit cost for the process. Those units lost, spoiled, and defective because of abnormal conditions should be multiplied by the cost per unit in the process, and the resulting amount should be charged to a lost, spoiled, and defective work account and credited to the process through a journal entry. These losses should be charged to cost of operations for the current period so that the inventory or material account will not be improperly inflated. The normal cost of spoiled and lost units is absorbed as an additional cost of units in process.
- (2) **Scrap.** Material residue from manufacturing or other activities may have measurable but minor recovery value. If it is cost beneficial to recover the value of these items, they should be entered into a scrap material account using an accounting code for scrap. Scrap should be recorded at its net realizable value. Net realizable value is the expected sale price less the cost of disposing of the scrap material. If items in inventory or material accounts are damaged to the extent that they have to be scrapped, the loss should be accounted for through the allowance account if one is established for the inventory or material; otherwise, account for such a loss through a loss adjustment account. The loss in value will be charged to the landlord program segment.
- d. **Radioactive Material.** For non-production material accounts, the amount of material lost through radioactive decay shall be written off based on the unit value of the material at the end of the period in which the decay occurred. The recording of decay is the recognition of a cost incurred and does not increase the value of the remaining material. For production material accounts, the cost of radioactive decay is a normal cost of business and is a part of product cost.
- e. **Nuclear Fuel Operating Material.**
  - (1) **Fuel Fabrication Operating Material.** Fuel fabrication operating material is to be costed over the life of the fuel as the nuclear fuel is used in reactors. As fuel is used, the value for the fabrication of that fuel in use must be reduced on a periodic basis to account for consumption of utility during reactor operating cycles. The consumption adjustment for the fabrication cost used should be based on reactor run-time if that best matches cost with benefits. The offsetting charge for fuel fabrication consumption will be to

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the reactor cost of operations account. By the time a fuel cylinder is no longer usable, all fabrication costs for it should have been charged to reactor operations.

- (2) **Nuclear Fuel Operating Material.** Costs of nuclear fuel lost in fuel burn-up, degradation, or production must be recorded on a periodic basis. The material account for nuclear fuel will be reduced with an offsetting charge to an appropriate cost of operations account. Consumption costs shall be transferred on a basis to the program office using the DOE nuclear material. Costs transferred from one field element to another are described in Chapter 12, “Inter-Entity Transactions.”
- f. **Allowance for Loss or Valuation Accounts.** Allowance accounts have been established for isotopes inventory, stores operating materials and supplies, and nuclear stockpile materials. These negative balance accounts should be used to recognize reasonably anticipated financial losses in inventory and materials. The inventory and operating materials and supplies allowance accounts are separately reported on financial statements; the stockpile materials allowance account is not. Stockpile materials are reported net on financial statements.

  - (1) **Estimating Loss Allowances.** Losses that may occur include reduction in value as a result of shrinkage, deterioration, damage, obsolescence, or loss of utility. Analysis of allowance account balances, products, missions, and markets will be necessary to adjust allowance account balances. Normal decay of nuclear materials is not reported through the allowance account. Adjustments to the allowance account must be documented.
  - (2) **Losses Incurred.** If the balance in an allowance account is not adequate to absorb anticipated losses, the account is increased by a charge to operations to increase the allowance amount. The allowance account should be reviewed periodically, and at least annually, to ensure that adequate provision has been made to cover anticipated losses. When inventory or material for which an allowance exists is used or disposed, both the asset account and the allowance account must be cleared for those units. If the gain or loss on use or disposition does not match the allowance account amount then an additional gain or loss must be recognized at that time.
- g. **Bench Stocks.** These are quantities of items that have been drawn from inventory or materials stocks and are held at workbenches or locations outside of normal inventory storage locations. Such inventory materials

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should only be held if they will be consumed within a reasonable period of time, not to exceed 90 days. Quantities in excess of a 90-day supply should be returned to inventory.

- h. Inventory or Operating Materials and Supplies Held for Future Sale or Use.** Inventory or materials or supplies held for future sale or use must be separately classified in financial records and reported or disclosed in the financial statements.
- i. Stockpile Materials Held for Sale.** When stockpile materials are authorized to be sold, those materials shall be reclassified as stockpile materials held for sale. These materials shall be valued at the same basis as used prior to being authorized for sale. The cost of stockpile material shall be removed from the stockpile material account and reported as cost of goods sold when sold. Any gain or loss on disposal shall be recognized accordingly. Any difference between the carrying amount of stockpile material held for sale and its estimated selling price shall be disclosed in the financial statements.
- j. Write-Down/Write-up.** Significant write-downs of inventory or materials should only be accomplished by an independent team. The need for the write-down and value must be supportable by objectively verifiable facts. Factors to consider include recent sales prices for comparable material, world market prices, scrap value, sales attempts, damage reports and appraisals by technical experts, investigation reports, future need for the material, alternative uses, and cost-benefit evaluations. Write-downs must be appropriately documented, including justification, facts relied upon, documentation supporting the facts and conclusions, and must be signed by authorizing persons with the owner's consent. All write-down approvals and documentation should be held for future audit. Write-down documentation may include correspondence regarding the material. Write-downs must be cleared through material and financial records. Write-downs of nuclear materials with a standard transfer value must be approved by the appropriate Headquarters program office and coordinated with the Headquarters Office of Financial Policy (CF-50). Prior to requesting the program approval for write-down of excess nuclear, the material should be reported in the annual Nuclear Materials Inventory Assessment, as inactive other material, that is more likely than not to be dispositioned by the Department. In addition, an Inactive Materials Bulletin should be issued as required in DOE Order 5660.1B, "Management of Nuclear Materials," to notify potential users of the availability of usable inactive nuclear materials. Significant write-ups should be treated in a similar manner. Less significant write-ups or write-downs may require less formality, but must still be adequately documented, properly flowed through both property and

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financial records, and be approved by appropriately authorized persons. An example of this last category would be normal shipper/receiver differences.

**8. ISOTOPES INVENTORY.**

- a. Valuation and Allowance.** Isotopes and related associated products or services are under the direction of the Isotope Program. Isotope Program inventories consist of two major categories, radioisotopes and stable isotopes. All inventories are valued based on average cost, except as otherwise provided for in SFFAS No. 3. With the exception of electromagnetic stable isotopes at Oak Ridge National Laboratory (ORNL), inventory quantities that exceed the total quantity sold during the preceding five years are included in the allowance for excessive inventory quantities. Quantities of electromagnetic stable isotopes at ORNL that exceed the total quantity sold during the preceding five years are written off.
- b. Isotope Physical Counts.** All isotopes produced by the Isotope Program will be inventoried unless the isotope has a 75 day half-life or less. At the end of a fiscal year, any isotope with a value greater than \$35,000 will be written back into inventory at fiscal year-end. When isotope radioactivity levels or assaying and measurement costs are too high, counting or sampling is unnecessary. For isotopes not counted or sampled, use standard decay rates to compute radioactivity decay losses at least once a year, and verify quantities by other measurement means.

**9. NUCLEAR MATERIAL STOCKPILE.**

- a. Accounting Records.** The field elements and major site/facilities management contractors that have physical control of DOE-owned nuclear material should maintain accounting records for that material. When a major site/facilities management contractor uses nuclear materials only in research, the Head of a field elements may find it more appropriate to maintain the nuclear material accounting records. A Directory of Reporting Identification Symbols is maintained by material control and accountability personnel to coordinate financial reporting organization codes, names, addresses, and other information. Reported changes to the directory are reported by all field elements to the Nuclear Material Management & Safeguards System (NMMSS) to ensure proper distribution of transaction data.
- b. Quantitative Records.** The NMMSS and local accountability systems provide reports showing quantities of nuclear materials. Accounting records contain financial data that should be reconcilable to quantities held by custodians. NMMSS financial module reporting may be used where

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appropriate to ensure required correlation. A classification crosswalk from NMMSS to financial SGL accounts must be used to determine the SGL for recording nuclear material. DOE nuclear material custodians and NMMSS system managers will maintain this crosswalk in an up-to-date status.

- c. **Account Classifications.** Nuclear Material financial account classifications are identified in the STARS/SGL Chart of Accounts and Related Codes. Nuclear Material quantity account classifications are contained in NMMSS reports and program orders.
- d. **Reporting.** All offices shall report nuclear materials into the financial systems. This is accomplished through the Department Inventory Management System (DIMS), which is a classified subsidiary ledger. Both NMMSS and financial codes are followed in this reporting. DIMS is monitored and reconciled by NNSA Office of Field Financial Management, field financial and materials management staff.

All DOE field CFOs need to ensure that an ending inventory report is run and reviewed at fiscal year end from the sites' local nuclear materials accountability system and to determine if Standard Transfer Values (STV), or standard cost curve values, are correctly applied to the nuclear materials on hand. Nuclear material values should be cross checked with STV's and any specific guidance that has been issued by Headquarters based on programmatic decisions. Materials that have a reduced value should either be written down to zero or put in an allowance account depending upon the program guidance.

## 10. RELATED PROPERTY.

- a. **Seized and Forfeited Property.** Such property shall be recorded at its fair market value. When seized property is forfeited, it will be reclassified as forfeited property. For additional guidance, refer to SFFAS No. 3 on seized and forfeited property.
- b. **Foreclosed Property.**
  - (1) Any asset received in satisfaction of a loan receivable or as a result of payment of a claim under a guaranteed or insured loan is considered foreclosed property. This property is valued according to SFFAS No. 3 on foreclosed property. Such property is valued at the net present value of projected future cash flows.
  - (2) Assets subject to the claims of other parties shall have the claim recognized in a valuation allowance. These claims shall be

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recorded at their net present value at the time of foreclosure. Receipts and disbursements during the holding period associated with holding the property will be charged or credited to the foreclosed property. Adjustments at the time of sale will be included in operating results. These shall be recognized as components of interest income and default expense. The number of properties held, average holding period, and number of properties under foreclosure proceedings will be included with other foreclosure disclosures required at year-end.

**c. Goods Held under Price Support and Stabilization Programs.**

- (1) These are commodities acquired, held, or sold to satisfy economic goals. They ordinarily will be held under statutory provisions, and the specific statutory requirements as well as SFFAS No. 3 will govern their handling.
- (2) Such commodities are recognized in the accounting records upon surrender of title or upon purchase. If acquired on a non-recourse loan, the valuation basis shall be cost. If purchased, the valuation for recording shall be the amount of the purchase plus other costs to bring the commodities to their current condition and location.
- (3) Revenue shall be recognized upon sale, and the carrying amount of the commodities sold shall be removed from the commodity account and reported as cost of goods sold. Commodities held for other than sale shall be removed from the commodity account and expensed upon transfer or use.
- (4) For financial statement purposes, commodities shall be valued at the lower of cost or net realizable value. Adjustments necessary to arrive at net realizable value shall be accumulated in an allowance account (contra-asset valuation allowance). Any adjustments for valuation losses should be recognized and reported in the current period.
- (5) Allowable cost flow assumptions include first-in, first-out (FIFO), weighted average, moving average, and specific identification. Commodities shall be reclassified when they shift to a different category, such as held-for-sale, donation, stockpile, or disaster assistance.



Chapter 9 Accounting for Inventory and Related Property**ATTACHMENT 9-1****DEFINITIONS**

**Consumable property.** Tangible property that is expected to be consumed in the ordinary course of operations and that does not meet the criteria to be classified as Plant or Capital Equipment (P&CE). Consumable property includes non-P&CE property intended for sale in the ordinary course of business. It also includes the DOE categories of Inventory; Materials and Supplies; Stockpile Materials; Seized, Forfeited, and Foreclosed Property; and Goods Held Under Price Support and Stabilization Programs. Such property could be transferred out of these categories into some other category. Some foreclosed property could be transferred to a P&CE category if the Department decided to use the foreclosed property as P&CE as in its own operations.

**Consumption method.** A method of accounting for goods, such as materials and supplies, where the goods are recognized as assets upon acquisition and are expensed as they are consumed.

**Direct turnover items.** Items requisitioned or purchased for immediate use.

**End-user.** Any component of a reporting entity that obtains goods for direct use in the normal operations of the component. Any component of a reporting entity, including contractors, that maintains or stocks operating materials and supplies for future issuance shall not be considered an end-user.

An example of an end-user may be an operating room in a hospital. Although the hospital may have purchased medical supplies and materials from a warehouse, the hospital may then store the materials and supplies at a central location within the hospital. Then, when a component of the hospital has a need for items for its use in normal operations, the component is issued the item from the central storage location. This issuance then places the operating materials and supplies in the possession of the end-user. Before this issuance (for example, when the items are still in the hospital's central storage location), the operating materials and supplies are to be accounted for as not in the hands of an end-user.

**Excess inventory or material.** Inventory or material stocks that exceed the demand expected in the normal course of operations because the amount in stock is more than can be sold or used in the foreseeable future, that do not meet management's criteria to be held in reserve for future sale or use, and that are not required as a safety or insurance margin shall be classified as excess. Excess items are those items that are more cost-effective to dispose of than to hold.

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**First-in, first-out.** The first-in, first-out (FIFO) costflow assumption assumes that the first (oldest) items received into the inventory or material system are issued first so that the items in stock always consist of the newest purchases. Issues from stock are valued at the oldest unit price in the records until the quantity of the earliest purchase is exhausted, at which point the next oldest unit price is used.

**Foreclosed property.** Any asset received in satisfaction of a loan receivable or as a result of payment of a claim under a guaranteed or insured loan (excluding commodities under price support). All such properties are assumed to be held for sale.

**Forfeited property.** (1) Monetary instruments and real and tangible personal property acquired through forfeiture proceedings; (2) property acquired by the Government to satisfy a tax liability; and (3) unclaimed and abandoned merchandise.

**Fuel fabrication cost materials SGL 1511, 1512, 1513.** Fuel fabrication cost materials include costs incurred for fabrication of fuel elements for DOE research and test reactors. Nuclear material is not included in this category; only fabrication costs are included.

**Goods held under price support and stabilization programs.** (Referred to as commodities). Commodities are items of commerce or trade having an exchange value. Commodities are acquired, held, sold, or otherwise disposed of to satisfy or help satisfy economic goals through support of market prices. This can include products, short-term loans with commodities pledged as collateral, and agreements to purchase commodities at given prices at the option of sellers.

**Head of Field Organization.** The head of an operations office, service center, site office, area office, regional office of a Federally staffed laboratory.

**Historical cost.** Historical cost includes all appropriate purchase and production costs incurred to bring an item to its current condition and location. Any abnormal costs, such as excessive handling or rework costs shall be charged to operations of the period. The first-in, first-out (FIFO), weighted-average or moving-average costflow assumptions may be applied in arriving at the historical cost of ending balances and cost of goods. In addition, a standard cost system may be used if the results reasonably approximate those of one of the above methods. Historical cost of inventory excludes any (1) abnormal costs (wasted material, labor, or other excessive costs); (2) storage costs once the production process is complete; (3) overhead that is unrelated to production; and (4) selling expense. These costs are not capitalized because they are not related to the acquisition or production of inventory.

**Holding cost.** All relevant costs (including storage and handling) associated with holding inventory or materials in lieu of sale or use.

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**Inventory.** Tangible personal property that is (1) held for sale; (2) in the process of production for sale; (3) to be consumed in the production of goods for sale or in the provision of services for a fee. The term “held for sale” shall be interpreted to include items for sale or transfer (1) to entities outside the Federal government or (2) to other Federal entities. The principal objective of the sale or transfer of inventory is to provide a product or service for a fee that generally recovers full cost or an identified portion of the cost. Other Federal entities may include entities within the same organization/agency. Payment for items purchased from inventory in both cash and noncash forms (for example, transfer of funds between agencies) is considered a sale transaction. Inventory excludes some other assets held for sale, such as (1) stockpile materials, (2) seized and forfeited property, (3) foreclosed property, and (4) goods held under price support and stabilization programs. These items may be sold, however, the purpose of acquiring them is not to provide a product or a service for a fee.

**Inventory held for current sale.** Any inventory held for sale under normal operations. Normal operations include the program activities that are planned for and performed during the fiscal year. Normal operations do not include any unforeseen events to which the entity might be called on to respond.

**Inventory held for repair.** Inventory that has suffered a loss of utility but that is to be restored to useful condition and that is being held for restoration.

**Inventory held in reserve for future sale.** Inventory exceeding the volume needed to meet normal operating requirements yet not identified for disposal. These are inventory stocks that are maintained because they are not readily available in the market or because there is more than a remote chance that they will eventually be needed (although not necessarily in the normal course of operations).

**Isotopes inventory (SGL 1527-01).** Isotopes inventory consists of naturally occurring or man-made forms of chemical elements that have differing atomic structures and weight than other species of the chemical element with the same atomic number and position in the periodic table. Isotopes inventory includes stable isotopes and radioisotopes with half-lives in excess of 75 days. Any isotope with a 75-day half-life or less and carrying a value greater than \$35,000 will be written back into inventory at fiscal year-end.

**Latest acquisition cost valuation.** Valuation by latest acquisition cost (LAC) means that the last invoice price would be applied to all like units held. Under this method, (1) the values to be assigned are easily obtained by management; (2) the values are verifiable; and (3) the values approximate the replacement cost if purchases are made frequently. The method has certain disadvantages in the large variances it creates, the difficulties involved in achieving reasonable accuracy, and control problems.

**Long supply items.** Long supply items refers to the increment inventory of an item that exceeds the stock level criteria established for an item by the inventory or material manager, but excludes quantities to be declared excess.

Chapter 9 Accounting for Inventory and Related Property

**Major facilities management contractor.** A DOE contractor whose financial accounting results are reported as a subsidiary organization into the financial accounts of DOE. This permits DOE to prepare integrated financial statements for use in reporting financial results to oversight agencies.

**Materiality.** Determination of whether an item is material depends on the degree to which omitting or misstating information about this item makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement. This concept includes both qualitative and quantitative considerations. This definition is extended to apply to all information that will impact financial information included in annual financial reports and applies to all items that would influence or change the users' judgments of the efficiency and the effectiveness of the entity.

**Material held in reserve for future use.** Materials that are maintained because they are not readily available in the market, or because there is a more-than-remote chance that they will eventually be needed, although not necessarily in the normal course of operations.

**Moving average cost.** An inventory or material costing method under which an average unit cost is computed after each acquisition by adding the cost of the newly acquired units to the cost of the units on-hand and dividing this figure by the new total number of units.

**National emergency.** A general declaration of emergency with respect to the National defense made by the President or Congress.

**NPR inventory (SGL 1527-02).** NPR inventory includes crude oil produced from NPR and held in holding tanks for sale or delivery to buyers. It does not include known geological reserves. This oil is produced in support of the objective to optimize total output from the geological reserves over the estimated life of these reserves. The inventory is valued at expected net realizable value.

**Net realizable value.** The estimated amount that can be recovered from selling, or any other method of disposing of an item, less estimated costs of completion, holding, and disposal.

**Nonproduction nuclear materials.** These include all nuclear materials other than those accounted for in SGL 1571-01.

**Not in stock (NIS).** Items for which a formal inventory or stocking requirement has been established, but no items are available for issue.

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**Not stocked items.** Items for which no formal inventory or stocking requirements has been established by the inventory, material or financial manager.

**Nuclear materials stockpile items (NM).** For purposes of maintaining financial control and compliance with SFFAS No. 3, NM consists of the following items held by DOE: uranium, plutonium, americium, curium, berkelium, californium, lithium, neptunium, deuterium, tritium, and thorium in production, research, or weapons and weapons components. They also include weapons or weapons components that are under presidential directive or with the Department of Defense. These materials are carried under SGL 1571-01 and are further subdivided by status codes and assets types. Except for transferred costs and reclassifications from other nuclear material stockpile materials accounts, the cost of obtaining, producing, or fabricating these items is first recorded in SGL 8030, Program Costs Capitalized - Inventory, and is then capitalized in stockpile materials accounts on a nonfund basis.

**Obsolete inventory or material.** Those items that are no longer usable because of changes in technology, laws, customs, or operations.

**Operating material and supplies.** Tangible personal property to be consumed in normal operations. Excluded are (1) goods that have been acquired for use in constructing real property or in assembling equipment to be used by the entity; (2) stockpile materials; (3) goods held under price stabilization programs; (4) foreclosed property; (5) seized and forfeited property; and (6) inventory.

**Other special materials (SGL's 1511, 1512, 1513).** Other special materials are specified materials and supplies that do not fit other DOE inventory and material categories. Other special materials include only the precious metals, rare materials with high monetary value in relation to volume or weight, special barrier materials, and special research isotopes. Only ATs 041 through 058 are includable in this material type. These materials are valued at historical cost.

**Purchases method.** A method of accounting for goods, such as materials and supplies, in which the acquisition cost is recognized as an expense upon purchase of the goods rather than upon their use.

**Replacement cost.** The cost to reproduce an inventory or material item by purchase or manufacture.

**Sales.** Business transactions involving delivery of a commodity, an item of merchandise or property, a right, or a service, in exchange for cash, a promise to pay, or money equivalent, or any combination of these items. Sales of inventory include cash transactions with an intent to transfer title in the ordinary course of business in exchange for assets or services. Government sales to other agencies or components of the same agency are not necessarily an exchange for cash. A competitive environment is not required.

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**Scrap materials.** Property that has no value except for the recoverable value of its basic material content.

**Seized property.** Monetary instruments, real property, and tangible property of others in the actual or constructive possession of the agency that takes possession.

**Special reactor materials (SGL 1511).** Special reactor materials include special materials approved for research and development and for use in reactors. The initial loading of heavy-water moderator in DOE-owned reactors is excluded from special reactor materials. Items may be added to this category only when authorized by the DOE Headquarters Chief Financial Officer. Items in this account are valued at average historical cost.

**Standard costs.** Predetermined expected unit costs, which are acceptable for financial reporting purposes if adjusted periodically to reflect actual results.

**Standard Transfer Value.** Predetermined values based on actual cost of production, established by the Department's Office of Financial Policy.

**Status of the SFFASs.** SFFASs shall be considered GAAP for Federal agencies. Agencies shall apply the SFFAS in preparing financial statements in accordance with the requirements of the CFO ACT of 1990. Auditors shall consider SFFASs as authoritative references when auditing financial records.

**Stockpile materials.** Strategic and critical materials held due to statutory requirements for use in National defense, conservation, or National emergencies. They are not held with the intent of selling in the ordinary course of business. The following items are specifically excluded from stockpile materials: (1) items that are held by an agency for sale or use in normal operations (see definitions for Inventory and Operating Materials and Supplies), (2) items that are held for use in the event of an agency's operating emergency or contingency (see definition for Operating Materials and Supplies), and (3) materials acquired to support market prices (see definition for goods held under price support and stabilization programs).

**Stores materials and supplies (SGL 1511-1513).** Materials, supplies, and parts on-hand that are normally used or consumed in operations, maintenance, and general use. Items in this account are valued at average historical cost.

**Strategic and critical materials.** Materials that would be needed to supply the military, industrial, and essential civilian needs of the United States during a National emergency, and that are not found or produced in the United States in sufficient quantities to meet such need.**SPR Petroleum (SGL 1571).** SPR petroleum consists of crude oil stored in caverns at SPR sites. This oil is stored for sale during National emergencies. Items are valued at moving average cost. Initial procurement and freight costs for petroleum

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reserves are charged to a current-year operational account. The costs are subsequently capitalized and recorded into SGL 1571. The offsetting credit entry for capitalization of these materials is to SGL 8030 (Program Costs Capitalized – Inventories).

**Surplus personal property.** Any excess personal property not required for the needs and the discharge of the responsibilities of all Federal agencies, as determined by the Administrator of General Services, or a DOE program manager or organization legally delegated this authority for management of nuclear or fossil materials.

**Unserviceable inventory or material.** Damaged inventory that is more economical to dispose of than to repair.

**Variance.** The difference between a preestablished measure and an actual measure.

**Variations retained by field elements (SGL 1571).** Used to record cost variances temporarily retained by field offices and certain integrated contractors when authorized by the CFO. These variances consist of the following:

1. **Standard production cost variances** result from differences between standard and actual production or recovery costs by production contractors and are cleared annually through revision of standard rates; and
2. **Materials adjustment variances** result from authorized stockpile materials adjustments arising from unusual circumstances such as production costs (receiving and storage) incurred in advance of starting fuel recovery services. These costs must be cleared on a regular basis.

**Variations transferred to Headquarters (SGL 1571).** Used by the field to temporarily record the difference between required standard transfer values and the cost of production. Variance balances in this account must be transferred to DOE Headquarters with prior approval from Office of Financial Policy, before the close of each fiscal year. In turn the Office of Financial Policy will analyze the variances for each nuclear material, allocate such to the appropriate inventory, material, or expense at fiscal year-end and revise standard transfer values as appropriate. The two variances initially accumulated in this account by the field and to be separately identified in transfers to DOE Headquarters include the following:

1. **Type A - materials adjustment variance** is the variance to be used for nonproduction operations and is generated when standard transfer values are initially established or subsequently revised;
2. **Type B - standard materials cost variance** is the variance to be used for production operations and is generated when standard or actual costs of materials shipped for use in other-than-production operations vary from the standard transfer value.

Chapter 9 Accounting for Inventory and Related Property

**Weighted average cost.** An inventory or material costing method under which an average unit cost is computed periodically by dividing the sum of the cost of beginning inventory or materials, plus the cost of acquisitions, by the total number of units included in these two categories.



Chapter 9 Accounting for Inventory and Related Property**ATTACHMENT 9-2****VALUATION METHOD**

<b>Category</b>	<b>SGL</b>	<b>Valuation Method</b>
Nuclear Materials Control Acct	1571-01	Historical Cost
Nuclear Materials Stockpile	1571-01	Average Cost (In Production) Historical Cost (Non- Production)
SPR Oil Stockpile	1571	Moving Average Cost
NPR Oil Inventory	1527	Net Realizable Value
Isotopes Inventory	1527	Average Cost
Special Reactor Materials	1511	Average Cost
Other Special Materials	1511-1513	Historical Cost
Fuel Fabrication Cost Materials	1511-1513	Average Cost Less Burn-up
Stores Materials and Supplies	1511-1513	Average Cost
Field Standard Variance Account	1571.01	Average Cost
Nuclear Materials Variance Acct.	1571.01	Average Cost
Allowance for Loss on Stockpile Inventory	1571.01	Historical Cost

\*All valuation methods are historical cost methods except NPR oil inventory, which is estimated net realizable value. Certain surplus items are at net realizable value. Latest Acquisition Cost is not authorized for DOE. Costflow assumptions are FIFO, weighted average or moving average.

**ATTACHMENT 9-3**

Chapter 9 Accounting for Inventory and Related Property**INVENTORY AND MATERIALS CROSSWALK**

<b>Inventory Type</b>	<b>Standard No. 3 Category</b>
Nuclear Materials	Stockpile Materials
SPR Oil	Stockpile Materials
NPR Oil	Inventory
SPR Oil	Stockpile Materials
Isotopes	Inventory
Special Reactor Materials	Operating Materials
Other Special Materials	Operating Materials
Fuel Fabrication Cost Materials	Operating Materials
Stores Materials and Supplies	Operating Materials
Field Standard Variance Account	Stockpile Materials
Nuclear Materials Variance Account	Stockpile Materials
Allowance for Loss on Stockpile Inventory	Stockpile Materials

**ATTACHMENT 9-4****FINANCIAL STATEMENT DISCLOSURE REQUIREMENTS FOR  
DEPARTMENT OF ENERGY (DOE) INVENTORY AND MATERIALS**

The following Statement of Federal Financial Accounting Standards No. 3 (SFFAS No. 3) disclosure requirements are applicable to Inventory, Operating Materials and Supplies, and Stockpile Materials held by DOE.

1. General composition of the inventory and materials.
2. Basis for determining values (valuation method and costflow assumptions).
3. Changes from prior year's accounting methods.
4. Balances for SFFAS No. 3 specified categories (Inventory, Operating Materials and Supplies, and Stockpile Materials) and subcategories (inventory or stockpile material held for sale currently; inventory held in reserve for future sale; material held in reserve for future use; excess, obsolete, and unserviceable inventory or materials; and inventory held for repair).
5. Restrictions on the sale or use of inventory and materials.
6. Decisions criteria (and changes in these criteria) for identifying the category (or subcategory) to which inventory and materials are assigned.

## **CHAPTER 10**

### **ACCOUNTING FOR PROPERTY, PLANT, AND EQUIPMENT**

#### **1. INTRODUCTION.**

- a. Background/Authorities.** This chapter describes accounting requirements for the acquisition, use, and retirement of property and provides guidelines for distinguishing between charges to capital accounts and charges to expense accounts consistent with the applicable Statements of Federal Financial Accounting Standards (SFFAS).
- b. Applicability.** The applicability of this chapter is specified in Chapter 1, “Accounting Overview.” When in conflict with the provisions of this chapter, Power Marketing Administrations (PMAs) should observe the policies of the Federal Energy Regulatory Commission and other applicable industry standards as they apply to the accounting and financial management of property, plant, and equipment (PP&E).

This policy supersedes all prior Office of the Chief Financial Officer (CFO) guidance on accounting for property, plant, and equipment.

- c. Policy/Objectives.** Financial accounting for PP&E is governed by the following basic principles:
- (1) Department of Energy (DOE) property should be accounted for and reflected in the official DOE financial records in accordance with the capitalization criteria contained in this chapter, regardless of funding source;
  - (2) Depreciation should be calculated and recorded in the appropriate cost-of-operation account, using the appropriate fund type;
  - (3) Timely and accurate financial reporting on facility construction and capital equipment activities must be provided to DOE management;
  - (4) Financial control over property should be maintained;
  - (5) The primary basis of accounting for property is its acquisition cost (with the general exceptions of transfers, excess property received, foreclosures, and discoveries); and
  - (6) Timely capitalize assets meeting the capitalization criteria and when physically placed in service; and
  - (7) Depreciate the assets over the appropriate useful life.

## Chapter 10, Accounting for Property, Plant and Equipment

**d. Responsibilities.**

- (1) The CFO develops property accounting policies and procedures and accounts for property at DOE headquarters.
- (2) The Office of Management:
  - (a) Serves as the Department's official point of contact relating to the acquisition, use, or disposal of real property;
  - (b) Is responsible for property management through the promulgation of acquisition regulations and financial assistance rules governing DOE property held by contractors; and
  - (c) Develops and maintains procedures, standards, and guides for property, supply, and equipment management programs and for personal property management.
- (3) DOE field elements must maintain accurate and up-to-date accounting records and supporting documentation to provide the proper accountability for DOE's investment in property. DOE field elements also must maintain summary financial control records for all integrated contractors for which they are responsible.
- (4) DOE contractors must maintain accurate and up-to-date accounting records and supporting documentation to provide the proper accountability for DOE's investment in property. Contractors also must maintain financial control records for all subcontractors having DOE-owned property.

**2. CAPITALIZATION CRITERIA AND GENERAL REQUIREMENTS.**

- a. **General Requirement.** Capitalize individual PP&E items that are purchased, constructed, or fabricated in-house, including major modifications or improvements to any of these items, if they have an anticipated useful life of 2 years or more and if the acquisition cost exceeds the capitalization threshold.
- b. **Distinguishing Between Accounting for Capitalized Property and Management of Accountable Property.** Notwithstanding requirements to account for PP&E that meets the capitalization criteria of this policy, the Office of Management establishes separate requirements to maintain records of personal property for accountability purposes. See DOE Order 580.1A for accountability and property record requirements for personal property and DOE Order 430.1B for real property.

## Chapter 10, Accounting for Property, Plant and Equipment

**c. Capitalization Threshold.**

- (1) For items acquired, or placed-in-service for constructed assets, on or after October 1, 2011, the threshold is \$500,000. For items acquired, or placed-in-service for constructed assets, before October 1, 2011, smaller thresholds apply. Contact the CFO Office of Finance and Accounting if more specific information is needed on past capitalization thresholds.
- (2) The capitalization threshold for internal use software is \$750,000. Accounting for internal use software is discussed in section 4.k of this policy.

**d. When to record PP&E.** PP&E shall be recorded at the date that title passes to DOE or when the PP&E is delivered to DOE. Recording constructed assets and property acquired as part of a larger construction project is described in section 2.p below.

**e. Conducting Physical Inventories.** Policy requirements for conducting physical inventories are established by the Office of Management and described in DOE Order 430.1B, *Real Property and Asset Management*, and DOE Order 581.1A, *Department of Energy Personal Property Management Program*.

**f. Purchased Assets.** The capitalized cost includes the acquisition cost and all costs to bring the asset to a form and location suitable for its intended use, for example, invoice price and any added transportation and installation costs (see additional detail in SFFAS 6, paragraph 26).

When costs are incurred directly by the entity to bring the asset to a form and location suitable for its intended use (i.e., costs not separately invoiced by a third party), the capitalized costs should be the total or fully burdened costs incurred. Generally, costs should be recorded net of purchase discounts taken. Purchase discounts lost and late-payment penalties should not be included as costs of assets, but should be written off as an operating expense.

As a general rule, indirect costs allocated to the purchase of the item are not capitalized. Indirect costs would include fringe benefits, overhead, materials and handling, facilities cost of money, laboratory-directed research and development (LDRD), and general and administrative (G&A).

**g. Constructed Assets.** When a DOE federal entity constructs a depreciable asset for its own use, the acquisition cost of constructed capital assets includes both direct and all allocated indirect costs of the entity that constructed the asset.

## Chapter 10, Accounting for Property, Plant and Equipment

- h. Assets Constructed by Contractors.** Assets constructed by contractors should be capitalized according to the total contract costs incurred in the construction of the asset, including both direct costs incurred and allocated indirect costs.
- i. Assets Acquired through Energy Savings Performance Contracts (ESPCs).** Assets acquired through ESPC contracts or other alternative financing mechanisms shall be recorded as DOE PP&E if they otherwise meet the capitalization criteria in this policy. The acquisition cost of the asset should be determined in accordance with the requirements for determining the cost of an asset acquired under a capital lease (see section 2.p of this policy).

The DOE Federal Energy Management Program (FEMP) maintains detailed definitions and information on ESPCs.

When ESPC contracts are used at contractor-operated sites, the contractor shall coordinate with the cognizant federal office to ensure proper recording of the ESPC transactions.

- j. Assets Acquired through Bulk/Aggregate Acquisitions.**

The table below provides guidance regarding the capitalization of items acquired in a bulk/aggregate acquisition, including items acquired under a capital lease.

Transaction Type		Capitalization of Assets	Grouping of Assets
Bulk Acquisition	similar items, separate purpose/utility	Capitalize if the acquisition cost exceeds capitalization threshold	No
Bulk Acquisition	similar items, related purpose/utility	Capitalize if the acquisition exceeds capitalization threshold	Yes
Aggregate Acquisition	dissimilar items, related purpose/utility	Capitalize if the acquisition exceeds capitalization threshold	Yes
Aggregate Acquisition	dissimilar items, unrelated purpose/utility	Evaluate on an asset by asset basis	No

FASAB standards require the capitalization of assets acquired through a bulk/aggregate acquisition, except as noted in the chart above, to ensure period cost are not distorted or asset values understated by expensing the purchase of numerous items.

Examples of bulk and aggregate acquisitions include fleets of vehicles, groups of servers, and the initial complement of equipment (for example, office equipment) for a building, when the cost of the equipment is not already capitalized as part of the building's construction cost. An initial complement for facilities includes, but

## Chapter 10, Accounting for Property, Plant and Equipment

is not limited to, landscaping, sidewalks, parking lots, furniture, fixtures and network equipment.

Assets acquired through bulk or aggregate purchases may be grouped into one or more property record units in accordance with the guidance in section 2.k of this policy.

Additional requirements relating to the accounting for assets acquired through a capital lease are discussed in section 2.p of this policy.

**k. Property Record Unit Concept**

- (1) Property record units are designed to establish divisions or subsections of the completed PP&E categories. Property record units facilitate the recording of changes to property categories and the reconciliation of physical inventories with financial accounts.
- (2) A property record unit, sometimes called a PP&E record unit, is a property, plant or equipment item, for example, a building, selected to be continuously identified in the property records. The selection of property record units determines the manner in which costs are assembled and recorded in the property records. A property record unit may be composed of one or more retirement units. A retirement unit may correspond to a single asset or a group of assets having a related purpose/utility.

In selecting the property unit, consideration should be given to its use, relationship with other associated items, relative importance, frequency of anticipated property changes, and monetary value. A property record unit may be a functional unit consisting of an assembly of associated items, some of which are retirement units, such as a hydraulic extrusion press; a facility serving or designed to serve two or more other property record units, such as a control system or piping system; a continuous facility of which sections are retirement units, such as roads, walks, and paved areas; or a unit that is complete in itself, such as a spectrometer.

- (3) Retirement units are established for convenience in accounting for the replacements of major components of plant and equipment.
  - (a) A retirement unit establishes a physical dividing line by which costs of major work related to plant and equipment are capitalized. Costs to extend the life of or replace the retirement unit should be capitalized. All other costs related to the retirement unit should be expensed. A retirement unit is a component of plant and equipment that is capitalized in a separate account and invariably





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considered as other accountable property (see paragraph 4(c)2 of Order 581.1A).

**l. Assets Acquired or Constructed with Funding from Non-DOE Entities.**

These assets are capitalized if DOE takes title and possession of the asset according to the terms of the reimbursable work agreement or other governing document.

- m. Property Belonging to Other Agencies.** Property belonging to other agencies includes property that is borrowed or that is in DOE's possession through purchase with funds provided by others to perform their work in accordance with an interagency agreement. Each organization having custody of any such property should establish detailed procedures to provide effective control over the property. Property control, including the vesting of title, should be in accordance with the terms and conditions of the agreement (see the DOE property management regulations at 41 CFR 109-1.5105) or the working arrangements for the use of funds and property of others. It is not intended that DOE record such property in its financial accounts, nor that depreciation be recorded thereon, if title is vested in the other party or parties. However, property management personnel are responsible for developing and administering detailed procedures for the control or property belonging to other agencies.

**n. Items That Are Generally Not Capitalized**

- (1) Inherently Experimental Items.** Items that are inherently experimental, used as special tools, or, by nature of their association with a particular scientific experiment, not expected to have an extended useful life or an alternative future use, are not capitalized.
- (2) Interest.** Generally, DOE elements should not capitalize interest during the acquisition of PP&E. However, certain DOE elements fund the acquisition, construction, or fabrication of PP&E through direct borrowing from the Department of the Treasury (Treasury) and pay interest directly to Treasury. In such cases, capitalize interest based on the interest rate charged by Treasury for the funds borrowed. The interest capitalization begins with the first expenditure for the qualifying asset and ends when the asset is substantially complete and ready for its intended use. Capitalize interest costs as long as the following general conditions are met:
- (a)** Expenditures for PP&E have been made, and
  - (b)** Activities that are necessary to get PP&E ready for its intended use are in progress.

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- (3) **Maintenance and Repair.** Maintenance and repairs activities are not capitalized. As defined by SFFAS 40, maintenance and repair are directed toward keeping fixed assets in an acceptable condition. Activities include preventive maintenance; replacement of parts, systems, or components; and other activities needed to preserve or maintain the asset. Maintenance and repairs, as distinguished from capital improvements, exclude activities directed towards expanding the capacity of an asset or otherwise upgrading it to serve needs different from, or significantly greater than, its current use.
- (4) **Alterations.** Alterations are adjustments to interior arrangements or other physical characteristics of an existing property record unit so that it may be more effectively adapted to or utilized for its designated purpose. The following are examples of alterations:
- (a) Removal or installation of interior walls for purposes of rearranging the layout of an office building, and incidental heating and ventilation ducting system modifications that do not significantly extend the capacity of the system;
  - (b) Construction of a door or passage through an interior structural wall; and
  - (c) Installation of new lighting fixtures that do not significantly increase the lumens emitted but may result in energy or maintenance savings.

An alteration does not result in betterment to the property record unit. Work to accommodate a change in use is a betterment (see section 2.r of this policy for a detailed discussion of betterments).

- (5) **Demonstration Projects.** Expense demonstration projects that have limited useful lives and that will not be used for actual production or operations. A special circumstance may apply if the resulting facility is originally intended for demonstration purposes but is later deemed to be successful and is used for operations. In such circumstances the facility should be capitalized when the decision is made to use the facility for operations.
- (6) **Prototype Equipment**
- (a) Expense conceptual design, fabrication, testing, and reworking of prototype equipment subject to redesign as fabrication and testing are performed. This usually applies only to the first unit if several similar units are to be acquired.



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- (4) **Transferring CWIP to completed PP&E.** CWIP shall be transferred to completed PP&E no later than six months from the date it is placed in service. The placed in service date is determined at the discretion of the management official with responsibility for the construction project. When determining the placed in service date, management officials may consider project management completion dates as appropriate, including consideration of when the facility begins operations for its predominate use. Both STARS and FIMS shall be updated when an asset is placed in service.

When a construction effort involves multiple property record units, the placed in service date shall be determined separately for each unit.

Special provisions apply for environmental management property. See section 2.n.(7) of this policy for a discussion of environmental management property.

- (5) **Abandoned Projects.** Abandoned project costs include costs incurred because of the cancellation of all or part of a contract or purchase order to procure, manufacture, or assemble an item of PP&E. These costs, less any salvage credits, are distributed over the remaining units of property within the project for project accounting purposes, except where such distribution significantly distorts the cost of the remaining property units. Where such distortion occurs, the costs of the abandoned project or project segment may be closed from Construction Work in Progress to Abandoned Projects. All charges to abandoned projects should be approved by the Field CFO and shall be coordinated with the project management official responsible for the abandoned project.

p. **Accounting for Leases**

- (1) **Definitions.** A lease is an agreement conveying the right to use an asset, or part of an asset, such as part of a building, from one entity (the lessor) to another (the lessee) for a specified period of time in return for rent or other compensation. Operating and capital leases are defined in SFFAS 6 for accounting purposes. The definition of these terms for accounting purposes varies from the definitions used by OMB in Circular A-11 for budgetary purposes (see section 2.p.(4) below).
- (a) **Operating Leases.** An operating lease is a rental agreement requiring periodic payments for the use of an asset during a period. An operating lease does not represent the acquisition of an asset; consequently, no new assets are recorded in the accounting records of the lessee.

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- (b) **Capital Leases.** A capital lease is an agreement that transfers substantially all the benefits and risks of ownership to the lessee. If, at its inception, a lease meets one or more of the capital lease criteria in SFFAS 6 as shown below, it must be classified as a capital lease by the lessee:
- i. The lease transfers ownership of the property to DOE by the end of the lease term;
  - ii. The lease contains an option for DOE to purchase the leased property at a bargain price;
  - iii. The lease term is equal to or greater than 75 percent of the estimated life of the leased property;
  - iv. The present value of rental and other minimum payments, excluding that portion of the payments representing executor cost, equals or exceeds 90 percent of the fair value of the leased property.

(2) **Recording capital leases.**

Assets acquired through a capital lease shall be capitalized when the cost exceeds property capitalization threshold (see section 2.c of this policy). The requirement to capitalize the assets acquired under a capital lease applies when the amount of the lease liability exceeds the capitalization threshold, regardless of the cost of the individual assets acquired. The cost of general PP&E acquired under a capital lease shall be equal to the amount recognized as a liability for the capital lease at its inception (SFFAS 6 par. 29).

Expensing assets acquired through a capital lease does not affect separate accounting requirements to record the lease liability. The liability for a capital lease shall be recorded in all cases, even when the assets acquired through the capital lease are considered immaterial for accounting purposes (i.e., the value is lower than the capitalization threshold) and are expensed in the current period.

At the inception, the amount to be recorded for the leased asset(s) and the lease liability under a capital lease is the lower of (1) the present value of the rental and other minimum lease payments during the lease term, excluding that portion of the payments representing executory costs paid by the lessor, or (2) the fair value of the leased property at the inception of the lease. Fair value is defined as the price for which an asset could be

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bought or sold in an arm's-length transaction between unrelated parties (e.g., between a willing buyer and a willing seller).

If the portion of the minimum lease payments representing executory cost is not determinable from the lease provisions, the amount should be estimated (SFFAS 5, paragraph 44).

When calculating the present value of the minimum lease payments, the discount rate would normally be the government's incremental borrowing rate. The implicit interest rate shall be used when (1) it is practicable for DOE to learn the implicit rate computed by the lessor and (2) the implicit rate is less than the government's incremental borrowing rate. The government's incremental borrowing rate shall be the Treasury borrowing rate for securities of similar maturity to the term of the lease (SFFAS 5 par 45), as reported in OMB Circular A-94, Appendix C. Follow instructions in A-94 for calculating the interest rate for a lease term that does not match current bond maturities.

During the lease term, each minimum lease payment should be allocated between a reduction of the obligation and interest expense so as to produce a constant periodic rate of interest on the remaining balance of the liability (SFFAS 5 par 46).

Operating leases are not capitalized. Note that the criteria for identifying capital leases for financial reporting purposes differ from OMB criteria for budget scoring of leases, which are discussed in paragraph 4 of this section. Leases that are expensed as operating leases for accounting purposes under the criteria of SFFAS 6 could still be considered a capital lease for budgetary purposes.

**(3) Depreciation and interest expense**

The property acquired through the capital lease is depreciated as a capital asset. For assets that will be owned by DOE at the end of the lease term, depreciation is calculated over the useful life of the asset. For assets that will be returned to the lessor at end of the lease term, depreciation shall be calculated over the lease term.

The difference between the total of the lease payments and the amount recorded as the capital lease is interest. A portion of each lease payment shall be allocated to interest expense, and the balance of the payment should be applied to reduce the lease liability.

**(4) Budgetary definitions of operating and capital leases**

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OMB Circular A-11 provides separate definitions of operating and capital leases that are applicable for budget execution purposes. These definitions are similar but not identical to the FASAB definitions used for accounting purposes. The A-11 definitions are used to determine whether full funding must be obligated in the current fiscal year for future lease payments (capital leases), or whether funding need only be obligated for the minimum lease term and cancellation costs (operating leases). The accounting treatment of assets acquired under a capital lease has no bearing on the budgetary requirements in A-11. Budgetary rules require that full funding be obligated up front for most capital leases regardless of whether the asset is capitalized or expensed for accounting purposes.

In addition to the four SFFAS 6 capital lease criteria, Circular A-11 provides two additional criteria which must be met for a lease to be considered an operating lease for budgetary purposes:

- (a) The asset is a general purpose asset rather than being for a special purpose of the Government and is not built to the unique specifications of the Government lessee; and
- (b) There is a private sector market for the asset.

OMB Circular A-11 also requires that proposals for certain types of leases be submitted to OMB for review. These include any proposed lease of a capital asset where the total Government payments will exceed \$50 million and all financing proposals that are non-routine in nature and involve unique or unusual concepts or characteristics. All major leasing requests must be coordinated with the CFO Office of Budget.

Some exceptions apply to the general requirements in A-11 for the full funding of capital leases, including leases included as part of an Energy Savings Performance Contract (ESPC) and GSA leases funded through GSA's Federal Buildings Fund. Questions regarding exceptions to the need for full funding of leases should be directed to the CFO Office of Budget.

**q. Accounting for Betterments**

- (1) **General Provisions.** Betterments are improvements to PP&E that result in better quality, higher capacity, or greater energy efficiency; extend the useful life of a facility; accommodate a change in the use of the facility; or accommodate regulatory and other requirement changes.

Determining when and to what extent a facilities project should be treated as a betterment requires judgment. When a minor item is replaced in each of a



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number of similar units, use of the cost basis is the proper basis for determining whether a betterment should be recorded. Although a particular project may meet some of the characteristics of a betterment, if the capitalization criteria are not met or the improvement added is insignificant, then the project should be expensed.

In some cases betterments may be funded through alternative finance mechanisms such as Energy Savings Performance Contracts (ESPC). Betterments that meet the criteria for capitalization shall be capitalized regardless of the funding source.

- (2) **Placed in service date.** Betterments should be recorded according to the placed-in-service date of the betterment, as determined by the DOE management official responsible for completing the betterment.
- (3) **Depreciation.** Betterments should be depreciated according to the remaining useful life of the underlying asset, if the asset is not expensed or fully depreciated.

For betterments to fully depreciated or expensed assets, the betterment should be depreciated according to the standard useful life of the betterment. For assets scheduled for demolition, disposal, or permanent removal from service at a specific future date, the remaining period of utility should not exceed the anticipated removal date.

- (4) **Special Circumstances**
  - (a) **Betterments to Fully-Depreciated Assets.** Betterments to fully-depreciated capital assets that remain in use should be capitalized and depreciated only if the value of the betterment exceeds the capitalization threshold.
  - (b) **Betterments to non-capital or expensed assets.** Betterments to non-capital or expensed items shall be capitalized if the cost of the betterment exceeds the capitalization threshold. The placed in service date is the date the betterment is completed. The underlying asset—if properly expensed in a prior period—should not be capitalized.
  - (c) **Betterments to assets permanently removed from service.** Betterments to assets permanently removed from service should be expensed in the current period. This would include any improvements made to stabilize and/or secure facilities that are pending demolition. FASAB Technical Release 14 requires that depreciation be discontinued for assets permanently removed from

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service, with the asset recorded at the estimated net realizable value. Thus, betterments to assets permanently removed from service should be expensed in the current year to ensure that depreciation does not continue for such assets. As necessary, the net realizable value of the asset should be adjusted to reflect the betterment.

**(5) Common Categories of Betterments**

- (a) Construction** is the erection, installation, or assembly of a new plant facility; the addition, expansion, improvement, or replacement of an existing facility; or the relocation of a facility. Construction includes equipment installed in and made part of the facility and related site preparation; excavation, filling and landscaping, or other land improvements; and the design of the facility. Examples of improvements to an existing facility include the following:
- i. Replacing standard walls with fireproof walls;
  - ii. Installing a fire suppression system in a space that was not previously protected;
  - iii. Replacing utility system components with significantly larger capacity components (for example, replacing a 200-ton chiller with a 300-ton chiller); and
  - iv. Converting the functional purpose of a room (for example, converting an office into a computer room).
- (b) Conversion.** Conversion is a major structural revision of a facility that changes the functional purpose for which the facility was originally designed or used.
- (c) Replacement.** Replacement is a complete reconstruction of a plant record unit that has deteriorated or has been damaged beyond the point where its individual parts can be economically repaired. If the item replaced is a retirement unit, its original costs, including installation cost, are removed from the PP&E categories, and the cost of the newly installed item, including installation cost, is added to the PP&E categories

**r. Permanent Removal of Impaired PP&E**

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- (1) **General requirement.** PP&E shall be removed from general PP&E accounts along with associated accumulated depreciation/amortization, if before disposal, retirement, or removal from service, it no longer provides service in the operations of the entity. This either could be because it has suffered damage, becomes obsolete in advance of expectations, or is identified as excess.

Further guidance is provided in FASAB Technical Release 14, *Implementation Guidance on the Accounting for the Disposal of General Property, Plant, & Equipment*.

- (2) **Determining when permanent removal occurs.** Two business events are necessary for the permanent removal from service:
  - (a) Use of the asset is terminated, and
  - (b) There is documented evidence of management's decision to permanently remove the asset from service.

If only one of these two events has occurred, permanent removal from service has not occurred (i.e., considered other than permanent removal) and there is no change in the PP&E reported value and depreciation continues.

Management's decision to remove from service is evidenced by the actions taken in accordance with the entity's policies and procedures to commence the retirement and/or disposal process. As required, auditable property records must be maintained to show the occurrence of the two events.

- (3) **Recording permanent removal.** If management has decided that an item is permanently removed, the item should be reclassified into an Other Asset account at its expected net realizable value. Any difference in the book value of the PP&E and its expected net realizable value shall be recognized as a gain or a loss in the period of the adjustment. The expected net realizable value shall be adjusted at least annually, and any further adjustments in value recognized as a gain or a loss.

The CFO Office of Finance and Accounting provides a PP&E Best Practices Guide that describes SGL transactional information.

- (4) **Discontinuation of depreciation and amortization.** When permanent removal occurs, no additional depreciation or amortization shall be taken once such assets are removed from PP&E in anticipation of disposal or retirement.

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- (5) **Applying the PP&E materiality threshold.** The requirements relating to permanent removal from service do not apply to property that has a residual book value that is less than the capitalization threshold (currently \$500,000) at the time of the property's removal from service. Depreciation should continue for such assets, with the book value adjusted at the time of disposal, retirement, or removal from service.

s. **Permanent Impairment of PP&E Remaining in Service**

- (1) **Basic requirement.** DOE must account for the permanent and significant impairment of PP&E remaining in use, beginning on October 1, 2014. The requirement applies to all PP&E, including construction work in process, with the exception of internal use software.

- (2) **Definition of Impairment for Accounting Purposes**

As defined by FASAB in SFFAS 44, impairment is a significant and permanent decline in the service utility of PP&E, or expected service utility for construction work in process. Entities generally hold PP&E because of the services they provide or will provide in the future; consequently, impairments affect the service utility of the PP&E. The events or changes in circumstances that lead to impairments are not considered normal and ordinary. That is, at the time the PP&E was acquired, the event or change in circumstance would not have been (a) expected to occur during the useful life of the PP&E or, (b) if expected, sufficiently predictable to be considered in estimating its useful life.

PP&E will be identified as potentially impaired as a result of the occurrence of significant events or changes in circumstances, or routine asset management processes. FASAB has identified the following as common, but not exclusive, indicators of impaired assets:

- (a) Evidence of physical damage;
- (b) Enactment or approval of laws or regulations which limit or restrict general PP&E usage;
- (c) Changes in environmental or economic factors;
- (d) Technological changes or evidence of obsolescence;
- (e) Changes in the manner or duration of use of general PP&E;
- (f) Construction stoppage or contract termination; or

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- (g) General PP&E idled or unserviceable for excessively long periods.

Detailed guidance on identifying impaired assets is provided in SFFAS 44.

- (3) **Identifying impaired PP&E.** There is no requirement to conduct an annual or other periodic survey solely for the purpose of identifying impaired PP&E. Impairments should be recorded when they are identified through normal business practices or the impairment of the PP&E is generally known. In the normal course of business, permanent impairments of items that remain in service should be infrequent.
- (4) **Assessing the significance of the impairment.** Judgment is required to determine whether impairments are significant. Specific guidance for assessing the significant of impairment is contained in SFFAS 44.
- (5) **Measuring impairment.** SFFAS 44 provides multiple approaches for measuring the impairment. Impairments will be measured using one of the accepted methodologies detailed in SFFAS 44.

### 3. REAL PROPERTY

- a. **Definition.** Real property includes land, improvements on the land, or both, and interests therein. The chief characteristics of real property (real estate) are immobility and tangibility. It comprises land and all things of a permanent and substantial nature affixed thereto, whether by nature or by “human hand.” “Nature” includes trees, the products of land, and natural resources; by “human hand,” those objects, buildings, fences, or bridges erected on the land. Equipment or fixtures, such as plumbing, electrical, heating, built-in cabinets, and elevators, that are installed in a building in a more or less permanent manner usually are held to be part of the real property. Real property may also include triple-wide trailers or modular units joined together so that the structure is not portable and cannot be relocated without being dismantled and thus losing its identity. Trailers double-wide or less, used as temporary or mobile facilities should be considered personal property when not acquired or intended for permanent use.

- b. **Financial Controls over Real Property.**

Detailed records of DOE-owned property must be maintained by the DOE field element or by a designated contractor. The summary financial control records maintained by field elements and contractors must include, at a minimum, the reporting code of the organization holding the property, the site code, the type of property (asset type), the acquisition cost, the accumulated depreciation, and the

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use of status code. Accurate and up-to-date accounting records must be maintained to provide the proper accountability for DOE's investment in property. As property is acquired, transferred, retired, or otherwise taken out of service because of loss, consumption, or casualty, documentation must be prepared, retained, and used to support entries into the accounting records, to authorize disposals and transfers, and to explain total or partial losses of property.

The DOE field element maintains detailed accountability records of all DOE-owned land, such as deeds, plats, and other legal documents.

- c. **Purchase of Real Property.** The acquisition cost of real property includes the following:
- (1) The cost of land and land rights includes the purchase price, other acquisition costs, and net costs of removing or wrecking any facilities acquired with the land.
  - (2) The cost of completed facilities purchased from non-Government sources includes the purchase price, other costs incident to the purchase, and the net cost of converting the facilities to make them useful to DOE. Exceptions to this policy must be authorized by the CFO Office of Finance and Accounting.
- d. **Improvements to Non-DOE Property.** Improvements to non-DOE property, such as leasehold improvements, must be capitalized and recorded as a DOE asset if it otherwise meets the capitalization criteria, including the capitalization threshold.

The use of federal funds for improvements to the property of others is only permitted under certain circumstances. The Comptroller General has established the general principle that the Government may not make permanent improvements to non-Government-owned property. Exceptions are based on whether the Government's interests in the overall project are adequately protected with respect to such improvements. In making such a determination, the Comptroller General has established the following general criteria for determining whether it is allowable to use Federal funds for such improvements:

- (1) The proposed alterations are incidental to and essential for the accomplishment of the purpose of the appropriation;
- (2) The cost of the alterations are reasonable;
- (3) The improvements are used for the principal benefit of the government;  
and

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- (4) The government's interest in the improvements is protected. The Comptroller General has normally found that a lease or other agreement securing the occupancy rights of the government is sufficient to protect the government's interest in the improvements. (See, e.g., 71 Comp. Gen. 4, B-243866.1)

- e. Separating Construction and Fabrication Costs from Research and Development Costs.** Costs incurred for construction and fabrication activities are recorded as a Construction Work in Progress and capitalized when the asset is placed in service; costs incurred for Research and Development activities are expensed.

When a DOE laboratory or other operating contractor performs research and development activities and acts as prime contractor for design and construction work for DOE, the contractor must be able to clearly segregate costs incurred for R&D activities from costs incurred for construction and fabrication.

- f. Existing Facilities Moved Because of Construction Activities.**

- (1) Moving existing permanent facilities, such as utility lines and roads, because of construction activities involves the retirement by removal or abandonment of existing facilities and the addition of new facilities. Such new facilities will be accounted for as a cost of the new project. Removal costs should be charged to Construction Work in Progress for Removal Costs. Credit the book cost of materials reused in the new project to Construction Work in Progress for Salvage Credits, and charge the assigned cost to the new project. The book cost of other materials salvaged should also be credited to Construction Work in Progress Salvage Credits, and this cost should be charged to inventory or other appropriate accounts. Removal costs and salvage credits should be closed from these accounts to the appropriate accumulated depreciation account. The retirement loss (the difference between the new amount closed to the accumulated depreciation account and the depreciation accrued on the retired facilities to the date of retirement) should be charged to Plant and Capital Equipment Adjustments Extraordinary Losses. The book cost of the retired facilities should be closed directly to the appropriate accumulated depreciation account.
- (2) Costs of moving temporary construction facilities should be charged to Construction Work in Progress accounts and distributed to all projects served by the temporary facilities.

- g. Closeout of Construction Projects.**

- (1) **Coordination between Finance and Project Management Personnel.** Finance and project management personnel should coordinate to establish

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effective procedures to provide for the capitalization of construction projects.

- (2) **Determination of Acquisition Cost.** The prime construction contractor or architect-engineer prepares the final cost report, depending on the type of contract involved. The final cost report provides a basis for entering construction project costs in the continuing property records and a means for determining the costs of property record units, and therefore, should be prepared under the general joint direction of finance, construction, and property management in the responsible field element
  - (3) **Capitalization of a Completed Construction Project.** The total cost of a construction project or an operative unit within a project should be closed to the appropriate completed PP&E categories from the Construction Work in Progress account once the PP&E is placed into service. Each element of a construction project, such as a building, a parcel of land, or a warehouse that has been physically and financially completed except for the settlement of minor outstanding claims must be closed to the completed PP&E categories on the basis of actual total cost incurred to date.
  - (4) **Adjustments to Historical Cost.** To maintain project historical data, significant costs incurred in the settlement of claims outstanding at the time the project is closed, and claims arising after an element has been closed, should be recorded in the Construction Work in Progress account when paid, but subsequently closed to completed Plant and Capital Equipment. Necessary adjustments to the original costs of the related property record units previously recorded should be made at the time the project is placed in service.
  - (5) **Determination of the Placed in Service Date.** As indicated by SFFAS 6, construction projects must be capitalized when they are placed in service. See paragraph 2.p.(4) of this policy for additional detail on determining the placed in service date.
- h. Financial Reporting Requirements.** The real property recorded on the financial records of DOE and its integrated contractors is reported in the Department's financial statements. Generally, the financial statements or associated notes must disclose the following:
- (1) Real property classified into the following categories, separated by depreciated and nondepreciated assets:
    - (a) Land and improvements, and
    - (b) Structures, facilities, and improvements.



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- (2) Construction Work in Progress;
- (3) The basis for determining asset value; and
- (4) Additions to and retirements of real property each fiscal year.

- i. Reconciliation of Real Property Records.** DOE organizations and integrated contractors must annually reconcile their real and related property records. Financial control records are kept in the Department's accounting system (the Standard Accounting and Reporting System or STARS); the real property records are kept in the Facilities Information Management System (FIMS) database maintained by the Office of Management. Reconciliation is a necessary step to ensure the accuracy of the Department's financial reporting.

The annual reconciliation must use the financial control records as of September 30. To assist with the reconciliation of STARS and FIMS records, the following guidance must be observed:

- (1) To permit reconciliation with the September 30 STARS financial control records, restrict changes and additions to FIMS to real property changes incurred only through September 30.
- (2) To ensure that real property changes are recorded in the same month and amounts in both STARS and FIMS, both financial and facility management should coordinate real property changes.
  - (1) Only appropriate real property asset-type and use status codes should be used.
  - (2) The cognizant project manager must provide an allocation to the appropriate asset type codes for any project even though the final cost report is not complete.
  - (3) FIMS records the acquisition cost of the property. The acquisition cost recorded in FIMS is not adjusted downward to account for depreciation.

#### 4. PERSONAL PROPERTY AND CAPITAL EQUIPMENT.

- a. Definition.** For financial management purposes, personal property is generally property meeting the capitalization criteria that can be moved and that is not permanently affixed to real property. Generally, items are personal property if they can be removed without seriously damaging or diminishing the functional value of either the real property or the items themselves.

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- b. Capital Equipment-Type Accounts.** Ledger subsidiary accounts are maintained to include capital equipment by account and additional data code elements, such as asset type, use status, and site.
- c. Financial Controls Over Capital Equipment.**

  - (1) All capital equipment, except as qualified below, is recorded in the appropriate account, which is supported by summary and detail accounts for each DOE activity.
  - (2) The costs to similarly acquire capital equipment must be accumulated and transferred, using accounting entries, directly into the completed Plant and Equipment account.
  - (3) Financial records do not duplicate the detailed property records maintained by the cognizant property officer. However, for internal control purposes, the balances in the financial accounts should be reconciled semiannually with the detailed property records.
- d. Equipment Acquired by Purchase.**

  - (1) The cost of equipment acquired by purchase includes invoice cost, less discount, plus transportation charges, modification, and installation costs. If property acquired by purchase includes a trade-in, the recorded cost of the purchased item should be the net invoice cost plus the allowance for the traded-in item.
  - (2) The amount capitalized under an installment contract includes the purchase price, other costs incident to the purchase (for example, freight), and the net cost to make the equipment ready for use. Record such equipment in the accounts at the time it is placed in service.
- e. Equipment Acquired as Part of a Construction Project.** Items acquired as part of a construction or fabrication activity are not personal property items. Instead, for those items that are an integral part of that activity or are related to, designed for, or specially adapted to the functional or productive capacity of that activity, the costs to purchase, fabricate, and install such items shall be included as part of the construction or fabrication activity.
- f. Equipment Fabricated.** When the costs and estimated useful life of items fabricated at a DOE facility meet the capitalization criteria, the item should be capitalized and recorded in the Completed PP&E account. For assets fabricated by a site/facility management contractor, the asset value is determined by the contract cost, including all direct costs incurred and allocated indirect costs as determined by the contractor's approved Cost Accounting Standards (CAS) Disclosure

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statement. Actual costs should be used whenever possible, but a cost estimate, approved by DOE management, may be used when necessary.

- g. Property Acquired by Foreclosure Processes.** Property acquired by foreclosure processes should be recognized at its appraised value. The difference between amounts due, costs incurred, and the appraised value of the assets acquired should be recognized as current period loss or gain.
- h. Property Acquired by Other Means.** Non-federal property acquired by donation, device, forfeiture, or confiscation should be recorded at the estimated fair market value plus any costs incurred to place the property in use. Donations from other Federal entities are considered transfers and are recorded at current book value.
- i. Research and Development Equipment.** Property purchased or fabricated for use in research is not capitalized if the property is not expected to have a useful life of 2 years or more in essentially its original form. The cost of such property is charged to operating expense.
- j. Property acquired by another agency that is funded by DOE through an interagency agreement.** An interagency agreement is a written agreement entered into between two Federal agencies that specifies the goods to be furnished or tasks to be accomplished by one agency in support of the other. In some cases, another agency may acquire capital equipment or property to support the performance of an interagency agreement that is funded by DOE. This section provides procedures for addressing such property.

  - (1)** If capital equipment is purchased or otherwise acquired with DOE funds pursuant to an agreement, unless otherwise agreed by DOE and the other Federal agency, the following should apply:

    - (a)** The title thereto should vest in DOE;
    - (b)** The other Federal agency should be accountable for the property until it is transferred to DOE; and
    - (c)** The other Federal agency should maintain a record of capital equipment procured or fabricated.
  - (2)** Unless expressly authorized by the contracting officer in advance, the other Federal agency should not be reimbursed for the procurement or fabrication of capital equipment.
  - (3)** At the termination or completion of the agreement, accountability and control of items, regardless of dollar value, should be transferred to DOE,

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if so requested by DOE. If transfer is not requested, title should be transferred to the other Federal agency.

- (4) Not later than 15 days after the close of each reporting period, the other agency should furnish DOE monthly or other periodic cost or financial reports in such form and detail as stated in the interagency agreement. Any costs incurred for capital equipment should be supported by a list showing the description, make, any serial number, and the cost of each item acquired.
- (5) The capital equipment shall be recorded in the DOE accounting records when it is transferred to DOE, if the equipment otherwise meets DOE capitalization requirements, including the applicable capitalization threshold. The capitalization threshold shall be applied to the acquisition cost, not the book value when transferred. The accounting process for property transfers is described in section 8 of this policy.

**k. Internal Use Software.**

- (1) **Applicability.** Statement of Federal Financial Accounting Standards (SFFAS) Number 10, "Accounting for Internal Use Software," is applicable to all internal use software either purchased or in the development phase after September 30, 2000. "Internal use software" means software that is purchased from commercial vendors "off-the-shelf," internally developed, or contractor-developed solely to meet the entity's internal or operational needs. It applies to internal use software procured or developed by federal as well as contractor entities, assuming that such software will be owned by the Department. Software includes the application and operating system programs, procedures, rules, and any associated documentation pertaining to the operation of a computer system or program.
- (2) **Capitalization Criterion.** Software valued at \$750,000 and more with a useful life of at least 2 years shall be capitalized. The \$750,000 threshold applies to the total cost of the project. Thus, the threshold should be applied not only to the current increment of a phased software project but also to planned future increments and enhancements if the aggregate cost exceeds \$750,000.
- (3) **Bulk Purchase.** A bulk purchase of software is the single purchase of like items of software in a lot, with the cost of each individual item being below the Department's established software capitalization threshold. Generally, bulk purchases of internal use software that meet the Department's established capitalization threshold and two-year life shall be capitalized.

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- (4) **Exclusions.** The following types of projects should not be capitalized:
- (a) Legacy waste software; i.e., internal use software whose primary purpose (more than 50%) is to support environmental legacy waste, is excluded from the requirements of SFFAS Number 10.
  - (b) Software that is an integral part of stewardship property, plant, and equipment.
  - (c) Research and Development software. However, in some cases software may originally be developed for research and development purposes but may later be used for operational purposes. In such circumstances, the software should be capitalized if it otherwise meets the capitalization criteria.
  - (d) Minor enhancements of existing internal use software. Minor enhancements are those that are unlikely to result in significant additional capabilities or functionalities, regardless of the amount spent on the enhancement (see section (6)(b) below).
- (5) **The Decision to Capitalize or Expense.** Not all costs associated with a software project or procurement will be capitalized. In order for a software project's costs to be eligible for capitalization, management must have authorized the project (i.e., management must have committed to the project and believe that it is more likely than not that the project will be completed). Costs incurred before project authorization, and costs incurred after testing and acceptance, will be expensed. Further, in accordance with FASAB standards, all data conversion costs are to be expensed. The table below summarizes the phases of a software project and shows which phases should be capitalized and which phases should be expensed.

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<b>Phases of Software Task/Project</b>	<b>Capitalize or Expense?</b>
Conceptual Design	Expense
Authorization	Initiate Capitalization
Design & Implementation	Capitalize
Testing	Capitalize
Data Conversion	Expense
Acceptance	Terminate Capitalization
Operation	Expense
Maintenance	Expense
Enhancements	Capitalize (See 5. A. v. below)
Impairment	Reduce capital value
Retirement	Remove capital asset

Note: For more detailed explanations, refer to SFFAS 10 for software phases and related processes.

**(6) Capitalization/Expense Guidance.**

- (a) Costs to be capitalized.** The following costs related to the purchase, development or modification of internal use software should be capitalized if those costs exceed the capitalization cost threshold and the software is expected to have a useful life of two years or more:
- i.** The actual cost of software procured from a software provider;
  - ii.** Any material internal cost incurred by the entity to make commercial off-the shelf (COTS) software ready for use;
  - iii.** The direct and indirect costs of developing software internally including initial training and documentation manuals. The direct costs of developing software include internal labor charges for personnel compensation and benefits of programmers, systems analysts, project management, and administrative personnel directly involved in the planning, designing, coding, or testing of the software, and costs incurred for supplies during the development stage;
  - iv.** The amounts paid by the entity to a contractor to design, code, test, install, and implement the software. In addition, any material internal cost incurred by the entity to make the software ready for use should be capitalized;

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- v. The acquisition cost of enhancements to existing internal use software, and modules thereof, should be capitalized when it is more likely than not that they will result in significant additional capabilities and they meet the capitalization threshold. Enhancements costing less than \$750,000 that are part of a phased software development project and enhancements that extend the useful life of the software should be expensed. Note that "bug fixes" are not enhancements;
  - vi. The cost of changes and modifications to existing software of purchased software that results in significant additional capabilities (i.e., added functionality) of the software;
  - vii. The cost of software configuration, software interfaces, and installation to hardware; and
  - viii. The cost of testing, including any parallel processing.
- (b) **Costs to be expensed.** The following costs related to the purchase, development, or modification of internal use software should be expensed:
- i. Costs incurred in the preliminary design stage such as the identification, evaluation, and testing of various alternatives; the determination of technology requirements; and the final selection of an alternative;
  - ii. Data conversion costs;
  - iii. Costs incurred after final acceptance testing has been successfully completed;
  - iv. Minor enhancements that qualify as ongoing systems maintenance, including bug fixes;
  - v. Costs incurred which extend the useful life of the software without adding capabilities. Examples include the repair of a design flaw or minor upgrades that extend the useful life of the software.
- (c) **Environmental Management (EM) Internal Use Software.** EM property shall be accounted for in a manner consistent with

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Chapter 4 of SFFAS 6, "Cleanup Costs." Accounting requirements relating to EM property do not affect applicable budgetary rules.

**(d) Amortization of Capitalized Software Costs**

- i.** Software that is capitalized pursuant to the above must be amortized in a systematic and rational manner over the estimated useful life of the software. The estimated useful life used for amortization must be consistent with that used for planning the software's acquisition.
- ii.** For each module or component of a software project, amortization must begin when that module or component has successfully completed final testing. If the use of a module is dependent on completion of another module, the amortization of that module must begin when both that module and the other modules have successfully completed final testing.
- iii.** Any additions to the book value or changes in useful life must be treated prospectively. The change must be accounted for during the period of change and future periods. No adjustments should be made to previously recorded amortization. When an entity replaces existing internal use software with new software, the unamortized cost of the old software should be expensed when the new software has successfully completed testing.

**(7) Special Considerations for Cloud Computing Arrangements**

- (a)** For accounting purposes, FASAB defines a cloud computing service as any resource that is provided over the Internet. It has the following essential characteristics: on-demand self-service, broad network access, resource pooling, rapid elasticity, and measured service. The most common cloud service resources are: software as a service, platform as a service, and infrastructure as a service.
- (b)** If the Department enters into a cloud computing arrangement with a non-DOE entity that includes a software license, the Department should account for the software license element of the arrangement consistent with the acquisition of other software licenses in accordance with the lease criteria stated in SFFAS 5 and SFFAS 6. The internal use software requirements in SFFAS 10 are not applicable to a cloud computing arrangement that does not convey



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a contractual right to the internal use software or does not include a software license.

- (c) If the Department develops and owns the software, platform or infrastructure that is used in the cloud computing arrangement, the DOE entity should account for the software asset in accordance with SFFAS 10.
- (d) If the Department acts as the service provider for cloud computing software and/or infrastructure funded in part by non-DOE entities, the Department should account for the software in accordance with SFFAS 10.

## 5. GOVERNMENT-OWNED, CONTRACTOR-HELD PROPERTY.

- a. **Purpose.** To set forth the general policy to be used by the office of the Field CFOs for establishing financial accounting for Government-owned, contractor-held property. Detailed property records maintained by contractors should not be duplicated by DOE. Financial control accounts are to be maintained by the appropriate office of the Field CFO. Contractors' procedures are not covered except to the extent that such procedures must accurately and reasonably produce the information that is required by DOE to maintain accurate financial records of property. This section does not attempt to supplant the requirements of the Federal Acquisition or Property Management Regulations or the DOE Acquisition or Property Management Regulations for maintaining control over Government property, but it discusses topics of common interest to both finance and property management personnel.
- b. **Integrated Contractors.**
  - (1) **Definition.** An integrated contractor is a contractor that works for DOE; uses DOE funds to finance its operations under a cost-type contract; and maintains a separate set of accounts and records for the recording and reporting of all business transactions under the contract in accordance with DOE accounting practices and procedures, and whose accounts, maintained for operations under the contract, are integrated with those of DOE.
  - (2) **Financial Controls.**
    - (a) The financial control between DOE and the integrated contractor is accomplished by integrating the contractor's accounts with those of DOE.

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- (b) At a minimum, property records of integrated contractors should include the following data:
    - i. Account and supplementary data code number (such as asset type, use status, and site);
    - ii. Property record unit title and description, including inventory or property control number (U.S. Government identification tag number);
    - iii. Location data sufficient to facilitate physical inventories and provide other necessary administrative controls;
    - iv. Date of accounting entry;
    - v. Reference to accounting journal entry, project number, and other project information;
    - vi. Date placed in service, if substantially different from the date of accounting entry;
    - vii. Additions, quantity and dollar amount (acquisition cost, net of discounts);
    - viii. Retirements, quantity and dollar amount; and
    - ix. Standard or estimated useful life.
  - (3) **Reporting Requirements.** Reporting requirements of integrated contractors are a part of the normal monthly or other periodic submissions to the cognizant STARS site.
  - (4) **Reconciliation Requirements.** The integrated contractor should identify, explain, and report to DOE the differences between its property records and the summary financial control records. The Field CFO should approve all accounting adjustments to the financial control accounts.
- c. **Nonintegrated Contractors.**
- (1) **Definition.** An offsite, nonintegrated contractor is one that works for DOE, receives DOE funds in reimbursement of operations, and maintains an accounting system for the recording and reporting of all business transactions under the contract and whose accounts are not integrated with DOE. An offsite, nonintegrated contractor is not a transportation contractor, grantee, cooperative agreement recipient, or state or local

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government. The contractor is directly responsible and accountable for all Government property in its possession or control in accordance with the provisions of the contract, including property provided under such contract that may be in the possession or control of a subcontractor.

- (2) **Financial Controls.** An offsite, nonintegrated contractor should establish and maintain adequately detailed financial records on property acquisition, disposition, and fabrication as required by the contract. The cognizant Field CFO should maintain the summary financial control accounts. At a minimum, property records of nonintegrated contractors should include:
- (a) Contract number;
  - (b) Asset type;
  - (c) Description of item (name and serial number);
  - (d) Tag number (Government ownership identity);
  - (e) Acquisition document reference and date;
  - (f) Manufacturer's name and model number;
  - (g) Location (physical area);
  - (h) Unit acquisition cost (including delivery and installation);
  - (i) Use status; and
  - (j) Site code.
- (3) **Reporting Requirements.** The cognizant Field CFO should establish procedures to require that payment vouchers submitted by contractors itemize accountable property purchases, categorized by DOE funding type, and record this information accordingly. In addition, the contractor should prepare a semiannual report, as of February 28 and August 31 of each year, for each of its contracts and subcontracts, showing, by asset type, the dollar amount and the number of line items of PP&E that were acquired, fabricated, or disposed of during the period. At a minimum, the report should show the beginning balance, acquisition, fabrication, disposition, and ending balance. The report should be submitted 45 days after the end of the reporting period, or final date of the contract if applicable. The original and two copies of this report should be sent to the property administrator, who, in turn, should provide copies to the contracting officer

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and to the servicing financial organization. Additional requirements may apply according to the terms of the contract.

- (4) **Reconciliation Requirements.** The above semiannual report provides DOE with financial data on DOE-furnished or contractor-acquired property in which title is vested with DOE, and facilitates the reconciliation of the detailed property accounts of the contractor with the summary financial control accounts of the cognizant DOE field element. Reconciliation means to compare the dollar acquisition cost, by asset type, of property in the possession of a contractor with the dollar, by asset type, of property in the corresponding financial control account. The contractor should identify and explain differences, and the Field CFO should approve all accounting adjustments to the financial control accounts.

## 6. **PROPERTY ACQUIRED UNDER GRANTS, COOPERATIVE AGREEMENTS, AND SPECIAL RESEARCH CONTRACTS.**

- a. **Purpose.** This section establishes the requirement for the financial recording of property acquired or furnished under the terms of DOE grants and cooperative agreements.
- b. **Reporting Requirements.** Annually, and at the completion of the agreement, recipients must provide to the contracting officer, who should provide a copy to the office of the Field CFO, an inventory listing of DOE-owned property in their custody.
- c. **Reconciliation Requirements.** The inventory reports should serve as the basis for reconciliation of capital assets with the financial control accounting records of the cognizant Field CFO.

## 7. **DEPRECIATION AND DEPLETION.**

- a. **Purpose.** Assets are recorded at acquisition cost and in accordance with definitions of types of assets, such as buildings, motor vehicles, and computers. DOE reports depreciation, depletion, or amortization expenses for all Departmental property other than land.
  - (1) **Tangible assets.** Accumulated depreciation accounts are maintained and reported for tangible assets.
  - (2) **Minerals, timber, and natural resource assets.** Depletion is recorded for natural resource assets such as minerals and timber. Depletion is further explained in paragraph 8f(4).

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- (3) **Land.** Land is not expensed through depreciation, depletion, or amortization.

**b. Basic Requirements.**

- (1) Depreciation charges should be based on the cost of depreciable assets recorded in the PP&E categories, less the estimated net salvage value, if significant. Net salvage value is the actual or estimated amount recovered or recoverable from the sale, transfer, or reuse of retired PP&E, less expenditures for the sale or transfer. Charges to inventory or other appropriate accounts for reusable materials or parts recovered from retired units also are considered as salvage, including plant and equipment with inherent useful value, as well as the value as scrap material.
- (2) Generally, all limited-life property, including property being acquired by capital lease, is considered depreciable, whether in service or in standby.
- (3) All items of property that have an unlimited life, or for which the salvage value is estimated to equal the original cost of the assets, should be considered as nondepreciable. Such assets include those recorded in the asset type classifications for Land, Land Rights, and Site Preparation, Grading, and Landscaping. However, land rights acquired for a limited period of years are depreciable.
- (4) The straight-line method of assigning depreciation expense to accounting periods is to be used generally throughout DOE. The units-of-production method may be used only in special cases where applicable, such as depreciating automotive equipment on a mileage basis or construction equipment on an hourly use basis.
- (5) PP&E should not be depreciated in the process of construction until the facility, or segment thereof, is placed in service and the cost closed or transferred to the completed PP&E categories.

**c. Depreciation Methods.** The following depreciation methods may be used:

- (1) **Unit Procedure for Computing Depreciation Expense.** Under the unit procedure, a unit of property is depreciated at a rate based on its specific useful life. If it is retired from service because of normal causes before the expiration of its estimated useful life, the retirement loss is charged to depreciation expense and a credit is made to the accumulated depreciation account.
- (2) **Group Procedure for Computing Depreciation Expense.** Under the group procedure, an average useful life is determined for all like units. An

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average depreciation rate is determined and applied to the total cost of a group of similar units. Depreciation expense is applied to the group according to the average useful life of the group until the group is fully depreciated. At the time the retirement work order is closed, and if the retirement is due to normal causes, the original cost of the retired facilities may be charged to the accumulated depreciation account, and no loss or gain is recognized.

- (3) **Composite Depreciation Rates.** Composite depreciation rates may be applied to PP&E categories in computing depreciation amounts, provided the composite rates are based on calculations using particular groups of assets (for example, trucks, cars, and buses) and their applicable individual rates, and not on rough general estimates. Composite rates should be computed by applying the appropriate individual rates to the cost of each group included in the account and dividing the sum of the amounts thus obtained by the total balance of the account. Composite rates should be redetermined whenever substantial changes occur in the relative proportion of different groups in an account or when individual rates based on standard useful lives are changed. To illustrate, assume a PP&E category includes three groups of units, each having a different depreciation rate. The computation of the composite rate would be as follows:

Asset	Cost	Rate (percentage)	Annual Depreciation (\$)
1 (5 year useful life)	\$100,000	20	20,000
2 (6 year useful life)	\$50,000	16.6	8,300
3 (10 year useful life)	\$350,000	10	35,000
Composite annual depreciation: \$63,300, or 12.7 percent of the \$500,000 total asset cost			

d. **Standard Useful Lives**

- (1) **List of Standard Useful Lives.** When standard useful lives are provided as part of the procurement or build of a PP&E, the provided useful life is used for depreciation purposes. Absent a useful life, the list in Attachment 10-1 should be used to determine depreciation rates for all other items of completed PP&E except for those items having useful lives that are materially different from normal averages because of the peculiarity of their use or other special conditions. The list is expanded or revised as

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required. Extraordinary obsolescence and nonrecurring casualties were not considered in establishing these standard useful lives.

- (2) **Revision to Standard Useful Lives.** Requests for each revision to the standard useful lives must contain a complete description; use made, unit costs, retirement history of identical or comparable items, and recommended useful life (including support for the recommendation). In addition to this information, the following must also be described fully: the peculiar uses or other considerations, the dollar investment in the anticipated net salvage value of PP&E for which revision is requested, and any other information considered pertinent to the specific case. The CFO Office of Finance and Accounting will review and approve all requests for revision to the list of standard useful lives. (PMAs should refer to publications or studies on utility plant useful lives.)
- e. **Recording Depreciation.** Depreciation is recorded monthly. When major retirements or additions occur that are large enough to materially affect the depreciation expense related to unit product costs or to the depreciation expense applicable to other DOE activities (such as work for others), adjustments to the depreciation base is effective with the first of the month following the month in which the change occurred. Depreciation on the PP&E in each use status is treated as follows:
- (1) **In Service.** Depreciation on PP&E in service is charged to the appropriate program values (for example, production cost, development, research, or program directions) in which the items are used.
  - (2) **In Standby.** Depreciation on PP&E in standby is charged to the budget and reporting classification of former use. However, when there is a definite plan for the future use of the PP&E in standby, depreciation should be charged to the program values of future use. However, standby expense items applicable to production activities is reported (but excluded from product inventory) as other production expenses.
  - (3) **Equipment Held for Future Projects.** To the extent that equipment in this classification can be identified as being held for use in a given program value, the depreciation expense on such equipment is allocated to that program value. For equipment held for general or multipurpose use, depreciation expense is allocated to program values on a reasonable and equitable basis.
  - (4) **Excess.** Depreciation on excess PP&E should not be calculated.
- f. **Exceptions.**

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- (1) **Depreciation of Improvements to Property of Others.** Depreciation accruals on PP&E included in the Improvements to Property of Others account is based on the normal useful lives of the PP&E involved or the estimated period of occupancy, whichever is less. Any cost of PP&E remaining on the records at the termination of the contract should be written off—either at that time or upon the disposal of the property—by charging the Plant and Equipment Adjustments account.
- (2) **Calculation of Depletion.** To calculate depletion, an estimate is made of the amount of natural resources to be extracted, in units of tons, barrels, or any other acceptable measurement. The estimate of total recoverable units is then divided into the total cost of the depletable asset to arrive at the depletion rate per unit. The annual depletion expense is the rate per unit times the number of units extracted during an accounting period.
- (3) **Oil and Gas Producers.** In computing depletion for properties that contain both oil and gas, convert the oil and gas reserves and the oil and gas produced to a common unit of measure on the basis of their approximate relative energy contents (without considering their relative sales values) unless either oil or gas clearly dominates both the reserves and current production. Units-of-production amortization rates are revised whenever there has been a significant change in oil and gas reserves, but at least once a year. Capitalized costs are amortized in the following manner:
  - (a) Acquisition, exploratory, and development costs of proved properties on a units-of-production basis, using recoverable reserves;
  - (b) Costs of facilities for extracting, gathering, and storing oil and gas on a units-of-production basis; and
  - (c) Cost of gas plants on a straight-line basis (one half of 1 year depreciation in the year of acquisition, and the other half in the year of disposition)

**8. PROPERTY TRANSFERS.**

Property transfers are transfers of plant and equipment, accumulated depreciation, and construction work in progress. Property transfer procedures are established to account for and control assets purchased through expenditure of appropriated funds. Transfers could occur between DOE offices and contractors as well as between DOE and other Federal agencies.



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Real property transfers shall be consistent with the requirements of DOE Order 430.1B, *Real Property Asset Management*. Personal property transfers shall be consistent with the provisions of DOE Order 580.1A, *Department of Energy Personal Property Management Program*, and DOE Guide 580.1-1, *Department of Energy Personal Property Management Guide*, which describe the requirements for managing personal property.

- a. **Transfers between DOE offices and contractors.** Such transfers are typically made as a result of changes in responsibility for administering items of property, such as the plant and equipment included in contract transfers. Usually, an administrative transfer is made without physical relocation of the property. The acquisition cost, accumulated depreciation, date of original purchase, and any other pertinent data shall be reported on DOE F 2240.7, "Transfer Voucher," with the transfer recorded in STARS.
  - (1) **Transfers of completed PP&E.** Completed PP&E shall be transferred based on the acquisition cost less the accumulated depreciation. The transferring office shall credit the Completed Plant and Capital Equipment, debit the Accumulated Depreciation of the transferred asset, and debit Financing Sources Transferred Out for the net book value. The receiving finance office shall debit Completed Plant and Capital Equipment, credit Accumulated Depreciation for the asset received, and credit Financing Sources Transferred In.
  - (2) **Transfers of Construction Work in Progress (CWIP).** Construction Work-in-Progress is transferred based on costs accumulated for a particular construction project. The transferring entity's Construction Work-in-Progress account shall be credited, and Financing Sources Transferred Out debited for the costs to be transferred. The receiving entity's Construction Work in Progress shall be debited, with Financing Sources Transferred in credited.
- b. **Documentation and control of transfers.** DOE F 2240.7, "Transfer Voucher," shall be used for transfers of property within DOE. Transfer vouchers reflecting activity between DOE offices shall be forwarded to the DOE Office of Finance and Accounting for processing.
  - (1) **Preparation of the Transfer Voucher.** The transferring organization shall prepare and issue transfer vouchers for the movement of material and property. In preparing the transfer voucher, the transferring organization shall complete all applicable sections. The transfer voucher or an attached supplement shall show complete information concerning the items being transferred and shall include a reference to the transfer authorization. This will allow either the receiving organization or the DOE Office of Finance and Accounting to process the transfer and identify and distribute the

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costs. The transfer organization shall furnish copies of source documents, when available, along with the transfer voucher. To ensure appropriate accounting, each transfer voucher shall show the appropriate type of transfer in a conspicuous manner as part of the description, as follows:

- i. Administrative transfers;
- ii. Excess equipment for disposal;
- iii. Other excess plant and capital equipment transfers; and
- iv. Funded inventory transfers.

(2) **Cutoff Dates.** The transferring organization shall not issue transfer vouchers for a given month on an inter-organizational basis after the 15th calendar day of the month. The cutoff date for the ending month of the fiscal year is prescribed in the fiscal yearend closing instructions issued by the DOE Office of Finance and Accounting. If there are significant amounts that cannot be transferred formally by the prescribed date, the organization furnishing the services or materials shall advise the receiving organization or the Office of Finance and Accounting soon enough for such amounts to be accrued.

c. **Reconciliation of DOE Transfer Accounts.** Each organization shall adhere to the following rules, as well as to the procedures prescribed in paragraphs 8.b.(1-2) above, for preparing and forwarding transfer vouchers to keep the DOE transfer accounts in agreement:

- (1) The transferring organization shall review its accounting records to ensure that all charges or credits to Transfers Issued reconcile to the completed transfer voucher.
- (2) The offices shall resolve and correct differences in the same monthly edit. Each office shall review the monthly reconciliation of transfers provided by the Office of Finance and Accounting on a cumulative transaction basis in summary form, and initiate any necessary corrective action. The Office of Finance and Accounting shall record any corrections, including out-of-balance problems, during the following month except at the end of the fiscal year, when they shall be issued on a timely basis and received by the office authorizing the work or service for recording as business of that month. Telephone, facsimile, or e-mail confirmations should be used.
- (3) If any transferred items are inadequately supported by documentation or are improper, the organization receiving the transfer voucher shall ask the

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office that prepared the transfer voucher to furnish additional information or a correcting transfer voucher, as the situation may require.

- (4) Confirmation of Transfers. Each organization preparing transfer vouchers shall confirm all transfers made at the end of the month. Additional confirmation requirements, such as a transfer confirmation document, may be provided in the annual year-end requirements memorandum.

**d. Transfers To and From Other Federal Agencies.** Such transfers occur when an agency assumes responsibility for an item of completed plant or capital equipment under terms mutually agreed upon by the agencies involved. No transfer voucher shall be issued for these transfers.

- (1) Transfers of Completed Plant and Capital Equipment to Other Federal Agencies (OFAs). The finance office shall record transfers of Completed Plant and Capital Equipment of OFAs by crediting Completed Plant and Capital Equipment for the acquisition cost, debiting Accumulated Depreciation for the amount accumulated, and debiting Financing Sources Transferred Out for the net book value.
- (2) Transfers of Completed Plant and Capital Equipment from OFAs shall be recorded by debiting Completed Plant and Capital Equipment for the acquisition cost, crediting Accumulated Depreciation for the amount (estimated if unknown) accumulated, and crediting Financing Sources Transferred In for the net book value, based on the transfer documents.

**ATTACHMENT 10-1****STANDARD USEFUL LIVES**

<b>Item</b>	<b>Useful Life (Years)</b>
Absorbers . . . . .	20
Accelerators . . . . .	20
Acid handling equipment . . . . .	10
Agitators and mixers . . . . .	20
Air-conditioning equipment:	
Large (over 20 tons) . . . . .	20
Medium (5-20 tons) . . . . .	15
Small (under 5 tons) . . . . .	10
Air coolers (spray oil) . . . . .	20
Aircraft . . . . .	12
Air preheaters . . . . .	25
Air supply units . . . . .	20
Alley, robot, complete . . . . .	10
Ash handling systems . . . . .	20
Autoclaves . . . . .	20
Automatic data processing equipment . . . . .	5
Automotive equipment:	
Ambulances . . . . .	10
Buses, passenger . . . . .	10
Carriers, weapon . . . . .	10
Cars, armored. . . . .	10
Jeeps . . . . .	5
Sedans . . . . .	6
Scooters . . . . .	6
Station wagons . . . . .	6
Trailers, automotive (all types) . . . . .	10
Trucks (all types):	
Heavy . . . . .	10
Light . . . . .	8
Bag sealers . . . . .	20
Baking panels . . . . .	20
Balers:	
Metal . . . . .	25
Paper . . . . .	20
Bar turners . . . . .	15
Bath, temperature . . . . .	20
Batteries, storage (stationary) . . . . .	10
Battery chargers . . . . .	10

<b>Item</b>	<b>Useful Life (Years)</b>
Beds, cooling . . . . .	25
Benches, work:	
Metal . . . . .	10
Wood . . . . .	15
Bevatrons . . . . .	20
Binoculars and telebinoculars . . . . .	15
Bins, storage:	
Concrete . . . . .	35
Metal . . . . .	30
Wood . . . . .	15
Blenders, dry material . . . . .	20
Blowers, exhaust, portable . . . . .	10
Blowers and fans . . . . .	20
Boats . . . . .	10
Boiler feed water system . . . . .	25
Boilers . . . . .	25
Boothers, ingot separation, complete . . . . .	8
Boxes, fare . . . . .	15
Breaching and flue systems . . . . .	25
Breathing air system . . . . .	20
Bridges, highway:	
Concrete . . . . .	50
Steel:	
Heavy . . . . .	50
Light . . . . .	35
Wood . . . . .	15
Briquettters . . . . .	20
Buckets:	
Load lugger . . . . .	20
Slug . . . . .	20
Buildings:	
Temporary, light wood frame, plywood or sheet metal exterior walls or arched sheet metal construction . . . . .	10
Prefabricated (rehabilitated flattops) . . . . .	20
Wood framing, exterior walls covered with wood siding, asbestos shingles . . . . .	30
Light steel structures with finished interiors . . . . .	30
Masonry exterior walls, wood interior framing or steel frame with metal panel walls, corrugated sheet metal siding and roofing . . . . .	40
Masonry exterior walls, concrete or steel frame . . . . .	50
Bus, electrical . . . . .	Same life as principal structure, but not to exceed 50 years
Cabinets, drying, firehose . . . . .	15
Cable, aerial, telephone . . . . .	30

<b>Item</b>	<b>Useful Life (Years)</b>
Cable, underground:	
Telephone . . . . .	30
Electric . . . . .	40
Calciners:	
Pot . . . . .	5
Trough . . . . .	10
Tube:	
Under 1,000°C . . . . .	10
1,000°C and above . . . . .	5
Canning stations . . . . .	20
Capacitors . . . . .	25
Car mover or puller, railroad . . . . .	20
Carrier current telephone equipment . . . . .	15
Car spot, railroad . . . . .	30
Cathodic protection units . . . . .	15
Cells:	
Electrolytic . . . . .	20
Electrolytic, steel-fluorine production . . . . .	5
Mockup facilities . . . . .	20
Structural . . . . .	20
Centrifuges . . . . .	20
Chargers, slug, portable . . . . .	20
Chargers, stationary (remote charging cave) . . . . .	25
Chime recovery system . . . . .	10
Chime straightener . . . . .	15
Chlorinators . . . . .	20
Circuit breakers, power . . . . .	25
Classifiers:	
Hydro . . . . .	30
Mechanical, wet . . . . .	30
Cleaners:	
Furnace pot . . . . .	20
Natural gas . . . . .	25
Clocks, watchman . . . . .	15
Coal handling systems . . . . .	20
Comminutors . . . . .	15
Communication systems (excludes intercommunication systems) . . . . .	30
Community furnishings and equipment:	
Barber and beauty shop equipment . . . . .	10
Dormitory and hotel furniture and fixtures . . . . .	15
Dry cleaning fixtures . . . . .	15
Grocery store furniture and fixtures . . . . .	15
Musical instruments . . . . .	10

<b>Item</b>	<b>Useful Life (Years)</b>
Playground equipment . . . . .	10
Shoe repair shop equipment . . . . .	15
Theater furniture and equipment . . . . .	15
Compressors . . . . .	25
Compressors, gaseous diffusion cascades . . . . .	40
Concrete finishing machines, portable . . . . .	10
Condensers:	
Gas . . . . .	20
Synchronous . . . . .	30
Conductors:	
Overhead . . . . .	35
Underground:	
Electric . . . . .	40
Telephone . . . . .	20
Conduit, underground:	
Electric . . . . .	40
Telephone . . . . .	50
Containers, trash . . . . .	15
Control systems . . . . .	20
Converters . . . . .	20
Converters:	
Condenser, and tube test system . . . . .	15
Dry ice . . . . .	25
Gaseous diffusion cascades . . . . .	40
Conveyors . . . . .	20
Coolant systems . . . . .	30
Coolers . . . . .	20
Cosmotrons . . . . .	20
Counters, traffic . . . . .	15
Cranes, mobile, crawler . . . . .	15
Cranes and hoists, installed . . . . .	30
Crucible loading stations . . . . .	20
Crushers . . . . .	20
Crystallizers (over 100-ft <sup>3</sup> tank size, 40 ft of deck length, or 3 ft <sup>2</sup> of cooling surface per linear foot) . . . . .	15
Curtains, ventilation . . . . .	10
Cutters, shade . . . . .	10
Cyclotrons . . . . .	20
Cylinders, product storage, steel . . . . .	40
Dams . . . . .	100
Deaerators . . . . .	25
Decks, slime . . . . .	20
Degasifiers . . . . .	20
Degreasers . . . . .	20

<b>Item</b>	<b>Useful Life (Years)</b>
Deheaders, drum . . . . .	10
Dehumidifiers (over 20-ft <sup>3</sup> tank size) . . . . .	20
Deionizers (over 100,000 g of CaCO ) . . . . .	25
Demineralizers . . . . .	25
Demulsifiers . . . . .	20
Denitration units . . . . .	10
Digestors (over 100 gal) . . . . .	10
Dishwashers, electric . . . . .	10
Dissociators, ammonia . . . . .	20
Dissolvers . . . . .	10
Drainage systems, open . . . . .	50
Drills, earth . . . . .	10
Drum painting and drying stations . . . . .	10
Drums, cylinders, and containers . . . . .	10
Drunkometers . . . . .	10
Dryers . . . . .	20
Dumpers, drum . . . . .	20
Dust collectors . . . . .	15
Economizers . . . . .	25
Elevators . . . . .	25
Elevators, portable . . . . .	10
Engravers and engravographs . . . . .	10
Evaporators . . . . .	20
Exciters . . . . .	25
Exposure fields . . . . .	25
Extrusion presses . . . . .	20
“F” machines . . . . .	20
Feeders . . . . .	25
Fences:	
Chain link . . . . .	25
Wire . . . . .	15
Wood . . . . .	15
Filter presses . . . . .	20
Filters . . . . .	20
Fire alarm equipment . . . . .	25
Fire fighting equipment, mobile . . . . .	15
Flagpoles . . . . .	30
Flexible shafts, with motors . . . . .	15
Freezers, electric . . . . .	15
Furnaces:	
Electric:	
Reaction . . . . .	20
Remelt . . . . .	20



<b>Item</b>	<b>Useful Life (Years)</b>
Hearth . . . . .	25
Heat treating . . . . .	25
Roasting . . . . .	20
Tilting pot . . . . .	20
Garage equipment . . . . .	10
Generators:	
Electric:	
Emergency, turbine driven . . . . .	30
Diesel driven . . . . .	25
Motor driven . . . . .	25
Gas . . . . .	25
Van de Graaff . . . . .	20
Geological equipment:	
Geiger counters . . . . .	10
Scintillometers . . . . .	10
Globes, geographic . . . . .	15
Grates, sluice . . . . .	50
Grease flotation units . . . . .	20
Grounding systems . . . . .	40
Ground wires, overhead . . . . .	40
Guard towers Rate according to type of construction	
Guns, deluge . . . . .	15
Gymnasium equipment (such as boxing rings, rowing machines, tumbling mats) . . . . .	10
Health instruments . . . . .	10
Heaters . . . . .	25
Heaters, portable, electric:	
Over 10,000 Btu . . . . .	10
10,000 Btu and under . . . . .	5
Heat exchangers . . . . .	20
Hoppers . . . . .	25
Hospital and medical equipment:	
Beds and hospital furniture . . . . .	15
Dental chairs . . . . .	15
Medical instruments . . . . .	10
X-ray equipment . . . . .	15
Hot mix plants . . . . .	20
Hydrants, fire . . . . .	50
Hydraulic accumulator systems (pneumatic oil) . . . . .	25
Hydraulic pressure boosters . . . . .	20
Incinerators . . . . .	20
Industrial trucks and tractors . . . . .	10
Instrumentation, gaseous diffusion cascades . . . . .	25

<b>Item</b>	<b>Useful Life (Years)</b>
Instruments:	
Engineering . . . . .	25
Industrial . . . . .	15
Measurement and control . . . . .	10
Surveying . . . . .	25
Intercommunication systems . . . . .	15
Irrigation canals . . . . .	100
Janitorial service equipment . . . . .	10
Jolters . . . . .	5
Kettles, heating and melting . . . . .	15
Kilns (over 50 ft <sup>3</sup> ) . . . . .	20
Laboratory equipment:	
Hoods . . . . .	15
Photographic equipment . . . . .	10
Professional and scientific instruments . . . . .	10
Pumps and other general equipment . . . . .	20
Sinks, cabinets, and other furniture . . . . .	20
Special radiation instruments, apparatus, and accessories . . . . .	10
Ladders, extension, metal (30 ft and over) . . . . .	10
Laundry equipment . . . . .	15
Lighting fixtures, street and fence . . . . .	20
Lightning arresters . . . . .	25
Light plants, emergency . . . . .	25
Loaders . . . . .	5
Locators, cable fault . . . . .	15
Locker assemblies . . . . .	10
Lubrication oil systems . . . . .	20
Magnets, lifting . . . . .	15
Magniflux machines . . . . .	15
Manholes . . . . .	40
Mannequins, thyroid uptake and calibration . . . . .	5
Meters, customer:	
Electric . . . . .	25
Gas . . . . .	25
Water . . . . .	30
Meters, speed:	
Electric . . . . .	15
Radar . . . . .	10
Mills, tumbling, wet grinding . . . . .	20
Mixing machines, gas and air . . . . .	20
Mobile and accessory equipment:	
Air compressors . . . . .	15
Concrete mixers and pavers . . . . .	10
Excavating machinery . . . . .	10

<b>Item</b>	<b>Useful Life (Years)</b>
Farm machinery . . . . .	15
Pumps . . . . .	20
Road machinery . . . . .	10
Tractors . . . . .	10
Welders:	
Electric . . . . .	15
Gas . . . . .	10
Mold coating systems . . . . .	20
Monorail material handling systems . . . . .	20
Motor generator sets . . . . .	20
Motors:	
Electric . . . . .	20
Internal combustion . . . . .	10
Nets, lifesaving . . . . .	15
Odorizers, natural gas . . . . .	25
Office furniture and equipment:	
Furniture, fixtures, and filing cases:	
Metal . . . . .	25
Wood . . . . .	20
Mechanical equipment and machines . . . . .	10
Safes and vaults . . . . .	40
Oil bubblers . . . . .	20
Oil recovery devices . . . . .	20
Oil storage and filtering systems . . . . .	25
Optical devices . . . . .	25
Ovens, electric or gas . . . . .	15
Partitions, movable . . . . .	25
Photographic and reproduction equipment . . . . .	10
Piles (see Reactors)	
Pipe supports, outdoor . . . . .	20
Piping systems, indoor:	
Air . . . . .	25
Gas . . . . .	25
Process . . . . .	25
Process, gas, gaseous diffusion cascades . . . . .	40
Steam . . . . .	25
Water . . . . .	40
Piping systems, outdoor:	
Air . . . . .	25
Gas . . . . .	25
Process . . . . .	25
Sewer . . . . .	40
Steam . . . . .	25
Water . . . . .	40

<b>Item</b>	<b>Useful Life (Years)</b>
Pistol or rifle range equipment . . . . .	15
Platform lifts, portable . . . . .	25
Platforms:	
Concrete . . . . .	25
Steel . . . . .	25
Transformer . . . . .	20
Wood . . . . .	10
Plating, coating, and stripping systems . . . . .	5
Poles, crossarms, and fixtures:	
Steel . . . . .	40
Wood . . . . .	30
Pools, spray . . . . .	20
Portable cranes, derricks, hoists, and winches . . . . .	10
Portable scales . . . . .	20
Portable tools:	
Air . . . . .	10
Electric . . . . .	10
Gasoline engine . . . . .	10
Power mowers . . . . .	5
Powerplants, portable . . . . .	20
Power wiring system, indoor . . . . .	25
Precipitators, electrostatic . . . . .	20
Process equipment, heavy water . . . . .	35
Projectors, contour . . . . .	10
Proportioners, chemical . . . . .	25
Protection equipment:	
Firearms . . . . .	15
Fire extinguishers . . . . .	10
Radio equipment . . . . .	10
Protective breathing apparatus . . . . .	15
Public address systems, portable . . . . .	5
Pulverizers . . . . .	15
Pumps:	
Water . . . . .	20
Other . . . . .	15
Purgers . . . . .	25
Radiation source material:	
Cesium 137 . . . . .	15
Cobalt 60 . . . . .	5
Radium . . . . .	50
Radios . . . . .	10
Radio stations:	
Antenna . . . . .	15
Towers . . . . .	25

<b>Item</b>	<b>Useful Life (Years)</b>
Transmitters . . . . .	10
Railroad rolling stock:	
Cars . . . . .	20
Locomotives . . . . .	25
Railroads:	
Bridges and culverts . . . . .	45
Grading and ballast . . . . .	30
Rails and ties . . . . .	25
Signal systems . . . . .	25
Ranges, electric . . . . .	15
Reactivators (100,000-g capacity) . . . . .	25
Reactors (electrical system devices) . . . . .	25
Reactors, nuclear:	
Production . . . . .	25
Research . . . . .	25
Receivers, air . . . . .	25
Recreational facilities, outdoor . . . . .	20
Rectifiers (over 10 kVA) . . . . .	10
Refrigeration systems . . . . .	20
Refrigerators . . . . .	15
Regulators:	
Circuit and bus . . . . .	25
Pressure . . . . .	20
Remote handling equipment . . . . .	10
Repulpers . . . . .	20
Reservoirs and pits . . . . .	50
Restaurant, cafe, and canteen equipment . . . . .	10
Resuscitator units . . . . .	15
Retaining walls:	
Concrete . . . . .	40
Timber . . . . .	20
Roads, walks, and paved areas:	
Asphalt . . . . .	20
Concrete . . . . .	30
Gravel or stone . . . . .	15
Robots, general purpose . . . . .	20
Rolling mills . . . . .	20
Saddles . . . . .	20
Sampler, automatic . . . . .	15
Scales:	
Conveyor . . . . .	20
Platform . . . . .	20
Screens:	
Trash . . . . .	35

<b>Item</b>	<b>Useful Life (Years)</b>
Traveling . . . . .	25
Vibrating . . . . .	20
Scrubbers (tank over 20 ft3) . . . . .	20
Security alarm system . . . . .	25
Separation equipment . . . . .	20
Septic tanks . . . . .	35
Services:	
Electric . . . . .	25
Gas . . . . .	40
Sewer . . . . .	30
Water . . . . .	40
Sewage clarifier mechanisms . . . . .	20
Sewer rod machines . . . . .	20
Sewing machines . . . . .	15
Shakers, car . . . . .	20
Shears, powered . . . . .	20
Shell loading machines . . . . .	15
Shop equipment:	
Electric shop equipment . . . . .	15
General maintenance shop equipment . . . . .	10
Machine metalworking tools . . . . .	25
Paint shop equipment . . . . .	10
Pipe shop equipment . . . . .	25
Plumbing shop equipment . . . . .	25
Sheet metal shop equipment . . . . .	25
Woodworking machinery and equipment . . . . .	20
Shredders, paper . . . . .	10
Silos:	
Concrete and masonry . . . . .	50
Metal . . . . .	40
Wood . . . . .	20
Sludge drying beds . . . . .	30
Sludge heaters . . . . .	30
Slusher haulers . . . . .	20
Spur tracks . . . . .	25
Stacks:	
Concrete or masonry . . . . .	50
Metal . . . . .	30
Stitchers, wire . . . . .	10
Stills . . . . .	20
Straighteners, bar . . . . .	20
Strapping machines . . . . .	15

<b>Item</b>	<b>Useful Life (Years)</b>
Structures, outdoor substation:	
Metal . . . . .	40
Wood . . . . .	25
Superheaters (tank over 20 ft <sup>3</sup> or 100-ft <sup>2</sup> surface) . . . . .	15
Switchboards . . . . .	20
Switches, disconnecting . . . . .	20
Switchgear . . . . .	30
Synchrotrons:	
Electron . . . . .	20
Proton . . . . .	20
Tables, pool . . . . .	15
Tanks:	
Concrete . . . . .	50
Metal . . . . .	40
Process . . . . .	25
Wood . . . . .	15
Telephone exchange equipment . . . . .	30
Telephone subscribers station equipment . . . . .	30
Teletypewriter equipment . . . . .	30
Thickener . . . . .	20
Timer, driver training . . . . .	20
Tools, process, installed . . . . .	10
Towers:	
Chemical process . . . . .	10
Cooling . . . . .	15
Meteorological and other structural steel towers . . . . .	25
Traffic lights . . . . .	20
Transformers:	
Current and potential . . . . .	25
Steel lighting . . . . .	20
Transmission and distribution . . . . .	30
Trestles . . . . .	40
Tunnels . . . . .	50
Turbines . . . . .	25
Turbogenerators . . . . .	30
Turntables (over 10 ft in diameter) . . . . .	20
Unit substations . . . . .	30
Vacuum systems . . . . .	15
Vaporizers . . . . .	20
Varidrives (over 5 hp) . . . . .	20
Washers, drum or can . . . . .	20
Waste gas burners . . . . .	25
Water softening systems . . . . .	25
Wells . . . . .	40

<b>Item</b>	<b>Useful Life (Years)</b>
Wires, open, overhead . . . . .	.25
Wiring systems, outdoor . . . . .	.30



## **CHAPTER 11 LIABILITIES**

### 1. INTRODUCTION.

- a. **Applicability.** This chapter applies to all Departmental elements.
- b. **Background/Authorities.** This chapter prescribes the policies and general procedures for recording and reporting liabilities consistent with the Statement of Federal Financial Accounting Standards (SFFAS) or Government Accountability Office (GAO) Title 2 standards in the absence of SFFAS. Liabilities include those with: the environment; pensions and postretirement benefits; environmental safety and health; accounts payable; accrued expenses; interest payable; accrued payroll and benefits; accrued leave; deferred revenues, including advances; deposit funds; debt issued under borrowing authority and the Federal Financing Bank; loan guarantees and loan commitments; contingent liabilities; lease liabilities; and the Federal Employees Compensation Act. Additionally this chapter prescribes criteria for reporting liabilities covered by budgetary resources vs. those that are not.
- c. **Policy/Objectives.**

- (1) All probable and measurable liabilities, as defined by SFFAS 5, shall be measured and recorded at the most reasonable amount possible, given the circumstances under which the liability was created.

SFFAS# 5 defines a liability as "...a probable future outflow or other sacrifice of resources as a result of past transactions or events. General purpose federal financial reports should recognize probable and measurable future outflows or other sacrifices of resources arising from (1) past exchange transactions, (2) government-related events, (3) government acknowledged events, or (4) non-exchange transactions that, according to current law and applicable policy, are unpaid amounts due as of the reporting date."

- (2) Liabilities recorded in financial statements shall reflect invoices received and accruals for any costs incurred, and assets received for which progress billings, grant reimbursement requests, and other billings have not yet been received. Liabilities shall be recorded and/or footnoted regardless of whether funds are available or authorized for payment. Detailed guidance for recording and accruing Departmental liabilities can be obtained from the Office of Finance and Accounting. Guidance includes the "DOE Cost Accrual Guide" and the "Environmental Liability SOP."
- (3) Contingent liabilities shall be recorded as incurred liabilities if the loss is probable and the amount can be reasonably estimated. Loss contingencies that are judged to have a reasonably possible chance of occurring or that cannot be estimated should be included as a footnote on the financial statements.
- (4) Separate accounts shall be established for major categories of liabilities to facilitate their clear and full disclosure on financial statements. The accounting records will

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differentiate between Federal and non-Federal liabilities. Accounts will provide for the classifications contained in the Standard General Ledger Chart of Accounts (SGL).

- (5) Accounts shall be maintained on an accrual basis. Costs and revenues shall be identified with and recorded in the period in which they are incurred, even if receipt of the revenue or payment for the expenditure occurs in a subsequent accounting period. A balance should be maintained between the effort required to measure accrued costs precisely and the added value of such precision.
- (6) When receiving advances and prepayments for services not yet rendered, record a deferred revenue liability. When payment is earned, that is, goods or services have been delivered or contract terms have been met, the appropriate amount of revenues is recognized with a corresponding reduction in the liability.

## 2. TYPES OF LIABILITIES.

- a. **Environmental Liabilities.** The Department of Energy's (DOE)'s environmental liabilities result primarily from legacy research, production, and testing of nuclear weapons. Prior and current mission work, such as nuclear weapons stockpile activities and nuclear power technology development, also result in environmental liabilities. The Department accounts for three categories of environmental liabilities. They are:

- (1) Office of Environmental Management (EM) – liabilities for cleanup activities that are part of the EM program;
- (2) Active Facilities – liabilities for contaminated active or surplus facilities that are not in the EM program and are included in the Department's Active Facilities Data Collection System (AFDCS) or non-modeled estimate; and
- (3) Other Legacy Environmental Liabilities – cleanup activities that are not the responsibility of EM or an active/surplus facility.

The Department's Office of Environmental Management (EM) is primarily responsible for managing the legacy of contamination from the nuclear weapons complex. As such, EM manages thousands of contaminated facilities formerly used in the nuclear weapons program, oversees the safe management of large quantities of radioactive waste and nuclear materials, and is responsible for the cleanup of large volumes of contaminated soil and groundwater. This component of the environmental liability encompasses the EM life-cycle cost estimate strategic vision to complete this cleanup mission. The strategy provides for a site-by-site projection of the work required to complete all EM projects, while complying with regulatory agreements, statutes, and regulations. These projections have been documented in

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detailed plans. Each project estimate includes detailed projections of the technical scope, schedule, and estimable costs at each site for the cleanup of contaminated soil, groundwater, and facilities; treating, storing, and disposing of wastes; and managing nuclear materials. The estimates also include costs for related support activities, such as landlord responsibilities, program management, grants and cooperative agreements for participation and oversight by Native American tribes, regulatory agencies, and other stakeholders.

The Department's active facilities environmental liabilities represent anticipated remediation costs for 1) contaminated facilities still in active use by active programs and 2) for retired contaminated facilities awaiting transfer to EM. Active (non EM) programs are responsible for estimating the environmental liabilities associated with the stabilization, decontamination and decommissioning, as well as asbestos contamination of thousands of active and surplus facilities across the complex. The environmental liability estimates are largely based on a cost estimating model, AFDCS. Based on data inputs for each non-EM facility across the Department, AFDCS calculates the environmental liability estimate for each active facility. Site specific estimates are used in lieu of the AFDCS, when available.

Environmental liabilities not under the EM program or active facilities are considered Other Legacy Environmental Liabilities. This category includes the remediation of structures, and land, as well as various radioactive or hazardous materials managed and/or in use by the Department's other programs. These liabilities also include estimated cleanup and post-closure responsibilities, including surveillance and monitoring activities. The Office of Legacy Management (LM) is primarily responsible for the legacy activities at closed sites to include former uranium mills and certain sites remediated by the U.S. Army Corps of Engineers. The costs for these LM post-closure activities, including long-term surveillance and maintenance liabilities under the responsibility of the Department's other programs (i.e. Science, National Nuclear Security Administration, and Nuclear Energy), are generally estimated for a period of 75 years after the completion of the EM Program clean-up activities. In cases where a statute, regulation, or enforceable agreement exists requiring cleanup or monitoring for a different period of time after 75 years, the long term stewardship liability should be recorded to accommodate the revised time period. Also included in these liabilities are estimates for the disposition of various materials. The most significant of these materials is surplus plutonium.

- b. **Environment, Safety and Health (ES&H).** The Department's environment, safety, and health (ES&H) liability represents those activities necessary to bring facilities and operations into compliance with existing ES&H laws and regulations, including the Occupational Safety and Health Act, the Clean Air Act, and the Safe Drinking Water Act. Types of activities included in the estimate relate to the following: upgrading site-wide fire and radiological programs; nuclear safety upgrades; industrial hygiene and industrial safety; safety related maintenance; emergency

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preparedness programs; life safety code improvements; and transportation of radioactive and hazardous materials. The estimate covers corrective actions expected to be performed in future years for programs outside the purview of the Department's EM Program. ES&H activities within the purview of the EM program are included in the EM environmental liability estimate.

Processes for reporting environmental and ES&H liabilities that are required for Federal financial reporting can be obtained from the Office of Finance and Accounting.

- c. **Pension and Other Post Retirement Benefits.** The Department does not report Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) assets, accumulated plan benefits, or liabilities applicable to its federal employees. The Office of Personnel Management (OPM), which administers the plans, is responsible for and reports these liabilities.

The Department, however, is contractually responsible for reimbursing its major contractors who sponsor employee defined benefit pension plans for the costs of contractor employee retiree benefits because these are allowable costs under their contracts. Thus, the Department records the contractors' total liabilities for pensions in its Annual Financial Report. The Department's site contractors sponsor defined benefit pension plans that promise to pay specified benefits to their employees, such as a percentage of the final average pay for each year of service. The Department's allowable costs under these contracts include reimbursement of annual contractor contributions to these pension plans and the costs associated with managing the plans and their assets.

Most of the contractors also sponsor postretirement benefits other than pensions (PRB) consisting of predominantly postretirement health care benefits. The Department approves, for cost reimbursement purposes, these contractors' pension and PRB plans and is responsible for the allowable costs of funding the plans. Thus, the Department records the contractors' total liabilities for PRB plans in its Annual Financial Report.

***Contractor Pension Plans***

The Department follows the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 715, *Compensation – Retirement Benefits*, for contractor plans for which the Department has a continuing obligation to reimburse allowable costs. The Department has a continuing obligation to reimburse allowable costs for a variety of contractor-sponsored pension plans, both qualified and nonqualified. In this regard, benefit formulas consist of final average pay, career average pay, and dollar per month of service.

Chapter 11                      Liabilities***Contractor Postretirement Benefits Other than Pensions***

The Department follows FASB ASC 715, *Compensation – Retirement Benefits*, for contractor plans for which the Department has a continuing obligation to reimburse allowable costs. The Department accrues the cost of PRB during the years that the employees render service. The Department's contractors sponsor a variety of postretirement benefits other than pensions. Benefits consist of medical, dental, life insurance, and Medicare Part B premium reimbursement.

- d. **Accounts Payable.** Amounts owed to others for goods and services received and assets acquired, for which a bill has been received or approved. Any percentage of amounts due to contractors that DOE retains as a guarantee of performance may remain in a special account established for retention. Document the accounts payable control account(s) with unpaid invoice files, subsidiary ledgers, or other forms of subsidiary records. The accounting records must distinguish between accounts payable to non-Federal entities and accounts payable to other Federal agencies.
- e. **Other Accruals and Liabilities.** Amounts owed by the Department for items or services received, expenses incurred, assets acquired, or construction performed, for which a bill (e.g., progress billings, grant reimbursement requests, and other billings) has not been received or approved. Processes for performing cost accruals for DOE can be obtained from the Office of Finance and Accounting.
  - (1) **Interest Payable.** Interest payable represents liabilities for interest expense incurred but not yet paid. These expenses typically arise from interest due on long-term debts, capital lease obligations, and late payment of invoices. The accounting records must distinguish between interest payable to non-Federal entities and interest payable to other Federal agencies.
  - (2) **Accrued Payroll and Benefits.** Accrue the unpaid wages and benefits that employees have earned at the close of each accounting period. Generally, federal performance awards are excluded.
  - (3) **Accrued Leave.**
    - (a) **Annual Leave.** Record the liability for annual leave at the current hourly rate; and adjust each year to reflect unused leave balances, statutory limitations to leave amounts, and to reflect employees transferred in or out during the year. Accrued leave for DOE employees will be recorded as a liability.
    - (b) **Compensatory Time Off.** Record the liability for compensatory time off at the overtime rate in effect when the compensatory time was earned.

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- (c) **Sick Leave.** Accrue sick leave for contractor employees if a contractual requirement exists for employees to be paid for unused sick leave. A liability for DOE employees will not be accrued since payment is not made for unused sick leave.
- (4) **Minimum Requirements for Accruing Costs.** The following are minimum requirements for accruing costs related to the indicated procurement instruments. While the minimum requirements are intended to provide a proper balance between materiality and the high volume of cost accrual transactions, accruals should ensure that the yearend financial statements present fairly the aggregate cost accruals for the Department. Accrual procedures must meet or exceed the following requirements:
  - (a) **Non-Integrated Contracts and Purchase Orders.** Accrue non-invoiced costs monthly if the uncosted balance is greater than \$1 million; and
  - (b) **Financial Assistance Instruments (e.g. Grants, Cooperative Agreements and Technology Investment Agreements).** All financial assistance instruments issued are subject to the same accrual procedures as other procurement awards. As with all other accruals, controls must be maintained to ensure monthly accrual estimates for financial assistance awards are reasonably accurate and supportable.
- f. **Deferred Revenues.** Deferred revenues represent advance payments from others to cover the cost of services, materials, or other assets that DOE will furnish in the future. The accounting records must distinguish between advances received from other Federal agencies and advances received from non-Federal entities. For additional guidance regarding advances for reimbursable work and co-sponsored projects, see Chapter 13, “Reimbursable Work, Revenues and Other Collections.” Costs incurred in the performance of work for Federal and non-Federal entities shall be accumulated and charged against the advances.
- g. **Funds Held for Others.** A liability shall be established whenever DOE has physical possession or responsibility for non-Government personal property or cash. This includes certain funds that belong to others, such as payroll deductions and deposit funds. Funds held for others also include amounts held in suspense accounts awaiting disposition or reclassification. The individual details for each of these accounts reside in the asset accounts. The balances in these accounts must be supported by schedules of voucher deductions, collections, and transfers between accounts.
- h. **Suspense Accounts.** Suspense accounts include amounts arising in the course of operations that cannot be analyzed readily and recorded to the proper account because of inadequate information, uniqueness of the transaction, or similar complications. Temporarily record such items to the suspense account to avoid undue delays to

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monthly closing. Determine the proper account for all suspense items and record them accordingly as soon as possible to ensure accurate financial reporting. In accordance with the Department of Treasury Bulletin No. 2011-06, transactions in Treasury suspense accounts 089F3885 and 089F3875 cannot be more than sixty days old. The Department is required to certify annually the balances in these accounts and provide explanations for any transactions exceeding sixty days old. Accordingly, offices need to limit their use of suspense accounts and clear this activity on a continuous basis. Failure to meet the sixty day requirement may result in the Department of Treasury prohibiting the use of such accounts.

i. **Debt.**

- (1) Certain DOE offices have been granted authority by law to borrow funds from Treasury. The statute granting the borrowing authority may contain limitations on the authority that an agency is granted such as a limit on the amount that can be outstanding at any one time. Offices are responsible for managing borrowing limitations set forth in the statute and for working with Treasury to develop a Memorandum of Understanding (MOU) that communicates the specific policies and procedures of Treasury and describes the respective responsibilities of Treasury and the office. Principal and interest payments on funds borrowed shall be made when and as due to the General Fund using the prescribed method of transfer.
- (2) Power marketing administration legislation requires recoupment of appropriate funds over a specified time period and rate of interest. Power marketing administrations shall record the investment of the U.S. Government in power facilities as Proprietary Capital, Federal Investment, or Federal Appropriations. Interest expense or interest charged to construction shall be computed and repaid to the Reclamation Fund or other appropriation source.
- (3) OMB Circular A-11 prescribes specific requirements for the calculation of interest expense for the Title 17 Innovative Technology 100% loan guarantee program and the Advance Technology Vehicle Manufacturing loan program. Sections 185.32 and 185.34 of A-11 provide the specific provisions for the calculating the interest expense using the Credit Subsidy Calculator 2.

j. **Contingent Liabilities.**

- (1) **General.** Contingent liabilities are potential liabilities that might become actual if certain future events, beyond the Government's control, result in losses or impairments of assets or incurrence of liabilities. Some examples of contingent liabilities involve: (1) pending or threatened litigation; and (2) possible claims and assessments.

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- (a) When a loss contingency exists, the likelihood that a future event or events will confirm the loss or impairment of an asset or the incurrence of a liability can range from probable to remote.

- 1        *Probable:* The future event or events are likely to occur.
- 2        *Reasonably Possible:* The chances of the future event or events occurring are more than remote but less than likely.
- 3        *Remote:* The chances of the future event or events occurring are slight.

- (b) Accrual and disclosure of contingencies, including programmatic impacts, vary depending on probability of occurrence.

- 1        *Probable and Estimable:* Losses that are deemed probable and can be reasonably estimated will be accrued as a liability. Estimated losses could be within a range or a specific amount. If some amount within a range is a better estimate than any other amount within the range, that amount should be accrued. If no amount within a range is a better estimate than any other amount, the minimum amount in the range is accrued and the range and description of the nature of the contingency should be disclosed. Additionally, disclosure of the nature of the accrual is necessary if the financial statements would be misleading without such disclosure. <sup>1</sup>
- 2        *Probable but Inestimable:* If the contingency is deemed probable but cannot be estimated, a footnote disclosure should be made on the financial statements.
- 3        *Reasonably Possible:* May require disclosure depending upon significance and materiality.
- 4        *Remote:* No accrual or disclosure required.

- (2) Loan Guarantees and Commitments. Please see Financial Management Handbook Chapter 22, "Direct Loans and Loan Guarantees."

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<sup>1</sup> Those cases with a "probable" likelihood of an unfavorable outcome status, regardless of amount sought for the claim, must be recorded in the accounting system if the loss amount can be reasonably estimated. Instructions for recording contingent liability/accrual accounting entries can be found in the Unfunded Liability Guide and can be obtained from the Office of Finance and Accounting.



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- (3) Tort Claims. Tort claims are contingent liabilities and are disclosed in the financial statements, as discussed in paragraph 2.j(1). Tort claims are claims against the United States for injury to or loss of property or personal injury or death caused by the negligent or wrongful act or omission of any employee of DOE while acting within the scope of office or employment. Refer to paragraph 2.j(1)(b) for recognition of claim contingencies.

**k. Leases.**

- (1) A capital lease shall be treated as the acquisition of an asset and the incurrence of a liability. All lease-purchases or capital leases (except purchases of telecommunications equipment as provided in Chapter 10 of the Financial Management Handbook) are required to have up-front budget authority for the full liability of the lease as provided for in Appendix B of Office of Management and Budget Circular A-11. Further information on recording capital leases can be found under Financial Management Handbook Chapter 10, "Property, Plant and Equipment."
- (2) Operating leases do not normally result in the incurrence of a liability. Consistent with the requirements of SFFAS 5, amounts obligated for the non-cancellable portion and termination costs of an operating lease are not recorded as a liability. Consistent with section 2.d of this chapter, a liability will be recorded from cost accrued for the use of equipment or property involving an operating lease that are due and payable to the lessor.

Information on obligations for operating leases can be found under the Financial Management Handbook Chapter 5, "Accounting for Obligations."

Operating leases must be fully obligated at inception unless the lease includes a cancellation clause. In that case, the minimum amount that must be obligated at the inception of the lease is the amount of the lease payments over the minimum lease period plus any required cancellation payment. For property leases (rent), normal Departmental practice is to include a cancellation provision in the lease agreement so that the full funding for the lease period does not need to be obligated up front. For GSA leases, obligations are required only for the annual lease payment per OMB A-11, Appendix B.

1. **Federal Employees' Compensation Act (FECA) Liability** (Recorded at Headquarters). FECA provides income and medical cost protection to covered federal civilian employees injured on the job, employees who have incurred a work-

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related occupational disease, and beneficiaries of employees whose death is attributable to a job-related injury or occupational disease. Claims incurred for benefits for Department of Energy employees under FECA are administered by the Department of Labor (DOL) and are ultimately paid by DOE.

DOE records two liabilities for FECA. One is an accrued liability, which represents money owed for claims paid by the DOL. The other is an actuarial liability representing the expected future liability for approved compensation claim cases.

For the accrued FECA liability, DOL provides the Department an annual billing report which provides actual amounts paid on behalf of DOE. DOE records a liability for the amounts paid, considering DOL normally requires payment (via IPAC) 15 months after the receipt of this billing report.

For the actuarial liability, on or about October 1, the DOL provides DOE with data regarding its share of the Federal government's estimated actuarial liability for future workers' compensation benefits. This includes the expected liability for death, disability, medical and miscellaneous costs for approved compensation cases, plus a component for incurred but not reported claims. The liability is determined utilizing historical benefit payment patterns related to a specific period to estimate the ultimate payments related to that period. DOE records the change in its actuarial liability from the previous fiscal year.

- m. **Other Liabilities.** Any other liabilities that have not been defined elsewhere should be disclosed in the financial statements. The principle of materiality and full disclosure should govern the inclusion of such liabilities. The nature of each liability should be identified and reported, either by a footnote to the financial statements or by actual inclusion of an amount in a liability account, if the potential amount due or a loss can be estimated

### 3. ADDITIONAL LIABILITY REPORTING REQUIREMENTS

- a. **Introduction.** In addition to recognizing different types of liabilities as described above, the Department must disclose both liabilities covered by budgetary resources and those that are not covered by budgetary resources in the footnotes. Below are explanations of these terms:
- b. **Liabilities Not Covered by Budgetary Resources.** These result from the receipt of goods or services or occurrences of eligible events in the current or prior periods for which revenues or other sources of funds necessary to pay the liabilities have not been made available through either Congressional appropriations or current earnings of the Department. Most contingent liabilities do not meet the criteria for recording an obligation under 31 USC 1501. Further information regarding contingent liabilities is provided in Government Accountability Office's Red Book ("Principles of Federal Appropriations Law - Third Edition, Volume II," Chapter 7).

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The Department has established specific liability accounts to record unfunded liabilities. The use of these accounts is restricted to those liabilities specifically identified in the SGL. As part of the financial statement analysis and notes submission, field offices must provide the CFO Office of Finance and Accounting a listing of the events and legal cases recorded in the Department's contingent liability standard general ledger accounts as of June 30<sup>th</sup> and September 30<sup>th</sup> for each fiscal year. The listing must include the dollar amount for each event or legal case. Further procedural requirements guidance for reporting contingent liabilities and other liabilities not covered by budgetary resources can be obtained from the CFO Office of Finance and Accounting.

- c. **Liabilities Covered by Budgetary Resources.** These are liabilities incurred which are covered by realized budgetary resources as of the balance sheet date. Budgetary resources encompass not only new budget authority but also other resources available to cover liabilities for specified purposes in a given year. Available budgetary resources include: (1) new budget authority, (2) unobligated balances of budgetary resources at the beginning of the year or net transfers of prior year balances during the year, (3) spending authority from offsetting collections (credited to an appropriation or fund account), and (4) recoveries of unexpired budget authority through downward adjustments of prior year obligations. Liabilities are considered covered by budgetary resources if they are to be funded by permanent indefinite appropriations, which have been enacted and signed into law and are available for use as of the balance sheet date, provided that the resources may be apportioned by OMB without further action by the Congress and without a contingency having to be met first.

## CHAPTER 12

### INTER-ENTITY TRANSACTIONS

#### 1. INTRODUCTION.

- a. **Purpose.** The chapter establishes the principles and procedures of financing and accounting for costs of work performed by one DOE office or site/facility management contractor for another, and sets forth the policy governing property transfers to and from Federal agencies. Specific accounts to be used for transfers are further identified in the Standard General Ledger Chart of Accounts and Related Codes.
- b. **Applicability.** The provisions of this chapter apply to all Departmental elements except the Federal Energy Regulatory Commission and the Power Marketing Administrations (referred to hereafter as “offices”) and to all DOE site/facility management contractors (referred to hereafter as “contractors”).
- c. **General.** All inter-entity activity shall be authorized in advance by the respective organizations concerned with the transactions to enable management to plan effectively and administer programs within available funds and under established cost ceilings. Authorizations are made specifically to cover the scope of the work, cost limitations, budget and reporting classification chargeable, and the method of financing. It is the responsibility of the organization (office or contractor) performing the work not to exceed the amount provided in the authorization. If a contractor is performing the work and an overrun appears likely, it is the contractor’s responsibility to ensure the authorization is modified accordingly to prevent any overrun from occurring.
- d. **Policy.**
  - (1) The DOE offices and the contractors processing the inter-entity activity shall account for the activity in accordance with criteria contained in this chapter.
  - (2) Performance of work involving inter-entity activity must be based on proper authority prior to the initiation work.
  - (3) The respective offices issuing and receiving the inter-entity activity documents shall be responsible for researching and correcting any monthly differences caused by the inter-entity activity.

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2. **INTER-ENTITY WORK.** Sites shall use the following methods for initiating inter-entity work.
- a. **Approved Funding Program (AFP) Method.** The preferred method for initiating inter-entity work is through a change in the AFP. This method provides the highest visibility and control over funds. When the Departmental element with programmatic responsibility determines that work and funding are to be transferred from one office to another, the Departmental element shall submit the proposed AFP change to the Office of Budget. Once the Office of Budget approves the AFP change and issues the related HQ F 2260.2, "Advice of Allotment," the performing office has the programmatic and obligational authority to incur costs and pay bills. Detailed AFP procedures are described in DOE M 135.1-1A, Department of Energy Budget Execution Fund Distribution and Control Manual.
- b. **Inter-Entity Work Order (IWO) Method.** In circumstances where emerging issues require flexibility to address funding requirements or visibility and controls over programmatic funds are equal to or greater than the AFP method, offices and contractors may use the IWO method described below:
- (1) Subcontract work shall require execution of an IWO with approval from the cognizant contracting officer for the authorizing and the performing organizations when the estimated cost of work exceeds \$1 million. The contracting officer for the performing organization shall forward a copy of all approved IWOs (see Attachment 12-1) to the cognizant field Chief Financial Officer or equivalent. When the work order is \$1 million or less, approval by the contracting officer is not required.
  - (2) An integrated contractor performing work shall accumulate costs throughout the month and reclassify such costs, at month end, as an accounts receivable using the authorizing entity's OPI code. As the receivable is collected, the performer will reduce the accounts receivable. SGL account 1310D5 should be used for reporting under STARS.
  - (3) Costs and revenue for all work performed for other DOE locations should be reported monthly by integrated contractors in their predominant fund type in memoranda accounts as follows:  
  
Dr SGL 801001 Cost of Work Performed Between DOE Entities  
Cr SGL 801002 Earned Revenue or Collections, Interoffice

- (4) When work is performed by a DOE office (or a DOE non-integrated contractor), the performing DOE office must record a credit obligation using SGL 1721311, Earned Revenue or Collection. Obligations, costs, payments, and revenues should be recorded in SGL 1721311, using 0911 fund type. Costs are billed and collected on a cash basis. Additionally, obligations and uncollected receivables will need to be adjusted at the end of each quarter to net the fund type to zero. Both the requesting and performing offices should work together to ensure that inter-entity receivables and payables reconcile.
- (5) Any modifications made to existing IWOs must be documented and recorded through an amendment to the IWO by the performing organization. If the amendment reduces the total of the work order to \$1,000,000 or less, the effort should continue to be handled using the same method.

### 3. DOCUMENTATION AND CONTROL OF COST TRANSFERS.

- a. **General.** DOE F 2240.7, "Transfer Voucher," shall be used for transfers of property within DOE and for transfers of product costs and funded inventories. Additional types of transfers that use the transfer voucher are cited in paragraph 4b below. The transfer voucher is not used for cash transactions. Transfer vouchers reflect activity between DOE offices shall be forwarded by cognizant field offices to the Energy Finance and Accounting Service Center (EFASC) for processing.
- b. **Preparation of the Transfer Voucher.** The transferring organization shall prepare and issue transfer vouchers for the movement of material and property. When fabrication work is performed, the costs shall not be transferred until the fabricated product is shipped to the receiving organization, unless special arrangements are made between the two organizations. In preparing the transfer voucher, the transferring organization shall complete all applicable sections. The transfer voucher or an attached supplement shall show complete information concerning the items being transferred and shall include a reference to the transfer authorization to enable either the receiving organization or EFASC to process the transfer and identify and distribute the costs. The performing organization shall furnish copies of source documents, when available, along with the transfer voucher. To ensure mutual understanding, each transfer voucher shall show the appropriate type of transfer in a conspicuous manner as part of the description, as follows:
  - (1) Administrative transfers;
  - (2) Excess equipment for disposal;
  - (3) Other excess plant and capital equipment transfers;
  - (4) Funded inventories transfers.

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- c. Cutoff Dates.** The transferring organization shall not issue transfer vouchers for a given month on an inter-organizational basis after the 15<sup>th</sup> calendar day of the month. The cutoff date for the ending month of the fiscal year is prescribed in the fiscal year-end closing instructions issued by the EFASC. If there are significant amounts that cannot be transferred formally by the prescribed date, the organization furnishing the services or materials shall advise the receiving organization or EFASC by telephone, facsimile, e-mail, or other means soon enough for such amounts to be accrued.
- d. Numbering of Transfer Vouchers.** The transferring organization shall assign each transfer voucher a number identifying it with the organization performing the work or service and the organization receiving the work or service. Under this system of assigning transfer voucher numbers, each shall contain 12 letters and numbers, for example, transfer voucher 801-ID9-OR9-O32.
- (1) The first set of three characters shall indicate the fiscal year (for example, 8 for fiscal year 1998) and the calendar month (for example, 01 for January, 07 for July) in which the performing organization (ID9) recorded the transfer in the accounting records.
  - (2) The second set of three characters shall be the organization code as defined in the Standard General Ledger Chart of Accounts and Related Codes and reporting unit of the performing organization.
  - (3) The next three characters shall be the organization code as defined in the Standard General Ledger Chart of Accounts and Related Codes and reporting unit of the organization receiving the transfer voucher.
  - (4) The last set of three characters shall indicate the serial number of the voucher issued by the transferring organization to that particular receiving organization. (In the example above, it is the 32<sup>nd</sup> voucher issued by the Idaho transferring organization to the Oak Ridge receiving organization in fiscal year 1998.)
- e. Reconciliation of DOE Transfer Accounts.** Each organization shall adhere to the following rules, as well as to the procedures prescribed in paragraph 4b, for preparing and forwarding transfer vouchers to facilitate keeping the DOE transfer accounts in agreement:
- (1) The transferring organization shall review its transfer activity to ensure that all charges or credits to Transfers Issued have been covered by transfer vouchers and that all vouchers issued represent items entered in Transfers Issued.

- (2) The offices shall resolve and correct differences in the same monthly edit. Each office shall review the monthly reconciliation of transfers provided by EFASC on a cumulative transaction basis in summary form, and initiate any necessary corrective action. EFASC shall record any corrections, including out-of-balance problems, during the following month except at the end of the fiscal year, when they shall be issued on a timely basis and received by the office authorizing the work or service for recording as business of that month. Telephone, facsimile, or e-mail confirmations should be used.
- (3) If any transferred items are inadequately supported by documentation or are improper, the organization receiving the transfer voucher shall record the transfer voucher in Transfers Received, but the offsetting entry shall be to a suspense account, except at the end of the fiscal year. The organization receiving the transfer voucher then shall ask the office that prepared the transfer voucher to furnish additional information or a correcting transfer voucher, as the situation may require.

f. **Confirmation of Transfers.** Each organization preparing transfer vouchers shall confirm all transfers made during the final month of the fiscal year with the organization receiving the transfer voucher by telephone as soon as possible consistent with year-end closing instructions. Additional confirmation requirements, such as a transfer confirmation document, may be set forth in the annual year-end requirements memorandum.

#### 4. **TRANSFER OF CONTRACTUAL DOCUMENTS BETWEEN OFFICES.**

Organizational or mission responsibility changes may require the transfer of contractual documents between offices. The transferring accounting office shall transfer contracts only after changes to the AFP and transfer of accounting records have been completed. The program office shall not initiate transfer of contracts to become effective 45 days or less before the end of the fiscal year or 45 days or less after the end of the fiscal year, unless all activities involved concur in the transfer. No contracts shall be transferred that are within 90 days of being closed out.

a. **Headquarters Program Offices or Field Program Offices** initiating a transfer of contract shall perform the following functions:

- (1) Receive written concurrence from the receiving program office; submit a request for the contract transfer, in the form of DOE F 4200.33, "Procurement Request-Authorization," to the appropriate procurement office; and prepare the necessary AFP change.



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The procurement request-authorization shall be the official document from the program office authorizing the transferring procurement office to effect the transfer. The program office shall prepare a request for a contract transfer in advance to ensure that actions are completed prior to the effective date of the contract transfer. Field organization program offices shall forward the AFP request to the appropriate Headquarters program offices for approval. Upon approval, the Headquarters program office shall submit the AFP change with its regular AFP input to the Office of Budget. DOE M 135.1-1A, Department of Energy Budget Execution Fund Distribution and Control Manual, contains the procedures and format to use when effecting a change to the AFPs.

- (2) Provide written notification of the impending transfer to the receiving program office. Provide copies to the transferring and receiving accounting offices and to the transferring and receiving contracting activities at the time the request for contract transfer is prepared.
  - (3) Coordinate the cutoff date with the transferring accounting office and the receiving procurement office to allow sufficient time for the effective date. Establish the effective date as the first day of a month to facilitate the transfer and reconciliation of financial database records as of the end of the previous month.
  - (4) Ensure that the program office initiates no transfers to be effective 45 days or less before the end of the fiscal year or 45 days or less after the end of the fiscal year, unless concurrence has been received from all affected elements.
- b. Transferring Procurement Office** shall perform the following functions:
- (1) Coordinate and formally advise the transferring and receiving program, budget, and accounting offices of the contract transfer.
  - (2) Establish an effective date for the transfer, in coordination with the transferring and receiving program, budget, and accounting offices.
  - (3) Establish a cutoff date for processing invoices, in coordination with the transferring accounting office.
  - (4) Ensure that the contractor is aware of the impending transfer and is notified of the date on which it is to begin submitting invoices to the receiving procurement office.
  - (5) Ensure that no contracts are transferred that are within 90 days of being closed out.
  - (6) Ensure that the contract numbers are not changed.

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- (7) Complete and enter into Procurement Assistance Data System database appropriate documentation to indicate the transfer and specify the receiving procurement office to effect the transfer.
  - (8) Transfer contract files on Standard Form 30, "Amendment of Solicitation/Modification of Contract," to the receiving procurement office after ensuring that all pertinent materials (such as contractual documents, technical reports, and correspondence) have been included in the files.
- c. **The Office of Budget** shall upon receipt of the request for an AFP change during the regular monthly AFP cycle, input the required adjustment to coincide with the effective date of the transfer and issue revised AFPs and allotments.
- d. **Transferring Accounting Office** shall perform the following functions:
- (1) Arrange with the receiving accounting office for the transfer of the accounting records.
  - (2) Ensure that all prior obligations, unliquidated obligations, and disbursement adjustments coincide with the AFP change and the effective date of the transfer.
  - (3) Initiate action to ensure that the transfer of accounting records is accomplished within the same month as the effective date of the contract transfer.
  - (4) Reconcile all support documents with the balances shown on the financial reports prior to the transfer, and prepare Form CR F 2260.1, "Transfer of Unpaid Obligations," on the unpaid prior-year balances to be included with the accounting records.
  - (5) Coordinate the transfer of the accounting records with the receiving accounting office and ensure that both offices process the adjusting entries in the same accounting month.
  - (6) Transfer all unpaid obligations, advances, receivables, and payables to the receiving accounting office; ensure that the transfer coincides with the effective date of the AFP change; and reflect these transfers on all accounting reports.
- e. **Receiving Program, Budget, Procurement, and Accounting Offices** shall perform the following functions:
- (1) Concur in the proposed transfer.
  - (2) Coordinate with the transferring offices on the transfer of the AFP, the accounting records, and the procurement files and ensure that the applicable office has received the documents described in

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paragraph 5d above before the effective date of transfer.

- (3) Assume responsibility for management of, financing of, and accounting for the contract transferred on the effective date.
- (4) Recognize that the receiving accounting office will be responsible for accounting for the contract retroactive to the beginning of the fiscal year.

**f. Receiving Procurement Office** shall complete and enter into the Procurement Assistance Data System database appropriate documentation to indicate acceptance of the transferred contract.



## CHAPTER 13

### REIMBURSABLE WORK, REVENUES, AND OTHER COLLECTIONS

#### 1. INTRODUCTION.

##### a. Background.

- (1) Unless otherwise specifically authorized by statute, DOE must deposit all collections as miscellaneous receipts into the General Fund of the Department of the Treasury (Treasury). This chapter establishes the policy for activities that result in DOE collections. Collections fall within one of the following categories:
  - (a) Reimbursable work (see paragraph 2);
  - (b) Agreements for Commercializing Technology (see paragraph 3);
  - (c) Revenue programs (see paragraph 4);
  - (d) Cooperative work with other Federal and non-Federal entities (see paragraph 5);
  - (e) Advances for cooperative research and development agreements (CRADAs) (see paragraph 6);
  - (f) Appropriation refunds (see paragraph 7);
  - (g) Site/Facility Management Contractor collections (see paragraph 8);
  - (h) Donations, gifts, and bequests (reserved);
  - (i) Deposit funds (see paragraph 10);
  - (j) Miscellaneous receipts (see paragraph 11);
  - (k) Reimbursable personnel details (see paragraph 12);
  - (l) Unclaimed moneys (see paragraph 13);
  - (m) Repayments from projects under the Clean Coal Technology (CCT) Program and Clean Coal Power Initiative (see paragraph 14);
  - (n) User Facilities or Technology Deployment Centers (see paragraph 15);  
and

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- (o) Other collections (see paragraph 16).
- (2) Attachments 13-1 through 13-5 list common DOE collections and the accounts to which they are deposited.

**b. Applicability.**

- (1) This chapter applies to all Departmental/field elements and site/facility management contractors as provided by law and/or contract and as implemented by the appropriate contracting officer.
- (2) Provisions of this chapter do not apply to work in which DOE is the customer or to cash transactions for services between other DOE offices and DOE site/facility management contractors (see Chapter 12, “Inter-Entity Transactions”).

**c. Definitions.**

- (1) **Acceptance** is the official act of signing a reimbursable agreement by a contracting officer. See DOE O 481.1C, Strategic Partnership Projects (formerly Work for Others).
- (2) **Budgetary Resources** include: (a) for Federal customers, the amount of reimbursable orders received and supported by valid obligations against their current appropriation account(s); and (b) for non-Federal customers, the amount of advance payment(s) received for unfilled orders.
- (3) **An Emergency** is any situation involving the protection of life, Federal lands, buildings, or equipment; law enforcement; disaster assistance; and production and maintenance of the power distribution system. Also see DOE M 135.1-1a, Budget Execution.
- (4) **Miscellaneous Receipts** are funds collected by DOE. Also, see paragraph 11.
- (5) **A Reimbursable Agreement** is a written agreement to perform work or provide a service for another Federal agency or a non-Federal customer. Reimbursable work for other Federal agencies requires an interagency agreement. An interagency agreement is a written agreement entered into by DOE and another Federal agency to furnish goods or accomplish a specific task in support of the other agency’s mission. The interagency agreement will provide funding, billing, and payment data in support of the reimbursable work. The format of the requesting agency is acceptable as long as it contains the appropriate elements as outlined in DOE O 481.1C, Strategic Partnership Projects (formerly Work for Others). Agreements with non-Federal customers require bilateral sales contracts.

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**(6) Reimbursable Authority** (also called reimbursable obligation authority) is authority to incur obligations in accomplishing reimbursable work if a budgetary resource either a reimbursable agreement from a Federal customer or an advance from a non-Federal customer—is also available. This authority can be acquired only by obtaining an allotment through the DOE Chief Financial Officer (CFO) using an approved funding program (AFP) process.

**(7) Reimbursable Work** refers to work or services performed or to be performed for another Federal or non-Federal customer. DOE is compensated by a specific type of offsetting collection known as a reimbursement, which may be credited as authorized by law to the appropriation or DOE fund account. The reimbursable work or services performed by DOE are financed by the funds of the ordering Federal customer, or by advances from a non-Federal customer. The reimbursable work may be accomplished under the authority of the Economy Act of 1932, as amended (31 U.S.C. 1535); the Atomic Energy Act of 1954, as amended; or other specific statutory authority. Examples of reimbursable work interagency agreements are Military Interdepartmental Procurement Requests used by the Department of Defense, Project Authorization Funding Documents used by the Air Force Tactical Application Center, and Procurement Letters used by the United States Geological Survey.

**(8) Agreements for Commercializing Technology** represent work performed at a DOE lab, site, or facility for a non-federal entity on a reimbursable basis. Work performed under such agreements is a type of reimbursable work for which the sponsoring entity is the site, plant, or facility operating contractor.

**d. Responsibilities.**

**(1) Heads of Departmental Elements** shall for Headquarters elements and each field element and site/facility management contractor under their cognizance:

- (a)** Provide timely, appropriate notification to the Office of CFO about any sensitive reimbursable actions pursuant to DOE O 481.1C, Strategic Partnership Projects (formerly Work for Others);
- (b)** Recommend changes in financial policies on reimbursable work to the CFO; and
- (c)** Approve exceptions to full funding with the concurrence of the CFO and the head of the affected Departmental element as provided for in paragraph 2e(1)(c).

**(2) The Chief Financial Officer** shall:

- (a)** Develop and monitor implementation of financial policies and procedures for reimbursable work;

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- (b) Approve financial exceptions, as specified in paragraphs 2e(1)(c) and 2e(2);
  - (c) Obtain reimbursable apportionments and issue reimbursable allotment authority for reimbursable work; and
  - (d) Coordinate with the cognizant secretarial officers on reimbursable agreements accepted at Headquarters.
- (3) **The Office of the Chief Human Capital Officer** shall provide copies of reimbursable agreements in Headquarters and Intergovernmental Personnel Act (IPA) agreements to the Program Office for further processing with their respective Budget Officials and the Office of the Chief Financial Officers (Field CFOs as needed) impacted by such agreements as well as
- (a) Obtain necessary concurrences and approval on all reimbursable detail and IPA requests from the Office of the Chief Financial Officer (OCFO, Office of Financial Policy) and the Office of the General Counsel (OGC, Office of General Law) and the Senior Management Review Board. Approvals of reimbursable agreements for reimbursable details of personnel shall be in accordance with DOE O 320.1, Acquiring and Positioning Human Resources; and IPA assignments in accordance with DOE M 321.1, IPA assignments and all supplemental guidance issued by the Office of the Chief Human Capital Officer;
  - (b) Ensure that necessary documentation and coordination are accomplished for all interagency personnel details and assignments; and
  - (c) Provide a copy of reimbursable agreements for Headquarters reimbursable details of personnel and IPA assignments to the appropriate offices.
- (4) **Director, Office of Procurement and Assistance Management.** (For NNSA projects the Director, Office of Acquisition & Supply or authorized NNSA designee is responsible)
- (a) For projects accepted or performed by Headquarters elements, ensures that the Director, Office of Headquarters Procurement Services (or an authorized designee), has reviewed and accepted non NNSA projects unless delegated consistent with DOE O 481.1C.
  - (b) Provide copies of reimbursable agreements negotiated in Headquarters to all Field Chief Financial Officers (Field CFOs) impacted by such agreements.



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- (5) **The General Counsel, NNSA, and Field Counsel** shall provide legal counsel and advice on matters relating to reimbursable agreements as needed.
- (6) **Heads of Field Elements** shall ensure that:
- (a) The reimbursable agreement is approved and accepted in accordance with this policy and the established requirements of DOE O 481.1C unless excluded.
  - (b) Budgetary resources and reimbursable authority are obtained before initiation of work or services.
  - (c) Exceptions to the requirement for full funding from Federal agencies for projects to be completed in the current fiscal year (or current fiscal year plus 90 days for projects transcending the fiscal year) are reviewed and approved by them. In no case shall an exception be granted that necessitates the use of DOE funds to finance reimbursable work performed for others.
  - (d) Concurrence on Head of Departmental Element officers' exceptions to full funding, as provided for in paragraph 2e(1)(c), is obtained.
  - (e) Requested work is priced in accordance with DOE O 522.1, "Pricing of Departmental Materials and Services."
  - (f) All documents authorizing performance of tasks that include reimbursable work specify that portion of the funding is reimbursable or that the total funding is reimbursable.
  - (g) All documents pertaining to a reimbursable agreement are identified and maintained on file.
  - (h) Obligations and expenditures against individual reimbursable agreements are recorded promptly and accurately and do not exceed the associated budgetary resource.
- (7) **The Field CFO** shall
- (a) Review reimbursable agreements for adequacy and accuracy of relevant accounting and funding data, potential budgetary resource problems, pricing factors, financial closeout procedures, and provision of billing information and addresses.
  - (b) Certify fund availability for each reimbursable agreement to ensure that obligations incurred in the performance of a reimbursable agreement do not exceed the authority provided in the AFP and allotment. If an agreement

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would require obligations in excess of the reimbursable authority allotted, the Field CFO shall ensure that additional authority is obtained from the CFO before incurring the obligation.

- (c) Develop and maintain accurate and timely financial information on the status of funds, obligations, and expenditures incurred for each reimbursable agreement.
- (d) For reimbursable agreements received under the authority of the Economy Act, determine the amount of obligations that will not be incurred before the end of the appropriation's period of availability and provide timely notification to the ordering agency regarding the amount of funds to be deobligated.

## 2. REIMBURSABLE WORK.

### a. Authority for Accepting and Criteria for Establishing Reimbursable Agreements.

Authorities include the Atomic Energy Act of 1954; the Intergovernmental Cooperation Act of 1968; the Department of Energy Organization Act of 1977 (Public Law 95-91; 42 U.S.C. 7101 et seq.); the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376); and the Economy Act of 1932, as amended (31 U.S.C. 1535). (See the Strategic Partnership Projects (formerly Work for Others) Information Guide for additional information on authorities and criteria.)

**b. Exclusions.** The provisions of this section do not apply to refunds; user charges (Title 31, section 9701, of the United States Code (31 U.S.C. 9701) and Office of Management and Budget Circular A-25); revolving-fund activities; receipts for cooperative work performed under cosponsored agreements; CRADA work or services within DOE; actions between DOE site/facility management contractors; activities involving services, products, or materials regularly produced for sale at schedule rates under Departmental programs (for example, routine irradiation services, isotopes, heavy water, production or transmission of electricity, uranium enrichment services); and certain activities funded under Contribution Fund Agreements (42 U.S.C. 7278).

### c. Policy.

(1) It is the policy of DOE to accept non-DOE-funded work through reimbursable agreements, provided there is legal and regulatory authority to perform reimbursable work. Furthermore, work must not impede primary functions and responsibilities of the performing activity, and budgetary resources for reimbursable work must be available.

(2) The execution of acceptance of reimbursable work shall be made only after a written determination that the work is consistent with and meets established requirements set forth in DOE O 481.1C. In addition, no work shall commence and no

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costs shall be incurred until a written reimbursable agreement has been accepted as defined in DOE O 481.1C.

(3) Reimbursable work for non-Federal customers shall neither start nor continue without a cash advance of funds except as provided by paragraph 2e.

(4) Federal grants awarded to parent organizations of site/facility management contractors shall be approved by the Department and treated as work from another Federal agency under Program 40, Reimbursable Work for Other Federal Agencies.

(5) Heads of field elements and the CFO shall maintain an appropriate management control environment and related systems to provide sufficient advance notification of potential funding shortfalls to obtain additional funds or begin project termination.

(6) Each reimbursable agreement accepted by DOE shall be managed and accounted for in accordance with the funding limitations and other provisions of the agreement. The level of financial controls specified in the agreement establishes the administrative funds controls that must be followed. The DOE funding limitation is the cumulative total of funding for a specific project. The total estimated cost of an agreement is not a funding limitation.

(7) Funds provided under reimbursable agreements are to be used solely for the intended purposes and in accordance with the limitations on the use of funds as specified in the agreements (31 U.S.C. 1301).

(8) Reimbursable work shall not be accepted when it is evident that a requesting agency is using this as a mechanism to obligate funds solely to keep them from being reported as unobligated, or to keep them from lapsing at the end of the fiscal year.

**d. Description and Nature of Reimbursable Work.**

(1) In general, the reimbursable work that DOE provides for a customer is part of the customer's mission and not DOE's direct mission. The Department does not directly receive appropriated funds from Congress for such work or services; instead, they are financed by the funds of the Federal agency ordering the work in Program 40, Cost of Reimbursable and Cooperative Work with Other Federal Entities, or by cash advances from a non-Federal customer in Program 60, Cost of Reimbursable and Cooperative Work with Non-Federal Entities. Conversely, if the Department sells products or services that are funded as a direct mission of the Department, the collection shall be accounted for under a revenue program (see paragraph 4).

(2) Examples of current reimbursable work programs in DOE are included in Attachment 13-1.

**e. Financing of Work.** Obtain a budgetary resource from customers before performing

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reimbursable work. In addition, there must be sufficient reimbursable obligational authority within the respective allotment from the CFO. This requirement is necessary to preclude the use of DOE appropriated funds to finance reimbursable work and to protect the Department from incurring uncollectible receivables.

If the contract so provides, or if the contracting officer (CO) authorizes, site/facility management contractors may continue work on a project for a limited time without an available budgetary resource from the customer to maintain project continuity if all of the following conditions are met: (1) the sponsor provides assurance of funding within a specific time; (2) the site/facility management contractor provides the funds for the work and assumes liability for any costs, including overruns, should funds not be received from the sponsor; and (3) the site/facility management contractor retroactively charges the costs of such work to the sponsor. The CO shall document the file evidencing agreement to these conditions.

**(1) Financing Work for Other Federal Agencies.**

**(a)** Generally, advance payments are not required when DOE performs work for other Federal agencies. However, advance payments may be required from agencies if the interests of DOE are best served by obtaining advances. Any requirement for advance payments from other federal agencies must be described in the reimbursable agreement.

**(b)** A valid reimbursable agreement shall be used as a budgetary resource when DOE performs work for other Federal agencies. The reimbursable agreement shall provide full funding if the work is to be completed in the current fiscal year. For work that begins in one fiscal year but continues into the subsequent fiscal year, full funding for the current fiscal year plus the first 3 months of the following fiscal year is required.

**(c)** Heads of Field Elements may grant exceptions to the funding requirements provided above for their respective organizations, and the CFO may grant exceptions, in consultation with the Head of the Departmental Element, for Headquarters elements. In no case shall an exception be granted that necessitates the use of DOE funds to finance reimbursable work performed for others. In addition, exceptions shall not be granted that would cause advanced funding to be less than amounts necessary to provide for a phase down and termination of the reimbursable agreement.

**(2) Financing work for Non-Federal Customers.** Full funding is required before beginning work on reimbursable agreements that have an estimated cost of \$25,000 or less or that will be completed in 60 days or less. However, with Small Business Innovative Research (SBIR) or Small Business Technology Transfer (STTR) Awards described under 2.e(3) of this Chapter, the maximum funding that can be collected

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from the sponsor may not exceed 30 days of work to be performed under the contract. Advance payment collections are to be processed in accordance with cash collection requirements as prescribed in Chapter 6 of DOE's Financial Management Handbook.

**(a)** For reimbursable agreements that have an estimated cost greater than \$25,000 and whose period of performance exceeds 60 days:

1. DOE shall obtain, prior to performing any work, a budgetary resource sufficient to cover the anticipated work that will be performed during the first billing cycle.<sup>1</sup>
2. The Department shall also obtain, prior to performing any work, 60 days of additional funding to ensure that funds remain available for the project during subsequent billing cycles. To the extent allowed by the billing and collection procedures of individual DOE, site/facility management contractors, the Field CFOs should work with laboratories to approve exceptions to this requirement, with the goal of reducing the normal advance payment amount to 30 days or less.
3. Field CFOs may require additional advance payment amounts to account for estimated termination costs or other costs as appropriate for individual projects.
4. No DOE budgetary resources shall be utilized to fund work for non-Federal customers.

**(b)** Exceptions to the requirement for advances from non-Federal customers will be permitted only as specified below:

1. The cognizant Field CFO may approve exceptions to the normal advance funding requirement. These exceptions could include a blanket waiver for a site/facility contractor or waivers for individual projects. For all such waivers, the cognizant Field CFO must (a) certify that billing and payment procedures are adequate to allow for a shorter advance requirement without costs exceeding available budgetary resources and (b) provide the HQ CFO with a 10 business day advance notification, using the templates included as attachments 13-6 and 13-7 to this chapter. All waivers granted by cognizant Field CFOs shall be reviewed annually, and recertified as applicable. Field CFOs shall notify the HQ CFO Office of Financial Risk, Policy, and Controls of recertification decisions not later than November 1 of each new fiscal year.

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<sup>1</sup> Billing Cycle – period of time between billings, usually thirty days. The billing cycle is complete when the customer is billed for services rendered.

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2. The site/facility management contractor performing the work may provide DOE with earned award or management fees, royalties, or other corporate funds to support the advance funding requirements.
3. When deliveries are from stock-on-hand and will not require the use of current budgetary resources except to replace the stock.
4. When delivery of items or services is without an advance, if permitted by specific law. This covers reimbursable work deliveries without advance payment as directed by specific laws or executive orders. An example is the detail of employees to States and political subdivisions according to 5 U.S.C. 3373 and the detail of employees to international organizations according to 5 U.S.C. 3343.
5. Inter-Entity work performed in accordance with Chapter 12 of the Financial Management Handbook .The reimbursable agreement from the DOE-funded customer shall constitute the budgetary resource.
6. If a State or local government has a statute or another legal requirement prohibiting advancing funds for reimbursable work the Cost of Work for Others/Strategic Partnership Projects Program under the Departmental Administration appropriation may be used. (Note that the name of this program was changed in the FY 2016 budget request.)

**(3) Financing Work Funded by Small Business Innovative Research (SBIR) or Small Business Technology Transfer (STTR) Awards.**

**(a) Legal Restriction on Advance Payments for work funded by SBIR and STTR awards.** Notwithstanding the other advance payment requirements specified in this chapter, the Department is prohibited from charging SBIR and STTR recipients an advance payment amount that exceeds the amount necessary to pay for 30 days of work, if the work to be performed is part of the scope of the SBIR or STTR award. (Section 9 of the Small Business Act (15 U.S.C. 638), *Advance Payment*.)

**(b) Required Advanced Payment Procedures for work funded by SBIR and STTR awards.** Despite the legal restriction on collecting advance payments from SBIR and STTR recipients, the general prohibition against using DOE funds to pay for work performed for third parties remains. Thus, DOE sites that accept work sponsored by SBIR and STTR recipients must have procedures in place that:

- (1) Identify sponsors who are paying for work performed with SBIR or STTR awards made by any federal agency;

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- (2) Ensure that advance payments received from such sponsors do not exceed an amount necessary to pay for 30 days of work performed under the agreement with DOE; and
- (3) Ensure that no DOE funds are used to pay for 3<sup>rd</sup> party work performed at the labs (except for the Cost of Work for Others/Strategic Partnership Projects funding as described below).

The cognizant field CFO for any site accepting work from SBIR or STTR recipients is responsible for ensuring that payment and collection procedures meet all of these requirements. The field CFO may use the template included as attachments to this chapter (appendix 13-7) to document compliance with these requirements for work funded by SBIR and STTR awards.

**(c) Use of the Cost of Work for Others/Strategic Partnership Projects Funding.** Available funds under the Cost of Work for Others/Strategic Partnership Projects program under the Departmental Administration appropriation (WN funding) may be used for work funded by SBIR and STTR grants according to the procedures described in paragraph 6.c(4) of this chapter.

**f. Reimbursable Budgetary Resources and Obligational Authority.**

**(1) Reimbursable Budgetary Resources.** A reimbursable agreement may be obligated whenever the budgetary resource criteria is satisfied and there is sufficient reimbursable authority available within the allotment to cover it. Cash advances from non-Federal customers and valid reimbursable orders from Federal agencies are required to provide the budgetary resource to obligate. The requirements for the budgetary resource and reimbursable authority are separate and distinct. Reimbursable agreements shall not be obligated by DOE unless there is sufficient reimbursable obligational authority in the respective allotment (see DOE M 135.1-1A, Budget Execution, for further details).

**(2) Reimbursable Obligational Authority.** An allottee can acquire reimbursable obligational authority only by obtaining an allotment through the DOE allotment and AFP process. For further discussion of the reimbursable obligational authority process, see Chapter 2, “Administrative Control of Funds”; Chapter 3, “Accounting for Appropriations and Other Funds”; and DOE M 135.1-1A, Budget Execution.

**g. Accounting for Reimbursable Agreements.** 31 U.S.C. 1301 expressly prohibits the expenditure of funds in an appropriation for purposes other than those that Congress intended. Before acceptance, reimbursable agreements shall be reviewed for adequacy of relevant accounting and funding data, potential budgetary resources problems, pricing factors, financial closeout procedures, and provision of billing information and addresses. Illustrative entries for recording reimbursable transactions are in the Department’s standard general ledger account codes and definitions and related financial codes maintained by the Office of Finance and Accounting.

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**(1) Execution and Control of Reimbursable Agreements.** Use the following guidelines to ensure that reimbursable work is accomplished in accordance with established laws, regulations, and provisions of the respective reimbursable agreement(s):

- (a) Site/facility management contractors shall not begin any reimbursable work until they have obtained authorization from the responsible DOE contracting officer indicating that DOE has obtained a valid budgetary resource and that an obligation will be recorded in the contractor's next scheduled contract modification.
- (b) All documents authorizing the performance of tasks that include reimbursable work shall clearly identify reimbursable funding. Furthermore, the DOE element performing the work shall identify and maintain file documents pertaining to the reimbursable agreement.
- (c) No work shall continue and no costs shall be incurred beyond either the period of performance or the amount of funding provided in the reimbursable agreement and attendant modifications unless authorized by the contract or the contracting officer. The customer is responsible and accountable for any financial consequences associated with termination of work.
- (d) DOE shall not finance reimbursable work from its own appropriations or another customer's funds.
- (e) Obligations and expenditures for each reimbursable agreement shall not exceed the budgetary resources authorized on that reimbursable agreement.
- (f) Interagency agreements are subject to the provisions of 31 U.S.C. 1501, Documentary Evidence Requirements for Government Obligations. Reimbursable agreements must provide a specific statement of work to be valid obligations.
- (g) Departmental elements accepting reimbursable agreements shall establish firm cutoff dates prior to the end of the fiscal year to provide ample time to review, accept, obligate, distribute, and record reimbursable agreements.

**(2) Recording**

- (a) **Recording Unfilled Orders and Obligations.** Accepted reimbursable agreements shall be controlled by the following unique equity accounts: Reimbursable Orders Accepted, Unobligated Unfilled Customers' Orders, and Obligated Unfilled Customers' Orders. The balances of these accounts represent the ceilings for costs, obligations, and uncosted obligations, respectively.



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1. *Source Document for Unobligated Unfilled Customer Orders.* The source document for recording unfilled orders is the reimbursable agreement, along with evidence that the reimbursable agreement was accepted in accordance with DOE O 481.1C.
2. *Source Document for Obligated Unfilled Customer Orders.* For work performed by a DOE site/facility management contractor, the source document for recording obligations is either the executed contract or a contract modification. For work performed by DOE personnel, source documents for obligations include travel authorizations, time and attendance documents, and purchase requests.

**(b) Recording Cash Advances.** Cash advances received for reimbursable work shall be recorded as unearned revenue. A liability shall be established, and it shall be reduced by accrued cost.

**(c) Recording Work Performed by Site/Facility Management Contractors.** If reimbursable work is to be performed by a site/facility management contractor, the cognizant DOE field element may assign all collection and accounting activities for the work to the site/facility management contractor. Otherwise, the site/facility management contractor may transfer the amount to DOE accounts, in which case the DOE element shall perform the collection and accounting activities.

**(d) Recording Reimbursements.**

1. With the exception of the Federal administrative charge, reimbursements shall be recorded in the appropriation and fund type in which the costs were recorded. That portion of the reimbursement that represents the Federal administrative charge shall be deposited into the Departmental Administration Appropriation special receipt account. Refer to Attachment 13-2 for a description of the Departmental Administration Appropriation special receipt account.
2. Collections shall be recorded as a debit to the Appropriation Reimbursements general ledger account. The balance of that account will represent cumulative collections for reimbursable work for the fiscal period. Balance sheet codes and illustrative entries for recording collections are presented in the Department's standard general ledger account codes and definitions and related financial codes maintained by the Office of Finance and Accounting

**(3) Billing and Collecting.**

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- (a) Treasury's Intra-governmental Payment and Collection System must be used, when available, for expenditure transfers between DOE and other Federal agencies.
  - (b) Billings shall not exceed the total amount authorized by the agreement, including any amendments. The agreement should include funds for any requirements resulting from the final closeout process. If an increase to the agreement is required, an amendment should be obtained from the issuing organization before incurring any additional costs.
  - (c) Billings based on accrued and recorded costs will be issued monthly or in accordance with reimbursable agreements and will include the date that reimbursable work was provided, in addition to the as-of billing date. Customer billings should contain appropriate cost detail at the major element level.
  - (d) For non-Federal customers, electronic funds transfer, or check may be accepted as long as it is consistent with prudent financial judgment.
- (4) **Closeout of Reimbursable Agreements.** Upon completion of work, the contracting officer shall notify the customer and provide an estimate of costs incurred. When the final costs are known, the contracting officer shall promptly notify the customer with a final invoice. Upon final settlement, any unused funds shall be returned to the customer.

### 3. AGREEMENTS FOR COMMERCIALIZING TECHNOLOGY

- a. **Overview.** Agreements for Commercializing Technology (ACT) differ from other types of reimbursable work as they allow DOE site/facility management contractors to execute agreements with third parties in the site/facility management contractor's private capacity for work to be performed at a DOE site or laboratory. For such agreements, the site/facility management contractor may assume financial and performance risk in return for financial consideration from the 3<sup>rd</sup> party sponsor of the work. This financial consideration (contractor margin) is individually negotiated between the DOE contractor and the third-party sponsor.
- b. **Costs.** Under ACT, the Department is not a party to any agreements between the site/facility management contractor and the 3<sup>rd</sup> party sponsor of the work. Thus, from the perspective of the Department, the site/facility management contractor is the sponsor of the work and is solely responsible for payments to cover costs of the work.

Generally, ACT costs include all direct and properly allocated indirect costs incurred by the contractor in support of the ACT project, but exclude contractor margin. All ACT costs will be paid by the site/facility management contractor through normal DOE

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payment procedures, but must be pre-funded by the site/facility management contractor according to the procedures set out in this chapter.

**(1) Unique Costs for ACT Projects.** The cost of ACT projects may include direct costs unique to ACT projects that would not be incurred for non-federal work-for-others, such as taxes and insurance. DOE's Office of Procurement Policy has determined that these costs can be paid through DOE's operating contracts for approved ACT projects.

**(2) Allocation of Indirect Costs.** All costs normally allocable to non-federal work-for-others (with the exception of contract award fee) are allocable to ACT projects, including all allocable indirect site expenses and Lab, Site, or Plant directed research and development (LDRD, SDRD, or PDRD). When allocating site indirect costs to ACT projects, all ACT costs, including those uniquely associated with ACT projects, must be included in the allocation base for indirect cost pools in accordance with disclosed cost accounting practices.

**(3) Federal Administrative Charge.** Consistent with full-cost recovery, the Federal Administrative Charge (FAC) applies to all ACT work. FAC will be applied as cost is incurred to ACT work with collections remitted to the Treasury according to normal FAC collection procedures on a monthly basis. The basis for calculating the FAC is the total ACT cost.

**(4) Costs not Payable Under the DOE Contract**

**(a) Contractor Margin.** Contractor margin includes any financial consideration provided to the contractor by the third-party sponsor of the ACT work that is in excess of the costs incurred under the DOE contract. The contractor margin is not considered a cost for purposes of the DOE contract and is not part of the cost base used for calculating FAC or allocating indirect costs.

**(b) The Contractor's Assumption of Financial and Performance Risk.** Any expenses incurred by the contractor as a result of the contractor's decision to assume financial and performance risk for ACT work shall be borne solely by the contractor and are not payable to the contractor under the DOE contract. Such expenses may include the contractor's cost of capital for advance funding defaults and late payments by third-party ACT sponsors, contract costs that exceed the amount of fixed-price ACT agreements (between the contractor and a 3<sup>rd</sup> party), and the cost of repair to equipment or facilities damaged during the performance of ACT work (unless pre-funded by the contractor).

**c. Accounting for ACT Obligations, Costs, and Payments.** Given the nature of ACT agreements, that is that they are agreements between a site/facility management contractor and a third party, the budgetary and accounting treatment should provide a reasonable balance of risk between the level of budgetary controls and the accounting effort needed to maintain these controls. The site/facility management contractor must

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ensure that all costs and payments associated with ACT projects, including all costs unique to ACT work, are segregated and allocated appropriately to obligations made for ACT work.

Obligations to support ACT work should be made in aggregate for individual site/facility management contractors in accordance with the legal obligation control point for this type of activity. All costs and payments should be incurred against this aggregate obligation. All accounting transactions related to ACT work must be recorded using the appropriate fund code and a unique WFO code designated for each site/facility management contractor, as determined by the CFO STARS team. A unique WFO code is not required for each ACT agreement. A unique ACT fund code will be established for each Treasury Account Fund Symbol.

Although a unique WFO code is not required for each ACT agreement, should a site/facility management contractor request otherwise, including separate memorandum reporting, meeting this request is at the discretion of the relevant Field CFO.

- d. Reimbursable Budgetary Resources and Obligational Authority.** Funds-in ACT are subject to the same budgetary resource (advance payment) and reimbursable obligation authority requirement as other non-Federal reimbursable work, recognizing that the ACT Program is considered one reimbursable program with the site/facility management contractor as the sponsor. No DOE funds shall be used, even on a temporary basis, to record obligations or cover cost outlays (payments) for ACT projects. No ACT projects can begin without both a budgetary resource and reimbursable obligational authority.

Before ACT work can begin funds must be obligated through a contract modification against a valid budgetary resource (advance payment from contractor). A valid budgetary resource exists only when the allottee has received both an Advice of Allotment and the contractor has provided an advance payment. At no time will the cost of ACT work exceed funds obligated for that work.

The contractor must maintain an advance payment amount equal to 60 days of anticipated costs for ACT work, in accordance with normal requirements for non-federal Strategic Partnership Projects (formerly Work for Others), unless approved for excepted advance payment procedures by the cognizant field CFO. Because the site/facility management contractor provides the advance directly there is no separate invoice cycle for ACT work. Thus, there is no requirement for an additional advance payment amount to cover costs incurred during the first invoice cycle, as exists for non-federal Strategic Partnership Projects (formerly Work for Others).

- (1) Excepted payment procedures for individual site/facility management contractors.** The site/facility management contractor can propose alternative advance payment processes for approval by the cognizant field CFO. For such exceptions, the cognizant Field CFO must certify that the site/facility management contractor's payment procedures are adequate to ensure that no ACT project costs will be paid from the site/facility management contractor's payment cleared funding

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account (letter of credit) or any other form of appropriated funds before the site/facility management contractor provides sufficient advance funding to cover the payments. Any alternate advance payment process must be compliant with the requirements of the Anti-Deficiency Act, which prohibits DOE from spending its appropriated funds for ACT work, even on a temporary basis.

When providing authorization for excepted payment procedures, the Field CFO must provide the HQ CFO Office of Financial Risk, Policy, and Controls with a 10 business day advance notification using the templates included as attachment 13-7 to this chapter. All waivers granted by cognizant Field CFOs shall be reviewed annually, and recertified as applicable. Field CFOs shall notify the HQ CFO Office of Financial Risk, Policy, and Controls of recertification decisions no later than November 1 of each new fiscal year.

- e. **Reporting.** Detailed semi-annual reporting requirements are included in the ACT contract provisions (ACT H clause). Contractors will provide information on ACT projects to their cognizant Field CFO as necessary to facilitate monitoring and oversight efforts.

#### 4. REVENUE PROGRAMS.

- a. **General.** The Department directly budgets for some revenue programs as appropriation reimbursements. The collections from these programs may be available for immediate use by the Department (for example, the Bonneville Power Administration's Revolving Fund), offset against the appropriation (for example, the Cost of Work for Others/Strategic Partnership Projects Program under the Departmental Administration Appropriation), or be used as a funding source for the appropriation (for example, the Nuclear Waste Fund). A complete listing of these revenue programs can be found in Attachment 13-2. The collections from other revenue programs, such as the sale of electrical power by a power marketing administration, are proprietary receipts and are deposited as miscellaneous receipts into the General Fund of the Treasury. These revenue programs can be found in Attachment 13-5.

- b. **Policy.**

- (1) Before accepting revenue-producing work, DOE must determine that there is specific legal or statutory authority for performing the work.
- (2) No revenue-producing activities shall begin either in the absence or in excess of the authorities contained in the allotment.
- (3) All revenues and related costs shall be recorded on an accrual basis.

- c. **Description and Nature of Revenue-Producing Work.**

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- (1) Under DOE's revenue programs, work, products, and services are sold to both Federal and non-Federal customers pursuant to authorizing legislation. Treatment of the resultant revenues is provided for in either the specific authorizing or appropriation legislation.
  - (2) The work performed under the revenue programs is similar to that performed under the reimbursable program. The distinguishing factor between the two is a determination of the mission responsibility of the work, that is, the customer's or DOE's.
    - (a) Under revenue programs, DOE sells work, services, or products that fall within the scope of DOE's direct mission. As indicated in paragraph 2e, reimbursable work performed by DOE for others is considered to be part of the customer's direct mission responsibility and not the Department's.
    - (b) Because the revenue-producing work performed under a revenue program is, by definition, mission-related work, it is financed directly through DOE mission program appropriations. This is in contrast to work performed under a reimbursable work program, which is financed through budgetary resources provided by the customer.
- d. Authority to Produce and Sell Products and Services.** There are at least two distinct statutory and legislative authorities that can affect both the performance of work and the disposition of the resulting revenues. Public Law 95-91, the Department of Energy Organization Act, section 301(a), transferred the functions of the Energy Research and Development Administration and the Federal Energy Administration to DOE. The Department's annual appropriation acts, Energy and Water Development and (prior to FY 2006) the Interior and Related Agencies Activities both contain language that authorizes revenue-producing activities under the various appropriation accounts and dictates the disposition of the resulting revenues. When the Department considers performing work under revenue programs, it must consult all applicable authorities to ensure overall compliance. (See Attachments 13-2 and 13-5.)
- e. Order Requirements.**
- (1) **Criteria for Development, Review, and Acceptance of Orders (Except Power Marketing Administrations).** Under Departmental revenue programs, the DOE element performing the work must receive a written customer order before initiating work for services, products, or materials regularly produced for sale at scheduled rates or catalog prices. For non-routine work or services that constitute a significant financial requirement similar in nature and scope to that performed by the DOE reimbursable program, a bilateral sales contract between DOE and the customer is required in accordance with DOE O 481.1C.

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- (2) **Power Marketing Contracts.** Power marketing rates are subject to review by the Federal Energy Regulatory Commission.
- (3) **Pricing of Products, Services, or Work (Cost Recovery).** Charges for products or services incident to the Department's revenue-producing activities shall be developed in accordance with DOE O 522.1, "Pricing of Departmental Materials and Services."

**f. Basis of Budgetary Resources.**

- (1) **General.** Revenue-producing activities are considered to be mission-related activities of the Department. The budgetary resources required to finance such work come from DOE's direct appropriated funds, provided that the work is budgeted and approved in accordance with the procedures contained in paragraph 4g(2). When appropriated funds are allotted during program execution, the allotment shall serve as both the obligational authority and the budgetary resources to accomplish the work.
- (2) **Advances.** Because DOE finances its revenue-producing activities each year through DOE appropriations, the Department does not require advances for such activities from either Federal or non-Federal customers. It is essential to determine that the requested work, product, or service is in fact a DOE mission activity and that the associated resources to accomplish the work were budgeted and are available for obligation within the allotment.
- (3) **Exceptions to Advances Policy.** DOE may require advances from non-Federal customers to protect the Government's interests in the following instances:
  - (a) A customer may request that significant, non-routine modifications be performed on a standard DOE mission-related product to suit the customer's specific operational requirements. DOE should require a cash advance to cover incremental costs for performing that portion of the work that is not related to the DOE mission. The collections or revenues derived from the sale of the product should be administered by DOE under the revenues program, and the collections from modification work administered under the reimbursable work program. For these situations, DOE elements shall determine advance requirements on a case-by-case basis, giving consideration to the mission responsibilities, incremental costs, the nature and scope of the services provided, and other pertinent factors.
  - (b) DOE may also require cash advances to protect the Government's interest against both Federal and non-Federal customers when appropriate.

**g. Authority Contained in Allotments.**

- (1) **General.** Allotments provide two distinct authorities for conducting revenue-producing activities: direct obligational authority and authority for retaining the

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revenues.

- (a) Direct obligational authority, available through DOE's mission appropriations, provides the authority to engage in specific revenue-producing activities, such as the production of products or goods for sale to others.
  - (b) For programs that allow retention of revenues, the authority for retaining revenues gives DOE the authority to use the revenues derived from revenue-producing activities without further action by Congress.
  - (c) Additional requirements associated with the administrative control of allotments are addressed in Chapter 2, "Administrative Control of Funds."
- (2) Budgetary Considerations.** The budget requirements for revenue programs are subject to the same budget and administrative processes as other Departmental programs.
- (a) DOE elements must satisfy the following general conditions before using appropriated funds to finance revenue-producing activities:
    1. The work must be priced and incorporated into the appropriate budget schedules in response to the annual field budget call process (see DOE guidance on budget formulation).
    2. The required funding levels for accomplishing the work must be approved through the Office of Management and Budget and congressional budget process and subsequently reflected in the respective annual DOE appropriation account(s).
    3. The resources must be allotted, reflected in the AFPs, and made available for obligation and expenditure.
  - (b) The requirements in paragraph 4g(2)(a) do not apply to routine deliveries of standard products that will not require the use of current budgetary resources except to replace the stock on hand and providing that an allotment and an AFP are available.
- h. Accounting for Revenues.** Illustrative entries for recording revenue transactions are in the Standardized Pro Forma Accounting Transactions Document.
- (1) Current-Period Sale of Products and Services.** Revenue for products and services shall be recognized as earned when products are delivered, services are performed, or progress payments are received.



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**(2) Long-Term Contracts for Sale of Products or Services.** Revenue for the sale of products or services sold under a long-term contract shall be recognized in the period in which the products or services are physically or constructively delivered to the purchaser. Constructive delivery occurs when DOE meets the obligations of the long-term contract.

**5. COOPERATIVE WORK WITH OTHER FEDERAL AND NON-FEDERAL ENTITIES.**

**a. General.** Cooperative work differs from reimbursable work in that it is part of DOE's direct mission in which DOE receives appropriated funds that may be used in a cooperative effort with one or more Federal or non-Federal participants. Cooperative work with Federal agencies arises when Congress directs collaboration between the Department and one or more Federal agencies for a specific project or when DOE receives funds from another Federal agency in support of a DOE mission related program for purposes of sharing in the results of the project data to carry out the participating agency's mission. This work is not subject to requirements of DOE O 481.1C.

**b. Policy**

**(1)** DOE funds shall not be used to finance a cosponsor's share of a cooperative work project. If the non-Federal contributions are not provided to the Department for obligation and disbursement, such contributions of the non-Federal cosponsor may be paid directly to the performing site/facility management contractor. When a cooperative work agreement allows the non-Federal customer's share of cash to flow through the Department, advance funding from the non-Federal cosponsor shall be obtained for subsequent obligation and disbursement by the Department.

**(2)** Efficient and economical transfer-of-funds procedures shall be established and maintained for all cosponsor funds received and controlled by the Department.

**(3)** Funds received by the Department from a cosponsor shall be controlled and accounted for in such a manner that provides specific identification and reconciliation on a project-by-project basis.

**c. Cooperative Work With Other Federal Agencies** will be reported in Budget and Reporting (B&R) subprogram codes 40 50, Cost of Cooperative Work with Other Federal Agencies, and revenues will be reported in B&R subprogram 50 50, Reimbursement for Cooperative Work with Other Federal Agencies. Activity under this program shall be supported by interagency cooperative funding agreements that specify the contribution of each party. The contribution of the Federal administrative charge, without the contribution of direct program funds, does not meet the criteria for an interagency cooperative funding agreement. DOE funds shall not be used to support other agencies' share of costs. Cooperative work shall be managed and accounted for in the same manner as the reimbursable work program of this chapter.

**d. Cooperative Work with Non-Federal Entities.**

- (1) Description and Nature of Work.** Cooperative work with non-Federal entities refers to jointly funded, cooperative efforts to perform research, development, and demonstration projects and other work of an experimental nature undertaken by DOE and one or more non-Federal cosponsors (domestic or foreign) for mutual benefit.
- (a)** DOE requires a cash advance to finance the cosponsor's share of the cooperative work project. The cosponsors use a funds-in arrangement to contribute their share of the project, providing funding directly to DOE for deposit into an appropriate Treasury account for the subsequent obligation and disbursement by DOE.
- (b)** The provisions of this section do not apply to funds-out cooperative work agreements.
- (2) Authority to Perform Work.** Before entering into agreements for cooperative work with non-Federal entities, DOE must determine the specific legal or statutory authorities for performing the work. When such activities are under consideration, the following authorities should be consulted:
- (a)** Public Law 93-438, the Energy Reorganization Act of 1974, section 107(a), authorizes the Energy Research and Development Administration to make arrangements (including contracts, agreements, and loans) for conducting research and development activities with private or public institutions or persons, including participating in joint or cooperative research, developmental, or experimental projects. This act also authorizes the Administrator of the Energy Research and Development Administration to participate in international cooperative efforts in energy-related research and development. Public Law 95-91, the Department of Energy Organization Act, section 301(a), transferred the functions of the Energy Research and Development Administration to DOE.
- (b)** Public Law 95-224, the Federal Grant and Cooperative Agreements Act of 1977, defines the circumstances and conditions for using contracts, grants, and cooperative agreements.
- (c)** The General Accountability Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Guidance, and the Department of the Treasury and General Accounting Office Joint Regulation No. 3 of June 12, 1951, Procedure for Handling Special, Trust, Revolving, and Deposit Fund Collections, provide that receipts deposited to certain special funds are available for expenditure without the issuance of covering warrants.
- (3) Requirements.** Before initiating work, the responsible head of Departmental element

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shall establish and execute a written agreement with all parties in a cosponsored work project. This agreement shall set forth the work to be accomplished, each cosponsor's share of cost, the payment method, and related requirements.

- (a) When the agreement provides for an incremental financing arrangement with the cosponsor(s), DOE shall establish a corresponding funding schedule and include it in the written agreement. Such a funding schedule shall provide for sufficient advance payments in accordance with paragraph 5d(4)(c).
- (b) DOE shall consider, when applicable, the criteria set forth in the Information Guide to the Strategic Partnership Projects Program (formerly Work for Others) for establishing reimbursable work agreements.
- (c) Charges for cosponsored work agreements shall be developed in accordance with DOE 522.1, "Pricing of Departmental Materials and Services."

**(4) Basis of Budgetary Resources.**

- (a) **DOE.** Budgetary resources necessary to perform DOE's share of cooperative work agreements with non-Federal entities are provided from direct appropriated funds, provided that the work is budgeted and approved in accordance with the procedures contained in paragraph 4g(2). The allotment shall serve as both the obligational authority and the budgetary resource to accomplish the work.
- (b) **Non-Federal Cosponsor.** The budgetary resource necessary to accomplish the non-Federal cosponsor's share of the cooperative work agreement shall be derived from cash advances obtained from the cosponsor before work commences.
- (c) **Advances.** DOE shall not use Federal funds to finance a cosponsor's share of a project. DOE shall obtain advances from non-Federal cosponsors before work commences. Advances shall be sufficient to cover the obligational and cash requirements of the work until a subsequent advance request can be made, collected, and recorded. Advances shall also cover expected termination costs that DOE could incur on behalf of the cosponsor.

**(5) Authority Contained in Allotments.** After receipt of an advance, cooperative work shall be performed under B&R subprogram 60 50, Cost of Cooperative Work with Non-Federal Entities, and B&R code 70 50, Reimbursement for Cooperative Work with Non-Federal Entities.

**(6) Accounting for Cosponsored Work.**

- (a) **Execution and Control of Agreements.** In controlling and accounting for funds received for cosponsored work, DOE shall maintain the identity and integrity of each

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cosponsor's share of funds separately on a project-by-project basis. DOE shall not use Federal funds to supplement or finance a cosponsor's share of a project.

**(b) Accounting for Advances Received for Cosponsored Work.**

1. An advance payment from a cosponsor shall be recorded as a liability. As cost is incurred, revenue will be recognized and the liability account will be reduced. For the appropriate designated financial codes and illustrative entries, see the Standardized Pro Forma Accounting Transactions Document.
2. When DOE receives funds from a foreign cosponsor, the Department shall use the services of the central bank of the country involved whenever possible. Correspondent banks should be used only if doing so is cost-effective. The transfer of funds shall be arranged on a project-by-project basis in consultation with the CFO or the Field CFO.
3. DOE's liability in cosponsored work projects shall be limited to the appropriations available for the Department's share of the project.

**6. ADVANCES FOR COOPERATIVE RESEARCH AND DEVELOPMENT AGREEMENTS (CRADAs).**

- a. **General.** Funds-in CRADAs are subject to the same budgetary resource and advance-payment requirements as other non-Federal Strategic Partnership Projects (formerly Work for Others), except for the limited deviations encompassed in the following CRADA advance-funding guidance. A budgetary resource is required before initiating work. Therefore, except for the Cost of Work program WN alternative described below, no DOE funds shall be used, even on a temporary basis, to cover any of a participant's share of project obligations.
- b. **Funding Requirement** - Full funding is required before beginning CRADA work that has an estimated cost of \$25,000 or less or that will be completed in 60 days or less. However, with Small Business Innovative Research (SBIR) or Small Business Technology Transfer (STTR) Awards described under 2.e(3) of this Chapter, the maximum funding that can be collected from the sponsor may not exceed 30 days of work to be performed under the contract.

For CRADA work that has an estimated cost of more than \$25,000 and whose period of performance exceeds 60 days:

- (1) The Department shall obtain, prior to performing any work, a budgetary resource sufficient to cover the anticipated work that will be performed during the first billing

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cycle.<sup>2</sup>

- (2) The Department shall also obtain, prior to performing any work, 60 days of additional funding to ensure that funds remain available for the project during subsequent billing cycles. To the extent allowed by the billing and collection procedures of individual DOE site/ facility management contractors, the Field CFOs should work with laboratories to approve exceptions to this requirement, with the goal of reducing the normal advance payment amount to 30 days or less.
  - (3) Field CFOs may require additional advance payments to account for estimated termination costs or other costs as appropriate for individual projects.
  - (4) No DOE budgetary resources shall be utilized to fund work for CRADA partners.
- c. **Exceptions to Funding Requirement** - exceptions to the requirement for advances from CRADA partners will be permitted only as specified below:
- (1) **Granted by Cognizant Field CFO.** The cognizant Field CFO may approve exceptions to the normal advance funding requirement. These exceptions could include a blanket waiver for a site/facility contractor or waivers for individual projects. For all such waivers, the cognizant Field CFO must (1) certify that billing and payment procedures are adequate to allow for a shorter advance requirement without costs exceeding available budgetary resources and (2) provide the HQ CFO with a 10 business day advance notification using the templates included as attachments 13-6 and 13-7 to this chapter. All waivers granted by cognizant Field CFOs shall be reviewed annually, and recertified as applicable. Field CFOs shall notify the HQ CFO of recertification decisions not later than November 1 of each new fiscal year.
  - (2) **Site/facility Management Contractor Advance Funding.** The site/facility management contractor performing the work may provide DOE with earned award or management fees, royalties, or other corporate funds to support the advance funding requirements.
  - (3) **Special requirements for agreements with recipients of Small Business Innovative Research (SBIR) or Small Business Technology Transfer (STTR) Awards.** Notwithstanding the normal advance payment requirements in this chapter, the Department is prohibited from charging SBIR and STTR recipients an advance payment amount that exceeds the amount necessary to pay for 30 days of work, if the work to be performed is part of the scope of the SBIR or STTR award. (Section 9 of the Small Business Act (15 U.S.C. 638), *Advance Payment*.) DOE sites that have cooperative research and development agreements with recipients of SBIR or STTR

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<sup>2</sup> Billing Cycle – period of time between billings, usually thirty days. The billing cycle is complete when the customer is billed for services rendered.

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awards must have billing and collection procedures that meet the requirements specified in paragraph 2.e.(3)(b) of this chapter. For any DOE sites that cannot meet these billing and collection procedures, funding is available under the Cost of work for Others/Strategic Partnership Projects appropriation as provided for under Paragraph 6.c(4) below.

- (4) Use of the Cost of Work for Others/Strategic Partnership Projects Funding.** If a state or local government has a statute or other legal requirement prohibiting advancing funds for the CRADA work, the Cost of Work for Others/Strategic Partnership Projects Program (WN) under the Departmental Administration Appropriation may be used. Because of the statutory prohibition on collecting full advance funding from recipients of SBIR and STTR awards, the Cost of Work for Others/Strategic Partnership Projects funding may also be used to cover required obligations for affected cooperative research and development agreements.

When the Cost of Work program WN is used to record CRADA participant obligations, the site/facility management contractor must regularly bill the participant for its share of costs incurred and ensure collection on all billings. Failure of the participant to promptly pay the invoices shall be cause for termination of the CRADA.

- a. Field CFOs shall budget for the Cost of Work for Others/Strategic Partnership Projects Program for both State and local government (WN) and SBIR/STTR Recipients CRADA activities.
  - b. Collections for participants' share shall be recorded and deposited to account 89 5228.1, Departmental Administration.
- (5) DOE Funded Cost Agreement.** When the CRADA work is provided to fill a verified requirement of work for a DOE-funded cost-type contract, the CRADA agreement from the DOE-funded participant shall constitute the budgetary resource
- (6) Other Small Businesses.** If a small business (not SBIR/STTR recipient) is unable to meet the advance funding requirement, the participant's obligations may be recorded using available funds in the Cost of Work program WN under the Departmental Administration appropriation. In the case of a small business funded through WN, the small business is also required to establish an irrevocable trust or escrow account to serve as a guarantee of the amounts due from the participant. The following procedures must be met for this exception:
- (a) Allotments. CRADA obligations for a small businesses share will be recorded in Cost of Work program WN. Allotments providing Cost of Work for Others/Strategic Partnership Projects Program funding for small business activities shall include the following restriction: For non-Federal small business' technology transfer activities authorized to be financed under Cost of Work for Others/Strategic

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Partnership Projects Program, obligations against that portion of the budgetary resources provided in this allotment associated with budget and reporting account WN shall be restricted to the lesser of (a) the amount in the accompanying approved funding program for WN or (b) the total of the confirmed deposits in the trust or escrow account(s) plus the payments received from the participant(s)

- (b) Establishing a Trust or Escrow Account for a CRADA. The small business must establish an irrevocable trust or escrow account to serve as a guarantee of the amounts due from the participant. The balance in this account must be maintained at a level equivalent to meet the advance requirements for the project. Accrued costs and commitments related to the small business' share of the project shall not exceed the balance in the trust or escrow account plus the payments received from the small business. The agreement for the trust or escrow account must be reviewed and approved by the Field CFO before execution and must be signed by an authorized representative of the site/facility management contractor, the participant, and the financial institution.

The review must assure that the agreement provides for the following:

- a. The participant must agree to deposit and maintain funds equivalent to approximately the amount of the advance funding requirement in an irrevocable trust or escrow account where the site/facility and management contractor retains the exclusive right to make withdrawals as required.
- b. Confirmation of the deposit(s) must be forwarded directly to the Field CFO by the financial institution.
- c. The account must be established at a financial institution that is insured by the Federal Deposit Insurance Corporation and agrees to fully collateralize any balance in the account that exceeds the maximum insured amount.
- d. The Field CFO will maintain memorandum general ledger accounts of the deposit(s) to the trust or escrow account.
- e. Interest earnings on the account shall be payable to the participant. However, the account must be structured so there is no risk to the principal balance.
- f. Once the participant's final payment is received, the site/facility management contractor and participant will jointly, in writing, authorize closing of the account and the release of any remaining balance to the participant. The site/facility management contractor will provide a copy of the executed authorization to the Field CFO.
- g. Collections for participants' share shall be recorded and deposited to account 89 5228.1, Departmental Administration.

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- h. **Accounting Entries.** Use the specific accounting financial codes and illustrative entries found in the Standardized Pro Forma Accounting Transactions Document.

**7. APPROPRIATION REFUNDS.**

- a. **Description.** Refunds to appropriations are amounts received that represent the return to DOE of payments made to others. Refunds result from overpayments, payments made in error, or adjustments for previous amounts disbursed, including returns of authorized advances and rebates. This also includes amounts collected by the Department from site/facility management contractors for disallowed costs, excluding collections of depreciation and assessments of interest, penalties, and administrative charges. Unlike reimbursements, refunds are directly related to previously recorded disbursements. The recovery of an erroneous payment or overpayment qualifies as a refund to the specific appropriation originally charged and is not to be returned to the General Fund of the Treasury.
- b. **Accounting for Refunds.** Refunds shall be deposited in the same appropriation accounts as the previously recorded disbursements. The deposited refunds may be available for expenditure or deobligation. Detailed policy and guidance for determining the availability of appropriations and fund balances are covered in Chapter 3, "Accounting for Appropriations and Other Funds." When preparing Standard Form 133, "Report on Budget Execution," refunds shall be netted against the obligations and outlays of the appropriation accounts.

**8. SITE FACILITY/MANAGEMENT CONTRACTOR COLLECTIONS.** Collections received by the Department's site/facility management contractors shall be accounted for as (a) appropriation reimbursements, (b) reductions of cost, (c) Departmental Administration receipts; or (c) Treasury General Fund miscellaneous receipts.

- a. **Appropriation Reimbursements.** Deposit all collections for reimbursable work and revenue programs directly into Treasury as a credit to a DOE appropriation account.
- b. **Reductions of Cost.** Collections accounted for as reductions of cost may be deposited into the site/facility management contractor's DOE special financial institution account. The following collections may be accounted for as reductions of cost:
  - (1) **Budgeted Collections.** Collections that are budgeted as offsets to cost and are for materials and services may be retained by the site/facility management contractor if *all* of the following criteria are met:
    - (a) Retention of collections is authorized by the contract.



Chapter 13 Reimbursable Work, Revenues, and Other Collections**(b)** Materials and services provided are:

1. Generally of an overhead nature
2. Incidental to and unrelated to the unique features of the direct program mission.
3. Furnished as a convenience to individuals (primarily DOE and DOE site/facility management contractor employees). Examples are as follows: collections received for bus, food, and cafeteria services and housing. If collections of this nature are not budgeted as cost offsets or are in excess of the amount that was budgeted, they must be returned to DOE for re-allotment or deposited into Treasury as General Fund miscellaneous receipts.

**(2) Other Collections.** Other collections that may be deposited into the site/facility management contractor's DOE special financial institution account include the following:

- (a)** Proceeds of personal property sales, if authorized by the contract (see paragraph 11b(3)).
- (b)** Collections from other DOE contractors for cash work under \$100,000.
- (c)** Refunds resulting from overpayments, payments made in error, or adjustments for amounts previously disbursed, such as returns of authorized advances.
- (d)** Rebates, such as commissions or rebates from travel agents, utilities, and the General Services Administration (GSA) for gasoline, shall be deposited to the DOE special financial institution account, subject to the following conditions:
  1. The rebate must be credited as a refund to the same account(s) initially charged with the payment.
  2. The rebate must be used to offset costs related to the same general purpose for which the initial payment(s) was made.

**c. Departmental Administration and General Fund Miscellaneous Receipts.**

Collections not covered under either paragraph 8a or paragraph 8b (for example, interest, penalties, and administrative charges collected on delinquent accounts receivable) will be deposited into the following Departmental Administration and General Fund miscellaneous receipt accounts:

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**(2) Interest.** Account 891435, General Fund Proprietary Interest, Not Otherwise Classified.

**(3) Administrative Charges and Penalties.** Account 891099, Fines, Penalties, and Forfeitures Not Otherwise Classified.

**9. DONATIONS, GIFTS, AND BEQUESTS. (RESERVED)**

**10. DEPOSIT FUNDS.** Deposit fund accounts are a special account classification established for receipt and subsequent expenditure of money held on deposit and later returned to the pay or paid to another upon determination of proper disposition. Deposit funds, unlike appropriated fund or special receipt accounts, are outside the budget. They are classified in the 6000 series of Treasury Deposit Accounts and represent a liability for any of the following: moneys withheld by the Government from payments for goods and services, including payroll deductions for savings bonds or State taxes; moneys received from outside sources for which the Government is acting solely as a banker, fiscal agent, or custodian; money held by the Government awaiting distribution on the basis of a legal determination, including disputes where ownership is in doubt and there is no present basis for estimating ultimate distribution; and unidentified remittances credited as suspense items not associated with a fund (special receipt) account (See Attachment 13-5 and Treasury Financial Manual (I TFM 2-1535).)

- a. Disposition.** Once proper disposition of a deposit is determined, the finance office shall remove it from the deposit fund account and credit it to the proper receipt, appropriation, or fund account, or remit or return it to the proper authority/party. See paragraph 13 and the Treasury Financial Manual, volume I, part 6, chapter 3000 (I TFM 6-3000), for guidance on proper disposition of unclaimed moneys held in deposit fund accounts.
- b. Reviews.** Deposit funds shall be analyzed each quarter to determine whether they are holding unclaimed moneys for rightful owners.

**11. MISCELLANEOUS RECEIPTS.**

**a. Policy.** As a general rule, all collections received by DOE shall be deposited as miscellaneous receipts into the General Fund of the Treasury unless otherwise authorized by statute or authorized to be retained by the Departmental Administration Account. Retaining and using collections that DOE should have deposited as miscellaneous receipts is an inappropriate augmentation of DOE's appropriations. See 31 U.S.C. 3302.

**b. Exceptions: Proceeds of Personal Property Sales.**

**(1) Disposal by the General Services Administration (GSA).** Proceeds received by

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DOE offices from the sale of plant and equipment shall be handled generally as miscellaneous receipts. To be credited on the requisition and disposal documents, the DOE office requesting GSA to sell the plant and equipment must clearly identify the appropriate DOE officer and office by Agency Location Code and appropriation code. If the property is turned over to GSA, the DOE office shall make no entries until the sale has been completed.

- (2) Use of Proceeds for Replacement of Personal Property.** Proceeds received by DOE offices from sales of personal property disposed of pursuant to exchange and sale authority in Federal Property Management Regulation 101-46 and before replacement will be deposited in the clearing account 89F3845, Proceeds of Sales, Personal Property. Such funds will remain available for expenditure for the acquisition of similar items of personal property through the fiscal year following the sale. However, sales proceeds that are not applied to the purchase of the replacement property within the time limits specified shall be re-deposited into miscellaneous receipts as prescribed in Federal Property Management Regulation 101-46.404. Proceeds received from sales of property after the purchase of replacement property may be deposited as direct reimbursement credits to the appropriation previously charged for the replacement items.
- (3) Site/Facility Management Contractor Collections from Sale of Personal Property.** Regarding collections by site/facility management contractors (as stated in their contracts), proceeds from the sales of surplus personal property shall be handled as reductions to such site/facility management contractors' cost in accordance with applicable provisions in their contracts and credited to the Operating Expense or Plant and Capital Equipment appropriation account as appropriate. Proceeds applied in whole or in part as payment for similar replacement property shall be documented. When personal property is transferred from a DOE office to a contractor solely for the purpose of disposal, the contractor shall return the proceeds to the DOE office, which handles them as miscellaneous receipts and returns them to Treasury.
- (4) Nuclear Waste Fund.** Proceeds from the sale of capital equipment owned by the Nuclear Waste Fund shall be returned to the Nuclear Waste Fund or the Interim Storage Fund rather than submitted to the Treasury General Fund as miscellaneous receipts.
- c. Types of Collections.** Attachment 13-5 provides a listing of the miscellaneous receipt accounts currently used by DOE. These accounts represent a wide variety of collections, including such significant activities as the sale of electric power by the Southeastern, Southwestern, and parts of the Western Area Power Administrations. A complete listing of all Treasury General Fund miscellaneous receipt accounts can be found in the supplement to volume I of the Treasury Financial Manual.

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- d. Accounting Considerations.** When depositing collections as miscellaneous receipts into the General Fund of the Treasury, use the appropriate account codes and illustrative entries contained in the Department's standard general ledger account codes and definitions and related financial codes maintained by the Office of Finance and Accounting.

**12. REIMBURSABLE PERSONNEL DETAILS.**

- a. Policy.** Collections received for the following shall be returned to DOE and treated as refunds to the appropriation(s) bearing the expense: personnel detailed on temporary assignment to other Federal agencies; State, local, and Indian tribal governments; institutions of higher education; and other approved eligible organizations. Reimbursements received for site/facility management contractors eligible to participate under the authority of the IPA should be returned to DOE or to the entity that authorized the expense for credit as refunds to the appropriation(s) bearing the expense.

**b. Authorities.**

- (1)** Title 31, U.S.C., section 1535 (the Economy Act), shall be cited when DOE Federal employees are detailed on temporary assignment to other Federal agencies.
- (2)** Title 5, U.S.C., sections 3371-3376 (Intergovernmental Personnel Act of 1970, as amended), provides for the assignment of personnel between Federal, State, local, and Indian tribal governments; institutions of higher education; and other approved and eligible organizations.
- (3)** Title 5, Code of Federal Regulations, part 334 (Temporary Assignment of Employees Between Federal Agencies and State, Local, and Indian Tribal Governments, Institutions of Higher Education, or Other Approved Eligible Organizations), establishes policies and procedures for the Intergovernmental Personnel Act Program.

**13. UNCLAIMED MONEYS.****a. Policy.**

- (1)** Unclaimed moneys held in un-invested trust, revolving, or deposit funds for rightful owners shall either be returned to the depositor or deposited in Account 20X6133 in accordance with the following criteria:
  - (a)** Amounts of \$25.00 or more should be returned promptly to the depositor without the presentation of a claim.
  - (b)** Amounts of \$25.00 or more that have been held for more than 1 year and that are properly refundable and cannot be refunded because the individual's whereabouts

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are unknown must be transferred to Account 20X6133, "Payment of Unclaimed Moneys." For an item to be cleared from revolving and deposit fund accounts and transferred to Account 20X6133, it must meet all four of the following criteria: (1) the amount is \$25.00 or more; (2) a refund, upon claim, would be absolutely justified; (3) there is no doubt as to legal ownership of the funds; and (4) a named individual, business, or other entity can be identified with the item. Amounts cleared from DOE's trust and deposit fund accounts and transferred to Account 20X6133 must be fully documented as refundable, but it must be indicated that the individual's whereabouts are unknown. These items will constitute the active records of DOE's subsidiary ledger for Account 20X6133.

- (C) Unclaimed amounts of less than \$25.00 or amounts of \$25.00 or more that have been held for more than 1 year and do not meet all of the criteria for transfer to Account 20X6133 must be transferred to Miscellaneous Receipt Account 1060, "Forfeitures of Unclaimed Money and Property."
- (2) Initiate action to clear balances that have been held in un-invested trust, revolving, and deposit fund accounts for more than 1 year. These balances represent moneys held for rightful owners whose whereabouts are unknown.
- (3) Verify that the proper account (Account 20X1807, "Refund of Moneys Erroneously Received and Covered") is being used for expenditures that are made for collections or other receipts erroneously deposited into Treasury. These collections represent receipts that were not properly chargeable to any other appropriation.
- (4) Unclaimed balances that are due individuals whose whereabouts are unknown are to be cleared from DOE's accounts at least once each year.
- b. **Authority.** Title 31, U.S.C., section 1322, contains provisions applicable to collections or other receipts erroneously received.
- c. **Review of Unclaimed Money Accounts.** Un-invested trust, revolving, and deposit fund accounts shall be analyzed each quarter to determine whether they are holding unclaimed moneys that may be refunded to the depositor.
- d. **Settlement Action.** Payment of moneys from Accounts 20X6133 and 20X1807 may be made without settlement action by the Government Accountability Office. However, if there is any doubt concerning the propriety or legality of any claim presented for payment, the matter should be submitted to the Claims Division of the Government Accountability Office for settlement action prior to payment.
- e. **Maintenance of Records.** Adequate records in support of moneys being held for rightful owners in Account 20X6133 must be maintained. The individual records of all items transferred to the miscellaneous receipt account (1060) are to be filed in a closed

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file in the event claims are received. In addition, the following records are to be maintained: (1) memorandum accounts for 20X6133 and 20X1807 and (2) a file of paid disbursement voucher forms with supporting documents for payments made from these accounts. These records must be made available to internal auditors and auditors conducting onsite audits for the Government Accountability Office.

- f. **Special Reporting.** Treasury may, from time to time, request reports on transactions and/or balances pertaining to Accounts 20X6133 and 20X1807. The Treasury Financial Manual, volume I, part 6, chapter 3000, contains detailed procedures for transferring unclaimed moneys, reporting of transfers, and making payments from Accounts 20X6133 and 20X1807.

#### 14. REPAYMENTS FROM PROJECTS UNDER THE CLEAN COAL TECHNOLOGY PROGRAM AND THE CLEAN COAL POWER INITIATIVE.

- a. **Background.** The Clean Coal Technology (CCT) Program was originally authorized by Public Law 98-473, “Joint Resolution Making Continuing Appropriations for Fiscal Year 1985 and for Other Purposes.” The CCT Program became divided into five rounds of demonstration projects (CCT-I through CCT-V). Cost-shared projects for the various rounds were selected through competitive solicitations funded by a succession of Department of the Interior and Related Agencies Appropriations Acts. CCT was a precursor to the Clean Coal Power Initiative (CCPI). CCPI was originally authorized by Public Law 107-63. The CCPI Program became divided into three rounds of demonstration projects (CCPI-1 through CCPI-3). Only CCPI-1 and CCPI-2 had repayment provisions.
- b. **Authority for DOE to Retain Moneys Received.** Each of the following Appropriations Acts for the Interior and Related Agencies contains a provision under the caption, “Administrative Provisions, Department of Energy,” which creates an exception to the Miscellaneous Receipts Act (31 U.S.C. 3302) for the Department to retain repayments received as a result of repayment provisions for the various CCT projects appropriated under them: Public Law 99-190, of December 19, 1985; Public Law 100-202, of December 22, 1987; Public Law 100-446 of September 27, 1988; and Public Law 101-121 of October 23, 1989. Repayments received as a result of CCT projects appropriated under the aforementioned Appropriations Acts may be retained and made available until expended on costs associated with appropriate cooperative agreements, with any remainder to go into the Treasury.
- c. **Use of Moneys Received.** The “Administrative Provisions, Department of Energy,” contained in the aforementioned Appropriations Acts, provide that the moneys received are to be expended only on “plant construction, operation, costs, and payments to cost sharing entities,” all as provided for in the appropriate cooperative agreements. Administrative costs associated with the CCT projects may be funded under the “necessary expense” doctrine of Appropriations Law. Moneys obtained from a project

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in one round may be used for costs related to a project in another round.

- d. Account for Deposit of Moneys Received.** Moneys received shall be deposited directly to the Clean Coal Technology Appropriations Account, 89X0235, using Revenue Budget and Reporting Code (B&R) ZN0300000, "Repayments from Clean Coal Technology Projects." Detailed accounting transactions are contained in the Standardized Proforma Accounting Transactions System. Please contact the Office of Finance and Accounting at (202) 586-4860 for the appropriations account and B&R to deposit monies for the Clean Coal Power Initiative.
- e. Availability for Reapportionment and Reallocation.** Moneys received are available for reapportionment by the Office of Management and Budget, and subsequently for reallocation to the CCT/CCPI Program, in the next fiscal year after receipt.
- f. Obligations of Moneys Received.** Money received from the various CCT projects under the repayment provisions of the cooperative agreements may be obligated to any ongoing CCPI project for payment of DOE's share of costs in accordance with the cost sharing terms of the cooperative agreements for those projects, until those moneys are fully expended, or until all DOE cost-sharing payments on the various projects have been made. In the latter case, any remaining or future moneys received must be returned to the Treasury as miscellaneous receipts.

## 15. USER FACILITIES OR TECHNOLOGY DEPLOYMENT CENTERS

**a. Applicability.** This paragraph provides policy guidance for advances and collections received by or for the Department as a result of non-DOE entity use of any facility, structure, or other improvement thereon, etc. (hereafter referred to as facility) that has been approved for use by non-DOE entity users through funds-in user agreements. A facility must be officially approved as a User Facility or Technology Deployment Center by the cognizant Secretarial Officer before entering into agreements with any users.

### **b. Authorities.**

- (1)** 31 U.S.C. 9701, "Fees and Charges for Government Services and Things of Value," provides that each service or thing of value provided by an agency is to be self-sustaining to the extent possible.
- (2)** 42 U.S.C. 7259b (Public Law 95-91, section 649b) authorizes the Secretary of Energy to permit the use of DOE facilities by outside public and private agencies, corporations, associations, or other organizations or by individuals.
- (3)** 42 U.S.C. 7259c (Public Law 95-91, section 649c) authorizes the Secretary to use proceeds from reimbursements received under 42 U.S.C. 7259b to pay directly the costs of the equipment or facilities provided.

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- (4) Public Law 105-261, National Defense Authorization Act for Fiscal Year 1999, section 3137, “Activities of Department of Energy Facilities,” provides pricing direction on Federal administrative charges.

**c. Policy.**

- (1) Funds-in user agreements are subject to the same budgetary resource, budgetary authority, and advance-payment requirements as other funds-in agreements
- (2) A budgetary resource and authority is required before initiating or continuing non-DOE entity use of a facility beyond the period specified in the user agreement or the amount of funding provided. DOE funds shall not be used, even on a temporary basis, to cover any of the non-DOE entity user’s costs.
- (3) Collections received by or for the Department as a result of non-DOE entity use of any facility, structure, or other improvement thereon shall be used by the Department to reimburse the site/facility management contractor’s cost incurred in making the facility available to the non-DOE entity user. However, any amounts received by the site/facility management contractor for the Federal administrative charge should be deposited expeditiously to the Departmental Administration Special Receipt Account (Treasury account number 895228.1).

**(4) Advances.**

- (a) **Budgetary Authority for Advances Received for Funds-in User Agreements.** When an advance is required, after its receipt, DOE will provide budgetary authority in the site/facility management contractor’s Financial Plan net of the Federal administrative charge.
- (b) **Accounting for Advances Received for Funds-in User Agreements.** An advance payment shall be recorded as a liability. As cost is incurred, revenue will be recognized and the liability account will be reduced. For the appropriate designated financial codes and illustrative entries, see the Standardized Pro Forma Accounting Transactions Document.

- (5) **Pricing.** Pricing will be in accordance with DOE Order 522.1 and CFO Interim Guidance of October 29, 1998, implementing the National Defense Authorization Act for FY 1999 direction on Federal Administrative charges,

**16. OTHER COLLECTIONS.** Disposition of any collections received by DOE that cannot be classified appropriately under the 14 categories described above (paragraphs 2 through 15) must be determined on a case-by-case basis in consultation with the CFO.



**ATTACHMENT 13-1**

**DEPARTMENT OF THE TREASURY ACCOUNTS TO WHICH COLLECTIONS ARE DEPOSITED:  
 REIMBURSABLE & COOPERATIVE WORK**

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
89X0240.92	Reimbursable & Cooperative Work for Non-Federal Entities—Weapons Activities	Public Law 95-91 Energy Reorganization Act	Collections from non-Federal entities for reimbursable and cooperative work programs related to defense activities.	The amounts collected to offset added factor and depreciation are deposited to 895228. Departmental Administration Special Receipt Account.
89X0240.93	Reimbursable & Cooperative Work for Other Federal Agencies—Weapons Activities	31 U.S.C. 1535	Collections from Federal agencies for reimbursable and cooperative work under defense appropriations.	
89X0240.95	Reimbursable Work for Non-Federal Entities (Technology Transfer Activities)—Weapons Activities			
89X0224.92	Reimbursable & Cooperative Work for Non-Federal Entities—Energy Supply Research & Development		Collections from Non-Federal entities for reimbursable and cooperative work programs under other than defense appropriations.	

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
89X0224.93	Reimbursable & Cooperative Work for Other Federal Agencies—Energy Supply Research and Development	31 U.S.C. 1535	Collections from Federal agencies for reimbursable and cooperative work programs under other than defense appropriations.	
89X0224.95	Reimbursable Work for Non-Federal Entities (Technology Transfer Activities)—Energy Supply Research and Development Activities			
89X0302.92	Reimbursable & Cooperative Work for Non-Federal Entities (Southeastern Power Administration)			
89X0302.93	Reimbursable & Cooperative Work for Other Federal Agencies (Southeastern Power Administration)	31 U.S.C. 1535		
89X0303.92	Reimbursable & Cooperative Work for Non-Federal Agencies— Southwestern Power Administration)		Collections from non-Federal agencies for reimbursable and cooperative work programs under the Southwestern Power Administration.	
89X0303.93	Reimbursable & Cooperative Work for Other Federal	31 U.S.C. 1535	Collections from Federal agencies for reimbursable and	

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
	Agencies—Southwestern Power Administration		cooperative work programs under the Southwestern Power Administration.	
89X5068.92	Reimbursable & Cooperative Work for Non-Federal Entities (Western Area Power Administration)		Collections from non-Federal entities for reimbursable and cooperative work programs under the Western Area Power Administration	
89X5068.93	Reimbursable & Cooperative Work for Other Federal Agencies—Western Area Power Administration	31 U.S. C 1535	Collections from other Federal agencies for reimbursable and cooperative work programs under the Western Area Power Administration	

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**ATTACHMENT 13-2**

**DEPARTMENT OF THE TREASURY ACCOUNTS TO WHICH COLLECTIONS ARE DEPOSITED:  
 REVENUES**

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
Revenues available to DOE:				
89X0206	Geothermal Loan Guarantee and Interest Assistance Program—Geothermal Resources Development Fund	16 U.S.C. 410	Fees and recoveries collected for Geothermal Loan Guarantee Power Act	
89X0233	Strategic Petroleum Reserve—Petroleum Account	Public Law 97-35	Proceeds from Resale of Strategic Petroleum Reserve oil reserves	Deposit
89X0235	Clean Coal Technology	Administrative Provisions of Appropriations Acts for Department of the Interior and Related Agencies	Recoupments from cost-shared agreements under the Clean Coal Technology Program. CCT collections received are apportioned by OMB and reallocated to the program in the year following receipt.	
89X4180	Isotope Production and Distribution Fund	Public Law 101-101	Revenues received from the production, sale, and distribution of isotopes.	Deposit directly 89X4180

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
89X4452	Colorado River Basin Power Marketing Fund, Western Area Power Administration	43 U.S.C. 620d; 43 U.S.C. 7152	Revenues received from the Colorado River Storage Project, the Colorado River Basin Project, and the Fort Peck Project	Deposit directly into revolving fund 89X4452
89X4563	Working Capital Fund			
89X5105	Licenses under Federal Power Act for Public Lands and National Forests	16 U.S.C. 810	Receipts from licenses for occupancy and use of national forests and public lands.	Direct deposit; i.e., revenues deposited directly into expenditure account 89X5105
89X5180	Energy Security Reserve Alternative Fuels Production	42 U.S.C. 5915	Revenues from operating the Great Plains Gasification Project.	Direct deposit; i.e., revenues deposited directly into expenditure account 89X5180
Revenues that are offset against appropriations or used as a direct source for appropriation:				
895000.26	Sale of Electric Energy, Bonneville Power Administration	43 U.S.C. 391	Collections from the sale of power that are required to be returned to Bureau of Reclamation.	
895000.27	Sale of Power, Western Area Power Administration	43 U.S.C. 391	Receipts from the sale of power, Western Area Power Administration Reclamation	A portion of these receipts are used to fund 895069

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
			Fund.	Western Area Power Administration Emergency Fund. Expenditures from 89X5069 are authorized for specified emergencies
895000.28	Other Reclamation Fund	43 U.S.C. 391	Other receipts generated from providing power.	
895226	Revenues from Enrichment of Uranium	42 U.S.C. 5821(h); 95 Stat 1143	Receipts from the sale of enrichment services in the Uranium Enrichment Program.	At the end of the fiscal year, the Department of the Treasury will warrant these amounts in 89X5226. Departmental accounting will then transfer to 89X0226. These revenues will be used to offset the appropriation.
89X5227.1	Nuclear Waste Fund— Fees for Disposal of Spent Nuclear Fuel	53 U.S.C. 10222	Fees collected from public utility companies that generate or own domestic spent nuclear fuel or high level radioactive waste resulting from civilian nuclear activities, for the preparation, transportation and disposal of the waste.	The fund account from which nuclear waste expenditures are made is 89X5227. The expenditure account 89X5227 is funded by deposits in 89X5227.1 and 89X5227.2.

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
89X5227.2	Nuclear Waste Fund— Interest and Profits Earned on Investments in Public Debt Securities	42 U.S.C. 10222	When the deposits to 89X5227.1 exceed the expected expenditures (refer to Chapter 20, “Nuclear Waste Fund”) from 89X5227, the Department is authorized to invest these excess funds in Government securities. The interest and profits from these investments are deposited in 89X5227.2.	Unrealized discounts from the purchase of securities are recorded in 89X5227.21. When the discounts are realized, they are transferred to 89X5227.2.
895228.1	Departmental Administration Miscellaneous Revenues—Regular Funding	Public law 81-152 section 204(d); 97 stat 259	Revenues collected for products sold and services rendered under the Cost of Work for others/Strategic Partnership Projects Funding Program and other miscellaneous receipts budgeted Departmental administration.	At the end of the fiscal year, the Department of the Treasury will warrant these amounts in 89X5228. Departmental accounting will then transfer these funds to 89X0228. These revenues will be used to offset the appropriation.
895228.2	Departmental Administration Miscellaneous Revenues—Incremental Funding	Public Law 98-50	Incremental revenues for Departmental administration, DOE. This account is used in accordance with language that provides for any increase in Cost of	At the end of the fiscal year, the Department of the Treasury will warrant these amounts in 89X5228. Departmental accounting will



Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
			Work/Strategic Partnership Projects Funding Programs when that increase is funded by an equal increase in revenues.	then transfer these funds to 89X0228. These revenues will be used to offset the appropriation.
89X5229.1	Interim Storage Fund— Fees for Storage of Spent Nuclear Fuel	42 U.S.C. 10156	Fees collected for interim storage of spent nuclear fuel.	The fund account from which interim storage expenditures are made in 89X5229. The expenditure account is funded by deposits in 89X5229.1 and 89X5229.2.
89X5229.2	Interim Storage Fund— Interest and Profits on Investments in Public Debt Securities	42 U.S.C. 10156	When the deposits to 89X5229.1 exceed the expenditures from 89X5229, DOE is authorized to invest these excess funds in Government securities. The interest and profits from these investments are deposited in 89X5229.2.	Unrealized discounts from the purchase of securities are recorded in 89X5229.21. When the discounts are realized they are transferred to 89X5229.2.
895230	Revenues from Fees and Services Federal Energy Regulatory Commission— Special Receipt Account	Public Law 97-256.96 Stat. 2238.97 Stat. 258	Proceeds from fees and services provided by Federal Energy Regulatory Commission.	At the end of the fiscal year, the Department of the Treasury will warrant these amounts in 89X5230. Departmental accounting will then

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
				transfer these funds to 89X0230. These revenues will be used to offset the appropriation.
89X4563	Working Capital Fund	42 U.S.C. 7263 42 U.S.C. 5815(g)	Receipts are derived from the fund's operations.	
89X5231	Uranium Enrichment Decontamination and Decommissioning Fund	Energy Policy Act of 1992, title XI	Special assessments of domestic utilities and congressional appropriations.	
89X5231.1	Special Receipt Account— Uranium Enrichment Decontamination and Decommissioning Fund— Assessment, Decontamination, Decommissioning Services, Energy			
89X5231.2	Special Receipt Account— Uranium Enrichment Decontamination and Decommissioning Fund— Earnings on Investment, Department of Energy			
89X5231.3	Special Receipt Account—			

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
89X5231.4	Uranium Enrichment Decontamination and Decommissioning Fund— Foreign Fees—Energy  Special Receipt Account— Uranium Enrichment Decontamination and Decommissioning Fund— General Fund Payment, Defense, Department of Energy			

**ATTACHMENT 13-3**

**DEPARTMENT OF THE TREASURY ACCOUNTS TO WHICH COLLECTIONS ARE DEPOSITED:  
DONATIONS OR GIFTS  
(RESERVED)**

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**ATTACHMENT 13-4**

**DEPARTMENT OF THE TREASURY ACCOUNTS TO WHICH COLLECTIONS ARE DEPOSITED:  
 DEPOSIT ACCOUNTS**

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
89X6050	Payroll Deduction for Savings Account		Payments collected for payroll deduction.	
89X6090	Unclaimed Moneys Due Creditors of Contractors with the Unites States Under Cost-Plus-a-Fixed-Fee Contracts, DOE.	91 Stat. 300-301	Moneys received by DOE for which the purpose of the receipt cannot be identified.	
89X6275	State and Local Incomes Pending		Payments collected for State and local income taxes.	
89X6425	Payments by Alleged Violators of DOE Regulations, DOE	31 U.S.C. 3515	Collections received from oil companies in settlement of violations of the Emergency Petroleum Allocation Act of 1973 (EPAA) and the Economic Stabilization act of 1970 (ESA). These funds are held in fiduciary responsibility and invested in either	Additional guidance is provided in Chapter 18 of the DOE Accounting Handbook, "Financial Management of Oil Overcharge Moneys."

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
				Department of the Treasury securities or through DOE's Minority Financial Institutions Deposit Program. These funds are subsequently used either to settle claims by third parties determined to have been injured by violation of the EPAA and the ESA or as otherwise directed by Congress.
89X6429	Navel Petroleum Reserve Deposit Fund	P.L. 104-106. National Defense Authorization Act for 1996	Proceeds from the sale of Naval Petroleum Reserve Numbered 1 (Elk Hills)	
89X6427	Low-Level Radioactive Waste, DOE	99 Stat. 1849	Collections from generators of low-level radioactive waste. Twenty-five percent of the surcharge fees collected by States operating commercial low-level waste disposal sites are transferred to DOE monthly. These funds are held in fiduciary responsibility, invested in Department of the Treasury securities, and subsequently	

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
			disbursed, in accordance with statutory provisions, to States involved in development or operation of waste disposal facilities.	
89X6772	Contract Holdbacks, Southwestern Power Administration, Power Marketing Administration, DOE	42 U.S.C. 7151-7152	Funds held on contracts until proper disposition is determined.	
89X6875	Unidentified Remittances which are credited as Suspense Items Outside the Budget		Payments credited as suspense items outside the budget unless there is reasonable chance that they will be credited to a receipt, appropriation, or fund account within the budget.	

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
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**ATTACHMENT 13-5**

**DEPARTMENT OF THE TREASURY ACCOUNTS TO WHICH COLLECTIONS ARE DEPOSITED:  
 MISCELLANEOUS FUNDS TO DEPARTMENT OF THE TREASURY**

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
Revenue programs:				
892230	Sale of Minerals and Mineral Products, DOE	31 U.S.C. 3302	Sale of gas and oil produced from Government-owned land and products of synthetic liquid fuels demonstration plants.	
892232	Proceeds from the Sale of Excess DOE Assets	31 U.S.C. 3302	Net proceeds from sale of excess assets under the Department's Strategic Alignment Initiative.	
892233	Sales of Russian Origin Uranium	31 U.S.C. 3302	Proceeds from the sale of Russian origin uranium.	
892242	Sale and Transmission of Electric Energy, Alaska Power Administration	31 U.S.C. 3302	Funds from sale of power and other utilities provided by the Alaska Power Administration.	

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
892245	Sale and Transmission of Electric Energy, Falcon Dam	31 U.S.C. 3302	Funds from the sale of power provided by the Western Area Power Administration.	
892247	Sale and Transmission of Electric Energy Southwestern Power Administration	31 U.S.C. 3302	Funds from sale of power by and other utilities provided the Southwestern Power Administration.	
892248	Sale and Transmission of Electric Energy Southeastern Power Administration	31 U.S.C. 3302	Funds from sale of power and other utilities provided by the Southeastern Power Administration.	
892249	Sale of Power and Other Utilities, Not Otherwise Classified	31 U.S.C. 3302	Funds from sale of power provided by the Western Area Power Administration.	
Other collections:				
890840	Patent, Trademark, and Copyright Fees	31 U.S.C. 3302	Fees and other charges related to application issuance of patent, trademarks, and copyrights.	
890869	Fees for Legal and Judicial Services, Not Otherwise Classified	31 U.S.C. 3302	Costs of administering special programs, fees and charges for admini-	

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
			strative, professional, and judicial services.	
891020	Fines, Penalties, and Forfeitures, Economic Stabilization Laws	31 U.S.C. 3302	Fines and damages for for violations of Emergency Price Control, second War Powers, and similar acts.	Includes payments from account 89X6425. Payments by Alleged Violators of DOE Regulations, that are to be returned to the Department of the Treasury as miscellaneous receipts.
891030	Fines, Penalties and Forfeitures, Immigration and Labor Laws	31 U.S.C. 3302	Forfeiture of bonds posted by aliens, penalties for violation of various labor laws, and unclaimed back wages under these acts.	
891060	Forfeiture of Unclaimed Money and Property	31 U.S.C. 3302	Unclaimed money and proceeds from the sale of abandoned or confiscated property—from veterans or military personnel, patients and residents of Federal hospitals, unexplained balances in cash accounts, and payroll allotment accounts for U.S. savings bonds.	
891099	Fines, Penalties and Forfeitures Not Otherwise		For deposit of Administrative charges and	

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
	Classified		penalties.	
891347	Interest on Loans and Advances to Nuclear Waste Fund, DOE	31 U.S.C. 3302	Interest paid to the Department of the Treasury on the Government's investments in corporations or funds that are wholly owned by the Government.	
891348	Interest on Loans and Advances to Interim Storage Fund, DOE	31 U.S.C. 3302	Interest paid to the Department of the Treasury on the Government's investments in corporations or funds that are wholly owned by the Government.	
891349	Interest on Loans and Alternative Fuels Production, DOE	31 U.S.C. 3302	Interest paid to the Department of the Treasury on the Government's investments in corporations or funds that are wholly owned by the Government.	
891351	Interest on Loans to Bonneville Power Administration Fund, DOE	31 U.S.C. 3302	Interest paid to the Department of the Treasury on the Government's investments in corporations or funds that are wholly owned by the Government.	

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
891424	Interest on Investments Colorado River Project	31 U.S.C. 3302	Interest paid to the Department of the Treasury on the Government's investments in corporations or funds that are wholly owned by the Government.	
891427	Interest on Advances to Colorado River Dam Fund, Boulder Canyon Project	31 U.S.C. 3302	Interest paid to the Department of the Treasury on the Government's investments in corporations or funds that are wholly owned by the Government.	
891435	General Fund Proprietary Interest, Not Otherwise Classified	31 U.S.C. 3302	Interest penalties on debts and interest paid to the Department of the Treasury on the Government's investment in corporations or funds that are wholly owned by the Government.	
892889	Payments on Miscellaneous Recoverable Cost, Not Otherwise Classified			
893220	General Fund Proprietary Receipts, Not Otherwise Classified	31 U.S.C. 3302	Refunds on containers, State and local taxes, recoveries of court costs, Freedom of Information Act costs, etc.	

Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
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895012	License Under Federal Power Account	16 U.S.C. 810		
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895013	License Benefit Charges	16 U.S.C. 803(h)		
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Clearing accounts:

89F3845	Proceeds of Sales Personal Property		Funds received from the sale of personal property disposed pursuant to the Federal Property Management Regulation.	
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89F3875	Budget Clearing Account (Suspense)		Account used for unidentified funds which are required to be held in suspense because the specific account to be credited is not yet known.	
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89F3878	Deposits in Transit Differences (Suspense)		This account is subject to adjustments by the Department of the Treasury for discrepancies relating to deposit tickets and/or debit vouchers that have aged 6 months or more. Balances shall be cleared to the	
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Account to Which Collections Are Deposited	Account Title	Authority	Type of Collections	Accounting Treatment/ Special Notes
				correct account as expeditiously as possible.
89F3879	Undistributed and Letter of Credit Differences (Suspense)			Amounts held in suspense until determination is made to the correct account.
89F3880	Unavailable Check Cancellation and Overpayments (Suspense)			Account used to hold checks cancelled and overpayments until they are properly placed.

**Attachment 13-6****Notification of Waiver of Normal Advance Payment Requirements for an Individual Customer or Project**

DOE Organization/Site Office: \_\_\_\_\_

Site/Facility Operating Contractor: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Reimbursable Agreement/ CRADA Number	Total Value of Reimbursable Agreement/ CRADA	Approved Number of Advance Days	Advance Collected	*Prepayment Amount for First Billing Cycle	Estimated Closeout Costs Collected (If required)
	\$		\$	\$	\$

Please provide an attachment explaining the justification for this exemption from normal advance payment requirements that includes the following:

- A description of how the advance amount was calculated for this customer
- A description of the site/operating contractor's billing process for this customer
- A description of site/facility operating contractor's procedures to ensure that work on this project will be terminated before the advance funding is exhausted

\_\_\_\_\_  
Field Chief Financial Officer\_\_\_\_\_  
Date\_\_\_\_\_  
Site Contracting Officer\_\_\_\_\_  
Date

\*Prepayment Amount – funds needed to cover costs incurred for the first billing cycle. This includes costs from the inception of the project up to the time the first bill is prepared.



**Attachment 13-7**

**Site & Facility Management Contractor**

**Notification of Blanket Waiver of Normal Advance Payment Requirements**

DOE Organization/Site Office: \_\_\_\_\_

Site/Facility Operating Contractor: \_\_\_\_\_

Please provide an attachment that incorporates the following elements:

- The estimated number of projects to be included within the blanket waiver per year
- The estimated total dollar value of the projects included within the blanket waiver
- Available electronic records of reimbursable and CRADA agreements executed over the past year, including the value and advance amount collected for each agreement, if available.
- A listing of the agreement type(s) (e.g. Reimbursable agreements, CRADAs, or both) included within the waiver
- A description of any exclusions from the waiver
- A description of the approved advance payment procedures to be utilized for non-federal work performed by the site/operating contractor, including a description of the manner in which the advance payment is calculated
- A description of the site/operating contractor’s billing process; please include a description of both the timeline associated with the site/operating contractor’s billing cycle
- A description of the contractor’s procedures to ensure that work on individual projects within the waiver will be terminated before that project’s advance funding is exhausted

\_\_\_\_\_  
Field Chief Financial Officer Date

\_\_\_\_\_  
Site Contracting Officer Date

\_\_\_\_\_  
Field/Operating Contractor CFO Date

## CHAPTER 14

### GRANTS, COOPERATIVE AGREEMENTS, AND TECHNOLOGY INVESTMENT AGREEMENTS

1. **INTRODUCTION.** Grants, cooperative agreements, and technology investment agreements are financial assistance instruments, rather than acquisition instruments, used by the Department of Energy (DOE) to transfer money or property to a recipient to accomplish a public purpose authorized by Federal statute.
  - a. **Purpose.** This chapter prescribes policies and general procedures for the accounting and financial management of grants, cooperative agreements and technology investment agreements administered by DOE.
  - b. **Applicability.** This chapter applies to all Departmental elements, including the National Nuclear Security Administration (NNSA). It does not apply to site/facility management contractors and other major contractors.
  - c. **Policy.** It is the policy of DOE to account for and administer financial assistance instruments in accordance with applicable statutory authority, Office of Management and Budget (OMB) and Department of the Treasury (Treasury) guidelines, and DOE policies and procedures governing such agreements.
  - d. **Definitions**
    - (1) Grant – is federal assistance, in the form of money or property, authorized by federal law to support programs with a public purpose that the government wishes to encourage.
    - (2) Cooperative Agreement – is federal assistance similar to a grant as provided above. However, the primary distinguishing feature between a grant and a cooperative agreement is that, under a cooperative agreement, there is substantial involvement between the Department and the recipient during the performance of the funded activity.
    - (3) Technology Investment Agreement - is a special type of assistance instrument used to increase the involvement of commercial firms in the Department's Research Development and Demonstrations programs. A technology investment agreement may be either a type of cooperative agreement or a type of assistance transaction other than a cooperative agreement, depending on the intellectual property provisions. A technology investment agreement may be either expenditure based or fixed support.
    - (4) Revolving Loan Fund - is a pool of funds ((derived from financial assistance award(s)) managed by a financial recipient or a third-party administrator. The financial recipient may loan funds from the pool to other entities in support of Federal assistance program goals. Investment income is earned on the funds that remain in the pool and

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on loans made from pool funds. As funds are repaid, they are then re-lent to other borrowers allowing the fund to “revolve.”

- (5) Loan Loss Reserves –are used to provide partial risk coverage of third party loans

## 2. ACCOUNTING PROCEDURES.

- a. **Recording of Obligations.** The contracting officer (CO) must have certified funds that have been made available through the Strategic Integrated Procurement Enterprise System (STRIPES) before executing the award document. Contracting Officers (CO) must ensure proper certification of funds by the Allottee Budget organization prior to awarding the contract. This could be accomplished by ensuring the appropriate Allottee Budget Approver is identified in the route history of the Purchase Requisition that is being awarded. The accounting string information in STRIPES must contain the proper appropriation and accounting classification data prior to obligating the award through the STARS interface. See Chapter 5, “Accounting for Obligations,” for further guidance on obligations.
- b. **Deobligations.** A reduction or withdrawal of funds from a grant, cooperative agreement or a technology investment agreement is processed either (1) by the CO through the STRIPES System; or (2) by the CFO Officer or equivalent after receiving an amended Notification of Financial Assistance Award (NFAA), signed by the authorized CO and financial recipient. CO’s processing de-obligations through STRIPES are responsible for (1) ensuring that the recipient has signed the amended STRIPES award document; (2) receiving proper certification of funds withdrawal via a certified requisition from the appropriate allottee budget organization; (3) uploading the signed award document into STRIPES; and (4) approving the de-obligation action in STRIPES for processing through the STARS interface. The CFO Officer or equivalent shall monitor the STARS/STRIPES de-obligation activity to ensure that the STRIPES award document was bi-laterally executed.

An exception to this requirement shall occur when no funds have been drawn/paid to the recipient and the recipient has not accepted (signed) a grant NFAA or STRIPES award document. In this case, the CO issues a revision action to the NFAA or STRIPES, which deobligates the award after providing the recipient with at least two weeks written notice of DOE’s intention to deobligate.

Chapter 14 Grants Cooperative Agreements and Technology Investments**c. Payments.**

- (1) Timing of Payments.** Payment shall be made to the recipient either before the recipient makes cash outlays (advance drawdown) or after the recipient has incurred costs (reimbursement). The CO will determine the payment terms prior to the award and include them and other conditions in the award. As prescribed in DOE's Guide to Financial Assistance (Paragraph 1.2.3) and 48 CFR 932.4, the CO must consult and coordinate with the field CFO or equivalent in carrying out this activity.
- (a) Advance Drawdowns.** Payments to the recipient may be made in advance of performance. Cash balances maintained at the recipient level are to be kept to the minimum amount necessary to meet immediate recipient disbursement needs, thus recipients should minimize the time elapsed between the transfer of funds from Treasury and the disbursement of the funds by the recipient. In order for recipients to draw down funds in advance from Treasury, the recipient must have a financial management system that meets the requirements set forth in title 10, sections 600.121(b), 600.220(b), and 600.311 of the Code of Federal Regulations (10 CFR 600.121(b), 600.220(b), 600.311). The recipient's financial management system must include procedures for minimizing the elapsed time between the transfer of funds from Treasury and their disbursement by the recipient. Additional information regarding advance payments can be found under 10 CFR 600.122, 600.221, 600.312 and 603.805.
- (1) Refunds to DOE** – In accordance with the Treasury Financial Manual (I TFM 6-2075.30), federal funds, erroneously drawn in excess of immediate disbursement needs, should be promptly refunded to DOE and redrawn at a later date as needed. The only exceptions to the requirement for prompt refunding are: (1) when the funds involved will be disbursed by the recipient organization within seven calendar days; or (2) are less than \$10,000 and will be disbursed within 30 calendar days. These exceptions to the requirement for prompt refunding should not be interpreted as approval by Treasury or DOE for a recipient organization to maintain excessive funds; they are applicable only to excessive amounts of funds erroneously drawn.

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**(2) Grants, Cooperative Agreements, Technology Investment Agreements with Institutions of Higher Education, Hospitals, Other Non-profit, and Commercial Organizations** – Field CFOs or equivalents shall ensure that recipients maintain advance drawdown of Federal funds in insured, interest bearing accounts. In accordance with 10 CFR 600.122(k), recipients shall maintain advance drawdown of Federal funds in interest bearing accounts, unless a, b, or c applies.

- a. The recipient receives less than \$120,000 in Federal awards per year;
- b. The best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on Federal cash balances (\$1,000 for technology investment agreements in accordance with 10 CFR 603.820); or
- c. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

**(3) Revolving Loan Funds (RLF), Loan Loss Reserve Funds, and Interest rate buy-downs and third party loan insurance<sup>1</sup>** – In accordance with DOE General Counsel interpretation, the CFO (31 CFR 205.25, 31 CFR 205.15, 10 CFR 420.18(d)), permits funds to be drawdown at the time of obligation.

RLF are considered obligated by the recipient in any of the following circumstances:

- a. Receipt of a loan application from potential borrowers;
- b. State or local requirements (regulatory, statutory, or constitutional) dictate that

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<sup>1</sup> See EECBG Program Notice 09-002C and SEP Program Notice 10-008C for further information on revolving and loan loss reserve funds and interest rate buy downs and third party insurance.

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funds be available in advance;<sup>2</sup>

- c. The distribution account is operated by a third party; and<sup>2</sup>
- d. If a grantee establishes and operates an RLF, funds would be considered obligated by the grantee upon submitting a letter to the project officer and receiving a confirmation response from the project officer. The letter must: (1) provide the strategy for the RLF; and (2) identify the scope of the loan program.

Loan Loss Reserve Funds are considered obligated by the recipient when they are committed as a credit enhancement to support a loan portfolio of qualifying loans under the following circumstances:

- a. For loan loss reserves supporting a funded program operated by the grantee, loan loss reserves are considered obligated by sending a letter to the Project Officer indicating the establishment of the loan loss reserve.
- b. For loan loss reserves supporting third party loans, loan reserve funds are considered obligated when the grantee enters a signed agreement with the third party.

Interest rate buy-downs and third party insurance are considered obligated by the recipient when they have been committed to support a loan or loan program in any of the following circumstances:

- a. Receipt of a loan application from potential borrowers;<sup>3</sup>
- b. Where state or local requirements (regulatory, statutory, or constitutional)

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<sup>2</sup> If a grantee requires a drawdown under these two circumstances, the grantee is to document the relevant requirements and provide that documentation to their Project Officer.

<sup>3</sup> If a grantee requires a drawdown under these three circumstances, the grantee is to document the relevant requirements and provide that documentation to their Project Officer

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dictate that funds be available in advance;<sup>3</sup>

- c. When the grantee enters into a signed agreement with the third party to support an ongoing loan program with interest rate buy-downs or third party-loan insurance;<sup>3</sup> and
- d. The distribution account is operated by a third party and the grantee enters an agreement with the third party.

**(b) Reimbursement.** Reimbursement is payment to a recipient, upon the recipient's request, of actual costs incurred in performing activities under a financial assistance award. In accordance with 10 CFR 600.122(e) and 600.221(d), for higher educational institutions, hospitals, non-profit organizations, and state and local governments, reimbursement shall be the payment method when the recipient does not meet the requirements for an advance payment as described in paragraph 2c(1)(a) above. For for-profit recipients, reimbursement is the preferred payment method in accordance with 10 CFR 600.312(b). Recipients shall submit requests for reimbursement monthly, unless the award authorizes more frequent payment or, in the case of technology investment agreements, arrangements have been agreed upon for a milestone payment schedule (in accordance with 10 CFR 603.810).

**(c) Working Capital Advance Basis.** If the CO determines reimbursement is not feasible, because the recipient lacks sufficient working capital, DOE may provide funds on a working capital advance basis in accordance with 10 CFR 600.122(f); 10 CFR 600.221(e); and I TFM 6-2070.20. In this instance, the CO authorizes cash advances to the recipient to cover estimated disbursement needs for an initial period of time, generally aligned with the recipient's disbursement cycle. The period of time is to be decided by the CO. However, this period should not normally exceed 30 days. Thereafter, payments are made to the recipient organization for the amount of its actual cash disbursements.

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<sup>3</sup> If a grantee requires a drawdown under these three circumstances, the grantee is to document the relevant requirements and provide that documentation to their Project Officer

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- (2) **Disbursement.** Treasury's Automated Standard Application of Payments (ASAP) system must be used for all agreements that provide for advance funding. However, the Department permitted certain American Recovery and Reinvestment Act (ARRA) of 2009 agreements to be paid via Treasury's Electronic Funds Transfer System (EFT) in order to segregate awards with no year funding vs. those with time limited funding. Agreements that provide for cost reimbursement may be paid either by ASAP or by the EFT . The cognizant field CFO or equivalent shall be responsible for providing the recipient with the necessary instructions for requesting payment. (Additional procedures for disbursement are in Chapter 6, "Cash," and Chapter 7, "Advances, Prepaid Expenses, and Other Assets," as well as the Treasury Financial Manual (I TFM 4-2000)).
  - (3) **Payments to Financial Assistance Recipients.** Payments are not subject to requirements of the Prompt Payment Act or to interest penalty provisions. However, in accordance with 10 CFR 600.122(e) and 600.312(e), the field CFO or equivalent must make payments within 30 days of receipt of a valid request for reimbursement.
  - (4) **Withheld Payments.** The field CFO or equivalent shall not withhold payments from grantees for proper charges, except when:
    - (a) A recipient has failed to comply with the project objectives, the terms and conditions of the award, or DOE reporting requirements; or
    - (b) The grantee or sub-grantee is delinquent on debt owed to the United States. Further details for withholding payments are cited in 10 CFR 600.122(h), 600.221(g), 600.243(a), 600.312(g), and 603.815. In the event a payment is to be withheld, the CO shall provide advance written notice to the grantee in accordance with these provisions.
- d. **Cash Management.** The field CFO or equivalent shall manage and monitor advances to ensure recipient compliance with the requirement that cash balances maintained at the recipient level are kept to the minimum amount necessary to meet immediate recipient disbursement needs. Rules are provided under paragraph 2c(1)(a) above. (Additional cash management guidance is described in Chapter 6, "Cash," Chapter 7, "Advances, Prepaid Expenses, and Other Assets," and I TFM 6-2000 and 6-8000.)
- (1) The field CFO or equivalent shall use financial reports required by the terms and conditions of the award to monitor the cash position of a recipient of a financial assistance award. These documents may include reports provided for under Federal Reporting.gov, Standard



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Form (SF) 425, Federal Financial Report; SF-425A, Federal Financial Report Attachment ; SF-270, Request for Advance or Reimbursement; SF-271, Outlay Report and Request for Reimbursement for Construction Programs; and any other report of a recipient's financial activity that may be required for effective cash management. Award recipients may submit grant performance and financial information utilizing DOE's Performance and Accountability for Grants in Energy (PAGE) System.

- (2) Upon termination or completion of the award and after cognizant CO notification, the field CFO or equivalent shall take prompt action to recover any unencumbered cash balances advanced to the recipient.
- e. **Program Income.** As defined in 10 CFR 600.101, program income is gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award.
- (1) Program income may include: income from fees for services performed; the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. In many instances, grant recipients are entitled to retain income to defray program costs. DOE's CFRs provide separate rules governing the use of program income as follows:
    - (a) For Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, Other Non-Profit, and Commercial Organizations, see 10 CFR 600.124 and 10 CFR 600.130-137 for property;
    - (b) For Grants and Cooperative Agreements with State and Local Governments, see 10 CFR 600.225 and 10 CFR 600.231 and 10 CFR 600.232 for property;
    - (c) For Grants and Cooperative Agreements with For-Profit Organizations, see 10 CFR 600.314 and 10 CFR 600.320-325 for property; and
    - (d) For Technology Investment Agreements, see 10 CFR. 603.835.
  - (2) Generally, interest earned on advances of Federal funds is not considered program income. Recipients shall remit to DOE any interest or other investment income earned on advances of DOE funds as required by the Cash Management Improvement Act of 1990, I

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TFM 6-2075.30a and 2075.30b, and OMB Circular A-110, “Uniform Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.” However, the following grant recipient organizations are allowed to retain a portion of interest for administrative expenses as follows:

- (a) State and Local Governments – up to \$100 in interest per year (in accordance with 10 CFR 600.221); and
  - (b) Institutions of Higher Education, Hospitals, Other Non-Profit Organizations up to \$250 per year (in accordance with 10 CFR 600.122).
  - (c) Grant Recipients for Revolving Loan Funds – Per General Counsel interpretation of 10 CFR 205.25, all interest earned on funds which have been drawn down may be used for program purposes.
- (3) The field CFO or equivalent shall deposit applicable interest to Treasury Account 89 1435, “General Fund Proprietary Interest Collections, Not Otherwise Classified” in accordance with I TFM 6-2075.30b. The power marketing administrations shall deposit miscellaneous interest to the reclamation fund or the revolving funds as appropriate. In addition, interest earned on advances funded with the Nuclear Waste Fund (NWF) shall be returned to the NWF.
- f. **Other Receipts/Refunds.** The recipient must remit excess funds to the field CFO or equivalent where the funds are accounted for as refunds and deposited in the same appropriation account as the previously recorded disbursement. Detailed guidance for determining availability of fund balances is in Chapter 3, “Accounting for Appropriations and Other Funds.” The field CFO or equivalent shall notify the contracting officer upon collection and deposit of any funds returned to DOE. Refunds received for active awards are credited back to the award. Refunds received for closed awards are credited back to the appropriation from which the payment was made. However, if the appropriation account is closed, refunds are treated as miscellaneous receipts and deposited to Treasury Account 89 1435, “General Fund Proprietary Interest Collections, Not Otherwise Classified” in accordance with 31 USC 1552(b). The Field CFO or Equivalent should consult with their Budget Office to determine the proper disposition of the refund(s) so that prior year recoveries in current, expired, and closed appropriations are appropriately handled.

For recipients receiving funds using the ASAP system, refunds should be made using the ASAP return payment process. For recipients receiving funds using EFT, refunds should be returned using the EFT refund process. Checks

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should not be used to make refunds to DOE.

- g. Adjustments.** DOE may adjust the amount of an award and associated cost share, if any, during the term of the award in accordance with the terms of the award instrument. In addition, when authorized by the award instrument, general program income may be used to meet the cost sharing requirement of the grant agreement; however, the amount of the Federal grant award remains the same. Any requirements governing the disposition of program income earned after the end of the award period must be explicit in the terms of the agreement.

**h. Financial Reporting.**

- (1) Accurately reporting cost for grants, cooperative agreements, and technology investment agreements imposes several challenges to the Department and award recipients. To provide some guidance to Federal agencies such as DOE, the Federal Accounting Standards Advisory Board (FASAB) issued on August 4, 2010, “Federal Financial Accounting Technical Release 12, Accrual Estimates for Grants.” Through this technical release, (FASAB) provides broad guidance regarding: (1) developing accrual estimates for existing and new grant programs; (2) determining materiality considerations; (3) internal controls associated with developing grant estimates; (4) processes for monitoring and validating grant accruals; and (5) training and monitoring grantees. Offices are encouraged to review this technical release and provide recommendations to the Office of Financial Control and Reporting to improve the Department’s overall accrual process. The following below provides procedures and processes that need to be taken by financial recipients and Departmental personnel in order to meet various financial reporting requirements:
- (2) The recipient’s financial management systems shall provide for accurate, current, and complete disclosure of the financial results of each DOE-sponsored project or program in accordance with financial reporting requirements of the grant, the cooperative agreement, or the technology investment agreement. The financial reports submitted to the Department shall include those described in 10 CFR 600, subparts B,C, and D, 10 CFR 603.880 and to those required by OMB, and DOE in fulfilling its cash management responsibilities in accordance with Treasury regulations.

Reports submitted to DOE may include but are not limited to ones required under OMB Circular A-133, the SF-425 (Federal Financial Report), SF-425A (Federal Financial Report Attachment), SF-270 (Request for Advance or Reimbursement), and SF-271 (Outlay Report

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and Request for Reimbursement for Construction Programs). Annual reports for the SF 425 (Federal Financial Report) are required to be submitted no more than 90 days after the end of each reporting period.

In addition, recipients provided awards through ARRA of 2009 are also required to provide separate reports as provided by OMB Circular M-09-21, “Implementing Guidance for Reports on Use of Funds Pursuant to the ARRA of 2009.” The Department provides detailed guidance on Recovery Act reporting at:

[http://www.energy.gov/recovery/ARRA\\_Reporting\\_Requirements.htm](http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm)

- (3)** By law, financial reporting requirements placed upon financial assistance recipients are limited to minimize administrative reporting burdens. Generally, reporting shall be no more frequently than quarterly and no less frequently than annually. The procurement office, program office, and field CFO or equivalent shall jointly determine the type and frequency of reporting that best serve DOE’s financial interest and objectives in making the award.
- (4)** The field CFO or equivalent shall review reports for completeness, accuracy, and compliance with the terms and conditions of the award. With reports required by ARRA of 2009, the Department requires field Offices to conduct quality assurance reviews of the data provided by award recipients. Detailed instructions on the quality assurance review are provided on the “Recovery Guidance” iPortal Workspace. The CO should follow up with the recipient regarding reports not received or not received in a timely manner, or inadequate or incorrect reports to identify and resolve any problems.
- (5)** All financial assistance awards are subject to the same accrual procedures as other procurement awards. Field CFOs or equivalent should record cost accruals for grants, cooperative agreements, and technology investments as follows:

  - (a)** Grants, cooperative agreements, and technology investment agreements that use ASAP for payment are automatically recorded as costs as they are paid. Because ASAP payments may not reflect actual costs incurred for some awards, offices should provide supplementary cost information to the Energy Finance and Accounting Service Center (EFASC) or to respective accounting offices to adjust costs as necessary.
  - (b)** Grants, cooperative agreements, and technology investment agreements not using the ASAP for payment – field CFOs or equivalents must provide costing information to the EFASC or to respective accounting offices so they can record the costs.

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Field CFOs or equivalents must reconcile costs recorded in the financial system with costs and cash balances on hand reported by recipients through the end of the year for grants, cooperative agreements, or technology investment agreements. These adjustments or ‘true-ups’ should be made using the most recent cost information (e.g. SF-425, SF-425A, reports submitted through FederalReporting.gov, and or other cost reporting) submitted by the grantee to properly reflect actual costs. Due to the financial statements reporting requirements and the timing of grantee cost reporting, these adjustments must be made prior to year-end with costs estimated through year-end. Offices should maintain documentation for these year-end adjustments for audit purposes. Since the records can be considered “Expenditure Accounting Posting and Control” files, under National Archives Record Administration – General records Schedule 7; it is advisable that offices retain this documentation for a period of *three years* from the end of the Fiscal Year in which they were created. After three years, they may be destroyed. Additional information on accruals can be found in Chapter 11, “Liabilities,” paragraph 2b.

True-ups as provided above are different than monthly accruals. Monthly accruals are manually accomplished or are automatically generated in STARS. Details of the Department’s automated accrual processes are provided for in the Department’s Cost Accrual Guide on the Financial Statement iPortal Workspace.

### 3. COST PRINCIPLES AND ALLOWABLE COSTS.

- a. **Review of Allowable Costs.** Unless specified by statute, program rule, or other terms and conditions of the award, the CO shall determine allowable costs in accordance with cost principles cited in the following:
- (1) 2 CFR 220 “OMB Circular A-21, Cost Principles for Educational Institutions;”
  - (2) 2 CFR 225 “OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments;”
  - (3) 2 CFR 230 “OMB Circular A-122, Cost Principles for Non-Profit Organizations;”
  - (4) OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations;”

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- (5) 45 CFR 74, Appendix E, “Principles for Determining Costs Applicable to Research and Development under Grants and Contracts with Hospitals;” and
  - (6) 48 CFR 931.2, “DOE Acquisition Regulations Covering Contracts with Commercial Organizations.”
- b. **Cost Sharing.** *Cost Sharing* or *matching* means the value of the third party in-kind contributions and the portion of the costs of a federally assisted project or program not borne by the Federal Government. Cost sharing, whether cash or in-kind, must meet the same tests of allowability as applied to DOE funds. Cost sharing requirements are detailed in 10 CFR 600.30, 600.123, 600.224, 600.225(g)(3), and 600.313.

**4. MISCELLANEOUS ACCOUNTING.**

- a. **Property Accounting.** Property acquired under a financial assistance award or property furnished by DOE to a recipient is subject to standards in 10 CFR 600.130-137, 600.231-233, 600.320-325, and 603.680-695. The field CFO or equivalent shall account for Government-owned property held by assistance recipients in DOE accounts in the same manner as for Government-owned property held by contractors (see Chapter 10, “Property, Plant, and Equipment”). 10 CFR 600.133, 600.232(f), 600.322 and 603.690 provide reporting requirements for recipients possessing government owned property.
- b. **Closeout.** The Department shall notify recipients in writing before the end of the grant period of final reports that shall be due, the due dates, and where they must be submitted. Copies of required forms and instructions shall also be included with the notification. Within 90 days after expiration or termination of the award, the recipient shall submit all performance and financial reports required as a condition of the award. The CO may grant an extension at the recipient’s request. Detailed closeout procedures can be found in Chapter 21, “Financial Closeout,” and 10 CFR 600.171, 600.250, and 600.361.

Awards that were funded by ARRA of 2009 will need to be fully paid and costed prior to the expiration of the funds, as determined by the appropriation; most ARRA funds are no longer available for costing after September 30, 2015. After the expiration of the funds they cease to be available for any purpose whatsoever and any remaining funds must be returned to the Department of Treasury.

When Financial Assistance Awards (FAA) go into close-out, steps should be taken to ensure they are no longer accrued through an automated process considering most of the work has been completed and it is further assumed

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that a final invoice has been submitted. Any additional accruals required to adjust the final invoice on FAAs in close-out should be done manually. This requirement applies to new FAA's that go into close-out after the effective date of this chapter. However, offices are encouraged to take similar actions on FAA's already in close-out in order to minimize the impact of the Department's financial statements."

Revolving Loan Funds – whether a revolving loan fund is administered by a grantee or a third party, if the revolving loan fund does not loan out funds for eligible activities under the program, the Department may take an enforcement action against the grantee for noncompliance of the terms of the award agreement and disallow all or part of the cost of the activity or action not in compliance or other allowable remedies against the grantee as stipulated under 10 CFR 600.243.

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## CHAPTER 15

### COST ACCOUNTING

#### 1. INTRODUCTION

- a. **Purpose.** This chapter presents the policy to be followed by the Department of Energy (DOE) and its site/facility management contractors (contractors) in developing and operating a product or standard cost accounting system for: (1) the procurement and production of nuclear material, weapons components and any other products manufactured/assembled by the Department; (2) stockpiled weapons, weapons components, and intermediate weapons products; and (3) weapons components delivered to the Department of Defense (DOD). Excluded from the production cost accounting system are any of the above mentioned materials withdrawn from the production chain for use in research, process development, pilot plant operations and weapons design, development and test activities, and the dismantlement/disassembly of weapons, weapon components, and weapon systems. This chapter prescribes the procedures for transferring accumulated costs of materials and weapons components to field offices and contractors receiving materials for further processing and assembly, and for transferring any nuclear material in other inventories. The chapter also addresses other cost accounting topics with applicability to DOE entities.
  - b. **Background.** DOE's cost accounting practices were promulgated in the DOE Accounting Practices and Procedures Handbook (APPH), dated October 1979, Chapter X, Product Cost Accounting. That chapter was last revised in December 1983. In the interim, DOE production facilities have been working with the Cost Accounting Standards (CAS), the APPH Chapter X, and locally developed supplements. The Department's decision to resume tritium production requires formal guidance on cost accounting, and the introduction of this chapter.
  - c. **Applicability.** The applicability of this chapter is specified in Chapter 1, "Accounting Overview", Note that the applicability of this chapter pertains almost exclusively to costs incurred by site/facility management contractors, with little applicability to costs incurred within Departmental elements. Those costs are addressed in the paragraph concerning Managerial Cost Accounting.
- 2. ELEMENTS OF PRODUCT COST.** The costs listed below are elements of finished products and/or components.
- a. **Direct Material.** The cost of all materials and stores received in a production area for fabrication or assembly into final products or components. This includes raw materials, including nuclear materials and their transportation costs and other costs incurred in moving the materials to the production facility, feed materials transferred to a production process, process materials, and any other materials or



- stores received in a production area for fabrication or assembly into a final product or component.
- b. Direct Labor.** The cost of labor employed in the operation of a production process, or in the fabrication or assembly of weapons, weapon components or other products. For labor cost to be classified as direct, it must be possible to measure the cost applicable to each unit of product or job.
  - c. Other Direct Costs.** Elements of cost such as travel directly related to the product, specialized training, subcontract costs, and service charges such as utilities if directly metered.
  - d. Indirect Costs.** The cost of all production support and superintendence, including depreciation applicable to a production process or facility. A proper allocation of the contractor's indirect costs typically allocated to all cost objectives at a particular site, such as General and Administrative (G&A) expenses, should be included in the product cost. DOE costs, if they are directly identifiable with and chargeable to production (such as warehousing and inspection costs, or increased security costs specifically identified with weapons production) should be included.
  - e. Other Costs.** Certain costs may be categorized as either direct or as indirect costs depending upon the specific circumstances. An example would be special tooling, the cost for tooling to fabricate or assemble unique weapons or weapons components. If specific to one component or weapons system then the cost should be treated as direct, but if fabricated for a production process including multiple weapons systems or components, the cost should be treated as an indirect cost with appropriate allocations.
  - f. Life Extension Program.** The Stockpile Life Extension Program consists of activities which enable the nuclear weapons complex to extend the operational lives of the weapons in the stockpile well beyond their original design lives. Phase 6.X (the weapon's acquisition life-cycle process which encompasses the refurbishment of existing weapon systems) cost associated with the First Delivery Unit (FDU) should be capitalized into the value of the specific weapons systems refurbishment, specifically the costs incurred in Phase 6.4 (Production Engineering) that support the purchase, procurement and fabrication of the physical infrastructure for the FDU through Phase 6.5 (First Production).

### 3. EXCLUSIONS FROM PRODUCT COST

- a. Research and Development.** The cost of basic Research and Development (R&D) activities performed under the operating activities of DOE, and the cost of engineering and design of weapons components and production processes for weapons and components. It includes preproduction, pilot production, and process/product engineering costs. The R&D process ends with the first

- production unit (prototype), and production begins with the first delivery unit. For that reason, first delivery unit costs are included in product cost.
- b. Standby Costs.** The costs incurred in conditioning production facilities for placement in standby status and maintaining these facilities in a shutdown mode for possible future use. Costs include such items as guard force activities, fire protection, electricity, heating and general maintenance as well as a proper share of the contractor's G&A expenses. Standby costs are distinct from excess capacity costs where production is occurring but at a capacity less than normal or other level of capacity.
  - c. Excess Capacity Costs.** All costs that can be identified to the maintenance of an excess capacity at the production facility should be excluded from the product cost. This includes a situation where the deliberate sizing of the production facility is based upon projected levels of production over the short term in addition to the maintenance of capability for increased production should the need arise in the short or long terms. The costs incurred as a result of such deliberate plant/production facility sizing are costs that are more appropriately accounted for as period costs rather than production costs. The National Nuclear Security Administration (NNSA) has identified such costs and developed a program, Readiness in Technical Base and Facilities (RTBF), to better manage these facility operations costs where such non-production costs can be budgeted, managed, and reported. Effective in FY 2001, the department began recognizing RTBF as a final cost objective or responsibility segment (See Paragraph 9.b.). Additionally, costs incurred that can be attributed to the existence of plant capacity, inherent to the original construction of the facility, that is excess to the current production requirements should also be excluded from the product costs. Whatever the reason for the existence of the excess capacity, the costs attributed to it should be supported by either historical cost data from a period of operation at what could be considered full or normal capacity or an engineering determination of practical capacity. Excess capacity costs (RTBF and other excess capacity costs) should be treated as period costs and should not be included in the cost of the product.
  - d. DOE Costs.** The cost of DOE program management and support, such as program direction, landlord costs, and Departmental Administration, should normally be excluded from product cost. The cost associated with DOE personnel should be included only if it can be specifically identified with the product or production process.
  - e. Startup Costs.** All costs associated with operational testing, training of operating staffs, and similar expenses involved in preparations for production operations of new facilities or reactivated standby facilities.
  - f. Transportation and Security Shipment Costs Applicable to Stockpile Transactions.** Costs of transporting weapons parts, components and

- assemblies to and from stockpile, such as freight charges, salaries, and travel expenses of guards, etc., are excluded from product costs and are charged to the appropriate DOE program. The cost of preparing completed items for shipment to stockpile by a contractor is charged to product cost.
- g. Costs Incurred Through Conversion of Weapons.** The costs of maintenance, modifications, repairs, retrofit and other support of nuclear weapons stockpile that are not part of the Life Extension Program are excluded from product cost and charged to the applicable stockpile maintenance activities.
  - h. Inventory Adjustments and Revaluations.** Inventory adjustments or revaluations not of a recurring nature which have been specifically authorized by the DOE CFO are excluded from product costs.
  - i. Conversion of Waste Materials to Weapons Use.** This includes costs associated with the processing, conversion, segregation, and filtering of waste materials and the packaging, transportation, decontamination, and storage costs related to waste management recycling activities.
- 4. TRANSFER PRICES.** Inventory/work-in-process moved within the production process as part of a production schedule is to be transferred at a value that includes all costs incurred to date in the process, direct costs and indirect costs allocated to the product/component, including any capitalized costs. This transfer price, in addition to being the carrying value for the DOE inventory, will be picked up as the value of the direct material at the next DOE site in the production process. That site within the process will apply additional direct material, direct labor and indirect allocations to the cost of the product or component. This process will occur within each step in the production complex. Nuclear materials will be transferred at standard transfer value costs set by the Office of Financial Policy, DOE Headquarters.
- 5. PRICING.** The contents of this chapter are intended to provide guidance in calculating the cost of DOE products. Product cost is only one element of the price charged to outside entities. The general requirement for pricing of goods and services sold by DOE to outside entities is for full cost recovery and is governed by DOE Order 522.1, Pricing of Departmental Materials and Services.
- 6. STANDARD COSTING.** For those production facilities that use standard costing, establishing the standard cost factors requires the development by the contractor of engineered standards in terms of material, labor, and predetermined overhead for all sub-parts, sub-assemblies, and assemblies. Details for the development of engineered standards are site specific and therefore are not prescribed in this handbook. The standard cost should include the normal amount of material at its inventory valuation (purchased material or the standard of the items in production), the required labor time and anticipated wage rates for each different operation, and a prorated amount of overhead/indirect costs. Standard cost variances will normally remain in production inventory through the fiscal year, but should be charged to cost of operations at fiscal

year end. An analysis of standard cost variances should be performed and used in establishing standard costs for the subsequent year. Standard costs should normally be adjusted only at the beginning of the fiscal year; however, contractors may adjust the standards on a more frequent basis depending on the changes being made and the materiality of the changes.

7. **CONSTRUCTION.** Capital construction projects should be treated as other final cost objectives for purposes of cost allocation as delineated in Chapter 10, Paragraph 1. f.(a)(e) of the Accounting Handbook. Allocation rates should be the same for operating and construction projects unless there are cost centers/costs that are material and do not have a causal/beneficial relationship to construction projects. When construction is performed by DOE (in-house), DOE G&A will not be included in the capitalized cost.
8. **OTHER COST ACCOUNTING CONCEPTS/PRINCIPLES.** There are several other cost accounting concepts and/or principles with applicability to DOE.
  - a. **Functional Cost.** The Department's Support Cost by Functional Activity (SCFA) tracks the support related costs incurred by the DOE's largest site/facility management contractors. The Department has developed consistent functions for approximately 20 specific cost categories such as "facility management," "site maintenance," and "human resources" that contractors use in reporting their support related costs. These specific categories fall into three broad categories: "general support," "mission support," and "site specific support." These costs are summarized in the annual SCFA Report.
  - b. **ActivityBased Costing (ABC).** Activity Based Costing is a method for developing cost estimates using cost accounting principles. A project is subdivided into discrete, quantifiable activities or work units. After the project is broken into its activities, a cost estimate is prepared for each activity. A detailed explanation of ABC can be found in Chapter 24 of DOE Guide 430.1-1.
  - c. **Cost Accounting Standards.** The CAS were established to ensure that the accounting practices of contractors performing work on both commercial and Government contracts were consistently applied and that costs were equitably allocated. The CAS has been recodified by the Cost Accounting Standards Board and is contained in 48 Code of Federal Regulations, Chapter 99. The Department's site/facility management contracts are generally subject to CAS, although specific situations may exist with certain contracts which render portions of the CAS inapplicable. Contractors should maintain a costing methodology that allocates cost in accordance with contractually-required and DOE approved, Cost Accounting Standards Disclosure Statements.

## 9. MANAGERIAL COST ACCOUNTING

- a. Background.** In June 1995, the Office of Management and Budget (OMB) issued Statements of Federal Financial Accounting Standards (SFFAS) Number 4, *Managerial Cost Accounting Concepts and Standards for the Federal Government*. The intent of SFFAS Number 4 was to provide reliable and timely information on the full cost of Federal programs, their activities and outputs, and to require the reporting of this information in annual financial statements. The Standard was initially scheduled to become effective October 1, 1996, for Fiscal Year (FY) 1997 financial statements. OMB later deferred mandatory implementation of the standard until FY 1998. Because the Department was well into the implementation process at the time of the OMB deferral, the FY 1997 financial statements were compiled in accordance with the standards. The Department's annual financial statements have been compiled in accordance with SFFAS Number 4 each year since FY 1997.
- b. General Goals/Program Goals.** Working with the program offices, the Office of the Chief Financial Officer (CFO) developed a series of responsibility segments for the Department's financial statements. These responsibility segments (the terminology used in SFFAS Number 4) represented the Departmental components responsible for carrying out a mission, conducting a major line of activity, or producing products and services. In cost accounting terminology, the responsibility segments would be identified as final cost objectives. However, not all responsibility segments were final cost objectives. Responsibility segments were also developed for those costs that are ultimately allocated to other responsibility segments. This includes such indirect costs as program direction, landlord activities, departmental administration, etc. The net costs for each final cost objective responsibility segment were reported in the Notes to the Financial Statements section of the annual Accountability Report. In FY 2003, the Department began using the terms general goals and program goals in lieu of responsibility segments. In addition to the current year net costs for each goal, the prior year net costs are also reported for comparability purposes.
- c. Data Input.** The majority of the Department's cost data is input into the financial system by the Headquarters CFO and the contractors. The contractors input cost data against the final cost objective goals as the costs are incurred during the year. Although the costs incurred by the contractor include both direct and indirect costs, for purposes of the managerial cost accounting, contractor costs are treated as direct costs. To clarify, the contractor incurs direct costs against the DOE program on which it is performing the contractual work. It also allocates its own indirect costs at that site to the various DOE programs (final cost objectives) at the site in accordance with the CAS. These are all recorded as Direct Funded Expenses in the DOE financial system. The Headquarters CFO periodically updates the financial database with all data input since the last update. Current information and corresponding financial reports are available on-line to program

managers and field organizations the next day. Quarterly, various indirect costs are allocated to the final cost objective goals. Effective in FY 2003, responsibility for performing cost allocations was transferred from the field CFO's or equivalent to Headquarters. This change was made necessary by the accelerated time frames for completion of the financial statements. The allocations are made on the same basis as used by the field sites in previous years. The field CFO's or equivalent are responsible for informing Headquarters CFO of any changes at the site which would necessitate changes in allocation methodology.

- d. Cost Allocation Methodology.** Goals which do not represent final cost objectives must be fully allocated to the goals which do represent final cost objectives. This includes such cost elements as departmental administration, program direction for program offices with multiple program goals, landlord costs, security investigations, etc. These allocations are now performed by the Headquarters CFO with input from program offices and field CFOs or equivalent. To achieve a reasonable level of consistency throughout the Department, establishment and application of allocation rates, based on total program funded costs, has been the preferred methodology for allocating these indirect costs to goals, provided it results in an equitable assignment of these costs. Field CFO's or equivalent are responsible for advising the Headquarters CFO if the allocation methodology used in previous years is no longer appropriate and, if a methodology other than one based on total funded program costs is recommended, the rationale supporting it. It is imperative that the allocation methodology selected be reasonable and well documented.
- e. Update Process.** Goals are reviewed and updated by Headquarters CFO each year. The assignment of new programs/accounting classifications to goals is coordinated with the responsible program office. Deletion of any old accounting classification from the listing is coordinated at the same time, and the program office may also decide to recommend changes to their goals and/or accounting classification assignments. A crosswalk of the general and program goals to the accounting classification associated with their programs is maintained by the Headquarters CFO and is updated each year. Guidance memoranda are issued to the field and to Headquarters program offices as needed.
- f. Post Retirement Benefits.** SFFAS Number 4 requires that the full cost of goods and services received from other Government entities be included in the Department's financial statements. The retirement benefits paid by the Office of Personnel Management (OPM) are one of those costs. To assist in accounting for post retirement benefits for Federal retirees, OPM issued Financial Management Letter Number 97-08, Cost Factors for Pension and Other Retirement Benefits, on October 23, 1997. The letter included cost factors to be applied to the current pay of regular Civil Service Retirement System and Federal Employees Retirement System employees. Additional cost factors provided were an amount for each employee enrolled in the Federal Employees Health Benefits Program and a percentage of basic pay for each employee enrolled in the Federal Employees

Group Life Insurance Program. OPM provides updated cost factors quarterly and at the end of the fiscal year. Headquarters CFO calculates the imputed pension and post retirement benefits costs by applying the annual cost factors to the actual cost data maintained in the payroll system. The costs are accumulated by first tier organization and Headquarters CFO enters the imputed costs into the financial system and performs the allocations except for the Power Marketing Administrations (PMAs). Headquarters CFO provides the OPM imputed costs to the PMAs who make the necessary entry into the financial system. The allocations are almost always proportional to the allocations of program direction costs.

- g. Fiscal Year-End Process.** All final cost data for the expiring fiscal year, including data for the contractors, must be entered into the financial system before final allocations can be performed. After receipt of all final field September submissions, Headquarters CFO will perform the final managerial costs allocations. Guidance is issued annually by Headquarters CFO detailing end-of-year requirements, including changes in schedules.
- h. Restatement of Prior Year Costs.** As previously stated in paragraph 9b, the presentation of the financial statements shows both the current fiscal year costs and the prior year costs. For purposes of comparability, the prior year costs may need to be restated if there has been a significant change in the program structure. Field CFOs or equivalent should advise Headquarters if circumstances at their sites necessitate a restatement of the prior year's costs.

## 10. ACCOUNTING FOR COSTS OF WORK STOPPAGES

### a. Requirement

All DOE management and operating contractors and other site/facility management contractors running DOE laboratories, sites, or plants are required to monitor and account for the full costs associated with work stoppages due to health, safety, security, disaster, and weather related stoppages that exceed both of the following: (1) two entire consecutive business days in duration; and (2) costs incurred estimated to exceed \$100,000. This policy applies to shutdowns involving an entire site, a remote facility, or a sub-organization within a DOE laboratory site that meets this threshold.

This requirement applies unless superseded by more specific contractual requirements.

1. Tracking the cost of work stoppages supports several Departmental requirements:
  - a. *Reporting.* Accurate and complete information on the cost of work stoppages allows the Department to report these costs promptly and accurately.
  - b. *Allowable Cost Determinations.* Accurate information on work stoppages may inform allowable cost determinations by DOE contracting officers.

- c. *Assessing Budgetary Impacts and Required Contract Funding.* Work stoppage costs are relevant to assessing the budgetary impact of interruptions or deferrals of scheduled work.
  - d. *Assessing Contractor Performance.* Work stoppage costs may be relevant to contractor fee determinations or other contractor performance assessments.
2. ***Composition of Full Cost.*** Full cost comprises all costs associated with the following activities:
  - a. Maintaining a facility or activity in a stand down mode;
  - b. Shutting down facilities or activities;
  - c. Restarting facilities or activities;
  - d. Transitioning facilities and personnel to other approved and funded work;
  - e. Cleanup, investigative, and remediation activities that are specifically associated with a work stoppage; and
  - f. Non-productive labor resulting from idleness or no activity taking place as a result of the work stoppage.

Costs associated with labor or other resources that are productively reassigned to other activities do not constitute work stoppage costs.

3. ***Tracking Costs.*** All DOE management and operating contractors and other site/facility management contractors running DOE laboratories, sites, or plants shall maintain internal procedures and accounting mechanisms as required to separately record the costs associated with a work stoppage.
  - a. Contractors should ensure that work stoppage costs are appropriately burdened in accordance with their approved cost accounting practices.
  - b. Contractors need to ensure that their accounting systems have the ability to track costs for a work stoppage as those costs are incurred. As necessary, sites should pre-establish the activity or other accounting codes necessary to track future work stoppage costs.
  - c. Prime contractors need to ensure that subcontract costs incurred as a result of a work stoppage are properly tracked.
  - d. Taking action to promptly track work stoppage costs will minimize the difficulty of retroactively capturing and reporting these costs. However, when necessary to ensure complete reporting of work stoppage costs, sites need to retroactively charge costs already incurred to the appropriate work stoppage activity or accounting code.
4. ***Reporting Costs.*** Contractors are required to report the total costs incurred for each individual work stoppage to the contracting officer on a quarterly basis, or more frequently as directed by the contracting officer. Reports should contain the total costs for each identified work stoppage during the quarter. As appropriate, reporting on work stoppages can be combined with other reports regularly provided by the contractor or transmitted separately to the contracting officer. Contractors must provide any further available information on individual work stoppages at the request



of the contracting officer. If a contractor does not incur costs with work stoppages in a particular quarter, no report is required.

**b. Work Stoppages for which the cost must be separately tracked**

Work stoppages for which the cost must be separately tracked include those caused by the following events that result in a disruption, delay, or deferral of scheduled and approved work at DOE sites that exceeds both of the following: (1) two entire consecutive business days in duration; and (2) costs incurred estimated to exceed \$100,000:

1. Work delays or disruptions that result from disasters, to include all disasters declared by the President;
2. Disruptions caused by security and accident investigations conducted in accordance with DOE Order 225.1B, "Accident Investigations;"
3. Stoppages that result from violations of DOE nuclear safety requirements as provided for in the Price Anderson Enforcement Act;
4. A shutdown or curtailment of work at a DOE facility directed by a senior Departmental management official or contracting officer involving a safety or emergency incident. These events are further described in DOE Order 232.2, "Occurrence Reporting and Processing of Operations Information;"
5. A work stoppage or shutdown as provided in the following DEAR Clauses:
  - a. DEAR 970.5223-1 - "Integration of Environmental Safety and Health into Work Planning and Execution;" and
  - b. DEAR 952.223.72 – "Radiation Protection and Nuclear Criticality;" and
6. Temporary site closures due to inclement weather.

Routine maintenance, safety pauses, timeouts, or training sessions to maintain worker safety awareness do not constitute work stoppages that require the separate tracking of cost information. Contractors should consult with their contracting officer if it is not clear whether an event constitutes a work stoppage according to the provisions of this policy.

This policy does not address stop work orders, delays resulting from a lack of funding, project management issues, or other delays, or disruptions that are not the result of the health, safety, security, disaster, or weather-related events described in this policy. Contractors should consult with their contracting officer for direction on how to address such situations.

## APPENDIX FOR CHAPTER 15, COST ACCOUNTING Reinvesting Cost Savings from Sustainability Projects

### Background:

Department of Energy Order 436.1 requires verified savings from departmental sustainability projects be reinvested to fund additional sustainability projects at that site. The Order requires the CFO to develop and implement guidance on the reinvestment of those savings. This Appendix provides more detailed information on the implementation of this section of DOE Order 436.1.

#### 1. Requirement and Authorities

DOE Order 436.1 mandates that the Department reinvest verified monetary savings from sustainability projects in new sustainability projects, consistent with federal regulations and DOE guidance. Specifically, the order states:

*Verified savings from all sustainability projects must be reinvested, consistent with Federal regulations and DOE guidance, to further additional sustainability projects at that site.*

The DOE policy requiring reinvestment of monetary savings from sustainability projects is authorized by National Energy Conservation Policy Act (codified in 42 U.S.C. § 8256).

#### 2. Qualifying sustainability projects

The requirement applies only to projects that are described as conservation measures in annual sustainability data reporting, including the Site Sustainability Plan, as required by DOE Order 436.1, or is otherwise designated as a sustainability project according to guidance issued by the cognizant DOE program office.

The following do not constitute sustainability projects requiring the reinvestment of verified monetary savings:

- Maintenance and repair.
- New facility construction.
- Projects that result in immaterial savings amounts on an annual basis (under \$10,000 per year per project), or projects for which the expected measurement and verification costs would exceed the projected cost savings.

This policy does not apply to Energy Savings Performance Contracts (ESPCs).

#### 3. Identifying verified cost savings from sustainability projects

Sustainability projects provide verified cost savings when the annual cost avoidance exceeds the amortized annual cost of the project. Verified savings that must be reinvested according to the requirements of DOE Order 436.1 will be calculated on an annual basis.

## APPENDIX FOR CHAPTER 15, COST ACCOUNTING

### Reinvesting Cost Savings from Sustainability Projects

- *Determining annual cost avoidance.* The method of verifying the cost avoidance realized from a sustainability project should be consistent with the manner in which the site verifies the savings of implemented projects under EISA Section 432. EISA Section 432 guidance recommends project follow-ups to be performed at least once every four years with the appropriate level of measurement and verification procedures such as retrofit isolation, calibrated simulation, and the whole-building method. Measurement and verification for sustainability projects shall be performed in accordance with the guidelines issued by the Federal Energy Management Program (FEMP). For details see [\*M&V Guidelines: Measurement and Verification for Federal Energy Projects Version 3.0\*](#) (or successor guideline document).
- *Calculating the amortized annual cost of the sustainability project.*
  - The cost of the sustainability improvement should be amortized over the expected useful life of the improvement or 25 years; whichever timeframe is shorter.
  - The annual amortized cost of the sustainability investment should be calculated using the appropriate nominal interest rate on Treasury Notes and Bonds as specified by Appendix C of OMB Circular A-94 if the interest rate is not specified in the contract.
    - The interest rate used should be consistent with the expected useful life of the sustainability improvement.
    - The amortized annual cost should be calculated once at the time the sustainability improvement is made using the interest rate current at that time.

There are no savings available for reinvestment if any of the following conditions apply:

- The amortized annual cost of the project exceeds the annual cost avoidance;
- The verified cost savings are immaterial (under \$10,000); or
- The expected measurement and verification costs exceed the projected cost savings, there are no verified cost savings available for reinvestment.

#### 4. Reinvestment of the sustainability proceeds

Specific plans for reinvesting the monetary savings from energy savings projects must be detailed in the annual Site Sustainability Plans or other reporting as required by DOE Order 436.1.

#### 5. Roles and Responsibilities

- Sustainability Performance Office. Provides guidance as needed on the implementation of this policy and reviews Site Sustainability Plans and annual sustainability reports.

APPENDIX FOR CHAPTER 15, COST ACCOUNTING

**Reinvesting Cost Savings from Sustainability Projects**

- Under Secretaries. Per the requirements of DOE Order 436.1, ensure reinvestment of verified savings associated with sustainability projects, consistent with Federal regulations and DOE guidance, to further sustainability goal achievement.
- Operations and Field offices. Field and operations offices shall ensure that M&V plans are developed and implemented and the projects' verified savings are calculated in accordance with this policy and reinvested per the requirements of DOE Order 436.1. The field and operations offices should retain records which are auditable and traceable for projects identified as resulting in cost savings.
- Field CFO Offices. Provides expert assistance as needed on calculating the verified cost savings realized by the sustainability projects.

## CHAPTER 16

### PAYROLL ACCOUNTING

#### 1. INTRODUCTION.

- a. Purpose.** This chapter outlines the principles, responsibilities, operating procedures, and other general information for preparing payrolls and maintaining pay and leave records for civilian employees of the Department of Energy (DOE).
- b. Applicability.** This chapter applies to all Departmental elements that have payroll services furnished by the Department of Defense's Defense Finance and Accounting Service (DFAS). This chapter does not apply to DOE's contractors.
- c. Background.** Consolidation of payroll operations was effected by the Office of Personnel Management's (OPM) selection of four providers to furnish payroll services for the Executive Branch of government. DOE was successfully migrated to DFAS under the E-Payroll Initiative. The E-Payroll Initiative was established to standardize and consolidate Government-wide Federal civilian payroll services and processes by simplifying and standardizing HR/payroll policies and procedures and better integrating payroll, human resources, and finance functions.
- d. Responsibilities.** DFAS is responsible for establishing the necessary systems, policies, and procedures for payroll preparation as directed by any departmental or service level agreement.

DFAS and DOE are responsible for maintaining system requirements in compliance with all applicable laws and regulations governed by regulations issued by OPM, Federal and other taxing authorities, the Department of the Treasury, the Department of State, the Office of Management and Budget (OMB), and the Department of Labor.

#### 2. PAYROLL OPERATIONS.

- a. Payroll System.** DFAS is responsible for the recording of payroll data, including adjustments and supplements, into the Defense Civilian Payroll System in accordance with laws and regulations as applicable. DFAS shall at a minimum:
  - (1) Pay the net pay due, biweekly, by electronic funds transfer (direct deposit) to the employee's financial institutions;
  - (2) Promptly make payment in the proper amount to all persons entitled to be paid, in compliance with applicable laws, regulations, DOE Policies, and legal decisions;

Chapter 16 Payroll Accounting

- (3) Prepare adequate and reliable payroll records;
  - (4) Promptly record accounting entries for the disposition of all authorized deductions from gross pay;
  - (5) Maintain adequate control over, and provide adequate retention and disposition of, all payroll related documents;
  - (6) Maintain individual pay records to show gross compensation (including allowances) by type and amount, deductions (including allotments) by type and account, and net pay for each period; and,
  - (7) Review payroll operations continually and adjust them to be as efficient, effective, and economical as possible, and ensure that payroll systems are in accordance with all legal requirements.
- b. **Internal Controls.** An effective system of internal control requires the separation of duties between the payroll and human resource offices. The human resource office shall furnish the DFAS payroll office with authorization for each addition to or deletion from the payroll or change in rate of pay. All changes in payroll must be supported by authorized change documents.
- (1) For employee initiated adjustments, such as thrift savings plan and address changes, the employee shall furnish authorization in writing or through the Employee Self Service/myPay website. The human resource office shall maintain a record of the employee's authorization for benefit adjustments submitted in writing in the employee's electronic Official Personnel File. The Employee Self Service and myPay systems shall retain records of transactions submitted electronically. The Energy Finance and Accounting Service Center (EFASC) shall maintain a record of the employee's authorization for deduction adjustments submitted in writing.
  - (2) Personnel performing the payroll accounting activity do not certify time and attendance records.
  - (3) Earnings and leave statements are made available to employees via the myPay website.
  - (4) EFASC ensures that payroll data is processed accurately: that time and attendance records are certified by appropriate DOE officials, and that hardcopy changes received in writing from the human resource office or the employee are reviewed sufficiently to ensure their accuracy and acceptability before submitting to DFAS.
  - (5) The Office of Corporate Information Systems provides summary reports of each employee's records to the certifier of the employee's time and attendance records for appropriate review and verification via Employee Self Service.

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- (6) At the request of DOE programs, EFASC may establish Task Codes within the Automated Time Attendance and Production System (ATAAPS) that allow individuals to charge their time to an organization other their own. Organizations that request the establishment of these Task Codes must pay close attention to their payroll expenditures to ensure that they are only paying for appropriate payroll expenses. These organizations must also request that EFASC delete codes that are no longer necessary.
- c. **Handling Personal Information.** The Privacy Act of 1974 (Public Law 93-759) and DOE Order 206.1, Department of Energy Privacy Program, establish certain minimum standards for handling and processing personal information maintained in the data banks and systems of the executive branch, for preserving the security of the computerized or manual system, and for safeguarding the confidentiality of the information.
- d. **Accounting.**
- (1) EFASC establishes ATAAPS Work Center, Task, and Job Order codes to allow the payroll system to charge costs to the appropriate budgetary funding source. EFASC is responsible for maintaining accounting codes in ATAAPS and the related table in DOEInfo. EFASC payroll accountants enter adjustments in DOEInfo and run the STARS Labor Distribution System Interface to record entries in STARS.
- (2) Departmental elements are responsible for managing and monitoring their salary and benefit expenses as a part of the budget execution process in accordance with DOE Order 135.1A, *Budget Execution Funds Distribution and Control*, and DOE Manual 135.1-1A, *Department of Energy Budget Execution Funds Distribution and Control Manual*. Each office is responsible for establishing adequate processes for monitoring its payroll expenditures, both in aggregate and for individual employees. Payroll expenditure information is available from the following sources:
- a) STARS: The STARS system provides obligation, cost, and payment reports in aggregate for the office. STARS data may be accessed directly or through the business intelligence tools available on the CFO iPortal.
- b) DOEInfo. .
- DOEInfo reports show various levels of employee information for a given organization. These reports are run by employee organization, not funding source. This allows an organization to see payroll expenses for its employees, but will not show any payroll expenses it is incurring for employees of other organization.
  - DOEInfo may be accessed from the Management Information Systems (MIS) Application Gateway at <https://mis.doe.gov>.

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## c) Payroll Labor &amp; Distribution System (PLDS).

- PLDS reports may be generated by Appropriation or Fund Type. PLDS reports show all charges to a particular Appropriation or Fund Type regardless of the employee's organization. This allows the organization to monitor any payroll expenses it is incurring for employees assigned to another organization. If the program had previously established ATAAPS Task codes that allow other programs to charge hours worked to their program, they would need to generate PLDS reports to review all their salary and benefit charges.
- PLDS access is available to authorized program office employees by sending a request to the Payroll Help Desk at [PayrollCSRHelpDesk@hq.doe.gov](mailto:PayrollCSRHelpDesk@hq.doe.gov).
- Technical information on DOEInfo and PLDS is available from CF-40, Office of Corporate Information Systems.

e. **Non-cash Fringe Benefits.** Internal Revenue Service (IRS) regulations require certain non-cash fringe benefits to be included in employee taxable wages. The EFASC Payroll Team will issue additional guidance providing specific information on required reporting for these benefits as determined by the most recent IRS guidance. Departmental elements must provide the EFASC Payroll Team with information on non-cash fringe benefits for inclusion in the taxable wages of effected employees as specified in the guidance.

3. **OTHER GENERAL PAYROLL INFORMATION.** More information can be found on Basic Pay, Payroll Earnings, Payroll Deductions, Payroll Records, Employee Benefits, Garnishments, Insurances, and other general payroll questions at:

- a. The Department of Defense's Defense Finance and Accounting Service (DFAS) website (<http://www.dfas.mil>);
- b. The Department of Energy Office of the Chief Human Capital Officer website (<http://humancapital.doe.gov>);
- c. The Department of Energy Directives, Regulations, and Standards website (<https://www.directives.doe.gov/directives/current-directives>), referenced to DOE Order 323.1, "Garnishment of Federal Employee's Pay," DOE Order 322.1C, "Pay and Leave Administration and Hours of Duty," and DOE Order 533.1, "Collection from Current and Former Employees for Indebtedness to the United States,";
- d. The Department of State Standardized Regulations website (<http://www.state.gov/www/perdiems/dssr/regs000.html>, and <http://aoprals.state.gov>);



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- e. The Employee Self Service website (<https://mis.doe.gov/ess>);
- f. The Thrift Savings Plan website (<http://www.tsp.gov>); and,
- g. The Office of Personnel Management website (<http://www.opm.gov>).



## Department of Energy

Washington, DC 20585

January 18, 2005

### MEMORANDUM FOR FIELD DISTRIBUTION

FROM:

  
DEAN G. OLSON, DIRECTOR  
OFFICE OF FINANCIAL POLICY

SUBJECT:

Accounting Handbook – Chapter 17, Transportation

Attached is the final version of Chapter 17, "Transportation," of the Department's Accounting Handbook. A draft version of this chapter was circulated for review and comment in a November 1, 2004, memorandum "Request for Review of Draft DOE Accounting Handbook Chapter 17." There were no comments on this chapter.

We appreciate your assistance in the update of the Accounting Handbook. When all chapters of the Accounting Handbook have been updated, we will re-issue the entire Handbook. If you have questions or would like to discuss any provisions of this chapter, please contact Dean Olson on 202-586-4860.

Attachment

## DISTRIBUTION

James H. Curtis, Vice President, Policy Management & Finance, BPA  
Thomas C. Foley, Acting Chief Financial Officer, CH  
Timothy A. Rea, Finance Team Leader, GFO  
Christine Ott, Chief Financial Officer, ID  
Sharon K. Marchant, Chief Financial Officer, NETL  
E. Dennis Martinez, Chief Financial Officer, NNSA  
M. Janet Boulanger, Finance Manager, NPR3  
William I. Winn, Acting Chief Financial Officer, OH  
Judith M. Penry, Chief Financial Officer, OR  
Gary A. White, Chief Financial Officer, PNRO  
Jean F. Schwier, Assistant Manager, Administration, RL  
Leon Jourolmon, Jr., Assistant Administrator for Finance & Marketing, SEPA  
(Michael McWilliams and Sharon Weiss) Director, Planning & Financial Management,  
SPRO  
Paul E. Anderson, Chief Financial Officer, SR  
Gary L. Swartzlander, Director, Division of Financial Management & CFO, SWPA  
Attn: 5200  
Harrison G. Pease, Chief Financial Officer, WAPA  
William J. Leahy, Chief Financial Officer, Schenectady Naval Reactors Office, SNRO  
Philip A. Pegnato, Acting Director, Office of Finance & Oversight, ME-12/GTN

January 27, 2005

## CHAPTER 17

### TRANSPORTATION

#### 1. INTRODUCTION.

- a. This chapter provides procedures for DOE site/facility management contractors to process and pay carriers' bills for transporting property for the U.S. Government using commercial bills of lading (CBLs) and to prescribe the requirement for rate audit by the General Services Administration (GSA). This chapter does not include procedures for shipments by parcel post or small package carrier.
- b. DOE site/facility management contractors will use CBLs in making shipments for DOE. The DOE contracting officer may authorize the use of a CBL (for shipments other than by parcel post or small package carrier) using a GSA Standard Tender of Service (STOS), under the provisions of the Federal transportation procurement statutes (49 U.S.C. 10721 or 13712), if such use will be advantageous to the Government. The DOE field office shall coordinate such authorizations with the Director of the Office of Transportation (EM-11). Further guidance is contained in DOE O 460.2, Departmental Materials Transportation and Packaging Management; 41 CFR 109-40.50, Transportation and Traffic Management; 41 CFR 102-117, Transportation Management; 41 CFR 102-118, Transportation Payment and Audit; and the "U.S. Government Freight Transportation Handbook" available at <http://www.gsa.gov>.
- c. The DOE Automated Transportation Management System (ATMS) automates a number of transportation management tasks and satisfies some of the requirements listed below.
- d. Effective March 31, 2002, Government Bills of Lading (GBLs) for domestic use were retired. The GBL was replaced with the CGL or purchase order in accordance with 41 CFR 102-117 and 41 CFR 102-118.

#### 2. USE OF COMMERCIAL BILLS OF LADING. See 41 CFR 109-40.5003.

- a. When making shipments for DOE using a CBL, DOE site/facility management contractors will include the following statement, or one that is substantially the same, on all CBLs: "This U.S. Government shipment is under the terms and conditions of 41 CFR 102-117 and 41 CFR 102-118."

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- b. Where practicable, DOE site/facility management contractors will ensure that CBLs provide for the consignment of shipments to DOE, in care of the DOE site/facility management contractor or by the contractor "for DOE."
  - c. DOE site/facility management contractors issuing CBLs exceeding \$10,000 will annotate the CBL with the following statement: "Equal Employment Opportunity, all provisions of Executive Order 11246, as amended by Executive Order 11375, and of the rules, regulations, and relevant orders of the Secretary of Labor are incorporated herein."
- 3. USE OF A GSA STOS** (Excluding shipments by parcel post or small package carrier).
- a. DOE site/facility management contractors are authorized to use CBLs referencing a GSA STOS. The contracting officer authorizes specific employees (by name and/or title) of DOE site/facility management contractors (41 CFR 109-40.5004).
  - b. In addition to the items specified in paragraph 2 above, to qualify for the rates specified in a rate tender filed under the provisions of the Federal transportation procurement statutes,-
    - (1) property must be shipped by or for DOE, and
    - (2) the rate tender must indicate that DOE is either the consignor or the consignee, and include the following statement: Transportation is for the Department of Energy and the total charges paid to the transportation service provider by the consignor or consignee are for the benefit of the Government."
  - c. When using a rate tender for transportation under a cost-reimbursable contract, the rate tender must include the following statement: Transportation is for the Department of Energy and the actual total transportation charges paid to the transportation service provider by the consignor or consignee are to be reimbursed by the Government pursuant to cost reimbursable contract (appropriate contract number). This may be confirmed by contacting the agency representative at (appropriate name, address, and telephone number).
- 4. OBLIGATION OF TRANSPORTATION FUNDS.** The policy and procedures for obligating transportation funds are contained in Chapter 5, "Accounting for Obligations."

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## 5. PROCESSING AND PAYMENTS.

- a. **Commercial Bills of Lading Referencing a GSA STOS excluding shipments by parcel post or small package carrier.** When a CBL references a GSA STOS, the carrier bills the appropriate DOE office (using Standard Form 1113), instead of the contractor. The contractor supplies the appropriate DOE office with copies of claims for loss or damage (see paragraph 5b(3)). The appropriate DOE office schedules the transportation service charges for payment and ensures an audit prior to payment (41 CFR 102-118.290). The appropriate DOE office bills the contractor for the transportation charges. (See paragraph 5c for the audit requirement for paid bills). The procedures governing the processing and payment of transportation charges are contained in Chapter 6, "Cash."
- b. **Commercial Bills of Lading NOT Referencing a GSA STOS.**
- (1) **Verification and Payment of Carrier's Charges.** The contractor must ensure that a prepayment audit is completed (41 CFR 102-118.290). The prepayment audit must include confirmation that the charge is from a shipment attributable to the DOE contract and prevent the occurrence of duplicate payments. In addition, the carrier's bill must be checked for any errors in addition and extensions and, if discovered, errors in tariff rates.
  - (2) **Verification of Freight Descriptions and Special Terms.** The contractor must verify freight descriptions and note, either on the bill or in a separate statement, any discounts, special terms of contracts, or section 10721 (Interstate Commerce Act; 49 U.S.C. 10721) tenders.
  - (3) **Loss and Damage Claims.** The contractor must promptly process claims exceeding \$50 against the carrier for loss or damage to a shipment while in transit and for unearned freight charges on the property lost or damaged beyond repair (41 CFR 102-117.190) under the following circumstances.
    - (a) When loss or damage is noted by a carrier on the carrier's delivery receipt and acknowledged by the driver, the carrier should be invited to inspect the damaged property within 7 days of delivery. If the carrier does not make or waives the inspection, the contractor should document that fact and file a claim immediately.
    - (b) If loss or damage is discovered subsequent to delivery, the delivering carrier must be notified by telephone, and an inspection

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requested. Unless there are extenuating circumstances, the notification and request for inspection must be made within 15 days of delivery.

**c. Audit by GSA.**

- (1) **Requirement.** For transportation services, legible copies of all paid freight bills/invoices, CBLs, and supporting documentation (41 CFR 102-118.430) must be submitted by the contractor to GSA for audit. GSA granted DOE an exception requiring the submission of only those bills and invoices greater than \$50. Bills/invoices for \$50 or less will be retained onsite and made available for GSA onsite audits. The contractor must promptly forward any original transportation bill requested by GSA. Original paid bills must be retained for the period of time specified by applicable Federal requirements and DOE O 200.1, Information Management Program.
- (2) **Examination of Payments/GSA Collection Action.** Bills sent to GSA will not be returned. When an overcharge on a carrier freight or express bill is discovered, GSA prepares a Notice of Overcharge addressed to the carrier's agent. The notice requests a refund of the overcharge to GSA, citing the applicable tariff or other authority for the charge deemed to be proper (41 CFR 102-118.435(f)). Amounts collected finance GSA transportation audit postpayment contracts, contract administration, and all other transportation audit and audit-related functions conferred upon the Administrator of GSA (31 USC 3726).

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**CHAPTER 18 -Reserved**



## CHAPTER 19

### NUCLEAR WASTE FUND

#### 1. INTRODUCTION.

- a. **Purpose.** This chapter establishes the financial, accounting, and budget policies and procedures for civilian and defense nuclear waste activities, as authorized in Public Law 97-425, the Nuclear Waste Policy Act, as amended, referred to hereafter as the Act.
- b. **Applicability.** This chapter applies to all Departmental elements, including the National Nuclear Security Administration, and activities that are funded by the Nuclear Waste Fund (NWF) or the Defense Nuclear Waste Disposal appropriation.
- c. **Background.** The Act established the Office of Civilian Radioactive Waste Management (OCRWM) and assigned it responsibility for the management and disposal of the Nation's spent nuclear fuel and high-level radioactive waste.
  - (1) The Act established the NWF and authorized the Secretary of Energy (Secretary) to enter into contracts with owners or generators of spent nuclear fuel or high-level radioactive waste of domestic origin in return for the payment of all costs associated with the storage, transportation, and disposal of the spent nuclear fuel or high-level radioactive waste. NWF revenues come from fees charged to owners and generators of spent nuclear fuel and high-level radioactive waste.
  - (2) The Defense Nuclear Waste Disposal appropriation was established by Congress in 1993 as an alternative to direct payment by the Department into the NWF for the cost of disposing of spent nuclear fuel and high-level radioactive waste resulting from atomic energy defense activities, in accordance with the full-cost-recovery provisions of the Act.
  - (3) OCRWM shall administer the NWF and the Defense Nuclear Waste Disposal appropriation in accordance with the provisions of the Act; the Standard Contract for Disposal of Spent Nuclear Fuel and/or High-Level Radioactive Waste in Title 10, part 961, of the Code of Federal Regulations; the regulations of the Department of the Treasury (Treasury); and guidance provided by the Office of Management and Budget (OMB) and Congress.

**2. RESPONSIBILITIES.****a. Director of the Office of Civilian Radioactive Waste Management:**

- (1) In coordination with the Department's Chief Financial Officer (CFO), establishes financial management policies, procedures, objectives, and requirements of the Civilian Radioactive Waste Management Program for all Departmental elements;
- (2) Develops estimates for current fiscal year and outyears, as required, of obligations, costs, fees, income, and disbursements and provides data to the CFO;
- (3) Develops staffing and support service cost estimates for OCRWM activities at Headquarters in coordination with the Director, Office of Human Capital Management (HR);
- (4) Develops appropriate plans for repayment of funds for amounts borrowed from the Treasury, in coordination with the CFO;
- (5) Develops borrowing and investment strategies and requirements, including cash flow analyses for the NWF, in coordination with the CFO;
- (6) Develops and submits an annual report to Congress on OCRWM activities and expenditures;
- (7) Directs and monitors the status of the OCRWM-wide approved funding program (AFP);
- (8) Directs, prepares, defends, and consolidates OCRWM budgets, including staffing and program requirements, in coordination with the CFO and HR;
- (9) In coordination with the CFO and the Inspector General, develops requirements for and administers independent financial and compliance audits of OCRWM activities;
- (10) Determines the Defense share of the cost of the waste management system;
- (11) In collaboration with the Office of Environmental Management, establishes a fee payment schedule for disposal of defense high-level radioactive waste;

- (12) Manages the Standard Contract and any other instruments executed for disposal of spent nuclear fuel and/or high-level radioactive waste;
- (13) Conducts program internal financial and compliance reviews of the financial management of OCRWM, including capital equipment, and monitors actual charges to the NWF for equipment and services provided by HR;
- (14) Administers the Standard Contract for Disposal of Spent Nuclear Fuel and/or High-Level Radioactive Waste.

**b. Chief Financial Officer:**

- (1) In coordination with OCRWM, develops and maintains financial policy and operating procedures for OCRWM activities and monitors the financial activity of the NWF and the Defense Nuclear Waste Disposal appropriation;
- (2) Coordinates fiscal policy matters with OCRWM and Treasury;
- (3) Provides financial input to OCRWM for the annual report to Congress on program activities and expenditures;
- (4) In coordination with OCRWM, performs all accounting activities related to the Civilian Radioactive Waste Management Program; maintains official accounting records; and maintains liaison with Treasury and the Government Accountability Office (GAO) on operational accounting matters;
- (5) Provides monthly accounting reports on the status of nuclear waste activities to OCRWM and to field elements;
- (6) Prepares annual financial statements for audit by a certified public accounting firm, in accordance with requirements of the Chief Financial Officers Act;
- (7) Ensures that hours worked and charged to OCRWM activities by employees are in accordance with the policy of this chapter and do not exceed the full-time equivalents (FTEs) authorized.

**c. Director, Office of Human Capital Management:**

- (1) Provides administrative support services to OCRWM on a reimbursable basis and negotiates method by which HR support-services costs at Headquarters are allocated to OCRWM;

- (2) Prepares the annual Headquarters operating plan for those support services provided and allocated to OCRWM;
- (3) Estimates OCRWM's quarterly obligations for support services at Headquarters and provides estimates and actual costs to the CFO for distribution in the Headquarters accounting system;
- (4) Ensures that hours worked and charged to OCRWM activities by employees are in accordance with the policy of this chapter and do not exceed the FTEs authorized.

**d. Director, Office of Procurement and Assistance Management:**

Develops and maintains Departmental personal property policies, standards and procedures, and provides contract-related business management advice to OCRWM.

**e. Field Elements:**

- (1) Performs all financial activities related to their involvement with OCRWM and submits appropriate transactions through the DOE accounting system;
- (2) Reports all OCRWM disbursement amounts to the CFO;
- (3) Provides financial reports to OCRWM, as necessary;
- (4) Requests necessary changes in Approved Funding Programs (AFPs) and allotments from OCRWM;
- (5) Assures the effective management of Government personal property acquired for, or in use by, OCRWM, in accordance with applicable laws, regulations, and this chapter;
- (6) Provides monthly and annual projections of obligations, costs, and disbursements to OCRWM no later than 10 calendar days after the end of each calendar quarter;
- (7) Ensures that hours worked and charged to OCRWM activities by employees are in accordance with the policy of this chapter and do not exceed the FTEs authorized;
- (8) Provides administrative support services to OCRWM on a reimbursable basis.

**f. Assistant Secretary for Environmental Management :**

In collaboration with OCRWM, establishes a fee payment schedule for defense high-level radioactive waste and makes payments into the NWF in accordance with that schedule.

**g. Inspector General:**

Coordinates with OCRWM and the CFO on developing requirements for, and administering, independent audits of OCRWM activities.

**h. General Counsel:**

Ensures that hours worked and charged to OCRWM activities by employees are in accordance with the policy of this chapter and do not exceed the FTEs authorized.

**i. Assistant Secretary for Congressional and Intergovernmental Affairs:**

Ensures that hours worked and charged to OCRWM activities by employees are in accordance with the policy of this chapter and do not exceed the FTEs authorized.

**j. Assistant Secretary for Environment, Safety and Health:** Ensures that hours worked and charged to OCRWM activities by employees are in accordance with the policy of this chapter and do not exceed the FTEs authorized.

**3. BUDGETING AND FINANCING.**

- a. Budgeting.** Although the Act prescribed triennial budgets, appropriations from the NWF have been provided on an annual basis. The NWF is excluded from apportionment under specific terms of the Act and is subject to the DOE administrative control of funds systems and OMB procedures for budget execution reference in OMB Circular A-11, Preparation, Submission, and Execution of the Budget. In coordination with OCRWM, the CFO will issue allotments and AFPs to the Field Elements involved. Allotments issued for the NWF provide obligational authority only. The Defense Nuclear Waste Disposal appropriation is appropriated and apportioned annually and is subject to OMB and DOE administrative control of funds procedures. For additional information, see the DOE budget directives.

- b. Financing.** OCRWM's activities are financed by the owners and generators of spent nuclear fuel and high-level radioactive waste. The purchasers execute a contract or other appropriate instrument with DOE that specifies the fee charged and the timing and method of payment.
- (1) Nuclear Waste Fund.** An annual appropriation from the NWF is required to authorize the commitment and obligation of funds to carry out the purposes of the Act. Such funds shall remain available until expended.
- (a)** Utilities will pay a one-time fee for domestic civilian spent nuclear fuel resulting from electricity generated and sold prior to April 7, 1983. This fee will be equivalent to an average charge of 1 mill per net kilowatt hour of electricity generated by all such fuel, and will be levied on each kilogram of heavy metal. For electricity generated and sold by a civilian nuclear power reactor on or after April 7, 1983, there will be a fee of 1 mill per net kilowatt hour, payable quarterly in accordance with the contract. The Secretary of Energy will propose an adjustment to Congress whenever the current fee is determined to be inadequate or excessive to meet the total cost of the waste disposal system. Congress may approve or disapprove the proposed adjustment.
- (b)** Fees paid by other owners or generators of spent nuclear fuel or high-level radioactive waste will be equivalent to those paid by nuclear utilities.
- (c)** Interest earned on investments and late or underpayment fee charges will be deposited into the NWF.
- (d)** In the event funds in the NWF are insufficient to meet program needs, the NWF may borrow from the General Fund of the Treasury to support the program to the extent provided in annual appropriation acts.
- (2) Defense Nuclear Waste Disposal Appropriation.** The Defense Nuclear Waste Disposal appropriation was established by Congress in Fiscal Year (FY) 1993 as an alternative to direct payment by the Department into the Nuclear Waste Fund for the cost of disposing of spent nuclear fuel and high-level radioactive waste resulting from atomic energy defense activities, in accordance with the full-cost-recovery provisions of the Act.

#### 4. ADMINISTRATIVE COST.

##### a. Definitions.

- (1) **Program Direct Personnel.** All Federal employees assigned or detailed to OCRWM who spend 100 percent of their time on OCRWM activities.
- (2) **Program Support Personnel.** Federal employees at Headquarters or DOE field elements who perform activities in direct support of OCRWM's mission, functions, organizations, and systems but who are not assigned or detailed to OCRWM, and whose work directly benefits OCRWM. Employees in this category may devote 100 percent of their time to the support of OCRWM. Excluded are those Federal personnel who may perform some OCRWM-related work, but who do so primarily as part of larger institutional responsibilities of the Department. Also excluded are personnel involved in functions principally associated with a DOE program other than OCRWM.
- (3) **Administrative Costs.** Include salaries, travel, training, and fringe benefits of Federal employees. They also include administrative support costs, such as costs associated with capital equipment not related to construction, printing and reproduction, public information, rents and utilities, communication services, security investigations, supplies and materials, and transportation and travel.

##### b. Personnel.

- (1) Program direct personnel are identified in the payroll system by the specified nuclear waste appropriation and program values. All program direct employee personnel services costs (salary, leave, and benefits) shall be charged directly to OCRWM.
- (2) Program support costs (salary, leave, and benefits) for those employees who spend 100 percent of their time in support of OCRWM activities and all other program support employees personal services costs (that is, salary, leave, and benefits) shall also be charged directly to OCRWM.
- (3) The cumulative number of hours worked and charged to OCRWM each fiscal year may not exceed the FTEs authorized.

**c. Administrative Support Costs.**

- (1) Administrative support costs are calculated from either actual expenditures in support of the program or a combination of a percentage of total costs and actual or prorated costs on the basis of FTEs authorized for nuclear waste activities.
- (2) When applicable, administrative costs will be charged to and paid directly by OCRWM. As a minimum, support costs provided to OCRWM on a reimbursable basis will be billed monthly, and labor costs will be reimbursed on a biweekly basis.
  - (a) Headquarters support costs will be processed under the Departmental Administration appropriation and reimbursed annually by OCRWM. OCRWM's estimated quarterly support costs will be obligated at the beginning of each quarter. HR will develop a percentage to distribute OCRWM's portion of the monthly support cost disbursements paid by the Departmental Administration appropriation. HR and the CFO shall compare the estimated obligations, costs, and disbursements to actual amounts and adjust them quarterly, at a minimum, and at yearend.
  - (b) Field elements will compute support costs from actual expenditures in support of the program or prorated costs based on the number of FTEs assigned to the nuclear waste activities.
- (3) Costs for security investigations required for the performance of activities supporting OCRWM will be charged to OCRWM based on the numbers and types of security investigations performed (i.e., full background or limited background) for the applicable fiscal year.

**5. ACCOUNTING.**

- a. **Administrative Control of Funds.** The CFO and the allottees shall ensure that disbursements and obligations of OCRWM funds do not exceed available disbursement targets and obligational authority.
- b. **Revenue Recognition.** All income is recognized as revenue to the extent of costs incurred. OCRWM income includes fees from utilities and Defense Nuclear Waste Disposal activities, as well as interest income from accounts receivable and investment income.



**c. Collections.**

- (1) The time of remittance will be based on the contracts executed between the purchasers and DOE. Purchasers will not be billed for payments due to the NWF unless the payment is either incorrect or not received on time. An account receivable will be established quarterly to reflect the estimated amount due from each purchaser.
- (2) Fees for disposal will be submitted to Headquarters via the Treasury Cash Link System or the Federal Reserve's Automated Clearing House System using agency location code 89-00-0001.
- (3) All payments shall be made no later than the last business day of the month following each assigned 3-month period, which DOE provides to the purchaser.
- (4) The accounts receivable will be adjusted to reflect actual payment. A bill shall be prepared for all delinquent accounts and submitted to the purchaser promptly. In addition, the bill will specify the interest payable in accordance with the terms of the contract.

**d. Plant and Capital Equipment.**

- (1) Separate identification of OCRWM capital equipment is required. This includes tagging and tracking in both the property management and accounting systems.
- (2) **Transfers of Property and Equipment.**
  - (a) Capital Equipment Transfer Vouchers, DOE F 2240.7, shall be coordinated with the OCRWM Capital Equipment Coordinator, prior to submission for financial processing.
  - (b) Any equipment items that are acquired with funds other than those of the NWF or the Defense Nuclear Waste Disposal appropriation and are subsequently dedicated to nuclear waste on a permanent basis should be transferred to Fund Type 57. If required, OCRWM will provide funding and advise allottee to obligate and disburse the funds for the net book value of the equipment transferred.
- (3) **Sale and Disposal of OCRWM Equipment.** Property and equipment excess to the possessor's needs shall first be reused, if needed, within OCRWM. After equipment has been screened for reuse within OCRWM, it shall be offered for sale to other DOE and government programs at fair market value. Any remaining

equipment may be sold by program contractors at fair market value through auction, sale to a commercial vendor, or repurchased by the original vendor. All equipment sales proceeds, less reasonable selling costs, shall be returned to OCRWM.

- (4) **Proceeds from the Sale of Equipment.** Proceeds from the sale of equipment owned by OCRWM must be returned to the NWF rather than submitted to Treasury.

6. **BORROWING AND REPAYMENT.** The Act authorizes the Secretary to borrow from the Treasury if at any time moneys available in the NWF are insufficient to meet disbursement requirements. These borrowings shall not exceed amounts provided in appropriation acts and must be repaid into the General Fund of the Treasury, with interest, from the date the appropriations are disbursed until the date of repayment. Funds borrowed from the Treasury cannot be used for investment purposes.

7. **CASH MANAGEMENT.** Financial transactions involving OCRWM activities shall be accomplished in accordance with Nuclear Waste Fund Cash Management Procedures to ensure availability of cash to meet program requirements and minimize excess cash balances.

8. **REPORTS AND AUDITS.**

a. **Reports.**

- (1) The DOE accounting system provides all financial information used for report of NWF activities.
- (2) In addition to the reports required by the Treasury and OMB, the OCRWM Office of Financial Management prepares the following reports for:
  - (a) **Utility Companies.** A Quarterly Statement of Payments Made to the Nuclear Waste Fund provides all purchasers of nuclear waste disposal services a cumulative statement of purchasers' payments and liabilities to the fund.
  - (b) **Department of the Treasury.** A Special Funds Report is annually provided to Treasury for inclusion into their annual report to Congress on the status of the NWF. This Special Funds Report shall show receipts, outlays, and equity of the NWF.
  - (c) **Program Office.** A Nuclear Waste Fund Statement of Activity and Statement of Assets and Liabilities reflecting the

financial status of the NWF is available monthly from the DOE I-MANAGE Data Warehouse.

- (3) The Act requires OCRWM to report to Congress annually on Program activities and expenditures.
  - (4) The CFO reviews external reports and provides financial input as necessary. Additional external reports are developed by OCRWM as requested.
- b. Audits.** In accordance with section 304(d) of the Act, as amended, an annual audit of OCRWM will be made by the Comptroller General and DOE shall make available at that time all books, records, accounts, and materials as deemed necessary. In addition, OCRWM shall contract with a certified public accounting firm for an annual financial and compliance audit in coordination with the Inspector General on audit scope, deliverables, and reporting requirements. The Inspector General will also perform financial and performance audits of OCRWM activities in accordance with Public Law 95-452, the Inspector General Act of 1978, as amended.

## CHAPTER 20

### URANIUM ENRICHMENT DECONTAMINATION AND DECOMMISSIONING FUND

#### 1. INTRODUCTION.

- a. **Purpose.** To establish policies and procedures for the financial management, accounting, budget preparation, cash management of the Uranium Enrichment Decontamination and Decommissioning Fund, referred to hereafter as the Fund.
- b. **Applicability.** This chapter applies to all Departmental elements, including the National Nuclear Security Administration, and activities that are directly or indirectly involved with the Fund.
- c. **Requirements and Sources of the Fund.**
  - (1) The Energy Policy Act of 1992 (EPACT) requires DOE to establish and administer the Fund. EPACT authorizes that the Fund be available to the Secretary of Energy (Secretary) subject to appropriations for decontamination and decommissioning (D&D) and remedial action (RA) activities at the uranium enrichment facilities (UEFs), and for partial reimbursement of uranium and thorium licensees for costs of D&D, RA, and reclamation activities at uranium and thorium processing sites that the Secretary determines are attributable to byproduct material generated as an incident of sales to the United States. After adjusting for inflation, \$715 million of the Fund will be available for reimbursement as follows: to uranium licensees, \$350 million (adjusted for inflation), and to thorium licensees, \$365 million (adjusted for inflation). All such activities are to be funded from the Fund. EPACT, as amended, authorizes deposits to the Fund of up to \$518.2 million per fiscal year, adjusted for inflation.
  - (2) Pursuant to EPACT, the Secretary is authorized to expend resources from the Fund for D&D activities until the Secretary certifies and Congress concurs, by law, that such activities are complete. For RA activities, the Secretary is authorized to expend Fund resources to the extent the amount in the Fund is sufficient. To the extent the Fund is insufficient, the Department shall be responsible for the cost of RA.

- (3) The Secretary is required to state in the Fifth Triennial report to Congress (15 years after October 24, 1992, the date of enactment) recommendations for the reauthorization of the program and the Fund as established under Title XI of EPACT.

d. **Source of Funds - *Reserved***

2. **DEFINITIONS.**

a. **Uranium Enrichment Facilities Definitions.**

- (1) **Decontamination and Decommissioning.** Activities, other than response actions or corrective actions, undertaken to D&D the Department's inactive UEFs that have residual radioactive or mixed radioactive and hazardous chemical contamination, including depleted tailings.
- (2) **Uranium Enrichment.** The separation of uranium of a given isotopic content into two components, one with a higher percentage of a fissile isotope and one with a lower percentage.
- (3) **Domestic Utility.** Any utility in the United States that has purchased separative work units (SWUs) from DOE for purposes of commercial electricity generation, during the period beginning in 1945 through October 23, 1992.
- (4) **Special Assessment.** The special assessment levied on domestic utilities for payment into the Fund.

b. **Uranium or Thorium Processing Site Definitions.**

- (1) **Active Uranium or Thorium Processing Site.**
  - (a) Any uranium or thorium processing site, including the mill, containing byproduct material for which a license for the production at that site that:
    1. was in effect on January 1, 1978;
    2. was issued or renewed after January 1, 1978; or
    3. for which an application for renewal or issuance was pending on or after January 1, 1978.
  - (b) Any other real property or improvement on such real property determined by the Secretary or by a State as

permitted under section 274 of the Atomic Energy Act of 1954 to be in the vicinity of such a site and contaminated with residual byproduct material.

- (2) **Byproduct Material, per the Atomic Energy Act.** The tailings or wastes produced by the extraction or concentration of uranium or thorium from any ore processed primarily for its source material content.
- (3) **Decontamination, Decommissioning, Reclamation, and Other Remedial Actions at Uranium and Thorium Processing Sites.** Work performed before or after the enactment of EPACT that is necessary to comply with all applicable requirements of the Uranium Mill Tailings Radiation Control Act of 1978 (42 U.S.C. 7901 et. seq.), or where appropriate, with requirements established by a State that is a party to a discontinuance agreement under section 274 of the Atomic Energy Act.

### 3. RESPONSIBILITIES.

#### a. Assistant Secretary for Environmental Management (EM) shall:

- (1) Develop the financial objectives and requirements of related Fund activities, including preparation of the Cash Flow Analysis Report, and submit requirements to the Office of the Chief Financial Officer (CFO);
- (2) Provide to the CFO estimates of current fiscal year and outyears, as required, for obligations, costs, special assessments, and income and disbursements;
- (3) Establish the program values for costs and collections for D&D and RA activities in coordination with the CFO;
- (4) Direct and monitor the financial activity of the Fund in coordination with the CFO;
- (5) Develop the policy and the process for billing and collecting the special assessment from domestic utilities in coordination with the CFO;
- (6) Develop investment requirements and an appropriate cash flow analysis in coordination with the CFO;
- (7) Coordinate the development of required input into the Secretary's Triennial Report to Congress on the status of D&D activities, RA

activities at the UEF's, and reimbursement of uranium and thorium licensees in accordance with EPACT;

- (8) Direct and monitor the status of Headquarters and field approved funding programs and allotments;
- (9) Direct, prepare, defend, and consolidate Headquarters, Oak Ridge Office, and Portsmouth Paducah Project Office formulated budgets for the Fund, including staffing and program requirements, and submit them to the CFO;
- (10) Prepare and issue regulations governing reimbursement of individual uranium and thorium processing site licensees;
- (11) Prepare and issue regulations governing the collection of the special assessment of domestic utilities;
- (12) Process all requests for reimbursement from uranium and thorium processing site licensees in coordination with the CFO;
- (13) Oversee the annual invoicing of the special assessment and coordinate with the Oak Ridge Office on collection of unpaid invoices;
- (14) Oversee the reconciliation of adjustments to special assessment invoices;
- (15) Submit a Triennial Report to Congress that addresses the adequacy of the Fund to meet EPACT requirements over the lifetime of the Fund.

**b. The Office of Chief Financial Officer shall:**

- (1) Develop and maintain financial policy for Fund activities in coordination with EM;
- (2) Perform all accounting and related Fund activities and process appropriate transactions into the DOE accounting system;
- (3) Coordinate and analyze budget data for D&D and RA activities;
- (4) Coordinate fiscal policy matters with EM and the Department of the Treasury (Treasury);
- (5) Concur on EM program values for costs and revenues for D&D activities;

- (6) Provide input to Treasury for the annual report to Congress regarding the financial condition and operations of the Fund during the previous fiscal year;
  - (7) Serve as a focal point for all official accounting operational matters regarding Fund activities, maintain official accounting records, and maintain liaison with Treasury and the Government Accountability Office, in coordination with EM, regarding operational accounting matters;
  - (8) Review regulations prepared by EM governing reimbursement of individual uranium and thorium processing site licensees and implementation of the special assessment of domestic utilities;
  - (9) Review investment requirements for compliance with DOE policy and Treasury regulations, initiate investment transactions with Treasury, and maintain appropriate documentation of the investment transactions;
  - (10) Submit all documentation received from individual uranium and thorium processing site licensees for reimbursement of D&D, RA, and reclamation costs to EM for approval;
  - (11) Monitor and incorporate disbursement notifications from finance offices in the daily investment activities; and
  - (12) Provide monthly disbursement targets to the DOE elements responsible for disbursing D&D funds.
- c. Oak Ridge Office and the EM Consolidated Business Center shall:**
- (1) Perform all financial activities related to its involvement with D&D, RA and reclamation activities at DOE UEFs and uranium and thorium processing sites and submit appropriate transactions into the DOE accounting system;
  - (2) Provide financial and accounting reports to EM, as necessary;
  - (3) Request necessary changes in the approved funding programs and allotments from EM;
  - (4) Prepare and submit field project budgets to EM in accordance with the CFO's annual budget call;
  - (5) Monitor the financial activity of the Fund in coordination with EM; and



- (6) Develop required input to the Secretary's Triennial Report to Congress, in accordance with EPACT, and transmit the report to EM Headquarters. This includes the status of D&D and RA activities, along with analysis of the adequacy of the Fund to meet cleanup requirements.

**d. Oak Ridge Office shall:**

- (1) Report all Fund activities relating to special assessment collections and disbursement amounts to the CFO;
- (2) Provide projected collections and outlays for the Fund to the Energy Finance and Accounting Service Center (EFASC), along with investment strategies for any funds in excess of current outlay projections;
- (3) Perform the billing and assist EFASC on the collection of the special assessment from domestic utilities;
- (4) Reconcile individual utility adjustments to special assessment invoices;
- (5) Provide EM with the necessary data to determine the appropriate portion of the special assessment for each domestic utility; and
- (6) At the direction of EM, make disbursements to uranium/thorium producers.

**e. Inspector General shall:**

Coordinate with EM and the CFO on developing requirements and administer independent audits of D&D and RA Fund activities.

4. **BUDGET FORMULATION.** The instructions for budget formulation are found in the DOE guidance on budget formulation.
5. **BUDGET EXECUTION.** The Fund is subject to DOE administrative control of funds systems and Office of Management and Budget (OMB) procedures for budget execution as outlined in OMB Circular A-11, "Preparation, Submission, and Execution of the Budget". The CFO will issue allotments and approved funding programs to the DOE elements involved. This process is described in the DOE Budget Directives. Allotments issued for the Fund provide obligational authority only.
6. **ACCOUNTING.**

- a. **Administrative Control of Funds.** Allottees of the Fund are responsible for controlling funds allocated to them, including the certification of fund availability for each transaction before obligation, in accordance with Chapter 2, “Administrative Control of Funds”. Because of the nature of the Fund, disbursement targets will be issued separately by the CFO based on input from, and coordination with, EM. Accordingly, the CFO and the allottees shall ensure that Fund disbursements and obligations do not exceed available disbursement targets and obligational authority.
  - b. **Collections of the Special Assessment - *Reserved***
  - c. **Reimbursements.**
    - (1) The amount of reimbursement paid to any licensee of an active uranium site shall not exceed an amount equal to \$6.25 per dry short-ton (adjusted for inflation) of byproduct material that was located on the EPACT’s enactment at the site of the activities of such licensee and generated as an incident of sales to the United States. Aggregate payments made to uranium and thorium licensees shall not exceed \$715 million (adjusted for inflation).
    - (2) The Secretary shall determine, as of July 31, 2008, whether the amount authorized to be appropriated, when considered with the \$6.25 per dry short-ton limit on reimbursement, exceeds the amount reimbursable to the licensees. If there is an excess, the Secretary may allow reimbursement in excess of \$6.25 per dry short-ton on a prorated basis of such sites where the reimbursable costs exceed \$6.25 per dry short-ton.
  - d. **Authorizations, Obligations, Costs, and Disbursements,** as authorized by EPACT, will be performed in accordance with this Handbook.
7. **CASH MANAGEMENT.**
- a. **General.** This section provides the cash management requirements and general procedures applicable to D&D and RA activities at UEFs. D&D, RA, and reclamation activities shall be in accordance with established cash management practices and requirements to ensure efficient management of cash and minimize excess cash balances.
  - b. **Documentation.** Cash management plans for EM activities shall be supported by the following documentation:
    - (1) **Cash Flow Analysis** provides a monthly summary of all projected cash activity of the Fund, and is adjusted monthly to reflect actual

cash activity. The report will include the projected collections of the special assessment;

- (2) **Investment Plan** provides a detailed status of Fund investments by amount, type, maturity (date and value), and yield to maturity;
  - (3) **Program Operating Plan** is a summary-level document prepared by EM that states the program objectives and requirements by major elements and the current fiscal year forecasted obligations, costs, fees, income, and disbursements. Field and Headquarters operating plans will be provided to EM by all program participants. This document is required for cash management purposes and should be updated and submitted 15 calendar days after the end of the each month. The Program Operating Plan consists of the following:
    - (a) **Obligation Plan.** The Obligation Plan provides a yearly projection, by month, of the anticipated obligations. This plan is updated monthly to change forecasts, if necessary, and to reflect actual data received;
    - (b) **Cost Plan.** The Cost Plan provides a monthly projection of the anticipated accrued costs. This plan is updated monthly to change forecasts, if necessary, and to reflect actual data received;
    - (c) **Disbursement Forecast.** The Disbursement Forecast provides an estimate of the projected disbursements required by each office to liquidate program obligations. The forecast is updated monthly as actual data are received, and to reflect revised program requirements. The forecast is expected to present a life-cycle baseline of Fund activities; and
    - (d) **Fee/Income Forecast.** The Fee/Income Forecast provides projections by EM for annual assessments received from domestic utilities and projections of interest that will be earned by the Fund.
- c. **Process.**
- (1) Cash management of the Fund is a comprehensive process beginning with the Program Operating Plan. Before the beginning of each fiscal year, each field office will provide the documentation listed in paragraphs 7b(3)(a), (b), (c) and (d) above.

EM will prepare the cash management plan based on input from program participants and submit it to the CFO. Contingent on congressional authority, contingencies, and/or mandates, the program requirements are translated into projected obligations, costs, and disbursements.

- (2) The next phase involves execution of the plan based on the projected obligations, costs, disbursements and frequent reviews by program officials and the CFO of actual versus planned performance. Revisions to the projections are made monthly. The comparisons and subsequent revisions have direct bearing on the investment strategy and execution, which are integral parts of the cash management of the Fund.

**d. Investments.**

- (1) **Authorization.** EPACT authorizes the Secretary to invest amounts claimed within the Fund in obligations of the United States. Invested amounts include appropriations deposited to the Fund. These obligations shall have maturities and interest rates determined by the Secretary of the Treasury to be appropriate for what DOE determines to be the needs of the Fund. Although EPACT provides that the Secretary of the Treasury will select investments, Treasury relies on DOE to make investment decisions, as do other agencies with special funds.
- (2) **Type.** The Fund can be invested in four types of U.S. Treasury securities: bonds, notes, bills, and one-day certificates. In general, longer term securities, such as Treasury bonds and notes, provide a higher expected rate of return but are subject to variations in market values that increase with the time to maturity. Shorter term securities are subject to more volatility in expected rates of return but have market values that are more stable.
- (3) **Investment Policy.** The investment policy of the Fund is to provide cash when required to meet program expenditures while maximizing investment earnings.
- (4) **Strategy.** The investment strategy of the Fund is to provide funds when required to meet program disbursements while maximizing earnings to ensure that Fund objectives are met. To meet these objectives, investments will be made such that maturity dates approximate the need for funds. Immediate cash needs will be invested in Treasury one-day certificates. Short-term cash needs will be invested in either Treasury bills or Treasury notes and bonds with near-term maturity dates. Treasury notes or bonds with

longer term maturities will be used for long-term cash requirements. In the event that investments are impacted by changes to disbursement schedules, investments may be sold before their maturity date and the proceeds reinvested in securities that more closely match disbursement needs.

e. **Requirements.** The following requirements for D&D Fund activities are in addition to established cash management requirements:

- (1) **Disbursement Reporting.** To facilitate the identification of excess cash balances available for investment in one-day certificates with Treasury, each organization that certifies Fund payments shall report daily disbursements to the CFO via telephone no later than 1:00 p.m., Eastern Standard Time. A facsimile confirmation of the disbursement amount should be issued within 24 hours of the phone call; and
- (2) **Reconciliation.** The facsimile disbursement reports are to be reconciled monthly to the SF-224, Statement of Transactions, and the accounting data reported in the DOE accounting system.

## 8. REPORTING.

- a. **Financial Report.** Financial reporting of the Fund will be accomplished with the regular DOE accounting system reports. In addition to the normal Treasury and OMB requirements, the CFO will prepare annually a special fund report to Treasury for input into their annual report to Congress on the status of the Fund. The report shall show receipts, outlays, and equity of the Fund.
- b. **Program Report.** EM is responsible for preparing the following report for Congress:

Within 3 years of the date of enactment of EPACT, and at least once every 3 years thereafter, the Secretary shall report to Congress on the status of D&D activities in response to EPACT. The fifth Triennial Report shall include an assessment of progress made under section 1101 of EPACT and recommendations of the Secretary for the reauthorization of the program and Fund.

## CHAPTER 21

### FINANCIAL CLOSEOUT

#### 1. INTRODUCTION.

- a. **Purpose.** This chapter describes the financial policy for the closeout of contracts and other acquisition, assistance (e.g., grants and cooperative agreements), and interagency instruments. Nonfinancial closeout procedures for acquisition contracts are described in the Federal Acquisition Regulation (FAR), parts 4 and 42.
- b. **Applicability.** This chapter applies to all Departmental elements and their contractors performing work for the Department of Energy (DOE) as provided by law or contract as implemented by the appropriate contracting officer.
- c. **Policy.** DOE's policy is to close out and retire contractual instruments in a timely manner following their completion or termination. Timing standards for closing contracts identified in FAR 4.804-1 will be followed.

#### 2. RESPONSIBILITIES.

- a. **Head of the Contracting Activity (HCA).** The HCA shall ensure that all financial, administrative, security, patent, and property matters are settled or accomplished expeditiously.
- b. **Contracting Officer (CO).** The CO has principal responsibility for initiating, coordinating, and certifying closeout. The CO will establish target dates for completion and coordinate with the field Chief Financial Officer (field CFO) or equivalent the recoupment of any outstanding advances or receivables as described in paragraph 5b of this chapter. In addition, the CO will also determine if the unpaid balance is appropriate and initiate deobligation and/or closeout action by providing a copy of the contract modification to the field CFO or equivalent.
- c. **Field Chief Financial Officer (field CFO) or equivalent.** The field CFO or equivalent is responsible for the financial accounting settlement. After receipt of all necessary clearance requirements, CO final payment approval, and any required contractor certification documents, final payment may be authorized and final adjustment of obligations may be recorded. A collateral function of the field CFO or equivalent involves the periodic review of unpaid obligations as prescribed in Chapter 5, "Accounting for Obligations." As part of this review, the field CFO or equivalent identifies inactive (no financial activity) contracts and requests

a determination from the appropriate CO as to the validity of the unpaid balance.

3. **CLOSEOUT DOCUMENTS.** Closeout documents provide physical evidence that conditions necessary to close out and retire the contract have been successfully fulfilled. As closeout document requirements differ for cost reimbursement contracts, fix-price contracts, and purchase orders, the HCA or designee shall conform the required documents to the extent warranted by the individual circumstances and applicable procurement regulations, such as FAR 4.804-5, and advise the finance office accordingly. The CO will assemble and forward to the cognizant field CFO or equivalent a closeout package containing documents identified by the HCA.
4. **FINANCIAL CLEARANCE.**
  - a. **Review and Reconciliation of Financial/Closeout Records.** The field CFO or equivalent should immediately confirm that subsidiary ledger/records and contractor closeout documents agree with Departmental accounting records. The field CFO or equivalent shall reconcile differences before proceeding with further financial closeout. Any discrepancy with the contractor closeout documents should be resolved with the CO.
  - b. **Review of Final Contract Modification.** Under cost reimbursable contracts, the field CFO or equivalent should review and confirm the final contract modification establishing the final contract price. Any prior-year funds shall be deobligated in accordance with Chapter 5, "Accounting for Obligations."
  - c. **Review of Final Invoice.** Following CO approval, the field CFO or equivalent should examine and process for payment final invoices in accordance with Departmental and office procedures, and also determine the applicability of any final payment timing requirements (for example, nature of the instrument, Prompt Payment Act, or administrative completion).
5. **FINANCIAL CLOSEOUT.**
  - a. **Settlement Objectives.** From a financial management standpoint, closeout involves settling all financial and accounting matters between DOE and the contractor. The field CFO or equivalent will perform these actions as discussed in paragraph 2c above after receipt of all necessary clearance requirements. Closeout ultimately will result in clearing and removal of contractor accounts from DOE's books incident to the subsequent annual closing of Departmental accounts.

- (1)** Financial settlements objectives include the following:
  - (a)** Verification and mutual agreement as to costs incurred and payments made to the contractor;
  - (b)** Confirmation, establishment, and collection of any refunds, credits, or other payments owed to DOE;
  - (c)** Verification and adjustment of amounts obligated;
  - (d)** Proper disposition of any retained fee or patent withholding;
  - (e)** Final payment to the contractor; and
  - (f)** Closure of payments cleared or other financing arrangements.
  
- (2)** Accounting settlement objectives include the following:
  - (a)** Verification of uncosted and unpaid balances;
  - (b)** Identification and collection of advances or receivables owed to DOE;
  - (c)** Verification, adjustment, and disposition of physical assets, including work-in-progress, completed-asset, depreciation, memorandum accounts, and inventory;
  - (d)** Confirmation or disposition of retained funds or withholdings;
  - (e)** Confirmation and liquidation of outstanding liabilities;
  - (f)** Analysis and adjustments of accounts involving multiple appropriations and program value designations;
  - (g)** Analysis and adjustment of any special-purpose accounts;
  - (h)** Reconciliation of Departmental accounts and subsidiary records; and
  - (i)** Verification of adequate and proper documentation.



- b. **Recovery of Advances.** All outstanding advances shall be recovered in accordance with DOE and contractual requirements. Absent provisions in the contract, the field CFO or equivalent shall determine if the advance balance will be returned to DOE or liquidated against amounts owed to the contractor. In the latter case, these advances should be reclassified as accounts receivable.
  - c. **Government-Owned Property.** All Government-owned property that has been furnished, loaned, constructed, fabricated, or contractor-acquired under the contract shall be accounted for. DOE property clearance is required and shall be included in the closeout package. Inventories, real property, personal property, and related depreciation in the Departmental accounts should be reconciled and cleared in accordance with applicable property regulations (reference DOE Acquisition Regulation 945.6, "Reporting, Redistribution, and Disposal of Contractor Inventory").
  - d. **Final Payment.** This represents the final act of closeout and is the last opportunity to effect any reduction or offset for amounts owed to the Government.
  - e. **Closing Payments Cleared Financing Arrangements.** The amount authorized shall be reconciled and appropriately modified to reflect any final obligation change. The field CFO or equivalent shall coordinate termination of the arrangement with the CO and contractor as appropriate, and in accordance with Treasury requirements.
  - f. **Financial Reports and Statements.** Contractors shall complete all financial, accounting, and budgetary reports in accordance with the contract's terms and conditions. Likewise, integrated contractors shall be required to prepare and submit to DOE financial reports and statements that properly report all their financial activity or information through physical and administrative completion.
  - g. **Documents and Records Disposition.** Government-owned financial documents and records in the possession of contractors shall be accounted for and disposed of in accordance with DOE O 243.1, "Records Management Program." The contractor shall be required to notify DOE when such statements, documents, and records are available for examination.
6. **INTEGRATED AND, IF APPLICABLE, OTHER CONTRACTS.** The field CFO or equivalent must ensure that the closeout document requirements are met, the reciprocal accounts of the contractor and DOE are closed, and that the required accounting entries based on the final approved voucher are posted. Specific requirements include the following:

- a. **Undelivered Savings Bonds of Contractor Employees.** The field CFO or equivalent shall transmit undelivered savings bonds and bond schedules held by Headquarters or field elements to the Department of the Treasury, Bureau of Public Debt, Washington, DC 20026. The field CFO or equivalent also shall direct any subsequent claim for an undelivered bond to Treasury.
  - b. **Other Outstanding or Unclaimed Items.** Schedules for other unclaimed items held by Headquarters or the field element should be forwarded to the Chief Financial Officer (CFO). If the contractor has been reimbursed for such items, the amounts shall be refunded to DOE and deposited in the appropriate Treasury deposit fund account (reference Volume I Treasury Financial Manual 6-3000, "Payments of Unclaimed Moneys and Refund of Moneys Erroneously Received and Covered"). If DOE assumes any contractor encumbrances under the contract, the contractor will assign to DOE the rights and claims for the items that are or would be reimbursable under the contract.
  - c. **Insurance.** A determination shall be made by the field CFO or equivalent that credit has been received or otherwise accounted for or assigned to DOE with respect to dividends, returns of premiums, return contributions, or other credits due under any insurance policies.
  - d. **Pension and Other Post-Contract Employee Benefits.** The field CFO or equivalent shall account for any refunds or credits that may be owed to DOE because of reimbursed pension costs. The HCA, in coordination with the DOE contractor industrial relations office, is responsible for any special pension arrangements or other post-contract employee benefits for a terminating contractor and for ensuring that the pension funds or funds for other post-contract employee benefits are disposed of in accordance with such arrangements.
7. **CONTRACT TRANSFERS.** When it is determined necessary or advantageous to transfer contract administration from one office to another, the receiving office must concur with the transfer and establish a mutually acceptable transfer date. Thereafter, the receiving office must fulfill closeout responsibilities in accordance with Chapter 12, "Inter-Entity Transactions."
  8. **SUBCONTRACTS-CLOSEOUT RESPONSIBILITY.** DOE is not responsible for any direct action in the closeout of prime contractor subcontracts unless contract items or other directives require it.
  9. **FINANCIAL RETIREMENT.** After completing financial closeout, physical records, documents, and electronic records must be retired.

- a. **Physical Record Retirement.** The field CFO or equivalent shall retire accountable officers' records and other formal financial records in accordance with applicable Federal requirements and DOE O 243.1, "Records Management Program."
- b. **Electronic Records Retirement.** The field CFO or equivalent shall print or transfer electronic records to a safeguarded electronic medium or microfilm, as appropriate, at the end of the fiscal year and store them in accordance with Federal records retention requirements and DOE O 243.1, "Records Management Program".
- c. **Standard Accounting and Reporting System (STARS).** The field CFO or equivalent should close the contract in STARS or, in the case of power marketing administrations, in their accounting systems.

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**CHAPTER 22****DIRECT LOANS AND LOAN GUARANTEES**

1. **PURPOSE.** This chapter establishes the Department of Energy (DOE) accounting policy and procedures for direct loans and loan guarantees for non-Federal borrowers.
2. **APPLICABILITY.**
  - a. **Departmental Applicability.** The applicability of this chapter is specified in Chapter 1, “Accounting Overview.”
  - b. **DOE Contractors.** This chapter does not apply to contractors.
3. **REQUIREMENTS.**
  - a. **Federal Credit Reform Act.**

The policies and procedures for credit programs reflect the requirements of the “Federal Credit Reform Act of 1990 (FCRA),” as amended. The FCRA is found at Title V of the “Congressional Budget Act of 1974,” as amended by section 13201 of the “Omnibus Budget Reconciliation Act of 1990,” and by section 10117 of the “Balanced Budget Act of 1997,” and codified in Title 2, United States Code (USC), Section 661.

The major purposes of the Act are to: (1) measure more accurately the costs of credit programs; (2) place the cost of credit programs on a budgetary basis equivalent to other federal spending; (3) encourage the delivery of benefits in the form most appropriate to the needs of beneficiaries; and (4) improve the allocation of resources among credit programs and between credit and other spending programs. The text of the FCRA is available on the Credit Reform home page, which is maintained by the Department of the Treasury (Treasury).

This information is located at:

<http://www.fms.treas.gov/ussgl/creditreform/index.html> on the internet.

- b. **Accounting Standards.**

The accounting standards for direct and guaranteed loans concern the recognition and measurement of direct loans, the liability associated with loan guarantees, and the cost of direct loans and loan guarantees.

Although direct loans disbursed and outstanding are recognized as assets, and loan guarantees outstanding are recognized as liabilities, they are discussed in this section simultaneously as they are in SFFAS No. 2, “Accounting for Direct Loans and Loan Guarantees.”

- (1) **Post-1991 Direct Loans.** Refers to direct loan obligations made on or after the beginning of FY 1992, i.e., after September 30, 1991, and the resulting direct loans. Direct loans disbursed and

outstanding are recognized as assets at the present value of their estimated net cash inflows. The difference between the outstanding principal of the loans and the present value of their net cash inflows is recognized as a subsidy cost allowance.

- (2) Post-1991 Guarantees. Refers to loan guarantee commitments made on or after the beginning of FY 1992, i.e., after September 30, 1991, and the resulting loan guarantees. For guaranteed loans outstanding, the present value of estimated net cash outflows of the loan guarantees is recognized as a liability. Disclosure is made of the face value of guaranteed loans outstanding and the amount guaranteed. One hundred percent guaranteed loans that are financed by the Federal Financing Bank (FFB) pursuant to agency loan guarantee authority are treated as direct loans in the budget, but the intrabudgetary cash flows reflect elements of direct loans and loan guarantees.
- (3) Cohort. OMB Circular A-11 states that cohort means all direct loans or loan guarantees of a program for which a subsidy appropriation is provided for a given fiscal year (except as provided below for loan guarantees that are modified). For direct loans and loan guarantees for which a subsidy appropriation is provided for one fiscal year, the cohort will be defined by that fiscal year. For direct loans and loan guarantees for which multi-year or no-year appropriations are provided, the cohort is defined by the year of obligation. Direct loans and loan guarantees that are made from supplemental appropriations will be recorded in the same cohort as those that are funded in annual appropriations acts. These rules apply even if the direct loans or guaranteed loans are disbursed in subsequent years. “Self-pay” programs, defined as direct loan or loan guarantee programs for which no subsidy appropriation has been made, but for which the subsidy cost is paid by the borrower; shall assume that the cohort is the fiscal year in which the direct loan or the loan guarantee has been formally committed and the subsidy has been paid by the borrower.

Cohort accounting applies to post–1991 direct loans and loan guarantees and loan guarantees that have been modified. Post–1991 direct loans or loan guarantees remain with their original cohort throughout the life of the loans, even if they are modified. For purposes of budget presentation, cohorts will be aggregated. However, accounting and other records must be maintained separately for each cohort.

- (4) Subsidy Costs of Post-1991 Direct Loans and Loan Guarantees. A subsidy expense is recognized for direct or guaranteed loans

disbursed during a fiscal year. The amount of the subsidy expense equals the present value of estimated cash outflows over the life of the loans minus the present value of estimated cash inflows, discounted at the interest rate on marketable Treasury securities of similar maturity to the cash flows of the direct loan or loan guarantee for which the estimate is being made (hereinafter referred to as the applicable Treasury interest rate).

Implementation guidance for preparing, utilizing and reporting credit program subsidy costs are provided in “Preparing and Auditing Estimates for Direct Loans and Loan Guarantees,” Federal Financial Accounting and Auditing Technical Releases 3 and 6, published by the Accounting and Auditing Policy Committee (AAPC) sponsored by FASAB at: <http://www.fasab.gov/aapc/technicl.html> on the Internet.

- (a) For the fiscal year during which new direct or guaranteed loans are disbursed, the components of the subsidy expense of those new direct loans and loan guarantees are recognized separately among interest subsidy costs, default costs, fees and other collections, and other subsidy costs.
- (b) The interest subsidy cost of direct loans is the excess of the amount of the loans disbursed over the present value of the interest and principal payments required by the loan contracts, discounted at the applicable Treasury interest rate. The interest subsidy cost of loan guarantees is the present value of estimated interest supplement payments.
- (c) Guarantees of post-1991 loans that are financed by the FFB are treated as direct loans in the budget, but the intrabudgetary cash flows reflect elements of direct loans and loan guarantees. The direct loan financing account for these loans will collect and hold the subsidy payment from the program account. This balance, together with interest earnings, will be available to pay the FFB in the event of default by the non-Federal borrower.
- (d) The default cost of direct loans or loan guarantees results from any anticipated deviation, other than prepayments by the borrowers, from the payments schedule in the loan contracts. The deviations include delinquencies and omissions in interest and principal payments. The default cost is measured at the present value of the projected payment delinquencies and omissions minus net recoveries. Projected net recoveries include the amounts that would be collected from the borrowers at a later date, or the proceeds from the sale of acquired assets, minus the costs of foreclosing, managing, and selling those assets.

- (e) The present value of fees and other collections is recognized as a deduction from subsidy costs.
  - (f) Other subsidy costs consist of cash flows that are not included in calculating the interest or default subsidy costs, or in fees and other collections. They include the effect of prepayments within contract terms.
- (5) Subsidy Amortization and Re-estimation. The subsidy cost allowance for direct loans is amortized by the interest method using the interest rate that was used to calculate the present value of the direct loans when the direct loans were disbursed, after adjusting for the interest rate re-estimate. The amortized amount is recognized as an increase (i.e., when effective interest exceeds nominal interest) or decrease (i.e., when nominal interest exceeds effective interest) in interest income. Nominal interest equals the nominal balance (i.e., the face amount) of the loan outstanding at the beginning of the period times the stated interest rate. Effective interest equals the book value of the loan (i.e., net of allowance for subsidy) times the applicable Treasury interest rate.
- (a) Interest is accrued and compounded on the liability for loan guarantees at the interest rate that was used to calculate the present value of the loan guarantee liabilities when the guaranteed loans were disbursed, after adjusting for the interest re-estimate. The accrued interest is recognized as interest expense.
  - (b) Credit programs should re-estimate the subsidy cost allowance for outstanding direct loans and the liability for outstanding loan guarantees as required in SFFAS No. 2, “Accounting for Direct Loans and Loan Guarantees.” There are two kinds of re-estimates: (1) interest rate re-estimates, and (2) technical/default re-estimates. Entities should measure and disclose each program’s re-estimates in these two components separately. An increase or decrease in the subsidy cost allowance or loan guarantee liability resulting from the re-estimates is recognized as an increase or decrease in subsidy expense for the current reporting period.
- 1 An interest rate re-estimate is a re-estimate due to a change in interest rates from the interest rates that were assumed in budget preparation and used in calculating the subsidy expense to the interest rates that are prevailing during the time periods in which the direct or guaranteed loans are disbursed. Credit programs may need to make an interest rate re-estimate for cohorts from which direct or guaranteed loans are disbursed during the reporting year. If the assumed interest rates that were used in calculating the

subsidy expense for those cohorts differ from the interest rates that are prevailing at the time of loan disbursement, an interest rate re-estimate for those cohorts should be made as of the date of the financial statements.

2 A technical/default re-estimate is a re-estimate due to changes in projected cash flows of outstanding direct loans and loan guarantees after reevaluating the underlying assumptions and other factors that affect cash flow projections as of the financial statement date, except for any effect of the interest rate re-estimates explained in (1) above. In making technical/default re-estimates, reporting entities should take into consideration all factors that may have affected various components of the projected cash flows, including defaults, delinquencies, recoveries, and prepayments. The technical/default re-estimate should be made each year as of the date of the financial statements.

(6) Criteria for Default Cost Estimates. The criteria for default cost estimates apply to both initial estimates and subsequent re-estimates. Default costs are estimated and re-estimated for each program on the basis of separate cohorts and risk categories. The re-estimates take into account the differences in past cash flows between the projected and realized amounts and changes in other factors that can be used to predict the future cash flows of each risk category.

(a) In estimating default costs, the following risk factors are considered:

- 1 loan performance experience;
- 2 current and forecasted international, national, or regional economic conditions that may affect the performance of the loans;
- 3 financial and other relevant characteristics of borrowers;
- 4 the value of collateral to loan balance;
- 5 changes in recoverable value of collateral; and
- 6 newly developed events that would affect the performance of the loan.

Improvements in methods to re-estimate defaults also are considered.



- (b) Each credit program shall use a systematic methodology, such as an econometric model, to project default costs of each risk category. If individual accounts with significant amounts carry a high weight in risk exposure, an analysis of the individual accounts is warranted in making the default cost estimate for that category.
  - (c) The actual historical experience for the performance of a risk category is a primary factor upon which an estimation of default cost is based. To document actual experience, a database shall be maintained to provide historical information on actual payments, prepayments, late payments, defaults, recoveries, and amounts written off.
- (7) Revenues and Expenses. Interest accrued on direct loans, including amortized interest, is recognized as interest income. Interest accrued on the liability of loan guarantees is recognized as interest expense. Interest due from Treasury on uninvested funds is recognized as interest income. Interest accrued on debt to Treasury is recognized as interest expense. Costs for administering credit activities, such as salaries, legal fees, and office costs, that are incurred for credit policy evaluation, loan and loan guarantee origination, closing, servicing, monitoring, maintaining accounting and computer systems, and other credit administrative purposes, are recognized as administrative expense. Administrative expenses are not included in calculating the subsidy costs of direct loans and loan guarantees. Costs should be recognized as directed in SFFAS No. 4, “Managerial Cost Accounting Standards and Concepts.” Fees should be assessed as directed in OMB Circular A-25, “Fees Assessed for Government Services, revised.”
- (8) Modification of Direct Loans and Loan Guarantees. The term “modification” means a federal government action, including new legislation or administrative action that directly or indirectly alters the estimated subsidy cost and the present value of outstanding direct loans, or the liability of loan guarantees.
  - (a) Direct modifications are actions that change the subsidy cost by altering the terms of existing contracts or by selling loan assets. Existing contracts may be altered through such means as forbearance, forgiveness, reductions in interest rates, extensions of maturity, and prepayments without penalty. Such actions are modifications unless they are considered re-estimates, or workouts as defined below, or are permitted under the terms of existing contracts.
  - (b) Indirect modifications are actions that change the subsidy cost by legislation that alters the way in which an outstanding portfolio of

direct loans or loan guarantees is administered. Examples include a new method of debt collection prescribed by law or a statutory restriction on debt collection.

- (c) The term “modification” does not include subsidy cost re-estimates, the routine administrative workouts of troubled loans, and actions that are permitted within the existing contract terms. Workouts are actions taken to maximize repayments of existing direct loans or minimize claims under existing loan guarantees. The expected effects of workouts on cash flows are included in the original estimate of subsidy costs and subsequent re-estimates.
- (9) Modification of Direct Loans. With respect to a direct or indirect modification of post-1991 direct loans, the cost of modification is the excess of the pre-modification value of the loans over the post-modification value of those loans. The amount of the modification cost is recognized as a modification expense when the loans are modified.
- (a) When a post-1991 direct loan is modified, the existing book value of that loan is changed to an amount equal to the present value of the net cash inflows projected under the modified terms from the time of modification to the loan’s maturity. That amount is discounted at the original discount rate (the rate that originally was used to calculate the present value of the direct loan, when the direct loan was disbursed).
  - (b) The changes in the book value of post-1991 direct loans, resulting from a direct or indirect modification, and the cost of modification normally will differ due to the use of different discount rates or different measurement methods. Any difference between the change in book value and the cost of modification is recognized as a gain or loss. For post-1991 direct loans, the modification adjustment transfer paid or received to offset the gain or loss is recognized as a financing source (or a reduction in financing source).
- (10) Modification of Loan Guarantees. With respect to a direct or indirect modification of post-1991 loan guarantees, the cost of modification is the excess of the post-modification liability of the loan guarantees over the pre-modification liability of those loan guarantees. The modification cost is recognized as modification expense when the loan guarantees are modified.
- (a) The existing book value of the liability of modified post-1991 loan guarantees is changed to an amount equal to the present value of net cash outflows projected under the modified terms from the time

- of modification to the maturity of those loans, discounted at the original discount rate (the rate that originally is used to calculate the present value of the liability when the guaranteed loans were disbursed).
- (b) The change in the amount of liability of post-1991 loan guarantees resulting from a direct or indirect modification and the cost of modification normally will differ, due to the use of different discount rates or the use of different measurement methods. Any difference between the change in liability and the cost of modification is recognized as a gain or loss. For post-1991 loan guarantees, the modification adjustment transfer paid or received to offset the gain or loss is recognized as a financing source (or a reduction in financing source).
  - (c) For those performing direct loans or loan guarantees that are part of a “self-pay” program and that are modified at the request of the borrower or upon mutual agreement of the borrower and the issuing/guaranteeing agency, any increase in subsidy amount shall be paid by the borrower.
  - (d) For those direct loans or loan guarantees that are part of a “self-pay” program and that are modified as the result of a borrower default and a subsequent restructure of the loan or guarantee terms, any increase in subsidy as the result of a re-estimate shall be paid utilizing funds from Treasury under the permanent and indefinite authority of the restructuring agency.
- (11) Sale of Loans. The sale of post-1991 direct loans is a direct modification.
- (a) The cost of modification is determined on the basis of the pre-modification value of the loans sold. If the pre-modification value of the loans sold exceeds the net proceeds from the sale, the excess is the cost of modification, which is recognized as modification expense.
  - (b) For a loan sale with recourse, potential losses under the recourse or guarantee obligations are estimated, and the present value of the estimated losses from the recourse is recognized as subsidy expense and as a loan guarantee liability when the sale is made.
  - (c) The book value loss (or gain) on a sale of direct loans equals the existing book value of the loans sold minus the net proceeds from the sale. Since the book value loss (or gain) and the cost of modification are calculated on different bases, they will normally differ. Any difference between the book value loss (or gain) and

the cost of modification is recognized as a gain or loss. For sales of post-1991 direct loans, the modification adjustment transfer paid or received to offset the gain or loss is recognized as a financing source (or a reduction in financing source).

- (12) Reconciliation and Disclosure. The SFFAS No. 18, “Amendments to Accounting Standards for Direct Loans and Loan Guarantees,” requires a reconciliation and additional disclosures. Federal agencies are required to display a reconciliation between the beginning and ending balances of the subsidy cost allowance for outstanding direct loans and the liability for outstanding loan guarantees reported in the entities’ balance sheet. Agencies should also:
- (a) provide a description of the characteristics of the programs that they administer, and should disclose for each program: the total amount of direct or guaranteed loans disbursed for the current reporting year and the preceding reporting year; the subsidy expense by components recognized for the direct or guaranteed loans disbursed in those years, and the subsidy re-estimates by components for those years,
  - (b) disclose, at the program level, the subsidy rates for the total subsidy cost and its components for the interest subsidy costs, default costs (net of recoveries), fees and other collections, and other costs, estimated for direct loans and loan guarantees in the current year’s budget for the current year’s cohorts,
  - (c) events and changes in economic conditions, other risk factors, legislation, credit policies and subsidy estimation methodologies and assumptions, that have had a significant and measurable effect on subsidy rates, subsidy expense, and subsidy re estimates, and
  - (d) events and changes in conditions that have occurred and are more likely than not to have a significant impact but the effects of which are not measurable at the reporting date.
- (13) Foreclosure of Post-1991 Direct Loans and Guaranteed Loans. When property is transferred from borrowers to a federal credit program, through foreclosure or other means, in partial or full settlement of post-1991 direct loans or as a compensation for losses that the government sustained under post-1991 loan guarantees, the foreclosed property is recognized as an asset. The asset is recorded at the present value of its estimated future net cash inflows discounted at the original discount rate.

- (14) Write-off of Direct Loans. When post-1991 direct loans are written off, the unpaid principal of each loan is removed from the gross amount of loans receivable. Concurrently, the same amount is charged to the allowance for subsidy costs. Prior to the write-off, the uncollectible amounts shall have been reflected in the subsidy cost allowance through the subsidy cost estimate or re-estimates. Therefore, the write-off would have no effect on expenses.

b. Credit Reform Fund Controls.

For credit programs, systems for administrative control of funds are required to include the following features:

- (1) Restrict both obligations and expenditures from each program account, financing account, and liquidating account to the lesser of:
  - (a) the amounts available for administrative expenses, direct loan subsidies, direct loan levels, guaranteed loan levels, and any limitations specified in law; or
  - (b) the amounts apportioned for the amounts specified above.
- (2) Enable the fixing of responsibility for an obligation or expenditure exceeding the categories specified above.
- (3) Simultaneously determine, at the obligation stage for direct loans and at the commitment stage for guaranteed loans, whether sufficient budget authority for the subsidy exists in the program account and whether a sufficient unused loan level limit exists in the financing account.

c. Recording Obligations, Disbursing Loans, And Re-estimating Subsidies.

Obligation of subsidy shall be recorded in the program account when a binding contract has been signed, in accordance with the provisions of OMB Circular A-11, section 185, "Federal Credit." Subsidy funds shall be paid from the program account to the financing account when the direct loan is to be disbursed to the borrower or when the guaranteed loan is disbursed to the borrower by the third-party lender. Note that the subsidy is not recalculated at the time of loan disbursement. Rather, any change in estimated subsidy caused by an interest rate change or change in estimates for other components of subsidy cost is made at the beginning of the fiscal year after the fiscal year in which the loan is disbursed. If, at that time, the subsidy amount increases, permanent indefinite budget authority

is available to fund the increase, pursuant to section 504(f) of the FCRA. If the subsidy amount decreases, a payment shall be made to a receipt account.

d. Borrowing from Treasury.

The FCRA provides indefinite borrowing authority to financing accounts to fund the unsubsidized portion of direct loans and to satisfy obligations in the event the financing account's resources are insufficient. For direct loan financing accounts, each loan disbursement is financed by the subsidy cost payment from the program account, fees where applicable, and borrowing from Treasury.

For loan guarantees, the financing account may borrow from Treasury when balances in the financing account are insufficient to pay claims. These borrowings generally occur on an as-needed basis.

If a direct loan or loan guarantee program or risk category generates negative subsidy cost, the financing account must borrow from Treasury to cover the payment to the negative subsidy receipt account.

All borrowing is dated October 1 regardless of whether it is the original amount borrowed at the beginning of the year or a supplementary amount borrowed later in the year. As a result of treating the entire amount as a single borrowing, interest expense is not affected by whether all borrowed funds were disbursed or whether the original borrowing had to be supplemented later in the year.

e. Computation of Interest Expense and Interest Income.

- (1) Instructions for Computations of Interest Expense and Interest Income for Direct and Guaranteed Loan Programs.
  - (a) Interest expense in a direct loan program results from borrowing from the Treasury. As each loan is disbursed by the financing account to the individual borrower, subsidy funds are transferred from the program account to the financing account. Consequently, each loan disbursement is financed by two sources--subsidy transfer and borrowing from the Treasury.
  - (b) A single borrowing from the Treasury may be made at the beginning of each fiscal year, separately for each cohort on the basis of the estimated net loan disbursements for the cohort. Interest expense accrues on the borrowing, and interest income accrues on the undisbursed balance of the borrowing from the Treasury. (The undisbursed balance of Treasury borrowing is held as uninvested funds and earns interest.) The interest rate earned on the uninvested funds equals the interest rate paid on borrowing from the Treasury.

- (2) **Frequency of Interest Computations.** The OMB has determined that most credit programs do not have a seasonal bias in their loan disbursement patterns. Consequently, interest expense and income calculations for cohorts that currently are disbursing shall be based on an assumption that the actual loan amounts disbursed during the year were disbursed equally throughout the four quarters. The assumption allows agencies annually to compute interest expenses and interest income, at the end of each fiscal year, using the average annual interest rate provided by the OMB and Treasury. In those few programs that have a strong seasonal pattern, the OMB will calculate special weighted average interest rates appropriate to these patterns and will provide them to the agencies.
- (3) **Weighted Average Interest Rate.** The FCRA provides that the interest rate for borrowing shall be assigned on the basis of the Treasury rate in effect during the period of loan disbursement. Many individual loans are disbursed in segments over several quarters or even years. Consequently, several interest rates can be applicable to an individual loan. To simplify the recordkeeping, a single weighted average interest rate is maintained for each cohort and is adjusted each year, until 90 percent of the disbursements from the cohort have been made. Each year the current year average annual interest rate is weighted by current year disbursements and merged with the prior year's weighted average to calculate a new weighted average. These computations are included in the OMB's electronic worksheets for calculating financing account interest. Those worksheets calculate interest expense for borrowing from Treasury and interest income from Treasury on uninvested funds in the financing account.
- (4) **Procedures for Computing Interest Expenses and Income Related to Borrowing for Direct Loan and Guaranteed Loan Financing Accounts.** Detailed instructions for calculating interest due to and due from Treasury are provided in Volume 1, Part 2, Chapter 4600 of the TFM, available at: <http://www.fms.treas.gov/tfm/vol1/index.html> on the Internet.

f. Reporting.

- (1) DOE must produce external reports required by OMB and Treasury, including those associated with the FCRA and the Chief Financial Officers Act of 1990. DOE must also conform to IRS reporting requirements for interest received and miscellaneous income. In addition, direct and guaranteed loans are reported on the DOE consolidated financial statements.

- (2) Reporting requirements, instructions, and background information are available on the Internet at web sites maintained by the Treasury, the OMB, the FASAB, the AAPC of the FASAB.

g. U.S. Government Standard General Ledger (USSGL) Accounts

The USSGL accounts and definitions established to account for direct and guaranteed loans are listed in TFM, Supplement No. S2, USSGL. The USSGL and additional guidance on Credit Reform Accounting is available at: <http://www.fms.treas.gov/ussgl/index.html> on the Internet.

4. RESPONSIBILITIES.

- a. Chief Financial Officer. Oversees all financial management activities related to the Loan Programs as directed by DOE Order 520.1A, Chief Financial Officer Responsibilities.
- b. Director, Loan Programs Office. Operates the Loan Program in compliance with financial policy, procedures, and guidance promulgated by DOE as directed in this chapter.

5. REFERENCES.

- a. Debt Collection Improvement Act of 1996 (Public Law 104-134, chapter 10, section 31001) (DCIA) available on the internet at <http://fms.treas.gov/debt/regulations.html>;
- b. Title XVII of the Energy Policy Act of 2005 (Public Law 109-58), as amended, and codified at 42 USC 16511-16516;
- b. DOE's overall loan guarantee program regulations (10 CFR 609) available on the internet at <http://lpo.energy.gov>;
- c. Relevant provisions contained in the Government Accountability Office (GAO) Accounting Principles, Standards, and Requirements;
- d. Office of Management and Budget (OMB) Circular A-11, "Preparation and Submission of Budget Estimates," section 185, "Federal Credit" available on the internet at <http://www.whitehouse.gov/omb/circulars/index.html>;
- e. OMB Circular No. A-129, "Policies for Federal Credit Programs and Non-Tax Receivable";
- f. Federal Accounting Standards Advisory Board (FASAB) Statement of Federal Financial Accounting Standards (SFFAS) No. 2, "Accounting for Direct Loans and Loan Guarantees"; SFFAS No. 18, "Amendments to Accounting Standards for Direct Loans and Loan Guarantees in SFFAS No. 2"; and SFFAS No. 19, "Technical Amendments to Accounting Standards for Direct Loans and Loan



Guarantees in SFFAS No. 2” available on the internet at  
<http://www.fasab.gov/codifica.html>;

- g. Treasury Financial Manual (TFM), Chapter 4600, Treasury Reporting Instructions for Credit Reform Legislation (I TFM 2-4600) available on the internet at  
<http://fms.treas.gov/tfm/voll/index.html>;
- h. Supplemental guidance set forth in the Treasury/Financial Management Service (FMS), “Managing Federal Receivables” available on the internet at  
[http://fms.treas.gov/debt/Guidance\\_MFR.html](http://fms.treas.gov/debt/Guidance_MFR.html).

6. DEFINITIONS.

- a. Direct Loan. A direct loan is a disbursement of funds by the government to a non-Federal borrower under a contract that requires the repayment of such funds within a certain time, with or without interest. The term includes the purchase of, or participation in, a loan made by another lender.
- b. Loan Guarantee. A loan guarantee is defined as any guarantee, insurance, or other pledge with respect to the payment of all or part of the principal or interest on any debt obligation of a non-Federal borrower to a non-Federal lender, but does not include the insurance of deposits, shares or other withdrawable accounts in financial institutions.

## CHAPTER 23 STATEMENT OF COSTS INCURRED AND CLAIMED

**1. INTRODUCTION AND PURPOSE.** This chapter serves to provide the financial management requirements and responsibilities for preparing and reporting the Statement of Costs Incurred and Claimed.

**(a) Requirements and Applicability**

- (1) The Statement of Costs Incurred and Claimed (SCIC), is prepared and certified by DOE's integrated contractors annually after they have submitted their financial statements and related information to their cognizant field elements (Attachment 23-1). This requirement applies to individual DOE contracts that include the contract clause at 48 CFR 970.5232-2 (alternate iii). The costs reported on this statement should be consistent with the contractors' financial statements. The SCIC form is provided as an attachment to this chapter; detailed descriptions of the SGL accounts listed on the form are kept by the Office of Financial Controls and Reporting. Deviations from the form and procedures established by this chapter must be approved by the cognizant contracting officer.
- (2) The Statement of Costs Incurred and Claimed is not a payment voucher. It is the contractor's accounting for all costs incurred for the year covered by the Statement. By submission of the Statement, the integrated contractor summarizes its costs incurred during the year specified
- (3) The Statement of Costs Incurred and Claimed serves as the contractor's claim and certification that the contractor's costs it covers have been incurred and (to the best of the Certifying Official's knowledge and belief) are allowable, allocable, and reasonable (hereinafter referred to as allowable) under the contract.

**(b) Role of Integrated Contractors.** Integrated contractors record and report financial and accounting data resulting from the operation of DOE-owned or DOE-controlled laboratories, facilities and sites, including those under the oversight of the National Nuclear Security Administration (NNSA). The operational relationship has the following characteristics: (1) the contractor is reimbursed by DOE for allowable costs incurred; (2) the contractor ensures the proper use of public funds; and (3) the contractor maintains accounts integrated with the DOE SGL accounts that are self-balancing when reported periodically through the DOE accounting systems.

**(c) Non-Integrated Management and Operating Contractors.** The guidance in this chapter specifically applies to contractors with integrated accounting. Non-integrated management and operating contractors should provide a Statement of Costs Incurred and Claimed as required by the terms of their contracts and guidance provided by the contracting officer.

**2. REVIEW AND APPROVAL OF COSTS INCURRED.** DOE's approval of the contractor's Statement of Costs Incurred and Claimed constitutes the DOE's acknowledgment that the net costs incurred are believed to be allowable under the contract and that those costs have been recorded in the accounts maintained by the contractor in accordance with its contract's terms. DOE's approval is completed only after all appropriate signatures have been obtained on the contractor's Statement of Costs Incurred and Claimed. This approval does not relieve the contractor of responsibility for DOE's assets in its care, for appropriate subsequent adjustments, or for errors later becoming known to the Department. The process for the contractor's submission and DOE's review and approval of contractor's Statement of Costs Incurred and Claimed is as follows:

(a) **Preparation and Submission of the Statement of Costs Incurred and Claimed.** The contractor prepares the Statement of Costs Incurred and Claimed as of September 30 each year and submits it to the DOE Contracting Officer no later than November 15 of each year. The Contractor shall certify the Statement of Costs Incurred and Claimed subject to the penalty provisions for unallowable costs as stated in sections 306(b) and (i) of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 256 ), as amended.

Upon receipt, the Contracting Officer provides a courtesy copy to the Inspector General (IG) for assessment planning purposes.

(b) **Review by the Field CFO and Contracting Officer.** The Contracting Officer signs as well as obtains the Field CFO's signature on the original Statement of Costs Incurred and Claimed.

(1) In signing, the Field CFO and the Contracting Officer attest that the contractor has established a system of controls adequate to minimize the risk of incurring unallowable costs.

(2) The Field CFO and Contracting Officer should perform any review/oversight activities necessary to provide them with reasonable assurance that these controls are in place and working as intended. Any unallowable cost issues are referred to the Contracting Officer for resolution.

(3) The Field CFO will include a corrective action plan for all identified concerns. The corrective action plan should be attached to the signed Statement of Costs Incurred and Claimed.

(4) The Contracting Officer forwards the signed copy of the Statement of Costs Incurred and Claimed to the IG in accordance with the schedule outlined in section 3.

(c) **Inspector General Assessment of Costs Incurred and Claimed.** In accordance with the Cooperative Audit Strategy, the IG will annually perform an assessment of the Statements of Costs Incurred and Claimed for the ten contractors who incur and claim the most costs annually. The remaining contractor Statements of Costs Incurred and Claimed will be reviewed by the IG on an agreed upon rotational basis. The IG will not begin

assessment work until receipt of the signed copy of the Statement of Costs Incurred and Claimed.

In conducting its assessment of the Statement of Costs Incurred and Claimed, the IG:

- (1) Assesses the contractor's internal control structure to assure costs claimed and reimbursed by the Department are allowable under the contract; and,
- (2) Assesses the work of the contractor's internal audit staff, specifically with regard to the allowability of costs claimed by the contractor.
- (3) Prepares a final report based on this assessment identifying any reportable conditions and/or IG recommendations

Based on the results and following completion of the assessment work, the IG will issue a report on the contractor's Statement of Costs Incurred and Claimed.

The IG signs the Statement of Costs Incurred and Claimed if it finds no material internal control weaknesses or findings. The IG will disclose any questioned costs identified by its review on the form.

When the IG performs assessments of costs incurred and claimed on a rotational basis, the assessments cover the multi-year period that has elapsed since its most recent prior assessment at that site.

- (d) **Resolution of Questioned Costs.** After receipt of the IG's assessment report, the Contracting Officer is responsible for resolving any questioned costs when appropriate and assessing any associated penalties.

The Contracting Officer will ensure that any disallowed costs are reflected on the Statement of Costs Incurred and Claimed form in the "Contracting Officer Adjustments" column

- (e) **DOE's Approval of the Statement of Costs Incurred and Claimed.** After resolution of questioned costs, the DOE Site Manager and Contracting Officer will approve the contractor's Statement of Costs Incurred and Claimed. Approval will constitute acknowledgment by DOE that the net costs incurred are allowable under the contract and that they have been recorded in the accounts maintained by the contractor in accordance with the contract terms. The Contracting Officer will provide copies of the approved form to the contractor, the Field CFO, and the Inspector General.

DOE's approval of the Statement of Costs Incurred and Claimed does not relieve the contractor of responsibility for DOE's assets in its care, for appropriate subsequent adjustments, or for errors later becoming known to DOE.

- (f) **Accounting Adjustments.** Upon receiving the final "Statement of Costs Incurred and Claimed," the Field CFO ensures that accounting adjustments for disallowed costs are recorded.

- (g) **Contractors that are not scheduled for an Annual Assessment by the IG.** Contractors must prepare and submit Statements of Costs Incurred and Claimed annually to the Contracting Officer in accordance with contract terms and conditions. The Field CFO and Contracting Officer should review and sign the statements annually, even when the IG does not perform an assessment of the costs incurred and claimed in the current year.

IG assessments conducted on a rotational basis cover the multi-year period that has elapsed since the most recent prior IG assessment. The resolution of questioned costs identified by the IG and final Departmental approval of the costs incurred and claimed will not be accomplished until the IG has completed its assessment of the period in which the costs were incurred and claimed.

**3. SCHEDULE.** The schedule for the annual review and approval of the Statement of Costs Incurred and Claimed is as follows:

- (a) 11/15 - Statement of Costs Incurred and Claimed submitted by the contractor to the Contracting Officer.
- (b) 11/15 to 12/31 - Review of Statement of Costs Incurred and Claimed by the Field CFO and the Contracting Officer.
- (c) 12/31 - Contracting Officer forwards a copy of the Statement of Costs Incurred and Claimed signed by the Field CFO and Contracting Officer to the IG.
- (d) Within timeframes established by the IG's assessment schedule, the IG returns the reviewed and signed Statement of Costs Incurred and Claimed along with the assessment report to the Contracting Officer.
- (e) After completion of the IG assessment, the Contracting Officer will promptly resolve any questioned costs and assess penalties for unallowable costs as appropriate.
- (f) Within 30 days of a Contracting Officer determination of disallowed costs, the Field CFO shall verify that appropriate accounting adjustments costs are recorded.

**ATTACHMENT 23-1  
STATEMENT OF COSTS INCURRED AND CLAIMED**

Statement of Costs Incurred and Claimed under Contract Number \_\_\_\_\_  
For the period beginning \_\_\_\_\_ and ending \_\_\_\_\_

	<u>Contractor Costs Incurred</u>	<u>Contracting Officer Adjustments</u>	<u>Total Adjusted Costs</u>
1. Operating Expenses/Program Costs (61000000)	_____	_____	_____
2. Integrated Contractor Cost Overruns and Undistributed Costs (61009900)	_____	_____	_____
3. Other Interest Expenses (63300000)	_____	_____	_____
4. Cost of Goods Sold – Budgeted – B&R WN and CB (6500F000)	_____	_____	_____
5. Purchases of Capitalized PP&E (88020100)	_____	_____	_____
6. Financing for Previously Unfunded Capital Lease PP&E (88020500)	_____	_____	_____
7. Purchase of Capitalized Inventories (88030200)	_____	_____	_____
8. Purchase of Funded Inventory (88030300)	_____	_____	_____
9. Purchase of Other Assets (88040900)	_____	_____	_____
<b>Costs Incurred and Claimed (Total)</b>	<b>=====</b>	<b>=====</b>	<b>=====</b>

*Note: Detailed information on the individual SGLs listed above is retained by the CFO Office of Financial Controls and Reporting.*

**Signatures:**

Subject to the False Claims Act (31 U.S.C. § 3279 et seq) I certify that, to the best of my knowledge and belief, the Costs Incurred and Claimed are allowable in accordance with the terms of the subject contract and applicable laws and regulations.

\_\_\_\_\_  
Manager, Integrated Contractor

\_\_\_\_\_  
Date

The contractor has established a system of controls adequate to minimize the risk of incurring unallowable costs. Additionally, our review of the contractor's Statement of Costs Incurred and Claimed has disclosed no unallowable costs except for any noted adjustments. The above statements do not constitute final approval or settlement of costs.

\_\_\_\_\_  
Field Chief Financial Officer                      Date

\_\_\_\_\_  
Contracting Officer                      Date

Questioned costs disclosed by the Inspector General \$ \_\_\_\_\_.

\_\_\_\_\_  
Office of Inspector General                      Date

Approved by the U.S. Department of Energy in the amount of \$ \_\_\_\_\_ subject to future audit.

\_\_\_\_\_  
Contracting Officer                      Date

\_\_\_\_\_  
Field Office Manager or Head of Contracting Activity                      Date

## CHAPTER 24

### MINOR CONSTRUCTION

#### 1. INTRODUCTION

- a. **PURPOSE:** A minor construction project is a construction project not specifically authorized by law and for which the total cost does not exceed the minor construction threshold, currently \$20 million. This includes projects also referred to as General Plant Projects (GPPs), Institutional General Plant Projects (IGPPs), and Accelerator Improvement Projects (AIPs). This chapter provides the Department's policy on cost limitations, budgetary notifications, funding, cost allocation, and accounting for minor construction projects.
- b. **LEGAL AUTHORITIES:** Sections 642 and 647 of the DOE Organization Act (42 U.S.C. §§ 7252, 7257); section 4701 of the Bob Stump National Defense Authorization Act for Fiscal Year 2003, as amended (50 U.S.C. § 2741); section 306 of Division B, Title III of the Energy and Water Development and Related Agencies Appropriations Act, 2012 (50 U.S.C. § 2743a); section 310 of Division C, Title III of the Omnibus Appropriations Act, 2009. Additional legal authorities are cited in this chapter.
- c. **APPLICABILITY:** This policy applies to all Departmental elements and contractors, including the National Nuclear Security Administration (NNSA)<sup>1</sup>. This policy applies to all DOE minor construction projects, including those funded by both Defense and non-Defense authorized funds. This policy does not apply to leases of property, land-only acquisitions, purchases of capital assets, or construction performed by DOE and DOE contractors for Strategic Partnership Projects (SPP)<sup>2</sup>.

#### 2. POLICY AND REQUIREMENTS

##### a. Cost Limitations.

- (1) A minor construction project's total cost may not exceed the minor construction threshold, currently \$20 million. The total cost includes all direct costs incurred in the construction activity and indirect costs allocated to the project in accordance with applicable Cost Accounting Standards (CAS) and the contractor's approved CAS Disclosure Statement.
- (2) The construction design, including architectural and engineering services, in connection with any proposed minor construction project may not exceed \$2 million

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<sup>1</sup> DOE O 534.1B, "Accounting"

<sup>2</sup> DOE O 481.1D, "Strategic Partnership Projects"

unless specifically authorized by law<sup>3</sup>.

- (3) A minor construction project must have a clear project definition, be complete, and fulfill the intended need without additional expenditures above the approved funding level. Minor construction projects may not be incremental segments of larger projects or other minor construction projects.
- (4) If anticipated cost increases will cause the estimated total cost of an approved minor construction project to exceed the \$20 million threshold:
  - Contractor must immediately notify the contracting officer and the responsible Federal Program Official(s) of the anticipated cost increase, and
  - Contractor must defer additional work that would exceed the \$20 million threshold until the responsible Federal Program Official(s) notifies the Office of the Chief Financial Officer (OCFO) Office of Budget (Budget) through the cognizant program office.
  - The cognizant program office will coordinate requests for additional funding with OCFO Budget. OCFO Budget may provide additional funding through a reprogramming or a request for a line item in the Department's budget authorizing project construction above \$20 million.

**b. Notification of Minor Construction Projects.**

- (1) **In-Cycle Notification.** DOE provides in-cycle notifications of minor construction projects to Congress via the annual budget request process. DOE must notify Congress of a minor construction project with an estimated total cost greater than \$5 million and wait 15 days before proceeding<sup>4</sup>. DOE is also required to provide an annual report to Congress on such projects<sup>5</sup>. To meet these requirements, the OCFO collects this information as part of the Department's annual budget request.
- (2) **Out-of-Cycle Notification.** At the time the estimated total cost of a minor construction project that was not previously identified in the Department's annual budget request exceeds \$5 million, the cognizant program office must notify OCFO Budget. OCFO Budget will notify Congress as required<sup>6</sup> and also notify the Office of Management and Budget (OMB)<sup>7</sup>.
  - **OCFO Review.** OCFO Budget will review the minor construction project out-of-cycle notification and provide applicable follow-up questions within 5 business days of receipt. OCFO Budget will notify Congress and OMB as

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<sup>3</sup> 50 U.S.C. 2746(b)

<sup>4</sup> Pub. L. 111-84, div. C, Section 3118(c)

<sup>5</sup> 50 U.S.C. 2743(b)

<sup>6</sup> Pub. L. 111-84, div. C, Section 3118(c) and 42 U.S.C. 5821

<sup>7</sup> OMB Circular A-11, Section 22.3, and specific request by OMB Energy Branch



appropriate<sup>8</sup>. A minor construction project may begin after OCFO Budget informs the cognizant program office that:

- For projects funded in whole or in part with Defense authorized funds (050 funds), a period of 15 calendar days has elapsed after the date of Congressional notification.
- For projects funded with non-Defense authorized funds, the OCFO Budget has notified OMB.

**(3) Cost Growth Notification.** To maintain flexibilities Congress has granted, avoid OMB restrictions on apportionments and/or the budget process, and provide OCFO information to support Departmental financial management, the cognizant program office will:

- For minor construction projects whose original estimated total costs were below \$5 million, provide a quarterly report to OCFO Budget of those minor construction projects whose estimated total costs subsequently exceeded \$5 million during the quarter.
- For minor construction projects whose original estimated total costs were below \$10 million, provide a quarterly report to OCFO Budget of those minor construction projects whose estimated total costs subsequently exceeded \$10 million during the quarter.
- For each minor construction project with a revised estimated total cost that exceeds the \$20 million minor construction threshold, immediately provide a report explaining the reasons for the cost variation to OCFO Budget<sup>9</sup>.

Program Offices that currently provide Congress and/or OMB with status reports on minor construction projects will continue to do so in the current format and periodicity. Program Offices must notify the OCFO Budget of their current minor construction reporting practices and provide copies of status reports prior to sending them to OMB and/or Congress.

**c. Minor Construction Project Funding.** Obligations on a DOE contract must be sufficient to cover the total estimated cost of minor construction projects in the year the minor construction projects are initiated. An exception to the full funding requirement is when, in accordance with OMB Circular A-11 Section 31.5 and subject to OMB approval, planning and design activities occur and are fully funded in a year prior to initiation of construction activities, and construction activities are initiated and fully funded in a subsequent year. In those specific circumstances, separate funding of these distinct activities in two different fiscal years satisfies the

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<sup>8</sup> Pub. L. 111-84, div. C, Section 3118(c) and 42 U.S.C. 5821

<sup>9</sup> 50 U.S.C. 2743(c) requires cost variation reporting to Congressional committees.

full funding requirement, and in those circumstances the combined amounts of funding for the planning and design activities and funding for construction activities comprise the total estimated cost of the minor construction project.

**d. Allocation of Minor Construction Project Costs.**

**(1) Allocation of Costs for Direct Funded Minor Construction Projects.** Allocate the costs of minor construction projects to the final cost objectives established for the direct funded minor construction projects.

**(2) Allocation of Costs for Indirect Funded Minor Construction Projects.**

- Use applicable Cost Accounting Standards (CAS) to account for costs of minor construction projects that are allocated through indirect rates. Applicable standards usually include:
  - CAS 401, Consistency in Estimating, Accumulating, and Reporting Costs
  - CAS 402, Consistency in Allocating Costs Incurred for the Same Purpose
  - CAS 410, Allocation of Business Unit General and Administrative Expenses to Final Cost Objectives
  - CAS 418, Allocation of Direct and Indirect Costs
- Allocate minor construction projects that are for the general management and administration of a business unit as a whole in accordance with CAS 410 (48 CFR 9904.410) and the contractor's approved CAS Disclosure Statement.
- Allocate the cost of other indirect minor construction projects to the benefitting programs in accordance with CAS 418 (48 CFR 9904.418) and the contractor's approved CAS Disclosure Statement.
- The contractor's CAS Disclosure Statement must clearly identify the contractor's cost allocation practices and consistently apply those practices for all costs that are incurred for the same purpose and in like circumstances. The contractor must set forth in the CAS Disclosure Statement the specific criteria and circumstances for making distinctions between the types of costs that are accounted for as direct in some circumstances and as indirect in other circumstances.

**e. Accounting Requirements.** The DOE Financial Management Handbook (FMH) Chapter 10, "Accounting for Property, Plant, and Equipment," provides the accounting requirements for real property. Real property constructed using minor construction funds will be accounted for in accordance with FMH Chapter 10 and related guidance as may be issued by the OCFO Office of Finance and Accounting. For example, a minor construction project with total costs above the capitalization threshold, currently \$500,000,

must be capitalized, and DOE organizations and integrated contractors must annually reconcile real property asset records in the Facilities Information Management System (FIMS) with control records in the Standard Accounting and Reporting System (STARS). DOE O 430.1C, “Real Property Asset Management,” section 4(b)(1)(b), requires DOE elements to record all planned real property acquisitions in real property planning documentation and in the FIMS Anticipated Asset Information Module (AAIM) regardless of the acquisition method or funding source.

- f. Property Accountability Requirements.** Real Property Management and Project Management requirements are in DOE O 430.1C, “Real Property Asset Management,” and DOE O 413.3B, “Program and Project Management for the Acquisition of Capital Assets.”
- 3. NONCOMPLIANCE WITH THIS POLICY:** Noncompliance with this chapter could result in increased control by OMB and/or Congress on the authorities to carry out minor construction projects. Noncompliance with legal requirements referenced in this policy could result in violations of the Antideficiency Act (31 U.S.C. §§ 1341 (a)(1)(A), 1341(a)(1)(B), 1342, 1517(a)). Additional information and reporting requirements of the Antideficiency Act are in the DOE FMH Chapter 2, “Administrative Control of Funds;” OMB Circular A-11, Section 150, “Administrative Control of Funds;” and OMB Circular A-123, “Management’s Responsibility for Enterprise Risk Management and Internal Control.”