



Department of Energy

Washington, DC 20585

November 5, 1998

MEMORANDUM FOR: DISTRIBUTION

FROM: STEPHEN J. MICHELSEN, DIRECTOR 
OFFICE OF CONTRACT AND RESOURCE MANAGEMENT

SUBJECT: REQUEST FOR FISCAL YEAR 1998 SUMMARY REPORT
OF WORK PERFORMED FOR NON-DEPARTMENT OF
ENERGY ENTITIES (WORK FOR OTHERS)

Department of Energy (DOE) Order 481.1, Work for Others (WFO) (Non-DOE Funded Work), requires Heads of Field Elements to submit an Annual Summary Report to Cognizant Secretarial Officers and the Director for Human Resources and Administration of work performed for non-DOE entities for each facility under their cognizance by **December 10, 1998**.

In previous years, reporting requirements included: WFO financial information, WFO management improvement efforts, and examples of successful WFO projects. In an effort to continue to minimize the resource impacts of our request, we are asking that you report only the financial activities consistent with previous year financial reports. Attached are the instructions and an example of a completed Summary of WFO Report Form. Please complete one form for each facility where WFO is performed under your cognizance. If more than one contractor operates a facility, please complete a separate form for each contractor performing WFO. If there is WFO that is not performed in a DOE facility but approved by DOE and carried out under a DOE contract, complete an additional form which aggregates this type of work. Please report actual obligations incurred from Federal and non-Federal sponsoring organizations for Fiscal Year (FY) 1998 and provide estimates for FY 1999 and FY 2000 in your report .

If you have any questions regarding this request please contact Scott Geary, of my staff, at (202) 586-3299. If possible, submissions should be sent via the Internet to andrew.geary@hq.doe.gov as well as a hard copy to Scott Geary, U.S. Department of Energy, 1000 Independence Avenue, SW., Room 4H-023 (HR-53), Washington, DC 20585.

Attachments



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EXAMPLE SUMMARY OF WORK FOR OTHER REPORT FORM

Cognizant Field Office: _____ (Use official abbreviation, e.g. AL, CH, NV, etc.)

Facility: _____ (e.g. Nevada Test Site)

Contractor: _____ (e.g. EG&G/Energy Measurements)

	FY 1999 Actual <u>Obligations</u>	(In Thousands) FY 2000 Estimated <u>Obligations</u>	FY 2001 Estimated <u>Obligations</u>	Description of Work Accomplished for each Sponsor _____
1.				Total Work for Others including/oper/equip/const
2.				Listing of Major Federal Sponsors Defense Nuclear Agency Air Force Army Navy Dept. of Interior Other Fed
3.				Total Federal Sponsors
4.				Listing of Major Non-Federal Sponsors United Kingdom Other Non-Fed
5.				Total Non-Federal Sponsors
6.				Grand Total WFOs
7.				Total Facility Budget (all facility work)