

CHICAGO R2A2 MAPPING

Organization: Office of Chief Financial Officer

Date: 9/17/02

<i>Roles & Responsibilities</i>	<i>Accountabilities</i>	<i>Authorities</i>	Services Provided to								
			<i>SC</i>	<i>Other Prog. Offices</i>	<i>Other HQ Offices</i>	<i>OM</i>	<i>CH Area Offices</i>	<i>GOGO</i>	<i>Other CH Offices</i>	<i>CH Employees</i>	<i>Non-CH Area Offices</i>
I. BUDGET AND RESOURCE MANAGEMENT:	CH Manager/CFO Office of Science HQ Program Managers Congress	<ul style="list-style-type: none"> • Financial Accounting Standards (FAS) issued by the Financial Accounting Standards Board (FASB) • Governmental Accounting Standards (GAS) issued by the Governmental Accounting Standards Board (GASB) 									
<ul style="list-style-type: none"> • Issue unicast for submission of budget requests: <ol style="list-style-type: none"> 1. prepare and disseminate supplemental detailed guidance 2. field questions from Management and Operating (M&O) Contractors 3. Prepare Chicago Operations Office submission schedules and crosscuts 			<ul style="list-style-type: none"> • DOE O 130.1 • DOE O 135.1 • DOE M 135.1-1 • DOE O 137.1A • DOE O 520.1 Chg. 1 • DOE O 534.1A 	X	X	X	X	X	X		
<ul style="list-style-type: none"> • Develop program direction budget requests 			<ul style="list-style-type: none"> • USC, Title 31, Subtitle II, Chapter 15, Subchapter I, §1501; 	X	X	X	X	X	X		
<ul style="list-style-type: none"> • Validate the 5 M&O budget requests 				X	X	X		X			
<ul style="list-style-type: none"> • Respond to annual call for laboratory funding plans 				X	X	X		X			
<ul style="list-style-type: none"> • Respond to congressional requests 		<ul style="list-style-type: none"> • USC, Title 31, Subtitle II, 	X	X	X						

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<ul style="list-style-type: none"> • Retrieve Approved Funding Programs (AFP), process allotments, and suballotments • Prepare local financial plans • Manage funding per program plans and guidance and develop allocations • Authorize and manage limited funds under continuing resolution • Assist laboratories in the preparation of monthly financial plans • Certify funding availability • Record reservations and obligations • Develop funding strategies and police funding problems • Prepare/coordinate Inter-office work authorizations • Initiate reprogramming requests • Initiate approved funding program changes • Recover prior year inactive obligations • Report Anti-deficiency Act violations • Monitor and report unobligated balances • Process Work Authorizations - ensure that adequate funding is received to cover the work authorizations issued • Approve final deobligations for contract and construction project close-outs 		Chapter 15, Subchapter II §1514; <ul style="list-style-type: none"> • OMB Circular A-123 • SFFAS No. 22 			X										
							X	X	X						
			X	X	X	X	X	X	X						
			X	X	X	X	X	X	X						
							X								
			X	X	X										
									X	X	X				
								X							
			X	X	X										
			X	X	X										
								X							
			X	X	X										
								X	X	X					
								X			X				

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<ul style="list-style-type: none"> • Monitor reimbursable work funding usage, analyze and initiate requests for additional allotment when needed 					X		X	X	X		
<ul style="list-style-type: none"> • Perform uncosted obligation analysis 			X	X	X						
<ul style="list-style-type: none"> • Provide budgetary policy and guidance 						X	X	X	X		
II. FINANCIAL CONTROL AND REPORTING:	CH Manager/CFO Office of Science HQ Program Managers Congress	<ul style="list-style-type: none"> • FAS issued by the FASB • GAS issued by the GASB 									
A. Disbursements		<ul style="list-style-type: none"> • DOE O 520.1, Chg.1 					X				
<ul style="list-style-type: none"> • Establish M&O banking agreements 		<ul style="list-style-type: none"> • DOE O 534.1A 					X				
<ul style="list-style-type: none"> • Process ASAP M&O payments 		<ul style="list-style-type: none"> • USC, Title 31, Subtitle III, Chapter 39 							X		
<ul style="list-style-type: none"> • Review ASAP grant/contract payments 		<ul style="list-style-type: none"> • USC, Title 31, Subtitle, III, Chapter 35, § 3528 					X	X	X		
<ul style="list-style-type: none"> • Process IPAC payments 		<ul style="list-style-type: none"> • Federal Register, Part II, Office of Manage and Budget, 5 CFP Part 1315, 							X		
<ul style="list-style-type: none"> • Review ACH payments 		<ul style="list-style-type: none"> • SFFAS No. 1, 									
B. Cash Management		<ul style="list-style-type: none"> • DOE O 520.1, Chg. 1 									
<ul style="list-style-type: none"> • Establish accounts receivable 		<ul style="list-style-type: none"> • DOE O 534.1A, 			X						

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<ul style="list-style-type: none"> • Deposit cash/checks into Treasury 		<ul style="list-style-type: none"> • U. S. Treasury Financial Manual, Volume 1, Parts 4,-6 • SFFAS No. 1 • SFFAS No. 7 			X								
<ul style="list-style-type: none"> • Process IPAC collections 					X								
<ul style="list-style-type: none"> • Monitor advances to grantees 					X								
C. <u>Asset Accounting</u>			<ul style="list-style-type: none"> • DOE O 520.1, Chg.1 • DOE O 534.1A, • 2000 CFR Title 41, Volume 16 • SFFAS 1 • SFFAS No. 3 • SFFAS No. 11 • SFFAS No. 14 • SFFAS No. 16 										
<ul style="list-style-type: none"> • Manage construction work in progress 						X							
<ul style="list-style-type: none"> • Record completed plant and equipment transactions 						X							
<ul style="list-style-type: none"> • Record changes in other special materials/stores inventory 						X							
<ul style="list-style-type: none"> • Record depreciation of departmental assets 						X							
<ul style="list-style-type: none"> • Record changes in nuclear materials inventory 						X							
D. <u>Payroll</u>			<ul style="list-style-type: none"> • DOE O 322.1A • DOE O 520.1, Chg. 1 • DOE O 534.1A • DOE 3600.1B, Chg. 2 			X							
<ul style="list-style-type: none"> • Coordinate energy time and attendance reporting 						X	X	X	X				
<ul style="list-style-type: none"> • Train timekeepers 							X	X	X	X			
E. <u>Travel</u>		<ul style="list-style-type: none"> • DOE O 520.1, Chg. 1 • DOE O 551.1A • DOE 1500.2A, Chg. 11 • DOE 1500.4A, 											
<ul style="list-style-type: none"> • Maintain Travel Manger 					X								
<ul style="list-style-type: none"> • Process authorizations 					X								
<ul style="list-style-type: none"> • Process reimbursement vouchers 					X								

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<ul style="list-style-type: none"> • SF-2108, Annual Statement of Unexpended Balances of Appropriations and Funds 					X						
I. General Accounting		<ul style="list-style-type: none"> • DOE O 520.1, Chg. 1 • DOE O 534.1A • SFFAS No. 4, (effective date deferred by SFFAC No. 9) 	X	X	X			X			
<ul style="list-style-type: none"> • Record cost accruals • Issue cost transfers to other offices • Consolidate, edit and balance M&O and field office accounting data • Record managerial cost allocations • Perform contract close-out activities • Record environmental liabilities 					X						
					X					X	
					X						
III. FINANCIAL MANAGEMENT OVERSIGHT:	CH Manger/CFO Office of Science HQ Program Managers Congress	<ul style="list-style-type: none"> • FAS issued by the FASB • GAS issued by the GASB 									
<ul style="list-style-type: none"> • Provide financial policy and guidance • Ensure compliance with cost accounting standards • Issue FMFIA representations and assurances • Perform IG/GAO liaison • Approve prices for goods and services • Perform cost/price analysis 		<ul style="list-style-type: none"> • DOE O 413.1A • DOE O 520.1, Chg. 1 • DOE 2100.8A • DOE 2110.1A, • DOE 2300.1B • DOE 2340.1C • DOE N 221.8 • P.L. 97-255 • SFFAS No. 4, (effective date deferred by SFFAC No. 9) 			X	X	X	X	X		
<ul style="list-style-type: none"> • Approve conference attendance requests • Review indirect/functional/overhead/travel costs • Approve waivers of full cost recovery 			X		X	X	X	X			
								X	X		