

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>WORK ORDER FUNDING</b>	FMEP-G-0150	Rev. No. 1
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1.0 PURPOSE

To define and standardize the requirements for preparation and tracking of the Work Order (WO) funding for Facilities Maintenance and Engineering (FME) related work

2.0 GENERAL

This procedure applies to all work requests received by FME from the National Cancer Institute (NCI).

2.1 Definitions

**Planned Work Order (WO)** does not require immediate action. This WO requires an estimate, a schedule, and must go through the approval process prior to execution.

**Scope of Work (SOW)** – Issued in accordance with FME Procedure FMEP-P-210, Scope of Work. This document identifies the scope of the project in sufficient detail such that a cost estimate can be performed.

**Unplanned Work Order** requires immediate action and typically, requires only shop action. Examples of this type are:

- a. Trouble calls
- b. Special assists

2.2 Responsibilities

**Project Controls Manager** is responsible to oversee the funding management process and the proper execution of this procedure.

**Directorate Support Team (DST) Project Manager (PM)** has the responsibility to:

- Ensure that work is not started prior to assignment of funding.
- Monitor forecast cost at completion against available funding to ensure funding limits are not exceeded.
- Notifies customer when additional funding is required.

**SAIC Finance Specialist** has the responsibility to:

- Coordinate funding allocations from program customers to individual work orders as they are approved for execution.
- Work with DST PM to understand future funding requirements for individual work orders and Directorate customers.

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3.0 PROCEDURE

3.1 Funding Process

Funding requests will be supported by either Conceptual/Fiscal Approval packages, approved contracts, or approved change documents. Funding will be assigned by NCI and released to Work Orders by FME by the SAIC Finance Specialist.

The funding released for each Work Order will be tracked in the PME Database. This funding will be reviewed with NCI as part of the monthly Facility Project Status Report review meeting.

No work will proceed without funding being available to the project. Additional funding will be provided, as changes are approved to the Current Estimate at Completion (EAC).

The Forecasted Cost at Completion will be updated monthly and will provide an early notification of the funding needs of the projects.