

- These instructions are broken down as follows
- Step 1 Enter Data
- Step 2 Enter Profile
  - Step 2-a Enter Site Overview and Characteristics
  - Step 2b Enter Cost Saving Initiatives.

**STEP 1 ENTER DATA**

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https://scfa.test.doe.gov/MainMenu.aspx?ASPXSCFA=F88CC27C2F0F21FFAC1D6F87996FCBF676D5FE4AA6044B62F2AE6DF4BBE3E

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**CFO Contacts:**  
**Ben Chatterson 301-903-4184**  
4422

### LIMITATIONS OF FUNCTIONAL SUPPORT COST DATA

Functional support activities are functions that are necessary to be performed to enable DOE sites to accomplish their direct mission activities. Support costs do not include the costs of Capital Equipment, or Construction.

The purpose of this report is to quantify the cost of supporting program activities at DOE's major sites. The term "support cost" cannot automatically be interpreted as "indirect/overhead" costs as this term is defined by the Cost Accounting Standards included in the Federal Acquisition Regulation, CAS Disclosure Statement. The contractors are subject to CAS and do not budget, accumulate, or distribute costs, in the formal accounting system, in the manner reflected in these reports. In the formal accounts the amounts reported as functional cost are distributed, directly or indirectly to program activities and lose their identity. The data reflected in the reports was obtained by analyzing information contained in the contractors' financial management systems and apportioning costs to the functional categories on a prime cost basis (i.e., prior to any cost distribution) and, by definition may include both direct and indirect costs in any of the categories. This can cause some anomalies between reports from this data and reports from the Contractor's formal accounting systems.

While the total cost for each contractor is accurate and a standard set of definitions was used, apportioning the costs to functional categories did require the exercise of management judgment.

Field offices are responsible for the quality of the data. The goal for data accuracy is 100 percent, although it is recognized that it may not be possible to achieve an overall accuracy greater than 90 to 95 percent. However, the current level of accuracy is sufficient, and consistency is maintained, for valid comparisons over time.



**Enter data in all categories by selecting tab**

**Support Cost by Functional Activity**

(server) Version 4.00

**Data Input Page (\$ in 000's)**

Fiscal Year: 2004

Site: Ames National Lab/Iowa State University

**GENERAL SUPPORT** | MISSION SUPPORT | SITE SPECIFIC | MISSION DIRECT | CAPITAL CONSTRUCTION | MARS RECONCILIATION

GENERAL SUPPORT	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	\$ Change 2000 To FY 2004	% Change 2000 To FY 2004	Foot Note
EXECUTIVE DIR			39	654	<input type="text" value="0"/>	-656	-100.0%	
HUMAN RESOURCES	235	243	251	258	<input type="text" value="0"/>	-235	-100.0%	
CFO	802	867	901	932	<input type="text" value="0"/>	-802	-100.0%	
PROCUREMENT					<input type="text" value="0"/>	-164	-100.0%	
LEGAL					<input type="text" value="0"/>	0	0.0%	
CENTRAL ADMIN S					<input type="text" value="0"/>	-209	-100.0%	
PROGRAM/PROJE					<input type="text" value="0"/>	-1,217	-100.0%	
INFORMATION OUT					<input type="text" value="0"/>	-348	-100.0%	
INFORMATION SER					<input type="text" value="0"/>	-843	-100.0%	
OTHER					<input type="text" value="0"/>	143	100.0%	
<b>TOTAL GENERAL SUPPORT</b>	<b>4,331</b>	<b>4,251</b>	<b>4,128</b>	<b>3,593</b>	<input type="text" value="0"/>	<b>-4,331</b>	<b>-100.0%</b>	

**Enter \$ amounts**

**Enter footnotes for, at least, all categories with a significant change from either prior year, or long term trend. Consider 20% significant. Include discussion of long term trends and changes from prior years**

Footnote: (required if change from the previous year exceeds 20%)

GENERAL SUPPORT

Footnote



GENERAL SUPPORT	Footnote
<u>EXECUTIVE DIRECTION</u>	
<u>HUMAN RESOURCES</u>	
<u>CFO</u>	
<u>PROCUREMENT</u>	
<u>LEGAL</u>	
<u>CENTRAL ADMIN SERVICES</u>	
<u>PROGRAM/PROJECT CONTROL</u>	

**Type footnotes here and save**

- STEP 2 ENTER PROFILE
- STEP 2-A ENTER SITE OVERVIEW AND SITE CHARACTERISTICS

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**CFO Contacts:**  
**Ben Chatterson 301-903-4184**

select 4422

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### Site Overview and Characteristics

Fiscal Year: 2004

Site: Ames National Lab/Iowa State University

[SITE OVERVIEW AND CHARACTERISTICS](#) | [ANALYSIS OF CHANGES FROM PRIOR YEAR TRENDS \(FOOTNOTE\)](#) | [COST SAVINGS INITIATIVES](#)

Site Profile File Name: Ames.rtf

File Size (in bytes): 11,329

Last Updated: 10/7/2004 11:33:00 AM

Site Profile File to Upload (in RTF format with no graphics):  Browse...

Upload

Download

Cancel

*Note: If needed, download an existing Site Profile File for update. Keep the page layout and choice of font for Reporting purposes.*

**First create your Site Overview and Characteristics in word. Do not save as a word document. Save as a .rtf or rich test format. To do so in Word Save as screen select file type at bottom of screen. Second upload by putting the file address in the box above and select the upload key. To view or change what you uploaded, click the download button**





# SCFA Support Cost by Functional Activity

(Test Server) Version 4.00

Main Menu

## Site Overview and Characteristics

### Data Input

Fiscal Year:

Site:

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Site Profile File to

**Do nothing with this button – this automatically updated from the footnotes you already entered.**

*Note: If needed, download an existing Site Profile File for update. Keep the page layout and choice of font for Reporting purposes.*

- STEP 2 ENTIRE PROFILE
- STEP 2B ENTER COST SAVING INITIATIVES



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Site: Ames National Lab/Iowa State University

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Select cost saving initiatives

Last Updated: 10/7/2004 11:33:00 AM

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Site Profile File to Upload (in RTF format with no graphics):  Browse...

Upload Download Cancel

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Start | Mozilla Firefox | SCFA - Cost Saving I... | Microsoft PowerPoint - [in... | 8:58 AM

SCFA - Cost Saving Initiatives - Mozilla Firefox

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https://scfa.test.doe.gov/siteprofile/CostSaving.aspx?FiscalYear=2004&Site\_Id=1

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(Test Server) Version 4.00

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**Cost Savings Initiatives (\$ in 000's)**

Fiscal Year: 2004 Site: Ames National Lab/Iowa State University

**SITE OVERVIEW AND CHARACTERISTICS | ANALYSIS OF CHANGES FROM PRIOR YEAR TRENDS (FOOTNOTE) | COST SAVINGS INITIATIVES**

Initiative Title	Amount Saved Per Year	Amount of Resources Redirected Per Year	Point of Contact
(New)			
	1		

Cancel

**Click the new button to enter new initiatives**

**Click the initiative title to edit an initiative**



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**Fiscal Year: 2004** **Cost Savings Initiatives Details (\$ in 000's)**  
**Site: Ames National Lab/Iowa State University**

	Initiative Title	Amount Saved Per Year	Amount of Resources Redirected Per Year
<input type="text"/>		0	<input type="text"/>

**Description of Effort**

**FILL IN DATA AND SAVE**

- CONGRATULATIONS YOU HAVE  
FINISHED

- THE END