

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 04/10/2017)

Definitions

1. **Activity Lifecycle Phases.** Includes planning, development / modernization / enhancement, maintenance, operations, and decommissioning / disposition.
2. **Administrative Costs.** Any management, financial, and other expense which is incurred by or allocated to a business unit and which is for the general management and administration of the business unit as a whole. Examples of administrative costs types include the following: financial management; budget; acquisitions\financial assistance; general administrative, clerical, and office services; civil rights\equal employment opportunity; human resources; information resources [information technology (IT)]; property; and public affairs group.
3. **Attribute Table.** A set of custom Reclamation tables created in the financial and business management system (FBMS) that include certain required project attributes to meet legislative, contractual, regulatory, and customer requirements.
4. **Business Warehouse.** The FBMS repository for report generation and creation.
5. **Commitment Item.** Represent budget object classes (BOCs) and revenue source codes (RSCs) within FBMS. These are generally tied to a general ledger (GL) account and define how each transaction is to be updated in funds management.
6. **Contract Services.** IT cost element, BOC, or commitment items related to purchasing services from outside the government through agency procurement processes.
7. **Development / Modernization / Enhancement (DME).** An IT activity lifecycle phase that refers to projects and activities leading to new IT assets/systems, as well as projects and activities that change or modify existing IT assets. These changes or modification substantively improve capability or performance, implement legislative or regulatory requirements, or meet an agency leadership request. DME activity may occur at any time during an investment's life cycle. As part of DME, capital costs can include hardware; software development and acquisition costs; commercial off-the-shelf acquisition costs; government labor costs; and contracted labor costs for planning, development, acquisition, system integration, direct project management and overhead support.
8. **Disposition / Decommissioning.** An IT activity lifecycle phase that refers to the termination of an IT system or investment due to it being replaced, no longer useful, or no longer functional.

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9. **Government Travel.** IT cost element, BOC, or commitment items related to Federal personnel travel costs associated with an IT investment.
10. **Information Technology.** Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by Reclamation. For purposes of the preceding sentence, equipment is used by Reclamation if the equipment is used by Reclamation directly or is used by a contractor under a contract with Reclamation which (a) requires the use of such equipment, or (b) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.
11. **Investment.** An IT portfolio line item that could include one or more IT systems or services. An investment will include all cost elements for all components.
12. **Labor / FTE (full time equivalent).** IT cost element, BOC, or commitment items for government labor and associated benefits.
13. **Maintenance.** An IT activity lifecycle phase that refers to the activities necessary to keep an asset functioning as designed during the steady state phase of an investment. Maintenance activities may also include, but are not limited to, system upgrades, technology refreshes, and security patch implementations. As defined in the Federal Accounting Standards Advisory Board Statement of Federal Financial Accounting Standards Number 10, maintenance excludes activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than those originally intended.
14. **Master Data.** Common data elements (i.e., fund type, fund, functional area, WBS/funded program, funds center/cost center, and commitment item) that (a) enable FBMS users to share information across functional areas; and (b) are essential information needed for executing transactions in FBMS.
15. **Operations.** An IT activity lifecycle phase that refers to the day-to-day management of an asset in which the asset is in operations production environment and produces the same product or provides a repetitive service. Operations include, but are not limited to, activities that operate data centers, help desks, operational centers, telecommunication centers, and end-user support services. OMB Source: Integrated Data Collection (IDC) Common Definitions_2014-0523.

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16. **Planning.** An IT activity lifecycle phase that refers to preparing, developing, or acquiring the information used to design the asset; assess the benefits, risks, and risk-adjusted costs of alternative solutions; and establish realistic cost, schedule, and performance goals for the selected alternative.
17. **Project.** A temporary endeavor undertaken to create a unique product, service or result. Projects have start and end dates and can be associated with development, modernization, enhancement, or maintenance efforts.
18. **Project Manager.** Person assigned by the performing organization to achieve project objectives within a program or investment.
19. **Rent / Utilities / Communications.** IT cost element, budget object class, or commitment items of rent, utilities, and communications directly associated with an IT investment or system.
20. **Sub-Component.** A portion of the IT investment that is distinguishable from the rest of the IT investment due to its particular nature, location, business purpose, or management. A sub-component could be a system or service.
21. **Work Breakdown Structure (WBS).** A structural element in the Controlling/Project Systems module and serves as a link to the Funds Management (FM) object “funded program” for the purpose of allowing multiple sources of funds to fund a particular project. The WBS allows the tracking of expenses and revenues to a project. FBMS configures WBS with 24 digits with options for placement of separators, which are periods. In addition, there is FBBS standardization for the first 3 digits of the WBS. The first digit is the Bureau indicator, R for Reclamation. The second digit is the FBMS project type. The third digit is a dot separator. The fourth through seventh digit is for Reclamation’s project/program. The eighth through eleventh digit is for the four-digit cost authority number. The twelfth digit is a dot separator, and the thirteenth through nineteenth digit is for Reclamation’s job number.