



## Department of Energy

Oak Ridge Operations Office  
P.O. Box 2001  
Oak Ridge, Tennessee 37831—

August 2, 2007

Those on Enclosed List

Dear Ladies and Gentlemen:

### **FISCAL YEAR 2008 MANDATORY FUNDING REQUIREMENTS**

This is the time of year that we review our mandatory funding requirements for the next fiscal year in the event that neither an appropriations bill nor a continuing resolution is passed by October 1, 2007. Please provide us the following information using the enclosed format: Projected Uncosted Balances, Outstanding Commitments, and Projected Uncosted/Uncommitted Balances as of October 1, 2007 (Enclosure 1). In addition, please include your Mandatory Expenditures (costs)/Mandatory Commitments in accordance with the time periods identified below (Enclosure 2). Mandatory expenditures would include the continuation of work from the prior year at the minimal level (i.e., no overtime) and should not include any new starts.

The information should be provided at the 2-digit program level, sorted by fund type and appropriation symbol and should reflect totals for each appropriation symbol. **DO NOT include estimates for Programs 40, 60, and 65.** Your estimated Mandatory Expenditures should be submitted for the following time periods: October 1-7, October 8-14, October 15-21, and October 22-31. The estimates must be categorized under the headings: "Payroll and Related Obligations" or "All Other." Any funding identified in the "All Other" category **must be itemized and ranked in order of importance** to ensure that it is included as a mandatory requirement. The information should be provided by specific site based on how the funding is provided in your financial plans. Please provide the requested data by September 7, 2007. If you have any questions, you may call either Joyce Burchfield at (865) 576-2738, or your budget liaison.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Y. Hackett".

Jennifer Y. Hackett, Director  
Planning and Budget Division

FM-72:Burchfield

Enclosures:

1. Projected Uncosted/Uncommitted Balances
2. Mandatory Expenditures and Mandatory Commitments

Addressees: Multiple-Addressee letter dated August 2, 2007

Subject: **FISCAL YEAR 2008 MANDATORY FUNDING REQUIREMENTS**

Mr. D. Bryan Kendrick  
Business Services and  
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Ms. Patsy Pehrson, Acting Director  
Financial Operations Department  
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Post Office Box 117  
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cc w/enclosures:

D. D. Ingram, MS-6261, UT-Battelle  
G. C. Manthey, SC-12, ORO  
C. M. Davis, SC-12, ORO

cc w/enclosures:

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G. Mills, SC-11, ORO  
M. Roddy, SC-11

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M. T. Blair, MS-7052, BJC  
A. G. Stokes, EM-95, ORO

cc w/enclosures:

Pam Erwin, WSI  
J. M. Bird, OS-20, ORO  
J. E. Medlock, OS-20, ORO

Enclosure 1

**PROJECTED UNCOSTED/UNCOMMITTED BALANCES**

**PROJECTED UNCOSTED/UNCOMMITTED BALANCES**

<u>Appropriation Symbol</u>	<u>Fund Type</u>	<u>Program</u>	<u>Projected Uncosted Balances</u>	<u>Outstanding Commitments</u>	<u>Project Uncosted Uncommitted Balances</u>
October 1, 2007					

Enclosure 2

**MANDATORY EXPENDITURES AND  
MANDATORY COMMITMENTS**

**Mandatory Expenditures and Mandatory Commitments**

Appropriation Symbol	Fund Type	Program	October 1-7			October 8-14			October 15-21			October 22-31		
			Payroll	Other	Total	Payroll	Other	Total	Payroll	Other	Total	Payroll	Other	Total