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,

Jenifer 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
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cc w/enclosures:
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Ms. Patsy Pehrson, Acting Director
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cc w/enclosures:
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cc w/enclosures:
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J. M. Bird, OS-20, ORO
J. E. Medlock, OS-20, ORO

Enclosure 1

PROJECTED UNCOSTED/UNCOMMITTED BALANCES

PROJECTED UNCOSTED/UNCOMMITTED BALANCES

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

Enclosure 2

MANDATORY EXPENDITURES AND MANDATORY COMMITMENTS

Mandatory Expenditures and Mandatory Commitments

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