United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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FINANCIAL ADMINISTRATION MEMORANDUM NO. 2006-0018 (IV.A)

To: Bureau Assistant Directors, Administration
Chief Executive Officer, National Business Center
Bureau Finance Officers

From: Mona S. Williams
Focus Leader, Asset and Debt Management
Office of Financial Management

Subject: Guidance and Schedule for Collecting DOI Work Activity Output Data

This Financial Administration Memorandum (FAM) provides guidance for collecting DOI work activity outputs and establishes a schedule for collecting these outputs for FY07 and thereafter. It reiterates the guidance published in a Policy, Management and Budget memorandum dated December 29, 2005, same subject.

Bureaus should report work activity outputs as these outputs are produced. This may be daily, weekly, monthly, quarterly, or annually, depending on the type of work done. But at a minimum, the Department expects to see the DOI work activity outputs updated quarterly, by the end of the month following the end of the previous quarter, i.e. January 30, April 30, July 30, and October 30.

The cost (ABC) module of the DOI ABC/M system contains a component to collect DOI work activity outputs. This component of the cost module remains open to collect output data. The output component of the cost module should not be confused with the performance module of the DOI ABC/M system that collects similar output performance measurement data. The DOI ABC/M system can be accessed at http://abcm.doi.gov.

Bureaus have the option of either entering output data directly into the output component of the cost module, or forwarding output data to the Department in a Microsoft Excel file using the format attached to this FAM. Implementation of the FBMS ABC/M module may change procedures for collecting outputs, but the policy and schedule for reporting outputs will not change.

Bureaus who have not recently updated their FY06 DOI work activity output data are now requested to provide their updates by January 30, 2007. Please report outputs for the entire fiscal year. Microsoft Excel files should be forwarded to the Office of Financial Management, Attn: Asset and Debt Management.

This FAM will remain in effect until superseded by issuance of a departmental Activity Based Cost Management Handbook, or until implementation of the FBMS ABC/M module.

Please direct any questions on this subject to Dorothy Sugiyama at (202) 208-5789.

cc: ABC Steering Committee
Activities Oversight Team
Finance Officers' Partnership
Bureau Budget Officers
Performance Management Council
FBMS Project Management Office

Prior Financial Administration Memorandum on this subject:

None