



United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, DC 20240



DEC 29 2005

Memorandum

To: Bureau Directors
Director, National Business Center

From: Nina Rose Hatfield
Deputy Assistant Secretary – Business Management and Wildland Fire

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

Recently, your Activity Based Cost Management (ABC/M) Program Management Staff have inquired about collecting workload output counts against the DOI Work Activity Outputs. This memorandum provides guidance for collecting DOI Work Activity Outputs and establishes a schedule for collecting workload output counts for FY06 and thereafter.

Bureaus should report workload output counts 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. 30 January, 30 April, 30 July, and 30 October.

The cost (ABC) module of the DOI ABC/M system contains a workload activity output component to collect DOI Work Activity Output counts. The workload activity output component of the cost module remains open to collect output data. The workload activity 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 workload activity output component of the cost module, or forwarding output data to the Department in a Microsoft Excel file using the format attached to this memorandum. We will be working on an enhancement to the workload activity output component that will allow you to upload workload data directly to the output component, similar to the process used for the daily cost extract file. We hope to activate that enhancement in FY06.

As we have not collected workload output counts for the 3rd and 4th quarter FY05, we are now requesting that you forward that data to us using the Microsoft Excel file format attached to this memorandum. **Please submit the 3rd and 4th quarter FY05 workload output counts to us by 30 January 2006. The 1st quarter FY06 workload output counts are also due by 30 January 2006.**

The workload data should be provided directly to Stephanie Taylor, DOI ABC/M System Developer, at the National Business Center. She can be contacted at (703) 390-6677, or via email at Stephanie_y_taylor@nbc.gov.

I appreciate your continued assistance in refining our DOI ABC/M System and processes.

Attachment

cc: ABC Steering Committee
Activities Oversight Team
Performance Management Council

*J. D. [Signature]
for Nina Hatfield*

