FY 2003
LIFE CYCLE ASSET MANAGEMENT
DATA COLLECTION PLAN
AND MATRIX

FOR THE

OAK RIDGE NATIONAL LABORATORY

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Scoring Methodology for Life Cycle Asset Management (LCAM) Measures

The LCAM contract measures are composite indices of more detailed process level measures in each LCAM functional area contained in the *ORNL LCAM Implementation Plan*. The process level measures are evaluated by comparing the result of each measure to negotiated values for "meets expectations," "exceeds expectations," and "needs improvement." The LCAM criteria, criteria weights, process level measures, and expectations necessary to calculate the contract measures can be found in the *ORNL LCAM Implementation Plan*. The process for calculating the contract measures from the process level measures and evaluating performance on each LCAM functional area is as follows:

Each process level measure was scored according to performance attained using the following point count scheme:

Exceeds expectations	10
Meets expectations	9
Needs improvement	8

The average score C_i for each criterion was calculated:

C_i = $1/N \sum_n (P)_n$
P_n = Scores of Performance Measures in Criteria I
N = Number of Measures in Criteria I

The weighted average of criteria scores was calculated for each functional area:

I_x = $\sum_i W_i C_i$
1_x = Index of Functional Area X
W_i = Weight for Each Criteria I
C_i = Average Criteria Score

The final rating for each functional area was determined by comparing the index value (1_x) to the following table.:

Performance Level (P)	Rating
≥ 97.5	Outstanding
$92.5\% \leq P < 97.5\%$	Excellent
$90.0\% \leq P < 92.5\%$	Good
$< 90.0\%$	Marginal

DATA COLLECTION PLAN

OBJECTIVE

PM-1
Demonstrate efficient use of capital funds for Engineering design and construction activities.

MEASURE

Sum of design and construction costs for line items and GPPs[1] (both ongoing and projects completed during the FY) divided by total estimated cost of those projects. (Note: Design and construction costs are architect/engineer and construction contract amounts.)[2]

EXPECTATION

Exceeds	≥86%
Meets	≥77% - <86%
Needs Improvement	<77%

WHAT DATA IS TO BE COLLECTED

Design, construction, and total estimated costs for line items and GPPs for current year.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Engineering Division

WHO WILL COLLECT DATA

Engineering Division

WHEN TO COLLECT DATA

Data will be collected monthly from the financial reporting systems.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The data will be maintained in an electronic spreadsheet.

REPORTING

The data will be tabulated in report format and submitted for review for MOP assessment quarterly in January, April, July, and October.

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[1]Use baseline costs from the GPP/IGPP Baseline Definition and Authorization.

[2]Design cost is Architect/Engineer (A/E) or "in-house" Title I and II. Construction costs are Fixed Priced Sub-Contract (FPSC)/direct hire (either Construction Manager or P&E) directly related to construction and materials procurement costs. For projects completed during FY, use final or estimated final costs.

DATA COLLECTION PLAN

OBJECTIVE

PM-2
Approved technical, cost, and schedule baselines[3] are met without significant changes.

MEASURE

2.1 Sum of current working estimated costs for projects that have been baselined (both ongoing and projects completed during the FY) divided by sum of approved baseline TECs for those projects. (Separate measure for GPPs and line items.)

2.2 Sum of estimated schedules in months for projects that have been baselined (both ongoing and projects completed during the FY) divided by sum of approved baseline schedules in months for those projects. (Separate measures for GPPs and line items.)

EXPECTATION

Exceeds	$\leq$95%
Meets	>95% - $\leq$100%
Needs Improvement	>100%

WHAT DATA IS TO BE COLLECTED

2.1 Total estimated cost and the baseline cost associated with each GPP and line item project.
2.2 Total estimated number of months to complete line items and GPPs and the baseline schedule in months.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Engineering Division

WHO WILL COLLECT DATA

Engineering Division

WHEN TO COLLECT DATA

Data will be collected monthly from the financial reporting systems.

MEASUREMENT FREQUENCY

Quarterly

RECORDING METHOD

The data will be maintained in an electronic spreadsheet.

REPORTING

The data will be tabulated in report format and submitted for review for MOP assessment quarterly in January, April, July, and October.

[3] Approved baselines are defined in the Preliminary Proposal (updated after Title I) for GPPs and upon approval of CD-2 (Title I) for Line Items. After completion of Title I, baselines are adjusted through Project Change Orders (PCOs) or Baseline Change Proposals (BCPs).

DATA COLLECTION PLAN

OBJECTIVE

PM-3
Capital projects are closed in a timely fashion.

MEASURE

3.1 Cumulative number of months after project completion/4 times number of completed projects.[4]

EXPECTATION

Exceeds	≤85%
Meets	>85% - ≤105%
Needs Improvement	>105%

WHAT DATA IS TO BE COLLECTED

Dates projects are completed and closed out. Number of projects closed out.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Engineering Division

WHO WILL COLLECT DATA

Engineering Division

WHEN TO COLLECT DATA

Data will be collected monthly from the financial reporting systems.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The data will be maintained in an electronic spreadsheet.

REPORTING

The data will be tabulated in report format and submitted for review for MOP assessment quarterly in January, April, July, and October.

[4]Project completion is defined as beneficial occupancy for buildings and date of fieldwork completion (final acceptance report signed) if other than a building.

DATA COLLECTION PLAN

OBJECTIVE

OM-1
The maintenance rate is effectively managed and maintained.

MEASURE

1.1 The general maintenance rate expressed as a percentage of the target maintenance rate[5] for the fiscal year.

EXPECTATION

Exceeds	<98%
Meets	98% - 102%
Needs Improvement	>102%

WHAT DATA IS TO BE COLLECTED

Actual general maintenance rate and average rate for the FY to date. This maintenance rate will be collected for business months.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Facilities Management Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the actual maintenance rate and average rate for the FY to date.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

[5]For FY 2003, the target maintenance rate is $57.81 per hour.

DATA COLLECTION PLAN

OBJECTIVE

OM-2
The Maintenance Management Program is efficient and includes, as a minimum: (1) a work management system, (2) configuration management program, and (3) a system for management and conduct of preventive, corrective, and predictive maintenance.

MEASURE

2.1 Percentage of preventive[6] and predictive maintenance jobs completed by the original scheduled completion date.

EXPECTATION

Exceeds	>94%
Meets	85% - 94%
Needs Improvement	<85%

WHAT DATA IS TO BE COLLECTED

Percentage of preventive[6] and predictive maintenance jobs completed by the original scheduled completion date.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Facilities Management Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the percentage of preventive and predictive maintenance jobs completed by the original scheduled completion date.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

[6]Excludes vehicles.

DATA COLLECTION PLAN

OBJECTIVE

OM-2
The Maintenance Management Program is efficient and includes, as a minimum: (1) a work management system, (2) a configuration management program, and (3) a system for management and conduct of preventive, corrective, and predictive maintenance.

MEASURE

2.2 Percentage of corrective maintenance hours worked on PM equipment in relation to total hours.

EXPECTATION

Exceeds	<60%
Meets	60% - 68%
Needs Improvement	>68%

WHAT DATA IS TO BE COLLECTED

Corrective and total hours worked on equipment in the PM Program.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Facilities Management Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the corrective maintenance hours and total hours worked on equipment in the PM program.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-2
The Maintenance Management Program is efficient and includes, as a minimum: (1) a work management system, (2) a configuration management program, and (3) a system for management and conduct of preventive, corrective, and predictive maintenance.

MEASURE

2.3 Average hours of maintenance backlog in relation to monthly work potential. Work potential is defined as the available hours of personnel providing direct maintenance support.

EXPECTATION

Exceeds	<1.5 months
Meets	1.5 – 2.5 months
Needs Improvement	>2.5 months

WHAT DATA IS TO BE COLLECTED

Hours of maintenance backlog and work potential

WHO IS ACCOUNTABLE FOR PERFORMANCE

Facilities Management Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the hours of maintenance backlog and monthly work potential.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-3
Motor vehicle and heavy equipment maintenance is timely and effective.

MEASURE

3.1 Percentage of motor vehicles listed on official maintenance and safety schedules within 10 business days of receipt.

EXPECTATION

Exceeds	100%
Meets	98% - 99.9%
Needs Improvement	<98%

WHAT DATA IS TO BE COLLECTED

Percentage of motor vehicles listed on official maintenance and safety schedules within 10 business days of receipt.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Fabrication and Site Services Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the percentage of motor vehicles listed on official maintenance and safety schedules within 10 business days of receipt.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-3
Motor vehicle and heavy equipment maintenance is timely and effective.

MEASURE

3.2 Percentage of heavy equipment listed on official maintenance and safety schedules within 10 business days of receipt.

EXPECTATION

Exceeds	100%
Meets	98% - 99.9%
Needs Improvement	<98%

WHAT DATA IS TO BE COLLECTED

Percentage of heavy equipment listed on official maintenance and safety schedules within 10 business days of receipt.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Fabrication and Site Services Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the percentage of motor vehicle and heavy equipment listed on official maintenance within 10 business days of receipt.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-3
Motor vehicle and heavy equipment maintenance is timely and effective.

MEASURE

3.3 Percentage of motor vehicle maintenance and safety inspections completed and documented within 30 days of the due date.

EXPECTATION

Exceeds	>95%
Meets	90% - 95%
Needs Improvement	<90%

WHAT DATA IS TO BE COLLECTED

Percentage of motor vehicle maintenance and safety inspections completed and documented within 30 days of the due date.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Fabrication and Site Services Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the percentage of motor vehicle maintenance and safety inspections completed and documented within 30 days of the due date.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-3
Motor vehicle and heavy equipment maintenance is timely and effective.

MEASURE

3.4 Percentage of heavy equipment maintenance and safety inspections completed and documented within 30 days of the due date.

EXPECTATION

Exceeds	>95%
Meets	90% - 95%
Needs Improvement	<90%

WHAT DATA IS TO BE COLLECTED

Percentage of heavy equipment maintenance and safety inspections completed and documented within 30 days of the due date.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Fabrication and Site Services Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the percentage of heavy equipment maintenance and safety inspections completed and documented within 30 days of the due date.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-3
Motor vehicle and heavy equipment maintenance is timely and effective.

MEASURE

3.5 Percentage of programmed maintenance of heavy equipment that is completed within 30 days of the due date.

EXPECTATION

Exceeds	>92%
Meets	87% - 92%
Needs Improvement	<87%

WHAT DATA IS TO BE COLLECTED

Percentage of programmed maintenance of heavy equipment that is completed within 30 days of the due date.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Fabrication and Site Services Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the percentage of programmed maintenance of heavy equipment that is completed within 30 days of the due date.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-3
Motor vehicle and heavy equipment maintenance is timely and effective.

MEASURE

3.6 Percentage of motor vehicle oil changes that are completed within 3,000-mile/12-month intervals.

EXPECTATION

Exceeds	>92%
Meets	85% - 92%
Needs Improvement	<85%

WHAT DATA IS TO BE COLLECTED

Percentage of motor vehicle oil changes that are completed within 3,000-mile/12-month intervals.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Fabrication and Site Services Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the percentage of motor vehicle oil changes that are completed within 3,000-mile/12-month intervals.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-4
Utilities are effectively managed and utilized.

MEASURE

4.1 The actual rate for providing steam to the Laboratory expressed as a percentage of the LCAM target rate[7] for the fiscal year.

EXPECTATION

Exceeds	<95%
Meets	95% - 105%
Needs Improvement	>105%

WHAT DATA IS TO BE COLLECTED

Actual cost per thousand pounds of steam that is provided to the Laboratory.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Facilities Management Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the actual cost and total production of steam that is provided to the Laboratory.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

[7]For FY 2003, the target rate is $15.56 per thousand pounds.

DATA COLLECTION PLAN

OBJECTIVE

OM-4
Utilities are effectively managed and utilized.

MEASURE

4.2 The actual rate for treating sanitary sewage for the Laboratory expressed as a percentage of the LCAM target rate[8] for the fiscal year.

EXPECTATION

Exceeds	<95%
Meets	95% - 105%
Needs Improvement	>105%

WHAT DATA IS TO BE COLLECTED

Actual cost per thousand gallons of sanitary sewage that is treated for the Laboratory.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Facilities Management Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the actual cost and total volume of sanitary sewage that is treated for the Laboratory.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

[8]For FY 2003, the target rate is $7.77 per thousand gallons. Included in the FY 2003 rate is $32,618 to correct deficiencies identified in the recent Sanitary Sewer Smoke Test.

DATA COLLECTION PLAN

OBJECTIVE

OM-4
Utilities are effectively managed and utilized.

MEASURE

4.3 Cumulative hours of all steam outages caused by a lack of adequate maintenance on the system.

EXPECTATION

Exceeds	<12 hrs
Meets	12 - 24 hrs
Needs Improvement	>24 hrs

WHAT DATA IS TO BE COLLECTED

Cumulative hours of all steam outages caused by a lack of adequate maintenance on the system.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Facilities Management Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the cumulative hours of all steam outages caused by a lack of adequate maintenance on the system.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-4
Utilities are effectively managed and utilized.

MEASURE

4.4 Cumulative hours of all occasions a lack of adequate maintenance has caused the sanitary sewer service to not be provided to customer facilities.

EXPECTATION

Exceeds	<12 hrs
Meets	12 - 24 hrs
Needs Improvement	>24 hrs

WHAT DATA IS TO BE COLLECTED

Cumulative hours of all sanitary sewer service outages caused by a lack of adequate maintenance on the system.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Facilities Management Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the cumulative hours of all sanitary sewer outages caused by a lack of adequate maintenance on the system.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-4
Utilities are effectively managed and utilized.

MEASURE

4.5 Cumulative hours of unplanned electrical outages attributable to electrical utility operations.

EXPECTATION

Exceeds	< 4 hrs
Meets	4 - 6 hrs
Needs Improvement	>6 hrs

WHAT DATA IS TO BE COLLECTED

Cumulative hours of unplanned electrical outages attributable to electrical utility operations.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Facilities Management Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the hours of unplanned electrical outages attributable to electrical utility operations.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-5
The condition of physical assets is periodically inventoried and assessed to assist in objective planning of maintenance activities.

MEASURE

5.1 Percentage of required[9] electrical equipment, major mechanical equipment, and architectural inventory assigned to the Laboratory that is assessed annually.

EXPECTATION

Exceeds	>98%
Meets	92% - 98%
Needs Improvement	<92%

WHAT DATA IS TO BE COLLECTED

Planned vs actual inspections for electrical equipment, major mechanical equipment, and architectural inventory assigned to the Laboratory.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Fabrication and Site Services Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting planned and actual inspections for electrical equipment, major mechanical equipment, and architectural inventory assigned to the Laboratory.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

[9] Required inventory is one-fourth of total inventory assigned to the Laboratory.

DATA COLLECTION PLAN

OBJECTIVE

OM-5
The condition of physical assets is periodically inventoried and assessed to assist in objective planning of maintenance activities.

MEASURE

5.2 Percentage of required[10] roof inventory assigned to the Laboratory that is assessed annually.

EXPECTATION

Exceeds	>98%
Meets	92% - 98%
Needs Improvement	<92%

WHAT DATA IS TO BE COLLECTED

Planned vs. actual inspections for roofs that are assigned to the Laboratory.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Fabrication and Site Services Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting planned and actual roof inspections.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

[10] Required inventory is one-half of the total inventory assigned to the Laboratory.

DATA COLLECTION PLAN

OBJECTIVE

OM-5
The condition of physical assets is periodically inventoried and assessed to assist in objective planning of maintenance activities.

MEASURE

5.3 Breakdown of man-hours spent on the assessment/inspection of nonstructures assigned to the Laboratory.

EXPECTATION

This measure has no expectation beyond the breakdown and reporting of all applicable man-hours.

WHAT DATA IS TO BE COLLECTED

Breakdown of man-hours spent on the assessment/inspection of nonstructures assigned to the Laboratory.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Fabrication and Site Services Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the man-hours spent on the assessment/inspection of nonstructures assigned to the Laboratory.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-6
The utilization and conservation of energy is effectively managed commensurate with the site mission(s) in accordance with DOE Orders and regulations.

MEASURE

6.1 Percentage of annual reduction in site energy (excluding metered process buildings) in Btu/ft^2 as compared to the previous four quarters.[11]

EXPECTATION

Exceeds	>2.3%
Meets	2.1% - 2.3%
Needs Improvement	<2.1%

WHAT DATA IS TO BE COLLECTED

Site energy consumption (excluding metered process buildings) in Btu/ft^2 .

WHO IS ACCOUNTABLE FOR PERFORMANCE

Facilities Management Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Quarterly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting the site energy consumption (excluding metered process buildings) in Btu/ft^2 .

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

[11] The FY 2003 consumption data will consist of the fourth quarter of FY 2002 and first, second, and third quarters of FY 2003. Likewise, the FY 2003 baseline year data will consist of the fourth quarter of FY 2001 and the first, second, and third quarters of FY 2002.

DATA COLLECTION PLAN

OBJECTIVE

OM-6
The utilization and conservation of energy is effectively managed commensurate with the site mission(s) in accordance with DOE Orders and regulations.

MEASURE

6.2 Achieve significant progress on the current site-wide energy savings performance contract (ESPC) Initial Proposal.

EXPECTATION

Exceeds	Complete Detailed Energy Survey and Issue Revised Proposal.
Meets	Complete Detailed Energy Survey.
Needs Improvement	Detailed Energy Survey not completed.

WHAT DATA IS TO BE COLLECTED

Progress updates on site-wide ESPC activities.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Facilities Management Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting progress updates on site-wide ESPC activities.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

OM-6
The utilization and conservation of energy is effectively managed commensurate with the site mission(s) in accordance with DOE Orders and regulations.

MEASURE

6.3 Timely updating of the ORNL Energy Management and Implementation Plan with the requirements of DOE Order 430.2A, which incorporates the requirements of Executive Order 13123.[12]

EXPECTATION

Exceeds	Plan updated by 2/28/03
Meets	Plan updated by 5/31/03
Needs Improvement	Plan updated after 5/31/03

WHAT DATA IS TO BE COLLECTED

Progress toward revision (or issue date) of the ORNL Energy Management and Implementation Plan for addressing the requirements of DOE Order 430.2A, which incorporates the requirements of Executive Order 13123.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Facilities Management Division

WHO WILL COLLECT DATA

Integrated Operations Support Division

WHEN TO COLLECT DATA

The 15th day following the cutoff period.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The Integrated Operations Support Division will maintain a database reflecting progress toward revision (or issue date) of the ORNL Energy Management and Implementation Plan for addressing the requirements of DOE Order 430.2A, which incorporates the requirements of Executive Order 13123.

REPORTING

The Integrated Operations Support Division will report the data quarterly in January, April, July, and October.

[12] In FY 2003, ORNL's Energy Management and Implementation Plan will be revised to bring it up to date with DOE's most current energy management plans and orders.

DATA COLLECTION PLAN

OBJECTIVE

RP-1
On-site space, including acquisition, leasing, and disposal, is effectively utilized.

MEASURE

1.1 Percentage of useable space assigned as reported in the Laboratory Space Allocation Management System (SAMS) database.[13]

EXPECTATION

Exceeds	≥99%
Meets	>96% - <99%
Needs Improvement	≤96%

WHAT DATA IS TO BE COLLECTED

Utilization rates of ORNL primary office space.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Infrastructure Planning Division

WHO WILL COLLECT DATA

Infrastructure Planning Division

WHEN TO COLLECT DATA

Data will be collected continually via custodian input to the ORNL Space Allocation Management System (SAMS) database.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

The ORNL Space Planning and Utilization Manager will maintain a Space Allocation Management System (SAMS) database which will accurately reflect the utilization of ORNL space by division, building, room, space type, space size, and personnel assignment.

REPORTING

The UT-Battelle Realty Manager will issue a report with respect to this measure quarterly in January, April, July, and October.

[13] The Laboratory office occupancy utilization trend shall be made a matter of record annually within the first quarter of the fiscal year.

DATA COLLECTION PLAN

OBJECTIVE

RP-2
Surplus property/materials are reutilized.

MEASURE

2.1 Amount of surplus property that is reutilized.

EXPECTATION

Exceeds	>$5,000,000
Meets	$4,000,000 - $5,000,000
Needs Improvement	<$4,000,000

WHAT DATA IS TO BE COLLECTED

Reutilized property/materials, which includes internal reutilization (second-hand stores, Swap Shop), incoming excess from outside ORNL, outgoing excess from ORNL (DOE, OFA), gifts to schools, donations, and grants.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Contracts Division

WHO WILL COLLECT DATA

Contracts Division

WHEN TO COLLECT DATA

Data will be collected continually via the Property Information System (PRISM) and Swap Shop.

MEASUREMENT FREQUENCY

Quarterly

RECORDING METHOD

Property Information System (PRISM) and Swap Shop

REPORTING

Property Management will issue a report with respect to this measure quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

RP-3
Accountable property is confirmed.

MEASURE

3.1 Percentage of inventory of equipment (acquisition cost of >$5,000) that is confirmed.

EXPECTATION

Exceeds	>99.75%
Meets	99.50% - 99.75%
Needs Improvement	<99.50%

WHAT DATA IS TO BE COLLECTED

Inventory of equipment (acquisition cost of >$5,000)

WHO IS ACCOUNTABLE FOR PERFORMANCE

Contracts Division

WHO WILL COLLECT DATA

Contracts Division

WHEN TO COLLECT DATA

Data will be collected continually via Property Information System (PRISM).

MEASUREMENT FREQUENCY

Quarterly

RECORDING METHOD

Property Management will collect the data via the Property Information System (PRISM) as provided by the property custodian.

REPORTING

Property Management will issue a report with respect to this measure quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

RP-3
Accountable property is confirmed.

MEASURE

3.2 Percentage of inventory of precious metals that is confirmed.

EXPECTATION

Exceeds	NA
Meets	100%
Needs Improvement	<100%

WHAT DATA IS TO BE COLLECTED

Inventory of precious metals

WHO IS ACCOUNTABLE FOR PERFORMANCE

Logistical Services Division

WHO WILL COLLECT DATA

Logistical Services Division

WHEN TO COLLECT DATA

Data will be collected continually via SAP.

MEASUREMENT FREQUENCY

Annually

RECORDING METHOD

ORNL Materials Management will collect the data via SAP as provided to the ORNL Precious Metals Control Officer.

REPORTING

ORNL Materials Management will issue a report with respect to this measure quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

RP-3
Accountable property is confirmed.

MEASURE

3.3 Percentage of inventory of stores that is confirmed.

EXPECTATION

Exceeds	>99.75%
Meets	99.61% - 99.75%
Needs Improvement	<99.61%

WHAT DATA IS TO BE COLLECTED

Inventory of stores

WHO IS ACCOUNTABLE FOR PERFORMANCE

Logistical Services Division

WHO WILL COLLECT DATA

Logistical Services Division

WHEN TO COLLECT DATA

Data will be collected continually via SAP.

MEASUREMENT FREQUENCY

Annually

RECORDING METHOD

ORNL Materials Management will collect the data via SAP.

REPORTING

ORNL Materials Management will issue a report with respect to this measure quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

RP-4
Excessed property is disposed of in a timely and effective manner.

MEASURE

4.1 Time frame for disposal of 90% of the total excessed uncontaminated property items.

EXPECTATION

Exceeds	<120 days
Meets	120 - 180 days
Needs Improvement	>180 days

WHAT DATA IS TO BE COLLECTED

Excessed uncontaminated property dispositions.

WHO IS ACCOUNTABLE FOR PERFORMANCE

Contracts Division

WHO WILL COLLECT DATA

Contracts Division

WHEN TO COLLECT DATA

Data shall be collected continually via the Property Information System (PRISM).

MEASUREMENT FREQUENCY

Quarterly

RECORDING METHOD

Property Information System (PRISM).

REPORTING

Property Management will issue a report with respect to this measure quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

RP-5
Effective processes are established to ensure that equipment and materials are being provided to meet customers' requirements.

MEASURE

5.1 Percentage of orders delivered to customer on an average in less than one day.

EXPECTATION

Exceeds	>95%
Meets	90% - 95%
Needs Improvement	<90%

WHAT DATA IS TO BE COLLECTED

Length of time required to deliver material

WHO IS ACCOUNTABLE FOR PERFORMANCE

Logistical Services Division

WHO WILL COLLECT DATA

Logistical Services Division

WHO WILL COLLECT DATA

Delivery Tracking System

WHEN TO COLLECT DATA

Delivery Tracking System collects continually

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

Delivery Tracking System

REPORTING

The ORNL Materials Management will report data with respect to this measure quarterly in January, April, July, and October.

DATA COLLECTION PLAN

OBJECTIVE

RP-5
Effective processes are established to ensure that equipment and materials are being provided to meet customers' requirements.

MEASURE

5.2 Percentage of items where the "return goods" cycle time from time of rejection until disposition was within one month.

EXPECTATION

Exceeds	>95%
Meets	90% - 95%
Needs Improvement	<90%

WHAT DATA IS TO BE COLLECTED

Length of time from rejection until disposition of "return goods."

WHO IS ACCOUNTABLE FOR PERFORMANCE

Logistical Services Division

WHO WILL COLLECT DATA

Logistical Services Division

WHEN TO COLLECT DATA

Continually collected as returns are identified.

MEASUREMENT FREQUENCY

Monthly

RECORDING METHOD

Shipping Order Traveler.

REPORTING

The ORNL Materials Management will report data with respect to this measure quarterly in January, April, July, and October.