A version of this proposed process will be implemented beginning in FY 2006. Unavoidable delays led to a schedule slip in the Fall of 2005.

Several Regions are already conducting parts of the proposed validation process. The effort to establish a consistent, Service-wide validation process will continue through FY 2006, with an expectation that a process will be fully in place for the start of FY 2007.

<table>
<thead>
<tr>
<th>Fiscal Month</th>
<th>ABC Implementation Team</th>
<th>FWS Technical Experts Teams, Field, WO</th>
<th>Managers and Time Keepers</th>
<th>Finance Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 05</td>
<td>Distribute draft guidance on Validation Process for FY 06</td>
<td>Review guidance and provide feedback</td>
<td>Review guidance and provide feedback</td>
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</tr>
<tr>
<td>September 05</td>
<td>Distribute guidance on validation process for FY 06</td>
<td>Receive guidance</td>
<td>Receive guidance</td>
<td>Receive guidance</td>
</tr>
<tr>
<td>October 05</td>
<td>Develop and produce quarterly ABC Information • Prepare Validation Statement that shows: o Excluded cost information o Total costs in ABC model o Resource costs by region</td>
<td>• Review cost against quarterly report and send signed verification of costs to PES • Begin monthly review of ABC suspense account XX – where no more than 1% of the Regional Program’s allocation for each FFS subactivity can be held in this account • Identify any other costs</td>
<td>Review and validate labor hours and non-labor transactions charged against ABC codes</td>
<td>Process RDS’ Monthly</td>
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## Verification and Validation of Quarterly ABC Costs – Technical Draft – Conceptual Process Framework for FWS

<table>
<thead>
<tr>
<th>Fiscal Month</th>
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</table>
| November 05  | Publish quarterly ABC reports in ReportNet and PowerPlay | • Review staff charges to ABC codes in PowerPlay – can view down to the person  
• Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account  
• Process RDS’ 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle | Review and validate labor hours and non-labor transactions charged against ABC codes | Process RDS’ Monthly |
| December 05  | • Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account  
• Process RDS’ 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle | Review and validate labor hours and non-labor transactions charged against ABC codes | Process RDS’ Monthly |
## Verification and Validation of Quarterly ABC Costs – Technical Draft – Conceptual Process Framework for FWS

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<tr>
<th>Fiscal Month</th>
<th>Task Owners</th>
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<th>FWS Technical Experts Regions, Field, WO</th>
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<td>month to assure that costs will be correct for next quarterly cycle</td>
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| January 06   | Develop and produce quarterly ABC Information  
• Prepare Validation Statement that shows:  
  o Excluded cost information  
  o Total costs in ABC model  
  o Resource costs by region | Review cost against quarterly report and send signed verification of costs to PES  
• Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account  
• Process RDS’ 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle | Review and validate labor hours and non-labor transactions charged against ABC codes | Process RDS’ Monthly |
| February 06  | Publish quarterly ABC reports in ReportNet and PowerPlay | Review staff charges to ABC codes in PowerPlay – can view down to the person  
• Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program’s allocation for each FFS subactivity can be held in this account  
• Process RDS’ 10 days prior to the close of the | Review and validate labor hours and non-labor transactions charged against ABC codes | Process RDS’ Monthly |
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<td>March 06</td>
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<td>Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program’s allocation for each FFS subactivity can be held in this account</td>
<td>Review and validate labor hours and non-labor transactions charged against ABC codes</td>
<td>Process RDS’ Monthly</td>
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| April 06     | Develop and produce quarterly ABC Information | • Review cost against quarterly report and send signed verification of costs to PES  
• Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program’s allocation for each FFS subactivity can be held in this account  
• Process RDS’ 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle | Review and validate labor hours and non-labor transactions charged against ABC codes | Process RDS’ Monthly |

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| May 06       | Publish quarterly ABC reports in ReportNet and PowerPlay | • Review staff charges to ABC codes in PowerPlay – can view down to the person  
• Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program’s allocation for each FFS subactivity can be held in this account  
• Process RDS’ 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle | Review and validate labor hours and non-labor transactions charged against ABC codes | Process RDS’ Monthly |
| June 06      | • Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account  
• Process RDS’ prior to the close of the month to assure that costs will be correct for next quarterly cycle | Review and validate labor hours and non-labor transactions charged against ABC codes | Process RDS’ Monthly |
| July 06      | Develop and produce quarterly ABC Information  
• Prepare Validation Statement that shows: | • Review cost against quarterly report and send signed verification of costs to PES | Review and validate labor hours and non-labor transactions | Process RDS’ Monthly |
### Verification and Validation of Quarterly ABC Costs – Technical Draft – Conceptual Process Framework for FWS

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|August 06    | Publish quarterly ABC reports in ReportNet and PowerPlay | • Review staff charges to ABC codes in PowerPlay – can view down to the person  
• Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account  
• Process RDS’ 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle | Review and validate labor hours and non-labor transactions charged against ABC codes | • Process RDS’ Monthly  
• Update & validate default code tables annually (August) with technical experts by region and by program |

| September 06| Distribute guidance on validation process for FY07 | • Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's | Review and validate labor hours and non-labor transactions | • Process RDS’ Monthly |
## Verification and Validation of Quarterly ABC Costs – Technical Draft – Conceptual Process Framework for FWS

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| October 06   | Develop and produce Quarterly Validation Report  
  • Includes excluded cost information  
  • Resource costs by region | Review cost against quarterly report and send signed verification of costs to PES  
  • Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account  
  • Process RDS' 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle | Review and validate labor hours and non-labor transactions charged against ABC codes |  
  • Process RDS' Monthly |

### Additional Information Needed:

- Who are primary contacts in each Region and Program Area?
  - Technical Experts
  - Validation Signature
  - RDS Leads