



Arizona Nuclear Power Project

P.O. BOX 52034 • PHOENIX, ARIZONA 85072-2034

March 6, 1987
004-00258-JEA

RECEIVED

United States Nuclear Regulatory Commission
Office of Resource Management
License Fee Management Branch
Washington, D.C. 20555

'87 MAR 13 A10:38

ATTN: Branch Chief, C. James Holloway. ^{U.S. N.R.C.} FEE MGMT. BRANCH

Subject: Invoices - Backup
File No: 87-056-026

Dear Mr. Holloway:

The following invoices have been paid. To complete our review of the charges consistent with good business practices and economic regulation practices, we request that you provide us with any backup/support data available from your records for:

<u>Invoice No:</u>	<u>Date:</u>	<u>Amount:</u>
0626W	1/14/86	\$ 48,137
E0554	3/14/86	527,106
0722W	3/28/86	81,169
E0655	4/01/86	9,160
E0656	4/01/86	73,084
1565W	8/06/86	121,290
1680W	9/30/86	13,727
1681W	9/30/86	25,652
1682W	9/30/86	9,628
F0520	12/09/86	307,178
F0521	12/09/86	97,326
0503A	12/17/86	65,482
0504A	12/17/86	55,412

8704020245 870330
PDR ADOCK 05000528
PDR



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We request all information you have available in support of the charges on the above noted invoices to include:

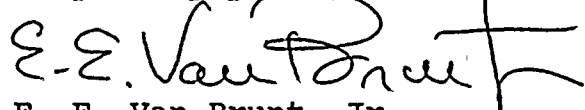
Payroll Information - Names of persons
Dates Worked
Hours Per Day
Rates Per Hour
Rate Classification
Basis of How Rate is Determined

Contract Costs - Nature of Work Performed
Copies of Receipted Contractor Invoices
Copies of Contractor Rate Schedules

If there are any charges associated with providing this invoice support information and/or any questions regarding this request, please notify Mr. John E. Allen at (602) 371-4181. Otherwise, please send the invoice support information as requested to my attention as soon as possible.

Thank you.

Very truly yours,



E. E. Van Brunt, Jr.
APS Vice President
Nuclear Production
ANPP Project Director

EEVB/icc

cc: J. E. Allen
J. Rodriguez

6/12/86

NRR Procedures for Verifying and Auditing Data

1. PROFESSIONAL STAFF HOURS

Each week all NRR employees fill out a Regulatory Information Tracking System (RITS) sheet to track their hours during that week. This sheet is then certified by the employee's Branch Chief as being correct.

All of NRR's RITS sheets are then turned into the NRR RITS coordinator who does a quick Q/A before turning the sheets over for input into the system.

A biweekly edit printout is prepared which identifies errors for the prior 2 weeks' RITS sheets. (Such errors could be invalid TAC numbers used, time charged to an operating reactor without using a TAC number, etc.) These errors are returned to the responsible Branch Chief to correct. After several edits have been run for a 2-week period and all problems are resolved, the data are put on tape and are considered valid and correct. Once data goes to tape, no changes are made.

In preparing the fee reports to go to LFMS, a printout is run on the RITS system for each plant for all professional staff hours for the given 6-month billing cycle. Each printout is reviewed by the Planning and Program Analysis Staff (PPAS) for any deletions that should be made because time is not fee bearing (e.g., Licensing Assistant time). This printout is then sent to the Project Manager to review for reasonableness, correctness, hearing time, etc. If there are further corrections or deletions, the fee report is marked accordingly and modifications are performed manually. The report is then reproduced and sent to the License Fee Management Staff for use in the preparation of bills.

2. CONTRACTUAL COSTS

Monthly business letters containing contractual costs come in to PPAS with the fee charges broken down by docket number or topical report (TAC #). This information is sent to data entry for input into the Technical Assistance Program Support System (TAPSS). After the data have been entered, PPAS does a Q/A to verify that the data have been entered correctly. After this check the TAPSS Review & Approval Reports are generated and distributed to the Technical Assistance Project Managers for certification. The attached identifies the instructions they are given. After the Review and Approval Reports are returned to PPAS, corrections to the data are made if necessary, and reports are generated for LFMS.

INSTRUCTIONS FOR REVIEW OF REVIEW
AND APPROVAL REPORTS

FEE RECOVERABLE REPORTS

Fee recoverable reports should contain a Fee Recoverable Cost Status Section which will list tasks, dockets, TAC Numbers, and period and cumulative costs. The following steps should be taken by the project manager:

1. Determine that the FIN is, in fact, fee recoverable; if the FIN is not fee recoverable, the project manager should so note on the report.
2. REVIEW THE INFORMATION IN THE FINANCIAL STATUS SECTION.
3. Review and determine whether the task/docket breakdowns, topical report titles, and docket numbers in the Fee Recovery Cost Status Section are correct. Determine whether the period (i.e., the monthly) costs are the same as those contained in the monthly business letter reports. Any additions or changes may be made in pen. It is the project manager's responsibility to make whatever additions and/or changes are necessary to ensure that the data in the computerized reports are the same as those in the monthly business letter reports. The project manager is also responsible for informing PPAS if the monthly business letter report is being sent in late. The absence of data may reflect the fact that license fee costs are not being sent to NRC in the required format (see Manual Chapter 1102). In these instances it is the responsibility of the project manager to supply the cost data.
4. Evaluate whether the voucher costs in the Voucher Cost Section are reasonable. The costs in the Fee Recovery Cost Status Section can be used to judge the reasonableness of the voucher cost. As above, additions, changes, or comments may be made in pen.
5. Answer all of the questions in the Performance Evaluation Status Section.
6. Certify that payments should or should not be made, and date. Signatures should be written in ink. Please note, the certification of costs becomes part of the technical assistance program record.
7. Submit the report(s) to the reviewing official (Branch Chief) for signature and date.
8. Return reports to your program assistants no later than COB (2 weeks after date of memo).

NON-FEE RECOVERABLE REPORTS

The non-fee recoverable reports should not contain a Fee Recovery Cost Status Section listing tasks and dockets. The following steps should be taken by the project manager:

NON-FEE RECOVERABLE REPORTS

1. Determine that the FIN is, in fact, not fee recoverable; if the FIN is fee recoverable, the project manager should so note on the report and begin with item 2. under the instructions for Fee Recoverable Reports.
2. Same as item 2. under instructions for Fee Recoverable Reports.
3. Item 3. under instructions for Fee Recoverable Reports does not apply.
4. Complete items 4. through 8. according to the instructions for Fee Recoverable Reports.

