DOE F 5484.4
(05-98)
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OMB Control No.
1910-0300

U.S. Department of Energy

Tabulation of Work-Hours and Vehicle Usage, and Property Valuation

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Information Management, Program Management Group, Records Management Team, HR-424 - GTN, Paperwork Reduction Project (1910-0300). U.S. Department of Energy, 1000 Independence Ave., S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0300), Washington, DC 20503

Reporting Organization: _____ Calendar Year: _____

Organization Code: |__|__|__|__|__|__|__|__| Reporting Quarter: ❑ 1 ❑ 2 ❑ 3 ❑ 4

Revision: ❑ Yes ❑ No

PART A Tabulation of Work- Hours, and Vehicle Usage

A. Total Work- Hours this Quarter _____

DOE OR DOE - CONTRACTOR - OPERATED CONVEYANCES

Type of Vehicle		NUMBER OF VEHICLES	QUARTERLY USAGE: MILES OF TRAVEL	QUARTERLY USAGE: HOURS OPERATED
B. Cars, Light Trucks, Vans & Motorcycles				
C. Trucks (1 ton and over)				
D. Buses				
E. Aircraft	Fixed Wing			
	Rotary			
F. Marine				
G. Railroad				

Submitted by: _____

Telephone Number: _____

Date: _____

For CAIRS Use Only

Date Received: _____ CRT Input: _____

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PART B DOE ANNUAL ESTIMATED PROPERTY VALUATION

Field Organization: _____

Revision: _____ Date: _____

Reporting Organization	Organization Name	Replacement Valuation Beginning CY_____ Previous Year ($1,000s)	Replacement Valuation Beginning CY_____ Current Year ($1,000s)
Total Field Organization Valuation:			

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Instructions for Completing DOE F 5484.4

PART A:
TABULATION OF WORK HOURS AND VEHICLE USAGE

The data submitted on Part A of this form are required for normalizing DOE accident statistics. Report all data at the end of each quarter, for that quarter only. Mail completed DOE F 5484.4 forms to the CAIRS Input Coordinator, SCIENTECH, Inc., 1690 International Way, Idaho Falls, Idaho 83402--Attention: CAIRS Input Coordinator. Revisions may be transmitted by facsimile (208-529-4721) or by mailing a copy of the revised original to the above address.

Item A - Include the hours worked for the quarter being reported. Do NOT report cumulative year-to-date totals.

Include all hours actually worked by all employees (salaried as well as hourly employees) for the quarter being reported. (**Do NOT report cumulative year-to-date totals.**) Work hours should include both scheduled hours and overtime. Work hours do not include vacation (annual leave), sick leave, holidays, administrative leave, or any other non-work time, even if employees are paid for it.

If the actual number is not available, you can estimate hours worked this way:

_____ **Find** the average number of full-time employees for your organization for the quarter.

X _____**Multiply** by the number of work hours for a full-time employee in the quarter.

_____ This is the number of full-time hours worked during the quarter.

+ _____ **Add** the number of any overtime hours as well as the hours worked by other employees (part-time, temporary, seasonal) during the quarter.

(In each of the following categories, report the number of vehicles or air/marine craft which are assigned to, or under the charge of, the reporting organization at the close of the reporting period. Also report the total combined quarterly usage of all such vehicles in each category.)

Item B - Calculate use of cars, vans, light trucks (with less than a 1-ton rating), and motorcycles that are owned,leased, or rented by the Federal Government. Include data on privately owned vehicles of the same class if they are used in DOE contract work and for which cost reporting to DOE would be required in the event of accidental damage.

Item C - Calculate use of trucks (rated at 1 ton or greater) that are owned, leased, or rented by the Federal Government. Include data on privately owned trucks if used in DOE contract work and for which cost reporting to DOE would be required in the event of accidental damage.

Item D - Report use of buses owned, leased, or rented by the Federal Government to transport passengers and operated by professional drivers. Include usage data on privately owned buses used in DOE contract work and for which cost reporting to DOE would be required in the event of accidental damage.

Item E - Include data on aircraft, whether powered, towed, or free-flying, which are being operated by a DOE or DOE contractor employee. This includes privately owned aircraft, as well as Federal Government-owned, -leased or -rented aircraft. Count only airborne operation hours.

Item F - Include usage data on waterborne craft, e.g., motorized, nonmotorized, steam, sail, towed, operated by a DOE or DOE contractor employee. This includes privately owned craft as well as Federal Government-owned, -leased, or -rented marine craft.

Item G - Railroad: Include data usage on any unit of equipment (or combination) listed below, operated by a DOE or DOE contractor employee: Count each unit or car as a single vehicle, and only the miles traveled by the power unit:

Locomotive: self-propelled unit of equipment designed solely for moving other equipment

Light Locomotive: self-propelled unit of equipment not coupled to any other equipment

Motor Car: self-propelled unit of equipment designed to carry freight or passengers (not a locomotive)

Cars: examples include freight, passenger, dining, equipment, caboose, chemical, gondola, mining, ATMX, courier

PART B:
DOE ANNUAL ESTIMATED PROPERTY VALUATION

The data submitted on Part B of this form are required to estimate replacement value of all DOE owned property under the reporting organization's jurisdiction.

Copies of this form will be supplied to all reporting units at the beginning of each calendar year. The previous year's valuation, as reported to CAIRS , is reprinted to provide comparative figures for the current year's input. Mail completed forms to the CAIRS Input Coordinator, SCIENTECH, Inc., 1690 International Way, Idaho Falls, Idaho 83402-- Attention: CAIRS. Revisions may be transmitted by facsimile (208-529-4721) or by mailing a copy of the revised original to the above address.