

# **Working Capital Fund**

**TOTAL WORKING CAPITAL FUND**  
**FY 2009 BUDGET ESTIMATE**  
(In thousands of dollars)

<u>Program</u>	<u>FY 2007</u> <u>Actual<sup>1/</sup></u>	<u>FY 2008</u> <u>Enacted<sup>1/</sup></u>	<u>FY 2009</u> <u>Estimate<sup>1/</sup></u>
WCF DOT Activities	118,014	128,094	128,094
WCF Non-DOT Activities	<u>256,832</u>	<u>244,732</u>	<u>247,385</u>
<b>Total</b>	<b>\$374,846</b>	<b>\$372,826</b>	<b>\$375,479</b>
 <u>Staffing</u>			
Reimbursable Positions	219	219	219
Reimbursable FTE	173	219	219

<sup>1/</sup>Refer to Section 5 – Additional Justification for OASA/OCIO Program Resources “Transparency” Paper for Appropriations Committees to see a complete description of total funds managed by the Offices of the Assistant Secretary for Administration and Chief Information Officer.

**PERFORMANCE ISSUE:**

The WCF, through the Office of the Assistant Secretary for Administration (OASA) and the Office of the Chief Information Officer (OCIO) provides a wide range of technical and administrative services including personnel operations, facilities management, parking management, transit benefit programs, printing and graphics, mail operation, library and dockets management operations, building security, IT security and infrastructure, telecommunications, and procurement and acquisitions services. The fund’s services are delivered to customers through an organizational structure of individual business lines providing related services or products. This consolidation of services allows the WCF to achieve economies of scale, eliminate redundancies, promote consistency in service, and reduce administrative costs across the Department.

The WCF is a fee-for-service operation which receives no direct appropriations. Instead, the WCF is a fully self-sustaining organization and must achieve full cost recovery which includes an equitable distribution of overhead and indirect costs. During the budget formulation stage, the WCF provides cost estimates to the WCF customers based on historical data and projected demand and service levels. During the year of execution, customers are billed for actual use of common services.

In support of the President’s Management Agenda, the WCF continues to enhance utilization of performance based metrics and expand management control plans. Documentation and testing was performed for the new internal controls over financial reporting as required by the Sarbanes-Oxley Act and the Federal Managers Financial Integrity Act. The WCF has documented and performed testing on all key areas of the financial statements.

The WCF continues to balance-mission priorities with customer needs and available resources while building upon a sound administrative infrastructure that consolidates services for common Department-wide functions throughout the Operating Administrations. WCF services are financed through customer reimbursements based on actual customer usage. Customers are provided with estimates based on historical usage and detailed discussions occur to determine new and changing requirements. Customer estimates are updated mid-year during the execution of the budget to provide customers with more current information.

The WCF facilitates efficiencies by:

- placing policy offices and service providers together in the same organization;
- making the best use of employee expertise increasing communication and reduced costs to the taxpayers;
- identifying and eliminating redundancies and reducing organizational layers;
- providing best value to the government through compliance with OMB and Congressional directives to consolidate and deliver services more efficiently; and
- consolidating multiple Operating Administrations' infrastructures into a single Departmental infrastructure to improve service delivery, increase security, and reduce costs.

To promote greater efficiencies, it is necessary for the fund to be flexible and responsive. The WCF maintains an operational reserve of 4% of annual income. This reserve protects the fund from exceeding the amounts authorized and adds an acceptable margin for both flexibility and responsiveness.

#### **ANTICIPATED FY 2008 ACCOMPLISHMENTS:**

Focusing on accountability, integration, and efficiency, the WCF continues to enhance the Department's common services in human resources, security, procurement, consolidating redundant Information Technology operating administrative infrastructures, shared common IT operating environments and other essential administrative services.

The WCF will focus on new efficiencies as a result of the departmental move and continue to build on a consolidated infrastructure for common services provided to all the Operating Administrations.

A pilot will be conducted to assess the operational benefits and mission compatibility of operating the Secretary's security detail within the Office of Intelligence, Security, and Emergency Response.

The Office of the Assistant Secretary for Administration will continue support of the President's Management Agenda and build upon the Department's culture to reflect its commitment of being citizen-centered, results-oriented, and market-based by managing the Strategic Management of Human Capital and Competitive Sourcing.

A large amount of assets and equipment purchased for the new headquarters building will be transferred into the WCF. This results in increased costs to customers as the equipment is depreciated and an asset replacement is collected to cover future replacement costs in the following programs:

- Inter-modal Data Network (IDN) – network security, data switches, network infrastructure
- Consolidated Server Services – storage area network and storage backup
- Voice Cable & Wireless – telecommunications switch
- Library and Information Services – mobile shelving system
- Building Security – security scan system
- DOT Health and Fitness Center – health center and fitness equipment

**FY 2009 PERFORMANCE BUDGET ESTIMATE:**

The FY 2009 budget request was developed based on assumptions of the new DOT headquarters operations versus historical usage. As operations become more predictable, estimates will stabilize and economies to scale can be realized.

The WCF estimates a total obligation level of \$375.5 million for FY 2009. This represents an increase of less than 1% or \$2.7 million more than the FY 2008 estimate level.

The FY 2009 budget request has \$1.1 million for a new line item for HSPD-12 implementation. The OASA will coordinate and oversee the issuance of HSPD-12 compliant identification cards to DOT employees and contractors in Washington D.C. and in field offices throughout the United States. The \$1.1 million represents one-third of the cost to issue cards to 25,000 DOT employees and contractors (excluding FAA). This initiative is expected to take place over three years. It is expected that the cards will cost each mode approximately \$130 per card for initial issuance and \$50 per card annually thereafter.

The FY 2009 budget for the Health Clinic reflects an ad-hoc service clinic versus a fully established clinic.

The NASSIF Copy Centers closed permanently in June 2007 as DOT completed its move to the new headquarters building. Satellite Copiers greatly expanded in the new headquarters building, for example, color printers increased by 83 printers and all printers are now networked. As a result, centralized repairs and maintenance for the fleet of 260 networked copiers will be performed by two on-site technicians.

The following tables display the obligation budget by WCF business lines:

**FY 2009 ESTIMATE  
WCF DOT AND NON-DOT OBLIGATIONS  
BY BUSINESS LINE  
(\$000)**

<u>Description</u>	<u>DOT Obligation</u>	<u>Non-DOT Obligation</u>	<u>2009 Total</u>
<b>Assistant Secretary for Admin</b>			
Acquisition & Procurement Operations	1,916	350	2,266
Building Security	13,064	0	13,064
Competitive Sourcing	534	0	534
Consolidated Federal Funds	123	0	123
Copier, Printing & Multimedia	6,869	1,438	8,307
Disability Resource Center	1,875	1	1,876
Dockets Management and Operations	1,416	149	1,565
Facilities Services & Utilities	8,759	0	8,759
Federal Laboratory Consortium	21	0	21
FEMA COOP Facility	1,051	0	1,051
Financial Mgmt, Accting & Admin	6,902	0	6,902
Flexible Spending Account	346	0	346
Grants Information System	1,432	13	1,445
Human Resource Services	4,195	271	4,466
Library & Information Services	2,449	0	2,449
Mail Services & Postage	3,024	20	3,044
Publications Distribution	461	156	617
Rent & Space Management	6,472	0	6,472
Security Operations	6,027	0	6,027
Substance Abuse Awareness & Testing	1,562	3,284	4,846
Transit Benefits & Parking	3,573	235,008	238,581
Unemployment Compensation	1,050	6,000	7,050
Warehouse	670	59	729
<b>Assistant Secretary for Admin Subtotal:</b>	<b><u>73,791</u></b>	<b><u>246,749</u></b>	<b><u>320,540</u></b>
<b>Office of the Chief Information Officer</b>			
Desktop Services	18,688	14	18,702
Inter-Modal Data Network	1,974	0	1,974
IT Security & Support	13,067	0	13,067
Server & Messaging Services	11,069	4	11,073
Voice, Cable & Wireless	9,505	618	10,123
<b>Chief Information Officer Subtotal:</b>	<b><u>54,303</u></b>	<b><u>636</u></b>	<b><u>54,939</u></b>
<b>Grand Total:</b>	<b><u>128,094</u></b>	<b><u>247,385</u></b>	<b><u>375,479</u></b>

**OFFICE OF THE ASSISTANT SECRETARY FOR  
ADMINISTRATION  
WORKING CAPITAL FUND  
FY 2009 BUDGET ESTIMATE**  
(In thousands of dollars)

<u>Program</u>	FY 2007 <u>Actual</u>	FY 2008 <u>Enacted</u>	FY 2009 <u>Estimate</u>
DOT Activities	69,711	75,467	73,791
Non-DOT Activities	255,688	244,226	246,749
<b>Total</b>	<b><u>\$325,399</u></b>	<b><u>\$319,693</u></b>	<b><u>\$320,540</u></b>

Staffing

Reimbursable Positions	198	198	198
Reimbursable FTE	156	198	198

**PERFORMANCE ISSUE:**

The Office of the Assistant Secretary for Administration continues to meet the challenge to think more globally, respond to customer needs, anticipate and plan for future impacts of services offered, and strategically define what should be done in order to best prioritize and deploy resources. Impacts on services include the move into the new headquarters building. This action changes the business environment and will help the WCF achieve greater efficiencies through acquisition of new capital assets that serve the DOT Operating Administrations. Greater economies of scale will be realized as these new assets are accepted into the WCF and provide shared usage to the Operating Administration.

DOT provides health clinic services as a fee-for-service. This would include purchasing scheduled services paid on an hourly basis to include flu shots, monthly blood pressure screenings, and other similar services.

**ANTICIPATED FY 2008 ACCOMPLISHMENTS**

The WCF will continue strategic management of human capital through its workforce planning, training and recruitment activities; increase planned value of acquisitions to the Department through strategic sourcing, collaborative buying and effective capital planning; and will continue to identify and implement performance measurement tools to enhance transparency and accountability across the organization. Funding will also be used for transitioning transit benefits to electronic delivery, thereby reducing Federal program costs while achieving DOT’s mission related goal of increasing mass transportation usage.

**FY 2009 PERFORMANCE BUDGET ESTIMATE:**

The DOT obligations and Non DOT obligations effectively have been held steady for FY 2009. The Office of Assistant Secretary for Administration is estimating projected obligations of \$320.5 million, an increase of \$847 thousand from FY 2008.

**MISSION/VISION/VALUES**

The OASA provides the Department with competitively priced, comprehensive range of administrative services while continuously improving administrative activities to ensure effective performance through the use of best practices. The Office provides expertise to the Department on human resource management policies, administrative and internal security management, leadership for the headquarters building and space management programs, procurement and grants management while ensuring administrative support services are responsive to limitations and DOT strategic policy direction.

The OASA staff plans, develops, evaluates, and provides support programs in the areas of: security; personnel; procurement; employee wellness; occupational health and safety; personal property; mail and copy management; motor pool; parking and transit benefits; graphics; printing, photography, warehousing, distribution, and library services; and space management. The staff consists of experienced government FTE and contractors who oversee the technical and business operations.

**FY 2009 BUSINESS LINES BY PROGRAM**

**Acquisitions & Procurement Operations** **\$2,266 thousand**

Acquisition Services administers two sources of funding in performing its various roles in support of DOT. The funding directly tracks to the four areas of Acquisition responsibility:

- Working Capital Fund (WCF) cost reimbursements for providing and supporting the DOT Procurement Operations, Competitive Sourcing and Contract Information System (CIS) / Grants Information System (GIS) programs.
- Credit Card rebates provide cost reimbursement to the Purchase Card program.

The Procurement Operations Program provides the full range of procurement functions from acquisition planning through contract closeout including pre-award contract and grant services,

post award contract and grant services, simplified acquisition services, and purchase card administration and oversight. This program acts as the servicing procurement office for the Office of the Secretary (OST), Research Information Technology Agency, Office of the Inspector General, and Surface Transportation Board and does limited procurement work for other customers as requested. Acquisition Services awards between \$150 million and \$250 million in new obligations annually processing over 500 transactions per year. At any one time, Acquisition Services is managing over \$500 million in existing contracts and grants. Acquisition Services also manages DOT's \$200 million per year purchase card program. Contracts meet all applicable Federal Government procurement regulations and support customer needs on a timely basis.

### **Building Security**

**\$13,064 thousand**

The Building Security program provides security for the DOT Headquarters buildings and FAA's FOBs 10A and 10B. The program provides security services for these buildings on a 24-hour per day basis. Building security functions include providing both security guard services for these buildings and updated security equipment within the buildings and on their perimeters, ensuring a safe and secure work environment for employees, contractors, and visitors.

At all DOT Headquarters buildings, contract security guards perform entry control functions for both pedestrians and vehicles. They are the first responders for security and life safety incidents. In addition, they provide escort services for special visitors (VIPs) when enhanced security is required. They also serve as escorts for employees and contractor employees who are being dismissed from employment and/or from the building, in situations where it is necessary to monitor a person's actions until he/she leaves the building.

The security guards monitor alarms (fire, intrusion, and duress) and the closed-circuit television system (security cameras) at all of the buildings.

#### Building Security – SE Federal Center

Equipment replacement reserves valued at \$479,000 and depreciated over 10 years begin in FY 2008 and result in \$47,000 in asset replacement expense to the customers. A new guard contract will be awarded in FY 2009 and it is anticipated it will result in significantly higher costs due to inflation, the Department of Labor's health and welfare cost increase, and the additional expenses to cover the cost of recruiting, pre-employment screening, uniforms, footwear, weapons, overtime, and training of the guard force.

The guard force requirements have increased by two-thirds as the result of DOT's move to the Southeast Federal Center; a headquarters facility consisting of two buildings. New physical security equipment allows for a more thorough screening of personnel and vehicles entering the buildings, but also requires more personnel to operate it.

#### Building Security – Orville Wright (FOB 10A) and Wilbur Wright (FOB 10B)

A new guard contract will be awarded in FY 2009. It is anticipated it will result in significantly higher costs, as explained above.



**Competitive Sourcing****\$534 thousand**

The Competitive Sourcing Program provides an infrastructure that institutionalizes the culture of competition within the agency and directly supports maintaining green status for the President's Management Agenda (PMA) initiative. One of DOT's goals for competitive sourcing is to deliberately link human capital and competitive sourcing programs to ensure competitive sourcing supports achievement of DOT's human capital strategy.

Since 2005, Office of Competitive Sourcing and its contractor staff have supported OST's Human Resources Management staff in conducting strategic alignment and human capital assessments of mission critical occupations and this effort will continue beyond 2009 and into the future. The intended outcome of this workforce analyses endeavor is to leverage competitive sourcing and other human capital tools to achieve savings and performance improvements in mission critical occupational areas. Competitions resulting from workforce analyses are required by OMB and Congress to undergo post-competition accountability reviews and independent validations of savings, which will be performed by Office staff and contractors. Future costs include continuing support for competitive sourcing activities and workforce analysis and solutions implementation for all 53 occupations in DOT's Top 10 Mission Critical Occupational categories (for which the Office of Personnel Management expects staffing and skill gap closure by 2009).

Ongoing Office of Competitive Sourcing program functions include: fund and oversee support contractor staffs who assist Office staff in program planning and operations; coordinate and provide oversight in managing and reporting competitions' progress for all OAs to departmental and OMB staffs; assisting OAs to identify and manage contractor support requirements to ensure proper competitions execution; consolidate and analyze workforce and FAIR Act inventory data provided by OAs to identify opportunities for cross-cutting competition efforts; validating the estimated \$2.3B savings from 23 completed competitions by performing and overseeing analyses of contracts and/or MEO performance; prepare the annual Congressional report on competitive sourcing; and, provide technical guidance to assist OAs to ensure consistent policy and procedure interpretation and implementation. The outcome of these actions culminate in a well-managed departmental competitive sourcing program that accurately reports savings and performance improvements achieved to Congress annually.

**Consolidated Federal Funds****\$123 thousand**

Consolidated Federal Funds business line provides centralized billing services. This program processes payments to the Census Bureau to cover the cost of preparing the Consolidated Federal Funds Report and the Federal Assistance Award Data System (FAADS) maintenance. The Census Bureau is the executive agent for the Office of Management and Budget for this effort and requires a single point of contact for billing purposes. Department of Commerce bills the Department of Transportation yearly for their participation in this program. The costs are distributed to the appropriate operating administrations.

**Copier, Printing & Multimedia****\$8,307 thousand**Contract Printing and Graphics:

The Contract Printing and Graphics Program currently utilize the Government Printing Office's (GPO) Simplified Purchase Agreement Program (SPA), and Direct Deal Contracts to procure both printing and graphic services. This allows faster processing time by going directly to the vendors, plus receiving top quality with volume prices. The SPA program offers Graphics access to five-hundred vendors to obtain competitive pricing, faster processing time and quick turnaround deliveries. To further improve this program Contract Printing will apply for an increase to the Maximum \$10,000 limit for the SPA program. Direct Deal Term Contracts allows DOT to write contracts that fit DOT's specific needs for print, and graphic design procurement. These contracts will allow DOT to deal directly with the vendor and submit paperwork to GPO. This provides the staff the ability to calculate the final price before the job is released, jobs are processed faster, and with knowledgeable print buyers, cost savings when used properly. Graphics provides expert consultation including design specifications, multi-media presentations, and CD-ROM layout services, web pages, publications, posters, plaques, and certificates. Contract Printing, through GPO's access to over 15,000 printing contractors nationwide, offers a complete range of printing, binding and finishing services with volume pricing.

Additional improvements planned for the program include:

- Increase Direct Deal Term Contracts by riding existing contracts or writing new ones that fit DOT needs.
- Utilize GPO Regional offices to reduce the time it takes award jobs.
- Pursue alternate vehicles for print procurement authorized under Title 50.
- Market expertise to the Modes through seminars and training.

Digital Document Center:

The Digital Document Center (DDC) provides on-site, state-of-the-art, high-speed digital copying and document automation and conversion. It provides basic office documents and reports, multi-colored digital copying and the conversion of "hard copy" documents to a variety of digital file formats. The center also provides finishing services such as drilling, collating, perfect binding, spiral/comb-binding and saddle stitching. Future plans for the DDC include implementing consistent front end fiery systems to improve color uniformity to better imposition and allow editing of PDF to reduce color copy cost to customers.

Contracting out of the printing and document processing services allowed DOT to hire personnel with proper skill sets who reduce costly errors with the customers' work request. Performance is validated by average job turnaround time, quality of jobs, copy/click count and manpower required for maintaining operations. The contract was reduced from four to three contractors in FY 2007, a 25% reduction in cost to the government. The contractors were able to continue to maintain the workload by completing 793 jobs with revenue of \$452,143.00.

Multi-Media & Photography Services:

Multi-Media Center (MMC) & Photography Services provides on-demand multi-media services to the Secretary of Transportation, and the DOT operating administrations. These services

produce results that meet the communication objectives of the diverse DOT customer base through technical support and execution of press conferences, live and prerecorded press interviews and teleprompter presentations, web casting, on site and on location presentation/meeting video documentation, video teleconferencing support, satellite uplink programming, and satellite downlinks. MMC and Photography are in-house resources that provide digital prints and creation of audiovisual and video programs, which are distributed via tape, CD, DVD and the internet.

The photographers interpret programs and situations and use innovative and improvised techniques and methods to achieve high quality photographs using digital technology, producing prints of a professional, technical, and artistic standard. The photographers photograph the Secretary and other members of the highest offices of the government, and foreign dignitaries while quickly commanding the subject's confidence in their technical and aesthetic capabilities.

#### Multi-functional Printers:

This program provides over 260 black/white and color multi-functional printers (MFPs) to OAs, resulting in excess of 26 million clicks annually. [The term "clicks" is used for any MFP action. It would include making a copy, sending or receiving a fax, scanning a page to send via e-mail, or printing a document from an electronic file.] Centralizing this service opens the door to many advantages for the WCF customers and the Department. For example, individual offices are relieved of the burden to procure and maintain individual desktop printers, faxes, copiers, and scanners. The program allows the Department to procure units in large quantities to obtain volume discounts that enables DOT to be cost-effective. The program also provides on-site maintenance technicians through a centralized location to provide prompt service to customers when any troubleshooting is needed. Training is available to customers so they may utilize all the benefits and features the equipment has to offer. All supplies including paper are included in the program and delivered directly to each office on a regular basis.

#### **Disability Resource Center**

**\$1,876 thousand**

The DOT Disability Resource Center (DRC) was established as a centralized resource to provide reasonable accommodation, technical assistance, training and outreach to all modal employees and job applicants under DOT. Program costs are allocated based on national population and with adjustments made to exclude certain position series (i.e., Air Traffic Controller-2152).

The DOT DRC continues to provide valuable services and support to agencies throughout DOT including regional and field offices. The services can be divided into three main categories:

- Accommodations Support – these are the core of what DRC provides;
- Technical Assistance – consultation, explaining the accommodation process, information on products and services;

- Customer Outreach/Selective Placement – including disability awareness, and information and support for hiring, retention and promotion of individuals with disabilities.

Services (including interpreting and personal attendant services) are expected to increase through the end of FY 2009; for example interpreting services is expected to increase approximately 15% over FY 2006 totals and personal assistance services has already increased about 150% during the first six (6) months of FY 2007 over FY 2006 totals. In addition to direct costs, DRC provides the staff time required to support the assessment, identification and procurement of the products and/or services and the follow-up conducted to ensure products/services are provided and are fulfilling the customers' needs. This relieves the programs employing people with disabilities not only of the costs for products/services needed, but the indirect costs to manage contracts, locate qualified providers, monitor costs, and consistently manage performance and activities in accordance with various procurement and HR regulations.

The DRC continues to implement cost-control measures in providing these support services. The DRC has used Relay Conference Captioning (RCC), where appropriate, to reduce costs for Communication Access Realtime Translation (CART) services nationwide. For fiscal years FY2006 and 2007 the use of RCC for CART services has been provided at no cost to the Department. DRC also assists agencies in understanding accessibility and Section 508 compliance issues related to training, video and multimedia presentations.

#### **Docket Services**

**\$1,565 thousand**

The Dockets Operations Program uses image-based technology to provide the public with on-line access to DOT rulemaking and adjudicatory docketed material. Members of the public can electronically submit comments to the DOT Docket. The OA's docket offices have been consolidated into Docket Operations, which processes all DOT-generated material and public comments into the docket, provides docketing support to all DOT Counsel Offices, and conducts research assistance. Additionally, the system includes the Data Quality and Peer Review initiatives for the OCIO.

The Department transitioned to the new Federal Docket Management System (FDMS managed by EPA. FDMS serves as a central, electronic repository for all Federal rulemaking dockets, which include Federal Register notices, materials such as scientific or economic analyses, and public comments as well as non-rulemaking dockets. It empowers and encourages all segments of the public to participate in the rulemaking process while achieving significant costs savings by eliminating redundant regulatory information technology systems across the Federal Government.

#### **Facilities Services & Utilities**

**\$8,759 thousand**

Transportation & Facility Services entails managing a diversified and complex, mission-essential building management program for the DOT Headquarters facilities totaling over 1,315,000 square feet of space which houses the Secretary of Transportation and over 5,500

employees. This line item is also responsible for paying the Department's \$4 million in utility expenses. The following program responsibilities are carried out by the office:

Facility Services:

The Facilities Office is the first point of contact for all facilities support. The office receives and tracks all customer requests for service. This office is also responsible for lease management of the DOT leased facility. This effort entails conducting periodic inspections to ensure compliance with lease terms, maintaining a record of all complaints and their resolutions and written notification to the lessor to take corrective action on items which are included in the lease. The Facilities Office monitors building custodial services ensuring that the lessor provides custodial services in accordance with the terms in the lease agreement. The office conducts daily inspections to ensure that the facilities are clean, healthful and present an attractive environment. The office also coordinates with the Operating Administrations for special cleaning services not included in the lease, coordinates concession activities such as facilities operated by the blind under the Randolph-Sheppard Act, and provides oversight responsibility for the contracted cafeteria. As such, the Facilities Office oversees functional management reviews and performs analytical duties related to food service management. The Office formulates, develops, and implements nutritional awareness, menu initiatives, and equipment requirements. It identifies, installs, and maintains signage throughout DOT HQ facilities ensuring office suites, utility rooms and common areas are easily identified making the DOT HQ facility understandable and welcoming for all employees and visitors. The Facilities Office is responsible for handling all customer requests for special events. Requests for audio visual services and equipment are received from the customers. Facilities also manages and operates the Central Receiving Office and is responsible for the receipt for all deliveries to the DOT Headquarters facility.

Building Maintenance and Utilities:

The Facilities Office is responsible for managing the DOT Headquarters annual energy budget and the electrical and steam distribution infrastructure required to light, heat and cool the facilities. The office ensures that maintenance and recurring repairs are completed on electrical transformers and other electrical and mechanical systems. This office is also responsible for implementing the National Energy Conservation Program requirements in the DOT headquarters building. The office ensures all Government-maintained mechanical, electrical and utility systems are operated in accordance with energy conservation guidelines contained in the Federal Property Management Regulation (FPMR) 101-20-107. The office maintains an energy management and conservation plan in accordance with the lease and coordinates overtime utility services for DOT customers, maintaining records and appropriately charging for those services. The office is responsible for payment of utility and fuel bills, retains all copies of utility bills and makes them available to GSA upon request. The office maintains an established preventive maintenance program for the building operating systems. Such a program requires a complete inventory of the equipment to be maintained, with identification of maintenance to be performed and frequencies.

Special Facility Services:

The office is responsible for managing all tenant renovation and alteration projects including, installing or removing walls, and configuring/reconfiguring system furniture. This effort entails

maintaining a record of all projects and financial reports of completed alteration projects, and updating all as-built drawings showing all changes made to the building as a result of the completed work. The Office manages and coordinates all major construction and improvement projects required under the building lease renewals and ensures that all work is completed in accordance with the lease specifications; schedules phases of work with contractors and develops sketches and diagrams to be included as part of contract specifications; and reviews work requests and consults with requesting organizations to ascertain specific requirements, time schedules, special materials, manpower requirements, labor costs, material costs, and other factors.

Contract Labor Support:

The Facilities Office provides labor support to the DOT workforce. Such support is generally requested to assist in event planning, setting up conference rooms, moving equipment and or furniture, hanging/removing photos and portraits and other special requests.

Motor Pool:

The office provides transportation/fleet management support to the DOT headquarters through the operation of an executive vehicle service program, U-drive vehicle service, and courier service. The Motor Pool program provides professional, cost effective, dependable motor vehicle service and support to the Operating Administrations (OAs) within the Headquarters Department of Transportation. The program implements Departmental administrative policy for motor vehicle operations; maintains a physical environment which supports the needs of the OAs; and provides innovative fleet solutions enduring safe, dependable, transportation utilizing cost effect fleet strategies and efficient repair and replacement methods. The Office manages the vehicle lease agreement with GSA; prepares the monthly billing report, and ensures vehicle accidents, abuses, and damages are investigated; serves as a liaison to GSA Fleet Management Center (FMC)/Fleet Management Offices (FMO) for vehicle matters; reviews vehicle lease requirements annually to ensure a vehicle lease does not expire without making appropriate arrangements to retain vehicles; and manages the U-Drive fleet of vehicles.

Personal Property/Records Management:

This program provides personal property, asset (acquisition, use and disposal), and inventory management, shipping and receiving, storage, transporting materiel, property repair and rehabilitation, computer donation to schools, and records management. The office conducts comprehensive reviews and evaluations on departmental programs, systems and procedures ensuring procedures are consistent with governmental laws and regulations, and applicable industry standards and practices. As the Department's representative to external groups such as Central Managing Agencies, General Services Administration, and Government Accountability Office, the office negotiates, and defends DOT on matters related to personal property policies, programs, systems and procedures. The office manages the development, implementation and maintenance of an automated property management system for the Department, maintaining a data base of all personal property and equipment (minus IT equipment). The office conducts a 100% physical inventory annually of all accountable property and ensures property records accurately reflect on-hand quantities. Additional services provided include:

- Manage Reports of Survey for property which is destroyed, lost, or damaged.

- Manages the Utilization/Surplus Personal Property and Exchange/Sale Transaction Program.
- Develops, recommends, and implements standardized electronic record retrieval and disposal processes.
- Manages the Department’s loan agreements for art work on loan to the Office of the Secretary of Transportation from National Galleries.

Occupational Safety And Health/ Emergency Preparedness:

This program is responsible for maintaining a viable safety program for the DOT HQ which includes ensuring alarm monitoring systems are adequately maintained and reporting all incidents resulting in personal injury related to building design to the proper authorities. This program conducts periodic fire, safety and health inspections and air quality inspections. Provide employees with a comprehensive occupational safety and health program which includes evaluating, assessing and monitoring the facility to reduce operational risks to employees, thereby providing a safe and healthful workplace. It also provides DOT Headquarters employees with the basic emergency preparedness procedures to include evacuation of the building and sheltering-in-place drills.

**Federal Laboratory Consortium**

**\$21 thousand**

The Federal Laboratory Consortium Program provides centralized billing services. This program processes payments to the National Institute of Standards and Technology for the support of the Federal Laboratory Consortium. The Federal Laboratory Consortium provides a linkage between Governmental agencies and industry in order to promote the transfer of Federal technology to improve the domestic economy. This transfer of funds is required by statute Title 15 U.S.C. Section 3710. The National Institute of Standards and Technology requires a central billing point of contact in each cabinet level office for these costs. Funds are provided to the National Institute of Standards and Technology according to Title 15 U.S.C. Section 3710 (7)(A) at the rate of “An amount equal to .008% of the budget of each Federal Agency from any federal source, including related overhead, that is to be utilized by or on behalf of the laboratories of such agency”. Distribution is based on the National Science Foundation’s *Federal Obligations for Total Research and Development By Agency and Performer* report for each fiscal year.

**FEMA COOP Facility**

**\$1,051 thousand**

This program provides centralized billing services for the Federal Emergency Management Agency (FEMA) Continuity of Operations (COOP) facility utilized by DOT leadership. This program reimburses FEMA for costs associated with leasing the COOP relocation site at FEMA’s Mt. Weather Emergency Assistance Center, and provides funding for equipment necessary for the operation of the facility. FEMA bills the Department of Transportation yearly for participation in this program.

**Financial Management, Accounting & Administration****\$6,902 thousand**Office of Financial Management:

The Office of Financial Management (OFM) provides financial guidance and support to the OASA and the program offices within the WCF to include the WCF programs within the Office of the Chief Information Officer. It manages budget formulation and execution; provides financial management and accounting services; and manages the overall financial operations of the WCF. The OFM is an overhead function within the WCF.

The OFM funds all of the accounting service functions performed by a shared service provider, including the preparation and issuance of WCF financial statements and reports. The OFM ensures that a sound system of financial management controls exist in all programs, organizations, and functions and meets the objectives and requirements of the Federal Managers' Financial Integrity Act and OMB Circular A-123, Management's Responsibility for Internal Control. The OFM provides monthly financial reports to program managers; manages customer agreements and performs billings; identifies and resolves overdue balances and charge backs; manages invoice processing to maintain minimal interest penalties; and develops and distributes monthly performance indicator charts.

The OFM provides services to approximately 180 DOT and non-DOT customers and has an established agreement for each. The OFM meets periodically with all the DOT Operating Administrations (OAs) to discuss the WCF revenue estimates and ongoing services. The OFM conducts the WCF Steering Committee meetings that provide oversight to the fund and ensures that WCF goods and services are provided to all DOT OAs in the most cost-effective and efficient manner. Specific functions and activities of the Committee include: recommending goods and services that comprise the WCF; approving all WCF funding levels; evaluating the WCF performance in meeting service plans; and evaluation and approval of capital asset purchases in excess of \$50,000.

Office of the Deputy Assistant Secretary for Administration:

The Office of the Deputy Assistant Secretary for Administration is responsible for planning, coordinating and implementing cross-organizational and Departmental objectives, especially those supporting the President's Management Agenda and DOT's Strategic Plan. Objectives include communication strategies, program reviews, and ad-hoc strategic project support. The customer base is the entire Office of the Assistant Secretary for Administration organization as well as senior management across the Department.

**Flexible Spending Account****\$346 thousand**

This program provides centralized billing services for the Flexible Spending Account fees. The Flexible Spending Account (FSA) program resulted from the National Defense Authorization Act for Fiscal Year 2004, Public Law 108.136. It requires all executive branch agencies, which provide the FSA program to its employees to cover the administrative fees on behalf of their employees. The FSA program is administered government-wide, through a contract held by the Office of Personnel Management (OPM). OPM determined that each Department must appoint a single point of contact for billing and payment of planned administrative costs. The WCF was



appointed as the Departmental point of contact for these payments. The costs are distributed to the OAs based on actual usage information provided by OPM.

### **Grants Information System**

**\$1,445 thousand**

The Acquisition and Grants Management Program consists of the Grants Management System (GIS) which is a database that records awards of grants and other Federal financial assistance actions and transmits information to the FAADS system managed by the Census Bureau. The Performance Management Assessment Tool (PMAT) is a survey tool used to provide customer feedback on the quality of procurement services to the DOT Chiefs of Contracting Offices. This program also includes contracting for program management support for e-Grants, which is a President's Management Agenda (PMA) initiative. This initiative will also enable DOT to comply with the Federal Financial Assistance Management Improvement Act of 1999 (P.L. 106-107) which requires all Federal grant-making agencies to work collaboratively in streamlining and simplifying Federal grant processes and policies.

The Federal Funding Accountability and Transparency Act was signed in September 2006. The Act requires Federal agencies to make available to the public information about obligations of Federal funds by contracts or grants awards. The Office of the Senior Procurement Executive manages the department-wide system, known as the Grants Information System (GIS) that collects and reports this information. Based upon interface requirements to the government-wide system that are currently being developed, there is a need to make substantial modifications to GIS. Following this system upgrade, another certification and accreditation of the system will have to be performed. GIS reports upwards of 100,000 actions and over \$50 billion in grants annually.

The Office of Management and Budget, Office of Federal Procurement Policy (OFPP) recently issued a memorandum highlighting the importance of reporting accurate and timely procurement data to comply with the Transparency Act. The memo mandates that each Chief Acquisition Officer establish an agency-wide requirement for routine, statistically-valid data verification and validation. To accomplish such a review would require not only review of data reported to the Federal Procurement Data System, but also comparison of those records with contract files to verify accuracy. The memorandum further requires that the review be conducted by an organization or person that did not award the contracts being reviewed.

This requirement was discussed at the DOT Procurement Management Council and the Operating Administration Chiefs of the Contracting Office indicated it would be more efficient to take a corporate approach to comply with this mandate by having the WCF award a contract for independent validation and verification of procurement data. The initial estimate for this contract support is \$150K; however, the actual amount could be higher once OFPP further defines the requirement. This will be an on-going requirement to support annual certification of procurement data by the Senior Procurement Executive. DOT processes over 65,000 actions and awards over \$5 billion annually through the procurement process.

**HUDOT**

In FY06, the DOT Investment Review Board approved the plan for DOT and HUD to form a consortium to be a service provider of back-end grants processing services to other Federal agencies under OMB's Grants Management Line of Business (GMLOB) initiative. DOT and HUD are the 2<sup>nd</sup> and 4<sup>th</sup> largest grants making agencies in the government. HUD and DOT prepared and presented a proposal to the OMB evaluation committee which is still under consideration.

**Human Resource Services****\$4,466 thousand****Personnel Operations:**

The Personnel Operations Program provides human resource services to the Office of the Secretary (OST) and the Research and Innovative Technology Administration (RITA) Headquarters (HQ). This program provides human resource services that include recruitment, skill and competence assessment; payroll support and time-and-attendance administration; workforce and succession planning; employee recognition and performance management; employee relations, benefits; labor management; workers compensation and unemployment compensation assistance; and management of the automated human resources personnel systems; In addition, evaluate human resources management activities; adherence to merit principles and prevention of prohibited personnel practices. Plan, develop, and coordinate activities for executive management and develop human resource programs for managers and employees.

**Fitness Center:**

The DOT Health and Fitness Program develops and promotes Department-wide employee health and fitness policy and guidelines thereby improving employee's ability to enhance their work performance. The core programs offered by the DOT Fitness Center are well-rounded and are designed to address physical fitness, weight management, specialized wellness and lifestyle behaviors, nutrition education, stress reduction, and other programs that are appropriate to the prevention of disease and other health conditions. The Center conducts health appraisals, lifestyle and physical risk factor assessments; including better ways to incorporate healthy strategies and approaches for improved intervention in Body Mass Index, pulse, blood pressure, aerobic strength and flexibility levels; which are vital to optimal health. These strategies provide employees with increased knowledge in handling self care and thereby may decrease absenteeism and health care costs. The Center plans to conduct an annual survey of members to determine from their perspective how much the Center contributes to their productivity, decreased absenteeism, improved health, their ability to manage stress, and retention. Almost 24% of DOT Headquarters employees are members of the DOT Fitness Center. Funding for the program is primarily membership driven; with almost two-thirds of the Fitness Center budget supported by DOT employee membership fees and the other one-third supported by the DOT Operating Administrations (OA).

**Learning and Development Program:**

In support of the initiatives of the President's Management Agenda, the Learning and Development Services Program focuses on continuous learning, leadership development and meeting human capital initiatives as well as supporting competitive sourcing through transition

services. Learning and Development Services support implementation of Department-wide programs ensuring the Human Capital Implementation Plan and Secretarial Learning and Development activities are accomplished and workforce planning and human capital activities are successfully achieved. DOT-wide *Leaders for Tomorrow* mentoring program; DOT-wide pre-supervisory program, “So You Want to be a Leader”; DOT-wide executive coaching; leadership and career development services to support leadership succession planning systems model such as, Individual Development Plans, mentoring and coaching; Executive Pipeline Program for employees at the grade 15 level; transportation seminars; competency analysis and skills gap assessment; competency development; assessment of current and future training needs; and services to support reorganization efforts.

These programs support the department’s succession planning efforts. Monthly training sessions in conflict management were made available to the department’s senior executives and managers to address gaps found during the leadership assessment. The department managed competency assessments in HR, IT, leadership and engineering. An annual update to the Workforce Plan was completed which included competency assessment results for human resources, IT, leadership, and engineering. All of which are ongoing PMA, OPM, and/or OMB requirements.

Departmental Programs:

The Departmental Special Programs Office provides centralized coordination of programs that cross all DOT operating administrations, Departmental offices, and the Surface Transportation Board (STB). The program is responsible for establishing policies and procedures, setting guidelines, working with OAs and other Departmental components to improve the effectiveness and efficiency of these programs. Program responsibilities include: Secretary’s Annual Awards Program, Combined Federal Campaign, Incentive Awards Program, various OPM Performance Management Awards Program, Public Service Recognition Week, Blood Donor Program, Volunteer Program, and Voting Assistance Program.

Employment and Executive Resources Program:

The Employment and Executive Resources Program coordinates DOT participation in the Presidential Management Fellows Program and the Transportation Career Residency Program. The program works with OAs to identify positions and develop Department-wide recruitment strategies to hire a diverse workforce.

This program provides advisory services to the Secretary’s White House Liaison and Chief of Staff for all Departmental political appointees including case processing for all Departmental political hires; advises OAs on the full range of technical and procedural requirements for all political actions; serves as liaison to OPM for all human resources matters pertaining to the Department’s political workforce; serves as liaison to the White House Clerk’s Office and the Department of State for matters pertaining to Presidential appointees confirmed by the Senate; prepares comprehensive reports on each political position; and prepares for Presidential/senior leadership transitions.

The Executive and Political Resources Program coordinates Departmental approvals for SES actions including providing support to the DOT Executive Resources Review Committee;

manages Departmental SES allocations; assists OAs in position establishment and classification; advises OAs on the full range of technical and procedural requirements involving performance management, bonuses and awards, staffing, adverse and performance-based actions; provides full range of executive resources operational services to Office of the Secretary of Transportation (OST) and Research Innovation and Technology Association (RITA), including staffing, classification, position management; and prepares comprehensive reports with information on each SES position and allocation.

Outcomes from this program include increased accountability of executives, increased diversity and outreach among the SES recruitment and hires, SES performance Management system certification, maintaining a high level of Qualifications Review Board approvals and improvement in the time it takes to hire an SES member.

DOT Work-life Program:

The Work-Life Program provides vast information, resources and referral support to employees nationwide on a wide range of issues including, but not limited to, life transitions, wellness, telecommuting, time management, effective communication, financial health, parenting, child care, elder care, and long-term care planning. Support is provided over the phone, by e-mail, and via one-on-one work-life coaching consultations under the guidance of a work-life professional.

Additional services include facilitated discussion groups and the delivery of customized seminar topics designed to address employees' most commonly identified needs and interests that also complement Operating Administration (OA) initiatives. An average of about four seminars are provided each month; such as, "Thriving in the Midst of Change", "Effective Communication", and "Building a Successful Retirement." To expand the reach of educational seminars and address employees' request for greater ease in participating in seminars, the Work-Life Program is working to offer more teleconferenced seminars. In addition to monthly seminars, monthly work-life newsletters are developed for employees, granting relevant information on topics of interest. Employees are also provided with a comprehensive lending library of supportive materials covering a wide range of work-life issues that employees face. The Work-Life program also facilitates the use of an on-site lactation room at DOT's headquarters. Additional support services continue to develop as new needs are identified, i.e., elder care and new mothers support groups.

The Child Care Advisor, a component of the Work-Life Program provides DOT child care centers with training for their boards of directors, directors, teachers, and family resource coordinators. Topics include developmentally appropriate practice, brain development, multi-age grouping and curriculum planning, discipline and guidance, emergent curriculum (train-the-trainer model), etc. In addition to the training, the Child Care Advisor performs on-site visits, which include observations of classrooms, mentor teaching in classrooms, and accreditation preparation. The Advisor is also available to work one on one with child care coordinators and directors on program design, evaluation of RFP's, and assist with needs assessment and interpretation of new accreditation guidelines.

**Library & Information Services****\$2,449 thousand**

The DOT Library Program is one of the largest transportation libraries in the United States. The Library collects materials in all areas of transportation, in both print and electronic format. Through years of on-the-job experience, as well as specific training, the Library staff has developed the expertise essential to providing the specific research and reference assistance necessary to meet the requirements of US DOT customers across a variety of transportation and legal resources. In addition, the Library provides circulation, interlibrary loan, serials routing, acquisitions and cataloging services. The Library serves approximately 3,800 DOT customers each year. The Library is transitioning its collection and selection practices from hard-copy to electronic formats. Consolidating orders from all DOT modes into one online subscription lowers the costs to all participants. Examples of online subscriptions include the DOT Westlaw services, the National Journal Group Custom Gateway, HeinOnline (nine databases), EBSCOhost (e-journals database), and NetLibrary (e-books.) By seeking to increase electronic access to DOT customer at the rate of 5% per year, the Library continues to avoid costs of approximately \$1 million (per year) for DOT by centralizing the acquisition and management of these and other online research subscription contracts.

**Mail Services & Postage****\$3,044 thousand**Mail Services Program:

The Mail Services Program provides complete office and mail delivery services to the DOT HQs and its satellite locations. Over 10 million pieces of government mail is handled annually. The services include managing the DOT and FAA Mail Centers and all associated duties to include: sorting and distributing all incoming mail, processing Federal Express and UPS Mail, and delivering all accountable mail through an automated tracking system. The handling of this mail is prioritized by class: First Class mail is sorted first and all overnight mail is delivered within two hours; Second Class mail and periodicals are delivered the same day but at a later time. A record of all deliveries that require a signature is kept in the Mail Center for reference if needed by the customer for their records.

An A-76 review of the operation during the late 1980s and early 1990s found that a contractor workforce would be more cost-effective for the department. The Department chose to stay with the NISH vehicle in support of national disability initiatives. The vendor, ServiceSource, is flexible and through contract modification can meet emerging requirements quickly due to their size and background in the field. They have a large pool of dedicated workers to quickly draw on in an emergency.

Postage Program:

This program is responsible for the direct billing of actual postage and shipment fees by each mode at all locations throughout the Washington Metropolitan area. These fees are for Standard Ground shipment of large packages and parcels to include large boxes. Letter mail is processed at a discounted price through our presort vendor (Jetsort now PSI), saving the department about five cents per piece on each letter mailed out or approximately \$65 thousand annually.

**Publications Distribution****\$617 thousand**Subsequent Distribution Program:

The Subsequent Distribution Program (SDS) receives requests from government organizations, businesses, and the general public for copies of stored publications and distributes these publications worldwide. In addition, customers can now search, view and download desired publications from the On-line Publication (OLP) System. In FY 06, SDS distributed over 3 million hard copy publications and received over 7 million downloads of publications via the OLP system Transportation Inventory Management System (TIMS). Subsequent Distribution is currently serving over 5,000 DOT publications via the Internet and is working to make more information available via OLP and to reduce the amount of publications being stored in the Warehouse. Internal customers benefit from OLP because it allows for less hardcopies to be created resulting in printing, storage and postage savings.

Distribution Requirements:

The Distribution Requirements Program assists customers in determining the correct audience for their mailings. The mailing lists and addresses are maintained in a database called MOMS2 (Mail Out Management System 2) which is updated regularly to keep data current and accurate. There are 7,445 mailing lists with approximately 144,005 addresses. The program prepares all types of publications for distribution worldwide.

**Rent & Space Management****\$6,472 thousand**Headquarters Space Management:

The Space Management Program provides oversight and management of all DOT headquarters workspace and provides various support services, as required, involving the Department's nationwide real property and field space inventory. The program manages three buildings totaling 2,147,400 square feet which supports approximately 5,750 employees.

A key goal of this program is improved space utilization and to reduce costs. The specific services include:

- acquisition, assignment, release or disposal of space and other real property; review of major real property acquisitions and disposals;
- space requirements development; space planning and interior design;
- tenant "build out" coordination and oversight;
- on-site real property and space utilization surveys;
- coordination and preparation of Departmental real property reports;
- maintenance of a Department-wide real property inventory and Headquarters space assignment data;
- and acts as DOT's liaison with GSA and other Federal agencies for real property actions and issues.

Rent Program:

The WCF rent obligation in the amount of \$5M, which includes the Federal Protection Services cost, is tracked under this business line and distributed to the other WCF programs.

New DOT Headquarters Building Program:

The New Headquarters Building Program provides planning, coordination, and project management for the new headquarters that will satisfy the long-term needs of the DOT headquarters, which houses all DOT modes except FAA. The New DOT Headquarters Building Program business line will be merged back into the Headquarters Space Management business line in FY 2009.

**Security Operations**

**\$6,027 thousand**

Executive Protection and Security & Investigation Programs:

The Executive Protection Program provides the Secretary of Transportation highly trained and experienced Special Agents who are deputized U.S. Marshals. The agents provide protection and conduct security advance work in the United States and overseas. Equipment and supply needs for the protection detail are assessed annually to ensure agents are fully equipped and have the proper credentials for accessing government buildings in the U.S. and overseas.

The Special Agents provide personal protection for the Secretary of Transportation throughout the workday and wherever the Secretary travels, whether in the Washington, D.C., metropolitan area, to other places in the United States, or to foreign countries. This protection is crucial to the Secretary's safety, especially in a time of increased terrorist activity.

The Special Agents also perform collateral duties under the Security and Investigation (S&I) Program and coordinate criminal and administrative investigations of individuals and incidents occurring within the DOT headquarters facilities, and assist in resolving security-related problems for DOT regional offices. Agents review and conduct follow-up investigations on guard incident reports executed for headquarters facilities. Agents also serve as liaisons with their security counterparts in Federal, state, and local law enforcement agencies, as well as at the DOT headquarters buildings. Security agents are part of a crisis management team that works with human resources and law enforcement offices, employee assistance programs, and managers to help resolve potential workplace violence situations, and are frequently present during volatile disciplinary actions. Agents also provide security awareness seminars for DOT employees to deter thefts and ensure adequate protection of government and personal property.

The S&I program also includes the installation, operation, and maintenance of security systems, closed circuit TV cameras, monitors, X-Ray fluoroscope machines, magnetometers, and card access systems located within the three DOT headquarters buildings. The new Lenel OnGuard® system installed at the new headquarters facility is an access control and alarm monitoring system. The basic purpose of this system is to control access to secure areas via proximity card and reader technology, as well as to monitor alarm points for intrusion detection. Other functions include credential production, visitor management, and video and graphical map display to assist in video surveillance and deployment of assets in response to an incident. An increase is included in the FY 2009 budget to cover the licensing warranty and maintenance of the Lenel System.

This program also includes lock and key services for all DOT OAs in the headquarters buildings. On staff are two locksmiths who maintain a proprietary lock and key system. The

staff conducts periodic combination safe changes throughout the headquarters buildings. The entire Security and Investigations Program is an integral and crucial part of DOT's effort to ensure a safe working environment for its federal and contractor employees and visitors; and to protect DOT facilities, equipment, and sensitive and classified information.

Executive Transportation Program:

This program provides official transportation in the Washington, D.C. metropolitan area for the Secretary of Transportation and the Deputy Secretary. The security liaison specialists are highly trained and experienced professional drivers. The drivers' positions were upgraded to enhance the protection detail's ability to effectively deal with terrorist threats and to meet elevated threat-level manpower demands.

Personnel Security Program:

The personnel security program includes the initiation and processing of required background investigations on all DOT federal employees; the review and adjudication of all completed investigations; and, as necessary, the granting of security clearances for access to classified information. The security staff provides this service for all operating administrations except FAA, which has delegated authority to run its own personnel security program. Under this program, the security staff is responsible for ensuring that DOT complies with laws, Executive Orders and regulations pertaining to personnel security. The staff also provides DOT liaison with other Federal agencies on behalf of the operating administrations.

This program must operate at a level of performance that will ensure that background investigations are initiated in a timely manner as required for all federal and contractor employees, and that the completed investigations are promptly adjudicated according to Government-wide standards and criteria. The Intelligence Reform and Terrorism Prevention Act of 2004 places stringent requirements on agencies for timely initiation of background investigations and adjudication of the completed investigations with regard to the granting of security clearances for access to classified information; and OMB has issued specific timeliness requirements to implement that law.

Homeland Security Presidential Directive 12 (HSPD-12, Policy for a Common Identification Standard for Federal Employees and Contractors) has increased the personnel security program's workload because of stringent requirements to integrate personnel security operations even more with the process of issuing identification cards to federal and contractor employees, to adjudicate the results of criminal history checks prior to issuing any ID cards, and to conduct background investigations on certain personnel (e.g., contractor employees requiring HSPD-12 cards for logical access) to whom DOT did not previously issue ID cards.

Industrial Security Program:

The industrial security program includes the initiation of required background investigations on DOT contractor employees, and the adjudication for suitability of completed reports of investigation. The security staff initiates and adjudicates investigations on contractor employees for all DOT organizations other than FAA. When it is necessary for a contractor employee to have a security clearance for access to classified information, the security staff works with the Defense Security Service and the individual's employer as necessary to ensure



that the necessary investigation has been conducted and the clearance granted. The HSPD-12 requirements have increased the workload with regard to contractor employees, as has the general increase in contractor employment as a percentage of the overall DOT workforce. With an increasing number of contractor employees actually working on-site at DOT facilities, it is especially important to ensure that background investigations have been conducted on them and that they are suitable for employment in the DOT work environment.

Identification Media Program:

With the exception of FAA and a few field operating administration offices, the security staff issues federal and contractor employee photo identification cards for DOT nationwide and also issues official credentials. The identification media automated system assists in identifying persons working within the DOT facilities and is essential for proper management of both identification cards and credentials.

In order to implement HSPD-12 requirements, the Office of Security has had to establish and follow stringent procedures to ensure a separation of functions in the issuing of identification cards. Specifically, persons who do initial enrollment and persons who serve as registrars cannot be the same persons who actually issue cards to DOT personnel. HSPD-12 implementation requires extensive, ongoing coordination with the General Services Administration because DOT plans to use their enrollment and issuance services for HSPD-12 cards issued to DOT personnel. Even with GSA issuing cards, the Office of Security has to perform the registrar function and certify to GSA that the background investigation requirements have been met. The identification management system and the investigations tracking system will have to be linked with GSA's system in order to properly manage card issuance. OMB expects DOT to have HSPD-12 cards issued to all employees and contractor employees by October 2008.

Passport Program:

The Secretary of State has designated the Office of Security as the Passport Agent for DOT and this office has the authority to execute and verify official passports on behalf of the Department of State. The office maintains a passport unit to support all DOT personnel, in all operating administrations and Secretarial offices, who require official passports and visas. Obtaining passports and visas in a timely manner is crucial to DOT personnel meeting foreign travel requirements. Because of the various DOT programs that provide assistance to foreign countries, travel requirements often occur with little advance notice and it is important for the Office of Security to respond promptly to the passport and visa requests. New requirements for U.S. citizens to have passports to travel to countries where they did not previously need them, such as Canada and Mexico, have increased the passport processing workload.

Information Security Program:

This program includes managing the primary security control point for classified documents at DOT headquarters and providing advice and assistance to all operating administrations on matters pertaining to classified information. The control point coordinates destruction of all classified and sensitive information at the headquarters building, and the office is the point of contact to request sensitive security containers used by many offices to properly dispose of sensitive, but not classified, material. The security staff also conducts both initial and refresher

briefings for DOT personnel granted access to classified information. Because of the increasing numbers of DOT employees requiring security clearances for access to classified information, the need for briefing sessions has increased significantly. There is also an increasing number of employees with higher level clearances (e.g., Sensitive Compartmented Information access), which results in a need for more specialized briefings for additional personnel.

The Office of Security is the DOT focal point to ensure that all classified information held by DOT that is 25 years or older receives a declassification review before it is automatically declassified. In addition, the security staff polls all of the operating administrations to provide two consolidated reports annually to the Information Security Oversight Office (ISOO) as required by Executive Order. The office must work closely with all DOT organizations to ensure proper review of classified information and referral of documents to other agencies for review as necessary. DOT has an obligation to all Government agencies to fully protect their equities in classified information that will become 25 years old and therefore subject to automatic declassification.

Government-wide initiatives with regard to sensitive unclassified information are resulting in a need for the Office of Security to devote additional attention to the management of such information within DOT, including its categorization, marking, control, protection, review, and destruction. In order to properly manage controlled unclassified information within the Information Sharing Environment (ISE), especially that related to terrorism prevention, DOT will implement a Government-wide regime for its control and protection, and demands on the Office of Security to educate DOT personnel with regard to those requirements will be significant. It is important for DOT to make as much information available to the public as possible while protecting from release information which could cause harm to U.S. interests if available to unauthorized persons. DOT will also implement additional requirements to protect the privacy of individuals by properly protecting personally identifiable information.

Technical Security Program:

This program includes managing several security programs that fall under a general security category called Technical Security. These programs include communications security (COMSEC), control of compromising electronic emissions (TEMPEST), and technical surveillance countermeasures (TSCM), and require the expertise of persons highly trained in complex technical matters. The Office of Security provides this expertise for all operating administrations. The technical security programs are concerned with the protection of classified national security information and other sensitive information when it is discussed or processed during meetings or on information technology systems; or when it is electronically transmitted. These activities are potentially susceptible to the intentional or unintentional loss of information to unauthorized persons. The security staff provides technical guidance on these matters to operating administrations, essential for the protection of national security.

The Office of Security directly manages the COMSEC program for DOT Headquarters and those field facilities (excluding FAA) that process classified information. This responsibility includes management of the DOT COMSEC account, conducting required inventories of controlled cryptographic equipment and material, and issuance of secure communications equipment, including Secure Terminal Equipment (STE) units and secure wireless phones. The

program must perform these functions properly and in a timely manner in order to meet all National Security Agency and Committee on National Security Systems (CNSS) requirements. Failure to do so can affect DOT's ability (including the ability of the Secretary of Transportation) to exchange classified information with the White House and with other agencies in both routine and emergency situations.

### **Substance Abuse Awareness & Testing**

**\$4,846 thousand**

The DOT Federal Employee Drug and Alcohol Testing Program is the second largest program in the Federal Government with over 80,000 federal employees in the testing pool. Services under this program are provided to all DOT operating administrations, the U.S. Merchant Marine Academy and to the following agencies within the Department of Homeland Security (DHS): Transportation Security Administration (TSA), U.S. Coast Guard (USCG) and the Federal Air Marshals (FAM) program. Services are provided on a nationwide basis and include setting program policy requirements; briefings to unions on policy changes; providing testimony at third party hearings; random selection process; follow-up drug and/or alcohol testing program for employees who have completed rehabilitation; urine collection and laboratory testing services for pre-employment, random, follow-up, reasonable suspicion, and post accident; breath alcohol testing services for random, follow-up, reasonable suspicion, and post accident; split specimen testing services; Medical Review Officer services; managing, coordinating and conducting employee awareness programs and mandatory supervisory training; and coordination of the Employee Assistance Program. Drug and alcohol collection and testing services are provided through contract vendors. Funding for these primary contracts constitutes 77 % of the total SAATO budget.

### **Transit Benefits & Parking**

**\$238,581 thousand**

Transportation Services (TRANServe) delivers transit benefit services to DOT operating administrations; delivers transit benefit services to Non-DOT agencies; and provides parking management services to DOT employees. This program receives funding under three different authorities in performing its various roles in support of DOT and Non-DOT agencies.

- Working Capital Fund (WCF) cost reimbursable agreements under U.S.C. 49.327.
- Non-DOT WCF reimbursable agreements under the Economy Act of 1932.
- Employee Parking Deposits for parking spaces to DOT employees under GSA Federal Management Regulation.

#### The Transit Benefit Program:

The program was established in 1991 when the Department's Federal Transit Administration (FTA) began pilot testing a transit benefit program, which provided up to \$21 per month in transit fare media to its employees. The Energy Policy Act of 1992 raised the monthly tax-free limit to \$60 and linked the limit to changes in the Consumer Price Index. The Federal Employees Clean Air Incentive Act, signed into law in 1993, permanently authorized Federal participation in this program, resulting in its expansion throughout the Department of Transportation and other Federal agencies. In April 2000, Executive Order 13150 was signed

which sought to reduce Federal employees' contribution to traffic congestion and air pollution and expand their commuting alternatives. The executive order called upon DOT, the Environmental Protection Agency, and the Department of Energy to implement a nationwide pilot program, and ascertain its effectiveness in reducing single occupancy vehicle travel and local area traffic congestion. In a 2003 final report to the Office of Management and Budget, DOT reported that the interagency group found transit benefits to be successful in reducing Federal employees' contribution to traffic congestion and air pollution, and expanding their commuting alternatives. The report estimated that the transit benefit program resulted in over 15,000 fewer single occupancy vehicles on the roads of the National Capital Region, saving over 8 million gallons of gasoline, and eliminating emissions of almost 40,000 tons of carbon dioxide from the air, as well as reducing other tailpipe emissions. In 2005, the Safe, Accountable, Flexible, Efficient, Transportation Equity Act (SAFETEA-LU) required Federal agencies to implement transit benefit programs for all eligible employees in the National Capital Region.

As the transit benefit program took shape in its early years, the Department of Transportation decided that it would be most efficient to centralize the distribution services for its operating administrations, rather than replicate the resources necessary to obtain and safeguard fare media, and manage the distribution program. This organization has evolved over the years, to offer transit benefit distribution services nationwide, to organizations throughout the Federal government. It now distributes over \$200 million in cash equivalent fare media annually, servicing over 233,000 participants employed by 108 Federal organizations nationwide.

From the perspective of providing an efficient, economical means to distribute transit benefits, TRANServe enables agencies to make use of a single established distribution system, with extensive and effective internal controls over the receipt, maintenance, and distribution of the fare media provided to Federal employees under the program. It eliminates the need to establish multiple systems duplicating these functions at agencies and individual offices throughout the country. It also offers some unique advantages due to its size and experience. For example, transit operators in some localities offer discounts for volume purchases of fare media, and these savings are then passed on to the participating agencies. There is no mandate to make use of TRANServe for transit benefit distribution; rather, each of the agencies now making use of its services decided it was in their interest to use TRANServe for transit benefit distribution.

Participating agencies, TRANServe, and transit benefit recipients all have specific responsibilities to help ensure that the transit benefit program functions effectively and that individuals participating in the program receive only the fare media they are eligible for, and use it appropriately.

TRANServe has developed a Partnership Agreement to outline respective responsibilities of each partner in the implementation of transit benefit programs as administered by TRANServe, in both the National Capital Region and nationwide. These responsibilities include:

- TRANServe obtains and safeguards specific types and volumes of fare media in preparation for distribution to eligible employees at the federal agency.

- TRANServe processes all enrollment applications for the Program, once those recipients have been approved by the federal agency.
- TRANServe tests the controls over the activities which it performs for federal agencies on a yearly basis. These controls are highlighted in management's assurance statement provided to its customers in draft form in July and final copy in September.
- TRANServe provides a monthly invoice with detailed reports to the federal agency on employee participation in the Program. These reports include a description of specific services provided that month such as the name of each employee who received transit benefits, the fare media expenses, vendor fees, billable hours, travel, mailing expenses, administrative and distribution costs.
- TRANServe maintains a database that identifies all participants in the Program that are currently deemed eligible by the federal agency, the original effective date of program participation, the value of fare media provided and the effective date of termination, as appropriate.

As the federal agency enters into an annual Customer Agreement with TRANServe for administrative and distribution services, the federal agency retains key management responsibilities for its transit benefit program. These responsibilities include: overall program oversight including identification of participants making false claims, selling, illegally transferring, or otherwise violating benefit requirements; designating a program coordinator; verify employee's eligibility; and, ensuring employees are aware of their responsibilities.

#### DOT's Implementation of the Transit Benefit Program

Inasmuch as DOT is both a participant in the transit benefit program and home to the TRANServe organization, the WCF is seeking to maintain a program with extensive participation and use of mass transit, in line with DOT's strategic goal for congestion reduction, while having effective and useful controls in place to ensure the program accomplishes its intended results. Each time a transit benefit recipient receives his or her fare media, the recipient is required to sign for it. On the form, there is an explanation of general requirements for continued participation in the program and recipient responsibility. Because recipients may not take the time to read the requirements on the signature form, in August 2006, TRANServe produced, and began distributing to DOT recipients, the plain language reminder. This action was initiated to ensure that transit benefit recipients are fully aware of the requirements associated with their receipt and use of the fare media.

To educate transit benefit recipients, TRANServe continues to distribute the plain language written explanation of responsibilities and requirements. TRANServe also developed an electronic learning package implemented through the electronic Learning Management System or eLMS. This training emphasizes recipient responsibilities, identifies prohibited practices such as unauthorized use by ineligible employees and inappropriate transfer of fare media.

To protect the integrity and preserve the benefits of the Federal Transit Benefits Program while eliminating the opportunity for waste, fraud, and abuse, the Department reviewed all transit benefit internal controls and implemented an increased level of oversight to ensure all participants are complying with these provisions and that any misuse or abuse is addressed promptly and effectively. In addition, the TRANServe Program created an Internal Controls

Officer position in April 2007. This position heightens review of the organization's internal controls and ensures all policy and procedure requirements are effectively fulfilled.

TRANServe's FMFIA program and evaluation of management controls includes:

- Continued financial management and infrastructure improvements for the transit benefit program by:
  - Requiring the transit benefit application to include the full home address of the employee, employee work address, certification of eligibility, and a warning against making false statements in the benefit application.
  - Requiring the employee's supervisor or approving official to verify eligibility and commuting costs (e.g., home address validated and commuting costs correctly calculated via the DOT Transit Benefit Verification Work Sheet).
  - Providing monthly invoices with detailed reports to customers on employee participation in the transit benefit program and performing Certification and Accreditation (C&A) on the data provided in order to ensure its accuracy which enables customers to validate those employees receiving benefits against the parking records.
  - Educating employees through broadcast messages, plain language memos, and employee meetings to adjust their benefits due to travel, leave, or change of address.
  - Requiring employees to identify each mode of transportation used in their commute and recertify on an annual basis.
  - Requiring quarterly Cost of Goods Sold (COGS) process and the expanded use of the Projects Accounting module to facilitate the cost distribution of inventory.
  - Mandating all DOT participants use SmartBenefits as their mode of transportation. Reducing or eliminating the purchase of paper fare media cards lowers TRANServe's administrative costs and increases efficiencies. Additionally, it can also reduce the incidence of fraudulent misuse of the fare media.
  - Requiring a Partnership Agreement outlining respective responsibilities of each partner in the implementation of transit benefit programs as administered by TRANServe in both the National Capital Region (NCR) and nationwide.
- Initiatives to improve financial management and infrastructure for the transit benefit program consist of the following:
  - Continuing to update DOT Transit Benefit Program Policy and Guidance.
  - Continuing to update the Integrity Awareness Training Program to educate customers and their participants. Successful completion of the training is a requirement every time an application is submitted or amended.
  - Meeting with Federal agencies to discuss internal controls and best practices.
  - Identifying best practices to be published on TRANServe's website as a resource tool for all government agencies.

**The Parking Management Program:**

The Parking Management Program sells, issues, and administers weather-secure parking spaces in the new DOT headquarters building. In addition, the program provides oversight to FAA for the management of their parking fees.

The Parking Office collects money from the sale of parking permits for the regular monthly parking, temporary parking, and FAA parking. The money is processed and picked up for deposit by Brinks armored Car Service twice a week.

**Unemployment Compensation****\$7,050 thousand**

The Department of Labor requires a central billing point in each cabinet agency for the unemployment costs of employees. The Working Capital Fund accepts unemployment compensation charges from the Department of Labor and bills each Operating Administration for their costs through a centralized billing service. This program also provides a billing mechanism for the former elements of DOT that transferred to the Department of Homeland Security. Department of Labor (DOL) bills the Department of Transportation on a quarterly basis for their unemployment charges.

**Warehouse****\$729 thousand**

The Warehouse Program provides for storage, which includes furniture, equipment, bulk materials such as computer and copy paper, publications and forms, and other items as required for all DOT organizations in the Washington Metropolitan area. The Warehouse stores over 1,500 skids of furniture and publications monthly. As part of this program, truck services are provided for delivering internal mail, receiving and delivering furniture, equipment, bulk supplies and other items as required between the Warehouse facility in Landover, MD and the DOT Headquarters Buildings in Washington, DC.

Excess personal property is received, reported, and transferred for all DOT organizations in the Washington Metropolitan area. The excess program handles on average 850 pieces of furniture or equipment every month, sending almost half of the computer equipment to schools throughout the country as part of Executive Order 12999. In FY 2006, this equated to over 5,200 of the approximately 10,500 pieces of equipment going to various school systems.

**OFFICE OF THE CHIEF INFORMATION OFFICER  
WORKING CAPITAL FUND  
FY 2009 BUDGET ESTIMATE**  
(In thousands of dollars)

<u>Program</u>	FY 2007 <u>Actual</u>	FY 2008 <u>Enacted</u>	FY 2009 <u>Estimate</u>
DOT Activities	48,303	52,627	54,303
Non-DOT Activities	1,144	506	636
<b>Total</b>	<b>\$ 49,447</b>	<b>\$ 53,133</b>	<b>\$ 54,939</b>

Staffing

Reimbursable Positions	21	21	21
Reimbursable FTE	17	21	21

**Background**

Since December 2002, the DOT's Office of the Chief Information Officer (OCIO) has had the added responsibility for the management and administration of the IT Services portion of the Department's WCF organization, which supports the operation of an infrastructure that includes telecommunications, e-mail/directory services, a backbone network, help desk and other support. In these roles, 21 government employees provide technical direction and oversight of more than a 150 contractors actually providing \$50+ million in IT services annually to the Department's OAs on a fee-for-service basis.

**PERFORMANCE ISSUE:**

The WCF/OCIO delivers IT services to DOT customers through the operation of an infrastructure that includes telecommunications, e-mail services, and a backbone network and help desk support.

The FY 2009 estimates reflect assumptions that have been made regarding costs associated with operations in the New DOT Headquarters building environment and the progression of the DOT IT infrastructure consolidation.

**FY 2009 PERFORMANCE BUDGET ESTIMATE:**

For FY 2009, the OCIO is projecting WCF OCIO/IT Services obligations of \$54.9 million and 21 FTE.

In FY 2008, a considerable amount of IT equipment purchased for the New HQ building was transferred into the IT Shared Services environment. This resulted in increased IT costs to



customers as the equipment is depreciated to cover future replacement costs. The increased depreciation expenses primarily occur in the following IT line items:

- Inter-modal Data Network (IDN) – network security, data switches, network infrastructure
- Consolidated Server Services – storage area network and storage backup
- Voice Cable & Wireless – telecommunications switch

### **MISSION/VISION/VALUES**

The WCF OCIO/IT Services will provide the Department with a single source for a competitively priced, comprehensive range of IT services while continuously improving the technology and safety of the IT infrastructure for the Department. WCF IT Services will also provide expertise to the Department with state-of-the-market technical expertise, institutional IT knowledge, and historical data that is not readily available from other sources.

WCF OCIO/IT Services staff will maintain, operate, and oversee communications and core IT infrastructure for the Department. The staff consists of a small number of experienced government FTE who oversee the technical and business operations, with the majority of the day-to-day operations provided by contractors.

### **FY 2009 OCIO BUSINESS LINES BY PROGRAM**

#### **Desktop Services**

**\$18,702 thousand**

The IT Services desktop, laptop, and engineering PC program provides quality, cost effective seat management, and related support under service level agreements with customers. IT Services currently supports more than 5,400 desktop users, and plans to expand consolidation to include regional and field users starting in FY 2008. The FY 2009 budget year will continue to prove challenging, as the New DOT Headquarters building move and IT Infrastructure consolidation addresses fluctuations in customer requirements as a result of field and regional office migration.

#### **Inter-Modal Data Network (IDN)**

**\$1,974 thousand**

The IT Services IDN component supports network infrastructure, wide-area network and Internet connectivity within DOT headquarters and between DOT headquarters and other buildings on DOT's Washington, D.C. campus. The IDN is the primary communications backbone to and among DOT organizations in the Washington, D.C. Metro area.

The annual cost to manage the DOT data network infrastructure has historically been shared by all occupants of the DOT HQ Building.

Within the new HQ Bldg, all new IT Data Network and Security Infrastructure equipment was purchased to support the new HQ core network. This equipment improves DOT's ability to

prevent network intrusion attempts and unauthorized access to mission critical equipment, complies with IPv6 standards, and supports increased COOP requirements.

The cost to refresh the data network equipment was historically the responsibility of each mode prior to the move to the Common Operating Environment (COE). However, beginning FY2008 this responsibility has shifted to IT Shared Services and become part of the annual IDN budget.

### **IT Security and Support**

**\$13,067 thousand**

The IT Security and Support program is composed of the following five program areas:

#### IT Admin & Special Projects:

IT Admin & Special Projects program supports the overall management of the IT Services programs and certain special projects. The program costs are recovered through an equitable distribution to each IT Services program.

#### Financial Management Group:

Financial Management Group provides business management and full back-end accounting support to the IT Services programs and special projects. The program costs are recovered through an equitable distribution to each IT Services program.

#### Logistics & Support Services:

Program activities include direct management and oversight of IT Services programs, Continuity of Operations (COOP) and Disaster Recovery (DR) activities for IT Services programs, Inventory management/Help desk software implementation and maintenance, Stockroom, and Administrative services. The program costs are recovered through an equitable distribution to each IT Services program.

IT consolidation has increased the level of effort required for the Logistics & Support program as a result of inventory and service desk software implementation, the increased customer base, quantity and types of inventoriabile items, and potential expansion of COOP and DR activities. The increased level of effort is supported by the additional customer base as part of IT consolidation.

#### Enterprise Network Operations Center (ENOC):

ENOC is responsible for the monitoring, notification, and facility management in support of IT Services. ENOC was established to provide twenty-four hour handling of calls, problem management, staff notification, and system monitoring.

An essential element in this effort is the monitoring, notification and automation of many labor-intensive tasks and the 24x7 monitoring performed by the IT Services functional areas. These areas include:

- Network monitoring
- Server monitoring

- Telecom systems monitoring
- Automated problem ticket generation and escalation
- After-hours service desk support.

These services can be extended remotely to provide twenty-four hour support regardless of physical location. ENOC costs are proportionally distributed to IT Shared Services programs.

Network Engineering:

The Network Engineering program provides planning, design, and implementation services for the network infrastructure, including:

- IP Address Management
- Network Design
- Network diagnoses and optimization
- Secure Remote Access

The Network Engineering Program is one of the focal points in enabling the consolidation of services under IT Services and establishing a consistent and secure network across DOT. Details on IT Services Secure Remote Access activities are shown below.

Secure Remote Access (SRA): In keeping with Public Laws 106-346, § 359 and 108-447, Division B, § 622 and the Secretary of Transportation's congestion initiative that, among other things, establishes urban partnerships to facilitate an increased use of telecommuting and flex scheduling, IT Services has implemented a secure remote access capability. IT Services has now enabled Secure Remote Access for DOT staff and contractors who are members of the DOT Active Directory. We have implemented a Client-Based Remote Access (CISCO Virtual Private Network [VPN]) solution to be able to provide a telecommuting option for users who may need one. Remote access is now available for all Consolidated Operating Environment (COE) workstations covered under the Standard or Premium Support Plans. Users will be able to access e-mail and personal files stored on the network from a remote computer, as well as access most DOT network resources. The charges will be allocated to each OA under the Network Engineering service line, based on the estimated number of desktops in the COE.

With respect to the current infrastructure, we have invested in and will be deploying the necessary equipment and software to provide system redundancy at our COOP/DR site as well as implementing a compliance checker, which will enhance network security so that only those users with proper operating systems, proper anti-virus software, and authorized access signatures will have access to the DOT network, and, if not, will be quarantined.

In keeping with OMB M-06-16 to provide two-factor authentication, DOT has implemented a two-factor authentication solution in support of completing the refresh of the DOT Secure Remote Access solution. The technology may reduce the costs as more of the government is moving to this model. Network Engineering supports work towards providing this capability to all users at minimal additional cost.

Information Assurance:

The Information Assurance program is designed to ensure the protection, integrity, availability, and confidentiality of the DOT IT infrastructures, across the DOT's hundreds of geographically separated locations. The program's primary function is to ensure that DOT is compliant with the Federal Information Security Management Act and other statutory requirements. In addition, this includes the continuous operations of the DOT TCIRC, which now has responsibility to detect, protect against, and react to all cyber events across the entire DOT enterprise.

The Transportation Cyber Incident Response Center (TCIRC) will continue to focus on responding to cyber events, privacy violations and network interruptions from the inside. TCIRC will continue to coordinate with DOT CIO's, ISSO's, the intelligence community, and DHS for incident management, monitoring, cyber threat analysis and responding to modal requests. These services will fulfill the need to comply with FISMA and relevant statutory requirements. We now support multiple locations as part of our HQ relocation and COOP/DR segregation and the cost of these services will continue to be proportionately allocated to the OAs based on email counts.

**Server and Messaging Services**

**\$11,073 thousand**

Consolidated Server Services:

The Server Services program consists of the following functional areas: Departmental Internet (DI), Server Hosting, Net Backup, Storage and Backup.

The Departmental Internet program provides server hosting and limited web design support for the DOT web page, as well as the GovDocs subscription service for e-mail management, and enhanced Google search capabilities.

Off-site server hosting services for HQ servers and other devices for operating administrations (with the exception of FAA) have been secured to support server hosting requirements as a primary data center external to the new building for most OA mission critical systems. The direct costs to support the remote hosting location, including limited growth capacity and some security and hardware costs, have been spread proportionally to customers based on each OAs power requirements (watts) for direct usage, while the infrastructure costs are spread to the OAs based on the adjusted total population of OA devices.

Directory & Messaging Services:

Directory & Messaging Services provides high quality, cost effective services for message routing and directory services and mailbox administration. The two Directory and Messaging Services offerings are described below.

Departmental Message Routing and Directory Services costs are currently distributed to each OA based on an algorithm of total mailbox accounts in each OA. This Departmental service includes Departmental directory, messaging and routing, enterprise messaging backup, custom directory services, and spam filtering and virus protection.

Mailbox administration cost recovery is based on an annual mailbox charge for approximately 9,000 accounts, and includes the following services: mailbox administration and mail storage and backup. IT consolidation efforts have increased the messaging infrastructure and management responsibilities which were previously managed by the OAs.

**Voice, Cable & Wireless**

**\$10,123 thousand**

The IT Services Voice, Cable, and Wireless (VCW) component offers customers a wide range of telecommunications services such as desktop telephone service with voice mail, wireless telephony, circuit analysis, cabling, billing analysis, inventory management, telecom coordination/customer service, teleconferencing, customer special projects.

Supporting both DOT's Washington, D.C. campus and remote communications, VCW services are an essential component of the DOT's IT support mission, and currently includes more than 15,000 telephone lines and 11,000 voice mailboxes, supported by a New HQ Building telecommunications switch.

A large majority of costs in this program area, more than \$5M per year, is to support local and long-distance communications and utilities costs for telephone, T-1 lines and circuits between regional offices and other remote sites, internet communications, and redundant systems to ensure continuity of operations.

IT Services has contained its rising telecommunications costs over the past seven years, absorbing labor and maintenance increases by aggressively negotiating for better rates with its local and long distance service providers and monitoring telecommunications bills for potential cost savings. We intend to continue our efforts to aggressively contain costs while providing the current technology and service improvements.

**SECTION 5: Additional Justification for OASA/OCIO  
Program Resources**

**“Transparency” Paper for Appropriations Committees**

The Report accompanying the Senate FY 2008 appropriations bill for the Department of Transportation directed “the Department to provide the following information in its fiscal year 2009 budget justifications: the amount of funding for the Office of the Chief Information Officer and the Office of the Assistant Secretary for Administration from direct appropriations, and the amount of funding for those two offices from WCF reimbursements; a clear description of the WCF work that is completed under the appropriations cap, exempt from the cap, and completed under reimbursable agreements; and full supporting information for any request to lift the appropriations cap, including an inventory of work that cannot be supplied due to the cap.”

The paper that follows is the information requested by the Senate Appropriations Committee.

**INTRODUCTION**

The Working Capital Fund (WCF) was authorized under the Department of Transportation (DOT) Act, Public Law 89-670, enacted October 15, 1966, to provide technical and administrative services that allow the DOT Operating Administrations (OAs) to focus on core missions while reducing costs by consolidating administrative management structures. The WCF is funded through negotiated agreements with its customers. The WCF is an intragovernmental revolving fund established in order to finance a cycle of operations in which the customers reimburse the costs of goods and services received. Costs reimbursed by customers include direct and indirect costs including accrued annual leave and capital asset depreciation. To extend efficiencies and to increase economies of scale, the WCF also services customers outside of the DOT. These Non DOT customers include the Department of Homeland Security, specifically Coast Guard and Transportation Security Administration, and more than 100 agencies nationwide, including the House of Representatives, that use the WCF to manage transit benefits to their employees.

The WCF, through the Office of the Assistant Secretary for Administration (OASA) and the Office of the Chief Information Officer (OCIO), provides a wide range of technical and administrative services, including personnel operations, facilities management, parking management, transit benefit programs, printing and graphics, mail operation, library and dockets management operations, building security, IT security and infrastructure, telecommunications, and procurement and acquisitions services. The fund’s services are delivered to customers through an organizational structure of individual business lines providing related services or products. This consolidation of services allows the WCF to achieve economies of scale, eliminate redundancies, promote consistency in service, and reduce administrative costs across the Department.

The WCF is a fee-for-service operation which receives no direct appropriations. Instead, the WCF is a fully self-sustaining organization and must achieve full cost recovery which includes an equitable distribution of overhead and indirect costs. During the budget formulation stage, the WCF provides cost estimates to the WCF customers based on

historical data and projected demand and service levels. During the year of execution, customers are billed for actual use of common services.

A WCF Steering Committee was established in fiscal year (FY) 2003 to provide oversight and ensure WCF goods and services are provided in the most effective and efficient manner to all DOT OAs. The Committee is comprised of Associate Administrators of Administration and Budget Officers from each OA. Specific functions and activities of the Committee include: recommending goods and services that comprise the WCF; approving all WCF funding levels for each service; evaluating the WCF performance in meeting service plans; ensuring that systematic measures of performance against approved service plans are in place; and evaluating and approving capital asset purchases in excess of \$50,000.

The Office of the Assistant Secretary for Administration administers funds for the Working Capital Fund, receives appropriations for Salaries and Expenses for non-WCF functions, and administers Reimbursable Programs. The Office of the Chief Information Officer provides IT services, technical management, and business support through the WCF. The OCIO also receives appropriations for Salaries and Expenses for non WCF functions. The following table shows the breakout of funds for both offices.



**TOTAL OBLIGATIONAL AUTHORITY BY OFFICE**

(In thousands of dollars)

	FY 2007 <u>Actual</u>	FY 2008 <u>Enacted</u>	FY 2009 <u>Estimate</u>
<b>Assistant Secretary for Administration</b>			
Salaries and Expenses	21,880	23,750	27,292
Working Capital Fund			
DOT	69,711	75,467	73,791
NON-DOT	255,688	244,226	246,749
Reimbursable	18,093	19,366	20,355
New Headquarters Building <sup>1</sup>	30,100	0	0
<b>TOTAL \$</b>	<b>395,472 \$</b>	<b>362,809 \$</b>	<b>368,187</b>
<b>Chief Information Officer</b>			
Salaries and Expenses	11,801	11,887	12,885
Working Capital Fund			
DOT	48,303	52,627	54,303
NON-DOT	1,144	506	636
New Headquarters Building <sup>1</sup>	19,400	0	0
<b>TOTAL \$</b>	<b>80,648 \$</b>	<b>65,020 \$</b>	<b>67,824</b>

<sup>1/</sup>The DOT was appropriated \$49,500,000 for the New Headquarters in FY2007; OASA and OCIO shared responsibility for these funds. Additionally, Section 21001 of the FY2007 Continuing Resolution provided up to \$9,900,000 of Transportation, Planning, Research and Development appropriations be made available for facility improvements and associated costs as determined necessary by the Secretary.

**Major Responsibility**  
**Source of Funds**  
**FY 2009 Request (in thousands)**

**Office of the Assistant Secretary for Administration Overview:**

The Assistant Secretary for Administration is the policy and operations leader and principal advisor to the Secretary of Transportation on Department-wide and Office of the Secretary administrative functions. The Assistant Secretary serves as the:

- Department's Competitive Sourcing Officer (CSO) and carries out the responsibilities of the CSO as specified in OMB Circular A-76, Performance of Commercial Activities.
- Department's Chief Human Capital Officer and provides leadership on all matters associated with the Chief Human Capital Officers Act of 2002. In this role, oversees the planning, implementation, reporting, and evaluation of personnel policies, programs, operating procedures, and systems that support DOT strategic objectives and performance goals.
- Deputy Chief Acquisition Officer for DOT (49 CFR §1.59(a) (6)). Formulates departmental policy, controls and standards to ensure that procurement and financial assistance management programs are in accord with applicable laws, regulations, and good business practices to meet departmental missions in support of the national transportation system.

The Assistant Secretary also delivers administrative services to DOT and Non-DOT customers through the WCF operations and ensures administrative support services are responsive to OST customer requirements and DOT strategic policy direction.

The Office of the Assistant Secretary for Administration administers three sources of funding in performing its various roles in support of the DOT. Each funding stream is maintained and reported independently. OASA funding directly tracks to the OASA three areas of responsibility:

- Annually appropriated Salaries and Expenses (S&E) for carrying out human resources and procurement policy, security management and follow-up and resolution of Government Accountability Office and Inspector General audit reviews of department programs, including preparation of required reports.
- Reimbursable funding for providing formal Administrative Procedure Act (APA) hearings to DOT operating administrations and management and oversight of human resource systems.
- Working Capital Fund cost reimbursements for providing and supporting Department-wide core administrative, security and facilities functions such as executive and political personnel operations, building security, and facilities management.

Specific breakdown of the uses of these funds follows.

**FY 2009**  
**(\$000)**

Assistant Secretary for Administration - Salaries and Expenses \$27,292

The Office of the Assistant Secretary for Administration (OASA) annual Salaries and Expenses appropriation provides pay, compensation and benefits for the Assistant Secretary for Administration, the Departmental Human Resources and Security Directors, the Departmental Senior Procurement Executive, the Departmental Liaison to the Office of the Inspector General/General Accountability Office, as well as technical and administrative government staff. Annual OASA funding provides resources necessary for the Assistant Secretary to plan, develop, coordinate, evaluate, implement and monitor departmental strategic management initiatives; develop and evaluate policies for organization-wide human resource management, administrative and internal security management; formulate departmental policy, controls, and standards to ensure that procurement programs are in accordance with applicable laws, regulations and good business practices. The Salaries and Expenses appropriation also provides the necessary resources to pay for consolidated rent payments to GSA and payments to the Working Capital Fund.

Assistant Secretary for Administration - Working Capital Fund \$320,540

DOT: \$ 73,791

NON-DOT: \$246,749

The Working Capital Fund (WCF) provides Departmental services in human resources, security, acquisition and grants, information services, transportation and facilities, space management. In the transit benefits area, the WCF manages the program for over 100 agencies nationwide. These services include financial management of DOT's WCF.

The DOT's WCF provides an array of services in support of the Department's Office of the Secretary and Operating Administrations. The WCF is a full cost recovery, fee-for-service organization that receives no directly appropriated funds, but recovers costs through cost reimbursable and interagency service level agreements. The WCF has an obligation ceiling set by Congress which limits the amount of business the WCF may do for the Department that fiscal year.

Assistant Secretary for Administration - Reimbursable Programs \$20,355

Office of Hearings \$ 1,534

The Office of Hearings is located in the Office of the Assistant Secretary for Administration in order to separate the Office from all investigatory and prosecution functions. The Office of Hearings is composed of administrative law judges, who hold hearings under the Administrative Procedure Act (5 U.S.C. § 551 et seq.) (APA) for the Department's Office of

the Secretary (primarily in aviation matters) and the Department’s component modal administrations that need formal APA hearings, including the Federal Aviation Administration, Federal Motor Carrier Safety Administration, and the Pipeline and Hazardous Materials Safety Administration.

**FY 2009  
(\$000)**

Human Resource (HR) Systems

*\$18,821*

The Office of HR Systems provides technical management, oversight and support for all consolidated HR systems, which include the Federal Personnel and Payroll System (FPPS), the Electronic Learning Management System (eLMS), Enterprise Human Resources Integration Electronic Official Personnel Folder (eOPF), Workers’ Compensation Information System, the Human Resources Measurement Action Tool (HRMAT), and the Balanced Scorecard Survey.

Reimbursable funds for FPPS provide for payroll support and payroll processing for all of DOT. FPPS facilitates movement toward achieving strategic management of Human Capital by:

- Providing reports that enable diversity management plans to sustain a workforce that represents the face of America in all occupations and at all grade levels;
- Providing support to workforce planning reporting to identify mission critical competencies and gaps in those competencies.

Reimbursable funds for eLMS provides system support for the delivery of on-line learning, learner registration, learner training completion, the delivery and recording of assessments, and the reporting of enterprise human resources integration data to OPM.

The eOPF allows for secure access to official employee HR records for employees and HR staff. The centralized management of and access to the data provides the technological means for consolidating HR operations and improves the government’s ability to share and transfer data about employees moving between agencies.

The HRMAT is a survey tool to assess customers, HR supervisors, and HR staff satisfaction in the delivery of HR services.

Assistant Secretary for Administration - New Headquarters

\$0

No additional funds are requested in FY2009 for the New Headquarters building.

**Office of the Chief Information Officer Overview:**

The Department of Transportation Chief Information Officer (DOT CIO) is the principal information technology (IT) and cyber security advisor to the Secretary. In this strategic departmental role, the CIO provides leadership on all matters associated with the Department’s \$2.7 billion IT portfolio. This includes security, investment management, and improvements in the delivery of services to the American taxpayer through electronic government initiatives.

The DOT CIO also serves as the CIO for Office of the Secretary. Similar to the role of an operating administration CIO, the DOT CIO ensures that IT needs of OST employees are met. Funding is included in this request to address the CIO’s strategic departmental, OST and infrastructure roles.

The DOT CIO delivers IT services to DOT customers through the operation of an IT infrastructure that includes e-mail services, a backbone network, and help desk support. Historically, operating administrations contract with the CIO for services and reimburse the CIO for the cost of those services. The WCF is the reimbursement mechanism for these services. The WCF budget (including the CIO component) is provided as a separate part of the Department’s budget submission.

DOT CIO Managed Resources Overview:

The Office of the Chief Information Officer (OCIO) administers two sources of funding in performing its various roles in support of the DOT. Each funding stream is maintained and reported independently. OCIO funding directly tracks to the CIO’s two areas of responsibility:

- Annually appropriated Salaries and Expenses (S&E) for carrying out IT policy, security and other mandates, guidance, monitoring and reporting; and
- WCF cost reimbursements for providing and supporting Department-wide core IT functions, such as IT security and support, voice, cable and wireless, inter-modal data network (IDN), desktop services, and server and messaging services.

A specific breakdown of the uses of this funding request follows.

	<b>FY 2009 (\$000)</b>
<u>Office of the Chief Information Officer - Salaries and Expenses</u>	\$ 12,885

The OCIO annual Salaries and Expenses appropriation provides pay, compensation and benefits for the Department’s CIO, and Deputy CIO and Enterprise IT Architect, as well as technical and administrative government staff. Annual OCIO S&E funding provides resources necessary for the CIO to meet responsibilities to the Department as well as other Executive and Legislative Branch requirements, and for improving practices in the design, modernization, use, sharing, and performance of information resources. The CIO develops recommendations for information technology management policies, procedures, and standards and leads e-government projects to improve service delivery, and foster the

effective use of IT communication technologies to enhance business activities performance. The Salaries and Expenses appropriation provides resources necessary for the security and management of the department's \$2.7 billion IT Program and WCF operations.

<u>Office of the Chief Information Officer - Working Capital Fund</u>	\$ 54,939
DOT	\$ 54,303
NON-DOT	\$ 636

The DOT's Working Capital Fund provides an array of services in support of the Department's Office of the Secretary and OAs. The WCF is a full cost recovery, fee-for-service organization that receives no directly appropriated funds, but recovers costs through cost reimbursable and interagency service level agreements. The WCF has an obligation ceiling set by Congress which limits the amount of business the WCF may do that fiscal year.

WCF organizationally consists of two major components, personnel/facilities services, and IT services. The IT services fall organizationally and operationally under the OCIO. OCIO's WCF IT operations are essentially an outsourced environment, consisting primarily of contractors and a small cadre of government project managers and technicians. In addition to providing the DOT Washington metro area's campus-wide telephony, communications backbone infrastructure, and firewall security, OCIO WCF IT operations also provide a common IT operating environment, server hosting facilities, desktop management, as well as IT engineering and DOT intranet/internet support.

The following tables show the Budget Estimates, with a break out for both offices, for FY2007 through FY2009:

**FY 2009 BUDGET ESTIMATES SUMMARY BY OFFICE****ASSISTANT SECRETARY FOR ADMINISTRATION**

	<u>Salaries &amp; Expenses</u>	<u>Working Capital Fund</u>	<u>New Headquarters Bldg</u>	<u>Reimb Programs</u>
<b><u>FUNDING LEVELS</u></b>				
Personnel Compensation and Benefits	8,199	20,689	0	2,688
Travel	37	1,458	0	0
Rent	10,899	6,256	0	0
OST Admin Services	6,560	0	0	355
Transit Inventory	0	225,000	0	0
Other Costs	1,597	67,137	0	17,312
TOTAL	27,292	320,540	0	20,355

**STAFFING**

Direct Positions	66	0	0	0
Reimbursable Positions	0	198	0	20

**OFFICE OF THE CHIEF INFORMATION OFFICER**

	<u>Salaries &amp; Expenses</u>	<u>Working Capital Fund</u>	<u>New Headquarters Bldg</u>	<u>Reimb Programs</u>
<b><u>FUNDING LEVELS</u></b>				
Personnel Compensation and Benefits	2,948	3,004	0	0
Travel	35	35	0	0
Other Costs	9,901	51,900	0	0
TOTAL	12,885	54,939	0	0

**STAFFING**

Direct Positions	25	0	0	0
Reimbursable Positions	0	21	0	0

**FY 2008 BUDGET ESTIMATES SUMMARY BY OFFICE**

**ASSISTANT SECRETARY FOR ADMINISTRATION**

	<u>Salaries &amp; Expenses</u>	<u>Working Capital Fund</u>	<u>New Headquarters Bldg</u>	<u>Reimb Programs</u>
<u>FUNDING LEVELS</u>				
Personnel Compensation and Benefits	5,734	20,967	0	2,577
Travel	36	1,554	0	0
Rent	10,000	4,707	0	0
OST Admin Services	6,948	0	0	322
Transit Inventory	0	215,000	0	0
Other Costs	1,032	77,465	0	16,467
<b>TOTAL</b>	<b>23,750</b>	<b>319,693</b>	<b>0</b>	<b>19,366</b>
<u>STAFFING</u>				
Direct Positions	66	0	0	0
Reimbursable Positions	0	198	0	20

**OFFICE OF THE CHIEF INFORMATION OFFICER**

	<u>Salaries &amp; Expenses</u>	<u>Working Capital Fund</u>	<u>New Headquarters Bldg</u>	<u>Reimb Programs</u>
<u>FUNDING LEVELS</u>				
Personnel Compensation and Benefits	2,892	2,787	0	0
Travel	34	39	0	0
Other Costs	8,961	50,307	0	0
<b>TOTAL</b>	<b>11,887</b>	<b>53,133</b>	<b>0</b>	<b>0</b>
<u>STAFFING</u>				
Direct Positions	25	0	0	0
Reimbursable Positions	0	21	0	0



**FY 2007 BUDGET ESTIMATES SUMMARY BY OFFICE****ASSISTANT SECRETARY FOR ADMINISTRATION**

	<u>Salaries &amp; Expenses</u>	<u>Working Capital Fund</u>	<u>New Headquarters Bldg</u>	<u>Reimb Programs</u>
<b><u>FUNDING LEVELS</u></b>				
Personnel Compensation and Benefits	5,286	20,514	0	2,449
Travel	16	1,556	0	0
Rent	8,645	4,635	0	0
OST Admin Services	7,909	0	0	314
Transit Inventory	0	210,000	0	0
Other Costs	24	88,694	30,100	15,330
<b>TOTAL</b>	<b>21,880</b>	<b>325,399</b>	<b>30,100</b>	<b>18,093</b>

**STAFFING**

Direct Positions	66	0	0	0
Reimbursable Positions	0	198	0	20

**OFFICE OF THE CHIEF INFORMATION OFFICER**

	<u>Salaries &amp; Expenses</u>	<u>Working Capital Fund</u>	<u>New Headquarters Bldg</u>	<u>Reimb Programs</u>
<b><u>FUNDING LEVELS</u></b>				
Personnel Compensation and Benefits	2,722	2,847	0	0
Travel	33	30	0	0
Other Costs	9,046	46,570	19,400	0
<b>TOTAL</b>	<b>11,801</b>	<b>49,447</b>	<b>19,400</b>	<b>0</b>

**STAFFING**

Direct Positions	25	0	0	0
Reimbursable Positions	0	21	0	0

The following tables show the total Working Capital Fund estimate and a break out for both offices.

**TOTAL WORKING CAPITAL FUND  
FY 2009 BUDGET ESTIMATE**  
(In thousands of dollars)

<u>Program</u>	FY 2007 <u>Actual</u>	FY 2008 <u>Enacted</u>	FY 2009 <u>Estimate</u>
WCF DOT Activities	118,014	128,094	128,094
WCF Non-DOT Activities	<u>256,832</u>	<u>244,732</u>	<u>247,385</u>
<b>Total</b>	<b>\$ 374,846</b>	<b>\$ 372,826</b>	<b>\$ 375,479</b>
 <u>Staffing</u>			
Reimbursable Positions	219	219	219
Reimbursable FTE	173	219	219

**OFFICE OF THE ASSISTANT SECRETARY FOR  
ADMINISTRATION  
WORKING CAPITAL FUND  
FY 2009 BUDGET ESTIMATE**  
(In thousands of dollars)

<u>Program</u>	FY 2007 <u>Actual</u>	FY 2008 <u>Enacted</u>	FY 2009 <u>Estimate</u>
DOT Activities	69,711	75,467	73,791
Non-DOT Activities	<u>255,688</u>	<u>244,226</u>	<u>246,749</u>
<b>Total</b>	<b>\$ 325,399</b>	<b>\$ 319,693</b>	<b>\$ 320,540</b>
 <u>Staffing</u>			
Reimbursable Positions	198	198	198
Reimbursable FTE	156	198	198

**OFFICE OF THE CHIEF INFORMATION OFFICER  
WORKING CAPITAL FUND  
FY 2009 BUDGET ESTIMATE**  
(In thousands of dollars)

<u>Program</u>	FY 2007 <u>Actual</u>	FY 2008 <u>Enacted</u>	FY 2009 <u>Estimate</u>
DOT Activities	48,303	52,627	54,303
Non-DOT Activities	1,144	506	636
<b>Total</b>	<b>\$ 49,447</b>	<b>\$ 53,133</b>	<b>\$ 54,939</b>

Staffing

Reimbursable Positions	21	21	21
Reimbursable FTE	17	21	21

The following table displays the WCF/OCIO cost estimates by Operating Administration:

**Working Capital Fund  
Operating Administration Costs  
And Other Expenses Estimate  
(\$000)**

	FY 2008 Enacted			FY 2009 Estimate		
	WCF Administration	WCF OCIO	Total	WCF Administration	WCF OCIO	Total
<b>Operating Administration</b>						
OST	10,034	7,023	17,057	10,254	6,928	17,182
FAA	17,298	8,918	26,217	19,106	9,271	28,377
FHWA	7,006	7,548	14,554	7,941	7,775	15,716
FRA	2,358	4,191	6,549	2,587	4,235	6,822
NHTSA	4,489	5,485	9,974	4,746	5,598	10,344
FTA	2,523	3,725	6,249	2,803	3,773	6,576
SLSDC	174	154	327	174	157	331
VOLPE	15	1,759	1,774	37	3,508	3,545
MARAD	2,672	3,657	6,329	2,805	3,701	6,506
OIG	2,177	772	2,949	2,195	799	2,994
STB	128	0	128	133	0	133
FMCSA	3,143	2,377	5,519	3,253	2,407	5,660
RITA	2,347	2,336	4,684	2,385	2,412	4,797
PHMSA	2,847	3,104	5,951	2,902	3,182	6,084
DOT Unspecified	6,795	5,528	12,323	3,795	3,802	7,597
SUBTOTAL	64,006	56,577	120,583	65,116	57,548	122,664
<u>Other Expenses</u>						
Capital Assets	0	1,067	1,067	0	1,100	1,100
Depreciation	(224)	(3,732)	(3,956)	(215)	(3,832)	(4,047)
Net NON-DOT Intra fund Costs	6,180	0	6,180	7,085	0	7,085
Net WCF Intra Fund Costs	5,505	(1,285)	4,220	1,805	(513)	1,292
<b>TOTAL</b>	<b>75,467</b>	<b>52,627</b>	<b>128,094</b>	<b>73,791</b>	<b>54,303</b>	<b>128,094</b>

**Crosswalk of DOT Operating Costs/Expenses**

The WCF is a fee-for-service operation which receives no direct appropriations. Instead, the WCF is a fully self-sustaining reimbursable fund. During the budget formulation stage, the WCF provides to its customers operating cost estimates they will need to contribute to the WCF. These estimates are based on historical data and projected on-demand service levels. The preceding chart is a summary of the DOT operating cost estimates to our customers based on full cost recovery. These operating costs represent the costs provided to each Operating Administration during the fiscal year.

To crosswalk the DOT customer operating costs to DOT obligations, it is necessary to account for items that are (a) at the time of budget formulation were not directly attributable to a specific customer or (b) not directly collected as operating costs.

- DOT Unspecified represents costs where the scope of the work for individual customers is not yet determined and it is not possible to determine a specific billing methodology or customer base, such as for IT field consolidation, offsite server hosting, or HSPD-12 implementation.
- Capital Asset obligations will be expensed over the expected life of the asset and collected in the future as asset replacement reserve.
- Depreciation are expenses treated as a replacement reserve to enable capital assets to be refreshed on a regular cycle. These assets are typically significant technology investments, such as networking and telecommunications equipment that have a useful life of two or more years.
- Net Non DOT Intra Fund Costs provide support services to NON-DOT programs that are not reflected in the DOT cost numbers
- Net WCF Intra Fund Costs are the indirect expenses shared between WCF programs.

	<i><b>FY 2009</b></i> <i><b>(\$000)</b></i>
<b>Customer Operating Costs:</b>	
DOT Customer Total	115,067
DOT Unspecified	<u>7,597</u>
DOT Operating Administrations' Costs	122,664
Capital Assets	1,100
Depreciation	(4,047)
Net Non-DOT Intra Fund Costs	7,085
Net WCF Intra Fund Costs	<u>1,292</u>
Total WCF Obligations	128,094

The DOT unspecified amounts in FY 2009 relate primarily to on-demand services such as printing and graphics, facility services, personnel services, HSPD-12 implementation, and the phased implementation of IT field consolidation and enterprise license consolidations. These services are subject to fluctuations in customer demand. In addition, due to the move to the new headquarters building and the resultant change in consolidations and service delivery options, there is a lack of historical information that is necessary to provide individual customer breakouts of some services. A breakout of these amounts is provided in the following chart:

<b>Service</b>	<b>Amount (\$000)</b>	<b>Reason</b>
Personnel Services	\$459	Changed Customer Base in New Building.
Copier, Printing & Multimedia	\$1,883	Copy centers closed – Expected increase in Satellite copying and GPO Printing.
HSPD-12 Implementation	\$1,131	Implementation of mandated program requirements
Facility Services	\$82	Changed Customer Base in New Building
WCF Rent	\$240	Square footage and pricing changes due to move to New Building
IT Consolidation and Enterprise Licenses	\$3,802	New program requirements
<b>Total</b>	<b>\$7,597</b>	

The following tables display the obligation budget by WCF business lines:

**FY 2009 ESTIMATE  
WCF DOT AND NON-DOT OBLIGATIONS  
BY BUSINESS LINE  
(\$000)**

<u>Description</u>	<u>DOT Obligation</u>	<u>Non-DOT Obligation</u>	<u>2009 Total</u>
<b>Assistant Secretary for Admin</b>			
Acquisition & Procurement Operations	1,916	350	2,266
Building Security	13,064	0	13,064
Competitive Sourcing	534	0	534
Consolidated Federal Funds	123	0	123
Copier, Printing & Multimedia	6,869	1,438	8,307
Disability Resource Center	1,875	1	1,876
Dockets Management and Operations	1,416	149	1,565
Facilities Services & Utilities	8,759	0	8,759
Federal Laboratory Consortium	21	0	21
FEMA COOP Facility	1,051	0	1,051
Financial Mgmt, Accting & Admin	6,902	0	6,902
Flexible Spending Account	346	0	346
Grants Information System	1,432	13	1,445
Human Resource Services	4,195	271	4,466
Library & Information Services	2,449	0	2,449
Mail Services & Postage	3,024	20	3,044
Publications Distribution	461	156	617
Rent & Space Management	6,472	0	6,472
Security Operations	6,027	0	6,027
Substance Abuse Awareness & Testing	1,562	3,284	4,846
Transit Benefits & Parking	3,573	235,008	238,581
Unemployment Compensation	1,050	6,000	7,050
Warehouse	670	59	729
<b>Assistant Secretary for Admin Subtotal:</b>	<b><u>73,791</u></b>	<b><u>246,749</u></b>	<b><u>320,540</u></b>
<b>Office of the Chief Information Officer</b>			
Desktop Services	18,688	14	18,702
Inter-Modal Data Network	1,974	0	1,974
IT Security & Support	13,067	0	13,067
Server & Messaging Services	11,069	4	11,073
Voice, Cable & Wireless	9,505	618	10,123
<b>Chief Information Officer Subtotal:</b>	<b><u>54,303</u></b>	<b><u>636</u></b>	<b><u>54,939</u></b>
<b>Grand Total:</b>	<b><u>128,094</u></b>	<b><u>247,385</u></b>	<b><u>375,479</u></b>

**FY 2008 ESTIMATE  
WCF DOT AND NON-DOT OBLIGATIONS  
BY BUSINESS LINE  
(\$000)**

<u>Description</u>	<u>DOT Obligations</u>	<u>Non-DOT Obligations</u>	<u>2008 Total</u>
<b>Assistant Secretary for Admin</b>			
Acquisition & Procurement Operations	2,236	150	2,386
Building Security	11,466	0	11,466
Competitive Sourcing	2,167	0	2,167
Consolidated Federal Funds	120	0	120
Copier, Printing & Multimedia	6,662	1,382	8,044
Disability Resource Center	1,952	1	1,953
Dockets Management and Operations	1,644	83	1,727
Facilities Services & Utilities	8,349	0	8,349
Federal Laboratory Consortium	23	0	23
FEMA COOP Facility	1,501	0	1,501
Financial Mgmt, Accting & Admin	7,193	0	7,193
Flexible Spending Account	288	0	288
Grants Information System	487	13	500
Human Resource Services	4,961	276	5,237
Library & Information Services	2,632	0	2,632
Mail Services & Postage	3,194	0	3,194
Publications Distribution	844	0	844
Rent & Space Management	5,996	0	5,996
Security Operations	4,543	0	4,543
Substance Abuse Awareness & Testing	1,929	3,750	5,679
Transit Benefits & Parking	5,445	236,171	241,616
Unemployment Compensation	1,050	2,400	3,450
Warehouse	785	0	785
<b>Assistant Secretary for Admin Subtotal:</b>	<b>75,467</b>	<b>244,226</b>	<b>319,693</b>
<b>Office of the Chief Information Officer</b>			
Desktop Services	17,912	0	17,912
Inter-Modal Data Network	2,069	0	2,069
IT Security & Support	11,879	0	11,879
Server & Messaging Services	7,292	4	7,296
Voice, Cable & Wireless	13,475	502	13,977
<b>Chief Information Officer Subtotal:</b>	<b>52,627</b>	<b>506</b>	<b>53,133</b>
<b>Grand Total:</b>	<b>128,094</b>	<b>244,732</b>	<b>372,826</b>



## **SECTION 6: FY 2009 General Provisions**

**GENERAL PROVISIONS – DEPARTMENT OF TRANSPORTATION  
(INCLUDING TRANSFER OF FUNDS)  
(INCLUDING CANCELLATIONS)**

Sec. 180. During the current fiscal year applicable appropriations to the Department of Transportation shall be available for maintenance and operation of aircraft; hire of passenger motor vehicles and aircraft; purchase of liability insurance for motor vehicles operating in foreign countries on official department business; and uniforms or allowances therefor, as authorized by law (5 U.S.C. 5901-5902).

- ❖ Section 180 retains the provision that allows the Department of Transportation to use funds for aircraft, motor vehicles, liability insurance, uniforms, or allowances, as authorized by law.

Sec. 181. Appropriations contained in this Act for the Department of Transportation shall be available for services as authorized by 5 U.S.C. 3109, but at rates for individuals not to exceed the per diem rate equivalent to the rate for an Executive Level IV.

- ❖ Section 181 retains the provision that limits appropriations for services authorized by 5 U.S.C. 3109 to the rate for an Executive Level IV.

Sec. 182. None of the funds in this Act shall be available for salaries and expenses of more than 110 political and Presidential appointees in the Department of Transportation.

- ❖ Sec. 182 retains the provision that prohibits funds to be used for salaries and expenses of more than 110 appointees, but proposes to delete the requirement that none of the personnel covered by this provision can be assigned on temporary detail outside DOT.

Sec. 183. None of the funds in this Act shall be used to implement section 404 of title 23, United States Code.

- ❖ Section 183 retains the provision that prohibits funds from being used to implement section 404 for title 23, United States Code.

Sec. 184. (a) No recipient of funds made available in this Act shall disseminate personal information (as defined in 18 U.S.C. 2725(3)) obtained by a State department of motor vehicles in connection with a motor vehicle record as defined in 18 U.S.C. 2725(1), except as provided in 18 U.S.C. 2721 for a use permitted under 18 U.S.C. 2721.

(b) Notwithstanding subsection (a), the Secretary shall not withhold funds provided in this Act for any grantee if a State is in noncompliance with this provision.

- ❖ Section 184 retains the provision that prohibits recipients of funds made available in this Act from releasing certain personal information

and photographs from a driver's license or motor vehicle record, without express consent of the person to whom such information pertains; and prohibits the withholding of funds provided in this Act for any grantee if a State is in noncompliance with this provision.

Sec. 185. Funds received by the Federal Highway Administration, Federal Transit Administration, and Federal Railroad Administration from States, counties, municipalities, other public authorities, and private sources for expenses incurred for training may be credited respectively to the Federal Highway Administration's "Federal-Aid Highways" account, the Federal Transit Administration's "Research and University Research Centers" account, and to the Federal Railroad Administration's "Safety and Operations" account, and used for such expenses, except for State rail safety inspectors participating in training pursuant to 49 U.S.C. 20105.

- ❖ Section 185 retains the provision that permits funds received by specified DOT agencies from States or other private or public sources for expenses incurred for training to be credited to certain specified agency accounts.

Sec. 186. Notwithstanding any other provisions of law, rule or regulation, the Secretary of Transportation is authorized to allow the issuer of any preferred stock heretofore sold to the Department to redeem or repurchase such stock upon the payment to the Department of an amount determined by the Secretary.

- ❖ Section 186 retains the provision that authorizes the Secretary of Transportation to allow issuers of any preferred stock sold to the Department to redeem or repurchase such stock upon the payment to the Department of an amount determined by the Secretary.

Sec 187. None of the funds in this Act to Department of Transportation may be used to make a grant unless the Secretary of Transportation notifies the House and Senate committees on appropriations not less than 3 full business days before any discretionary grant award, letter of intent, or full funding grant agreement totaling \$2,000,000 or more is announced by the department or its modal administrations from: (1) any discretionary grant program of the Federal Highway Administration including the emergency relief program; (2) the airport improvement program of the Federal Aviation Administration; or (3) any program of the Federal Transit Administration other than the formula grants and fixed guideway modernization programs: *Provided*, That the Secretary gives concurrent notification to the House and Senate Committees on Appropriations for any "quick release" of funds from the emergency relief program: *Provided further*, That no notification shall involve funds that are not available for obligation.

- ❖ Section 187 retains the provision that prohibits funds from being used to make a grant unless the Secretary of Transportation notifies the House and Senate Committees on Appropriations no less than three days in advance of any discretionary grant award, letter or intent, or

full funding grant agreement, but proposes to increase the dollar amount to which this applies from \$500,000 to \$2,000,000.

Sec. 188. Rebates, refunds, incentive payments, minor fees and other funds received by the Department of Transportation from travel management centers, charge card programs, the subleasing of building space, and miscellaneous sources are to be credited to appropriations of the Department of Transportation and allocated to elements of the Department of Transportation using fair and equitable criteria and such funds shall be available until expended.

- ❖ Section 188 retains the provision that allows funds received from rebates, refunds, and similar sources to be credited to appropriations of the Department of Transportation.

Sec. 189. Amounts made available in this or any other Act that the Secretary determines represent improper payments by the Department of Transportation to a third party contractor under a financial assistance award, which are recovered pursuant to law, shall be available--

- (1) to reimburse the actual expense incurred by the Department of Transportation in recovering improper payments; and
- (2) to pay contractors for services provided in recovering improper payments or contractor support in the implementation of the Improper Payments Information Act of 2002: *Provided*, That amounts in excess of that required for paragraphs (1) and (2)--
  - (A) shall be credited to and merged with the appropriation from which the improper payments were made, and shall be available for the purposes and period for which such appropriations are available; or
  - (B) if no such appropriation remains available, shall be deposited in the Treasury as miscellaneous receipts: *Provided*, That the Secretary shall report annually to the House and Senate Committees on Appropriations the amount and reasons for these transfers: *Provided further*, That for purposes of this section, the term “improper payments”, has the same meaning as that provided in section 2(d)(2) of Public Law 107-300.

- ❖ Section 189 retains the provision that allows amounts from improper payments to a third party contractor that are lawfully recovered by the DOT to be available to cover expenses incurred in the recovery of such payments, but proposes an annual report of the transfer of such recoveries rather than congressional notification prior to each transfer.

Sec. 190. The Secretary of Transportation shall maintain on the homepage of the Internet website of the Department of Transportation—

- (1) a direct link to the Internet website of the Office of Inspector General of the Department of Transportation; and
- (2) a mechanism by which individuals may anonymously report cases of waste, fraud, or abuse with respect to the Department of Transportation.

❖ Section 190 retains a provision that requires the Secretary to maintain on the Department's Internet homepage (1) a direct link to the Internet website of the DOT Office of Inspector General and (2) a mechanism for individuals to report anonymously cases of waste, fraud, or abuse related to DOT.

Sec. 191. Funds appropriated in this Act to the modal administrations may be obligated for the Office of the Secretary of Transportation for the costs related to assessments or reimbursable agreements only when such amounts are for the costs of goods and services that are purchased to provide a direct benefit to the applicable modal administration or administrations.

❖ Section 191 proposes a provision that would allow the Office of the Secretary of Transportation to assess or enter into reimbursable agreements with the modal administrations only to the degree that such amounts are for the costs of goods and services that are purchased to provide a direct benefit to the applicable modal administration or administrations.

Sec. 192. Notwithstanding subchapter II of chapter 417, title 49, United States Code, and section 332 of Public Law 106-69, subsidies for essential air service (EAS), or ground or other services supporting such transportation, shall be provided as follows:

(a) A community is eligible for subsidized EAS if it is: (1) receiving subsidized EAS as of the date of enactment of the Act; (2) more than 70 highway miles from the nearest medium or large hub airport; and (3) for a community that is more than 70 miles, but less than 210 miles from the nearest medium or large hub airport, the subsidy per passenger does not exceed \$200. As used herein, "highway miles" means the shortest driving distance as determined by the Federal Highway Administration.

(b) The Secretary shall rank all EAS compensated communities in their order of relative decreasing driving distance from the nearest large or medium hub airport.

(c) The Secretary shall provide subsidy first to the eligible communities that do not have highway access to a medium or large hub airport, then to the most isolated community, as determined in accordance with subsection (b), that requires compensation, and then to the next most isolated community requiring compensation, and so on, in order, until the Secretary has obligated not more than \$50,000,000 for compensation in fiscal year 2009. Such funds shall come from amounts received by the Federal Aviation Administration credited to the account established under 49 U.S.C.45303, which shall remain available until expended.

(d) 49 U.S.C. 41733(e) is amended by inserting a period after “level of service” and striking the remainder.

(e) There are no minimum service requirements for eligible places. Service may consist, among others, of ground transportation, single engine, single-pilot operations, air taxi, charter service, or regionalized service.

(f) In determining between or among carriers competing to provide service to a community, the Secretary shall consider the relative subsidy requirements of the carriers.

- ❖ Section 192 proposes changes to the Essential Air Service Program that are consistent with the proposed FAA reauthorization bill and allow the program to continue subsidizing air service to the most isolated communities within the budget requested.

Sec. 193. No assessments may be levied against any program, budget activity, subactivity or project funded by this Act for the Working Capital Fund unless such notice of such assessments is transmitted to the House and Senate Committees on Appropriations not less than 5 full business days prior to such assessments.

- ❖ This section assures that no Working Capital Fund assessments will be made without prior notification to the House and Senate Committees on Appropriations.

Sec. 401. None of the funds in this Act shall be used for the planning or execution of any program to pay the expenses of, or otherwise compensate, non-Federal parties intervening in regulatory or adjudicatory proceedings funded in this Act.

- ❖ Section 401 continues the prohibition on the use of funds for pay and other expenses provided in the appropriation act for compensating non-Federal parties intervening in regulatory or adjudicatory proceedings funded by the act.

Sec. 402. None of the funds appropriated in this Act shall remain available for obligation beyond the current fiscal year, nor may any be transferred to other appropriations, unless expressly so provided herein.

- ❖ Section 402 continues the prohibition on obligations beyond the current fiscal year and transfers of funds to other appropriations unless expressly provided in the appropriations act.

Sec. 403. The expenditure of any appropriation under this Act for any consulting service through procurement contract pursuant to section 3109 of title 5, United States Code, shall be limited to those contracts where such expenditures are a matter of public record and available for public inspection, except where otherwise provided under existing law, or under existing Executive order issued pursuant to existing law.

- ❖ Section 403 continues the limitation on expenditures for consulting service through procurement contracts where such expenditures are a matter of public record and available for public inspection.

Sec. 404. Except as otherwise specifically provided by law, not to exceed 50 percent of unobligated balances remaining available at the end of fiscal year 2009 from appropriations made available for salaries and expenses for fiscal year 2009 in this Act, shall remain available through September 30, 2010, for each account for the purposes authorized.

- ❖ Section 404 continues the provision providing that 50 percent of unobligated balances are available for certain purposes.

Sec. 405. No funds in this Act may be used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use: *Provided*, That for purposes of this section, public use shall not be construed to include economic development that primarily benefits private entities: *Provided further*, That any use of funds for mass transit, railroad, airport, seaport or highway projects as well as utility projects which benefit or serve the general public (including energy-related, communication-related, water-related and wastewater-related infrastructure), other structures designated for use by the general public or which have other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107-118) shall be considered a public use for purposes of eminent domain.

- ❖ Section 405 continues the provision prohibiting the use of funds for eminent domain unless such taking is employed for public use.

## **SECTION 7: DOT Expected Benefits from E-government Initiatives**



## Department of Transportation Expected Benefits from E-Government Initiatives

As the President's Management Agenda explained in 2001, the E-Government initiatives serve citizens, businesses, and Federal employees by delivering "high quality" services more efficiently at a lower price. Instead of expensive "stove-piped" operations, agencies work together to develop common solutions which achieve mission requirements at reduced cost, thereby making resources available for higher priority needs. Thus, there are no agency activities which will not be implemented or partially implemented as a result of the transfers or reimbursements to the E-Government initiatives.

<b>The Department of Transportation (DOT) is providing funding in FY 2008 to the following E-Government Initiatives:</b>		
<b>Government to Citizen Portfolio</b>	<b>Government to Business Portfolio</b>	<b>Government to Government Portfolio</b>
<ul style="list-style-type: none"> <li>▪ Disaster Assistance Improvement Plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business Gateway</li> <li>▪ E-Rulemaking</li> </ul>	<ul style="list-style-type: none"> <li>▪ Grants.gov</li> </ul>
<b>Internal Efficiency and Effectiveness Portfolio</b>	<b>Lines of Business (LoB)</b>	
<ul style="list-style-type: none"> <li>▪ Integrated Acquisition Environment</li> <li>▪ Integrated Acquisition Environment - Loans and Grants</li> </ul>	<ul style="list-style-type: none"> <li>▪ Budget Formulation and Execution LoB</li> <li>▪ Financial Management LoB</li> <li>▪ Geospatial LoB</li> <li>▪ Grants Management LoB</li> <li>▪ Human Resources Management LoB</li> <li>▪ IT Infrastructure LoB</li> </ul>	

Benefits realized through the use of these initiatives are as follows:

### **Government to Citizen Portfolio**

#### ***Disaster Assistance Improvement Plan (Managing Partner DHS) -***

The Disaster Assistance Improvement Program (DAIP) is a government-wide initiative to improve the delivery of assistance to disaster victims. Through modification of an existing E-Gov initiative, GovBenefits.gov, DAIP provides a one-stop portal for those affected by disasters by providing information on programs offering disaster assistance and screening of benefits for which they may be eligible. After determining their eligibility, users may apply for disaster assistance benefits using a single application through FEMA, leading to a more simplified, streamlined process. All benefit applications are adjudicated by the appropriate agency. DAIP will also allow returning users to check the status of the request for benefits available through the single application. DAIP includes member agencies that have programs that: provide benefits for persons in response to disasters; help facilitate the application and delivery process through validation; have other resources that may assist disaster victims; or are otherwise relevant to those who are impacted by disasters. During its first year of operation, the DAIP Program Office will quantify and report on the benefits and cost savings for each member agency.

As an agency with information that is relevant to individuals affected by a disaster, the Department of Transportation will integrate with DAIP to provide an alternate mechanism for providing information to disaster victims. This will support delivery of assistance to disaster victims and will reduce agency direct inquiries about individual assistance.

### **Government to Business Portfolio**

***Business Gateway (Managing Partner SBA) - (data for forms and compliance links are as of October 30, 2007)***

By creating a single portal for business information, such as regulatory compliance information, Business Gateway directly benefits DOT "customers" (e.g., airlines, motor carrier operators and suppliers, railroad operators and certifiers, and cargo vessel operators, etc.), many of whom are subject to complex regulatory requirements across multiple agencies.

- DOT's constituents could potentially receive significant benefits from Business Gateway including time and cost savings, assistance in compliance with the Small Business Paperwork Relief Act, and reduction in burden hours. Through increased outreach, more constituents will be able to realize these benefits.
- DOT will receive:
  - Contact center savings: Due to the use of Business.gov and Forms.gov a decrease in misdirected calls is expected to result in cost savings for DOT.
  - Maintenance savings: Business.gov's search technology will provide DOT with valuable user statistics and feedback, enabling it to simplify content management on its business compliance site.
  - Increased forms management: By making 146 forms (to date) available on Forms.gov, DOT saves agency time in forms management, and is expected to produce significant savings in paper and postage.
  - Increased exposure: To date, Business.gov has 1,276 compliance links for DOT that provides cross-agency effectiveness to American businesses.
  - Reduced burden on field offices: By directing compliance-related inquiries to Business.gov, agencies with field offices will save training and staff-time dollars.
  - Data harmonization: Every federal agency should have or participate in at least one "vertical" opportunity. In the case of DOT, for example, Federal Motor Carrier Safety Administration (FMCSA) may offer such potential. Note that DOI and DOL together estimate savings of \$341,000 in the first three years of their vertical, and are expected to save \$570,000 over 5 years.

***Business Gateway  
Constituent Quote...***

"Business.gov is the perfect resource for me. I'm growing one business and starting another. This Web site works on two different levels, providing the direct connections I want for my on-going business needs and the basic start-up support I need for launching my new business. Business.gov is like having a silent partner on line."

*--Small Business Owner*

### **Benefits to Department of Transportation Operating Administrations:**

- **Office of the Secretary of Transportation/Office of Aviation and International Affairs (OST/OAIA)** – Business.gov provides an informative and time-saving

resource for the public and the aviation industry to gain access to materials central to the aviation regulatory process.

- **Office of the Secretary of Transportation/Office of Drug & Alcohol Policy & Compliance (OST/ODAPC)** – The Business Gateway portal will provide a point of access to the drug and alcohol testing rules and regulations established by DOT.
- **Office of the Secretary of Transportation/Office of Small and Disadvantaged Business Utilization Small Business Transportation Resource Center (OSDBU)** – The Business.gov portal provides a one-stop shop for the services provided by DOT's OSDBU.
- **National Highway Traffic Safety Administration (NHTSA)** – Business Gateway's portal provides a point of access to the rules and regulations imposed by the NHTSA as required by manufacturers and businesses. Currently, Business.gov provides access to 13 NHTSA forms.
- **Federal Railroad Administration (FRA)** – Business Gateway's portal provides access to rules and regulations imposed by the FRA. Business.gov offers 34 FRA forms to date.
- **Maritime Administration (MARAD)** – Business.gov provides information about programs highlighted by MARAD such as the Ship Operations Cooperative Program. MARAD has 75 links and 6 forms on Business.gov.
- **Federal Aviation Administration (FAA)** – Business Gateway 55 compliance forms and 282 links on Business.gov for the FAA Small Business Office.
- **Saint Lawrence Seaway Development Corporation (SLSDC)** – The Business Gateway portal has served as a link to rules and regulations related to commercial trade on the St. Lawrence Seaway.
- **Surface Transportation Board (STB)** - The Business.gov portal provides access to STB documentation regarding guidance, procedures, standards, and other information including the STB's Rail Consumer Assistance Program.
- **Federal Highway Administration (FHWA)** – Business Gateway assists the Federal Lands Highway program by supporting the small and medium-sized businesses that conduct engineering studies, perform bridge inspections, pave roads, and construct facilities. Business.gov includes 9 forms for FHWA.
- **Pipeline and Hazardous Materials Safety Administration (PHMSA)** – Business.gov provides contracted businesses with greater access to information about PHMSA compliance regulations, such as how to file incident reports. Business.gov currently provides access to 6 PHMSA regulatory forms including instructions.
- **Federal Motor Carrier Safety Administration (FMCSA)** – Business.gov now provides 57 FMCSA links and 19 FMCSA forms.
- **Federal Transit Administration (FTA)** – Business.gov provides an avenue for the FTA to promote their grant programs for metropolitan, urban, and rural planning. Business.gov is also an access point to FTA research on best practices as well as available training for professionals. FTA currently has 4 forms on Business.gov.
- **Research and Innovative Technology Administration (RITA)** – Business.gov augments RITA's mission of partnering with small businesses to develop new technologies (<http://www.volpe.DOT.gov/sbir/>) by helping these companies comply with Federal law and have greater access to the forms they require.

***E-Rulemaking (Managing Partner EPA) -***

The Department of Transportation (DOT), an agency with a large regulatory burden, greatly benefits from its implementation of the Federal Docket Management System (FDMS). DOT completed migration to FDMS in September 2007. With the implementation of FDMS, DOT staff is able to closely manage their individual dockets and content in a government-wide environment along with all other Federal Rulemaking entities. Between January and October 2007, DOT and its agencies posted 16,155 *Federal Register* notices and 13,486 rules and proposed rules in Regulations.gov. DOT received more than 1,300 public comments on these actions via Regulations.gov.

DOT benefits through its participation and reliance on FDMS and Regulations.gov. DOT gains substantial benefits by improving the transparency of its rulemaking actions as well as increasing public participation in the regulatory process. Future direct budget cost savings and cost avoidance should result from DOT's transition to FDMS and Regulations.gov, enabling the Department to discontinue efforts to develop, deploy, and operate its online docket and public comment systems.

**Benefits to Department of Transportation Operating Administrations** (all statistics are from January 2007 through October 2007 unless otherwise noted):

- **Department-level** – DOT Headquarters posted a total of 9,379 *Federal Register* Notices and 576 rules and proposed rules in Regulations.gov and received 304 comments.
- **Federal Aviation Administration (FAA)** – FAA posted a total of 3,618 *Federal Register* Notices and 7,508 rules and proposed rules in Regulations.gov and received 1,846 comments.
- **Federal Highway Administration (FHWA)** – FHA posted a total of 142 *Federal Register* Notices and 11 rules and proposed rules in Regulations.gov.
- **Federal Motor Carrier Safety Administration (FMCSA)** – FMCSA posted a total of 880 *Federal Register* Notices and 658 rules and proposed rules in Regulations.gov and received 99 comments.
- **Federal Railroad Administration (FRA)** – FRA posted a total of 281 *Federal Register* Notices and 829 rules and proposed rules in Regulations.gov and received 44 comments.
- **Federal Transit Administration (FTA)** – FTA posted a total of 85 *Federal Register* Notices and 165 rules and proposed rules in Regulations.gov and received 61 comments.
- **Maritime Administration (MARAD)** – MA posted 20 *Federal Register* Notices in Regulations.gov.
- **Pipeline and Hazardous Materials Safety Administration (PHMSA)** – PHMSA posted a total of 642 *Federal Register* Notices and 1,773 rules and proposed rules in Regulations.gov and received 15 comments.
- **National Highway Traffic Safety Administration (NHTSA)** – NHTSA posted 377 *Federal Register* Notices and 1,886 rules and proposed rules in Regulations.gov and received 58 comments.

- **Research and Innovative Technology Administration (RITA)** – RITA posted 23 *Federal Register* Notices and 35 rules and proposed rules in Regulations.gov and received 130 comments.
- **Saint Lawrence Seaway Development Corporation (SLSDC)** – SLSDC posted 5 *Federal Register* Notices and 31 rules and proposed rules in Regulations.gov.

### **Government to Government Portfolio**

#### ***Grants.gov (Managing Partner HHS) -***

The Grants.gov initiative benefits DOT and its component organizations, including the Federal Aviation Administration, Federal Highway Administration, Federal Motor Carrier Safety Administration, Federal Railroad Administration, Federal Transit Administration, Maritime Administration, National Highway Traffic Safety Administration, Office of the Secretary, Pipeline and Hazardous Material Safety Administration, Research and Innovative Technology Administration by providing a single location to publish grant funding opportunities and application packages. Additionally, it provides a single site for the grants community to apply for grants using common forms, processes and systems. DOT derives its largest source of benefits from Grants.gov by not having to develop its own system for collecting electronic grant applications for paper-based discretionary grant programs. In FY 2007, DOT received 1,963 electronic applications from the grants community via Grants.gov. New discretionary grant programs in FY 2006 were able to use Grants.gov rather than having to modify DOT software systems to accept pre-award data collection.

The Department of Transportation processed 1,963 submissions through Grants.gov with 75 total application packages for FY 2007.

Across all DOT modes, Grants.gov has helped the Department standardize grant data items and procedures. It has helped to improve accountability, reporting and to prepare for future Grants Management Line of Business (GM LoB) planning.

### **Internal Efficiency and Effectiveness Portfolio**

#### ***Integrated Acquisition Environment (Managing Partner GSA) -***

Through adoption of the tools and services provided by IAE, DOT improves its ability to make informed and efficient purchasing decisions and allows it to replace manual processes. If DOT were not allowed to use the IAE systems, they would need to build and maintain separate systems to record vendor and contract information, and to post procurement opportunities. Agency purchasing officials would not have access to databases of important information from other agencies on vendor performance and could not use systems that replace paper-based and labor-intensive efforts. For FY 2007, DOT received estimated benefits of \$778,415 based on the processes, personnel, roles, steps, and actions involved. In addition, the agency realized an estimated cost avoidance of \$24,180 and estimated operational cost savings of \$131,912.

- **Central Contractor Registration (CCR):** Provides DOT single source of trading partner data. CCR Tools enable DOT access to current socio-economic and financial information as needed for their contractors.
  - The automated collection and management of CCR-type vendor data for its intended purposes is estimated to avoid the equivalent of 0.9 man-hours per award transaction based on the processes, personnel, roles, steps, and actions involved. This resulted in a savings of approximately 3,905 hours for the agency in FY 2007.
  - Trading Partners: Enables trading partners to provide required information into a central data base for use across the Federal enterprise instead of submitting to each Government office.
- **Excluded Party Listing Service (EPLS):** Access via standard internet browser enables DOT to search for excluded parties prior to contract award.
  - The automated collection and management of EPLS-type data for its intended purposes is estimated to avoid the equivalent of 0.2 man-hours per subject award transaction based on the processes, personnel, roles, steps, and actions involved. This resulted in a savings of approximately 868 hours for the agency in FY 2007.
  - Public/Federal Security: Enables the elimination of excluded parties from receiving contract awards, protecting the taxpayers' investment and Federal contract spending. Users include banks and mortgage companies.
- **Electronic Subcontract Reporting System (eSRS):** For the DOT, the eSRS automates the collection and management of Individual Subcontract Reports (ISR, formerly SF-294) and Summary Subcontract Reports (SSR, formerly SF-295) data.
  - The automated collection and management of eSRS type data for its intended purposes is estimated to avoid the equivalent of 0.3 government man-hours per subject award transaction that requires subcontracting plans based on the processes, personnel, roles, steps, and actions involved.
  - Small Business/Prime Contractors: Provides an automated filing and reporting capability for contractors using sub-contractors ensuring proper sub-contractor usage.
- **Federal Business Opportunity (FBO):** FBO is a source for contracting opportunities. Enables the DOT to automate management of the competitive notice processes.
  - Cost avoidance is realized by eliminating time delays, labor, supplies/resource usage, equipment wear, and expenditures related to: printing, photocopying, ink and paper usage, postage, maintenance of interested vendor lists; mailing, correction of mailing addresses, settling disagreements over wrong mailings, investigation of returned non-deliveries of notices, etc. The automated management of the competitive notice processes is estimated to avoid the equivalent of 5.5 government man-hours per subject transaction based on the processes, personnel, roles, steps, and actions involved. This resulted in a savings of approximately 22,732 hours for the agency in FY 2007.
  - Small Business/Contractors: Enables contractors and small businesses to access Federal solicitations using standard internet browser capabilities and provides an e-mail notification process for new postings. This further

eliminates the need to check websites from every contracting office for bidding opportunities.

- **Federal Technical Documents System (FedTeDS):** FedTeDS provides DOT with a secure service for storage and distribution of secure but unclassified documents for solicitations such as drawings and specifications of the Federal Highways, tunnels, bridges and rail system.
  - Cost avoidance is realized by eliminating time delays, labor, supplies/resource usage, equipment wear, and expenditures related to: printing, photocopying, ink and paper usage, postage, maintenance of interested vendor lists; mailing, correction of mailing addresses, settling disagreements over wrong mailings, investigation of returned non-deliveries of notices, etc. The automated management of the processes is estimated to avoid labor equivalent to 2.5 government man-hours per subject transaction based on the processes, personnel, roles, steps, and actions involved.
  - Public/Federal Security: Provides a secure facility to protect secure but unclassified technical documentation related to solicitations.
- **Federal Procurement Data System – Next Generation (FPDS-NG):** Provides DOT with an automated capability to directly report awards real time from the DOT contract writing systems and extract reports of award data on demand.
  - Discontinue the DOT feeder system; facilitate real time reporting integrated with agency contract writing systems.
  - Congress/Public: Automates the dissemination of contract award data and incorporates public access.
- **Online Representation and Certification (ORCA):** Online Representation and Certification replaces solicitation Section K. Automates the previous Section K paper response to solicitations to DOT.
  - ORCA efficiencies compared to the equivalent manual management of the necessary representations and certifications for subject transactions are estimated to avoid the equivalent of 1.2 government man-hours per contract based on the processes, personnel, roles, steps, and actions involved. This resulted in a savings of approximately 4,960 hours for the agency in FY 2007.
  - Contractors: Reduces time, cost, and inaccuracies for contractors responding to Federal solicitations. ORCA provides for a single annual submission to replace the previous repetitive input in every solicitation.
- **Wage Determination Online (WDOL):** Provides Service Contract Act and Davis Bacon Act labor rates. Makes available the most current labor rates to DOT for services and construction programs.
  - Cost avoidance is realized by eliminating time delays, labor, supplies/resource usage, equipment wear, and expenditures related to: printing, photocopying, ink and paper usage, and postage for corresponding with contractors. The automated management of the processes is estimated to avoid labor equivalent to 1.5 government man-hours per wage determination request based on the processes, personnel, roles, steps, and actions involved. This resulted in a savings of approximately 1,181 hours for the agency in FY 2007.
  - Public: Ensures that appropriate labor rates are included in a contract for the labor categories specified in the Service Contract Act and Davis-Bacon Act.

***Integrated Acquisition Environment - Loans and Grants (Managing Partner GSA) -***

All agencies participating in the posting and/or awarding of Loans & Grants are required by the Federal Funding Accountability and Transparency Act (FFATA) to disclose award information on a publicly accessible website. Cross-government cooperation with the Office of Management and Budget's Integrated Acquisition Environment initiative in determining unique identifiers for Loans & Grants transactions furthers the agency in complying with the Transparency Act, which enhances transparency of federal program performance information, funding, and Loans & Grants solicitation.

**Lines of Business**

***Budget Formulation and Execution LoB (Managing Partner ED) -***

BFE LoB provides significant benefits to partner agencies by encouraging best practices crossing all aspects of federal budgeting – from budget formulation and execution to performance to human capital and staffing needs.

To benefit all agencies, including Transportation, BFE LoB, in conjunction with Department of the Treasury as the system owner, made available the first shared fee-for-service budget formulation system, the Budget Formulation and Execution Manager (BFEM). BFE LoB and Treasury are currently gathering requirements for a new Performance Measure Manager (PMM) module that will allow users to automate the definition, collection, and reporting of all types of performance measures. The PMM will be available in 2008. The BFEM system is an option for Transportation and any Transportation component that is in need of a budget formulation or performance measurement system.

To help agencies assess their budget systems requirements, BFE LoB created a decision matrix. Transportation will benefit from using this matrix as a starting point in determining specific system needs. In 2008, BFE LoB will further benefit agencies by evaluating known budget systems against the decision matrix and making that information available so each agency can avoid the cost of performing that step individually.

In addition, BFE LoB created a secure government-only collaboration website, known as the "MAX Federal Community." This provides a significant benefit for collaboration across and within agencies. It is used within the budget community, and has been expanded to serve other related communities, such as Grants, Financial Management, Performance, and Planning. Transportation currently has 252 users that are registered and eligible to take advantage of the MAX Federal Community. The Community site is commonly used for sharing information, collaboratively drafting documents, supporting workgroups, and much more.

***Financial Management LoB (Managing Partner GSA) -***

Agencies participating in the FM LoB benefit from the government-wide enterprise architecture standards developed by the FM LoB. These improve the management of financial information within their agencies.



The Common Government-wide Accounting Code standard allows Chief Financial Officers (CFOs) to aggregate and report data across Offices and departments.

The Performance Metrics for application hosting allows CFOs and other managers to compare operational efficiency and effectiveness among their own Offices; and between Shared Service Providers (SSPs).

The Business Process Standards for Payments and Funds Control developed collaboratively by all agencies within the FM LoB allow CFOs to unify business processes across their department or agency. Standard business processes also bring efficiencies to SSPs by ensuring that all customer agencies use the same processes for transactions. The FM LoB will extend this work, developing standard business processes for reimbursables and for receivables.

The FM LoB developed a Migration Planning Guidance, telling agencies how to evaluate and select SSPs, and how to migrate their operations to that Provider.

The FM LoB is developing a Charge Card Interface to save agencies the cost of developing these themselves. The FM LoB is also developing standard interfaces with common systems (e.g. Lines of Business and E-Gov initiatives). By defining government-wide common interfaces, agencies avoid the expense of defining these interfaces themselves. Uniformity in these interfaces also reduces audit time and expense, and insures uniform business process standards.

The FM LoB alignment of Common Government-wide Accounting Code structure and Business Process Standard implementation with Treasury central systems will allow all agencies to improve business process and enables reliable data interchange across departments and agencies interfacing to the Treasury central systems.

***Geospatial LoB (Managing Partner DOI) -***

DOT is a major Federal producer and distributor of metadata and transportation geospatial data. Transportation data from the Bureau of Transportation Statistics and the Federal Aviation Administration are used to model the geographic locations, interconnectedness, and characteristics of the transportation system within the United States that consists of both physical and non-physical components. Many other federal agencies, state and local governments, academia, and the private sector also collect and maintain transportation geospatial data. DOT anticipates potential cost savings through enhanced identification of and engagement with these organizations that will accrue with implementation of the common solutions identified in the business case developed for the line of business.

All Operating Administrations within DOT understand the need to have enhanced governance to ensure that their missions are met by leveraging all parts of the geospatial community. Coordinating requirements analysis will allow the Department to leverage activities across agencies as they continue to explore ways to develop support and promote safety in the development of national and local transportation systems. All DOT Offices will

benefit from the use of best practices and open standards to provide for shared and reusable geospatial assets.

***Grants Management LoB (Managing Partners HHS and NSF) -***

DOT manages 79,454 grant awards equaling approximately \$46.9 billion in awards, and is the second largest Federal grant-making agency. DOT anticipates the key benefit to its Offices, including Office of the Secretary (OST), Federal Aviation Administration (FAA), Federal Highway Administration (FHWA), Federal Motor Carrier Safety Administration (FMCSA), National Highway Traffic Safety Administration (NHTSA), Federal Railroad Administration (FRA), Federal Transit Administration (FTA), Saint Lawrence Seaway Development Corporation (SLSDC), Pipeline and Hazardous Materials Safety Administration (PHMSA), Research and Innovative Technology Administration (RITA), Office of Inspector General (OIG), Surface Transportation Board (STB), and Maritime Administration (MARAD), will be having a centralized location to download all applications, make awards, and track awards to closeout. Automated business processes available through Consortia will decrease agency reliance on manual and paper-based processing. Consortium Lead agencies will spread operations and maintenance (O&M) costs, and development, modernization, and enhancement (DME) costs across agencies, decreasing the burden that any one agency must bear. During 2006, due to the GM LoB initiative, DOT analyzed DOT grant systems and programs, analyzed and documented core grant data items, helped facilitate grant system and program information exchange between DOT Offices, identified DOT manual paper grant processes, began documenting and standardizing paper processes to prepare for automation, and started identifying systems for decommissioning.

GM LoB will lead to a reduction in the number of systems of record for grants data across DOT and the government and the development of common reporting standards, improving DOT's ability to provide agency- and government-wide reports on grant activities and results. Continuing our Department efforts will help DOT comply with the Federal Financial Assistance Management Improvement Act of 1999 and the Federal Funding Accountability and Transparency Act of 2006 while our future E-Grants strategy associated with current GM LoB efforts will meet long term objectives.

Service to constituents will be improved through the standardization and streamlining of government-wide grants business processes. The public will receive time savings as a result of quicker notification and faster payments due to an automated system for grants processing. Furthermore, GM LoB will minimize complex and varying agency-specific requirements and increase grantee ease of use on Federal grants management systems. Constituents will benefit as they will have fewer unique agency systems and processes to learn; grantees' ability to learn how to use the system will be improved and reliance on call center technical support will be reduced. Consortium Lead agencies will also provide grantees with online access to standard post-award reports, decreasing the number of unique agency-specific reporting requirements.

***Human Resources Management LoB (Managing Partner OPM) -***

DOT benefits through its use of best-in-class HR services and systems provided by one of the approved service providers. Through its adoption of an approved service provider, the

agency can achieve the benefits of "best-in-class" HR solutions without the costs of developing and maintaining their own HR systems. Employees across the agency benefit from improved HR services. DOT's involvement in the HR LoB allows them to help shape the government-wide solution as well as best practices and lessons learned as developed by task force and other agencies.

The HR LoB has worked with participating agencies to develop and validate Target Requirements for Shared Service Centers and Enterprise Architecture (EA) models for business process (Business Reference Model), business services (Service Component Model), performance measurement (Performance Model), data (Data Model), and technology (Technical Model) relating to the Federal human resources function. These artifacts present a common view of and vocabulary for the Federal HR function that provide a tangible basis for standardization and common solutions -- the dimensions that underlie the Human Resources Line of Business. Federal agencies are able to use this information and guidance to formulate their specific agency requirements for HR functions and manage the transition to a shared service center. Since each agency does not have to formulate its own HR enterprise architecture, this unified effort has allowed agencies to save significant time and resources. The EA artifacts also facilitate the mapping of individual agency architectures to OMB's Federal Transition Framework.

***IT Infrastructure LoB (Managing Partner GSA) -***

The initiative benefits DOT through improved IT performance, greater efficiencies in IT infrastructure investments, and consistency and standardization of infrastructure platforms. The ITI LoB will provide DOT with best practice data and industry-wide performance metrics to validate and/or improve existing performance.

Given the size and variety of locations of DOT, the agency stands to benefit from all three IT Infrastructure areas of concentration (End User Systems & Support, Mainframes and Servers Systems & Support, and Telecommunications Systems & Support). Furthermore, a key need of DOT from its infrastructure, data reliability, should be enhanced given the knowledge sharing that will occur.

DOT's participation in this program will result in higher service levels at a more effective cost. Large government purchases will establish a baseline for DOT related acquisitions that will prove valuable when negotiating prices for hardware and software. A 10-15 percent gain in productivity is expected, because of this program.

DOT expects to realize significant benefit in improved mission delivery. The bulk of this activity will come as a result of an enhanced infrastructure that takes advantage of direct electronic interface with DOT customers. Infrastructure certification and accreditation will be significantly enhanced above what it is today. At least a 20-25 percent improvement in mission delivery is expected by taking advantage of this program. Enhanced infrastructure performance will directly result in improved mission delivery to the public.

E-Gov Contributions by Operating Administration for FY 2008

Operating Administration	Business Gateway	E-Rulenaiking	Integrated Acquisition	Integrated Acquisition: Loans & Grants	Grants.gov	Disaster Assistance Improvement Plan	FM LOB	Grants LOB	HRM LOB	Budget Form & Execution LOB	Geo Spatial LOB	IT Infrastructure LOB	Totals
FAA	\$ 148,613	\$ 95,179	\$ 35,572	\$ 71,392	\$ 239,576	\$ 42,793	\$ 77,399	\$ 24,444	\$ 108,926	\$ 18,414	\$ 54,100	\$ 15,819	\$ 932,227
FHWA	\$ 21,673	\$ 27,048	\$ 32,741	\$ 65,710	\$ 677,524	\$ 11,468	\$ 29,186	\$ 69,127	\$ 6,855	\$ 52,076	\$ 3,864	\$ 1,363	\$ 998,635
FMCSA	\$ 40,249	\$ 63,725	\$ 4,183	\$ 8,396	\$ 8,513	\$ 1,476	\$ 5,914	\$ 869	\$ 2,430	\$ 654	\$ 265	\$ 437	\$ 137,111
FRA	\$ 75,854	\$ 21,095	\$ 4,809	\$ 9,652	\$ 2,988	\$ 3,816	\$ 2,929	\$ 305	\$ 1,943	\$ 230	\$ 1,038	\$ 316	\$ 124,975
FTA	\$ -	\$ 2,940	\$ 3,273	\$ 6,568	\$ 152,467	\$ 1,776	\$ 6,543	\$ 15,556	\$ 1,245	\$ 11,719	\$ -	\$ 192	\$ 202,279
MARAD	\$ 49,537	\$ 3,308	\$ 26,082	\$ 52,345	\$ 5,027	\$ 550	\$ 2,771	\$ 513	\$ 1,816	\$ 386	\$ -	\$ 247	\$ 142,582
NHTSA	\$ 32,509	\$ 173,828	\$ 11,824	\$ 23,731	\$ 13,461	\$ 2,686	\$ 2,643	\$ 1,373	\$ 1,509	\$ 1,035	\$ 1,391	\$ 355	\$ 266,345
OIG	\$ -	\$ -	\$ -	\$ -	\$ 1,061	\$ 675	\$ 1,086	\$ 108	\$ 957	\$ 81	\$ -	\$ 132	\$ 4,100
OST	\$ 40,249	\$ 288,708	\$ 8,495	\$ 17,049	\$ 1,911	\$ 4,073	\$ 5,986	\$ 195	\$ 1,521	\$ 147	\$ -	\$ 447	\$ 368,781
PHMSA	\$ 9,288	\$ 10,658	\$ 2,533	\$ 5,083	\$ 2,474	\$ 111	\$ 1,714	\$ 252	\$ 871	\$ 190	\$ 2,297	\$ 173	\$ 35,644
RITA	\$ 17,028	\$ 48,437	\$ 12,365	\$ 24,816	\$ 192	\$ 5,387	\$ 6,243	\$ 20	\$ 1,681	\$ 15	\$ 905	\$ 492	\$ 117,581
SLSDC	\$ -	\$ 74	\$ 413	\$ 828	\$ 273	\$ -	\$ -	\$ 28	\$ 343	\$ 21	\$ -	\$ 27	\$ 2,007
STB	\$ -	\$ -	\$ -	\$ -	\$ 418	\$ -	\$ 443	\$ 43	\$ 338	\$ 32	\$ -	\$ -	\$ 1,274
<b>Total by Initiative</b>	<b>\$ 435,000</b>	<b>\$ 735,000</b>	<b>\$ 142,290</b>	<b>\$ 285,570</b>	<b>\$ 1,105,885</b>	<b>\$ 74,811</b>	<b>\$ 142,857</b>	<b>\$ 112,833</b>	<b>\$ 130,435</b>	<b>\$ 85,000</b>	<b>\$ 63,860</b>	<b>\$ 20,000</b>	<b>\$ 3,333,541</b>

\*\*\*GovBenefits and E-Authentication will be fee-for-service starting in FY08

Revised Estimate E-Gov Contributions by Mode for FY 2009

Operating Administration	Business Gateway	Integrated Acquisition: Loans & Grants	Grants.gov	Disaster Assistance Improvement Plan	FM LOB	Grants LOB	HRM LOB	Budget Form & Execution LOB	Geo Spatial LOB	Totals
FAA	\$ 29,703	\$ 71,392	\$ 232,539	\$ 42,793	\$ 77,399	\$ 24,570	\$ 108,926	\$ 18,510	\$ 52,524	\$ 658,356
FHWA	\$ 4,332	\$ 65,710	\$ 637,413	\$ 11,468	\$ 29,186	\$ 67,349	\$ 6,855	\$ 50,736	\$ 3,752	\$ 876,801
FMCSA	\$ 8,045	\$ 8,396	\$ 8,591	\$ 1,476	\$ 5,914	\$ 908	\$ 2,430	\$ 684	\$ 257	\$ 36,701
FRA	\$ 15,162	\$ 9,652	\$ 3,033	\$ 3,816	\$ 2,929	\$ 320	\$ 1,943	\$ 241	\$ 1,008	\$ 38,104
FTA	\$ -	\$ 6,568	\$ 160,950	\$ 1,776	\$ 6,543	\$ 17,006	\$ 1,245	\$ 12,811	\$ -	\$ 206,899
MARAD	\$ 9,901	\$ 52,345	\$ 4,971	\$ 550	\$ 2,771	\$ 525	\$ 1,816	\$ 396	\$ -	\$ 73,275
NHTSA	\$ 6,498	\$ 23,731	\$ 13,514	\$ 2,686	\$ 2,643	\$ 1,428	\$ 1,509	\$ 1,076	\$ 1,351	\$ 54,436
OIG	\$ -	\$ -	\$ 1,112	\$ 675	\$ 1,086	\$ 117	\$ 957	\$ 88	\$ -	\$ 4,035
OST	\$ 8,045	\$ 17,049	\$ 1,985	\$ 4,073	\$ 5,986	\$ 210	\$ 1,521	\$ 158	\$ -	\$ 39,027
PHMSA	\$ 1,857	\$ 5,083	\$ 2,668	\$ 111	\$ 1,714	\$ 282	\$ 871	\$ 212	\$ 2,229	\$ 15,027
RITA	\$ 3,404	\$ 24,816	\$ 190	\$ 5,387	\$ 6,243	\$ 20	\$ 1,681	\$ 15	\$ 879	\$ 42,635
SLSDC	\$ -	\$ 828	\$ 508	\$ -	\$ -	\$ 54	\$ 343	\$ 40	\$ -	\$ 1,773
STB	\$ -	\$ -	\$ 413	\$ -	\$ 443	\$ 44	\$ 338	\$ 33	\$ -	\$ 1,271
<b>Total by Initiative</b>	<b>\$ 86,947</b>	<b>\$ 285,570</b>	<b>\$ 1,067,887</b>	<b>\$ 74,811</b>	<b>\$ 142,857</b>	<b>\$ 112,833</b>	<b>\$ 130,435</b>	<b>\$ 85,000</b>	<b>\$ 62,000</b>	<b>\$ 2,048,340</b>

\*\*E-Authentication, E-Rulemaking, GovBenefits and Integrated Acquisition will be fee-for service in FY09.