

# Departmental Administration

## Proposed Appropriation Language

For salaries and expenses of the Department of Energy necessary for departmental administration in carrying out the purposes of the Department of Energy Organization Act (42 U.S.C. 7101 et seq.), including the hire of passenger motor vehicles and official reception and representation expenses (not to exceed \$35,000), [\$210,853,000], \$307,159,000, to remain available until expended, plus such additional amounts as necessary to cover increases in the estimated amount of cost of work for others notwithstanding the provisions of the Anti-Deficiency Act (31 U.S.C. 1511 et seq.): *Provided*, That such increases in cost of work are offset by revenue increases of the same or greater amount, to remain available until expended: *Provided further*, That moneys received by the Department for miscellaneous revenues estimated to total [\$137,810,000] \$137,524,000 in fiscal year [2002] 2003 may be retained and used for operating expenses within this account, and may remain available until expended, as authorized by section 201 of Public Law 95–238, notwithstanding the provisions of 31 U.S.C. 3302: *Provided further*, That the sum herein appropriated shall be reduced by the amount of miscellaneous revenues received during fiscal year [2002] 2003 so as to result in a final fiscal year [2002] 2003 appropriation from the General Fund estimated at not more than [\$73,043,000] \$169,635,000.

# Departmental Administration

## Executive Budget Summary

### Mission

The Departmental Administration appropriation account funds eight Department-wide management organizations under Administrative Operations. These organizations support headquarters in human resources, administration, accounting, budgeting, project management, information management, legal services, life-cycle asset management, workforce diversity, minority economic impact, policy, international affairs, Congressional and intergovernmental liaison, and public affairs. Funding for the Office of the Secretary is provided separately from the other administrative functions within the Departmental Administration account.

### Strategic Objectives

The offices funded by Departmental Administration are committed to the President's emphasis on performance-based budgeting. The Departmental Administration's strategic objectives are:

- CM1:** Achieve effective and efficient management of the Department of Energy by implementing the President's Management Agenda initiatives on strategic management of human capital; competitive sourcing; improved financial performance; and budget and performance integration. (MBE, ED)
- CM2:** Advocate and implement E-government citizen service delivery office in FY 2003. (CIO)
- CM3:** Ensure secure, efficient, effective and economical operations of the Department's Information Technology Systems and Infrastructure. (CIO)
- CM4:** Provide analysis of domestic and international energy policy, develop implementation strategies, ensure policies are consistent across DOE and within the Administration, communicate analyses and priorities to the Congress, public, industry, foreign governments, and domestic and international organizations, and enhance the export and deployment of energy technologies internationally.

### Strategy

A strong corporate vision helps set the proper priorities to ensure that a program which succeeds in its goals will not fail in its mission. The Departmental Administration offices provide a strong internal mechanism to focus program efforts on corporate goals. This is the optimal method of fulfilling our

obligations to those who rely on the mission of the Department of Energy.

The Department stands ready to provide essential services to its mission programs, as well as serve the Secretary of Energy and protect taxpayer interests. The following highlights are provided to outline the critical functions and essential services provided by this account. These vital services include:

- # Performing strategic planning and implementing management reforms like the Government Performance and Results Act.
- # Planning to maximize the value of Departmental assets and revenue from the sale of assets.
- # Cooperating with International Energy Consortiums and Interagency review of policies that affect Department of Energy concerns.
- # Facilitating communication between the Department and Congress, the Executive Office, State and Local Governments and the public.
- # Performing financial and accounting functions including producing audited financial statements.
- # Reforming processes for project management and acquisition of large facilities to better adhere to project schedules and budgets.
- # Supporting the Department's efforts in re-engineering processes and metrics to ensure that facilities and infrastructure are being managed adequately.
- # Fulfilling the Department's budget mission in terms of timely formulation and oversight of program execution (overhead and uncosted balances).
- # Providing effective and timely legal services, counsel, and support to Departmental elements.
- # Representing the Department before Federal, State, and other Governmental Agencies and Courts.
- # Protect our Intellectual Property associated with patents, invention disclosures, and waiver requests.
- # Acting as an honest broker for the Secretary among competing programmatic elements.
- # Processing procurement and personnel actions.
- # Developing and maintaining Corporate Information Systems and Communication Technology.

- # Ensuring the success of the Working Capital Fund by supplying products and services throughout the Department.
- # Promoting diversity within the entire Department and throughout the program areas affected by our decisions (including economic impact).

## **Program Overview**

DOE programs funded in this appropriation are: Office of the Secretary, Office of Policy and International Affairs, Office of Management, Budget and Evaluation, Chief Information Officer, Congressional and Intergovernmental Affairs, Public Affairs, General Counsel, Economic Impact and Diversity, and Board of Contract Appeals. Federal support functions include national and international energy policy analysis, environmental policy, budget, accounting, project management, information management, legal, personnel, labor relations, staffing, organizational management, logistical services, printing, contract management and reform, personal property management, congressional and intergovernmental liaison, public and media outreach, economic impact and diversity, and contract dispute adjudication. Funding includes Departmental Administration employee travel and training, budget and accounting systems, logistical services, automated data processing development and acquisition (non-program specific), equipment maintenance, civil rights, each Departmental Administration sub-program's share of the working capital fund, and capital equipment. This budget also funds energy and environmental policy studies, public service announcements, newswire services, minority education/business/community support and assistance, and Department-wide technical training development.

## **Cost of Work for Others**

The budget provides for the cost of products and services provided by the field offices and national laboratories for non-DOE users. Work results from revenue programs related to the budgeted mission of DOE or is reimbursable work for state and local entities which are precluded by law from making advance payments. Costs are offset with revenues received from the sale of products or services.

## **Revenues**

The revenues associated with the Cost of Work for Others program support the products and services described above. Miscellaneous revenues come from the sale of by-products that have no cost associated with the Departmental Administration appropriation, but offset the appropriation.

## **Major Changes**

- On July 26, 2001, the Secretary of Energy announced the reorganization of the former Offices of

Management and Administration and the Chief Financial Officer into the Office of Management, Budget and Evaluation. The consolidation of these two organizations will facilitate better integration of budgeting and more efficient management of resources.

- In FY 2003, the Office of the Chief Information Officer will be transferred from the Office of Security in the Other Defense Activities account to the Departmental Administration account. The Chief Information Officer program defines and implements policies to ensure efficient, economical, and effective management, planning and acquisition of information resources in support of the Department's missions. The program is also responsible for coordinating corporate cyber security policy, planning, and technical development, directing the replacement of outdated corporate information systems, and delivering shared or common services.
- Given the increasing interconnection between U.S. and global energy markets, the Department's international and domestic policy functions need to be more closely coordinated. To improve the ability of the Department to respond to this reality, the Offices of International Affairs and Policy have been merged into one office – the Office of Policy and International Affairs (PI). The merger will create an office that comprehensively addresses domestic policy development and implementation, international policy analysis, and international energy activities.
- In FY 2003, approximately \$40.0 million will be funded in Departmental Administration within the Cost of Work for Others program to be offset by an estimated \$40.0 million in revenues. This funding will be utilized for safeguards and security reimbursable activities by the following program offices: Defense Programs \$29 million; Defense Environmental Management \$4.4 million; Science \$4.4 million; and Security , Other Defense Activities \$1 million. This funding approach is a continuation of the FY 2001 funding provided in the Conference Report, P.L. 106-377. Each of the four program offices will display this funding within their respective safeguards and security reimbursable programs but will back it out of their program totals so that the \$40.0 million in budget authority can be provided for within Departmental Administration totals. Allocation of the funds among program offices is provisional since reimbursable work levels are somewhat remote estimates. The Department will provide timely notification to Congress of the actual allocation of these funds in FY 2003.

## **Budget Overview**

The FY 2003 request provides \$4.7 million for 34 full time equivalents within the Office of the Secretary. This request also provides \$258.1 million for salary and benefits, travel, contractual services, and program support expenses for 1,179 full-time equivalent employees for the other organizations within the Departmental Administration Account. Cost of Work for Others and Revenues are budgeted at \$69.9 million and \$137.5 million, respectively. Cost of Work includes \$40 million for safeguards and security in FY 2003.

## Organization Funding Profile

(dollars in thousands)

Sub-Program	FY 2001 Comparable Approp.	FY 2002 Original Approp. <sup>a</sup>	FY 2002 Adjustments <sup>a</sup>	FY 2002 Comparable Approp. <sup>a</sup>	FY 2003 Request	\$ Change	% Change
Office of the Secretary.....	5,081	4,700	84	4,784	4,731	-53	-1.1%
Management, Budget and Evaluation.....	116,824	107,800	4,705	112,505	110,841	-1,664	-1%
Chief Information Officer.....	73,978	0	76,380	76,380	84,160	7,780	10%
Board of Contract Appeals.....	917	911	42	953	785	-168	-18%
Congresional and Intergovernmental Affairs.....	5,275	4,500	277	4,777	5,224	447	9%
Public Affairs.....	4,244	3,900	157	4,057	4,685	628	15.5%
General Counsel.....	23,894	22,724	1,201	23,925	23,964	39	0.2%
Office of Policy and International Affairs.....	17,237	16,081	735	16,816	21,619	4,803	29%
Economic Impact & Diversity.....	6,916	6,200	304	6,504	6,821	317	5%
Cost of Work for Others.....	74,027	71,837	0	71,837	69,916	-1,921	-3%
<b>Subtotal, Dept. Admin. (Gross).....</b>	<b>328,393</b>	<b>238,653</b>	<b>83,885</b>	<b>322,538</b>	<b>332,746</b>	<b>10,208</b>	<b>3%</b>
Revenues:							
Associated.....	-59,282	-70,975	0	-70,975	-70,689	286	-0.4%
Miscellaneous Revenues.....	-47,821	-66,835	0	-66,835	-66,835	0	0.0%
<b>Subtotal, Revenues.....</b>	<b>-107,103</b>	<b>-137,810</b>	<b>0</b>	<b>-137,810</b>	<b>-137,524</b>	<b>286</b>	<b>-0.2%</b>
<b>Subtotal, Dept. Admin (Net).....</b>	<b>221,290</b>	<b>100,843</b>	<b>83,885</b>	<b>184,728</b>	<b>195,222</b>	<b>10,494</b>	<b>6%</b>
Prior Yr. Balances/Adjustments.....	-32,954	-32,936	0	-32,936	-25,587	7,349	-22%
<b>Total, Departmental Admin.....</b>	<b>188,336</b>	<b>67,907</b>	<b>83,885</b>	<b>151,792</b>	<b>169,635</b>	<b>17,843</b>	<b>12%</b>

<sup>a</sup> The FY 2001 and FY 2002 column of the FY 2003 Congressional Request includes funding in the amount of \$8,329,000 and \$8,358,000, respectively, for the Government's share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$7,939,000. (Note: The data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.)

## Personnel Compensation and Benefits Profile

(dollars in thousands)

Sub-Program	FY 2001 Comparable Approp.	FY 2002 Original Approp. <sup>a</sup>	FY 2002 Adjustments <sup>a</sup>	FY 2002 Comparable Approp. <sup>a</sup>	FY 2003 Request	\$ Change	% Change
Office of the Secretary.....	4,530	4,138	84	4,222	4,169	-53	-1.3%
Management, Budget and Evaluation.....	71,780	66,780	4,705	71,485	71,718	233	0%
Chief Information Officer.....	12,507	0	12,753	12,753	12,948	195	2%
Board of Contract Appeals.....	676	670	42	712	537	-175	-25%
Congresional and Intergovernmental Affairs.....	4,352	3,493	277	3,770	4,363	593	16%
Public Affairs.....	3,110	2,655	157	2,812	3,500	688	24%
General Counsel.....	18,605	17,820	1,201	19,021	19,429	408	2%
Office of Policy and International Affairs.....	12,641	11,575	735	12,310	13,919	1,609	13%
Economic Impact & Diversity.....	4,336	3,944	304	4,248	4,332	84	2%
<b>Subtotal, Dept. Admin. (Gross).....</b>	<b>132,537</b>	<b>111,075</b>	<b>20,258</b>	<b>131,333</b>	<b>134,915</b>	<b>3,582</b>	<b>3%</b>

<sup>a</sup> The FY 2001 and FY 2002 column of the FY 2003 Congressional Request includes funding in the amount of \$8,329,000 and \$8,358,000, respectively, for the Government's share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$7,939,000. (Note: The data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.)

## Travel Profile

(dollars in thousands)

Sub-Program	FY 2001 Comparable Approp.	FY 2002 Original Approp.	FY 2002 Adjustments	FY 2002 Comparable Approp.	FY 2003 Request	\$ Change	% Change
Office of the Secretary.....	545	556	0	556	556	0	0%
Management, Budget and Evaluation.....	2,137	1,897	0	1,897	1,927	30	2%
Chief Information Officer.....	161	0	171	171	175	4	2%
Board of Contract Appeals.....	6	6	0	6	6	0	0%
Congresional and Intergovernmental Affairs.....	57	60	0	60	60	0	0%
Public Affairs.....	80	80	0	80	80	0	0%
General Counsel.....	100	102	0	102	100	-2	-2%
Office of Policy and International Affairs.....	798	779	0	779	800	21	3%
Economic Impact & Diversity.....	116	90	0	90	90	0	0%
Subtotal, Dept. Admin. (Gross).....	4,000	3,570	171	3,741	3,794	53	1%



## Support Services Profile

(dollars in thousands)

Sub-Program	FY 2001 Comparable Approp.	FY 2002 Original Approp.	FY 2002 Adjustments	FY 2002 Comparable Approp.	FY 2003 Request	\$ Change	% Change
Management, Budget and Evaluation.....	15,576	13,792	0	13,792	12,604	-1,188	-9%
Chief Information Officer.....	13,574	0	13,481	13,481	13,779	298	2%
Congresional and Intergovernmental Affairs.....	4	107	0	107	5	-102	-95%
Public Affairs.....	51	150	0	150	60	-90	-60%
General Counsel.....	855	797	0	797	800	3	0%
Subtotal, Dept. Admin. (Gross).....	<u>30,060</u>	<u>14,846</u>	<u>13,481</u>	<u>28,327</u>	<u>27,248</u>	<u>-1,079</u>	<u>-4%</u>

## Other Related Services Profile

(dollars in thousands)

Sub-Program	FY 2001 Comparable Approp.	FY 2002 Original Approp.	FY 2002 Adjustments	FY 2002 Comparable Approp.	FY 2003 Request	\$ Change	% Change
Office of the Secretary.....	6	6	0	6	6	0	0%
Management, Budget and Evaluation.....	27,331	25,331	0	25,331	24,592	-739	-3%
Chief Information Officer.....	4,376	0	4,574	4,574	4,811	237	5%
Board of Contract Appeals.....	235	235	0	235	242	7	3%
Congresional and Intergovernmental Affairs.....	862	840	0	840	796	-44	-5.2%
Public Affairs.....	1,003	1,015	0	1,015	1,045	30	3%
General Counsel.....	4,334	4,005	0	4,005	3,635	-370	-9%
Office of Policy and International Affairs.....	2,395	2,727	0	2,727	2,900	173	6%
Economic Impact & Diversity.....	966	966	0	966	999	33	3%
<b>Subtotal, Dept. Admin. (Gross).....</b>	<b>41,508</b>	<b>35,125</b>	<b>4,574</b>	<b>39,699</b>	<b>39,026</b>	<b>-673</b>	<b>-2%</b>

## Program Support Profile

(dollars in thousands)

Sub-Program	FY 2001 Comparable Approp.	FY 2002 Original Approp.	FY 2002 Adjustments	FY 2002 Comparable Approp.	FY 2003 Request	\$ Change	% Change
Chief Information Officer							
Cyber Security & Secure Comm.....	31,386	0	30,401	30,401	32,027	1,626	5%
Corporate Management Info. Program.....	11,974	0	15,000	15,000	20,420	5,420	36%
Total, Chief Information Officer.....	43,360	0	45,401	45,401	52,447	7,046	16%
Office of Policy and International Affairs							
Policy Studies.....	420	400	0	400	800	400	100%
Environmental Policy Studies.....	983	600	0	600	1,200	600	100%
Energy Security and Assurance.....	0	0	0	0	2,000	2,000	100%
Total, Office of Policy and International.....	1,403	1,000	0	1,000	4,000	3,000	300%
Economic Impact and Diversity							
Minority Economic Impact.....	1,498	1,200	0	1,200	1,400	200	17%
Total, Program Support.....	46,261	2,200	45,401	47,601	57,847	10,246	22%

## Full Time Equivalents Profile

(dollars in thousands)

Sub-Program	FY 2001 Comparable Approp.	FY 2002 Original Approp.	FY 2002 Adjustments	FY 2002 Comparable Approp.	FY 2003 Request	\$ Change	% Change
Office of the Secretary.....	25	35	0	35	34	-1	-3%
Management, Budget and Evaluation.....	696	708	0	708	680	-28	-4%
Chief Information Officer.....	123	0	123	123	123	0	0%
Board of Contract Appeals.....	5	5	0	5	4	-1	-20%
Congresional and Intergovernmental Affairs.....	36	39	0	39	38	-1	-3%
Public Affairs.....	28	33	0	33	32	-1	-3%
General Counsel.....	147	155	0	155	150	-5	-3%
Office of Policy and International Affairs.....	99	105	0	105	112	7	7%
Economic Impact & Diversity.....	37	40	0	40	40	0	0%
<b>Subtotal, Dept. Admin. (Gross).....</b>	<b>1,196</b>	<b>1,120</b>	<b>123</b>	<b>1,243</b>	<b>1,213</b>	<b>-30</b>	<b>-2%</b>

# Revenues Associated With Cost of Work for Others

## Mission Supporting Goals and Objectives

Associated Revenues represents the full-cost recovery offset to Cost of Work for Others, the program associated with providing products and services to our customers.

### Funding Schedule

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Products Sold:					
Savannah River Operations Office.....	-4,995	-6,000	-6,200	-200	3%
Services Performed:					
Albuquerque Operations Office .....	-315	-1,000	-800	200	-20%
Argonne National Laboratory .....	-108	-250	-250	0	0%
Brookhaven National Laboratory.....	-52	-502	-572	-70	14%
Chicago Operations Office .....	-29	-150	-150	0	0%
Idaho Operations Office .....	-1,772	-1,000	0	1,000	-100%
Lawrence Berkeley Laboratory .....	-1,319	-1,321	-588	733	-55%
Lawrence Livermore Laboratory.....	-2,084	-1,453	-1,446	7	0%
Oak Ridge National Laboratory .....	-1,232	-2,172	-2,741	-569	26%
Oak Ridge Operations Office .....	-1,983	-1,227	-1,430	-203	17%
Oakland Operations Office .....	-819	-1,100	-1,115	-15	1%
Pacific Northwest National Laboratory.....	-658	-	-3,028	-3,028	100%
Safeguards and Security.....	-31,874	-40,000	-40,000	0	0.0%
Savannah River Operations Office.....	-12,042	-14,800	-12,369	2,431	-16%
Subtotal, Services Performed .....	-54,287	-64,975	-64,489	486	-1%
Total, Cost of Work for Others .....	-59,282	-70,975	-70,689	286	0%

## Detailed Program Justification

	FY 2001	FY 2002	FY 2003
<b>Products Sold:</b>			
▪ <b>Savannah River Operations Office</b> .....	-4,995	-6,000	-6,200
Includes revenues received from the sale of timber			
<b>Subtotal, Products Sold</b> .....	<b>-4,995</b>	<b>-6,000</b>	<b>-6,200</b>

### Services Performed

▪ <b>Albuquerque Operations Office</b> .....	-315	-1,000	-800
Includes revenue from miscellaneous services provided for state and local governments, such as tasks at the Sandia National Laboratory to support the National Aging Aircraft Research Program for Iowa State University in the areas of technology validation and development, nondestructive inspection system evaluations and structural integrity, maintenance and inspection.			
▪ <b>Argonne National Laboratory</b> .....	-108	-250	-250
Reflects revenue from research activities conducted for state and local governments such as Internet service capability to educational organizations participating in the Illinois Educational Network Consortium.			
▪ <b>Brookhaven National Laboratory</b> .....	-52	-502	-572
Includes revenue from the sale of isotopes and from miscellaneous research activities provided for state and local governments.			
▪ <b>Chicago Operations Office</b> .....	-29	-150	-150
Includes revenues from the sale of certified reference materials used by the nuclear community at the New Brunswick Laboratory.			
▪ <b>Idaho Operations Office</b> .....	-1,772	-1,000	0
Reflects revenues received from foreign countries in return for the receipt, management and interim storage of their spent research reactor fuel.			
▪ <b>Lawrence Berkeley Laboratory</b> .....	-1,319	-1,321	-588
Includes revenues received for work conducted for state and local governments and non-profit organizations including activities with the National Institutes of Health to: develop advanced technology to identify and sequence proteins; develop techniques to automate sample mounting and alignment of proteins using robotic manipulation; and research on the relationship of materials used in dental work.			
▪ <b>Lawrence Livermore Laboratory</b> .....	-2,084	-1,453	-1,446

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FY 2001	FY 2002	FY 2003
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Includes revenues received for work conducted for state and local governments and non-profit organizations including measurement of samples at the Acceleratory Mass Spectrometry Center at LLNL for the UC-San Francisco and other universities and evaluation of leaking underground fuel tanks and structural inspection of dams and water contaminants for the California Department of Natural Resources.

▪ <b>Oak Ridge National Laboratory</b> .....	-1,232	-2,172	-2,741
Reflects revenues received for miscellaneous services provided for state and local governments including as the development of advanced spectrochemical sensors and an optical sensing microchip system for use by the New Mexico Institute of Mining and Technology in the detection of a wide range of environmental pathogens and infectious agents.			
▪ <b>Oak Ridge Operations Office</b> .....	-1,983	-1,227	-1,430
Reflects revenues received for miscellaneous services provided for state and local governments such as technical and manufacturing training support from Y-12, and revenues received from the processing and preparation of low enriched uranium and a small quantity of highly enriched uranium for sale to foreign countries for use in either research reactors or reduced enrichment for research and test reactors.			
▪ <b>Oakland Operations Office</b> .....	-819	-1,100	-1,115
Includes revenues from particle physics collaboration with Japan and other development efforts at the Stanford Linear Accelerator Center (SLAC).			
▪ <b>Pacific Northwest National Laboratory</b> .....	-658	-	-3,028
FY 2003 activities include: watershed and fish studies, study for the mycoremediation of contaminated marine sediments, and a fish passage joint study with the Bonneville Power Administration.			
▪ <b>Savannah River Operations Office</b> .....	-12,042	-14,800	-12,369
Reflects revenues received from foreign countries in return for the receipt, management and interim storage of their spent research reactor fuel.			
▪ <b>Safeguards and Security</b> .....	-31,874	-40,000	-40,000
Reflects revenues received to support safeguards and security requirements throughout the Department.			
<b>Subtotal, Services Performed</b> .....	<b>-54,287</b>	<b>-64,975</b>	<b>-64,489</b>
<b>Total, Cost of Work Associated Revenues</b> .....	<b>-59,282</b>	<b>-70,975</b>	<b>-70,689</b>

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## Explanation of Funding Changes from FY 2002 to FY 2003

FY 2002 vs. FY 2003 (\$000)
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**Products Sold:**

<b>▪ Savannah River Operations Office</b>	Revenues increase due to sale of timber.....	-200
Total, Products Sold.....		-200

**Services Performed:**

<b>▪ Albuquerque Operations Office</b>	Decrease due to a reduction in the amount of funding needed for several projects with the Iowa University, University of California, Washington State University, and New Mexico State University due to their ability to provide advance funding.....	+200
<b>▪ Brookhaven National Laboratory</b>	Increase due to inflation .....	-70
<b>▪ Idaho Operations Office</b>	This site does not expect a shipment of Foreign Research Reactor Spent Fuel in FY 2003.....	+1,000
<b>▪ Lawrence Berkeley Laboratory</b>	Decrease is a result of work being shifted from the National Institutes of Health to universities and other institutions .....	+733
<b>▪ Lawrence Livermore Laboratory</b>	Decrease due to the completion of the development of an endoscopic subsurface optical imaging system for cancer detection and reduced funding for the Accelerator Mass Spectrometry Center .....	+7
<b>▪ Oak Ridge National Laboratory</b>	The increase is a result of additional support for transportation and economic studies, bulk glass studies and simulation and analytical modeling .....	-569
<b>▪ Oak Ridge Operations Office</b>	Increase due to the anticipated signing of contracts for research reactors material.....	-203

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FY 2002 vs. FY 2003 (\$000)
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<ul style="list-style-type: none"> <li>▪ <b>Oakland Operations Office</b>            Increase is due to inflation associated with the continued support of the Next Linear Collider R&amp;D.....</li>   <li>▪ <b>Pacific Northwest National Laboratory</b>            Increase due to watershed and fish studies; study for the mycoremediation of contaminated marine sediments; and a fish passage joint study with the Bonneville Power Administration.....</li>   <li>▪ <b>Savannah River Operations Office</b>            Decrease is due to a reduced number of shipments of Foreign Research Reactor Spent Fuel expected to this site .....</li> </ul>	<table border="0"> <tr> <td style="border-top: 1px solid black;">+2,431</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">+486</td> </tr> <tr> <td style="border-bottom: 3px double black;">+286</td> </tr> </table>	+2,431	+486	+286
+2,431				
+486				
+286				
<b>Total, Services Performed.....</b>				
<b>Total Funding Change, Cost of Work for Others.....</b>				

# Miscellaneous Revenues

## Mission Supporting Goals and Objectives

Miscellaneous Revenues are received from the sale of by-products that have no cost associated with the Departmental Administration appropriation. These items are by-products of activities funded by other on-going departmental programs and are collected as miscellaneous revenues. Included in this estimate are revenues collected from the Reimbursable Work program for Federal Administrative Charges.

### Funding Schedule

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Services Performed:					
Albuquerque Operations Office	-1,000	-1,000	-1,000	0	0%
Idaho Operations Office	-11,519	-12,948	-12,948	0	0%
Pittsburgh Naval Reactors Office	-11,365	-25,660	-25,660	0	0%
Federal Administrative Charge	-22,621	-25,227	-25,227	0	0%
Other Revenues	-1,316	-2,000	-2,000	0	0%
<b>Total, Miscellaneous Revenues</b>	<b>-47,821</b>	<b>-66,835</b>	<b>-66,835</b>	<b>0</b>	<b>0%</b>

## Detailed Program Justification

(dollars in thousands)

	FY 2001	FY 2002	FY 2003
<ul style="list-style-type: none"> <li> <b>Albuquerque Operations Office</b>..... -1,000    -1,000    -1,000  Revenues are for the utilities of facilities (gas and electric) at the Los Alamos National Laboratory at Albuquerque. </li> <li> <b>Idaho Operations Office</b>..... -11,519    -12,948    -12,948  Costs incurred at the Idaho Chemical Processing Plant for handling and basin storage of spent fuel cores for the Department of Navy. </li> <li> <b>Pittsburgh Naval Reactors Office</b> ..... -11,365    -25,660    -25,660  The Department of the Navy reimburses the Pittsburgh Naval Reactors Office for the nuclear material burn-up while the core is in operation. </li> <li> <b>Federal Administrative Charge</b>..... -22,621    -25,227    -25,227  Federal Administrative Charges collected from other federal agencies as well as non-federal entities for Reimbursable activity conducted by the Department in accordance with full-cost recovery policy. </li> <li> <b>Other Revenues</b>..... -1,316    -2,000    -2,000  Estimate based on current rate of collections for various miscellaneous revenues collected at all Departmental sites. </li> </ul>			
<b>Total, Services Performed</b> .....	<b>-47,821</b>	<b>-66,835</b>	<b>-66,835</b>

# Office of the Secretary

## Program Mission

The Office of the Secretary provides policy direction for the Department of Energy in fulfilling its mission to foster a secure and reliable energy system that is environmentally and economically sustainable, to be a responsible steward of the Nation's nuclear weapons, to clean up our own facilities, and to support continued United States leadership in science and technology.

The Office manages an extensive array of energy-related programs over a nation-wide complex including headquarters organizations, operations offices, field offices, national laboratories, power marketing administrations, special purpose offices, and sites dedicated to environmental cleanup.

The program strategic performance goals for the Office of the Secretary are to successfully implement the President's Management Plan and utilize all resources necessary to support, and execute the Administration's National Energy Policy to promote dependable, affordable and environmentally sound production and distribution of energy for the future.

In addition, the Office of the Secretary will provide leadership in the Department of Energy's efforts to meet the national goals of modernizing conservation and the energy infrastructure, increase energy supplies, accelerate the protection and improvement of the environment, and increase the nation's energy security through:

- # Delivering the scientific knowledge and discoveries for DOE's applied missions; advancing the frontiers of the physical sciences and areas of the biological, environmental and computational sciences; and providing world-class research facilities and essential scientific human capital to the Nation's overall science enterprise.
- # Strengthening United States security through the military application of nuclear energy and by reducing the global threat from weapons of mass destruction.
- # Increasing global energy security, maintaining energy affordability and reducing adverse environmental impacts associated with energy production, distribution, and use by developing and promoting advanced energy technologies, policies and practices that efficiently increase domestic energy supply, diversity, productivity, and reliability.
- # Aggressively cleaning up the environmental legacy of nuclear weapons and civilian nuclear research and development programs at 114 of the Department's sites, permanently disposing of the Nation's radioactive wastes, minimizing the social and economic impacts to individual workers and their communities resulting from departmental activities, and ensuring the health and safety of DOE workers, the public, and protection of the environment.

# Demonstrating excellence in the management of the Department's human, financial, physical and information assets. Successfully implementing each of DOE's requirements in the President's Management Agenda; demonstrating measured progress in resolving DOE's management challenges; and resolving all management recommendations from DOE's Inspector General and the Government Accounting Office within three years of issuance.

# Office of the Secretary

## Mission Supporting Goals and Objectives

The budget submission for the Office of the Secretary provides the Federal staffing resources and associated costs required to provide overall policy direction for the Department of Energy in fulfilling its mission to foster a secure and reliable energy system that is environmentally and economically sustainable, to be a responsible steward of the Nation's nuclear weapons, to clean up our own facilities, and to support continued United States leadership in science and technology.

### Funding Schedule

(dollars in thousands, whole FTEs)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Salaries and Benefits <sup>a</sup> . . . . .	4,530	4,222	4,169	(53)	-1.3%
Travel. . . . .	545	556	556	0	0.0%
Other Related Expenses. . . . .	6	6	6	0	0.0%
Total, Program Direction. . . . .	5,081	4,784	4,731	-53	-1.1%
Total Excluding Full Funding For Federal Retirements. . . . .	4,989	4,700	4,645	-55	-1.2%
Full-Time Equivalents. . . . .	25	35	34	-1	-2.9%

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<sup>a</sup>The FY 2001 and FY 2002 column of the FY 2003 Congressional Request includes funding in the amount of \$92,000 and \$84,000, respectively, for the Government's share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$86,000. (Note: The data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.)

# Detailed Program Justification

## Office of the Secretary

(dollars in thousands)

FY 2001	FY 2002	FY 2003
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<b>Salaries and Benefits</b> .....	4,530	4,222	4,169
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Salary and Benefits provide full funding for 34 full time equivalents in the Office of the Secretary, Deputy Secretary and the Under Secretary to cover salaries and wages, overtime pay, cash incentive awards, lump sum leave payments, performance awards, and full funded pension and health benefit payments.

The Office of the Secretary provides leadership and guidance to the Department's programs which contribute to the Nation by providing technical information and a scientific and educational foundation to achieve: efficiency in energy use, diversity in energy sources, a more productive and competitive economy, improved environmental quality, and a secure national defense. Prior year balances will be used in FY 2003 to fully fund the effect of the FY 2003 pay raise.

The Office of the Secretary, through its leadership of the Department, will measure its performance in FY 2003 by:

- Continuing to advance U.S. energy, environmental, economic, and national security policy.
- Overseeing DOE's advancement of the President's Management Initiatives and the Administration's National Energy Policy through the agency's strategies, commitments, and performance goals outlined in the Department's FY 2003 Budget and associated performance plan.

<b>Travel</b> .....	545	556	556
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The FY 2003 travel request provides funding for the Secretary, Deputy Secretary, Under Secretary, and special assistants to travel both internationally and domestically in support of the Department's missions.

<b>Other Related Expenses</b> .....	6	6	6
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Other Related Expenses provide funding for employee training and development.

<b>Total, Program Direction</b> .....	5,081	4,784	4,731
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**Explanation of Funding Changes**

FY 2003 vs FY 2002 (\$000)
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**Salaries and Benefits**

#      Decrease in salaries and benefits reflects the net result of a reduction of one FTE and the full effect of the FY 2002 pay raise and the partial effect of the FY 2003 pay raise and general pay increases for promotions, within grade increases, performance awards, and the associated increase with pension and annuitant health care benefits. Prior year balances will be used in FY 2003 to fully fund salaries and benefits. . . . .

- 53

<b>Total Funding Change, Program Direction</b> .....	<b>- 53</b>
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# Board Of Contract Appeals

## Mission Supporting Goals and Objectives

The Board of Contract Appeals is an administrative tribunal, responsible to the Secretary and under law for the fair and impartial trial and adjudication of a variety of disputes. With few exceptions, these disputes are related to the Department's acquisition and financial assistance programs. The Board exercises an array of statutory and delegated authorities. Board decisions constitute final agency decisions and are not subject to administrative review or modification. The Board also serves as the principal source of neutrals for acquisition and financial assistance related mediation and other alternative dispute resolution procedures.

The goal of the Board of Contract Appeals is to provide to the fullest extent practicable, informal, expeditious and inexpensive resolution of contract and financial assistance related disputes pursuant to the Contract Disputes Act of 1978, the Alternative Disputes Resolution Act, and other authority. The objectives of the office include: contribute to mutually beneficial relationships between the Department and its contractors and financial recipients; hear and decide disputes or resolve them through alternative means in an expeditious, economical, fair and impartial manner, and advance the implementation of alternative disputes resolution procedures. Contract disputes resolution without trials and decisions can save substantial public and private resources.

### Funding Schedule

	(dollars in thousands)				
	FY 2001 <sup>a</sup>	FY 2002 <sup>a</sup>	FY 2003 <sup>a</sup>	\$ Change	% Change
Board of Contract Appeals					
Salaries and Benefits.....	676	712	537	-175	-24.6%
Travel.....	6	6	6	0	0.0%
Other Related Expenses.....	235	235	242	+7	+2.9%
Total, Board of Contract Appeals.....	917	953	785	-168	-17.6%
Total, Excluding Full Funding for Federal Retirements, Board of Contract Appeals....	876	911	743	-168	-8.4%
Full-Time Equivalents.....	5	5	4	-1	-20.0%

<sup>a</sup> The FY 2001 and FY 2002 column of the FY 2003 Congressional Request includes funding in the amount of \$41,000 and \$42,000, respectively, for the Government's share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$42,000. (Note: The data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.).

## Detailed Program Justification

(dollars in thousands)

FY 2001	FY 2002	FY 2003
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**Salaries and Benefits .....**

**676                      712                      537**

Salaries and Benefits provide funding for 4 full-time permanent and other than full-time permanent employees in the following classes: salaries and wages, overtime pay, cash incentive awards, lump sum leave payments, and Senior Executive and other performance awards. Prior year balances will be used in FY 2003 to partially fund salaries and benefits.

Performance will be measured in FY 2003 by the following:

- # Under delegated authority from the Secretary, provide alternative dispute resolution services to cost-reimbursement contracts.
- # Implement fact-finding authority for debarments.
- # Serve as the agency board of contract appeals for the U.S. Securities and Exchange Commission, Nuclear Regulatory Commission, and the Federal Energy Regulatory Commission.
- # Continue to assess benefits of expanded mediation of disputes at the subcontract level in cost-reimbursement contracts.
- # Continue Board-provided alternative dispute resolution through standardized provisions in cost-reimbursement contract solicitations.

**Travel.....**

**6                      6                      6**

Travel funding for staff to conduct trials, mediations/arbitrations, typically at courthouses and other neutral sites, and for employee training travel

**Other Related Expenses.....**

**235                      235                      242**

Other Related Expenses include funding for employee training and development and funding to support the Working Capital Fund for rental space, telecommunications, utilities and miscellaneous charges, printing and reproduction, other services (e.g. tuition, experts, neutrals, etc.), operating and maintenance of equipment, purchase of goods and services through government counts, supplies and materials, and equipment. Prior year balances will be used in FY 2003 to partially other related expenses.

## Explanation of Funding Changes from FY 2002 to FY 2003

<b>FY 2002 vs. FY 2003 (\$000)</b>
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### Program Direction

# The decrease is due to the reduction of one full-time equivalent employee..... -168

### Other Related Expenses

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Training.....	1	0	0	0	0.0%
Working Capital Fund:					
Rental Space.....	226	226	233	+7	+3%
Printing and Reproduction .....	5	5	5	0	0.0%
Supplies/software maintenance/ all other Working Capital Fund expenses .....	4	4	4	0	0.0%
<b>Total, Other Related Expenses</b>	<b>235</b>	<b>235</b>	<b>242</b>	<b>+7</b>	<b>+3%</b>

# Office of Chief Information Officer

## Executive Summary

### Mission

The Office of Chief Information Officer (OCIO) is responsible for:

- # Providing advice and assistance to the Secretary of Energy and senior managers to ensure that information technology is acquired and information resources are managed in a manner that both implements the requirements of all relevant legislation, including the Paperwork Reduction Act and the Clinger-Cohen Act, and reflects the priorities established by the Secretary.
- # Defining and implementing policies and guidelines to ensure efficient, economical and effective Information Management planning, acquisition, and management in support of the Department's missions. These activities include: Information Architecture to structure and prioritize the modernization of DOE Corporate Systems and planning to ensure Information Technology (IT) resources are managed effectively.
- # Leading expanded E-government initiatives for the Department in support of the President's Management Agenda.
- # Coordinating and articulating a corporate perspective among the Departments information activities, ensuring that information created and collected by the Department is provided to internal and external customers and citizens in a timely, cost-effective and efficient manner.
- # Timely and cost-effective provision of core IT infrastructure and services to DOE Headquarters.
- # Providing cyber security policy, planning, and technical development, to ensure consistent standards and requirements are implemented for the protection of classified and unclassified information used or stored on Departmental systems.
- # Directing a Corporate Management Information Program (CMIP), which is the Department's corporate investment initiative to replace outdated corporate information systems.
- # Providing a managed, centralized, and coordinated approach to modernize DOE corporate business systems using new and emerging technologies and principles.

### Strategic Objectives

**CM2:** Advocate and implement E-government citizen service delivery office in FY 2003.

This strategic objective is supported by the Program Strategic Performance Goal that follows:

**CM2-1:** Support the President's E-government initiatives by developing a framework for existing IT initiatives, and a roadmap for corporate direction and DOE- organization specific efforts.

**CM3:** Ensure secure, efficient, effective and economical operations of the Department's Information Technology Systems and Infrastructure.

This strategic objective is supported by the Program Strategic Performance Goals that follow:

**CM3-1:** Promote the effective management of Information Technology resources in the Department.

**CM3-2:** Ensure that DOE's information assets are secure through effective policies, implementation, and oversight.

## **Strategy**

- # The OCIO is comprised of five offices:
  - Office of Architecture, Standards and Policy
  - Office of Operations
  - Office of Cyber Security
  - Office of Records and Business Management
  - Office of Special Projects

These Offices are aligned with key goals for the OCIO; for example, the Office of Architecture, Standards and Policy is responsible for implementing an Information Architecture that provides a basis for corporate Information Technology initiatives. The Office of Cyber Security is responsible for ensuring secure information systems within the Department.

Among the activities the OCIO will perform in pursuit of these strategic objectives are:

- # Implement the CIO's Information Technology capital planning and investment policy to ensure Department-wide consistency and uniformity in addressing Clinger-Cohen Act requirements.
- # Maintain IT investments using a Department-wide comprehensive capital planning process.
- # Implement the DOE Strategic Information Management (SIM) Program to ensure alignment of major IT investments with DOE business line goals and objectives.
- # Implement an Information Architecture that provides a basis and framework for corporate IT initiatives. Information Architecture includes the technical, procedural, and policy aspects of information technology operations.
- # Develop standards and policy that will encourage the use of commercial technology and common solutions.
- # Utilize common telecommunications and desktop equipment and software that will reduce costs, improve interoperability, and increase efficiency.
- # Reduce operating costs by consolidating information technology services in the Department.
- # Accelerate the implementation of geospatial information one-stop project to enhance the implementation of E-government by enabling geospatial data to be more accessible and usable.

- # Implement customer/citizen relationship management and utilize intergovernmental best practices to expedite Departmental implementation in FY 2003. Develop agency strategy for electronic government initiatives, which will establish a framework for existing initiatives underway in the Department and provide a roadmap for future corporate direction and organization-specific efforts.
- # Address the CIO emphasis on minimization of the burden on the programs in data collections. Validate and document the burden reduction gained by using open standards and “ebxml” across the Department. (Validation will occur in FY 2004).
- # Improve efficiency of electronic recordkeeping practices by piloting an electronic recordkeeping system, researching corporate procurement vehicles, and generating policy and best practices documents.
- # Ensure compliance with established policy on Internet Privacy.
- # Ensure continuance of citizen-centric nature of Departmental website (Energy.gov)
- # Ensure Departmental compliance with the Amended Section 508 of Rehabilitation Act that addresses technology-driven inequities for persons with disabilities.

## Funding Summary

(dollars in thousands)

	FY 2001 Comparable Appropriation	FY 2002 Original Appropriation	FY 2002 Adjustments	FY 2002 Comparable Appropriation	FY2003 Request
Chief Information Officer					
Cyber Security .....	31,386	0	30,401 <sup>a</sup>	30,401	32,027
Corporate Management Information Program.....	11,974	5,000	10,000 <sup>b</sup>	15,000	20,420
Program Direction.....	30,618 <sup>c</sup>	0	30,979 <sup>cd</sup>	30,979 <sup>c</sup>	31,713 <sup>c</sup>
Subtotal, Chief Info. Officer.....	73,978	5,000	71,380	76,380	84,160
Use of prior year balances.....				-936	
Total, Chief Info. Officer .....	73,978	5,000	71,380	75,444	84,160
Total, Excluding Full Funding for Federal Retirements, Chief Information Officer.....	73,142	5,000	70,527	74,591	83,564

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Linda Y. Cureton  
Acting Chief Information Officer

<sup>a</sup> In FY 2002 provided in Other Defense Activities, Security and Emergency Operations, Nuclear Safeguards and Security.

<sup>b</sup> In FY 2002 provided in Other Defense Activities, Security and Emergency Operations, CMIP.

<sup>c</sup> The FY 2001 and FY 2002 columns include funding in the amount of \$836 and \$853, respectively, for the federal government's share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$596. (Note: The data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.)

<sup>d</sup> In FY 2002 provided in Other Defense Activities, Security and Emergency Operations, Program Direction.

# Corporate Management Information Program

## Program Mission

The Corporate Management Information Program (CMIP) is the Department's corporate investment initiative to replace outdated corporate information systems. CMIP provides a managed, centralized, and cost-effective way to modernize Department of Energy (DOE) corporate business systems.

The Chief Information Officer (CIO) conducts quarterly reviews of CMIP projects to assess adequacy of planning, review performance metrics, and determine if schedules are being met. Guidance on corrective action is provided as necessary and discussed at subsequent reviews. Management and technical guidance is provided to help ensure the likelihood of each project's successful development and ultimate deployment. The CMIP Review Board, which is co-chaired by the Chief Information Officer and the Director of Management, Budget & Evaluation, conducts semiannual reviews of the entire program and provides overall management direction.

## Program Strategic Performance Goal

**CM3-1:** Promote the effective management of Information Technology resources in the Department.

### Performance Indicators:

- # Complete all Corporate Management Information Program initiative milestones and report status annually to Congress.
- # Ensure economical and effective management of information resources to support DOE missions and objectives.
- # Make effective use of commercial applications and solutions for DOE's enterprise-wide IT infrastructure, link IT investments to DOE strategic goals and the needs of business operations. Minimize the number of redundant and duplicative systems. Improve enterprise-wide data sharing.

### Performance Standards

- Blue:** Significantly exceed schedule
- Green:** Meet all planned targets/milestones
- Yellow:** Meet all critical targets/milestones
- Red:** Below expectations



## Annual Performance Results and Targets

FY 2001 Results	FY 2002 Targets	FY 2003 Targets
	<b>Architecture and Planning</b> Complete Corporate Systems Information Architecture Strategic Information Management (SIM) process (CM3-1) Complete first CSIA application SIM (CM3-1)	<b>Architecture and Planning</b> Complete DOE program and DOE field site architectures (CM3-1)
	<b>Business Management Information Systems</b> Complete business case for procurement modernization across the DOE complex (CM3-1) (Critical)	<b>Business Management Information Systems</b> Using results of the Procurement Modernization SIM case, issue solicitation for recommended solution (CM3-1) (Critical)
	<b>Business Management Information Systems</b> Implement re-engineered business processes to support PHOENIX (CM3-1)	<b>Business Management Information Systems</b> Implement the core financial management system at one DOE service center and its satellites (CM3-1) (Critical)

### Significant Accomplishments and Program Shifts

- # Implemented Personal Benefits Statement in Employee Self Service (ESS). The ESS allows DOE employees to access personal employment information via the Internet such as: earnings, benefits, education and training.
- # Implemented voluntary discontinuance of hard copy earnings statement.
- # Approved the Headquarters E-mail and Web Security Architecture.
- # Completed draft SIM business case for Procurement Modernization.

## Funding Profile

(dollars in thousands)

	FY 2001 Comparable Appropriation	FY 2002 Original Appropriation	FY 2002 Adjustment	FY 2002 Comparable Appropriation	FY 2003 Request
Business Management Information Systems .....	10,600	5,000	7,300a	12,300	14,050
Architecture and Planning.....	1,374	0	1,950a	1,950	3,020
Infrastructure Initiatives .....	0	0	350a	350	1,770
Modernization Initiatives .....	0	0	400a	400	1,580
<b>Total, Corporate Mgmt. Information Program</b> .....	<b>11,974</b>	<b>5,000</b>	<b>10,000</b>	<b>15,000</b>	<b>20,420</b>

## Funding by Site

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Washington Headquarters	11,974	15,000	20,420	+5,420	+36.1
<b>Total, Corporate Management Information Program .....</b>	<b>11,974</b>	<b>15,000</b>	<b>20,420</b>	<b>+5,420</b>	<b>+36.1</b>

a In FY 2002 provided in Other Defense Activities, Security and Emergency Operations, CMIP

# Corporate Management Information Program

## Mission Supporting Goals and Objectives

The CMIP provides DOE with a managed, centralized, and cost-effective way to modernize DOE corporate business systems, under the direction of the Department's Corporate Management Information Program Review Board, utilizing deliberative input from DOE Line Management. This is accomplished through the development and installation of corporate management systems using new and emerging technologies. The CMIP Review Board meets semiannually to allocate initiative project funding.

### Goal

Develop efficient and cost effective corporate management systems using new technology to assist the Department of Energy in the accomplishment of its missions.

### Objectives

Implement centralized IT services and management across the Department's Headquarters, and establish standard delivery of infrastructure services and products through a consistent and repeatable delivery process managed by the Department's Chief Information Officer. Specific FY 2003 efforts in support of these objectives include:

- # PHOENIX: Adopt standardized, efficient, and effective financial management practices to support internal and external customers.
- # Corporate Human Resource Information System (CHRIS): Reduce paperwork and eliminate non-value added work by providing DOE employees and managers web-based access from the desktop to view appropriate personnel and payroll information.
- # Procurement Modernization: Increase the number of orders placed electronically as a percentage of simplified acquisitions made by the Department purchasing offices.
- # Information Architecture (IA): Complete the DOE Program and DOE field site (Federal) Architectures. Information Architecture includes the technical, procedural, and policy aspects of information technology operations.
- # Capital Planning and Information Technology (IT) Investment: Support application of capital planning principles to DOE program IT investments.
- # Strategic Information Management (SIM): Strategic alignment of major IT investments with DOE business goals and objectives to maximize improvements in mission performance.

- # Corporate Systems Information Architecture (CSIA) Technology Infrastructure Modernization: Identify and support development of hardware infrastructure needed to manage corporate data and support the DOE business functions.
- # Corporate Systems Information Architecture (CSIA) Applications: Identify and acquire or develop the software infrastructure that facilitates processing and sharing of information effectively among Departmental elements.

## Activities for Business Management Information Systems

- # **PHOENIX** (formerly BMIS-FM) is a project to design, and implement a new, integrated and user-friendly financial management system. This system will help the Department fulfill its fiduciary responsibilities and meet both internal management and external reporting requirements. The new system will replace and extend the functionality of the current DISCAS, MARS and FDS legacy systems. The need for a major change in DOE financial management practices is also driven by actions external to the Department, such as the Chief Financial Officer's Act of 1990, Government Performance and Results Act of 1993, Federal Financial Improvement Act of 1996, Clinger-Cohen Act of 1996, OMB Circular A-127, and Joint Financial Management Improvement Program.
- # **CHRIS** is the Department's official personnel system. CHRIS provides integrated human resource information functions for areas such as training, position management, and performance management. Personnel data from CHRIS is used to produce the payroll for employees and for financial, budget and resource reporting and planning. The day-to-day CHRIS operations and maintenance of the features and functions is funded through the Department's Working Capital Fund. CHRIS capabilities are being developed and implemented to enable managers to track health and safety incidents, employee and labor relations cases, perform succession planning and other human resource functions.
- # **Procurement Modernization** is an effort to utilize computer information systems to improve and promote efficient use of resources in the Office of Procurement and Assistance Management and throughout the contracting activities across the DOE complex. The Procurement Modernization information system(s) must support those activities that are required or are directly associated with the planning, awarding and administering of various acquisition and financial assistance instruments.

## Activities for Architecture and Planning

- # **Information Architecture (IA)** defines the foundations, baseline, and guidance to serve as the basis for preparing an architecture-based, strategic IT plan. Information Architecture includes the technical, procedural, and policy aspects of information technology operations. Phase One of the project plan defines a comprehensive high-level IA Program that encompasses all components of DOE.
- # **Capital Planning and IT Investment** is in response to the Clinger-Cohen Act of 1996 that directs Federal Agencies to use a comprehensive capital planning process for selecting, managing, and assessing IT investments. The evolving process provides an analytical framework for linking IT investment decisions to

strategic objectives, mission achievement, and business plans. The Departmental process applies primarily to crosscutting corporate administrative and infrastructure initiatives.

- # **Strategic Information Management (SIM)** ensures strategic alignment of major IT investments with DOE business goals and objectives to maximize improvements in mission performance. SIM techniques identify organizational business needs that can be met effectively and efficiently through IT investments, justifying each dollar against business objectives and processes. The SIM process is used to study cross-functional segments of an organization, identifying relationships between business processes and their alignment with IT investments.

### **Activities for Infrastructure Initiatives**

- # **CSIA Applications** support a comprehensive review of existing and required corporate (DOE-wide) systems to develop a proposed migration plan for corporate system modules. Significant benefits are expected in such areas as strategic and program planning, core data management, physical asset management, communication and outreach, and project management when legacy systems are replaced or modernized under a corporate systems approach.

### **Activities for Modernization Initiatives**

- # **CSIA Technology Infrastructure Modernization** has identified 35 applications (i.e., software systems or IT technology infrastructure modernization items) needed to improve the management of corporate data and support the DOE business functions that would benefit from improved technology infrastructures. Four initial infrastructure improvements are being implemented in FY 2002. The FY 2003 Budget Request provides four additional technology infrastructure modernization items: Voice Telecommunications System Upgrade, Centralized Locator Repository Enhancement, Defense Message System Pilot, and the Corporate Repository Data Exchange. These projects are described in the Detailed Program Justification below.

## Funding Schedule

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
<b>Business Management Information Systems</b>					
PHOENIX.....	8,000	10,000	10,400	+400	+4.0
CHRIS.....	2,600	1,800	1,800	0	0.0
Procurement Modernization.....	0	500	1,850	+1,350	+2.7
Subtotal, Business Management Information Systems .....	10,600	12,300	14,050	+1,750	+14.2
<b>Architecture and Planning</b>					
Information Architecture.....	800	800	1,000	+200	+25.0
Capital Planning and IT Investment.....	374	400	520	+120	+30.0
Strategic Information Management.....	200	750	1,500	+750	+100.0
Subtotal, Architecture and Planning .....	1,374	1,950	3,020	+1,070	+54.9
<b>Infrastructure Initiatives</b>					
Departmental Element Information Repository.....	0	0	300	+300	+100.0
Information Structure Repository.....	0	0	700	+700	+100.0
Organization Information Repository.....	0	350	770	+420	+120.0
Subtotal, Infrastructure Initiatives.....	0	350	1,770	+1,420	+405.7
<b>Modernization Initiatives</b>					
Network Switching Infrastructure Upgrade.....	0	400	0	-400	-100.0
Voice Telecommunications System Upgrade.....	0	0	535	+535	+100.0
Centralized Locator Repository Enhancement.....	0	0	215	+215	+100.0
Defense Message System Pilot.....	0	0	430	+430	+100.0
Corporate Repository Data Exchange.....	0	0	400	+400	+100.0
Subtotal, Modernization Initiatives .....	0	400	1,580	+1,180	+295.0
<b>Total, Corporate Management Information Program .....</b>	<b>11,974</b>	<b>15,000</b>	<b>20,420</b>	<b>+5,420</b>	<b>+36.1</b>

## Detailed Program Justification

(dollars in thousands)

	FY 2001	FY 2002	FY 2003
<b>Business Management Information Systems .....</b>	<b>10,600</b>	<b>12,300</b>	<b>14,050</b>
<b># PHOENIX.....</b>	<b>8,000</b>	<b>10,000</b>	<b>10,400</b>
<p>Implement the core financial management system at one service center and its satellites. Add detailed asset, liability, collection, and payment data to the Financial Data Warehouse. Award contract for the budget formulation system. Initiate implementation and data conversion plans for each of the budget formulation pilot sites. Initiate the budget formulation system at pilot site(s).</p>			
<b># Corporate Human Resource Information System (CHRIS) .....</b>	<b>2,600</b>	<b>1,800</b>	<b>1,800</b>
<p>Identify one or two HR functions as implementation priorities based on Department-wide needs and the degree of Federalization of the software at the time of their decision. Finish analysis of PeopleSoft Federal product software functions to ensure that they meet Departmental requirements. Maintain CHRIS as a state-of-the-art system by appropriately planning for and implementing PeopleSoft Federal release upgrades to assure that the Department takes advantage of planned technology and functional improvements in the commercial-off-the-shelf product.</p>			
<b># Procurement Modernization .....</b>	<b>0</b>	<b>500</b>	<b>1,850</b>
<p>Develop detailed specifications based on the results of the Procurement Modernization SIM Business Case. Issue a solicitation for the acquisition of the recommended solution.</p>			
<b>Architecture and Planning .....</b>	<b>0</b>	<b>1,950</b>	<b>3,020</b>
<b># Information Architecture (IA) .....</b>	<b>0</b>	<b>800</b>	<b>1,000</b>
<p>Continue detailed analysis, definition and modeling of the DOE technology architecture to ensure alignment and integration with the Security Architecture and the Corporate IT Infrastructure Initiative. Expand and update the Corporate IA Business Model, Data and Applications Architectures. Begin Phase II implementation of Interoperability Measurement Project.</p>			
<b># Capital Planning and IT Investment .....</b>	<b>374</b>	<b>400</b>	<b>520</b>
<p>Support efforts to ensure DOE Program offices apply the capital planning principles of the DOE Guide to IT Capital Planning and Investment to their IT investment processes.</p>			
<b># Strategic Information Management (SIM).....</b>	<b>0</b>	<b>750</b>	<b>1,500</b>
<p>Continue the structured process to evaluate business requirements, determine systems needed and identify existing system shortfalls. The SIM process produces business case analyses leading to recommendations for new or enhanced corporate information technology investments.</p>			
<b>Infrastructure Initiatives (CSIA Applications).....</b>	<b>0</b>	<b>350</b>	<b>1,770</b>
<b># Departmental Element Information Repository .....</b>	<b>0</b>	<b>0</b>	<b>300</b>

(dollars in thousands)

FY 2001	FY 2002	FY 2003
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The Departmental Element Information Repository will allow the Department to maintain a uniform and current file of basic data to support other automated systems, DOE-wide, to facilitate communication both within the Department and externally.

**# Information Structure Repository..... 0 0 700**

The Information Structure Repository will allow the Department to provide a comprehensive, official, and current file of the name and code identification of important categories of information such as Budget and Reporting codes, contractor identification, and employee categories.

**# Organization Information Repository..... 0 350 770**

The Organization Information Repository will allow the Department to provide an easily accessible, accurate, complete and current source of basic information about non-governmental organizations with which DOE does business such as: contractors, grantees, public interest groups and suppliers.

**Modernization Initiatives (CSIA Technology Infrastructure)..... 0 400 1,580**

**# Network Switching Infrastructure Upgrade ..... 0 400 0**

The DOE Headquarters network-switching infrastructure requires an upgrade in several organizational areas to achieve an improved grade of service in distribution of information and data to the desktop and enhancing the use of multi-media services. This upgrade will provide proactive performance monitoring and analysis of system, capacity and resource allocation problems to improve the reliability of the services.

**# Voice Telecommunications System Upgrade ..... 0 0 535**

DOE headquarters operates two voice switches that should be upgraded to provide additional capabilities to support customer mission needs. These include improving telephone conferencing capabilities to accommodate the anticipated future usage at DOE. This funding will provide an SL-100 PRI Class Service capability to allow caller ID information to be processed and reconciled with commercial vendor charges. In addition, this class service will enable conference-bridging (needed for telephone conferences).

**# Centralized Locator Repository Enhancement ..... 0 0 215**

The DOE-wide Centralized Locator Project is designed to provide more accurate, timely and useful information about DOE employees (including: name, location, phone/fax numbers, organization, email address). This funding will provide for the enhancement of the current People Program and the development of WEB based display and update of information.

**# Defense Message System (DMS) Pilot..... 0 0 430**

DOE relies on two systems to provide access to the Department of Defense AUTODIN system for receipt and transmission of classified and unclassified messages, the CSP for Top Secret messages and the SIMEX Switch for the Secret/Restricted Data classification level. The DOE DMS pilot will identify a transitional architecture to maintain or improve current security profile standards. The transition/replacement system will provide: secure, encrypted message/data handling services; maximum use of state-of-the-art equipment; reduce



(dollars in thousands)

FY 2001	FY 2002	FY 2003
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overall system costs; and be capable of extension to DOE headquarters and field.

**# Corporate Repository Data Exchange ..... 0 0 400**

Currently, data from the Corporate Repository is exchanged with numerous corporate systems DOE-wide. This project is intended to provide a subscription process using extended mark-up language (XML), an emerging data transfer standard, to automatically support the exchange of data. This approach is much more efficient, cost effective and improves support to DOE wide users of the Corporate Repository.

**Total, Corporate Management Information Program ..... 11,974 15,000 20,420**

## Explanation of Funding Changes

FY 2003 vs. FY 2002 (\$000)
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# Overall, the program change equals a 2.1% increase for escalation. Several offsetting increases and decreases are included as described below.	
\$ PHOENIX.....	+400
Additional funding to implement the core system at one DOE Financial Service Center (FSC) and its satellites.	
\$ Procurement Modernization.....	+1,350
Additional funding to support development of detailed specifications for acquisition of modernized Procurement and Assistance system.	
\$ Information Architecture .....	+200
\$ Capital Planning and IT Investment .....	+120
\$ Infrastructure Initiatives (CSIA Applications).....	+1,420
Decreased funding due to completion of initiatives.	+750
\$ Strategic Information Management.....	
\$ Four Modernization Initiatives completed in FY 2002.....	-400
The four projects are: Network Switching Infrastructure Upgrade; HQ Server Operating System Migration; Comprehensive Data Backup and; headquarters Microsoft Exchange Infrastructure Upgrade.	
\$ Four Modernization Initiatives initiated in FY 2003.....	+1,580
The four projects are: Voice Telecommunications Systems Upgrade; Centralized Locator; Repository Enhancement; Defense Message System Pilot and; Corporate Repository Data Exchange.	
Total, Corporate Management Information Program.....	+5,420

# Cyber Security and Secure Communications Program

## Program Mission

The mission of the Cyber Security and Secure Communications Program is to provide consistent principles and requirements for cyber security that Departmental organizations can implement for the protection of classified and unclassified information, as required by national laws and policies.

## Program Strategic Performance Goal

**CM3-2:** Ensure that DOE's information assets are secure through effective policies, implementation, and oversight.

## Performance Indicators

- # Develop and implement a comprehensive cyber security program that implements risk-based policies.
- # Provide comprehensive cyber security education, awareness, and training.
- # Implement capabilities at all sites for cyber incident response, baseline architecture, cyber intrusion detection and reporting, and public key architecture.
- # Provide tools to eliminate cyber security vulnerabilities.

## Performance Standards

**Blue:** Significantly exceed schedule

**Green:** Meet all planned targets/milestones

**Yellow:** Meet all critical targets/milestones

**Red:** Below expectations

## Annual Performance Results and Targets

FY 2001 Results	FY 2002 Results	FY 2003 Targets
<p><b>Policy and Planning</b> Issued DOE Cyber Security Program Action Plan, published numerous policies and memos, published separate PKI and Training Strategies, and continued to review and provide guidance on Implementation Plans from DOE sites (CM3-2)</p> <p><b>Training</b> Implementation of an effective cyber security education program available to all DOE staff and contractors. As such, approximately 4,200 DOE Federal and contractor personnel were trained in PKI/ISS/Cyber Cop, information systems security, and classified computer security.</p> <p><b>Engineering and Assessments</b> Provided funding for field cyber security architecture upgrades, completed PKI architecture, purchased Doe-wide site licenses for intrusion detection software</p> <p><b>Technical Development</b> Funded new technologies to enhance cyber security protection capabilities,</p>	<p><b>Policy and Planning</b> Updated and implemented DOE Cyber Security Program Action Plan, launched cyber security performance measurement program; integrated cyber security capital planning process with IT capital planning process; and continued to review and provide guidance on Implementation Plans for DOE site (CM3-2)</p> <p><b>Training</b> Developed and expanded a comprehensive DOE-wide cyber-training program to include forensics awareness, a recognition program, and promulgating a catalog of courses.</p> <p><b>Engineering and Assessments</b> Analyzed and disseminated cyber security incident information within DOE, expanded PKI capability department wide, funded STU III replacement of 25% of assets, and continued to fund DOE wide infrastructure/architecture upgrades.</p> <p><b>Technical Development</b> Procured new technologies to enhance cyber security protection capabilities, transitioned IMAC to Coordinated Protection Program to enhance Department's forecasting ability of cyber attacks on DOE electronic information systems.</p>	<p><b>Policy and Planning</b> Develop and maintain risk management-based policy implementation guidance for the protection of cyber assets. Develop and audit implementation of DOE headquarters cyber security policies to ensure proper reliability and accessibility of classified systems. (CM3-2)</p> <p><b>Training</b> Provide consistent core training requirements for cyber security professionals, system administrators, senior management, and general users.</p> <p><b>Engineering and Assessments</b> Provide Departmental capabilities for cyber incident response, core cyber security architecture, cyber intrusion detection and reporting, and PKI architecture</p> <p><b>Technical Development</b> Develop and provide technical tools to eliminate cyber security vulnerabilities where commercial or Government products are not available.</p>

Note: FY2001 results are presented for context, and were not included in previous Annual Performance Plans.

### Significant Accomplishments and Program Shifts

- # The Cyber Security Program has developed and issued risk management based policies for the protection of both classified and unclassified information.
- # An expanded cyber security training effort was initiated.
- # The incident response capability (Computer Incident Advisory Capability) was enhanced.

- # A Public Key Infrastructure strategy and development of core cyber security architecture requirements were initiated.
- # In FY 2001, the Communication Center and Special Facility were transferred from the Office of Emergency Management to the Office of the Chief Information Officer. In FY 2001, this program was appropriated in the Emergency Management budget. However, for comparability purposes, FY 2001 funding and FY 2002 requested funding for this program is reflected in this budget’s request under “Secure Communications”.

### Funding Profile

(dollars in thousands)

	FY 2001 Comparable Appropriation	FY 2002 Original Appropriation	FY 2002 Adjustment	FY 2002 Comparable Appropriation	FY 2003 Request
Cyber Security .....	30,243	0	29,258a	29,258	30,878
Secure Communications.....	1,143	0	1,143a	1,143	1,149
Subtotal, Cyber Security and Secure Communications .....	31,386	0	30,401	30,401	32,027
Use of prior year balances .....				-936	
Total, Cyber Security and Secure Communications .....	31,386b	0	30,401	29,465	32,027

a In FY 2002 provided in Other Defense Activities, Security and Emergency Operations, Nuclear Safeguards and Security.

b Reflects funding decrease of \$29,000 resulting from the allocation of a general reduction in Other Defense Activities and a decrease of \$67,000 resulting from the FY2001 Omnibus Rescission.

## Funding by Site

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Albuquerque Operations Office					
Los Alamos National Laboratory.....	150	0	0	0	0
Sandia National Laboratories .....	496	0	0	0	0
Pantex .....	200	0	0	0	0
Albuquerque Operations Office.....	580	0	0	0	0
Subtotal, Albuquerque Operations Office.....	1,426	0	0	0	0
Ohio Field Office .....	160	0	0	0	0
Chicago Operations Office					
Argonne National Laboratory.....	119	0	0	0	0
Brookhaven National Laboratory .....	290	0	0	0	0
Fermi National Laboratory .....	622	0	0	0	0
Chicago Operations Office .....	60	0	0	0	0
Subtotal, Chicago Operations Office.....	1,091	0	0	0	0
Idaho Operations Office.....	432	0	0	0	0
National Energy Technology Center .....	131	0	0	0	0
Nevada Operations Office .....	331	0	0	0	0
Oak Ridge Operations Office .....				0	0
Oak Ridge National Laboratory .....	468	0	0	0	0
Oak Ridge Operations Office.....	309	0	0	0	0
Subtotal, Oak Ridge Operations Office .....	777	0	0	0	0
Power Marketing Administrations .....				0	0
Southeast Area Power Administration .....	19	0	0	0	0
Western Area Power Administration .....	121	0	0	0	0
Subtotal, Power Marketing Administrations .....	140	0	0	0	0
Richland Operations Office.....				0	0
Pacific Northwest National Laboratory .....	652	0	0	0	0
Richland Operations Office .....	71	0	0	0	0
Subtotal, Richland Operations Office .....	723	0	0	0	0
Rocky Flats Area Office .....	60	0	0	0	0
Oakland Operations Office					
Lawrence Livermore Laboratory .....	500	0	0	0	0
Stanford Linear Accelerator Center .....	242	0	0	0	0
Oakland Operations Office .....	80	0	0	0	0
Subtotal, Oakland Operations Office .....	822	0	0	0	0
Savannah River Site .....	180	0	0	0	0
Strategic Petroleum Reserve .....	150	0	0	0	0
Office of Scientific and Technical Information .....	173	0	0	0	0
Washington Headquarters .....	24,790	30,401	32,027	+1,626	+5.3
Total, Office of the Chief Information Officer .....	31,386	30,401	32,027	+1,626	+5.3

Departmental Administration  
Office of Chief Information Officer

FY 2003 Congressional Budget

# Cyber Security and Secure Communications Program

## Mission Supporting Goals and Objectives

### Goals

The goal of the Cyber Security and Secure Communications Program is to provide Corporate management policies and practices for the protection of classified and unclassified information used or stored on Departmental Information Systems. The policies for the protection of this information will ensure that classified and unclassified information is protected reliably and uniformly across the various elements of the Department in a cost-effective manner, consistent with comparable protective measures for paper documents.

The program will also provide cyber security tools and capabilities that are required for all Departmental elements. These include training requirements, incident response capability, and core cyber security architecture development and deployment.

### Objectives

The Cyber Security Program has four major objectives:

- # **Policy and Planning** - to provide high level consistent, risk management-based policies and implementation guidance for the protection of cyber assets. To develop and audit implementation of DOE headquarters cyber security policies to ensure proper reliability and accessibility of classified systems.
- # **Training B** to provide consistent core training requirements for cyber security professionals, system administrators, senior management, and general users.
- # **Engineering & Assessments B** to provide Departmental capabilities for cyber incident response, core cyber security architecture, cyber intrusion detection and reporting, and Public Key Infrastructure (PKI) architecture (a wide range of security initiatives, including: encryption and digital signature).
- # **Technical Development B** to develop and provide technical tools to eliminate cyber security vulnerabilities where commercial or Government products are not available.

## Funding Schedule

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Policy and Planning .....	2,000	3,000	3,500	+500	+16.7
Training .....	3,350	1,000	1,500	+500	+50.0
Engineering & Assessments.....	23,314	23,758	24,378	+620	+2.6
Technical Capability .....	1,579	1,500	1,500	0	0.0
Secure Communications .....	1,143	1,143	1,149	+6	+0.5
<b>Total, Cyber Security and Secure Communications.....</b>	<b>31,386<sup>a</sup></b>	<b>30,401</b>	<b>32,027</b>	<b>+1,626</b>	<b>+5.3</b>

## Detailed Program Justification

(dollars in thousands)

	FY 2001	FY 2002	FY 2003
<b>Policy and Planning .....</b>	<b>2,000</b>	<b>3,000</b>	<b>3,500</b>

In FY 2003, develop and maintain policies and guidance documents necessary to provide the framework for an integrated Cyber Security Program across the Department's varying missions and sites. Review Implementation Plans and provide guidance to Departmental sites on the execution of cyber security programs detailed in the Cyber Security Program Plans (CSPPs). Expand analysis capabilities of the CSPP database in order to baseline the Department's cyber security posture. Develop real-time Reporting Capabilities for re-submission of Field Site CSPP data. Continue to update and implement the Cyber Security Program Action Plan, comprised of an integrated set of ongoing and future activities under the DOE Cyber Security Program.

<b>Training .....</b>	<b>3,350</b>	<b>1,000</b>	<b>1,500</b>
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Beginning in FY 2001, delivers training to a DOE-wide audience based on the Comprehensive Training Strategy and baseline skills evaluations as well as certification requirements for classified computer security. There are five System Administration, Networking, and Security (SANS) training courses that meet the immediate needs of the Department and these are on-line to over 5,000 federal and contracted employees. Training encompasses managers, system administrators, cyber security professionals, and general systems users. In FY 2002, continue baseline skills evaluation and certification, with comprehensive training to a reduced number of DOE employees and contractors. In FY 2003 the Cyber Security Training Education and Awareness Program will continue conducting baseline skills evaluation and certification for classified computer security and comprehensive training nation-wide for all general users. The program will continue to identify course materials that are suitable to DOE's training requirements and will use commercial off-the-shelf materials whenever possible.

<sup>a</sup> Reflects funding decrease of \$29,000 resulting from the allocation of a general reduction in other Defense Activities and a decrease of \$67,000 resulting from the FY2001 Omnibus Rescission.



(dollars in thousands)

FY 2001	FY 2002	FY 2003
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**Engineering and Assessments** ..... **23,314**    **23,758**    **24,378**

Provide for increased and continued cyber security incident response capabilities (CIAC), DOE-wide implementation of baseline cyber security architecture, and enhanced Public Key Infrastructure (PKI) deployment. This involves a wide range of security initiatives, including: encryption and digital signature. In FY 2003, the Office of Cyber Security will maintain CIAC at LLNL at the current contractor support level to provide cyber security incident response, analysis of cyber intrusions and attempted intrusions, and warning capability throughout the Department. Cyber security upgrades will continue across the DOE complex. Other activities in FY 2003 include maintaining Independent Validation and Verification for accreditation of classified systems, and increasing inter-site PKI capability for the protection of unclassified data in transit and storage. Additionally, the Program will continue Telecom Security Engineering and Information Systems Security Management at Headquarters.

**Technical Development** ..... **1,579**    **1,500**    **1,500**

Provides for technology assessments, development and application throughout the Department. The technology assessment portion of this element will enable development and implementation of cyber security policies that appropriately address the threats, vulnerabilities, and the continuously changing technology environment faced by DOE computer resources. Development activities will extend the capabilities of current information security technology, or will produce entirely new capabilities, to reduce the risk to information assets. FY 2001 funding provides for network intrusion detection R&D, connection log analysis, and multi-platform trusted copy software enhancements. In FY 2002, there is a continued need to evaluate and possibly implement commercially available cyber security products to ensure compatibility with Departmental missions. The same approach will be pursued in FY 2003, continuing technology assessments, developments and applications.

**Secure Communications** ..... **1,143**    **1,143**    **1,149**

Provides support for the Forrestal Communications Center and Special Facility, secure facilities dedicated to secure/emergency communications.

**Subtotal, Cyber Security and Secure Communications** ..... **31,386**    **30,401**    **32,027**

Use of prior year balances ..... -936

**Subtotal, Cyber Security and Secure Communications** ..... **31,386**    **29,465**    **32,027**

## Explanation of Funding Changes

FY 2003 vs. FY 2002 (\$ 000)
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**# Policy and Planning**

Maintain policies for an integrated Cyber Security Program; expand effort for review and analysis of Cyber Security Program Plans being developed at Departmental nation-wide sites.....	+500
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**# Training**

Maintain oversight responsibility of the Cyber Security Training Program and fund additional courses offered Department-wide .....	+500
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**# Engineering and Assessments**

Increased level of effort in PKI implementation to insure corporate applications are ready to accept electronic signatures and encryption, and to enforce strict need-to-know capabilities.....	+620
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**# Secure Communications (Communications Center)**

Overall increase due to cost of supplies and materials.	+6
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<b>Total Funding Change, Cyber Security and Secure Communications .....</b>	<b>+1626</b>
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# Chief Information Officer Program Direction

## Program Mission

The mission of Program Direction is to provide resources (including federal and contractor personnel funding) for activities of the Office of the Chief Information Officer (OCIO) providing support to the Department's mission through the Corporate Management Strategic Objective CM3.

## Program Strategic Performance Goals

**CM3-1:** Promote the effective management of Information Technology resources in the Department.

### Performance Indicators:

- # Information Technology Consolidation (Headquarters): Consolidate and centralize common information technology (IT) services across the Department of Energy Headquarters within one year.
- # Identify Candidate Areas where enterprise Agreements can benefit Headquarters IT Users and Organizations.
- # Develop an initial list of known Enterprise Licenses for software, hardware, support services that are currently available to include benchmark analysis of enterprise Agreements across Federal Agencies.
- # Identify requirements to establish "new" Enterprise Agreements.
- # Develop process or rules that will drive the Headquarters IT Organizations to use the Enterprise Agreements. Define guidelines that will mandate that program areas utilize these products whenever possible.

### Performance Standards

**Blue:** Significantly exceed schedule

**Green:** Meet all planned targets/milestones

**Yellow:** Meet all critical targets/milestones

**Red:** Below expectations

## Annual Performance Results and Targets

FY 2001 Results	FY 2002 Targets	FY 2003 Targets
	Initiate planning and logistics for IT Services consolidation in DOE Headquarters (CM3-1) Initiate enterprise-wide software acquisition efforts (CM3-1)	Complete IT services consolidation for DOE Headquarters by end of fiscal year (CM3-1) Complete at least one major enterprise-wide software agreement; initiate work on other candidates (CM3-1) (Critical)

Note: Beginning in FY 2002 these are new initiatives at the direction of the Deputy Secretary.

**CM2-1:** Support of the President's E-government initiatives by developing a framework for existing, and a roadmap for corporate direction and DOE organization-specific efforts.

### Performance Indicator

Ensure that employees and the public are able to do business with the Department of Energy electronically, where practicable, by the end of FY 2003.

### Performance Standards

**Blue:** Significantly exceed schedule

**Green:** Meet all planned targets/milestones

**Yellow:** Meet all critical targets/milestones

**Red:** Below expectations

## Annual Performance Results and Targets

FY 2001 Results	FY 2002 Targets	FY 2003 Targets
	Assess requirements for the geospatial information one stop project and develop a project plan. (CM2-1) Develop E-gov framework (CM2-1) (Critical) Develop E-gov roadmap including plan to reduce information collection burden. (CM2-1) (Critical) Identify use of open standards across DOE. (CM2-1) Conclude CIO Office e-mail pilot; start implementation in at least 1 HQ Staff Office. (CM2-1) Increase usage of citizen-centric Energy.gov website by 5% (CM2-1) Issue draft Departmental policy and guidance, including Section 508 compliance, on use of websites(CM2-1)	Meet the implementation requirements of the geospatial one stop project. (CM2-1) Convert appropriate paper-centric information collections/business transactions to electronic methods according to E-gov roadmap. (CM2-1) (Critical) Document burden reduction by use of open standards across the Department. (CM2-1) Finalize electronic record keeping guidance. (CM2-1) Increase usage of citizen-centric Energy.gov website by 5%. (CM2-1) Finalize Departmental policy and guidance on use of websites. (CM2-1)

Note: These are new initiatives responding to the President's Management Agenda, Expanded Electronic Government.

## Significant Accomplishments and Program Shifts

- IT advancements include Local Area Network connectivity, enhanced e-mail services, hardware and software installations, and networking capabilities.
- Initiation of IT services consolidation in DOE Headquarters

## Funding Profile

(dollars in thousands)

	FY 2001 Comparable Appropriation	FY 2002 Original Appropriation	FY 2002 Adjustment	FY 2002 Comparable Appropriation	FY2003 Request
Personnel and Administrative					
Salaries and Benefits	12,507 <sup>a</sup>	0	12,753 <sup>a,b</sup>	12,753 <sup>a</sup>	12,948 <sup>a</sup>
Other Related Expenses					
Working Capital Fund	4,206	0	4,395 <sup>b</sup>	4,395	4,628
Travel	161	0	171 <sup>b</sup>	171	175
Training	170	0	179 <sup>b</sup>	179	183
Subtotal Personnel and Administrative, Other	17,044	0	17,498 <sup>b</sup>	17,498	17,934
Mission Support Services	13,574	0	13,481 <sup>b</sup>	13,481	13,779
Total Program Direction	30,618	0	30,979	30,979	31,713
Total Excluding Full Funding for Federal Retirements	29,782	0	30,126	30,126	31,117

## Funding by Site

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Washington Headquarters.....	30,618	30,979	31,713	+734	+2.4

<sup>a</sup> The FY 2001 and FY 2002 columns include funding in the amount of \$836 and \$853, respectively, for the federal government's share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$596. (Note: The data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.)

<sup>b</sup> In FY 2002 provided in Other Defense Activities, Security and Emergency Operations, Program Direction

# **Chief Information Officer Program Direction**

## **Mission Supporting Goals and Objectives**

The Program Direction program provides resources (including federal and contractor personnel funding) to support the activities of the Office of the Chief Information Officer (OCIO). These activities are carried out in coordination with all DOE Program elements through three customer forums: the Executive Council for Information Management, the CIO Executive Council and the Working Capital Fund.

### **Goals**

As directed by the Deputy Secretary, a major initiative will be implementation of centralized IT infrastructure and core services provision and their management across DOE headquarters, by the OCIO. A primary focus of several OCIO activities involves establishing standard delivery of infrastructure services and products through a consistent and repeatable process, and the implementation of E-government initiatives in support of the President's Management Agenda. Other program direction goals include:

- Fund Salaries and Benefits, Travel, Training, Support Services, and Other Related Expenses (the latter including the Working Capital Fund), associated with the overall management, direction, and administration of the Office of the Chief Information Officer.
- Deliver support services as required to ensure that any necessary IT studies/reviews are conducted properly and in a timely manner.
- Deliver voice, video and data network services throughout the DOE headquarters that will establish a consistent operating environment (this is a set of standards that outline necessary hardware and software to be used at DOE Headquarters) and meet Information Management business requirements of DOE.
- Implement cyber security programs to assure protection of DOE headquarters classified and unclassified information technology assets; assure implementation of departmental cyber security policies.
- Provide IT office systems support to DOE headquarters that meets or exceeds industry best practice standards; establish and manage service level agreements for the entire suite of IT services supported that align with DOE customer needs.
- Plan, acquire or develop, engineer, and implement all operating system software and hardware requirements for DOE headquarters administrative computer facilities enterprise servers. Provide computer systems support on these computer platforms 24 hours/day, 7 days/week, 365 days/year.
- Provide systems programming, data base management, and administration to support implementation/integration/interoperability/maintenance of new software products on the mainframe computer and other network environments.

- Provide facilities management support for the Germantown and Forrestal Operations facilities.
- Conduct Workforce Planning for the CIO organization.
- Ensure that DOE adequately documents its missions and functions, policies, procedures, and decisions and preserves its historically valuable records.

## Objectives

Specific E-government efforts in support of the President's Management Agenda include:

- Accelerate the implementation of geospatial information one-stop project to enhance the implementation of E-government by enabling geospatial data to be more accessible and usable.
- Implement customer/citizen relationship management and utilize intergovernmental best practices to expedite Departmental implementation in FY 2003. Develop agency strategy for electronic government initiatives, which will establish a framework for existing initiatives underway in the Department and provide a roadmap for future corporate direction and organization-specific efforts.
- Address the CIO emphasis on minimization of the burden on the programs in data collections. Validate and document the burden reduction gained by using open standards and ebxml across the Department. Validation will occur in FY 2004.
- Improve efficiency of electronic record keeping practices by piloting an electronic record keeping system, researching corporate procurement vehicles, and generating policy and best practices documents.
- Ensure compliance with established policy on Internet Privacy.
- Ensure continuance of citizen-centric nature of Departmental website (Energy.Gov).
- Ensure Departmental compliance with the Amended Section 508 of Rehabilitation Act that addresses technology-driven inequities for persons with disabilities.

Other Objectives Include:

- Achieve IT efficiencies through the centralization of all IT infrastructure and core services within the DOE headquarters by terminating duplicative IT infrastructure components and services across headquarters and leveraging full economies of scale, pursuant to the Deputy Secretary's initiative.
- Provide Salaries and Benefits for OCIO Federal employees, including overtime, awards, lump-sum leave payments, transit subsidies, contributions to employee benefits, and associated cost-of-living increases.
- Ensure needed studies/reviews and related financial support services are provided within OCIO.
- Provide support for meetings of the newly formed CIO Executive Council and for conferences sponsored by the Office.
- Manage the DOE Telecommunications Program, including the management and operation of the Headquarters e-mail architecture.
- Engineer and implement new telecommunications (voice, data, video and image) services.

- Manage the DOE headquarters Local (LAN), Wide (WAN) - DOEnet, and Metropolitan area network (MAN) backbone infrastructures.
- Establish and assess the policies that assure the appropriate security requirements are included in specifications for operation of classified network facilities, equipment, software packages, or related services.
- Provide IT Office Systems Support (communications, networking, and desktop processing hardware/software) to the Office of the Secretary, DOE Staff Offices, and CIO.
- Provide end-users with application maintenance support and services for limited use mainframe, micro-based, and local area network-based applications systems.
- Provide computer operation, systems programming and database management support on the Enterprise mainframe server and other operating systems in the DOE headquarters Administrative Computing Center.
- Plan, test and implement, if necessary, a disaster recovery plan for restoring DOE mission-critical applications that are supported in the Germantown Administrative Computing Center.
- Ensure that DOE records are identified, stored, and managed in an efficient, cost-effective manner, so that they are accessible when needed, that historically valuable records are preserved appropriately, and that records management guidance and assistance is provided to headquarters program offices and field sites.
- Provide the Travel funds necessary to carry out OCIO's mission while away from official duty stations. Ensure per diem allowances as well as local travel are in accordance with Federal Travel Regulations. Travel is an essential part of staff duties, allowing the conduct of hands-on operations both domestically and internationally, participation in highly technical agency and interagency committees, and ensuring appropriate Government representation in policy meetings.
- Provide contractor support for technical, analytical, administrative, and operational activities of the Chief Information Officer related to the Clinger-Cohen Act.
- Provide technical, analytical, and administrative, support for the financial management functions of the OCIO. The daily operation and associated technical direction of the contracts will remain with Federal program managers in each organization.
- Ensure that CIO organizational staffing needs are identified through comprehensive workforce planning.
- Provide funding for Other Related Expenses that includes the Working Capital Fund. Other Related Expenses support the administrative costs of maintaining Federal Staff, such as information technology expenses, training, and other miscellaneous services. The Working Capital Fund includes centrally provided goods and services at Headquarters, such as space, utilities, general printing, graphics, copying, supplies, postage, telephones, supplies, and rent.



## Funding Schedule

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Personnel and Administrative					
Salaries and Benefits	12,507 <sup>a</sup>	12,753 <sup>a</sup>	12,948 <sup>a</sup>	195	1.53%
Other Related Expenses					
Working Capital Fund	4,206	4,395	4,628	233	5.30%
Travel	161	171	175	4	2.34%
Training	170	179	183	4	2.23%
Total Other Related Expenses	4,537	4,745	4,986	241	5.08%
Mission Support Services	13,574	13,481	13,779	298	2.21%
Total Program Direction	30,618	30,979	31,713	734	2.37%
Total Excluding Full Funding for Federal Retirements	29,782	30,126	31,117	991	3.29%

<sup>a</sup> The FY 2001 and FY 2002 columns include funding in the amount of \$836 and \$853, respectively, for the federal government's share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$596. (Note: The data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.)

## Detailed Program Justification

(dollars in thousands)

	FY 2001	FY 2002	FY 2003
<b>Personnel and Administrative:</b>	<b>12,507</b>	<b>12,753</b>	<b>12,948</b>
<b>Salaries and Benefits</b>	<b>11,671</b>	<b>11,900</b>	<b>12,352</b>

Chief Information Officer Staff functions are to:

- Develop and issue policy, procedures, and guidance on the management of information and information technology (IT) across the Department and Government-wide through the Federal Chief Information Officer Council;
- Establish, implement, and maintain a comprehensive cyber/computer security program to protect the Department's classified and unclassified information and information technology assets;
- Manage the Corporate Management Information Program;
- Produce Departmental IT reports required by the White House and Congress;
- Promote and facilitate the evolution and growth of Departmental electronic Government products emphasizing web-based capabilities as efficient tools for public service; and
- Provide improved Headquarters desktop services including a unified and effective help desk, timely response and support of DOE missions via a reliable and cost effective DOE corporate network, local and long distance telephone services, pagers and cellular telephones, and video conference support.

Performance is measured for the Chief Information Officer's function by how well the Department:

- Ensures economical and effective management of information resources to support DOE missions and objectives;
- Makes effective use of commercial applications and solutions for DOE's enterprise-wide IT infrastructure;
- Links IT investments to DOE strategic goals and the needs of business operations;
- Minimizes the number of redundant and duplicative systems; and
- Improves enterprise-wide data sharing.

<b>Full Funding Pension Requirements</b>	<b>836</b>	<b>853</b>	<b>596</b>
<b>Other Related Expenses</b>			
<b>Working Capital Fund</b>	<b>4,206</b>	<b>4,395</b>	<b>4,628</b>

Office of the CIO funding for the Working Capital fund is included in this subprogram and includes Headquarters space, utilities, general printing, graphics, copying, supplies, telephones, general automation support, payroll processing, mail, and other miscellaneous expenses associated with office operations. The increase is due to an increase in the rent charges under the Building Occupancy Business Line.

(dollars in thousands)

FY 2001	FY 2002	FY 2003
170	179	183

**Training**

Ensures that CIO staff is adequately trained and are prepared to provide service to Headquarters and Field Offices in support of the CIO mission. Individual Development Plans are prepared for each employee and are followed to ensure staff receives appropriate training.

**Travel**

Includes domestic and foreign trips necessary to conduct the Chief Information Officer's activities. Domestic travel includes interface with field offices, laboratories and IT systems vendors. Travel funding increases slightly due to escalation.

**Mission Support Services**

**Networking Support** - Provides a variety of networking support and services to the Headquarters-wide community that are outside of the Headquarters Working Capital Fund. Support includes Headquarters Network backbone cyber security systems (firewall, intrusion detection, etc.); Headquarters Common IT Infrastructure services modernization project; and maintenance of the crypto equipment used at the 25 Department-wide Secure Information Message Exchange System (SIMEX) sites (**FY2003: 1,801**).

**Communications Support** - Provides a number of telecommunications services to the Departmental Administration - funded customer base (e.g., Office of the Secretary, MA, DOE Staff Offices). Also includes: Secure Telephone Unit (STU) III maintenance and operations; satellite UPLINK time for official televideo broadcasts; circuits and maintenance for the TIMPLEX multiplexed communications system and; cellular telephone, pager, and calling card services. (**FY2003: 381**).

**E-Mail and Messaging Support** - Provides hardware, software and contractor support for managing the Headquarters-wide electronic mail messaging service. Provides direct support to 6,600 e-mail users that includes integrated directory services; protection against viruses introduced via e-mail in the headquarters environment; funding to maintain the AUTODIN circuit connectivity to the DISA system for the Department-wide SIMEX system (**FY2003: 1,227**).

**IT Office Systems** – Provides hardware, software and contractor desktop support services to the Departmental Administration (DA) funded customer base currently supported by the CIO's Operations office (e.g., Office of the Secretary, MA, SO-30, and other staff offices, etc.). This includes ensuring that desktop hardware and software is no more than three years old, (1/3 of the users are upgraded per year on a revolving cycle); helpdesk and contractor support services for correcting desktop configuration problems, operational problems, ad-hoc user training, etc. (**FY2003: 1,910**)

**Data Center Services** – Provides for computer operations, facilities management, hardware maintenance, software licensing, systems programming and data base management support for the mainframe systems operating Department-wide mission critical and DOE Corporate Systems [i.e., Payroll, Procurement, Corporate Data Repository, Online Locator System, etc.]. Also, includes disaster recovery services for the HQ Data Center. (**FY2003: 2,490**)

(dollars in thousands)

FY 2001	FY 2002	FY 2003
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**Business, Finance, and Procurement** - Provides support to the Associate Chief Information Officer for Operations for financial management, analytical studies, logistical/administrative support, contract administration, and technical information and timesharing services in support of its operational responsibilities. (FY2003: 2,004).

**Records Management** - The Records Management Program in the office of the CIO has agency-wide policy and oversight responsibility for management of the Department's records. In compliance with the Federal Records Act, ensures that DOE adequately documents its missions and functions, policies, procedures, and decisions and preserves its historically valuable records. (FY2003: 551)

**Administrative and Logistical Support** - Provides clerical support to the OCIO and administrative/logistical support for meeting and conferences. Also provides support for miscellaneous studies and process review. (FY2003: 1,191).

**Total Program Direction** 30,618      30,979      31,713

### Explanation of Funding Changes

**Program Direction**

FY 2003 vs. FY 2002 (\$000)
-----------------------------------

**Salaries and Benefits** +452  
Salaries and Benefits increase to fund cost-of-living increases (4.8%), promotions, within grade increases, lump sum payments, and overtime.

**Other Related Expenses** +241  
Other Related expenses increase due to increase in WCF charges for Building Occupancy.

**Federal Retirement** -257  
Decrease in funding needs for Federal Retirements

**Mission Support Services** +298  
Mission Support Services expenses are increasing in FY2003 due to technology refreshment in the network and common IT services infrastructure.

**Total Funding Change, Program Direction** +734

# **Congressional & Intergovernmental Affairs**

## **Program Mission**

The mission of the Office of Congressional and Intergovernmental Affairs (CI) is to promote Departmental policies, programs and initiatives through liaison, communications, coordination and interaction with Congress, State, Local, and Tribal governments, other Federal agencies, stakeholders, and the general public.

## **Program Goals**

- Embrace the importance of keeping the nation's citizens informed, and provide information to Members of Congress, Committees and staff, State, Local and Tribal officials, and DOE stakeholders; contribute to a broad national understanding of the Department's missions in areas ranging from energy security to economic development and national security; and support the statutory requirements of the DOE Organization Act, Public Law 95-91, to provide liaison between the Department, Congress and State, Local and Tribal governments.
- Build trust and ensure public understanding of Department of Energy (DOE) policies, programs, and initiatives.
- Comply with DOE's Acquisition Regulation which directs this office to advise Members of Congress regarding pending awards that have an impact upon the Member's State/District.
- Assure full and timely communication with all of our customers through advice and coordination with program offices on matters relating to congressional, intergovernmental, and tribal, and other outreach activities.
- Provide timely, complete information in anticipation of stakeholders' needs targeted to the full range of DOE constituents – from Members of Congress, Committees and staff, governors, Tribal leaders, local elected/appointed officials, and community groups around DOE sites, to professionals in the business, environment, and national security communities.
- Support early and effective public involvement in DOE decision making by improving coordination of stakeholder activities that cross-cut other DOE programs.
- Prepare briefing materials for the Secretary, Deputy Secretary and Under Secretary in preparation for meetings with Members of Congress, Tribal leaders and stakeholders.

## **Significant Accomplishments**

- Worked closely with Members of Congress, their staffs, and Committees/Subcommittees to define, articulate, and advance the Department's positions on electricity and National Energy Policy legislation, and other legislative and policy priorities.

- Worked closely with Governors and their staffs, local elected/appointed officials, and Tribal officials to provide information on DOE activities and decisions, and to elicit and incorporate their concerns and interests into DOE decision processes.
- Coordinated and provided two-way communication with national and regional stakeholder groups and other external constituents.
- Advised DOE program officials on scope and schedule of public involvement activities and coordinated efforts across DOE to assure easier, more effective stakeholder participation.
- Represented DOE and Administration policies and positions at national and public interest group (intergovernmental, Native American, and non-intergovernmental organizations) meetings.

# Congressional & Intergovernmental Affairs

## Mission Supporting Goals and Objectives

The office is charged with being responsive to the needs of Members of Congress and Committees; State, Local and Tribal governments; DOE stakeholders; consumer and public interest groups; and other Federal government agencies. The office fulfills its mission and responsibilities by functioning as a central point of contact for information about the Department’s energy, national security, science and environment business lines. The release of timely, factual information, coordinating extensive interactions with the U.S. Congress and a commitment to creating opportunities for public involvement in the Department’s decision-making processes have contributed to the office’s success in fulfilling its mission and achieving its goals and objectives.

CI Strives for continuous improvement in its partnerships with constituent groups and stakeholders. These efforts are supported through: close collaboration with DOE officials and program staff on the development and implementation of legislative strategies; by communicating DOE’s mission, programs, and accomplishments to our primary constituent and stakeholder groups; and, through rapid response to their requests for information.

### Funding Schedule

(dollars in thousands)

	FY 2001 Comparable Appropriation	FY 2002 Comparable Appropriation	FY 2003 Request	\$ Change	% Change
Salaries and Benefits .....	4,352	3,770	4,363	+593	+15.7%
Travel .....	57	60	60	0	0%
Support Services .....	4	107	5	-102	-95.3%
Other Related Expenses .....	862	840	796	-44	5.2%
<b>Total, Congressional &amp; Intergovernmental Affairs .....</b>	<b>5,275<sup>a</sup></b>	<b>4,777<sup>a</sup></b>	<b>5,224<sup>a</sup></b>	<b>+447</b>	<b>+9.4%</b>
<b>Total Excluding Full Funding for Federal Retirements, Congressional &amp; Intergov- ernmental Affairs .....</b>	<b>4,989</b>	<b>4,500</b>	<b>4,953</b>	<b>+453</b>	<b>+10.1%</b>
Full Time Equivalents .....	36	39	38	-1	-2.6%

**Public Law Authorization:**

Public Law 95-91, "Department of Energy Organization Act," Section 203

<sup>a</sup> The FY 2001 and FY 2002 column of the FY 2003 Congressional Request includes funding in the amount of \$286,000 and \$277,000, respectively, for the Government’s share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$271,000. (Note: The data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.)

## Detailed Program Justification

(dollars in thousands)

	FY 2001	FY 2002	FY 2003
<b>Salaries and Benefits</b> .....	4,352	3,770	4,363

Salaries and benefits provides funding for 38 full-time permanent and other than full-time permanent employees, overtime pay, cash incentive awards, lump sum leave payments, and Senior Executive Service and other performance awards. The change in FY 2003 reflect an increase of \$+593,000 due to cost of living adjustments, promotions, within-grade increases, performance awards, and full funded pension and health benefits. Prior year balances will be used in FY 2003 to fully fund salaries and benefits.

CI will measure its performance in FY 2003 by:

- Customer feedback, leadership’s ability to meet commitments and program objectives and feedback from our employees.
- Assist program offices in their preparation of official Departmental testimony and accompany senior Departmental officials to approximately 125 congressional hearings. Assist program offices in preparation for those hearings.
- Attend over 3,000 briefings and meetings and over 40 committee markups in performance of CI’s liaison functions.
- Research, prepare, and/or review:
  - Over 100 briefing books/papers regarding Congressional hearings and meetings.
  - Over 3,000 pieces of Congressional, State, and Tribal correspondence, developed with program offices on program/policy issues.
  - 125 reports on Congressional hearings, coordination of 110 hearing statements, approximately 1,600 pre- and post-hearing Questions and Answers; 90 inserts for the record; and 1,000 congressional letters relating to hearings.
  - 250 Daily Reports and 52 Weekly Reports for senior Departmental officials providing detailed congressional and intergovernmental information on meetings, hearings, mark-ups, site visits and other major events.
  - Weekly calendar of DOE-sponsored public meetings and workshops.
  - Numerous Congressional, gubernatorial, and stakeholder notifications on Departmental program issues and major announcements.



- Approximately 3,000 contract and grant notifications for Members of Congress requiring over 9,000 congressional notifications, and notifications to affected Governors.
- Several thousand notifications to Governors/Tribal leaders/American Indian Organizations/consumer groups and industry of major actions.
- Prepare briefing papers for meetings or appearances by the Secretary and other principal Departmental officers with Tribal officials, intergovernmental or public liaison groups.
- Prepare 535 biographies of Members of Congress (including energy-related information, Committee assignments, energy and environment-related legislation sponsored and co-sponsored by Member(s), background information on Departmental facilities in Member's District/State, and major energy interest and concerns).
- Assist program offices and field organizations with appropriate policy and procedures for consulting with tribal governments.
- Comprehensive and specialized lists of Departmental stakeholders.

**Travel** ..... 57 60 60

Travel provides funding for official travel for site visits to facilities of interest to Congress; attendance at conferences and meetings with State and local governments, American Indian tribal officials, and business and community groups, and a broad range of DOE stakeholders to convey DOE initiatives and policies.

**Support Services** ..... 4 107 5

Support services provides funding for maintenance of the Spectrafax Fax Liaison System. The decrease (\$-102,000) reflects completion of information technology upgrades (39 workstations) in Fiscal Year 2002.

**Other Related Expenses** ..... 862 840 796

Other related expenses provides funding for employee training and development; timesharing services (Lexis/Nexis, Congressional Quarterly, Hotline/Greenwire, Westlaw); and services included in the business lines of the Working Capital Fund, e.g., office space, building operations and maintenance, postage, telephone service, printing and graphics, copying, desktop services, supplies/equipment, On-Line Learning Center, expanded IT services, and subscription to DOCS for software, licenses and maintenance.

Total, Program Direction ..... 5,275 4,777 5,224

## Explanation of Funding Changes from FY 2002 to FY 2003

FY 2003 vs. FY 2002 (\$000)
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### Salaries and Benefits

- Reduction of 1 FTE which is offset by an increase due to cost of living adjustments, promotions, within-grade increases, performance awards, and fully funded pension and health benefits. Prior year balances are expected to be used in FY 2003 to offset salaries requirements. ....
 +593

### Support Services

- Support services reflect a decrease (\$-102,000) due to completion of information technology upgrades (39 workstations) in Fiscal Year 2002. ....
 -102

### Other Related Expenses

- The decrease in other related expenses is a net result of an increase in training (\$+1,000), elimination of program support for public service announcements (\$-56,000), an increase in Lexis/Nexis, Congressional Quarterly, Hotline/Greenwire, Westlaw and Working Capital Fund (\$+11,000). ....
 -44

Total Funding Change, Congressional & Intergovernmental Affairs. ....	+447
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## Support Services

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Technical Support Services (Fax Liaison) .....	4	107	5	-102	-95.3%
<b>Total, Support Services .....</b>	<b>4</b>	<b>107</b>	<b>5</b>	<b>-102</b>	<b>-95.3%</b>

## Other Related Expenses

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Training .....	3	5	6	+1	+20.0%
Other Program Support—Contracts .....	50	56	0	-56	-100%
Lexis/Nexis, Congressional Quarterly, Hotline/ Greenwire, Westlaw (Timesharing) .....	66	40	50	+10	+25.0%
Working Capital Fund .....	743	739	740	+1	+0.1%
<b>Total, Other Related Expenses .....</b>	<b>862</b>	<b>840</b>	<b>796</b>	<b>-44</b>	<b>-5.2%</b>

# Economic Impact and Diversity

## Program Mission

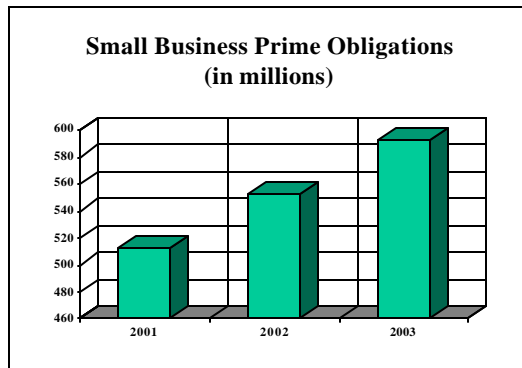
The Office of Economic Impact and Diversity consists of the Office of Minority Economic Impact, the Office of Small and Disadvantaged Business Utilization, the Office of Civil Rights and Diversity, the Office of Employee Concerns, and the Office of the National Ombudsman. The mission of the Office is to identify the impact of energy policies on minorities, minority businesses and minority institutions and to promote equal opportunity in employment and contracting at DOE and DOE's major facility contractors.

## Program Strategic Performance Goal:

**CM1-5:** Promote inclusion in all aspects of the Department's human capital and financial resources by increasing diversity in hiring, contracting, internships, mentoring and other developmental programs.

## Performance Indicators:

# Increase in small business activities;



# Strengthened diversity in DOE's workplace comparable to that present in the national and local populations;

# Workplace satisfaction surveys;

# Five new written agreements with DOE elements and other organizations on improving diversity in the energy sector.

**Performance Standards:**

# Meet all planned targets/milestones.

**Annual Performance Results and Targets**

FY 2001 Results	FY 2002 Final Target	FY 2003 Targets
<p>The Department achieved approximately 2.75% of the small business goal negotiated with the Small Business Administration and the Office of Federal Procurement Policy.</p>	<p>Develop a DOE-wide “managing diversity” strategy to ensure consistency in approach; and educate top leadership on the interdependence of key change initiatives by showing links between managing diversity and related initiatives such as the Task Force Against Racial Profiling. (CM1-5)</p> <p>Fully implement the Department’s Minority Educational Institutions Strategy and increase management accountability in implementing the DOE Strategic Plan. (CM1-5)</p> <p>Increase small business obligations from the FY 2001 base of \$512 million by \$40 million. (CM1-5)</p>	<p>Develop and implement five programs to ensure economic benefits for minority communities and the energy sector. (CM1-5)</p> <p>Increase small business obligations from the FY 2001 base of \$512 million by \$80 million. (CM1-5)</p> <p>Monitor, support and track the Department’s progress in achieving workplace diversity in areas such as hiring, professional growth, promotions, leadership development, and training by using FY 2001 data as a base year. (CM1-5)</p>

**Significant Accomplishments and Program Shifts:**

**Office of Minority Economic Impact**

- # Adopted the first Departmental Minority Educational Institutions Strategy for all Departmental elements with programmatic missions to set and work toward goals that exceed the previous year’s obligations by a minimum of five percent.
- # Hosted a two-week “Women in Energy Capacity Building Seminar” for 12 women energy policymakers from African countries.
- # Sponsored the “Business Summit” of the Africa Energy Ministerial that brought together African energy ministers with U.S. government officials, major oil company representatives, and small and minority

businesses to facilitate the growth of positive linkages between the U.S. business community and Africa's energy industry.

- # Funded the Second Energy Regulators' Conference to educate energy regulators from Latin American and Caribbean nations to enhance opportunities for minority businesses.
- # Sponsored Phase II of a collaborative effort with the Office of Fuels Development to demonstrate how nation states like Puerto Rico can use domestic resources, namely recycled cooking oils, to increase their fuel security.
- # Recruited three new inner city minority-owned financial institutions to participate as Trustees for the Bank Deposit Financial Assistance Program and seven minority financial institutions to participate in the program.
- # Sponsored the 25<sup>th</sup> SECME Annual Summer Institute for science and technology teachers.

#### **Office of Small and Disadvantaged Business Utilization**

- # Sponsored the Second Annual DOE Small Business Conference, in which over 1,000 small business representatives exchanged information concerning Federal and DOE small business programs and business opportunities.
- # Small business subcontracting by facility management contractors exceeded the Department's goal by two percentage points, 48 percent versus a goal of 46 percent.
- # Established three-year small business plans with each Lead Principle Secretarial Official setting out a long range plan to increase small business prime contracting throughout the Department.
- # Established a reporting structure, using the Procurement and Assistance Data System and the Subcontracting Reporting System, to accurately track contracting achievements beginning in Fiscal Year 2001.
- # Established a goaling process in which Principle Secretarial Officials are responsible for goal achievements by their offices and by the contracting activities reporting to them.
- # Initiated an on-line Mentor Protégé program to facilitate timely submission of applications.

#### **Office of Civil Rights and Diversity (OCRD)**

- # Coordinated and conducted EEO/Diversity Stand-Down training for all DOE federal and contractor employees nationwide.
- # Enhanced the processing of EEO complaints at both the informal and formal stages, resulting in a reduction of pending inventory of active EEO complaints by more than 30 percent during the period October 1, 2000 to September 30, 2001.
- # Developed and implemented an enhanced complaint tracking system to monitor complaints and track pending inventory.
- # Conducted on-site reviews of Federal financial assistance civil rights program activities at three DOE field offices: Chicago, Savannah River and Idaho.

- # Coordinated and conducted 13 diversity and special emphasis programs.
- # Completed and disseminated an OCRD Business Plan for Enforcement of Federally Assisted Programs.
- # Conducted a comprehensive review of DOE/EEO complaint processing procedures, and revised those procedures in accordance with new EEOC regulations. Instituted new EEO complaint processing procedures.
- # Conducted a comprehensive, nationwide review of the Department's diversity programs and prepared a draft report to the Secretary containing baseline diversity information, data analysis, and recommendations for improvement.
- # Developed a strategic plan for restructuring the Department's Special Emphasis Program, linking Special Emphasis Program activities and events to the Department's diversity and Human Capital Management efforts.

### **Office of Employee Concerns**

- # Increased the number of concerns processed by over 200 while reducing the number of concerns pending longer than six months.
- # Completed a national survey which assessed and analyzed the effectiveness of the DOE Employee Concerns Program, and the Department's "zero tolerance for reprisal" policy.
- # Mediated and facilitated EEO, whistleblower, and employment disputes at DOE Headquarters and in the field.
- # Developed the Employee Concerns Program Annual Activities Report for 2001, including trend lines regarding concerns by analyzing figures compiled over the past five years.
- # Provided training to the employee concerns program managers on the revisions to the DOE Contractor Employee Protection program regulations, highlighting the expanded role of the managers in the processing of complaints.

### **Office of the National Ombudsman**

- # Assisted with the preparation of the Secretary's policy against racial profiling;
- # Conducted an analysis of the Department of Energy employment data for the past six years and prepared a guide for conducting review of diversity programs;
- # Re-designed the Ombudsman website, posting department-wide Federal and contractor employment statistics.
- # Developed and implemented a pilot leadership training conference for the Asian Pacific American Federal and contractor employees.
- # Made seven site visits to operations offices and laboratories across the country to meet with various stakeholders to identify systemic problems and formulate possible change.

- # Conducted the second annual electronic survey of Federal employee opinions and views on equal opportunity and diversity. Over 1,400 responses were received.
- # Developed DOE's FY 2002 Implementation Plan for the White House Initiative on Asian Americans and Pacific Islanders.

### Funding Profile

(dollars in thousands)

	FY 2001 Comparable Appropriation	FY 2002 Original Appropriation	FY 2002 Adjustments	FY 2002 Comparable Appropriation	FY 2003 Request
Economic Impact and Diversity					
Program Direction . . . . .	5,418 <sup>a</sup>	5,000 <sup>a</sup>	+304	5,304 <sup>a</sup>	5,421 <sup>a</sup>
Minority Economic Impact Program	1,498	1,200	0	1,200	1,400
<b>Total, Economic Impact and Diversity</b>	<b>6,916</b>	<b>6,200</b>	<b>0</b>	<b>6,504</b>	<b>6,821</b>
Total Excluding Funding for Federal Retirements, Economic Impact and Diversity . . . . .					
	6,610	6,200	0	6,200	6,521
FTEs . . . . .	37	40	0	40*	40

**Public Law Authorizations:**

- P.L. 95-619, "National Energy Conservation Policy Act" (NECPA - 1978) Section 641 of (42 U.S.C. 7141)
- P.L. 95-507, 92 Stat. 770, Small & Disadvantaged Business Utilization, 1978
- P.L. 88-351, Title VII of the Civil Rights Act of 1964, as amended
- P.L. 95-89, "Small Business Reauthorization Act - HUBZone Empowerment", 1997
- 10 CFR, Part 708 "Contractor Employees Protection Program, 1999

**Executive Orders:**

- 12898 "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"
- 12876 "Historically Black Colleges and Universities"
- 13230 "Educational Excellence for Hispanic Americans"
- 13021 "Tribal Colleges and Universities"
- 12138 "Creating a National Women's Business Enterprise Program, 1979"

The FY 2001 and FY 2002 column of the FY 2003 Congressional Request includes funding in the amount of \$306,000 and \$304,000, respectively, for the Government's share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$ 300,000. (Note: The data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.)



\* Environmental Management has transferred 2 FTEs pursuant to a settlement agreement.

## **Economic Impact and Diversity Program Direction**

### **Mission Supporting Goals and Objectives**

**CM 1-5:** Demonstrate efficient, effective, and economical management of the Department’s human capital, financial resources and physical assets.

ED’s Program Strategic Performance Goal is to manage diversity in DOE’s human capital and financial resources by increasing hiring, retention, internships, mentoring, contracting and other developmental programs. To support its Program Strategic Performance Goal, ED has mission supporting goals and objectives that include: (1) becoming the leader among federal agencies in managing diversity of DOE’s human capital; 2) providing equitable opportunities for small, minority and women-owned businesses to compete for contracts and subcontracts, (3) promoting collaborative efforts with educational institutions, federal agencies and community based organizations, and (4) conducting research to determine the effects of national energy programs, policies and regulations on the minority community at large.

### **Funding Schedule**

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Salaries and Benefits . . . . .	4,336	4,248	4,332	+84	2.0%
Travel . . . . .	116	90	90	0	0.0%
Other Related Expenses . . . . .	966	966	999	+33	3.4%
<b>Total, Economic Impact and Diversity</b>	<b>5,418</b>	<b>5,304</b>	<b>5,421</b>	<b>+117</b>	<b>2.2%</b>
Total Excluding Full Funding for Federal Retirement, Economic Impact and Diversity . . . . .	5,112	5,000	5,121	+121	24%
<b>FTEs . . . . .</b>	<b>37</b>	<b>40</b>	<b>40</b>	<b>0</b>	<b>0.0%</b>

The FY 2001 and FY 2002 column of the FY 2003 Congressional Request includes funding in the amount of \$306,000 and \$304,000, respectively, for the Government’s share of increased costs associated with pension

and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$300,000. (Note: The data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.)

## Detailed Program Justification

(dollars in thousands)

	FY 2001	FY 2002	FY 2003
# <b>Salaries and Benefits</b> .....	4,336	4,248	4,332

Salary and Benefits provide funding for 40 full-time permanent and other than full-time permanent employees in the following classes: salaries and wages, overtime pay, cash incentive awards, lump sum leave payments, Senior Executive Service and other performance awards and payments to funds for employee benefits.

In addition to the requested amount, prior year balances will be used in FY 2003 to fully fund the FY 2003 pay raise.

In FY 2003 performance will be measured by the following:

- S Increase or improve contracting opportunities to small and disadvantaged businesses;
- S Monitor and support the Department's progress in workforce diversity;
- S Increase the number of interagency programs designed to improve programs for minorities in the energy sector.

# <b>Travel</b> .....	116	90	90
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Travel provides funding to perform site visits to review and monitor funded projects, conduct complaint investigations, conduct outreach activities, conduct/attend training, meet with financial institutions and investors, attend procurement/contracting seminars, and attend/conduct EEO/Diversity seminars and visits to DOE field and M&O offices.

# <b>Other Related Expenses</b> .....	966	966	999
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Other Related Expenses includes the costs for investigating and counseling discrimination complaint cases; sponsoring small and disadvantaged and women-owned business exhibits, conferences, workshops, summits, outreach activities; diversity surveys; upgrading necessary websites; mediation reviews; special emphasis training and diversity awareness training. In addition, this item covers the Working Capital Fund which supports utilities, telephone, rent, supplies, equipment, printing, graphics, copying, postage, etc.

Prior year balances will be used in FY 2003 to fully fund Other Related Expenses.

Total, Program Direction .....	5,418	5,304	5,421
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## Explanation of Funding Changes from FY 2002 to FY 2003

	FY 2002 vs. FY 2003 (\$000)
# <b>Salaries and Benefits</b> .....	+84
<p>The increase is for costs associated with the full effect of the FY 2002 pay raises and the partial effect of the FY 2003 pay raise.</p>	
# <b>Other Related Expenses</b> .....	+33
<p>Additional funds will allow the Department to implement program activities (1) to educate the small business community about our business lines, forecasts, collaborative research, networking with prime contractors, re-establish a training for program managers to create partnerships in keeping good faith efforts.(+\$20k) In addition, the increase will allow for price adjustments in a number of the business lines and new business lines approved and added by the WCF board. (+13k)</p>	
Total, Funding Change .....	+117

## Other Related Expenses

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Office of Civil Rights . . . . .	121	120	120	0	0.0%
Office of Minority Economic Impact . . . . .	16	20	20	0	0.0%
Office of Small & Disadvantaged Business . . . . .	87	75	95	+20	26.7%
Office of Employee Concerns (includes the Office of the Ombudsman <sup>a</sup> ) . . . . .	11	20	20	0	0.0%
Subtotal, Other Related Expenses . . . . .	235	235	255	+20	8.5%
Working Capital Fund . . . . .	731	731	744	+13	1.8%
Total, Other Related Expenses . . . . .	966	966	999	+33	3.4%

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<sup>a</sup>The Office of the Ombudsman was established in January 2000. There is no specific legislation or authorization for the Office.

# **Minority Economic Impact Program Support**

## **Mission Supporting Goals and Objectives**

**CM2:** Demonstrate efficient, effective, and economical management of the Department's human capital, financial resources, and physical assets.

The Office of Minority Economic Impact (OMEI) is mandated by legislation and Executive Orders to advise the Secretary of Energy on the effects of energy policies, regulations, and other actions of the Department and its components on minorities and minority business enterprises and on ways to insure that minorities are afforded an opportunity to participate fully in the energy programs of the Department. OMEI's Program Strategic Program Goal of managing diversity in all aspects of DOE's human capital and financial resources is carried out by dividing this mission into several component parts involving (1) research and analysis, (2) management and technical assistance, and (3) financial assistance.

### **Socioeconomic Research and Analysis Program (SERAP)**

The Socioeconomic Research and Analysis Program will continue to (1) assess the impacts of energy programs, policies, legislative and regulatory proposals; (2) build consensus on energy issues; (3) establish integrated energy and socioeconomic database systems for forecasting purposes; and (4) develop a distributional analysis module by geographic regions, low-income groups, and Native American Tribal governments.

### **Management and Technical Assistance (M&TA)**

The Minority Educational Institutional Assistance Program provides guidance to minority educational institutions on how to access research and planning grants; economic and business analysis resources, and program and contract opportunities at DOE.

The Minority Information Clearinghouse serves as a centralized repository and dissemination point for energy-related information on various energy programs and resources at DOE.

The Minority Business and Community Development Program provides funding to (1) organizations for outreach to Native Americans and Tribal businesses and "hands-on" technical assistance in the development and expansion of Native American/Tribal businesses; (2) demonstrate how recycled cooking oils can be made into bio-diesel; (3) capacity building for international development, and (4) develop a model for technology transfer at ten minority educational institutions.

### **Financial Assistance Program**

The Financial Assistance Program markets non-appropriated funds obtained through consent decrees in the Economic Regulatory Administration's Petroleum Violation Escrow Account (PVEA) for deposit in short-term certificates of deposit by minority financial institutions. These funds are then targeted to loans and investments in minority communities.



# Funding Schedule

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
SocioEconomic Research and Analysis Program Data Development and Minority Energy Assessment Models . . . . .	150	50	50	0	0.0%
Management and Technical Assistance Program - Minority Educational Inst. Support . . . . .	650	550	550	0	0.0%
Minority Business and Community Development. . . . .	498	400	550	150	38%
Financial Assistance Program - Bank Deposit Financial Assistance . . . . .	200	200	250	50	25%
<b>Total, Minority Economic Impact . . . . .</b>	<b>1,498</b>	<b>1,200</b>	<b>1,400</b>	<b>200</b>	<b>16.7%</b>



## Detailed Program Justification

(dollars in thousands)

	FY 2001	FY 2002	FY 2003
<b># SocioEconomic Research and Analysis Program (SERAP)</b> .....	150	50	50
<ul style="list-style-type: none"> <li>&lt; SERAP provides regional SocioEconomic research and related analysis of DOE's policies and programs to assist ED in its development of programs to assist minority businesses and minority communities to learn about utilizing new energy technologies.</li> <li>&lt; The performance goal for SERAP is to provide comparative socioeconomic data to fairly influence energy policies and analysis.</li> </ul>			
<b>Management and Technical Assistance Program</b>			
<b># Minority Education</b> .....	650	550	550
<ul style="list-style-type: none"> <li>&lt; Provides funding for Minority Educational Institutions to improve scientific research and related capabilities at minority educational institutions.</li> <li>&lt; The performance goal is to increase the financial participation of DOE elements to minority serving institutions by 10 percent.</li> </ul>			
<b># Business and Community Development</b> .....	498	400	550
<ul style="list-style-type: none"> <li>&lt; Provides funding for developing and improving the dissemination of relevant technical information to minority businesses and communities.</li> <li>&lt; The performance goal is to offer management and technical assistance to constituents to enhance their opportunities to participate fully in the energy programs of DOE.</li> </ul>			
<b># Financial Assistance Program</b> .....	200	200	250
<ul style="list-style-type: none"> <li>&lt; Provides funding for the administration of the Bank Deposit Financial Assistance Program which provides short-term deposits of Federal funds in minority owned financial institutions.</li> <li>&lt; The performance goal is to increase by two the number of new minority and women-owned financial institutions that will participate in the program.</li> </ul>			
<b>Total, Minority Economic Impact</b> .....	1,498	1,200	1,400

## Explanation of Funding Changes from FY 2002 to FY 2003

	FY 2002 vs. FY 2003 (\$000)
<b>Business and Community Development</b> .....	+150
# The increase is required to provide technical and program support to small businesses through focused government and energy-related business linkages.	
<b>Financial Assistance Program</b> .....	+50
# An increase is needed to remove the current threshold of the number of minority banks requesting to serve as “Administrative Financial Institutions” in the Bank Deposit Program. Through small purchase orders, financial institutions are reimbursed for their administrative costs associated with administering the program and providing low interest loans to their communities.	
Total, Minority Economic Impact .....	+200

## Funding by Site

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Chicago Operations Office					
Argonne National Laboratory .....	150	0	0	0	0.0%
Total, Chicago Operations Office	150	0	0	0	0.0%
National Energy Technology Laboratory .....	50	0	0	0	0.0%
Total, National Energy Technology Laboratory .....	50	0	0	0	0.0%
Oakland Operations Office .....	175	175	175	0	0.0%
Total, Oakland Operations Office .....	175	175	175	0	0.0%
Oak Ridge Operations Office .....	107	0	0	0	0.0%
Total, Oak Ridge Operations Office .....	107	0	0	0	0.0%
Rocky Flats Field Office .....	60	60	60	0	0.0%
Total, Rocky Flats Field Office .....	60	60	60	0	0.0%
Washington Headquarters .....	6,374	6,269	6,586	+317	4.9%
Total, Minority Economic Impact .....	6,916	6,504	6,821	+317	4.9%

## **Site Description**

ED has identified the following areas of the country where it proposes to invest its economic impact funding.

### **National Energy Technology Laboratory**

The NETL serves as the awarding office for a grant that established the pilot regions to determine if the concept of an educational and support infrastructure outreach plan can break barriers faced by women, small and minority-owned businesses in the natural gas marketplace. This research project is a collaborative effort with the Office of Natural Gas and Petroleum.

### **Oakland Operations Office**

Oakland's Financial Assistance Center has been utilized for procurement contract and grant administration services to ED.

### **Rocky Flats Field Office**

In support of the Cooperative Developmental Energy Program (CDEP) at the Fort Valley State University, Rocky Flats Field Office administers the CDEP which is a minority education program designed to increase the number of minorities and women in science and engineering career fields.

General Counsel

Mission Supporting Goals and Objectives

The Office of General Counsel is responsible for providing comprehensive legal services to the Secretary and the Department. These services include legal counsel with respect to every program and function of the Department, except those relating to the Federal Energy Regulatory Commission and Environment, Safety, and Health's administrative enforcement activities related to Nuclear Safety. General Counsel assures that the Department operates in compliance with applicable laws and regulations. The position of General Counsel is established by Public Law 95-91, Section 202(b).

Funding Schedule  
(dollars in thousands, whole FTEs)

FY 2001  
FY 2002  
FY 2003  
\$ Change  
% Change

Salaries and Benefits. . . . .  
18,605  
19,021  
19,429  
+408  
+2.1%

Travel... . . . .  
100  
102  
100  
-2  
-2%

Support Services . . . . .  
855  
797  
800  
+3  
+0.4%

Other Related Expenses . . . . .  
4,334  
4,005  
3,635  
-370  
-9.2%

Total, General Counsel . . . . .  
23,894  
23,925  
23,964  
+39

+0.2%

Total Excluding Full  
Funding for Federal  
Retirements, General  
Counsel. . . . .

22,675

22,724

22,813

+89

+0.4%

Full Time Equivalents. . . . .

147

155

150

-5

-3.2%

## Detailed Program Justification

(dollars in thousands)

FY 2001			
FY 2002			
FY 2003			
Salaries and Benefits.....			
18,605	19,021	19,429	
Provides funding in FY 2003 for 150 full-time equivalent employees to include salaries, benefits, overtime, incentive awards, lump sum leave, SES and other performance awards, and payments on behalf of employees for payments to funds such as workman's compensation, unemployment compensation and buyouts. Funding is also included for the Government's share of increased costs associated with pension and annuitant health care benefits.			
General Counsel will measure its performance in FY 2003 by:			
	Feedback received from customers and General Counsel personnel, and reviews such as those conducted by the DOE Inspector General and the General Accounting Office.		
Travel.....			
.....	100	102	100
Provides funding for employees to attend hearings, court trials, proceedings, and to take depositions wherever necessary. Also provides funding for conference and training attendance.			
Support Services.....			
855	797	800	
Provides funds for technical support services, including: mediators for Alternative Dispute Resolution, staffing of the DOE law library, contract attorneys to process intellectual property actions, and computer/LAN operations, including consulting and software programming services for a nationwide intellectual property database and other General Counsel databases.			
Other Related Expenses.....			
4,334	4,005	3,635	
Provides funding for the DOE headquarter's law library materials, training, Department of Commerce fees for intellectual property prosecution, Lexis/Nexis and Westlaw services (timesharing), national archives storage fees, computer/LAN hardware and software costs, items included in the headquarters Working Capital Fund (rent, utilities, building operation and maintenance, supplies, telephone, DOE-wide computer/LAN operations, etc.), and other miscellaneous costs.			
Total, General Counsel.....			
23,894	23,925	23,964	

Explanation of Funding Changes from FY 2002 to FY 2003

FY 2002 vs  
FY 2003  
(\$000)

Salaries and Benefits

Decrease of 5 FTEs which is offset by an increase in salaries and benefits due to the full effect of the FY 2002 pay raise and the partial effect of the FY 2003 pay raise  
+408

Travel

Decrease in travel resulting from fewer FTEs . . . . .  
-2

Support Services

Increase in Intellectual Property activity (+\$69,000), decrease for Alternate Dispute Resolution (-\$37,000) and decrease in Computer/LAN support (-\$29,000).  
+3

Other Related Expenses

Decreases in: Library materials (-\$14,000), Intellectual Property activity (-\$153,000), Archives Storage (-\$39,000) and Working Capital Fund (-\$211,000). Increases in: Training (+\$1,000), computer hardware/software (+\$45,000) and Other (+\$1,000).  
-370

Total, General Counsel . . . . .  
+39



## Support Services

(dollars in thousands)

FY 2001  
 FY 2002  
 FY 2003  
 \$ Change  
 % Change

## Technical Support Services

Intellectual Property. . . . .

260  
 191  
 260  
 +69  
 +36.1%

Alternate Dispute Resolution

75  
 77  
 40  
 -37  
 -48.0%

Computer / LAN . . . . .

420  
 429  
 400  
 -29  
 -6.8%

Law Library - Personnel. . . . .

100  
 100  
 100  
 0  
 0%

Total, Support Services. . . . .

855  
 797  
 800  
 +3  
 +0.4%

## Other Related Expenses

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Law Library - materials. . . . .	317	300	286	-14	-4.7%
Training . . . . .	40	41	42	+1	+2.4%
Government Agencies - Intellectual Property. . . . .	604	445	292	-153	-34.4%
Timesharing. . . . .	300	300	300	0	0%
Archives storage . . . . .	53	54	15	-39	-72.2%
Computer, hardware/software. . . . .	55	30			

75  
+45  
+150%

Working Capital Fund . . . . .  
2,932  
2,781  
2,570  
-211  
-7.6%

Other. . . . .  
33  
54  
55  
+1  
+1.9%

Total, Other Related Expenses. . . . .  
4,334  
4,005  
3,635  
-370  
-9.2%

# Management, Budget and Evaluation

## Program Mission

The Office of Management, Budget and Evaluation provides the Department centralized direction and oversight of the full range of financial and planning activities, as well as management administration services contributing to the strategic objective, CM1, “ Achieve effective and efficient management of the Department of Energy by implementing the President’s Management Agenda initiatives on Strategic Management of Human Capital; Competitive Sourcing; Improved Financial Performance; and Budget and Performance Integration.” Financial activities include strategic planning and program evaluation; budget formulation, presentation and execution; oversight of DOE-wide internal controls; operation and maintenance of the Department’s payroll and financial management systems; project and contract oversight; and program evaluation. Management and administration activities include establishing Departmental human resource and procurement policies, providing human resource and procurement services to DOE headquarters staff, managing headquarters facilities, and providing an array of other administrative services critical to the proper functioning of the Department of Energy.

The budget for the Office of Management, Budget and Evaluation also supports the activities of the Secretary of Energy Advisory Board (SEAB), an external advisory board chartered under the Federal Advisory Committee Act of 1972 (Public Law 92-436). The Board and its subcommittees allow the Secretary of Energy to obtain timely, balanced, and independent external advice on issues of national importance related to the missions of the Department of Energy. The Board maintains two standing subcommittees, the Openness Advisory Panel and the Laboratory Operations Board. The Board forms additional subcommittees as required to address the needs of the Secretary of Energy and the Department.

## Program Strategic Performance Goals

**CM1-1:** Implement the FY 2003 items contained in the DOE Five Year Workforce Restructuring Plan.

**Performance Indicators:** Improved functioning of the Department’s Human Capital Management program.

### Performance Standards:

Blue: Exceed the annual target.

Green: Meet the annual target.

Yellow: Meet most of the annual target’s parts.

Red: Meet less than half of the annual target’s parts.

## Annual Performance Results and Targets

FY 2001 Results	FY 2002 Targets	FY 2003 Targets
<p>Improve Departmental Human Capital Management by initiating comprehensive human resources strategies which will:</p> <ul style="list-style-type: none"> <li>- Implement the FY 2001 milestones in the DOE Corporate Training Plan;</li> <li>-Increase the electronic transfer of documents in CHRIS resulting in 15% of the documents processed electronically. (CM2-1) (Met Goal)</li> </ul> <p>Complete the milestones listed in the FMFIA corrective action plan for the Departmental challenge of human capital management. (CM2-1/FMFIA) (Nearly Met Goal)</p> <p>Recruit and hire additional personnel to address immediate needs in HQ critical financial functions. (CM3-1) (Met Goal)</p>	<p>Improve Departmental Human Capital Management by initiating comprehensive human resources strategies which will:</p> <ul style="list-style-type: none"> <li>-Streamline the DOE hiring process through process reengineering, automated recruitment, and other means that reduce the time it takes to fill jobs by at least 20% at DOE Headquarters;</li> <li>-Increase employee access to mission-related training by at least 30% through “on-line” and other technology assisted learning capabilities;</li> <li>-Achieve cost savings and reduce traditional manually-generated personnel and training paper records by at least 20% utilizing CHRIS;</li> <li>-Address skills gaps and aging workforce challenges by hiring at least 15% of new administrative, technical and professional employees at entry levels;</li> <li>-Reduce managerial layering and shift staffing resources to front line, mission critical positions consistent with Administration guidelines. (CM1-1)</li> </ul>	<p>Improve Departmental Human Capital Management by initiating comprehensive human resources strategies which will:</p> <ul style="list-style-type: none"> <li>-Cascade a new performance management system (based upon the SES model) down to all GS-15 and below managers and supervisors;</li> <li>-Initiate implementation of a workforce planning methodology that identifies critical skills for key scientific and technical positions;</li> <li>-Integrate expanded use of hiring incentives and flexibilities with budget and performance plans;</li> <li>-Ensure Departmental leadership succession by developing a cross-cutting succession planning process within DOE for mission critical occupations.</li> <li>-Reduce managerial layering and shift staffing resources to front line, mission critical positions consistent with Administration guidelines. (CM1-1)</li> </ul>

**CM1-2:** Complete competitive sourcing analyses on 50% of the Department’s inventory of positions that are not inherently governmental.

**Performance Indicators:** Cumulative number of positions covered by competitive sourcing studies that have been initiated and that have been completed as of a given fiscal year.

**Performance Standards:**

Blue: Complete reviews and implement either continued government performance or contractor operations meeting OMB’s target for the year.

Green: Complete reviews meeting OMB’s target for the year.

Yellow: Initiate but not complete reviews meeting OMB’s annual target.

Red: Initiate reviews that cannot meet OMB’s target for the year.

**Annual Performance Results and Targets**

FY 2001 Results	FY 2002 Targets	FY 2003 Targets
	Establish an Agency plan for ensuring the accuracy of the FAIR Act data for FY 2002 and for completing public-private or direct conversion competitions of 5% of the commercial FTEs listed on that inventory.  (CM1-2)	Complete competitive sourcing reviews on 972 positions, 15% of the commercial FTEs on DOE’s FAIR Act inventory. (CM1-2)

**CM1-3:** Manage the Department’s financial resources and other assets; obtain an unqualified opinion by independent auditors on the Department’s annual financial statements; and integrate financial, budget, and program information.

**Performance Indicators:** Schedule variations of annual financial statement issuance, interim financial statement issuance, and systems implementation; and independent auditor attestation with regard to the Department’s annual financial statements, and report regarding internal controls.

**Performance Standards:**

Blue: Exceed the majority of the annual targets and meet the rest.

Green: Meet all annual targets.

Yellow: Meet most of the annual target.

Red: Meet less than half of the annual targets.

### Annual Performance Results and Targets

FY 2001 Results	FY 2002 Targets	FY 2003 Targets
<p>Complete the implementation of the BMIS Phoenix core financial system at a minimum of one service center cluster as part of a phased deployment strategy. (CM1-3) (Nearly Met Goal)</p>	<p>By September 30, 2002, complete the project design phase for BMIS Phoenix core financial system; update the Project Plan/Baseline, Business Case; and begin the Configure/ Build Phase to prepare the system for deployment. (CM1-3)</p> <p>Obtain an unqualified audit opinion on the Department's FY01 financial statements with no material internal control weaknesses reported by auditors by February 27, 2002. (CM1-3)</p> <p>Issue interim financial statements by May 31, 2002. (CM1-3)</p> <p>By September 30, 2002, define requirements for integrating financial information with budget and program information. (CM1-3)</p>	<p>Deploy the BMIS Phoenix core financial system at one service center cluster by September 30, 2003. (CM1-3)</p> <p>Obtain an unqualified audit opinion on the Department's FY02 financial statements with no material internal control weaknesses reported by auditors by February 1, 2003. (CM1-3)</p> <p>Issue timely and accurate quarterly financial statements within 45 days of the end of each quarter. (CM1-3)</p> <p>Issue policies and guidance and modify and test financial systems for integrating financial information with budget and program information to ensure implementation in FY 04. (CM1-3)</p>

**CM1-4:** Make resource decisions based on performance and fully integrate the Department's budget and performance by FY 2004.

**Performance Indicators:** Improvement in OMB's rating of progress against the President's Management Agenda.

**Performance Standards:**

Blue: Exceed the majority of the annual targets and meet the rest.

Green: Meet all annual targets.

Yellow: Meet most of the annual targets.

Red: Meet less than half of the annual targets.

### Annual Performance Results and Targets

FY 2001 Results	FY 2002 Targets	FY 2003 Targets
	Establish a Program Analysis and Evaluation to enhance performance analysis capability. (CM1-4)	Track the performance measures contained in the Department's Annual Performance Plan using the new tracking software. (CM1-4)
	Implement a new performance tracking system. (CM1-4)	Initiate the development of Program Plans based upon the revised Strategic Plan. (CM1-4)
	Expand applied research and development investment criteria to all applied research programs. (CM1-4)	
	Establish a 5-year process with integrated performance data, for the preparation of the FY 2004 budget. (CM1-4)	
	Publish an updated Department Strategic Plan. (CM1-4)	

**CM1-5:** Improve the efficiency and effectiveness of DOE's contract management to become a model for government.

**Performance Indicators:** Percent of eligible service contracts that are performance-based, status of contract management as a management problem, percent of new competitive awards made electronically.

#### Performance Standards:

Blue: Exceed the majority of the annual targets and meet the rest.

Green: Meet all annual targets.

Yellow: Meet most of the annual targets.



Red: Meet less than half of the targets.

## Annual Performance Results and Targets

FY 2001 Results	FY 2002 Targets	FY 2003 Targets
<p>Convert all M&amp;O contracts awarded in FY 2001 to Performance-Bases Service Contract (PBSC) management contracts. (CM3-1) (Met Goal)</p> <p>Award approximately 50% of service contracts as PBSC using government-wide standards. (CM3-1) (Met Goal)</p> <p>Select and begin implementation of DOE wide electronic contracting for large procurements. (CM3-1) (Met Goal)</p>	<p>Increase the use of on-line procurement and other E-Government services and information so that for 100% of acquisitions valued at over \$25,000, all synopses for which widespread notice is required, and all associated solicitations (unless covered by an exemption in the Federal Acquisition Regulation), will be posted on the Government wide point of entry website (<a href="http://www.FedBizOpps.gov">www.FedBizOpps.gov</a>) (CM1-6)</p> <p>Increase the use of performance-based contracts so that:</p> <ul style="list-style-type: none"> <li>- 60% of total eligible service contracting dollars (over \$100K) will be obligated as performance-based service contracts; and</li> <li>- 66% of total eligible new service contracts (over \$100K) will be performance-based service contracts. (CM1-6)</li> </ul> <p>Complete milestones listed in the FMFIA corrective action plan for the Departmental challenge of contract management. (CM1-6/FMFIA)</p>	<p>Increase the use of on-line procurement and other E-Government services and information so that</p> <ul style="list-style-type: none"> <li>- 100% of acquisitions valued at over \$25,000, all synopses for which widespread notice is required, and all associated solicitations (unless covered by an exemption in the Federal Acquisition Regulation), will be posted on the Government wide point of entry website (<a href="http://www.FedBizOpps.gov">www.FedBizOpps.gov</a>)</li> <li>- 30% of all new competitive awards will be made via electronic methods. (CM1-6)</li> </ul> <p>Increase the use of performance-based contracts so that:</p> <ul style="list-style-type: none"> <li>- 60% of total eligible service contracting dollars (over \$100K) will be obligated as performance-based service contracts; and</li> <li>- 66% of total eligible new service contracts (over \$100K) will be performance-based service contracts. (CM1-6)</li> </ul> <p>Complete milestones listed in the FMFIA corrective action plan for the Departmental challenge of contract management.</p>

FY 2001 Results	FY 2002 Targets	FY 2003 Targets
(CM4-1/FMFIA) (Met Goal)		(CM1-6/FMFIA)

## Significant Accomplishments and Program Shifts

- On July 26, 2001, the Secretary of Energy announced the reorganization of the former Offices of Management and Administration and the Chief Financial Officer into the Office of Management, Budget and Evaluation. The consolidation of these two organizations will facilitate better integration of budgeting and more efficient management of resources.
- In FY 2002, the Office of Program Analysis and Evaluation was established. The mission of the office is to develop, implement, and manage Department-wide strategic and multi-year planning; and provide in-depth technical evaluation of the Department's programs to ensure conformance with plans, policies and strategies.
- Continued to improve project management capabilities; and improve management of DOE's capital assets and facilities infrastructure.
- The Office of Management, Budget and Evaluation (MB&E) continued to move forward with the major initiative to design and implement the financial management component (Phoenix) of the next generation Business Management Information System (BMIS), which includes the Financial Data Warehouse (FDW). In FY 2002, the primary focus of the BMIS Phoenix project was to close the gaps between the Department's business processes and the Oracle software, plan the data conversion strategies and complete the critical interfaces required for the initial deployment of the system at one service center cluster.
- A portion of MB&E's desktop information technology requirements such as Local Area Network connectivity, e-mail services, hardware and software acquisition, and networking upgrades continue to be supported in the Security and Emergency Operations budget for the Chief Information Officer.

# Management, Budget and Evaluation

## Mission Supporting Goals and Objectives

On July 26, 2001, the Secretary of Energy announced the reorganization of the former Offices of Management and Administration and the Chief Financial Officer into the Office of Management, Budget and Evaluation. The consolidation of these two organizations will facilitate better integration of budgeting and more efficient management of resources.

The Office of Management, Budget and Evaluation provides the Department centralized direction and oversight of the full range of financial and planning activities, and management services to meet the Program Strategic Performance Goals for Corporate Management, Strategic Objective CM2:

**CM1-1:** Implement the FY 2003 items contained in the DOE Five Year Workforce Restructuring Plan.

**CM1-2:** Complete competitive sourcing analyses on 50% of the Department's inventory of positions that are not inherently governmental.

**CM1-3:** Manage the Department’s financial resources and other assets; obtain an unqualified opinion by independent auditors on the Department’s annual financial statements; and integrate financial, budget, and program information.

**CM1-4:** Make resource decisions based on performance and fully integrate the Department’s budget and performance by FY 2004.

The Office consists of the following organizational components: Offices of the Director, Executive Operations and Support, Scheduling and Advance, Aviation Management, Business Projects, Finance and Accounting Policy, Program Analysis and Evaluation, Budget, Administration, Human Resources Management, Procurement and Assistance Management, Executive Secretariat, Engineering and Construction Management, Program Liaison and Financial Analysis; and the Secretary of Energy Advisory Board (SEAB).

During FY 2003, the Office of Management, Budget and Evaluation (MB&E) will continue its efforts to deliver credible financial reports, performance based budgets, improved budget presentations, heightened responsiveness to the OMB and Congress and better communication with stakeholders. Accounting initiatives will increase efficiency while sustaining timely payments. Information management efforts will result in modernizing our business management systems, ensuring timely reporting, maintaining data integrity and improving decision-making tools. Human resource initiatives will develop financial management professionals, expand opportunities for MB&E staff and fill vital vacancies.

### Funding Schedule

(dollars in thousands, whole FTEs)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Salaries and Benefits.....	71,780 <sup>a</sup>	71,485	71,718	+233	0.3%
Travel.....	2,137	1,897	1,927	+30	1.6%
Support Services.....	15,576	13,792	12,604	-1,188	-8.6%
Other Related Services.....	27,331	25,331	24,592	-739	-2.9%
Total, Program Direction.....	116,824	112,505	110,841	-1,664	-1.5%
Total Excluding Full Funding for Federal Retirements.....	112,201	107,800	106,536	-1,264	-1.2%
Full Time Equivalent.....	696 <sup>b</sup>	708	680	-28	-4.0%

<sup>a</sup> The FY 2001 and FY 2002 column of the FY 2003 Congressional Request includes funding in the amount of \$4,623 and \$4,705, respectively, for the Government’s share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2001 funding of \$4,305. (Note: The data are presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.)

<sup>b</sup> The FY 2001 salaries and benefits support the authorized 732 FTEs.

## Detailed Program Justification

(dollars in thousands)

	FY 2001	FY 2002	FY 2003
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<b>Salaries and Benefits</b> .....	71,780	71,485	71,718
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Provides funding in FY 2003 for 680 employees to include salaries, overtime, incentive awards, lump sum leave, SES and other performance awards and the full cost of employees pension and health benefits. In FY 2003, FTEs will be reduced from 708 to 680 for a total of 28 FTEs. This reduction is expected to be managed through attrition and will result in a more streamlined organization, an increase in timeliness or products and services with equal or greater quality.

In addition to salaries and benefits, funding is provided for workman’s compensation payments on behalf of all employees funded through the Departmental Administration appropriation.

The Office of Management, Budget and Evaluation will measure their performance by:

**CM1-1:** Implementing the FY 2003 items contained in the DOE Five Year Workforce Restructuring Plan.

Improved functioning of the Department’s Human Capital Management program.

**CM1-2:** Completing competitive sourcing analyses on 50% of the Department’s inventory of positions that are not inherently governmental.

Cumulative number of positions covered by competitive sourcing studies that have been initiated and that have been completed as of a given fiscal year.

**CM1-3:** Managing the Department’s financial resources and other assets; obtaining an unqualified opinion by independent auditors on the Department’s annual financial statements; and integrating financial, budget, and program information.

Schedule variations of annual financial statement issuance, interim financial statement issuance, and systems implementation; and independent auditor attestation with regard to the Department’s annual financial statements, and report regarding internal controls.

**CM1-4:** Make resource decisions based on performance and fully integrate the Department’s budget and performance by FY 2004.

Improvement in OMB’s rating of progress against the President’s Management Agenda.

<b>Travel</b> .....	2,137	1,897	1,927
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Travel funds finance: staff travel; Secretary of Energy Advisory Board and subcommittee travel; and all travel associated with scheduling and logistics for Secretarial trips; oversight, program evaluation, and project engineering and construction management activities; BMIS/Phoenix and permanent change of station. Also included are: DOE shuttle bus service, rental of vehicles from the GSA motor pool, lease of DOE fleet and charter of aircraft or buses.

(dollars in thousands)

	FY 2001	FY 2002	FY 2003
<b>Support Services</b> .....	15,576	13,792	12,604
Support Services finance technical and management support services. The areas of support include computer support, project control and performance, facilities and infrastructure, strategic planning, independent auditor, automated data processing, delivery of training, operation of the Headquarters technical and law libraries, database maintenance, financial system operations and minimal technical financial support.			
<b>Other Related Expenses</b> .....	27,331	25,331	24,592
Other Related Expenses finance the acquisition of goods and services that support this office’s mission that are not classified as support services, in addition to items purchased from the working capital fund such as rent, supplies, telephone service, etc.			
<b>Total, Program Direction</b> .....	<b>116,824</b>	<b>112,505</b>	<b>110,841</b>

### Explanation of Funding Changes from FY 2002 to FY 2003

FY 2003 vs. FY 2002 (\$000)
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#### Salaries and Benefits

- The increase is the net effect of a reduction of 28 FTEs, costs associated with pension and annuitant health care benefits, and the full effect of the FY 2002 pay raise and the partial effect of the FY 2003 pay raise. The reduction in FTEs is expected to be managed through attrition and will result in a more streamlined organization, an increase in timeliness or products and services with equal or greater quality. .... +233

#### Travel

- The slight increase in travel is due to shuttle bus service, lease of DOE fleet and charter of aircraft and buses ..... +30

#### Support Services

- The reduction is a result of decreased support for library services, direct delivery of training, employee counseling and responses to internal requests for information. In addition, the Career Development Program for Engineering and Construction Management will be completed in FY 2002. This was a two-year program that was initiated in FY 2001.... -1,188

#### Other Related Expenses

FY 2003 vs. FY 2002 (\$000)
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<ul style="list-style-type: none"> <li>▪ The decrease is a result of reduced support to staff training and development, headquarters health services and purchase of furniture and reduced funding provided to the working capital fund due to the reduction of 28 FTEs .....</li> </ul>	<u>-739</u>
<b>Total Funding Change, Program Direction .....</b>	<b><u>-1,664</u></b>

### Support Services

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Technical Support Services					
Administrative Support .....	3,244	3,244	3,244	0	0.0%
Professional Support .....	5,038	4,253	3,065	-1,188	-27.9%
Information Management Support .....	7,294	6,295	6,295	0	0.0%
<b>Total, Support Services.....</b>	<b>15,576</b>	<b>13,792</b>	<b>12,604</b>	<b>-1,188</b>	<b>-8.6%</b>

### Other Related Expenses

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Working Capital Fund.....	16,043	16,650	16,616	-34	-0.2%
Capital Equipment .....	880	880	880	0	0.0%
Other.....	10,408	7,801	7,096	-705	-9.0%
<b>Total, Other Related Expenses.....</b>	<b>27,331</b>	<b>25,331</b>	<b>24,592</b>	<b>-739</b>	<b>-2.9%</b>

# Office of Policy and International Affairs

## Program Mission

The Assistant Secretary for Policy and International Affairs (PI) is the primary advisor to the Secretary and the Department on policy development, analysis and implementation. PI advises the Department's leadership on existing and prospective energy-related policies, based on integrated and well-founded data and analysis. PI represents the Department in interagency discussions on energy and related policy issues, and addresses all aspects of the U.S. energy sector, including energy production, markets, reliability, environmental impacts and economic efficiency.

PI has primary responsibility for the Department's international energy affairs, including international energy policy issues, international energy emergency and national security issues, and international technology cooperation. PI also develops and leads the Department's bilateral and multilateral cooperation, investment, and trade activities with other nations and international agencies. PI works closely with Departmental elements, Federal agencies, and other relevant organizations and institutions to coordinate and align national security and energy emergency activities.

In these capacities, PI plays a central role in the implementation of the National Energy Policy (NEP).

### *Program Strategic Performance Goal*

**CM4-1:** Provide analysis of domestic and international energy policy, develop implementation strategies, ensure policies are consistent across DOE and within the Administration, communicate analyses and priorities to the Congress, public, industry foreign governments, and domestic and international organizations, and enhance the export and deployment of energy technologies internationally.

### *Performance Indicators*

- 1) Energy supplies are more secure and DOE is better prepared to respond to energy emergencies
- 2) Trade opportunities for U.S. companies abroad are increased
- 3) International deployment of clean energy technology is increased
- 4) Effective policies are established to increase domestic production and enhance energy efficiency
- 5) National energy, environmental and economic policies are consistent and balanced
- 6) Energy markets are competitive and energy systems are reliable
- 7) Energy research and development, and science priorities support national objectives

### *Performance Standards*

**Blue:** Significantly exceed planned targets

**Green:** Meet or exceed substantially all planned targets

**Yellow:** Meet most targets

**Red:** Below expectation

## Annual Performance Results and Targets

FY 2001 Results	FY 2002 Targets	FY 2003 Targets
<p><b>Energy Supplies are More Secure and DOE is Better Prepared to Respond to Energy Emergencies</b></p>		
Worked with foreign governments and multilateral organizations to develop and implement policy decisions that will diversify and enhance world oil production and reduce oil demand growth, as recommended in the NEP.	Work with foreign governments and multilateral organizations to develop and implement policy decisions that will diversify and enhance world oil production and reduce oil demand growth, as recommended in the NEP.	Work with foreign governments and multilateral organizations to develop and implement policy decisions that will diversify and enhance world oil production and reduce oil demand growth, as recommended in the NEP.
Analyzed the likely effects of California price caps. Assessed the effects of and appropriate responses to supply constraints in petroleum product, electricity and natural gas markets. Worked with foreign governments, energy suppliers, other Federal agencies, and State governments to improve responses to energy market disruptions.	Provide assessments of the likely effects of supply constraints in petroleum product, electricity or natural gas markets, and work with foreign governments, energy suppliers, FEMA and other Federal agencies, and State governments to enhance responses to energy market disruptions, as called for by the NEP.	Provide assessments of the likely effects of supply constraints in petroleum product, electricity or natural gas markets, and work with foreign governments, energy suppliers, FEMA and other Federal agencies, and State governments to enhance responses to energy market disruptions, as called for by the NEP.
<p><b>Trade Opportunities for U.S. Companies Abroad are Increased</b></p>		
Participated in WTO Energy Services Agreement trade negotiations, regulatory cooperation and commercial advocacy, as recommended by the NEP.	Advance trade negotiations, regulatory cooperation programs and commercial advocacy, as recommended by the NEP.	Advance trade negotiations, regulatory cooperation programs and commercial advocacy, as recommended by the NEP.
<p><b>International Deployment of Clean Energy Technology has been Promoted</b></p>		
Coordinated an interagency working group to implement the Clean Energy Technology Exports initiative as recommended in the NEP.	Collaborate with USAID to direct an interagency working group to implement the Clean Energy Technology Exports initiative as recommended in the NEP.	Collaborate with USAID to direct an interagency working group to implement the Clean Energy Technology Exports initiative as recommended in the NEP.
Organized technology training and other capacity building efforts to accelerate the worldwide adoption of technologies and practices that limit, reduce, avoid, or sequester greenhouse gas emissions.	Organize technology training and other capacity building efforts to accelerate the worldwide adoption of technologies and practices that limit, reduce, avoid, or sequester greenhouse gas emissions.	Organize technology training and other capacity building efforts to accelerate the worldwide adoption of technologies and practices that limit, reduce, avoid, or sequester greenhouse gas emissions.
<p><b>Effective Policies are Established to Increase Domestic Production and Enhance Energy Efficiency</b></p>		
Coordinated the Department's input to the National Energy Policy Report (NEP). Provided policy analysis and guidance for appliance, equipment and building efficiency standards. Analyzed legislative proposals designed to increase domestic energy production and enhance energy efficiency.	Coordinate and oversee the implementation of the NEP, including providing analysis and policy guidance, where needed.	Coordinate and oversee the implementation of the NEP, including providing analysis and policy guidance, where needed.
<p><b>National Energy, Environmental and Economic Policies are Consistent and Balanced</b></p>		
Analyzed the potential effects on energy markets of environmental actions, including legislation to integrate Federal regulation of powerplant emissions (NEP); Federal and state requirements for "boutique" motor fuels (NEP); the modification of New Source Review procedures (NEP); Toxic Release Inventory requirements; and domestic and international climate change proposals, among others.	Analyze the potential effects of proposed environmental actions, including regulations, legislation and international agreements on energy markets. Use the results of these analyses to recommend appropriate modifications. Primary areas of activity are likely to include: integration of Federal regulation of powerplant emissions; actions to mitigate any adverse effects of "boutique" fuel regulations; and proposals to reduce, avoid or sequester greenhouse gases.	Analyze the potential effects of proposed environmental actions, including regulations, legislation and international agreements on energy markets. Use the results of these analyses to recommend appropriate modifications.



<b>Energy Markets are Competitive and Energy Systems are Reliable</b>		
Developed and analyzed legislative and regulatory proposals to enhance competition and reliability within electricity, natural gas and oil markets, including initiation of the National Transmission Grid Study (NEP), supported efforts of the North American Energy Working Group to improve the integration of electricity transmission and natural gas pipeline infrastructure; and analyzed refinery capacity and utilization to ensure the adequacy of future refining capacity, among others.	Develop and analyze legislative and regulatory proposals to enhance competition and reliability within electricity, natural gas and oil markets, including completion of the National Transmission Grid study and initiate efforts to implement its recommendations, and analyze various legislative and regulatory proposals to restructure U.S. electricity markets.	Develop and analyze legislative and regulatory proposals to enhance competition and reliability within electricity, natural gas and oil markets.
<b>Energy Research and Development, and Science Priorities Support National Objectives</b>		
Initiated the Administration's National Climate Change Technology Initiative by coordinating a multi-agency review of technology needs and priorities and guided the implementation of the Department's technology transfer initiative.	Guide periodic reviews of DOE energy R&D and science priorities to enhance their support of National objectives, including the completion of the National Climate Change Technology Initiative report and the initiation of implementation efforts.	Guide periodic reviews of DOE energy R&D and science priorities to enhance their support of National objectives. Analyze the economic impact of policies and programs that reduce greenhouse gas emissions.
Leveraged domestic science and technology resources through new and renewed international collaborations in high priority science and technology areas through work with international partners as called for by the NEP.	Leverage domestic science and technology resources through new and renewed international collaborations in high priority science and technology areas through work with international partners as called for by the NEP.	Leverage domestic science and technology resources through new and renewed international collaborations in high priority science and technology areas through work with international partners as called for by the NEP.

## Significant Accomplishments and Program Shifts

- # *National Energy Policy* (cross-cutting all goals and performance indicators)
  - Coordinated and helped lead the Department's implementation of the National Energy Policy and supporting legislation. Provided analysis of cross-cutting energy market, energy assurance, and energy efficiency issues for ongoing energy policy development.
  
- # *Energy Supplies are More Secure and DOE is Better Prepared to Respond to Energy Emergencies*
  - Convened NEP mandated North American Energy Working Group with Canada and Mexico and led U.S.-Mexico Working Group to facilitate expansion of cross-border energy facilities.
  - Promoted regional energy infrastructure by hosting NEP mandated Hemispheric Energy Regulators Meeting.
  - Expanded scope of DOE-led Interagency Consultative Group with Nigeria to enhance Nigeria's oil and gas development.
  - Scheduled and began preparations for NEP mandated G8 Energy Ministers' Meeting.
  - Developed NEP recommended Asia-Pacific Economic Cooperation (APEC) Energy Security Initiative that was approved by APEC leaders.
  - Led efforts to promote development of oil and gas resources in the Caspian while minimizing risk of delivery disruption to the world market as recommended in the NEP.
  
- # *Trade Opportunities for U.S. Companies Abroad are Increased*
  - Organized U.S.-China Oil and Gas Industry Forum and Indo-U.S. Natural Gas Conference to promote private sector participation in the energy sectors of China and India. Spearhead U.S. efforts to support development of production sharing framework in Russia.
  - Negotiated Energy Services Agreement within the World Trade Organization and engaged members, including developing nations, in procedures for negotiations on the Agreement.
  
- # *International Deployment of Clean Energy Technology has been Promoted*
  - Led the effort to establish interagency Clean Energy Technology Exports (CETE) Working Group as recommended in the NEP.
  
- # *Effective Policies are Established to Increase Domestic Production and Enhance Energy Efficiency*
  - Coordinated the implementation of executive and legislative actions called for by the NEP to increase energy production and efficiency. This included a provision of policy guidance for the extension of efficiency standards to new categories of appliances and equipment.
  
- # *National Energy, Environmental and Economic Policies are Consistent and Balanced*
  - Provided analysis of the factors contributing to seasonal price fluctuations of gasoline and provided policy proposals for dealing with gasoline supply issues. Provided analysis of the energy supply and environmental impacts of ethanol as an additive to national transportation fuels.
  - Led the Department's efforts to assess the likely impacts of proposed environmental regulations affecting motor fuels, powerplant emissions, and substances listed in the Toxic Release Inventory. Led

the Department's efforts to assess the implications of multi-pollutant legislation for electric power generation.

- Led the Department's climate change analysis in support of the White House climate change review and coordinated the interagency efforts to prepare a report to the President on the National Climate Change Technology Initiative.

# *Energy Markets are Competitive and Energy Systems are Reliable*

- Led the Department's assessment of, and response, to regional electricity shortages. Also provided analysis of electric industry restructuring proposals, and provided analysis on policy options to assure future electricity availability, reliability, and environmental protection.

# *Energy Research and Development, and Science Priorities Support National Objectives*

- Negotiated more than 40 agreements with foreign governmental agencies for DOE program offices.

■ *Other*

- Led the Nuclear Materials Stewardship Task Force and served as Secretariat for the Nuclear Materials Council. Integrated nuclear materials stewardship activities and facilitated resolution of cross-program issues.

## Funding Profile

(Dollars in Thousands)

	FY 2001 Comparable Appropriation	FY 2002 Original Appropriation	FY 2002 Adjustments	FY 2002 Comparable Appropriation	FY 2003 Request
Program Direction	15,834 <sup>a</sup>	15,081	735 <sup>a</sup>	15,816	17,619 <sup>a</sup>
Policy Analysis and Systems Studies	420	400	0	400	800
Environmental Energy Policy Analysis	983	600	0	600	1,200
Energy Security and Assurance	0	0	0	0	2,000
<b>Total, Policy and International Affairs</b>	<b>17,237</b>	<b>16,081</b>	<b>735</b>	<b>16,816</b>	<b>21,619</b>
<b>Total Excluding Full Funding for Federal Retirements, Policy and International Affairs</b>	<b>16,469</b>	<b>16,081</b>	<b>0</b>	<b>16,081</b>	<b>20,840</b>

<sup>a</sup> The FY 2001 and FY 2002 column of the FY 2003 Congressional Request includes funding in the amount of \$768,000 and \$735,000, respectively, for the government's share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$779,000. (Note: the data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.).

# Policy and International Affairs Program Direction

## Mission Supporting Goals and Objectives

The Office of Policy and International Affairs (PI) is the primary advisor to the Secretary and the Department's senior management on issues related to domestic and international energy and energy-related environmental policy. The requested Program Direction funds are required to meet PI's Program Strategic Performance Goals and Targets for FY 2003.

### Funding Schedule

(dollars in thousands)

	FY 2001	FY2002	FY 2003	\$ Change	% Change
Salaries and Benefits	12,641	12,310	13,919	+1,609	+13.07%
Travel	798	779	800	+21	+2.72%
Other Related Services	2,395	2,727	2,900	+173	+6.3%
Subtotal, Program Direction	15,834 <sup>a</sup>	15,816 <sup>a</sup>	17,619 <sup>a</sup>	+1,803	+11.4%
Total Excluding Full Funding for Federal Retirements, PI	15,066	15,081	16,840	+1,759	+11.6%
FTEs	99	105	112	+7	+6.7%

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<sup>a</sup> The FY 2001 and FY 2002 column of the FY 2003 Congressional Request includes funding in the amount of \$768,000 and \$735,000, respectively, for the government's share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$779,000. (Note: the data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.).

## Detailed Program Justification

(Dollars in Thousands)

	FY 2001	FY 2002	FY 2003
<b>Salaries and Benefits</b> .....	12,641	12,310	13,919
<p>Provides funding for 112 full-time permanent and other than full-time permanent employees, in the following categories: salaries and benefits, cost of living increases, the Department's FICA contribution, unemployment and workman's compensation, health benefits, thrift savings plan, overtime pay, cash incentive awards, lump sum leave payments, Senior Executive Service and other performance awards and permanent change of station moves. Also includes the government's share of costs associated with pension and annuitant health care benefits.</p>			
<b>Travel</b> .....	798	779	800
<p>Funds transportation to field sites, to meetings with stakeholders and other energy policy professionals, to international negotiations and policy coordination meetings, and to other meetings relevant to domestic and international energy, science and technology, environmental, and national security policies.</p>			
<b>Other Related Expenses</b> .....	2,395	2,727	2,900
<p>Provides funding for various operating expenses including working capital expenditures, subscriptions, telephone credit cards, pagers, portable phones, interpreters, information technology hardware and software acquisition, LAN administration, international phone charges, training, and equipment for the Flexiplace program.</p>			
<b>Total, Program Direction</b>	15,834	15,816	17,619

## Explanation of Funding Changes From FY 2002 to FY 2003

FY 2003 vs. FY 2002 (\$000)
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**Salaries and Benefits**

Seven additional FTEs are required to adequately support the implementation of the National Energy Policy (NEP). Also reflects full effect of the FY 2002 pay raise and the partial effect of the FY 2003 payraise and the full cost of employee pension and annuitant health benefits.....

+1,609

**Travel**

Increase is a result of additional travel required in support of NEP.

+21

**Other Related Expenses**

Reflects increase in operating expenses and the addition of new line items to the WCF; general inflation increase for professional subscriptions, telephone credit cards, international calling cards, interpreters, pagers, portable phones, information technology hardware and software acquisition, LAN administration, and professional training/development.....

+173

**Total Funding Change, Program Direction.....**

**+1,803**

## Other Related Expenses

Dollars in thousands

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Training	80	90	120	+30	33.3%
Working Capital Fund	1,888	2,210	2,300	+90	4%
Purchases from Government Accounts <sup>a</sup>	427	427	480	+53	12.4%
Total, Other Related Expenses	2,395	2,727	2,900	+173	6.3%

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a Includes non-WCF expenditures for subscriptions, telephones, credit cards, pagers, portable phones, interpreters, information technology hardware/software acquisitions, LAN administration, international phone charges, and budget and accounting system maintenance.

# Policy and International Affairs Program Support

## Mission Supporting Goals and Objectives

The Assistant Secretary for Policy and International Affairs (PI) is the primary advisor to the Secretary and the Department on policy development, analysis and implementation. PI's role is to advise the Department's leadership on existing and prospective energy-related policies, based on integrated and well-founded data and analysis. PI represents the Department in interagency discussions on energy and related policy issues, and addresses all aspects of the U.S. energy sector, including energy production, markets, reliability, environmental impacts and economic efficiency.

PI has primary responsibility for the Department's international energy affairs, including international energy policy issues, international energy emergency and national security issues, and international technology cooperation. PI also develops and leads the Department's bilateral and multilateral cooperation, investment, and trade activities with other nations and international agencies. PI works closely with Departmental elements, Federal agencies and other relevant organizations and institutions to coordinate and align national security and energy emergency activities.

In these capacities, PI plays a central role in the implementation of the National Energy Policy (NEP).

Program Strategic Performance Goals (each of which encompass actions required to implement the National Energy Policy):

- 1) Energy supplies are more secure and DOE is better prepared to respond to energy emergencies
- 2) Trade opportunities for U.S. companies abroad are increased
- 3) International deployment of clean energy technology is promoted
- 4) Effective policies are established to increase domestic production and enhance energy efficiency
- 5) National energy, environmental and economic policies are consistent and balanced
- 6) Energy markets are competitive and energy systems are reliable
- 7) Energy research and development, and science priorities support national objectives

## Funding Schedule

	Dollars in Thousands				
	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Policy Analysis and System Studies	420	400	800	+400	+100%
Environmental and Energy Policy Studies	983	600	1,200	+600	+100%
Energy Security and Assurance	0	0	2,000 <sup>a</sup>	+2,000	+100%
Total, Program Support	1,403	1,000	4,000	3,000	300%

<sup>a</sup> New initiative in FY 2003.



## Detailed Program Justification

Dollars in Thousands

FY 2001	FY 2002	FY 2003
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### Policy Studies and Systems Analysis

420                      400                      800

- *Facilitate improvements in electricity markets.* Conduct analyses of the environmental and economic effects of electric industry restructuring; guide the implementation of legislation and regulatory reforms, and demonstrate the benefits of competition.
- *Enhance oil markets* by assessing oil market operations and developing initiatives for increasing oil market competition and security.
- *Help ensure DOE R&D programs are matched to national objectives* by supporting the R&D Council's efforts to oversee and assess the R&D programs of the Department.
- *Strengthen international emergency preparedness* by supporting the maintenance of the response mechanisms of the IEA and a conference on emergency response training.
- *Support DOE efforts to Improve energy markets* by providing analysis to Secretarial officers on oil markets and the status of energy infrastructure and production.
- *Reassess the balance of DOE R&D programs* by coordinating strategic reviews of R&D portfolios for all four major DOE business lines.
- *Assure DOE R&D programs support national objectives* by conducting science and technology policy studies on topics such as technology transfer and deployment; R&D partnerships; licensing of intellectual property; and foreign firms participation in DOE sponsored R&D.
- *Improve the effectiveness of international cooperative R&D programs* by further developing the international agreements management systems, assessing the International Grants Program for Scientific and Technological Cooperation, and evaluating the results of international science and technology agreements.
- *Facilitate the establishment of integrated energy markets in the Western Hemisphere* by monitoring the progress of market integration efforts and identifying key challenges.
- *Enhance North American energy trade and interconnections* by developing the North American Energy Initiative, a trilateral cooperative initiative between the United States, Canada and Mexico to foster communication and cooperation on energy related matters.
- *Facilitate the establishment of competitive international energy markets* by encouraging regulatory reform in support of open markets and energy resource development in developing countries and emerging markets.
- *Facilitate increased diversity in world oil production and environmental protection* by supporting operation of the Black Sea Environmental Information Center web page, and by conducting workshops to develop an oil spill response capability and the scientific underpinning for environmental remediation in the Black Sea and Central Asia.

### Environmental and Energy Policy Studies

983                      600                      1,200

- *Help assure environmental policies are consistent with national energy objectives by evaluating the impacts that changing energy markets have on natural gas demand and the concomitant impact on environmental emissions.*
- *Minimize the economic impacts of environmental regulations by conducting economic analysis on the impact of low sulfur gasoline, diesel fuel, and alternative fuels rules and requirements.*
- *Enhance the environmental benefits of energy policy by developing and assessing fuel economy policies and options to reduce pollution and greenhouse gas emissions, and to achieve other energy security and environmental objectives.*
- *Minimize the adverse economic effects of global climate change policies by assessing strategies to reduce greenhouse gases emissions, including market-based mechanisms to minimize the costs and efforts to accelerate climate-friendly technology diffusion.*
- *Assure that energy policy objectives are considered in the development of environmental regulations by developing and supporting DOE views during the interagency review process, on issues such as ozone and particulate matter standards and air toxics.*
- *Promote international deployment of clean energy technologies by supporting the implementation of the Clean Energy Technology Export Initiatives' 5-year strategic plan.*
- *Facilitate increased international use of cleaner fuels and technologies by supporting studies or workshops on natural gas restructuring/reform/technical issues in China.*
- *Support the international adoption of clean U.S. energy technologies by conducting a study of U.S. export competitiveness in key Asian markets compared to other industrialized countries and ways of enhancing such competitiveness, including an analysis of the use of tied-aid or "soft loans" by European and Japanese competitors in key markets such as China.*

**Energy Security and Assurance** 0                      0                      2,000

Policy analysis within PI will support this expanded activity within other Defense Activities. The program will provide energy policy analysis needed to support Energy Security and Assurance efforts to lead the federal government's effort to ensure a secure and reliable flow of energy to America's homes, industry, public service facilities and the transportation system.

PI will analyze U.S. energy supply sectors and examine key interdependencies in energy delivery systems. This analysis will inform and support regional teams of federal experts that will be deployed by energy security and assurance to address specific regional energy supply disruption issues such as the energy consequences of catastrophic earthquakes.

<b>Total Program Support</b>	<b>1,403</b>	<b>1,000</b>	<b>4,000</b>
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## Explanation of Funding Changes from FY 2002 to FY 2003

FY 2002 vs.  
FY 2003  
(\$000)

**Policy Studies and Systems Analysis**

Reflects increase in funding of \$400,000 to support implementation of National Energy Policy (NEP) recommendations, including efforts to: (1) diversify world oil production and enhance emergency preparedness; (2) support international agreements that will facilitate expanded energy trade and investment; and (4) improve the electricity transmission, gas pipeline and refinery infrastructure of North America. The increased funding will also support PI's work on the development of the National Climate Change Technology Initiative. . . . .

+400

**Environmental and Energy Policy Studies**

Reflects increase in funding of \$600,000 to conduct analysis associated with implementing the NEP, including (1) implementation of the Clean Energy and Technology Exports initiative (2) analysis 3-pollutant legislative proposals; (3) review of proposals to address New Source Review; and (4) the development of policies to impacts of regulation on U.S. motor fuel markets. . . . .

+600

**Energy Security and Assurance**

Reflects increase in funding of \$2,000,000 to provide energy policy analysis supporting an expanded Energy Security and Assurance program within Other Defense Activities.....

+2,000

**Total Funding Change, Program Support.....**

+3,000

# **Public Affairs**

## **Program Mission**

The mission of the Office of Public Affairs is to communicate information about DOE's work in a timely, accurate and accessible way. Program direction provides Federal staffing resources and associated costs required to provide overall direction and execution of the Office of Public Affairs' responsibilities to accomplish immediate and effective communications with the public.

## **Program Goals**

- Communicate information about the Department in a timely, accurate and accessible way to the news media and the public.
- Deliver on the Department's commitment for public participation in decision making through wide dissemination of documents to the media.
- Provide public affairs guidance and services to program and field offices including writing news releases, planning news conferences, arranging interviews, preparing and editing written and visual materials.
- Manage and operate the public inquiries room and respond to walk-up visitors inquiring about the Department's programs and activities and research and respond to telephone and written inquiries.
- Improve internal communications by writing and publishing a monthly newsletter about current events around the Department, and compiling and distributing news clips about Departmental activities.
- Provide coordinated review of non-technical Departmental publications, audiovisual materials, and exhibits to ensure consistency, cost-effectiveness and clarity.
- Prepare speeches, briefing materials, and analysis for the Secretary, Deputy Secretary, Under Secretary and principal secretarial officers in support of their work to explain Administration and Departmental policies, initiatives and actions.

## **Significant Accomplishments**

- Provided staff resources for planning and coordinating over 50 press conferences; preparing and distributing over 400 press releases, advisories and news briefs; and responding to over 19,500 inquiries for information or interviews from the news media.
- Operated the Departmental public inquiries office that handles requests concerning all DOE programs and activities; responding to over 13,000 public inquiries from students, schools, colleges, libraries, industry, businesses, Federal agencies, State and local governments, and private citizens.
- Produced and distributed 12 editions of the Departmental news magazine to DOE employees and contractors with external copies sent to Congressional offices, Federal agencies, State and local

governments, news media, libraries, colleges, schools, energy-related trade associations and public interest organizations, embassies and others on request.

- Provided management oversight of DOE's Home Page content to make it more accessible, user-friendly and informative to the public.
- Compiled news articles from national and regional newspapers and magazines/journals, and produced and distributed over 500 copies of news, magazine, and regional clips.
- Assisted, advised and prepared speeches, talking points, and presentations for the Secretary.
- Communicated guidance and coordinated activities with field and laboratory public affairs offices.

# Public Affairs

## Mission Supporting Goals and Objectives

The office is responsible for overall public affairs for the Department, including communicating Departmental policies, initiatives and information to the news media and the general public; managing and coordinating public affairs activities for Headquarters, field offices and sites, and DOE laboratories; serving as primary spokesperson for the Department; responding to requests for information from the public and the news media; arranging interviews with the news media; providing speechwriting services to the Secretary, Deputy Secretary and Under Secretary; preparing written information about Departmental activities; reviewing publications, audiovisuals, and exhibits; compiling news clips; and providing management oversight of the Department of Energy's Home Page content.

## Funding Schedule

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Salaries and Benefits .....	3,110	2,812	3,500	+688	+24.5%
Travel .....	80	80	80	0	0%
Support Services .....	51	150	60	-90	-60.0%
Other Related Expenses .....	1,003	1,015	1,045	+30	+3.0%
Total, Public Affairs .....	4,244 <sup>a</sup>	4,057 <sup>a</sup>	4,685 <sup>a</sup>	+628	+15.5%
Total Excluding Full Funding for Federal Retirements, Public Affairs .....	4,086	3,900	4,531	+631	+16.2%
Full Time Equivalents .....	28	33	32	-1	-3.0%

### Public Law Authorization:

Public Law 95-91, "Department of Energy Organization Act," Section 203

<sup>a</sup> The FY 2001 and FY 2002 column of the FY 2003 Congressional Request includes funding in the amount of \$158,000 and \$157,000, respectively, for the Government's share of increased costs associated with pension and annuitant health care benefits. These funds are comparable to FY 2003 funding of \$154,000. (Note: The data is presented on a comparable basis as if the legislation had been enacted and implemented in FY 2001.).

## Detailed Program Justification

(dollars in thousands)

	FY 2001	FY 2002	FY 2003
<b>Salaries and Benefits</b> .....	3,110	2,812	3,500

Salaries and benefits provides funding for 32 full-time permanent and other than full-time permanent employees, overtime pay, cash incentive awards, lump sum leave payments, and Senior Executive Service and other performance awards.

The changes in FY 2003 reflect an increase of \$+688,000 due to cost of living adjustments, promotions, within-grade increases, and full funded pension and health benefits.

PA will measure its performance in FY 2003 by:

- Customer feedback, ability to meet commitments and program objectives.
- Serve as an intermediary with the news media and the general public, by providing staff resources for:
  - Planning and coordinating approximately 60 press conferences and briefings, preparing and disseminating over 400 press releases, advisories and new briefs, and responding to over 19,500 inquiries for information or interviews from the news media.
  - Operate the Departmental public inquiries office that handles requests concerning all DOE program and activities, responding to about 13,000 public inquiries from students, schools, colleges, libraries, industry, businesses, Federal agencies, State and local governments, and private citizens.
  - Produce and distribute 12 editions of the Departmental news magazine to DOE employees and contractors with external copies sent to Congressional offices, Federal agencies, State and local governments, news media, libraries, colleges, schools, energy-related trade associations and public interest organizations, embassies and others on request.
  - Provide management oversight of DOE’s Home Page content to make it more accessible, user-friendly and informative to the public.
  - Compile news articles from five national newspapers, seventy-five regional papers, eight weekly magazines/journals and produce/distribute over 500 copies of news, magazine, and regional clips.
  - Review/approve over 175 publications, exhibits and audiovisuals of Departmental activities.

- In support of the Department’s mission:
  - Assist, advise, and/or prepare speeches, talking points, and presentations for the Secretary.
  - Communicate guidance and coordinate activities with field and laboratory public affairs offices.
  - Coordinate and provide strategic guidance regarding major announcements.

**Travel** ..... 80            80            80

Travel provides funding for official travel to arrange and lead all media events, to accompany the Secretary, Deputy Secretary, and Under Secretary at public appearances; and to attend conferences and meetings with Public Affairs Field Directors to convey DOE initiatives and policies.

**Support Services** ..... 51            150            60

Support services provides funding for computer support for enhanced technologies, e.g., management oversight of the DOE Home page content; and fax liaison maintenance (fax broadcasting). The decrease reflects completion of information technology upgrades (\$-85,000 for 33 workstations) in Fiscal Year 2002, and \$-5,000 for maintenance of the DOE Home Page.

**Other Related Expenses** ..... 1,003            1,015            1,045

Other related expenses provides funding for employee training and development; other program support services relative to producing the daily news clips and radio/TV transcription services; timesharing services (Lexis/Nexis, Associated Press, Reuters, Federal News, Hotline/Greenwire); and services included in the business lines of the Working Capital Fund, e.g., office space, building operations and maintenance, postage, telephone service, printing and graphics, copying, desktop services, supplies/equipment, On-Line Learning Center, and expanded IT services, etc. The increases in FY 2003 provides \$+41,000 for public service announcements and other program support, and (\$+30,000) for Lexis/Nexis, Associated Press, Reuters, and Federal News Service, which is offset by a reduction in the Working Capital Fund (\$-41,000).

Total, Program Direction ..... 4,244            4,057            4,685



## Explanation of Funding Changes from FY 2002 to FY 2003

FY 2003 vs. FY 2002 (\$000)
--------------------------------------

### Salaries and Benefits

- Reduction of one FTE which is offset by an increase due to cost of living adjustments, promotions, within-grade increases, performance awards, and fully funded pension and health benefits. ....
 +688

### Support Services

- Support services reflect decreases due to completion of information technology upgrades (\$-85,000 for 33 workstations) in Fiscal Year 2002, and \$-5,000 for maintenance of the DOE Home Page. ....
 -90

### Other Related Expenses

- Other related expenses reflect increases for public service announcements and other program support (\$+41,000), and Lexis/Nexis, Associated Press, Reuters, Federal News Service (\$+30,000), which is offset by a decrease in the Working Capital Fund (\$-41,000). ....
 +30

Total Funding Change, Public Affairs. ....	+628
--	------

## Support Services

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Technical Support Services (Fax Liaison) .....	51	150	60	-90	-60.0%
Total, Support Services .....	51	150	60	-90	-60.0%

## Other Related Expenses

(dollars in thousands)

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
Training .....	3	5	5	0	0%
Other Program Support—Contracts .....	70	74	115	+41	+55.4%
Lexis/Nexis, Associated Press, Reuters, Federal News Service (Timesharing) .....	62	55	85	+30	+54.5%
Working Capital Fund .....	868	881	840	-41	-4.7%
Total, Other Related Expenses .....	1,003	1,015	1,045	+30	+3.0%

# **Cost of Work for Others**

## **Mission Supporting Goals and Objectives**

The Cost of Work for Others (CWO) program provides funding to the Department of Energy's (DOE) multi-purpose field offices and national laboratories to finance the cost of products and services requested by non-DOE users, both foreign and domestic. The products and services provided by the Department under this program generally are not available from alternate sources and 1) are a revenue program which results from a budgeted mission of the Department; or, 2) are reimbursable work for non-federal entities where the sponsor is precluded by law from providing advance funding. The costs of the Cost of Work for Others program are offset by revenues received from the sale of products and services to our customers.

The goals for this program are: continued access to the Department's laboratory complex, and the availability of by-products for sale to non-federal customers. The CWO program satisfies the needs of our non-federal customers. For this reason, performance evaluation for this work is the responsibility of our customers. The success of this program is indicated by the steady stream of business from the targeted groups.

The Cost of Work for Others Program includes a portion of the Department's Foreign Research Reactor Spent Fuel Program. This program which involves the receipt and storage of foreign research reactor spent fuel is provided for in the Cost of Work for Others Program only to the extent of revenues provided.

In addition to the funding provided here, the Defense Environmental Management Appropriation includes \$14,500,000 in FY 2001; \$16,000,000 in FY 2002 and \$12,400,000 in FY 2003 at the Savannah River site and \$1,200,000 in FY 2001; \$1,000,000 in FY 2002 and \$0 in FY 2003 at the Idaho site, to support those activities associated with the Foreign Research Reactor Spent Fuel program which are not offset by revenues, including all costs associated with spent fuel returned from other than high income nations.

In FY 2003, approximately \$40.0 million will be funded in Departmental Administration within the Cost of Work for Others program to be offset by an estimated \$40.0 million in revenues. This funding will be utilized for safeguards and security reimbursable activities by the following program offices: Defense Programs \$29 million; Defense Environmental Management \$4.4 million; Science \$4.4 million; and Security, Other Defense Activities \$1 million. This funding approach is a continuation of the FY 2001 funding provided in the Conference Report, P.L. 106-377. Each of the four program offices will display this funding within their respective safeguards and security reimbursable programs but will back it out of their program totals so that the \$40.0 million in budget authority can be provided for within Departmental Administration totals. Allocation of the funds among program offices is provisional since reimbursable work levels are somewhat remote estimates. The Department will provide timely notification to Congress of the actual allocation of these funds in FY 2003.

## Funding Schedule

	FY 2001	FY 2002	FY 2003	\$ Change	% Change
<b>Products Sold:</b>					
Savannah River Operations Office.....	5,131	5,286	5,427	+141	+3%
<b>Services Performed:</b>					
Albuquerque Operations Office.....	1,000	1,000	800	-200	-20%
Argonne National Laboratory.....	250	250	250	0	0%
Brookhaven National Laboratory.....	537	502	572	+70	+14%
Chicago Operations Office.....	150	150	150	0	0%
Idaho Operations Office.....	1,200	1,000	0	-1,000	-100%
Lawrence Berkeley Laboratory.....	1,768	1,321	588	-733	-55%
Lawrence Livermore Laboratory.....	2,804	1,453	1,446	-7	-0.5%
Oak Ridge National Laboratory.....	2,218	2,525	2,741	+216	+9%
Oak Ridge Operations Office.....	3,369	2,450	1,430	-1,020	-42%
Oakland Operations Office.....	1,100	1,100	1,115	+15	+1%
Pacific Northwest Laboratory.....	0	0	3,028	+3,028	+100%
Savannah River Operations Office.....	14,500	14,800	12,369	-2,431	-16%
Safeguards and Security.....	40,000	40,000	40,000	0	0%
<b>Subtotal, Services Performed.....</b>	<b>68,896</b>	<b>66,551</b>	<b>64,489</b>	<b>-2,062</b>	<b>-3%</b>
<b>Subtotal, Cost of Work for Others.....</b>	<b>74,027</b>	<b>71,837</b>	<b>69,916</b>	<b>-1,921</b>	<b>-3%</b>
<b>Use of Prior Year Balances.....</b>	<b>-8,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total, Cost of Work for Others.....</b>	<b>66,027</b>	<b>71,837</b>	<b>69,916</b>	<b>-1,921</b>	<b>-3%</b>

## Detailed Program Justification

(dollars in thousands)

FY 2001	FY 2002	FY 2003
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### Products Sold

- **Savannah River Operations Office .....** 5,131 5,286 5,427

Support forest management and the sale of timber by the U.S. Forest Service at the Savannah River Site. FY 2003 work will include contracts to accomplish reforestation of approximately 800 acres, production of approximately 700,000 loblolly and longleaf pine seedlings, and hardwood reforestation site preparation of approximately 800 acres. Other activities include aerial ignition for prescribed burning, timber stand improvement by chemical application treatments, and other miscellaneous activities. The continuing timber management program also includes silvicultural, and irrigation work to support USDA-DOE industry collaborative research projects on short-rotation woody crops.

### Services Performed

Departmental Administration/  
Cost of Work for Others

FY 2003 Congressional Budget

(dollars in thousands)

	FY 2001	FY 2002	FY 2003
▪ <b>Albuquerque Operations Office</b> .....	1,000	1,000	800
Provide miscellaneous services for state and local governments, such as tasks at the Sandia National Laboratory to support the National Aging Aircraft Research Program Mission Area II, Aging Aircraft Maintenance, and Inspection for Iowa State University as part of a continuing effort on behalf of the Federal Aviation Administration (FAA). In addition, Los Alamos National Laboratory will provide lab interface for Tuberculosis Management, and develop open interfaces for data exchange between laboratory systems and medical information systems with an example demonstration of them.			
▪ <b>Argonne National Laboratory</b> .....	250	250	250
Support research activities for state and local governments such as Internet service capability to educational organizations participating in the Illinois Educational Network Consortium.			
▪ <b>Brookhaven National Laboratory</b> .....	537	502	572
Provide for the sale of isotopes and continue to provide miscellaneous activities for state and local governments. The funding amount was estimated based on extensive historical data of the costs of producing these isotopes and miscellaneous services.			
▪ <b>Chicago Operations Office</b> .....	150	150	150
Provide certified reference materials from the New Brunswick Laboratory which are used by the nuclear community to calibrate or validate the accuracy of measurement methods. The level of funding was derived based on historical sales of certified reference materials and the costs associated with projected new sales.			
▪ <b>Idaho Operations Office</b> .....	1,200	1,000	0
Previously, this funding allowed the site to receive, manage and provide interim storage of one shipment of Foreign Research Reactor Spent Fuel from Japan. The site does not expect a shipment of Foreign Research Reactor Spent Fuel in FY 2003			
▪ <b>Lawrence Berkeley Laboratory</b> .....	1,768	1,321	588
Conduct work for state and local governments and non-profit organizations including activities with the National Institutes of Health to: launch a multilingual epidemiological study of cancer risk factors through data acquisition on the Internet; develop a DNA microarray screening system based on measuring gene expression to support cancer diagnoses, tumor staging and prognostication; develop new radiopharmaceuticals for early detection of many forms of cancer of the lower abdomen; and, advance measurement technologies for determination of carbonaceous species in airborne particulate matter.			
▪ <b>Lawrence Livermore Laboratory</b> .....	2,804	1,453	1,446
Conduct work for state and local governments and non-profit organizations including activities such as: evaluate leaking underground fuel tanks (LUFT) and structural inspection of dams and water contaminants; and analyze fault and site information relating to the San Francisco and Oakland bay			

(dollars in thousands)

FY 2001	FY 2002	FY 2003
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bridges.

- **Oak Ridge National Laboratory** ..... 2,218 2,525 2,741

Provide funding for: (1)University of Illinois for analyzing and forecasting state and regional economies including transportation flows and modeling; (2) University of Virginia for scientific underpinning of bulk-glass formability; and (3) University of Massachusetts for enterprise-wide simulation and analytical modeling of comprehensive freight movements.
- **Oak Ridge Operations Office** ..... 3,369 2,450 1,430

Provide miscellaneous services for state and local governments, universities and institutions and foreign governments including technical and manufacturing training support from Y-12. Process and prepare low-enriched uranium and a small quantity of highly enriched uranium for sale to foreign countries for use in either research reactors or reduced enrichment for research and test reactors as part of the Department=s nonproliferation programs. The estimate is based on the historical costs adjusted for inflation associated with providing each of the requested services as stated in the statements of work to the requesting state or local government. These costs include staff resources, supplies, materials and contractual expenses.
- **Oakland Operations Office** ..... 1,100 1,100 1,115

Support particle physics collaboration with Japan and other development efforts at the Stanford Linear Accelerator Center (SLAC). The Japanese participation at SLAC is covered by the U.S./Japan agreement in high-energy physics. The Japanese involvement includes the B Factory, and various accelerator R&D programs related to the Next Linear Collider.
- **Pacific Northwest Laboratory** ..... 0 0 3,028

FY 2003 activities include: watershed and fish studies; study for the mycoremediation of contaminated marine sediments; and a fish passage joint study with the Bonneville Power Administration.
- **Safeguards and Security** ..... 40,000 40,000 40,000

Provides funding for safeguards and security requirements throughout the Department.

(dollars in thousands)

FY 2001	FY 2002	FY 2003
---------	---------	---------

▪ <b>Savannah River Operations Office</b> .....	14,500	14,800	12,369
Receive, manage and provide interim storage of Foreign Research Reactor Spent Fuel from Germany, Denmark, France, the Netherlands, South Africa, Japan, France and Sweden. The funding level was derived based on the historical transportation cost of a shipment from a country, unloading costs for a shipment at the port, satellite tracking costs, and overland shipment support activities such as emergency preparedness training and other needs of the country involved with the shipment. Facility operating costs based on allocation of incremental costs at the facility (and supporting organizations) to receive and unload foreign casks.			
Subtotal, Services Performed.....	68,896	66,551	64,489
<b>Total, Cost of Work for Others.....</b>	<b>74,027</b>	<b>71,837</b>	<b>69,916</b>

### Explanation of Funding Changes from FY 2002 to FY 2003

FY 2003 vs. FY 2002 (\$000)
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#### Products Sold:

▪ <b>Savannah River Operations Office</b>	
Increase due to the payraise and inflationary increases related to timber sales program.....	+141

#### Services Performed:

▪ <b>Albuquerque Operations Office</b>	
Decrease due to a reduction in the amount of funding needed for several projects with Iowa University, University of California, Washington State University, and New Mexico State University due to their ability to provide advance funding.....	-200
▪ <b>Brookhaven National Laboratory</b>	
Increase due to inflation.....	+70
▪ <b>Idaho Operations Office</b>	
This site does not expect a shipment of Foreign Research Reactor Spent Fuel in FY 2003.....	-1,000

FY 2003 vs. FY 2002 (\$000)
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<ul style="list-style-type: none"> <li>▪ <b>Lawrence Berkeley Laboratory</b>            Decrease is a result of work being shifted from the National Institutes of Health to universities and other institutions.....</li> <li>▪ <b>Lawrence Livermore Laboratory</b>            Decrease due to the completion of the development of an endoscopic subsurface optical imaging system for cancer detection and reduced funding for the Accelerator Mass Spectrometry Center. ....</li> <li>▪ <b>Oak Ridge National Laboratory</b>            The increase is a result of additional support for transportation and economic studies, bulk glass studies and simulation and analytical modeling.....</li> <li>▪ <b>Oak Ridge Operations Office</b>            Decrease in the amount of technical and manufacturing support to be provided to foreign industries.....</li> <li>▪ <b>Oakland Operations Office</b>            Increase is due to inflation associated with the continued support of the Next Linear Collider R&amp;D.....</li> <li>▪ <b>Pacific Northwest Laboratory</b>            Increase due to initiation of watershed and fish studies; study for the mycoremediation of contaminated marine sediments; and a fish passage joint study with the Bonneville Power Administration.....</li> <li>▪ <b>Savannah River Operations Office</b>            Decrease is due to a reduced number of shipments of Foreign Research Reactor Spent Fuel expected to this site. ....</li> </ul>	<table border="0"> <tr> <td style="border-top: 1px solid black;">Total Funding Change, Services Performed.....</td> <td style="text-align: right; border-top: 1px solid black;">-2,062</td> </tr> <tr> <td><b>Total Funding Change, Cost of Work</b></td> <td style="text-align: right;"><b><u>-1,921</u></b></td> </tr> </table>	Total Funding Change, Services Performed.....	-2,062	<b>Total Funding Change, Cost of Work</b>	<b><u>-1,921</u></b>			
Total Funding Change, Services Performed.....	-2,062							
<b>Total Funding Change, Cost of Work</b>	<b><u>-1,921</u></b>							
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-733								
-7								
+216								
-1,020								
+15								
+3,028								
-2,431								



# **Working Capital Fund**

## **Program Mission**

This budget submission covers the activities of the Department that are included in the Working Capital Fund (Fund). The Fund is a financial management tool for improving the financing and delivery of a range of common administrative services. Pricing policy and oversight is vested in a Board appointed by the Deputy Secretary. Service delivery is assigned to Business Line Service managers; financial responsibility resides in a Fund Manager and individual Business Line Fund Managers who are responsible for billing and funds control. The Fund creates a framework for business-like organization of support functions.

## **Program Goal**

The Fund supports the Department's Corporate Management Goal to successfully implement each of the DOE's requirements in the President's Management Plan.

## **Program Objectives**

The objectives of the Fund include:

- Improve the efficiency of administrative services by providing managers with the opportunity and responsibility to make choices on the amount, priority, and, where possible, the sources of administrative services used by their programs;
- Ensure that program mission budgets include a fair allocation of the costs of common administrative services; and
- Expand the flexibility of the Department's budget structure to permit service providers to respond to customer needs.

## **Program Performance Summary**

FY 2001 was the fifth year of Fund operations. Fund operations are valued by customers, serve the Department, and remain within the fiscal and policy guidelines established by the Board and by congressional committees. In FY 2001, the Fund experienced \$5.8 million in net earnings, due largely to the start of a building improvement initiative where incurred costs lag behind billings to customers. For the first five years of operation, the Fund had an excess of earnings over expenses of \$7.5 million, or less than 1.8% of customer billings over the life of the Fund. Although net earnings for individual business lines have fluctuated between profit and loss over the years, the Fund has maintained its goal of break-even operations.

The Fund has reported performance metrics since its inception. These efficiency and effectiveness metrics document its continuous efforts to provide program customers with the best goods and services possible. This year, as part of five-year business planning, Fund businesses began using a balanced scorecard approach to performance management. We believe good businesses should pay attention to the four corners of their business structure; namely, customers, financial performance, internal processes, and knowledge management including human capital and information systems.

## **Significant Accomplishments/Program Shifts**

The Department continues to examine ways of using the Working Capital Fund to gain greater management efficiencies.

- The Printing and Graphics business line is reducing its overhead expense by charging customers directly for graphics services that can be traced to benefiting program customers. These services, like the printed products that were transferred from the supply business to printing in FY 2001 are a continuation of the realignment of services to follow customer demand and streamline customer service.
- PAPERCLIPS, the office supply store name assigned by Winston-Salem Industries for the Blind, an affiliate of the National Industries for the Blind (NIB), began store operations on March 26, 2001.
- The Copying business line installed 35 digital copiers, which feature fewer moving parts and provide a link to communication networks and information technology.
- Building Occupancy has eliminated 64 of 112 barriers to persons with disabilities, and installed energy efficient fragment retention film on all the windows of the Forrestal Building. The business also implemented plans for improved backup emergency power.
- The Telephone business replaced the Battery plant at the Forrestal and Germantown complex that provides backup power for the MSL-100 Telephone Switch and completed phase two of “Keep It Current” (KICII) MSL100 Telephone Switch Software Upgrade. It implemented FTS2001, long distance service, reducing rates from \$0.05 to \$0.03 per minute along with a new contract for local phone service that will save \$54,000 annually.
- The Desktop business addressed 61,600 virus incidents.
- The Network business maintained network infrastructure availability for our users at greater than 99.9%. It also improved the help desk by implementing a Call Telephony Integration (CTI) product for improved help-desk management and responsiveness to customers' problems and expanding help-desk on-site availability by 25% (6 AM - 9 PM) without additional cost. The business upgraded DOE Internet connection to a full DS-3 circuit with a Permanent Virtual Circuit of 45mb (a 300% improvement in throughput), which provides more responsive and reliable Internet connections.
- The Payroll business completed an independent study to determine the feasibility of outsourcing the payroll functions. It also partnered with CHRIS-HR to enhance the ESS that provides employees with electronic Leave and Earnings Statements and allows employees to independently submit requests to affect their payroll deductions and/or entitlements

## **Working Capital Fund: Business Line Budgets**

Table 1 summarizes projected billings by business line. These billings result from business line expenses, which are processed in accordance with approved pricing policies as program costs. Table 2 summarizes costs by customer organization. Estimates of business expenses represent the best projections currently available, but are subject to change based on customer decision regarding the mix, level, and source of services employed to support mission programs. In some cases, customers may choose to acquire services outside the Fund, and in other cases, customers may make tradeoffs to expand their use of Fund services in order to reduce other costs, including travel or contractual services. Furthermore, customers already appear to have made tradeoffs within the services provided through the Fund, including reduced use of paper and photocopying through increased reliance on electronic communication.

This section includes a description of each business line with their respective pricing policy approved by the Fund Board. Tables 3 through 13 display projections for FY 2001 based on actual consumption and cost estimates for FY 2002 and FY 2003 provided for each business line.

## Table 1: Working Capital Fund Budget by Function

(dollars in thousands)

FY 2001 Actual	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
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Table 1: Business Line

Supplies	2,857	2,854	2,854
Mail Services	1,737	2,227	2,227
Photocopying	2,371	2,588	2,610
Printing and Graphics	4,047	3,567	3,567
Building Occupancy	56,409	54,384	55,066
Telephones	6,843	6,910	6,965
Desktop	1,199	1,234	1,248
Networking	6,125	6,401	6,469
Contract Closeout	703	719	719
Payroll and Personnel	3,102	5,270	5,270
Online Learning Center	N/A	109	109
Total, Working Capital Fund	85,392	86,262	87,104

**Table 2: Working Capital Fund Budget by Organization**

(dollars in thousands)

FY 2001 Actual	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
-------------------	----------------------------------	----------------------------------

Table 2: Program Organization

Board of Contract Appeals	239	230	245
Bonneville Power Administration	158	164	171
Congressional & Intergovernmental Affairs	674	684	688
Counterintelligence	832	835	839
Chief Financial Officer	3,154	N/A	N/A
Economic Impact and Diversity	703	714	717
Energy Efficiency	6,301	6,365	6,388
Environment, Safety, and Health	4,254	4,755	4,798
Energy Information Administration	7,277	7,323	7,444
Environmental Management	7,638	7,546	7,579
Fossil Energy	3,427	3,564	3,578
General Counsel	2,667	2,678	2,692
Hearings and Appeals	992	992	1,044
Chief Information Officer	0	4,588	4,622
International Affairs	924	N/A	N/A
Inspector General	1,684	1,699	1,707
Intelligence	1,105	1,083	1,089
Management and Administration	12,182	N/A	N/A
Management Budget and Evaluation	0	14,979	15,277
Nuclear Energy	1,477	1,672	1,684
National Nuclear Security Administration:	10,306	10,468	10,518
Office of National Nuclear Security Administration	483	867	871
Defense Programs	5,720	5,693	5,722
Nuclear Nonproliferation	3,769	3,804	3,821
Naval Reactors	334	104	104
Oversight & Performance Assurance	387	416	419
Public Affairs	832	856	858
Policy	709	N/A	N/A
Policy and International Affairs	0	1,725	1,743
Civilian Radioactive Waste Management	1,296	1,255	1,261
Office of the Secretary	799	751	755
Secretary of Energy Advisory Board	209	223	225
Science	3,941	4,058	4,081
Security	9,967	3,554	3,585
Emergency Operations	0	1,617	1,626
WAPA/SWPA/SEPA	903	1,101	1,101
Worker Transition	355	368	370
<b>Total, Working Capital Fund</b>	<b>85,392</b>	<b>86,262</b>	<b>87,104</b>

# Supplies

## Description

This business operates two main and two satellite self-service stores, which carry a wide variety of consumable office products. At customers' request, we also acquire specialty items that are not stocked in the stores. Products carried are based on review of equipment in the agency inventory and customer input and suggestions.

FY 2001 was a year of transition between two supply businesses in the Working Capital Fund. Operationally this transition is virtually transparent to our customers. The "in house" supply business was replaced in April 2001 by Paper Clips, the office supply store name assigned by Winston-Salem Industries for the Blind, an affiliate of the National Industries for the Blind (NIB). Paper Clips operates the DOE supply stores as a commercial operation. Paper Clips is paid only for the supplies purchased by DOE employees.

## Board Pricing Policy

Each organization pays for supplies purchased by its employees.

Table 3 provides the estimated supplies charges for each organization in Headquarters. It is assumed that consumption levels in FY 2002 and FY 2003 will remain constant at FY 2001 levels. However, the new product offerings of Paper Clips may change consumption patterns or may change customer decisions on how to acquire supplies.

**Table 3: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2001 Actual	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
Table 3: Supplies			
Board of Contract Appeals	0	0	0
Bonneville Power Administration	4	4	4
Congressional & Intergovernmental Affairs	20	20	20
Counterintelligence	23	23	23
Chief Financial Officer	134	N/A	N/A
Economic Impact and Diversity	21	21	21
Energy Efficiency	261	261	261
Environment, Safety, and Health	152	152	152
Energy Information Administration	203	203	203
Environmental Management	245	245	245
Fossil Energy	117	117	117
General Counsel	51	51	51
Hearings and Appeals	9	9	9
Chief Information Officer	0	120	120
International Affairs	49	N/A	N/A
Inspector General	34	34	34
Intelligence	16	16	16
Management and Administration	380	N/A	N/A
Management Budget and Evaluation	0	511	511
Nuclear Energy	48	48	48
National Nuclear Security Administration:	389	389	389
Office of National Nuclear Security Administration	26	26	26
Defense Programs	246	246	246
Nuclear Nonproliferation	115	115	115
Naval Reactors	1	1	1
Oversight & Performance Assurance	24	24	24
Public Affairs	19	19	19
Policy	20	N/A	N/A
Policy and International Affairs	0	69	69
Civilian Radioactive Waste Management	19	19	19
Office of the Secretary	23	23	23
Secretary of Energy Advisory Board	4	4	4
Science	220	220	220
Security	360	180	180
Emergency Operations	0	60	60
WAPA/SWPA/SEPA	1	1	1
Worker Transition	11	11	11
Total, Working Capital Fund	2,857	2,854	2,854

## **Mail Services**

### **Description**

The DOE Mail Center provides a variety of mail services for all official and other authorized mail for the Department of Energy and its employees. The services provided include the processing of all incoming postal mail, outgoing official mail, internal mail processing, accountable mail processing, pouch mail, a variety of overnight express mail services, directory services, and pick-up and delivery services.

### **Board Pricing Policy**

Mail service pricing has three components: Offices pay the actual dollar meter value for outgoing United States Postal Service mail; the actual cost for Federal Express or other special mail; and pay for internal mail distribution based on the number of mail stops. During FY 2001, the Board approved an optional service whereby local mail sorting could be obtained from the central provider.

For FY 2001, the Fund continued the price reductions instituted in FY 1999 by not charging for common mail stops and pouch delivery service. Estimates increase in FY 2002 and FY 2003 due to discontinuing these price reductions.

Table 4 provides the estimated mail services charges for each organization in Headquarters.



**Table 4: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2001 Actual	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
Table 4: Mail Services			
Board of Contract Appeals	0	4	4
Bonneville Power Administration	10	15	15
Congressional & Intergovernmental Affairs	27	34	34
Counterintelligence	18	26	26
Chief Financial Officer	83	N/A	N/A
Economic Impact and Diversity	42	52	52
Energy Efficiency	204	237	237
Environment, Safety, and Health	48	58	58
Energy Information Administration	225	386	386
Environmental Management	65	65	65
Fossil Energy	55	65	65
General Counsel	27	61	61
Hearings and Appeals	14	19	19
Chief Information Officer	0	65	65
International Affairs	18	N/A	N/A
Inspector General	38	48	48
Intelligence	15	21	21
Management and Administration	366	N/A	N/A
Management and Budget Evaluation	0	504	504
Nuclear Energy	39	46	46
National Nuclear Security Administration:	73	104	104
Office of National Nuclear Security Administration	5	15	15
Defense Programs	32	42	42
Nuclear Nonproliferation	36	47	47
Naval Reactors	0	0	0
Oversight & Performance Assurance	16	21	21
Public Affairs	34	43	43
Policy	18	N/A	N/A
Policy and International Affairs	0	54	54
Civilian Radioactive Waste Management	11	16	16
Office of the Secretary	13	18	18
Secretary of Energy Advisory Board	12	18	18
Science	77	85	85
Security	165	114	114
Emergency Operations	0	13	13
WAPA/SWPA/SEPA	10	15	15
Worker Transition	14	20	20
Total, Working Capital Fund	1,737	2,227	2,227

# Photocopying

## Description

This business provides the following services:

- Staffed photocopy centers at Forrestal, Germantown and L'Enfant Plaza capable of reproducing 25,000 impressions per document.
- Centralized (Walk-up) Photocopy Rooms.
- Dedicated (Customer-Assigned) Photocopiers including needs assessment analysis to determine workload and most appropriate equipment.

In FY 1996, before creation of the Fund, DOE headquarters made over 100 million copies. The number of copies declined rapidly after creation of the Fund but has stabilized in recent years at an annualized rate of 60 million.

## Board Pricing Policy

Each office pays the full cost to maintain and supply its assigned dedicated photocopiers. For walk-up and staffed photocopiers, a cost per photocopy is calculated and programs are charged based on the number of photocopies made by program staff.

Table 5 provides the estimated photocopy charges for each organization in Headquarters.

**Table 5: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2001 Actual	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
Table 5: Photocopy			
Board of Contract Appeals	1	5	5
Bonneville Power Administration	2	1	1
Congressional & Intergovernmental Affairs	25	34	34
Counterintelligence	45	47	47
Chief Financial Officer	121	N/A	N/A
Economic Impact and Diversity	43	34	34
Energy Efficiency	204	184	184
Environment, Safety, and Health	109	124	125
Energy Information Administration	157	158	158
Environmental Management	218	220	222
Fossil Energy	78	72	73
General Counsel	39	45	46
Hearings and Appeals	10	15	15
Chief Information Officer	0	40	40
International Affairs	18	N/A	N/A
Inspector General	29	31	31
Intelligence	25	38	38
Management and Administration	462	N/A	N/A
Management and Budget Evaluation	0	582	589
Nuclear Energy	49	160	160
National Nuclear Security Administration:	259	315	317
Office of National Nuclear Security Administration	1	57	57
Defense Programs	126	123	125
Nuclear Nonproliferation	131	135	135
Naval Reactors	1	1	1
Oversight & Performance Assurance	12	17	17
Public Affairs	167	169	169
Policy	19	0	0
Policy and International Affairs	0	38	38
Civilian Radioactive Waste Management	19	38	39
Office of the Secretary	4	4	4
Secretary of Energy Advisory Board	14	12	13
Science	91	92	92
Security	139	69	75
Emergency Operations	0	28	28
WAPA/SWPA/SEPA	0	2	2
Worker Transition	11	14	14
Total, Working Capital Fund	2,371	2,588	2,610

# **Printing and Graphics**

## **Description**

The printing and graphics business line provides procurement and liaison with commercial printers through the Government Printing Office. It also provides design and development of pre-press graphics, electronic forms and exhibits, and court reporting services. Contractor staff distribute in-house-produced materials as well as materials produced by other government agencies. Beginning in FY 2001, the business transferred printed products, for example, stationary that they preprinted, from the supply business. By selling the printed products directly to customer programs they streamlined the process and created cost savings for their customers. This business line also provides professional photography, lab technicians, portrait studio operations, and graphics visual aids and presentation materials. Centralized visual archives are provided through a staffed repository of general interest photos.

## **Board Pricing Policy**

Organizations pay for direct printing costs, costs for printed products, and Federal Register costs. Additionally for graphics services, programs pay maintenance and depreciation costs on graphics equipment as a percentage allocation of costs incurred in the previous fiscal year.

Printed products are inexpensive and cause little change in customer charges. FY 2002 and FY 2003 estimates decline from FY 2001 projections due to unusually high printing costs experienced during FY 2001.

Table 6 provides the estimated printing and graphics charges for each organization in Headquarters.

**Table 6: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2001 Actual	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
Table 6: Printing and Graphics			
Board of Contract Appeals	11	0	0
Bonneville Power Administration	33	33	33
Congressional & Intergovernmental Affairs	22	13	13
Counterintelligence	29	20	20
Chief Financial Officer	188	N/A	N/A
Economic Impact and Diversity	50	47	47
Energy Efficiency	502	323	323
Environment, Safety, and Health	116	77	77
Energy Information Administration	748	755	755
Environmental Management	190	156	156
Fossil Energy	274	323	323
General Counsel	146	143	143
Hearings and Appeals	99	67	67
Chief Information Officer	0	30	30
International Affairs	15	N/A	N/A
Inspector General	52	41	41
Intelligence	4	4	4
Management and Administration	658	N/A	N/A
Management and Budget Evaluation	0	705	705
Nuclear Energy	57	17	17
National Nuclear Security Administration:	169	191	191
Office of National Nuclear Security Administration	0	3	3
Defense Programs	74	65	65
Nuclear Nonproliferation	87	120	120
Naval Reactors	6	2	2
Oversight & Performance Assurance	0	12	12
Public Affairs	133	158	158
Policy	64	N/A	N/A
Policy and International Affairs	0	114	114
Civilian Radioactive Waste Management	47	14	14
Office of the Secretary	56	50	50
Secretary of Energy Advisory Board	29	38	38
Science	186	140	140
Security	109	53	53
Emergency Operations	0	20	20
WAPA/SWPA/SEPA	53	18	18
Worker Transition	8	6	6
Total, Working Capital Fund	4,047	3,567	3,567

# **Building Occupancy**

## **Description**

The core services in the Building Occupancy Business Line include space, utilities (such as heat and electricity), cleaning services, snow removal, maintenance, pest control, trash removal, and waste recycling. Engineering and facilities services provided are drafting, construction, engineering, lock repair and key management, safety and occupational health, and conference support. This business also provides electronic services which involves audio/visual meeting and conferencing support as well as repair and maintenance of Headquarters radio communications and electronic equipment. Board-approved improvements to the Headquarters complex are also included.

## **Board Pricing Policy**

Board policy is based on direct costs and allocations in the following manner:

- On a building-by-building basis, direct rental value of the space assigned to each organization is calculated, based on the actual rent charged to the Department by the General Services Administration. Customer rent costs are based on areas expected to be assigned to each organization on October 1 of the Fiscal Year.
- Then the common use space costs in each building are divided among the tenants of that building based on their proportional shares of direct rent costs.
- Certain additional costs, such as common area improvements and health and life safety programs, are allocated as a pro rata addition to the building-by-building charges described above.
- Electronic Services are allocated according to direct Building Occupancy costs.
- In addition, tenants may arrange, at their own cost, alterations of office space.

Table 7 provides the estimated building occupancy charges for each organization in Headquarters.

**Table 7: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2001 Actual	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
Table 7: Building Occupancy			
Board of Contract Appeals	216	217	232
Bonneville Power Administration	94	94	101
Congressional & Intergovernmental Affairs	492	491	495
Counterintelligence	605	600	604
Chief Financial Officer	1,970	N/A	N/A
Economic Impact and Diversity	427	426	429
Energy Efficiency	3,748	3,635	3,658
Environment, Safety, and Health	3,031	3,499	3,541
Energy Information Administration	5,041	5,043	5,164
Environmental Management	4,692	4,159	4,190
Fossil Energy	1,748	1,729	1,742
General Counsel	2,058	2,017	2,030
Hearings and Appeals	792	796	848
Chief Information Officer	0	3,534	3,568
International Affairs	643	N/A	N/A
Inspector General	1,182	1,175	1,183
Intelligence	955	909	915
Management and Administration	8,519	N/A	N/A
Management and Budget Evaluation	0	9,801	9,966
Nuclear Energy	974	995	1,007
National Nuclear Security Administration:	6,636	6,158	6,206
Office of National Nuclear Security Administration	396	681	685
Defense Programs	3,408	2,900	2,927
Nuclear Nonproliferation	2,632	2,577	2,594
Naval Reactors	200	0	0
Oversight & Performance Assurance	265	257	260
Public Affairs	393	372	374
Policy	471	N/A	N/A
Policy and International Affairs	0	1,101	1,108
Civilian Radioactive Waste Management	906	850	855
Office of the Secretary	594	542	546
Secretary of Energy Advisory Board	130	130	131
Science	1,942	1,908	1,931
Security	7,532	2,308	2,333
Emergency Operations	0	1,283	1,292
WAPA/SWPA/SEPA	100	101	101
Worker Transition	254	254	256
Total, Working Capital Fund	56,409	54,384	55,066

## Telephones

### Description

The telephone business line is the telephone company for DOE Headquarters. It comprises an infrastructure connecting two main headquarters buildings and satellite buildings for internal dialing and commercial basic line service. The infrastructure includes communication networks, installed telephone processing switching equipment, and trained technical personnel. Telephone service includes local, long distance, and international dialing provided through the Headquarters Information Exchange (IX) System; specialized services such as operator-assisted calls (including large audio conference calls), voice mail, three-way calling, call forwarding, automatic ring-back, and custom calling cards; and trained technical personnel to install, repair and operate the system. The cost of telephone instruments, cellular phones, pagers, and other like equipment are not included in this business line.

There are approximately 12,000 telephone connections in DOE Headquarters. This reflects a reduction of 26% from the nearly 16,000 connections that were in place in FY 1996, before the Fund was implemented. Telephone usage, as measured by the average number of calls per month, declined 31% from FY 1996 to FY 2001.

### Board Pricing Policy

Telephone system costs are allocated to Headquarters offices based upon three categories:

- Headquarters telephone system infrastructure costs, which are composed of: (a) the cost of the leased telecommunications circuits connecting the Headquarters buildings to the internal telephone system, including the CENTREX telephone line charges for staff located in leased facilities; (b) the cost of leased telecommunications circuits that support local, long distance and international calling; and (c) the cost of the technical staff who operate the Headquarters telephone switches, and install and repair the telephone wiring plant, are allocated among program organizations based on the number of active telephone lines as a per line monthly charge. Since the Fund's inception, program customers have been validating, and reducing, the number of active phone lines.
- The costs of dedicated communication circuits are allocated to those organizations requesting installation of such lines.
- All long distance, local, and international calls are allocated to the originating telephones and thus to programs based on the actual billing information received by the Department.

Table 8 provides the estimated telephone charges for each organization in Headquarters.



**Table 8: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2001 Actual	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
Table 8: Telephones			
Board of Contract Appeals	7	2	2
Bonneville Power Administration	13	13	13
Congressional & Intergovernmental Affairs	43	43	43
Counterintelligence	81	84	84
Chief Financial Officer	287	N/A	N/A
Economic Impact and Diversity	49	52	52
Energy Efficiency	488	489	489
Environment, Safety, and Health	348	349	349
Energy Information Administration	554	529	529
Environmental Management	668	720	720
Fossil Energy	255	177	177
General Counsel	175	180	180
Hearings and Appeals	32	42	42
Chief Information Officer	0	361	361
International Affairs	94	N/A	N/A
Inspector General	112	113	113
Intelligence	55	57	57
Management and Administration	818	N/A	N/A
Management and Budget Evaluation	0	1,149	1,200
Nuclear Energy	151	159	159
National Nuclear Security Administration:	949	913	913
Office of National Nuclear Security Administration	22	38	38
Defense Programs	428	450	450
Nuclear Nonproliferation	453	416	416
Naval Reactors	46	9	9
Oversight & Performance Assurance	32	44	44
Public Affairs	41	44	44
Contract Reform and Privatization	2	0	0
Policy	49	N/A	N/A
Policy and International Affairs	0	146	150
Civilian Radioactive Waste Management	128	129	129
Office of the Secretary	65	68	68
Secretary of Energy Advisory Board	9	11	11
Science	370	396	396
Security	934	488	488
Emergency Operations	0	120	120
WAPA/SWPA/SEPA	9	9	9
Worker Transition	25	23	23
Total, Working Capital Fund	6,843	6,910	6,965

# Desktop Support

## Description

Desktop Support contains two components: Workstation Infrastructure and Maintenance of Desktop Workstations. During FY 2001 the Technology Training segment of the business was curtailed. For FY 2002 and FY 2003 the Online Learning Center will offer technology courses in its curricula.

### Workstation Infrastructure

- Provides media decontamination service, live test demonstrations of emerging technology, virus investigation and control, tactical hardware and software analysis and evaluations, and disk media recovery services.
- Provides a centralized “help desk” service for ordering hardware repairs, technical support of software products used throughout Headquarters, and reporting of telephone system and Local Area Network (LAN) problems.

### Maintenance of Desktop Work Stations

- Installation, repair, upgrades, disconnections and reconnections to Desktop systems.
- Loaner equipment when compatible equipment is available from the maintenance shops and customer equipment cannot be repaired within 24 hours.
- Time & Material services per fee schedule including relocations, repairs to peripherals, and repairs to facsimile equipment.
- Maintenance contracts with third party vendors to service specialized equipment per customer request.
- Warranty coordination service for repairs covered under vendor warranty. This includes returning equipment for such repair and assuring that the work has been done when the equipments returns from the vendor, and reinstallation of the product for the user after repairs have been completed.

### Board Pricing Policy

Certain expenses, such as virus protection, adaptive workstation support, and half of the Help Desk (Software HOTLINE) costs, are infrastructure and allocated among programs by the number of workstations.

Customers have the choice of three options for maintenance of desktop workstations:

- Annual Subscription: Maintenance fee per workstation for microcomputer workstation repair or portable notebook computer, with or without docking station, to include (a) onsite repair; (b) loaner equipment, when available, for equipment that will be out of service for more than 24 hours; and (c) installation of compatible upgrade components.
- Warranty Service: Warranty maintenance administration is offered and covers performance of all vendor required diagnostics, picking up, packaging, shipping, tracking and ensuring

return of hardware shipped off-site for warranty maintenance, as well as installation upon return.

- Time and Materials: Devices as well as desktop units not elected to be covered under Desktop Services subscription, may be covered under a pay as you use Time and Material contract, based on an hourly labor rate.
- Finally, the remaining half of Help Desk (Hardware HOTLINE) costs completes this second component.

There is little change in cost projections for FY 2002 and FY 2003 because technology training activity declined significantly during FY 2001.

Table 9 provides the estimated desktop charges for each organization in Headquarters.

**Table 9: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2001 Actual	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
Table 9: Desktop Support			
Board of Contract Appeals	2	0	0
Bonneville Power Administration	0	0	0
Congressional & Intergovernmental Affairs	14	15	15
Counterintelligence	5	5	5
Chief Financial Officer	39	N/A	N/A
Economic Impact and Diversity	8	9	9
Energy Efficiency	107	108	108
Environment, Safety, and Health	49	50	50
Energy Information Administration	4	5	5
Environmental Management	101	105	105
Fossil Energy	117	128	128
General Counsel	21	21	21
Hearings and Appeals	6	8	8
Chief Information Officer	0	128	128
International Affairs	11	N/A	N/A
Inspector General	26	28	28
Intelligence	18	20	20
Management and Administration	176	N/A	N/A
Management and Budget Evaluation	0	210	220
Nuclear Energy	22	22	22
National Nuclear Security Administration:	151	159	159
Office of National Nuclear Security Administration	1	1	1
Defense Programs	50	53	53
Nuclear Nonproliferation	100	105	105
Naval Reactors	0	0	0
Oversight & Performance Assurance	2	2	2
Public Affairs	13	15	15
Policy	19	N/A	N/A
Policy and International Affairs	0	36	40
Civilian Radioactive Waste Management	28	28	28
Office of the Secretary	12	12	12
Secretary of Energy Advisory Board	2	1	1
Science	60	58	58
Security	182	40	40
Emergency Operations	0	15	15
WAPA/SWPA/SEPA	0	0	0
Worker Transition	6	6	6
<b>Total, Working Capital Fund</b>	<b>1,199</b>	<b>1,234</b>	<b>1,248</b>

## Networking

### Description

Networking provides:

- Connectivity for DOE Headquarters through Local and Wide Area Networks. This connectivity provides interoperability for 86 organizational Local Area Network (LAN) segments in two main headquarters and associated satellite buildings, and connectivity to the Headquarters mainframe systems. There are approximately 8,740 LAN connections in Headquarters.
- Access to the Internet and World Wide Web, Electronic mail, and DOECast for information sharing through the LAN backbone infrastructure.
- Interface services and communications links to field sites, other government agencies, and public/private business partners.
- Connectivity to the entire national complex through DOENET. The DOENET is a centrally managed Wide Area Network designed to support DOE corporate systems and carry business sensitive data to users throughout the DOE community. DOENET currently provides connectivity to 38 sites, each adhering to a uniform connection policy to ensure a level of security. The annualized cost is estimated to be \$2.7 million.

### Board Pricing Policy

For services being provided in FY 2001, Networking charges represent infrastructure costs which are composed of: (1) the cost of the leased telecommunications circuits connecting the Headquarters metropolitan area locations (including the Germantown campus) into the network backbone system; (2) the cost of maintaining the common network infrastructure components (routers, switches, bridges, hub-mail routing servers, etc.); and (3) the cost of providing the technical staff who install and repair network connections and monitor/operate the various common network components. These charges will be allocated among program organizations based on the number of active local area network (LAN) connections as a per connection monthly charge. Since the Fund's inception, program customers have been validating the number of active LAN connections.

For the DOE Corporate Network Services provided starting in FY 2001, the Board adopted a multistage pricing policy. Initially, all DOE elements were billed for services based on Federal employee population. However, beginning April 2001, this pricing algorithm was replaced by a usage-based algorithm. Budget estimates for FY 2002 and FY 2003 used projections based on the actual usage measured during FY 2001.

Table 10 provides the estimated networking charges for each organization in Headquarters.

**Table 10: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2001 Actual	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
Table 10: Networking			
Board of Contract Appeals	1	0	0
Bonneville Power Administration	1	1	1
Congressional & Intergovernmental Affairs	21	16	16
Counterintelligence	18	16	16
Chief Financial Officer	259	N/A	N/A
Economic Impact and Diversity	35	31	31
Energy Efficiency	592	794	794
Environment, Safety, and Health	292	272	272
Energy Information Administration	61	2	2
Environmental Management	858	874	874
Fossil Energy	391	476	476
General Counsel	106	87	87
Hearings and Appeals	19	12	12
Chief Information Officer	0	240	240
International Affairs	59	N/A	N/A
Inspector General	137	112	112
Intelligence	6	0	0
Management and Administration	583	N/A	N/A
Management and Budget Evaluation	0	1,085	1,150
Nuclear Energy	99	120	120
National Nuclear Security Administration:	1,000	938	938
Office of National Nuclear Security Administration	27	18	18
Defense Programs	792	761	761
Nuclear Nonproliferation	149	150	150
Naval Reactors	32	9	9
Oversight & Performance Assurance	26	21	21
Public Affairs	24	23	23
Policy	35	N/A	N/A
Policy and International Affairs	0	87	90
Civilian Radioactive Waste Management	90	60	60
Office of the Secretary	25	21	21
Secretary of Energy Advisory Board	8	7	7
Science	597	571	571
Security	432	208	208
Emergency Operations	0	48	48
WAPA/SWPA/SEPA	330	260	260
Worker Transition	21	19	19
Total, Working Capital Fund	6,125	6,401	6,469

## **Contract Closeout**

### **Description**

The contract closeout business line is the final stage in contract administration support for DOE Headquarters elements. Services include ensuring that all contracted products and services have been delivered, final releases are obtained, final invoices and vouchers are processed for payment, and any remaining unexpended funds under the contract are released.

Since FY 1996, the universe of contract instruments ready for closeout has been reduced by more than half, from nearly 3,000 to approximately 1,300. Over \$35 million has been deobligated from expired contracts in the five years this activity has been operating as a business.

### **Board Pricing Policy**

Each Headquarters element pays for actual closeout cost, determined by the unit price of each contract instrument type and negotiated level of service.

Table 11 provides the estimated contract closeout charges for each organization in Headquarters.

**Table 11: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2001 Actual	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
Table 11: Contract Closeout			
Board of Contract Appeals	0	0	0
Bonneville Power Administration	0	0	0
Congressional & Intergovernmental Affairs	0	0	0
Counterintelligence	2	0	0
Chief Financial Officer	12	N/A	N/A
Economic Impact and Diversity	19	24	24
Energy Efficiency	53	83	83
Environment, Safety, and Health	33	46	46
Energy Information Administration	185	66	66
Environmental Management	42	48	48
Fossil Energy	138	49	49
General Counsel	3	3	3
Hearings and Appeals	0	0	0
Chief Information Officer	0	23	23
International Affairs	0	N/A	N/A
Inspector General	1	3	3
Intelligence	1	0	0
Management and Administration	90	N/A	N/A
Management and Budget Evaluation	0	101	101
Nuclear Energy	10	57	57
National Nuclear Security Administration:	77	119	119
Office of National Nuclear Security Administration	0	0	0
Defense Programs	51	68	68
Nuclear Nonproliferation	26	51	51
Naval Reactors	0	0	0
Oversight & Performance Assurance	0	0	0
Public Affairs	0	1	1
Policy	3	N/A	N/A
Policy and International Affairs	0	32	32
Civilian Radioactive Waste Management	5	28	28
Office of the Secretary	0	0	0
Secretary of Energy Advisory Board	0	0	0
Science	0	15	15
Security	28	14	14
Emergency Operations	0	0	0
WAPA/SWPA/SEPA	0	0	0
Worker Transition	0	6	6
Total, Working Capital Fund	703	719	719



# Payroll and Personnel

## Description

The major components of this business in FY 2003 are the processing of the payroll for DOE Federal employees and the operation of the Corporate Human Resources Information System (CHRIS).

**Payroll Processing** prepares civilian payrolls based on authenticated documentation. The business performs the following specific functions:

- Computes, deposits, and reports Federal, State, and local income taxes.
- Maintains employee records related to Civil Service and Federal Employees Retirement Systems, reports retirement information to the Office of Personnel Management, and performs reconciliation of account balances with Office of Personnel Management and Treasury.
- Accounts and reports employee's health benefit coverage, thrift savings plans, and unemployment compensation, among other non salary employee payments.
- Maintains donated leave subsystem.
- Maintains and operates the Department's system of allocating payroll costs to the proper appropriation.

All related personnel services will continue to be carried out by Federal employees and therefore do not fall under the Working Capital Fund payroll processing business line. Detailed employee information and Office of Personnel Management regulations are critical inputs to payroll processing.

**Corporate Human Resources Information System (CHRIS)** is being funded by the Working Capital Fund for the first time in FY 2002. This system was developed through the Corporate Management Information Program (CMIP) and has become operational. In FY 2001, CHRIS operations were funded through the Office of Management and Administration line item in the Departmental Administration appropriation. The Office of Management, Budget and Evaluation will pay for the continuing costs of Federal salaries and related expenses to operate CHRIS.

In addition to CHRIS system operations, this business line is being used to finance certain Office of Personnel Management (OPM) charges for projects of benefit to the entire DOE work force.

## Board Pricing Policy

Payroll processing and CHRIS operations costs for this business are allocated to each program on the basis of their funded employment levels at the end of the previous fiscal year.

Table 12 provides the estimated distribution of costs by program customer.

**Table 12: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2001 Actual	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
Table 12: Payroll and Personnel			
Board of Contract Appeals	1	2	2
Bonneville Power Administration	0	0	0
Congressional & Intergovernmental Affairs	10	18	18
Counterintelligence	5	12	12
Chief Financial Officer	58	N/A	N/A
Economic Impact and Diversity	11	17	17
Energy Efficiency	142	245	245
Environment, Safety, and Health	77	124	124
Energy Information Administration	99	171	171
Environmental Management	559	940	940
Fossil Energy	252	428	428
General Counsel	42	68	68
Hearings and Appeals	10	22	22
International Affairs	16	N/A	N/A
Chief Information Officer	0	45	45
Inspector General	73	113	113
Intelligence	11	17	17
Management and Administration	130	N/A	N/A
Management and Budget Evaluation	0	312	312
Nuclear Energy	29	46	46
National Nuclear Security Administration:	604	1,168	1,168
Office of National Nuclear Security Administration	2	27	27
Defense Programs	512	974	974
Nuclear Nonproliferation	41	87	87
Naval Reactors	49	80	80
Oversight & Performance Assurance	11	17	17
Public Affairs	8	12	12
Policy	12	N/A	N/A
Policy and International Affairs	0	46	46
Civilian Radioactive Waste Management	44	71	71
Office of the Secretary	8	13	13
Secretary of Energy Advisory Board	2	2	2
Science	399	566	566
Security	85	78	78
Emergency Operations	0	29	29
WAPA/SWPA/SEPA	399	680	680
Worker Transition	6	8	8
<b>Total, Working Capital Fund</b>	<b>3,102</b>	<b>5,270</b>	<b>5,270</b>

# Online Learning Center

## Description

The Energy Online Learning Center (OLC) is a web-based training commercial off-the-shelf (COTS) system that provides access to online learning and training. The goal of this effort is to use technology to deliver learning activities to the desktop wherever such delivery can be demonstrated to improve learning outcomes and reduce costs independently or in combination with other training methods.

The overall vision of the OLC program is to provide the capability for all DOE Federal employees to have access to web-based training via the desktop. The OLC has been structured to meet DOE needs with a customized access process and DOE specific information. The DOE is one of several federal agencies that use this vendor's system.

## Board Pricing Policy

Costs for the OLC are to be recovered through a fixed base annual cost paid by participating DOE organizations plus the cost per user for course access.

Table 13 provides the estimated Online Learning Center charges for each organization in Headquarters.

**Table 13: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2001 Projected	FY 2002 Estimate Rev 12/01	FY 2003 Estimate Rev 12/01
Table 13: Online Learning Center			
Board of Contract Appeals	N/A	0	0
Bonneville Power Administration	N/A	3	3
Congressional & Intergovernmental Affairs	N/A	0	0
Counterintelligence	N/A	1	1
Chief Financial Officer	N/A	N/A	N/A
Economic Impact and Diversity	N/A	2	2
Energy Efficiency	N/A	5	5
Environment, Safety, and Health	N/A	5	5
Energy Information Administration	N/A	6	6
Environmental Management	N/A	13	13
Fossil Energy	N/A	0	0
General Counsel	N/A	2	2
Hearings and Appeals	N/A	2	2
International Affairs	N/A	N/A	N/A
Chief Information Officer	N/A	2	2
Inspector General	N/A	1	1
Intelligence	N/A	1	1
Management and Administration	N/A	N/A	N/A
Management Budget and Evaluation	N/A	19	19
Nuclear Energy	N/A	2	2
National Nuclear Security Administration:	N/A	14	14
Office of National Nuclear Security Administration	N/A	1	1
Defense Programs	N/A	10	10
Nuclear Nonproliferation	N/A	2	2
Naval Reactors	N/A	1	1
Oversight & Performance Assurance	N/A	1	1
Public Affairs	N/A	1	1
Policy	N/A	N/A	N/A
Policy and International Affairs	N/A	2	2
Civilian Radioactive Waste Management	N/A	2	2
Office of the Secretary	N/A	0	0
Secretary of Energy Advisory Board	N/A	0	0
Science	N/A	7	7
Security	N/A	2	2
Emergency Operations	N/A	1	1
WAPA/SWPA/SEPA	N/A	14	14
Worker Transition	N/A	1	1
Total, Working Capital Fund	N/A	109	109

**Customer Estimates by Business Line  
FY 2003 Estimate**

ORG CODE	SUPPLY	MAIL	COPY	PRINTING & GRAPHICS	BLDG OCCUP	PHONE	DESK-TOP	NET-WORK	CONTRACT CLOSEOUT	PAYROLL	CHRIS	ONLINE LEARNING CENTER	TOTAL ALL ACTIVITIES
AB	4	18	13	38	131	11	1	7	0	1	1	0	225
BCA	0	4	5	0	232	2	0	0	0	1	1	0	245
BPA	4	15	1	33	101	13	0	1	0	0	0	3	171
CI	20	34	34	13	495	43	15	16	0.2	11	7	0	688
CN	23	26	47	20	604	84	5	16	1	7	5	1	839
SO-40	60	13	28	20	1,292	120	15	48	0	17	12	1	1,626
DP	246	42	125	65	2,927	450	53	761	68	573	401	10	5,722
ED	21	52	34	47	429	52	9	31	24	10	7	2	717
EE	261	237	184	323	3,658	489	108	794	83	144	101	5	6,388
EH	152	58	125	77	3,541	349	50	272	46	73	51	5	4,798
EIA	203	386	158	755	5,164	529	5	2	66	101	70	6	7,444
EM	245	65	222	156	4,190	720	105	874	48	553	387	13	7,579
FE	117	65	73	323	1,742	177	128	476	49	252	176	0	3,578
GC	51	61	46	143	2,030	180	21	87	3	40	28	2	2,692
HG	9	19	15	67	848	42	8	12	0.2	10	12	2	1,044
IG	34	48	31	41	1,183	113	28	112	3	67	46	1	1,707
IN	16	21	38	4	915	57	20	0	0.2	10	7	1	1,089
IM	120	65	40	30	3,568	361	128	240	23	27	18	2	4,622
ME	511	504	589	705	9,966	1,200	220	1,150	101	184	128	19	15,277
NA	26	15	57	3	685	38	1	18	0	16	11	1	871
NE	48	46	160	17	1,007	159	22	120	57	27	19	2	1,684
NN	115	47	135	120	2,594	416	105	150	51	51	36	2	3,821
NR	1	0	1	2	0	9	0	9	0	47	33	1	104
OA	24	21	17	12	260	44	2	21	0	10	7	1	419
PA	19	43	169	158	374	44	15	23	1	7	5	1	858
PI	69	54	38	114	1,108	150	40	90	32	27	19	2	1,743
RW	19	16	39	14	855	129	28	60	28	42	29	2	1,261
S	23	18	4	50	546	68	12	21	0	8	5	0	755
SC	220	85	92	140	1,931	396	58	571	15	333	233	7	4,081
SO	180	114	75	53	2,333	488	40	208	14	46	32	2	3,585
WAPA (PML)	1	15	2	18	101	9	0	260	0	400	280	14	1,101
WT	11	20	14	6	256	23	6	19	6	5	3	1	370
NNSA	389	104	317	191	6,206	913	159	938	119	687	481	14	10,518
TOTAL	\$ 2,854	\$ 2,227	\$ 2,610	\$ 3,567	\$55,066	\$ 6,965	\$1,248	\$6,469	\$ 719	\$ 3,100	\$ 2,170	\$ 109	\$ 87,104

Note: 'NNSA= NA, NN, NR and DP

**Customer Estimates by Business Line  
FY 2002 Estimate**

ORG CODE	SUPPLY	MAIL	COPY	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	DESK-TOP	NET-WORK	CONTRACT CLOSEOUT	PAYROLL	CHRIS	ONLINE LEARNING CENTER	TOTAL ALL ACTIVITIES
AB	4	18	12	38	130	11	1	7	0	1	1	0	223
BCA	0	4	5	0	217	2	0	0	0	1	1	0	230
BPA	4	15	1	33	94	13	0	1	0	0	0	3	164
CI	20	34	34	13	491	43	15	16	0.2	11	7	0	684
CN	23	26	47	20	600	84	5	16	1	7	5	1	835
SO-40	60	13	28	20	1,283	120	15	48	0	17	12	1	1,617
DP	246	42	123	65	2,900	450	53	761	68	573	401	10	5,693
ED	21	52	34	47	426	52	9	31	24	10	7	2	714
EE	261	237	184	323	3,635	489	108	794	83	144	101	5	6,365
EH	152	58	124	77	3,499	349	50	272	46	73	51	5	4,755
EIA	203	386	158	755	5,043	529	5	2	66	101	70	6	7,323
EM	245	65	220	156	4,159	720	105	874	48	553	387	13	7,546
FE	117	65	72	323	1,729	177	128	476	49	252	176		3,564
GC	51	61	45	143	2,017	180	21	87	3	40	28	2	2,678
HG	9	19	15	67	796	42	8	12	0.2	10	12	2	992
IG	34	48	31	41	1,175	113	28	112	3	67	46	1	1,699
IN	16	21	38	4	909	57	20	0	0.2	10	7	1	1,083
IM	120	65	40	30	3,534	361	128	240	23	27	18	2	4,588
ME	511	504	582	705	9,801	1,149	210	1,085	101	184	128	19	14,979
NA	26	15	57	3	681	38	1	18	0	16	11	1	867
NE	48	46	160	17	995	159	22	120	57	27	19	2	1,672
NN	115	47	135	120	2,577	416	105	150	51	51	36	2	3,804
NR	1	0	1	2	0	9	0	9	0	47	33	1	104
OA	24	21	17	12	257	44	2	21	0	10	7	1	416
PA	19	43	169	158	372	44	15	23	1	7	5	1	856
PI	69	54	38	114	1,101	146	36	87	32	27	19	2	1,725
RW	19	16	38	14	850	129	28	60	28	42	29	2	1,255
S	23	18	4	50	542	68	12	21	0	8	5	0	751
SC	220	85	92	140	1,908	396	58	571	15	333	233	7	4,058
SO	180	114	69	53	2,308	488	40	208	14	46	32	2	3,554
WAPA (PML)	1	15	2	18	101	9	0	260	0	400	280	14	1,101
WT	11	20	14	6	254	23	6	19	6	5	3	1	368
NNSA	389	104	315	191	6,158	913	159	938	119	687	481	14	10,468
<b>TOTAL</b>	<b>\$ 2,854</b>	<b>\$ 2,227</b>	<b>\$ 2,588</b>	<b>\$ 3,567</b>	<b>\$ 54,384</b>	<b>\$ 6,910</b>	<b>\$ 1,234</b>	<b>\$ 6,401</b>	<b>\$ 719</b>	<b>\$ 3,100</b>	<b>\$ 2,170</b>	<b>\$ 109</b>	<b>\$ 86,262</b>

NNSA = NA, NN, NR, and DP