

OFFICE OF BUDGET AND PLANNING

OFFICE OF SCIENCE

MISSION

The Office of Budget and Planning (BP) manages the budget formulation, budget execution, and strategic planning processes for the Office of Science (SC) on behalf of the SC Director and Principal Deputy Director. BP also ensures that SC program funds are used in accordance with the intent of the appropriation, financial management restrictions are not violated, proper accounting controls and practices are maintained, and adequate performance measures are in place to evaluate SC programs effectively.

BP supports the Office of Science mission to foster, formulate, and support forefront basic and applied research programs which advance the science and technology (S&T) foundations necessary to accomplish Department of Energy (DOE) missions.

ORGANIZATIONAL STRUCTURE

1. Office of the Director
2. Financial Management Division
3. Planning and Analysis Division

FUNCTIONS

The Office Director

1. Formulates goals, strategic direction, priorities, and plans for the Office of Budget and Planning.
2. Provides overall management direction for the Office of Budget and Planning.
3. Directs and supervises the development, initiation, and implementation of SC-specific policies, plans, and procedures for budget formulation, budget execution, and strategic planning.
4. Oversees the development of strategic plans and supporting documents with the SC Director and the Associate Directors.
5. Oversees the SC budget formulation and execution processes leading to development of the DOE Corporate Review Budget (CRB), the budget submitted to the Office of Management and Budget (OMB), and the President's Request budget narrative

justifications. Assists the Director of Science in the defense of the budget through DOE, OMB, the Office of Science and Technology Policy (OSTP), and Congressional committees. Oversees the execution of appropriated funds.

6. Integrates planning and budgeting activities through establishment of linkages among the strategic plan, program plans, and SC budgets.
7. Develops and maintains working relationships with the SC Director, Principal Deputy Director, Deputy for Programs, Chief Operating Officer, and Associate Directors; the DOE Headquarters (HQ) budget and planning staff; the Chief Financial Officers in the Chicago and Oak Ridge Offices; and staff from OMB, OSTP, and Congressional Authorization and Appropriation Committees.
8. Provides independent advice and recommendations to the SC Director and Principal Deputy Director regarding budget and planning issues.

Financial Management Division

1. Provides advice and recommendations to the Director, Office of Budget and Planning.
2. Serves as principal financial, budgetary, and accounting advisor to the Director of Science and the Principal Deputy Director. Serves as the point of contact with the Office of the Chief Financial Officer, OMB, and Congressional committee staffs on specific matters relating to SC programs.
3. Directs and evaluates for the Director and the Principal Deputy Director the formulation, presentation, and execution of budgetary and financial resources by the SC Program Offices to ensure that actions are consistent with SC, DOE, and Congressional policies and guidance. Advises the Director on problem areas and opportunities and recommends courses of action.
4. Prepares data and information for the Director's and Associate Director's Congressional testimony, statements for OMB hearings, and other presentations related to budgetary, financial, and staffing matters. Advises the Director and the Associate Directors on strategies for defense of budgets and participates in DOE, OMB, and Congressional hearings. Reviews and edits Congressional Authorization and Appropriation Committee transcripts, and assists in the preparation of material requested for the record.
5. Oversees appropriated SC program funds to ensure that they are used in accordance with the intent of the appropriation, that financial restrictions are not violated, and that proper accounting controls and practices are maintained.
6. Maintains a system of budgetary controls, records, and reviews to ensure orderly and proper budget execution, including control of allotments, management of financial plan changes, establishment of audit trails, and adherence to DOE/OMB budgetary policies and procedures.

7. Reviews, analyzes, and recommends positions, as appropriate, to the SC Director and Principal Deputy on Federal and DOE procedures related to financial; budget; accounting; and planning, programming, and budgeting (PPB) matters as they affect the SC program. Participates in the preparation of PPB documents for SC and in their presentation and defense before SC management, other DOE Offices, and with Secretarial officials and their staffs.
8. Develops fiscal program strategies, plans, and resource requirements for SC programs. Analyzes inputs from program staff and contractors and provides recommendations on these strategies and requirements to the Associate Directors and to the Director and Principal Deputy.
9. Develops and operates a financial management information system for SC programs to provide accurate and timely data for the Director of Science, the Associate Directors, DOE Offices, OMB, Congressional committees, and other organizations.

Planning and Analysis Division

1. Provides advice and recommendations to the BP Director regarding Division activities.
2. Manages and coordinates the SC strategic planning process in consultation with other SC Program Offices. Coordinates development of the SC Strategic Plan with development of the Department's Strategic Plan.
3. Manages and coordinates SC efforts to develop performance measures and respond to annual requirements of the Government Performance Results Act (GPRA). Advises, provides guidance to, and assists SC Program Offices in developing performance measures and GPRA responses.
4. Analyzes and makes recommendations on practices and procedures that influence the effective performance and accountability of SC-supported research and development programs. Responsibilities include ensuring that the JOULE database and other corporate performance management systems are updated as needed as well as working with OMB to manage the Program Assessment Rating Tool (PART) evaluation process.
5. Working closely with the Financial Management Division, prepares the budget executive summary and Congressional statements for the record for the SC Director and Principal Deputy Director. As needed, also prepares presentations and other written documents on SC-related subjects for the Director and Principal Deputy.
6. Manages the Enrico Fermi and E.O. Lawrence Awards processes for the Department.
7. Develops SC positions on crosscutting, general S&T issues and coordinates these positions with other DOE Offices.

8. Supports the development of management tools that assist with portfolio analysis and strategic planning, studies that inform the development of metrics/indicators for S&T, and studies that document the contributions of SC programs to the Nation.
9. Represents the Office of Science in the areas of strategic planning, assessment of research, and general/crosscutting S&T issues on all relevant agency and interagency committees. Serves as principal point of contact between SC and other DOE Offices concerning matters related to strategic planning, assessment of research, and general/crosscutting S&T issues. Maintains liaison with officials administering similar work in other Federal agencies and with relevant research coordinating bodies.

13 July 2004