

DEPARTMENT OF COMMERCE

DEPARTMENTAL MANAGEMENT



FY 2011

CONGRESSIONAL SUBMISSION



Department of Commerce
 Departmental Management
 Budget Estimates, Fiscal Year 2011
 Congressional Submission

Exhibit 1

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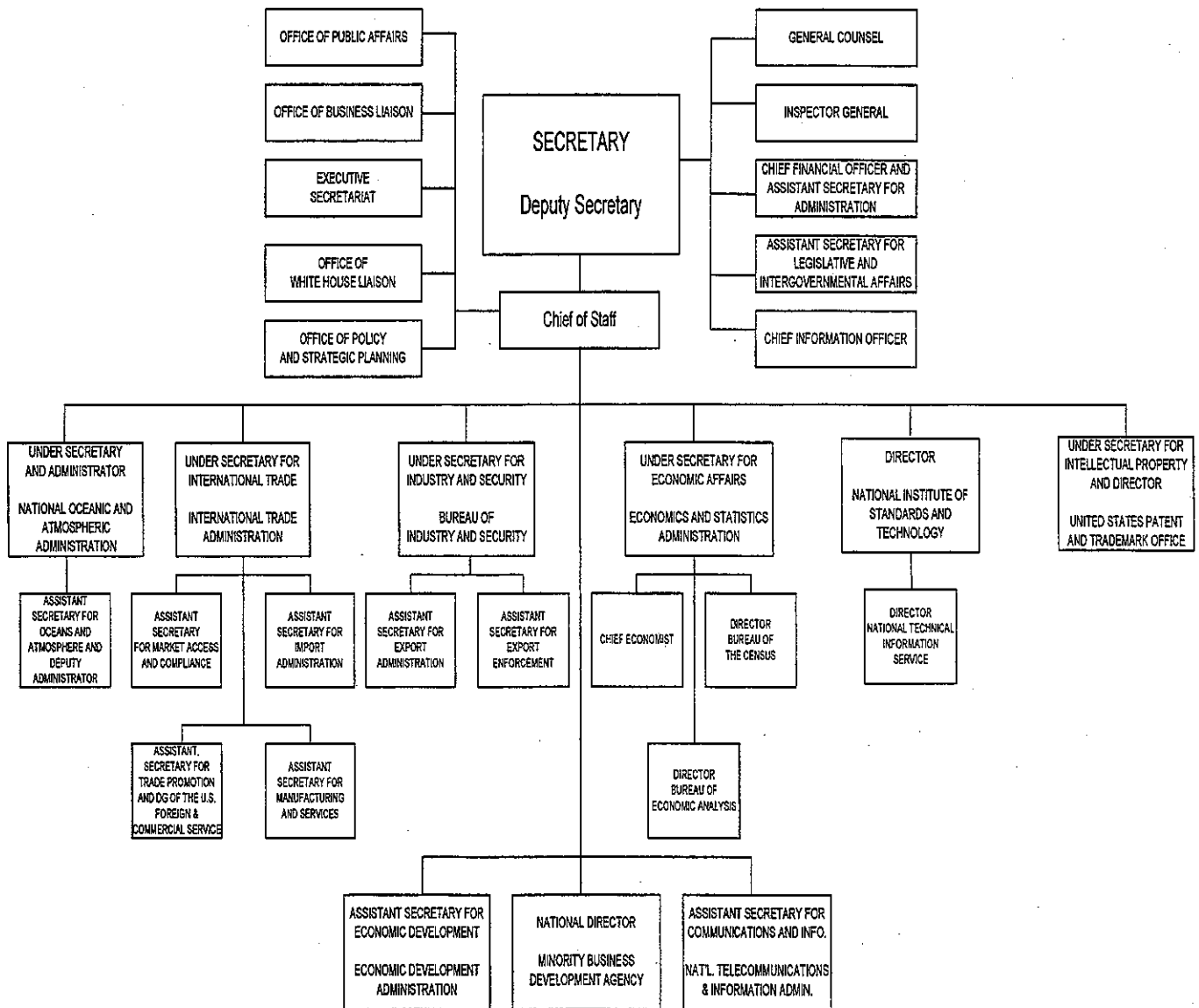
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U.S. DEPARTMENT OF COMMERCE



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Department of Commerce
Departmental Management

EXECUTIVE SUMMARY

The Department of Commerce's mission is to promote job creation, economic growth, sustainable development, and improved living standards for all Americans by working in partnership with businesses, universities, communities and workers to: 1) Build for the future and promote U.S. competitiveness in the global marketplace, by strengthening and safeguarding the Nation's economic infrastructure; 2) Keep America competitive with cutting-edge science and technology and an unrivaled information base; and, 3) Provide effective management and stewardship of our Nation's resources and assets to ensure sustainable economic opportunities. Commerce's business and industry-related programs can help realize the priority goals of the President in the areas of trade, technology, telecommunications networks and infrastructure, environmental infrastructure, economic development, and minority business.

Departmental Management's (DM) objective is to develop and provide policies and procedures for administrative planning, oversight, coordination, direction, and guidance to ensure implementation of the Department's mission.

Departmental Management is comprised of the following:

- The **Salaries and Expenses** appropriation provides funding for two program activities; Executive Direction and Departmental Staff Services. Executive Direction funds the development and implementation of Departmental policies and coordinates the Bureaus' program activities to accomplish the Departmental mission. Departmental Staff Services funds the development and implementation of the Department's internal policies, procedures, and other administrative guidelines.
- The **Working Capital Fund** is a reimbursable fund, providing necessary centralized services to the client Bureaus. These services fall under two program activities; Executive Direction and Departmental Staff Services. Executive Direction funds the General Counsel, the Chief Information Officer, and Public Affairs. The Departmental Staff Services funds the Security Office, Human Resource Management, Civil Rights, Financial Management, Administrative Services, Acquisition Management, and the Office of Management and Organization.
- The **Franchise Fund** promotes entrepreneurial business activities in common administrative services across the Federal Government. It is currently composed of one service provider, the Office of Computer Services (OCS). OCS provides information technology services to the Department and to other federal entities on a fee-for-service basis.

The Emergency Steel Guaranteed Loan Program and the Emergency Oil and Gas Guaranteed Loan Program are subsidized loan programs that were enacted in 1999 to assist the steel and the oil and gas industries. Authorization for issuing guarantees of loans under the Emergency Steel Loan Program originally expired December 31, 2003, but has since been reauthorized through December 31, 2011, per P.L. 111-117, the Consolidated Appropriations Act, 2010. Rescissions of \$114.8 million, \$5.2 million, and \$.9 million, in FY 2001, FY 2002, and FY 2003 respectively, removed all subsidy funds from the Emergency Oil and Gas Loan Program.

The Herbert C. Hoover Building Renovation and Modernization account provides no year funding, for the expenses associated with the modernization of the Herbert C. Hoover Building (HCHB). The planned renovation of the Department's 76-year old headquarters by the General Services Administration (GSA) will extend the building's useful life through infrastructure upgrades, major security upgrades, and historic preservation of some features. The FY 2011 request reflects the Department's continued focus to improve major building infrastructure components including information technology/telecommunications, emergency power requirements, and fire and life safety improvements that are operating beyond their useful life and deteriorating.

Overall policy direction of the operating bureaus is exercised through the function of the Secretary, the Deputy Secretary and the various Secretarial Officers. The specific functions and programs of the Department that make up these broad activities are authorized by the Department's Organic Act (Act of February 14, 1903 Stat 825) and by other legislation. They also include responsibilities transferred from other agencies by Presidential Reorganization Plans, as well as responsibilities assigned to the Secretary of Commerce by Executive Order or other actions of the President. The general administration of the functions and authorities of the Department is vested in the Secretary of Commerce.

The Department will continue effectively managing its human capital by developing human capital plans, conducting workforce analyses, restructuring organizations to provide faster decisions and more frontline resources to citizens, developing and managing organizational succession strategies for leadership and mission critical occupations, managing performance to distinguish high and low performers and drive organizational results, developing and implementing strategies to reduce underrepresentation, closing skill gaps, implementing accountability systems, and using technology to support achievement of these initiatives Department-wide.

Department of Commerce
 Departmental Management
 Budget Estimates for Fiscal Year 2011

EXECUTIVE SUMMARY

Departmental Management - SUMMARY OF REQUESTED APPROPRIATIONS
 (Dollar amounts in thousands)

Appropriation		2010 Appropriation		2011 Estimate		Increase (+) Decrease (-)	
		Personnel	Amount	Personnel	Amount	Personnel	Amount
Salaries and Expenses	Pos./Approp.	212	58,000	232	66,626	20	8,626
	FTE	188		208		20	
HCHB Renovation and Modernization	Pos./Approp.	5	22,500	5	17,487	0	(5,013)
	FTE	5		5		0	
Emergency Steel Guaranteed Loan Program Account	Pos./Approp.	0	0	0	(43,064)	0	(43,064)
	FTE	0		0		0	
Total Budget Authority	Pos./Approp.	217	80,500	237	41,049	20	(39,451)
	FTE	193		213		20	

Exhibit 3A

**FY 2011 Annual Performance Plan
Departmental Management**

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Section 1. Mission

The Department of Commerce creates the conditions for economic growth and opportunity by promoting innovation, entrepreneurship, competitiveness, and stewardship. The organizations that make up Departmental Management support the Office of the Secretary and support and monitor the activities of bureaus and operating units.

Section 2. Corresponding DOC Strategic Goal, Objective/Outcome

DoC Strategic Goal

Management Integration Goal: Achieve organizational and management excellence

Performance Outcomes

1. Ensure effective resource stewardship in support of the Department's programs.
2. Ensure retention of highly qualified staff in mission-critical positions.
3. Acquire and manage the technology resources to support program goals.

Departmental Management (DM) furthers the Department's strategic management integration goal by supporting the management infrastructure needed to carry out the Department's mission. DM is the central source for development of policies and procedures that guide the administrative management of the Department. The DM budget includes funding to support policy development and centralized services in the areas of security, information management, human resources, civil rights, financial management, administrative services, acquisitions, legal matters, and organizational management. DM's oversight of this infrastructure serves the interests of the American public by assuring judicious acquisition, oversight, and management of the resources that are essential to the accomplishment of the Department's varied missions, and by enhancing the efficiency with which the operating units administer their programs.

Section 3. Impact of Recovery Act

Not applicable.

Section 4. Priorities/Management Challenges

The Department continues to strengthen leadership skills through enhanced leadership development programs and comprehensive identification of competencies for mission-critical occupations, including occupations that are important to implementation of the American Recovery and Reinvestment Act of 2009. The results of these efforts will be used to refine and evaluate succession plans to maintain appropriate levels of critical workforce skill sets. These products will enable us to expeditiously fill mission-critical positions and continue to close existing competency gaps. Implementation of the Federal Equal Opportunity Recruitment Program and Disabled Veterans Affirmative Action Program plans continues to be another important priority. The Department has developed these plans in order to sustain existing diversity in the Commerce workforce and to continue our progress towards increasing the representation of minority and disabled candidates in applicant pools. Information security is another critical issue, and the Department continues its focus on implementing effective certification and accreditation practices for the information technology systems that support our work. The Department's efforts are likewise focused on the effective use of competitive sourcing and on furthering the public's electronic access to the Department's products and services. The measures associated with the DM performance goals, noted above, reflect these challenges and priorities.

Section 5. Target and Performance Summary Table

Outcome 1 – Ensure effective resource stewardship in support of the Department's programs.						
Measure 1a: Provide accurate and timely financial information to conform to federal standards, laws, and regulations governing accounting and financial management.	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Target	FY 2011 Target
	Reportable condition not eliminated	Completed migration of Commerce Business System; completed assessment of internal controls; significant deficiency was not eliminated.	Closed 70% of prior year financial systems audit findings. Completed A-123 assessment of financial controls; significant deficiency was not eliminated.	Completed FY 2009 A-123 assessment of internal controls for financial reporting. One of two significant deficiencies was eliminated.	Eliminate any Significant Deficiency within one year of the determination that there is a Significant Deficiency. Complete FY 2010 A-123 assessment of internal controls.	Eliminate any Significant Deficiency within one year of the determination that there is a Significant Deficiency. Complete FY 2011 A-123 assessment of internal controls.
<p>Description: This measure ensures that the Department of Commerce is accountable to the American people, and that no Significant Deficiencies, formerly known as "Reportable Conditions," (i.e., deficiencies in the design or operation of internal controls) remain unaddressed. To determine if financial information is being provided in a timely and accurate manner, the Department will assess whether those individuals who can best use the information are receiving it within timeframes that render it relevant and useful in their day-to-day decisions.</p>						
<p>Comments on Changes to Targets: No change to targets.</p>						
Relevant Program Change(s):	Title:					Exhibit 13 Page #:

Validation and Verification					
Data Source	Frequency	Data Storage	Internal Control Procedures	Data Limitations	Actions to be Taken
Consolidated financial statements and Office of Inspector General (OIG) reports	Annual	Bureau or department financial systems	OIG Audits	None	Continue to comply with Federal Financial Management Improvement Act of 1996 (FFMIA)

Outcome 1 – Ensure effective resource stewardship in support of the Department’s programs.

Measure 1b: Effectively use competitive sourcing.	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Target	FY 2011 Target
	Green Plan submitted to OMB on 9/28/2006.	Bureaus identified FY 2008 feasibility studies which were submitted as part of the Green Plan.	Completed several feasibility studies and planned for more in FY 2009.	Due to change in Administration, all new competitive sourcing comparisons have been placed on hold. The same is true for the Green Plan. 2009 FAIR Act Inventory was filed timely with OMB.	Increase use of competition by 2%, measured by dollars awarded. Decrease dollars awarded on cost-reimbursement, Time and Materials and Labor Hour contracts by 10%.	Increase use of competition by 2%, measured by dollars awarded. Decrease dollars awarded on cost-reimbursement, Time and Materials and Labor Hour contracts by 10%.

Description: OMB guidance has resulted in revisions to our targets. OMB Memorandum 09-25 requires agencies to use improved acquisition practices to reduce contract costs to the Government. The use of non-competitive award procedures and contract types place maximum cost risk on the Government. Limitation of these has been specifically targeted as means to accomplish contract savings. This element will measure the Department’s success in increasing competition and reducing the use of contract types that place maximum cost risk on the agency. As this is a new measure, FY 2009 actuals will be utilized to establish the baseline against which the FY 2010 and FY 2011 goals will be applied.

Comments on Changes to Targets: This is a new measure which replaces a measure that was based on OMB guidance that is no longer in effect.

Relevant Program Change(s):	Title:	Exhibit 13 Page #:
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Validation and Verification

Data Source	Frequency	Data Storage	Internal Control Procedures	Data Limitations	Actions to be Taken
DOC procurement data system	Annual	DOC procurement data system	Supervisory audit	None	Request updates quarterly

Outcome 1 – Ensure effective resource stewardship in support of the Department's programs.

Measure 1c: Obligate funds through performance-based contracting.	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Target	FY 2011 Target
	30% of eligible service contracting dollars	28% of eligible service contracting dollars	28% of eligible service contracting dollars	45% of eligible service contracting dollars	50% of eligible service contracting dollars	50% of eligible service contracting dollars

Description: To ensure that the government achieves the highest return on its procurement activities, Federal agencies are using performance-based contracting—a method of procurement in which the Federal Government defines the results it is seeking rather than the process by which those results are to be attained. With performance-based contracting, the government also defines the standards against which contractor performance will be measured and identifies the incentives that may be used.

Comments on Changes to Targets:

Relevant Program Change(s):	Title:	Exhibit 13 Page #:
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Validation and Verification

Data Source	Frequency	Data Storage	Internal Control Procedures	Data Limitations	Actions to be Taken
DOC procurement data system	Annual	DOC procurement data system	Supervisory audit	None	None

Outcome 2 – Ensure retention of highly qualified staff in mission-critical positions.

Measure 2a: Acquire and maintain diverse and highly qualified staff in mission-critical occupa-	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Target	FY 2011 Target
	Marketed job vacancies via Automated Hiring System; participated in career fairs and special	Trained post-secondary internship program applicants to increase applicant pools; trained managers to make better	Delivered 4 competency models for the economist, mathematical statistician, acquisition, and chemist series.	Competency models in place for four series including budget analyst, meteorologist, oceanographer, and	Have new competency models in place for 3 mission-critical occupations for use in workforce recruitment,	Have new competency models in place for 3 mission-critical occupations for use in workforce recruitment,

<p>tions.</p>	<p>programs; conducted training of managers and employees</p>	<p>hiring decisions; trained employees in project management to close skill gaps.</p>	<p>Exceeded the 45-day hiring goal mandated by OPM with an average fill time of 31 days for non-SES positions.</p>	<p>hydrologist.</p> <p>Average time to fill was 31 days for non-SES vacancies.</p> <p>100 trainees graduated from leadership development Programs.</p> <p>Department employees nationwide applied to ALDP.</p>	<p>training, and development activities.</p> <p>Meet or exceed the 80-day hiring goals mandated by OPM.</p> <p>Train 50-70* participants in leadership development programs via the ALDP, ELDP and APCP.</p> <p>Train 180-200* participants via Careers in Motion Program.</p> <p>Integrate Commerce Learning Center in program administration to enhance measurement of results.</p>	<p>training, and development activities.</p> <p>Meet or exceed the 80-day hiring goals mandated by OPM.</p> <p>Train 50-80* participants in leadership development programs via the ALDP, ELDP and APCP.</p> <p>Train 180-210* participants via Careers in Motion Program.</p>
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Description: This measure represents a combination of indicators focusing on strategic recruitment, training and development, and the Department's efforts to achieve and maintain a diverse workforce. These indicators permit a comprehensive assessment of the Department's efforts to strategically manage its human capital. Such an assessment is critical to ensure that each hire brings the necessary skill sets to carry out the Department's mission.

Comments on Changes to Targets: Additional funding resulted in addition of enhanced professional development activities to FY 2009-2010 targets, with a particular focus on the Aspiring Leaders Development Program, Executive Leadership Development Program, the Administrative Professionals Certificate Program, and Careers in Motion.

The 45-day hiring target has been revised in accordance with OPM's new "End-to-End Roadmap" which sets 80 days as the standard time to fill positions from verification of the requirement to on-boarding of the selectee.

* Target is expressed as a range because of the variables involved that are not entirely under the

Department's control; e.g., it is not possible to know in advance precisely how many employees will apply for and be accepted into the program.

Relevant Program Change(s):	Title:	Exhibit 13 Page #:
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Validation and Verification

Data Source	Frequency	Data Storage	Internal Control Procedures	Data Limitations	Actions to be Taken
Inventory transmittal letters; Department plan for strategic employee training and development; National Finance Center automated reports	Annual	Office chronology files; OHRM, bureaus	Executive Secretariat	None	Measure trends over time, such as number of days to fill jobs

Outcome 3 – Acquire and manage the technology resources to support program goals.

Measure 3a: Improve the management of information technology.	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Target	FY 2011 Target
	<p>Cost overruns and performance shortfalls less than 10%. All national critical and mission critical systems certified and accredited in accordance with the Department's IT security policy. Efforts continue to improve the quality of the C&A processes and documentation</p>	<p>Cost/schedule overruns and performance shortfalls less than 10%. All national critical and mission critical systems are certified and accredited.</p>	<p>Cost/schedule overruns and performance shortfalls less than 10%. All national critical and mission critical systems are certified and accredited with acceptable quality documentation in place.</p>	<p>Cost/schedule overruns and performance shortfalls averaged under 10%. CSAM C&A enhancements were deployed. IT security compliance in all operating units and five FISMA systems in CSAM were reviewed.</p>	<p>IT investments have cost / schedule overruns and performance shortfalls averaging less than 10%. Perform IT Security Compliance review of all operating units, and ten FISMA systems in CSAM. Deploy an enterprise-wide role-based cyber-security training program.</p> <p>Deploy National Security and Emergency Network initial operating capability.</p>	<p>IT investments have cost/schedule overruns and performance shortfalls averaging less than 10%. Perform IT Security Compliance review of all its operating units, and ten FISMA systems in CSAM. Increase security training completion rate to 80% for privileged users (role-based). Deploy 80% of the required NCSD 3-10 communications capabilities. Expand cyber intelligence communications channel</p>

						to all operating unit Computer Incident Response Teams.
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Description: The Department's significant annual investment in information technology (IT) requires careful management and monitoring as part of the overall program to manage IT resources effectively to meet the mission needs of the Department, and to fulfill obligations to the taxpayer. Through the use of Earned Value Management and Operational Analysis, systems in the development, and/or operational phases are monitored to ensure the required functionality is delivered on schedule and at the cost projected. Program offices regularly report on the progress and status of their efforts against the cost, schedule, and performance goals—a process that provides early warning signals for corrective actions. Program managers are required to develop and implement corrective actions to meet program goals.

The successful implementation of each program critical to the Department's missions depends on the adequacy and security of the Department's information technology systems. If systems security were to be compromised, the effective accomplishment of the Department's mission would be in jeopardy. To ensure that these systems are adequately protected, certification and accreditation (C&A) requirements have been established. Certification represents the complete testing of all management, operational, and technical controls that protect a system. These controls are documented in the Department's security plan. By approving the plan, the system owner warrants that the existing controls provide adequate protection for the system. A compliance review process for continuous security monitoring, vulnerability assessment and remediation, and IT security workforce improvement has been deployed to ensure adequate security.

Comments on Changes to Targets: Targets are changed to reflect cyber security enhancements including Security Operations and CSAM compliance.

Relevant Program Change(s):	Title: IT Cyber Security	Exhibit 13 Page #: DM-33
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Validation and Verification					
Data Source	Frequency	Data Storage	Internal Control Procedures	Data Limitations	Actions to be Taken
Bureau IT offices	Annual	Bureau IT offices, Bureau files, and DM CIO files	Departmental and outside reviews by GAO, OMB, contractors, IT research organizations (e.g., Gartner), and various universities	None	Review bureau processes to assess need for action; review security certification and accreditation packages for completeness and conformance with National Institute of Standards and Technology SP 800-53.

Section 6. Recovery Act – new metrics
 DM did not receive any Recovery Act funding.

Section 7. FY 2011 Program Changes

FY 2011 Program Changes

Program Change	Accompanying GPRA		Base		Increase/Decrease		Page of Exhibit 13 Discussion
	APP Page #	Performance Measure # Support	FTE	Amount	FTE	Amount	
Salaries and Expenses:							
IT Cyber Security		3a	11	6,900	14	5,052	DM-33
Grand Total			11	6,900	14	5,052	

Section 8. Resource Requirements Summary

**Departmental Management
SUMMARY OF TARGETS AND RESOURCE REQUIREMENTS**

Departmental Management: Total Funding							
	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimate	FY 2011 Base	Increase / Decrease	FY 2011 Request
DM Performance Outcome 1: Ensure effective resource stewardship in support of the Department's programs.							
Salaries and Expenses	40.2	36.9	42.6	48.9	53.3	1.4	54.7
Advances and Reimbursements	5.9	6.6	8.2	8.2	8.2	0.0	0.0
Recovery Act funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Funds	46.1	43.5	50.8	57.1	61.5	1.4	54.7
DM Performance Outcome 2: Ensure retention of highly qualified staff in mission critical positions.							
Salaries and Expenses	3.3	2.1	2.1	2.2	0.0	0.0	0.0
Recovery Act funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Funds	3.3	2.1	2.1	2.2	0.0	0.0	0.0
DM Performance Outcome 3: Acquire and manage the technology resources to support program goals.							
Salaries and Expenses	6.1	3.7	7.6	6.9	6.9	5.0	11.9
Recovery Act funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Funds	6.1	3.7	7.6	6.9	6.9	5.0	11.9
HCHB Renovation	0.0	1.2	7.5	22.5	0.0	17.5	17.5
Working Capital Fund	128.3	126.1	133.9	147.9	150.5	9.9	160.4
Grand Total	183.8	176.6	201.9	236.6	218.9	33.8	250.4
Direct	49.6	43.9	59.8	80.5	66.1	23.9	90.0
Reimbursable	134.2	132.7	142.1	156.1	158.7	9.9	160.4
IT Funding ¹	6.1	3.7	7.6	6.9	6.9	5.0	11.9
FTE	722	723	814	904	904	34	938

¹ IT funding included in total funding

Department of Commerce
 Departmental Management
 Salaries and Expenses
SUMMARY OF RESOURCE REQUIREMENTS
 (Dollar amounts in thousands)

	Positions	FTE	Budget Authority	Direct Obligations
	212	188	58,000	58,029
	0	0	0	(29)
	0	0	2,196	2,196
	212	188	60,196	60,196
	14	20	6,430	6,430
	226	208	66,626	66,626

FY 2010 Enacted
 less: Obligations from prior years
 plus: Transfers of unobligated balances
 plus: 2011 Adjustments to base

2011 Base
 plus: program increase
 2011 Estimate

Comparison by activity:	2009 Actual		2010 Enacted		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount
Executive Direction	101	25,892	109	30,955	109	31,614	123	36,966	14	5,052
	79	26,930	95	30,984	95		109		14	
Departmental Staff	103	27,108	103	27,045	103	28,582	109	29,960	6	1,378
Services	85	27,754	93	27,045	93		99		6	
TOTALS	204	53,000	212	58,000	212	60,196	232	66,626	20	6,430
	164	54,684	188	58,029	188		208		20	

Adjustments to Obligations:

Recoveries	(28)
Unobligated balance, start of year (CLDP) 1/	(406)
Unobligated balance, transferred	(1,423)
Unobligated balance, rescission	0
Unobligated balance, end of year	29
Unobligated balance, expiring	144
	(29)

Financing from Transfers:
 Transfer from other accounts (-)
 Transfer to other accounts (+)

Appropriation	53,000	58,000	60,196	66,626	6,430
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Exhibit 7

Department of Commerce
 Departmental Management
 Salaries and Expenses
 SUMMARY OF FINANCING
 (Dollar amounts in thousands)

	2009 Actual	2010 Enacted	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
Total Obligations	138,264	185,055	151,784	158,214	6,430
Offsetting collections from:					
Federal funds	(81,508)	(124,253)	(91,588)	(91,588)	0
Trust funds					
Non-Federal sources					
Recoveries	(164)				
Unobligated balance, start of year	(5,115)	(2,802)			
Unobligated balance, transferred	(1,423)				
Unobligated balance, end of year	2,802				
Unobligated balance, expiring	144				
Budget Authority	53,000	58,000	60,196	66,626	6,430
Financing:					
Transfer from other accounts (-)	0	0	0	0	0
Transfer to other accounts (+)	0	0	0	0	0
Appropriation	53,000	58,000	60,196	66,626	6,430

Department of Commerce
 Departmental Management
 Salaries and Expenses
 ADJUSTMENTS TO BASE
 (Dollar amounts in thousands)

	<u>FTE</u>	<u>Amount</u>
Other Changes:		
Annualization of FY 2010 pay raise		162
FY 2011 pay raise		419
Civil Service Retirement System (CSRS)		(8)
Federal Employees' Retirement System (FERS)		107
Thrift Savings Plan (TSP)		5
Federal Insurance Contribution Act (FICA) - OASDI		30
Health Insurance		72
Employee Compensation Fund		(16)
Travel Per Diem		3
Travel Mileage		(1)
Rental Payments to GSA		53
Utilities (Electricity)		104
Postage		2
Printing and Reproduction		1
Other Services:		
National Archives & Records Admin. Storage		(2)
Working Capital Fund		1,165
General Pricing Level Adjustments:		
Communications, Utilities & misc.		8
Other Services		82
Supplies		2
Equipment		8
Subtotal, Other Changes		2,196
Less Amount Absorbed	0	0
Total, Adjustments to Base	<u>0</u>	<u>2,196</u>

Department of Commerce
 Departmental Management
 Salaries and Expenses
JUSTIFICATION OF ADJUSTMENTS TO BASE
 (Dollar amounts in thousands)

	<u>FTE</u>	<u>Amount</u>
Thrift Savings Plan (TSP).....	5	
The cost of agency contributions for TSP will increase from 82.6% in FY 2010 to 83.1% in FY 2011 due to the increase in the number of employees covered. The contribution rate is 4.1% for both fiscal years.		
FY 2011 (\$22,678,000 x .831 x .0410)		772,662
FY 2010 (\$22,678,000 x .826 x .0410)		768,013
Total adjustment to base		4,649
Federal Insurance Contributions Act (FICA) - OASDI.....	30	
The OASDI tax rate will remain constant at 6.2%. The annual salary subject to the OASDI tax will rise from \$110,400 in FY 2010 to \$114,975 in FY 2011. The percent of salaries below the cap will increase from 89.9% in FY 2010 to 91.8% in FY 2011. The total salaries taxable by OASDI will increase from 82.6% in FY 2010 to 83.1% in FY 2011.		
FERS payroll subject to FICA tax in FY 2011 (\$22,678,000 x .831 x .918 x .062)		1,072,606
FERS payroll subject to FICA tax in FY 2010 (\$22,678,000 x .826 x .899 x .062)		1,044,086
Subtotal		28,520
Other payroll subject to FICA tax in FY 2011 (\$1,122,000 x .831 x .918 x .062)		53,067
Other payroll subject to FICA tax in FY 2010 (\$1,122,000 x .826 x .899 x .062)		51,656
Subtotal		1,411
Total adjustment to base		29,931
Health Insurance.....	72	
Effective January 2010, the cost of the U.S. Government's contribution to the Federal employee's health insurance premium increased by 6.9%. Applied against the FY 2010 estimate of \$1,040,000 the additional amount required is \$71,760.		
Employee Compensation The Employees Compensation Fund is based on an actual billing from the Department of Labor.	(16)	
Travel, Per Diem.....	3	
General Services Administration has issued revised travel per diem rates, effective October 1, 2009, resulting in a 2.2% increase. This percentage applied against the FY 2010 estimate of \$155,000 results in an increase of \$3,410.		

Department of Commerce
 Departmental Management
 Salaries and Expenses
JUSTIFICATION OF ADJUSTMENTS TO BASE
 (Dollar amounts in thousands)

	<u>FTE</u>	<u>Amount</u>
Adjustments:		
Other Changes:		
Pay Raises.....	...	581
Annualization of FY 2010 Pay Raise Pay raise of 2.0% assumed to be effective January 1, 2010.		
Total cost in FY 2011 of the FY 2010 pay increase		649,333
Less amount requested in FY 2010		<u>(487,000)</u>
Amount requested in FY 2011 for FY 2010 pay increase		162,333
FY 2011 Pay Raise A general pay raise of 1.4% is assumed to be effective January 1, 2011.		
Total cost in FY 2011 of pay increase		288,000
Payment to Working Capital Fund		<u>131,000</u>
Amount requested in FY 2011 for FY 2011 pay increase		419,000
Civil Service Retirement System (CSRS)	(8)
The cost of agency contributions for CSRS will decrease slightly due to the decrease in the number of employees covered by CSRS from 17.4% in FY 2010 to 16.9% in FY 2011. The contribution rate will remain the same at 7.00% for FY 2010 and FY 2011.		
FY 2011 (\$22,678,000 x .169 x .0700)		268,281
FY 2010 (\$22,678,000 x .174 x .0700)		<u>276,218</u>
Total adjustment to base		(7,937)
Federal Employees' Retirement System (FERS)	107
The cost of agency contributions for FERS will increase from 82.6% in FY 2010 to 83.1% in FY 2011 due to the increase in the number of employees covered. The contribution rate increased to 11.7% in FY 2011.		
FY 2011 (\$22,678,000 x .831 x .117)		2,204,914
FY 2010 (\$22,678,000 x .826 x .112)		<u>2,097,987</u>
Total adjustment to base		106,927

Department of Commerce
 Departmental Management
 Salaries and Expenses
JUSTIFICATION OF ADJUSTMENTS TO BASE
 (Dollar amounts in thousands)

	<u>FTE</u>	<u>Amount</u>
Travel, Mileage.....	...	(1)
The mileage reimbursement rate for privately-owned automobiles decreased from 58.5 cents to 55.0 cents, or 6% on January 1, 2009. A decrease of \$840 is required to adjust this fund.		
Rental Payments to GSA.....	...	53
GSA rates are projected to decrease from \$3,814,000 in FY 2010 to \$3,867,396 in FY 2011.		
Postage.....	...	2
Effective May 1, 2009, the Governors of the Postal Service implemented a rate increase for first-class mail from 42 cents to 44 cents. The percentage applied against the FY 2010 estimate of \$47,000 results in an increase of \$2,256.		
Printing and Reproduction.....	...	1
Utilities.....	...	104
This request is to cover the 15% increase in Pepco electricity costs. This percentage was applied to the FY 2010 base cost of \$694,000 resulting in an increase of \$104.		
National Archives and Records Administration Storage Costs.....	...	(2)
The National Archives and Records Administration (NARA) costs are expected to decrease from \$28,600 in FY 2010 to \$26,884 in FY 2011.		
Working Capital Fund		1165
An additional \$1,165,000 is required to fund cost increases in Departmental Management's Working Capital Fund.		
General Pricing Level Adjustment.....	...	100
This request applies OMB economic assumptions for FY 2011 of .8% to sub-object classes where the prices that the Government pays are established through the market system. Factors are applied to communications, utilities, and miscellaneous charges (excluding postage & FTS) (\$8,424); other services (\$82,312); supplies and materials (\$2,136); equipment (\$7,696).		
Subtotal, Other Changes	0	2,196
Total FY 2011 Adjustments to Base.....	<u>0</u>	<u>2,196</u>

Department of Commerce
 Departmental Management
 Salaries and Expenses
PROGRAM AND PERFORMANCE: DIRECT OBLIGATIONS
 (Dollar amounts in thousands)

Compare by activity:	2009 Actual		2010 Enacted		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base		
	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	
Executive Direction	Pos./BA	101	25,892	109	30,955	109	31,614	123	36,666	14	5,052
	FTE/Obl.	79	26,930	95	30,984	95		109	0	14	0
Departmental Staff Services	Pos./BA	103	27,108	103	27,045	103	28,582	109	29,960	6	1,378
	FTE/Obl.	85	27,754	93	27,045	93		99		6	0
TOTALS	Pos./BA	204	53,000	212	58,000	212	60,196	232	66,626	20	6,430
	FTE/Obl.	164	54,684	188	58,029	188		208		20	

Department of Commerce
 Departmental Management
 Salaries and Expenses
PROGRAM AND PERFORMANCE: REIMBURSABLE OBLIGATIONS
 (Dollar amounts in thousands)

Comparison by activity:	2009 Actual	2010 Enacted		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount		Personnel
Reimbursable Program	77		72	72	72	72	72	0	
Pos./BA FTE/Obl.	77	71,296	72	80,253	72	91,588	72	91,588	0
1/ COMMITS	1		1		0		0		0
	1	12,284	1	46,773	0	0	0	0	0
TOTALS	78		73		72		72		0
	78	83,580	73	127,026	72	91,588	72	91,588	0

1/ Commerce Information Technology Solutions

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Department of Commerce
Departmental Management
Salaries & Expenses
JUSTIFICATION OF PROGRAM AND PERFORMANCE

Goals

Provide Departmental policies, planning, and administrative guidance to ensure the efficient and effective implementation of the Department's mission statement.

Objectives

Within the Salaries and Expenses Appropriation, two budgetary line activities fund the senior officials and support staff responsible for providing leadership in ensuring the accomplishment of the Department's mission.

Executive Direction:

Executive Direction develops and implements Departmental policies and coordinates Bureau program activities to accomplish the Departmental mission. This includes the oversight, direction and coordination of the Department's many activities and the representation of the Administration before the public, the business community, the Congress and other executive agencies and departments.

Departmental Staff Services:

Departmental Staff Services develops and implements the Department's internal policies, procedures, and other administrative guidelines. This includes both assisting the Secretary to plan, supervise and direct the resources and programs of the Department and execute his obligations under law, providing consistency in the bureaus' administrative operations.

Activities of Departmental Management's Salaries and Expenses relate to DOC's Performance Goal of identifying and effectively managing human and material resources critical to the success of the Department's strategic goals.

Department of Commerce
 Departmental Management
 Salaries & Expenses
 INCREASE FOR 2011
 (Dollar amounts in thousands)

		2011 <u>Base</u>		2011 <u>Estimate</u>		Increase/(Decrease) <u>Over 2011 Base</u>	
		<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>
Office of Acquisition Management	Pos/BA	14	\$2,117	20	\$3,495	6	\$1,378
	FTE/Obl.	14	\$2,117	20	\$3,495	6	\$1,378

Acquisition Workforce

During the last decade, the federal government has increased its reliance on obtaining needed goods and services from contractors. However, as acquisition workload has increased, the number of acquisition specialists within the federal government has continued to decrease. The Administration identifies acquisition workforce development as a pillar for strengthened agency acquisition practices and improved government performance.

As part of a government-wide effort to increase acquisition workforce capacity and capabilities, we are requesting 6 full-time permanent positions, comprising 5 contracting specialists and 1 IT specialist, totaling \$748,000, including overhead costs. This would allow OAM to address the following deficiencies: increased focus on strategic acquisition planning, increased focus on proactive contract administration, and increased focus on closing-out completed contracts. In addition, 1 of the 5 contracting specialists will be the Subject Matter Expert (SME) and will be responsible for ongoing content review of all data and references in the Acquisition Process Guide (APG); ongoing review and impact assessment of published laws, regulations, guidelines and policies issued internally and externally; and oversight of the implementation of all changes to the APG based on these analyses. Finally, the IT specialist would have the appropriate Web-building skills to support the operation and maintenance of the OAM Webpage and the APG.

In summary, a well-equipped acquisition workforce is the backbone of the federal acquisition system. As acquisition spending and complexity grows, we must take affirmative steps towards a more strategic, more targeted human capital process that supports the lifecycle of our acquisitions – from planning, through execution, to performance management.

Acquisition Process Guide (APG)

Long-term organizational success requires the use of data, analytical tools, and other resources. The Acquisition Process Guide (APG) is a comprehensive Web-enabled guide to benefit program and contracting personnel within the Department. The APG houses process and regulatory guidance, tools in the form of templates and samples, and hyperlinks to additional information to promote consistency and standardization across the field, reduce variation, and open communication channels across the Department to share best practices and lessons learned.

Department of Commerce
Departmental Management
Salaries & Expenses
INCREASE FOR 2011
(Dollar amounts in thousands)

The APG concept was initially introduced and implemented by NOAA's Eastern Region Acquisition Office. NOAA published the APG in November 2008; but it has not been updated since then due to unavailable resources. The Department of Commerce, Office of the Acquisition Management (OAM) requests \$190,000 to update, expand and modify the APG to serve all DOC operating units. OAM plans to use the APG to serve as a focal point for the latest acquisition guidance, policies, training and information for the acquisition community, DOC program developers, and the public. It will also serve as a repository for samples and examples of required acquisition-related forms and documents, needed by acquisition customers and acquisition service providers. The long-term goal for APG is to provide a continuously updated single interface that combines all applicable regulation and policy with recommended templates, guidance, and references to serve the needs of all DOC program development and procurement activities. The APG will be continuously updated to reflect current guidance contained in the Federal Acquisition Regulation; Commerce Acquisition Policy and Regulation; DOC Bureau Acquisition Policy and Regulation; and other applicable statutes, regulations and policies.

The implementation of the APG will be a process of continual improvements, as current policies and regulations are constantly updated and new policies, procedures, and best practices are incorporated into the APG content and Web architecture.

Also included in this request is funding necessary to revise, update and maintain the Office of Acquisition Management (OAM) Webpage. Existing acquisition workforce data resides in multiple systems, making it difficult for DOC Bureaus to integrate the information necessary to support acquisition workforce planning. The Department of Commerce, Office of Acquisition Management (OAM) Webpage provides current information to the DOC procurement community, DOC program developers, and the public. This includes training opportunities, policy documents and other public information related to procurement activities at DOC. The OAM Webpage offers a standard, convenient method to provide this information to stakeholders, consistently and economically.

Training

\$340,000 is requested for acquisition training. Although a substantial portion of required acquisition training is available on-line for free from the Federal Acquisition Institute, it is often necessary to obtain and provide members of the extended DOC acquisition workforce classroom training to meet established certification requirements. The requested funds will enable OAM to double the training available and to develop and present some customized training for program management and acquisition professionals on key points in the acquisition process where there is a particular need for joint participation (e.g., planning, requirements development, offer evaluation, administration). DOC will tailor this training to model the complexities of actual DOC acquisitions, providing relevant knowledge and experience to DOC program management and acquisition personnel.

Department of Commerce
Departmental Management
Salaries & Expenses
INCREASE FOR 2011
(Dollar amounts in thousands)

Administrative Reviews and Oversight

\$100,000 is requested to fund increased oversight. This funding will be utilized to conduct periodic acquisition management reviews to increase oversight and to identify systemic policy and process gaps or to identify specific training needs across the Department. This will further our efforts to work with the Office of the Inspector General to ensure that quality acquisitions are processed and effective contract administration is occurring, ensuring that appropriate management controls exist within each of the DOC acquisition offices.

Performance Measure

The funding increase requested for the acquisition workforce directly contributes to the Department's Management Integration Goal of achieving organizational and management excellence. Acquisition workload has increased dramatically in the last decade, without commensurate growth in our acquisition workforce. This program increase will enable OAM to increase the capability and capacity of the acquisition workforce, and the acquisition knowledge base of the DOC program management community.

Department of Commerce
 Departmental Management
 Salaries & Expenses
PROGRAM CHANGE PERSONNEL DETAIL

Activity: Office of Acquisition Management
 Program Change: Acquisition Work Force

<u>Title</u>	<u>Grade</u>	<u>Number</u>	<u>Annual Salary</u>	<u>Salary</u>
Contracting Specialist	GS-14	1	119,238	119,238
Contracting Specialist	GS-13	1	100,904	100,904
IT Specialist/Web Master	GS-13	1	100,904	100,904
Contracting Specialist	GS-12	1	84,855	84,855
Contracting Specialist	GS-07	2	47,838	95,676
Total		6	453,739	501,577

FY 2011 Pay Raise 1.4%

7,022
 508,599

Total Salaries w/ Pay Raise

Personnel Data

Full time Equivalent Employment	6
Full-time permanent	0
Other than full-time permanent	6
Total	6
Authorized Positions	6
Full-time permanent	0
Other than full-time permanent	6
Total	6

Department of Commerce
 Departmental Management
 Salaries & Expenses
PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity: Office of Acquisition Management
 Program change: Acquisition Work Force

<u>Object Class</u>	<u>2011</u> <u>Increase</u>
11 Personnel compensation	
11.1 Full-time permanent	\$509
11.3 Other than full-time permanent	0
11.5 Other personnel compensation	0
11.9 Total personnel compensation	<u>509</u>
12.1 Civilian personnel benefits	132
21 Travel and transportation of persons	0
23.1 Rental payments to GSA	60
24 Printing and reproduction	0
25.1 Consulting services	0
25.2 Other services	440
25.3 Purchase of goods and services from Government accounts	220
26 Supplies and materials	6
31 Equipment	11
32 Land and structures	<u>0</u>
TOTAL OBLIGATIONS	\$1,378

Department of Commerce
Departmental Management
Salaries & Expenses
INCREASE FOR 2011

		<u>2011 Base</u>		<u>2011 Estimate</u>		<u>Increase/(Decrease) Over 2011 Base</u>	
		<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>
IT Cyber							
Security	Pos/BA	11	6,900	25	\$11,952	14	5,052
	FTE/Obl.	11		25		14	

IT Cyber Security

The purpose of the Department of Commerce Information Technology (IT) Security Program is to ensure that adequate controls are in place to protect the confidentiality, integrity, and availability of non-national security and national security IT systems. Commerce must leverage a common infrastructure to provide access to secure cyber security, counter-terrorism, and national emergency operations information between Commerce, the Department of Homeland Security (DHS), federal, state and local law enforcement officials, the intelligence community, and the national command structure. Existing funding, tools, and staffing levels are substantially inadequate to ensure compliance with IT Security laws, directives, recent OMB mandates, as well as industry and government best practices. Increased malicious activities targeting government information systems require the Department of Commerce to implement enhancements to ensure stringent continuous monitoring and reporting of network activity coupled with an enhanced incident response capability. Commerce must also strengthen systems access control. Specifically, increases over the FY 2010 enacted budget are required to address shortfalls in the area of Information Technology Cyber Security (IT Cyber) Operations in support of the Comprehensive National Cyber-security Initiative (CNCI) to include the Trusted Internet Connections initiative.

Enhancement 1: Enterprise-level forensics support and security augmentation.

This enhancement is designed to reduce the Department's vulnerability to cyber attacks by quickly and effectively isolating and correcting IT security incidents and providing real-time, enhanced monitoring of critical network segments. Funds are requested to acquire experienced and capable IT Security expertise to develop improved IT forensics capabilities. Our requested staff increase is required to provide resources to adequately staff and maintain the Department's overarching IT security program in order to improve operational security and incident response capability. Deploying state of the art automated tools will help the Department develop standard forensic practices, provide investigative processes that are consistent in structure and depth of analysis, and provide overall situational awareness of the Departmental IT security posture.

Enhancement 2: Cyber Security (National Security Systems).

Several national level cyber security initiatives sponsored by the DHS and the intelligence community necessitate that the Department invests in additional IT security related capabilities. Due to the classified nature of this initiative, few details can be provided in an unclassified format.

Department of Commerce
Departmental Management
Salaries & Expenses
INCREASE FOR 2011

Enhancement 3: Trusted Internet Connections.

Under OMB Memorandum 08-05, Federal agencies are required to reduce their risk of exposure to Internet based cyber attacks by reducing the number of external connections used by these agencies. The Department of Commerce is implementing a plan that will reduce its direct internet connections from hundreds to a controlled eight trusted internet connection access points over the next three years. Additional funding is required to enhance the capabilities and services planned in the FY 2010 initial operating capability implementation and provide overall Departmental program management.

Performance Measures

IT Security continues to be a priority across the department as we seek to protect sensitive agency information and to ensure fullest protections for our systems and telecommunications. Requested increases shall enable the Department to:

1. Improve detection, forensics, and remediation of internet based attacks on the Department's infrastructure
2. Report Department-wide PII losses within 1 hour
3. Improve the operational security posture of the Department's infrastructure, both national security and unclassified systems

IT Cyber Security, DM - 13		FY 2009 Actual	FY 2010 Target	FY 2011 Target
<p>3a. Improve the management of information technology.</p>	<p>With Increase</p>	<p>Deployed Cyber Security Assessment and Management Certification & Accreditation (CSAM C&A) enhancements.</p> <p>Performed IT Security compliance review of all its operating units, and five Federal Information Security Management Act (FISMA) systems in Cyber Security Assessment and Management (CSAM).</p>	<p>Deployed CSAM C&A enhancements.</p> <p>Performed IT Security compliance review of all its operating units, and five FISMA systems in CSAM.</p> <p>Deploy an enterprise-wide role-based Cyber Security training program</p> <p>Deploy National Security and Emergency Network initial operating capability.</p>	<p>Perform IT Security compliance review of all its operating units, and ten FISMA systems in CSAM.</p> <p>Increase security training completion rate to 80% for privileged users (role-based).</p> <p>Deploy 80% of the required NCSD 3-10 communications capabilities. Expand cyber intelligence communications channel to all operating unit Computer Incident Response Teams.</p>

IT Cyber Security, DM - 13			FY 2010 Target	FY 2011 Target
<p>3a. Improve the management of information technology.</p>	<p>Without Increase</p>		<p>Deployed CSAM C&A enhancements.</p> <p>Performed IT Security compliance review of all its operating units, and five FISMA systems in CSAM.</p> <p>Deploy an enterprise-wide role-based Cyber Security training program.</p> <p>Deploy National Security and Emergency Network initial operating capability.</p>	<p>Deploy an enterprise-wide role-based training program.</p> <p>Performed IT Security compliance review of 3 operating units, and 5 FISMA systems in CSAM.</p> <p>There will be no NCSD 3-10, TIC and DNSsec deployments at HCHB.</p>

Department of Commerce
 Departmental Management
 Salaries and Expenses
PROGRAM CHANGE PERSONNEL DETAIL

Activity: Program Change:	Executive Direction IT Cyber Security	Title	Grade	Number	Annual Salary	Annual Salary
		Information Technology Program Mgmt. Specialist	GS-15	4	144,385	577,540
		Information Technology Program Mgmt. Specialist	GS-14	3	126,251	378,753
		Information Technology Program Mgmt. Specialist	GS-13	3	103,872	311,616
		Information Technology Program Mgmt. Specialist	GS-11	2	74,958	149,916
		Budget Analyst	GS-13	1	105,536	105,536
		Admin Assistant	GS-7	1	50,663	50,663
		Subtotal		14		1,574,014

Total Full-time Permanent (FTE) 14 1,574,014

FY 2011 Pay Raise 1.4%

Total Salaries w/ Pay Raise and Locality 22,036 1,596,050

Personnel Data	
Full time Equivalent Employment	
Full-time permanent	14
Other than full-time permanent	0
Total	14
Authorized Positions	
Full-time permanent	14
Other than full-time permanent	0
Total	14

Departmental Management
Salaries and Expenses
PROGRAM CHANGE DETAIL BY OBJECT CLASS
(Dollar amounts in thousands)

Activity: Program change:	Executive Direction Information Technology Cyber Security, Continuity and Communication	2011 Increase
<u>Object Class</u>		
11	Personnel compensation	
11.1	Full-time permanent	1,596
11.3	Other than full-time permanent	0
11.5	Other personnel compensation	95
11.9	Total personnel compensation	<u>1,691</u>
12.1	Civilian personnel benefits	499
21	Travel and transportation of persons	30
22	Transportation of things	0
23.1	Rental payments to GSA	182
23.2	Rental payments to others	0
23.3	Communications, utilities and miscellaneous charges	1,000
24	Printing and reproduction	10
25.1	Consulting services	500
25.2	Other services	122
25.3	Purchase of goods and services from Government accounts	27
26	Supplies and materials	25
31	Equipment	966
32	Land and structures	<u>0</u>
	TOTAL OBLIGATIONS	5,052

Department of Commerce
 Departmental Management
 Salaries and Expenses
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Class	2009 Actual	2010 Enacted	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
11 Personnel compensation:					
11.1 Full-time permanent	18,292	22,687	23,239	25,344	2,105
11.3 Other than full-time permanent	20	20	20	20	0
11.5 Other personnel compensation	602	1,257	1,257	1,352	95
11.9 Total personnel compensation	18,914	23,964	24,516	26,716	2,200
12.1 Civilian personnel benefits	3,573	5,638	5,828	6,459	631
13 Benefits for former personnel	204	204	204	204	0
21 Travel and transportation of persons	517	559	561	591	30
23.1 Rental payments to GSA	3,350	3,759	3,812	4,054	242
23.2 Rental payments to others	19	19	19	19	0
23.3 Communication, utilities and miscellaneous charges	1,468	1,281	1,387	2,387	1,000
24 Printing and reproduction	57	91	92	102	10
25.1 Consulting services	0	0	0	500	500
25.2 Other services	2,648	10,289	9,358	9,920	562
25.3 Purchase of goods and services from Gov't accounts	22,698	10,996	13,180	13,427	247
26 Supplies and materials	284	267	269	300	31
31 Equipment	952	962	970	1,947	977
32 Land Structures	0	0	0	0	0
99 Total obligations	54,684	58,029	60,196	66,626	6,430
Less prior year recoveries	(28)				
Unobligated balance, start of year	(406)	(29)			
Unobligated balance, transferred	(1,423)				
Unobligated balance, end of year	29				
Unobligated balance, expiring	144				
TOTAL BUDGET AUTHORITY	53,000	58,000	60,196	66,626	6,430

Department of Commerce
 Departmental Management
 Salaries and Expenses
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Personnel Data	2009 Actual	2010 Enacted	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
Full-Time Equivalent Employment:					
Full-time Permanent	127	151	151	171	20
Other than full-time permanent	37	37	37	37	0
Total	164	188	188	208	20
Authorized Positions:					
Full-time permanent	155	163	163	183	20
Other than full-time permanent	49	49	49	49	0
Total	204	212	212	232	20

Note: Other than full-time permanent FTE and positions include political appointees classified as full-time temporary.

Department of Commerce
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 Salaries and Expenses
DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

	2011 Adjustments to Base	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
11 Personnel compensation:				
11.1 Full-time Permanent				
Executive level	0	618	618	0
Senior executive service	125	4,353	4,353	0
General schedule	456	18,268	20,373	2,105
Subtotal	581	23,239	25,344	2,105
11.3 Other than full-time permanent:				
General schedule	0	20	20	0
11.5 Other personnel compensation:				
Overtime	0	325	325	0
SES performance awards	0	135	135	0
Cash awards	0	797	892	95
Subtotal	0	1,257	1,352	95
11.9 Total personnel compensation	581	24,516	26,716	2,200
12.1 Civilian personnel benefits:				
Civil service retirement system	(8)	639	647	8
Federal employees' retirement system	107	1,840	2,071	231
Thrift savings plan	5	619	639	20
Federal insurance contribution act (FICA) - OASDI	30	1,085	1,120	35
Health insurance	72	1,112	1,424	312
Life insurance	0	41	66	25
Employees' compensation fund	(16)	492	492	0
Subtotal	190	5,828	6,459	631
13 Benefits for former personnel	0	204	204	0

Department of Commerce
 Departmental Management
 Salaries and Expenses
DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

	2011 Adjustments to Base	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
21 Travel and transportation of persons:				
Common carrier	0	0	0	0
Foreign	0	0	0	0
Mileage	(1)	13	16	3
Per diem/actual	3	158	174	16
Vehicular	0	0	0	0
Other	0	390	401	11
Subtotal	2	561	591	30
23.1 Rental payments to GSA	53	3,812	4,054	242
23.2 Rental payments to others	0	19	19	0
23.3 Communication, utilities and miscellaneous charges:				
Utilities (Electricity and Steam)	104	104	104	0
Federal telecommunications system	0	181	181	0
Other telecommunications services	0	1,053	2,053	1,000
Postal service by USPS	2	49	49	0
Other	0	0	0	0
Subtotal	106	1,387	2,387	1,000
24 Printing and reproduction:				
Publications	0	50	50	0
Other	1	42	52	10
Subtotal	1	92	102	10

Department of Commerce
 Departmental Management
 Salaries and Expenses
DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

	2011 Adjustments to Base	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
25.1 Consulting services:				
Management and professional support services	0	0	0	0
Studies, analyses and evaluations	0	0	0	0
Engineering and technical services	0	0	500	500
Subtotal	0	0	500	500
25.2 Other services:				
Training University	0	16	16	0
Other	0	130	130	0
Maintenance of equipment	0	56	56	0
ADP services	0	15	15	0
Telecommunications services	8	128	128	0
Other non-government contracts	82	8,989	9,429	440
Other	0	24	146	122
Subtotal	90	9,358	9,920	562
25.3 Purchase of Goods and services from Gov't accounts:				
Office of personnel management	0	14	14	0
GSA reimbursable services	0	344	591	247
Other (NARA)	(2)	31	31	0
CBS (Bureau Specific)	0	630	630	0
Other (Incl Bldg. Del.)	0	0	0	0
Payments to DM's WCF	1,165	12,161	12,161	0
Subtotal	1,163	13,180	13,427	247
26 Supplies and materials:				
Office supplies	1	237	242	5
ADP supplies	0	31	57	26
Other	1	1	1	0
Subtotal	2	269	300	31

Department of Commerce
 Departmental Management
 Salaries and Expenses
DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

	2011 Adjustments to Base	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
31 Equipment:				
Office machines and equipment	0	296	296	0
IT hardware	6	342	1,319	977
IT software	0	24	24	0
Other	2	308	308	0
Subtotal	8	970	1,947	977
32 Land Structures	0	0	0	0
99 Total obligations	2,196	60,196	66,626	6,430
Less prior year recoveries				
TOTAL BUDGET AUTHORITY	2,196	60,196	66,626	6,430

Department of Commerce
Departmental Management
Salaries and Expenses
Appropriation Summary Statement

Appropriation: Salaries and Expenses

The Appropriation "Salaries and Expenses" provides funding for the Secretary, Deputy Secretary and support staff.

Responsibilities include policy development and implementation affecting U.S. and international activities as well as establishing internal goals and objectives for the operation of the Department. The functions include primary liaison with the Executive Branch, Congressional and private sector groups, and acting as the management and administrative control point for the Department.

The "Salaries and Expenses" budget request for FY 2011 is \$66,626,000, including not to exceed \$5,000 for official entertainment.

In addition, General Provision Section 111 provides \$1,377,991 to increase the Department's acquisition workforce capacity and capabilities.

Department of Commerce
Departmental Management
Salaries and Expenses
Appropriation Language and Code Citation

FY 2011:

Salaries and Expenses

1. For expenses necessary for the Departmental Management of the Department of Commerce provided for by law.

15 U.S.C. 1501

15 U.S.C. 1501 provides that: "There shall be...the Department of Commerce, and a Secretary of Commerce, who shall be the head thereof..." The sections which follow 15 U.S.C. 1501 establish various Assistant Secretaries and define general powers and duties of the Department.

2. Including not to exceed \$5,000 for official entertainment.

No Specific Authority

5 U.S.C. 5536 prohibits additional pay or allowance to employees unless the appropriation therefore specifically states that it is for the additional pay or allowance.

3. General Provision Section 111 provides \$1,377,991 to increase the Department's acquisition workforce capacity and capabilities.

Exhibit 34

Department of Commerce
 Departmental Management
 Salaries and Expenses
 Consulting and Related Services
 (Dollar amounts in thousands)

	2009 Actual	2010 Estimate	2011 Estimate
Consulting services	0	0	500
Management and professional services	0	0	0
Special studies and analyses	0	0	0
Management and support services for research and development	0	0	0
Total	<u>0</u>	<u>0</u>	<u>500</u>

Department of Commerce
 Departmental Management
 Salaries and Expenses
 Periodicals, Pamphlets, and Audiovisual Products
 (Dollar amounts in thousands)

	2008 Actual	2009 Actual	2010 Enacted	2011 Estimate
Periodicals	0	0	0	0
Pamphlets	0	0	0	0
Audiovisuals	0	0	0	0
Total	0	0	0	0

Pamphlets

Pursuant to 15 U.S.C. 1519, the Secretary of Commerce must make a report in writing to Congress giving an account of all monies received and disbursed by the Department. The Secretary must also describe the work done by the Department in fostering, promoting and developing the foreign and domestic commerce, the mining, manufacturing and fishery industries of the U.S., and make such recommendations as he shall deem necessary for the effective performance of the duties and purposes of the Department. In addition to the description and accomplishments of the Department and its various units, this report includes a directory of key officials, and a summary of employment and financing for the past year.

Exhibit 36

Department of Commerce
 Departmental Management
 Salaries and Expenses
 Average Grade and Salaries

	2009 <u>Actual</u>	2010 <u>Estimate</u>	2011 <u>Estimate</u>
Average ES Grade.....	0.00	0.00	0.00
Average GS/GM Grade.....	12.34	12.42	12.42
Average GS/GM Salary.....	\$98,077	\$97,528	\$99,479

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Department of Commerce
Departmental Management
Working Capital Fund
SUMMARY OF RESOURCE REQUIREMENTS
(Dollar amounts in thousands)

Operating Plan, FY 2010	Positions	FTE	Budget Authority	Reimbursable Obligations
plus: Census MOU adjustment	721	617		151,483
less: Unobligated balance, start of year	9	9		2,000
plus: 2010 Adjustments to base	0	0		(5,591)
	0	0		2,575
2011 Base	730	626		150,467
plus: Program increases	14	14		9,917
2011 Estimate	744	640		160,384

	2009 Actual		2010 Operating Plan		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base
	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	
Comparison by activity:									
Executive Direction	266		282		282		282		0
Pos./BA		50,390		58,111		57,405		59,562	0
FTE/Obi.	204		233		233		233		2,157
Departmental Staff Services	448		448		448		462		14
Pos./BA		83,499		95,372		93,062		100,822	14
FTE/Obi.	349		393		393		407		14
TOTALS	714		730		730		744		14
	553		626		626		640		14
		133,889		153,483		150,467		160,384	9,917

Adjustments/Recoveries									
Unobligated balance, start of year		(4,811)		(5,591)					
Unobligated balance, end of year		5,591							
Total Reimbursable Authority		134,669		147,892		150,467		160,384	9,917

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Departmental Management
Working Capital Fund
ADJUSTMENTS TO BASE
(Dollar amounts in thousands)

	<u>FTE</u>	<u>Amount</u>
Adjustments:		
Other Changes:		
Annualization of FY 2010 pay raise		377
FY 2011 pay raise		887
Civil Service Retirement System (CSRS)		(25)
Federal Employees' Retirement System (FERS)		334
Thrift Savings Plan (TSP)		7
Federal Insurance Contribution Act (FICA) - OASDI		17
Health Insurance		306
Travel, Per Diem		9
Travel, Mileage		(1)
Rental Payments to GSA		91
Commerce Business System		185
Postage		31
General Pricing Level Adjustments:		
Communications & misc.		10
Printing and reproduction		2
Other Services		311
Supplies		12
Equipment		22
Subtotal, Other Changes	<u>0</u>	<u>2,575</u>
Total, Adjustments to Base	<u>0</u>	<u>2,575</u>

Department of Commerce
 Departmental Management
 Working Capital Fund
JUSTIFICATION OF ADJUSTMENTS TO BASE
 (Dollar amounts in thousands)

FTE Amount

Other Changes:
 Pay Raises: 1,264

Annualization of FY 2010 Pay Raise
 Pay raise of 2.0% was effective January 1, 2010.

Total cost in FY 2011 of the FY 2010 pay increase	1,508,000
Less amount requested in FY 2010	(1,131,000)
Amount requested in FY 2011 for FY 2010 pay increase	<u>377,000</u>

FY 2011 Pay Raise
 A general pay raise of 1.4% is assumed to be effective January 1, 2011.

Total cost in FY 2010 of pay increase	887,000
Payment to Working Capital Fund	<u>0</u>
Amount requested in FY 2011 for FY 2011 pay increase	<u>887,000</u>

Civil Service Retirement System (CSRS) (25)

The cost of agency contributions for CSRS will decrease slightly due to the decrease in the number of employees covered by CSRS from 17.4% in FY 2010 to 16.9% in FY 2011. The contribution rate will remain the same at 7.00% for FY 2010 and FY 2011.

FY 2011 (\$70,935,000 x .169 x .0700)	839,161
FY 2010 (\$70,935,000 x .174 x .0700)	863,988
Total adjustment to base	<u>(24,827)</u>

Department of Commerce
 Departmental Management
 Working Capital Fund
JUSTIFICATION OF ADJUSTMENTS TO BASE
 (Dollar amounts in thousands)

FTE
334

Federal Employees' Retirement System (FERS)
 The cost of agency contributions for FERS will increase due to the increase in the number of employees covered by FERS from 82.6% in FY 2010 to 83.1% in FY 2011. The contribution rate increased to 11.7% in FY 2011.

FY 2011	(\$70,935,000 x .831 x .117)	6,896,797
FY 2010	(\$70,935,000 x .826 x .112)	6,562,339
	Total adjustment to base	<u>334,458</u>

7

Thrift Savings Plan (TSP)
 The cost of agency contributions to the Thrift Savings Plan will increase slightly due to the number of employees covered increasing from 82.6% in FY 2010 to 83.1% in FY 2010. The contribution rate will remain the same at 2%.

FY 2011	(\$70,935,000 x .831 x .02)	1,178,940
FY 2010	(\$70,935,000 x .826 x .02)	1,171,846
	Total adjustment to base	<u>7,094</u>

17

Federal Insurance Contributions Act (FICA) - OASDI
 The OASDI tax rate will remain constant at 6.2%. The annual salary subject to the OASDI tax will rise from \$110,400 in FY 2010 to \$114,975 in FY 2011. The percent of salaries below the cap will decrease from 93.1% in FY 2010 to 93.0% in FY 2011. The total salaries taxable by OASDI will increase from 82.6% in FY 2010 to 83.1% in FY 2011. The combination of the above adjustments results in a net increase of \$17,406.

FERS payroll subject to FICA tax in FY 2011	(\$70,935,000 x .831 x .930 x .062)	3,398,883
FERS payroll subject to FICA tax in FY 2010	(\$70,935,000 x .826 x .931 x .062)	3,382,065
	Subtotal	<u>16,818</u>
Other payroll subject to FICA tax in FY 2011	(\$2,482,000 x .831 x .930 x .062)	118,926
Other payroll subject to FICA tax in FY 2010	(\$2,482,000 x .826 x .931 x .062)	118,338
	Subtotal	<u>588</u>

Total adjustment to base 17,406

Department of Commerce
 Departmental Management
 Working Capital Fund
JUSTIFICATION OF ADJUSTMENTS TO BASE
 (Dollar amounts in thousands)

	<u>FTE</u>	<u>Amount</u>
Health Insurance.....	...	306
Effective January 2009, the cost of the U.S. Government's contribution to the Federal employee's health insurance premium increased by 7.1%. Applied against the FY 2011 estimate of \$4,310,000, the additional amount required is \$306,010.		
Travel, Per Diem.....	...	9
General Services Administration has issued revised travel per diem rates, effective as of October 1, 2008, resulting in a 2.2% increase. This percentage applied against the FY 2011 estimate of \$423,000 results in an increase of \$9,306.		
Mileage.....	...	(1)
The mileage reimbursement rate for privately-owned automobiles decreased from 58.5 cents to 55.0 cents, or 6% on January 1, 2009. A decrease of \$1,080 is required to adjust this fund.		
Rental Payments to GSA.....	...	91
GSA rates are projected to increase in FY 2011. An additional increase of \$91,028 is required to fund this increase.		
Commerce Business System.....	...	185
Costs associated with the Commerce Business System will increase from \$11,807,000 in FY 2010 to \$11,992,000 in FY 2011. This results in an increase of \$185,000.		
Postage.....	...	31
Effective May 11, 2009, the Governors of the Postal Service implemented a rate increase for first class mail from 42 cents to 44 cents, or 4.8%. This percentage applied against the FY 2011 estimate of \$636,000 results in an increase of \$30,528.		

Department of Commerce
 Departmental Management
 Working Capital Fund
JUSTIFICATION OF ADJUSTMENTS TO BASE
 (Dollar amounts in thousands)

	<u>FTE</u>	<u>Amount</u>
Other Services:		
General Pricing Level Adjustment.	357
This request applies OMB economic assumptions for FY 2011 of .8% to sub-object classes where the prices that the Government pays are established through the market system. Factors are applied to communications (\$10,056); printing (\$2,288); other services (\$310,584); supplies and materials (\$12,416); and equipment (\$22,384).		
Subtotal, Other Changes	0	2,575
Total FY 2011 Adjustments to Base.	0	2,575

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DEPARTMENT OF COMMERCE
 Departmental Management
 Working Capital Fund
 JUSTIFICATION OF PROGRAM AND PERFORMANCE

Goals and Objectives

Goal: To provide necessary centralized services to clients in the most efficient and effective manner possible consistent with Government-wide and Departmental policy. These services include the Security Office, Human Resources Management, Civil Rights, Financial Management, Administrative Services, Acquisition Managements, Management and Organization, General Counsel, Chief Information Office and Public Affairs.

Objectives:

Executive Direction:

General Counsel

Provides legal advice, guidance and services on matters involving Departmental programs and components. Supervises the development of the Department's legislative program and the delivery of effective legal services for the growing needs of major programs.

Public Affairs

Promotes public understanding and support of DOC programs, services and consumer issues. Ensures continuity and cost-effective management of Departmental Public Affairs programs. Acts as the primary point of contact on Department of Commerce issues for the White House and Federal departments and agencies.

Office of the Chief Information Officer

Leads the management of information resources throughout the Department, ensuring that the Department's programs make full and appropriate use of information technology (IT). Implements Government-wide and Departmental policies, programs and activities in all aspects of information technology management, including IT security and providing analysis, design, development, support, and oversight for Department automated systems for Administration. Provides Department-wide coordination and technical support for the development and operation of information technology resources, including telecommunications. Manages the Department's IT security and critical IT infrastructure programs.

Departmental Staff Services:

Office of Security

Plans, develops, and implements policies and procedures for managing and delivering security services for the Department. Provides counterespionage, anti-terrorism, and emergency management program support, puts forth guidance to Departmental offices and operating units regarding security matters as they relate to the protection of personnel, facilities, property and information. Specifically, establishes and enforces policies and procedures for conducting background investigations and granting security clearances; safeguarding classified and sensitive documents and information; assessing threats and determining risks to Departmental assets; and ensuring proper communications security for classified information.

Director for Human Resources Management

Implements Government-wide and Departmental policies, programs and activities in all aspects of human resources management and administration including recruitment and placement, classification, payroll support and administration, incentive awards, training and development, employee and labor relations, department-wide oversight and evaluation of human resources management activities, unemployment and workers' compensation, employee health and safety, employee benefits and drug testing.

DEPARTMENT OF COMMERCE
Departmental Management
Working Capital Fund

JUSTIFICATION OF PROGRAM AND PERFORMANCE

Director of Civil Rights

Conducts discrimination complaint investigations and adjudications, provides equal employment program support and affirmative action program support to selected operating units.

Director for Financial Management

Implements policies and procedures for Departmental financial management, provides consolidated financial reporting, and develops the Commerce Business System (formerly Commerce Administrative Management System). Provides complete financial stewardship for all activities included in Departmental Management. Oversees and administers all budget functions for the Department's Working Capital Fund and provides financial support and guidance Department-wide.

Director for Administrative Services

Provides Department-level management of travel, personal property, fleet motor vehicles, real property, energy and environmental programs. Provides management of the following Herbert C. Hoover Building programs and services: publications; printing; library services; mail; messenger and distribution services; space management and use; building management including operations, maintenance, repairs, and major and minor renovations; labor services; historic preservation; and shipping/receiving.

Director for Acquisition Management

Provides contracting technical services, including acquisition strategies and guidance for the procurement of products and services in support of the Office of Secretary (OS), Office of Inspector General (OIG), selected special projects and related administrative support. Performs policy and oversight functions for the Department's acquisition and financial assistance programs. Performs federal assistance administrative duties and responsibilities to ensure that federal assistance actions comply with Departmental procedures. Manages Competitive Sourcing A-76/FAIR Act Program.

Director for Management and Organization

Provides office management and organization support, including maintaining the Department-wide directive management system.

Department of Commerce
 Departmental Management
 Working Capital Fund
 INCREASE FOR 2011
 (Dollar amounts in thousands)

		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount
Executive Direction	Pos/BA	0	0	0	3,800	0	3,800
	FTE/Obl.	0	0	0	3,800	0	3,800

Server Migration for Office of the Secretary

This program increase is required because the servers migrated from its current location to Oklahoma City. The migration was necessary due to GSA terminating the existing lease and the fact that the current space was considered inadequate to physically support IT systems. The increase will cover operation and maintenance costs associated with the hosting of Office of the Secretary systems.

The servers currently support crucial systems including Web Time and Attendance, Performance Payout System (PPS), Automated Classification System (ACS), Commerce Standard Acquisition System (CSTARS), Balanced Scorecard, Personal Property, CIO Tech Support, OGC Regulation Management System, Directives Management System, DoC Intranet and more. Security risks are of extreme concern for the Office of the Secretary because of the sensitivity of the data stored in the systems.

It is essential to migrate the servers to a site(s) that meets current and continually evolving security and data center support requirements, provides for a network architecture that leverages up-to-date technology, provides for timely refreshment of technology, and is supported by a highly qualified and trained staff.

Performance Measure

The migration of the hosting system will provide more efficiency due to the advanced technology. This will result in better security, better compliance and better overall hosting services which will further improve the data requirements of the Office of the Secretary systems across the board.

Department of Commerce
 Departmental Management
 Working Capital Fund
PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity:	Departmental Staff Services		
Program change:	OFM Server Migration		
<u>Object Class</u>			<u>2011</u> <u>Increase</u>
11	Personnel compensation		\$0
11.1	Full-time permanent		0
11.3	Other than full-time permanent		0
11.5	Other personnel compensation		0
11.9	Total personnel compensation		<u>0</u>
12.1	Civilian personnel benefits		0
21	Travel and transportation of persons		0
23.1	Rental payments to GSA		0
24	Printing and reproduction		0
25.1	Consulting services		0
25.2	Other services		3,800
25.3	Purchase of goods and services from Government accounts		0
26	Supplies and materials		0
31	Equipment		0
32	Land and structures		0
	TOTAL OBLIGATIONS		<u>\$3,800</u>

Department of Commerce
 Departmental Management
 Working Capital Fund
 INCREASE FOR 2011
 (Dollar amounts in thousands)

		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount
Departmental Staff Services	Pos/BA	0	1,485	2	1,661	2	176
	FTE/Obl.	0	1,485	2	1,661	2	176

Space Management – Office of Administrative Services (OAS)

The increase requested is to upgrade two vacant positions from Clerical to Technical. A Space Management Analyst (Draftsman) is required to assist with maintaining the architectural, mechanical and electrical drawings for the Herbert C. Hoover Building (HCHB) and assisting with managing the space assignments and drawings with specialized facilities software. An entry level technician is required to assist with general space management tasks and with generating scope of work and task orders for office refurbishments. The two staff members will also perform routine administrative duties for the Space Planning and Renovation Offices.

As we approach milestones in the renovation of this historic building, having accurate drawings is essential to streamlining operations and projecting costs.

Due to the increase in Space Management tasks created by the ongoing renovation of the building, if the two positions are not funded there will be ongoing delays in the processing of work requests and an unacceptable level of Space Planning services provided, as the current resources will not be able to accommodate the demand. As Bureaus request refurbishments, there will be lengthy delays in responding to their requests. If Bureaus request their offices be refurbished and remodeled when moving back into their areas after the HCHB Renovation (for example after Phase 2 is completed), the lack of Space Management Division resources will prevent this from being done and will result in significant additional costs to have the work completed at a later date after the offices are occupied. Additionally the new Space Management software is currently underutilized due to lack of resources, resulting in inefficiencies and a delay in space planning tasks. As each phase of the HCHB renovation is completed, the Space Management Division will also receive updated architectural drawings and schematics to maintain the baseline of the building. The current drawings have not been maintained due to lack of resources. If the future updated drawings are not maintained, the department will lose configuration control of the plumbing, electrical wiring, architectural floor plans and life safety alarms schematics, resulting in increased costs and time to survey each work request before any remodeling or refurbishment task is completed. The increased costs for all future office refurbishments and inefficient space planning will be passed on to the Bureaus and Agencies and will be an ongoing cost and burden in the out years.

Department of Commerce
Departmental Management
Working Capital Fund
INCREASE FOR 2011
(Dollar amounts in thousands)

Performance Measure

Funding for these two positions will improve customer service by providing customer focused, quality support services and reduced task completion times for amendments and updates to DOC and HCHB architectural baseline drawings and space management allocation and tracking updates. They will improve information sharing throughout the Department by integrating architectural and space management technology into the OAS and DOC business processes and enhance business practices through results orientated products and greater process efficiency.

These positions will also provide greater efficiency in assisting and responding to space management and architectural deliverables and tasks related to the modernization of the Herbert C Hoover Building, through the Department's Renovations Division and GSA, resulting in increased savings and efficiencies to the Department.

Department of Commerce
 Departmental Management
 Working Capital Fund
 PROGRAM CHANGE PERSONNEL DETAIL

Activity: Departmental Staff Services
 Program Change: Space Management

<u>Title</u>	<u>Grade</u>	<u>Number</u>	<u>Annual Salary</u>	<u>Salary</u>
Technical Specialist	GS-11	1	65,000	65,000
Draftsman	GS-12	1	71,000	71,000
Total		2	136,000	136,000
FY 2011 Pay Raise				1,904
Total Salaries w/ Pay Raise				137,904

1.4%

Personnel Data

Full time Equivalent Employment
 Full-time permanent 2
 Other than full-time permanent 0
Total 2

Authorized Positions
 Full-time permanent 2
 Other than full-time permanent 0
Total 2

Department of Commerce
 Departmental Management
 Working Capital Fund
PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity: Program change:	Departmental Staff Services Space Management	2011 <u>Increase</u>
<u>Object Class</u>		
11	Personnel compensation	
11.1	Full-time permanent	\$138
11.3	Other than full-time permanent	0
11.5	Other personnel compensation	0
11.9	Total personnel compensation	<u>138</u>
12.1	Civilian personnel benefits	38
21	Travel and transportation of persons	0
24	Printing and reproduction	0
25.1	Consulting services	0
25.2	Other services	0
25.3	Purchase of goods and services from Government accounts	0
26	Supplies and materials	0
31	Equipment	0
32	Land and structures	0
TOTAL OBLIGATIONS		\$176

Department of Commerce
 Departmental Management
 Working Capital Fund
 INCREASE FOR 2011
 (Dollar amounts in thousands)

		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount
Departmental Staff Services	Pos/BA	0	328	1	635	1	307
	FTE/Obl.	0	328	1	635	1	307

Elevator Maintenance and Building Management – Office of Administrative Services

A new elevator contract will be awarded in FY 2010, with an expanded scope of work, to ensure the safe and reliable operation of the 36 elevators in the Herbert C. Hoover Building (HCHB). The funding increase is required to accommodate the higher costs for the HCHB elevator maintenance contract and to upgrade a vacant clerical position to an analyst who can provide the required additional Government oversight. Due to the HCHB elevators' age and high usage, the current level of maintenance is insufficient to accomplish all the necessary tasks. GSA has not included an overhaul of the elevators in the HCHB renovation project and DoC will continue to be responsible for ongoing maintenance and repairs. In addition, as the elevators age, the level of maintenance and number of repairs will increase. To adequately perform all the required planned and preventative maintenance, to conduct inspections, as well as attend to defects and emergency calls, the contract scope must be increased from the current level of 60 hours to 120 hours per week of skilled labor.

The current level of effort to support the HCHB elevators will be insufficient to keep up with the growing demand on aging equipment. To conduct all planned and preventative maintenance on 36 HCHB elevators, 24 hours per day, 7 days per week, answer trouble calls within 10 minutes and respond to emergency defects, requires 120 hours of labor per week, as opposed to the current 60 hours.

One new building maintenance FTE is required by the Building Management Division to administer the additional work generated by the change of scope of the contract, as well as administering new performance measures in environmental and energy conservation. The additional FTE will also provide quality customer service during the on-going General Service Administration sponsored renovation of the HCHB. The new FTE will be the COTR for the Elevator contract. In addition to the COTR duties they will be monitoring the preventative maintenance schedule and metrics, defect trends and contract performance metrics (i.e. response times for emergency defects). They will be implementing a long-term life cycle program for future upgrades and refurbishments of the elevators and monitoring expenditures related to the elevators outside of the contract. In addition to these duties, they will be assisting in monitoring the Building Management general defect phone line (ext 21340), entering in

Department of Commerce
Departmental Management
Working Capital Fund
INCREASE FOR 2011
(Dollar amounts in thousands)

HEAT defect tickets, escorting general contractors, overseeing the safety aspects of the elevator maintenance.

The FTE who is currently performing the Elevator contract COTR duties is also responsible for managing the Chiller Maintenance contract, the Advanced Power contract, the water quality monitoring contract, and the Carolina Automatic Door control contracts. Each of these contracts have increased environmental and energy conservation requirements and require greater level of monitoring and metrics reporting.

Performance Measure

The contractor will be required to guarantee at least 95% availability of the elevators during the core hours of 6:00 am to 6:00 pm and will be required to demonstrate improved reliability and availability over current metrics.

Department of Commerce
 Departmental Management
 Working Capital Fund
PROGRAM CHANGE PERSONNEL DETAIL

Activity: Departmental Staff Services
 Program Change: Elevator Maintenance and Building Management

<u>Title</u>	<u>Grade</u>	<u>Number</u>	<u>Annual Salary</u>	<u>Salary</u>
Facilities Analyst	GS-11	1	65,000	65,000
Total		<u>1</u>	<u>65,000</u>	<u>65,000</u>
FY 2011 Pay Raise	1.4%			910
Total Salaries w/ Pay Raise				<u>65,910</u>

Personnel Data

Full time Equivalent Employment	1
Full-time permanent	0
Other than full-time permanent	<u>1</u>
Total	
Authorized Positions	
Full-time permanent	1
Other than full-time permanent	0
Total	<u>1</u>

Department of Commerce
 Departmental Management
 Working Capital Fund
PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity:	Departmental Staff Services	2011
Program change:	Elevator Maintenance and Building Management	<u>Increase</u>
<u>Object Class</u>		
11	Personnel compensation	\$66
11.1	Full-time permanent	0
11.3	Other than full-time permanent	0
11.5	Other personnel compensation	0
11.9	Total personnel compensation	<u>66</u>
12.1	Civilian personnel benefits	18
21	Travel and transportation of persons	0
24	Printing and reproduction	0
25.1	Consulting services	0
25.2	Other services	223
25.3	Purchase of goods and services from Government accounts	0
26	Supplies and materials	0
31	Equipment	0
32	Land and structures	0
	TOTAL OBLIGATIONS	<u>\$307</u>

Department of Commerce
 Departmental Management
 Working Capital Fund
 INCREASE FOR 2011
 (Dollar amounts in thousands)

		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount
Departmental Staff Services	Pos/BA	0	1,902	1	2,459	1	557
	FTE/Obl.	0	1,902	1	2,459	1	557

Departmental Energy, Safety, Environment Program Execution

This increase is requested to execute the Department's Energy, Safety, and Environmental Programs. The requirements of these programs have dramatically increased due to changing Federal regulations and mandates from the President. The Department must increase funding to comply with these directives. Specifically, Executive Order (EO) 13423, Strengthening Federal Environmental, Energy, and Transportation Management, signed in January 2007, significantly increased energy conservation and environmental stewardship responsibilities for Federal agencies. The EO sets forth new and increased standards and specific dates for Federal agencies to meet compliance goals. In addition, the Environmental Protection Agency and Occupational Safety and Health Administration regulations, EO 12699, the Department Environmental Manual, the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and the Energy Policy Act of 2005 all have specific requirements that the Department is required to meet and specific programs that must be implemented.

The funding increase will enable the Department to execute the following energy, safety, and environmental programs:

Environmental Reporting System (\$125K) - The on-line reporting system will enable the Department to meet the increasing requirements of EO 13423 and manage the Department's environmental programs. A Department-wide environmental compliance reporting system will significantly expand the Department's capability for environmental reporting to include areas where reporting is required but is currently not being done. In addition, the reporting requirements will be standardized and the current reporting procedures will be streamlined to increase reporting efficiency for the bureaus. The reporting system will enable the Department to conduct annual facility surveys; to perform external, internal, or self audits; to document the corrective actions required to resolve violations; and to track corrective actions through to closure. Currently, there are numerous reporting requirements that are not being fulfilled and there is no centralized reporting system to assist the Department and Bureau Environmental Managers with meeting the reporting requirements. The various reports are required by Federal regulations, EO 13423, and the Department Environmental Management Manual. When implemented, a new web-based reporting system will serve as the central reporting mechanism for the Department. If this project is not funded, there is a significant risk of not complying with Federal environmental stewardship regulations. The Department will fail to meet the goals of the Office of Management and Budget Environmental Stewardship Scorecard. There is also the potential for the Department's environmental cost to increase due to lack of oversight and management.

Department of Commerce
Departmental Management
Working Capital Fund
INCREASE FOR 2011
(Dollar amounts in thousands)

Environmental Management System (EMS) (\$100K) - A Department-level EMS is required by the EO 13423, which specifically details the programmatic requirements for EMS within Federal agencies and requires agencies at all appropriate organizational levels to develop, implement, and maintain an EMS to be used to identify and address agency environmental, transportation, and energy issues. The EMS will serve as the primary management approach for addressing environmental aspects of internal agency operations and activities, including aspects of energy and transportation functions. EO 13423 requires that, once implemented, an EMS be reviewed and updated annually or more frequently as appropriate. The Department-wide EMS was implemented in FY 2008. This request is for recurring funds to annually maintain and update the EMS. If this project is not funded, the Department will not be in compliance with EO 13423 and will not meet the President's environmental stewardship goals. Additionally, the Department will fail to meet the goals of the Office of Management and Budget Environmental Stewardship Scorecard. There is also the potential for the Department's environmental liability to increase due to lack of oversight and management.

NEPA Program Support (\$332K) - National Environmental Policy Act (NEPA) requires all Federal agencies to integrate environmental values into their decision-making processes by considering the environmental impacts of their proposed actions and the reasonable alternatives to those actions. The purpose of the Department of Commerce's (DoC's) NEPA program is to ensure that the Department is proactive in meeting Federal stewardship responsibilities while carrying out its many missions. The recent American Reinvestment and Recovery Act of 2009 (ARRA) funding highlighted the need for the NEPA Program to be administered at the Department-level by the Office of the Secretary. Specifically, the NEPA Program implementation and management will be delegated to the Office of Real Estate, Policy and Major Programs (OREPMP) in the Office of Administrative Services. A new division, Environmental Planning Division (EPD), within OREPMP, will be created to administer the DoC NEPA and Historic Preservation programs.

One FTE will be responsible for developing, implementing, and administering the DOC NEPA Program by planning, developing and implementing policies, and independently managing the NEPA program at the Department level and coordinating NEPA actions with the Operating Units. The program staff assists the Bureaus in promoting environmental policy coordination and ensuring Department and Operating Units actions' comply with NEPA and related environmental legislation. The program staff will prepare, and/or review Department policies, categorical exclusions, administrative records, records of environmental consideration, Findings of No Significant Impact, environmental assessments, environmental impact analyses, environmental baseline surveys, natural and culture resource assessments, historic preservation analyses, and other program documents.

Department of Commerce
Departmental Management
Working Capital Fund
INCREASE FOR 2011
(Dollar amounts in thousands)

All Bureaus of the Department will benefit from these services because NEPA's review is required for all major Federal actions. This has been especially highlighted by the ARRA funding and the focus of the White House Staff on the Department's NEPA Program. If this project is not funded, the Department could be in violation of Federal law and could be at significant risk for civil lawsuits which would result in halting a project until a proper NEPA review is conducted.

Performance Measure

The increased funding will allow the Department to comply with Federal EPA and OSHA regulations and to meet the President's goals for energy conservation and electronic stewardship. The Department will implement projects that will address environmental responsibilities and provide a reporting tool that measures the Department's energy and environmental compliance. This program increase directly reduces the Department's environmental liability, costs for managing and disposing of hazardous waste, use of toxic and hazardous chemicals, and costs of energy consumption and utilities, and increases the Department's use of environmentally friendly products, compliance with regulations, and overall program management capabilities.

Department of Commerce
 Departmental Management
 Working Capital Fund
 PROGRAM CHANGE PERSONNEL DETAIL

Activity: Departmental Staff Services
 Program Change: Energy, Safety, Environment, and NEPA Program Execution

<u>Title</u>	<u>Grade</u>	<u>Number</u>	<u>Annual Salary</u>	<u>Salary</u>
Environmental Protection Specialist	GS-14	1	103,500	103,500
Total		<u>1</u>	<u>103,500</u>	<u>103,500</u>
FY 2011 Pay Raise	1.4%			1,449
Total Salaries w/ Pay Raise				<u>104,949</u>

Personnel Data

Full time Equivalent Employment
 Full-time permanent 1
 Other than full-time permanent 0

Total 1

Authorized Positions

Full-time permanent 1
 Other than full-time permanent 0

Total 1

Department of Commerce
 Departmental Management
 Working Capital Fund
PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity: Departmental Staff Services
 Program change: Energy, Safety, Environment, and NEPA Program Execution

<u>Object Class</u>	<u>2011 Increase</u>
11 Personnel compensation	
11.1 Full-time permanent	\$105
11.3 Other than full-time permanent	0
11.5 Other personnel compensation	0
11.9 Total personnel compensation	<u>105</u>
12.1 Civilian personnel benefits	39
21 Travel and transportation of persons	5
24 Printing and reproduction	11
25.1 Consulting services	0
25.2 Other services	395
25.3 Purchase of goods and services from Government accounts	2
26 Supplies and materials	0
31 Equipment	0
32 Land and structures	<u>0</u>
TOTAL OBLIGATIONS	\$557

Department of Commerce
 Departmental Management
 Working Capital Fund
 INCREASE FOR 2011
 (Dollar amounts in thousands)

		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount
Departmental Staff Services	Pos/BA	0	877	0	1,077	0	200
	FTE/Obl.	0	877	0	1,077	0	200

Department's Enterprise Personal Property Management System

The funding increase is necessary to maintain centralized management support services provided by the Department of Commerce (DoC) property system. The DOC property system consists of contractor employees who provide property management and customer support, maintenance, training, knowledge transfer, and system enhancement services to 10 of the 13 Bureaus' personal property network staff on the functionality of the Department's Enterprise Personal Property Management System (PPMS). This system tracks and manages the Department's personal property asset data from acquisition through disposal; while meeting the goals of paperless processing, reduction of redundant data systems, and increasing asset accountability and Department-wide reporting capabilities.

The property system has enabled the Department to utilize the system's functionality, while contributing to the improved success of the Department's property management profile. For example, the DOC property system has resulted in approximately 4,500 Property Officials now being able to establish accountability of personal property, maintain a chain of custody of personal property, conduct 100% physical inventories, provide detailed reports of property inventory/disposition, and track the lifecycle of personal property. The features and functionality of the personal property management system fully support the Department's standardized property management processes and practices and the property system is essential to the execution of such mandated Departmental processes. These services include answering and resolving customer inquiries and concerns in person, via telephone, and via email. These customer tickets are created to address inquires and are resolved by the property system. Tickets range from guidance and instructions on the system operations as well as setting up, conducting, and reconciling inventories. The property system provides maintenance and technical support services to ensure the PPMS is fully operational and secure. These services include creating catalog entries; creating, updating, and retiring people records; maintaining organization and bureaus hierarchies; applying software upgrades; and implementing approved system changes, otherwise known as Internal Change Requests (ICRs). The property system also provides on-going training sessions for all Department Property Officials related to the functionality of PPMS and develops job-aids, training materials, and desktop manual procedures to further educate the property management community on the operation and full functionality of the system.

Department of Commerce
Departmental Management
Working Capital Fund
INCREASE FOR 2011
(Dollar amounts in thousands)

The DoC property system supports an Enterprise system that is used by over three quarters of the Department's Bureaus. Property regulations are rapidly changing and the Department's Personal Property Program Office continuously works to proactively incorporate the changes into policy and system processes; which reduces any risks associated with the proper accountability of personal property for the Department. Without additional funding, the DOC property system will lack the necessary resources to improve the system and integrate new solutions. The Department will also lose the ability to support an Enterprise system that was implemented to mitigate a major risk it experienced in 2006. The property management function is key to providing all DOC employees with the tools they need to accomplish their missions within their respective Bureaus.

Performance Measure

The funding for the PPMS will ensure that all DOC staff using the system for property management will receive customer support, maintenance, training, knowledge transfer, and system enhancement services on the functionality of the Department's Enterprise Personal Property Management System.

Department of Commerce
 Departmental Management
 Working Capital Fund
PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity: Departmental Staff Services
 Program change: Personal Property System

<u>Object Class</u>	<u>2011 Increase</u>
11 Personnel compensation	
11.1 Full-time permanent	\$0
11.3 Other than full-time permanent	0
11.5 Other personnel compensation	0
11.9 Total personnel compensation	<u>0</u>
12.1 Civilian personnel benefits	0
21 Travel and transportation of persons	0
23.1 Rental payments to GSA	0
24 Printing and reproduction	0
25.1 Consulting services	0
25.2 Other services	200
25.3 Purchase of goods and services from Government accounts	0
26 Supplies and materials	0
31 Equipment	0
32 Land and structures	<u>0</u>
TOTAL OBLIGATIONS	\$200

Department of Commerce
Office of Security
Working Capital Fund
INCREASE FOR 2011
(Dollar amounts in thousands)

		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount
Office of Security	Pos/BA	6	816	16	3,536	10	2,720
	FTE/Obl.	6	816	16	3,536	10	2,720

Office of Security - Investigations and Intelligence Programs (IIP)

This increase is requested to enable the Office of Security to continue detecting, preventing, and/or mitigating persistent, evolving, and rapidly expanding mission-critical threats to the Department of Commerce through a cross-cutting effort that protects all Commerce bureaus and operating units. Without this increase, the Department's ability to effectively execute its mission, achieve important Administration objectives, and support United States national security interest in the near, mid, and long terms is jeopardized.

In the 2009 National Intelligence Strategy, the Office of the Director of National Intelligence (ODNI) characterized the economy, technological advancement, and the environment as strategic challenges to national security that could hinder or help the United States. ODNI also articulated in its 2009 Annual Threat Assessment that the global economic crisis is a national security concern, emphasized that restoring strong economic growth and maintaining our scientific and technological edge is essential to United States world leadership, and judged that global climate change will have important and extensive implications for national security interests over the next 20 years.

The Department exists to promote the Nation's economic development, advance technology, and ensure stewardship of the environment. Mission-critical threats emanate from foreign intelligence services, sophisticated criminal organizations, and violent extremists whose actions impact Departmental personnel, assets, and activities in furtherance of their own economic, technological, or environmental agendas. The Office of Security is the only operating unit specifically chartered to protect the Department from these types of threats, as well as the only governmental entity functioning in this capacity that is directly focused on the Department.

Using a proactive approach to effectively identify, assess, and manage these threats, the Office of Security has uncovered matters associated with the Department's economic, technological, and environmental missions that went unrecognized by other government agencies. Through its mission-critical threat functions, the Office of Security supports 1) applicable national strategies, including the National Intelligence Strategy, National Counterintelligence Strategy, Law Enforcement Strategy to Combat International Organized Crime, and National Strategy for Homeland Security; and 2) important collaboration within the Intelligence and Law Enforcement Communities.

Department of Commerce
Office of Security
Working Capital Fund
INCREASE FOR 2011
(Dollar amounts in thousands)

Currently OSY has funding for six centrally located special agents to counter a threat spectrum that impacts approximately 60,000 personnel, 860 worldwide facilities, and an array of high profile programs. These six agents are managing a significant caseload of sensitive and complex investigations involving Commerce personnel, assets, or activities, and perform both headquarters and field functions, as well as all enabling, supervisory, and administrative tasks. Additionally, they are responsible for representing the Department through regular intergovernmental liaison with national and regional offices, centers, and working groups to coordinate threat management strategies, and monitor and disseminate daily intelligence reporting with a Commerce security nexus. These agents have limited field deployment, and lack an appropriate degree of infrastructure (including basic supervisory and administrative support, information technology support, and case-dependent overtime and travel budgets) comparable to other existing Departmental investigative components with national security or law enforcement responsibilities.

Funds would be used to recruit additional staff and deploy special agents as residents at major Departmental facilities of concern, as well as provide for necessary infrastructure to support coordinated headquarters and field operations (10 new FTEs). Eight FTEs will serve as Department of Commerce special agents appointed by the Office of Security to perform field investigative assignments that identify, assess, and/or manage mission-critical threats, in accordance with Department Orders 20-6 and 207-11. Two FTEs will serve as headquarters support staff conducting intelligence research and program/management analyses, respectively.

This increase is anticipated to directly reduce the impact of: hostile intelligence activities on Departmental policy and research developments, which may ultimately result in weakened American competitiveness; sophisticated criminal activity that can leverage the Department to divert policy objectives, corrupt markets, or destabilize United States geopolitical interests; and persons motivated by ideologically or psychologically driven violence whose actions may result in loss of life or destruction of property. Without funding, near term objectives (such as the Department's roles in cyber security, the Decennial Census, and effectively promoting American products, services and ideas domestically and internationally), mid term objectives (including strengthening our Nation's ability to compete in the global economy through free and fair trade, and producing cutting edge, reliable science), and long term objectives (involving understanding climate change and protecting the global ecosystem) are vulnerable if left without dedicated, proactive, and consistent protection from mission-critical threats.

Department of Commerce
Office of Security
Working Capital Fund
INCREASE FOR 2011
(Dollar amounts in thousands)

Performance Measure

The Office of Security is responsible for security services to safeguard DOC personnel, assets and critical information by measuring the reduction of counterespionage and anti-terrorism risks as well as increased emergency management effectiveness. Investigations and Intelligence Programs personnel detect, prevent, and/or mitigate persistent, evolving, and rapidly expanding mission-critical threats to the Department of Commerce thereby reducing the risk posed by these threats to the Department's core mission, Administration objectives, and United States national security interests.

Department of Commerce
 Departmental Management
 Working Capital Fund
PROGRAM CHANGE PERSONNEL DETAIL

Activity: Office of Security
 Program Change: Investigations and Intelligence programs (IIP)

<u>Title</u>	<u>Grade</u>	<u>Number</u>	<u>Annual Salary</u>	<u>Salary</u>
Special Agent	ZA-III	6	87,500	525,000
Special Agent	ZA-IV	1	122,100	122,100
Supervisory Special Agent	ZA-V	1	144,000	144,000
Intelligence Research Specialist	ZA-IV	1	122,100	122,100
Program & Management Analyst	ZA-IV	1	122,100	122,100
Total		10	597,800	1,035,300
FY 2011 Pay Raise				14,494
Total Salaries w/ Pay Raise				1,049,794

1.4%

Personnel Data

Full time Equivalent Employment	
Full-time permanent	10
Other than full-time permanent	0
Total	10
Authorized Positions	
Full-time permanent	10
Other than full-time permanent	0
Total	10

Department of Commerce
 Departmental Management
 Working Capital Fund
PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity: Program change:	Office of Security Investigations and Intelligence programs (IIP)	2011 <u>Increase</u>
<u>Object Class</u>		
11	Personnel compensation	
11.1	Full-time permanent	\$1,050
11.3	Other than full-time permanent	0
11.5	Other personnel compensation	435
11.9	Total personnel compensation	<u>1,485</u>
12.1	Civilian personnel benefits	387
21	Travel and transportation of persons	136
24	Printing and reproduction	21
25.1	Consulting services	0
25.2	Other services	0
25.3	Purchase of goods and services from Government accounts	409
26	Supplies and materials	21
31	Equipment	261
32	Land and structures	<u>0</u>
	TOTAL OBLIGATIONS	\$2,720

Department of Commerce
 Departmental Management
 Working Capital Fund
 INCREASE FOR 2011
 (Dollar amounts in thousands)

		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount
Executive Direction	Pos/BA	0	0	0	500	0	500
	FTE/Obl.	0	0	0	500	0	500

Paperwork and Regulation Information Management System

This request is for a new regulatory commercial off-the-shelf software tracking system, to track the review and clearance of the Department's regulatory actions. It also includes funding for the certification and accreditation of the new system.

The Regulatory Division of the Office of Assistant General Counsel for Legislation and Regulation serves as the primary contact for all regulatory matters concerning the Department of Commerce. As part of this responsibility, the Division is required to: (1) publish in the Federal Register a summary of all regulatory actions under consideration that could have a significant economic impact on a substantial number of small entities (5 U.S.C. section 602); (2) prepare an agenda of all regulations under development or review, including standard tracking numbers and summaries (Executive Order 12,866 section 4(b)); and (3) maintain an inventory of all Departmental regulations setting forth the status of regulations proposed or being considered for proposal and the status of reviews of existing regulations, and review and/or coordination and management of the review by Departmental operating units of Departmental regulations (D.O.O. 10-6 section 4(g)).

The Regulatory Division currently depends upon a web-based system that was obtained from the Department of Transportation with the hope that it could be customized to meet DoC's requirements at a low cost. While the system has some limited ability to support requirements (1) and (2) described above, the system contains programming "bugs" that result in numerous errors which has increased the workload of system users in the Division (i.e. reviewing the data for quality and completeness after it has been entered into the system). In addition, the current system contains few functions to support requirement (3). For example, it does not have the ability to provide basic information, such as the number of regulations currently reviewed by the Regulatory Division or the number of regulations that were reviewed within a given time period. This information must be compiled manually using a spreadsheet created to track the status of the review and clearance of draft regulatory actions. Furthermore, the system is not a user-friendly application, which has prompted several bureaus to refuse to use the system.

Department of Commerce
Departmental Management
Working Capital Fund
INCREASE FOR 2011
(Dollar amounts in thousands)

This has resulted in a greatly increased workload for the four regulatory attorneys and one paralegal, who now spend time uploading information from their client bureaus into the system. Finally, the system's performance has been deteriorating as more information is entered into the system, indicating that it may not be capable of handling the amount of data generated by the regulatory review and clearance process.

While acquisition of a new regulatory tracking system will require an initial investment of \$500,000, a properly functioning system will result in major improvements in internal efficiency and service to client bureaus, with on-going costs that are very similar or only increased slightly over those associated with the current system.

Absent this investment, the system's performance will continue to deteriorate. The Regulatory Division will have to devote increased personnel time to correcting errors and keeping a manual inventory of pending regulations. The ability of the office to review and clear regulations on time will decline due to the inefficiencies introduced by use of the system and the necessity of devoting increasing portions of FTEs to making up for the system's shortcomings. This will have significant negative impacts on client bureaus who depend upon the Regulatory Division to review and clear regulations within a reasonable period, and to facilitate clearance of those regulations by OMB.

Obtaining a functioning, more user-friendly system will have major benefits for the Regulatory Division in terms of being able to fulfill its requirements; it will also result in improved efficiency for all client bureau users who must now spend a great deal of time uploading information and correcting errors within the current system. NOAA, in particular, should see major improvements in their ability to process regulations on time, along with BIS, NTIA, NIST, MBDA, ESA, and ITA, who all issue smaller numbers of regulations each year.

Performance Measures

Use of the new regulatory tracking system will allow the Regulatory Division to:

- (1) successfully publish in the federal register a summary of all regulatory actions under consideration that could have a significant economic impact on a substantial number of small entities, as required by 5 U.S.C. section 602, no later than Spring 2012;
- (2) prepare an agenda of all regulations under development or review, including standard tracking numbers and summaries, as required by Executive Order 12866, no later than Spring 2012;
- (3) create and maintain an inventory of all pending Departmental regulations, as required by D.O.O. 10-6, no later than December 31, 2012.

Department of Commerce
 Departmental Management
 Salaries and Expenses
PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity: Executive Direction
 Program change: Paperwork and Regulation Information Management Environment

<u>Object Class</u>	<u>2011 Increase</u>
11 Personnel compensation	
11.1 Full-time permanent	0
11.3 Other than full-time permanent	0
11.5 Other personnel compensation	0
11.9 Total personnel compensation	<u>0</u>
12.1 Civilian personnel benefits	0
21 Travel and transportation of persons	0
22 Transportation of things	0
23.1 Rental payments to GSA	0
23.2 Rental payments to others	0
23.3 Communications, utilities and miscellaneous charges	0
24 Printing and reproduction	0
25.1 Consulting services	0
25.2 Other services	500
25.3 Purchase of goods and services from Government accounts	0
26 Supplies and materials	0
31 Equipment	0
32 Land and structures	<u>0</u>
TOTAL OBLIGATIONS	500

Department of Commerce
 Departmental Management
 Working Capital Fund
 INCREASE FOR 2011
 (Dollar amounts in thousands)

		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount
Departmental Staff Services	Pos/BA	0	0	0	957	0	957
	FTE/Obl.	0	0	0	957	0	957

IT Customer Service and Help Desk Support Initiatives

This increase in funding is requested to support the IT Customer Service and Help Desk services contract.

IT Customer Service Center (ITCSC)/Base Increase Support - \$657K

HCHB Information Technology Customer Service Center (ITCSC) is responsible for resolution of desktop hardware and software (MS Office, standard and non-standard operating system applications, operating system and network login) problems reported through the telephone customer support phone number, trouble ticketing system, or email for the Office of the Secretary (OSEC) and Economic & Statistics Administration (ESA) PC users. The increase is necessary to cover base contract costs along with requirements to increase services.

Since its inception in 2005, additional Operating Units have been added to the ITCSC support requirements. The number of customers serviced has increased from approximately 900 to 1,200 people. Additionally, new requirements within the scope of the original task have been added by Office of the Secretary (OS) and DOC Office of the Chief Information Officer (OCIO) management. The increased funds are necessary to provide additional Help Desk Support, to include troubleshooting IT issues from desktops to servers, RSA SecurID token management and distribution and imaging of laptops and PCs for the Office of the Secretary to meet standards.

The IT Customer Service Help Desk contractors serve, to various degrees, all government occupants of the Herbert C. Hoover Building. All Operating Units may contact the ITCSC via the Office of the Secretary intranet with problems related to telephones. Employees of the OS and the ESA receive fully functional help desk services and may contact the ITCSC with problems related to desktop hardware and software, e-mail, Internet access, Blackberries, etc. This increase is needed to provide support to the increasing needs for new PC installations, Mobikey installation and support, Blackberry issues, and to answer monthly phone calls that have increased 50% over the past 4 years. With the increasing demands for technology, the Help Desk must have these funds to keep up with the increasing calls for assistance.

Department of Commerce
Departmental Management
Working Capital Fund
INCREASE FOR 2011
(Dollar amounts in thousands)

IT Help Desk Recompete Support - \$300K

The Department's OCIO requires acquisition-related support on a temporary basis to prepare, analyze, and write the Request for Proposal for awarding a task order for the new IT Services contract. OCIO will enter into an interagency agreement (IAA) with the General Services Administration's Federal Systems Integration and Management Center (FEDSIM). FEDSIM will provide the acquisition-related support referred above. The current contract is set to expire September 30, 2011.

This initiative will ensure the OCIO has sufficient funding to provide pre-award support in defining requirements, conducting market research, drafting an acquisition plan (all drafts are for DoC approval), ensure appropriate documentation to evident compliance with federal laws, regulations and policies, draft a statement of work or statement of objectives, draft a request for proposal, release a synopsis to FedBizOpps, review and analyze proposals, prepare a draft executive summary analysis and recommendation for award to OCIO, and award a contract to the vendor OCIO selects.

If funds are not received, DoC risks insufficient resources to re-procure help desk and related IT and phone network services beyond the current contract. There is no legal basis to extend the existing contract beyond the maximum of three months specified in the Federal Acquisition Regulation (FAR) "Continuity of Services" clause (FAR clause 52.237-3).

Performance Measure

By providing accurate and timely IT support to customers within the HCHB, Commerce employees will be able to fulfill critical Department missions.

Department of Commerce
 Departmental Management
 Working Capital Fund
PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity: Executive Direction
 Program change: IT Customer Service Center, Base Recompete and Increase Support

<u>Object Class</u>	<u>2011 Increase</u>
11 Personnel compensation	
11.1 Full-time permanent	\$0
11.3 Other than full-time permanent	0
11.5 Other personnel compensation	0
11.9 Total personnel compensation	<u>0</u>
12.1 Civilian personnel benefits	0
21 Travel and transportation of persons	0
23.1 Rental payments to GSA	0
24 Printing and reproduction	0
25.1 Consulting services	957
25.2 Other services	0
25.3 Purchase of goods and services from Government accounts	0
26 Supplies and materials	0
31 Equipment	0
32 Land and structures	<u>0</u>
TOTAL OBLIGATIONS	\$957

Department of Commerce
 Departmental Management
 Working Capital Fund
 INCREASE FOR 2011
 (Dollar amounts in thousands)

		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount
Executive Direction	Pos/BA	0	0	0	700	0	700
	FTE/Obl.	0	0	0	700	0	700

IT Hosting for Office of the Chief Information Officer

This program increase is required to support the software, hardware, and labor to operate and maintain nine systems that are targeted for relocation due to the GSA termination of the lease in the existing Springfield VA OCS data center.

It is essential to migrate the servers to a site(s) that meets current and continually evolving security and data center support requirements, provides for a network architecture that leverages up-to-date technology, provides for timely refreshment of technology, and is supported by a highly qualified and trained staff. As a result, these systems are destined for an OCIO consolidated (externally hosted) data center.

Performance Measure

The migration of the hosting system will provide more efficiency due to the advanced technology. This will result in better security, better compliance and better overall hosting services which will further improve the data requirements of the Office of the Secretary systems across the board.

Department of Commerce
 Departmental Management
 Working Capital Fund
PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity:	Executive Direction	2011
Program change:	Server Migration	<u>Increase</u>
<u>Object Class</u>		
11	Personnel compensation	\$0
11.1	Full-time permanent	0
11.3	Other than full-time permanent	0
11.5	Other personnel compensation	0
11.9	Total personnel compensation	<u>0</u>
12.1	Civilian personnel benefits	0
21	Travel and transportation of persons	0
23.1	Rental payments to GSA	0
24	Printing and reproduction	0
25.1	Consulting services	0
25.2	Other services	700
25.3	Purchase of goods and services from Government accounts	0
26	Supplies and materials	0
31	Equipment	0
32	Land and structures	0
	TOTAL OBLIGATIONS	\$700

Department of Commerce
 Departmental Management
 Working Capital Fund
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2009 Actual	2010 Operating Plan	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
11 Personnel compensation:					
11.1 Full-time permanent	60,950	71,116	68,780	70,139	1,359
11.3 Other than full-time permanent	671	672	672	672	0
11.5 Other personnel compensation	2,516	2,310	2,310	2,745	435
11.9 Total personnel compensation	<u>64,137</u>	<u>74,098</u>	<u>71,762</u>	<u>73,556</u>	<u>1,794</u>
12.1 Civilian personnel benefits	17,016	18,353	18,592	19,074	482
13 Benefits for former personnel	0	0	0	0	0
21 Travel and transportation of persons	683	764	772	913	141
22 Transportation of things	47	51	51	51	0
23.1 Rental payments to GSA	5,911	6,363	6,054	6,054	0
23.2 Rental payments to others	0	0	0	0	0
23.3 Communication, utilities and miscellaneous charges	2,128	2,571	2,523	2,523	0
24 Printing and reproduction	271	271	273	305	32
25.1 Consulting services	0	770	770	1,727	957
25.2 Other services	38,186	38,778	38,172	43,990	5,818
25.3 Purchase of goods and services from Gov't accounts	1,351	7,596	7,596	8,007	411
26 Supplies and materials	1,504	1,610	1,622	1,643	21
31 Equipment	2,655	2,258	2,280	2,541	261
41 Grants, subsidies and contributions	0	0	0	0	0
43 Interest and dividends	0	0	0	0	0
99 Total obligations	133,889	153,483	150,467	160,384	9,917

Department of Commerce
 Departmental Management
 Working Capital Fund
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Personnel Data	2009 Actual	2010 Operating Plan	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
Full-Time Equivalent Employment:					
Full-time permanent	519	535	535	549	14
Other than full-time permanent	34	34	34	34	0
Total	<u>553</u>	<u>569</u>	<u>569</u>	<u>583</u>	<u>14</u>
Authorized Positions:					
Full-time permanent	650	666	666	680	14
Other than full-time permanent	64	64	64	64	0
Total	<u>714</u>	<u>730</u>	<u>730</u>	<u>744</u>	<u>14</u>

Department of Commerce
 Departmental Management
 Working Capital Fund
DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2011 Adjustments to Base	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
11 Personnel compensation:				
11.1 Full-time permanent				
Senior executive level	0	3,115	3,115	0
General schedule	1,264	63,792	65,151	1,359
Wage Board	0	1,873	1,873	0
Subtotal	1,264	68,780	70,139	1,359
11.3 Other than full-time permanent:				
General schedule	0	562	562	0
Wage board	0	110	110	0
Experts & consultants	0	0	0	0
Hourly	0	0	0	0
Subtotal	0	672	672	0
11.5 Other personnel compensation:				
Overtime	0	576	1,011	435
SES performance awards	0	400	400	0
Cash awards	0	1,334	1,334	0
Subtotal	0	2,310	2,745	435
11.9 Total personnel compensation	1,264	71,762	73,556	1,794
12.1 Civilian personnel benefits:				
Civil service retirement system	(25)	1,764	1,764	0
Federal employees' retirement system	334	5,496	5,978	482
Thrift savings plan	7	1,995	1,995	0
Federal insurance contribution act (FICA) - OASDI	17	2,897	2,897	0
Medicare	0	1,339	1,339	0
Health insurance	306	4,313	4,313	0
Life Insurance	0	130	130	0
Employees' compensation fund	0	335	335	0
Other	0	323	323	0
Subtotal	639	18,592	19,074	482
13 Benefits for former personnel	0	0	0	0

Department of Commerce
 Departmental Management
 Working Capital Fund
DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2011 Adjustments to Base	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
21 Travel and transportation of persons:				
Common carrier	0	330	471	141
Mileage	-1	18	18	0
Per diem	9	346	346	0
Subsistence	0	0	0	0
Commercially-rented vehicles	0	0	0	0
Other	0	78	78	0
Subtotal	8	772	913	141
22 Transportation of things	0	51	51	0
23.1 Rental payments to GSA	91	6,054	6,054	0
23.2 Rental payments to others	0	0	0	0
23.3 Communication, utilities and miscellaneous charges:				
Rental of ADP equipment	0	0	0	0
Rental of office copying equipment	0	0	0	0
Utilities	0	0	0	0
Federal telecommunications system	0	250	250	0
Other telecommunications services	10	867	867	0
Postal service by USPS	31	667	667	0
Other	311	739	739	0
Subtotal	352	2,523	2,523	0
24 Printing and reproduction:				
In-house printing	2	243	275	32
Publications	0	5	5	0
Other	0	25	25	0
Subtotal	2	273	305	32

Department of Commerce
 Departmental Management
 Working Capital Fund
DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2011 Adjustments to Base	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
25.1 Consulting services:				
Management and professional support services	0	770	1,727	957
Studies, analyses and evaluations	0	0	0	0
Engineering and technical services	0	0	0	0
Subtotal	0	770	1,727	957
25.2 Other services:				
Training: University	0	947	947	0
Other	0	0	0	0
Maintenance of equipment	0	0	0	0
ADP services	0	0	0	0
Contract services	0	27,521	32,930	5,409
Other non-government contracts (CBS)	185	6,161	6,161	0
Other non-government contracts (Security Guards)	0	3,360	3,360	0
Charges from other agencies	0	183	592	409
Subtotal	185	38,172	43,990	5,818
25.3 Purchase of Goods and services from Gov't accounts:				
Training	0	0	0	0
Office of Personnel Management	0	0	0	0
GSA reimbursable services	0	0	0	0
Payments to OCS	0	23	23	0
Misc Svcs provided by other Federal (incl. Bldg. Del.)	0	7,573	7,984	411
Subtotal	0	7,596	8,007	411
26 Supplies and materials:				
Office supplies	12	206	227	21
ADP supplies	0	86	86	0
Other	0	1,330	1,330	0
Subtotal	12	1,622	1,643	21

Department of Commerce
 Departmental Management
 Working Capital Fund
DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2011 Adjustments to Base	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
31 Equipment:	22	2,280	2,541	261
41 Grants, subsidies and contributions	0	0	0	0
43 Interest and dividends	0	0	0	0
99 Total obligations	<u>2,575</u>	<u>150,467</u>	<u>160,384</u>	<u>9,917</u>
TOTAL OBLIGATIONS	<u>2,575</u>	<u>150,467</u>	<u>160,384</u>	<u>9,917</u>

Working Capital Fund
 DIRECT COST BY OFFICE
 (Dollar amounts in thousands)

	2009 Actual		2010 Operating Plan		FY 2011 Estimate	
	POS	FTE	Amount	POS	FTE	Amount
Human Resources Management	95	72	\$20,370	95	83	\$18,373
Civil Rights	23	20	759	23	13	4,122
Financial Management	57	38	14,422	57	46	15,261
Security	133	112	21,556	133	121	24,217
Administrative Services	111	85	21,260	111	101	24,286
Acquisition Management	26	20	4,781	26	27	4,687
Management and Organization	3	2	351	3	2	426
Subtotal, Departmental Staff Services	448	349	83,499	448	393	91,372
General Counsel	213	164	35,954	225	188	40,540
Chief Information Officer	40	32	12,375	44	34	13,559
Public Affairs	13	8	2,061	13	11	2,421
Total Working Capital Fund	714	553	\$133,889	730	626	\$147,892
				744	640	\$160,384

Department of Commerce
 Departmental Management
 Working Capital Fund
 DISTRIBUTION BY BUREAU
 (Dollar amounts in thousands)

	2009 Actual	2010 Operating Plan	2011 Estimate
Office of the Secretary	\$10,591	\$11,691	13,038
International Trade Administration	30,719	32,244	33,723
Economic Development Administration	2,303	2,415	2,779
National Telecommunications and Information Administration	4,218	4,920	5,266
National Technical Information Service	401	323	355
Bureau of the Census	22,709	25,932	28,058
Economic and Statistics Administration	2,651	2,893	3,124
National Oceanic and Atmospheric Administration	35,499	40,202	44,504
National Institute of Standards and Technology	8,945	10,431	11,770
Patent and Trademark Office	3,201	3,364	3,596
Minority Business Development Agency	1,708	1,416	1,524
Bureau of Industry and Security	8,868	9,393	9,813
Office of Inspector General	1,593	1,851	1,953
Office of Computer Services	410	339	383
Total Commerce Bureaus	\$133,816	\$147,414	159,886
Other Agencies	73	478	498
Total	\$133,889	\$147,892	\$160,384

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Department of Commerce
Departmental Management
Franchise Fund
JUSTIFICATION OF PROGRAM AND PERFORMANCE

Goals

The goal of the Commerce Franchise Fund is to promote entrepreneurial business activities in common administrative services across the Federal Government. Congress established the Franchise Fund Pilot Program in the Government Management Reform Act (GMRA) of 1994 to allow market forces to improve the delivery of common administrative services. Under GMRA, Commerce participated in the Franchise Fund Pilot Program in FY 1997; however, in FY 2004 Commerce appropriation language established a permanent Franchise Fund.

The Department's Franchise Fund is composed of one service provider, the Office of Computer Services (OCS). OCS provides information technology services to the Department and to other federal entities, including the Department of Homeland Security and the Department of Energy.

Objectives

The objectives of OCS' business activities are to:

- create business-like operations that are:
 - self sustaining and capable of achieving full cost recovery,
 - completely competitive with no subsidies,
 - encouraging competition and allowing customers to take their business elsewhere.
- inject competition and market forces into the delivery of administrative services to lower costs as well as to provide better services, and
- create a customer-oriented workforce that is capable of providing quality services and products.

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Exhibit 5

Department of Commerce
 Departmental Management
 Emergency Steel Guaranteed Loan Program
 SUMMARY OF RESOURCE REQUIREMENTS
 (Dollar amounts in thousands)

	2009 Actuals		2010 Currently Available		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount
Currently Available, 2010										
less: Obligations from prior years										
less: Mandatory appropriations										
plus: Unobligated balances, end of year										
plus: 2010 Adjustments to Base										
2011 Base										
less: Program change										
2011 Estimate										
Comparison by activity:										
Guaranteed Loan Limit	0	0	0	0	0	0	0	0	0	0
Loan Subsidy										
Pos./BA	0	0	0	0	0	0	0	0	0	0
FTE/Obl.	0	0	0	0	0	0	0	0	0	(43,064)
Administrative Expenses										
Pos./BA	0	0	0	0	0	0	0	0	0	0
FTE/Obl.	0	180	0	16	0	0	0	0	0	0
Modification Costs										
Pos./BA	0	0	0	0	0	0	0	0	0	0
FTE/Obl.	0	0	0	0	0	0	0	0	0	0
Credit Reestimates										
Pos./BA	0	0	0	0	0	0	0	0	0	0
FTE/Obl.	0	0	0	0	0	0	0	0	0	0
TOTALS										
Pos./BA	0	0	0	0	0	0	0	0	0	0
FTE/Obl.	0	180	0	16	0	0	0	0	0	(43,064)
Adjustments to Obligations:										
Mandatory Appropriations										
Recoveries/Refund		(417)		0		0		0		0
Unobligated balance, start of year		(48,064)		(48,301)		(48,285)		(48,285)		0
Unobligated balance, lapsing		0		0		0		0		0
Unobligated balance, end of year		48,301		48,285		48,285		5,221		0
Unobligated balance, withdrawn		0		0		0		(43,064)		(43,064)
Financing from Transfers:										
Transfer from other accounts (-)										
Transfer to other accounts (+)										
Budget Authority (Proposed Rescission)		0		0		0		(43,064)		(43,064)

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Exhibit 7

Department of Commerce
 Departmental Management
 Emergency Steel Guaranteed Loan Program
 SUMMARY OF FINANCING
 (Dollar amounts in thousands)

	2009 Actuals	2010 Currently Available	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
Total Obligations (includes Discretionary and Mandatory balances)	180	16	0	(43,064)	(43,064)
Offsetting collections from:					
Federal funds					
Trust funds					
Technical Adjustment					
Recoveries/Refund	(417)	0	0	0	0
Mandatory Appropriations	0	0	0	0	0
Unobligated balance, start of year	(48,064)	(48,301)	(48,285)	(48,285)	0
Unobligated balance, lapsing	0	0	0	0	0
Unobligated balance, end of year	48,301	48,285	48,285	5,221	0
Unobligated balance, withdrawn	0	0	0	(43,064)	(43,064)
Budget Authority	0	0	0	(43,064)	(43,064)

Department of Commerce
 Departmental Management
 Emergency Steel Guaranteed Loan Program
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2009 Estimate	2010 Currently Available	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
11 Personnel compensation:					
11.1 Full-time permanent	0	0	0	0	0
11.3 Other than full-time permanent	0	0	0	0	0
11.5 Other personnel compensation	0	0	0	0	0
11.9 Total personnel compensation	0	0	0	0	0
12.1 Civilian personnel benefits	0	0	0	0	0
13 Benefits for former personnel	0	0	0	0	0
21 Travel and transportation of persons	0	0	0	0	0
22 Transportation of things	0	0	0	0	0
23.1 Rental payments to GSA	0	0	0	0	0
23.2 Rental payments to others	0	0	0	0	0
23.3 Communication, utilities and miscellaneous charges	0	0	0	0	0
24 Printing and reproduction	0	0	0	0	0
25.1 Consulting services	0	0	0	0	0
25.2 Other services	180	16	0	0	0
25.3 Purchase of goods and services from Gov't accounts	0	0	0	0	0
26 Supplies and materials	0	0	0	0	0
31 Equipment	0	0	0	0	0
41 Grants, subsidies and contributions	0	0	0	0	0
43 Interest and dividends	0	0	0	0	0
99 Total obligations	180	16	0	0	0
Mandatory Appropriations	0	0	0	0	0
Recoveries/Refund	(417)	0	0	0	0
Unobligated balance, start of year	(48,064)	(48,301)	(48,285)	(48,285)	0
Proposed Rescission of Unobligated Balance		0	0	(43,064)	(43,064)
Plus Unobligated Balance End of Year	48,301	48,285	48,285	5,221	0
TOTAL BUDGET AUTHORITY	0	0	0	(43,064)	(43,064)

Department of Commerce
Departmental Management
Emergency Steel Guarantee Loan Program
Justification of Proposed Language Changes

Emergency Steel Guarantee Loan Program Account

(CANCELLATION)

Of the unobligated subsidy balances available under this heading from prior year appropriations, \$43,064,000 are hereby permanently cancelled: Provided, That no amounts may be cancelled from amounts that were designated by the Congress as an emergency requirement pursuant to the Concurrent Resolution on the Budget or the Balanced Budget and Emergency Deficit Control Act of 1985 as amended.

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Department of Commerce
 Departmental Management
 Emergency Oil and Gas Guaranteed Loan Program
 SUMMARY OF RESOURCE REQUIREMENTS
 (Dollar amounts in thousands)

	2009 Actuals		2010 Currently Available		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	Budget Authority	Direct Obligations
	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount			
Comparison by activity:											
Guaranteed Loan Limit	0	0	0	0	0	0	0	0	0	0	0
Loan Subsidy											
Pos./BA	0	0	0	0	0	0	0	0	0	0	0
FTE/Obl.	0	0	0	0	0	0	0	0	0	0	0
Administrative Expenses											
Pos./BA	0	0	0	0	0	0	0	0	0	0	0
FTE/Obl.	0	0	0	0	0	0	0	0	0	0	0
Credit Reestimates											
Pos./BA	0	0	0	0	0	0	0	0	0	0	0
FTE/Obl.	0	0	0	0	0	0	0	0	0	0	0
TOTALS											
Pos./BA	0	0	0	0	0	0	0	0	0	0	0
FTE/Obl.	0	0	0	0	0	0	0	0	0	0	0
Adjustments to Obligations:											
Mandatory Appropriations		0		0		0		0			
Recoveries		(146)									
Unobligated balance, start of year		(326)		(472)		(472)		(472)			0
Unobligated balance, transferred		0									0
Unobligated balance, end of year		472		472		472		0			0
Unobligated balance, withdrawn (unused subsidy)		0		0		472		472			0
Financing from Transfers:											
Transfer from other accounts (-)											
Transfer to other accounts (+)		0		0		0		0			0
Budget Authority											

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Exhibit 7

Department of Commerce
 Departmental Management
 Emergency Oil and Gas Guaranteed Loan Program
 SUMMARY OF FINANCING
 (Dollar amounts in thousands)

	2009 Actuals	2010 Currently Available	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
Total Obligations	0	0	0	0	0
Offsetting collections from:					
Federal funds					
Trust funds					
Non-Federal sources					
Recoveries	(146)	0			
Mandatory Appropriations	0	0			
Unobligated balance, start of year	(326)	(472)	(472)	(472)	0
Unobligated balance, transferred	0	0			
Unobligated balance, end of year	472	472	472	472	0
Unobligated balance, withdrawn	0	0			
Budget Authority	0	0	0	0	0

Department of Commerce
 Departmental Management
 Emergency Oil and Gas Guaranteed Loan Program
 SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2009 Actuals	2010 Currently Available	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
11 Personnel compensation:					
11.1 Full-time permanent	0	0	0	0	0
11.3 Other than full-time permanent	0	0	0	0	0
11.5 Other personnel compensation	0	0	0	0	0
11.9 Total personnel compensation	0	0	0	0	0
12.1 Civilian personnel benefits	0	0	0	0	0
13 Benefits for former personnel	0	0	0	0	0
21 Travel and transportation of persons	0	0	0	0	0
22 Transportation of things	0	0	0	0	0
23.1 Rental payments to GSA	0	0	0	0	0
23.2 Rental payments to others	0	0	0	0	0
23.3 Communication, utilities and miscellaneous charges	0	0	0	0	0
24 Printing and reproduction	0	0	0	0	0
25.1 Consulting services	0	0	0	0	0
25.2 Other services	0	0	0	0	0
25.3 Purchase of goods and services from Gov't accounts	0	0	0	0	0
26 Supplies and materials	0	0	0	0	0
31 Equipment	0	0	0	0	0
41 Grants, subsidies and contributions	0	0	0	0	0
43 Interest and dividends	0	0	0	0	0
99 Total obligations	0	0	0	0	0
Mandatory Appropriation	0	0	0	0	0
Unobligated Balance, start of year	(326)	(472)	(472)	(472)	0
Unobligated balance, end of year	472	472	472	472	0
Unobligated Balance, withdrawn		0	0	0	0
Less prior year recoveries	(146)	0	0	0	0
TOTAL BUDGET AUTHORITY	0	0	0	0	0

Department of Commerce
 Departmental Management
 HCHB Renovation and Modernization
 SUMMARY OF RESOURCE REQUIREMENTS
 (Dollar amounts in thousands)

	Enacted, 2010		2011 Estimate		Budget Authority		Direct Obligations	
	Positions	FTE	Positions	FTE	2010	2011	2010	2011
Enacted, 2010	0	5	0	5	22,500	22,500	22,800	22,800
less: Obligations from prior years							0	0
plus: Transfers of unobligated balances							0	0
less: 2010 Adjustment to Base			(5)	(5)	(22,500)	(22,500)	(22,800)	(22,800)
2011 Base	0	0	0	0	0	0	0	0
plus: program funding			5	5	17,487	17,487	17,487	17,487
2011 Estimate	0	5	5	5	17,487	17,487	17,487	17,487

Comparison by activity:	2009 Actuals		2010 Enacted		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount
HCHB Renovation	0	5,000	5	22,500	0	0	5	17,487	5	17,487
Pos./BA										
FTE/Obl.	0	7,503	5	22,800	0	0	5	17,487	5	17,487
TOTALS	0	5,000	5	22,500	0	0	5	17,487	5	17,487
Adjustments to Obligations:										
Recoveries		(291)		0						
Unobligated balance, start of year		(2,512)		(300)						
Unobligated balance, end of year		300								
Financing from Transfers:										
Transfer from other accounts (-)										
Transfer to other accounts (+)										
Appropriation		5,000		22,500		0		17,487		17,487

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Exhibit 7

Department of Commerce
 Departmental Management
 HCHB Renovation and Modernization
 SUMMARY OF FINANCING
 (Dollar amounts in thousands)

	2009 Actuals	2010 Enacted	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
Total Obligations	7,503	22,800	0	17,487	17,487
Offsetting collections from:					
Federal funds	0	0	0	0	0
Trust funds	0	0	0	0	0
Non-Federal sources	0	0	0	0	0
Recoveries	(291)	0	0	0	0
Unobligated balance, start of year	(2,512)	(300)	0	0	0
Unobligated balance, end of year	300	0	0	0	0
Budget Authority	5,000	22,500	0	17,487	17,487
Financing:					
Unobligated balance, rescission	0	0	0	0	0
Transfer from other accounts (-)	0	0	0	0	0
Transfer to other accounts (+)	0	0	0	0	0
Appropriation	5,000	22,500	0	17,487	17,487

Department of Commerce
 Departmental Management
 HCHB Renovation and Modernization
JUSTIFICATION OF ADJUSTMENTS TO BASE
 (Dollar amounts in thousands)

	<u>FTE</u>	<u>Amount</u>
Non-Recurring Adjustments*		
Total FY 2011 Adjustments to Base.....	<u>(5)</u>	<u>(22,500)</u>

*Note: Due to the nature of the renovation and modernization phases each year, this account has non-recurring program costs. Therefore, the account ATBs net to zero.

Department of Commerce
 Departmental Management
 HCHB Renovation and Modernization
 PROGRAM AND PERFORMANCE: DIRECT OBLIGATIONS
 (Dollar amounts in thousands)

Comparison by activity:	2009 Actuals		2010 Enacted		2011 Base		2011 Estimate		Increase/(Decrease) Over 2011 Base	
	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount
HCHB Renovation and Modernization	0	5,000	5	22,500	0	0	5	17,487	5	17,487
	0	7,503	5	22,800	0	0	5	0	5	0
TOTALS	0	5,000	5	22,500	0	0	5	17,487	5	17,487
	0	7,503	5	22,800	0	0	5	0	5	0

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HCHB Renovation and Modernization
JUSTIFICATION OF PROGRAM AND PERFORMANCE

Goals

The goal of this project is to complement GSA's Systems Replacement Project in which they will provide major upgrades to the existing utilities, electrical, heating, ventilation, air conditioning, and Life Safety Systems that are beyond their useful life and deteriorating. The FY 2011 request will support the Department's focus on its most critical systems.

Objectives

The objective of this eleven-year project is to replace existing building equipment and systems to extend the HCHB's useful life by:

- Replacing the Heating, Ventilation and Air Conditioning Systems (HVAC);
- Increasing energy efficiency;
- Replacing obsolete, non-repairable building equipment and their components;
- Conforming to current building codes and industry standards;
- Replacing obsolete and unsafe electrical panels, wires and connections;
- Replacing Information Technology and telecommunications wiring, telecommunications closets;
- Replacing deteriorating piping;
- Improving the workplace environment; and
- Improving window security from ballistic attacks.

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 FY 2011 FUNDING REQUEST
 (Dollar amounts in thousands)

Comparison by Activity:		2011 Base		2011 Estimate		Increase/ (Decrease) Over 2011 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount
HCHB	Pos. /BA	0	\$0	5	\$17,487	5	\$17,487
	FTE/Obl.	0		5		5	

Program: HCHB Modernization Project

The HCHB renovation and modernization plan combines Department of Commerce (DoC) and General Services Administration (GSA) solutions to address major building systems (mechanical, electrical, plumbing, heating, ventilation, air conditioning, and life safety systems) that are beyond their useful life and deteriorating. The GSA 8-phase modernization project provides a solution that will target new efficient mechanical, electrical, and plumbing systems; new life safety systems; security improvements and historic restoration. The FY 2011 request reflects the Department's continued focus in supporting the systems and renovation of HCHB.

The Department is requesting \$17.9 million (that is available until expended) for DOC (tenant) related construction costs, equipment and furniture, security equipment procurement and installation, information technology (IT)/telecommunication equipment procurement design and installation, relocation and planning services for five FTEs, and blast windows for the Phase 2 construction period. The costs associated with this request include:

DOC Construction Cost/Equipment & Furniture	2,054
Security	822
IT/Telecommunications	5,418
Relocation and Planning	1,999
FTEs (5)	842
Blast Windows	6,352
Total	17,487

DOC Construction Cost / Equipment & Furniture

Funds are requested to design and build-out spaces to complete Phase 2 and prepare for Phase 3. To complete Phase 2, DOC must design and build-out locations for the International Trade Administration's (ITA) Central Records Unit, Office of General Counsel's Executive Support offices, and Photo Studio, and Credit Union. To prepare for Phase 3, DOC must

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FY 2011 FUNDING REQUEST
(Dollar amounts in thousands)

design ITA's 26 bay office spaces and Advocacy Center, 8 bays of the Secretary's temporary swing space and conference room, Jogger's Locker Room, NOAA office spaces, Security Customer Service Center and Plumbing Shop.

At the end of Phase 2 and the beginning of Phase 3, it will be necessary to reassemble and disassemble office furniture.

Security

Funding is necessary to cover costs associated with the completion of rewiring the security systems in Phase 2, the re-coring and re-keying of Phase 2 doors and enclosing the Secretary's limousine in the Courtyard 2 garage.

Information Technology (IT)/ Telecommunications

In FY 2011, funds are requested to procure and install racks in realigned Phase 3 LAN closets, rewire the ITA Network in Phase 2 as part of the LAN closet realignment, rewire the HCHB network in Phase 3 and rewire the cable TV network in Phase 2

Relocation and Planning

Funding is requested to move approximately 440 employees in and out of swing spaces as a direct result of completing Phase 2 and beginning Phase 3 construction. Computers, professional office support equipment and furnishings, and limited official files will be moved with the employees to the swing spaces constructed during Phase 1. This funding also provides support to Phase 2 and 3 by assisting in the pre-move planning, transition schedule, communications plan, furniture/equipment inventory management, move coordination, staff checkout, swing space on-site coordination and moving, post move services, design and technical reviews, and the test and evaluation of systems prior to government acceptance.

FTEs

Funding is needed to continue supporting the five FTEs approved by Congress in FY 2010. It is crucial for the support of the renovation to continue funding the three Engineering Technicians, one IT Specialist, and one Management Assistant. The Engineering Technicians will:

- Conduct evaluations and advise management on program and operations efficiency and productivity.
- Assist in space planning, facilities and design.
- Assist engineers with the planning and review of building plans.
- Conduct quality control of work being performed.

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FY 2011 FUNDING REQUEST
(Dollar amounts in thousands)

- Assist with the development of estimated labor cost, equipment, and life cycle maintenance cost.
- Interface with tenants of the building and address concerns.

The IT Specialist will oversee the IT aspects of the renovation and act as the Contracting Officer's Representative (COR) for the HCHBNet support contract.

The Assistant will function as the Office Manager responsible for daily routine administrative functions, i. e. control correspondence; maintain records and technical actions or programs as well as preparing status of fund documents; and assisting with the development and reproduction of required briefs and reports.

Blast Windows

Additional funding is requested for the procurement and installation of blast windows for the safety and security of employees.

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 PROGRAM CHANGE PERSONNEL DETAIL

Activity: HCHB Renovation and Modernization
 Program Change: HCHB Renovation and Modernization Project

<u>Title</u>	<u>Grade</u>	<u>Number</u>	<u>Annual Salary</u>	<u>Salary</u>
Management Analyst/ IT Specialist	ZA-IV	4	121,250	485,000
Secretary/Clerk	ZS-III	1	50,000	50,000
Subtotal		<u>5</u>	<u>171,250</u>	<u>535,000</u>
		<u>0</u>		<u>0</u>
		<u>5</u>		<u>535,000</u>

Personnel Data

Full time Equivalent Employment
 Full-time permanent 5
 Other than full-time permanent 0
 Total 5

Authorized Positions
 Full-time permanent 5
 Other than full-time permanent 0
 Total 5

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 HCHB Renovation and Modernization
 PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity: HCHB Renovation and Modernization
 Program change: HCHB Renovation and Modernization Project

<u>Object Class</u>	<u>2010</u> <u>Increase</u>
11 Personnel compensation	
11.1 Full-time permanent	535
11.3 Other than full-time permanent	0
11.5 Other personnel compensation	0
11.9 Total personnel compensation	<u>535</u>
12.1 Civilian personnel benefits	166
21 Travel and transportation of persons	5
22 Transportation of things	0
23.1 Rental payments to GSA	113
23.2 Rental payments to others	0
23.3 Communications, utilities and miscellaneous charges	9
24 Printing and reproduction	1
25.1 Consulting services	0
25.2 Other services	16,587
25.3 Purchase of goods and services from Government accounts	0
26 Supplies and materials	3
31 Equipment	68
32 Land and structures	0
TOTAL OBLIGATIONS	<u>17,487</u>

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 HCHB Renovation and Modernization
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2009 Actuals	FY 2010 Enacted	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
11 Personnel compensation:					
11.1 Full-time permanent	0	510	0	535	535
11.3 Other than full-time permanent	0	0	0	0	0
11.5 Other personnel compensation	0	0	0	0	0
11.9 Total personnel compensation	0	510	0	535	535
12.1 Civilian personnel benefits	0	143	0	166	166
13 Benefits for former personnel	0	0	0	0	0
21 Travel and transportation of persons	0	0	0	5	5
22 Transportation of things	0	0	0	0	0
23.1 Rental payments to GSA	0	0	0	113	113
23.2 Rental payments to others	0	0	0	0	0
23.3 Communication, utilities and miscellaneous charges	0	0	0	9	9
24 Printing and reproduction	0	0	0	1	1
25.1 Consulting services	0	0	0	0	0
25.2 Other services	7,503	20,747	0	16,587	16,587
25.3 Purchase of goods and services from Gov't accounts	0	0	0	0	0
26 Supplies and materials	0	0	0	3	3
31 Equipment	0	1,400	0	68	68
41 Grants, subsidies and contributions	0	0	0	0	0
43 Interest and dividends	0	0	0	0	0
99 Total obligations	7,503	22,800	0	17,487	17,487
Less prior year recoveries		(300)	0	0	0
TOTAL BUDGET AUTHORITY		22,500	0	17,487	17,487

Exhibit 16

Department of Commerce
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 HCHB Renovation and Modernization
 SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Personnel Data	2009 Actuals	FY 2010 Enacted	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2011 Base
Full-Time Equivalent Employment:					
Full-time permanent	0	5	0	5	5
Other than full-time permanent	0	0	0	0	0
Total	0	5	0	5	5
Authorized Positions:					
Full-time permanent	0	5	0	5	5
Other than full-time permanent	0	0	0	0	0
Total	0	5	0	5	5

Department of Commerce
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 HCHB Renovation and Modernization
 DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2011 Adjustments to Base	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2010 Base
11 Personnel compensation:				
11.1 Full-time permanent				
Executive level	0	0	0	0
Senior executive service	0	0	0	0
General schedule	0	0	535	535
Subtotal	0	0	535	535
11.3 Other than full-time permanent:				
General schedule	0	0	0	0
11.5 Other personnel compensation:				
Overtime	0	0	0	0
SES performance awards	0	0	0	0
Cash awards	0	0	0	0
Subtotal	0	0	0	0
11.9 Total personnel compensation	0	0	535	535
12.1 Civilian personnel benefits:				
Civil service retirement system	0	0	17	17
Federal employees' retirement system	0	0	66	66
Thrift savings plan	0	0	13	13
Federal insurance contribution act (FICA) - OASDI	0	0	35	35
Medicare	0	0	0	0
Health insurance	0	0	33	33
Life insurance	0	0	2	2
Employees' compensation fund	0	0	0	0
Subtotal	0	0	166	166
13 Benefits for former personnel	0	0	0	0

Department of Commerce
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 HCHB Renovation and Modernization
 DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2011 Adjustments to Base	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2010 Base
21 Travel and transportation of persons:				
Common carrier	0	0	5	5
Foreign	0	0	0	0
Mileage	0	0	0	0
Per diem/actual	0	0	0	0
Vehicular	0	0	0	0
Other	0	0	0	0
Subtotal	0	0	5	5
22 Transportation of things				0
23.1 Rental payments to GSA	0	0	113	113
23.2 Rental payments to others	0	0	0	0
23.3 Communication, utilities and miscellaneous charges:				
Rental of ADP equipment	0	0	0	0
Rental of office copying equipment	0	0	9	9
Other equipment rental	0	0	0	0
Federal telecommunications system	0	0	0	0
Other telecommunications services	0	0	0	0
Postal service by USPS	0	0	0	0
Other	0	0	0	0
Subtotal	0	0	9	9
24 Printing and reproduction:				
Publications	0	0	0	0
Other	0	0	1	1
Subtotal	0	0	1	1

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 HCHB Renovation and Modernization
 DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2011 Adjustments to Base	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2010 Base
25.1 Consulting services: Management and professional support services Studies, analyses and evaluations Engineering and technical services Subtotal	0	0	0	0
25.2 Other services: Training University Other Maintenance of equipment ADP services Telecommunications services Other non-government contracts Other Subtotal	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 10 0 0 0 16,577 0 16,587	0 0 10 0 0 0 16,577 0 16,587
25.3 Purchase of Goods and services from Gov't accounts: Office of personnel management GSA reimbursable services Other (NARA) CBS (Bureau Shared) Other (Incl Bldg. Del.) Payments to DM's WCF Subtotal	0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
26 Supplies and materials: Office supplies ADP supplies Other Subtotal	0 0 0 0	0 0 0 0	3 0 0 3	3 0 0 3

Exhibit 17

Department of Commerce
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 HCHB Renovation and Modernization
 DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2011 Adjustments to Base	2011 Base	2011 Estimate	Increase/ (Decrease) Over 2010 Base
31 Equipment:				
Office machines and equipment	0	0	0	0
ADP hardware	0	0	0	0
ADP software	0	0	0	0
Other	0	0	68	68
Subtotal	0	0	68	68
41 Grants, subsidies and contributions				
43 Interest and dividends				
99 Total obligations	0	0	17,487	17,487
Less prior year recoveries				
TOTAL BUDGET AUTHORITY	0	0	17,487	17,487

Department of Commerce
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HCHB Renovation and Modernization
Justification of Proposed Language Change

HCHB Renovation and Modernization

For expenses necessary for the renovation and modernization of the Herbert C. Hoover Building and Blast Windows, \$17,487,000, to remain available until expended.

This language proposes \$17,487,000 to finance, on an available until expended basis, the Department's expenses associated with Phase 1 of the Herbert C. Hoover Building (HCHB) renovation and modernization project and the design, planning and installation of Blast Mitigation Windows.

