

# Reclamation Manual

## Directives and Standards

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### IMMEDIATE OFFICE OF THE SECRETARY CENTRALIZED BILLING

**Invasive Species Program** – The National Invasive Species Council (NISC) provides coordination and leadership for invasive species programs and activities throughout the federal government. Invasive species are non-native or alien species that harm the economy, environment, and in some cases human health. Executive Order (EO) 13112, signed in 1999, established the Council and designated the Secretaries of the Interior, Agriculture, and Commerce as co-chairs. Other members include the Departments of Transportation, Defense, Health and Human Services, State, Homeland Security, and Treasury; as well as the Environmental Protection Agency, U.S. Trade Representative, and U.S. Agency for International Development. The EO states that the Secretary of the Interior shall provide for staffing and support of the NISC and the Invasive Species Advisory Committee, which is a group of diverse, non-federal experts and stakeholders, tasked with providing outside input and advice to the Council. During 2009, NISC will focus on implementation of the new National Invasive Species Management Plan expected to be finalized in 2008, the draft of which is currently out for public review and comment. NISC will also focus on the issues of prevention, early detection and rapid response as well as providing information and engaging partners to improve federal invasive species efforts and programs. NISC will also continue to maintain and enhance the NISC Web site, [www.invasivespecies.gov](http://www.invasivespecies.gov), as mandated in the EO. The Department's coordinator works with invasive species programs within multiple bureaus and is the Department's representative on the Invasive Species Council.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 8) Land Resources Management

**Indian Water Rights Office** – The Indian Water Rights Office manages and negotiates settlements of Indian water rights claims, which typically involve significant conflicts between Indian rights based on Federal law and the state law based water rights of non-Indian agricultural, domestic, and municipal water users. In addition, conflicts among the water needs of wildlife, particularly threatened and endangered species, tribal rights, and non-Indian water rights are often at issue in Indian water rights settlements. The Indian Water Rights Office is located in the Office of the Secretary in order to provide high-level policy guidance and direction and to facilitate the inter-bureau participation and coordination required to achieve and implement settlements. This organizational location also reassures affected settlement parties, Congress, and other Federal agencies of the Department's commitment to these settlements.

Reclamation Funding Source: Water and Related Resources – (A10-1523, Region 9) Native American Affairs Program

**Document Management Unit (DMU)** – The DMU manages the process by which the Department responds to requests for production of documents by the courts and Congress. This includes providing guidance on the scope of the search and the manner in which the collected documents should be submitted, imaging, and coding the collected material, organizing the collection for attorney review, and producing the documents to the requester. In 2007, the DMU processed 16 administrative records, four general litigation projects, 29 tribal trust projects, three special

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collections, and seven Congressional requests for a total of 1,238,429 pages. A sharp increase in requests is anticipated from the second session of the 110<sup>th</sup> Congress. In 2008, the DMU processed over 570,000 pages.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Departmental Communications Office** – The Departmental News and Information Center provides oversight for audio, video, and motion picture productions; writing, narrating, producing, editing, and electronic national distribution of pre-taped radio programs and live national radio broadcasts. The online Departmental newsletter, *People, Land, & Water*, provides regular communication for all Interior employees and to Congressional, State and local leaders, natural resource groups, environmental organizations, and others. The goal of this newsletter is to share information across bureau lines in order to build on the work done by others, recognize employees for outstanding work, convey policy decisions to employees, and promote a better understanding of Interior's role and responsibilities in managing U.S. natural resources and carrying out the National's trust responsibility for American Indians and Alaskan Natives. Hispanic Media Outreach provides regular communication to the Spanish-speaking audience by using Hispanic media sources and traditional media outlets. This Hispanic component develops, coordinates, and implements plans and activities to achieve public understanding and acceptance of the diverse programs of the Department to reach the growing Hispanic community.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Conservation Partnerships & Management Policy (AKA: Partnership Coordination) \***

Working with the bureaus, the Office of Conservation Partnerships and Management Policy guides the development of department-wide partnering and cooperative management initiatives, including adaptive management and cooperative conservation. It facilitates work with other conservation agencies across the Federal government sharing best practices for conservation, reducing legal and administrative barriers, partnering, and focusing on landscape level solutions. The Office guides the interagency cooperative conservation efforts, particularly to build the capacity for collaborating and partnering within the Federal conservation workforce. The interagency website ([cooperativeconservation.gov](http://cooperativeconservation.gov)), managed by the Office, serves as a clearing house for cooperative conservation information.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Environmental & Disposal Liabilities** - The purpose of this program is to account for the cost of asbestos-related cleanup and disposal costs as an environmental liability per Federal Accounting Standards Advisory Board (FASAB) Technical Release 2006-1, *Recognition of Asbestos-Related Cleanup Costs*.

Reclamation Funding Source: *Land Resources Management* – (A20-1409, Region 9)  
(Assessment begins in FY 2010)

**FedCenter** - The program funds the Department's share of support costs from the Federal Facilities Environmental Stewardship and Compliance Assistance Center (FedCenter), a joint initiative

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between EPA, the Army Corps of Engineers, and the Office of the Federal Environmental Executive to establish an all-services technical and compliance assistance center to help federal environmental officials better address their environmental needs.

Reclamation Funding Source: Water and Related Resources (A20-1409, Region 9) Land Resources Management (*Assessment begins in FY 2009*)

**Capital Planning and Investment Control (CPIC)** – The goal of capital planning is to make the best use of available funds to achieve strategic goals and objectives. Through CPIC, DOI manages a portfolio of capital assets to achieve performance goals with the lowest life-cycle costs and least risk. CPIC is a systematic way of selecting the right mix of investments to meet goals and then managing those investments to ensure success. This activity supports capital-planning duties within the Office of Budget.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Activity Based Costing/Management**-The Department's Activity Based Costing/Management Program (ABC/M) provides information on the cost of the individual activities performed in support of the Department's mission. Operation and maintenance of the ABC/M system, consultant support for migration from bureau costing systems to the Department's ABC/M system, and maintenance of the ABC/M web site are funded by this program.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Travel Management Center** – This program manages and oversees the Department's online travel reservations program and migration to the new Government-wide E-Travel system for initiating and completing official travel arrangements on a Department-wide basis using electronic means.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**E-Gov Travel** -e-Gov Travel is a government-wide, web-based, end-to-end travel system/service that provides for the electronic creation of travel reservations, travel authorizations, and travel vouchers, and interfaces with the Department's core accounting systems for automated processing of travel claims. It aligns all GSA travel programs, including air, lodging, and policy into an integrated platform of shared services to better serve travelers.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Quarters Program** - The Department maintains a comprehensive Quarters Management Program promoting equitable and consistent management of government-furnished employee housing consistent with the Federal Employees Quarters Facilities Act. This nationwide program oversees approximately 10,500 Departmental housing units, providing rate setting, geographic market rate surveys, and assuring compliance with federal guidelines and regulations. Employees and contractors live in required government quarters when: 1) the mission of the agency requires rendering a service to the public that cannot otherwise be provided; 2) U.S. property cannot be

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adequately protected unless select employees reside at the property site as a condition of employment; and 3) the available supply of government and private housing within a reasonable commuting distance will not meet the necessary housing requirements. The billing methodology is determined by the Inter-agency Quarters Workgroup. Each participating bureau is billed at a rate of 19.7 percent with the exception of USGS, which is billed at 1.5 percent.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Interior Collections Management System (ICMS)** – The Interior Museum Program’s Interior Collections Management System is a program, originally funded from bureau budgets earmarked for bureau museum collections management systems. The ICMS provides Department-wide consistency in accounting for, reporting on, and providing access to the Department’s bureau museum collections for use in delivery of bureau mission and compliance activities to the American public.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**DOI Space Management Initiative** – In 2006, the Office of Acquisition and Property Management established the Space Coordination Office to support the Department’s Space Management Initiative. This initiative is improving space utilization throughout the Department through consolidation, collocation, and other means, and addressing leasing issues with General Services Administration (GSA). The program has most recently assumed the responsibilities for quarter’s management.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Renewable Energy Certificates** – The purchase of renewable energy certificates is necessary to ensure compliance with the Energy Policy Act of 2005, which stipulates that an increasing percentage of electric energy purchases by the Federal government must be from renewable energy sources. These targets may be met through the purchase of “green energy” from utility companies, on-site renewable energy projects, or the purchase of renewable energy credits. The majority of Interior’s renewable energy is produced through individual on-site renewable energy projects, but since these projects are not yet sufficient to meet the new requirements, the Department must purchase renewable energy certificates and “green energy” to fill the gap.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Facility Maintenance Management System (Maximo)** – This project is a collaborative initiative involving multiple agencies within the Department of the Interior. It includes the National Park Service, Bureau of Land Management, Fish and Wildlife Service, U.S. Geological Survey, Bureau of Reclamation, and Bureau of Indian Affairs. In the implementation of this Facilities Management System and the re-engineered business practices associated with it, the Department and bureaus are working closely with other federal agencies such as: Indian Health Services; U.S. Forest Service; and Veteran Affairs. The implementation of this common facilities management system will result in Improved Financial Performance by substantially improving the Department’s and the bureaus’ ability to account for the expenditure of facilities maintenance funds. This will not only help to

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assure the funds appropriated to the bureaus are used in the most effective manner, it will provide a means to identify those areas of the maintenance programs where there are funding shortfalls that result in increases to deferred maintenance.

Reclamation Funding Source: – Water and Related Resources (A10-1669, Region 8) O&M Program Management (*Assessment begins in FY 2009*)

**Small Business Administration (SBA) Certifications** – This activity certifies small and disadvantaged businesses (SDB), resolves protests over SDB status, oversees a network of private certifiers and maintains a database of certified SDB's.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Planning and Performance Management**-The Office of Planning and Performance Management provides leadership and guidance throughout the Department in the development of the unified strategic plan and conduct of performance assessments. The data is used for planning and budgeting as well as development of the performance evaluation included in the annual performance and accountability report prepared in compliance with the Government Performance and Results Act, and development of processes for improved budget and performance integration in accordance with the President's Management Agenda. The Office coordinates management improvement and reengineering efforts through strategic planning, performance assessment, organizational streamlining, program analysis, and benchmarking studies to improve decision-making and organizational effectiveness. The Office also manages a Department-wide system for standardized performance data management, and is working to more closely relate this system to the Department's financial systems through activity based costing. The Office also manages the Recreation One-Stop e-Government initiative to improve access to recreation related information across various levels of government. Current efforts include integrating the separate National Park Reservation Service and National Reservation Recreation Service with the Recreation.gov website.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Recreation One-Stop** - This program provides citizens with a user-friendly single access point to information about recreational opportunities at thousands of Federal, state, and local parks, museums, and historical landmarks nationwide. The portal consists of information for planning visits to Federal recreation sites and making campground/tour reservations. Because citizens have a central place to search for recreational services in lieu of searching through separate websites to find information such as hours of operation, cabin and campsite reservations materials, maps, facts and figures, and usage fees.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Alternative Dispute Resolution (ADR) Training** - This program will support the increased use of alternative dispute resolution processes and conflict management practices. The program will train attorneys, supervisors, and ADR neutrals to improve their conflict management and negotiation skills and use ADR to lower litigation costs. The Department will provide ADR training in 2009 to eliminate duplicative ADR training costs and avoid future litigation by improving conflict

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management skills. Supervisors will be trained to recognize conflict and use it as an opportunity to create change and build relationships, use conflict-handling strategies, increase the use of collaborative problem solving approaches, and increase the awareness and engagement of all affected parties in the resolution of conflict. In-house neutrals will receive training to enhance their negotiation skills through the use of an experiential and shared learning mod, create opportunities for team-building that supports a single Department-wide approach to conflict resolution, increase awareness of state-of-the-art resolution techniques and practices, and ensure sound grounding in policy, legal, and other program management requirements. Finally, attorneys will be trained to develop interest-based negotiations skills necessary to engage in conflict resolution and collaborative problem-solving processes, participate as advocates in mediations or other conflict resolution processes, and become more educated about the benefits of early collaboration and conflict resolution to resolve litigation by negotiating a mutually acceptable resolution of competing interests in situations where a legal precedent is not the preferred outcome.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Center for Competition, Efficiency, and Analysis** - The Center for Competitive Sourcing Excellence functions as a central program office for coordination of competitive sourcing Department-wide, the preparation and administration of the Federal Accountability Initiative for Reform (FAIR) Act Inventory, and the annual competitive sourcing report to Congress. It assists the bureaus to examine the commercial functions being done by Interior employees to find the best, most cost-effective means of delivering excellent customer service. The program considers the best means of performing functions, regardless of whether they are categorized as commercial or inherently governmental. Functions are selected to be studied by the bureaus based on feasibility of identifying efficiencies and cost savings through a competitive process. Factors considered when making competitive sourcing decisions include workforce-planning issues such as: unusually large numbers of vacancies projected for the activity; existing skills gaps, technology gaps or staffing shortages in the activity; the existence of organizational performance problems, and current and projected retirement eligibility in the function. Other considerations include the availability of private sector sources to perform the activity, and whether budget constraints make outsourcing the activity favorable. The program includes a centralized support office to provide assistance and assure a consistent approach throughout Interior. In instances where competition suggests that contracting out will improve value, the program utilizes the services of Human Resource personnel to provide extensive transition assistance for affected employees, such as early-outs and buyouts. Since 2001, competitive sourcing at Interior has produced annualized net cost-savings of \$11.6 million, which bureaus are reinvesting in their missions. Through proactive human resource management practices, only one permanent federal employee has been involuntarily separated in the process of providing these savings. During the past year, the Center has undertaken a major effort to improve the accuracy and consistency of the FAIR Act inventory across all bureaus and offices. In the past, Full Time Equivalent<sup>1</sup> (FTE) were coded to function codes developed by the Department of Defense

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<sup>1</sup> According to GSA – Circular A-76 Acronyms: Full-time Equivalent - The staffing of a federal civilian employee positions, expressed in terms of annual productive work hours (1,776) rather than available hours that includes non-productive hours (2,080). FTEs may reflect civilian positions that are not necessarily staffed at the time of public announcement and staffing of FTE positions may fluctuate during a streamlined or standard competition. The

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(DOD). In lieu of using 360 DOD function code definitions, Interior has written function codes that define our mission and reduced the number from 360 to approximately 90 codes. The new inventory process greatly reduces preparation time and accurately defines Interior's missions.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Firefighter and Law Enforcement Retirement Team (FLERT)** - FLERT is responsible for review of applications for coverage in the special law enforcement retirement program. The Office has reengineered the processes for review and approval of applications for coverage in the special retirement program and plans to reduce the backlog of pending cases, improve processing times, develop case processing manuals, and establish specific production goals. The employee assistance program provides short-term counseling and referral services for employees experiencing personal problems, which may affect their work. The employee-counseling program is designed to ease the transition of employees from one work environment to another. The focus of the activity is to assist displaced employees in finding jobs elsewhere in the Department, in other Federal agencies, or in the private sector.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Homeland Security Presidential Directive 12 (HSPD-12)** – Homeland Security Presidential Directive 12 mandated digital credential issuance capability and initial purchases of smart cards in 2005. This program provides Department-wide services for card production and maintenance. After completion of the personal identification verification process, digital certificates are loaded onto smart cards for all employees and contractors who need them. The certificates have Department-specific profiles and meet the requirements of the Federal Common Policy Framework. Interior contracts with GSA for card enrollment and production. DOI's billing methodology per bureau is based on the number of card users per bureau.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**DOI-wide Office of Workers Compensation Programs (OWCP) Coordination** - In order to address the issue of rising Workers' Compensation costs Department-wide, a full-time Workers' Compensation Program Manager position was created. The Workers' Compensation Program Manager is responsible for developing and implementing an effective return-to-work program throughout the Department, and deals directly with each bureau/office on effective case management, tracking and monitoring workers' compensation cases. The Manager also ensures that all OWCP bureau/office coordinators are fully trained, and that DOI is in full compliance with Department of Labor laws and regulations.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

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staffing and threshold FTE requirements stated in the circular reflect the workload performed by these FTE positions, not the workload performed by actual government personnel. FTEs do not include military personnel, uniformed services, or contract support.

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**Accountability Team** - This program will perform accountability reviews of HR programs and initiatives throughout the Department.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**E-Training (DOI Learn)** – This program supports DOI LEARN, an automated web-based learning management system that captures, locates, requests, approves, monitors, and reports training and employee development activities throughout the Department.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Corporate Leadership Council (CLC) -Human Resources** - The Corporate Leadership provides support to the Consortium of the Center for Human Resources Management (CHRM). The CHRM conducts programs of advanced and practical applications studies and related seminars on human resources management. This program will be terminated in 2009.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Office of Personnel Management (OPM) Federal Employment Services** – This activity pays for the cost of employment services that the OPM provides to the Department.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Equal Employment Opportunity (EEO) Complaints Tracking System** – This activity supports the automated i-Complaints tracking system, which allows for a reliable way to monitor EEO complaint activity and trends. An automated method was recommended by the Office of the Inspector General.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Special Emphasis Program** -This activity funds the Department's participation in events including American Education Week, National Hispanic Heritage Month and Special Emphasis activities, National Disability Month, National American Indian Heritage, National African American Month, National Women's History Month, National Gay and Lesbian Month, and Asian/Pacific American Heritage Month.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)



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**Accessible Technology Center** – The Accessible Technology Center in the Main/South Interior Building complex provides information and a source of supply for employees needing occupational equipment due to physical handicaps. This program transferred from the National Business Center in FY 2008.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Occupational Health and Safety/Training Initiative** - The Office of Occupational Health and Safety (OHS) provides Departmental safety and health policies and program management support to Interior bureaus and field offices; publishes instructions, guidelines, and management evaluations; and supplies up-to-date information on employee, contractor and visitor safety regulations, and technical advancements. The Office develops Departmental policy guidance for medical programs and analyzes accident trends for Departmental managers; provides technical support in a variety of safety and health subject areas including industrial hygiene.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Health and Safety Training Initiatives** - Coordinates the development of Department-wide occupational safety and health training programs and tools for bureau personnel. Safety and health information and program resources are shared through the Department's SafetyNet Web site. OHS is the principal Departmental representative to the Occupational Safety and Health Administration and supports the operations of the Interior Designated Agency Safety and Health Official Council and the Interior Safety and Occupational Health Council. OHS provides technical support in a variety of safety and occupational health subject areas including industrial hygiene.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Safety Management Information System (SMIS)** – Through SMIS, accident statistics are maintained for bureau use and analyses of accident trends are developed for Departmental managers. SMIS also conducts daily OWCP data exchanges with the Department of Labor.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Security (Classified Information Facility or SCIF)** – This activity is responsible for the collection and initial analyses of intelligence information and control and review of all incoming classified documents, cables, and other information. The program also manages SCIF for secure classified communications and acts as a liaison between the State Department and Interior on these matters.

Reclamation Funding Source: Water and Related Resources – (A40-1952, Region 9) Public Risk and Law Enforcement

**Interior Operations Center (Watch Office)** – The primary mission of the watch office is to help the Secretary of the Interior and Departmental leadership with enhanced command and control over its national resources during emergencies. The watch office also helps manage the increased law enforcement and security demands placed upon the Department as a result of the September 11,

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2001, terrorist attacks and subsequent threats of additional attacks. In addition, the watch office services as a clearinghouse to pass critical information to law enforcement, security, and emergency management entities.

Reclamation Funding Source: Water and Related Resources – (A40-1911, Region 8)  
Emergency Planning and Disaster Response

**Emergency Preparedness** – This activity manages alternate sites for Interior in case of natural disasters or man-made threats. It also provides equipment and emergency notification systems for the Department.

Reclamation Funding Source: Water and Related Resources – (A40-1911, Region 8)  
Emergency Planning and Disaster Response

**Law Enforcement Coordination and Training** – This activity provides coordination, expertise, and leadership to the bureaus on issues relating to the Department's borderlands. The coordinators work to enhance safety for visitors, employees, and residents; work with the Departmental Border Coordinator to address environmental issues; work with the Department of Homeland Security to improve interoperable communications; and work to improve officer safety. This activity also provides a training coordinator who develops consistent Department-wide law enforcement training recommendations and evaluation mechanisms and works with the Federal Law Enforcement Training Center to establish written standards and procedures for the accreditation of federal law enforcement training as directed by Congress.

Reclamation Funding Source: Water and Related Resources – (A40-1952, Region 9) Public Risk and Law Enforcement

**Emergency Response** - This program coordinates Interior activities as needed for compliance with Homeland Security Presidential Directive 8 (National Preparedness) Annex I (National Planning), including development of Departmental Operations Plans for National Planning Scenarios and guidance/assistance for developing bureau-level plans.

Reclamation Funding Source: Water and Related Resources – (A40-1911, Region 8)  
Emergency Planning and Disaster Response

**Enterprise Services Network (ESN)** -The Enterprise Service Network is an integrated network which will provide access to the Internet, a Department-wide intranet, and a fully operational technical support center. The system will provide better services and a uniformly secure environment, standardized and efficient 24x7 operations, and improved technical support. ESN also facilitates the consolidation of directory services, web hosting, data warehousing, and other applications and systems.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

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**Web & Internal/External Communication** – This program is responsible for developing, coordinating, and implementing Department-wide web consolidation including the web policies, standards, and guidelines. It also provides oversight and technical assistance to bureaus.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Information Technology (IT) Architecture** -The Department’s IT Enterprise Architecture Program (IEA) establishes a framework for its IT investments. Implementation of the IEA is mandated by the Clinger-Cohen Act, and the Department’s approach has been endorsed by OMB and the Congress. An enterprise architecture is a master blueprint for systematically defining an organization's current (baseline) and desired (target) architecture, aligned with the mission of the organization. The IEA, through multiple iterations, documents business processes, the data required to accomplish those processes, applications required to manipulate and manage the required data, and the technology components needed to deliver data and applications to the business community.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**DOI Freedom of Information Act (FOIA) Tracking & Reporting System** – This program is responsible for developing, coordinating, and implementing Department-wide FOIA policies, standards, and guidelines. It provides oversight and technical assistance to bureaus and offices on compliance with the Freedom of Information Act and is also responsible for updating the Department’s FOIA regulations.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Threat Management** - This project is driven by the need to detect potential network threats. A tool will be implemented to determine the source and content of data being accessed by external sources. Bureaus will receive increased visibility into Employee Identification (EID) applications, processes, and direct access to highly-skilled information security specialists, be able to respond in “real-time” to security threats/incidents, real-time cross-bureau collaboration on complex security threats and incidents and tight integration with Cyber Security Division's initiatives, such as “Enterprise Continuous Monitoring” and other activities being performed by EID, such as pen testing, application testing, and vulnerability remediation. Applications to be provided include a custom-built perimeter toolkit, data loss prevention tools, Internet content filtering, forensics tools, Endace<sup>2</sup> packet collection/retention, etc.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

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<sup>2</sup> Endace: The official title of a company. Endace designs, develops, sells and supports high-speed packet capture technology, open development environments and multi-function network monitoring appliances. Our solutions are built to capture every packet, of any size, on any network interface, up to speeds of 40 gb’s (gb’s stands for gigabytes It is a term of art.). The company’s primary focus with in the public sector is to address the needs of cyber security, network operations and forensic packet capture.

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**Frequency Management Support** – The Department provides radio spectrum management services for all of its bureaus as well as other Federal activities and insular areas, and coordinates radio policy throughout Interior.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**IT Security** - The IT Security Program provides policy and guidance on appropriate information assurance measures for the Department's IT systems, applications, telecommunications networks, and related resources. The program develops and maintains the agency-wide security-training program; tests perimeter defenses; conducts oversight of Federal Information System Management Act (FISMA) and National Institute of Standards and Technology (NIST) compliance; provides coordination and oversight of certification and accreditation of IT systems; and develops policy and standards for critical infrastructure enhancements and Public/Private Key Infrastructure.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Capital Planning** - In compliance with the Clinger-Cohen Act, the Department has established an IT Capital Planning and Investment Control Program that is aligned with the Department's Enterprise Architecture and Strategic Plan. The CPIC program is responsible for maintaining a sound performance-based process that tracks the progress of all major IT investments and ensures decisions are based on a set of predefined criteria regarding those investments.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Information Management Support (Government Paperwork Elimination Act or GPEA)** – GPEA ensures statutory and regulatory compliance. This activity implements the new requirements for the E-Government Act of 2002 privacy sections, which includes developing a DOI Privacy Impact Assessment and process and to develop Department-wide privacy awareness training.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Data Resource Management Program** - The Department-wide data resource management program provides policy, standards and procedures in the areas of data privacy, security, integrity, quality, and standardization. This program establishes data stewardship across the department and facilitates data sharing, data retention, and data inventory collection.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

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**IT Security Certification & Accreditation** – The IT Security Program provides policy and guidance on appropriation information assurance measures for the Department’s IT systems, applications, telecommunications networks, and related resources. The program develops and maintains the agency-wide security-training program; tests perimeter defenses; conducts oversight of FISMA and NIST compliance; provides coordination and oversight of certification and accreditation of IT systems; and develops policy and standards for critical infrastructure enhancements and Public/Private Key Infrastructure.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Electronic Records Management (ERM)**-Electronic Records Management (ERM) is a new initiative to develop policies, procedures, and requirements for the development of an ERM System for the Department. The Department has established records management systems for retaining and retiring paper records but does not have an electronic system to assist employees in the day-to-day creation, management, and disposition of electronic records. This requires e-mail and other electronic documents that are records to be printed to paper and filed in an approved record keeping system. The purpose of this project is to provide the Department with an enterprise-wide, centralized approach to ERM. An ERM system will provide the following benefits to the Department: mechanisms for managing agency records through their life cycle, as required by law; enterprise-wide systems or cross-agency collaboration to reduce the cost associated with operating multiple, disparate records management systems, including administration, maintenance, training, etc.; a central system to provide the ability to read records beyond the life of the system that created them, thus alleviating the need to maintain outdated software; and providing a central access point to the active and inactive records of an agency.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Active Directory** – Active Directory is a consolidate directory service that provides the Department with an authoritative repository of security credentials. This repository provides authentication, authorization, and access services.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Enterprise Resource Management** - The Enterprise Resource Management activity coordinates the acquisition and management of commonly used IT hardware and software products and services across the Department to best support its key missions and programs. Key goals are to align the Department’s major IT investments with its enterprise architecture, improve security through more consistent and efficient products and services, and to better manage IT resources.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**e-Authentication** – The Federal government’s e-Authentication Initiative (EAI) applies to web-based, public-facing applications requiring the authentication of end users. The EAI establishes

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common e-Authentication policy, technology and business practices for affected systems. The Department's e-Authentication program coordinates between system owners, GSA, and OMB to ensure compliance with EAI.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

#### **National Telecommunications and Information Administration (NTIA) Spectrum Management**

– NTIA, under delegated authority from the President, manages the Federal government's use of the radio spectrum. NTIA assigns frequencies to Federal users, assesses interference concerns, assures spectrum availability for future needs, and improves efficiency while minimizing costs.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Immediate Office of the Secretary (IOS) Collaboration** - This program is responsible for centrally hosting IT systems that are utilized by the Office of the Chief Information Officer (OCIO).

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Chief Technology Officer (CTO) Support** - Per direction from the IT Management council, the CTO Council (CTOC) is charged with analyzing all technological alternatives, Identifying interdependencies, and selecting solutions that best meet security needs and other requirements while reducing redundancy and optimizing cost effectiveness Department-wide. The CTOC is staffed by representative from each Interior bureau and office, who participate on a part-time basis. Requested funding will provide for contract support, thus enabling the Department to implement the various initiatives in a timely and cost effective manner.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Networx** - The project will migrate Interior bureaus and office to the new Networx contract that replaces the old Federal Telecommunications Systems (FTS) 2001 contract.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Trusted Internet Connection** – OMB requires all federal agencies to design and implement Trusted Internet Connections to protect and monitor all federal government Internet traffic through the Department of Homeland Security's Einstein program.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

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**Data-at-Rest** – This project will put encryption software on mobile devices, primarily laptops, to reduce the risk to Personally Identifiable Information or other sensitive information on those devices if they are lost or stolen.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Logging Extracts** – The purpose of this program is to improve the Department’s security posture with a solution that protects any data extract at the file level anywhere, anyplace, at anytime, including the use of encryption, access control to the data, and audit of specific file level actions from anywhere in the Interior wide area network.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Office of the Chief Information Officer (OCIO) Project Management Office** – The office coordinates and oversees Department-wide IT initiatives that are implemented by the OCIO.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Radio Program Management Office** – A Radio Program Office is being established to oversee and manage radio assets and systems across the Department.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**IT Asset Management** - This program utilizes a set of IT processes and tools that are integrated with other strategic systems, such as financial management, network and systems management, etc.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Continuous Monitoring** – This program incorporates a consistent approach to monitoring IT assets throughout Interior by measuring security configuration implementation, intrusion attempts, breach notification, and compliance with both DOI and federal standards, policies, and guidance.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

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**Two-Factor Authentication** – The Department committed to OMB to implement two-factor authentication for remote access by December 31, 2009. The plan is to use Smart Cards (from the HSPD-12 project) for authentication for remote access (i.e., accessing government computers and systems from outside DOI facilities). Each laptop or desktop requiring remote access must have card reader hardware and software to ensure compliance.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Active Directory Optimization** – This project resulted from the OIG finding of several serious security weaknesses in 2007. The Information Technology Management Council (ITMC) and the Information Resource Management (IRM) identified this project as a high priority addition to the 2010 portfolio and approved the need for the 2008 and 2009 costs to remedy the Department's security vulnerabilities as soon as possible. The plan is to standardize the operation and management of Active Directory within each of the bureaus rather than consolidating it into a single enterprise operation.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**Appraisal Services** - In November 2003, real estate appraisal functions within the Department were consolidated, one of a number of appraisal reforms. Appraisers were consolidated from the Fish and Wildlife Service, National Park Service, Bureau of Land Management, and Bureau of Reclamation into the Appraisal Services Directorate, which reported to the Department's National Business Center. As recommended in the Statement of the Managers accompanying the 2005 Interior Appropriations Act, this function transferred to Departmental Management in 2006.

Reclamation Funding Source: Per the CFOC these costs will be assessed to the regional users

**Contingency Reserve** – The reserve is established to cover the cost of unforeseen requirements such as government shutdowns, where employees must be paid but revenue cannot be earned; settlements ordered by the Merit Systems Protection Board or the Equal Employment Opportunity Commission; IT security enhancements that arise from court orders; and heightened physical security requirements.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Cooperative Ecosystem Study Units (CESU)** – CESU provides research, technical assistance, and education to Federal land managers through a network of university and college-based cooperative study units, as authorized by the 1998 National Parks Omnibus Act. Funds support coordination and management of the CESU network, including 13 Federal agencies, 181 universities, and full national coverage. The program also provides Interior agencies and partners with the scholarships needed to address important resource issues.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)



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**Chief Financial Officer (CFO) Financial Statement Audit** - The annual audit of the Department's financial records is necessary to meet the requirements of the Chief Financial Officers Act of 1990, provide a basis for the Government Accountability Office to determine the extent to which it may rely on the Department's audit report to support the annual audit of the government-wide financial report, assist Departmental management in assessing the effectiveness of internal controls and compliance with laws and regulations, assist the Department in determining the effectiveness of information technology related internal controls, and ensure compliance with the Federal Financial Management Improvement Act and the Federal Information Security Management Act.

For the past several years the Department has contracted with KPMG to complete the annual audit with oversight by the Office of Inspector General (OIG). Until 2005, the cost for the annual audit was funded in part by funding requested in the OIG's budget and in part by additional funds collected through reimbursable support agreements with bureaus. The 2008 request for audit funding identifies the anticipated full cost of the annual baseline audit, but does not include funds to pay for costs that are a result of unanticipated, unique, and bureau-specific audit issues.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Glen Canyon Adaptive Management Plan** – This activity provides support that ensures continued tribal participation and government-to-government consultation in the program, meeting departmental trust responsibilities, and facilitating the resolution of issues and the continuing good relationship with the participating tribes. The funds are provided to the Bureau of Reclamation which contracts with the Indian tribes. This activity moved into the WCF in 2006 and was previously supported through reimbursable agreements with the bureaus.

Reclamation Funding Source: Water and Related Resources – (C30-N557, Region 4) Glen Canyon Unit, CRSP

**DOI Enterprise Geographic Information Management (EGIM)** – EGIM enhances geospatial data sharing, increases operating efficiencies, and provides cost-savings across the Department. This activity moved into the WCF in 2006, and was funded from existing bureau budgets earmarked for EGIM.

Reclamation Funding Source: Reclamation Working Capital Fund – (K27-1510, Region 8) Working Capital Fund

**Financial and Business Management System (FBMS)** - The Financial and Business Management System is a major enterprise management initiative to integrate financial management, procurement, property management, and other subsidiary systems and standardize administrative processes throughout the Department. The FBMS will provide the system and process structure for Interior to modernize its operations. Once fully operational, this system will provide complete, accurate, and timely information on financial activities, including budget execution, acquisition, grants, property management, core accounting, and performance that will enable the Department's employees and managers to make better-informed decisions about programs.

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The FBMS project implementation currently receives funding from three principal sources: direct appropriations, retained earnings from the Interior Franchise Fund, and charge card rebates. In 2004 and 2005, Congress funded FBMS via rescissions and transfers of unobligated balances from the Fund. In 2006, new funds were specifically appropriated for implementation and deployment of FBMS. The FBMS hosting, provided by the National Business Center, is principally funded through redirections of funding for legacy systems. However, redirections have been insufficient, as some legacy systems cannot yet be retired, so a number of other sources have been used to fill the gap. Now that Interior has successfully switched to a new program integrator, the highest risk for the project is steady and adequate funding.

The FBMS will eventually replace more than 100 duplicative legacy systems and subsystems throughout the Department. The Department's current financial program, the Federal Financial System is based on software that was developed in the early 1980s. As such, it is cumbersome and inefficient to use and does not take advantage of new technology. The Department no longer receives technical support for Federal Financial System (FFS) or Interior Department Electronic Acquisition System (IDEAS), which is the Department's acquisition system. The FBMS will also improve Interior-wide financial reporting, as all bureaus and offices will be using the same system to compile financial data and information. Currently, individual applications within each bureau have been customized to such a degree that Department-wide reporting requires third-party software and expensive hands-on analytical support to compile the necessary information. In addition, other administrative systems are not integrated with Interior's core financial system, and thus are also inefficient. The Department's vision is to have a single seamless system that supports all major administrative functions, except for human resources/payroll and facilities, across all bureaus and offices, and is capable of delivering management reports without intensive manual efforts.

DOI assessed Reclamation in FY 2008 only. Beginning in FY 2009, DOI requested full funding of FBMS the Department's appropriation request. As a one-time assessment, Reclamation used surplus P&A funds from Region 9 to fund this requirement.

**e-Government Initiatives (DOI WCF Contributions Only)** - The funds collected through this activity are for certain Government-wide e-Government and lines of business initiatives that are centrally billed.

- 1) **Business Gateway** - this program provides access to government information, including forms, compliance assistance resources, and tools in a single access point. Additionally, Business Gateway: Links to resources to help businesses understand what regulations to comply with and how to comply, and streamlined submission processes to reduce the regulatory paperwork burden on business; additionally, the Office of Surface Mining (OSM) launched a program for single source coal reporting. This project supports the objectives of the Business Gateway initiative by using E-Gov to better serve citizens through improved government-to-business and government-to-government transactions. Every coal producer in the U.S. must report production activity and other information to multiple Federal, State, and Tribal agencies. Single source coal reporting reduces this burden on industry through an integrated, Internet-based information capturing system which then feeds the appropriate Federal, state, and tribal agencies with relevant information.

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- 2) **e-Rulemaking** - Interior publishes an average of 281 regulatory actions and over 1,760 notices annually. The community interested in activities for which the Department is responsible is extremely large and diverse and can benefit greatly from the consolidated functions the Federal Docket Management System provides. The Department currently operates two systems to manage some of their regulatory materials electronically. The Department's conversion to this system is expected to reduce the operating costs to maintain these separate systems while increasing the functionality available. The initiative outcomes pertinent to Interior and other agencies include: Expanding public understanding of the rulemaking process; improving the quality of Federal rulemaking decisions; Increasing the amount, breadth, and ease of citizen intergovernmental access and participation in rulemaking.
  
- 3) **Geospatial One-Stop** - The program provides Federal and state agencies with a single-point of access to map-related data and promotes coordination and alignment of geospatial data collection and maintenance among all levels of government. Geospatial One-Stop goals include:
  - Developing portal for seamless access to geospatial information.
  
  - Providing standards and models for geospatial data.
  
  - Creating an interactive index to geospatial data holdings at Federal and non-Federal levels.
  
  - Encouraging greater coordination among Federal, state, and local agencies about existing and planned geospatial data collections.
  
- 4) **GovBenefits.gov** – This program provides a single point of access for citizens to locate and determine potential eligibility for government benefits and services. The Department's benefits program include, but are not limited to, the following descriptions and efforts:
  - Providing special education and related services to Native American children with severe disabilities.
  
  - Encouraging and promoting the development of American Indian and Alaska Native arts and crafts.
  
  - Promoting the stability and security of American Indian Tribes and families by protecting American Indian children and preventing the separation of American Indian families, including the operation of child and family service programs.
  
  - Educating children at an early age through parental involvement, increasing high school graduation rates among Indian parents, and encouraging life-long learning.
  
- 5) **Grants.gov** - The Grants.gov initiative benefits Interior and its grant programs, including those of FWS, by providing a single location to publish grant funding opportunities and application packages, as well as by providing a single site for the grants community to apply

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for grants using common forms, processes, and systems. The Department derives its largest source of benefits from Grants.gov by not having to duplicate such a system on its own.

- 6) **Integrated Acquisition Environment** - Through adoption of the tools and services provided by IAE, the Department improves its ability to make informed and efficient purchasing decisions and allows it to replace manual processes. If Interior were not allowed to use the IAE systems, they would need to build and maintain separate systems to record vendor and contract information, and to post procurement opportunities. Agency purchasing officials would not have access to databases of important information from other agencies on vendor performance and could not use systems to replace paper-based and labor-intensive work efforts.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Volunteer.gov** - This activity also supports the Department's electronic outreach as served by www.volunteer.gov, a web site designed to help potential volunteers and the agencies seeking them to find each other on the Internet. Volunteer.gov makes volunteer opportunities more accessible to a broader range of the public through the web and enhances program planning and delivery in the process. This web-based, searchable database enables individuals to search for volunteer opportunities by location, agency, or personal interest and submit applications online. This online application system allows volunteers to apply to any of nine land management agencies.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Ethics Training** - The Ethics Office is mandated by the Ethics in Government Act of 1978 and the Ethics Reform Act of 1989 to provide annual ethics training to all employees required to file annual financial disclosure reports. Additionally, Title 18 of the United States Code sets forth provisions to govern the ethical conduct of all employees. Training in ethics is required for all new entrant employees, whether or not they are entering a covered position targeted for financial disclosure. The Department's Ethics Office provides training to bureau employees through computer-based training, satellite broadcast training and written training materials to bureaus.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**FOIA Appeals** - The office of the Solicitor is responsible for eliminating the Department's current backlog of FOIA appeals, which is expected to be completed by the end of FY 2010.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

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### NATIONAL BUSINESS CENTER CENTRALIZED BILLING

**Cultural Resources & Events Management** – The Cultural Resources & Events Management hosts authors from academia and private industry to share ideas and stimulate discussion among attendees.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Financial Management Training** – The Financial Management Human Capital Program focuses on developing and maintaining a highly skilled financial management workforce as called for by the Chief Financial Officer (CFO) Act of 1990, and is necessary to support the financial management needs of the Department to meet its mission. The Office of Financial Management performs the following duties: 1) conducts the Financial Management Career Intern Program; 2) develops and conducts a career paths program based on critical competencies identified in Interior's Financial Management (FM) Workforce Plan; 3) conducts strategic recruitment and retention efforts in support of Interior's Strategic Human Capital Plan and the FM Workforce Action Plan; and 4) continues to encourage the use of both traditional and nontraditional approaches to provide additional training and career development opportunities for the Department's financial management community.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Learning & Performance Center Management** – The program provides for oversight, management, and operation of the Leadership and Performance Centers. The Leadership and Performance Centers provide classroom courses and development opportunities to DOI employees.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Senior Executive Service Candidate Development Program (SESCDP) & Other Leadership Programs** – This program provides for development and execution of the Senior Executive Service (SES) Candidate Development and other leadership programs.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Washington Learning & Performance Center** – This program provides for the operation of the Washington Learning Center, which provides classroom courses to DOI employees.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Albuquerque Learning & Performance Center** - This program provides for the operation of the Albuquerque Learning Center, which provides classroom courses to DOI employees.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

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**Denver Learning & Performance Center** - This program provides for the operation of the Denver Learning Center, which provides classroom courses to DOI employees.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Online Learning** – This program provides for oversight, development, and delivery of computer and web-based courses for DOI employees.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**DOI Learn (NBC portion)** – This program supports DOI LEARN, an automated web-based learning management system that captures, locates, requests, approves, monitors, and reports training and employee development activities throughout the Department, in addition to providing online training for employees.

Reclamation Funding Source: Water and Related Resources – (A20-1409, Region 9) Land Resources Management

**NBC 106 Mainframe Replacement** – This activity will replace the current NBC 106 Mainframe Computer in 2009, which is currently at near maximum capacity and has reached the end of its effective lifecycle.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)  
(Assessment begins in FY 2009)

**Safety Management Information System (NBC Portion)** – Prior to FY 2010, SMIS was provided Immediate Office of the Secretary's Office of Occupational Health and Safety. IOS is moving SMIS to the NBC in FY 2010 and will be adding a SMIS programmer to mitigate risks discovered during the 2007 Certification and Accreditation (C&A) review of the SMIS; adding one full-time contractor to provide SMIS customer support and help desk assistance; and replacing the current Safety Management Information System. The cost increase in FY 2010 will mitigate IT Security vulnerabilities, address IG findings, and improve customer service and usability of the system.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Labor Relations/OWCP Tracking System** – The Employee and Labor Relations Tracking System (ELRTS) and the Workers' Compensation Tracking System (WCTS) provide tracking and workflow management for disciplinary actions, grievances, performance-based actions, workers' compensation, labor union negotiations, and other labor relations actions; ELRTS and WCTS automate creation and processing of documents related to employee relations, labor relations, and workers' compensation. ELRTS and WCTS standardize the processing of employee and labor relations as well as the workers' compensation actions Department-wide.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

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**Voice/Data Switching** – This activity provides consolidated services, voice/data switching systems, maintenance contracts, hardware/software upgrades, auditorium and videoconference equipment and virtual Department of the Interior Network (v-DOINET) support.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Information Management** – FOIA and Records Management – This activity provides records management for the Office of the Secretary, including the operation of the Secretary's files unite, FOIA processing for Department of the Interior-wide requests, and coordination of Policy, Management and Budget (PMB) correspondence.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Telecommunications Services** – This activity provides consolidated services voice/data switching systems, maintenance contracts, hardware/software upgrades; Main Interior Building/South Interior Building (MIB/SIB) auditorium equipment, videoconferencing equipment; and virtual DOINET routing/switching support.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Audio Visual Services** – This activity provides audio and visual support for the Secretary's studio and events in the Main and South Interior Building auditoriums.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Integrated Digital Voice Communications System** – This activity provides for design and implementation of the new MIB telephone system.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**South Interior Building (SIB) Cabling** – This activity will upgrade the cabling infrastructure within the South Interior Building.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Desktop Services** – This activity provides information resources management, including applications systems and network support; development, operation, maintenance, and oversight of executive information systems; electronic mail and groupware support to DOI bureaus and offices.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Federal Payroll and Personnel System (FPPS)/Employee Express – O&M** – This activity provides FPPS support to the bureaus.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

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**Homeland Security Rule Line of Business (HR LoB) W-2 Surcharge** – This activity integrates the Federal Personnel Payroll System with other Human Resources services and systems in support of e-Gov initiatives.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**DOI Executive Forums** – These forums are part of a series of training programs for Interior and Federal government-wide audiences that explore work and home life issues for employees and policy issues for senior managers. These forums are specifically designated for DOI Senior Executives as well as Interior employees at GS-14 and GS-15 grade levels.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Interior Complex Management & Services** – This program provides for operational facilities management of the Main/South Interior Complex.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Family Support Room** – This activity supports two rooms in the MIB/SIB complex for employee wellness and Employee Assistance Program (EAP) counseling.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Property Accountability Services** – These services include a full range of personal property operations, including inventory control and environmental disposal programs for occupants of the MIB/SIB complex.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Vehicle Fleet** – This program manages the fleet of GSA-leased vehicles primarily for the Office of the Secretary.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Moving Services** – This activity provides for moving services within the MIB/SIB complex.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Shipping & Receiving** – This activity provides shipping and receiving services within the MIB/SIB complex.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)



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**Safety & Environmental Services** – Program provides funds for the facility and building management, and safety/environmental audits. This program develops and implements policy, guidance, and programs; conducts safety, health, and environmental audits; and investigates and documents employee and tort claims.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Space Management** – This program provides space management services for tenants of the MIB/SIB complex.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Drug Testing (Intra-Department)** – This program provides drug-testing services to Interior bureaus and offices.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Federal Executive Board** – Federal Executive Boards were established to facilitate the development of partnerships between Federal agencies located in the same geographical area. DOI has responsibility for the board located in Minneapolis, MN.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Health Unit** – This activity provides a health clinic and onsite nurse for occupants of the MIB/SIB complex.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Transportation Services (Household Goods)** – This activity coordinates moves of household goods for DOI bureaus and offices.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Mail & Messenger Services** – This activity provides primary and secondary mail sorting and delivery for offices at the Main Interior Building and satellite locations.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Blue Pages** – This activity coordinates Departmental “blue page” listing in telephone directories nationwide.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

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**Mail Policy** – This activity coordinates operational responsibility for Departmental mail policy with GSA and the U.S. Postal Service for oversight activities.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Special Events Services** – This program provides for scheduling of facilities and coordination of support services (i.e., teleconference and physical setup) for special events in the MIB/SIB complex.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Cultural Resources & Events Management** – The Cultural Resources & Events Management hosts authors from academia and private industry to share ideas and stimulate discussion among attendees. Activity moves from the IOS portion of the Centralized Billing beginning in FY 2009.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Partnership Schools & Commemorative Programs** – This activity supports the Department's efforts to advance diversity in its workforce including initiatives to recruit minorities on college campuses. Recruitment is also aimed toward students graduating from high and technical schools across the country.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Departmental Museum** – The program maintains the Department of the Interior Museum, provides curatorial assistance to the bureaus, and houses Departmental artifacts.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**Departmental Library** – This activity provides for the operation of the Department of the Interior Library, which services both DOI employees and the general public.

Reclamation Funding Source: Policy and Administration - (G60-0980, Region 9)

**FBMS Master Data Management** – This program is responsible for maintaining accurate financial data within FBMS. The overall strategy for updating FBMS master data defines two broad categories of activity: (1) vendor updates and vendor-related activities; and (2) system options and accounting maintenance activities. In addition to work identified within the Memorandum of Understanding between NBC and the FBMS Project Management Office, the NBC will also begin maintaining property tables as part of the project's fourth deployment in October 2008.

Reclamation Funding Source: not currently identified (Assessment begins in FY 2010)

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**Financial Systems (including Hyperion)** – This activity manages bureau FFS accounting system applications, including the Hyperion financial reporting system, Travel Manager, and the FFS Fixed Asset Subsystem.

Reclamation Funding Source: various Reclamation Working Capital Fund accounts and Distributive Accounts (Region 8)

**IDEAS** – This activity supports hosting and production support for the Department’s IDEAS procurement system.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**Quarters Program** – This activity includes the operational aspects of the Quarters Management Program for the Department, which provides rate setting, geographic market rate surveys, etc., on a nationwide basis.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)

**NBC FBMS Conversion** – This activity will carry out NBC’s conversion from its legacy accounting system to FBMS. Staff within NBC’s Accounting Operations and Financial Systems divisions will need to be supplemented to ensure that O&M activities and conversion activities can be performed concurrently.

Reclamation Funding Source: not currently identified (Assessment begins in FY 2010)

**Aviation Management** – The Aviation Management Directorate (AMD) provides oversight of Departmental aviation activities including safety, management of Department-owned aircraft, establishment of standards for all Interior aircraft facilities and aviation related personnel, technical inspections, accident investigation, and ensuring pilot currency.

Reclamation Funding Source: Reclamation Distributive Account - (A1R-0981, Region 8)