

# Reclamation Manual

## Directives and Standards

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### IMMEDIATE OFFICE OF THE SECRETARY DIRECT BILLING

**Imaging for the Nation (IFTN)** – Geospatial information – “place-based” knowledge – supports all of the Department’s mission goals and enhances our ability to plan for and react to changes in the landscape and in communities. By Executive Order, the Secretary of the Interior leads the Federal Geographic Data Committee (FGDC), a group composed of twenty-seven departments and independent agencies that produce or rely on geospatial data. The FGDC is advancing a unified national strategy for the acquisition of imagery depicting the Nation, coast-to-coast. The IFTN initiative will be a comprehensive source of high-resolution and medium-resolution imagery that will be available to all DOI bureaus, all levels of government, and the public at large.

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

**e-OPF** – This is a new e-Gov initiative to create an electronic repository for the federal employee’s official personnel folder (OPF). This new initiative is designed to increase efficiencies and eliminate redundancies through: Effectively sharing resources; improving access and use of automation; consolidating transaction work (A-76); delivering a higher level of service; incorporating and expanding best practices and encouraging partnering with management to build sustainable organizations; and providing a standard operating procedures service-wide. DOI is requesting initial funding in FY 2009.

Reclamation Funding Source: Per CFO decision, funding in FY 2011 will come from Policy and Administration (G60-0980, Region 9); Also, per CFO decision, the O&M costs for e-OPF, projected to begin in FY 2012, will be funded through the Reclamation WCF.

**Single Audit Clearing House** – These charges represent each bureau’s share of the Department’s payment to the Bureau of the Census, which is the Federal Clearinghouse for Single Audit Reports. To ensure compliance with the Single Audit Act and Office of Management and Budget (OMB) Circular A-133, Census (1) processes incoming reporting packages and related data collection forms; (2) disseminates reporting packages to Federal awarding agencies; (3) develops and maintains electronic filing systems; (4) maintains an electronic database of completed data from submitted forms; and (5) handles inquiries from auditees, auditors, and general public concerning audit requirements. The 2008 and 2009 estimates are based on average collections from 2006 to 2007.

Reclamation Funding Source: Policy and Administration – (G60-0980, Region 8)

**FBMS Change Orders** – Funding provides for change orders associated with implementation of the FBMS as agreed to by the Executive Steering Committee.

Reclamation Funding Source: Reclamation Working Capital Fund – (K63-1510, Region 8)

**Maximo Consulting Services** – Provides funding for a consultant hired by DOI.

Reclamation Funding Source: Water and Related Resources – (A10-1669, Region 8) O&M Program Management

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**Federal Assistance Award Data System (FAADS)** – The FAADS program is authorized by Public Law 97-326, the Consolidated Federal Funds Report Act of 1982. Information collected in the FAADS is used by the Department of Commerce, Bureau of the Census, to provide data on Federal assistance funding to the Congress and citizens. FAADS collects and reports information on all Federal assistance awards, amendments and deobligations.

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

**Emotional Intelligence Training** – This activity provides training for emotional intelligence, which is designed to help employees tune into emotional data, make sense of these data, and integrate them into decision-making.

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

**DOI Learn** – These charges represent DOI LEARN support costs that are not included within the WCF centralized bill. The direct bill will address costs for a service support package to improve the security and usability of DOI LEARN, Karta GoLearn and Live Meeting licenses, internal management of commerce accounts and transactions, bureau and office requests to migrate data, and other special tasks requested by bureaus and offices. The estimates for the service support package are expected to increase when the contract is renewed with OPM in December, but the amount is unknown at this time. To the extent possible, the 2008 estimates are based on 2007 collections from bureaus and offices, and these estimates have been streamlined for 2009.

Reclamation Funding Source: Policy and Administration – (G60-0980, Region 8)

**HSPD-12** – This activity reimburses costs for the HSPD-12 initiative that are not included within the centralized bill. Specifically, the direct bill will address the cost of (1) purchasing initial cards and card sleeves; (2) card maintenance services; (3) ongoing project management, implementation, indirect costs, and billing support; (4) enrollment stations; and (5) activation stations.

Reclamation Funding Source: Water and Related Resources – (A50-1952, Region 9) Public Risk and Law Enforcement

**Departmental Medals** – These charges represent the cost of medals and awards for bureaus and offices, which are purchased on a discretionary basis. The 2008 and 2009 estimates are based on average collections from 2005 to 2007.

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

**EEO Training** – These charges represent the cost of training EEO officers within each bureau and office. The 2008 and 2009 estimates are based on average collections from 2004 to 2007.

Reclamation Funding Source: Policy and Administration – (G60-0980, Region 8)

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**Incident Management Analysis & Reporting System (IMARS)** – These charges are for support of the Incident Management Analysis and Reporting System (IMARS). IMARS is being developed to centralize law enforcement records throughout the Department based on recommendations from OIG, and will help Interior meet specific goals identified within its Strategic Plan as well as address a Secretarial Directive regarding management of these records. The 2008 estimates include a base charge of \$110,000 per bureau, and the remaining costs are allocated based on the number of law enforcement users within each bureau. The 2009 estimates include a base charge of \$115,000 per bureau, and the remaining costs are allocated based on the number of law enforcement users within each bureau.

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

**Office of Law Enforcement, Security, and Emergency Management (OLESEM) Detailee** – Reclamation pays for one Full Time Equivalent (FTE)<sup>1</sup> assigned to OLESEM.

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

**Oracle Licenses & Support** – The charges represent the cost of these licenses for each bureau and office based on contracts the Department has with various IT vendors. The 2008 and 2009 charges are based on current contract estimates.

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

**Microsoft Enterprise Licenses** – The charges represent the cost of these licenses for each bureau and office based on contracts the Department has with various IT vendors. The 2008 and 2009 charges are based on current contract estimates.

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

**Anti-Virus Software Licenses** – The charges represent the cost of these licenses for each bureau and office based on contracts the Department has with various IT vendors. The 2008 and 2009 charges are based on current contract estimates.

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

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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 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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**Enterprise Services Network** – These charges are for ESN data circuit costs within each bureau and office. The 2008 charges are based on OCIO estimates, and they have been streamlined for 2009. However, these estimates are still under review at this time and are subject to change.

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

**Federal Relay Service** – This funding covers the Department's cost for the Federal Relay Service, which provides federal employees who are deaf, hard-of-hearing, blind, or have speech disabilities equal communication access.

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

**Cobell (Litigation) – e-Mail Archiving** – These charges represent the cost of capturing and storing e-mail messages on the Department's e-mail archive system in accordance with proceedings related to the Cobell litigation. The following services are included:

- Live e-Mail Capture
- Historical Tape Storage (one year)
- Legacy Tape Storage (three years)
- Tape Restoration
- Tape Searches
- Message Journaling (Microsoft Exchange maintenance)
- Audit Center Licenses (electronic discovery and litigation support)
- Professional Services (forensic extraction and analysis)

The 2008 estimates were based on the projected volume of e-mail messages for each bureau and office, and these estimates have been streamlined for 2009.

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

**CFO Audit** – These charges represent the cost of an anticipated change in the scope of the 2008 and 2009 baseline audits, as well as any additional work that may be required above and beyond the baseline audits. The estimates are as follows:

- The 2009 charges represent additional work for the 2008 audit. A total of \$250,000 has been estimated for the entire Department based on the average total collections for additional work in 2006 and 2007. These costs have been distributed equally to bureaus and offices, as there is no reasonable way to predict how much work will be required and which organizations will be responsible for funding it.
- FY 2009 CFO Audit – The charges represent an anticipated increase in scope for bureau baseline audits due to delays in the FBMS implementation schedule. Per the Department's contract with KPMG, full scope financial audits are conducted at bureaus who have not converted to FBMS and who are not in their planning year or implementation year for FBMS.

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Since planning years have been postponed due to delays in the FBMS schedule, KPMG will likely be conducting full scope audits for most bureaus and offices in 2008. To the extent possible, the 2009 estimates are based on collections for scope increases that occurred in 2007 due to delays in the implementation of FBMS.

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

**Federal Flexible Spending Account Program** – These charges represent the cost of Federal Flexible Spending Accounts for employees within each bureau and office. The 2008 and 2009 estimates have been derived by incorporating the average yearly increase in these costs between 2004 and 2007.

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

**Workers Compensation** – Provides funding to DOI for the costs of compensating injured employees and dependents of employees who suffer accidental deaths while on duty. DOI reimburses the Department of Labor, Federal Employees Compensation Fund, pursuant to 5 U.S.C. 8147(b) as amended by Public Law 94-273.

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

**Unemployment Compensation** - The Department of Labor's Unemployment Insurance (UI) programs provide unemployment benefits to eligible workers who become unemployed through no fault of their own, and meet certain other eligibility requirements. DOI, through Interagency Agreements with all its bureaus, collects for unemployment compensation and then passes the funds collected to the Department of Labor for the Federal Employees Compensation Account.

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