

# Departmental Administration

## Proposed Appropriation Language

For salaries and expenses of the Department of Energy necessary for departmental administration in carrying out the purposes of the Department of Energy Organization Act (42 U.S.C. 7101 et seq.), including the hire of passenger motor vehicles and official reception and representation expenses (not to exceed \$35,000), [\$206,365,000] \$213,339,000, to remain available until expended, plus such additional amounts as necessary to cover increases in the estimated cost of work for others notwithstanding the provisions of the Anti-Deficiency Act (31 U.S.C. 1511 et seq.): *Provided*, That such increases in the cost of work are offset by revenue increases of the same or greater amount, to remain available until expended: *Provided further*, That moneys received by the Department for miscellaneous revenues estimated to total [\$106,887,000] \$128,762,000 in fiscal year [2000] 2001 may be retained and used for operating expenses within this account, and may remain available until expended, as authorized by section 201 of Public Law 95-238, notwithstanding the provisions of 31 U.S.C. 3302: *Provided further*, That the sum herein appropriated shall be reduced by the amount of miscellaneous revenues received during fiscal year [2000] 2001 so as to result in a final fiscal year [2000] 2001 appropriation from the General Fund estimated at not more than [\$99,478,000] \$84,577,000. (*Energy and Water Development Appropriations Act, 2001*).

# **Departmental Administration**

## **Executive Summary**

### **Support the Departmental Mission**

The Departmental Administration Appropriation (DA) funds eleven Department of Energy headquarters offices which provide guidance and support benefitting all operating elements of the Department in such areas as human resources, administration, accounting, budget, legal services, life cycle asset management, workforce diversity, policy, international affairs, congressional and intergovernmental liaison, public affairs and contract reform. Their mission is to provide internal and external customers with timely, quality service which facilitates achievement of the Department's goals.

### **Vital Functions Performed**

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

- # Performing strategic planning and implementing management reforms like the Government Performance and Results Act.
- # Planning to maximize the value of Departmental assets and revenue from the sale of assets.
- # Cooperating with International Energy Consortiums and Interagency review of policies that affect Department of Energy concerns.
- # Facilitating communication between the Department and Congress, the Executive Office, State and Local Governments and the public.
- # Performing financial and accounting functions including producing audited financial statements.
- # Fulfilling the Department's budget mission in terms of timely formulation and oversight of program execution (overhead and uncosted balances)
- # Providing effective and timely legal services, counsel, and support to Departmental elements.
- # Representing the Department before Federal, State, and other Governmental Agencies and Courts.

- # Protect our Intellectual Property associated with patents, invention disclosures, and waiver requests.
- # Acting as an honest broker for the Secretary among competing programmatic elements.
- # Processing procurement and personnel actions.
- # Developing and maintaining Corporate Information Systems and Communication Technology.
- # Ensuring the success of the Working Capital Fund by supplying products and services throughout the Department.
- # Promoting diversity within the entire Department and throughout the program areas affected by our decisions (including economic impact).

A strong corporate vision helps set the proper priorities to ensure that a program which succeeds in its goals will not fail in its mission. These offices provide a strong internal mechanism to focus program efforts on corporate goals. This is the optimal method of fulfilling our obligations to those who rely on the mission of the Department of Energy.

## **Program Overview**

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

## **Cost of Work for Others**

The budget provides for the cost of products and services provided by the field offices and national

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

## **Revenues**

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

## **Budget Overview**

The FY 2001 request provides \$5.7 million for 40 full time equivalents within the Office of the Secretary. This request also provides \$181.6 million for salary and benefits, travel, contractual services, and program support expenses for 1,125 full-time equivalent employees for the other organizations within the Departmental Administration Account. Cost of Work for Others and Revenues are budgeted at \$34.0 million and \$128.8 million, respectively. In addition, a total of \$8.0 million of prior year Cost of Work for Others balances are being utilized in FY 2001 to offset the program level. The net appropriation request is \$84.5 million.

## Organization Funding Profile

(dollars in thousands)

| Sub-Program   | FY 1999<br>Current<br>Appropriation | FY 2000<br>Current<br>Appropriation | FY 2001<br>Budget<br>Request |
|---|-------------------------------------|-------------------------------------|------------------------------|
| Office of the Secretary .....                         | 5,000                               | 5,308                               | 5,731                        |
| Management and Administration ....                    | 115,450                             | 110,450                             | 90,699                       |
| Chief Financial Officer .....                         | 23,120                              | 26,000                              | 30,748                       |
| Field Integration .....                               | 7,500                               | 1,000                               | 0                            |
| Board of Contract Appeals .....                       | 715                                 | 838                                 | 878                          |
| Congressional and<br>Intergovernmental Affairs .....  | 4,900                               | 4,910                               | 5,146                        |
| Public Affairs .....                                  | 3,500                               | 3,700                               | 4,150                        |
| General Counsel .....                                 | 19,410                              | 20,750                              | 22,724                       |
| Office of Policy .....                                | 16,350                              | 15,350                              | 8,088                        |
| Office of International Affairs .....                 | 0                                   | 0                                   | 10,022                       |
| Economic Impact & Diversity .....                     | 6,400                               | 6,400                               | 6,626                        |
| Contract Reform .....                                 | 2,833                               | 3,000                               | 2,500                        |
| Cost of Work for Others .....                         | 44,312                              | 33,205                              | 34,027                       |
| Subtotal, Dept. Admin. (Gross) .....                  | 249,490                             | 230,911                             | 221,339                      |
| Revenues:   |                                     |                                     |                              |
| Associated .....                                      | -26,375                             | -35,587                             | -52,827                      |
| Miscellaneous .....                                   | -47,793                             | -71,300                             | -75,935                      |
| Subtotal, Revenues .....                              | -74,168                             | -106,887                            | -128,762                     |
| Subtotal, Dept. Admin. (Net) .....                    | 175,322                             | 124,024                             | 92,577                       |
| Use of Prior Year Balances/Other<br>Adjustments ..... | -1,595                              | -15,368                             | -8,000                       |
| Total, Dept. Admin. ....                              | 173,727                             | 108,656                             | 84,577                       |

## Personnel Compensation and Benefits Profile

(dollars in thousands)

| Sub-Program                                    | FY 1999<br>Current<br>Appropriation | FY 2000 Current<br>Appropriation | FY 2001<br>Budget<br>Request |
|--|-------------------------------------|----------------------------------|------------------------------|
| Management and Administration .....            | 47,340                              | 48,385                           | 44,346                       |
| Chief Financial Officer .....                  | 15,830                              | 17,710                           | 20,185                       |
| Field Integration .....                        | 4,743                               | 1,000                            | 0                            |
| Board of Contract Appeals .....                | 520                                 | 636                              | 636                          |
| Congressional and Intergovernmental Affairs .. | 4,031                               | 4,082                            | 4,222                        |
| Public Affairs .....                           | 2,494                               | 2,640                            | 2,971                        |
| General Counsel .....                          | 15,264                              | 16,310                           | 17,424                       |
| Office of Policy .....                         | 11,479                              | 11,433                           | 5,300                        |
| Office of International Affairs .....          | 0                                   | 0                                | 6,644                        |
| Economic Impact & Diversity .....              | 3,676                               | 3,676                            | 4,030                        |
| Contract Reform .....                          | 643                                 | 743                              | 840                          |
| Use of Prior Year Balances .....               | -770                                | -466                             | 0                            |
| <b>Total, Dept. Admin. ....</b>                | <b>105,250</b>                      | <b>106,149</b>                   | <b>106,598</b>               |

## Travel Profile

(dollars in thousands)

| Sub-Program                                     | FY 1999<br>Current<br>Appropriation | FY 2000<br>Current<br>Appropriation | FY 2001<br>Budget<br>Request |
|---|-------------------------------------|-------------------------------------|------------------------------|
| Management and Administration .....             | 1,700                               | 1,665                               | 1,524                        |
| Chief Financial Officer .....                   | 190                                 | 322                                 | 431                          |
| Field Integration .....                         | 255                                 | 0                                   | 0                            |
| Board of Contract Appeals .....                 | 6                                   | 6                                   | 6                            |
| Congressional and Intergovernmental Affairs ... | 60                                  | 60                                  | 57                           |
| Public Affairs .....                            | 70                                  | 80                                  | 80                           |
| General Counsel .....                           | 100                                 | 100                                 | 100                          |
| Office of Policy .....                          | 500                                 | 507                                 | 250                          |
| Office of International Affairs .....           | 0                                   | 0                                   | 890                          |
| Economic Impact & Diversity .....               | 116                                 | 116                                 | 116                          |
| Contract Reform .....                           | 140                                 | 175                                 | 100                          |
| Total, Dept. Admin. ....                        | 3,137                               | 3,031                               | 3,554                        |

## Support Services Profile

(dollars in thousands)

| Sub-Program                                    | FY 1999 Current<br>Appropriation | FY 2000<br>Current<br>Appropriation | FY 2001<br>Budget<br>Request |
|--|----------------------------------|-------------------------------------|------------------------------|
| Management and Administration .....            | 27,000                           | 18,000                              | 10,692                       |
| Chief Financial Officer .....                  | 3,555                            | 4,304                               | 5,617                        |
| Field Integration .....                        | 0                                | 0                                   | 0                            |
| Board of Contract Appeals .....                | 0                                | 0                                   | 0                            |
| Congressional and Intergovernmental Affairs .. | 25                               | 3                                   | 3                            |
| Public Affairs .....                           | 0                                | 48                                  | 50                           |
| General Counsel .....                          | 496                              | 770                                 | 855                          |
| Office of Policy .....                         | 0                                | 0                                   | 0                            |
| Office of International Affairs .....          | 0                                | 0                                   | 0                            |
| Economic Impact & Diversity .....              | 0                                | 0                                   | 0                            |
| Contract Reform .....                          | 1,830                            | 1,830                               | 1,360                        |
| Total, Dept. Admin. ....                       | 32,906                           | 24,955                              | 18,577                       |

## Other Related Services Profile

(dollars in thousands)

| Sub-Program                                       | FY 1999<br>Current<br>Appropriation | FY 2000 Current<br>Appropriation | FY 2001<br>Budget<br>Request |
|---|-------------------------------------|----------------------------------|------------------------------|
| Management and Administration .....               | 30,960                              | 29,950                           | 22,137                       |
| Chief Financial Officer .....                     | 3,545                               | 3,664                            | 4,515                        |
| Field Integration .....                           | 2,502                               | 0                                | 0                            |
| Board of Contract Appeals .....                   | 189                                 | 196                              | 236                          |
| Congressional and Intergovernmental Affairs ..... | 784                                 | 765                              | 864                          |
| Public Affairs .....                              | 936                                 | 932                              | 1,049                        |
| General Counsel .....                             | 3,550                               | 3,570                            | 4,345                        |
| Office of Policy .....                            | 2,021                               | 2,060                            | 1,138                        |
| Office of International Affairs .....             | 0                                   | 0                                | 1,866                        |
| Economic Impact & Diversity .....                 | 908                                 | 908                              | 980                          |
| Contract Reform .....                             | 220                                 | 252                              | 200                          |
| Total, Dept. Admin. ....                          | 45,615                              | 42,297                           | 37,330                       |

## Program Support Profile

(dollars in thousands)

| Sub-Program                                      | FY 1999<br>Current<br>Appropriation | FY 2000<br>Current<br>Appropriation | FY 2001<br>Budget<br>Request |
|--|-------------------------------------|-------------------------------------|------------------------------|
| Management and Administration                    |                                     |                                     |                              |
| Scientific and Technical Training .....          | 450                                 | 450                                 | 0                            |
| Corporate Management Systems .....               | 8,000                               | 12,000                              | 12,000                       |
| Subtotal, Human Resources & Administration ..... | 8,450                               | 12,450                              | 12,000                       |
| Office of Policy                                 |                                     |                                     |                              |
| Policy Studies .....                             | 350                                 | 350                                 | 0                            |
| Environmental Policy Studies .....               | 2,000                               | 1,000                               | 1,400                        |
| Subtotal, Office of Policy .....                 | 2,350                               | 1,350                               | 1,400                        |
| Office of International Affairs                  |                                     |                                     |                              |
| International Policy Studies .....               | 0                                   | 0                                   | 422                          |
| International Environmental Policy Studies ..... | 0                                   | 0                                   | 200                          |
| Subtotal, Office of International Affairs .....  | 0                                   | 0                                   | 622                          |
| Economic Impact & Diversity                      |                                     |                                     |                              |
| Minority Economic Impact .....                   | 1,700                               | 1,700                               | 1,500                        |
| Subtotal, Economic Impact & Diversity .....      | 1,700                               | 1,700                               | 1,500                        |
| Total, Dept. Admin. ....                         | 12,500                              | 15,500                              | 15,522                       |

# Office of the Secretary

## Mission Supporting Goals and Objectives

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

### Program Goal

Provide leadership to ensure the coordination of the Department of Energy's efforts through:

- # *Energy Resources* to promote secure, competitive, and environmentally responsible energy systems that serve the needs of the public.
- # *National Security* to maintain the Nation's security, promote international nuclear safety, and reduce the global danger from weapons of mass destruction.
- # *Environmental Quality* to aggressively clean up the environmental legacy of nuclear weapons and civilian nuclear research and development programs, minimize future waste generation, safely manage nuclear materials and permanently dispose of the Nation's radioactive wastes.
- # *Science and Technology* to deliver the scientific understanding and technological innovations that are critical to the success of DOE's mission and the Nation's science base.
- # *Corporate Management* to demonstrate organizational excellence in the Department's environment, safety and health practices, communication and trust efforts, and corporate management systems and approaches.

### Program Objectives

- # Assure adequate and diversified supplies of energy, reduce U.S. vulnerability to disruptions in energy supplies, expand the efficiency and productivity of energy use while limiting environmental impact, and support U.S. energy, environmental and economic interests in global markets.
- # Effectively support and maintain a safe, secure, and reliable enduring nuclear weapons stockpile without nuclear testing, replace nuclear testing with a Stockpile Stewardship Program, ensure the vitality of the Department's national security enterprise, reduce nuclear weapons stockpiles and the proliferation threat caused by the potential diversion of nuclear materials, continue leadership

in policy support and technology development for international arms control and nonproliferation efforts, and improve international nuclear safety.

- # Protect public health and the environment by reducing the environmental, safety, and health risks and threats from DOE facilities and materials, safely and expeditiously dispose of waste generated by nuclear weapons and civilian nuclear research and development program, and develop the technologies and institutions required for solving domestic and global environmental problems.
- # Utilize the unique scientific and technological resources of our laboratories and universities to maintain leadership in basic research, increasingly focus applied research and technology development in support of the Department's other business lines, and maintain world technical leadership through long-term systemic reform of science and mathematics education.
- # Demonstrate organizational excellence in our environment, safety and health practices, and build communication and trust by delivering on our commitments to Congress, the Administration, stakeholders and customers.
- # Provide a safe and rewarding workplace that is recognized for business excellence, and managerial and scientific creativity.

## Performance Measures

The Office of the Secretary, through its leadership of the Department, will continue to advance U.S. energy, environmental, economic, and national security policy. This office will oversee the Department's strategies, commitments, and performance goals outlined in the Department's Strategic Plan, the Performance Agreement between the Secretary and the President, and the Department's Annual Performance Plan.

## Funding Schedule

(dollars in thousands, whole FTEs)

|                                | FY 1999            | FY 2000            | FY 2001 | \$ Change | % Change |
|--------------------------------|--------------------|--------------------|---------|-----------|----------|
| Salaries and Benefits. ....    | 4,194              | 4,768              | 5,180   | 412       | 8.6%     |
| Travel. ....                   | 800                | 534                | 545     | 11        | 2.1%     |
| Other Related Expenses. ....   | 6                  | 6                  | 6       | 0         | 0.0%     |
| Total, Program Direction. .... | 5,000 <sup>a</sup> | 5,308 <sup>b</sup> | 5,731   | 423       | 8.0%     |
| Full-Time Equivalents. ....    | 35                 | 40                 | 40      | 0         | 0.0%     |

<sup>a</sup>The Office of the Secretary used \$825,484 of carryover balances to support FY 1999 funding requirements.

<sup>b</sup>The Office of the Secretary plans to use \$367,796 of carryover balances in support of salary requirements for FY 2000 operations.

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

### Salaries and Benefits

Salary and Benefits provide full funding for 40 staff in the Office of the Secretary, Deputy Secretary and the Under Secretary to cover salaries and wages, overtime pay, cash incentive awards, lump sum leave payments, performance awards, and benefit payments. The Office of the Secretary provides leadership and guidance to the Department's programs which contribute to the Nation by providing technical information and a scientific and educational foundation to achieve: efficiency in energy use, diversity in energy sources, a more productive and competitive economy, improved environmental quality, and a secure national defense. . . . .

|  |       |       |       |
|--|-------|-------|-------|
|  | 4,194 | 4,768 | 5,180 |
|--|-------|-------|-------|

### Travel

The FY 2001 travel request provides funding for the Secretary, Deputy Secretary, Under Secretary, and special assistants to travel both internationally and domestically in support of the Department's missions. Beginning in FY 2000, travel costs for the Secretary's security detail are financed by the Office of Nonproliferation and National Security. . . . .

|  |     |     |     |
|--|-----|-----|-----|
|  | 800 | 534 | 545 |
|--|-----|-----|-----|

### Other Related Expenses

Other Related Expense provides funding for employee training and development. . . . .

|  |   |   |   |
|--|---|---|---|
|  | 6 | 6 | 6 |
|--|---|---|---|

Total, Program Direction. . . . .

|  |                    |                    |       |
|--|--------------------|--------------------|-------|
|  | 5,000 <sup>a</sup> | 5,308 <sup>b</sup> | 5,731 |
|--|--------------------|--------------------|-------|

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<sup>a</sup>The Office of the Secretary used \$825,484 of carryover balances to support FY 1999 funding requirements.

<sup>b</sup>The Office of the Secretary plans to use \$367,796 of carryover balances in support of salary requirements for FY 2000 Operations.

## Explanation of Funding Changes FY 2000 to FY 2001

|                                  |
|----------------------------------|
| FY 2001 vs<br>FY 2000<br>(\$000) |
|----------------------------------|

### Salaries and Benefits

|   |  |      |
|---|--|------|
| # | Increase in salaries and benefits associated with the full effect of the FY 2000 pay raise and the partial effect of the FY 2001 pay raise and general pay increases for promotions, within grade increases, and performance awards. . . . . | +412 |
|---|--|------|

### Travel

|   |  |      |
|---|--|------|
| # | The travel budget increases slightly to reflect escalating airfare and lodging costs . . . . . | + 11 |
|---|--|------|

|   |       |      |
|---|-------|------|
| Total Funding Change, Program Direction . . . . . | <hr/> | +423 |
|---|-------|------|

# **Management and Administration**

## **Program Mission**

This budget submission covers the Office of Management and Administration and the Secretary of Energy Advisory Board and excludes the Office of Information Management.

The Office of Management and Administration provides the Department with highly valued, cost effective and timely products and management services. We provide these in the areas of administration, human resources and training, procurement assistance, performance excellence, executive secretariat support, real estate management and oversight, operations and management support, consumer information and aviation management. The last four areas are new responsibilities included in this budget request for the first time.

The Office of the Secretary of Energy Advisory Board administers and coordinates the activities of the Secretary of Energy Advisory Board (SEAB), an external advisory board chartered under the Federal Advisory Committee Act of 1972 (Public Law 92-436). The Board and its subcommittees are the most effective means for the Secretary of Energy to obtain timely, balanced, and independent external advice on issues of national importance related to the missions of the Department of Energy. The on-going subcommittees are: Openness Advisory Panel and the Laboratory Operations Board. In addition, the Board plans to establish two or more additional subcommittees in both FY 2000 and FY 2001.

## **Program Goal**

To provide effective corporate management systems and business practices delivered by a proactive and flexible service team dedicated to helping the Department perform its varied missions more effectively. Working in partnership with our customers, we will strive to continually improve our products and services in ways that support their needs.

## **Program Objectives**

- # We will create and maintain efficient corporate management systems that assist the Department of Energy in the accomplishment of its mission.
- # We will provide cost effective products and management services to our customers.
- # We will emphasize customer and stakeholder satisfaction and improved partnerships.
- # We will enhance the effectiveness, well being, and satisfaction of MA employees.

## Performance Measures

Performance measures for Management and Administration and for the Secretary of Energy Advisory Board are linked to the Department of Energy Strategic Plan, to the performance plan called for by the Government Performance Results Act, and to the Secretary's annual performance agreement with the President. Specific performance measures follow.

| External Performance Measures/Accomplishments  |   |   |  |
|--|---|---|--|
|  | FY 1999   | FY 2000   | FY 2001  |
| Improving Human Resource Practices.  | Improved workforce skills and reduced training costs by implementing the FY 1999 milestones in the DOE Corporate Education, Training, and Development Plan. Training costs have been reduced by \$157 million as compared to FY 1995. | Improve workforce skills and reduce training costs by implementing the FY 2000 milestones in the DOE Corporate Education, Training, and Development Plan.   | Improve workforce skills and reduce training costs by alignment with other Federal agencies and private sector organizations by implementing milestones contained in the Corporate Training Plan. Revise Corporate Training Plan and its milestones to reflect FY 2002-2005. |
|  |   | Evaluate Technology Supported Learning systems for corporate applications, evaluate use of web based systems to reduce travel costs, increase uniform quality of training courses and improve workforce capabilities. | Pilot Technology Supported Learning systems for corporate applications, further implement use of web based systems to reduce travel costs, increase uniform quality of training courses and improve workforce capabilities.  |
|  |   | Hired 74 welfare to work recipients to exceed the Presidential FY 2000 goal of 55.  | Continue hiring welfare to work recipients in support of the Presidential FY 2000 goal.  |
| Ensure that DOE employees are appropriately trained and technically competent commensurate with their ES&H responsibilities. | Improved Federal technical workforce capabilities at defense sites by implementing the FY 1999 milestones of the Revised Implementation Plan for DNFSB Recommendation 93-3.   | Improve Federal technical workforce capabilities at defense sites by implementing the FY 2000 milestones of the Revised Implementation Plan for DNFSB Recommendation 93-3.  | Improve Federal technical workforce capabilities through support of Federal Technical Capability Panel operations for activities related to the Technical Qualification Program, program reporting and assessments.  |
| Improving Human Resource Practices.  | Implemented a DOE-wide employee-accessible automated personnel system by December 1998.   | Increase the electronic transfer of personnel documents through implementation of paperless workflow in CHRIS, reducing personnel paper transactions by 15%.  | Increase the electronic transfer of personnel documents through implementation of paperless workflow in CHRIS, resulting in 15% of the documents processed electronically.   |

| External Performance Measures/Accomplishments   |   |   |   |
|---|---|---|---|
|   | FY 1999   | FY 2000   | FY 2001   |
| Use efficient and effective corporate management systems and approaches to guide decision making, streamline and improve operations, align resources and reduce costs, improve the delivery of products and services, and evaluate performance. | <p>Realize annual savings from improved operations to achieve cumulative savings totaling \$1.7 billion by the end of FY 2000:</p> <ul style="list-style-type: none"> <li># Exceeded staffing reduction target by 448 by the end of FY 1999.</li> <li># Achieved approximately \$60 million in further cost avoidances in information technology.</li> <li># Reduced support service contracting obligations below \$610 million in FY 1999.</li> </ul> | Complete savings commitments from improved operations totaling \$1.7 billion by the end of FY 2000.   |   |
| Use prudent contracting and business management practices.  | <p>Converted all management and operating contracts awarded in FY 1999 to performance-based management contracts.</p> <p>Expanded professional development and certification programs to acquisition-associated professional fields.</p>  | <p>Convert one management and operating contract awarded in FY 2000 to a Performance Based Service Contract (PBSC) using government-wide standards [Federal Acquisition Regulations (48 CFR Part 39), and Office of Federal Procurement Policy letter 91-2].</p> <p>90% of contract professionals will be certified under DOE professional development standards.</p> | <p>Convert all management and operating contracts awarded in FY2001 to performance-based management contracts.</p> <p>Implement planning and initiate initial prerequisite courses for Masters program.</p> |

| External Performance Measures/Accomplishments   |   |  |   |
|---|---|--|---|
|   | FY 1999   | FY 2000  | FY 2001   |
| Use prudent contracting and business management practices.  | <p>Developed and installed electronic procurement systems for paperless procurement action processing, web-enabled past performance database, and electronic commerce system for purchases under \$25,000.</p> <p>Awarded 50% of all service contracts in FY 1999 as performance-based contracts.</p> | <p>Maintain and operate electronic procurement systems installed through FY 1999 to accomplish:</p> <ul style="list-style-type: none"> <li># industry interactive procurement processes;</li> <li># electronic procurement system for purchases under \$25,000; and</li> <li># paperless procurement actions processing system.</li> </ul> <p>Award 15% of all simplified acquisitions electronically.</p> <p>Issue 100% of all large contract solicitations electronically.</p> <p>Convert one support services contract at each major site to PBSC using the government-wide standards [Federal Acquisition Regulations (48 CFR Part 39), and Office of Federal Procurement Policy letter 91-2].</p> | <p>Continue pilot of Industry Interactive Procurement System (IIPS) at HQ. Maintain current availability of procurement and contracting information for internal and external customers with limited enhancements.</p> <p>Select and begin implementation of DOE wide electronic contracting for large procurements.</p> <p>Establish requirements for Department-wide integrated contract information program as part of BMIS.</p> <p>Award approximately 50% of service contracts as performance-based contracts.</p> |
| Improving Managerial Performance and Accountability.  | <p>Conducted self assessments to measure organizational performance in the areas of Customer Satisfaction, Employee Satisfaction, and the achievement of Business Results using the Malcolm Baldrige, President's or Energy Quality Award Criteria.</p>   | <p>Leverage programs such as the Secretary's Departmental Organizational Assessment and Performance Excellence Award Program, and Provide timely and effective process improvement tools to assist Departmental elements in their Reinvention and Performance Excellence efforts to continually improve.</p>   | <p>Administer and manage the DOE Performance Excellence Award Program, and the Departmental Organizational Assessment Program. Provide support in providing timely and effective process improvement tools to assist departmental organizations in reinvention and streamlining efforts.</p>  |
| Use efficient and effective corporate management systems and approaches to guide decision making, streamline and improve operations, align resources and reduce costs, improve the delivery of products and services, and evaluate performance. |   | <p>Implement a conference reporting and tracking system to support improved conference management for the Department.</p>  | <p>Facilitate input to the conference management tracking system and develop conference management reports for the Deputy Secretary to support improved conference management for the Department.</p>   |

| External Performance Measures/Accomplishments   |  |  |   |
|---|--|--|---|
|   | FY 1999  | FY 2000  | FY 2001   |
| As a good neighbor and public partner, continually work with customers and stakeholders in an open, frank, and constructive manner.                 | Full implementation of EFOIA. Reduced backlog of pending requests by 10% and average case age by 8%. | Develop baseline data for average FOIA processing time and make improvements to reduce processing time by 5%.  | Automate case management system between HQ FOIA office and HQ FOIA program contacts. Initiate pilot for automated case management system between HQ and a Field office. Reduce Department's average processing time for FOIA cases by 5%. Provide an index of Headquarters released documents on the FOIA web page. |
| As a good neighbor and public partner, continually work with customers and stakeholders in an open, frank, and constructive manner.                 |  |  | Increase the public awareness of DOE's mission areas by improving the quality, timeliness, and sufficiency of information disseminated on the Department's functions, successes, lessons learned, and future activities.  |
| Ensure that safety and health of the DOE workforce and members of the public, and the protection of the environment in all Departmental activities. |  | Implement a Department-wide Aircraft Safety and Management Program including implementing the Secretary's recommendations regarding aircraft management, and OMB Circular A-76 provisions. | Implement a Department-wide Aircraft Safety and Management Program including implementing the Secretary's recommendations regarding aircraft management, and OMB Circular A-76 provisions.  |

| External Performance Measures/Accomplishments |         |         |         |
|---|---------|---------|---------|
|   | FY 1999 | FY 2000 | FY 2001 |

Secretary of Energy Advisory Board

|  |   |  |  |
|--|---|--|--|
| <p>Improving the management of the laboratories to enhance the delivery of leading-edge science and technology at reduced costs.</p>       | <p>Conducted a review and assessment of the linkage between the Department's missions and programs.</p> <p>Conducted a review and analysis of the Department's planning and management processes and their links to the R&amp;D portfolio.</p> <p>Conducted a review of laboratory performance measures and their appropriateness to laboratory R&amp;D.</p> <p>Conducted a review and analyze the effectiveness of contractual and field oversight.</p>  | <p>Track implementation of recommendations resulting from FY 1999 activities.</p> <p>Identify further refinements to improve cost effectiveness and enhance the contributions of the laboratory system to the Department's missions.</p>   | <p>Identify further improvements in R&amp;D management to promote overall R&amp;D efficiency; encourage science excellence; and enhance the contributions of the laboratory system to the Department's missions. Track implementation of recommendations from prior year activities.</p> |
| <p>As a good neighbor and public partner, continually work with customers and stakeholders in an open, frank, and constructive manner.</p> | <p>Engaged representatives from communities in which the Department has facilities in a series of discussions of the Department's role as a neighbor. Report to the Secretary on the status of relations with these communities.</p> <p>Continued to oversee the implementation of openness and classification and declassification policies and procedures by reviewing and analyzing ways to utilize technology to improve the outputs of declassification and the accessibility of records; and reviewed and assessed the Department's implementation of the Fundamental Classification Policy Review and Final Rule (10 CFR 1045 § 1046.6).</p> | <p>Engage representatives from communities in which the Department has facilities in a series of discussions of the Department's role as a neighbor. Report to the Secretary on the status of relations with these communities.</p> <p>Continue to oversee the implementation of openness and classification and declassification policies and procedures.</p> | <p>Maintain independent oversight of the implementation of Departmental openness, classification and declassification policies and procedures as stipulated under 10 CFR 1045, section 1045.6</p>  |

| External Performance Measures/Accomplishments  |   |  |  |
|--|---|--|--|
|  | FY 1999   | FY 2000  | FY 2001  |
| Ensure the vitality of DOE's national security enterprise by ensuring sufficient scientific and technical personnel. | Completed the task force final report and submit final recommendations to the SEAB.   | Annually assess scientific & technical education issues as a SEAB working group activity.                                | Annually assess scientific & technical education issues as a SEAB working group activity.  |
| Deliver leading-edge technologies that are critical to the DOE mission and the nation.                               | Initiated one of two new Task Forces to assess the key policy and institutional issues critical to the Department's missions, to include a taskforce to review fusion energy technologies, both inertial and magnetic, to assess the appropriate balance among these concepts to provide the scientific basis for an informed selection of the best option for development. | Initiate one of two new Task Forces to assess key policy and institutional issues critical to the Department's missions. | Initiate two or more new SEAB subcommittees to assess key policy and institutional issues critical to the Department's missions. |

## Significant Accomplishments and Program Shifts

# Our Program Direction request includes funding to provide effective corporate management systems:

- < Operate and maintain modules of the Corporate Human Resources Information System developed under the Corporate Management Investment Program.
- < Continue a comprehensive system of procurement modernization to include electronic contracting and an integrated contract information program.

# Our Program Direction request includes funding for Secretarial initiatives:

- < The Office of Aviation management provides policy, technical assistance and communications infrastructure to the Department's aviation operations. The Office strives to assure the effectiveness and efficiency of the aircraft fleet and improve safety.
- < The Office of Consumer Information advises the Secretary on the consumer impact of the Department's policies and operations. The Office coordinates consumer interest initiatives Department-wide and reviews Department initiatives from a consumer perspective.
- < Analyze the feasibility of a Department of Energy "university" to deliver core technical, leadership, and management post-graduate education that is necessary to provide for safe and effective operations across the complex.

# Our Program Direction request includes funding for new responsibilities:

- < real estate management and oversight,
- < operations and management support

# Our Program Direction request excludes the Office of Information Management which was transferred to the Office of Security and Emergency Operations.

### Funding Profile

(dollars in thousands)

|                                      | FY 1999 Current<br>Appropriation | FY 2000 Original<br>Appropriation | FY 2001 Request |
|--------------------------------------|----------------------------------|-----------------------------------|-----------------|
| Management and Administration        |                                  |                                   |                 |
| Program Direction .....              | 107,000 <sup>a</sup>             | 98,000                            | 78,699          |
| Program Support .....                | 8,450                            | 12,450                            | 12,000          |
| Total, Management and Administration | 115,450                          | 110,450                           | 90,699          |

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<sup>a</sup>Includes \$10,000,000 in accordance with P.L. 105-277 for emergency expenses related to Year 2000 conversion of federal technology systems.

# Management and Administration Program Direction

## Mission Supporting Goals and Objectives

This budget submission covers the Office of Management and Administration and the Secretary of Energy Advisory Board and excludes the Office of Information Management.

The Office of Management and Administration provides the Department with highly valued, cost effective and timely products and management services. We provide these in the areas of administration, human resources and training, procurement assistance, performance excellence, executive secretariat support, real estate management and oversight, operations and management support, consumer information and aviation management. The last four areas are new responsibilities included in this budget request for the first time.

The Office of the Secretary of Energy Advisory Board administers and coordinates the activities of the Secretary of Energy Advisory Board (SEAB), an external advisory board chartered under the Federal Advisory Committee Act of 1972 (Public Law 92-436).

### Funding Schedule <sup>a</sup>

(dollars in thousands, whole FTEs)

|                                | FY 1999             | FY 2000 | FY 2001 | \$ Change | % Change |
|--------------------------------|---------------------|---------|---------|-----------|----------|
| Salaries and Benefits .....    | 47,340              | 48,385  | 44,346  | -4,039    | -8.3%    |
| Travel .....                   | 1,700               | 1,665   | 1,524   | -141      | -8.5%    |
| Support Services .....         | 27,000 <sup>b</sup> | 18,000  | 10,692  | -7,308    | -40.6%   |
| Other Related Services .....   | 30,960              | 29,950  | 22,137  | -7,813    | -26.1%   |
| Total, Program Direction ..... | 107,000             | 98,000  | 78,699  | -19,301   | -19.7%   |
| Full-Time Equivalents .....    | 587                 | 587     | 495     | -92       | -15.7%   |

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<sup>a</sup>A comparability matrix is attached and provides information on transfers into and out of this budget which affect the presentation of the FY 2001 request.

<sup>b</sup>Includes \$10,000,000 in accordance with P.L. 105-277 for emergency expenses related to Year 2000 conversion of federal information technology systems.

## Detailed Program Justification

(dollars in thousands)

| FY1999 | FY2000 | FY2001 |
|--------|--------|--------|
|--------|--------|--------|

### Salaries and Benefits

Provides funding in FY 2001 for 495 employees to include salaries, overtime, incentive awards, lump sum leave, and SES and other performance awards. Also includes workman's compensation payments on behalf of all employees funded through the Departmental Administration appropriation and transfer of 110 employees to the Office of Security and Emergency Operations.. . . . .

47,340      48,385      44,346

### Travel

Travel funds finance staff travel, Secretary of Energy Advisory Board and subcommittee travel, travel associated with scheduling and logistics for Secretarial trips, and travel associated with permanent change of station. Also included are DOE shuttle bus service, rental of vehicles from the GSA motor pool, lease of DOE fleet, and charter of aircraft or buses. . . . .

1,700      1,665      1,524

### Support Services

Support Services finance technical support services and management support services. The areas of support include computer support, automated data processing, delivery of training, operation of the Headquarters technical and law libraries, database maintenance, and administrative support. . . . .

27,000      18,000      10,692

### Other Related Expenses

Other Related Expenses finance the acquisition of goods and services that support this office's mission that are not considered support services, in addition to items purchased from the working capital fund such as rent, supplies, telephone service, etc. . . . .

30,960      29,950      22,137

Total, Program Direction . . . . .

|         |        |        |
|---------|--------|--------|
| 107,000 | 98,000 | 78,699 |
|---------|--------|--------|

## Explanation of Funding Changes from FY 2000 to FY 2001

|                                   |
|-----------------------------------|
| FY 2001 vs.<br>FY 2000<br>(\$000) |
|-----------------------------------|

### Salaries and Benefits

# The net decrease of \$4,039,000 comprises the transfer of the Office of Information Management to the Office of Security and Emergency Operations (110 FTEs; - \$9,180,000), the full effect of the FY 2000 pay raise and the partial effect of the FY 2001 pay raise (+\$3,141,000) and the hiring of 10 employees and transfer of 2 employees from the Assistant Secretary for Environment, Safety and Health to Management and Administration (+\$2,000,000). . . . . -4,039

### Travel

# The net decrease of \$141,000 comprises the transfer of the Office of Information Management to the Office of Security and Emergency Operations (-\$161,000) and an increase for Operations and Management Support (+ \$20,000).. . . . . -141

### Support Services

# The net decrease of \$7,308,000 comprises the transfer of the Office of Information Management to the Office of Security and Emergency Operations (-\$11,777,000), funding for the operation and maintenance of the human resources information system modules (+\$2,199,000), for the operation and expansion of electronic commerce systems Departmentwide (+\$1,500,000), for Operations and Management Support (+\$250,000) and for Real Estate Management and Oversight (+\$170,000) and transfer for Aviation Management and Safety (+\$350,000) from Environment, Safety and Health.. . . . -7,308

### Other Related Expenses

# The net decrease comprises the transfer of the Office of Information Management to the Office of Security and Emergency Operations (-\$8,213,000) and the transfer of Scientific and Technical Training from program support to program direction (+\$400,000).. . . . . -7,813

|   |         |
|---|---------|
| Total Funding Change, Program Direction . . . . . | -19,301 |
|---|---------|

## Support Services

(dollars in thousands)

|                                      | FY 1999       | FY 2000       | FY 2001       | \$ Change     | % Change      |
|--------------------------------------|---------------|---------------|---------------|---------------|---------------|
| Technical Support Services           |               |               |               |               |               |
| Administrative Support .....         | 6,460         | 6,840         | 5,840         | -1,000        | -14.6%        |
| Professional Support .....           | 2,210         | 2,340         | 2,340         | 0             | 0.0%          |
| Information Management Support ..... | 18,330        | 8,820         | 2,512         | -6,308        | -71.5%        |
| <b>Total, Support Services .....</b> | <b>27,000</b> | <b>18,000</b> | <b>10,692</b> | <b>-7,308</b> | <b>-40.6%</b> |

## Other Related Expenses

(dollars in thousands)

|  | FY 1999       | FY 2000       | FY 2001       | \$ Change     | % Change      |
|--|---------------|---------------|---------------|---------------|---------------|
| Working Capital Fund .....                 | 20,000        | 20,000        | 15,793        | -4,207        | -21.0%        |
| Capital Equipment .....                    | 500           | 672           | 672           | 0             | 0.0%          |
| Other .....                                | 10,460        | 9,278         | 5,672         | -3,606        | -38.9%        |
| <b>Total, Other Related Expenses .....</b> | <b>30,960</b> | <b>29,950</b> | <b>22,137</b> | <b>-7,813</b> | <b>-26.1%</b> |

# Management and Administration Program Support

## Program Mission

Program Support is funding for the Corporate Management Information Program (CMIP). CMIP is the Department's corporate investment initiative to replace outdated corporate information systems. CMIP provides a managed, disciplined, and cost-effective way to modernize DOE corporate business systems in a coordinated matter which uses new and emerging technologies and practices.

## Program Goal

We will develop or install and maintain efficient and cost effective corporate management systems using new technology that will assist the Department of Energy in the accomplishment of its mission.

## Program Objectives

# The CMIP, first funded in FY 1998, includes the following major corporate initiatives:

- < Corporate Human Resources Information System (CHRIS);
- < Corporate Business Management Information System-Financial Management (BMIS);
- < Corporate Technology Supported Learning;
- < Procurement Systems Modernization;
- < Information Architecture, Capital Planning and Investment, and Strategic Information Management;
- < Infrastructure and Telecommunications Improvements;
- < Corporate Initiatives Under Review.

## Funding Schedule

(dollars in thousands)

| Program Support                                | FY 1999 | FY 2000 | FY 2001        | \$ Change | % Change |
|--|---------|---------|----------------|-----------|----------|
| Scientific and Technical Training . . . . .    | 450     | 450     | 0 <sup>a</sup> | -450      | -100.0%  |
| Corporate Management Information . . . . .     | 8,000   | 12,000  | 12,000         | 0         | 0.0%     |
| Total, Management and Administration . . . . . | 8,450   | 12,450  | 12,000         | -450      | -3.6%    |

<sup>a</sup>Beginning in FY 2001, funding for this activity will be included in program direction.

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

### Scientific and Technical Training

|  |     |     |                |
|--|-----|-----|----------------|
| Total, Scientific and Technical Training . . . . . | 450 | 450 | 0 <sup>b</sup> |
|--|-----|-----|----------------|

### Corporate Management Information Program

#### # Corporate Human Resources Information System (CHRIS)

- < Development and testing of PeopleSoft payroll and time and labor modules.
- < Enhancements to employee/manager access to personnel/payroll information

#### # Corporate Business Management Information System - Financial Management (BMIS)

- < Acquisition and testing of Commercial-off-the-Shelf Core Financial System (CFS).
- < Purchase additional CFS software and hardware to support three financial service centers.

#### # Corporate Technology Supported Learning (TSL)

- < Tool support to a Technology-Supported Learning Center of Excellence.

#### # Procurement Systems Modernization

- < Continue electronic commerce tasks begun in FY 2000.
- < Begin enhancement of the industry interactive procurement process.

#### # Information Architecture, Capital Planning and Investment and Strategic Information Management

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<sup>b</sup> Beginning in FY 2001, funding for this activity will be included in program direction.

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

- < Department-wide rollout of the Information Architecture Methodology with supporting information technology standards and initiation of Chief Information Officer architectural management and oversight processes.

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

# **Infrastructure and Telecommunications Improvements**

- < Implementation of a centrally managed standard firewall for all 38 sites and installation of an NSA approved encryption algorithm to enhance the DOE corporate network's security as corporate management information systems are deployed and transported on this network.

# **Capital Planning and Investment and Strategic Information Management**

- < Maintain an effective Capital Planning and Information Technology Investment Process, conduct CMIP management and oversight and reviews, strengthen project managers' skills, and conduct strategic information management reviews.

|   |       |        |        |
|---|-------|--------|--------|
| Total, Corporate Management Information Program . . . . . | 8,000 | 12,000 | 12,000 |
| Total, Management and Administration . . . . .            | 8,450 | 12,450 | 12,000 |

**Explanation of Funding Changes FY 2000 to FY 2001**

|                                   |
|-----------------------------------|
| FY 2001 vs.<br>FY 2000<br>(\$000) |
|-----------------------------------|

|   |      |
|---|------|
| # The decrease represents the transfer of Scientific and Technical Training from program support to program direction.. . . . . | -450 |
| Total Funding Change, Management and Administration . . . . .   | -450 |

# **Chief Financial Officer**

## **Mission Supporting Goals and Objectives**

Mission Statement: The mission of the Office of Chief Financial Officer is to provide corporate guidance on all financial matters within the Department of Energy, administer the Department's financial operations, manage the Department's financial systems, ensure the integrity of the Department's financial data, assist the Secretary with decisions involving tradeoffs among costs and benefits of different programs, evaluate the financial aspects of policy options being considered within the Department, provide assistance in guiding and budget requests through the congressional authorization and appropriation processes, and, to monitor and ensure the efficiency and effectiveness of the expenditures of the Department of Energy.

### **Functional Responsibilities**

The Office of Chief Financial Officer (CFO) provides centralized direction and oversight of the full range of financial activities including: strategic planning and program evaluation; formulation, presentation and execution of the Department's budget; Oversight of the Department's construction projects; fulfilling the Department's obligations under the Federal Managers' Financial Integrity Act (FMFIA); establishing departmental accounting and financial policies, procedures and directives; operating and maintaining of the Department's payroll system and financial information system/Standard General Ledger; and performing all the Department's financial management functions (accounting, cash management, and reporting). In addition to these Department-wide responsibilities for Headquarters offices, the CFO performs selected financial management functions for field locations; provides oversight of financial operations for the Naval Petroleum Reserves in California and Wyoming; and acts as an Accounting Service Center for six DOE offices.

### **The CFO Status Report and 5 Year Plan**

The CFO Status Report and 5 year Plan presents the vision of the Office of Chief Financial Officer as a leader in the field of financial management. The financial management community is an integral part of the Department's decision making process. Our Status Report and 5 Year Plan is an attempt to align the financial management program with the Department's other missions so that the Program Offices and the Office of the Chief Financial Officer can work together to improve the overall efficiency of management at the Department of Energy. To make this vision a reality, the CFO is focusing on five major thrust areas: financial stewardship, integrated financial leadership, program analysis, human resource management, and technology/information architecture. The CFO Status Report and 5 Year Plan supports the Department's strategic goals as promulgated in the Department's Mission Statement and Strategic Plan.

### **Results of CFO Efforts**

During FY 2001, the Office of the Chief Financial Officer will continue its efforts to deliver credible financial reports, performance based budgets, improved budget presentations, heightened

responsiveness to the OMB and Congress, and better communication with stakeholders. Accounting initiatives will increase efficiency while sustaining timely payments. Information Management efforts will result in modernizing our business management systems, timely reporting, data integrity and improved decision-making tools. Human resource initiatives will ensure equal opportunity, improve human relations, develop financial management professionals, expand opportunities for CFO staff, and fill vital vacancies.

In FY 2001, the Office of Chief Financial Officer will be the lead office in the Department for implementing the Government Performance and Results Act of 1993 (GPRA). The Office will develop the Department's Strategic Plan, publish an Accountability Report on the results of previous year, ensure the execution of a Performance Agreement with the President for the current year, and develop a Performance Plan for the next budget year.

In addition to these important initiatives, the CFO provides financial services and products essential to sound financial management at the Department, including budget review, funds control, and budget execution. The Office also provides financial services in the areas of: program liaison, financial policy, budget consultations, travel and payroll, and the operation and maintenance of financial systems. The office provides the following financial products to the Administration and Congress: budget requests, reprogramming requests, financial reporting, and program analyses. The majority of CFO resources are committed to producing these ongoing financial products and services.

### **Corporate Financial Systems**

The Office of Chief Financial Officer is designing and will put in place the next generation Business Management Information System (BMIS), which includes the Corporate Executive Information System (EIS) and Financial Data Warehouse (FDW). The EIS and FDW will provide an effective means of capturing and integrating data and making business information available to executives, managers, and staff to support the decision making process and achieve the goals put forward in GPRA. The FY 2001 accomplishments will include: complete the BMIS pilot at one DOE accounting center, extend the implementation to remaining sites, purchase about 900 additional software licenses, purchase additional hardware, programming to meet statutory and regulatory requirements, continue interfaces to other systems, and training.

### **Engineering and Construction Management**

The new Office of Engineering and Construction Management has been established to conduct site visits on major construction projects, provide on-site technical assistance, performance review, and evaluation of DOE projects at DOE sites nation-wide. This organization was initially formed within the CFO in FY2000 and was not fully staffed for much of the year. The early requirements of the office were focused on coordination with program offices, headquarters support staff, and Congressional relations as well as planning and development of Departmental directives on project management. As the office completed much of its capability development, the process of deploying the project management systems, reporting and review requirements, and management techniques has become the focus. This deployment and the resultant performance management requires on-site reviews of projects and coordination with project personnel to ensure that Department direction has been implemented and is returning results

## Performance Measures

- # Submit an Accountability Report by March 1, 2001 which combines the FMFIA Report, and the CFO's Act Annual Report (including audited financial statements for FY 2000 and performance results) with other reports required by the Inspector General Act and the GPRA which will result in a more streamlined and consistent Departmental Report.
- # Execute a Performance Agreement with the President for FY 2001.
- # Develop an Annual Performance Plan to submit to Congress for FY 2002.
- # Develop an Annual Performance Plan to submit to OMB for FY 2003.
- # Expand the use of Intranet and Internet web sites to reduce the requirements for paper reports, approval signatures, leave and earnings statements and facilitate paperless financial processes and increasing customer access by 25%.
- # Submit a performance-based budget to Congress on time.
- # When providing the Congressional budget and supporting documents to stakeholders and the public, increase the use and timeliness of materials available as electronic media, computer compact disk, and on the Internet.
- # Maintain a 95% prompt payment percentage and make 80% of commercial payments by way of Electronic Funds Transfer for FY 2001, meeting the targeted goal for the Department.
- # Conduct two business management oversight reviews of Field Office financial activities.
- # Maintain or reduce uncosted balances as a percent of total funds available to cost.
- # Maintain or reduce unobligated balances as a percent of total obligational authority.
- # Maintain or reduce functional overhead support costs as a percent of total costs.
- # Consistent with P.L. 91-510, and DOE Order 2300 1b, ensure that no IG or GAO audit recommendations remain open more than one year without a management decision.
- # Continue efforts to identify information requirements for the Executive Information System and implement a minimum of two new business areas in FY 2001.
- # Continue efforts to expand the data captured and stored in the Financial Data Warehouse and increase the user base by 20%.
- # Extend implementation of the Business Management Information System (BMIS) to replace our core accounting system to the remaining accounting service centers and satellite sites. Complete the pilot at one DOE accounting service center, extend the implementation to remaining service centers/satellite offices, purchase additional software licenses, purchase additional hardware complete programming to meet all statutory and regulatory requirements, continue interfaces to other systems, and conduct training.
- # By April 2001 have all ongoing projects, valued at \$5 million or more, fully integrated into the project management policies, procedures, and systems implementation.

- # Complete all planned External Independent Reviews (EIR) of construction projects on schedule, to support both the needs of the project managers and timely delivery of EIR reports, with the programs' corrective action plans, to the Congress.
- # By April 2001 resolve recommendations from the National Research Council's report, "Improving Project Management in the Department of Energy".
- # Establish and disseminate Departmental project policies, orders, and guidance for major and other Department projects. Develop and implement an initial Department-wide project reporting system.the external independent review (EIR) backlog.
- # Minimize the number of Congressional reprogrammings.

## Funding Schedule

(dollars in thousands, whole FTEs)

|  | FY 1999             | FY 2000             | FY 2001 | \$ Change | % Change |    |
|--|---------------------|---------------------|---------|-----------|----------|----|
| Headquarters                                       |                     |                     |         |           |          |    |
| Salaries and Benefits .                            | 16,537              | 18,417              | 20,185  | 1,768     | 9.6%     |    |
| Travel .....                                       | 195                 | 327                 | 431     | 104       | 31.8%    | †  |
| Support Services .....                             | 3,715               | 4,464               | 5,617   | 1,153     | 25.8%    | †† |
| Other Related Expenses .....                       | 3,670               | 3,789               | 4,515   | 726       | 19.2%    |    |
| Subtotal, Program Direction ...                    | 24,117              | 26,997              | 30,748  | 3,751     | 13.9%    |    |
| Office of Strategic Planning, Funding Offset ..... | -997                | -997                |         |           |          |    |
| Total, Program Direction                           | 23,120 <sup>1</sup> | 26,000 <sup>2</sup> | 30,748  | 4,748     | 18.3%    |    |
| Full-Time Equivalents .....                        | 203                 | 219                 | 229     | 10        | 4.6%     |    |

† The budget for travel increases because of the Office of Construction Management will be spending time at the DOE sites overseeing the process on construction projects.

†† The budget for support services increases because the Data Warehouse and the Executive Information System will become fully operational in FY 2001.

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<sup>1</sup> The Chief Financial Officer used \$770,000 of carryover balances in FY 1999 to fully fund a staffing level of 203 FTE's.

<sup>2</sup> The Chief Financial Officer plans to use \$466,000 of carryover balances to offset FY 2000 program requirements.

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

### Salaries and Benefits

Provides funding in FY 2001 for 229 full-time-equivalent employees to include salaries, overtime, incentive awards, lump sum leave, SES and other performance awards, payments on behalf of employees, and payments to funds such as unemployment compensation and buyouts. CFO staff serves a wide range of customers with a large portfolio of products and services. Within the Department we provide customers with financial services ranging from travel and payroll services for employees to financial reporting for program evaluation. We prepare and execute the Department's strategic plan and budget in addition to interpreting and enforcing the Department's financial policies. Outside of the Department we work with other federal agencies including the General Accounting Office, Treasury, and Office of Management and Budget. The CFO presents the Department's financial interests to Congress and responds to significant financial legislation beginning with the CFO Act of 1990. Overall, the CFO contributes a financial perspective to Departmental decision making

The increase of personnel compensation and benefits is due to a cost of living adjustment and base pay adjustment due to the partial effects of the FY 2000 and FY 2001 pay increases, as well as the need for additional hires for the new Office of Engineering and Construction Management and to support other Secretarial Initiatives. . . . .

|        |        |        |
|--------|--------|--------|
| 16,057 | 18,417 | 20,185 |
|--------|--------|--------|

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

**Travel**

Funds staff travel for Department-wide and CFO activities including travel associated with the Department's initiatives related to a new core accounting system, a new payroll system, oversight activities, program evaluation, construction and engineering management, and budget validation studies

The increase is due to the travel requirements for the Office of Engineering and Construction Management. . . . .

|     |     |     |
|-----|-----|-----|
| 190 | 327 | 431 |
|-----|-----|-----|

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

**Support Services**

Funds financial system operations, maintenance and development and minimal financial technical support. . . . .

3,715      4,464      5,617

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

Technical Support

|   |     |       |                  |
|---|-----|-------|------------------|
| Budget and Program Liaison Support . . . . .        | 377 | 420   | 420              |
| Policy Analysis & Studies . . . . .                 | 160 | 160   | 175              |
| Engineering & Construction Support . . . . .        | 0   | 729   | 600 <sup>a</sup> |
| Accounting Handbook and Actuarial Support . . . . . | 100 | 100   | 100              |
| Subtotal, non ADP Support . . . . .                 | 637 | 1,409 | 1,295            |

ADP Support

|   |       |       |                    |
|---|-------|-------|--------------------|
| Legacy Systems . . . . .  | 700   | 700   | 800                |
| Maintenance and Enhancement of FDW/EIS and Budget systems . . . . . | 300   | 300   | 1,442 <sup>b</sup> |
| Mainframe/LAN support . . . . .                                     | 1,250 | 1,250 | 1,275              |
| Small Department-wide management systems . . . . .                  | 828   | 805   | 805                |
| Subtotal, ADP . . . . .   | 3,078 | 3,055 | 4,322              |
| Total, Support Services . . . . .                                   | 3,715 | 4,464 | 5,617              |

<sup>a</sup> The decrease in Support Services in the Office of Engineering and Construction is accompanied by an offsetting increase in other related expenses. This shift represents moving from a developing office to a fully operational office.

<sup>b</sup> The increase is partially comprised of an increase for the movement of financial systems from development to operation, and to maintain Information Technology systems and system expertise.

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

**Other Related Expenses**

Funds training, and items purchased from the working capital fund, for example, rent, telephones, and supplies and computer purchases not considered support services. . . . .

3,684      3,789      4,515

|   | FY 1999 | FY 2000 | FY 2001 |
|---|---------|---------|---------|
| Training . . . . .                            | 126     | 149     | 149     |
| Working Capital Fund . . . . .                | 2,427   | 2,605   | 2,785*  |
| Other . . . . .                               | 239     | 108     | 114     |
| Subtotal, non ADP . . . . .                   | 2,792   | 2,862   | 3,048   |
| ADP Support                                   |         |         |         |
| Mainframe/LAN<br>Hardware/Software . . . . .  | 479     | 502     | 997*    |
| Software Maintenance . . . . .                | 358     | 370     | 415     |
| Timeshare . . . . .                           | 55      | 55      | 55      |
| Subtotal, ADP . . . . .                       | 892     | 927     | 1,467   |
| Subtotal, Other Related<br>Expenses . . . . . | 3,684   | 3,789   | 4,515   |

|  |        |        |        |
|--|--------|--------|--------|
| Subtotal, Program Direction . . . . .                  | 24,117 | 26,997 | 30,748 |
| Office of Strategic Planning, Funding Offset . . . . . | -997   | -997   | 0      |
| Total, Program Direction . . . . .                     | 23,120 | 26,000 | 30,748 |

(dollars in thousands)

|         |         |         |
|---------|---------|---------|
| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|

\*The increase in other related expenses is due to several factors. These include the need to replace ADP workstations, provide for increased costs within the Working Capital Fund and to provide increases for a more stable and secure LAN environment.

**Explanation of Funding Changes FY 2000 to FY 2001**

|                                  |
|----------------------------------|
| FY 2001 vs<br>FY 2000<br>(\$000) |
|----------------------------------|

**Salaries and Benefits**

# The increase of personnel compensation and benefits is due to a 3.9% cost of living adjustment and base pay adjustment due to the partial effects of the FY 2000 and FY 2001 pay increases (+\$900,000), and 10 additional hires in support of Secretarial Initiatives e.g. program evaluation, financial accountability, and systems improvements (+\$868,000). . . . . +1,768

|                                  |
|----------------------------------|
| FY 2001 vs<br>FY 2000<br>(\$000) |
|----------------------------------|

**Travel**

# The increase is needed mainly for the Office of Engineering and Construction Management to provide on-site technical assistance, performance review and evaluation of DOE projects at DOE sites nation-wide and to participate in government and industry symposiums, conferences and seminars to maintain technical currency in project management, engineering, and construction planning and execution to enhance the Department's project management capability. This organization was initially formed within the CFO in FY2000 and was not fully staffed for much of the year. The early requirements of the office were focused on coordination with program offices, headquarters support staff, and Congressional relations as well as planning and development of Departmental directives on project management. As the office completed much of its capability development, the process of deploying the project management systems, reporting and review requirements, and management techniques has become the focus . . . . . +104

**Support Services**

# The increase in Support Services is partially comprised of an increase for the Executive Information System (EIS) and the Financial Data Warehouse (FDW) as the two systems begin to move out of the development stage and into the full production stage (+\$1,142,000). Additional increases are to manage the development and implementation of the Department's Strategic Management System and performance based management (+\$65,000), and to maintain Information Technology systems and system expertise (+\$75,000). These increases are offset by a decrease in the Office of Engineering and Construction Management as the office moves from the development to the operation stage (-\$129,000) . . . . +1,153

|                                  |
|----------------------------------|
| FY 2001 vs<br>FY 2000<br>(\$000) |
|----------------------------------|

**Other Related Expenses**

# The increase in other related expenses is due to several factors. One such factor is the completion of the ADP five-year workstation replacement strategy. The increase in funding will enable us to replace approximately 100 remaining workstations that do not meet the demands of current application technology. Funds are also needed to provide computer equipment to the Office of Engineering and Construction Management(+\$175,000). Another contributing factor is our partnership with the Office of Chief Information Officer (CIO) in providing a corporate solution to the CFO's network infrastructure needs. Such services as electronic messaging, user support helpdesk, and unclassified cyber security support would be provided by the CIO on a fee for service basis. Utilizing the CIO's services for these items would provide for a more stable and secure LAN environment, more responsive customer assistance, and better e-mail capabilities (+\$320,000). Other contributing factors are the increase in software maintenance and hardware/software upgrades in the LAN and HP arenas (+\$45,000). Additional increases are due to the rising costs within the Working Capital Fund e.g. rent, telecommunication, mail and supplies, and other miscellaneous expenses (+\$186,000).....

|   |       |
|---|-------|
|   | +726  |
| Total Funding Change, Program Direction. .... | 3,751 |

# **Board Of Contract Appeals**

## **Mission Supporting Goals and Objectives**

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

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

## **Performance Measures**

- # Under delegated authority from the Secretary, provide alternative dispute resolution services to cost-reimbursement contracts.
- # Implement fact-finding authority for debarments.
- # Continue to assess benefits of expanded mediation of disputes at the subcontract level in cost-reimbursement contracts.
- # Continue Board-provided alternative dispute resolution through standardized provisions in cost-reimbursement contract solicitations.

## Funding Schedule

(dollars in thousands, whole FTEs)

|  | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|--|---------|---------|---------|-----------|----------|
| Salaries and Benefits .....            | 520     | 636     | 636     | 0         | 0.0%     |
| Travel .....                           | 6       | 6       | 6       | 0         | 0.0%     |
| Support Services .....                 | 0       | 0       | 0       | 0         | 0.0%     |
| Other Related Expenses .....           | 189     | 196     | 236     | +40       | +20.4%   |
| Total, Board of Contract Appeals ..... | 715     | 838     | 878     | +40       | +4.8%    |
| Full-time Equivalents .....            | 4       | 5       | 5       | 0         | 0.0%     |

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

### Salaries and Benefits

Salaries and Benefits provide funding for full-time permanent and other than full-time permanent employees in the following classes: salaries and wages, overtime pay, cash incentive awards, lump sum leave payments, Senior Executive and other performance awards, and payments to funds for the benefit of employees for workman's compensation payments . . . . .

520                  636                  636

### Travel

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

6                          6                          6

### Other Related Expenses

Other Related Expenses include funding for employee training and development and funding to support the Working Capital Fund for rental space, telecommunications, utilities and miscellaneous charges, printing and reproduction, other services (e.g. tuition, experts, neutrals, etc.), operating and maintenance of equipment, purchase of goods and services through government counts, supplies and materials, and equipment . . . . .

189                  196                  236

Total, Program Direction . . . . .

|     |     |     |
|-----|-----|-----|
| 715 | 838 | 878 |
|-----|-----|-----|



# **Congressional & Intergovernmental Affairs**

## **Mission Supporting Goals and Objectives**

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

The office is charged with being responsive to the needs of Members of Congress and Committees; State, local and Tribal governments; DOE stakeholders; consumer and public interest groups, and other Federal governments. The mission and responsibilities are well served by the office's functioning as a central point of contact for information about the Department's energy, national security, science and environmental business lines. The release of timely, factual information and a commitment to creating opportunities for public involvement in the Department's decision-making process have contributed to the office's success in fulfilling its mission and achieving its goals and objectives.

The office strives for continuous improvement in its partnerships with constituent groups and stakeholders. These efforts are supported through close collaboration with DOE officials and program staff on the development and implementation of legislative strategies; by communicating DOE's missions and benefits to our primary customers; and through rapid response to our customer's requests for information.

## **Program Goals**

- # Embrace the importance of keeping the nation's citizens informed, and provide information to Members of Congress, Committees and staff, State, local and Tribal officials, American taxpayers; contribute to a broad national understanding of the Department's mission in areas ranging from energy security to economic development and national security; and support the statutory requirements of the DOE Organization Act, Public Law 95-91, to provide liaison between the Department, Congress and State, local and Tribal governments.
- # Build trust and ensure public understanding of the importance of Department of Energy (DOE) policies, programs, and initiatives.
- # Comply with DOE's Acquisition Regulation which directs this office to advise Members of Congress regarding pending awards that have an impact upon the Members' State/District.
- # Communicate to all of our customers through its work advising and coordinating with program offices on matters relating to congressional, intergovernmental, and Tribal, and other outreach activities.
- # Provide timely, responsible information in anticipation of stakeholders' needs and targeted to the full range of DOE customers -- from Members of Congress, Committees and staff, governors, Tribal leaders, local elected/appointed officials, and community groups around DOE sites, to professionals in the business, environmental, and national security communities.

- # Support early and effective customer involvement in DOE decision making by improving coordination of stakeholder activities that cross-cut other DOE programs.
- # Prepare briefing materials for the Secretary, Deputy Secretary and Under Secretary in preparation for meetings with Members of Congress and stakeholders.

## **Performance Measures**

- # Measure performance through customer feedback, leadership's ability to meet commitments and program objectives and feedback from our employees.
- # Assist program offices in their preparation of official Departmental testimony and accompany senior Departmental officials to approximately 85 hearings. Assist program offices in preparation for those hearings.
- # Attend over 3,000 briefings and meetings and over 40 committee markups in performance of CI's liaison functions.
- # Research, prepare, and/or review:
  - < Over 100 briefing books/papers regarding Congressional hearings and meetings;
  - < Over 3,000 pieces of Congressional correspondence, developed with program offices on program/policy issues;
  - < 100 reports on Congressional hearings, coordination of 110 hearing statements, approximately 1,600 pre- and post-hearing Questions and Answers; 90 inserts for the record; and 1,000 congressional letters relating to hearings;
  - < 250 Daily Reports and 52 Weekly Reports for senior Departmental officials providing detailed congressional and intergovernmental information on meetings, hearings, mark-ups, site visits and other major events;
  - < Numerous Congressional notifications on Departmental program issues and major announcements;
  - < Approximately 3,000 contract and grant notifications for Members of Congress requiring over 9,000 congressional notifications, and to affected Governors;
  - < Several thousand notifications to Governors/Tribal leaders/American Indian Organizations/consumer groups and industry of major actions;
  - < Briefing papers for meetings or appearances by the Secretary and other principal Departmental officers with intergovernmental or public liaison groups; and
  - < 535 biographies for Members of Congress (including energy-related information, Committee assignments, energy and environment-related legislation sponsored and co-sponsored by Member(s), background information on Departmental facilities in Member's District/State, and major energy interests and concerns).

## Funding Schedule

(dollars in thousands, whole FTEs)

|   | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|---|---------|---------|---------|-----------|----------|
| Salaries and Benefits .....                               | 4,031   | 4,082   | 4,222   | +140      | +3.4%    |
| Travel .....  | 60      | 60      | 57      | -3        | -5.0%    |
| Support Services .....                                    | 25      | 3       | 3       | 0         | 0%       |
| Other Related Expenses .....                              | 784     | 765     | 864     | +99       | +12.9%   |
| Total, Congressional & Intergovernmental<br>Affairs ..... | 4,900   | 4,910   | 5,146   | +236      | +4.8%    |
| Full Time Equivalents .....                               | 40      | 41      | 41      | 0         | 0%       |

### Public Law Authorization:

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

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

### Salaries and Benefits

Salaries and benefits provides funding for 41 full-time permanent and other than full-time permanent employees, overtime pay, cash incentive awards, lump sum leave payments, Senior Executive Service and other performance awards, and payment to funds for workmens' compensation. . . . .

|       |       |       |
|-------|-------|-------|
| 4,031 | 4,082 | 4,222 |
|-------|-------|-------|

### Travel

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

|    |    |    |
|----|----|----|
| 60 | 60 | 57 |
|----|----|----|

### Support Services

Support services provides funding for computer support for enhanced communications technologies, e.g., Fax Liaison (fax broadcasting) .

|    |   |   |
|----|---|---|
| 25 | 3 | 3 |
|----|---|---|

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

**Other Related Expenses**

Other related expenses provides funding for employee training and development; other program support for information dissemination to the public through public service announcements; timesharing services (Lexis/Nexis, Congressional Quarterly, Hotline/Greenwire); and services included in the business lines of the Working Capital Fund, e.g., office space, building operations and maintenance, postage, telephone service, printing and graphics, copying, supplies/equipment, etc. ....

|                                |       |       |       |
|--------------------------------|-------|-------|-------|
|                                | 784   | 765   | 864   |
| Total, Program Direction ..... | 4,900 | 4,910 | 5,146 |

**Explanation of Funding Changes from FY 2000 to FY 2001**

|                                   |
|-----------------------------------|
| FY 2001 vs.<br>FY 2000<br>(\$000) |
|-----------------------------------|

**Salaries and Benefits**

# Salaries and benefits reflect an increase due to cost of living adjustments, promotions, within-grade increases and performance awards. .... +140

**Travel**

# Travel reflects a small decrease due to use of other alternatives such as teleconferencing. .... -3

**Support Service**

# No change. .... 0

**Other Related Expenses**

# Other related expenses reflects an increase in contract support for public service announcements and other outreach activities (\$+29,000), funding for timesharing services (\$+66,000) which were previously funded outside of Departmental Administration, an increase in the Working Capital Fund (\$+5,000), and a decrease in training (\$-1,000). .... +99

Total Funding Change, Congressional & Intergovernmental Affairs. .... +236

## Support Services

(dollars in thousands)

|   | FY 1999   | FY 2000  | FY 2001  | \$ Change | % Change  |
|---|-----------|----------|----------|-----------|-----------|
| Technical Support Services (Fax Liaison). . . . . | 25        | 3        | 3        | 0         | 0%        |
| <b>Total, Support Services . . . . .</b>          | <b>25</b> | <b>3</b> | <b>3</b> | <b>0</b>  | <b>0%</b> |

## Other Related Expenses

(dollars in thousands)

|   | FY 1999    | FY 2000    | FY 2001    | \$ Change  | % Change     |
|---|------------|------------|------------|------------|--------------|
| Training . . . . .  | 4          | 4          | 3          | -1         | -25.0%       |
| Other Program Support—Congressional & Intergovernmental Affairs . . . . .       | 30         | 21         | 50         | +29        | +138.1%      |
| Lexis/Nexis, Congressional Quarterly, Hotline/Greenwire (Timesharing) . . . . . | 0          | 0          | 66         | +66        | +100.0%      |
| Working Capital Fund . . . . .  | 750        | 740        | 745        | +5         | +0.7%        |
| <b>Total, Other Related Expenses . . . . .</b>                                  | <b>784</b> | <b>765</b> | <b>864</b> | <b>+99</b> | <b>+4.8%</b> |

# Public Affairs

## Mission Supporting Goals and Objectives

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

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

### Program Goals

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

## **Performance Measures**

- # Measure performance through customer feedback, ability to meet commitments and program objectives.
- # Serve as an intermediary with the news media, DOE stakeholders, and the general public, by providing staff resources for:
  - < Plan and coordinate 120 press conferences, over 400 press releases, advisories and briefs, and responded to over 19,500 inquiries for information or interviews from the news media;
  - < Operate the Departmental public inquiries office that handles requests concerning all DOE program and activities, responding to about 13,000 public inquiries from students, schools, colleges, libraries, industry, businesses, Federal agencies, State and local governments, and private citizens;
  - < Produce and distribute 12 editions of the Departmental news magazine to DOE employees and contractors with external copies sent to Congressional offices, Federal agencies, State and local governments, news media, libraries, colleges, schools, energy-related trade associations and public interest organizations, embassies and others on request;
  - < Manage DOE's Home Page to make it more accessible, user-friendly and informative to the public;
  - < Compile news clips articles from 60 major newspapers, five regional papers, eight weekly magazines/journals and produce/distribute over 500 copies of news, magazine, and regional clips; and
  - < Review/approve over 175 publications, exhibits and audiovisuals of Departmental activities.
- # In support of the Department's mission:
  - < Assist, advise, and/or prepare speeches, talking points, and presentations for the Secretary;
  - < Communicate guidance and coordinate activities with Field and Laboratory public affairs offices; and
  - < Coordinate and provide strategic information of schedules for major announcements.

## Funding Schedule

(dollars in thousands, whole FTEs)

|   | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|---|---------|---------|---------|-----------|----------|
| Salaries and Benefits .....             | 2,494   | 2,640   | 2,971   | +331      | +12.5%   |
| Travel .....                            | 70      | 80      | 80      | 0         | 0%       |
| Support Services (Home Page, etc) ..... | 0       | 48      | 50      | +2        | +4.2%    |
| Other Related Expenses .....            | 936     | 932     | 1,049   | +117      | +12.6%   |
| Total, Public Affairs .....             | 3,500   | 3,700   | 4,150   | +450      | +12.2%   |
| Full Time Equivalents .....             | 33      | 34      | 34      | 0         | 0%       |

### Public Law Authorization:

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

## Detailed Program Justification

(dollars in thousands)

|  | FY 1999      | FY 2000      | FY 2001      |
|--|--------------|--------------|--------------|
| <b>Salaries and Benefits</b>   |              |              |              |
| Salaries and Benefits provides funding for 34 full-time permanent and other than full-time permanent employees, overtime pay, cash incentive awards, lump sum leave payments, and other performance awards, and payment to funds for workmens' compensation. In FY 2000, \$250,000 in prior year balances will be used to offset a funding shortfall in salaries and benefits. . . . .   | 2,494        | 2,640        | 2,971        |
| <br><b>Travel</b>  |              |              |              |
| Travel provides funding for official travel to arrange and lead all media events, to accompany the Secretary, Deputy Secretary, and Under Secretary at public appearances; to attend conferences and meetings with Public Affairs Field Directors and a broad range of DOE stakeholders to convey DOE initiatives and policies . . . . .   | 70           | 80           | 80           |
| <br><b>Support Services</b>  |              |              |              |
| Support Services provides funding for computer support for enhanced communications technologies, e.g., the DOE Home Page, Fax Liaison (fax broadcasting) . . . . .   | 0            | 48           | 50           |
| <br><b>Other Related Expenses</b>  |              |              |              |
| Other Related Expenses provides funding for employee training and development; other program support services relative to producing the daily news clips and radio/TV transcription services; timesharing services(Lexis/Nexis, Associated Press, Reuters, Federal News, Hotline/Greenwire); items included in the business lines of the Working Capital Fund, e.g., office space, building operations and maintenance, postage, telephone service, printing and graphics, copying, supplies/equipment, etc. . . . . | 936          | 932          | 1,049        |
| <b>Total, Program Direction . . . . .</b>  | <b>3,500</b> | <b>3,700</b> | <b>4,150</b> |

## Explanation of Funding Changes from FY 2000 to FY 2001

FY 2001 vs.  
FY 2000  
(\$000)

### Salaries and Benefits

# Salaries and benefits reflects an increase due to cost of living adjustments, promotions, within-grade increases and performance awards. Use of prior year balances were used in FY 2000 to offset a funding shortfall in salaries and benefits. +331

### Travel

# There is no increase or decrease. 0

### Support Services

# Support services reflects an increase in technical computer support. +2

### Other Related Expenses

# Other related expenses reflects an increase in other program support for timesharing services (\$+70,000) which were previously funded outside of Departmental Administration, an increase in employee training (\$+1,000), and an increase in the working capital fund (\$+46,000). +117

Total Funding Change, Public Affairs. +450

## Support Services

(dollars in thousands)

|                                      | FY 1999  | FY 2000   | FY 2001   | \$ Change | % Change      |
|--------------------------------------|----------|-----------|-----------|-----------|---------------|
| Technical Support Services .....     | 0        | 48        | 50        | +2        | +4.16%        |
| <b>Total, Support Services .....</b> | <b>0</b> | <b>48</b> | <b>50</b> | <b>+2</b> | <b>+4.16%</b> |

## Other Related Expenses

(dollars in thousands)

|  | FY 1999    | FY 2000    | FY 2001      | \$ Change   | % Change      |
|--|------------|------------|--------------|-------------|---------------|
| Training .....   | 0          | 2          | 3            | +1          | 50.0%         |
| Other Program Support--Public Affairs ...  | 59         | 70         | 70           | 0           | 0.0%          |
| Lexis/Nexis, Associated Press, Reuters,<br>Federal News Service (Timesharing) .... | 0          | 0          | 70           | +70         | +100.0%       |
| Working Capital Fund .....   | 877        | 860        | 906          | +46         | +5.3%         |
| <b>Total, Other Related Expenses .....</b>   | <b>936</b> | <b>932</b> | <b>1,049</b> | <b>+117</b> | <b>+12.6%</b> |

# General Counsel

## Mission Supporting Goals and Objectives

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

## Performance Measures

- # General Counsel utilizes feedback from customers and General Counsel personnel, and reviews such as those conducted by the DOE Inspector General and the General Accounting Office as bases for measures of performance.

## Funding Schedule

(dollars in thousands, whole FTEs)

|                                | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|--------------------------------|---------|---------|---------|-----------|----------|
| Salaries and Benefits .....    | 15,264  | 16,310  | 17,424  | +1,114    | +6.8%    |
| Travel. ....                   | 100     | 100     | 100     | 0         | 0%       |
| Support Services .....         | 496     | 770     | 855     | +85       | +11.0%   |
| Other Related Expenses .....   | 3,550   | 3,570   | 4,345   | +775      | +21.7%   |
| Total, General Counsel .....   | 19,410  | 20,750  | 22,724  | +1,974    | +9.5%    |
| Full Time Equivalentents ..... | 157     | 158     | 160     |           |          |

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

### Salaries and Benefits

Provides funding in FY 2001 for 160 full-time equivalent employees to include salaries, overtime, incentive awards, lump sum leave, SES and other performance awards, payments on behalf of employees to funds such as workman's compensation, unemployment compensation and buyouts. Note: In FY 2000, in addition to the appropriation for General Counsel, \$290,000 in prior year balances were used to offset a shortfall in salaries and benefits . . . . .

|        |        |        |
|--------|--------|--------|
| 15,264 | 16,310 | 17,424 |
|--------|--------|--------|

### Travel

Provides funding for employees to attend hearings, court trials, proceedings, and to take depositions wherever necessary. Also provides funding for conference attendance and travel to attend training. . . . .

|     |     |     |
|-----|-----|-----|
| 100 | 100 | 100 |
|-----|-----|-----|

### Support Services

Provides funds for technical support services, including: mediators for Alternative Dispute Resolution, computer/LAN operations, staffing of the DOE law library, outside attorneys to process intellectual property actions, and consulting and software programming services to receive, process, and track transactions for a nationwide intellectual property database. . . . .

|     |     |     |
|-----|-----|-----|
| 496 | 770 | 855 |
|-----|-----|-----|

### Other Related Expenses

Provides funding for Dept. Of Commerce fees for intellectual property prosecution, law library books and materials, employee training, and items included in the Working Capital Fund (rent, utilities, building operation and maintenance, supplies, telephone, DOE wide computer/LAN operations, etc.), timesharing (Lexis & Westlaw), computer hardware/software, and other sundry items. . . . .

|       |       |       |
|-------|-------|-------|
| 3,550 | 3,570 | 4,345 |
|-------|-------|-------|

Total, General Counsel . . . . .

|        |        |        |
|--------|--------|--------|
| 19,410 | 20,750 | 22,724 |
|--------|--------|--------|

## Explanation of Funding Changes from FY 2000 to FY 2001

|                                  |
|----------------------------------|
| FY 2000 vs<br>FY 2001<br>(\$000) |
|----------------------------------|

### Salaries and Benefits

|   |   |        |
|---|---|--------|
| # | The increase of \$1,114,000 is due to general pay increases, promotions, and within-grade increases (+\$636,000), two hires (+\$188,000), and to compensate for carryover balances used in FY 2000 to cover a funding shortfall (+\$290,000). | +1,114 |
|---|---|--------|

### Travel

|   |                 |   |
|---|-----------------|---|
| # | No change. .... | 0 |
|---|-----------------|---|

### Support Services

|   |   |     |
|---|---|-----|
| # | The increase of \$85,000 consists of increases in costs for; outside mediators for Alternative Dispute Resolution (+\$25,000), library contractor support because plans to reduce the support staff proved unworkable (+\$50,000), and outside attorneys to process Intellectual Property actions (+\$10,000). .... | +85 |
|---|---|-----|

### Other Related Expenses

|   |   |      |
|---|---|------|
| # | The increase of \$775,000 consists of increases in: Intellectual Property costs necessary to process an adequate number of patent and licensing actions to provide an acceptable level of protection to the Department (+\$340,000), costs for timesharing services (Lexis/Nexis and Westlaw) which were previously funded outside Departmental Administration (+\$300,000), Working Capital Fund costs (+\$63,000), hardware costs needed to replace aging printers, copiers, and facsimiles (+\$55,000), training costs due to implementation of Individual Development Plans as required by DOE order 360.1 and the bargaining agreement between DOE Headquarters and the NTEU (+\$19,000), other sundry items (+\$9,000); offset by a decrease in costs for law library books/materials (-\$11,000). .... | +775 |
|---|---|------|

|   |        |
|---|--------|
| Total Funding Change, General Counsel ..... | +1,974 |
|---|--------|

## Support Services

(dollars in thousands)

|                                      | FY 1999    | FY 2000    | FY 2001    | \$ Change  | % Change      |
|--------------------------------------|------------|------------|------------|------------|---------------|
| Technical Support Services           |            |            |            |            |               |
| Intellectual Property .....          | 136        | 250        | 260        | +10        | +4.0%         |
| Alternate Dispute Resolution .       | 0          | 50         | 75         | +25        | +50.0%        |
| Computer / LAN .....                 | 260        | 420        | 420        | 0          | 0.0%          |
| Law Library - Personnel .....        | 100        | 50         | 100        | +50        | 100.0%        |
| <b>Total, Support Services .....</b> | <b>496</b> | <b>770</b> | <b>855</b> | <b>+85</b> | <b>+11.0%</b> |

## Other Related Expenses

(dollars in thousands)

|                                      | FY 1999      | FY 2000      | FY 2001      | \$ Change   | % Change      |
|--------------------------------------|--------------|--------------|--------------|-------------|---------------|
| Law Library - materials .....        | 315          | 328          | 317          | -11         | -3.4%         |
| Training .....                       | 20           | 21           | 40           | +19         | +90.5%        |
| Government Agencies -                |              |              |              |             |               |
| Intellectual Property .....          | 284          | 275          | 615          | +340        | +123.6%       |
| Timesharing .....                    | 0            | 0            | 300          | +300        | >999%         |
| Computer, hardware/software .        | 0            | 0            | 55           | +55         | >999%         |
| Working Capital Fund .....           | 2,911        | 2,922        | 2,985        | +63         | +2.2%         |
| Other .....                          | 20           | 24           | 33           | +9          | +37.5%        |
| <b>Total, Other Related Expenses</b> | <b>3,550</b> | <b>3,570</b> | <b>4,345</b> | <b>+775</b> | <b>+21.7%</b> |

# Office of Policy

## Program Mission

The Office of Policy (PO) is the primary policy advisor to the Secretary and the Department's senior management on emerging challenges to the economic efficiency and reliability of the Nation's energy sector, and the source of accurate and unbiased analysis of existing and prospective energy-related policies. The Office also provides policy analysis and support to the Department's efforts to lead and coordinate scientific research and technology development across all mission areas, manage stockpiles of nuclear materials, and address National security concerns. The Policy Office role is to render integrated and cross-cutting policy advice to the leadership of the Department and represent the Department in interagency discussions, based on a broader range of policy objectives than would be found within the Department's individual program offices.

## Program Goals

- # Develop and assess Departmental policies on energy, science and technology, nuclear materials, and other policy issues, and advocate the Department's views in decision-making processes with other Departments and agencies.
- # Ensure effective and consistent communication and implementation of Administration and Departmental policies and priorities.
- # Effectively engage the international community in discussions and actions involving energy-related environmental and national security issues through multilateral and bilateral negotiations and agreements.
- # Provide direction for the deployment of analytical resources identified in the Solar and Renewables Budget to support regulatory reform and country-specific energy modeling activity to implement the recommendations of the President's Committee of Advisors on Science and Technology regarding international energy research and development.

## Program Objectives

- # *Policy Development:* PO identifies and develops effective energy, science and technology, nuclear materials, and other policies; helps define long-term goals, objectives, and priorities; and ensures the involvement of appropriate program offices in these efforts.
- # *Policy Analysis:* PO provides the Secretary, Deputy Secretary and the Under Secretary independent analysis and assessment of energy, science and technology, nuclear materials, and other policies and programs. As a result of PO contributions to the decision-making process, the Secretary is assured impartial and unbiased policy advice because PO has no vested or parochial interests in specific DOE programs.

- # *Policy Coordination:* PO coordinates policy initiatives and strategies on issues that cut across more than one program area. PO prevents "stove piping" by facilitating the development of integrated and coordinated policy approaches across all of the Department's functions. PO also ensures that DOE is aligned with core national goals and objectives.
- # *Policy Communication:* PO communicates DOE policies to its stakeholders, including industry, other agencies, Congress, State and local governments. PO ensures that the views of the White House, Congress, public and private sector organizations, and foreign countries are addressed in the policy making process.
- # *Policy Oversight:* PO ensures that Secretarial policies and priorities are reflected in the Department's regulatory actions, Congressional communications and other public documents.

## **Performance Measures**

- # Effective analysis and advocacy to assure that Federal regulatory activities of other agencies affecting the energy sector are consistent with National energy policies and do not impose unnecessary costs on consumers and producers, as measured by comments provided and by the cost savings achieved by changes in regulatory proposals resulting from our interventions.
- # Effective analytical and policy development activities in support of the Administration, Federal Energy Regulatory Commission (FERC), Congress and states to increase the economic efficiency of energy markets so as to benefit consumers while also meeting environmental protection goals and assuring the continued reliability of energy supplies, as measured by the influence of analyses provided on relevant regulatory and legislative decisions.
- # Leadership in the analysis, policy development, and negotiation processes surrounding global climate change, as measured by the influence of analyses supporting cost-effective and flexible approaches to mitigation that reflect a realistic appraisal of energy needs and priorities.
- # Effective utilization of energy modeling capabilities, as measured by success in meeting requests from the Administration and Congress for timely analysis of emerging energy issues.
- # Effective analytical and policy development activities in support of the Administration's national security objectives involving nuclear materials stewardship and resolution of international environmental problems as measured by the influence of analyses provided on the management and other initiatives ultimately implemented.
- # Effective development of science and technology policies in support of Departmental missions in fundamental science, mission-driven research and development, laboratory missions and management, and international science and technology cooperation, as measured by the number and influence of analyses, teaming arrangements, workshops, reports and other means of communication on the Department's science and technology policies and programs.

## Significant Accomplishments and Program Shifts

- # Provided the primary expertise that led to the Administration's proposals to restructure the electric utility industry. PO led the Department's analytical assessment of the electric industry restructuring effort. PO analysts conducted modeling assessments to estimate the effects of industry changes on future energy security, reliability of supply, and financial and environmental implications. This resulted in the 1998 and 1999 legislative proposals by the Administration, including the Comprehensive Electricity Competition Act. PO continues its analytical studies of electric industry restructuring in order to estimate effects of industry changes on future energy security, reliability of supply, costs to consumers and environmental implications.
- # Assured balanced consideration of energy issues in the development of Administration environmental policies by other Federal agencies. PO led the Department's effort to assess the potential impacts of Environmental Protection Agency (EPA) regulatory proposals on motor fuels, utility nitrogen oxide emissions and Toxic Release Inventories, among others, and developed specific recommendations, together with supporting analysis, that significantly reduced the potential adverse impacts of these regulations on the Nation's energy consumers and the energy sector.
- # Led the Administration's efforts to ensure that the computer systems that manage the U.S. energy sector would continue to function reliably after the transition to the year 2000. Worked closely with other public and private entities to ensure that key electric, and oil and gas sector computer systems were updated and tested. Performed independent analyses to verify that the U.S. electric system would not be disrupted by the Y2K computer problem and contributed to DOE's efforts to support and monitor domestic and international efforts in this area.
- # Led the Department's participation in the development of the Administration's climate policies and the support of these policies in international negotiations and other fora. In this regard, the Policy Office has focused on the design and advocacy of flexible, market-based mechanisms for limiting global greenhouse gas emissions at modest cost, and on encouraging the full participation of both developed and developing countries in these efforts.
- # Contributed to the strengthening of the Department's energy resources R&D portfolio by leading a Department-wide review and analysis of the energy resources R&D portfolio, assessing its adequacy and identifying gaps. Contributed to numerous science and technology policy initiatives, including peer review, recoupment, and R&D evaluation, and completed a comprehensive policy review of the Department's practices and procedures concerning technology partnerships with the National Laboratories, and related issues of licensing and intellectual property.
- # Served as a catalyst to bring the various elements of the Department and the National Laboratories together to address a major national security issue -- nuclear materials stewardship. As a result of initiatives originally sponsored by the Office of Policy, the Department is establishing a formal mechanism to develop department-wide policies and programs that address nuclear materials stewardship.

## Funding Profile

(dollars in thousands)

|   | FY 1999<br>Original<br>Appropriation | FY 2000<br>Original<br>Appropriation | FY 2000<br>Use of Prior<br>Year<br>Balances | FY 2000<br>Obligational<br>Authority | FY 2001<br>Request       |
|---|--------------------------------------|--------------------------------------|---|--------------------------------------|--------------------------|
| Policy                                      |                                      |                                      |   |                                      |                          |
| Program Direction .....                     | 14,000                               | 14,000                               | 1,000                                       | 15,000                               | 6,688                    |
| Policy Analysis and Systems Studies .....   | 350                                  | 350                                  | 30  | 380                                  | 0                        |
| Environmental and Energy Policy Analysis .. | 2,000                                | 1,000                                | 40  | 1,040                                | 1,400                    |
| <b>Total, Policy</b>                        | <b>16,350</b>                        | <b>15,350</b>                        | <b>1,070</b>                                | <b>16,420</b>                        | <b>8,088<sup>a</sup></b> |

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<sup>a</sup>Net decrease is partially comprised of the transfer of \$7,499,000 in FY 2000 for the creation of the Office of International Affairs and \$997,000 transferred to Chief Financial Officer in FY 2000 to support the transfer of the Office of Strategic Planning and Program Evaluation. A detailed funding comparability matrix is attached with supporting information.

# Policy Program Direction

## Mission Supporting Goals and Objectives

The Office of Policy leads the Department's efforts to assess and assure the economic efficiency and reliability of the Nation's energy sector, and to provide accurate and unbiased analysis of existing and prospective energy-related policies. The Office also supports efforts to strengthen the Department's leadership in advancing scientific and technology developments, to improve the management of nuclear material stockpiles, and to address national security concerns. During FY 2001, the Office will continue to concentrate on introducing effective competition in the electric utility sector, strengthening the Nation's energy security, and developing Federal policies that minimize the costs of achieving national environmental goals and international commitments to curb greenhouse gas emissions, while ensuring reliable supplies of affordable energy. The Office also leads the development of National Energy Policy statements and plans.

## Funding Schedule

(dollars in thousands, whole FTEs)

|                                   | FY 1999 | FY 2000 | FY 2001            | \$ Change | % Change |
|-----------------------------------|---------|---------|--------------------|-----------|----------|
| Salaries and Benefits .....       | 11,479  | 11,433  | 5,300              | -6,133    | -53.6%   |
| Travel .....                      | 500     | 507     | 250                | -257      | -50.7%   |
| Other Related Services .....      | 2,021   | 2,060   | 1,138              | -922      | -44.8%   |
| Subtotal, Program Direction ..... | 14,000  | 14,000  | 6,688 <sup>b</sup> | -7,312    | 52.2%    |
| Full Time Equivalents .....       | 102     | 112     | 46                 | -66       | -58.9%   |

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<sup>b</sup>Decrease reflects transfer of funds from the Office of Policy to the Office of International Affairs \$7,104,000 and the Office of Chief Financial Officer \$837,000.

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

### Salaries and Benefits

Provides funding for 46 full-time permanent and other than full-time permanent employees, in the following categories: salaries and benefits, the Department's FICA contribution, unemployment and workman's compensation, health benefits, thrift savings plan, overtime pay, cash incentive awards, lump sum leave payments, Senior Executive Service and other performance awards, and permanent change of station moves. Note: In FY 2000, in addition to the appropriation for the Offices of Policy and International Affairs, \$310,000 in prior year balances will be used to offset a funding shortfall in salaries and benefits. . . . .

|        |        |       |
|--------|--------|-------|
| 11,479 | 11,433 | 5,300 |
|--------|--------|-------|

### Travel

Funds staff transportation to field sites, to meetings with stakeholders and other energy policy professionals, to international negotiations and policy coordination meetings, and to other meetings relevant to domestic and international energy, science and technology, environmental, and national security policies. These funds also allow some employees to attend professional conferences and training classes. Note: In FY 2000, in addition to the appropriation for the Offices of Policy and International Affairs, \$223,000 in prior year balances will be used to offset a funding shortfall in travel. . . . .

|     |     |     |
|-----|-----|-----|
| 500 | 507 | 250 |
|-----|-----|-----|

### Other Related Expenses

Provides funding for working capital expenditures, subscriptions, telephone credit cards, pagers, portable phones, interpreters, information technology hardware and software acquisition, LAN administration, international phone charges, budget and accounting systems maintenance and training. Note: In FY 2000, in addition to the appropriate for the Offices of Policy and International Affairs, \$467,000 in prior year balances will be used to offset a funding shortfall in Other Related Expenses.. . . .

|       |       |       |
|-------|-------|-------|
| 2,021 | 2,060 | 1,138 |
|-------|-------|-------|

Total, Program Direction

|        |        |       |
|--------|--------|-------|
| 14,000 | 14,000 | 6,688 |
|--------|--------|-------|

## Explanation of Funding Changes From FY 2000 To FY 2001

|                                   |
|-----------------------------------|
| FY 2001 vs.<br>FY 2000<br>(\$000) |
|-----------------------------------|

**Salaries and Benefits**

|   |  |        |
|---|--|--------|
| # | Net decrease is comprised of requesting International Affairs as a separate organization in FY 2001 (-\$5,797,000), the transfer of the Office of Strategic Planning to the Office of the Chief Financial Officer (-\$707,000); offset by increases due to cost of living adjustments, locality pay, within grade increases, promotions and awards (+\$371,000). . . . . | -6,133 |
|---|--|--------|

**Travel**

|   |   |      |
|---|---|------|
| # | Net decrease is comprised of requesting International Affairs as a separate organization in FY 2001 (-\$276,000), the transfer of the Office of Strategic Planning to the Office of the Chief Financial Officer (-\$5,000); offset by increases in prices associated with travel, a modest increase in the on board staff of the Policy Office, and increased work with developing countries to encourage their commitment to global efforts to reduce greenhouse gas emissions (+\$24,000) . . . . . | -257 |
|---|---|------|

**Other Related Expenses**

|   |   |      |
|---|---|------|
| # | Net decrease is comprised of requesting International Affairs as a separate organization in FY 2001 (-\$1,031,000), the transfer of the Office of Strategic Planning to the Office of the Chief Financial Officer (-\$125,000); offset by general increases in the Working Capital Fund and increases for hardware and software upgrades, and other non-WCF expenses (+\$234,000) . . . . | -922 |
|---|---|------|

|   |                     |
|---|---------------------|
| Total Funding Change, Program Direction | -7,312 <sup>c</sup> |
|---|---------------------|

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<sup>c</sup>A detailed funding comparability matrix is attached.

## Other Related Expenses

(dollars in thousands)

|   | FY 1999      | FY 2000      | FY 2001      | \$ Change   | % Change      |
|---|--------------|--------------|--------------|-------------|---------------|
| Training .....  | 50           | 50           | 30           | -20         | -40%          |
| Working Capital Fund .....                            | 1,900        | 1,900        | 1,023        | -877        | -46.2%        |
| Purchases from Government Accounts <sup>d</sup> ..... | 71           | 110          | 85           | -25         | -22.7         |
| <b>Total, Other Related Expenses .....</b>            | <b>2,021</b> | <b>2,060</b> | <b>1,138</b> | <b>-922</b> | <b>-44.8%</b> |

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

# Policy Program Support

## Mission Supporting Goals and Objectives

The Office of Policy leads the Department's efforts to assess and assure the economic efficiency and reliability of the Nation's energy sector, and to provide accurate and unbiased analysis of existing and prospective energy-related policies. The Office also supports efforts to strengthen the Department's leadership in advancing scientific and technology developments, to improve the management of nuclear material stockpiles, and to address national security concerns. During FY 2001, the Office will continue to concentrate on introducing effective competition in the electric utility sector, strengthening the Nation's energy security, and developing Federal policies that minimize the costs of achieving national environmental goals and international commitments to curb greenhouse gas emissions, while ensuring reliable supplies of affordable energy. The Office also leads the development of National Energy Policy statements and plans. The Office also works closely with the Office of Energy Efficiency and Renewable Energy to coordinate program support for electricity restructuring, global regulatory reform and country-specific energy technology and market assessment activities.

## Funding Schedule

(dollars in thousands)

|  | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|--|---------|---------|---------|-----------|----------|
| Policy Analysis and System Studies .....     | 350     | 350     | 0       | -350      | -100.0%  |
| Environmental and Energy Policy Studies .... | 2,000   | 1,000   | 1,400   | +400      | 40.0%    |
| Total, Program Support .....                 | 2,350   | 1,350   | 1,400   | +50       | +3.7%    |

## Detailed Program Justification

(dollars in thousands)

|  | FY 1999 | FY 2000          | FY 2001 |
|--|---------|------------------|---------|
| <b>Policy Analysis and System Studies</b> .....  | 350     | 350 <sup>e</sup> | 0       |
| <br><b>Environmental Policy Studies</b>  |         |                  |         |
| <b># Electricity and Natural Gas</b>   |         |                  |         |
| < Conduct analyses of the environmental and economic effects of electric industry restructuring to support the legislative process, guide the implementation of legislation and regulatory reforms, and demonstrate the benefits of competition. Prepare analyses to support participation in federal regulatory proceedings on the implementation of new electricity restructuring legislation. |         |                  |         |
| < Continue to evaluate impacts of electricity competition on the level of nuclear generation, including possible emissions increases if nuclear generation is reduced.   |         |                  |         |
| < Evaluate the impacts of the electric transmission system on market power, electricity pricing, and environmental retrofit requirements, and electric reliability.  |         |                  |         |
| < Evaluate the impacts that changing energy markets have on natural gas demand and the concomitant impact on environmental emissions. ....   | 500     | 205 <sup>f</sup> | 450     |
| <br><b># Oil and Alternative Fuels</b>   |         |                  |         |
| < Provide assessments of oil market operations and options for oil market security; develop and assist in implementation of Departmental initiatives in these areas.   |         |                  |         |

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<sup>e</sup>Includes \$95,000 for Electricity and Natural Gas Policy Studies described under Environmental Policy Studies.

<sup>f</sup>An additional \$95,000 was drawn from Policy Analysis and System Studies for these support activities.

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

- < Develop and assess fuel economy policies and options (engines, fuel cells) to reduce pollution and greenhouse gas emissions, and to achieve other energy security and environmental objectives.
- < Apply refinery and logistics systems modeling and analysis to implementation of the Tier II low sulfur gasoline and diesel fuel rules (trading program and enforcement regulations), as well as, heavy duty and off-road fuel standards. . . . . 170 75 200

# **Pollution and Climate Change**

- < Assess evolving strategies to address global climate change concerns, including flexible, market-based mechanisms to minimize the cost of limiting greenhouse emissions and efforts to accelerate climate-friendly technology diffusion. Analysis results will support policy development and international negotiations.
- < Provide encouragement and analytical support necessary for developing countries to adopt policies to limit their greenhouse emissions without constraining economic growth (part of this function transferred to International Affairs).
- < Develop and support DOE views in key domestic regulatory and policy debates regarding the Clean Air Act, such as ozone and particulate matter standards and an air toxics rulemaking, as well as selected other environmental rules affecting the energy sector. . . . . 505 250 350

# **Science and Technology Policy**

- < Conduct science and technology policy studies on topics such as technology transfer and deployment; R&D partnerships; licensing of intellectual property; and foreign firms' participation in DOE sponsored R&D.

(dollars in thousands)

|  | FY 1999 | FY 2000 | FY 2001 |
|--|---------|---------|---------|
| < Support DOE-wide R&D management reforms which could address: peer review; recoupment and repayment provisions; international collaboration; R&D performance measures; expanded use of independent expert advice; and innovative financing of R&D.  |         |         |         |
| < Coordinate strategic reviews of R&D portfolios for all four major DOE business lines. . . . .  | 135     | 75      | 150     |
| # <b>National Security</b>   |         |         |         |
| < Implement interagency Energy and Environment Security Initiative. Engage DOE and energy sector scientific and technological capabilities to address international energy, environmental and related security concerns of significance to U.S. foreign policy. With interagency and private sector support, carry out bilateral energy and environmental analysis, information exchange, and technology demonstrations. . . . . | 100     | 45      | 100     |
| # <b>Policy Integration</b>  |         |         |         |
| < Develop a National Energy Policy to reflect the view of the new Administration to include the development and analysis of options for enhancing national energy policy, the conduct of regional hearings on a draft energy policy, and integration of contributions from all participating Federal agencies.   |         |         |         |
| < Improve the integration of technology-development and deployment forecasts into existing energy sector forecasting and policy analysis models. . . . .   | 50      | 50      | 150     |
| # <b>International Energy Policy (Function transferred to International Affairs)</b> . . . . .   | 465     | 270     | 0       |
| # <b>International Science and Technology Policy (Function transferred to International Affairs)</b> . . . . .   | 75      | 30      | 0       |
| Total, Environmental Policy Studies . . . . .  | 2,000   | 1,000   | 1,400   |
| Total, Program Support . . . . .   | 2,350   | 1,350   | 1,400   |

## Explanation of Funding Changes From FY 2000 To FY 2001

|                                   |
|-----------------------------------|
| FY 2000 vs.<br>FY 2001<br>(\$000) |
|-----------------------------------|

### Policy Analysis and System Studies

|   |   |      |
|---|---|------|
| # | Net decrease is comprised of requesting International Affairs as a separate organization (-\$95,000), the transfer of the Office of Strategic Planning to the Chief Financial Officer (-\$160,000), and within PO, the incorporation of Policy Studies work into Environmental and Energy Policy Studies (-\$95,000). . . . . | -350 |
|---|---|------|

### Environmental Policy Studies

|   |  |      |
|---|--|------|
| # | A part of this increase is attributable to the shift of funds previously requested under Policy Analysis and System Studies (+\$95,000). The remaining increase in funds will support the Administration's proposal to increase the competitiveness of the electric sector by enhancing DOE's capability to predict physical power flows and the likely impact of competition on prices to specific areas of the country, and to more accurately assess the potential electric reliability implications of environmental policies. . . . . | +245 |
|---|--|------|

|   |   |      |
|---|---|------|
| # | Increases in funds will support the Administration's consideration of proposed changes to transportation fuel specifications/use and supply systems needed to support any new fuel blends. It will also support development of programs to implement any required changes. DOE will also assess the cumulative effects of these changes on energy security, environmental goals, and economic efficiency. New modeling capabilities will be required to evaluate the effects of new fuel goals. . . . . | +125 |
|---|---|------|

|   |   |      |
|---|---|------|
| # | Increases in funds will support analysis and assessment of cost-effective prevention and remediation of energy sector pollution with increased focus on multi-pollutant, multi-source solutions for issues such as urban toxics exposure and bio-accumulative pathway exposure. . . . . | +100 |
|---|---|------|

|   |   |     |
|---|---|-----|
| # | Increased funding for science and technology policy analysis will be focused on key issues, including R&D partnerships; licensing of intellectual property; and foreign firm participation in DOE sponsored R&D. Increased funds will also enable support of several DOE-wide R&D management reforms aimed at improving research accountability and productivity, including expanded use of peer review; recoupment and repayment provisions; international leveraging and collaboration; common policies and metrics for R&D performance evaluation; expanded use of independent experts bodies; and innovative financing of R&D. Finally, increased funds would be used to expand strategic reviews of R&D portfolios, and to conduct DOE-wide explorations of new or emerging areas of research that could have profound impacts on national strategic goals and objectives. . . . . | +75 |
|---|---|-----|

|                                   |
|-----------------------------------|
| FY 2000 vs.<br>FY 2001<br>(\$000) |
|-----------------------------------|

|   |   |                  |
|---|---|------------------|
| #   | Increased funding will support partnerships between DOE (working with other federal agencies, non-government organizations and the private sector) and countries with economies in transition to assess technology investment options, foster information exchange and build the institutional capacity essential to foreign regional stability and the achievement of U.S. interests abroad. . . . . | +55              |
| #   | Added funds will be required to support the development of a National Energy Policy for the new Administration. . . . .   | +100             |
| #   | Decrease reflecting the request of International Affairs as a separate organization.  | -300             |
| Total Funding Change, Program Support . . . . . |   | +50 <sup>g</sup> |

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<sup>g</sup>Please reference PO Comparability Matrix for FY 2000 comparable program support numbers.

| <b>Comparability Matrix - Office of Policy<br/>(Dollars in Thousands)</b> |                               |  |  |  |  |
|---|-------------------------------|--|--|--|--|
|   | FY 2000<br>Non-<br>Comp<br>PO | FY 2000<br>Comp<br>Adjustment<br>to IA | FY 2000<br>Comp<br>Adjustment<br>to CR | FY 2000<br>Amount<br>Remaining<br>for PO | FY 2001<br>Budget<br>Request<br>for PO |
| Program Direction   | 14,000                        | -7,104                                 | -837                                   | 6,059                                    | 6,688                                  |
| Program Support   |                               |  |  |  |  |
| Policy Analysis and<br>System Studies                                     | 350                           | -95                                    | -160                                   | 95                                       | 0                                      |
| Environmental<br>Policy Studies   | 1,000                         | -300                                   | 0                                      | 700                                      | 1,400                                  |
| Total   | 15,350 <sup>a</sup>           | -7,499                                 | -997                                   | 6,854                                    | 8,088                                  |

PO = Office of Policy

IA = Office of International Affairs

CR = Office of Strategic Planning, transferred to the Office of the Chief Financial Officer

<sup>a</sup> These amounts do not include the use of prior year balances.

# International Affairs

## Program Mission

The Office of International Affairs (IA) is the primary policy advisor to the Secretary and the Department on international energy policy matters. Our role is to render advice to the leadership of the Department on international energy affairs and coordinate negotiation and implementation of international cooperative agreements.

## Program Goals

- # Promote the Department's policies on international energy policy, trade and investment, and science and technology issues, and on the Department's programs to support exports of energy commodities and technologies.
- # Develop and manage strategies, objectives, and specific policies affecting DOE international relations with foreign countries, and prepare briefing papers for U.S. Government energy-related bilateral and multilateral technical and ministerial exchanges.
- # Effectively engage the international community in discussions and actions to advance energy, environmental, and non-proliferation policies through multilateral international agreements and bilaterally with key foreign nations to support U.S. policy goals.
- # Leverage Departmental science and technology funding through cooperative international energy research and development.
- # Support the Under Secretary in his role as the Department's representative on the Interagency Working Group on International Energy. The working group leads the Federal effort to implement the recommendations of the President's Committee of Advisors on Science and Technology (PCAST). In addition to providing coordinating and staff support, IA will co-manage two International Clean Energy Initiatives programs: promotion of the Asia Pacific Economic Cooperation Natural Gas Initiative (\$1.0 million) and building long-term relationships between foreign and U.S. laboratories/institutions (\$1.5 million). Funds for these projects are requested in the Office of Fossil Energy and the Office of Energy Efficiency budgets, respectively.

## Program Objectives

- # Policy Development: IA identifies, develops and analyzes international policy issues, helps define long-term goals, objectives, and priorities, and mobilizes appropriate program offices to participate in these activities.

- # Policy Analysis: IA provides the Secretary, Deputy Secretary and the Under Secretary independent analysis and program assessment. In this context, IA is deemed independent because it has no vested or parochial interests in specific DOE programs. During the decision-making process, the Secretary is assured of impartial and unbiased policy advice from IA.
- # Policy Coordination: IA provides leadership in the Department by developing and coordinating international policy initiatives and strategies on issues that cut across more than one program area. IA prevents "stove piping" by facilitating the development of integrated and coordinated policy approaches across all of the Department's functions. IA also ensures that DOE is aligned with core national goals and objectives.
- # Policy Communication: IA provides a policy communication link between DOE and its stakeholders including other agencies, Congress, State and local governments. IA ensures that the views of the White House, Congress, public and private sector organizations, and foreign countries are addressed in the policy making process. IA represents the Department on many domestic and international policy initiatives and provides information on Departmental, national and international policies, strategies, and trends.

## **Performance Measures**

- # Periodic assessment of analysis and advocacy via program reviews to assure that the international activities affecting the energy sector are consistent with national and international energy policies, as measured by enhanced U.S. energy, environmental and economic security.
- # Leadership in the analysis, policy development, and negotiation processes surrounding global energy and environmental policies, as measured by the influence of analyses that lead to cost-effective, flexible approaches to policy and regulatory reform in other countries.
- # Maintenance and effective utilization of databases in U.S. international energy activities, including international energy research and development collaboration, as measured by accuracy, timeliness and utility of database information to support policy activities.
- # Effective support of U.S. economic, environmental and national security policy goals, as measured by the magnitude of foreign actions or international energy policy, regulatory and legislative actions that are attributable, in part, to Departmental efforts, and by adoption of DOE positions by multilateral organizations.
- # Effective Departmental international R&D-related activities as measured by cost savings from collaboration among DOE programs on international activities as well as development and implementation of international research and development agreements, as measured by the quality of R&D agreements and/or related modifications concluded and the value of information or experience acquired in support of, and complementary to, domestic R&D programs.

- # Effective cooperation with foreign governments and international institutions to develop open energy markets, and facilitate the adoption and export of clean, safe and efficient energy technologies and energy services, as measured by increase in U.S. share of key markets.

## **Significant Accomplishments and Program Shifts**

- # Served as the Department's pathfinder for U.S. energy industry trade and investments throughout the world, including oil and gas production and pipeline transportation infrastructure. IA maintained support for major initiatives with Russia, Ukraine, China, South Africa, APEC, Summit of the Americas, US-Africa Partnership, and for democracies in transition- Columbia, Nigeria, and Indonesia.
- # Provided leadership, in close cooperation with the program offices, and with the Office of the Vice President, Department of Commerce, Office of Science and Technology Policy, Environmental Protection Agency and others, in support of the U.S.-China Forum on Environment and Development, co-chaired by Vice President Gore and Premier Zhu Rongji, and the goals of the joint statement, "Energy and Environment".
- # Continued to lead a regulatory reform initiative under the Binational Commission to promote adoption by the Russian Government of transparent, fair and consistent regulations in the oil, gas, and power sectors in order to attract investment.
- # Continued to develop and implement Department-wide regional energy trade and investment strategies aimed at promoting energy policy and market reform, U.S. industry investment and sustainable energy programs and nuclear non-proliferation policies. For example, efforts with democracies in transition including Indonesia, Colombia, Ukraine, and Nigeria promoted regulatory restructuring and policy assistance in the energy sector to reduce investment barriers.
- # Served as the central Departmental office in advancing the Administration's policy in the Caspian region to promote U.S. company involvement in oil and gas production and building pipeline infrastructure.
- # Continued support of Baltic and Black Sea oil spill activities, the International Energy Agency Cross Border Natural Gas Initiative, and development of the Fund for Energy Sector Initiatives.
- # Continued to lead a regulatory reform initiative to promote science and technology cooperation, and sustained economic growth through private sector investment in environmentally sound energy development and regional integration in Sub-Saharan Africa, including Ghana, Nigeria, South Africa, Senegal, Uganda and Mozambique.
- # Supported further development of the U.S.- Africa Partnership.

- # Continued to lead the Western Hemispheric process of developing a vision of and plans for the region's energy infrastructure in the 21st century, emphasizing a government-business dialogue and partnership (Hemispheric Energy Initiative).
- # Led the Department's participation in bilateral and multinational treaties and negotiations likely to impact the energy sector, including negotiations on issues such as development and utilization of advanced technologies, world class scientific research and investment opportunities. IA engaged in a number of such negotiations in Japan, France, Germany, Mexico, South Africa, Russia and China.
- # Continued to implement with other APEC members and the private sector initiatives to promote accelerated investment in energy infrastructure and trading networks in the APEC region, including natural gas and independent power production.
- # Assured balanced consideration of energy issues in the development of Administration environmental policies. IA led the Department's effort to determine, during the formulation stage, the impact of environmental and energy policies on such factors as employment, gross output, and the competitiveness of energy intensive industries. Such analyses resulted in the Department having the opportunity to affect the Administration's development of policies that properly weigh energy economic impacts in achieving environmental objectives.
- # Coordinated DOE's international science and technology (S&T) agreements. IA negotiated agreements with foreign governments for DOE program offices. IA reviewed and evaluated ongoing and potential future international science and technology cooperation including research at U.S. national laboratories, industrial research centers and through international consortiums. These reviews and evaluations were periodic and involved Asia (Japan, South Korea), Europe (United Kingdom, Spain, Italy, France, Germany), the Middle East (Israel, Saudi Arabia, Egypt) and Latin America (Argentina, Brazil, Mexico, Venezuela). International S&T activities included: protecting our national security by playing a central role in securing nuclear material in the former Soviet Union to reduce the spread and use of nuclear weapons; promoting our energy security by working with various countries to improve the efficiency of, and reduce emissions from, fossil fuel use, improve development of economical renewable technologies, improve overall energy efficiency and provide nuclear energy options that are safe and reduce waste; working with other countries to resolve some of the scientific and technical issues surrounding disposal of spent nuclear fuel and hazardous wastes (e.g., Russia and Ukraine - establishing regional centers to address these issues); promoting international cooperation to ensure that the scientific infrastructure is optimal to achieve Departmental basic science goals and objectives while avoiding waste and duplication.
- # Led Departmental efforts to implement the President's Council on Science and Technology (PCAST) recommendations.

## Funding Profile

(dollars in thousands)

|   | FY 1999<br>Current<br>Appropriation | FY 2000<br>Current<br>Appropriation | FY 2001<br>Request  |
|---|-------------------------------------|-------------------------------------|---------------------|
| International Affairs                       |                                     |                                     |                     |
| Program Direction .....                     | 0                                   | 0                                   | 9,400               |
| International Policy Analysis Studies ..... | 0                                   | 0                                   | 422                 |
| International Environmental Analysis .....  | 0                                   | 0                                   | 200                 |
| Total, International Affairs .....          | 0                                   | 0                                   | 10,022 <sup>a</sup> |

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<sup>a</sup>Funds for the Office of International Affairs in FY 1999 and FY 2000 were previously appropriated under the Office of Policy and International Affairs (PO). A comparability matrix is attached with supporting information.

# International Affairs Program Direction

## Mission Supporting Goals and Objectives

In this era of radically shifting priorities and sharply reduced budgets, the Secretary and the Department increasingly rely on the Office of International Affairs (IA) as it's principal advisor to the Secretary, Deputy Secretary, and Under Secretary on international energy affairs, including international energy policy issues, international energy emergency, and international science and technology policy and cooperation. In providing this advice, IA will consider the global, regional, and national environmental impacts of energy production, transportation, transformation and use. IA develops and leads the Department's bilateral and multilateral cooperation and investment and trade activities with other countries and international organizations.

The objectives of the Office of International Affairs are to formulate and develop international energy policy; lead the Department's bilateral and multilateral cooperation with other nations and international organizations, including participation in international negotiations; to coordinate the implementation of international cooperative agreements; to advance energy, environmental, and non-proliferation policies in international agreements; to promote positive relationships with foreign nations that support U.S. policy goals; and, to promote policy and regulatory reforms in foreign countries that effectively remove barriers and open markets for U.S. firms abroad. IA also coordinates DOE's international energy, science and technology relations with other countries and international organizations. In pursuing these activities, IA works closely with the Department of State and other U.S. government agencies, offices and departments.

## Funding Schedule

(dollars in thousands, whole FTEs)

|                                | FY 1999 | FY 2000 | FY 2001            | \$ Change | % Change |
|--------------------------------|---------|---------|--------------------|-----------|----------|
| Salaries and Benefits .....    | 0       | 0       | 6,644              | +6,644    | >999%    |
| Travel .....                   | 0       | 0       | 890                | +890      | >999%    |
| Other Related Services .....   | 0       | 0       | 1,866              | +1,866    | >999%    |
| Total, Program Direction ..... | 0       | 0       | 9,400 <sup>b</sup> | +9,400    | >999%    |
| Full Time Equivalents .....    | 0       | 0       | 66                 | +66       | >999%    |

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<sup>b</sup>In FY2001, the Office of Policy and International Affairs is reorganized as two separate offices (the Office of Policy and the Office of International Affairs) and the Strategic Planning and Program Evaluation Office, which was part of the Office of Policy and International Affairs, is transferred to the Office of the Chief Financial Officer. This is the first year of separate funding for the Office of International Affairs. A detailed funding comparability matrix is attached with supporting information.

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

### Salaries and Benefits

Provides funding for 66 full-time permanent and other than full-time permanent employees, in the following categories: salaries and benefits, the Department's FICA contribution, unemployment and workman's compensation, health benefits, thrift savings plan, overtime pay, cash incentive awards, lump sum leave payments, Senior Executive Service and other performance awards, and permanent change of station moves. . . . .

0                      0                      6,644

### Travel

Provides funding for travel to monitor expanding international concerns in Asia, South Asia, Latin / Central America, South America, Africa, the Middle East, the Caribbean, Russia, the Newly Independent States, the Caspian region, and Mexico and travel to advance critical Departmental interests and programs such as opening markets, policy and regulatory reform initiatives, promoting regional cooperation in electricity and gas markets and climate change, and promoting energy efficiency.

Funds staff transportation to domestic and foreign sites to conduct bilateral and multilateral consultations, negotiate agreements and treaties, represent the U.S. in international forums, and support the Administration's international energy initiatives. . . . .

0                      0                      890

### Other Related Expenses

Provides funding for working capital expenditures, subscriptions, telephone credit cards, pagers, portable phones, interpreters, ADP hardware and software acquisition, LAN administration, international phone charges, budget and accounting systems maintenance and training. . . . .

0                      0                      1,866

Total, Program Direction . . . . .

0                      0                      9,400

## Explanation of Funding Changes From FY 2000 To FY 2001

|                                   |
|-----------------------------------|
| FY 2001 vs.<br>FY 2000<br>(\$000) |
|-----------------------------------|

### Salaries and Benefits

# The comparable level of funding for International Affairs for salaries and benefits in FY 2000 is \$6,120,000, which includes the use of \$323,000 in prior year balances. Thus the increase from FY 2000 to FY 2001 is \$524,000. This increase is due to cost of living adjustments, locality pay, within grade increases, promotions and awards . . . . . +6,644

### Travel

# The comparable level of funding of International Affairs for travel in FY 2000 is \$500,000, which includes the use of \$224,000 in prior year balances. Thus the increase from FY 2000 to FY 2001 is \$390,000. This increase is due to expanding international travel to support secretarial initiatives, ministerial conferences, and a general escalation of costs for airfare and lodging costs . . . . . +890

### Other Related Expenses

# The comparable level of funding for International Affairs for other related expenses in FY 2000 is \$1,334,000, which includes the use of \$303,000 in prior year balances. Thus, the increase from FY 2000 and FY 2001 is \$532,000. This increase is due to increases in printing costs related to ministerial conferences, the cost of purchasing new computer work stations for, increases in hardware/software support, and general increases in working capital fund costs . . . . . +1,866

# Promote a better understanding of energy use and associated technologies in developing and transitional countries by building long term relationships with U.S. laboratories/institutions. Funds will be used to support personnel and information exchanges awarded on a competitive basis. The program will be co-managed by the Office of International Affairs and the Office of Solar and Renewable Energy (EE). The funds will be requested in the EE budget. (\$1,500,000- non-add for IA). . . . . -

# Increase international gas grid development by promoting the APEC Natural gas Initiative. The initiative recommends policy principles and best practices for improving investor confidence and mobilizing private capital in natural gas infrastructure. The program will be co-managed by the Office of International Affairs and the Office of Fossil Energy (FE). The funds will be requested in the FE budget. (\$1,000,000 - non-add for IA). . . . . -

Total Funding Change, Program Direction . . . . . +9,400

## Other Related Expenses

(dollars in thousands)

|   | FY 1999  | FY 2000  | FY 2001      | \$ Change     | % Change        |
|---|----------|----------|--------------|---------------|-----------------|
| Training .....  | 0        | 0        | 55           | +55           | >999%           |
| Working Capital Fund .....                            | 0        | 0        | 1,501        | +1,501        | >999%           |
| Purchases from Government Accounts <sup>c</sup> ..... | 0        | 0        | 310          | +310          | >999%           |
| <b>Total, Other Related Expenses .....</b>            | <b>0</b> | <b>0</b> | <b>1,866</b> | <b>+1,866</b> | <b>&gt;999%</b> |

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<sup>c</sup>Includes non-WCF expenditures for subscriptions, telephones, credit cards, pagers, portable phones, interpreters, ADP hardware/software acquisitions, LAN administration, international phone charges, and budget and accounting system maintenance.

# International Affairs Program Support

## Mission Supporting Goals and Objectives

The Office of International Affairs (IA) Programs includes the following:

- # Advocate the Department's policies on international energy policy, trade and investment, and science and technology issues, and on the Department's programs to support exports of energy commodities and technologies.
- # Develop and manage strategies, objectives, and specific policies affecting DOE international relations with foreign countries, and prepare briefing papers for U.S. Government energy-related bilateral and multilateral technical and ministerial exchanges.
- # Effectively engage the international community in discussions and actions to advance energy, environmental, and non-proliferation policies through multilateral international agreements and bilaterally with key foreign nations to support U.S. policy goals.
- # Leverage Departmental science and technology funding through cooperative international energy research and development.

## Funding Schedule

(dollars in thousands)

|   | FY 1999 | FY 2000 | FY 2001          | \$ Change | % Change |
|---|---------|---------|------------------|-----------|----------|
| International Policy Studies .....        | 0       | 0       | 422              | +422      | >999%    |
| International Environmental Studies ..... | 0       | 0       | 200              | +200      | >999%    |
| Total, Program Support .....              | 0       | 0       | 622 <sup>d</sup> | +622      | >999%    |

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<sup>d</sup>First year of separate funding for the Office of International Affairs.

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

### International Policy Studies / International Environmental Analysis

#### # International Energy Policy

|   |   |   |   |     |
|---|---|---|---|-----|
| < | Encourage regional cooperation and policy and regulatory reform in support of open markets and energy resource development in Russia, the Newly Independent States, Latin America, Asia, Africa,                            | 0 | 0 | 200 |
| < | Assess gains to date of US energy policy objectives in multilateral and bilateral energy policy fora. . . . .   | 0 | 0 | 75  |
| < | Strengthen international oil emergency preparedness policies and response mechanisms.   | 0 | 0 | 25  |
| < | Evaluate appropriate steps to rehabilitate energy development and advance regulatory reform in Asian markets. . . . .   | 0 | 0 | 75  |
| < | Continue to promote regional cooperation and selection of a Main Export Pipeline route from Central Asia to hard currency markets. . . . .  | 0 | 0 | 25  |
| < | Continue to participate in government wide programs aimed at supporting democratization and transition to market-based economic systems in Russia, The Newly Independent States, Angola, Nigeria and South Africa . . . . . | 0 | 0 | 15  |
| < | Continue leadership role in Hemispheric Energy Initiative to promote policy and regulatory reforms in support of sustainable energy development. . . . .  | 0 | 0 | 15  |
| < | Continue support for regional energy cooperation and regional integration of energy policies in support of open markets and clean energy development in Sub-Saharan Africa. . . . .   | 0 | 0 | 15  |

(dollars in thousands)

|  | FY 1999 | FY 2000 | FY 2001 |
|--|---------|---------|---------|
| <b># Pollution and Climate Change</b>  |         |         |         |
| < Support for the Administration’s climate change policy objectives: continue to work with developing countries to encourage them to adopt voluntary targets and utilize flexible climate change mitigation mechanisms; greenhouse gas emissions reduction .   | 0       | 0       | 55      |
| <b># International Science and Technology Policy</b>   |         |         |         |
| < Assess feasibility, implement case studies and evaluate the Department’s International Grants Program for Scientific and Technological Cooperation. . . . .  | 0       | 0       | 30      |
| < In line with Office of Science and Technology Policy/Office of Management and Budget guidance emphasizing “improving, phasing down, or eliminating [science and technology] programs that are not resulting in substantial benefits or are not important to an agency’s mission,” develop a methodology for evaluation of the results of international science and technology agreements to be used to determine whether agreements should be renewed or terminated. . . . .   | 0       | 0       | 50      |
| < In response to the recommendations of the President’s Committee of Advisors on Science and Technology (PCAST) study “Powerful Partnerships: The Federal Role in International Cooperation on Energy Innovation, “develop Departmental strategies to address PCAST suggestions on improving institutional coordination (within the Department), with other Federal agencies, and with non-governmental entities including industry and academia) of international cooperation in energy research, development, demonstration and deployment . . . . . | 0       | 0       | 20      |

(dollars in thousands)

|   | FY 1999 | FY 2000 | FY 2001 |
|---|---------|---------|---------|
| < Support for several international S&T related activities including DOE representation on the International Energy Agency Committee on Energy Research and Technology; analysis of the impact on markets and energy-related geopolitics of potential commercialization of natural gas technologies, and support for completion of discussions with the Russians on the idea of a nuclear waste repository in the former Soviet Union ..... | 0       | 0       | 22      |
| Total, Program Support .....  | 0       | 0       | 622     |

## Explanation of Funding Changes From FY 2000 To FY 2001

FY 2000 vs.  
FY 2001  
(\$000)

### Policy Analysis and System Studies/Environmental Policy Studies

|  |      |
|--|------|
| <p># Funds will be used to: support the Administration’s proposal to provide direct increased technical and analytical assistance to enable developing countries to identify the technological opportunities for reducing emissions and the benefits of active participation in global emissions trading; promote regional cooperation in electricity and gas markets and sustainable energy development in Sub-Saharan Africa; advance policy and regulatory reform and open markets in the Asian Pacific Area; address policy, regulatory and institutional issues in specific countries (Caspian region, Central America, Sub-Saharan Africa, South Asia and the Caribbean) to foster progress in promoting regional integration of gas and electricity distribution systems and markets; assist developing countries to promote the deployment of sustainable energy technologies; seek to promote the diversification of international sources of oil and gas; promote the international awareness of energy supply emergency preparedness policies; and continue our efforts to help developing countries deal with the consequences of natural disasters, deforestation, and desertification. . . . .</p> | +622 |
| Total Funding Change, Program Support . . . . .  | +622 |

**Comparability Matrix - Office of International Affairs  
(Dollars in Thousands)**

|  | FY 1999<br>Comp | FY 2000<br>Comp | FY 2001<br>Request |
|--|-----------------|-----------------|--------------------|
| Program Direction                                | 7,104           | 7,104           | 9,400              |
| Program Support                                  |                 |                 |                    |
| International Policy Analysis and System Studies | 95              | 95              | 422                |
| International Environmental Policy Studies       | 545             | 300             | 200                |
| Total  | 7,744           | 7,499           | 10,022             |

# **Economic Impact and Diversity**

## **Program Mission**

The goals of the Office of Economic Impact and Diversity are to: become a recognized leader among Federal agencies in managing diversity as a strategic imperative; ensure equitable opportunities for small, minority, and women-owned businesses to compete for contracts and subcontracts; promote collaborative efforts with educational institutions, Federal agencies, and energy industry organizations to establish state-of-the-art research and development centers of excellence at the universities; conduct ongoing research programs to determine the effects (including the SocioEconomic and environmental effects) of national energy programs, policies, and regulations of the Department on minorities; facilitate small business growth in contracting opportunities with DOE; ensure that the Department is addressing the provisions of Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations", and that environmental justice strategies are being implemented in an effective manner; partnership with minority educational institutions, small and women owned businesses, and financial communities in order to enhance their upward occupational, economic and social mobility; implement the Civil Rights Act; enforce affirmative employment programs; and implement the Department's nationwide whistle blower reform initiatives. This office will work to (1) develop and maintain the framework and mechanisms for an aggressive Department-wide 10-Point Civil Rights, Affirmative Employment, and Equal Opportunity Plan; (2) establish and implement uniform employee concerns policies for resolution of environmental, health and safety, and human resources disputes; (3) foster and enhance diversity in the DOE workforce; (4) develop minority educational assistance programs; and (5) devise small business contracting plans. This program office will also implement African-American, Hispanic, Asian, and other minority educational assistance programs; evaluate contractor plans and performance to assure full implementation of the Department's Diversity Contract Clause; monitor the results of the 10-Point Civil Rights Plan with regard to hiring, promotions, training, and equitable treatment; ensure DOE Federal and contractor employees have effective means of voicing health, safety, environment, fraud, waste, abuse, whistle blower retaliation concerns; avoid prolonged and costly litigation through the use of alternative dispute resolution, including mediation and the field employee concerns program managers, in the implementation of 10 CFR Part 708, pursuant to the responsibilities assigned the office; utilize greater management tools to assess effectiveness of employee concerns program to ensure employee concerns are considered fully, fairly and timely; and set forth a vision statement which fosters and embraces diversity throughout the Department. In January 2000, the Secretary of Energy announced that he would be establishing the Office of the Ombudsman, which will be incorporated into the Office of Economic Impact and Diversity.

Due to the timing of this announcement, and because the amount allocated to ED had already been determined, funding for this new office has not been included in the FY 2001 budget request for ED. The Department will work with Congress to resolve this funding shortfall as we move through the Congressional budget process.

## Program Goals

The Office is mandated by various legislation and Executive Orders to advise the Secretary of Energy on the impacts of energy policies, programs, and regulations to (a) ensure equitable opportunities for small, minority, and women-owned businesses to compete for contracts, (b) implement the Civil Rights Act, (c) devise and lead diversity strategies, (d) manage the Department's whistleblower reform initiatives, and (e) oversee policies for resolution of environmental, health and safety, and human resources disputes.

- # Ensure that an equitable portion of the Department's contracts are placed with small and underutilized businesses and women-owned business enterprises.
- # Increase contracting opportunities for small, small-disadvantaged, and women-owned small business concerns.
- # Facilitate marketing of small business concerns to DOE-related organizations.
- # Match small, small-disadvantaged, or women-owned small business concerns to technology transfer opportunities.
- # Strengthen the Department's workforce initiatives.
- # Ensure that the civil rights of employees are protected department-wide.
- # Manage diversity as a strategic imperative.
- # Implement the Department's whistleblower reform initiative by seeking resolution during informal stages of 10 CFR Part 708 process.
- # Continue support for the Employee Concerns Program to streamline the Department's resolution process and investigate reports of reprisals.
- # Expand marketing efforts for the Mentor-Protege Program based on incentives for mentors provided in new codified regulations.

## Program Objectives

- # *Promote the Growth of Business Enterprises* – Support economic incentives for small and disadvantaged, women-owned and minority businesses through focused linkages with government-funded programs, such as the Small Business Administration and the Small Business Innovative Research Programs, and facilitate long-term investments.
- # *Promote Initiatives to Re-engineer Business Processes* – Better serve small and underutilized businesses in their quest to do business with the DOE and to enhance their competitiveness, provide counseling tools, and identify contracting opportunities.
- # *Confirm the Department's Commitment for Excellence, Fairness and Results* – Integrate diversity in all workplace and business decisions, specifically as it relates to small business development, economic development, community outreach and involvement, educational programs and workforce opportunities.

- # *Contribute to the Department's Commitment to a Policy of "Zero Tolerance"* – Implement guidance and policy, and investigate cases of reprisal against employees who raise environmental, health and safety, security and human resources issues. Implement the Department's Equal Employment Opportunity and Diversity Program Guidelines. Guidelines elaborate on policies, procedures and responsibilities for the various civil rights and diversity programs.
- # *Improve the Department's Commitment for a Diverse Workforce* – Create an atmosphere that fully utilizes the talents and capabilities of a diverse workforce.

## **Significant Accomplishments and Program Shifts**

### **Office of Small and Disadvantaged Business Utilization (OSDBU)**

The Office of Small and Disadvantaged Business Utilization is legislated by P.L. 95-507, for the oversight of Departmental programs regarding the development and execution of policies and programs, to ensure that an equitable portion of the total contracts and subcontracts for the Department's services and supplies are procured with small business enterprises. This program effort is to achieve the Department's small business percentage goals established by statute to maintain current levels of funding. The program activity level is appropriate based on OSDBU's responsibility within the Department for policy, plans, and oversight of execution of functions under the Small Business Act and Executive Orders 12073 and 12128.

- < Coordinated and co-hosted department-wide Women-Owned Small Business Enterprise Day to provide procurement information to women-owned small businesses.
- < Developed Memorandum of Understanding (MOU) on Women-Owned Small Businesses between the U.S. Small Business Administration and the U.S. Department of Energy. The MOU was signed by the Secretary of Energy May 25, 1999.
- < Collaborated, prepared and co-chaired the development of new training regulations with regard to Historically Underutilized Business (HUB) Zone small and disadvantaged business contracting and wrote DOE policy recommendations for inclusion in "Building Communities for the 21<sup>st</sup> Century."
- < Solicited participation of management and operating contractors into the DOE 8(a) Pilot Program, resulting in one new recruitment (Bechtel Jacobs Company, Oak Ridge Operations Office).
- < Developed a "Forecast of Contracting and Subcontracting Opportunities" for FY 2000, containing 237 contracting and subcontracting opportunities totaling more than \$450 million. Distributed copies to the National Network of Small Business Program Managers. The Forecast is available to the public on the Economic Impact and Diversity's web site.
- < Co-sponsored, coordinated and participated in 10 outreach efforts with women-owned and small, disadvantaged businesses at Federal, State, and local government seminars and private-sector expositions, workshops and technology fairs.
- < Expanded the Department's Mentor Protege Program to include Historically Black Colleges and Universities and other minority institutions of higher learning.

- < Developed DOE Woman-Owned Small Business Internet Home Page.
- < Published special edition of OSDBU newsletter, focusing exclusively on women-owned small businesses.
- < Expanded Woman-Owned Small Business Speakers Service department-wide. This speaker service, which allows women-owned business trade associations to get expert speakers from DOE for their procurement activities, coordinated more than 10 experts to speak at their events.
- < Reviewed and negotiated 9 procurement requests of \$3 million or more which resulted in an increase of 6 additional prime and subcontractor procurement opportunities for small businesses which totaled more than \$50 million.
- < Sponsored 5 HUBZone (Historically Underutilized Business Zone) conferences throughout the country: Albuquerque, NM; Tulsa, OK; Memphis, TN; St. Louis, MO; and Washington, DC, to instruct the small business community on the HUBZone Act program at the Department.
- < Conducted a Mentor Protege Program Review at the Nevada Operations Office to monitor the program to determine if the goals and objectives were met based on their contractual plan and to utilize results for applying in other Mentor Protege arrangements.

### **Office of Civil Rights (OCR)**

The Office of Civil Rights, mandated by P.L. 88-353, Title VII of the Civil Rights Act of 1964, as amended: enforces the Department's affirmative employment programs by assuring equal opportunity for all employees and applicants; identifies and eliminates barriers to employment, both physical and non-physical; develops, monitors, and implements an equal employment opportunity counseling, complaints and investigation program; and provides diversity leadership for the Department. This program activity is a continuing effort, and is based on statutory, regulatory, and DOE-promulgated mandates designed to ensure equal employment opportunity, and to integrate diversity into all workplace and business decisions.

# Reduced by 25 percent the number of formal complaints filed due to enhanced informal complaints processing.

#### **Informal Complaints**

- Filed in FY 1999 302
- Closed in FY 1999 202

#### **Formal Complaints**

- Filed in FY 1999 254
- Dismissed 89
- Withdrawn 2
- Settled 33
- Final Agency Decision 79
- Closed in FY 1999 203

- # Completed the DOE Multi-Year Affirmative Employment Program Plan for FY 2000-2004, ensuring that the plan fully supports the DOE Workforce 21 strategy through targeted hiring, career development and workforce planning.
- # Completed requirements of Section 308(a) of the Age Discrimination in Employment Act of 1975, as amended.
- # Established objectives and implemented activities to enforce Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and similar statutes covered by Executive Order 12250.
- # Established objectives and implemented activities to provide policies and procedures, and to assign responsibilities and authorities for the management of equal opportunity and affirmative action at DOE and onsite service contractor facilities.
- # Conducted diversity and sexual harassment training for selected Departmental organizations (headquarters and field), and initiated formulation of an integrated, comprehensive training program for all DOE headquarters employees; served as a resource for training information and materials.
- # Coordinated and conducted 10 commemorative and special emphasis programs which educate the Departmental workforce; continued to improve attendance at these programs.
- # Established and implemented formalized, joint EEO mediation procedures with DOE mediation office.
- # Prepared and issued 3 new brochures to raise the awareness of the Department's Mediation and Federally Assisted programs.
- # Conducted 114 pre-award reviews for Federally assisted programs.
- # Revised Federally Assisted Program brochures to include Title IX of the Educational Amendments of 1992, as amended.
- # Developed training module for the Department's Federally Employed Women Managers for usage in training conferences.
- # Coordinated 4 workshops in career and self-development in conjunction with National Women's Month.

**Office of Employee Concerns (OEC)**

The Office of Employee Concerns (OEC) provides a focal point for employees to address the issues that concern them in a full, fair, and timely manner. OEC which typically handles approximately 500 environmental, health, safety and site security cases complex-wide, has adopted alternative dispute resolution (ADR) processes to facilitate the resolution of issues at the earliest possible stage. The expanded use of ADR is part of the DOE Strategic Plan. The Department's policy is that employees have the right and responsibility to report concerns relating to the environment, safety, health, security or management of DOE operations. The OEC

program activity level is based on environmental safety and health issues and possible ramp-up changes due to an increase in additional case work and functions previously handled by the Ombudsperson.

- # Continued to reduce the number of employee concerns cases that have been pending for six months or longer.
- # Issued the third Employee Concerns Program Annual Report for 1999, including trend lines for concern processing.
- # Finalized a standardized employee concerns tracking system and distributed spreadsheet program to employee concerns program managers.
- # Published DOE O 442.1, Department of Energy Employee Concerns Program, and DOE G 442.1-1, Department of Energy Employee Concerns Program Guide.
- # Mediated and facilitated EEO, whistleblower and employment disputes at DOE Headquarters and in the field.
- # Worked with the Office of Hearings and Appeals, Office of General Counsel, and Office of Inspector General to finalize revisions to DOE Contractor Employee Protection Program (whistleblower protection) regulations which were then published in the Federal Register on March 15, 1999.
- # Designed and implemented a survey to assess effectiveness of the DOE employee concerns program and will provide an analysis of survey results.
- # Provided training to the employee concerns program managers on the revisions to the DOE Contractor Employee Protection Program regulations which were published in the Federal Register on March 15, 1999, highlighting the new and expanded role of the managers in the processing of complaints.

## **Performance Measures**

- # Increase contracting opportunities to small businesses as measured by an increase in the number of solicitations in which small firms get an opportunity to be considered for prime contracts.
- # Increase/improve the number and type of forums provided to small businesses regarding marketing to DOE and DOE-related contractors.
- # Increase the number of small business-technology transfer matches.
- # Enforce DOE's responsibility to provide equal employment opportunity and affirmative employment policies by identifying and eliminating barriers to employment, both physical and nonphysical; implement an equal employment opportunity counseling, complaints, and investigations program.
- # Streamline DOE's process for resolving employee concerns.
- # Reduce the number of employee concerns including those that involve safety, health, environment, or site security issues pending more than six months.

- # Open communication between management and employees to facilitate full, fair, and final resolution of employee concerns and “whistleblower” cases.
- # Address under-representation of minorities and women through quarterly tracking and reporting on DOE’s workforce statistics in order to strengthen its technical, management, and overall workforce readiness capabilities.
- # Increase the number of mentors performing under DOE prime contracts to voluntarily provide Protege firms business and contractual developmental assistance.
- # Increase the number of Proteges as subcontractors and suppliers under DOE prime contracts.
- # Foster long-term relationships between small disadvantaged businesses and subcontractors enhancing their ability to compete competitively and provide best value to both federal and commercial marketplaces.

## Funding Profile

(dollars in thousands)

|  | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|--|---------|---------|---------|-----------|----------|
| Economic Impact and Diversity            |         |         |         |           |          |
| Program Direction .....                  | 4,700   | 4,700   | 5,126   | +426      | +9.1%    |
| Minority Economic Impact Program ...     | 1,700   | 1,700   | 1,500   | -200      | -11.7%   |
| Total, Economic Impact and Diversity ... | 6,400   | 6,400   | 6,626   | +226      | +3.5%    |
| FTEs .....                               | 38      | 41      | 41      | 0         | 0.0%     |

**Public Law Authorizations:**

P.L. 95-619, "National Energy Conservation Policy Act" (NECPA - 1978) Section 641 of (42 U.S.C. 7141)

P.L. 95-507, 92 Stat. 770, Small & Disadvantaged Business Utilization

P.L. 88-351, Title VII of the Civil Rights Act of 1964, as amended

**Executive Orders:**

12898 "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"

12876 "Historically Black Colleges and Universities"

12900 "Educational Excellence for Hispanic Americans"

13021 "Tribal Colleges and Universities"

# Program Direction

## Funding Schedule

(dollars in thousands)

|  | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|--|---------|---------|---------|-----------|----------|
| Salaries and Benefits .....                | 3,676   | 3,676   | 4,030   | +354      | +9.6%    |
| Travel .....                               | 116     | 116     | 116     | 0         | 0.0%     |
| Support Services .....                     | 0       | 0       | 0       | 0         | 0.0%     |
| Other Related Expenses .....               | 908     | 908     | 980     | +72       | +7.9%    |
| Total, Economic Impact and Diversity ..... | 4,700   | 4,700   | 5,126   | +426      | +9.1%    |
| Full Time Equivalents .....                | 38      | 41      | 41      | 0         | 0.0%     |

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

### Salaries and Benefits

Salary and Benefits provide funding for full-time permanent and other than full-time permanent employees in the following classes: salaries and wages, overtime pay, cash incentive awards, lump sum leave payments, Senior Executive Service and other performance awards, payments to funds for employee benefits, workman's compensation, and buyout compensation. A funding level of \$4,030,000 will be needed to maintain 41 full-time equivalent staff positions (12 FTEs will implement the Minority Economic Impact Programs, of which 2 conduct administrative functions; 8 FTEs will provide Small and Disadvantaged Business Utilization support activities; 2 FTEs will fulfill whistle blower reform initiatives; and 19 will support Civil Rights functions). . . . .

|       |       |       |
|-------|-------|-------|
| 3,676 | 3,676 | 4,030 |
|-------|-------|-------|

### Travel

Travel provides funding in the amount of \$116,000 to: perform site visits regarding the Socioeconomic Research and Analysis Program activities; provide minority educational institution assistance program activities; conduct employee discrimination complaint investigations; meet with minority business enterprise communities and financial institutions; provide support on diversity-related trips; sponsor the small and disadvantaged business management and technical assistance outreach activities in accordance with legislation to achieve twenty-three percent of small business participation in federal contracts; and investigate unsafe and unhealthy whistleblower reports from field office employees. . . . .

|     |     |     |
|-----|-----|-----|
| 116 | 116 | 116 |
|-----|-----|-----|

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

**Other Related Expenses**

The Other Related Expenses request is \$980,000 of which \$223,000 which will be used for investigating and reviewing employee discrimination complaint cases; sponsoring small and disadvantaged business exhibits, conference materials, mentor-protege and other outreach activities; implementing training and preparing fact-finding reports for whistle blower reform initiatives; and employees cultural awareness activities. \$757,000 provides funding for the Working Capital Fund which supports utilities, telephone, rent, supplies, equipment, printing, graphics, copying, postage, etc. ....

|                                |       |       |       |
|--------------------------------|-------|-------|-------|
| .....                          | 908   | 908   | 980   |
| Total, Program Direction ..... | 4,700 | 4,700 | 5,126 |

**Explanation of Funding Changes from FY 2000 to FY 2001**

|                                   |
|-----------------------------------|
| FY 2000 vs.<br>FY 2001<br>(\$000) |
|-----------------------------------|

**Salaries and Benefits**

# The increase of \$354,000 is comprised of the full effect of the FY 2000 pay raise and the partial effect of the FY 2001 pay raise, promotions, with-in grades (+\$274,000) and the addition of 1 employee to assist in effective enforcement of the Civil Rights statutes concerning the DOE Federally Assisted Program (+\$80,000). .... +354

**Other Related Expenses**

# Office of Civil Rights - Additional funds will allow the (1) Special Emphasis Program to procure audio/visual conference workshop support materials to train on disability employment, prevention of sexual harassment, workforce diversity, and cultural/ethnic awareness; (2) tracking of discrimination complaint cases to progress from a manual to a basic automated office system; and (3) employee development and re-certification training ..... +41

# Working Capital Fund - Additional funds will pay for increases in telephones, networking, desktop support and other WCF unit price inflation ..... +31

Total Funding Change, Program Direction ..... +426

## Other Related Expenses

(dollars in thousands)

|  | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|--|---------|---------|---------|-----------|----------|
| Office of Civil Rights .....                   | 122     | 120     | 161     | +41       | +34.2%   |
| Office of Minority Economic Impact .....       | 15      | 18      | 18      | 0         | 0.0%     |
| Office of Small & Disadvantaged Business ..... | 15      | 18      | 18      | 0         | 0.0%     |
| Office of Employee Concerns .....              | 26      | 26      | 26      | 0         | 0.0%     |
| Subtotal, Other Related Expenses .....         | 178     | 182     | 223     | +41       | + 22.5%  |
| Working Capital Fund .....                     | 730     | 726     | 757     | +31       | +4.0%    |
| Total, Other Related Expenses .....            | 908     | 908     | 980     | +72       | +7.9%    |

# **Minority Economic Impact Program Support**

## **Mission Supporting Goals and Objectives**

The Office of Economic Impact and Diversity (ED) is mandated by various legislation and Executive Orders to advise the Secretary of Energy on the impacts of energy policies, programs, regulations, and other Departmental actions on under-represented communities, minority educational institutions, and small and women-owned business enterprises. ED's Program Support dollars are used for the functions of the Minority Economic Impact (MI) Programs. The mandate requires that MI: a) conducts a SocioEconomic Research and Analysis Program to develop and assess energy consumption data and integrate the data with the National Energy Modeling System to provide equity determinations and other policy-related analyses and economic assessments as specified in P.L. 95-619 Section 211; b) provides Management and Technical Assistance Programs to support minority educational activities focused at various levels of the educational pipeline and provide technical and scientific educational capabilities; and c) provides technical training, financial assistance, and small business assistance programs to enhance economic development capabilities among under represented population segments. To augment program assistance efforts, the Minority Energy Information Clearinghouse serves as a centralized repository and dissemination point and is responsible for the design and maintenance of web sites for the ED organization. In addition, coordinate and implement the Department's environmental justice activities, as required by Executive Order 12898.

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

The SocioEconomic Research and Analysis Program is mandated by P.L. 95-619. In carrying out this mandate, the Department recognizes the fact that our Nation's ability to compete in a global economy depends on the development of our national resources among all segments of the population. This program will continue a minimum level of effort to develop and enhance the analytical tools and software to a) provide a credible quantitative framework for long-term analysis of environmental energy issues; b) assist the Department in building a consensus on energy issues; c) assess the impacts of energy programs, policies, legislative and regulatory proposals; d) establish innovative methods by which massive energy and SocioEconomic database systems can be integrated for long-term analyses and forecasting of energy and environmental data and other information; and e) develop a distributional analysis module for the National Energy Modeling System for impact decisions by geographic regions, low-income groups, and Native American Tribal governments. The Research and Environmental Justice Program efforts relate to the strategic goals of energy resources at a continuing level of effort, as required by legislative mandate and overall energy policy needs.

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

The Management and Technical Assistance (M&TA) program provides technical assistance to minority educational institutions and minority business enterprises to enable them to participate in market research, planning, economic and business analysis, and program and contract opportunities within the Department. To augment these efforts, the Minority Information Clearinghouse serves as a centralized repository and

dissemination point. M&TA will work to: enhance minority participation in the energy technology industry by supporting the research and education infrastructure at minority educational institutions; invest in human resources at all levels of the educational curriculum through improved scientific training and research experiences in mathematics and sciences, for both students and teachers; incorporate the technical resources of Federal and private sector laboratories and energy technology industries to assist under-represented students to pursue careers in mathematics and sciences; and encourage innovation and business entrepreneurship which will improve the level of competition in the energy arena. This program is used to develop effective mechanisms to: a) encourage and promote under-represented population groups to pursue scientific and technical energy-related training at all levels of the education pipeline; and b) assert the support for small businesses by assisting them through developing a climate that is conducive to integrating their capabilities with the Department's needs.

### **Financial Assistance Program**

The Financial Assistance Program is mandated by P.L. 95-619, to provide short-term deposits of Federal funds in minority-owned financial institutions. Under this program, non-appropriated funds obtained through consent decrees in the Economic Regulatory Administration's Petroleum Violation Escrow Account are deposited in short-term certificates of deposit in minority financial institutions to be used as capital for loans and investments in their respective minority communities. The continued level of funding is essential in order to provide eligible participants with capital to stimulate economic development and growth for minority business development in inner-cities.

## **Program Goals**

### **Office of Minority Economic Impact**

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

- S** Develop a web site dealing with subsistence related aspects of environmental justice that provides information, resources, and an opportunity for interaction. The web site would link DOE with other relevant Federal agencies, including the Centers for Disease Control and Prevention and the National Institute for Environmental Health Sciences.
- S** Coordinate program offices of DOE, with environmental research or environmental justice functions, to deliver a comprehensive environmental justice outreach to stakeholders wherever DOE facilities operate.
- S** Develop analytical work to facilitate effective energy policy decision-making regarding the impact of the recent restructuring of the electric utility industry and focus on economic development issues regarding specific regions and different population groups.
- S** Update analytical tools, such as the socioeconomic data bank, to reconstitute energy consumption and expenditure details at the household level and by Census regions. This will facilitate more comprehensive forecasts of the distributive impact of energy policies, programs, and activities on different segments of the population and also address the equity issue in energy policy determinations.

< **Management and Technical Assistance Program: Minority Education**

- S Coordinate Departmental funding goals in support of minority educational institutions.
- S Convene annual information and technical assistance conference and/or workshops to provide institutions with necessary program information and technical assistance to facilitate preparation of successful applications or proposals for participation in DOE's mission-related energy programs.
- S Facilitate the establishment of a formal Minority Energy Council to develop and coordinate the Department's strategy for implementing the minority education programs.
- S Implement at least one new interagency agreement between diverse educational institutions, other Federal agencies, and the energy industry for the purpose of establishing one new high technology research and development center at one of these institutions.
- S Facilitate collaborative research and development efforts between educational institutions and the Department's national laboratories by sharing facilities and human resources.
- S Continue the Minority Technical Education Program, emphasizing community colleges' needs to develop curricula with infrastructure support and promote partnerships with industry and national laboratories as a means of promoting economic growth in surrounding communities. In addition, increased opportunities will be provided for successful bridge programs from two-year and four-year institutions leading to careers with energy-related industries.
- S Expand the Southeastern Consortium for Minorities in Engineering (SECME) program to include partnerships with other pre-college programs aimed at improving teacher training and science curricula materials.
- S Facilitate efforts to expand participation of high schools in the Department's Regional and National Science Bowl competitions.

< **Management and Technical Assistance Program: Business and Community Development**

- S Create business opportunities, economic development, community development and enhance energy efficiency and innovative technology deployment with minority businesses.
- S Plan international business partnerships through the Africa Growth and Opportunity Act and the North American Free Trade Agreement to build minority economic development while exporting US technology.
- S Provide outreach, training, and customer service initiatives designed to encourage minority owned firms to actively participate in electronic commerce.
- S Expand minority owned business technology transfer consortium initiatives.
- S Develop an accredited training activity, within the Tribal Colleges System, to certify knowledge and skills of the participating students and professionals in photovoltaic systems.

- S Implement a cooperative agreement for providing technology commercialization assistance to small, minority and women-owned businesses to create competitive advantage in the marketplace.

< **Financial Assistance Program: Bank Deposit Financial Assistance**

- S Develop strategies which will be utilized in encouraging joint ventures with minority financial institutions and business communities.
- S Recommend to minority financial institutions that they increase their debt capital by providing loans to minority owned businesses in order to increase services to secondary business markets.
- S Identify eligible minority financial institutions to increase the diversity of Trustee Banks.

## **Program Objectives**

- # *Contribute to Our Nation's Energy Security and Industrial Competitiveness* — Design initiatives for scientific training and research programs in the mathematics and science disciplines; support the development of research and educational infrastructure at Historically Black Colleges and Universities (HBCUs) and minority educational institutions; establish synergistic linkages with industry and the national energy laboratories which will increase the technical capabilities of the labor force in the energy industry and improve the current critical deficient levels.
- # *Enhance our Nation's Minority Educational Resources* — Support the research and educational infrastructure at secondary and post secondary educational institutions; invest in human resources at all levels of the educational curriculum through improved scientific training and research experiences in mathematics, science, and engineering for both teachers and students; and utilize the resources of Federal and private sector laboratories and energy technology industries.
- # *Enhance our Nation's Energy Resources and Environmental Quality* — Continue to support the Department's National Energy Strategy by developing and implementing effective methods of determining the distribution and employment effects associated with related energy policies and programs of the Department among various population segments. Improve the analytical capability to identify cost-effective efficiency increases in various energy use sectors and also to incorporate equity issues into energy and environmental policy decisionmaking. Identify, develop, and implement programs and policy options to soften adverse impacts of energy and environmental policies, programs, and regulations on various population segments. Ensure that the Department is effectively implementing environmental justice strategies to address Executive Order 12898 on environmental justice and addressing the issues of our stakeholders.
- # *Support Economic Development* – Continue to provide management and technical assistance by enhancing the technical resource base and economic development of minority business entrepreneurs and other underutilized small businesses.

## **Significant Accomplishments**

### **Office of Minority Economic Impact**

#### **< SocioEconomic Research and Analysis Program (SERAP)**

- S** Reestimated the Distributive Impact Assessment Model (DIAM) energy demand system with Residential Energy Consumption Survey (RECS) data; publish analysis and results.
- S** Provided expanded access to information on health related risks from operating our facilities to ensure that minority and low-income populations, which may be disproportionately adversely impacted by DOE facilities, understand the Department's environmental justice goals and strategies.
- S** The 2000 DOE Annual Energy Outlook forecast was disaggregated by population group and documented in Energy Consumption and Expenditure Projections Group on the basis of the Annual Energy Outlook 2000 Forecast.
- S** Reviewed the State of Illinois' Electric Service Customer Choice and Rate Relief Law of 1997 and other supporting documents issued by the Illinois Commerce Commission. A white paper was prepared that summarizes major legislation governing utility industry and transitional issues that may be of relevance to minority groups.

#### **< Management and Technical Assistance Program**

- S** Continued the SECME (formerly Science and Engineering Consortium for Minorities in Engineering) program with 26 elementary, middle, and high schools in the District of Columbia and 14 middle and high schools in Prince George's County public schools. More than 40 students participating in the program have graduated with honors and entered college with scholarships to pursue engineering or science-related degrees.
- S** Implemented a cooperative education program with Florida A&M University to give science and engineering students access to opportunities for laboratory research internships, and provide a broader knowledge of potential careers with the Department, national laboratories, the energy industry.
- S** Worked collaboratively with other Departmental elements to develop a science, mathematics, pre-engineering and technology program with Tribal colleges to increase the number of American Indians pursuing these disciplines and careers.
- S** Convened four meetings with educational institution presidents, and other academia representatives, and community leaders providing technical information to facilitate preparation of successful proposals for participation in DOE's contract opportunities.
- S** Coordinated the second District of Columbia Science Bowl with 13 District of Columbia public high schools and 1 private school.

- S Began Phase I of a strategy that can be implemented to create more effective partnerships between minority businesses and minority educational institutions to increase and enhance entrepreneurial development for both institutions.
- S Partnered with the Department of Justice on an interagency project in support of Native American owned businesses and interests.
- S Worked collaboratively with Departmental Program Offices and the Department's Research and Development Council to develop a Departmental Minority Educational Institution Policy to increase the involvement of minority educational institutions in the programs of the Department.
- S Continued the assistance to South Africa of building capacity in their energy sector by facilitating public/private partnerships in the areas of energy efficient housing, energy small business entrepreneurship, renewable energy training and a government exchange program.
- S Sponsored a "Train the Trainers" Solar Certification Program for six Tribal Colleges and three Native American businesses in solar system design, installation, and maintenance.
- S Developed a "technology incubator" model to provide an innovative way for minority businesses and minority institutions to band together on the transfer of leading edge technologies through project participation by removing the barriers they face when attempting to evolve technology into viable products.
- S Implemented phase one of a pilot project, CREATE 21, -- Consortium for Revitalization through Advanced Technology-Based Economic Development, to identify current and emerging strategic technologies that have the potential to stimulate the creation of new businesses and industry by the exchange of ideas among the broad range of stakeholders, national experts, building community leaders and customers.

**< Financial Assistance Program**

- S Increased the funding level for participating Minority Financial Institutions from \$201.4 million to \$215.5 million which represents a \$14.1 million increase over the past fiscal year.
- S Placed 2,268 Certificates of Deposit in 101 participating Minority Financial Institutions, nationwide which provided an infusion of capital in urban and semi-rural communities. (Inner city, farm areas, and Native American Reservations.)
- S Provided access to capital for minority and woman-owned businesses to fostering community business growth and ownership opportunities.
- S Increased by 8 (2 more than projected) the number of minority financial institutions participating in the Department's Bank Deposit Financial Assistance Program.

## **Performance Measures**

- # Increase America's potential science workforce by partnering with Departmental Program Offices to ensure that minority serving institutions receive funding support and take advantage of the Federal research, development, education and equipment opportunities for which they are eligible and increase their awards by 5 percent over FY 1999 and FY 2000.
- # Establish parity among the Socioeconomic Research and Analysis Program (SERAP), the National Energy Modeling System (NEMS) and the Annual Energy Outlook, to evenly influence all energy policy analyses.
- # Expand opportunities for participating minority financial institutions to better serve small and minority and women-owned businesses in their respective communities, and increase economic development nationwide. Increase by 8, the number of new minority and women-owned financial institutions that will participate in the Bank Deposit Financial Assistance Program. Increase the number of DOE "Trustee" institutions from 36 to 38 during FY 2001.
- # Increase business and economic development by 10 percent to stimulate and create partnerships among minority business enterprises and communities.

## Funding Schedule

(dollars in thousands)

|   | FY 1999      | FY 2000      | FY 2001      | \$ Change   | % Change      |
|---|--------------|--------------|--------------|-------------|---------------|
| SocioEconomic Research and Analysis Program   |              |              |              |             |               |
| Data Development and Minority Energy          |              |              |              |             |               |
| Assessment Models .....                       | 150          | 150          | 150          | 0           | 0.0%          |
| Management and Technical Assistance Program   |              |              |              |             |               |
| Minority Educational Institutions Support ... | 808          | 808          | 650          | -158        | -19.5%        |
| Minority Business and Community Devel. ...    | 542          | 542          | 500          | -42         | -7.7%         |
| Financial Assistance Program                  |              |              |              |             |               |
| Bank Deposit Financial Assistance .....       | 200          | 200          | 200          | 0           | 0.0%          |
| <b>Total, Minority Economic Impact .....</b>  | <b>1,700</b> | <b>1,700</b> | <b>1,500</b> | <b>-200</b> | <b>-11.7%</b> |

## Funding by Site

| (dollars in thousands)                 |         |         |         |           |         |
|--|---------|---------|---------|-----------|---------|
|  | FY 1999 | FY 2000 | FY 2001 | \$ Change | %Change |
| Albuquerque Operations Office .....    | 50      | 0       | 0       | 0         | 0.0%    |
| Sandia National Laboratory .....       | 0       | 0       | 0       | 0         | 0.0%    |
| Total, Albuquerque Operations .....    | 50      | 0       | 0       | 0         | 0.0%    |
| Chicago Operations Office .....        | 100     | 0       | 0       | 0         | 0.0%    |
| Argonne National Laboratory .....      | 150     | 150     | 150     | 0         | 0.0%    |
| Total, Chicago Operations Office ..... | 250     | 150     | 150     | 0         | 0.0%    |
| Oakland Operations Office .....        | 215     | 200     | 200     | 0         | 0.0%    |
| Lawrence Berkeley Lab .....            | 115     | 115     | 115     | 0         | 0.0%    |
| Total, Oakland Operations Office ..... | 330     | 315     | 315     | 0         | 0.0%    |
| Rocky Flats Field Office .....         | 50      | 50      | 50      | 0         | 0.0%    |
| Total, Rocky Flats Field Office .....  | 50      | 50      | 50      | 0         | 0.0%    |
| Washington Headquarters .....          | 1,020   | 1,185   | 985     | -200      | -16.9%  |
| Total, Minority Economic Impact .....  | 1,700   | 1,700   | 1,500   | -200      | -11.7%  |

## Site Description

### Argonne National Laboratory

During the past 15 years, DOE's SocioEconomic Research and Analysis Program (SERAP) has utilized a multi-disciplinary team at Argonne to establish a SocioEconomic data bank, by population categories, and to generate numerous unique energy policy assessment models which have provided input into Departmental decision making regarding energy policies and use patterns, energy policy impacts, and the overall issue of equity and energy policy. This information for the SERAP has been migrated into PC software, in the majority of cases, to enable DOE to share the models and other information with other energy regulators, such as public utilities commissions and other energy industry organizations and congressional staff members. The information has also been disseminated to our stakeholders through DOE's National Information Clearinghouse. The data bank incorporates information from the Energy Information Administration's periodic surveys and numerous other major energy-related relevant data bases. The unique level of detail which this data bank continues to provide for the SERAP has enabled DOE to base its energy policy decisions on a disaggregate level of detail

rather than at the national level. The program is mandated by P.L. 95-619, Section 211(a)(b)(c) to advise the Secretary on the effects of energy policies and regulations on various population groups.

## **Oakland Operations Office**

The Office of Economic Impact and Diversity (ED) is one of Oakland Operations Offices (OAK) key HQ customers. Oakland's financial Assistance Center is one of the Department's Center of Excellence, with the awarding and administration of numerous grants annually. In addition, OAK has significant experience in managing nationwide programs and in providing technical assistance to various educational institutions. OAK has provided program management and grant administration services to ED for over 17 years. In 1987, the Minority Honors Training and Industrial Assistance Program (Honors) was established by ED. OAK assisted in developing and competing the program nationwide, and continues to award and administer the program. The program was restructured by ED in 1993, with OAK's assistance, was competed nationwide, and renamed the Minority Technical Education Program (MTEP). As a result of nationwide competition, OAK assisted with the awarding of eight grants for this ED Program and is currently managing the administration of the grants. The goal of MTEP is to enhance minority post-secondary two-year educational institutions' capacity to increase the number of minorities in mathematics, computer sciences, life sciences or engineering careers, and to strengthen the quantity and quality of energy-related technical and academic curricula.

## **Lawrence Berkeley Laboratory**

Lawrence Berkeley Laboratory has a world-class interdisciplinary team of energy specialists working collaboratively with tribal governments, tribal and inter-tribal organizations, non-profit organizations, academia, consultants, federal and state governments, and the energy industry. The Laboratory's Native American Renewable Energy Education Project (NAREEP) is an education technical assistance and research program to enhance the ability of Native Americans to assess and carry out renewable energy and energy efficiency projects on tribal lands. The Laboratory responds to the desires of American Indian communities for cost-effective, environmentally benign energy services for community needs and economic development.

## **Rocky Flats Field Office**

Rocky Flats Field Office supports a grant to Fort Valley State University to continue the Cooperative Developmental Energy Program (CDEP) as part of its diversity education program initiatives. CDEP is a minority education program designed to increase the number of minorities and women in science and engineering fields. Previously, ED provided significant support to this program, but due to reduced education budgets, recent funding has not been provided. Recent correspondence from Fort Valley State University requested additional Departmental support for the program. ED's support of \$50,000 will be combined with funding from Rocky Flats to support additional CDEP student interns and fellowships.

## Detailed Program Justification

(dollars in thousands)

|  | FY 1999      | FY 2000      | FY 2001      |
|--|--------------|--------------|--------------|
| <b>SocioEconomic Research and Analysis Program</b>   |              |              |              |
| Provides funding for a quantitative framework for determining the effects of national energy policies, programs, and regulations on minorities; to provide regional socioeconomic and other information and related analysis of DOE's policies and programs, on a comparative basis; to develop focused technical assistance relating to new energy technologies for minority businesses and minority communities; and to continue development and publication of the newsletter concerning subsistence and environmental health issues. . . . . | 150          | 150          | 150          |
| <b>Management and Technical Assistance Program</b>   |              |              |              |
| Provides funding for Minority Educational Institutions Support programs designed to broaden the participation of minorities in the Department's research, development, and demonstration and training programs through the development of improved scientific research and related capabilities at minority educational institutions.  | 808          | 808          | 650          |
| Provides funding for Business and Community Development program activities which offer management and technical assistance to minority business enterprises to enhance their opportunities to participate fully in the energy programs of DOE . . . . .  | 542          | 542          | 500          |
| <b>Financial Assistance Program</b>  |              |              |              |
| Provides funding for the Bank Deposit Financial Assistance Program which provides short-term deposits of Federal funds in minority-owned financial institutions. . . . .   | 200          | 200          | 200          |
| <b>Total, Minority Economic Impact . . . . .</b>   | <b>1,700</b> | <b>1,700</b> | <b>1,500</b> |

## Explanation of Funding Changes from FY 2000 to FY 2001

|                                   |
|-----------------------------------|
| FY 2000 vs.<br>FY 2001<br>(\$000) |
|-----------------------------------|

### Minority Economic Impact

|  |      |
|--|------|
| # Minority Education - Program support for Historically Black Colleges and Universities; Hispanic Serving Institutions; and infrastructure support for Tribal Colleges and Universities will continue at a reduced level of effort due to constrained funding .....        | -158 |
| # Business and Community Development - Initiatives to support the Historically Underutilized Business Zones; Mentor Protege Program; and technical assistance to minority business enterprises will continue at a reduced level of effort due to constrained funding ..... | -42  |
| Total Funding Change, Program Support .....  | -200 |

# **Contract Reform and Privatization Project Office**

## **Mission Supporting Goals and Objectives**

The Contract Reform and Privatization Office's (PC) mission is to act as the principle advisor to the Secretary in the formulation, guidance, and implementation of the Department's privatization and contract reform initiatives. The office represents the Department on privatization and contract reform matters in dealings with Congress, other Federal agencies, and various stakeholders. It participates in reviews at various stages of privatization projects including acquisition planning, budgeting, and the development of Requests for Proposal (RFP) and contracts, and has concurrence authority on all major procurement actions.

The PC will ensure that privatization and contract reform initiatives are conducted with the most effective and cost-efficient contracting systems, techniques and practices available for mission accomplishment, and will stimulate innovation in order to better manage change in departmental programs and to help ensure a proper allocation of risk in business and management strategies.

This office will work to strengthen and coordinate the policy, planning and guidance capabilities of the Department to provide an integrated management approach in privatization and contract reform projects to ensure the success of the Department's mission. It will also assist in addressing and meeting the critical human resources needs across the Department to successfully implement privatization and contract reform projects. In addition, the PC will provide systematic analyses of key areas of privatization and contract reform to determine whether on-going approaches should be continued, improved, or discarded.

## **Performance Measures**

- # Continued development and refinement of a Department-wide privatization strategy, and identify and pursue privatization opportunities.
- # Establish a clearinghouse for Department-wide "lessons learned" and "best practices" that embody the work of Headquarters and Field elements, and that recognize the diversity of the Department's mission and its facilities and contractors.
- # Develop and conduct relevant training sessions, workshops and conferences on diverse topics, such as proper risk allocations, financial engineering, and consistent implementation of performance measures.
- # Collect, categorize, analyze, and validate "best practices" of the government and private sector, and determine the most effective manner in which they can be integrated into Department operations.
- # Partner in the development of protocols for the recruitment, allocation, and deployment of jobs to meet the changing needs of the Department and in successfully implementing changing contractual practices.

## Funding Schedule

(dollars in thousands)

|                                | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|--------------------------------|---------|---------|---------|-----------|----------|
| Salaries and Benefits .....    | 643     | 743     | 840     | +97       | 13.1%    |
| Travel .....                   | 140     | 175     | 100     | -75       | -42.9%   |
| Support Services .....         | 1,830   | 1,830   | 1,360   | -470      | -25.7%   |
| Other Related Expenses .....   | 220     | 252     | 200     | +52       | -20.6%   |
| Total, Program Direction ..... | 2,833   | 3,000   | 2,500   | -500      | -16.6%   |
| Full Time Equivalents .....    | 4       | 7       | 8       | +1        | 14.0%    |

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

### Salaries and benefits

Provides salary and benefit funding in FY 2001 for eight full-time permanent employees to include: salaries and wages, overtime pay, cash incentive awards, lump sum leave payments, Senior Executive Service and other performance awards, payments to funds for the benefit of employees, and workman's compensation. ....

643            743            840

### Travel funds

Travel funds finance staff travel for Department-wide activities in contract reform and privatization areas, such as advance acquisition planning, development of site management strategies, project reviews, workshops, and training. ....

140            175            100

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

**Support Services**

Our office provides expertise to the Department in key business areas, such as financial engineering, risk allocation, complex legal and tax matters, and private sector project management. Contracts will be issued for support services to review and assess acquisition plans, draft Request for Proposal (RFP's), and final contractual vehicles for all major departmental programs (EM, DP, EE, FE, Science, NNSA, OCWRM). . . . .

1,830      1,830      1,360

**Other Related Expenses**

Other related expenses will finance the acquisition of goods and services that support the office mission and include such activities as working capital fund, rent, supplies, telephone service, ADP support, etc. . . . .

220      252      200

Total, Program Direction . . . . .

2,833      3,000      2,500

**Explanation of Funding Changes FY 2000 to FY 2001**

|                                   |
|-----------------------------------|
| FY 2001 vs.<br>FY 2000<br>(\$000) |
|-----------------------------------|

**Salaries and Benefits**

# The increase is for pay raises, promotions, and cost of living adjustments. . . . . +97

**Travel**

# The decrease in FY 2001 Travel is attributable to the increased use of teleconferencing . . . . . -75

**Support Services**

# The decrease in support services reflects an increased reliance on and use of federal staffing resources . . . . . -470

|                                   |
|-----------------------------------|
| FY 2001 vs.<br>FY 2000<br>(\$000) |
|-----------------------------------|

# **Other Related Expenses**

The decrease in FY 2001 Other Related Expenses results from small miscellaneous adjustments in such areas as: working capital fund expenditures for office space, LAN and telephone utilization. ....

-52

Total Funding Change, Program Direction .....

-500

**Support Services**

(dollars in thousands)

|                               | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|-------------------------------|---------|---------|---------|-----------|----------|
| Technical Support .....       | 1,000   | 1,000   | 530     | -470      | -47.0%   |
| Management Support .....      | 600     | 600     | 600     | 0         | 0.0%     |
| Special Studies .....         | 230     | 230     | 230     | 0         | 0.0%     |
| Total, Support Services ..... | 1,830   | 1,830   | 1,360   | -470      | -25.7%   |

# Technical Support includes providing expertise in the key business areas of financial engineering, risk allocation, complex legal and tax matters as they relate to all aspects of the acquisition process for all major Departmental programs.

# Management Support includes training and educational development in the areas of project financing, value management, risk allocation training. It also includes putting on DOE-wide workshops and collecting and disseminating lessons learned for the Department.

# Special Studies include tax analysis, alternative contracting methods, economic and environmental analysis, safety risk analysis, and international and other governmental privatization projects.

## Other Related Expenses

(dollars in thousands)

|                                 | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|---------------------------------|---------|---------|---------|-----------|----------|
| Working Capital Fund .....      | 69      | 77      | 77      | 0         | 0.0%     |
| Training of Federal Staff ..... | 67      | 75      | 23      | -52       | -69.3%   |
| Outreach Activities .....       | 42      | 50      | 50      | 0         | 0.0%     |
| Acquisitions .....              | 42      | 50      | 50      | 0         | 0.0%     |
| Total, Support Services .....   | 220     | 252     | 200     | -52       | -20.6%   |

# **Cost of Work for Others**

## **Mission Supporting Goals and Objectives**

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

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

A new activity added to the Cost of Work Program in FY 1997 was a portion of the Department's Foreign Research Reactor Spent Fuel Program. This program which involves the receipt and storage of foreign research reactor spent fuel is provided for in the Cost of Work Program only to the extent of revenues provided. In addition to the funding provided here, the Defense Environmental Management Appropriation includes \$9,675,000 in FY 1999; \$9,965,000 in FY 2000 and \$10,264,000 in FY 2001 at the Savannah River site and \$8,716,000 in FY 1999; \$7,800,000 in FY 2000 and \$7,400,000 in FY 2001 at the Idaho site, to support those activities associated with the Foreign Research Reactor Spent Fuel program which are not offset by revenues, including all costs associated with spent fuel returned from other than high income nations.

## Funding Schedule

(dollars in thousands)

|   | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|---|---------|---------|---------|-----------|----------|
| Products Sold:                              |         |         |         |           |          |
| Savannah River Operations Office . . . . .  | 4,561   | 5,149   | 5,131   | -18       | -0.4%    |
| Services Performed:                         |         |         |         |           |          |
| Albuquerque Operations Office . . . . .     | 2,500   | 2,000   | 1,000   | -1,000    | -50.0%   |
| Argonne National Laboratory . . . . .       | 75      | 1,200   | 250     | -950      | -79.2%   |
| Brookhaven National Laboratory . . . . .    | 1,570   | 968     | 537     | -431      | -44.5%   |
| Chicago Operations Office . . . . .         | 150     | 150     | 150     | 0         | 0.0%     |
| Idaho Operations Office . . . . .           | 3,100   | 1,800   | 1,200   | -600      | -33.3%   |
| Lawrence Berkeley Laboratory . . . . .      | 9,157   | 1,768   | 1,768   | 0         | 0.0%     |
| Lawrence Livermore Laboratory . . . . .     | 3,410   | 2,862   | 2,804   | -58       | -2.0%    |
| Oak Ridge Operations Office . . . . .       | 1,386   | 1,515   | 3,369   | 1,854     | 122.4%   |
| Oak Ridge National Laboratory . . . . .     | 2,903   | 3,093   | 2,218   | -875      | -28.3%   |
| Oakland Operations Office . . . . .         | 3,000   | 3,000   | 1,100   | -1,900    | -63.3%   |
| Savannah River Operations Office . . . . .  | 12,500  | 9,700   | 14,500  | 4,800     | 49.5%    |
| Subtotal, Services Performed . . . . .      | 39,751  | 28,056  | 28,896  | 840       | 3.0%     |
| Subtotal, Cost of Work for Others . . . . . | 44,312  | 33,205  | 34,027  | 822       | 2.5%     |
| Use of Prior Year Balances . . . . .        | 0       | -14,534 | -8,000  | 6,534     | -45.0%   |
| Total, Cost of Work for Others . . . . .    | 44,312  | 18,671  | 26,027  | 7,356     | 39.4%    |

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

**Products Sold:**

**Savannah River Operations Office**

|   |   |       |       |       |
|---|---|-------|-------|-------|
| # | Support forest management and the sale of timber by the U.S. Forest Service. The funding level was derived based on the personnel costs for the 32 FTEs of the U.S. Forest Service who support the Savannah River timber management program, and the historical costs, adjusted for inflation, associated with contractual support for services, radio maintenance, reforestation activities surveying and monitoring of protected, endangered and threatened species, archeology surveys and various research studies. . . . . | 4,561 | 5,149 | 5,131 |
|---|---|-------|-------|-------|

**Services Performed:**

**Albuquerque Operations Office**

|   |   |       |       |       |
|---|---|-------|-------|-------|
| # | Provide miscellaneous services for state and local governments, such as highly specialized computer and automation support at the Sandia and Los Alamos National Laboratories. Decrease due to the transfer of Los Alamos National Laboratory utility sales to the City of Los Alamos.. . . . | 2,500 | 2,000 | 1,000 |
|---|---|-------|-------|-------|

**Argonne National Laboratory**

|   |  |    |       |     |
|---|--|----|-------|-----|
| # | Support research activities for state and local governments such as internet service capability to education organizations participating in the Illinois Educational Network Consortium. The funding level was derived based on an analysis and of the expenses for providing the specific research activities requested.. . . . | 75 | 1,200 | 250 |
|---|--|----|-------|-----|

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

**Brookhaven National Laboratory**

# Provide for the sale of isotopes and continue to provide miscellaneous activities for state and local governments. The funding amount was estimated based on extensive historical data of the costs of producing these isotopes and miscellaneous services. . . . . 1,570 968 537

**Chicago Operations Office**

# Provide certified reference materials used by the Nuclear community at the New Brunswick Laboratory. The level of funding was derived based on historical sales of certified reference materials and the costs associated with projected new sales. . . . . 150 150 150

**Idaho Operations Office**

# Receive, manage and provide interim storage of Foreign Research Reactor Spent Fuel. . . . . 3,100 1,800 1,200

**Lawrence Berkeley Laboratory**

# Conduct work for state and local governments and non-profit organizations including activities to: reduce the energy intensity of lab facilities; build the knowledge base needed to evaluate building performance problems; enable the assessment of energy and non-energy implications with building design tools; analyze data sets produced at the Goddard Institute for space studies and evaluate microbiological landfill technologies. The requested level of funding was derived using a variety of methods including: zero based budgeting, specific cost reviews with adjustments for inflation, trend analysis, and use of expert opinions in cases where an activity was not previously performed. . . . . 9,157 1,768 1,768



(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

**Oak Ridge National Laboratory**

# Provide miscellaneous services for state and local governments including research of high temperature materials; analysis of transportation systems; magnetic fusion transportation of nuclear waste; preparation of materials for transmission electron microscopy characterization; irradiation services; measurement and analysis of selected fish species known to experience significant mortalities at steam electric and hydroelectric generation sites; and development of subroutines to supported distributed memory concurrent computers. The estimate is based on an analysis of the historical costs adjusted for inflation associated with providing each of the requested services as stated in corresponding statement of work. These costs include staff resources, supplies, materials and contractual expenses required to perform the service. . . . . 2,903 3,093 2,218

**Oakland Operations Office**

# Support particle physics collaboration with Japan and other development efforts at the Stanford Linear Accelerator Center (SLAC). The funding level is based on the historical costs of labor, materials and services required to provide these activities. . . . . 3,000 3,000 1,100

**Savannah River Operations Office**

# Receive, manage and provide interim storage of Foreign Research Reactor Spent Fuel. The funding level was derived based on the historical transportation costs of a shipment from a country, unloading costs for a shipment, satellite tracking costs, and overland shipment support activities such as emergency preparedness training and other needs of the country or state involved with a shipment. . . . . 12,500 9,700 14,500

Total, Services Performed . . . . . 39,751 28,056 28,896

**Total, Cost of Work for Others** . . . . . 44,312 33,205 34,027

## Explanation of Funding Changes from FY 2000 to FY 2001

 FY 2001 vs.  
 FY 2000  
 (\$000)

**Products Sold:**

**Savannah River Operations Office**

# Decreases due to a lower level of projected timber sales. . . . . -18

**Services Performed:**

**Albuquerque Operations Office**

# Decreases due to the transfer of utility sales over to the City of Los Alamos. . . . . -1,000

**Argonne National Laboratory**

# Decreases due to the completion of a project with the Alabama Emergency Management Agency. . . . . -950

**Brookhaven National Laboratory**

# Decrease due to projected lower level of data bank sales and no expected projects with the New York State Dept. of Transportation . . . . . -431

**Idaho Operations Office**

# Decrease due to a fewer projected number of shipments of Foreign Research Reactor Spent Fuel to this site . . . . . -600

**Lawrence Livermore Laboratory**

# Decrease due the completion of projects with the State of California Dept. of Water Resources. . . . . -58

**Oak Ridge Operations Office**

# Increase due to additional projects with the International Atomic Energy Agency, the University of Virginia, Auburn University and the State of Florida. . . . . 1,854

**Oak Ridge National Laboratory**

# Decrease due to a projected increase in the number of projects with domestic industry. . . . . -875

**Oakland Operations Office**

# Decrease due to a reduction in Japanese participation at SLAC on the design of a next generation collider. . . . . -1,900

|                                   |
|-----------------------------------|
| FY 2001 vs.<br>FY 2000<br>(\$000) |
|-----------------------------------|

**Savannah River Operations Office**

|   |  |            |
|---|--|------------|
| # | Increase due to a higher number of projected Foreign Research Reactor Spent Fuel shipments ..... | 4,800      |
|   | Total Funding Change, Cost of Work for Others .....  | <u>822</u> |

# Miscellaneous Revenues

## Mission Supporting Goals and Objectives

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

### Funding Schedule

(dollars in thousands)

|   | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|---|---------|---------|---------|-----------|----------|
| Services Performed:                     |         |         |         |           |          |
| Albuquerque Operations Office . . . . . | -1,277  | -1,000  | -1,000  | 0         | 0.0%     |
| Idaho Operations Office . . . . .       | -11,808 | -13,000 | -12,948 | 52        | -0.4%    |
| Pittsburgh . . . . .                    | -18,075 | -30,300 | -25,660 | 4,640     | -15.3%   |
| Federal Administrative Charge . . . . . | -14,581 | -25,000 | -34,327 | -9,327    | 37.3%    |
| Other Revenues . . . . .                | -2,052  | -2,000  | -2,000  | 0         | 0.0%     |
| Total, Miscellaneous Revenues . . . . . | -47,793 | -71,300 | -75,935 | -4,635    | 6.5%     |

## Detailed Program Justification

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

**Services Performed:**

**Albuquerque Operations Office**

|   |        |        |        |
|---|--------|--------|--------|
| # Lease of facilities (gas and electric) to utility company at the Los Alamos National Laboratory at Albuquerque. . . . . | -1,277 | -1,000 | -1,000 |
|---|--------|--------|--------|

**Idaho Operations Office**

|  |         |         |         |
|--|---------|---------|---------|
| # Costs incurred at the Idaho Chemical Processing Plant for handling and basin storage of spent fuel cores for the Department of Navy. . . . . | -11,808 | -13,000 | -12,948 |
|--|---------|---------|---------|

**Pittsburgh**

|   |         |         |         |
|---|---------|---------|---------|
| # The Department of the Navy reimburses Pittsburgh for the nuclear material burn-up while the core is in operation. . . . . | -18,075 | -30,300 | -25,660 |
|---|---------|---------|---------|

**Federal Administrative Charge**

|  |         |         |         |
|--|---------|---------|---------|
| # Federal Administrative Charges collected from other federal agencies as well as non-federal entities for Reimbursable activity conducted by the Department in accordance with full-cost recovery policy. . . . . | -14,581 | -25,000 | -34,327 |
|--|---------|---------|---------|

**Other Revenues**

|  |        |        |        |
|--|--------|--------|--------|
| # Estimate based on current rate of collections for various miscellaneous revenues collected at all the sites. . . . . | -2,052 | -2,000 | -2,000 |
|--|--------|--------|--------|

|   |         |         |         |
|---|---------|---------|---------|
| Total, Miscellaneous Revenues . . . . . | -47,793 | -71,300 | -75,935 |
|---|---------|---------|---------|

## Explanation of Funding Changes from FY 2000 to FY 2001

|                                   |
|-----------------------------------|
| FY 2001 vs.<br>FY 2000<br>(\$000) |
|-----------------------------------|

**Idaho Operations Office**

|  |    |
|--|----|
| # Revenues decrease due to a slightly lower level of expected spent fuel shipments from the Navy ..... | 52 |
|--|----|

**Pittsburgh**

|  |       |
|--|-------|
| # Revenues decrease due to changes to the schedule for the offloading of spent fuel assemblies from Navy ships ..... | 4,640 |
|--|-------|

**Federal Administrative Charge**

|  |        |
|--|--------|
| # Revenues increase a due to an overall decrease in reimbursable work and the expiration of blanket waivers of these charges granted in previous years. .... | -9,327 |
|--|--------|

|  |   |        |
|--|---|--------|
| Total Funding Change, Cost of Work for Others: ..... | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">-4,635</td> </tr> </table> | -4,635 |
| -4,635   |   |        |

# Revenues Associated With Cost of Work for Others

## Mission Supporting Goals and Objectives

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

### Funding Schedule

(dollars in thousands)

|  | FY 1999 | FY 2000 | FY 2001 | \$ Change | % Change |
|--|---------|---------|---------|-----------|----------|
| Products Sold:                             |         |         |         |           |          |
| Savannah River Operations Office . . . . . | -2,589  | -5,800  | -5,131  | 669       | -11.5%   |
| Services Performed:                        |         |         |         |           |          |
| Albuquerque Operations Office . . . . .    | -1,064  | -3,010  | -2,000  | 1,010     | -33.6%   |
| Argonne National Laboratory . . . . .      | -1,169  | -1,200  | -250    | 950       | -79.2%   |
| Brookhaven National Laboratory . . . . .   | -68     | -968    | -537    | 431       | -44.5%   |
| Chicago Operations Office . . . . .        | -153    | -150    | -150    | 0         | 0.0%     |
| Idaho Operations Office . . . . .          | 0       | -1,800  | -1,200  | 600       | -33.3%   |
| Lawrence Berkeley Laboratory . . . . .     | -2,336  | -1,775  | -1,775  | 0         | 0.0%     |
| Lawrence Livermore Laboratory . . . . .    | -2,392  | -3,184  | -2,804  | 380       | -11.9%   |
| Oak Ridge Operations Office . . . . .      | -1,084  | -1,710  | -21,227 | -19,517   | 1141.3%  |
| Oak Ridge National Laboratory . . . . .    | -1,961  | -3,290  | -2,153  | 1,137     | -34.6%   |
| Oakland Operations Office . . . . .        | -1,095  | -3,000  | -1,100  | 1,900     | -63.3%   |
| Savannah River Operations Office . . . . . | -12,464 | -9,700  | -14,500 | -4,800    | 49.5%    |
| Subtotal, Services Performed . . . . .     | -23,786 | -29,787 | -47,696 | -17,909   | 60.1%    |
| Total, Cost of Work for Others . . . . .   | -26,375 | -35,587 | -52,827 | -17,240   | 48.4%    |

## Detailed Program Justification

(dollars in thousands)

|  | FY 1999 | FY 2000 | FY 2001 |
|--|---------|---------|---------|
| <b>Products Sold:</b>  |         |         |         |
| <b>Savannah River Operations Office</b>  |         |         |         |
| # Includes revenues received from the sale of timber.. . . . .   | -2,589  | -5,800  | -5,131  |
| <br><b>Services Performed:</b>   |         |         |         |
| <b>Albuquerque Operations Office</b>   |         |         |         |
| # Includes revenue from miscellaneous services provided for state and local governments, such as highly specialized computer and automation support at the Sandia and Los Alamos National Laboratories. Decrease due to the transfer of the sale of excess Los Alamos National Laboratory utilities to the County of Los Alamos. . . . . | -1,064  | -3,010  | -2,000  |
| <b>Argonne National Laboratory</b>   |         |         |         |
| # Reflects revenue from research activities conducted for state and local governments such as internet service capability to education organizations participating in the Illinois Educational Network Consortium. . . . .   | -1,169  | -1,200  | -250    |
| <b>Brookhaven National Laboratory</b>  |         |         |         |
| # Includes revenue from the sale of isotopes and from miscellaneous research activities provided for state and local governments. . . . .  | -68     | -968    | -537    |
| <b>Chicago Operations Office</b>   |         |         |         |
| # Includes revenues from the sale of certified reference materials used by the Nuclear community at the New Brunswick Laboratory. . . . .  | -153    | -150    | -150    |
| <b>Idaho Operations Office</b>   |         |         |         |
| # Reflects revenues received from foreign countries in return for the receipt, management and interim storage of their spent research reactor fuel. . . . .  | 0       | -1,800  | -1,200  |

Departmental Administration/  
 Cost of Work for Others/  
 Associated Revenues

FY 2001 Congressional Budget

(dollars in thousands)

| FY 1999 | FY 2000 | FY 2001 |
|---------|---------|---------|
|---------|---------|---------|

**Lawrence Berkeley Laboratory**

# Includes revenues received for work conducted for state and local governments and non-profit organizations including activities to: reduce the energy intensity of lab facilities; build the knowledge base needed to evaluate building performance problems; enable the assessment of energy and non-energy implications with building design tools; analyze data sets produced at the Goddard Institute for space studies and evaluate microbiological landfill technologies.. . . . . -2,336 -1,775 -1,775

**Lawrence Livermore Laboratory**

# Includes revenues received for work conducted for state and local governments and non-profit organizations including technical assistance for the California Energy Commission; research for the California State Tobacco Related Disease Program; studies on genetic defects for UC Berkeley; and measurement of samples at the Accelerator Mass Spectrometry Center at LLNL for the UC-San Francisco. . . -2,392 -3,184 -2,804

**Oak Ridge Operations Office**

# Reflects revenues received for miscellaneous services provided for state and local governments. Increase due to the sale of Highly Enriched Uranium.. . . . . -1,084 -1,710 -21,227

**Oak Ridge National Laboratory**

# Reflects revenues received for miscellaneous services provided for state and local governments including research of high temperature materials; analysis of transportation systems; magnetic fusion transportation of nuclear waste; preparation of materials for transmission electron microscopy characterization; irradiation services; measurement and analysis of selected fish species know to experience significant mortalities at steam electric and hydroelectric generation sites; and development of subroutines to supported distributed memory concurrent computers. . . . . -1,961 -3,290 -2,153

**Oakland Operations Office**

# Includes revenues from particle physics collaboration with Japan and other development efforts at the Stanford Linear Accelerator Center (SLAC). . . . . -1,095 -3,000 -1,100

Departmental Administration/  
Cost of Work for Others/  
Associated Revenues

(dollars in thousands)

|  | FY 1999        | FY 2000        | FY 2001        |
|--|----------------|----------------|----------------|
| <b>Savannah River Operations Office</b>  |                |                |                |
| # Reflects revenues received from foreign countries in return for the receipt, management and interim storage of their spent research reactor fuel . . . . . | -12,464        | -9,700         | -14,500        |
| <b>Subtotal - Services Performed . . . . .</b>   | <b>-23,786</b> | <b>-29,787</b> | <b>-47,696</b> |
| <b>Total, Cost of Work for Others . . . . .</b>  | <b>-26,375</b> | <b>-35,587</b> | <b>-52,827</b> |

## Explanation of Funding Changes from FY 2000 to FY 2001

|                                   |
|-----------------------------------|
| FY 2001 vs.<br>FY 2000<br>(\$000) |
|-----------------------------------|

**Products Sold:**

**Savannah River Operations Office**

|   |  |     |
|---|--|-----|
| # | Revenues decrease due to a projected decrease in the value of timber sales due to higher market prices . . . . . | 669 |
|---|--|-----|

**Services Performed:**

**Albuquerque Operations Office**

|   |  |       |
|---|--|-------|
| # | Revenues decrease due to the transfer of surplus Los Alamos utility sales to the County of Los Alamos. . . . . | 1,010 |
|---|--|-------|

**Argonne National Laboratory**

|   |  |     |
|---|--|-----|
| # | Revenues decrease due to a the completion of one project with the Alabama Emergency Management Agency. . . . . | 950 |
|---|--|-----|

**Brookhaven National Laboratory**

|   |  |     |
|---|--|-----|
| # | Revenues decrease due to a projected lower level of data bank sales and no expected projects with the New York State Dept. of Transportation . . . . . | 431 |
|---|--|-----|

**Idaho Operations Office**

|   |   |     |
|---|---|-----|
| # | Revenues decrease due to a projected lower number of shipments of Foreign Research Reactor Spent Fuel to this site. . . . . | 600 |
|---|---|-----|

**Lawrence Livermore Laboratory**

|   |  |     |
|---|--|-----|
| # | Revenues decrease due to a projected lower level of projects with the State of California and a fewer number of projects which utilize the Accelerator Mass Spectrometry Center to measure samples . . . . . | 380 |
|---|--|-----|

**Oak Ridge Operations Office**

|   |   |         |
|---|---|---------|
| # | Revenues increase to reflect the sale of Highly Enriched Uranium. . . . . | -19,517 |
|---|---|---------|

**Oak Ridge National Laboratory**

|   |   |       |
|---|---|-------|
| # | Revenues decrease is due to a projected decrease in the number of projects with domestic industry . . . . . | 1,137 |
|---|---|-------|

**Oakland Operations Office**

|   |  |       |
|---|--|-------|
| # | Revenues decrease to an expected decrease in the level of participation by the Japanese for the Next Generation Collider . . . . . | 1,900 |
|---|--|-------|

**Savannah Operations Office**

|   |   |        |
|---|---|--------|
| # | Revenues increase reflects an increased number of projected Foreign Research Reactor Spent Fuel shipments . . . . . | -4,800 |
|---|---|--------|

|  |         |
|--|---------|
| Total Funding Change, Cost of Work for Others: . . . . . | -17,240 |
|--|---------|

Departmental Administration/  
 Cost of Work for Others/  
 Associated Revenues

# **Management and Administration**

## **Working Capital Fund**

### **Program Mission**

This budget submission covers the activities of the Office of Management and Administration that are included in the Working Capital Fund (Fund). The Fund is a financial management tool for improving the financing and delivery of a range of common administrative services. Pricing policy and oversight is vested in a Board appointed by the Deputy Secretary. The Board has three standing members plus the heads of 11 customer organizations. Service delivery is assigned to Business Line Service managers; financial responsibility resides in a Fund Manager, and to individual Business Line Fund Managers who are responsible for billing and funds control.

### **Program Goal**

The goal of the Fund is to reduce the Department's costs by promoting economies and efficiencies in the use of administrative services.

### **Program Objectives**

The objectives of the Fund include:

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

### **Significant Accomplishments and Program Shifts**

- # The Fund received a Hammer Award by Vice President Gore's National Performance Review in recognition of improved administrative services in DOE headquarters, while saving millions of dollars when compared to costs prior to the creation of the Fund.
- # A new billing system was instituted using readily available desktop spreadsheet and database tools to reduce the cost and increase the flexibility of the billing activity.
- # Customers can now access information about the Fund, including billing and Board minutes, on the Working Capital Fund Home Page.

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

For each business line, actual costs for FY 1999, and cost estimates FY 2000, and FY 2001 are provided for each customer organization in Tables 3 through 14. These estimates are all based on current pricing policies and business structure decisions made by the Board. Following these business line tables, a second series of tables displays each customer's estimated costs for all business lines in each year.

## Working Capital Fund Budget by Function

(dollars in thousands)

Table 1: Business Line

|  | FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 12/6 |
|--|----------------------------|----------------------------------|---------------------------------|
| Telephones .....                             | 6,286                      | 6,995                            | 6,995                           |
| Networking .....                             | 3,061                      | 3,262                            | 3,262                           |
| Desktop .....                                | 1,632                      | 1,605                            | 1,605                           |
| Electronic Services .....                    | 904                        | 894                              | 896                             |
| Building Occupancy .....                     | 55,587                     | 55,907                           | 53,566                          |
| Supplies .....                               | 2,896                      | 2,827                            | 2,827                           |
| Photocopying .....                           | 2,523                      | 2,220                            | 2,220                           |
| Mail Services .....                          | 1,667                      | 1,612                            | 1,612                           |
| Printing and Graphics .....                  | 3,461                      | 3,514                            | 3,514                           |
| Contract Closeout .....                      | 557                        | 569                              | 569                             |
| Payroll Processing .....                     | 2,056                      | 2,208                            | 3,102                           |
| Corporate Executive Information System ..... | 62                         | 59                               | 59                              |
| <b>Total Working Capital Fund .....</b>      | <b>80,692</b>              | <b>81,672</b>                    | <b>80,227</b>                   |

## Working Capital Fund Budget by Organization

(dollars in thousands)

|   | FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 12/6 |
|---|----------------------------|----------------------------------|---------------------------------|
| Table 2: Program Organization                   |                            |                                  |                                 |
| Office of the Secretary .....                   | 893                        | 951                              | 872                             |
| Board of Contract Appeals .....                 | 195                        | 183                              | 238                             |
| Bonneville Power Administration .....           | 155                        | 166                              | 155                             |
| Chief Financial Officer .....                   | 2,485                      | 2,591                            | 2,680                           |
| Civilian Radioactive Waste Management .....     | 1,404                      | 1,455                            | 1,352                           |
| Congressional & Intergovernmental Affairs ..... | 733                        | 767                              | 708                             |
| Contract Reform and Privatization .....         | 154                        | 163                              | 149                             |
| Counterintelligence .....                       | 590                        | 558                              | 726                             |
| Defense Programs .....                          | 4,562                      | 4,637                            | 4,648                           |
| Economic Impact and Diversity .....             | 732                        | 735                              | 685                             |
| Energy Efficiency .....                         | 5,759                      | 5,849                            | 5,575                           |
| Energy Information Administration .....         | 7,164                      | 7,279                            | 7,172                           |
| Environmental Management .....                  | 6,512                      | 6,746                            | 6,728                           |
| Environment, Safety, and Health .....           | 4,460                      | 4,557                            | 4,559                           |
| Field Integration .....                         | 995                        | 0                                | 0                               |
| Fissile Materials Disposition .....             | 529                        | 552                              | 507                             |
| Fossil Energy .....                             | 3,170                      | 3,296                            | 3,194                           |
| General Counsel .....                           | 2,878                      | 2,958                            | 2,714                           |
| Hearings and Appeals .....                      | 939                        | 898                              | 1,072                           |
| Inspector General .....                         | 1,707                      | 1,812                            | 1,717                           |
| Intelligence .....                              | 1,188                      | 1,217                            | 1,104                           |
| International Affairs .....                     | 1,051                      | 856                              | 857                             |
| Management and Administration .....             | 17,193                     | 12,591                           | 12,017                          |
| Naval Reactors .....                            | 484                        | 506                              | 551                             |
| Nuclear Energy .....                            | 1,274                      | 1,225                            | 1,427                           |
| Nuclear Nonproliferation .....                  | 7,602                      | 2,991                            | 2,931                           |
| Oversight & Performance Assurance .....         |                            | 212                              | 325                             |
| Policy .....                                    | 811                        | 923                              | 757                             |
| Public Affairs .....                            | 872                        | 897                              | 851                             |
| Science .....                                   | 3,123                      | 3,344                            | 3,498                           |
| Secretary of Energy Advisory Board .....        | 233                        | 238                              | 221                             |
| Security & Emergency Operations .....           |                            | 9,619                            | 9,268                           |
| WAPA/SWPA/SEPA .....                            | 427                        | 489                              | 590                             |
| Worker Transition .....                         | 417                        | 411                              | 380                             |
| <b>Total Working Capital Fund .....</b>         | <b>80,691</b>              | <b>81,672</b>                    | <b>80,228</b>                   |

# Telephones

## Description

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

## Board Pricing Policy

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

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

The changes between years reflect the Board's decision to include an increase in the telephone infrastructure charges to allow recapture of capital costs.

Table 3 provides the estimated telephone charges for each organization in Headquarters.

## Working Capital Fund Budget by Function

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 3: Telephones

|   |              |              |              |
|---|--------------|--------------|--------------|
| Office of the Secretary .....                   | 59           | 70           | 70           |
| Board of Contract Appeals .....                 | 6            | 7            | 7            |
| Bonneville Power Administration .....           | 12           | 14           | 14           |
| Chief Financial Officer .....                   | 220          | 256          | 256          |
| Civilian Radioactive Waste Management .....     | 131          | 144          | 144          |
| Congressional & Intergovernmental Affairs ..... | 55           | 59           | 59           |
| Contract Reform and Privatization .....         | 4            | 5            | 5            |
| Counterintelligence .....                       | 31           | 41           | 41           |
| Defense Programs .....                          | 481          | 518          | 518          |
| Economic Impact and Diversity .....             | 45           | 51           | 51           |
| Energy Efficiency .....                         | 424          | 483          | 483          |
| Energy Information Administration .....         | 521          | 548          | 548          |
| Environmental Management .....                  | 551          | 609          | 609          |
| Environment, Safety, and Health .....           | 375          | 401          | 401          |
| Field Integration .....                         | 45           |              |              |
| Fissile Materials Disposition .....             | 32           | 38           | 38           |
| Fossil Energy .....                             | 241          | 263          | 263          |
| General Counsel .....                           | 160          | 181          | 181          |
| Hearings and Appeals .....                      | 41           | 44           | 44           |
| Inspector General .....                         | 148          | 172          | 172          |
| Intelligence .....                              | 91           | 101          | 101          |
| International Affairs .....                     | 78           | 81           | 81           |
| Management and Administration .....             | 1,033        | 882          | 882          |
| Naval Reactors .....                            | 131          | 143          | 143          |
| Nuclear Energy .....                            | 122          | 142          | 142          |
| Nuclear Nonproliferation .....                  | 782          | 264          | 264          |
| Oversight & Performance Assurance .....         |              | 25           | 25           |
| Policy .....                                    | 55           | 48           | 48           |
| Public Affairs .....                            | 38           | 43           | 43           |
| Science .....                                   | 325          | 370          | 370          |
| Secretary of Energy Advisory Board .....        | 9            | 10           | 10           |
| Security & Emergency Operations .....           |              | 936          | 936          |
| WAPA/SWPA/SEPA .....                            | 9            | 10           | 10           |
| Worker Transition .....                         | 31           | 36           | 36           |
| <b>Total Working Capital Fund .....</b>         | <b>6,286</b> | <b>6,995</b> | <b>6,995</b> |

# Networking

## Description

Networking provides:

- # Connectivity for DOE Headquarters through Local and Wide Area Networks. This connectivity provides interoperability for 86 organizational Local Area Network (LAN) segments in two main headquarters and associated satellite buildings, and connectivity to the Headquarters mainframe systems. There are approximately 7,793 LAN connections in Headquarters.
- # Access to the Internet and World Wide Web, Electronic mail, and DOECast for information sharing through the LAN backbone infrastructure.
- # Interface services and communications links to field sites, other government agencies, and public/private business partners.

## Board Pricing Policy

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

The increase reflects the Board's decision to include \$200,000 per year to fund a common Internet Service Provider beginning in FY 2000.

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

## Working Capital Fund Budget by Function

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 4: Networking

|   |              |              |              |
|---|--------------|--------------|--------------|
| Office of the Secretary .....                   | 18           | 20           | 20           |
| Board of Contract Appeals .....                 | 2            | 1            | 1            |
| Bonneville Power Administration .....           | 0            | 0            | 0            |
| Chief Financial Officer .....                   | 137          | 156          | 156          |
| Civilian Radioactive Waste Management .....     | 108          | 111          | 111          |
| Congressional & Intergovernmental Affairs ..... | 16           | 16           | 16           |
| Contract Reform and Privatization .....         | 2            | 3            | 3            |
| Counterintelligence .....                       | 7            | 10           | 10           |
| Defense Programs .....                          | 302          | 315          | 315          |
| Economic Impact and Diversity .....             | 27           | 25           | 25           |
| Energy Efficiency .....                         | 256          | 271          | 271          |
| Energy Information Administration .....         | 2            | 2            | 2            |
| Environmental Management .....                  | 319          | 333          | 333          |
| Environment, Safety, and Health .....           | 262          | 272          | 272          |
| Field Integration .....                         | 31           |              |              |
| Fissile Materials Disposition .....             | 18           | 19           | 19           |
| Fossil Energy .....                             | 130          | 142          | 142          |
| General Counsel .....                           | 94           | 98           | 98           |
| Hearings and Appeals .....                      | 33           | 31           | 31           |
| Inspector General .....                         | 78           | 84           | 84           |
| Intelligence .....                              | 0            | 0            | 0            |
| International Affairs .....                     | 37           | 41           | 41           |
| Management and Administration .....             | 637          | 507          | 507          |
| Naval Reactors .....                            | 0            | 0            | 0            |
| Nuclear Energy .....                            | 87           | 98           | 98           |
| Nuclear Nonproliferation .....                  | 126          | 67           | 67           |
| Oversight & Performance Assurance .....         |              | 3            | 3            |
| Policy .....                                    | 26           | 24           | 24           |
| Public Affairs .....                            | 17           | 18           | 18           |
| Science .....                                   | 267          | 283          | 283          |
| Secretary of Energy Advisory Board .....        | 7            | 7            | 7            |
| Security & Emergency Operations .....           |              | 290          | 290          |
| WAPA/SWPA/SEPA .....                            | 0            | 0            | 0            |
| Worker Transition .....                         | 15           | 15           | 15           |
| <b>Total Working Capital Fund .....</b>         | <b>3,061</b> | <b>3,262</b> | <b>3,262</b> |

# Desktop Support

## Description

Desktop Support contains three components: Workstation Infrastructure, Technology Training, and Maintenance of Desktop Workstations:

### # Workstation Infrastructure

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

### # Technology Training

- < Develops and delivers technical training courses, including new courses, enhanced courses, and revision of course materials, in the office automation environment to reflect software upgrades and enhancements.
- < Offers technical training and publishes a Departmental Training Information System course catalog and Information Management Technology Training Bulletins of class descriptions and schedules.
- < Offers Local Area Network-Based Computer Based Training.
- < Coordinates and schedules specialized training including individualized instruction and training that may be requested from or for employees with special needs.

### # Maintenance of Desktop Work Stations

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

## **Board Pricing Policy**

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

# Training services are charged on a user fee basis.

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

- S Annual Subscription: Maintenance fee per workstation for microcomputer workstation repair or portable notebook computer, with or without docking station, to include (a) onsite repair; (b) loaner equipment, when available, for equipment that will be out of service for more than 24 hours; and (c) installation of compatible upgrade components.
- S Warranty Service: Warranty maintenance administration is offered and covers performance of all vendor required diagnostics, picking up, packaging, shipping, tracking and ensuring return of hardware shipped off-site for warranty maintenance, as well as installation upon return.
- S Time and Materials: Devices as well as desktop units not elected to be covered under Desktop Services subscription, may be covered under a pay as you use Time and Material contract, based on an hourly labor rate.

# Finally, the remaining half of Help Desk (Hardware HOTLINE) costs referenced in the first bullet completes this second component.

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

## Working Capital Fund Budget by Function

(dollars in thousands)

|   | FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|---|----------------------------|---------------------------------|----------------------------------|
| Office of the Secretary .....                   | 10                         | 9                               | 9                                |
| Board of Contract Appeals .....                 | 3                          | 3                               | 3                                |
| Bonneville Power Administration .....           | 0                          | 0                               | 0                                |
| Chief Financial Officer .....                   | 60                         | 57                              | 57                               |
| Civilian Radioactive Waste Management .....     | 29                         | 28                              | 28                               |
| Congressional & Intergovernmental Affairs ..... | 24                         | 49                              | 49                               |
| Contract Reform and Privatization .....         | 1                          | 1                               | 1                                |
| Counterintelligence .....                       | 3                          | 3                               | 3                                |
| Defense Programs .....                          | 61                         | 59                              | 59                               |
| Economic Impact and Diversity .....             | 13                         | 14                              | 14                               |
| Energy Efficiency .....                         | 138                        | 145                             | 145                              |
| Energy Information Administration .....         | 10                         | 7                               | 7                                |
| Environmental Management .....                  | 166                        | 191                             | 191                              |
| Environment, Safety, and Health .....           | 54                         | 52                              | 52                               |
| Field Integration .....                         | 13                         |                                 |                                  |
| Fissile Materials Disposition .....             | 12                         | 12                              | 12                               |
| Fossil Energy .....                             | 163                        | 140                             | 140                              |
| General Counsel .....                           | 36                         | 39                              | 39                               |
| Hearings and Appeals .....                      | 6                          | 6                               | 6                                |
| Inspector General .....                         | 40                         | 42                              | 42                               |
| Intelligence .....                              | 19                         | 20                              | 20                               |
| International Affairs .....                     | 15                         | 2                               | 2                                |
| Management and Administration .....             | 441                        | 370                             | 370                              |
| Naval Reactors .....                            | 3                          | 0                               | 0                                |
| Nuclear Energy .....                            | 23                         | 23                              | 23                               |
| Nuclear Nonproliferation .....                  | 153                        | 126                             | 126                              |
| Oversight & Performance Assurance .....         |                            | 3                               | 3                                |
| Policy .....                                    | 24                         | 34                              | 34                               |
| Public Affairs .....                            | 20                         | 13                              | 13                               |
| Science .....                                   | 83                         | 68                              | 68                               |
| Secretary of Energy Advisory Board .....        | 2                          | 2                               | 2                                |
| Security & Emergency Operations .....           |                            | 79                              | 79                               |
| WAPA/SWPA/SEPA .....                            | 0                          | 0                               | 0                                |
| Worker Transition .....                         | 7                          | 8                               | 8                                |
| <b>Total Working Capital Fund .....</b>         | <b>1,632</b>               | <b>1,605</b>                    | <b>1,605</b>                     |

## **Electronic Services**

### **Description**

Pending a change in policy, the Electronic Services includes repair and maintenance of Headquarters radio communications and electronic equipment.

### **Board Pricing Policy**

In FY 1997 and FY 1998, electronic services costs were included in the Building Occupancy business line as indirect cost allocated in proportion to direct costs. Beginning in FY 1999 we have broken out Electronic Services as a separate business, but have used the prior methodology, proration by direct Building Occupancy costs, as the allocation method.

Table 6 provides the estimated electronic services charges for each organization in Headquarters.

## Working Capital Fund Budget by Function

(dollars in thousands)

|   | FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|---|----------------------------|----------------------------------|----------------------------------|
| Table 6: Electronic Services                    |                            |                                  |                                  |
| Office of the Secretary .....                   | 11                         | 11                               | 10                               |
| Board of Contract Appeals .....                 | 3                          | 3                                | 4                                |
| Bonneville Power Administration .....           | 2                          | 2                                | 2                                |
| Chief Financial Officer .....                   | 25                         | 25                               | 28                               |
| Civilian Radioactive Waste Management .....     | 16                         | 16                               | 15                               |
| Congressional & Intergovernmental Affairs ..... | 9                          | 9                                | 8                                |
| Contract Reform and Privatization .....         | 1                          | 2                                | 2                                |
| Counterintelligence .....                       | 8                          | 7                                | 10                               |
| Defense Programs .....                          | 44                         | 46                               | 46                               |
| Economic Impact and Diversity .....             | 8                          | 8                                | 7                                |
| Energy Efficiency .....                         | 63                         | 63                               | 60                               |
| Energy Information Administration .....         | 83                         | 83                               | 84                               |
| Environmental Management .....                  | 67                         | 70                               | 70                               |
| Environment, Safety, and Health .....           | 50                         | 51                               | 53                               |
| Field Integration .....                         | 11                         |                                  |                                  |
| Fissile Materials Disposition .....             | 6                          | 7                                | 6                                |
| Fossil Energy .....                             | 30                         | 30                               | 29                               |
| General Counsel .....                           | 36                         | 36                               | 33                               |
| Hearings and Appeals .....                      | 10                         | 10                               | 13                               |
| Inspector General .....                         | 19                         | 21                               | 20                               |
| Intelligence .....                              | 16                         | 16                               | 15                               |
| International Affairs .....                     | 6                          | 10                               | 11                               |
| Management and Administration .....             | 205                        | 141                              | 138                              |
| Naval Reactors .....                            | 5                          | 5                                | 6                                |
| Nuclear Energy .....                            | 14                         | 12                               | 16                               |
| Nuclear Nonproliferation .....                  | 93                         | 34                               | 35                               |
| Oversight & Performance Assurance .....         |                            | 2                                | 4                                |
| Policy .....                                    | 16                         | 10                               | 8                                |
| Public Affairs .....                            | 7                          | 7                                | 6                                |
| Science .....                                   | 31                         | 30                               | 32                               |
| Secretary of Energy Advisory Board .....        | 2                          | 2                                | 2                                |
| Security & Emergency Operations .....           |                            | 118                              | 117                              |
| WAPA/SWPA/SEPA .....                            | 2                          | 2                                | 2                                |
| Worker Transition .....                         | 5                          | 5                                | 4                                |
| <b>Total Working Capital Fund .....</b>         | <b>904</b>                 | <b>894</b>                       | <b>896</b>                       |

# **Building Occupancy**

## **Description**

The core services in the Building Occupancy Business Line include space, utilities such as heat and electricity, cleaning services, snow removal, maintenance, pest control, trash removal, and waste recycling. Engineering and facilities services provided are drafting, construction, engineering, lock repair and key management, safety and occupational health, and conference support.

## **Board Pricing Policy**

There are three components to the Board policy:

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

Building Occupancy estimates have changed substantially because of revisions in General Services Administration (GSA) rental rates and space classifications.

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

## Working Capital Fund Budget by Function

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 7: Building Occupancy

|   |               |               |               |
|---|---------------|---------------|---------------|
| Office of the Secretary .....                   | 665           | 709           | 628           |
| Board of Contract Appeals .....                 | 160           | 158           | 212           |
| Bonneville Power Administration .....           | 103           | 105           | 94            |
| Chief Financial Officer .....                   | 1,536         | 1,607         | 1,677         |
| Civilian Radioactive Waste Management .....     | 992           | 1,023         | 908           |
| Congressional & Intergovernmental Affairs ..... | 538           | 549           | 488           |
| Contract Reform and Privatization .....         | 128           | 134           | 119           |
| Counterintelligence .....                       | 486           | 431           | 595           |
| Defense Programs .....                          | 2,825         | 2,869         | 2,742         |
| Economic Impact and Diversity .....             | 464           | 470           | 418           |
| Energy Efficiency .....                         | 3,857         | 3,925         | 3,615         |
| Energy Information Administration .....         | 5,090         | 5,173         | 5,037         |
| Environmental Management .....                  | 4,127         | 4,372         | 4,187         |
| Environment, Safety, and Health .....           | 3,058         | 3,187         | 3,164         |
| Field Integration .....                         | 672           |               |               |
| Fissile Materials Disposition .....             | 379           | 414           | 368           |
| Fossil Energy .....                             | 1,843         | 1,888         | 1,716         |
| General Counsel .....                           | 2,190         | 2,252         | 1,998         |
| Hearings and Appeals .....                      | 616           | 611           | 779           |
| Inspector General .....                         | 1,219         | 1,290         | 1,176         |
| Intelligence .....                              | 997           | 1,017         | 902           |
| International Affairs .....                     | 794           | 636           | 631           |
| Management and Administration .....             | 12,618        | 8,864         | 8,256         |
| Naval Reactors .....                            | 306           | 317           | 347           |
| Nuclear Energy .....                            | 835           | 756           | 946           |
| Nuclear Nonproliferation .....                  | 5,685         | 2,158         | 2,088         |
| Oversight & Performance Assurance .....         |               | 145           | 255           |
| Policy .....                                    | 554           | 618           | 451           |
| Public Affairs .....                            | 412           | 416           | 369           |
| Science .....                                   | 1,888         | 1,873         | 1,895         |
| Secretary of Energy Advisory Board .....        | 143           | 146           | 129           |
| Security & Emergency Operations .....           |               | 7,393         | 7,019         |
| WAPA/SWPA/SEPA .....                            | 110           | 112           | 100           |
| Worker Transition .....                         | 297           | 289           | 257           |
| <b>Total Working Capital Fund .....</b>         | <b>55,587</b> | <b>55,907</b> | <b>53,566</b> |

# **Supplies**

## **Description**

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

## **Board Pricing Policy**

Each organization pays for supplies purchased by its employees. The price charged includes the cost of the items and the distributed cost of operating the stores; that is the cost of the contract staff, and warehouse storage and distribution of supplies.

## Working Capital Fund Budget by Function

(dollars in thousands)

|   | FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|---|----------------------------|----------------------------------|----------------------------------|
| Table 8: Supplies                               |                            |                                  |                                  |
| Office of the Secretary .....                   | 21                         | 21                               | 21                               |
| Board of Contract Appeals .....                 | 3                          | 3                                | 3                                |
| Bonneville Power Administration .....           | 3                          | 3                                | 3                                |
| Chief Financial Officer .....                   | 96                         | 95                               | 95                               |
| Civilian Radioactive Waste Management .....     | 23                         | 22                               | 22                               |
| Congressional & Intergovernmental Affairs ..... | 17                         | 17                               | 17                               |
| Contract Reform and Privatization .....         | 3                          | 3                                | 3                                |
| Counterintelligence .....                       | 11                         | 11                               | 11                               |
| Defense Programs .....                          | 268                        | 255                              | 255                              |
| Economic Impact and Diversity .....             | 32                         | 32                               | 32                               |
| Energy Efficiency .....                         | 267                        | 271                              | 271                              |
| Energy Information Administration .....         | 196                        | 189                              | 189                              |
| Environmental Management .....                  | 236                        | 232                              | 232                              |
| Environment, Safety, and Health .....           | 194                        | 184                              | 184                              |
| Field Integration .....                         | 22                         |                                  |                                  |
| Fissile Materials Disposition .....             | 18                         | 20                               | 20                               |
| Fossil Energy .....                             | 119                        | 118                              | 118                              |
| General Counsel .....                           | 82                         | 80                               | 80                               |
| Hearings and Appeals .....                      | 7                          | 7                                | 7                                |
| Inspector General .....                         | 38                         | 38                               | 38                               |
| Intelligence .....                              | 17                         | 17                               | 17                               |
| International Affairs .....                     | 46                         | 45                               | 45                               |
| Management and Administration .....             | 571                        | 440                              | 440                              |
| Naval Reactors .....                            | 1                          | 1                                | 1                                |
| Nuclear Energy .....                            | 34                         | 34                               | 34                               |
| Nuclear Nonproliferation .....                  | 306                        | 138                              | 138                              |
| Oversight & Performance Assurance .....         |                            | 5                                | 5                                |
| Policy .....                                    | 33                         | 33                               | 33                               |
| Public Affairs .....                            | 23                         | 22                               | 22                               |
| Science .....                                   | 191                        | 186                              | 186                              |
| Secretary of Energy Advisory Board .....        | 5                          | 5                                | 5                                |
| Security & Emergency Operations .....           |                            | 287                              | 287                              |
| WAPA/SWPA/SEPA .....                            | 2                          | 2                                | 2                                |
| Worker Transition .....                         | 11                         | 11                               | 11                               |
| <b>Total Working Capital Fund .....</b>         | <b>2,896</b>               | <b>2,827</b>                     | <b>2,827</b>                     |

# Photocopying

## Description

Provision of

- # staffed photocopy centers at Forrestal, Germantown and L'Enfant Plaza capable of reproducing 25,000 impressions per document. Products available at these centers are: Black and white photocopies up to 11x17, multiple color copies up to 11x17, colored and white recycled stock, tape binding, velobinding (self service), comb (spiral) binding, 3 ring binding, 3-hole punching, tab creation and insertion, optical scanning of paper photocopy documents, document storage on tape and CD-rom, digital printing system, transparencies for vu-graphs.
- # Centralized (Walk-up) Photocopy Rooms.
- # Dedicated (Customer-Assigned) Photocopiers including needs assessment analysis to determine workload and most appropriate equipment.

## Board Pricing Policy

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

The changes between years reflect a reduction in the unit price at staffed and central photocopy centers.

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

## Working Capital Fund Budget by Function

(dollars in thousands)

|   | FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|---|----------------------------|----------------------------------|----------------------------------|
| Table 9: Photocopying                           |                            |                                  |                                  |
| Office of the Secretary .....                   | 50                         | 37                               | 37                               |
| Board of Contract Appeals .....                 | 11                         | 1                                | 1                                |
| Bonneville Power Administration .....           | 0                          | 0                                | 0                                |
| Chief Financial Officer .....                   | 112                        | 95                               | 95                               |
| Civilian Radioactive Waste Management .....     | 28                         | 27                               | 27                               |
| Congressional & Intergovernmental Affairs ..... | 29                         | 28                               | 28                               |
| Contract Reform and Privatization .....         | 2                          | 2                                | 2                                |
| Counterintelligence .....                       | 11                         | 13                               | 13                               |
| Defense Programs .....                          | 145                        | 105                              | 105                              |
| Economic Impact and Diversity .....             | 35                         | 23                               | 23                               |
| Energy Efficiency .....                         | 208                        | 189                              | 189                              |
| Energy Information Administration .....         | 173                        | 153                              | 153                              |
| Environmental Management .....                  | 246                        | 248                              | 248                              |
| Environment, Safety, and Health .....           | 139                        | 117                              | 117                              |
| Field Integration .....                         | 14                         |                                  |                                  |
| Fissile Materials Disposition .....             | 24                         | 15                               | 15                               |
| Fossil Energy .....                             | 78                         | 94                               | 94                               |
| General Counsel .....                           | 39                         | 36                               | 36                               |
| Hearings and Appeals .....                      | 14                         | 15                               | 15                               |
| Inspector General .....                         | 30                         | 25                               | 25                               |
| Intelligence .....                              | 20                         | 18                               | 18                               |
| International Affairs .....                     | 18                         | 4                                | 4                                |
| Management and Administration .....             | 459                        | 312                              | 312                              |
| Naval Reactors .....                            | 0                          | 0                                | 0                                |
| Nuclear Energy .....                            | 61                         | 51                               | 51                               |
| Nuclear Nonproliferation .....                  | 233                        | 86                               | 86                               |
| Oversight & Performance Assurance .....         |                            | 2                                | 2                                |
| Policy .....                                    | 18                         | 33                               | 33                               |
| Public Affairs .....                            | 208                        | 200                              | 200                              |
| Science .....                                   | 85                         | 79                               | 79                               |
| Secretary of Energy Advisory Board .....        | 16                         | 15                               | 15                               |
| Security & Emergency Operations .....           |                            | 180                              | 180                              |
| WAPA/SWPA/SEPA .....                            | 1                          | 1                                | 1                                |
| Worker Transition .....                         | 16                         | 16                               | 16                               |
| <b>Total Working Capital Fund .....</b>         | <b>2,523</b>               | <b>2,220</b>                     | <b>2,220</b>                     |

## **Mail Services**

### **Description**

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

### **Board Pricing Policy**

Mail service pricing has three components: Offices pay the actual dollar meter value for outgoing United States Postal Service mail; the actual cost for Federal Express or other special mail; and pay for internal mail distribution based on the number of mail stops.

For FY 2000 and FY 2001, the Fund continues the price reductions instituted in FY 1999 by not charging for common mail stops and pouch delivery service.

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

## Working Capital Fund Budget by Function

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 10: Mail Services

|   |              |              |              |
|---|--------------|--------------|--------------|
| Office of the Secretary .....                   | 12           | 11           | 11           |
| Board of Contract Appeals .....                 | 0            | 0            | 0            |
| Bonneville Power Administration .....           | 10           | 10           | 10           |
| Chief Financial Officer .....                   | 84           | 68           | 68           |
| Civilian Radioactive Waste Management .....     | 12           | 11           | 11           |
| Congressional & Intergovernmental Affairs ..... | 28           | 23           | 23           |
| Contract Reform and Privatization .....         | 10           | 10           | 10           |
| Counterintelligence .....                       | 16           | 16           | 16           |
| Defense Programs .....                          | 33           | 35           | 35           |
| Economic Impact and Diversity .....             | 44           | 44           | 44           |
| Energy Efficiency .....                         | 170          | 169          | 169          |
| Energy Information Administration .....         | 204          | 201          | 201          |
| Environmental Management .....                  | 69           | 74           | 74           |
| Environment, Safety, and Health .....           | 63           | 55           | 55           |
| Field Integration .....                         | 11           |              |              |
| Fissile Materials Disposition .....             | 17           | 11           | 11           |
| Fossil Energy .....                             | 53           | 47           | 47           |
| General Counsel .....                           | 28           | 27           | 27           |
| Hearings and Appeals .....                      | 19           | 14           | 14           |
| Inspector General .....                         | 36           | 31           | 31           |
| Intelligence .....                              | 17           | 14           | 14           |
| International Affairs .....                     | 25           | 17           | 17           |
| Management and Administration .....             | 408          | 353          | 353          |
| Naval Reactors .....                            | 0            | 0            | 0            |
| Nuclear Energy .....                            | 30           | 38           | 38           |
| Nuclear Nonproliferation .....                  | 91           | 35           | 35           |
| Oversight & Performance Assurance .....         |              | 17           | 17           |
| Policy .....                                    | 25           | 27           | 27           |
| Public Affairs .....                            | 37           | 33           | 33           |
| Science .....                                   | 77           | 47           | 47           |
| Secretary of Energy Advisory Board .....        | 11           | 11           | 11           |
| Security & Emergency Operations .....           |              | 135          | 135          |
| WAPA/SWPA/SEPA .....                            | 10           | 10           | 10           |
| Worker Transition .....                         | 17           | 15           | 15           |
| <b>Total Working Capital Fund .....</b>         | <b>1,667</b> | <b>1,609</b> | <b>1,609</b> |

## **Printing and Graphics**

### **Description**

The printing and graphics business line provides procurement and liaison with commercial printers through the Government Printing Office. It also provides design and development of pre-press graphics, electronic forms and exhibits, and court reporting services. Contractor staff distribute in-house-produced materials as well as materials produced by other government agencies. This business line also provides professional photography, lab technicians, portrait studio operations, and graphics visual aids and presentation materials. Centralized visual archives are provided through a staffed repository of general interest photos.

### **Board Pricing Policy**

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

Table 11 provides the estimated printing and graphics charges for each organization in Headquarters.

## Working Capital Fund Budget by Function

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 11: Printing And Graphics

|   |              |              |              |
|---|--------------|--------------|--------------|
| Office of the Secretary .....                   | 42           | 57           | 57           |
| Board of Contract Appeals .....                 | 6            | 6            | 6            |
| Bonneville Power Administration .....           | 25           | 32           | 32           |
| Chief Financial Officer .....                   | 135          | 150          | 150          |
| Civilian Radioactive Waste Management .....     | 29           | 29           | 29           |
| Congressional & Intergovernmental Affairs ..... | 10           | 9            | 9            |
| Contract Reform and Privatization .....         | 2            | 2            | 2            |
| Counterintelligence .....                       | 16           | 24           | 24           |
| Defense Programs .....                          | 80           | 82           | 82           |
| Economic Impact and Diversity .....             | 35           | 38           | 38           |
| Energy Efficiency .....                         | 236          | 187          | 187          |
| Energy Information Administration .....         | 767          | 801          | 801          |
| Environmental Management .....                  | 221          | 160          | 160          |
| Environment, Safety, and Health .....           | 123          | 108          | 108          |
| Field Integration .....                         | 10           |              |              |
| Fissile Materials Disposition .....             | 17           | 9            | 9            |
| Fossil Energy .....                             | 276          | 296          | 296          |
| General Counsel .....                           | 173          | 173          | 173          |
| Hearings and Appeals .....                      | 184          | 151          | 151          |
| Inspector General .....                         | 52           | 55           | 55           |
| Intelligence .....                              | 4            | 6            | 6            |
| International Affairs .....                     | 17           | 8            | 8            |
| Management and Administration .....             | 572          | 485          | 485          |
| Naval Reactors .....                            | 4            | 4            | 4            |
| Nuclear Energy .....                            | 30           | 31           | 31           |
| Nuclear Nonproliferation .....                  | 60           | 53           | 53           |
| Oversight & Performance Assurance .....         |              | 7            | 7            |
| Policy .....                                    | 45           | 73           | 73           |
| Public Affairs .....                            | 105          | 139          | 139          |
| Science .....                                   | 95           | 78           | 78           |
| Secretary of Energy Advisory Board .....        | 37           | 39           | 39           |
| Security & Emergency Operations .....           |              | 138          | 138          |
| WAPA/SWPA/SEPA .....                            | 44           | 74           | 74           |
| Worker Transition .....                         | 9            | 10           | 10           |
| <b>Total Working Capital Fund .....</b>         | <b>3,461</b> | <b>3,514</b> | <b>3,514</b> |

## **Contract Closeout**

### **Description**

The contract closeout business line is the final stage in contract administration support for DOE Headquarters elements. Services include ensuring that all contracted products and services have been delivered and that costs incurred by the contractor are allowable and justified. Then, any remaining unexpended funds obligated under the contract are released.

### **Board Pricing Policy**

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

Table 12 provides the estimated contract closeout charges for each organization in Headquarters.

## Working Capital Fund Budget by Function

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 12: Contract Closeout

|   |            |            |            |
|---|------------|------------|------------|
| Office of the Secretary .....                   |            |            |            |
| Board of Contract Appeals .....                 |            |            |            |
| Bonneville Power Administration .....           |            |            |            |
| Chief Financial Officer .....                   | 25         | 22         | 22         |
| Civilian Radioactive Waste Management .....     | 6          | 12         | 12         |
| Congressional & Intergovernmental Affairs ..... | 0          | 0          | 0          |
| Contract Reform and Privatization .....         |            |            |            |
| Counterintelligence .....                       |            |            |            |
| Defense Programs .....                          | 13         | 12         | 12         |
| Economic Impact and Diversity .....             | 19         | 19         | 19         |
| Energy Efficiency .....                         | 45         | 45         | 45         |
| Energy Information Administration .....         | 51         | 52         | 52         |
| Environmental Management .....                  | 38         | 38         | 38         |
| Environment, Safety, and Health .....           | 80         | 73         | 73         |
| Field Integration .....                         | 5          |            |            |
| Fissile Materials Disposition .....             |            |            |            |
| Fossil Energy .....                             | 84         | 101        | 101        |
| General Counsel .....                           | 10         | 4          | 4          |
| Hearings and Appeals .....                      |            |            |            |
| Inspector General .....                         | 1          | 1          | 1          |
| Intelligence .....                              | 1          |            |            |
| International Affairs .....                     | 4          |            |            |
| Management and Administration .....             | 142        | 142        | 142        |
| Naval Reactors .....                            |            |            |            |
| Nuclear Energy .....                            | 9          | 17         | 17         |
| Nuclear Nonproliferation .....                  | 7          | 8          | 8          |
| Oversight & Performance Assurance .....         |            |            |            |
| Policy .....                                    | 7          | 15         | 15         |
| Public Affairs .....                            |            |            |            |
| Science .....                                   | 7          | 6          | 6          |
| Secretary of Energy Advisory Board .....        |            |            |            |
| Security & Emergency Operations .....           |            |            |            |
| WAPA/SWPA/SEPA .....                            |            |            |            |
| Worker Transition .....                         | 3          | 2          | 2          |
| <b>Total Working Capital Fund .....</b>         | <b>557</b> | <b>569</b> | <b>569</b> |

## **Payroll Processing Costs**

### **Description**

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

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

### **Board Pricing Policy**

Costs for this business are allocated by distributing total costs to each program on the basis of their employment levels at the end of the previous fiscal year. For estimating purposes, the business is using employment targets developed during the budget cycle.

Table 13 provides the estimated distribution of costs by program customer.

## Working Capital Fund Budget by Function

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 13: Payroll Processing

|   |              |              |              |
|---|--------------|--------------|--------------|
| Office of the Secretary .....                   | 5            | 6            | 8            |
| Board of Contract Appeals .....                 | 1            | 1            | 1            |
| Bonneville Power Administration .....           | 0            | 0            | 0            |
| Chief Financial Officer .....                   | 35           | 40           | 56           |
| Civilian Radioactive Waste Management .....     | 30           | 32           | 45           |
| Congressional & Intergovernmental Affairs ..... | 7            | 8            | 11           |
| Contract Reform and Privatization .....         | 1            | 1            | 2            |
| Counterintelligence .....                       | 1            | 2            | 3            |
| Defense Programs .....                          | 308          | 340          | 478          |
| Economic Impact and Diversity .....             | 7            | 7            | 10           |
| Energy Efficiency .....                         | 90           | 96           | 135          |
| Energy Information Administration .....         | 65           | 70           | 98           |
| Environmental Management .....                  | 468          | 412          | 579          |
| Environment, Safety, and Health .....           | 62           | 57           | 80           |
| Field Integration .....                         | 161          |              |              |
| Fissile Materials Disposition .....             | 5            | 6            | 8            |
| Fossil Energy .....                             | 152          | 176          | 247          |
| General Counsel .....                           | 28           | 30           | 43           |
| Hearings and Appeals .....                      | 8            | 8            | 11           |
| Inspector General .....                         | 44           | 50           | 70           |
| Intelligence .....                              | 6            | 8            | 11           |
| International Affairs .....                     | 11           | 11           | 16           |
| Management and Administration .....             | 101          | 91           | 128          |
| Naval Reactors .....                            | 34           | 36           | 50           |
| Nuclear Energy .....                            | 26           | 20           | 28           |
| Nuclear Nonproliferation .....                  | 64           | 21           | 30           |
| Oversight & Performance Assurance .....         |              | 3            | 4            |
| Policy .....                                    | 8            | 8            | 11           |
| Public Affairs .....                            | 5            | 6            | 8            |
| Science .....                                   | 69           | 319          | 449          |
| Secretary of Energy Advisory Board .....        | 1            | 1            | 1            |
| Security & Emergency Operations .....           |              | 60           | 84           |
| WAPA/SWPA/SEPA .....                            | 249          | 278          | 391          |
| Worker Transition .....                         | 4            | 4            | 6            |
| <b>Total Working Capital Fund .....</b>         | <b>2,056</b> | <b>2,208</b> | <b>3,102</b> |

# Corporate Executive Information System

## Description

The Corporate Executive Information System (EIS) provides Departmental executives and senior managers immediate access to business information at their desktops. The Corporate EIS supports summary level analyses for management business decisions and provides information for external summary level reporting and inquiries. Currently, the Corporate EIS provides information on eight functional business areas by integrating data from six Departmental source systems. Plans provide for the functional business areas to be expanded to incorporate additional business information (both financial and programmatic) as Departmental managers identify their business information requirements. Business information and source systems providing information to the EIS will be expanded to provide for the new information requirements.

## Board Pricing Policy

There are three components to the policy:

- # On a per user basis, each organization will be charged for annual operational costs of the system. These costs will include software maintenance, operations and maintenance, and hardware upgrades. The operating costs will be distributed to the budgeted user base to derive annual per user costs.
- # Each organization will be responsible for payment of user costs and such costs will be paid to the WCF account.
- # An agreement between the WCF Business line Fund Manager, the WCF Business Line Service Manager, and Departmental organizations will be prepared and approved by all parties participating as managers and customers of the WCF account.

Table 14 provides the estimated distribution of costs by program customer.

## Working Capital Fund Budget by Function

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 14: Corporate Executive Information System

|   |    |    |    |
|---|----|----|----|
| Office of the Secretary .....                   | 1  |    |    |
| Board of Contract Appeals .....                 |    |    |    |
| Bonneville Power Administration .....           |    |    |    |
| Chief Financial Officer .....                   | 20 | 20 | 20 |
| Civilian Radioactive Waste Management .....     |    |    |    |
| Congressional & Intergovernmental Affairs ..... |    |    |    |
| Contract Reform and Privatization .....         |    |    |    |
| Counterintelligence .....                       |    |    |    |
| Defense Programs .....                          | 2  | 1  | 1  |
| Economic Impact and Diversity .....             | 3  | 4  | 4  |
| Energy Efficiency .....                         | 5  | 5  | 5  |
| Energy Information Administration .....         | 2  |    |    |
| Environmental Management .....                  | 4  | 4  | 4  |
| Environment, Safety, and Health .....           |    |    |    |
| Field Integration .....                         |    |    |    |
| Fissile Materials Disposition .....             | 1  | 1  | 1  |
| Fossil Energy .....                             | 1  | 1  | 1  |
| General Counsel .....                           | 2  | 2  | 2  |
| Hearings and Appeals .....                      | 1  | 1  | 1  |
| Inspector General .....                         | 2  | 3  | 3  |
| Intelligence .....                              |    |    |    |
| International Affairs .....                     |    | 1  | 1  |
| Management and Administration .....             | 6  | 4  | 4  |
| Naval Reactors .....                            |    |    |    |
| Nuclear Energy .....                            | 3  | 3  | 3  |
| Nuclear Nonproliferation .....                  | 2  | 1  | 1  |
| Oversight & Performance Assurance .....         |    |    |    |
| Policy .....                                    |    |    |    |
| Public Affairs .....                            |    |    |    |
| Science .....                                   | 5  | 5  | 5  |
| Secretary of Energy Advisory Board .....        |    |    |    |
| Security & Emergency Operations .....           |    | 3  | 3  |
| WAPA/SWPA/SEPA .....                            |    |    |    |
| Worker Transition .....                         | 2  |    |    |

|                                  |    |    |    |
|----------------------------------|----|----|----|
| Total Working Capital Fund ..... | 62 | 59 | 59 |
|----------------------------------|----|----|----|

# Working Capital Fund Estimates by Customer

## Working Capital Fund Budget by Organization and Function

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 1: Office of the Secretary

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 59         | 70         | 70         |
| Networking .....                             | 18         | 20         | 20         |
| Desktop .....                                | 10         | 9          | 9          |
| Electronic Services .....                    | 11         | 11         | 10         |
| Building Occupancy .....                     | 665        | 709        | 628        |
| Supplies .....                               | 21         | 21         | 21         |
| Photocopying .....                           | 50         | 37         | 37         |
| Mail Services .....                          | 12         | 11         | 11         |
| Printing and Graphics .....                  | 42         | 57         | 57         |
| Contract Closeout .....                      | 0          | 0          | 0          |
| Payroll Processing .....                     | 5          | 6          | 8          |
| Corporate Executive Information System ..... | 0          | 0          | 1          |
| <b>Total Working Capital Fund .....</b>      | <b>893</b> | <b>951</b> | <b>872</b> |

## Working Capital Fund Budget by Organization and Function

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|---------------------------------|----------------------------------|
|----------------------------|---------------------------------|----------------------------------|

Table 2: Board Of Contract Appeals

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 6          | 7          | 7          |
| Networking .....                             | 2          | 1          | 1          |
| Desktop .....                                | 3          | 3          | 3          |
| Electronic Services .....                    | 3          | 3          | 4          |
| Building Occupancy .....                     | 160        | 158        | 212        |
| Supplies .....                               | 3          | 3          | 3          |
| Photocopying .....                           | 11         | 1          | 1          |
| Mail Services .....                          | 0          | 0          | 0          |
| Printing and Graphics .....                  | 6          | 6          | 6          |
| Contract Closeout .....                      | 0          | 0          | 0          |
| Payroll Processing .....                     | 1          | 1          | 1          |
| Corporate Executive Information System ..... | 0          | 0          | 0          |
| <b>Total Working Capital Fund .....</b>      | <b>195</b> | <b>183</b> | <b>238</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 3: Bonneville Power Administration

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 12         | 14         | 14         |
| Networking .....                             | 0          | 0          | 0          |
| Desktop .....                                | 0          | 0          | 0          |
| Electronic Services .....                    | 2          | 2          | 2          |
| Building Occupancy .....                     | 103        | 105        | 94         |
| Supplies .....                               | 3          | 3          | 3          |
| Photocopying .....                           | 0          | 0          | 0          |
| Mail Services .....                          | 10         | 10         | 10         |
| Printing and Graphics .....                  | 25         | 32         | 32         |
| Contract Closeout .....                      | 0          | 0          | 0          |
| Payroll Processing .....                     | 0          | 0          | 0          |
| Corporate Executive Information System ..... | 0          | 0          | 0          |
| <b>Total Working Capital Fund .....</b>      | <b>155</b> | <b>166</b> | <b>155</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 4: Chief Financial Officer

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 220          | 256          | 256          |
| Networking .....                             | 137          | 156          | 156          |
| Desktop .....                                | 60           | 57           | 57           |
| Electronic Services .....                    | 25           | 25           | 28           |
| Building Occupancy .....                     | 1,536        | 1,607        | 1,677        |
| Supplies .....                               | 96           | 95           | 95           |
| Photocopying .....                           | 112          | 95           | 95           |
| Mail Services .....                          | 84           | 68           | 68           |
| Printing and Graphics .....                  | 135          | 150          | 150          |
| Contract Closeout .....                      | 25           | 22           | 22           |
| Payroll Processing .....                     | 35           | 40           | 56           |
| Corporate Executive Information System ..... | 20           | 20           | 20           |
| <b>Total Working Capital Fund .....</b>      | <b>2,485</b> | <b>2,591</b> | <b>2,680</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 5: Civilian Radioactive Waste

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 131          | 144          | 144          |
| Networking .....                             | 108          | 111          | 111          |
| Desktop .....                                | 29           | 28           | 28           |
| Electronic Services .....                    | 16           | 16           | 15           |
| Building Occupancy .....                     | 992          | 1,023        | 908          |
| Supplies .....                               | 23           | 22           | 22           |
| Photocopying .....                           | 28           | 27           | 27           |
| Mail Services .....                          | 12           | 11           | 11           |
| Printing and Graphics .....                  | 29           | 29           | 29           |
| Contract Closeout .....                      | 6            | 12           | 12           |
| Payroll Processing .....                     | 30           | 32           | 45           |
| Corporate Executive Information System ..... | 0            | 0            | 0            |
| <b>Total Working Capital Fund .....</b>      | <b>1,404</b> | <b>1,455</b> | <b>1,352</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 6: Congressional And Intergovernmental Affairs

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 55         | 59         | 59         |
| Networking .....                             | 16         | 16         | 16         |
| Desktop .....                                | 24         | 49         | 49         |
| Electronic Services .....                    | 9          | 9          | 8          |
| Building Occupancy .....                     | 538        | 549        | 488        |
| Supplies .....                               | 17         | 17         | 17         |
| Photocopying .....                           | 29         | 28         | 28         |
| Mail Services .....                          | 28         | 23         | 23         |
| Printing and Graphics .....                  | 10         | 9          | 9          |
| Contract Closeout .....                      | 0          | 0          | 0          |
| Payroll Processing .....                     | 7          | 8          | 11         |
| Corporate Executive Information System ..... | 0          | 0          | 0          |
| <b>Total Working Capital Fund .....</b>      | <b>733</b> | <b>767</b> | <b>708</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 7: Contract Reform & Privatization

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 4          | 5          | 5          |
| Networking .....                             | 2          | 3          | 3          |
| Desktop .....                                | 1          | 1          | 1          |
| Electronic Services .....                    | 1          | 2          | 2          |
| Building Occupancy .....                     | 128        | 134        | 119        |
| Supplies .....                               | 3          | 3          | 3          |
| Photocopying .....                           | 2          | 2          | 2          |
| Mail Services .....                          | 10         | 10         | 10         |
| Printing and Graphics .....                  | 2          | 2          | 2          |
| Contract Closeout .....                      | 0          | 0          | 0          |
| Payroll Processing .....                     | 1          | 1          | 2          |
| Corporate Executive Information System ..... | 0          | 0          | 0          |
| <b>Total Working Capital Fund .....</b>      | <b>154</b> | <b>163</b> | <b>149</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 8: Counterintelligence

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 31         | 41         | 41         |
| Networking .....                             | 7          | 10         | 10         |
| Desktop .....                                | 3          | 3          | 3          |
| Electronic Services .....                    | 8          | 7          | 10         |
| Building Occupancy .....                     | 486        | 431        | 595        |
| Supplies .....                               | 11         | 11         | 11         |
| Photocopying .....                           | 11         | 13         | 13         |
| Mail Services .....                          | 16         | 16         | 16         |
| Printing and Graphics .....                  | 16         | 24         | 24         |
| Contract Closeout .....                      | 0          | 0          | 0          |
| Payroll Processing .....                     | 1          | 2          | 3          |
| Corporate Executive Information System ..... | 0          | 0          | 0          |
| <b>Total Working Capital Fund .....</b>      | <b>590</b> | <b>558</b> | <b>726</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 9: Defense Programs

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 481          | 518          | 518          |
| Networking .....                             | 302          | 315          | 315          |
| Desktop .....                                | 61           | 59           | 59           |
| Electronic Services .....                    | 44           | 46           | 46           |
| Building Occupancy .....                     | 2,825        | 2,869        | 2,742        |
| Supplies .....                               | 268          | 255          | 255          |
| Photocopying .....                           | 145          | 105          | 105          |
| Mail Services .....                          | 33           | 35           | 35           |
| Printing and Graphics .....                  | 80           | 82           | 82           |
| Contract Closeout .....                      | 13           | 12           | 12           |
| Payroll Processing .....                     | 308          | 340          | 478          |
| Corporate Executive Information System ..... | 2            | 1            | 1            |
| <b>Total Working Capital Fund .....</b>      | <b>4,562</b> | <b>4,637</b> | <b>4,648</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 10: Economic Impact and Diversity

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 45         | 51         | 51         |
| Networking .....                             | 27         | 25         | 25         |
| Desktop .....                                | 13         | 14         | 14         |
| Electronic Services .....                    | 8          | 8          | 7          |
| Building Occupancy .....                     | 464        | 470        | 418        |
| Supplies .....                               | 32         | 32         | 32         |
| Photocopying .....                           | 35         | 23         | 23         |
| Mail Services .....                          | 44         | 44         | 44         |
| Printing and Graphics .....                  | 35         | 38         | 38         |
| Contract Closeout .....                      | 19         | 19         | 19         |
| Payroll Processing .....                     | 7          | 7          | 10         |
| Corporate Executive Information System ..... | 3          | 4          | 4          |
| <b>Total Working Capital Fund .....</b>      | <b>732</b> | <b>735</b> | <b>685</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 11: Energy Efficiency

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 424          | 483          | 483          |
| Networking .....                             | 256          | 271          | 271          |
| Desktop .....                                | 138          | 145          | 145          |
| Electronic Services .....                    | 63           | 63           | 60           |
| Building Occupancy .....                     | 3,857        | 3,925        | 3,615        |
| Supplies .....                               | 267          | 271          | 271          |
| Photocopying .....                           | 208          | 189          | 189          |
| Mail Services .....                          | 170          | 169          | 169          |
| Printing and Graphics .....                  | 236          | 187          | 187          |
| Contract Closeout .....                      | 45           | 45           | 45           |
| Payroll Processing .....                     | 90           | 96           | 135          |
| Corporate Executive Information System ..... | 5            | 5            | 5            |
| <b>Total Working Capital Fund .....</b>      | <b>5,759</b> | <b>5,849</b> | <b>5,575</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 12: Energy Information Administration

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 521          | 548          | 548          |
| Networking .....                             | 2            | 2            | 2            |
| Desktop .....                                | 10           | 7            | 7            |
| Electronic Services .....                    | 83           | 83           | 84           |
| Building Occupancy .....                     | 5,090        | 5,173        | 5,037        |
| Supplies .....                               | 196          | 189          | 189          |
| Photocopying .....                           | 173          | 153          | 153          |
| Mail Services .....                          | 204          | 201          | 201          |
| Printing and Graphics .....                  | 767          | 801          | 801          |
| Contract Closeout .....                      | 51           | 52           | 52           |
| Payroll Processing .....                     | 65           | 70           | 98           |
| Corporate Executive Information System ..... | 2            | 0            | 0            |
| <b>Total Working Capital Fund .....</b>      | <b>7,164</b> | <b>7,279</b> | <b>7,172</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 13: Environmental Management

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 551          | 609          | 609          |
| Networking .....                             | 319          | 333          | 333          |
| Desktop .....                                | 166          | 191          | 191          |
| Electronic Services .....                    | 67           | 70           | 70           |
| Building Occupancy .....                     | 4,127        | 4,372        | 4,187        |
| Supplies .....                               | 236          | 232          | 232          |
| Photocopying .....                           | 246          | 248          | 248          |
| Mail Services .....                          | 69           | 77           | 77           |
| Printing and Graphics .....                  | 221          | 160          | 160          |
| Contract Closeout .....                      | 38           | 38           | 38           |
| Payroll Processing .....                     | 468          | 412          | 579          |
| Corporate Executive Information System ..... | 4            | 4            | 4            |
| <b>Total Working Capital Fund .....</b>      | <b>6,512</b> | <b>6,746</b> | <b>6,728</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 14: Environment, Safety, and Health

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 375          | 401          | 401          |
| Networking .....                             | 262          | 272          | 272          |
| Desktop .....                                | 54           | 52           | 52           |
| Electronic Services .....                    | 50           | 51           | 53           |
| Building Occupancy .....                     | 3,058        | 3,187        | 3,164        |
| Supplies .....                               | 194          | 184          | 184          |
| Photocopying .....                           | 139          | 117          | 117          |
| Mail Services .....                          | 63           | 55           | 55           |
| Printing and Graphics .....                  | 123          | 108          | 108          |
| Contract Closeout .....                      | 80           | 73           | 73           |
| Payroll Processing .....                     | 62           | 57           | 80           |
| Corporate Executive Information System ..... | 0            | 0            | 0            |
| <b>Total Working Capital Fund .....</b>      | <b>4,460</b> | <b>4,557</b> | <b>4,559</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 15: Field Integration

|  |            |          |          |
|--|------------|----------|----------|
| Telephones .....                             | 45         |          |          |
| Networking .....                             | 31         |          |          |
| Desktop .....                                | 13         |          |          |
| Electronic Services .....                    | 11         |          |          |
| Building Occupancy .....                     | 672        |          |          |
| Supplies .....                               | 22         |          |          |
| Photocopying .....                           | 14         |          |          |
| Mail Services .....                          | 11         |          |          |
| Printing and Graphics .....                  | 10         |          |          |
| Contract Closeout .....                      | 5          |          |          |
| Payroll Processing .....                     | 161        |          |          |
| Corporate Executive Information System ..... | 0          |          |          |
| <b>Total Working Capital Fund .....</b>      | <b>995</b> | <b>0</b> | <b>0</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 16: Fissile Materials

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 32         | 38         | 38         |
| Networking .....                             | 18         | 19         | 19         |
| Desktop .....                                | 12         | 12         | 12         |
| Electronic Services .....                    | 6          | 7          | 6          |
| Building Occupancy .....                     | 379        | 414        | 368        |
| Supplies .....                               | 18         | 20         | 20         |
| Photocopying .....                           | 24         | 15         | 15         |
| Mail Services .....                          | 17         | 11         | 11         |
| Printing and Graphics .....                  | 17         | 9          | 9          |
| Contract Closeout .....                      | 0          | 0          | 0          |
| Payroll Processing .....                     | 5          | 6          | 8          |
| Corporate Executive Information System ..... | 1          | 1          | 1          |
| <b>Total Working Capital Fund .....</b>      | <b>529</b> | <b>552</b> | <b>507</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 17: Fossil Energy

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 241          | 263          | 263          |
| Networking .....                             | 130          | 142          | 142          |
| Desktop .....                                | 163          | 140          | 140          |
| Electronic Services .....                    | 30           | 30           | 29           |
| Building Occupancy .....                     | 1,843        | 1,888        | 1,716        |
| Supplies .....                               | 119          | 118          | 118          |
| Photocopying .....                           | 78           | 94           | 94           |
| Mail Services .....                          | 53           | 47           | 47           |
| Printing and Graphics .....                  | 276          | 296          | 296          |
| Contract Closeout .....                      | 84           | 101          | 101          |
| Payroll Processing .....                     | 152          | 176          | 247          |
| Corporate Executive Information System ..... | 1            | 1            | 1            |
| <b>Total Working Capital Fund .....</b>      | <b>3,170</b> | <b>3,296</b> | <b>3,194</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 18: General Counsel

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 160          | 181          | 181          |
| Networking .....                             | 94           | 98           | 98           |
| Desktop .....                                | 36           | 39           | 39           |
| Electronic Services .....                    | 36           | 36           | 33           |
| Building Occupancy .....                     | 2,190        | 2,252        | 1,998        |
| Supplies .....                               | 82           | 80           | 80           |
| Photocopying .....                           | 39           | 36           | 36           |
| Mail Services .....                          | 28           | 27           | 27           |
| Printing and Graphics .....                  | 173          | 173          | 173          |
| Contract Closeout .....                      | 10           | 4            | 4            |
| Payroll Processing .....                     | 28           | 30           | 43           |
| Corporate Executive Information System ..... | 2            | 2            | 2            |
| <b>Total Working Capital Fund .....</b>      | <b>2,878</b> | <b>2,958</b> | <b>2,714</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 19: Hearings and Appeals

|  |            |            |              |
|--|------------|------------|--------------|
| Telephones .....                             | 41         | 44         | 44           |
| Networking .....                             | 33         | 31         | 31           |
| Desktop .....                                | 6          | 6          | 6            |
| Electronic Services .....                    | 10         | 10         | 13           |
| Building Occupancy .....                     | 616        | 611        | 779          |
| Supplies .....                               | 7          | 7          | 7            |
| Photocopying .....                           | 14         | 15         | 15           |
| Mail Services .....                          | 19         | 14         | 14           |
| Printing and Graphics .....                  | 184        | 151        | 151          |
| Contract Closeout .....                      | 0          | 0          | 0            |
| Payroll Processing .....                     | 8          | 8          | 11           |
| Corporate Executive Information System ..... | 1          | 1          | 1            |
| <b>Total Working Capital Fund .....</b>      | <b>939</b> | <b>898</b> | <b>1,072</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 20: Inspector General

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 148          | 172          | 172          |
| Networking .....                             | 78           | 84           | 84           |
| Desktop .....                                | 40           | 42           | 42           |
| Electronic Services .....                    | 19           | 21           | 20           |
| Building Occupancy .....                     | 1,219        | 1,290        | 1,176        |
| Supplies .....                               | 38           | 38           | 38           |
| Photocopying .....                           | 30           | 25           | 25           |
| Mail Services .....                          | 36           | 31           | 31           |
| Printing and Graphics .....                  | 52           | 55           | 55           |
| Contract Closeout .....                      | 1            | 1            | 1            |
| Payroll Processing .....                     | 44           | 50           | 70           |
| Corporate Executive Information System ..... | 2            | 3            | 3            |
| <b>Total Working Capital Fund .....</b>      | <b>1,707</b> | <b>1,812</b> | <b>1,717</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 21: Intelligence

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 91           | 101          | 101          |
| Networking .....                             | 0            | 0            | 0            |
| Desktop .....                                | 19           | 20           | 20           |
| Electronic Services .....                    | 16           | 16           | 15           |
| Building Occupancy .....                     | 997          | 1,017        | 902          |
| Supplies .....                               | 17           | 17           | 17           |
| Photocopying .....                           | 20           | 18           | 18           |
| Mail Services .....                          | 17           | 14           | 14           |
| Printing and Graphics .....                  | 4            | 6            | 6            |
| Contract Closeout .....                      | 1            | 0            | 0            |
| Payroll Processing .....                     | 6            | 8            | 11           |
| Corporate Executive Information System ..... | 0            | 0            | 0            |
| <b>Total Working Capital Fund .....</b>      | <b>1,188</b> | <b>1,217</b> | <b>1,104</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 22: International Affairs

|  |              |            |            |
|--|--------------|------------|------------|
| Telephones .....                             | 78           | 81         | 81         |
| Networking .....                             | 37           | 41         | 41         |
| Desktop .....                                | 15           | 2          | 2          |
| Electronic Services .....                    | 6            | 10         | 11         |
| Building Occupancy .....                     | 794          | 636        | 631        |
| Supplies .....                               | 46           | 45         | 45         |
| Photocopying .....                           | 18           | 4          | 4          |
| Mail Services .....                          | 25           | 17         | 17         |
| Printing and Graphics .....                  | 17           | 8          | 8          |
| Contract Closeout .....                      | 4            | 0          | 0          |
| Payroll Processing .....                     | 11           | 11         | 16         |
| Corporate Executive Information System ..... | 0            | 1          | 1          |
| <b>Total Working Capital Fund .....</b>      | <b>1,051</b> | <b>856</b> | <b>857</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 23: Management and Administration

|  |               |               |               |
|--|---------------|---------------|---------------|
| Telephones .....                             | 1,033         | 882           | 882           |
| Networking .....                             | 637           | 507           | 507           |
| Desktop .....                                | 441           | 370           | 370           |
| Electronic Services .....                    | 205           | 141           | 138           |
| Building Occupancy .....                     | 12,618        | 8,864         | 8,256         |
| Supplies .....                               | 571           | 440           | 440           |
| Photocopying .....                           | 459           | 312           | 312           |
| Mail Services .....                          | 408           | 353           | 353           |
| Printing and Graphics .....                  | 572           | 485           | 485           |
| Contract Closeout .....                      | 142           | 142           | 142           |
| Payroll Processing .....                     | 101           | 91            | 128           |
| Corporate Executive Information System ..... | 6             | 4             | 4             |
| <b>Total Working Capital Fund .....</b>      | <b>17,193</b> | <b>12,591</b> | <b>12,017</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 24: Naval Reactors

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 131        | 143        | 143        |
| Networking .....                             | 0          | 0          | 0          |
| Desktop .....                                | 3          | 0          | 0          |
| Electronic Services .....                    | 5          | 5          | 6          |
| Building Occupancy .....                     | 306        | 317        | 347        |
| Supplies .....                               | 1          | 1          | 1          |
| Photocopying .....                           | 0          | 0          | 0          |
| Mail Services .....                          | 0          | 0          | 0          |
| Printing and Graphics .....                  | 4          | 4          | 4          |
| Contract Closeout .....                      | 0          | 0          | 0          |
| Payroll Processing .....                     | 34         | 36         | 50         |
| Corporate Executive Information System ..... | 0          | 0          | 0          |
| <b>Total Working Capital Fund .....</b>      | <b>484</b> | <b>506</b> | <b>551</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 25: Nuclear Energy

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 122          | 142          | 142          |
| Networking .....                             | 87           | 98           | 98           |
| Desktop .....                                | 23           | 23           | 23           |
| Electronic Services .....                    | 14           | 12           | 16           |
| Building Occupancy .....                     | 835          | 756          | 946          |
| Supplies .....                               | 34           | 34           | 34           |
| Photocopying .....                           | 61           | 51           | 51           |
| Mail Services .....                          | 30           | 38           | 38           |
| Printing and Graphics .....                  | 30           | 31           | 31           |
| Contract Closeout .....                      | 9            | 17           | 17           |
| Payroll Processing .....                     | 26           | 20           | 28           |
| Corporate Executive Information System ..... | 3            | 3            | 3            |
| <b>Total Working Capital Fund .....</b>      | <b>1,274</b> | <b>1,225</b> | <b>1,427</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 26: Nuclear Nonproliferation

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 782          | 264          | 264          |
| Networking .....                             | 126          | 67           | 67           |
| Desktop .....                                | 153          | 126          | 126          |
| Electronic Services .....                    | 93           | 34           | 35           |
| Building Occupancy .....                     | 5,685        | 2,158        | 2,088        |
| Supplies .....                               | 306          | 138          | 138          |
| Photocopying .....                           | 233          | 86           | 86           |
| Mail Services .....                          | 91           | 35           | 35           |
| Printing and Graphics .....                  | 60           | 53           | 53           |
| Contract Closeout .....                      | 7            | 8            | 8            |
| Payroll Processing .....                     | 64           | 21           | 30           |
| Corporate Executive Information System ..... | 2            | 1            | 1            |
| <b>Total Working Capital Fund .....</b>      | <b>7,602</b> | <b>2,991</b> | <b>2,931</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 27: Oversight & Performance

|  |          |            |
|--|----------|------------|
| Telephones .....                             | 25       | 25         |
| Networking .....                             | 3        | 3          |
| Desktop .....                                | 3        | 3          |
| Electronic Services .....                    | 2        | 4          |
| Building Occupancy .....                     | 145      | 255        |
| Supplies .....                               | 5        | 5          |
| Photocopying .....                           | 2        | 2          |
| Mail Services .....                          | 17       | 17         |
| Printing and Graphics .....                  | 7        | 7          |
| Contract Closeout .....                      | 0        | 0          |
| Payroll Processing .....                     | 3        | 4          |
| Corporate Executive Information System ..... | 0        | 0          |
| <b>Total Working Capital Fund .....</b>      | <b>0</b> | <b>325</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 28: Policy

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 55         | 48         | 48         |
| Networking .....                             | 26         | 24         | 24         |
| Desktop .....                                | 24         | 34         | 34         |
| Electronic Services .....                    | 16         | 10         | 8          |
| Building Occupancy .....                     | 554        | 618        | 451        |
| Supplies .....                               | 33         | 33         | 33         |
| Photocopying .....                           | 18         | 33         | 33         |
| Mail Services .....                          | 25         | 27         | 27         |
| Printing and Graphics .....                  | 45         | 73         | 73         |
| Contract Closeout .....                      | 7          | 15         | 15         |
| Payroll Processing .....                     | 8          | 8          | 11         |
| Corporate Executive Information System ..... | 0          | 0          | 0          |
| <b>Total Working Capital Fund .....</b>      | <b>811</b> | <b>923</b> | <b>757</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 29: Public Affairs

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 38         | 43         | 43         |
| Networking .....                             | 17         | 18         | 18         |
| Desktop .....                                | 20         | 13         | 13         |
| Electronic Services .....                    | 7          | 7          | 6          |
| Building Occupancy .....                     | 412        | 416        | 369        |
| Supplies .....                               | 23         | 22         | 22         |
| Photocopying .....                           | 208        | 200        | 200        |
| Mail Services .....                          | 37         | 33         | 33         |
| Printing and Graphics .....                  | 105        | 139        | 139        |
| Contract Closeout .....                      | 0          | 0          | 0          |
| Payroll Processing .....                     | 5          | 6          | 8          |
| Corporate Executive Information System ..... | 0          | 0          | 0          |
| <b>Total Working Capital Fund .....</b>      | <b>872</b> | <b>897</b> | <b>851</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 30: Science

|  |              |              |              |
|--|--------------|--------------|--------------|
| Telephones .....                             | 325          | 370          | 370          |
| Networking .....                             | 267          | 283          | 283          |
| Desktop .....                                | 83           | 68           | 68           |
| Electronic Services .....                    | 31           | 30           | 32           |
| Building Occupancy .....                     | 1,888        | 1,873        | 1,895        |
| Supplies .....                               | 191          | 186          | 186          |
| Photocopying .....                           | 85           | 79           | 79           |
| Mail Services .....                          | 77           | 47           | 47           |
| Printing and Graphics .....                  | 95           | 78           | 78           |
| Contract Closeout .....                      | 7            | 6            | 6            |
| Payroll Processing .....                     | 69           | 319          | 449          |
| Corporate Executive Information System ..... | 5            | 5            | 5            |
| <b>Total Working Capital Fund .....</b>      | <b>3,123</b> | <b>3,344</b> | <b>3,498</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 31: Secretary of Energy Advisory Board

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 9          | 10         | 10         |
| Networking .....                             | 7          | 7          | 7          |
| Desktop .....                                | 2          | 2          | 2          |
| Electronic Services .....                    | 2          | 2          | 2          |
| Building Occupancy .....                     | 143        | 146        | 129        |
| Supplies .....                               | 5          | 5          | 5          |
| Photocopying .....                           | 16         | 15         | 15         |
| Mail Services .....                          | 11         | 11         | 11         |
| Printing and Graphics .....                  | 37         | 39         | 39         |
| Contract Closeout .....                      | 0          | 0          | 0          |
| Payroll Processing .....                     | 1          | 1          | 1          |
| Corporate Executive Information System ..... | 0          | 0          | 0          |
| <b>Total Working Capital Fund .....</b>      | <b>233</b> | <b>238</b> | <b>221</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 32 Security & Emergency Operations

|  |          |              |
|--|----------|--------------|
| Telephones .....                             | 936      | 936          |
| Networking .....                             | 290      | 290          |
| Desktop .....                                | 79       | 79           |
| Electronic Services .....                    | 118      | 117          |
| Building Occupancy .....                     | 7,393    | 7,019        |
| Supplies .....                               | 287      | 287          |
| Photocopying .....                           | 180      | 180          |
| Mail Services .....                          | 135      | 135          |
| Printing and Graphics .....                  | 138      | 138          |
| Contract Closeout .....                      | 0        | 0            |
| Payroll Processing .....                     | 60       | 84           |
| Corporate Executive Information System ..... | 3        | 3            |
| <b>Total Working Capital Fund .....</b>      | <b>0</b> | <b>9,268</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 33: WAPA/SWAPA/SEPA

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 9          | 10         | 10         |
| Networking .....                             | 0          | 0          | 0          |
| Desktop .....                                | 0          | 0          | 0          |
| Electronic Services .....                    | 2          | 2          | 2          |
| Building Occupancy .....                     | 110        | 112        | 100        |
| Supplies .....                               | 2          | 2          | 2          |
| Photocopying .....                           | 1          | 1          | 1          |
| Mail Services .....                          | 10         | 10         | 10         |
| Printing and Graphics .....                  | 44         | 74         | 74         |
| Contract Closeout .....                      | 0          | 0          | 0          |
| Payroll Processing .....                     | 249        | 278        | 391        |
| Corporate Executive Information System ..... | 0          | 0          | 0          |
| <b>Total Working Capital Fund .....</b>      | <b>427</b> | <b>489</b> | <b>590</b> |

**Working Capital Fund Budget by Organization and Function**

(dollars in thousands)

| FY 1999<br>Actual<br>Bills | FY 2000<br>Estimate<br>Rev 11/18 | FY 2001<br>Estimate<br>Rev 11/18 |
|----------------------------|----------------------------------|----------------------------------|
|----------------------------|----------------------------------|----------------------------------|

Table 34 Worker Transition

|  |            |            |            |
|--|------------|------------|------------|
| Telephones .....                             | 31         | 36         | 36         |
| Networking .....                             | 15         | 15         | 15         |
| Desktop .....                                | 7          | 8          | 8          |
| Electronic Services .....                    | 5          | 5          | 4          |
| Building Occupancy .....                     | 297        | 289        | 257        |
| Supplies .....                               | 11         | 11         | 11         |
| Photocopying .....                           | 16         | 16         | 16         |
| Mail Services .....                          | 17         | 15         | 15         |
| Printing and Graphics .....                  | 9          | 10         | 10         |
| Contract Closeout .....                      | 3          | 2          | 2          |
| Payroll Processing .....                     | 4          | 4          | 6          |
| Corporate Executive Information System ..... | 2          | 0          | 0          |
| <b>Total Working Capital Fund .....</b>      | <b>417</b> | <b>411</b> | <b>380</b> |