

# 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), [\$226,107,000] \$221,618,000, to remain available until expended, plus such additional amounts as necessary to cover increases in the estimated amount of 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 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 [\$151,000,000] \$137,810,000 in fiscal year [2001] 2002 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 [2001] 2002 so as to result in a final fiscal year [2001] 2002 appropriation from the General Fund estimated at not more than [\$75,107,000] \$83,808,000. (*Energy and Water Development Appropriations Act, 2001, as enacted by section 1(a)(2) of P.L. 106-377.*)

# **Departmental Administration**

## **Executive Budget Summary**

### **Support the Departmental Mission**

The Departmental Administration Appropriation (DA) funds ten Department of Energy headquarters offices which provide guidance and support benefiting all operating elements of the Department in such areas as human resources, administration, accounting, budget, project management, 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 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.
- Reforming processes for project management and acquisition of large facilities to better adhere to project schedules and budgets.
- Supporting the Department's efforts in re-engineering processes and metrics to ensure that facilities and infrastructure are being managed adequately.
- 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, and Board of Contract Appeals. Federal support functions include national and international energy policy analysis, environmental policy, budget, accounting, project management, legal, personnel, labor relations, staffing, organizational management, logistical services, printing, contract management and reform, personal property management, 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.

## **Major Changes**

- In FY 2001, two organizations were functionally transferred to the Office of the Chief Financial Officer (CFO) – the Privatization and Contract Reform Office (PC) from the Office of the Deputy Secretary and the Life Cycle Asset Management (LCAM) oversight and implementation function from Management and Administration.
  - The Department has recognized the need for a more comprehensive integration among the contract, project and financial management of its major programs and projects. A main objective of Contract Reform is to coordinate and develop the Department's overall business strategy and to champion integrative management systems. Therefore, the transfer of PC to the CFO will help establish a more integrated approach to the overall acquisition management of the Department to include the integration of contract, project and financial management.
  - The Office of Management and Budget previously indicated that the CFO should have a broader focus than project management to include comprehensive capital planning. Additionally, there is currently a strong emphasis on capital reinvestment. The Department needs a central office, associated with budget, to support this effort, collect data, and keep the Secretary apprised of progress in renewing the Department's deteriorating infrastructure.
- In an effort to more fully integrate the Department's Information Management resources and initiatives, the Corporate Management Information Program (CMIP) will be funded by the Office of Security and Emergency Operations, in the budget for the Chief Information Officer, in the Other Defense Activities account, beginning in FY 2002.
- In FY 2002, \$40.0 million will be funded in Departmental Administration within the Cost of Work for Others program to be offset by an estimated \$40.0 million in revenues. This funding will be utilized for safeguards and security reimbursable activities by the following program offices: Defense Programs \$29.0 million; Defense Environmental Management \$5.4 million; Science \$4.9 million; and Security and Emergency Operations, Other Defense Activities \$0.7 million. This funding approach is a continuation of the FY 2001 funding provided in the Conference Report, P.L. 106-377. Each of the four program offices will display this funding within their respective safeguards and security reimbursable programs but will back it out of their program totals so that the \$40.0 million in budget authority can be provided for within

Departmental Administration totals. Allocation of the funds among program offices is provisional since reimbursable work levels are somewhat remote estimates. The Department will provide timely notification to Congress of the actual allocation of these funds in FY 2002.

## **Proposed Changes**

Given the increasing interconnection between U.S. and global energy markets, the Department's international and domestic policy functions need to be more closely coordinated. To improve the ability of the Department to respond to this reality, we intend to merge the Office of International Affairs and the Office of Policy. The merger will create an office that comprehensively addresses domestic policy development and implementation, international policy analysis, and international energy activities.

## **Budget Overview**

The FY 2002 request provides \$4.7 million for 35 full time equivalents within the Office of the Secretary. This request also provides \$170.1 million for salary and benefits, travel, contractual services, and program support expenses for 1,106 full-time equivalent employees for the other organizations within the Departmental Administration Account. The Departmental Administration FY 2002 appropriation request of \$174.8 million is 5.3% (\$9.9 million) below the FY 2001 enacted level of \$184.7 million. In addition, FTEs were reduced by 2.1% (24 FTEs) from 1,165 to 1,141.

Cost of Work for Others and Revenues are budgeted at \$71.8 million and \$137.8 million, respectively. These accounts include \$40 million for Safeguards and Security in FY 2002 just as done in FY 2001.

## Organization Funding Profile

(dollars in thousands)

Sub-Program	FY 2000 Comparable Appropriation	FY 2001 Original Appropriation	FY 2001 Adjustments	FY 2001 Comparable Appropriation	FY 2002 Request
Office of the Secretary.....	5,308	4,989	0	4,989	4,700
Management & Administration .....	80,933	89,603	-820 <sup>1</sup>	88,783	76,392
Chief Financial Officer .....	30,629	32,078	+3,314 <sup>2</sup>	35,392	36,464
Field Integration.....	1,000	0	0	0	0
Board of Contract Appeals .....	838	876	0	876	911
Congressional and Intergovernmental Affairs.....	4,910	4,989	0	4,989	5,478
Public Affairs .....	3,885	3,892	0	3,892	4,581
General Counsel.....	20,790	22,675	0	22,675	23,058
Office of Policy.....	6,986	7,443	0	7,443	7,443
Office of International Affairs .....	7,954	9,026	0	9,026	9,026
Economic Impact & Diversity .....	6,633	6,610	0	6,610	6,728
Contract Reform .....	0	2,494	-2,494 <sup>3</sup>	0	0
Cost of Work for Others .....	33,205	74,027	0	74,027	71,837
<b>Subtotal, Dept. Admin. (Gross).....</b>	<b>203,071</b>	<b>258,702</b>	<b>0</b>	<b>258,702</b>	<b>246,618</b>
<b>Revenues:</b>					
Associated.....	-23,543	-75,065	0	-75,065	-70,975
Miscellaneous Revenues.....	-66,471	-75,935	0	-75,935	-66,835
<b>Subtotal, Revenues .....</b>	<b>-90,014</b>	<b>-151,000</b>	<b>0</b>	<b>-151,000</b>	<b>-137,810</b>
<b>Subtotal, Dept. Admin. (Net).....</b>	<b>113,057</b>	<b>107,702</b>	<b>0</b>	<b>107,702</b>	<b>108,808</b>
Prior Yr Balances/Adjustments <sup>4</sup> ....	-26,145	-32,760	0	-32,760	-25,000
<b>Total, Dept. Admin.....</b>	<b>86,912</b>	<b>74,942</b>	<b>0</b>	<b>74,942</b>	<b>83,808</b>

<sup>1</sup> Reflects the transfer of Life Cycle Asset Management activities from Management and Administration to the Office of the Chief Financial Officer.

<sup>2</sup> Includes the transfer of Life Cycle Asset Mgmt. and Contract Reform to the Office of the Chief Financial Officer.

<sup>3</sup> Reflects the transfer of Contract Reform to the Office of the Chief Financial Officer.

<sup>4</sup> Includes the transfer from Other Defense Activities: FY 2000 -\$9.9M; FY 2001 -\$24.9M and FY 2002 -\$25.0M

## Personnel Compensation and Benefits Profile

(dollars in thousands)

Sub-Program	FY 2000 Comparable Appropriation	FY 2001 Original Appropriation	FY 2001 Adjustments	FY 2001 Comparable Appropriation	FY 2002 Request
Office of the Secretary.....	4,768	4,438	0	4,438	4,138
Management & Administration.....	38,974	46,240	-603 <sup>1</sup>	45,637	46,167
Chief Financial Officer.....	19,741	20,077	+1,443 <sup>2</sup>	21,520	22,592
Field Integration.....	1,000	0	0	0	0
Board of Contract Appeals .....	636	635	0	635	670
Congressional and Intergovernmental Affairs.....	4,082	4,066	0	4,066	4,471
Public Affairs .....	2,825	2,758	0	2,758	3,336
General Counsel.....	16,350	17,386	0	17,386	18,154
Office of Policy.....	5,079	5,288	0	5,288	5,039
Office of International Affairs .....	5,977	6,585	0	6,585	6,585
Economic Impact & Diversity .....	3,811	4,030	0	4,030	4,148
Contract Reform .....	0	840	-840 <sup>3</sup>	0	0
Subtotal, Dept. Admin. (Gross).....	103,243	112,343	0	112,343	115,300
Use of Prior Year Balances/Other Adjustments <sup>4</sup> .....	-11,611	-24,945	0	-24,945	-25,000
Total, Dept. Admin.....	91,632	87,398	0	87,398	90,300

<sup>1</sup> Reflects the transfer of Life Cycle Management activities from Management and Administration to the Office of the Chief Financial Officer.

<sup>2</sup> Includes the transfer of Life Cycle Asset Mgmt. and Contract Reform to the Office of the Chief Financial Officer.

<sup>3</sup> Reflects the transfer of Contract Reform to the Office of the Chief Financial Officer.

<sup>4</sup> Includes the transfer from Other Defense Activities: FY 2000 -\$9.9M; FY 2001 -\$24.9M; and FY 2002 -\$25.0M.

## Travel Profile

(dollars in thousands)

Sub-Program	FY 2000 Comparable Appropriation	FY 2001 Original Appropriation	FY 2001 Adjustments	FY 2001 Comparable Appropriation	FY 2002 Request
Office of the Secretary.....	534	545	0	545	556
Management & Administration.....	1,484	1,524	-20 <sup>1</sup>	1,504	1,520
Chief Financial Officer.....	522	513	+120 <sup>2</sup>	633	633
Board of Contract Appeals .....	6	6	0	6	6
Congressional and Intergovernmental Affairs.....	60	57	0	57	60
Public Affairs .....	80	80	0	80	80
General Counsel.....	100	100	0	100	102
Office of Policy.....	226	249	0	249	230
Office of International Affairs .....	276	549	0	549	549
Economic Impact & Diversity.....	116	116	0	116	116
Contract Reform .....	0	100	-100 <sup>3</sup>	0	0
Subtotal, Dept. Admin. (Gross).....	3,404	3,839	0	3,839	3,852

<sup>1</sup> Reflects the transfer of Life Cycle Management activities from Management and Administration to the Office of the Chief Financial Officer.

<sup>2</sup> Includes the transfer of Life Cycle Asset Mgmt and Contract Reform to the Office of the Chief Financial Officer.

<sup>3</sup> Reflects the transfer of Contract Reform to the Office of the Chief Financial Officer.

## Support Services Profile

(dollars in thousands)

Sub-Program	FY 2000 Comparable Appropriation	FY 2001 Original Appropriation	FY 2001 Adjustments	FY 2001 Comparable Appropriation	FY 2002 Request
Management & Administration .....	6,417	7,906	-170 <sup>1</sup>	7,736	6,537
Chief Financial Officer .....	5,774	6,316	1,524 <sup>2</sup>	7,840	7,736
Congressional and Intergovernmental Affairs .....	3	4	0	4	107
Public Affairs .....	48	51	0	51	150
General Counsel .....	765	855	0	855	797
Contract Reform .....	0	1,354	-1,354 <sup>3</sup>	0	0
Subtotal, Dept. Admin. (Gross).....	13,007	16,486	0	16,486	15,327

<sup>1</sup> Reflects the transfer of Life Cycle Asset Management activities from Management and Administration to the Officer of the Chief Financial Officer.

<sup>2</sup> Includes the transfer of Life Cycle Asset Mgmt and Contract Reform to the Office of the Chief Financial Officer.

<sup>3</sup> Reflects the transfer of Contract Reform to the Office of the Chief Financial Officer.

## Other Related Services Profile

(dollars in thousands)

Sub-Program	FY 2000 Comparable Appropriation	FY 2001 Original Appropriation	FY 2001 Adjustments	FY 2001 Comparable Appropriation	FY 2002 Request
Office of the Secretary.....	6	6	0	6	6
Management & Administration .....	22,058	21,959	-27 <sup>1</sup>	21,932	22,168
Chief Financial Officer .....	4,592	5,172	+227 <sup>2</sup>	5,399	5,503
Board of Contract Appeals .....	196	235	0	235	235
Congressional and Intergovernmental Affairs .....	765	862	0	862	840
Public Affairs .....	932	1,003	0	1,003	1,015
General Counsel.....	3,575	4,334	0	4,334	4,005
Office of Policy.....	904	1,048	0	1,048	1,380
Office of International Affairs .....	1,206	1,347	0	1,347	1,347
Economic Impact & Diversity .....	1,008	966	0	966	966
Contract Reform .....	0	200	-200 <sup>3</sup>	0	0
Subtotal, Dept. Admin. (Gross).....	35,242	37,132	0	37,132	37,465

<sup>1</sup> Reflects the transfer of Life Cycle Asset Management activities from Management and Administration to the Office of the Chief Financial Officer.

<sup>2</sup> Includes the transfer of Life Cycle Asset Mgmt and Contract Reform to the Office of the Chief Financial Officer.

<sup>3</sup> Reflects the transfer of Contract Reform to the Office of the Chief Financial Officer.

## Program Support Profile

(dollars in thousands)

Sub-Program	FY 2000 Comparable Appropriation	FY 2001 Original Appropriation	FY 2001 Adjustments	FY 2001 Comparable Appropriation	FY 2002 Request
<b>Management &amp; Administration</b>					
Corporate Mgmt. Systems.....	12,000	11,974	0	11,974	0
<hr/>					
Subtotal, Human Resources & Administration.....	12,000	11,974	0	11,974	0
<b>Office of Policy</b>					
Policy Studies .....	77	0	0	0	0
Environmental Policy Studies .....	700	858	0	858	794
<hr/>					
Subtotal, Office of Policy.....	777	858	0	858	794
<b>Office of International Affairs</b>					
International Policy Studies .....	195	420	0	420	420
International Environmental Policy Studies .....	300	125	0	125	125
<hr/>					
Subtotal, Office of International Affairs.....	495	545	0	545	545
<b>Economic Impact &amp; Diversity</b>					
Minority Economic Impact.....	1,698	1,498	0	1,498	1,498
<hr/>					
Subtotal, Economic Impact & Diversity.....	1,698	1,498	0	1,498	1,498
<hr/>					
<b>Total, Dept. Admin.....</b>	<b>14,970</b>	<b>14,875</b>	<b>0</b>	<b>14,875</b>	<b>2,837</b>
<hr style="border-top: 3px double black;"/>					

## Full Time Equivalents Profile

(FTEs in whole numbers)

Sub-Program	FY 2000 Comparable Appropriation	FY 2001 Original Appropriation	FY 2001 Adjustments	FY 2001 Comparable Appropriation	FY 2002 Request
Office of the Secretary.....	40	40	0	40	35
Management & Administration.....	487	495	-5 <sup>1</sup>	490	489
Chief Financial Officer.....	231	229	13 <sup>2</sup>	242	240
Board of Contract Appeals .....	5	5	0	5	5
Congressional and Intergovernmental Affairs.....	40	41	0	41	39
Public Affairs .....	34	34	0	34	33
General Counsel.....	157	160	0	160	155
Office of Policy.....	46	46	0	46	43
Office of International Affairs .....	66	66	0	66	62
Economic Impact & Diversity.....	42	41	0	41	40
Contract Reform .....	0	8	-8 <sup>3</sup>	0	0
Subtotal, Dept. Admin.	1,148	1,165	0	1,165	1,141

<sup>1</sup> Reflects the transfer of Life Cycle Asset Management activities from Management and Administration to the Office of the Chief Financial Officer.

<sup>2</sup> Includes the transfer of Life Cycle Asset Mgmt and Contract Reform to the Office of the Chief Financial Officer.

<sup>3</sup> Reflects the transfer of Contract Reform to the Office of the Chief Financial Officer.

# 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.

### Funding Schedule

(dollars in thousands, whole FTEs)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Salaries and Benefits. . . . .	4,768	4,438	4,138	-300	-6.8%
Travel. . . . .	534	545	556	11	2.0%
Other Related Expenses. . . . .	6	6	6	0	0.0%
Subtotal, Program Direction. . . . .	5,308	4,989	4,700	-289	-5.8%
Use of Prior Year Balances . . . . .	-368	-	-	-	-
Total, Program Direction . . . . .	4,940	4,989	4,700	-289	-5.8%
Full-Time Equivalents. . . . .	40	40	35	-5	-12.5%

## Detailed Program Justification

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
<b>Salaries and Benefits</b> .....	<b>4,768</b>	<b>4,438</b>	<b>4,138</b>

Provides full funding for 35 full time equivalents 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.

The Office of the Secretary, through its leadership of the Department, will measure its performance in FY 2002 by:

- Continuing to advance U.S. energy, environmental, economic, and national security policy.
- Overseeing 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.

<b>Travel</b> .....	<b>534</b>	<b>545</b>	<b>556</b>
---------------------	------------	------------	------------

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.

<b>Other Related Expenses</b> .....	<b>6</b>	<b>6</b>	<b>6</b>
-------------------------------------	----------	----------	----------

Provides funding for employee training and development.

<b>Subtotal, Program Direction</b> .....	<b>5,308</b>	<b>4,989</b>	<b>4,700</b>
Use of Prior Year Balances .....	(368)	-	-
<b>Total, Program Direction</b> .....	<b>4,940</b>	<b>4,989</b>	<b>4,700</b>

## Explanation of Funding Changes FY 2001 to FY 2002

FY 2002  
vs.  
FY 2001  
(\$000)

### Salaries and Benefits

#	Decrease in salaries and benefits to reflect staffing reduction of 5 FTEs, offset by an increase associated with the full effect of the FY 2001 pay raise and the partial effect of the FY 2002 pay raise and general pay increases for promotions, within grade increases, and performance awards. . . . .	-300
---	---	------

### Travel

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

Total Funding Change, Program Direction . . . . .	-289
---	------

# **Management and Administration**

## **Program Mission**

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

The Office of Management and Administration provides the Department with highly valued, cost effective and timely products and management services in the areas of administration, human resources and training, procurement and financial assistance, and other management systems and processes.

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 Board maintains two standing subcommittees, the Openness Advisory Panel and the Laboratory Operations Board. The Board forms additional subcommittees as required to address the needs of the Secretary of Energy and the Department. In FY 2000, the Board formed the following subcommittees: the National Ignition Facility Laser System Task Force; the Task Force on DOE Nonproliferation Programs with Russia; and the Panel on Emerging Technological Alternatives to Incineration. The Board plans to establish two or more additional subcommittees in both FY 2001 and FY 2002.

## **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.

## Significant Accomplishments

The major accomplishments in FY 2001 for Management and Administration are:

- # Converted all M&O contracts awarded in FY 2001 to Performance Based Service Contracts (PBSC).
- # Awarded approximately 50% of service contracts as PBSC using government-wide standards.
- # Selected and began implementation of DOE wide electronic contracting for large procurements.
- # Improved Departmental Human Capital Management by initiating comprehensive human resources strategies which:
  - < Implemented the FY 2001 milestones in the DOE Corporate Training Plan;
  - < Increased the electronic transfer of documents in CHRIS

## Program Shifts

The following are major changes in the FY 2002 Request:

- # A transfer of the Corporate Human Resources Information System (CHRIS) from this request to the Working Capital Fund except for Federal salaries and related expenses.
- # An expansion in the coverage of the information management business lines in the Working Capital Fund and an associated increase in MA costs.
- # A transfer of life cycle asset management activities from MA to the Chief Financial Officer in FY 2001.
- # A transfer of Aviation Management to the National Nuclear Security Administration in FY 2002.
- # A transfer of the Corporate Management Information Program to the Office of Security and Emergency Operations, in the Other Defense Activities account, beginning in FY 2002.

## Funding Profile

(dollars in thousands)

	FY 2000 <sup>a</sup>	FY 2001	FY 2002	\$ Change	% Change
Management and Administration					
Program Direction . . . . .	68,933	76,809	76,392	-417	-0.5%
Program Support . . . . .	12,000	11,974	0	-11,974	-100.0%
Total, Management and Administration	80,933	88,783	76,392	-12,391	-14.0%

<sup>a</sup> In FY 2000, MA used an additional \$1,718,000 in support of functions transferred from Field Integration.

# 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.

The Office of Management and Administration provides the Department with highly valued, cost effective and timely products and management services in the areas of administration, human resources and training, procurement and financial assistance, and other management systems and processes.

The Office of the Secretary of Energy Advisory Board (SEAB) 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).

Management and Administration's desktop information technology requirements such as Local Area Network connectivity, e-mail services, hardware and software acquisitions, and networking upgrades continue to be supported in the Security and Emergency Operations budget for the Chief Information Officer.

## Funding Schedule

(dollars in thousands, whole FTEs)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Salaries and Benefits . . . . .	38,974	45,637	46,167	+530	+1.2%
Travel . . . . .	1,484	1,504	1,520	+16	+1.1%
Support Services . . . . .	6,417	7,736	6,537	-1,199	-15.5%
Other Related Services . . . . .	22,058	21,932	22,168	+236	1.1%
Total, Program Direction . . . . .	68,933	76,809	76,392	-417	-0.5%
Full Time Equivalents . . . . .	487	490	489	-1	-0.2%

## Detailed Program Justification

(dollars in thousands)

FY2000	FY2001	FY2002
--------	--------	--------

<b>Salaries and Benefits</b> .....	<b>38,974</b>	<b>45,637</b>	<b>46,167</b>
------------------------------------	---------------	---------------	---------------

Provides funding in FY 2002 for 489 employees to include salaries, overtime, incentive awards, lump sum leave, and SES and other performance awards. Funding is also provided for workman’s compensation payments on behalf of all employees funded through the Departmental Administration appropriation.

The Office of Management and Administration and the Secretary of Energy Advisory Board will use the requested funding to support the following strategic objectives of the Corporate Management Goal in the Department’s Strategic Plan:

- # Ensuring Public Confidence in the Department’s Contractual and Financial Transactions
  - < Increase the use of on-line procurement and other E-Government services and information.
  - < Increase the use of performance-based contracts.
  
- # Managing Human Resources
  - < Streamline the DOE hiring process through process re-engineering, automated recruitment, and other means.
  - < Increase employee access to mission-related training through technology assisted learning.
  - < Achieve cost savings and reduce traditional manually-generated personnel and training paper records.
  - < Address skills gaps and aging workforce challenges and reduce managerial layering by hiring entry level employees and shifting staffing resources to mission-critical front line positions.
  - < Establish an agency plan for ensuring the accuracy of Federal Activities Inventory Reform Act of 1998 (FAIR) data.
  
- # Appropriate Oversight
  - < Use appropriate oversight systems to promote the efficient, effective and economical operation of the Department.

<b>Travel</b> .....	<b>1,484</b>	<b>1,504</b>	<b>1,520</b>
---------------------	--------------	--------------	--------------

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.

(dollars in thousands)

	FY2000	FY2001	FY2002
<b>Support Services</b> .....	<b>6,417</b>	<b>7,736</b>	<b>6,537</b>
<p>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.</p>			
<b>Other Related Expenses</b> .....	<b>22,058</b>	<b>21,932</b>	<b>22,168</b>
<p>Other Related Expenses finance the acquisition of goods and services that support this office's mission that are not classified as support services, in addition to items purchased from the working capital fund such as rent, supplies, telephone service, etc.</p>			
<b>Total, Program Direction</b> .....	<b>68,933</b>	<b>76,809</b>	<b>76,392</b>

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

FY 2002 vs. FY 2001 (\$000)
-----------------------------------

**Salaries and Benefits**

# Reduction of one FTE which is offset by the full effect of the FY 2001 pay raise and the partial effect of the FY 2002 pay raise. . . . . +530

**Travel**

# The travel budget increases slightly to reflect escalating airfare and lodging costs. . . . . +16

**Support Services**

# The decrease is due to the transfer out of the Corporate Human Resources Information System (CHRIS) to the Working Capital Fund. . . . . -1,199

**Other Related Expenses**

# The increase is the net result due to an expansion in the coverage of the information management business lines in the Working Capital Fund and an associated increase in costs (+\$675,000) and the transfer out of the Corporate Human Resources Information System (CHRIS) to the Working Capital Fund (-\$439,000) . . . . . +236

Total Funding Change, Program Direction . . . . . -417

## Support Services

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Technical Support Services					
Administrative Support .....	3,244	3,244	3,244	0	0.0%
Professional Support .....	2,078	2,198	2,198	0	0.0%
Information Management Support .....	1,095	2,294	1,095	-1,199	-52.3%
Total, Support Services .....	6,417	7,736	6,537	-1,199	-15.5%

## Other Related Expenses

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Working Capital Fund .....	15,950	12,975	13,650	+675	+5.2%
Capital Equipment .....	880	880	880	0	0.0%
Other .....	5,228	8,077	7,638	-439	-5.4%
Total, Other Related Expenses .....	22,058	21,932	22,168	+236	+1.1%

# 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:
  - < Business Management Information System - Financial Management (BMIS-FM)
  - < Corporate Human Resources Information System (CHRIS)
  - < DOE On-Line Learning Center (DOE OLLC) (CMIP funding provided in FY 2000)
  - < Procurement Systems Modernization (CMIP funding provided in FY 2000)
  - < Foreign Travel Management System (CMIP funding provided in FY 2000)
  - < Information Architecture, Capital Planning and Investment, and Strategic Information Management
  - < Infrastructure and Telecommunications Improvements
  - < Corporate Initiatives Under Review

## Program Shifts

- # In an effort to integrate the Department's information resources and initiatives, the Corporate Management Information Program will be funded by the Office of Security and Emergency Operations, in the Other Defense Activities account, beginning in FY 2002.

## Funding Schedule

(dollars in thousands)

	FY2000	FY 20001	FY 2002	\$ Change	% Change
Program Support					
Corporate Management Information . . . . .	12,000	11,974	0	-11,974	-100.0%
Total, Management and Administration . . .	12,000	11,974	0	-11,974	-100.0%

# **Chief Financial Officer**

## **Mission Supporting Goals and Objectives**

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 budget requests through the congressional authorization and appropriation processes, and, 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 on the full range of financial activities including: strategic planning; 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 field offices.

### **Results of CFO Efforts**

KPMG LLP has audited the Department's Fiscal Year 2000 consolidated financial statements and issued an unqualified audit opinion indicating that the statements present fairly the financial position of the Department. This audit opinion reflects the continuing dedication of the Department to good financial management and demonstrates that we have sound financial data upon which critical decisions are based.

During FY 2002, 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 develop financial management professionals, expand opportunities for CFO staff, and fill vital vacancies.

In FY 2002, 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 publish an Accountability Report on the results of the previous fiscal 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 (CFO) continues to move forward with the major initiative to design and implement the Financial Management (FM) component of the next generation Business Management Information System (BMIS), which includes the Financial Data Warehouse (FDW). A systems integration contract was awarded to IBM Global Services in September 2000. The contract covers integration services, training and documentation, as well as hardware and software (Oracle Federal Financials) for the BMIS-FM system. Continued enhancements to the FDW 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. Funding for the implementation of BMIS-FM is included as part of the Corporate Management Information Program and is not part the CFO budget justification; however, the project is managed by the CFO and critical to financial management at the Department. In FY 2002, the primary focus of the BMIS-FM project will be the deployment of the system (recently named Phoenix) by service center cluster, with system implementation being completed by the end of the first quarter FY 2003. This will include the purchase of additional hardware and software licenses to support the full implementation, development of interfaces to other systems, and extensive user training.

In addition to the major BMIS-FM initiative, the CFO must continue to maintain legacy corporate systems critical to the day-to-day operations of the office and ensure compliance with all statutory and regulatory requirements.

### **Engineering and Construction Management**

Office of Engineering and Construction Management (OECM) continues to develop and execute the Department's Project Management initiatives in response to direction from Congress, OMB, and the Secretary of Energy. In FY 2002, OECM will continue to develop programs and processes to restructure and significantly improve project management and performance throughout the Department. The Office will manage a Departmental Project Management Tracking and Control System to monitor the status of projects in terms of cost, schedule, and technical performance.

### **The Office of Real Property and Facilities Management**

The Office of Real Property and Facilities Management (RP&FM) is located within the Office of Engineering and Construction Management. The RP&FM staff provides the Department with expertise pertaining to planning, acquiring and managing property, and leasing and disposing of DOE controlled property. The staff provides operational support to sites that do not have certified real estate specialists. The staff reviews and approves all contractor leases in the National Capital Region, both new leases and renewals, serves as the Department's Real Property Officer, directs the real estate program, provides

policy, guidance and oversight for real property planning and facilities maintenance and maintains the database for reporting deferred maintenance in the Department's Annual Financial Statements. The RP&FM staff will support the Department's efforts in re-engineering processes and metrics to ensure that facilities and infrastructure are being managed adequately. RP&FM represents the Departmental on interagency groups, such as the National Academy of Sciences and the Federal Government-wide Real Property Council. Finally, RP&FM staff will manage, including system design, enhancement, and on-site implementation of the Condition Assessment Information System (CAIS), one of the Department's tools for establishing the condition of its infrastructure and supporting systems.

### **Contract Reform and Asset Management**

The Contract Reform and Privatization Project Office (PC) works to develop the Guidance and policy needed by the Department in the areas of contract reform and privatization. In the effort to improve Internal Business Practices and make the Department of Energy a model for contract reform and privatization this office coordinates the Departmental effort to establish a system for better measurement and tracking of data on contractors and contracts, initiates pilot projects to improve contracting practices, and works to communicate DOE's reforms to the communities of contractors and stakeholders. The goals of the Office are to improve financial management and maximize "return on investment" for taxpayer dollars spent by the Department. PC aggressively promotes consistent Department-wide integration of contract, financial and project management.

## Funding Schedule

(dollars in thousands, whole FTEs)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Salaries and Benefits . . . . .	19,741	21,520	22,592	1,072	5.0%
Travel . . . . .	522	633	633	0	0.0%
Support Services . . . . .	5,774	7,840	7,736	-104	-1.3%
Other Related Expenses . . .	4,592	5,399	5,503	104	1.9%
Subtotal, Program Direction .	30,629	35,392	36,464	1,072	3.0%
Use of Prior Year Balances	(1,281)	-	-	-	-
Total, Program Direction . . . .	29,348	35,392	36,464	1,072	3.0%
Full-Time Equivalents . . . . .	231	242	240	-2	-0.8%

## Detailed Program Justification

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
<b>Salaries and Benefits</b> .....	<b>19,741</b>	<b>21,520</b>	<b>22,592</b>

The funding in FY 2002 provides for 240 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 the 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 Chief Financial Officer will measure its performance in FY 2002 by:

- < Implementing the BMIS Phoenix core financial system nationwide.
- < Completing all planned External Independent Reviews (EIRs) of construction projects on schedule, to support both the needs of the project managers and timely delivery of EIR reports, with the Program's corrective action plans, to the Congress.
- < Submitting an Accountability Report for FY 2001 which combines the FMFIA Report, and the CFO's Act Annual Report (including audited financial statements for FY 2001 and performance results) with other reports required by the Inspector General Act.
- < Executing a Performance Agreement with the President for FY 2002.
- < Submitting a performance-based budget for FY 2003 to Congress in February 2002.
- < Submitting an Annual Performance Plan to Congress for FY 2003 and to OMB for FY 2004.
- < Reducing uncosted balances as a percent of total funds available to cost and reducing unobligated funds as a percent of total obligational authority.
- < Maintaining a 95% prompt payment percentage and make 80% of commercial payments by way of Electronic Funds Transfer for FY 2002.

The increase of \$1.1 million is due to the FY 2001 pay raise and the partial effect of the FY 2002 pay raise.

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
<b>Travel . . . . .</b>	<b>522</b>	<b>633</b>	<b>633</b>
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, a new foreign travel system, oversight activities, program evaluation, construction and engineering management, and budget validation studies, overhead reviews			
<b>Support Services . . . . .</b>	<b>5,774</b>	<b>7,840</b>	<b>7,736</b>
Funds financial system operations, maintenance and development and minimal financial technical support.			
<b>Other Related Expenses . . . . .</b>	<b>4,592</b>	<b>5,399</b>	<b>5,503</b>
Funds training, and items purchased from the working capital fund, for example, rent, telephones, and supplies and computer purchases not considered support services			
<b>Subtotal, Program Direction . . . . .</b>	<b>30,629</b>	<b>35,392</b>	<b>36,464</b>
Use of Prior Year Balances . . . . .	(1,281)	0	0
<b>Total, Program Direction . . . . .</b>	<b>29,348</b>	<b>35,392</b>	<b>36,464</b>

# Explanation of Funding Changes FY 2001 to FY 2002

FY 2002  
vs.  
FY 2001  
(\$000)

**Salaries and Benefits**

# Reduction of two FTEs which is offset by an increase for the FY 2001 pay raise and the partial effect of the FY 2002 pay raise . . . . . +1,072

**Support Services**

# The -\$104,000 decrease is due to: an increase to re-compete actuarial support, and for increased assistance in financial oversight of field financial management, and technical support (+\$195,000); a decrease in Budget and Program Liaison support (-\$50,000); a reduction in contractor support for ADP functions and maintenance of legacy systems (-\$379,000); and, an increase for project management support (+\$130,000). -104

**Other Related Expenses**

# The \$104,000 increase is due to: an increase for the Working Capital Fund for an expansion in the coverage of the information management business lines (+\$180,000); a decrease in miscellaneous expenses (-\$15,000); and, a decrease in software maintenance due to the increase of information management activities in the working capital fund (-\$61,000).. . . . . +104

Total Funding Change, Program Direction. . . . . +1,072

## Other Related

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Non ADP Support:					
Training .....	199	206	206	0	0.0%
Working Capital Fund .....	2,976	2,944	3,124	+180	6.0%
Other .....	161	161	146	-15	-9.3%
Subtotal .....	3,336	3,311	3,476	165	4.9%
ADP Support:					
Mainframe/LAN Hardware/Software .	831	1,297	1,297	0	0.0%
Software Maintenance .....	370	736	675	-61	-8.3%
Timeshare .....	55	55	55	0	0.0%
Subtotal .....	1,256	2,088	2,027	-61	-2.9%
Total Support Services .....	4,592	5,399	5,503	104	1.9%

## Support Services

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Technical Support:					
Budget and Program Liaison Support <sup>1</sup>	1,630	1,810	1,760	-50	-2.7%
Policy Analysis & Studies . . . . .	160	175	210	+35	20.0%
Capital Accounting Support . . . . .	0	150	150	0	0.0%
Engineering & Construction Support . .	729	1,200	1,330	+130	10.8%
Accounting Handbook & Actuarial Spt .	100	100	260	+160	160.0%
Subtotal . . . . .	2,619	3,435	3,710	275	8.0%
ADP Support:					
Legacy Systems . . . . .	800	800	740	-60	-7.5%
Maintenance and Enhancement of					
FDW/EIS and Budget Systems . . . . .	300	1,450	1,450	0	0.0%
Mainframe/LAN Support . . . . .	1,250	1,350	1,350	0	0.0%
Small Department-wide Management					
systems . . . . .	805	805	486	-319	-39.6%
Subtotal . . . . .	3,155	4,405	4,026	-379	-8.6%
Total Support Services . . . . .	5,774	7,840	7,736	-104	-1.3%

---

<sup>1</sup> Includes asset management and contract reform support

# 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, vindicating the Department's and the contractor's or recipient's contractual expectations in an expeditious, economical, fair and impartial manner, and advance the implementation of alternative disputes resolution procedures; contract disputes resolution without trials and decisions save substantial public and private resources in appropriate cases.

### Funding Schedule

(dollars in thousands, whole FTEs)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Salaries and Benefits .....	636	635	670	+35	+5.2%
Travel .....	6	6	6	0	0.0%
Other Related Expenses .....	196	235	235	0	0.0%
<b>Total, Headquarters .....</b>	<b>838</b>	<b>876</b>	<b>911</b>	<b>+35</b>	<b>+4.0%</b>
Full-Time Equivalentents .....	5	5	5	0	+0.0%

## Detailed Program Justification

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

<b>Salaries and Benefits.....</b>	<b>636</b>	<b>635</b>	<b>670</b>
-----------------------------------	------------	------------	------------

Salaries and Benefits provide funding for five 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.

The Board of Contract Appeals will measure its performance in FY 2002 by:

- Under delegated authority from the Secretary, provide alternative dispute resolution services to cost-reimbursement contracts.
- Implement fact-finding authority for debarments.
- Execute a Memorandum of Understanding with the U.S. Securities and Exchange Commission to act as their agency board of contract appeals.
- 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.

<b>Travel.....</b>	<b>6</b>	<b>6</b>	<b>6</b>
--------------------	----------	----------	----------

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

<b>Other Related Expenses.....</b>	<b>196</b>	<b>235</b>	<b>235</b>
------------------------------------	------------	------------	------------

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.

<b>Total, Program Direction.....</b>	<b>838</b>	<b>876</b>	<b>911</b>
--------------------------------------	------------	------------	------------

## Explanation of Funding Changes from FY 2001 to FY 2002

FY 2001 vs  
FY 2002  
(\$000)

### Salaries

- Increase in salaries and benefits is due to the full effect of the FY 2001 pay raise and the partial effect of the FY 2002 pay raise..... +35

### Other Related Expenses

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Training.....	1	1	1	0	0
Working Capital Fund:					
Rental Space.....	176	214	214	0	0
Printing and Reproduction.....	8	5	5	0	0
Utilities.....	6	9	9	0	0
Supplies and all other	5	6	6	0	0
Subtotal, Working Capital Fund	195	234	234	0	0
Total, Other Related Expenses	196	235	235	0	0

# **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 government agencies. The office fulfills its mission and responsibilities by 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, coordinating extensive interactions with the U.S. Congress and a commitment to creating opportunities for public involvement in the Department's decision-making processes have contributed to the office's success in fulfilling its mission and achieving its goals and objectives.

CI 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, programs, and accomplishments to our primary constituent and stakeholder groups; and, through rapid response to their 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, and DOE stakeholders; contribute to a broad national understanding of the Department's missions 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 Member's State/District.
- # Assure full and timely communication with all of our customers through advice and coordination with program offices on matters relating to congressional, intergovernmental, and Tribal, and other outreach activities.
- # Provide timely, complete 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 public 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.

### Funding Schedule

(dollars in thousands, whole FTEs)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Salaries and Benefits . . . . .	4,082	4,066	4,471	+405	+9.9%
Travel . . . . .	60	57	60	+3	+5.3%
Support Services . . . . .	3	4	107	+103	+2575%
Other Related Expenses . . . . .	765	862	840	-22	-2.6%
<hr/>					
Total, Congressional & Intergovernmental Affairs . . . . .	4,910	4,989	5,478	+489	+9.8%
<hr/>					
Full Time Equivalentents . . . . .	40	41	39	-2	-4.9%

**Public Law Authorization:**

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

## Detailed Program Justification

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

<b>Salaries and Benefits</b> .....	<b>4,082</b>	<b>4,066</b>	<b>4,471</b>
------------------------------------	--------------	--------------	--------------

Salaries and benefits provides funding for 39 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 workmen's' compensation. The changes in FY 2002 reflects an increase of \$+405,000 due to cost of living adjustments, promotions, within-grade increases and performance awards. Prior year balances are expected to be used in FY 2001 to offset salaries requirements.

Congressional and Intergovernmental Affairs will measure its performance in FY 2002 by:

- # 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 125 congressional 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.
  - < 125 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.
- < 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).

**Travel** ..... **60**      **57**      **60**

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. The change reflects inflation costs of air/ground transportation.

**Support Services** ..... **3**      **4**      **107**

Support services provides funding for computer support for enhanced communications technologies, e.g., Spectrafax Fax Liaison Maintenance. The change reflects an increase (\$+103,000) for the replacement and/or upgrade of computer hardware and software, 39 workstations, to keep up with changing computer technology.

**Other Related Expenses** ..... **765**      **862**      **840**

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. Changes in this category reflects increases in program support for contractual services (\$+6,000) and employee training (\$+2,000); and decreases in timesharing services (\$-26,000) and the working capital fund (\$-4,000).

**Total, Program Direction** ..... **4,910**      **4,989**      **5,478**

## Explanation of Funding Changes from FY 2001 to FY 2002

FY 2002 vs. FY 2001 (\$000)
-----------------------------------

**Salaries and Benefits**

# Reduction of 2 FTEs which is offset by an increase due to cost of living adjustments, promotions, within-grade increases and performance awards. Prior year balances are expected to be used in FY 2001 to offset salaries requirements.. . . . . +405

**Travel**

# Travel reflects a small increase due to inflation costs of air transportation. . . . . +3

**Support Services**

# Support services reflects an increase for the replacement and/or upgrade of computer hardware and software, 39 workstations (\$+103,000), to keep up with changing computer technology. The last upgrade to workstations was in FY 1998 and FY 1999. . . . . +103

**Other Related Expenses**

# Other related expenses reflects an increase due to inflation in contract support for public service announcements and other outreach activities (\$+6,000); an increase in employee training (\$+ 2,000); decreases in timesharing services (\$-26,000); and the Working Capital Fund (\$-4,000). . . . . -22

Total Funding Change, Congressional & Intergovernmental Affairs. . . . . +489

## Support Services

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Technical Support Services (Fax Liaison). . . . .	3	4	107	+103	+2575%
<b>Total, Support Services . . . . .</b>	<b>3</b>	<b>4</b>	<b>107</b>	<b>+103</b>	<b>+2575%</b>

## Other Related Expenses

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Training . . . . .	4	3	5	+2	+66.0%
Other Program Support—Congressional & Intergovernmental Affairs . . . . .	21	50	56	+6	+12.0%
Lexis/Nexis, Congressional Quarterly, Hotline/Greenwire (Timesharing) . . . . .	0	66	40	-26	-39.0%
Working Capital Fund . . . . .	740	743	739	-4	-.54%
<b>Total, Other Related Expenses . . . . .</b>	<b>765</b>	<b>862</b>	<b>840</b>	<b>-22</b>	<b>-2.6%</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.

## Funding Schedule

(dollars in thousands, whole FTEs)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Salaries and Benefits . . . . .	2,825	2,758	3,336	+578	+21.0%
Travel . . . . .	80	80	80	0	0%
Support Services (Home Page, etc) . . . . .	48	51	150	+99	+194.1%
Other Related Expenses . . . . .	932	1,003	1,015	+12	+1.2%
Total, Public Affairs . . . . .	3,885	3,892	4,581	+689	+17.7%
Full Time Equivalentents . . . . .	34	34	33	-1	-2.9%

### Public Law Authorization:

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

## Detailed Program Justification

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
<b>Salaries and Benefits</b> .....	<b>2,825</b>	<b>2,758</b>	<b>3,336</b>

Salaries and Benefits provides funding for 33 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.

The changes in FY 2002 reflects an increase of \$+578,000 due to cost of living adjustments, promotions, within-grade increases and performance awards. Prior year balances are expected to be used in FY 2001 to offset salaries requirements.

Public Affairs will measure its performance in FY 2002 by:

- # 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:
  - < Planning and coordinating approximately 120 press conferences, over 400 press releases, advisories and news 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 content to make it more accessible, user-friendly and informative to the public.
  - < Compile news articles from 60 major newspapers, five regional papers, eight weekly magazines/journals and produce/distribute over 500 copies of news, magazine, and regional clips.
  - < 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.

**Travel** ..... **80**      **80**      **80**

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.

**Support Services** ..... **48**      **51**      **150**

Support Services provides funding for computer support for enhanced communications technologies, e.g., the DOE Home Page; fax liaison maintenance (fax broadcasting); and computer upgrades. The change reflects an increase in the DOE Home Page maintenance/software upgrades, \$+13,000; fax liaison maintenance, \$+2,000; and replacement and/or upgrade of computer hardware and software (33 workstations), \$+84,000, to keep up with changing computer technologies.

**Other Related Expenses** ..... **932**      **1,003**      **1,015**

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, Spanish News Wire, 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. Changes in other related expenses reflects an increase in program support for contractual services (\$+4,000); a decrease in timesharing services (\$-7,000); an increase in employee training (\$+2,000); a increase in the working capital fund (\$+13,000).

**Total, Program Direction** ..... **3,885**      **3,892**      **4,581**

## Explanation of Funding Changes from FY 2001 to FY 2002

FY 2002 vs. FY 2001 (\$000)
-----------------------------------

### Salaries and Benefits

# Reduction of one FTE which is offset by an increase due to cost of living adjustments, promotions, within-grade increases and performance awards. Prior year balances are expected to be used in FY 2001 to offset salaries requirements. . . . .	+578
---	------

### Support Services

# Support services reflects an increase in technical computer support (DOE HomePage, \$+13,000 and fax liaison maintenance, \$+2,000) and 33 workstation replacements or upgrades, \$+84,000. . . . .	+99
---	-----

### Other Related Expenses

# Other related expenses reflects an increase in other program support for contractual services (\$+4,000), a decrease in timesharing services (\$-7,000), an increase in employee training (\$+2,000), and an increase in the working capital fund (\$+13,000). .	+12
--	-----

Total Funding Change, Public Affairs. . . . .	<hr style="border: 1px solid black;"/> +689
---	---

## Support Services

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Technical Support Services .....	48	51	150	+99	+194.1%
<b>Total, Support Services .....</b>	<b>48</b>	<b>51</b>	<b>150</b>	<b>+99</b>	<b>+194.1%</b>

## Other Related Expenses

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Training .....	2	3	5	+2	+66.7%
Other Program Support--Public Affairs	70	70	74	+4	+5.7%
Lexis/Nexis, Associated Press, Reuters, Federal News Service (Timesharing) .....	0	62	55	-7	-11.3%
Working Capital Fund .....	860	868	881	+13	+1.5%
<b>Total, Other Related Expenses .....</b>	<b>932</b>	<b>1,003</b>	<b>1,015</b>	<b>+12</b>	<b>+1.2%</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).

## Funding Schedule

(dollars in thousands, whole FTEs)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Salaries and Benefits . .	16,350	17,386	18,154	+768	+4.41%
Travel. . . . .	100	100	102	+2	+2%
Support Services . . . . .	765	855	797	-58	-6.8%
Other Related	3,575	4,334	4,005	-329	-7.6%
Total, General Counsel	20,790	22,675	23,058	+383	+1.7%
Full Time Equivalents . .	157	160	155	-5	-3.1%

## Detailed Program Justification

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
<b>Salaries and Benefits</b> .....	<b>16,350</b>	<b>17,386</b>	<b>18,154</b>
<p>Provides funding in FY 2002 for 155 full-time equivalent employees to include salaries, benefits, overtime, incentive awards, lump sum leave, SES and other performance awards, and payments on behalf of employees for payments to funds such as workman’s compensation, unemployment compensation and buyouts.</p> <p>General Counsel will measure its performance in FY 2002 by:</p> <ul style="list-style-type: none"> <li>&lt; Feedback received from customers and General Counsel personnel, and reviews such as those conducted by the DOE Inspector General and the General Accounting Office.</li> </ul>			
<b>Travel</b> .....	<b>100</b>	<b>100</b>	<b>102</b>
<p>Provides funding for employees to attend hearings, court trials, proceedings, and to take depositions wherever necessary. Also provides funding for conference and training attendance.</p>			
<b>Support Services</b> .....	<b>765</b>	<b>855</b>	<b>797</b>
<p>Provides funds for technical support services, including: mediators for Alternative Dispute Resolution, staffing of the DOE law library, contract attorneys to process intellectual property actions, and computer/LAN operations, including consulting and software programming services for a nationwide intellectual property database and other General Counsel databases.</p>			
<b>Other Related Expenses</b> .....	<b>3,575</b>	<b>4,334</b>	<b>4,005</b>
<p>Provides funding for the DOE headquarter’s law library materials, training, Department of Commerce fees for intellectual property prosecution, Lexis/Nexis and Westlaw services (timesharing), national archives storage fees, computer/LAN hardware and software costs, items included in the headquarters Working Capital Fund (rent, utilities, building operation and maintenance, supplies, telephone, DOE-wide computer/LAN operations, etc.), and other miscellaneous costs.</p>			
<b>Total, General Counsel</b> .....	<b>20,790</b>	<b>22,675</b>	<b>23,058</b>

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

FY 2002 vs.  
FY 2001  
(\$000)

### Salaries and Benefits

Decrease of 5 FTEs which is offset by an increase in salaries and benefits due to cost of living adjustments, promotions, within-grade increases, and other personnel costs . . . . . +768

### Travel

Inflationary increase . . . . . +2

### Support Services

Inflationary increase for Alternative Dispute Resolution of \$2,000, Computer/LAN support requires a contractual increase of \$9,000, and a \$69,000 decrease in Intellectual Property activity. . . . . -58

### Other Related Expenses

The decrease in Other Related Expenses is due to: reduction in library costs for materials (-\$17,000); inflationary increases for training (+\$1,000) and archives storage (+\$1,000); decrease in Intellectual Property activity (-\$159,000); hardware/software cost requirements decrease since most funds needed for replacement of aging hardware were provided in FY 2001 (-\$25,000); decrease in Working Capital Fund estimated charges (-\$151,000); and, other costs increase by (+\$21,000) - this is due to funding of construction, telephones, furniture, etc. which had been funded by Management and Administrative Services in the past. . . . . -329

Total, Funding Change General Counsel . . . . . +383

## Support Services

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Technical Support Services					
Intellectual Property . . . . .	125	260	191	-69	-26.5%
Alternate Dispute Resolution	60	75	77	+2	+2.7%
Computer / LAN . . . . .	480	420	429	+9	+2.1%
Law Library - Personnel . .	100	100	100	0	0%
<b>Total, Support Services . . . . .</b>	<b>765</b>	<b>855</b>	<b>797</b>	<b>-58</b>	<b>-6.8%</b>

## Other Related Expenses

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Law Library - materials . . . . .	300	317	300	-17	-5.4%
Training . . . . .	25	40	41	+1	+2.5%
Government Agencies -					
Intellectual Property . . . . .	170	604	445	-159	-26.3%
Timesharing . . . . .	0	300	300	0	0%
Archives storage . . . . .	50	53	54	+1	+1.9%
Computer, hardware/software	130	55	30	-25	-45.5%
Working Capital Fund . . . . .	2,800	2,932	2,781	-151	-5.2%
Other . . . . .	100	33	54	+21	+63.6%
<b>Total, Other Related Expenses . . . . .</b>	<b>3,575</b>	<b>4,334</b>	<b>4,005</b>	<b>-329</b>	<b>-7.6%</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 issues related to energy and energy-related environmental policy. Policy's role is to deliver unbiased advice to Departmental leadership on existing and prospective energy-related policies, based on integrated and well-founded data and policy analysis. The Office of Policy represents the Department in interagency discussions on energy and related policy, and addresses all aspects of the U.S. energy, including energy availability and reliability, and the economic efficiency of the Nation's energy sector.

In addition, the Office of Policy performs coordination functions for the Department: (1) serving as Executive Secretariat to the Department's R&D Council, coordinating the development and implementation of policy and management initiatives affecting the science, research and technology development activities; (2) coordinating the DOE and Federal response to energy assurance-related emergencies, through the Office of Energy Emergencies; and (3) developing and implementing an agency-wide program to enhance nuclear materials stewardship through the Office of Nuclear Materials Management Policy.

## Program Goals

- # Develop and assess Departmental policies on energy security and reliability, energy efficiency, energy and the environment, science and technology, nuclear materials, and other policy issues. Coordinate Federal and State responses to energy emergencies.
- # Advocate the Department's views in decision-making processes with other Departments and agencies and ensure effective and consistent communication and implementation of Administration and Departmental policies and priorities.
- # Represent the Department in discussions and negotiations involving energy-related environmental issues including climate change and sustainable development

## Program Objectives

- # *Policy Development:* Identify and develop effective energy, science and technology, nuclear materials, environmental, and other policies; help define long-term goals, objectives, and priorities; and ensure the involvement of appropriate program offices in these efforts.
- # *Policy Analysis:* Provide the Secretary, Deputy Secretary and the Under Secretaries independent analysis and assessments of energy, environment, science and technology, environmental, nuclear materials, and other policies and programs. Develop and maintain energy models to support analysis.

- # *Policy Coordination:* Facilitate the development of integrated and coordinated policy approaches across the Department's functions and ensure that DOE is aligned with core national goals and objectives. Coordinates Federal and state responses to energy emergencies; coordinate the activities of the Department's R&D Council; coordinate cross-program issue resolution and activities under the auspices of the Nuclear Materials Council.
- # *Policy Communication:* Communicate Departmental policies to stakeholders, including industry, other Federal agencies, Congress, state and local governments and ensure 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:* Ensure that Secretarial policies and priorities are reflected in the Department's regulatory actions, Congressional communications and other public documents.

## **Significant Accomplishments and Program Shifts**

- # *Oil and Natural Gas Security*
  - < Following increased volatility in the heating oil market, PO examined policy options for converting factories and major users from oil to other fuels, which could help increase future oil supplies for use in heating homes. The options were published in *The Northeast Heating Fuel Market: Assessment and Options*; and *The Role of Interruptible Natural Gas Customers in the NE Heating Oil Markets*. PO significantly contributed to the analysis of gasoline prices in the Upper Midwest to determine the factors contributing to the tight supplies in summer, 2000.
- # *Electric Restructuring and Reliability*
  - < PO coordinated and led the efforts of the Power Outage Study Team (POST), which was formed to examine power outages and system disturbances that occurred in the summer of 1999. The team consisted of experts from DOE, the national laboratories, and the academic community. The team's findings and recommendations were published in the *Report of the U.S. Department of Energy's Power Outage Study Team*.
  - < To address concerns about potential electric power outages and heating fuel shortages, PO hosted four energy assurance workshops with state and local governments. PO works closely with the utility and heating fuels sectors to anticipate and prepare for energy assurance-related emergencies.
  - < PO continues to lead the Department's assessment of electric industry restructuring and provide the analysis on policy options to assure future electricity availability, reliability, and environmental protection. Published *Horizontal Market Power in Restructured Electricity Markets*.
  - < Provided analyses and advice to the Department's senior management regarding the electricity crisis in California and the West. Solicited comments on electric industry reliability through an formal Notice of Inquiry.

# *Energy and the Environment*

- < PO continued to lead the Department's effort to assess the potential impacts of regulatory proposals on motor fuels, sulphur dioxide and nitrous oxide emissions, and substances listed in the Toxic Release Inventory. PO conducted analysis and developed recommendations that focus on reducing the potential adverse impacts of these regulations on the Nation's energy consumers and the energy sector while meeting environmental goals.

# *Climate Change*

- < PO continued to coordinate and lead the Department's development and analysis of climate change policies and provides support to the international climate change negotiations. PO focused on the design and advocacy of flexible, market-based mechanisms for limiting global greenhouse gas emissions at modest economic cost.

# *Science and Technology Policy*

- < PO strengthened the Department's contributions to its scientific and technical missions, by coordinating agency-wide policy and management initiatives aimed at: (a) aligning R&D budgets with top-level strategic goals; (b) enhancing R&D productivity by applying portfolio approaches to R&D management; (c) broadening external participation in R&D planning and analysis through the development and publishing of R&D portfolios with internet-based access; and (d) accelerating the transfer of R&D results to the U.S. economy through system-wide improvements to the agency's and its laboratories' technology partnering policies and procedures.
- < PO led a Department-wide review and analysis of the energy resources R&D portfolio, assessing its adequacy and identifying gaps. PO led the development and issuance of three new DOE Directives on technology transfer, technology partnering, CRADA policy and procedures. PO staff contributed to numerous science and technology policy initiatives, including peer review, recoupment, and R&D program evaluation.

# *Nuclear Materials Management*

- < Through its leadership of the Nuclear Materials Stewardship Task Force and serving as Secretariat for the Nuclear Materials Council, PO serves as a catalyst for the Department and the all DOE nuclear sites, including the National Laboratories, to address nuclear materials stewardship. In 2000, PO led the development and submission to the Congress of the DOE Integrated Nuclear Materials Management Plan, which established a formal mechanism to develop and implement department-wide policies, programs, and activities that promote integrated nuclear materials stewardship.

## Funding Profile

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
					.97
Program Direction . . . . .	6,209	6,585	6,649	+64	%
Policy Analysis and Systems Studies . . . . .	77	0	0	0	0.0%
Environmental and Energy Policy Analysis	700	858	794	-64	-7.5%
Total, Policy . . . . .	6,986	7,443	7,443	0	0.0%
Full Time Equivalent . . . . .	46	46	43	-3	-6.5%

# Policy Program Direction

## Mission Supporting Goals and Objectives

The Office of Policy (PO) is the primary policy advisor to the Secretary and the Department's senior management on issues related to energy and energy-related environmental policy. The Policy Office's role is to deliver unbiased advice to Departmental leadership on existing and prospective energy-related policies, based on integrated and well-founded data and policy analysis. The Policy Office represents the Department in interagency discussions on energy and related policy, and addresses all aspects of the U.S. energy, including energy availability and reliability, and the economic efficiency of the Nation's energy sector.

## Funding Schedule

(dollars in thousands, whole FTEs)

	FY 2000	FY2001	FY 2002	\$ Change	% Change
Salaries and Benefits . . . . .	5,079	5,288	5,039	-249	-4.7%
Travel . . . . .	226	249	230	-19	-7.6%
Other Related Services . . . . .	904	1,048	1,380	332	31.7%
Subtotal, Program Direction . . . . .	6,209	6,585	6,649	64	.97%
Full Time Equivalentents . . . . .	46	46	43	-3	-6.5%

## Detailed Program Justification

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
<b>Salaries and Benefits . . . . .</b>	<b>5,079</b>	<b>5,288</b>	<b>5,039</b>

Provides funding for 43 full-time permanent and other than full-time permanent employees, in the following categories: salaries and benefits, cost of living increases, 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.

Policy will measure their performance in FY 2002 by:

- < Effective analysis and advocacy to assure that Federal regulatory activities affecting the energy sector are consistent with National energy policies and do not impose unnecessary costs on consumers and producers.

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

- < Effective policy development in support of the Administration, Congress and States to increase the reliability of energy supplies, increase the economic efficiency of energy markets to benefit consumers, and meet environmental protection goals.
- < Demonstrated leadership in the analysis, policy development, and negotiation processes surrounding global climate change.
- < Effective policy development and decision making in support of the Administration's national security and non-national security objectives involving nuclear materials stewardship.
- < 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.
- < Effective Federal coordination of energy-related emergencies.

**Travel** ..... **226**      **249**      **230**

Funds 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.

**Other Related Expenses** ..... **904**      **1,048**      **1,380**

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, training and equipment for the Flexiplace program.

**Total, Program Direction** ..... **6,209**      **6,585**      **6,649**

## Explanation of Funding Changes From FY 2001 To FY 2002

FY 2002 vs. FY 2001 (\$000)
-----------------------------------

**Salaries and Benefits**

Reflects decrease of 3 FTE from 46 in FY 2001 to 43 in FY 2002 which is offset by the full effect of the FY 2001 pay raise and the partial effect of the FY 2002 pay raise. . . . . -249

**Travel**

Reflects decrease in staff travel. . . . . -19

**Other Related Expenses**

Reflects increase in operating expenses and the addition of new line items to the WCF; general inflation increase for professional subscriptions, telephone credit cards, international calling cards, interpreters, pagers, portable phones, information technology hardware and software acquisition, LAN administration, and professional training/development. . . . . +332

**Total Funding Change, Program Direction** . . . . . +64

### Other Related Expenses

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Training . . . . .	30	40	50	10	25.0%
Working Capital Fund . . . . .	800	858	1,180	322	37.5%
Purchases from Government Accounts <sup>a</sup> . . . . .	74	150	150	0	0.0%
<b>Total, Other Related Expenses</b> . . . . .	<u>904</u>	<u>1,048</u>	<u>1,380</u>	<u>332</u>	<u>31.7%</u>

---

<sup>a</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 (PO) is the primary policy advisor to the Secretary and the Department's senior management on issues related to energy and energy-related environmental policy. The Policy Office's role is to deliver unbiased advice to Departmental leadership on existing and prospective energy-related policies, based on integrated and well-founded data and policy analysis. The Policy Office represents the Department in interagency discussions on energy and related policy, and addresses all aspects of the U.S. energy, including energy availability and reliability, and the economic efficiency of the Nation's energy sector.

### Funding Schedule

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Policy Analysis and System Studies . . . . .	77	0	0	0	0.0%
Environmental and Energy Policy Studies	700	858	794	-64	-7.5%
<b>Total, Program Support . . . . .</b>	<b>777</b>	<b>858</b>	<b>794</b>	<b>-64</b>	<b>-7.5%</b>

### Detailed Program Justification

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
--	---------	---------	---------

#### Environmental Policy Studies

**Electricity and Natural Gas . . . . . 282 433 369**

- < Conduct analyses of the environmental and economic effects of electric industry restructuring; guide the implementation of legislation and regulatory reforms, and demonstrate the benefits of competition.
- < Evaluate the impacts of the electric transmission system on market power, electricity pricing, and environmental requirements, and electric reliability.
- < Evaluate the impacts that changing energy markets have on natural gas demand and the concomitant impact on environmental emissions.
- < Develop Federal response to energy emergencies. Assist in coordination of Federal, State and industry response to emergencies. Conduct emergency workshops, as needed.

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
<b>Oil and Alternative Fuels</b> .....	<b>75</b>	<b>75</b>	<b>200</b>
< Provide assessments of oil market operations and options for oil market security; develop and assist in implementation of Departmental initiatives in these areas.			
< Develop and assess fuel economy policies and options to reduce pollution and greenhouse gas emissions, and to achieve other energy security and environmental objectives.			
< Conduct economic analysis on the impact of low sulfur gasoline, diesel fuel, and alternative fuels rules and requirements.			
< Develop and coordinate Federal response to oil and gas energy emergencies. Conduct winter emergency preparedness workshops, as needed.			
<b>Pollution and Climate Change</b> .....	<b>250</b>	<b>200</b>	<b>75</b>
< Assess strategies to address global climate change concerns, including market-based mechanisms to minimize the cost of limiting greenhouse emissions and efforts to accelerate climate-friendly technology diffusion.			
< Develop and support DOE views in regulatory and policy debates regarding the Clean Air Act, such as ozone and particulate matter standards and an air toxics rulemaking.			
<b>Science and Technology Policy</b> .....	<b>120</b>	<b>100</b>	<b>100</b>
< Support R&D Secretariat for R&D Council. Secretariat coordinates all activities of the R&D Council.			
< Coordinate strategic reviews of R&D portfolios for all four major DOE business lines.			
< 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.			
<b>Policy Integration</b> .....	<b>50</b>	<b>50</b>	<b>50</b>
< Coordinate and lead DOE contributions to the development of national energy policy.			
<b>Total, Program Support</b> .....	<b>777</b>	<b>858</b>	<b>794</b>

## Explanation of Funding Changes From FY 2001 To FY 2002

FY 2001 vs. FY 2002 (\$000)
-----------------------------------

**Environmental Policy Studies**

Reflects decrease in funding of \$64,000 for Pollution and Climate Change, and Policy

Integration activities. ....	-64
<b>Total Funding Change, Program Support</b> .....	<b>-64</b>

# Office of 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 provide advice to the leadership of the Department on international energy affairs and coordinate the negotiation and implementation of international collaborative Science and Technology (S&T) agreements.

## Program Goals

- # Promote the Department's policies on international energy policy, trade and investment, and science and technology programs, 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 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, non-proliferation and science and technology policies through multilateral international agreements and bilaterally with key foreign nations to support U.S. policy goals.
- # Prioritize and coordinate DOE international S&T cooperation, including leveraging Departmental science and technology funding through cooperative international energy research and development, identifying countries with unique scientific expertise that can benefit the United States, and identifying crosscutting international S&T issues that are beyond the purview of any particular DOE program office.
- # Support the Department's role in Clean Energy Technology Exports Initiative (CETE). The CETE is a Federal effort emanating from recommendations of the President's Committee of Advisors on Science and Technology (PCAST). IA will co-manage program efforts to support the Working Group.
- # Support the Department's role in committee work of the Asia Pacific Energy Cooperation (APEC) and the International Energy Agency's Committee on Energy Research and Technology (IEA).
- # Support the Department's role in interagency fora such as the Committee on International Science, Engineering and Technology, the Trade and Policy Committee.

## Program Objectives

The Office of International Affairs has established six core issues to guide our program Mission. They are (1) oil market stability, (2) clean energy technology exports, (3) regional integration, (4) energy sector reform, (5) increased U.S. private sector participation in international markets, and (6) increased leverage for DOE S&T funds through expanded international S&T collaboration. In the coming year IA will attempt to build upon the following accomplishments and expand into new important areas.

- # *Oil Market Stability:* IA provides analysis on international oil markets, advises the Secretary on efforts to address oil price volatility, represents the Department at key international fora such as the International Energy Agency Standing Groups on Oil Markets and on Emergency Measures, plans and supports Secretarial and technical visits to and from key oil producing countries.
- # *Clean Energy Development:* To increase oil market stability and clean energy deployment, IA develops and—working with other DOE program offices and other U.S. Government agencies—implements strategies to encourage the exploitation and use of alternative fuels such as natural gas and renewable energy, with increased efficiency in energy transport and end-use in foreign countries, as part of the Clean Energy Technology Exports Program.
- # *Regional Energy Integration:* To ensure optimum development and use of energy infrastructure, IA works bilaterally and multilaterally to encourage regional approaches to natural gas, petroleum, electric resources and infrastructures.
- # *Energy Sector Reform and Increased U.S. Private Sector Participation:* Recognizing that goals such as regional energy integration and clean energy development will require far greater capital resources than developing economies can expect to generate internally or obtain from development assistance, IA—working with other organizations such as the U.S. Agency for International Development and the National Association of Regulatory Utility Commissioners—has helped developing countries to undertake energy sector reform. This includes converting state-owned monopoly utilities to privately owned competitive corporate entities and establishing market pricing for energy. IA also has worked bilaterally with significant oil and gas producers to adopt production sharing agreements and other mechanisms to attract U.S. capital and technology to expand production.
- # *Increased S&T Collaboration:* IA facilitates and promotes international science and technology collaboration between the Department's program offices and counterpart agencies abroad. This includes bilateral agreements, for example, between DOE and the Russian Academy of Sciences, multilateral agreements and U.S. participation in International Energy Agency implementing agreements. IA advises the Secretary and DOE program offices on foreign countries and institutions that could make significant contributions to DOE science

and technology activities. These cost-shared or task-shared agreements extend U.S. funds, can accelerate technology breakthroughs, and in some cases, such as the agreements with Russia, Egypt, Israel and the Palestinian Authority, support major American foreign policy efforts.

## **Significant Accomplishments and Program Shifts**

### **# Cross-cutting Energy and Environmental**

- < Continued to develop and implement Departmental 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. Led new initiative to establish sustainable financing mechanisms in developing countries to create commercial financing opportunities. Led the Department's participation in bilateral and multinational treaties and negotiations likely to impact the energy sector.

### **# Science and Technology (S&T)**

- < Prioritized and oversaw implementation of multimillion dollar DOE international S&T collaborative programs as well as reviewed and evaluated ongoing and potential future international S&T cooperation. Negotiated more than 70 agreements with foreign governmental agencies for DOE program offices during FY 2001.
- < S&T agreements promoted international cooperation that supports overarching Departmental goals, including: protecting our national security in securing nuclear material in the former Soviet Union; promoting our energy security by working with various countries to improve the efficiency of, and reduce emissions from, fossil fuel as in the case of China; and promoting international cooperation to ensure that the necessary scientific infrastructure is in place to achieve Departmental basic science goals and objectives while avoiding waste and duplication.
- < Led DOE efforts to implement the PCAST recommendations, including effective Departmental international S&T-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 how much domestic funds can be leveraged through international S&T collaboration and how effectively the U.S. can take advantage of the unique science capabilities of foreign nations.

### **# Americas and Africa**

- < Led bilateral interactions, including Venezuela, Mexico, Argentina, Bolivia, Peru and Brazil to continue cooperation in advanced energy technologies and regulatory reforms. Coordinated the implementation of activities under bilateral agreements including clean coal technologies, enhanced oil recovery, oil sands, advanced power systems, renewable energy and energy efficiency. Initiated actions to define and develop the framework for the presidentially-mandated North American Energy Initiative with Canada and Mexico.

- < Provided leadership on the U.S.- Africa Energy Partnership, including support and follow-up to the U.S.-Africa Energy Ministerials (Durban, South Africa in 2000), an oil spill response workshop and capacity building activities, in order to promote increased energy supplies, expanded U.S. investment, regional integration, and coordination on energy and economic policies and issues among North and sub-Saharan African nations. Led Departmental participation in the U.S.-South Africa Sustainable Energy Committee. Established the IA-led Interagency Energy Consultative Group with Nigeria, to leverage expertise and resources under an interagency program with USAID on energy reforms, that will help enhance Nigeria's oil and gas development and export potential.
- < Continued to lead the process of developing plans for the region's energy infrastructure emphasizing a government-business dialogue and partnership (Hemispheric Energy Initiative) to support energy integration and environmentally safe and efficient energy development activities rural energy services, natural gas and electricity development and integration, and the expansion of oil and gas exploration and development. Participated in the HEI Ministerial Meeting (Mexico City in March 2001) and other activities to develop open energy markets, and facilitate export of clean, and efficient energy technologies and energy services, as measured by increase in U.S. share of key markets.

# Europe and Asia

- < Continued to participate actively in directing the work of the International Energy Agency (IEA) and the Asia Pacific Energy Cooperation (APEC) Energy Working Group. Hosted APEC Ministerial meeting in San Diego in May 2000 which issued a strong commitment to reform of energy markets. Coordinated U.S. participation in biennial IEA Ministerial meeting in Paris in May 2001, as well as IEA's quadrennial in-depth review of U.S. energy policies and programs in October 2001.
- < Organized numerous bilateral agreements and events with European and Asian countries. Participated in discussions with the European Union on global and regional oil markets, progress in creating competitive gas and electricity markets, and development of energy efficiency and renewable technologies. Supported U.S.- China Forum on Environment and Development and U.S.-India Joint Consultative Group to engage these two key countries. Actively explored options for energy cooperation with Australia, Japan, Taiwan, Thailand, and Vietnam in Asia and with France and the United Kingdom in Europe, signing several new cooperative agreements.
- < Actively supported U.S. government efforts to open gas and electricity markets in other countries to competition. Participated in USTR-led discussion with METI to promote opening of gas and electricity markets in Japan. Provided the Philippine government with draft rules for a restructured electricity industry and extensive training in ratemaking for

regulated components of the industry. Worked with USAID to expand opportunities for energy trade in South Asia. There are significant opportunities in these and other countries for sales of equipment by U.S. firms, provided that competition is open and fair.

# Russia, Middle East and Newly Independent States

- < Served as the central DOE office in advancing U.S. energy security policy in the Caspian region to promote development of oil and gas resources in the region with maximum participation by the U.S. private sector and delivery of these resources to the world market with minimum risk of disruption. Strategies include government-to-government diplomacy to enhance U.S. company involvement in oil and gas production and building pipeline infrastructure, and developing an initiative for maintaining the environmental integrity of the Caspian Sea.
- < Led DOE efforts to coordinate and enhance policies in the Middle East to promote oil market stability, energy sector reform through market opening and privatization and regulatory reform, and increased U.S. private sector participation in energy production facilities in the region. These objectives have been accomplished through Secretarial missions to the region, government-to-government diplomacy, bilateral discussions, and information exchange.
- < Actively promoted U.S. energy policy, trade and investment interests in Russia as part of IA's efforts to enhance oil market stability, promote increased U.S. private sector participation, and increase leverage for DOE S&T funds through expanded international collaboration. The policy dialogue has focused on energy regulatory issues, market reform, and energy environmental issues.

## Funding Profile

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
International Affairs:					
Program Direction . . . . .	7,459	8,481	8,481	0	0.0 %
International Policy Studies . . . . .	195	420	420	0	0.0 %
International Environmental Studies	300	125	125	0	0.0 %
Total, International Affairs . . . . .	7,954 <sup>1</sup>	9,026	9,026	0	0.0 %
Full Time Equivalent . . . . .	66	66	62	-4	-6.1%

---

<sup>1</sup>Prior year carryover and supplemental balances totaling \$850,000 were combined with the appropriation to fulfill a total funding requirement of \$7,954,000

# International Affairs Program Direction

## Mission Supporting Goals and Objectives

The Secretary and the Department rely on the Office of International Affairs as its principal advisor to the Secretary, Deputy Secretary, and Under Secretary on international energy affairs, including international energy policy issues, international energy emergencies, and international science and technology policy and cooperation. IA develops and leads the Department's bilateral and multilateral S&T cooperation and investment and trade activities with other countries and international organizations.

### Funding Schedule

(dollars in thousands, whole FTEs)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Salaries and Benefits . . . . .	5,977	6,585	6,585	0	0.0%
Travel . . . . .	276	549	549	0	0.0%
Other Related Services . . . . .	1,206	1,347	1,347	0	0.0 %
<b>Total, International Affairs . . . .</b>	<b>7,459</b>	<b>8,481</b>	<b>8,481</b>	<b>0</b>	<b>0.0 %</b>
Full Time Equivalents . . . . .	66	66	62	-4	-6.1%

### Detailed Program Justification

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
<b>Salaries and Benefits . . . . .</b>	<b>5,977</b>	<b>6,585</b>	<b>6,585</b>

Provides funding for 62 full-time permanent and other than full-time permanent employees, in the following categories: salaries and benefits, cost of living increases, the Department's FICA contribution, unemployment and worker's compensation, health benefits, thrift savings plan, overtime pay, cash incentive awards, lump sum leave payments, Flexiplace related cost, Senior Executive Service and other performance awards, and permanent change of station moves.

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

International Affairs will measure their performance in FY 2002 by:

- < Periodic assessment of analysis and advocacy via program reviews to ensure 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 science and technology 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 S&T-related activities as measured by cost savings from collaboration among DOE programs on international activities as well as development and implementation of international science and technology agreements, as measured by how much domestic funds can be leveraged through international S&T collaboration and how effectively the United States can exploit the unique science capabilities of foreign nations.
- < 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.

<b>Travel</b> .....	<b>276</b>	<b>549</b>	<b>549</b>
---------------------	------------	------------	------------

The Office of International Affairs must travel to carry out its international mission to negotiate S&T agreements with foreign countries, to represent the U.S. government in bilateral and multilateral fora, to provide technical and policy assistance on site to foreign governments, to lead seminars and workshops in regulatory reform, energy security and other key international energy issues.

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

Provides funding for travel to monitor expanding international concerns in Asia, Europe, South Asia, Latin / Central America, South America, Africa, the Middle East, the Caribbean, Russia, the Newly Independent States, the Caspian region, Canada 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 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.

**Other Related Expenses** ..... **1,206**      **1,347**      **1,347**

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

**Total, Program Direction** ..... **7,459**      **8,481**      **8,481**

## Explanation of Funding Changes From FY 2001 To FY 2002

FY 2002 vs.  
FY 2001  
(\$000)

### Salaries and Benefits

- < Reduction of 4 FTEs, from 66 in FY 2001 to 62 in FY 2002, which is offset by the full effect of the FY 2001 pay raise plus the partial effect of the FY 2002 pay raise .....
+0

### Other Related Expenses

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Training .....	30	40	40	0	0.0%
Working Capital Fund .....	978	1,030	1,030	0	0.0%
Purchases from Government Accounts	198	277	277	0	0.0%
Total, Other Related Expenses .....	1,206	1,347	1,347	0	0.0%

# International Affairs Program Support

## Mission Supporting Goals and Objectives

The Office of International Affairs (IA) Program Support 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.
- # Prioritize and coordinate DOE international S&T cooperation, including leveraging Departmental resources through cooperative international energy science and technology.

## Funding Schedule

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
International Policy Studies . . . . .	195	420	420	0	0.0%
International Environmental Studies . . . . .	300	125	125	0	0.0%
<b>Total, Program Support . . . . .</b>	<b>495</b>	<b>545</b>	<b>545</b>	<b>0</b>	<b>0.0%</b>

## Detailed Program Justification

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

**International Policy Studies/International Environmental Studies:**

**Latin America and Africa . . . . . 200 125 125**

- # Organize workshops and provide technical advice to support regulatory and economic reform and implementation in countries of Latin America, Central America and the Caribbean.
- # Support workshops and other venues that facilitate the ability of U.S. firms to deploy clean energy technology and services through a series of in-country private and public sector meetings and roundtables.
- # Develop and support activities, including working groups and workshops, on rural electrification and distributed generation strategies that will promote enhanced economic development and participation in world markets.
- # Develop seminars to assemble key decision-makers and implementers from the Western Hemisphere to exchange information, including the use of regional the guidebook, about developing labeling and standards programs.
- # Monitor the status of market integration in the Western hemisphere and identify key challenges that policymakers face in integrating electric and natural gas markets and work to develop policy solutions to those challenges, including through the Hemispheric Energy Initiative and bilateral cooperation with key countries, such as Mexico, Venezuela, Argentina and Brazil.
- # Support Ministerial commitments and follow-up activities, such as the Sustainable Development Institute, Oil Spill Response Workshop (Cameroon), Sustainable Energy Workshop (Algeria), Women in Energy Program and the U.S.-Africa Energy Partnership, including ministerial dialogue.
- # Maintain and update the U.S.-Africa Energy web-site with appropriate documents that relate to the U.S.- Africa Energy Initiatives.
- # Provide comprehensive assistance to Nigeria (a major oil producing nation and exporter to the United States) including the implementation of a national energy strategy that will promote coordination among sectors and encourage restructuring and privatization of utilities.

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

# Continue cooperation with South Africa on regulatory and economic reforms that will promote sustainable economic and energy development, including in the areas of natural gas and electricity policy and capacity building. Assist in the development of electricity regulatory capacity and data collection system by hosting a series of technical workshops and policy seminars.

# Develop and implement collaborative activities, such as workshops, tours in the United States, information exchange, and energy policy consultative mechanisms with Angola, Equatorial Guinea, and the Democratic Republic of Congo, and possibly Gabon and Congo, to promote a more equitable distribution of oil and gas revenue, expanded electrification, and development of energy and non-energy sectors

**Science and Technology . . . . . 100 155 155**

# Revise the International Agreements Handbook including the development of assessments, workshops, studies and multimedia publications.

# Further develop and maintain the international agreements management and tracking systems.

# Assess feasibility, implement case studies and evaluate the International Grants Program for Scientific and Technological Cooperation.

# 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. This effort would be 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 Departmental strategies to address recommendations 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.

# Develop evaluation methodologies and implement management systems for the prioritization of S&T cooperation.

**Europe and Asia . . . . . 100 140 140**

# China: Conduct studies or workshops on electric power restructuring/reform/technical issues in support of bilateral mechanisms such as the Clean Energy Symposium and the U.S. China Oil and

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

Gas Industry Forum through follow-on studies or continued technical exchange in the area of natural gas.

- # Asia: Conduct workshops on electricity and natural gas sector restructuring and tariff reform to expand opportunities for U.S. trade and investment.
- # Energy Trade: Conduct a study of U.S. export competitiveness in key Asian markets compared to other industrialized countries and ways of enhancing such competitiveness, including an analysis of the use of tied-aid or “soft loans” by European and Japanese competitors.
- # Natural Gas: Fund a small grant to the International Energy Agency for Phase II of its Cross-Border Gas Initiative.
- # Critical Infrastructure: Fund a preliminary analysis, of critical energy infrastructure and its vulnerability to terrorist attack or other interruption.

**Russia, Middle East and Newly Independent States . . . . . 95 125 125**

- # Encourage regional cooperation and policy and regulatory reform in support of open markets and energy resource development in Russia, Ukraine and the Baltics.
- # Ukraine: provide opportunities for foreign investment in the Ukrainian oil and gas sector through a workshop focused on prospective investors to be done in conjunction with Commerce.
- # In the Baltics, provide assistance to national and selected municipal leaders in conducting energy audits, and preparing energy-use plans and related financing documents.
- # Central Asia: Conduct workshops with Central Asian republics and specifically Uzbekistan on the development of an electric power grid through exchange of information and technical experts.
- # Newly Independent States: Support operation of a web page, Black Sea Environmental Information Center, for information and training. Conduct workshops to develop regional oil spill response capability in the Black Sea.
- # Energy Security: Strengthen international oil emergency preparedness policies and response mechanisms through support of IEA activities and specifically support for a conference on emergency response planning.

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

# Middle East: Conduct workshops addressing electricity and natural gas interconnection projects, particularly among Israel, Egypt, Jordan and the Palestinian Authority.

<b>Total, Program Support</b> .....	<b>495</b>	<b>545</b>	<b>545</b>
-------------------------------------	------------	------------	------------

### Explanation of Funding Changes From FY 2001 To FY 2002

FY 2001 vs. FY 2002
------------------------

#### Program Support

# No change in funding ..... +0

- # *Policy Coordination:* Facilitate the development of integrated and coordinated policy approaches across the Department's functions and ensure that DOE is aligned with core national goals and objectives. Coordinates Federal and state responses to energy emergencies; coordinate the activities of the Department's R&D Council; coordinate cross-program issue resolution and activities under the auspices of the Nuclear Materials Council.
- # *Policy Communication:* Communicate Departmental policies to stakeholders, including industry, other Federal agencies, Congress, state and local governments and ensure 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:* Ensure that Secretarial policies and priorities are reflected in the Department's regulatory actions, Congressional communications and other public documents.

## **Significant Accomplishments and Program Shifts**

- # *Oil and Natural Gas Security*
  - < Following increased volatility in the heating oil market, PO examined policy options for converting factories and major users from oil to other fuels, which could help increase future oil supplies for use in heating homes. The options were published in *The Northeast Heating Fuel Market: Assessment and Options*; and *The Role of Interruptible Natural Gas Customers in the NE Heating Oil Markets*. PO significantly contributed to the analysis of gasoline prices in the Upper Midwest to determine the factors contributing to the tight supplies in summer, 2000.
- # *Electric Restructuring and Reliability*
  - < PO coordinated and led the efforts of the Power Outage Study Team (POST), which was formed to examine power outages and system disturbances that occurred in the summer of 1999. The team consisted of experts from DOE, the national laboratories, and the academic community. The team's findings and recommendations were published in the *Report of the U.S. Department of Energy's Power Outage Study Team*.
  - < To address concerns about potential electric power outages and heating fuel shortages, PO hosted four energy assurance workshops with state and local governments. PO works closely with the utility and heating fuels sectors to anticipate and prepare for energy assurance-related emergencies.
  - < PO continues to lead the Department's assessment of electric industry restructuring and provide the analysis on policy options to assure future electricity availability, reliability, and environmental protection. Published *Horizontal Market Power in Restructured Electricity Markets*.
  - < Provided analyses and advice to the Department's senior management regarding the electricity crisis in California and the West. Solicited comments on electric industry reliability through an formal Notice of Inquiry.

# *Energy and the Environment*

- < PO continued to lead the Department's effort to assess the potential impacts of regulatory proposals on motor fuels, sulphur dioxide and nitrous oxide emissions, and substances listed in the Toxic Release Inventory. PO conducted analysis and developed recommendations that focus on reducing the potential adverse impacts of these regulations on the Nation's energy consumers and the energy sector while meeting environmental goals.

# *Climate Change*

- < PO continued to coordinate and lead the Department's development and analysis of climate change policies and provides support to the international climate change negotiations. PO focused on the design and advocacy of flexible, market-based mechanisms for limiting global greenhouse gas emissions at modest economic cost.

# *Science and Technology Policy*

- < PO strengthened the Department's contributions to its scientific and technical missions, by coordinating agency-wide policy and management initiatives aimed at: (a) aligning R&D budgets with top-level strategic goals; (b) enhancing R&D productivity by applying portfolio approaches to R&D management; (c) broadening external participation in R&D planning and analysis through the development and publishing of R&D portfolios with internet-based access; and (d) accelerating the transfer of R&D results to the U.S. economy through system-wide improvements to the agency's and its laboratories' technology partnering policies and procedures.
- < PO led a Department-wide review and analysis of the energy resources R&D portfolio, assessing its adequacy and identifying gaps. PO led the development and issuance of three new DOE Directives on technology transfer, technology partnering, CRADA policy and procedures. PO staff contributed to numerous science and technology policy initiatives, including peer review, recoupment, and R&D program evaluation.

# *Nuclear Materials Management*

- < Through its leadership of the Nuclear Materials Stewardship Task Force and serving as Secretariat for the Nuclear Materials Council, PO serves as a catalyst for the Department and the all DOE nuclear sites, including the National Laboratories, to address nuclear materials stewardship. In 2000, PO led the development and submission to the Congress of the DOE Integrated Nuclear Materials Management Plan, which established a formal mechanism to develop and implement department-wide policies, programs, and activities that promote integrated nuclear materials stewardship.

## Funding Profile

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
					.97
Program Direction . . . . .	6,209	6,585	6,649	+64	%
Policy Analysis and Systems Studies . . . .	77	0	0	0	0.0%
Environmental and Energy Policy Analysis	700	858	794	-64	-7.5%
Total, Policy . . . . .	6,986	7,443	7,443	0	0.0%
Full Time Equivalent . . . . .	46	46	43	-3	-6.5%

# **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 environmental justice strategies are being implemented in an effective manner; create partnerships with minority educational institutions, small and women-owned businesses; and provide management and technical assistance to financial institutions and minority business enterprises in order to enhance their upward occupational, economic and social mobility; implement the Civil Rights Act; enforce affirmative employment programs; implement the Department's nationwide whistle blower reform initiatives; and serve as the Department's Ombudsman, a catalyst in building trust and producing positive change to advance a diverse, hospitable, and productive work environment. The 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) sponsor commemorative and cultural awareness programs; (5) devise small business contracting plans; and (6) implement steps to ensure that managers and employees neither commit nor tolerate racial profiling. This program office will also implement African-American, Hispanic, Asian, and Tribal 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, whistleblower retaliation concerns; avoid prolonged and costly litigation through the use of alternative dispute resolution, including mediation with the field employee concerns program managers; utilize greater management tools to assess effectiveness of employee concerns program to ensure employee concerns are considered fully, fairly and timely; set forth a vision statement which fosters and embraces diversity throughout the Department; prevent "Brain Drain" syndrome; and identify systemic problems.

## **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 applicable Civil Rights laws, (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.
- # 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 the Contractor Employee Protection Program 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-Protégé Program based on incentives for mentors provided in new codified regulations.
- # Encourage managers and supervisors to excel in fulfilling the Department's commitment to enhance diversity management and ensure equity and pluralism.
- # Provides an independent, impartial and confidential fact-gathering resource for issues raised by employees and managers.
- # Integrate and embed risk-based outcome oriented environment, safety, and health (ES&H) management practices into the performance of DOE's day-to-day work.

## **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.

- # *Effectively Serve as the Department's Change Agent in Addressing Workplace Issues* - Identify individual issues and systemic problems; inquire for facts; eliminate discriminatory practices including racial profiling; provide problem resolution assistance across organizational lines; facilitate communications and consensus building; and promote diversity management and equal employment opportunity.
- # *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, which 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. OSDBU is required by legislative mandates to sponsor annual small business conferences; meet acquisition goals sanctioned by the Small Business Administration; implement the Mentor-Protégé Program; devise a 8(a) pilot, women-owned business program; and fulfill the set-aside HubZone Act. 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 the execution of functions under the Small Business Act, Executive Orders 12073 and 12128 and FAR Part 19.

- # Established a Department-wide senior level Small Business Committee to develop and implement Departmental and contractor programs to promote small business participation and a sub-group that addresses barriers to small business participation in Departmental procurements.
- # Outlined five Department-wide initiatives designed to enhance the Departmental small business program and established a departmental requirement to submit an annual Small Business Report to the Secretary of Energy, which will comprise the 3-year small business plans submitted to the OSDBU by Departmental elements.
- # Released a 3-year web-based "Forecast of Contracting and Subcontracting Opportunities," containing more than 800 contracting and subcontracting opportunities for small businesses.
- # Signed MOUs with (1) the National Indian Business Association to conduct Historically Underutilized Business (HUB) Zone outreach sessions; (2) the Minority Business Summit to maximize the participation of minority business concerns in DOE contracting, financial assistance and innovative technology programs;

and (3) the Women-Owned Business Associations to promote the participation of women-owned small businesses in DOE contracting, particularly science and technology disciplines.

- # Sponsored a successful “First Annual Department of Energy and Prime Contractors Small Business Conference” in Denver, Colorado, in which more than 800 Departmental officials and small business concerns exchanged information on small business policies, procedures, and opportunities; the FY 2001 conference, which will be held in Las Vegas, Nevada, in June 2001, is targeted for similar results and presentation of the Secretarial Small Business Awards..
- # Revised the Department’s Mentor-Protege Program to strengthen and expand the program to include Historically Black Colleges and Universities and other Minority Institutions as proteges.

**Office of Civil Rights and Diversity (OCRD)**

The Office of Civil Rights and Diversity, 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.

- # There has been enhancement in the processing of complaints both at the formal and informal stages.

**Informal Complaints**

- Filed in FY 2000 and to-date 124
- Closed in FY 2000 and to-date 45

**Formal Complaints**

- Filed in FY 2000 299 (103 actual FY 2000; 196 carryover)
- Total Closed in FY 2000 26
  - Dismissed 18
  - Withdrawn 10
  - Settled 28
- Final Agency Decision 70
- Closed in FY 2000 126

**Formal Complaints Remaining**

- < Total as of September 30, 2000 173

- # Coordinated and conducted EEO/Diversity Stand-Down training, a mandatory training program for all DOE federal and contractor employees nationwide. Training consisted of national program, followed by local training, developed and executed by each site in accordance with local needs.
- # Reduced pending inventory of active EEO complaints by more than 25 percent during the period May 2000 to March 2001.
- # Coordinated and conducted 11 commemorative and special emphasis programs which educated the Departmental workforce. Continued to improve attendance at these programs.
- # Conducted a review of FY 2000 information concerning the Department's 27 Federally Assisted Programs listed in the Catalogue of Domestic Assistance.
- # Completed an OCRD Business Plan for Enforcement in Federally Assisted Programs.
- # Coordinated with the U.S. Department of Justice to conduct a two-day training session on the Enforcement of Nondiscrimination in Federally Assisted Programs.
- # Served as a clearinghouse/resource for EEO training information and materials for DOE sites nationwide.
- # Conducted a comprehensive review of DOE /EEO complaint processing procedures, and revised those procedures in accordance with new EEOC regulations. Instituted new processing procedures.
- # Completed the following reports:
  - < Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints;
  - < FY 1999 Accomplishment Report and FY 2000 Affirmative Action Program Plan Update for Persons with Disabilities;
  - < Annual Federal Equal Opportunity Recruitment Program Accomplishment Reports; and
  - < Annual Report on the Enforcement of the Age Discrimination Act of 1975; as amended.
- # Participated in DOE Task Force Against Racial Profiling and formulated plans for implementation of Task Force Report recommendations.
- # Appointed a Task Force to develop and implement programs that address the President's initiative on hiring individuals with disabilities into the federal workplace; developed and implemented programs to address the President's initiative.
- # Collaborated with Savannah River Office in the planning and coordination for the Department's Annual Diversity Conference, in Atlanta, Georgia, where EEO/Diversity awards were presented to both federal and contractor employees.
- # Coordinated and conducted the Contract Investigation Conference, aimed at providing DOE/EEO Contract Investigators with information regarding new EEOC regulations and procedures.
- # Coordinated with DOE veterans and others to develop a new DOE Veterans Special Emphasis Program.

- # Developed a new DOE Diversity Newsletter (in conjunction with Richland Operations Office) to raise the awareness of EEO/diversity issues throughout the Department; distributed the newsletter to DOE employees in the diversity field, and to the Heads of DOE elements.
- # Developed an enhanced EEO complaint tracking system.

### **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 annually 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.

- # Continued to reduce the number of employee concerns cases that have been pending for six months or longer.
- # Mediated and facilitated EEO whistleblower and employment disputes at DOE Headquarters and in the field.
- # Designed and implemented a survey to assess the effectiveness of the OEC 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, highlighting the new and expanded role of the managers in the processing of complaints.
- # Developed the Employee Concerns Program Annual Activities Report for 2000, including trend lines for concern processing.
- # Developed an improved and expanded Employee Concerns website to make it easier for DOE employees to learn about the program, and to provide the option of filing a concern on-line.

### **Office of the Ombudsman**

In FY 2000, the Secretary of Energy established the Office of the Ombudsman to provide an opportunity for employees to confer with a neutral designee to discuss concerns, recommendations, and complaints perceived to interfere with work, productivity, or morale. The Department's success in promoting understanding, resolving concerns, identifying systemic problems, and producing change in its workplace is conditioned on early intervention. Employees should expect zero tolerance for racial profiling, interference, reprisal, harassment, or restraint, as a result of consulting with the Office of the Ombudsman. This department-wide program effort is to achieve an aggressive change to advance a diverse, hospitable, and productive work environment. The program activity level is appropriate based on the value-added by the Ombudsman's functions. The National Ombudsman's services add value by: providing a location where employees, managers, and supervisors can refer matters for neutral assistance; will help avert actions that are much more costly and damaging to the workplace; help increase awareness of key issues or problems and makes sound

and practical recommendations; and serves as an “early warning system”; to address or resolve problems before they become acute.

- # Made over 15 site visits to operations offices and laboratories across the country to meet with various stakeholders, resolve issues and conflicts at the earliest possible stage, identify systemic problems and formulate possible change, and reduce overall hostility and suspicion in the work environment.
- # Studied and made inquiries of more than 10 cases where racial profiling was suspected of adverse actions against individuals that were related to security breaches, renewal of badges, and conduct of sensitive research activities. Several decisions were successfully reversed.
- # Recommended effective strategies in dealing with the “brain drain” issue, recruitment and retention, and calls of boycott from Asian Pacific Americans from applying for vacancies at the national laboratories.
- # Developed an effective business process which handled over 300 public inquiries by employees and managers via e-mail, telephone and other methods; made referrals, inquiries, citations, dismissals and other actions as appropriate.
- # Coordinated the “Asian Pacific American Employee Leadership Training Conference” where more than 140 representatives attended to discuss needed corrective actions by the Department concerning Asian employees.
- # Conducted an electronic survey to measure employee opinion on workplace issues, equal employment opportunity, diversity, racial profiling, as well as the effectiveness of the Department’s EEO/Diversity stand-down training.
- # Facilitated discussions and provided mediation between local management and bargaining units and/or employee groups at the headquarters and multiple field sites and laboratories including Lawrence Livermore National Laboratory, Lawrence Berkeley National Laboratory, and Oak Ridge Operations Office.

## Funding Profile

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Economic Impact and Diversity					
Program Direction . . . . .	4,935	5,112	5,230	+118	2.3%
Minority Economic Impact Program	1,698	1,498	1,498	0	0.0%
Total, Economic Impact and Diversity	6,633	6,610	6,728	118	1.8%
FTEs . . . . .	42	41	40	-1	-2.4%

**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"

## Funding Schedule

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Salaries and Benefits . . . . .	3,811	4,030	4,148	118	2.9%
Travel . . . . .	116	116	116	0	0.0%
Other Related Expenses . . . . .	1,008	966	966	0	0.0%
<b>Total, Economic Impact and Diversity</b>	<b>4,935</b>	<b>5,112</b>	<b>5,230</b>	<b>118</b>	<b>2.3%</b>
Full Time Equivalents . . . . .	42	41	40	-1	-2.4%

## Detailed Program Justification

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
--	---------	---------	---------

**Salaries and Benefits . . . . .** **3,811      4,030      4,148**

Salary and Benefits provide funding for 40 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.

Economic Impact and Diversity will measure its performance in FY 2002 by:

- < Office of Small and Disadvantaged Business Utilization (OSDBU)
  - < 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.
  - < Increase the number of mentors performing under DOE prime contracts to voluntarily provide protégé 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 their best value to both federal and commercial marketplaces.

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

- < Office of Civil Rights and Diversity (OCRD)
  - < 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.
  - < Shared vision of diversity throughout the Department by assuring workforce diversity.
  - < 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.
- < Office of Employee Concerns (OEC)
  - < 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.
- < Office of the Ombudsman
  - < Advance a diverse, harmonious and productive work environment by eliminating discriminatory practices, including racial profiling.

**Travel . . . . . 116 116 116**

Travel provides funding 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 enterprises 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; investigate unsafe and unhealthy whistleblower reports from field office employees; and limited site visits for Ombudsman’s activities.

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
<b>Other Related Expenses</b> . . . . .	<b>1,008</b>	<b>966</b>	<b>966</b>
<p>The Other Related Expenses will be used for investigating and counseling discrimination complaint cases; sponsoring small and disadvantaged and women-owned business exhibits, conferences, workshops, summits, and other mission outreach activities; diversity surveys; upgrading necessary websites; mediation reviews; special emphasis training tools; sponsoring diversity awareness training; and other memorabilia in support of diversity activities; implementing training and preparing fact-finding reports for whistle blower reform initiatives. In addition, provides funding for the Working Capital Fund which supports utilities, telephone, rent, supplies, equipment, printing, graphics, copying, postage, etc.</p>			
<b>Total, Program Direction</b> . . . . .	<b>4,935</b>	<b>5,112</b>	<b>5,230</b>

**Explanation of Funding Changes from FY 2001 to FY 2002**

FY 2001 vs. FY 2002 (\$000)
-----------------------------------

**Salaries and Benefits**

< Reduction of one FTE that is offset by an increase in cost of living adjustment, within-grade costs, and commuter subsidy benefits . . . . .	+118
--	------

## Other Related Expenses

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Office of Civil Rights . . . . .	141	131	131	0	0.0%
Office of Minority Economic Impact . . . . .	26	26	26	0	0.0%
Office of Small & Disadvantaged Business . . . . .	26	26	26	0	0.0%
Office of Employee Concerns (includes the Office of the Ombudsman <sup>a</sup> ) . . . . .	52	43	43	0	0.0%
Subtotal, Other Related Expenses . . . . .	245	226	226	0	0.0%
Working Capital Fund . . . . .	763	740	740	0	0.0%
Total, Other Related Expenses . . . . .	1,008	966	966	0	0.0%

---

<sup>a</sup>The Office of the Ombudsman was established in January 2000. There is no specific legislation or authorization for the Office.

# **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 tools to effectively influence 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 Enhance 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.
- S Expand the capacity to conduct research by developing new research capabilities or sources.

##### < 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 Education Coordinating Committee to develop and coordinate the strategy for implementing Departmental minority education institution policy.
  - 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 Facilitate efforts to expand participation of high schools in the Department's Regional and National Science Bowl competitions.
  - S Develop a Departmental strategy to enhance the programmatic emphasis of the Minority Education Program to include two-year post secondary institutions.
- < Management and Technical Assistance Program: Business and Community Development
- S Continue to create business opportunities, economic development, community development and enhance energy efficiency and innovative technology deployment with minority businesses.
  - S Sustain 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 Further implement an accredited training activity, within the Tribal Colleges System, to certify knowledge and skills of the participating students and professionals in photovoltaic systems.
  - S Stay abreast of stakeholders current and projected requirements in order to supply responsive solutions.
- < 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

- < SocioEconomic Research and Analysis Program (SERAP)
  - S Organized, initiated and completed an agency-wide inventory of environmental justice programs and activities. The information received lead to “best practices” in the Federal government on environmental justice.
  - S Incorporated the American Housing Survey data into SERAP’s database, thereby expanding the coverage of groups contained in the SERAP’s database.
- < 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 52 students participating in the program have graduated with honors and entered college with scholarships to

pursue engineering or science-related degrees. More than 960 students, teachers, administrators, and parents participated in the awards program.

- S Partnered with Rocky Flats Operations Office to continue the dual degree mathematics/ engineering cooperative education program with Fort Valley State 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 Convened three 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 third District of Columbia Science Bowl with 13 District of Columbia public high schools and 1 private school.
- S Implemented a strategic plan 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 Interior on an interagency project in support of minority-owned businesses and interests, "New Realities for Minority Businesses."
- 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 Developed guidance to Heads of Departmental Elements to develop a Department-wide implementation strategy to facilitate increased support to minority educational institutions. Adopted the first Departmental Minority Educational Institutions Strategy. This strategy provides the framework for all Departmental Elements with programmatic missions to continue to set and work towards goals that exceed the previous year's obligations by a minimum of 5 percent, and develop mission-related partnerships with minority educational institutions of higher learning.
- S Sponsored Part II of the "Train the Trainers" Solar Certification Program for six Tribal Colleges and three Native American businesses in solar system design, installation, and maintenance.
- S Implemented 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 current funding level in minority financial institutions from \$212.3 million to \$222.5 million in FY 2000. Provided an increase in the number of Certificates of Deposit (CDS) to participating Minority Financial Institutions. CD deposits added an additional source of capital to lend to minority and women-owned businesses increasing economic growth and development in urban/rural areas.
- S Recruited three (3) new inner city minority owned financial institutions which now participate as “Trustee” for the Program and provides service to 110 Minority Financial Institutions.

## Funding Schedule

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ 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 Inst. Support . . . . .	808	650	650	0	0.0%
Minority Business and Community Development. . . . .	540	498	498	0	0.0%
Financial Assistance Program - Bank Deposit Financial Assistance . . . . .	200	200	200	0	0.0%
<b>Total, Minority Economic Impact . . . . .</b>	<b>1,698</b>	<b>1,498</b>	<b>1,498</b>	<b>0</b>	<b>0%</b>

## Funding by Site

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Albuquerque Operations Office .....	0	60	60	0	0.0%
Golden Field Office .....	150	100	100	0	0.0%
Total, Albuquerque Operations .....	150	160	160	0	0.0%
Chicago Operations Office					
Argonne National Laboratory .....	150	150	150	0	0.0%
Total, Chicago Operations Office .....	150	150	150	0	0.0%
Oakland Operations Office .....	225	225	225	0	0.0%
Lawrence Berkeley Laboratory .....	115	115	115	0	0.0%
Total, Oakland Operations Office .....	340	340	340	0	0.0%
Oak Ridge Operations Office .....	30	50	50	0	0.0%
Oak Ridge National Laboratory .....	0	20	20	0	0.0%
Oak Ridge Institute for Science Education .....	0	20	20	0	0.0%
Total, Oak Ridge Operations Office .....	30	90	90	0	0.0%
Rocky Flats Field Office .....	50	50	50	0	0.0%
Total, Rocky Flats Field Office .....	50	50	50	0	0.0%
Western Area Power Administration .....	100	0	0	0	0.0%
Total, Western Area Power Administration .....	100	0	0	0	0.0%
Washington Headquarters .....	878	708	708	0	0.0%
Total, Minority Economic Impact .....	1,698	1,498	1,498	0	0.0%

## **Site Description**

### **Albuquerque Operations Office**

The Albuquerque Operations Office (AL) has been providing financial assistance grants to students pursuing their education in Mathematics, Engineering and Science since 1982. Through the New Mexico Mathematics, Engineering and Science Achievement (NM MESA) Program, which is a community based organization, AL provides assistance in the form of hands-on-science programs, tutors, mentors, and field trips, to students beginning in the 6<sup>th</sup> grade through High School graduation. In addition, AL has assisted the American Indian Science and Engineering Society (AISES) through scholarships to American Indians to an effort to enable them to pursue science and engineering disciplines.

AL also participates with Historically Black Colleges and Universities (Central State University, Wilberforce, OH; Florida A&M University, Tallahassee, FL; Howard University, Washington, DC; Langston University, Langston, OK; and Prairie View A&M University, Prairie View, TX) to develop programs to increase the number of minorities and women in science, mathematics, and engineering fields.

The Office of Economic Impact and Diversity support of \$60,000 will be combined with AL funding to sponsor additional programs with community-based organizations to encourage students to pursue degrees and careers in science, mathematics and engineering.

### **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.

### **Golden Field Office**

The Department has increasingly moved to incorporate a world view into its mission, recognizing the global nature of the economic, energy resource, environment, science, technology, and energy and national security issues for which the Department has responsibilities. Golden Field Office supports and advances the Department's international activities through day-to-day activities including creation of appropriate policy and institutional frameworks, advocacy for U.S. energy service and technology companies, large scale energy efficiency and renewable energy experiments, technology collaboration and development, and influencing international agencies. The strengths of Golden lie in their commitment to international cooperation and

collaboration, a world-class laboratory science and technology capability, industry support for the DOE international function and broad base of international experience.

### **Oak Ridge National Laboratory**

Oak Ridge Operations Office and their contractors are assisting ED with a Native American Awareness project. The project will involve a series of seminars, round tables, mini-conference, in conjunction with tribal colleges and universities, ORO operations and Headquarters to provide DOE management and tribal government officials training. The training will be in the background, history, environmental management, environmental justice, culture, and legal significance of the role of Native American tribes as part of the federal system of government relative to the Department of Energy. Because ORO has a Diversity Program and a Native American Program, they are ready to assist with the implementation of this necessary program.

### **Oakland Operations Office**

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 procurement contract 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 2000	FY 2001	FY 2002
---------	---------	---------

<b>SocioEconomic Research and Analysis Program . . . . .</b>	<b>150</b>	<b>150</b>	<b>150</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.

The specific performance measure for the SocioEconomic Research and Analysis Program is to 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.

### Management and Technical Assistance Program

# Minority Education . . . . .	<b>808</b>	<b>650</b>	<b>650</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.

The specific performances measures for Minority Education are:

- < 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 eight, 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 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 2000 and FY 2001.

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
<b># Business and Community Development</b> .....	<b>540</b>	<b>498</b>	<b>498</b>
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.			
<b>Financial Assistance Program.</b> .....	<b>200</b>	<b>200</b>	<b>200</b>
Provides funding for the Bank Deposit Financial Assistance Program which provides short-term deposits of Federal funds in minority-owned financial institutions.			
<b>Total, Minority Economic Impact</b> .....	<b>1,698</b>	<b>1,498</b>	<b>1,498</b>

### Explanation of Funding Changes from FY 2001 to FY 2002

FY 2001 vs. FY 2002 (\$000)
-----------------------------------

#### Minority Economic Impact - Program Support

# None +0

# **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.

The Cost of Work for Others Program includes 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 for Others Program only to the extent of revenues provided.

In addition to the funding provided here, the Defense Environmental Management Appropriation includes \$9,965,000 in FY 2000; \$10,264,000 in FY 2001 and \$10,600,000 in FY 2002 at the Savannah River site and \$1,800,000 in FY 2000; \$3,200,000 in FY 2001 and \$5,000,000 in FY 2002 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.

In FY 2002, \$40.0 million will be funded in Departmental Administration within the Cost of Work for Others program to be offset by an estimated \$40.0 million in revenues. This funding will be utilized for safeguards and security reimbursable activities by the following program offices: Defense Programs \$29.0 million; Defense Environmental Management \$5.4 million; Science \$4.9 million; and Security and Emergency Operations, Other Defense Activities \$0.7 million. This funding approach is a continuation of the FY 2001 funding provided in the Conference Report, P.L. 106-377. Each of the four program offices will display this funding within their respective safeguards and security reimbursable programs but will back it out of their program totals so that the \$40.0 million in budget authority can be provided for within Departmental Administration totals. Allocation of the funds among program offices is provisional since reimbursable work levels are somewhat remote estimates. The Department will provide timely notification to Congress of the actual allocation of these funds in FY 2002.

## Funding Schedule

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
<b>Products Sold:</b>					
Savannah River Operations Office .....	5,149	5,131	5,286	155	3.0%
<b>Services Performed:</b>					
Albuquerque Operations Office .....	2,000	1,000	1,000	0	0.0%
Argonne National Laboratory .....	1,200	250	250	0	0.0%
Brookhaven National Laboratory .....	968	537	502	-35	-6.5%
Chicago Operations Office .....	150	150	150	0	0.0%
Idaho Operations Office .....	1,800	1,200	1,000	-200	-16.7%
Lawrence Berkeley Laboratory .....	1,768	1,768	1,321	-447	-25.3%
Lawrence Livermore Laboratory .....	2,862	2,804	1,453	-1,351	-48.2%
Oak Ridge National Laboratory .....	3,093	2,218	2,525	307	13.8%
Oak Ridge Operations Office .....	1,515	3,369	2,450	-919	-27.3%
Oakland Operations Office .....	3,000	1,100	1,100	0	0.0%
Safeguards and Security .....	0	40,000	40,000	0	0.0%
Savannah River Operations Office .....	9,700	14,500	14,800	300	2.1%
Subtotal, Services Performed .....	28,056	68,896	66,551	-2,345	3.4%
Subtotal, Cost of Work for Others .....	33,205	74,027	71,837	-2,190	-3.0%
Use of Prior Year Balances .....	-14,534	-8,000	0	8,000	-100.0%
Total, Cost of Work for Others .....	18,671	66,027	71,837	5,810	8.8%

## Detailed Program Justification

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

### Products Sold

- |   |              |              |              |
|---|--------------|--------------|--------------|
| <b>Savannah River Operations Office .....</b> | <b>5,149</b> | <b>5,131</b> | <b>5,286</b> |
|---|--------------|--------------|--------------|

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.

### Services Performed

- |  |              |              |              |
|--|--------------|--------------|--------------|
| <b>Albuquerque Operations Office .....</b> | <b>2,000</b> | <b>1,000</b> | <b>1,000</b> |
|--|--------------|--------------|--------------|

Provide miscellaneous services for state and local governments, such as tasks at the Sandia National Laboratory to support the National Aging Aircraft Research Program for the Iowa State University in the areas of technology validation and development, nondestructive inspection system evaluations and structural integrity, maintenance and inspection.
- |  |              |            |            |
|--|--------------|------------|------------|
| <b>Argonne National Laboratory .....</b> | <b>1,200</b> | <b>250</b> | <b>250</b> |
|--|--------------|------------|------------|

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.
- |   |            |            |            |
|---|------------|------------|------------|
| <b>Brookhaven National Laboratory .....</b> | <b>968</b> | <b>537</b> | <b>502</b> |
|---|------------|------------|------------|

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.
- |                                       |            |            |            |
|---------------------------------------|------------|------------|------------|
| <b>Chicago Operations Office.....</b> | <b>150</b> | <b>150</b> | <b>150</b> |
|---------------------------------------|------------|------------|------------|

Provide certified reference materials from the New Brunswick Laboratory which are used by the Nuclear community to calibrate or validate the accuracy of measurement methods. The level of funding was derived based on historical sales of certified reference materials and the costs associated with projected new sales.

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

- **Idaho Operations Office**..... 1,800 1,200 1,000  
Receive, manage and provide interim storage of one shipment of Foreign Research Reactor Spent Fuel from Japan.
- **Lawrence Berkeley Laboratory** ..... 1,768 1,768 1,321  
Conduct work for state and local governments and non-profit organizations including activities with the National Institutes of Health to: develop advanced technology to identify and sequence proteins; develop techniques to automate sample mounting and alignment of proteins using robotic manipulation; and research on the relationship of materials used in dental work. 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.
- **Lawrence Livermore Laboratory** ..... 2,862 2,804 1,453  
Conduct work for state and local governments and non-profit organizations including: measurement of samples at the Accelerator Mass Spectrometry Center at LLNL for the UC-San Francisco and other universities and evaluation of leaking underground fuel tanks and structural inspection of dams and water contaminants for the California Department of Natural Resources. The level of funding was derived based on a projection of the specific costs associated with performing the above work. These costs include: salary and benefits for lab employees, associates post doc/ graduate students, summer students, consultants, and supplemental labor; lab admin charges, subcontractors, and equipment.
- **Oak Ridge National Laboratory**..... 3,093 2,218 2,525  
Provide miscellaneous services for state and local governments such as the development of advanced spectrochemical sensors and an optical sensing microchip system for use by the New Mexico Institute of Mining and Technology in the detection of a wide range of environmental pathogens and infectious agents. 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.
- **Oak Ridge Operations Office**..... 1,515 3,369 2,450  
Provide miscellaneous services for state and local governments, universities and institutions and foreign governments including technical and manufacturing training support from Y-12. Process and prepare low enriched uranium and a small quantity of highly enriched uranium for sale to foreign countries for use in either research reactors or reduced enrichment for research and test reactors as part of the Department's nonproliferation programs. The estimate is based on the historical costs adjusted for inflation associated with providing each of the requested services as stated in the statements of work to the requesting state or local government. These costs include staff resources, supplies, materials and contractual expenses.

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
<b>Oakland Operations Office</b> ..... 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	1,100	1,100
<b>Safeguards and Security</b> ..... Provides funding for safeguards and security requirements throughout the Department.	0	40,000	40,000
<b>Savannah River Operations Office</b> ..... Receive, and manage Foreign Research Reactor Spent Fuel from Europe and Japan. 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.	9,700	14,500	14,800
Subtotal, Services Performed.....	28,056	68,896	66,551
<b>Total, Cost of Work for Others.....</b>	<b>33,205</b>	<b>74,027</b>	<b>71,837</b>

**Explanation of Funding Changes from FY 2001 to FY 2002**

FY 2002 vs. FY 2001 (\$000)
-----------------------------------

**Products Sold:**

- Savannah River Operations Office**
  - Increases due to the payraise and inflationary increases.. . . . . +155

**Services Performed:**

- Brookhaven National Laboratory**
  - Decreases due to a cancellation of one program with the State University of New York. . . . . -35
- Idaho Operations Office**
  - Decreases due a lower estimated cost for the specific shipment of Foreign Research Reactor Spent Fuel expected to this site..... -200
- Lawrence Berkeley Laboratory**
  - Decreases due to a decrease of eight projects expected to be performed with universities, state and local governments and other institutions. .... -447

FY 2002 vs. FY 2001 (\$000)
-----------------------------------

<ul style="list-style-type: none"> <li>▪ <b>Lawrence Livermore Laboratory</b> <ul style="list-style-type: none"> <li>• Decreases due to a reduction in the amount of funding needed for several projects with the University of California and the California Energy Commission due to their ability to provide advance funding. ....</li> </ul> </li> </ul>	-1,351
<ul style="list-style-type: none"> <li>▪ <b>Oak Ridge National Laboratory</b> <ul style="list-style-type: none"> <li>• Increases due to several new projects with a number universities and state governments . ....</li> </ul> </li> </ul>	+307
<ul style="list-style-type: none"> <li>▪ <b>Oak Ridge Operations Office</b> <ul style="list-style-type: none"> <li>• Decreases due to a decrease in the amount of technical and manufacturing support to be provided to foreign industries. ....</li> </ul> </li> </ul>	-919
<ul style="list-style-type: none"> <li>▪ <b>Savannah River Operations Office</b> <ul style="list-style-type: none"> <li>• Increase due to a higher estimated cost for the specific shipments of Foreign Research Reactor Spent Fuel expected to this site. ....</li> </ul> </li> </ul>	+300
Total Funding Change, Cost of Work for Others .....	-2,190

# 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.

In FY 2002, \$40.0 million will be funded in Departmental Administration within the Cost of Work for Others program to be offset by an estimated \$40.0 million in revenues. This funding will be utilized for safeguards and security reimbursable activities by the following program offices: Defense Programs \$29.0 million; Defense Environmental Management \$5.4 million; Science \$4.9 million; and Security and Emergency Operations, Other Defense Activities \$0.7 million. This funding approach is a continuation of the FY 2001 funding provided in the Conference Report, P.L. 106-377. Each of the four program offices will display this funding within their respective safeguards and security reimbursable programs but will back it out of their program totals so that the \$40.0 million in budget authority can be provided for within Departmental Administration totals. Allocation of the funds among offices is provisional since reimbursable work levels are somewhat remote estimates. The Department will provide timely notification to Congress of the actual allocation of these funds in FY 2002.

### Funding Schedule

(dollars in thousands)

	FY 2000	FY 2001	FY 2002	\$ Change	% Change
Products Sold:					
Savannah River Operations Office .....	-3,614	-5,131	-6,000	-869	16.9%
Services Performed:					
Albuquerque Operations Office.....	-367	-2,000	-1,000	1,000	-50.0%
Argonne National Laboratory .....	-1,908	-250	-250	0	0.0%
Brookhaven National Laboratory.....	-41	-537	-502	35	-6.5%
Chicago Operations Office.....	-323	-150	-150	0	0.0%
Idaho Operations Office.....	-4,056	-1,200	-1,000	200	-16.7%
Lawrence Berkeley Laboratory .....	-523	-1,775	-1,453	322	-18.1%
Lawrence Livermore Laboratory.....	-2,785	-2,804	-1,321	1,483	-52.9%
Oak Ridge National Laboratory.....	-2,148	-2,153	-2,172	-19	0.9%
Oak Ridge Operations Office.....	-882	-3,465	-1,227	2,238	-64.6%
Oakland Operations Office.....	-772	-1,100	-1,100	0	0.0%
Savannah River Operations Office .....	-6,124	-14,500	-14,800	-300	2.1%
Safeguards and Security.....	0	-40,000	-40,000	0	0.0%
Subtotal, Services Performed.....	-19,929	-69,934	-64,975	4,959	-7.1%
Total, Cost of Work for Others.....	-23,543	-75,065	-70,975	4,090	-5.4%

Departmental Administration/  
Cost of Work for Others/  
Associated Revenues

FY 2002 Congressional Budget

## Detailed Program Justification

(dollars in thousands)

FY 2000	FY 2001	FY 2002
---------	---------	---------

### Products Sold

- |  |               |               |               |
|--|---------------|---------------|---------------|
| <b>▪ Savannah River Operations Office.....</b> | <b>-3,614</b> | <b>-5,131</b> | <b>-6,000</b> |
|--|---------------|---------------|---------------|
- Includes revenues received from the sale of timber.

### Services Performed

- |   |             |               |               |
|---|-------------|---------------|---------------|
| <b>▪ Albuquerque Operations Office.....</b> | <b>-367</b> | <b>-2,000</b> | <b>-1,000</b> |
|---|-------------|---------------|---------------|
- Includes revenue from miscellaneous services provided for state and local governments, such as tasks at the Sandia National Laboratory to support the National Aging Aircraft Research Program for the Iowa State University in the areas of technology validation and development, nondestructive inspection system evaluations and structural integrity, maintenance and inspection.
- |   |               |             |             |
|---|---------------|-------------|-------------|
| <b>▪ Argonne National Laboratory.....</b> | <b>-1,908</b> | <b>-250</b> | <b>-250</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.
- |  |            |             |             |
|--|------------|-------------|-------------|
| <b>▪ Brookhaven National Laboratory.....</b> | <b>-41</b> | <b>-537</b> | <b>-502</b> |
|--|------------|-------------|-------------|
- Includes revenue from the sale of isotopes and from miscellaneous research activities provided for state and local governments.
- |   |             |             |             |
|---|-------------|-------------|-------------|
| <b>▪ Chicago Operations Office.....</b> | <b>-323</b> | <b>-150</b> | <b>-150</b> |
|---|-------------|-------------|-------------|
- Includes revenues from the sale of certified reference materials used by the Nuclear community at the New Brunswick Laboratory.
- |                                       |               |               |               |
|---------------------------------------|---------------|---------------|---------------|
| <b>▪ Idaho Operations Office.....</b> | <b>-4,056</b> | <b>-1,200</b> | <b>-1,000</b> |
|---------------------------------------|---------------|---------------|---------------|
- Reflects revenues received from foreign countries in return for the receipt, management and interim storage of their spent research reactor fuel.
- |  |             |               |               |
|--|-------------|---------------|---------------|
| <b>▪ Lawrence Berkeley Laboratory.....</b> | <b>-523</b> | <b>-1,775</b> | <b>-1,453</b> |
|--|-------------|---------------|---------------|
- Includes revenues received for work conducted for state and local governments and non-profit organizations including activities with the National Institutes of Health to: develop advanced technology to identify and sequence proteins; develop techniques to automate sample mounting and alignment of proteins using robotic manipulation; and research on the relationship of materials used in dental work.

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
▪ <b>Lawrence Livermore Laboratory</b> .....	-2,785	-2,804	-1,321
Includes revenues received for work conducted for state and local governments and non-profit organizations including measurement of samples at the Acceleratory Mass Spectrometry Center at LLNL for the UC-San Francisco and other universities and evaluation of leaking underground fuel tanks and structural inspection of dams and water contaminants for the California Department of Natural Resources.			
▪ <b>Oak Ridge National Laboratory</b> .....	-2,148	-2,153	-2,172
Reflects revenues received for miscellaneous services provided for state and local governments including as the development of advanced spectrochemical sensors and an optical sensing microchip system for use by the New Mexico Institute of Mining and Technology in the detection of a wide range of environmental pathogens and infectious agents.			
▪ <b>Oak Ridge Operations Office</b> .....	-882	-3,465	-1,227
Reflects revenues received for miscellaneous services provided for state and local governments such as technical and manufacturing training support from Y-12 and revenues received from the processing and preparation of low enriched uranium and a small quantity of highly enriched uranium for sale to foreign countries for use in either research reactors or reduced enrichment for research and test reactors.			
▪ <b>Oakland Operations Office</b> .....	-772	-1,100	-1,100
Includes revenues from particle physics collaboration with Japan and other development efforts at the Stanford Linear Accelerator Center (SLAC).			
▪ <b>Savannah River Operations Office</b> .....	-6,124	-14,500	-14,800
Reflects revenues received from foreign countries in return for the receipt, management and interim storage of their spent research reactor fuel.			
▪ <b>Safeguards and Security</b> .....	0	-40,000	-40,000
Reflects revenues received to support safeguards and security requirements throughout the Department.			
Subtotal, Services Performed.....	-19,929	-69,934	-64,975
<b>Total, Associated Revenues</b> .....	<b>-23,543</b>	<b>-75,065</b>	<b>-70,975</b>

Departmental Administration/  
Cost of Work for Others/  
Associated Revenues

FY 2002 Congressional Budget

## Explanation of Funding Changes from FY 2001 to FY 2002

FY 2002 vs. FY 2001 (\$000)
-----------------------------------

**Products Sold:**

<b>▪ Savannah River Operations Office</b>		
• Revenues increase due to sale of timber.....		-869
Total, Products Sold.....		-869

**Services Performed:**

<b>▪ Albuquerque Operations Office</b>		
• Revenues decrease due to the transfer of surplus Los Alamos utility sales to the County of Los Alamos.....		+1,000
<b>▪ Brookhaven National Laboratory</b>		
• Revenues decrease due to the cancellation of one program with the State University of New York.....		+35
<b>▪ Idaho Operations Office</b>		
• Revenues decrease due to a lower estimated cost for the specific shipment of Foreign Research Reactor Spent Fuel expected to this site.....		+200
<b>▪ Lawrence Berkeley Laboratory</b>		
• Revenues decrease to a projected lower level of projects expected to be performed with universities, state and local governments and other institutions.....		+322
<b>▪ Lawrence Livermore Laboratory</b>		
• 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.....		+1,483
<b>▪ Oak Ridge National Laboratory</b>		
• Revenues increase slightly due to a projected decrease in the number of projects with domestic industry.....		-19
<b>▪ Oak Ridge Operations Office</b>		
• Revenues decrease due to a reduced amount of technical and manufacturing support to be provided to foreign industries.....		+2,238

Departmental Administration/  
 Cost of Work for Others/  
 Associated Revenues

FY 2002 vs. FY 2001 (\$000)
-----------------------------------

<ul style="list-style-type: none"> <li>▪ <b>Savannah River Operations Office</b> <ul style="list-style-type: none"> <li>• Revenues increase due to a higher estimated cost for the specific shipments of Foreign Research Reactor Spent Fuel expected to this site.....</li> </ul> </li> </ul>	<hr/> -300
Total, Services Performed.....	+4,959
Total Funding Change, Cost of Work for Others.....	<hr/> <b>+4,090</b> <hr/>

# 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 2000	FY 2001	FY 2002	\$ Change	% Change
Services Performed:					
Albuquerque Operations Office	-609	-1,000	-1,000	0	0.0%
Idaho Operations Office	-11,140	-12,948	-12,948	0	0.0%
Pittsburgh Naval Reactors Office	-35,653	-25,660	-25,660	0	0.0%
Federal Administrative Charge	-16,436	-34,327	-25,227	9,100	-26.51%
Other Revenues	-2,633	-2,000	-2,000	0	0.0%
Total, Miscellaneous Revenues	-66,471	-75,935	-66,835	9,100	-11.98%

## Detailed Program Justification

(dollars in thousands)

	FY 2000	FY 2001	FY 2002
<ul style="list-style-type: none"> <li> <b>Albuquerque Operations Office.....</b> <span style="float: right;"><b>-609</b></span> <span style="float: right;"><b>-1,000</b></span> <span style="float: right;"><b>-1,000</b></span> </li> </ul>			
<ul style="list-style-type: none"> <li>Lease of facilities (gas and electric) to utility company at the Los Alamos National Laboratory at Albuquerque.</li> </ul>			
<ul style="list-style-type: none"> <li> <b>Idaho Operations Office.....</b> <span style="float: right;"><b>-11,140</b></span> <span style="float: right;"><b>-12,948</b></span> <span style="float: right;"><b>-12,948</b></span> </li> </ul>			
<ul style="list-style-type: none"> <li>Costs incurred at the Idaho Chemical Processing Plant for handling and basin storage of spent fuel cores for the Department of Navy.</li> </ul>			
<ul style="list-style-type: none"> <li> <b>Pittsburgh Naval Reactors Office .....</b> <span style="float: right;"><b>-35,653</b></span> <span style="float: right;"><b>-25,660</b></span> <span style="float: right;"><b>-25,660</b></span> </li> </ul>			
<ul style="list-style-type: none"> <li>The Department of the Navy reimburses the Pittsburgh Naval Reactors Office for the nuclear material burn-up while the core is in operation.</li> </ul>			
<ul style="list-style-type: none"> <li> <b>Federal Administrative Charge.....</b> <span style="float: right;"><b>--16,436</b></span> <span style="float: right;"><b>-34,327</b></span> <span style="float: right;"><b>-25,227</b></span> </li> </ul>			
<ul style="list-style-type: none"> <li>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.</li> </ul>			
<ul style="list-style-type: none"> <li> <b>Other Revenues.....</b> <span style="float: right;"><b>-2,633</b></span> <span style="float: right;"><b>-2,000</b></span> <span style="float: right;"><b>-2,000</b></span> </li> </ul>			
<ul style="list-style-type: none"> <li>Estimate based on current rate of collections for various miscellaneous revenues collected at all Departmental sites.</li> </ul>			
<b>Total, Miscellaneous Revenues.....</b>	<b>-66,471</b>	<b>-75,935</b>	<b>-66,835</b>

## Explanation of Funding Changes from FY 2001 to FY 2002

	FY 2002 vs. FY 2001 (\$000)
<ul style="list-style-type: none"> <li> <span style="display: inline-block; width: 1em; margin-left: -1em;">▪</span> <b>Federal Administrative Charge</b> <ul style="list-style-type: none"> <li> <span style="display: inline-block; width: 1em; margin-left: -1em;">•</span>                     Revenues decrease to reflect a more accurate estimate of the amounts which will be collected after factoring in cumulative effect of the continuation of blanket waivers of these charges granted in previous years.....                 </li> </ul> </li> </ul>	+9,100
Total Funding Change, Miscellaneous Revenues.....	+9,100

## **Management and Administration**

### **Working Capital Fund**

#### **Program Mission**

This budget submission covers the activities of the Department 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 12 customer organizations. Service delivery is assigned to Business Line Service managers; financial responsibility resides in a Fund Manager and individual Business Line Fund Managers who are responsible for billing and funds control. The Fund creates a framework for business-like organization of support functions. In 1999, the Fund received a Hammer award from the National Partnership for Reinventing Government.

#### **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:

- # 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;
- # Ensure that program mission budgets include a fair allocation of the costs of common administrative services; and
- # Expand the flexibility of the Department's budget structure to permit service providers to respond to customer needs.

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

FY 2000 was the fourth year of Fund operations. Fund operations are valued by customers, serve the Department, and remain within the fiscal and policy guidelines established by the Board and by congressional committees. In FY 2000 business expenses exceeded customer billings (earnings) by \$0.2 million. For the first four years of operation, the Fund had an excess of earnings over expenses of \$2.1 million, or less than 1% of customer billings over the life of the Fund. This is well within the 4% target set by draft legislation proposed last year by the Office of Management and Budget for franchise funds. Although net earnings for individual business lines have fluctuated between profit and loss over the years, the Fund has maintained its goal of break-even operations.

One of the Department's FY 2000 management reform initiatives directed the Department to examine expanding the Working Capital Fund to pool administrative resources further in order to gain greater management efficiencies. This analysis resulted in the following changes to the FY 2002 budget estimates.

- # The Network business line has been expanded to include the DOE Corporate Network (DOEnet) starting in FY 2001. DOEnet is a centrally-managed Wide Area Network that replaced an obsolete network developed by the Environmental Management organization. The Corporate Management Improvement Program (CMIP) included an initiative to develop and implement a new DOEnet based upon current ATM technology through FY 2000. The move to the Working Capital Fund in FY 2001 reflects that it is now in an operational and maintenance mode. The discussion on the Network business line below provides more description of this new service.
- # The operation of the Corporate Human Resources Information System (CHRIS) is being included in the Payroll and Personnel business line for the first time in FY 2002. In FY 2001, this activity was funded in the Departmental Administration Account as part of the budget of the Office of Management and Administration. Management and Administration will continue to pay the costs for Federal salaries and related expenses to operate CHRIS.
- # Another new activity, Technology-Supported Learning, is being included in the Payroll and Personnel business line in FY 2002. Through this activity, Headquarters program offices will be able to acquire web-based training for employees, saving employee time through training delivery at the desktop and reducing the travel and tuition costs frequently associated with employee development. A pilot effort will be implemented during FY 2001 to identify the market for this type of training; pending information from this pilot, no costs or billings have been assumed in the FY 2002 budget. Rather, it is assumed that program office resources that will be paid for these services are already included in training budgets.  
  
The Board has approved a request to remove the Executive Information System business from the Fund as of the end of FY 2000.

## **Accomplishments**

In addition to fulfilling their service commitments to customers, the business lines continue modernization efforts and process improvements. For example:

- # Mail Services business added an optional service to enable customers to obtain local mail sorting capabilities. It also received the Federal Mail Center Excellence Award in June 2000.
- # Desktop Training business adopted a new optional pricing structure to make better use of training resources.
- # The Telephone business connected the telephone systems of the Forrestal and L'Enfant Plaza facilities, thereby reducing infrastructure costs in FY 2002 and creating a consistent headquarters dialing system. It also negotiated new local and long distance contracts that will result in savings to programs.
- # The Copying business line reduced costs by streamlining paper delivery practices. The business is also moving towards digital technology, which features fewer moving parts and linkage to communication and information technology.

- # The Printing and Graphics business implemented a web-based job ordering system to improve customer service.
- # The Building Occupancy business managed major building alterations to improve program office logistics.
- # Contract Closeout returned \$12.4 million of uncosted balances to the Department.
- # Payroll achieved 100% on-time delivery of employee paychecks and partnered with CHRIS-HR to enhance the Employee self-service (ESS) that provides employees with electronic Leave and Earning Statements.
- # The Information Management business lines are undergoing a thorough review by the Chief Information Officer utilizing a customer working group. Among other things, multi year financial plans are being prepared. As cost savings or improved pricing methodologies are identified, they are brought to the WCF Board and, as appropriate, the Executive Committee on Information Management for decisions.

## **Working Capital Fund: Business Line Budgets**

Table 1 summarizes projected billings by business line. These billings result from business line expenses which are processed in accordance with approved pricing policies as program costs. Table 2 summarizes costs by customer organization. Estimates of business expenses 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.

This section includes a description of each business line with their respective pricing policy approved by the Fund Board. Tables 3 through 18 display actual costs for FY 2000, and cost estimates for FY 2001 and FY 2002 are provided for each business line and for each customer organization. These estimates are all based on current pricing policies and business structure decisions made by the Board.

## Table 1: Working Capital Fund Budget by Function

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 1: Business Line

Building Occupancy .....	58,309	55,082	55,452
Supplies .....	2,759	2,759	2,759
Photocopying .....	2,711	2,420	2,420
Mail Services .....	1,635	1,634	1,855
Printing and Graphics .....	3,432	3,485	3,485
Contract Closeout .....	530	677	569
Payroll and Personnel .....	2,208	3,102	5,270
Corporate Executive Information System .....	59	N/A	N/A
Telephones (Current) .....	7,007	6,914	6,676
Networking .....	3,253	6,385	6,385
Desktop .....	1,449	1,434	1,434
Total Working Capital Fund .....	83,352	83,893	86,306

**Table 2: Working Capital Fund Budget by Organization**

(dollars in thousands)

	FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
Table 2: Program Organization			
Board of Contract Appeals	184	235	240
Bonneville Power Administration	169	155	159
Congressional & Intergovernmental Affairs	739	683	698
Counterintelligence	853	784	800
Chief Financial Officer	2,787	2,765	2,938
Economic Impact and Diversity	763	705	720
Energy Efficiency	5,993	5,779	5,801
Environment, Safety, and Health	4,433	4,494	4,525
Energy Information Administration	7,332	7,174	7,276
Environmental Management	6,748	7,812	7,628
Fossil Energy	3,138	3,218	3,513
General Counsel	2,976	2,702	2,750
Hearings and Appeals	866	1,038	1,061
International Affairs	926	930	925
Inspector General	1,821	1,766	1,840
Intelligence	1,166	1,069	1,086
Management and Administration	12,414	11,723	12,138
Nuclear Energy	1,309	1,525	1,647
National Nuclear Security Administration:	9,387	9,690	9,727
Defense Programs	5,076	5,459	5,826
Nuclear Nonproliferation	3,667	3,489	3,615
Naval Reactors	644	742	286
Oversight & Performance Assurance	292	420	458
Public Affairs	888	837	855
Contract Reform and Privatization	164	154	161
Policy	852	684	699
Civilian Radioactive Waste Management	1,468	1,394	1,444
Office of the Secretary	1,013	863	875
Secretary of Energy Advisory Board	228	210	217
Science	3,433	3,962	4,404
Security & Emergency Operations	10,134	9,763	10,080
WAPA/SWPA/SEPA	469	976	1,262
Worker Transition	407	386	381
<b>Total Working Capital Fund</b>	<b>83,352</b>	<b>83,893</b>	<b>86,306</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. This business also provides electronic services which involves audio/visual meeting and conferencing support as well as repair and maintenance of Headquarters radio communications and electronic equipment. Board-approved improvements to the Headquarters complex are also included.

## 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 improvements and health and life safety programs, are allocated as a prorata addition to the building-by-building charges described above.
- # Electronic Services are allocated according to direct Building Occupancy costs.

In addition, tenants may arrange, at their own cost, alterations of office space.

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

**Table 3: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
Table 3: Building Occupancy			
Board of Contract Appeals	165	215	220
Bonneville Power Administration	108	94	95
Congressional & Intergovernmental Affairs	560	490	495
Counterintelligence	661	598	605
Chief Financial Officer	1,753	1,707	1,823
Economic Impact and Diversity	487	425	431
Energy Efficiency	4,085	3,624	3,665
Environment, Safety, and Health	3,227	3,199	3,163
Energy Information Administration	5,331	5,020	5,092
Environmental Management	4,477	4,775	4,216
Fossil Energy	1,916	1,730	1,778
General Counsel	2,292	2,013	2,034
Hearings and Appeals	635	790	807
International Affairs	663	656	647
Inspector General	1,324	1,174	1,200
Intelligence	1,031	907	917
Management and Administration	8,951	8,194	8,480
Nuclear Energy	794	968	1,055
National Nuclear Security Administration:	6,516	6,059	5,744
Defense Programs	3,393	3,081	3,152
Nuclear Nonproliferation	2,676	2,491	2,590
Naval Reactors	447	487	2
Oversight & Performance Assurance	151	261	290
Public Affairs	423	371	375
Contract Reform and Privatization	129	119	121
Policy	635	453	462
Civilian Radioactive Waste Management	1,043	903	914
Office of the Secretary	717	632	639
Secretary of Energy Advisory Board	147	130	131
Science	1,897	1,933	2,112
Security & Emergency Operations	7,779	7,277	7,586
WAPA/SWPA/SEPA	116	100	101
Worker Transition	298	262	256
<b>Total Working Capital Fund</b>	<b>58,309</b>	<b>55,082</b>	<b>55,452</b>

# Supplies

## Description

This business operates two main and two 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 and customer input and suggestions. During FY 2001, this business line is being reviewed, with the objective of streamlining key processes and reducing overall costs to the Department.

## 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.

Table 4 provides the estimated supplies charges for each organization in Headquarters. It is assumed that consumption levels in FY 2001 and FY 2002 will remain constant at FY 2000 levels. However, the re-engineering under way may change consumption patterns or may change customer decisions on how to acquire supplies.

**Table 4: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
Table 4: Supplies			
Board of Contract Appeals	1	1	1
Bonneville Power Administration	4	4	4
Congressional & Intergovernmental Affairs	20	20	20
Counterintelligence	31	31	31
Chief Financial Officer	105	105	105
Economic Impact and Diversity	29	29	29
Energy Efficiency	238	238	238
Environment, Safety, and Health	157	157	157
Energy Information Administration	190	190	190
Environmental Management	248	248	248
Fossil Energy	122	122	122
General Counsel	63	63	63
Hearings and Appeals	13	13	13
International Affairs	47	47	47
Inspector General	41	41	41
Intelligence	20	20	20
Management and Administration	368	368	368
Nuclear Energy	44	44	44
National Nuclear Security Administration:	338	338	338
Defense Programs	237	237	237
Nuclear Nonproliferation	95	95	95
Naval Reactors	6	6	6
Oversight & Performance Assurance	22	22	22
Public Affairs	32	32	32
Contract Reform and Privatization	3	3	3
Policy	19	19	19
Civilian Radioactive Waste Management	26	26	26
Office of the Secretary	20	20	20
Secretary of Energy Advisory Board	5	5	5
Science	202	202	202
Security & Emergency Operations	341	341	341
WAPA/SWPA/SEPA	2	2	2
Worker Transition	9	9	9
<b>Total Working Capital Fund</b>	<b>2,759</b>	<b>2,759</b>	<b>2,759</b>

# Photocopying

## Description

This business provides the following services:

- # 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, and transparencies for vu-graphs.
- # Centralized (Walk-up) Photocopy Rooms.
- # Dedicated (Customer-Assigned) Photocopiers including needs assessment analysis to determine workload and most appropriate equipment.

In FY 1996, before creation of the Fund, DOE headquarters made over 100 million copies. The number of copies declined rapidly after creation of the Fund, but has stabilized in recent years at an annualized rate of 60-65 million.

## 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. For FY 2000, the per-copy charges were reduced, reflecting the excess of revenues over costs during FY 1999. These projections assume that the reduced price level will continue.

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

**Table 5: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
Table 5: Photocopy			
Board of Contract Appeals	1	1	1
Bonneville Power Administration	2	2	2
Congressional & Intergovernmental Affairs	26	27	27
Counterintelligence	26	19	19
Chief Financial Officer	126	106	106
Economic Impact and Diversity	59	47	47
Energy Efficiency	177	177	177
Environment, Safety, and Health	163	116	116
Energy Information Administration	187	193	193
Environmental Management	278	274	274
Fossil Energy	102	107	107
General Counsel	91	33	33
Hearings and Appeals	9	10	10
International Affairs	26	18	18
Inspector General	31	29	29
Intelligence	26	27	27
Management and Administration	418	370	370
Nuclear Energy	60	57	57
National Nuclear Security Administration:	260	269	269
Defense Programs	123	130	130
Nuclear Nonproliferation	136	138	138
Naval Reactors	1	0	0
Oversight & Performance Assurance	27	29	29
Public Affairs	228	218	218
Contract Reform and Privatization	4	4	4
Policy	21	17	17
Civilian Radioactive Waste Management	22	23	23
Office of the Secretary	97	21	21
Secretary of Energy Advisory Board	13	11	11
Science	86	86	86
Security & Emergency Operations	130	115	115
WAPA/SWPA/SEPA	0	0	0
Worker Transition	14	14	14
<b>Total Working Capital Fund</b>	<b>2,711</b>	<b>2,420</b>	<b>2,420</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. During FY 2000, the Board approved an optional service whereby local mail sorting could be obtained from the central provider.

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. Estimates increase in FY 2002 due to discontinuing these price reductions.

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

**Table 6: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
Table 6: Mail Services			
Board of Contract Appeals	0	0	0
Bonneville Power Administration	10	10	13
Congressional & Intergovernmental Affairs	27	26	32
Counterintelligence	17	16	25
Chief Financial Officer	74	75	86
Economic Impact and Diversity	42	42	51
Energy Efficiency	147	140	141
Environment, Safety, and Health	48	46	64
Energy Information Administration	197	202	186
Environmental Management	61	62	77
Fossil Energy	39	39	56
General Counsel	27	27	34
Hearings and Appeals	18	18	19
International Affairs	27	29	24
Inspector General	36	37	41
Intelligence	14	14	18
Management and Administration	369	367	406
Nuclear Energy	41	39	47
National Nuclear Security Administration:	69	70	96
Defense Programs	28	28	37
Nuclear Nonproliferation	40	43	59
Naval Reactors	0	0	0
Oversight & Performance Assurance	14	13	16
Public Affairs	35	35	43
Contract Reform and Privatization	10	10	14
Policy	22	20	26
Civilian Radioactive Waste Management	11	11	22
Office of the Secretary	13	14	16
Secretary of Energy Advisory Board	13	13	18
Science	77	81	83
Security & Emergency Operations	154	152	168
WAPA/SWPA/SEPA	10	10	13
Worker Transition	16	16	20
<b>Total Working Capital Fund</b>	<b>1,635</b>	<b>1,634</b>	<b>1,855</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 7 provides the estimated printing and graphics charges for each organization in Headquarters.

**Table 7: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
Table 7: Printing and Graphics			
Board of Contract Appeals	6	6	6
Bonneville Power Administration	32	32	32
Congressional & Intergovernmental Affairs	9	9	9
Counterintelligence	39	39	39
Chief Financial Officer	169	170	170
Economic Impact and Diversity	39	39	39
Energy Efficiency	305	305	305
Environment, Safety, and Health	83	83	83
Energy Information Administration	682	730	730
Environmental Management	154	154	154
Fossil Energy	140	140	140
General Counsel	163	163	163
Hearings and Appeals	109	109	109
International Affairs	8	8	8
Inspector General	56	56	56
Intelligence	4	4	4
Management and Administration	497	498	498
Nuclear Energy	59	59	59
National Nuclear Security Administration:	285	286	286
Defense Programs	122	122	122
Nuclear Nonproliferation	147	148	148
Naval Reactors	15	16	16
Oversight & Performance Assurance	23	23	23
Public Affairs	86	86	86
Contract Reform and Privatization	1	2	2
Policy	33	34	34
Civilian Radioactive Waste Management	55	55	55
Office of the Secretary	58	58	58
Secretary of Energy Advisory Board	31	31	31
Science	123	123	123
Security & Emergency Operations	124	125	125
WAPA/SWPA/SEPA	52	52	52
Worker Transition	6	6	6
<b>Total Working Capital Fund</b>	<b>3,432</b>	<b>3,485</b>	<b>3,485</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.

Since FY 1996, the universe of contract instruments ready for closeout has been reduced by more than half, from nearly 3,000 to less than 1,500. Over \$30 million has been deobligated from expired contracts in the four years this activity has been operating as a business.

### **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 8 provides the estimated contract closeout charges for each organization in Headquarters.

**Table 8: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
Table 8: Contract Closeout			
Board of Contract Appeals	0	0	0
Bonneville Power Administration	0	0	0
Congressional & Intergovernmental Affairs	0	0	0
Counterintelligence	0	2	0
Chief Financial Officer	22	6	22
Economic Impact and Diversity	15	24	19
Energy Efficiency	49	146	45
Environment, Safety, and Health	32	65	73
Energy Information Administration	56	57	52
Environmental Management	38	42	38
Fossil Energy	105	36	101
General Counsel	3	7	4
Hearings and Appeals	0	0	0
International Affairs	0	0	0
Inspector General	6	2	1
Intelligence	0	2	0
Management and Administration	145	106	142
Nuclear Energy	21	26	17
National Nuclear Security Administration:	20	77	20
Defense Programs	12	60	12
Nuclear Nonproliferation	8	17	8
Naval Reactors	0	0	0
Oversight & Performance Assurance	0	0	0
Public Affairs	0	0	0
Contract Reform and Privatization	0	0	0
Policy	15	22	15
Civilian Radioactive Waste Management	2	12	12
Office of the Secretary	0	0	0
Secretary of Energy Advisory Board	0	0	0
Science	0	6	6
Security & Emergency Operations	0	32	0
WAPA/SWPA/SEPA	0	0	0
Worker Transition	1	7	2
<b>Total Working Capital Fund</b>	<b>530</b>	<b>677</b>	<b>569</b>

## Payroll and Personnel

### Description

The three major components of this business in FY 2002 are the processing of the payroll for DOE Federal employees, the operation of the Corporate Human Resources Information System (CHRIS), and Technology-Supported Learning.

**Payroll Processing** prepares civilian payrolls based on authenticated documentation. The business performs the following specific functions:

- # 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.

All related 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.

**Corporate Human Resources Information System (CHRIS)** is being funded by the Working Capital Fund for the first time in FY 2002. This system was developed through the Corporate Management Information Program (CMIP) and has become operational. In FY 2001, CHRIS operations are being funded through the Office of Management and Administration line item in the Departmental Administration appropriation. Management and Administration will continue to pay the costs for Federal salaries and related expenses to operate CHRIS.

**Technology-Supported Learning** is a new activity designed to allow Headquarters program offices to acquire web-based training for employees, saving employee time through training delivery at the desktop and reducing travel and tuition costs. This activity is operating as a pilot through FY 2001, and no specific customer costs have been assumed in these estimates. Rather, it is assumed that program office resources that will be paid for these services are already included in training budgets.

### Board Pricing Policy

Payroll processing and CHRIS operations costs for this business are allocated to each program on the basis of their funded employment levels at the end of the previous fiscal year. Technology-supported learning costs are expected to be billed based on a schedule to be developed in conjunction with vendors.

Table 9 provides the estimated distribution of costs by program customer.

**Table 9: Working Capital Fund Budget by Function**

(dollars in thousands)

	FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
Table 9: Payroll and Personnel			
Board of Contract Appeals	1	1	2
Bonneville Power Administration	0	0	0
Congressional & Intergovernmental Affairs	8	10	17
Counterintelligence	2	5	9
Chief Financial Officer	40	56	95
Economic Impact and Diversity	7	11	18
Energy Efficiency	96	142	239
Environment, Safety, and Health	57	77	131
Energy Information Administration	70	99	167
Environmental Management	412	559	943
Fossil Energy	176	252	426
General Counsel	30	42	71
Hearings and Appeals	8	10	17
International Affairs	11	16	28
Inspector General	50	73	123
Intelligence	8	11	18
Management and Administration	91	130	221
Nuclear Energy	20	29	71
National Nuclear Security Administration:	404	604	1,017
Defense Programs	340	514	865
Nuclear Nonproliferation	27	41	70
Naval Reactors	36	49	82
Oversight & Performance Assurance	3	11	19
Public Affairs	6	8	15
Contract Reform and Privatization	1	1	2
Policy	8	12	20
Civilian Radioactive Waste Management	32	44	76
Office of the Secretary	6	8	13
Secretary of Energy Advisory Board	1	1	3
Science	319	400	674
Security & Emergency Operations	60	85	144
WAPA/SWPA/SEPA	278	400	682
Worker Transition	4	6	10
<b>Total Working Capital Fund</b>	<b>2,208</b>	<b>3,102</b>	<b>5,270</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**

The Board has agreed to remove this business line from the Fund in FY 2001.

Table 10 provides the estimated distribution of FY 2000 costs by program customer.

**Table 10: Working Capital Fund Budget by Function**

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
-------------------	---------------------	---------------------

Table 10: Corporate Executive Information System

Board of Contract Appeals . . . . .	0	N/A	N/A
Bonneville Power Administration . . . . .	0	N/A	N/A
Congressional & Intergovernmental Affairs . . . . .	0	N/A	N/A
Counterintelligence . . . . .	0	N/A	N/A
Chief Financial Officer . . . . .	20	N/A	N/A
Economic Impact and Diversity . . . . .	4	N/A	N/A
Energy Efficiency . . . . .	5	N/A	N/A
Environment, Safety, and Health . . . . .	0	N/A	N/A
Energy Information Administration . . . . .	0	N/A	N/A
Environmental Management . . . . .	4	N/A	N/A
Fossil Energy . . . . .	1	N/A	N/A
General Counsel . . . . .	2	N/A	N/A
Hearings and Appeals . . . . .	1	N/A	N/A
International Affairs . . . . .	1	N/A	N/A
Inspector General . . . . .	3	N/A	N/A
Intelligence . . . . .	0	N/A	N/A
Management and Administration . . . . .	4	N/A	N/A
Nuclear Energy . . . . .	3	N/A	N/A
National Nuclear Security Administration: . . . . .	4	N/A	N/A
Defense Programs . . . . .	1	N/A	N/A
Nuclear Nonproliferation . . . . .	3	N/A	N/A
Naval Reactors . . . . .	0	N/A	N/A
Oversight & Performance Assurance . . . . .	0	N/A	N/A
Public Affairs . . . . .	0	N/A	N/A
Contract Reform and Privatization . . . . .	0	N/A	N/A
Policy . . . . .	0	N/A	N/A
Civilian Radioactive Waste Management . . . . .	0	N/A	N/A
Office of the Secretary . . . . .	0	N/A	N/A
Secretary of Energy Advisory Board . . . . .	0	N/A	N/A
Science . . . . .	5	N/A	N/A
Security & Emergency Operations . . . . .	2	N/A	N/A
WAPA/SWPA/SEPA . . . . .	0	N/A	N/A
Worker Transition . . . . .	0	N/A	N/A
<b>Total Working Capital Fund . . . . .</b>	<b>59</b>	<b>N/A</b>	<b>N/A</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 this business line.

There are approximately 12,000 telephone connections in DOE Headquarters. This reflects a reduction of 26% from the nearly 16,000 connections that were in place in FY 1996, before the Fund was implemented. Telephone usage, as measured by the average number of calls per month, declined 23% from FY 1996 to FY 2000.

## 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 from FY 2001 to FY 2002 reflect savings effected by business line staff through consolidation of the telephone exchanges of the Forrestal and L'Enfant Plaza facilities.

Table 11 provides the estimated telephone charges for each organization in Headquarters.

**Table 11: Working Capital Fund Budget by Function**

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/4
-------------------	----------------------------------	---------------------------------

Table 11: Telephones

Board of Contract Appeals . . . . .	7	7	7
Bonneville Power Administration . . . . .	14	14	13
Congressional & Intergovernmental Affairs . . . . .	58	58	56
Counterintelligence . . . . .	59	55	53
Chief Financial Officer . . . . .	261	259	250
Economic Impact and Diversity . . . . .	50	50	48
Energy Efficiency . . . . .	498	491	475
Environment, Safety, and Health . . . . .	362	359	346
Energy Information Administration . . . . .	609	576	559
Environmental Management . . . . .	632	617	597
Fossil Energy . . . . .	264	263	254
General Counsel . . . . .	180	182	175
Hearings and Appeals . . . . .	41	41	39
International Affairs . . . . .	86	84	81
Inspector General . . . . .	143	152	147
Intelligence . . . . .	44	54	52
Management and Administration . . . . .	883	887	855
Nuclear Energy . . . . .	150	147	142
National Nuclear Security Administration: . . . . .	926	882	852
Defense Programs . . . . .	446	452	435
Nuclear Nonproliferation . . . . .	341	298	289
Naval Reactors . . . . .	138	132	127
Oversight & Performance Assurance . . . . .	36	36	34
Public Affairs . . . . .	46	46	44
Contract Reform and Privatization . . . . .	7	7	6
Policy . . . . .	48	47	45
Civilian Radioactive Waste Management . . . . .	137	136	132
Office of the Secretary . . . . .	71	72	70
Secretary of Energy Advisory Board . . . . .	10	10	9
Science . . . . .	374	374	360
Security & Emergency Operations . . . . .	966	966	931
WAPA/SWPA/SEPA . . . . .	10	10	10
Worker Transition . . . . .	34	34	33
<b>Total Working Capital Fund . . . . .</b>	<b>7,007</b>	<b>6,914</b>	<b>6,676</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 8,100 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.
- # Starting in FY 2001, DOEnet charges are included in the Fund. The DOEnet is a centrally managed Wide Area Network designed to support DOE corporate systems and carry business sensitive data to users throughout the DOE community. DOEnet currently provides connectivity to 38 sites, each adhering to a uniform connection policy to ensure a level of security. The annualized cost is estimated to be \$3.1 million.

### Board Pricing Policy

For services being provided in FY 2000, 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.

For the DOE Corporate Network Services provided starting in FY 2001, the Board adopted a multistage pricing policy. Initially, all DOE elements will be billed for services based on Federal employee population. However, during early FY 2001, it is expected that this pricing algorithm will be replaced by a usage-based algorithm that is under development. The estimates included in this budget assume that customer organizations continue to use services at the levels associated with the population-based formula, but there may be significant changes once usage patterns can be documented.

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

**Table 12: Working Capital Fund Budget by Function**

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 12: Networking

Board of Contract Appeals . . . . .	0	0	0
Bonneville Power Administration . . . . .	0	0	0
Congressional & Intergovernmental Affairs . . . . .	15	26	26
Counterintelligence . . . . .	13	15	15
Chief Financial Officer . . . . .	155	210	210
Economic Impact and Diversity . . . . .	24	34	34
Energy Efficiency . . . . .	277	404	404
Environment, Safety, and Health . . . . .	249	335	335
Energy Information Administration . . . . .	2	102	102
Environmental Management . . . . .	323	960	960
Fossil Energy . . . . .	143	397	397
General Counsel . . . . .	95	138	138
Hearings and Appeals . . . . .	26	38	38
International Affairs . . . . .	43	59	59
Inspector General . . . . .	86	158	158
Intelligence . . . . .	0	10	10
Management and Administration . . . . .	505	635	635
Nuclear Energy . . . . .	95	125	125
National Nuclear Security Administration: . . . . .	406	950	950
Defense Programs . . . . .	308	768	768
Nuclear Nonproliferation . . . . .	98	130	130
Naval Reactors . . . . .	0	52	52
Oversight & Performance Assurance . . . . .	14	24	24
Public Affairs . . . . .	17	25	25
Contract Reform and Privatization . . . . .	7	9	9
Policy . . . . .	25	36	36
Civilian Radioactive Waste Management . . . . .	107	153	153
Office of the Secretary . . . . .	21	29	29
Secretary of Energy Advisory Board . . . . .	7	8	8
Science . . . . .	277	692	692
Security & Emergency Operations . . . . .	301	386	386
WAPA/SWPA/SEPA . . . . .	0	402	402
Worker Transition . . . . .	18	23	23
<b>Total Working Capital Fund . . . . .</b>	<b>3,253</b>	<b>6,385</b>	<b>6,385</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, and 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. During FY 2000, the Board approved a more flexible training fee schedule, providing customers with additional options.

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

- # 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.
- # 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.
- # 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 completes this second component.

Table 13 provides the estimated desktop charges for each organization in Headquarters.

**Table 13: Working Capital Fund Budget by Function**

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 13: Desktop Support

Board of Contract Appeals . . . . .	3	3	3
Bonneville Power Administration . . . . .	0	0	0
Congressional & Intergovernmental Affairs . . . . .	16	16	16
Counterintelligence . . . . .	4	4	4
Chief Financial Officer . . . . .	64	71	71
Economic Impact and Diversity . . . . .	6	5	5
Energy Efficiency . . . . .	116	113	113
Environment, Safety, and Health . . . . .	56	57	57
Energy Information Administration . . . . .	10	5	5
Environmental Management . . . . .	121	121	121
Fossil Energy . . . . .	131	132	132
General Counsel . . . . .	32	35	35
Hearings and Appeals . . . . .	8	8	8
International Affairs . . . . .	12	13	13
Inspector General . . . . .	46	44	44
Intelligence . . . . .	19	19	19
Management and Administration . . . . .	180	165	165
Nuclear Energy . . . . .	23	30	30
National Nuclear Security Administration: . . . . .	161	154	154
Defense Programs . . . . .	65	67	67
Nuclear Nonproliferation . . . . .	95	87	87
Naval Reactors . . . . .	1	0	0
Oversight & Performance Assurance . . . . .	2	2	2
Public Affairs . . . . .	15	16	16
Contract Reform and Privatization . . . . .	0	0	0
Policy . . . . .	25	24	24
Civilian Radioactive Waste Management . . . . .	34	30	30
Office of the Secretary . . . . .	8	9	9
Secretary of Energy Advisory Board . . . . .	1	1	1
Science . . . . .	73	65	65
Security & Emergency Operations . . . . .	277	284	284
WAPA/SWPA/SEPA . . . . .	0	0	0
Worker Transition . . . . .	7	8	8
<b>Total Working Capital Fund . . . . .</b>	<b>1,449</b>	<b>1,434</b>	<b>1,434</b>

## Working Capital Fund Estimates by Customer

### Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 1: Office of the Secretary

Supply .....	20	20	20
Mail .....	13	14	16
Copying Service .....	97	21	21
Printing & Graphics .....	58	58	58
Building Occupancy .....	717	632	639
Telephones .....	71	72	70
Desktop .....	8	9	9
Network .....	21	29	29
Contract Closeout .....	0	0	0
Payroll and Personnel .....	6	8	13
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>1,013</b>	<b>863</b>	<b>875</b>

### Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 2: Board of Contract Appeals

Supply .....	1	1	1
Mail .....	0	0	0
Copying Service .....	1	1	1
Printing & Graphics .....	6	6	6
Building Occupancy .....	165	215	220
Telephones .....	7	7	7
Desktop .....	3	3	3
Network .....	0	0	0
Contract Closeout .....	0	0	0
Corporate Executive Information System .....	0	N/A	N/A
Payroll and Personnel .....	1	1	2
<b>Total Working Capital Fund .....</b>	<b>184</b>	<b>235</b>	<b>240</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 3: Bonneville Power Administration

Supply .....	4	4	4
Mail .....	10	10	13
Copying Service .....	2	2	2
Printing & Graphics .....	32	32	32
Building Occupancy .....	108	94	95
Telephones .....	14	14	13
Desktop .....	0	0	0
Network .....	0	0	0
Contract Closeout .....	0	0	0
Payroll and Personnel .....	0	0	0
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>169</b>	<b>155</b>	<b>159</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 4: Chief Financial Officer

Supply .....	105	105	105
Mail .....	74	75	86
Copying Service .....	126	106	106
Printing & Graphics .....	169	170	170
Building Occupancy .....	1,753	1,707	1,823
Telephones .....	261	259	250
Desktop .....	64	71	71
Network .....	155	210	210
Contract Closeout .....	22	6	22
Payroll and Personnel .....	40	56	95
Corporate Executive Information System .....	20	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>2,787</b>	<b>2,765</b>	<b>2,938</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 5: Civilian Radioactive Waste

Supply .....	26	26	26
Mail .....	11	11	22
Copying Service .....	22	23	23
Printing & Graphics .....	55	55	55
Building Occupancy .....	1,043	903	914
Telephones .....	137	136	132
Desktop .....	34	30	30
Network .....	107	153	153
Contract Closeout .....	2	12	12
Payroll and Personnel .....	32	44	76
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>1,468</b>	<b>1,394</b>	<b>1,444</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 6: Congressional And Intergovernmental Affairs

Supply .....	20	20	20
Mail .....	27	26	32
Copying Service .....	26	27	27
Printing & Graphics .....	9	9	9
Building Occupancy .....	560	490	495
Telephones .....	58	58	56
Desktop .....	16	16	16
Network .....	15	26	26
Contract Closeout .....	0	0	0
Payroll and Personnel .....	8	10	17
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>739</b>	<b>683</b>	<b>698</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
	Rev 12/14	Rev 12/14

Table 7: Contract Reform and Privatization

Supply .....	3	3	3
Mail .....	10	10	14
Copying Service .....	4	4	4
Printing & Graphics .....	1	2	2
Building Occupancy .....	129	119	121
Telephones .....	7	7	6
Desktop .....	0	0	0
Network .....	7	9	9
Contract Closeout .....	0	0	0
Payroll and Personnel .....	1	1	2
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>164</b>	<b>154</b>	<b>161</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
	Rev 12/14	Rev 12/14

Table 8: Counterintelligence

Supply .....	31	31	31
Mail .....	17	16	25
Copying Service .....	26	19	19
Printing & Graphics .....	39	39	39
Building Occupancy .....	661	598	605
Telephones .....	59	55	53
Desktop .....	4	4	4
Network .....	13	15	15
Contract Closeout .....	0	2	0
Payroll and Personnel .....	2	5	9
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>853</b>	<b>784</b>	<b>800</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
	Rev 12/14	Rev 12/14

Table 9: Defense Programs

Supply .....	237	237	237
Mail .....	28	28	37
Copying Service .....	123	130	130
Printing & Graphics .....	122	122	122
Building Occupancy .....	3,393	3,081	3,152
Telephones .....	446	452	435
Desktop .....	65	67	67
Network .....	308	768	768
Contract Closeout .....	12	60	12
Payroll and Personnel .....	340	514	865
Corporate Executive Information System .....	1	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>5,076</b>	<b>5,459</b>	<b>5,826</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
	Rev 12/14	Rev 12/14

Table 10: Economic Impact and Diversity

Supply .....	29	29	29
Mail .....	42	42	51
Copying Service .....	59	47	47
Printing & Graphics .....	39	39	39
Building Occupancy .....	487	425	431
Telephones .....	50	50	48
Desktop .....	6	5	5
Network .....	27	34	34
Contract Closeout .....	15	24	19
Payroll and Personnel .....	7	11	18
Corporate Executive Information System .....	4	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>763</b>	<b>705</b>	<b>720</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 11: Energy Efficiency

Supply .....	238	238	238
Mail .....	147	140	141
Copying Service .....	177	177	177
Printing & Graphics .....	305	305	305
Building Occupancy .....	4,085	3,624	3,665
Telephones .....	498	491	475
Desktop .....	116	113	113
Network .....	277	404	404
Contract Closeout .....	49	146	45
Payroll and Personnel .....	96	142	239
Corporate Executive Information System .....	5	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>5,993</b>	<b>5,779</b>	<b>5,801</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 12: Energy Information Administration

Supply .....	190	190	190
Mail .....	197	202	186
Copying Service .....	187	193	193
Printing & Graphics .....	682	730	730
Building Occupancy .....	5,331	5,020	5,092
Telephones .....	609	576	559
Desktop .....	10	5	5
Network .....	2	102	102
Contract Closeout .....	56	57	52
Payroll and Personnel .....	70	99	167
<b>Total Working Capital Fund .....</b>	<b>7,332</b>	<b>7,174</b>	<b>7,276</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 13: Environmental Management

Supply .....	248	248	248
Mail .....	61	62	77
Copying Service .....	278	274	274
Printing & Graphics .....	154	154	154
Building Occupancy .....	4,477	4,775	4,216
Telephones .....	632	617	597
Desktop .....	121	121	121
Network .....	323	960	960
Contract Closeout .....	38	42	38
Payroll and Personnel .....	412	559	943
Corporate Executive Information System .....	4	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>6,748</b>	<b>7,812</b>	<b>7,628</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 14: Environmental Safety and Health

Supply .....	157	157	157
Mail .....	48	46	64
Copying Service .....	163	116	116
Printing & Graphics .....	83	83	83
Building Occupancy .....	3,227	3,199	3,163
Telephones .....	362	359	346
Desktop .....	56	57	57
Network .....	249	335	335
Contract Closeout .....	32	65	73
Payroll and Personnel .....	57	77	131
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>4,433</b>	<b>4,494</b>	<b>4,525</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
	Rev 12/14	Rev 12/14

Table 15: Office Fossil Energy

Supply .....	122	122	122
Mail .....	39	39	56
Copy Service .....	102	107	107
Printing and Graphics .....	140	140	140
Building Occupancy .....	1,916	1,730	1,778
Phone .....	264	263	254
Desktop .....	131	132	132
Network .....	143	397	397
Contract Closeout .....	105	36	101
Payroll and Personnel .....	176	252	426
Corporate Executive Information System .....	1	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>3,138</b>	<b>3,218</b>	<b>3,513</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
	Rev 12/14	Rev 12/14

Table 16: General Counsel

Supply .....	63	63	63
Mail .....	27	27	34
Copy Service .....	91	33	33
Printing and Graphics .....	163	163	163
Building Occupancy .....	2,292	2,013	2,034
Phone .....	180	182	175
Desktop .....	32	35	35
Network .....	95	138	138
Contract Closeout .....	3	7	4
Payroll and Personnel .....	30	42	71
Corporate Executive Information System .....	2	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>2,976</b>	<b>2,702</b>	<b>2,750</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 17: Hearing and Appeals

Supply .....	13	13	13
Mail .....	18	18	19
Copy Service .....	9	10	10
Printing and Graphics .....	109	109	109
Building Occupancy .....	635	790	807
Phone .....	41	41	39
Desktop .....	8	8	8
Network .....	26	38	38
Contract Closeout .....	0	0	0
Payroll and Personnel .....	8	10	17
Corporate Executive Information System .....	1	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>866</b>	<b>1,038</b>	<b>1,061</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 18: Inspector General

Supply .....	41	41	41
Mail .....	36	37	41
Copy Service .....	31	29	29
Printing and Graphics .....	56	56	56
Building Occupancy .....	1,324	1,174	1,200
Phone .....	143	152	147
Desktop .....	46	44	44
Network .....	86	158	158
Contract Closeout .....	6	2	1
Payroll and Personnel .....	50	73	123
Corporate Executive Information System .....	3	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>1,821</b>	<b>1,766</b>	<b>1,840</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 19: Intelligence

Supply .....	20	20	20
Mail .....	14	14	18
Copy Service .....	26	27	27
Printing and Graphics .....	4	4	4
Building Occupancy .....	1,031	907	917
Phone .....	44	54	52
Desktop .....	19	19	19
Network .....	0	10	10
Contract Closeout .....	0	2	0
Payroll and Personnel .....	8	11	18
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>1,166</b>	<b>1,069</b>	<b>1,086</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 20: International Affairs

Supply .....	47	47	47
Mail .....	27	29	24
Copy Service .....	26	18	18
Printing and Graphics .....	8	8	8
Building Occupancy .....	663	656	647
Phone .....	86	84	81
Desktop .....	12	13	13
Network .....	44	59	59
Contract Closeout .....	0	0	0
Payroll and Personnel .....	11	16	28
Corporate Executive Information System .....	1	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>926</b>	<b>930</b>	<b>925</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 21: Management and Administration

Supply .....	368	368	368
Mail .....	369	367	406
Copy Service .....	418	370	370
Printing and Graphics .....	497	498	498
Building Occupancy .....	8,952	8,197	8,478
Phone .....	883	887	855
Desktop .....	180	165	165
Network .....	505	635	635
Contract Closeout .....	145	106	142
Payroll and Personnel .....	91	130	221
Corporate Executive Information System .....	4	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>12,414</b>	<b>11,723</b>	<b>12,138</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 22: Naval Reactors

Supply .....	6	6	6
Mail .....	0	0	0
Copy Service .....	1	0	0
Printing and Graphics .....	15	16	16
Building Occupancy .....	447	487	2
Phone .....	138	132	127
Desktop .....	1	0	0
Network .....	0	52	52
Contract Closeout .....	0	0	0
Payroll and Personnel .....	36	49	82
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>644</b>	<b>742</b>	<b>286</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 23: Nuclear Energy

Supply .....	44	44	44
Mail .....	41	39	47
Copy Service .....	60	57	57
Printing and Graphics .....	59	59	59
Building Occupancy .....	794	968	1,055
Phone .....	150	147	142
Desktop .....	23	30	30
Network .....	95	125	125
Contract Closeout .....	21	26	17
Payroll and Personnel .....	20	29	71
Corporate Executive Information System .....	3	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>1,309</b>	<b>1,525</b>	<b>1,647</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 24: Nuclear Nonproliferation

Supply .....	95	95	95
Mail .....	40	43	59
Copy Service .....	136	138	138
Printing and Graphics .....	147	148	148
Building Occupancy .....	2,676	2,491	2,590
Phone .....	341	298	289
Desktop .....	95	87	87
Network .....	98	130	130
Contract Closeout .....	8	17	8
Payroll and Personnel .....	27	41	70
Corporate Executive Information System .....	3	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>3,667</b>	<b>3,489</b>	<b>3,615</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 25: Oversight and Performance

Supply .....	22	22	22
Mail .....	14	13	16
Copy Service .....	27	29	29
Printing and Graphics .....	23	23	23
Building Occupancy .....	151	261	290
Phone .....	37	36	34
Desktop .....	2	2	2
Network .....	14	24	24
Contract Closeout .....	0	0	0
Payroll and Personnel .....	3	11	19
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>292</b>	<b>420</b>	<b>458</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 26: Policy

Supply .....	19	19	19
Mail .....	22	20	26
Copy Service .....	21	17	17
Printing and Graphics .....	33	34	34
Building Occupancy .....	635	453	462
Phone .....	48	47	45
Desktop .....	25	24	24
Network .....	25	36	36
Contract Closeout .....	15	22	15
Payroll and Personnel .....	8	12	20
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>852</b>	<b>684</b>	<b>699</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 27: Public Affairs

Supply .....	32	32	32
Mail .....	35	35	43
Copy Service .....	228	218	218
Printing and Graphics .....	86	86	86
Building Occupancy .....	423	371	375
Phone .....	46	46	44
Desktop .....	15	16	16
Network .....	17	25	25
Contract Closeout .....	0	0	0
Payroll and Personnel .....	6	8	15
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>888</b>	<b>837</b>	<b>855</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 28: Science

Supply .....	202	202	202
Mail .....	77	81	83
Copy Service .....	86	86	86
Printing and Graphics .....	123	123	123
Building Occupancy .....	1,897	1,933	2,112
Phone .....	374	374	360
Desktop .....	73	65	65
Network .....	277	692	692
Contract Closeout .....	0	6	6
Payroll and Personnel .....	319	400	674
Corporate Executive Information System .....	5	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>3,433</b>	<b>3,962</b>	<b>4,404</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 29: Secretary of Energy Advisory Board

Supply .....	5	5	5
Mail .....	13	13	18
Copy Service .....	13	11	11
Printing and Graphics .....	31	31	31
Building Occupancy .....	147	130	131
Phone .....	10	10	9
Desktop .....	1	1	1
Network .....	7	8	8
Contract Closeout .....	0	0	0
Payroll and Personnel .....	1	1	3
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>228</b>	<b>210</b>	<b>217</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 30: Security and Emergency Operations

Supply .....	341	341	341
Mail .....	154	152	168
Copy Service .....	130	115	115
Printing and Graphics .....	124	125	125
Building Occupancy .....	7,779	7,277	7,586
Phone .....	966	966	931
Desktop .....	277	284	284
Network .....	301	386	386
Contract Closeout .....	0	32	0
Payroll and Personnel .....	60	85	144
Corporate Executive Information System .....	2	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>10,134</b>	<b>9,763</b>	<b>10,080</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 31: WAPA/SWPA/SEPA

Supply .....	2	2	2
Mail .....	10	10	13
Copy Service .....	0	0	0
Printing and Graphics .....	52	52	52
Building Occupancy .....	116	100	101
Phone .....	10	10	10
Desktop .....	0	0	0
Network .....	0	402	402
Contract Closeout .....	0	0	0
Payroll and Personnel .....	278	400	682
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>469</b>	<b>976</b>	<b>1,262</b>

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

(dollars in thousands)

FY 2000 Actual	FY 2001 Estimate Rev 12/14	FY 2002 Estimate Rev 12/14
-------------------	----------------------------------	----------------------------------

Table 32: Workers Transition

Supply .....	9	9	9
Mail .....	16	16	20
Copy Service .....	14	14	14
Printing and Graphics .....	6	6	6
Building Occupancy .....	298	262	256
Phone .....	34	34	33
Desktop .....	7	8	8
Network .....	18	23	23
Contract Closeout .....	1	7	2
Payroll and Personnel .....	4	6	10
Corporate Executive Information System .....	0	N/A	N/A
<b>Total Working Capital Fund .....</b>	<b>407</b>	<b>386</b>	<b>381</b>