

Working Capital Fund

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Program Mission

The Working Capital Fund (Fund) is a financial management tool for improving the financing and delivery of a range of common administrative services. Pricing policy and oversight are vested in a Board appointed by the Deputy Secretary. 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 and market-like incentives for both customers and suppliers.

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.

Fund businesses maintain performance based five-year plans that inform the budget and alert the Board of the need to change pricing policies. Each quarter the Fund manager reviews financial and business performance, culminating in an Annual Report that analyzes financial measures of the Fund in addition to each business's performance against its published standards. This rigorous approach to management and governance by a customer board has allowed Fund businesses to reduce the Department's costs by \$120 million in 1996 dollars in seven years of operations, while earning net income of \$2.5 million on \$594 million in cumulative sales.

WCF Business Line Accomplishments

FY 2003 was the seventh year of the Working Capital Fund. Its operations are valued by customers, serve the Department, and remain within the fiscal and policy guidelines established by the Board and by congressional committees. The Fund Manager's FY 2003 Annual Report documented \$0.6 million earnings in excess of expenses, and for the first seven years of operations, we reported net earnings of \$2.5 million, or 0.4% of customer billings. Although net earnings for individual business lines have fluctuated between profit and loss over the years, the DOE has maintained its goal of break-even operations.

The Fund has reported efficiency and effectiveness performance metrics since its inception, to document its continuous efforts to provide program customers with the best goods and services possible. Since the customers for the outputs of Fund businesses are the Department's program organizations, rather than individual citizens, most of the plans and measures of the Fund are not included in the Results Act documentation of the Department.

Fund businesses use a "balanced scorecard" approach to both five-year business planning and to annual performance reporting. We believe good businesses should pay attention to the four corners of their business structure; namely, customers, financial performance, internal processes, and knowledge management including human capital and information systems. Performance baselines often include data recorded before the inception of the Fund seven years ago. In

addition to specific goals for each scorecard item, the businesses describe strategies to improve resource utilization and accomplish their objectives. Plans are expected to be updated annually and are available on the web at www.ma.mbe.doe.gov/wcf.

The Department continues to examine ways of using the Working Capital Fund to gain greater management efficiencies. A new business line has been established to finance the Project Management Career Development Program (PMCDP). Also as a result of recent Board decisions, the Department has expanded several businesses of the fund for FY 2004 and FY2005;

- The Telephone Services Business line will now include cell phones and other electronic communication devices;
- The Procurement Services Business (formerly Contract Closeout) now includes a Purchase Card Surveillance segment designed to provide more oversight of the use of purchase cards by both Federal and contractor employees;
- The Corporate Training Services Business (formerly On-line Learning Center) has been expanded to include a Training Delivery and Services segment to finance professional skills development courses.

The Fund continues to help Departmental Management with emerging issues like payroll outsourcing, the DOE wide area network, building modernizations, project management training, computer-based learning, and mail threats after September 11, 2001, and the shift away from paper intensive systems. At the same time, the Fund has allowed businesses to close; including the Executive Information System, Desktop Training, and the original Supply business.

Recent business line accomplishments include:

- The Project Management Career Development Program is a new business designed to allow DOE to satisfy its stakeholders that DOE projects are well managed.
- The Payroll business successfully outsourced DOE payroll operations to the Defense Finance and Accounting Service, thereby becoming the first agency to successfully migrate to a designated payroll provider under this Administration initiative.
- The Mail Business was recognized by both the Postal Service and the Government Services Administration for its leadership role in improving mail security.
- The Copy business initiated the digitization business segment to help the Department move away from hard copy storage.
- The Printing and Graphics business streamlined the process to acquire printing services.
- The Building Occupancy business continued to implement the building improvement program in support of the Secretary's goal of making DOE the employer of choice. It also received the prestigious GSA Award for Real Property Innovation in addition to other awards for achieving a 41% reduction in energy consumption at the Germantown complex. Total reduction was 34% at Headquarters.
- Both the Telephone and the Network businesses modernized their infrastructure while continuing high levels of reliability.

- The CHRIS business moved the DOE further along the spectrum of automated personnel support in furtherance of e-government initiatives.
- The Contract Closeout business line continued to exceed its targets for completing action on expired instruments.

Working Capital Fund: Business Line Budgets

Table 1 summarizes projected customer billings by business line. These billings are the result of pricing policies established and amended by the WCF Board. For example, the FY 2004 and FY 2005 budgets for Telephone and Network infrastructure were increased as a result of May 2003 Board decisions, with an offsetting pricing reduction for DOENET services. The Board also analyzed the capital plan for the Building Occupancy business as a possible source for offsets against projected GSA rental increases and the Board established the pricing methodologies for the PMCDP business line. Board decisions are documented in time for programs to prepare their corporate budgets and are reflected in these estimates.

Table 2 summarizes costs by customer organization. Estimates represent the best projections currently available, but are subject to change based on customer decision regarding the mix, level, and source of services employed to support mission programs. These estimates provide an early warning to programs of potential costs if these programs continue to consume goods and services consistent with the past. 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. Fund management cooperates fully with customer efforts to reduce costs.

This section includes a description of each business line, its approved pricing policy, and selected performance measures. Tables 3 through 15 display revised cost estimates for FY 2003-FY 2005 provided for each business line.

Table 1
Working Capital Fund Budget by Business Line ^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|--|-------------------|---------------------|---------------------|
| Supplies | 2,421 | 2,484 | 2,484 |
| Mail Services..... | 2,569 | 2,642 | 2,772 |
| Photocopying..... | 2,369 | 2,481 | 2,485 |
| Printing and Graphics | 2,762 | 2,905 | 2,993 |
| Building Occupancy..... | 58,931 | 62,102 | 64,289 |
| Telephones..... | 6,519 | 8,338 | 8,338 |
| Desktop..... | 1,134 | 1,211 | 1,211 |
| Networking..... | 6,237 | 5,920 | 5,920 |
| Procurement Management (Contract Closeout)..... | 819 | 1,254 | 1,025 |
| Payroll and Personnel..... | 3,533 | 4,270 | 4,070 |
| Corporate Training Services (Online Learning Center) | 342 | 643 | 643 |
| Project Management Career Development Program..... | 0 | 2,500 | 1,000 |
| Total, Working Capital Fund..... | 87,636 | 96,750 | 97,230 |

^a Numbers may not add due to rounding.

Table 2
Working Capital Fund Budget by Program Organization^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|--|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 236 | 244 | 107 |
| Bonneville Power Administration | 216 | 198 | 203 |
| Congressional & Intergovernmental Affairs | 662 | 698 | 735 |
| Counterintelligence..... | 825 | 1,093 | 1,115 |
| Departmental Representative to the DNFSB..... | 0 | 123 | 126 |
| Energy Assurance..... | 446 | 417 | 421 |
| Economic Impact and Diversity | 712 | 753 | 785 |
| Energy Efficiency | 6,107 | 6,111 | 6,229 |
| Environment, Safety, and Health..... | 4,032 | 4,545 | 4,852 |
| Energy Information Administration..... | 7,215 | 7,191 | 7,413 |
| Environmental Management | 6,170 | 7,478 | 6,973 |
| Fossil Energy..... | 3,296 | 3,794 | 3,699 |
| General Counsel..... | 2,505 | 2,678 | 2,775 |
| Hearings and Appeals..... | 859 | 888 | 819 |
| Chief Information Officer..... | 3,967 | 4,677 | 4,805 |
| Inspector General..... | 1,648 | 1,500 | 1,556 |
| Intelligence..... | 2,204 | 2,093 | 2,132 |
| Management Budget and Evaluation ^b | 14,211 | 15,039 | 15,393 |
| Nuclear Energy | 1,612 | 2,237 | 2,237 |
| National Nuclear Security Administration: | 14,698 | 16,511 | 16,224 |
| Naval Reactors..... | 166 | 171 | 168 |
| Oversight & Performance Assurance..... | 585 | 615 | 624 |
| Public Affairs | 833 | 1,018 | 1,039 |
| Policy and International Affairs | 1,556 | 1,669 | 1,708 |
| Civilian Radioactive Waste Management..... | 1,320 | 1,483 | 1,466 |
| Office of the Secretary | 818 | 926 | 947 |
| Secretary of Energy Advisory Board..... | 218 | 228 | 236 |
| Science..... | 3,885 | 4,838 | 4,667 |
| Security | 5,128 | 5,830 | 6,032 |
| Office of Electric Transmission & Distribution | 0 | 321 | 387 |
| WAPA/SWPA/SEPA | 1,128 | 975 | 937 |
| Worker Transition..... | 328 | 398 | 411 |
| Field Offices | 47 | 10 | 7 |
| Total, Working Capital Fund..... | 87,636 | 96,750 | 97,230 |

^a Numbers may not add due to rounding.

^b \$135,000 was billed to ME for overhead support to the Fund Manager outside of Fund businesses.

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 specialty 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.

This business is operated by Paper Clips, the office supply store name assigned by Winston-Salem Industries for the Blind, an affiliate of the National Industries for the Blind (NIB). Paper Clips operates the DOE supply stores as a commercial operation. Paper Clips is paid only for the supplies purchased by DOE employees.

Board Pricing Policy

Each organization pays for supplies purchased by its employees.

Table 3 provides the estimated supplies charges for each organization in Headquarters. It is assumed that consumption levels in FY 2004 and FY 2005 will remain relatively constant at FY 2003 levels.

Table 3
Working Capital Fund Budget by Supply Business Line^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|---|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 0 | 0 | 0 |
| Bonneville Power Administration..... | 2 | 2 | 2 |
| Congressional & Intergovernmental Affairs..... | 15 | 15 | 15 |
| Counterintelligence..... | 27 | 27 | 27 |
| Departmental Representative to the DNFSB..... | 0 | 23 | 23 |
| Energy Assurance..... | 36 | 36 | 36 |
| Economic Impact and Diversity..... | 22 | 22 | 22 |
| Energy Efficiency..... | 227 | 227 | 227 |
| Environment, Safety, and Health..... | 74 | 74 | 74 |
| Energy Information Administration..... | 178 | 178 | 178 |
| Environmental Management..... | 157 | 157 | 157 |
| Fossil Energy..... | 109 | 109 | 109 |
| General Counsel..... | 52 | 52 | 52 |
| Hearings and Appeals..... | 4 | 4 | 4 |
| Chief Information Officer..... | 105 | 105 | 105 |
| Inspector General..... | 34 | 34 | 34 |
| Intelligence..... | 29 | 29 | 29 |
| Management Budget and Evaluation ^b | 349 | 349 | 349 |
| Nuclear Energy..... | 54 | 54 | 54 |
| National Nuclear Security Administration:..... | 356 | 356 | 356 |
| Naval Reactors..... | 0 | 0 | 0 |
| Oversight & Performance Assurance..... | 31 | 31 | 31 |
| Public Affairs..... | 13 | 13 | 13 |
| Policy and International Affairs..... | 54 | 54 | 54 |
| Civilian Radioactive Waste Management..... | 37 | 37 | 37 |
| Office of the Secretary..... | 22 | 22 | 22 |
| Secretary of Energy Advisory Board..... | 3 | 3 | 3 |
| Science..... | 193 | 193 | 193 |
| Security..... | 235 | 235 | 235 |
| Office of Electric Transmission & Distribution..... | 0 | 40 | 40 |
| WAPA/SWPA/SEPA..... | 1 | 1 | 1 |
| Worker Transition..... | 3 | 3 | 3 |
| Field Offices..... | 0 | 0 | 0 |
| Total, Working Capital Fund..... | 2,422 | 2,484 | 2,484 |

^a Numbers may not add due to rounding.

^b \$135,000 was billed to Management, Budget and Evaluation for overhead support to the Fund Manager unrelated to the businesses below.

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. In response to the risk of terrorism, the business line implemented various processes for sanitizing and testing mail against bio-terrorist attacks.

Board Pricing Policy

The Working Capital Fund Board adopted a new Mail pricing policy at its December 11, 2002 meeting. Based on this new policy, Mail service pricing has multiple components:

- Offices pay the actual dollar cost for outgoing United States Postal Service mail and for Federal Express or other special mail; Offices pay for internal mail distribution based on the number of mail stops based on Board approved funding levels of \$1,313,000 (FY 2003) and \$1,418,000 (FY 2004/5);
- Offices pay for Mail Security (\$149,000/year) based on their percentages of incoming USPS mail over the previous six-month period;
- Offices pay for Express Mail Labor based on their percentage of the total volume of incoming and outgoing special mail during the preceding six-month period;
- Offices pay for USPS Outgoing labor based on their percentage of actual outgoing mail for the prior six months; and
- Offices pay for specified special services on a negotiated basis.

Small increases in estimates are related to increased support contractor costs.

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

Table 4
Working Capital Fund Budget by Mail Services Business Line^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|--|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 0 | 0 | 0 |
| Bonneville Power Administration | 13 | 13 | 14 |
| Congressional & Intergovernmental Affairs | 39 | 42 | 44 |
| Counterintelligence..... | 34 | 39 | 39 |
| Departmental Representative to the DNFSB..... | 0 | 13 | 14 |
| Energy Assurance..... | 21 | 16 | 17 |
| Economic Impact and Diversity | 53 | 59 | 62 |
| Energy Efficiency | 257 | 282 | 283 |
| Environment, Safety, and Health..... | 86 | 58 | 60 |
| Energy Information Administration..... | 320 | 326 | 333 |
| Environmental Management | 55 | 57 | 60 |
| Fossil Energy..... | 47 | 50 | 52 |
| General Counsel..... | 42 | 51 | 53 |
| Hearings and Appeals..... | 17 | 17 | 18 |
| Chief Information Officer..... | 55 | 56 | 60 |
| Inspector General..... | 45 | 46 | 48 |
| Intelligence..... | 80 | 81 | 82 |
| Management Budget and Evaluation..... | 614 | 645 | 674 |
| Nuclear Energy | 43 | 35 | 46 |
| National Nuclear Security Administration: | 232 | 226 | 232 |
| Naval Reactors | 3 | 0 | 0 |
| Oversight & Performance Assurance..... | 20 | 22 | 23 |
| Public Affairs | 54 | 50 | 53 |
| Policy and International Affairs | 57 | 58 | 62 |
| Civilian Radioactive Waste Management..... | 17 | 18 | 19 |
| Office of the Secretary | 26 | 30 | 31 |
| Secretary of Energy Advisory Board..... | 18 | 21 | 22 |
| Science..... | 104 | 108 | 110 |
| Security | 180 | 174 | 209 |
| Office of Electric Transmission & Distribution | 0 | 13 | 14 |
| WAPA/SWPA/SEPA | 13 | 13 | 14 |
| Worker Transition..... | 22 | 22 | 23 |
| Field Offices | 0 | 0 | 0 |
| Total, Working Capital Fund..... | 2,569 | 2,642 | 2,772 |

^a Numbers may not add due to rounding.

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.
- Centralized (Walk-up) Photocopy Rooms.
- Dedicated (Customer-Assigned) Photocopiers including needs assessment analysis to determine workload and most appropriate equipment.
- Digital document management including optical scanning of paper copy documents and storage on disk.

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 and has stabilized in recent years. Currently, DO HQ photocopies at an annualized rate of 44 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 digitization, the initial plan is to use negotiated agreements on a per-page basis to cover the costs of this business segment.

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

Table 5
Working Capital Fund Budget by Photocopy Business Line^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|---|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 0 | 5 | 5 |
| Bonneville Power Administration..... | 1 | 5 | 5 |
| Congressional & Intergovernmental Affairs..... | 22 | 26 | 26 |
| Counterintelligence..... | 18 | 24 | 24 |
| Departmental Representative to the DNFSB..... | 0 | 3 | 3 |
| Energy Assurance..... | 20 | 22 | 22 |
| Economic Impact and Diversity..... | 75 | 71 | 71 |
| Energy Efficiency..... | 254 | 183 | 170 |
| Environment, Safety, and Health..... | 73 | 64 | 65 |
| Energy Information Administration..... | 187 | 179 | 179 |
| Environmental Management..... | 143 | 148 | 150 |
| Fossil Energy..... | 106 | 107 | 108 |
| General Counsel..... | 32 | 36 | 36 |
| Hearings and Appeals..... | 1 | 5 | 5 |
| Chief Information Officer..... | 27 | 29 | 29 |
| Inspector General..... | 23 | 25 | 25 |
| Intelligence..... | 25 | 36 | 37 |
| Management Budget and Evaluation..... | 488 | 471 | 473 |
| Nuclear Energy..... | 50 | 76 | 77 |
| National Nuclear Security Administration:..... | 295 | 292 | 296 |
| Naval Reactors..... | 1 | 4 | 4 |
| Oversight & Performance Assurance..... | 8 | 10 | 10 |
| Public Affairs..... | 158 | 276 | 279 |
| Policy and International Affairs..... | 33 | 36 | 36 |
| Civilian Radioactive Waste Management..... | 27 | 34 | 34 |
| Office of the Secretary..... | 5 | 9 | 9 |
| Secretary of Energy Advisory Board..... | 14 | 11 | 11 |
| Science..... | 140 | 128 | 128 |
| Security..... | 141 | 153 | 155 |
| Office of Electric Transmission & Distribution..... | 0 | 2 | 2 |
| WAPA/SWPA/SEPA..... | 0 | 4 | 4 |
| Worker Transition..... | 4 | 6 | 6 |
| Field Offices..... | 0 | 0 | 0 |
| Total, Working Capital Fund..... | 2,369 | 2,481 | 2,485 |

^a Numbers may not add due to rounding.

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 repository of general interest photos.

Board Pricing Policy

Organizations pay direct costs for printing, printed products, and Federal Register publication. 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.

Estimates for FY 2004 and FY 2005 have been increased to reflect the resumption of charges that were suspended in FY 2003 for special ordered items.

Table 6 provides the estimated printing and graphics charges for each Headquarters organization.

Table 6
Working Capital Fund Budget by Printing and Graphics Business Line^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|--|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 0 | 0 | 0 |
| Bonneville Power Administration | 36 | 25 | 26 |
| Congressional & Intergovernmental Affairs | 8 | 13 | 12 |
| Counterintelligence..... | 17 | 15 | 18 |
| Departmental Representative to the DNFSB..... | 0 | 1 | 0 |
| Energy Assurance..... | 6 | 13 | 7 |
| Economic Impact and Diversity | 85 | 75 | 80 |
| Energy Efficiency | 211 | 175 | 198 |
| Environment, Safety, and Health..... | 58 | 58 | 57 |
| Energy Information Administration..... | 415 | 425 | 439 |
| Environmental Management | 89 | 73 | 94 |
| Fossil Energy..... | 191 | 211 | 217 |
| General Counsel..... | 49 | 107 | 113 |
| Hearings and Appeals..... | 45 | 79 | 82 |
| Chief Information Officer..... | 19 | 20 | 19 |
| Inspector General..... | 84 | 63 | 80 |
| Intelligence..... | 10 | 16 | 10 |
| Management Budget and Evaluation..... | 524 | 495 | 521 |
| Nuclear Energy | 33 | 39 | 35 |
| National Nuclear Security Administration: | 114 | 194 | 144 |
| Naval Reactors | 1 | 0 | 0 |
| Oversight & Performance Assurance..... | 4 | 6 | 5 |
| Public Affairs | 150 | 179 | 178 |
| Policy and International Affairs..... | 35 | 43 | 34 |
| Civilian Radioactive Waste Management..... | 20 | 26 | 25 |
| Office of the Secretary | 95 | 104 | 101 |
| Secretary of Energy Advisory Board..... | 43 | 45 | 48 |
| Science..... | 242 | 247 | 257 |
| Security | 110 | 121 | 158 |
| Office of Electric Transmission & Distribution | 0 | 1 | 0 |
| WAPA/SWPA/SEPA..... | 64 | 34 | 35 |
| Worker Transition..... | 3 | 4 | 5 |
| Field Offices | 0 | 0 | 0 |
| Total, Working Capital Fund..... | 2,762 | 2,905 | 2,995 |

^a Numbers may not add due to rounding.

Building Occupancy

Description

The core services of the Building Occupancy Business Line include space assignment and utilization, 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 management and inspection, engineering, lock repair and key management, safety and occupational health, moving and warehousing services, 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

Board policy is based on direct costs and allocations in the following manner:

- On a building-by-building basis, direct rental value of the space assigned to each organization is calculated, based on the rent charged to the Department by the General Services Administration. Customer rent costs are based on areas assigned to each organization at the start of each fiscal year.
- 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 pro rata 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.

Estimates increased as a result of GSA rental increases.

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

Table 7
Working Capital Fund Budget by Building Occupancy Business Line^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|---|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 226 | 231 | 94 |
| Bonneville Power Administration..... | 95 | 99 | 103 |
| Congressional & Intergovernmental Affairs..... | 480 | 460 | 496 |
| Counterintelligence..... | 620 | 851 | 871 |
| Departmental Representative to the DNFSB..... | 0 | 80 | 83 |
| Energy Assurance..... | 308 | 203 | 212 |
| Economic Impact and Diversity..... | 376 | 388 | 405 |
| Energy Efficiency..... | 3,807 | 3,705 | 3,862 |
| Environment, Safety, and Health..... | 3,050 | 3,469 | 3,777 |
| Energy Information Administration..... | 5,159 | 5,308 | 5,511 |
| Environmental Management..... | 4,043 | 3,919 | 4,029 |
| Fossil Energy..... | 1,710 | 1,842 | 1,914 |
| General Counsel..... | 2,023 | 2,096 | 2,185 |
| Hearings and Appeals..... | 738 | 726 | 653 |
| Chief Information Officer..... | 2,915 | 3,472 | 3,583 |
| Inspector General..... | 1,172 | 1,038 | 1,079 |
| Intelligence..... | 1,950 | 1,617 | 1,686 |
| Management Budget and Evaluation..... | 9,653 | 10,134 | 10,512 |
| Nuclear Energy..... | 1,161 | 1,358 | 1,398 |
| National Nuclear Security Administration:..... | 10,316 | 10,655 | 10,955 |
| Naval Reactors..... | 0 | 0 | 0 |
| Oversight & Performance Assurance..... | 382 | 366 | 376 |
| Public Affairs..... | 366 | 377 | 393 |
| Policy and International Affairs..... | 1,109 | 1,148 | 1,197 |
| Civilian Radioactive Waste Management..... | 867 | 902 | 940 |
| Office of the Secretary..... | 532 | 566 | 590 |
| Secretary of Energy Advisory Board..... | 121 | 125 | 130 |
| Science..... | 1,951 | 2,459 | 2,529 |
| Security..... | 3,446 | 3,902 | 4,033 |
| Office of Electric Transmission & Distribution..... | 0 | 236 | 308 |
| WAPA/SWPA/SEPA..... | 101 | 105 | 109 |
| Worker Transition..... | 255 | 265 | 276 |
| Field Offices..... | 0 | 0 | 0 |
| Total, Working Capital Fund..... | 58,931 | 62,102 | 64,289 |

^a Numbers may not add due to rounding.

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. However, as a result of recent Board action, service charges relating to these electronic communication devices are now included in this business line. These charges were already paid from customer appropriations through a separate billing system outside the fund.

There are approximately 13,000 telephone connections in DOE Headquarters. This reflects a reduction of 19% 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 approximately 33% from FY 1996 to FY 2003

Board Pricing Policy

Telephone system costs are allocated to Headquarters offices based upon four 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 at headquarters are allocated to the originating telephones and thus to programs based on the actual billing information received by the Department.
- All recurring electronic communication devices (cellular phone, pagers, blackberries, etc.) service contract costs.

During FY 2003 the Telephone business line recompeted the support contract. As a result infrastructure costs increase \$0.2 for FY 2004 and FY 2005 in addition to the \$1.7 million increase related to electronic communication devices.

Table 8 provides the estimated telephone charges for each organization in Headquarters.

Table 8
Working Capital Fund Budget by Telephone Business Line^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|--|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 5 | 3 | 3 |
| Bonneville Power Administration | 11 | 11 | 11 |
| Congressional & Intergovernmental Affairs | 39 | 76 | 76 |
| Counterintelligence..... | 82 | 102 | 102 |
| Departmental Representative to the DNFSB..... | 0 | 0 | 0 |
| Energy Assurance..... | 28 | 79 | 79 |
| Economic Impact and Diversity | 43 | 67 | 67 |
| Energy Efficiency | 447 | 504 | 504 |
| Environment, Safety, and Health..... | 293 | 319 | 319 |
| Energy Information Administration..... | 525 | 530 | 530 |
| Environmental Management | 435 | 530 | 530 |
| Fossil Energy..... | 221 | 278 | 278 |
| General Counsel..... | 157 | 176 | 176 |
| Hearings and Appeals..... | 26 | 28 | 28 |
| Chief Information Officer..... | 275 | 427 | 427 |
| Inspector General..... | 87 | 102 | 102 |
| Intelligence..... | 86 | 257 | 257 |
| Management Budget and Evaluation..... | 1,025 | 1,155 | 1,155 |
| Nuclear Energy | 137 | 162 | 162 |
| National Nuclear Security Administration: | 1,005 | 1,619 | 1,619 |
| Naval Reactors | 107 | 96 | 96 |
| Oversight & Performance Assurance..... | 61 | 81 | 81 |
| Public Affairs | 40 | 57 | 57 |
| Policy and International Affairs..... | 108 | 147 | 147 |
| Civilian Radioactive Waste Management..... | 119 | 184 | 184 |
| Office of the Secretary | 75 | 132 | 132 |
| Secretary of Energy Advisory Board..... | 12 | 15 | 15 |
| Science..... | 366 | 387 | 387 |
| Security | 630 | 735 | 735 |
| Office of Electric Transmission & Distribution | 0 | 11 | 11 |
| WAPA/SWPA/SEPA | 58 | 49 | 49 |
| Worker Transition..... | 14 | 20 | 20 |
| Field Offices | 0 | 0 | 0 |
| Total, Working Capital Fund..... | 6,519 | 8,339 | 8,339 |

^a Numbers may not add due to rounding.

Desktop Support

Description

Desktop Support contains two components: Help Desk Services and Maintenance of Desktop Workstations.

Help Desk Services

Desktop Support provides shared/common infrastructure hardware and software service at all Headquarters locations for standard workstation configurations. This service is designed to protect personal computers from potentially harmful intrusions, to facilitate interoperability between individual computers and Local Area Networks and to provide technical expertise to the general Headquarters community concerning a wide variety of software applications matters (e.g., installation, performance problems, compatibility). It involves:

- ? Virus protection, investigation and control as well as media decontamination.
- ? On-call technical expertise to provide computer technology analysis and consultation for computer support operations administered directly by HQ Program elements.
- ? Test demonstrations of emerging technology.

Maintenance of Desktop Work Stations

- Installation, repair, up grades, 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 after repairs have been completed.

Board Pricing Policy

Help Desk Services, including; software support, adaptive support, applix support, decontamination support, and virus support are charged to programs based on their share of the consumption of these services.

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.
- The remaining half of Help Desk (Hardware HOTLINE) costs completes this second component.

Budget estimates for FY 2004 and FY 2005 assumes that consumption will remain relatively constant at FY 2003 levels.

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

Table 9
Working Capital Fund Budget by Desktop Services Business Line^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|---|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 3 | 2 | 2 |
| Bonneville Power Administration..... | 0 | 0 | 0 |
| Congressional & Intergovernmental Affairs..... | 13 | 16 | 16 |
| Counterintelligence..... | 1 | 1 | 1 |
| Departmental Representative to the DNFSB..... | 0 | 1 | 1 |
| Energy Assurance..... | 5 | 4 | 4 |
| Economic Impact and Diversity..... | 4 | 4 | 4 |
| Energy Efficiency..... | 111 | 52 | 52 |
| Environment, Safety, and Health..... | 26 | 42 | 42 |
| Energy Information Administration..... | 3 | 4 | 4 |
| Environmental Management..... | 23 | 31 | 31 |
| Fossil Energy..... | 85 | 86 | 86 |
| General Counsel..... | 8 | 8 | 8 |
| Hearings and Appeals..... | 0 | 0 | 0 |
| Chief Information Officer..... | 238 | 217 | 217 |
| Inspector General..... | 9 | 6 | 6 |
| Intelligence..... | 1 | 1 | 1 |
| Management Budget and Evaluation..... | 229 | 270 | 270 |
| Nuclear Energy..... | 1 | 1 | 1 |
| National Nuclear Security Administration:..... | 162 | 199 | 199 |
| Naval Reactors..... | 0 | 0 | 0 |
| Oversight & Performance Assurance..... | 20 | 31 | 31 |
| Public Affairs..... | 20 | 31 | 31 |
| Policy and International Affairs..... | 14 | 11 | 11 |
| Civilian Radioactive Waste Management..... | 9 | 11 | 11 |
| Office of the Secretary..... | 4 | 4 | 4 |
| Secretary of Energy Advisory Board..... | 1 | 1 | 1 |
| Science..... | 11 | 12 | 12 |
| Security..... | 131 | 161 | 161 |
| Office of Electric Transmission & Distribution..... | 0 | 1 | 1 |
| WAPA/SWPA/SEPA..... | 0 | 0 | 0 |
| Worker Transition..... | 2 | 3 | 3 |
| Field Offices..... | 0 | 0 | 0 |
| Total, Working Capital Fund..... | 1,134 | 1,211 | 1,211 |

^a Numbers may not add due to rounding.

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 8,900 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.
- Connectivity to the entire national complex through DOENET. 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. Beginning in FY 2004 the annualized cost is estimated to be \$1.9 million.

Board Pricing Policy

Networking charges represent infrastructure costs which are composed of: (1) the cost of leased telecommunications circuits; (2) the cost of maintaining common network infrastructure components (routers, switches, bridges, hub-mail routing servers, etc.); and (3) the cost of providing technical staff to 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 LAN connections, as a monthly charge. Since the Fund's inception, program customers have been validating the number of these connections. The Board adopted a usage-based algorithm for DOE Corporate Network Services.

During FY 2003 the Network business line recompeted the support contract. The board also added capital upgrades to the pricing policy. These activities increased costs \$0.2 million and \$0.3 million, respectively, offset by declining DOENet costs of \$0.8 million.

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

Table 10
Working Capital Fund Budget by Networking Business Line^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|---|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 1 | 1 | 1 |
| Bonneville Power Administration..... | 45 | 15 | 15 |
| Congressional & Intergovernmental Affairs..... | 31 | 34 | 34 |
| Counterintelligence..... | 16 | 16 | 16 |
| Departmental Representative to the DNFSB..... | 0 | 0 | 0 |
| Energy Assurance..... | 18 | 33 | 33 |
| Economic Impact and Diversity..... | 34 | 36 | 36 |
| Energy Efficiency..... | 568 | 624 | 624 |
| Environment, Safety, and Health..... | 262 | 305 | 305 |
| Energy Information Administration..... | 13 | 5 | 5 |
| Environmental Management..... | 512 | 729 | 729 |
| Fossil Energy..... | 467 | 419 | 419 |
| General Counsel..... | 86 | 88 | 88 |
| Hearings and Appeals..... | 16 | 17 | 17 |
| Chief Information Officer..... | 280 | 289 | 289 |
| Inspector General..... | 88 | 57 | 57 |
| Intelligence..... | 3 | 2 | 2 |
| Management Budget and Evaluation..... | 1,004 | 892 | 892 |
| Nuclear Energy..... | 92 | 173 | 173 |
| National Nuclear Security Administration:..... | 1,285 | 1,058 | 1,058 |
| Naval Reactors..... | 0 | 0 | 0 |
| Oversight & Performance Assurance..... | 41 | 47 | 47 |
| Public Affairs..... | 23 | 24 | 24 |
| Policy and International Affairs..... | 84 | 90 | 90 |
| Civilian Radioactive Waste Management..... | 165 | 79 | 79 |
| Office of the Secretary..... | 44 | 47 | 47 |
| Secretary of Energy Advisory Board..... | 5 | 5 | 5 |
| Science..... | 479 | 433 | 433 |
| Security..... | 150 | 213 | 213 |
| Office of Electric Transmission & Distribution..... | 0 | 0 | 0 |
| WAPA/SWPA/SEPA..... | 413 | 128 | 128 |
| Worker Transition..... | 13 | 61 | 61 |
| Field Offices..... | 0 | 0 | 0 |
| Total, Working Capital Fund..... | 6,237 | 5,920 | 5,920 |

^a Numbers may not add due to rounding.

Procurement Management

Description

Beginning FY 2004 the Procurement Management Business Line combines two business segments Purchase Card Surveillance and Contract Closeout to further ensure the integrity of the procurement function within the DOE. These business segments help validate compliance with procedures and improve the internal controls of the Department and respond to specific issues raised by the Inspector General. Ultimately, they result in savings to programs by avoiding fraud, waste, and abuse.

The Contract Closeout segment of the business is the final stage in contract administration support for DOE Headquarters elements. Services include ensuring that all contracted products and services have been delivered, final releases are obtained, final invoices and vouchers are processed for payment, and any remaining unexpended funds under the contract are released. Since FY 1996, the universe of contract instruments ready for closeout has been reduced by nearly one third, from nearly 3,000 to approximately 1,000. Over \$48 million has been deobligated from expired contracts in the six years this activity has been operating as a Fund business.

The Purchase Card Surveillance segment provides surveillance over the use of purchase cards by DOE and contractor employees. DOE purchase cards are issued under a task order with Bank of America through the SmartPay program administered by the General Services Administration. Funding for this effort is derived from rebates DOE elements receive from the Bank of America, based upon the dollar volume of purchases. This business develops, installs and operates a data mining system, using proprietary software, and oversees the operation of the Purchase Card Automated Reporting Transaction Tool for DOE, to track and resolve suspicious purchase card transactions by both Federal and contractor employees.

Board Pricing Policy

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

The FY 2004 cost allocation for Purchase Card Surveillance is based on the distribution of the last four quarterly payments (refunds) by the Bank of America ending in mid-FY 2003 to each DOE entity. While the same proportionate allocation is projected for FY 2005, another analysis will be done in mid-FY 2004.

Table 11 provides the estimated Procurement Management charges for each organization in headquarters.

Table 11
Working Capital Fund Budget by Procurement Management Business Line^a
(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|--|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 0 | 0 | 0 |
| Bonneville Power Administration | 0 | 0 | 0 |
| Congressional & Intergovernmental Affairs | 0 | 0 | 2 |
| Counterintelligence..... | 2 | 1 | 1 |
| Departmental Representative to the DNFSB..... | 0 | 0 | 0 |
| Energy Assurance..... | 0 | 0 | 0 |
| Economic Impact and Diversity | 9 | 16 | 24 |
| Energy Efficiency | 56 | 132 | 101 |
| Environment, Safety, and Health..... | 23 | 45 | 46 |
| Energy Information Administration..... | 280 | 63 | 66 |
| Environmental Management | 55 | 169 | 121 |
| Fossil Energy..... | 63 | 77 | 61 |
| General Counsel..... | 1 | 1 | 3 |
| Hearings and Appeals..... | 0 | 0 | 2 |
| Chief Information Officer..... | 17 | 0 | 23 |
| Inspector General..... | 2 | 3 | 3 |
| Intelligence..... | 0 | 28 | 2 |
| Management Budget and Evaluation..... | 90 | 191 | 125 |
| Nuclear Energy | 9 | 91 | 91 |
| National Nuclear Security Administration: | 145 | 280 | 213 |
| Naval Reactors | 0 | 0 | 0 |
| Oversight & Performance Assurance..... | 0 | 0 | 0 |
| Public Affairs | 1 | 0 | 1 |
| Policy and International Affairs | 28 | 36 | 32 |
| Civilian Radioactive Waste Management..... | 12 | 12 | 28 |
| Office of the Secretary | 5 | 0 | 0 |
| Secretary of Energy Advisory Board..... | 0 | 0 | 0 |
| Science..... | 6 | 50 | 36 |
| Security | 9 | 13 | 14 |
| Office of Electric Transmission & Distribution | 0 | 0 | 0 |
| WAPA/SWPA/SEPA | 0 | 40 | 24 |
| Worker Transition..... | 6 | 6 | 6 |
| Field Offices | 0 | 0 | 0 |
| Total, Working Capital Fund..... | 819 | 1,254 | 1,025 |

^a Numbers may not add due to rounding.

Payroll and Personnel

Description

The major components of this business are the processing of the payroll for DOE Federal employees and the operation of the Corporate Human Resources Information System (CHRIS). All related personnel services will continue to be carried out by Federal employees and therefore do not fall under the Working Capital Fund Payroll and Personnel Business Line.

Payroll Processing prepares civilian payrolls based on authenticated documentation. The combined efforts of DOE and DFAS service providers perform the following 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 the Department of the 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.

Detailed employee information and Office of Personnel Management regulations are critical inputs to payroll processing. This business line is being used to finance certain Office of Personnel Management (OPM) charges for projects of benefit to the entire DOE work force.

Corporate Human Resources Information System (CHRIS) is the Department's Enterprise Human Resources system of record. Specifically, the project supports the strategic management of human resource capital goal of the President's Management Agenda by providing official data and reports for external reporting, internal decision-making, policy reviews and electronic workflow to support the paperless office, streamlined business processes and improved operational efficiencies. Employee Self Service is an additional component of the CHRIS Project as is DOE Jobs ONLINE, the web-based automated recruitment and application system.

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 beginning of the current fiscal year.

Unlike fiscal year 2003, a significant portion of the payroll Working Capital Fund resources will be used to reimburse the Defense Finance and Accounting Service, the newly designated payroll service provider for the Department of Energy. In FY 2003 the Payroll Processing segment had a reduction in costs related to savings realized from outsourcing payroll. These savings should continue in FY 2004 and FY 2005. The apparent increase in billing for FY 2004 reflects a decision by the Fund Manager to make a one-time reduction to FY 2003 billings because of a comparable reduction in software development requirements. Actual FY 2002 billing for this business was \$5.3 million.

Table 12 provides the estimated distribution of costs by program customer.

Table 12
Working Capital Fund Budget by Payroll and Personnel Business Line^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|--|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 1 | 1 | 1 |
| Bonneville Power Administration | 0 | 0 | 0 |
| Congressional & Intergovernmental Affairs | 13 | 14 | 13 |
| Counterintelligence..... | 10 | 13 | 12 |
| Departmental Representative to the DNFSB..... | 0 | 2 | 1 |
| Energy Assurance..... | 4 | 5 | 5 |
| Economic Impact and Diversity | 11 | 14 | 13 |
| Energy Efficiency | 163 | 202 | 192 |
| Environment, Safety, and Health..... | 74 | 85 | 81 |
| Energy Information Administration..... | 114 | 142 | 135 |
| Environmental Management | 593 | 623 | 594 |
| Fossil Energy..... | 288 | 350 | 333 |
| General Counsel..... | 45 | 58 | 55 |
| Hearings and Appeals..... | 11 | 10 | 9 |
| Chief Information Officer..... | 30 | 41 | 39 |
| Inspector General..... | 80 | 95 | 91 |
| Intelligence..... | 16 | 21 | 20 |
| Management Budget and Evaluation..... | 203 | 251 | 240 |
| Nuclear Energy | 32 | 177 | 169 |
| National Nuclear Security Administration: | 752 | 829 | 790 |
| Naval Reactors | 55 | 70 | 67 |
| Oversight & Performance Assurance..... | 18 | 21 | 20 |
| Public Affairs | 8 | 10 | 9 |
| Policy and International Affairs | 31 | 39 | 37 |
| Civilian Radioactive Waste Management..... | 49 | 65 | 62 |
| Office of the Secretary | 9 | 11 | 11 |
| Secretary of Energy Advisory Board..... | 2 | 2 | 2 |
| Science..... | 375 | 430 | 410 |
| Security | 76 | 87 | 83 |
| Office of Electric Transmission & Distribution | 0 | 6 | 5 |
| WAPA/SWPA/SEPA | 464 | 589 | 562 |
| Worker Transition..... | 5 | 8 | 8 |
| Field Offices | 0 | 0 | 0 |
| Total, Working Capital Fund..... | 3,533 | 4,270 | 4,070 |

^a Numbers may not add due to rounding.

Corporate Training Services

Description

The Corporate Training Services Business Line combines Training Delivery and Services (TDS) and the Online Learning Center (OLC) business segments, to deliver courses which support the Department's mission programs. The benefits to the DOE include: DOE specific courses, competitive pricing, and fee for service pricing. This new business will continue the goals of the Professional Skills Training and the OLC to focus on customer requirements and develop course offerings that serve the evolving needs of the Department.

The Energy Online Learning Center (OLC) is a web-based commercial off-the-shelf (COTS) training system that provides access to online learning and training. The goal of this business segment is to use technology to deliver learning activities to the desktop wherever such delivery can be demonstrated to improve learning outcomes and reduce costs independently or in combination with other training methods. The overall vision of the OLC program is to provide the capability for all DOE Federal employees to have access to web-based training via the desktop. The OLC has been structured to meet DOE needs with a customized access process and DOE specific information.

The Training Delivery and Services (TDS) segment include: the design, development, and delivery of competency-based courses to meet critical skill development needs in Project Management, Program Management, and Acquisition and Assistance Management. A series of Continuing Education courses has been added to present new topics and refresher training. Program offerings include modular course design, and customized, just-in-time training, for on-site and centralized delivery. The Program has a twenty-year track record of providing professional training and training services throughout the DOE complex. Training management services are offered to customers on a negotiated basis only.

Board Pricing Policy

Participating DOE organizations pay for this service through a fixed allocation of business line administrative costs plus the cost per user for access to the OLC.

Participating DOE organizations pay \$100/day for each employee subscribed to professional skills training courses.

The business line is also authorized to negotiate agreements with customers to prepare course materials for inclusion in the Center. These charges were already paid from customer appropriations through a separate billing system outside the fund. The budget assumes \$0.3 million for TDS beginning in FY 2004.

Table 13 provides the estimated Online Learning Center charges for each organization in Headquarters.

Table 13
Working Capital Fund Budget by Corporate Training Services Business Line^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|--|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 0 | 0 | 0 |
| Bonneville Power Administration | 13 | 27 | 27 |
| Congressional & Intergovernmental Affairs | 0 | 2 | 2 |
| Counterintelligence..... | 0 | 4 | 4 |
| Departmental Representative to the DNFSB..... | 0 | 0 | 0 |
| Energy Assurance..... | 0 | 6 | 6 |
| Economic Impact and Diversity | 0 | 1 | 1 |
| Energy Efficiency | 6 | 11 | 11 |
| Environment, Safety, and Health..... | 13 | 26 | 26 |
| Energy Information Administration..... | 20 | 31 | 31 |
| Environmental Management | 65 | 106 | 106 |
| Fossil Energy..... | 8 | 25 | 25 |
| General Counsel..... | 10 | 6 | 6 |
| Hearings and Appeals..... | 1 | 1 | 1 |
| Chief Information Officer..... | 7 | 11 | 11 |
| Inspector General..... | 24 | 30 | 30 |
| Intelligence..... | 4 | 6 | 6 |
| Management Budget and Evaluation..... | 31 | 180 | 180 |
| Nuclear Energy | 2 | 6 | 6 |
| National Nuclear Security Administration: | 35 | 70 | 70 |
| Naval Reactors | 0 | 1 | 1 |
| Oversight & Performance Assurance..... | 0 | 1 | 1 |
| Public Affairs | 0 | 1 | 1 |
| Policy and International Affairs | 3 | 7 | 7 |
| Civilian Radioactive Waste Management..... | 0 | 3 | 3 |
| Office of the Secretary | 0 | 0 | 0 |
| Secretary of Energy Advisory Board..... | 0 | 0 | 0 |
| Science..... | 17 | 25 | 25 |
| Security | 20 | 36 | 36 |
| Office of Electric Transmission & Distribution | 0 | 0 | 0 |
| WAPA/SWPA/SEPA | 14 | 12 | 12 |
| Worker Transition..... | 1 | 1 | 1 |
| Field Offices | 47 | 5 | 5 |
| Total, Working Capital Fund..... | 342 | 643 | 643 |

^a Numbers may not add due to rounding.

Project Management Career Development Program

Description

The Project Management Career Development Program (PMCDP) provides a wide range of developmental, mentoring, training, and rotational activities which lead to project management certification. Project management certification under the program is based upon the requirements for training, developmental activities, and experience outlined in the certification standard contained in Appendix B to DOE Order 361.1, Attachment 4. The Project Management Career Development Program defines necessary DOE project management knowledge, skills and abilities, as well as DOE training course requirements. Components of PMCDP also include a DOE career development tracking system and a DOE project management certification program. Funding was provided as a result of House language added to the FY 2004 Appropriation bills. The Program has been approved by the Office of Management and Budget and Office of Personnel Management.

The PMCDP program also provides the Information Technology community with training opportunities to satisfy OMB and Chief Information Officer requirements for project managers.

Board Pricing Policy

In the first two years of operations, FY 2004 and FY 2005, the business line will assess programs (investors) based the number of projects, the amount of projects in the portfolio, and the number of incumbent project directors or potential project directors identified by the programs. Fixed costs related to the PMCDP will be charged to programs based on their pro-rata share of the number of projects and the value of those projects in the Project Accounting and Reporting System (PARS). The variable costs of delivering courses will be charged to programs based on their pro-rata share of targeted participants based on program PMCDP Profile.

In addition, during FY 2004, we expect some programs outside of the assessment pool to desire participation in the training offered. In those cases, the business will allocate a certain number of slots, on a space available basis, at the rate of \$200/day. These charges will offset other development costs and future charges to the investors.

Table 14 provides the estimated Project Management Career Development Program charges for each organization in Headquarters.

Table 14
Working Capital Fund Budget by PMCDP^a

(dollars in thousands)

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Estimate |
|--|-------------------|---------------------|---------------------|
| Board of Contract Appeals..... | 0 | 0 | 0 |
| Bonneville Power Administration | 0 | 0 | 0 |
| Congressional & Intergovernmental Affairs | 0 | 0 | 0 |
| Counterintelligence..... | 0 | 0 | 0 |
| Departmental Representative to the DNFSB..... | 0 | 0 | 0 |
| Energy Assurance..... | 0 | 0 | 0 |
| Economic Impact and Diversity | 0 | 0 | 0 |
| Energy Efficiency | 0 | 15 | 6 |
| Environment, Safety, and Health..... | 0 | 0 | 0 |
| Energy Information Administration..... | 0 | 0 | 0 |
| Environmental Management | 0 | 936 | 374 |
| Fossil Energy..... | 0 | 239 | 96 |
| General Counsel..... | 0 | 0 | 0 |
| Hearings and Appeals..... | 0 | 0 | 0 |
| Chief Information Officer..... | 0 | 10 | 4 |
| Inspector General..... | 0 | 0 | 0 |
| Intelligence..... | 0 | 0 | 0 |
| Management Budget and Evaluation..... | 0 | 5 | 2 |
| Nuclear Energy | 0 | 66 | 26 |
| National Nuclear Security Administration: | 0 | 733 | 293 |
| Naval Reactors | 0 | 0 | 0 |
| Oversight & Performance Assurance..... | 0 | 0 | 0 |
| Public Affairs | 0 | 0 | 0 |
| Policy and International Affairs | 0 | 0 | 0 |
| Civilian Radioactive Waste Management..... | 0 | 114 | 46 |
| Office of the Secretary | 0 | 0 | 0 |
| Secretary of Energy Advisory Board..... | 0 | 0 | 0 |
| Science..... | 0 | 367 | 147 |
| Security | 0 | 0 | 0 |
| Office of Electric Transmission & Distribution | 0 | 10 | 4 |
| WAPA/SWPA/SEPA | 0 | 0 | 0 |
| Worker Transition..... | 0 | 0 | 0 |
| Field Offices | 0 | 5 | 2 |
| Total, Working Capital Fund..... | 0 | 2,500 | 1,000 |

^a Numbers may not add due to rounding.

ACTUAL CUSTOMER COSTS FY 2003
(\$ IN THOUSANDS)

| ORG CODE | SUPPLY | MAIL | COPYING SERVICE | PRINTING & GRAPHICS | BUILDING OCCUPANCY | PHONE SERVICE | DESKTOP SUPPORT | NETWORK | CONTRACT CLOSEOUT | PAYROLL | CHRIS | OLC | INDIRECT | TOTAL ACTUAL |
|---------------|--------------|--------------|-----------------|---------------------|--------------------|---------------|-----------------|--------------|-------------------|--------------|--------------|------------|------------|---------------|
| AB | 3 | 18 | 14 | 43 | 121 | 12 | 1 | 5 | 0 | 1 | 1 | 0 | 0 | 218 |
| BCA | 0 | 0 | 0 | 0 | 226 | 5 | 3 | 1 | 0 | 0 | 1 | 0 | 0 | 236 |
| BPA | 2 | 13 | 1 | 36 | 95 | 11 | 0 | 45 | 0 | 0 | 0 | 13 | 0 | 216 |
| CI | 15 | 39 | 22 | 8 | 480 | 39 | 13 | 31 | 0 | 5 | 8 | 0 | 0 | 662 |
| CN | 27 | 34 | 18 | 17 | 620 | 82 | 1 | 16 | 2 | 4 | 6 | 0 | 0 | 825 |
| EA | 36 | 21 | 20 | 6 | 308 | 28 | 5 | 18 | 0 | 2 | 2 | 0 | 0 | 446 |
| ED | 22 | 53 | 75 | 85 | 376 | 43 | 4 | 34 | 9 | 4 | 7 | 0 | 0 | 712 |
| EE | 227 | 257 | 254 | 211 | 3,807 | 447 | 111 | 568 | 56 | 63 | 100 | 6 | 0 | 6,107 |
| EH | 74 | 86 | 73 | 58 | 3,050 | 293 | 26 | 262 | 23 | 29 | 46 | 13 | 0 | 4,032 |
| EIA | 178 | 320 | 187 | 415 | 5,159 | 525 | 3 | 13 | 280 | 44 | 70 | 20 | 0 | 7,215 |
| EM | 157 | 55 | 143 | 89 | 4,043 | 435 | 23 | 512 | 55 | 229 | 364 | 65 | 0 | 6,170 |
| FE | 109 | 47 | 106 | 191 | 1,710 | 221 | 85 | 467 | 63 | 111 | 177 | 8 | 0 | 3,296 |
| GC | 52 | 42 | 32 | 49 | 2,023 | 157 | 8 | 86 | 1 | 17 | 27 | 10 | 0 | 2,505 |
| HG | 4 | 17 | 1 | 45 | 738 | 26 | 0 | 16 | 0 | 4 | 7 | 1 | 0 | 859 |
| IG | 34 | 45 | 23 | 84 | 1,172 | 87 | 9 | 88 | 2 | 31 | 49 | 24 | 0 | 1,648 |
| IM | 105 | 55 | 27 | 19 | 2,915 | 275 | 238 | 280 | 17 | 12 | 19 | 7 | 0 | 3,967 |
| IN | 29 | 80 | 25 | 10 | 1,950 | 86 | 1 | 3 | 0 | 6 | 10 | 4 | 0 | 2,204 |
| ME | 349 | 614 | 488 | 524 | 9,653 | 1,025 | 229 | 1,004 | 90 | 79 | 125 | 31 | 135 | 14,346 |
| NA | 356 | 232 | 295 | 114 | 10,316 | 1,005 | 162 | 1,285 | 145 | 290 | 462 | 35 | 0 | 14,698 |
| NE | 54 | 43 | 50 | 33 | 1,161 | 137 | 1 | 92 | 9 | 12 | 20 | 2 | 0 | 1,612 |
| NR | 0 | 3 | 1 | 1 | 0 | 107 | 0 | 0 | 0 | 21 | 34 | 0 | 0 | 166 |
| OA | 31 | 20 | 8 | 4 | 382 | 61 | 20 | 41 | 0 | 7 | 11 | 0 | 0 | 585 |
| PA | 13 | 54 | 158 | 150 | 366 | 40 | 20 | 23 | 1 | 3 | 5 | 0 | 0 | 833 |
| PI | 54 | 57 | 33 | 35 | 1,109 | 108 | 14 | 84 | 28 | 12 | 19 | 3 | 0 | 1,556 |
| RW | 37 | 17 | 27 | 20 | 867 | 119 | 9 | 165 | 12 | 19 | 30 | 0 | 0 | 1,320 |
| S | 22 | 26 | 5 | 95 | 532 | 75 | 4 | 44 | 5 | 3 | 5 | 0 | 0 | 818 |
| SC | 193 | 104 | 140 | 242 | 1,951 | 366 | 11 | 479 | 6 | 145 | 230 | 17 | 0 | 3,885 |
| SO | 235 | 180 | 141 | 110 | 3,446 | 630 | 131 | 150 | 9 | 29 | 46 | 20 | 0 | 5,128 |
| WAPA (PML) | 1 | 13 | 0 | 64 | 101 | 58 | 0 | 413 | 0 | 179 | 285 | 14 | 0 | 1,128 |
| WT | 3 | 22 | 4 | 3 | 255 | 14 | 2 | 13 | 6 | 2 | 3 | 1 | 0 | 328 |
| FO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 47 | 0 | 47 |
| Business Line | | | | 16 | | | | | | | | | | 16 |
| TOTAL | 2,421 | 2,569 | 2,369 | 2,777 | 58,931 | 6,519 | 1,134 | 6,237 | 819 | 1,363 | 2,170 | 342 | 135 | 87,788 |

PROJECTED CUSTOMER COSTS FY 2004
(\$ IN THOUSANDS)

| ORG CODE | SUPPLY | MAIL | COPYING SERVICE | PRINTING & GRAPHICS | BLDG OCCUP | PHONE | | | DESKTOP SUPPORT | NETWORK | PROCUREMENT MGT | | | CORP TRAINING SERV | | PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM | TOTAL ALL ACTIVITIES | ORG CODE |
|----------|--------|------|-----------------|---------------------|------------|---------------|-------------|--------------------|-----------------|---------|-------------------|--------------------|-----------------|--------------------|------------------------------|---|----------------------|----------|
| | | | | | | PHONE SERVICE | CELL PHONES | OTHER COMM DEVICES | | | CONTRACT CLOSEOUT | PURCHASE CARD SURV | PAYROLL & CHRIS | ONLINE LEARNING | TRAINING DELIVERY & SERVICES | | | |
| BCA | 0 | 0 | 5 | 0 | 231 | 3 | 0 | 0 | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 244 | BCA |
| CI | 15 | 42 | 26 | 13 | 460 | 38 | 25 | 13 | 16 | 34 | 0 | 0 | 14 | 0 | 2 | 0 | 698 | CI |
| DR | 23 | 13 | 3 | 1 | 80 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 123 | DR |
| ED | 22 | 59 | 71 | 75 | 388 | 42 | 9 | 17 | 4 | 36 | 16 | 0 | 14 | 0 | 1 | 0 | 753 | ED |
| EH | 74 | 58 | 64 | 58 | 3,469 | 297 | 13 | 8 | 42 | 305 | 45 | 0 | 85 | 19 | 7 | 0 | 4,545 | EH |
| EM | 157 | 57 | 148 | 73 | 3,919 | 440 | 52 | 39 | 31 | 729 | 48 | 121 | 623 | 81 | 25 | 936 | 7,478 | EM |
| GC | 52 | 51 | 36 | 107 | 2,096 | 164 | 5 | 6 | 8 | 88 | 1 | 0 | 58 | 2 | 4 | 0 | 2,678 | GC |
| IG | 34 | 46 | 25 | 63 | 1,038 | 87 | 12 | 3 | 6 | 57 | 3 | 0 | 95 | 27 | 3 | 0 | 1,500 | IG |
| IN | 29 | 81 | 36 | 16 | 1,617 | 93 | 10 | 154 | 1 | 2 | 28 | 0 | 21 | 5 | 1 | 0 | 2,093 | IN |
| NA | 356 | 226 | 292 | 194 | 10,655 | 1,015 | 127 | 477 | 199 | 1,058 | 126 | 154 | 829 | 45 | 25 | 733 | 16,511 | NA |
| NR | 0 | 0 | 4 | 0 | 0 | 96 | 0 | 0 | 0 | 0 | 0 | 0 | 70 | 0 | 1 | 0 | 171 | NR |
| PA | 13 | 50 | 276 | 179 | 377 | 37 | 11 | 9 | 31 | 24 | 0 | 0 | 10 | 0 | 1 | 0 | 1,018 | PA |
| RW | 37 | 18 | 34 | 26 | 902 | 128 | 27 | 29 | 11 | 79 | 12 | 0 | 65 | 0 | 3 | 114 | 1,483 | RW |
| SC | 193 | 108 | 128 | 247 | 2,459 | 368 | 1 | 18 | 12 | 433 | 13 | 37 | 430 | 15 | 10 | 367 | 4,838 | SC |
| TD | 40 | 13 | 2 | 1 | 236 | 9 | 2 | 1 | 1 | 0 | | 0 | 6 | 0 | 0 | 10 | 321 | TD |
| WT | 3 | 22 | 6 | 4 | 265 | 16 | 2 | 2 | 3 | 61 | 6 | 0 | 8 | 1 | 0 | 0 | 398 | WT |
| | | | | | | | | | | | | | | | | | | |

PROJECTED CUSTOMER COSTS FY 2005
(\$ IN THOUSANDS)

| ORG CODE | SUPPLY | MAIL | COPYING SERVICE | PRINTING & GRAPHICS | BLDG OCCUP | PHONE | | | DESKTOP SUPPORT | NETWORK | PROCUREMENT MGT | | | CORP TRAINING SERV | | PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM | TOTAL ALL ACTIVITIES | |
|--------------|-----------------|-----------------|-----------------|---------------------|------------------|-----------------|---------------|--------------------|-----------------|-----------------|-------------------|--------------------|-----------------|--------------------|--------------------------------|---|----------------------|-----|
| | | | | | | PHONE SERVICE | CELL PHONES | OTHER COMM DEVICES | | | CONTRACT CLOSEOUT | PURCHASE CARD SURV | PAYROLL & CHRIS | ONLINE LEARNING | TRAINING DELIVERY AND SERVICES | | | |
| AB | 3 | 22 | 11 | 48 | 130 | 11 | 2 | 2 | 1 | 5 | 0 | 0 | 2 | 0 | 0 | 0 | 236 | AB |
| BCA | 0 | 0 | 5 | 0 | 94 | 3 | 0 | 0 | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 107 | BCA |
| BPA | 2 | 14 | 5 | 26 | 103 | 11 | 0 | 0 | 0 | 15 | 0 | 0 | 0 | 27 | 0 | 203 | BPA | |
| CI | 15 | 44 | 26 | 12 | 496 | 38 | 25 | 13 | 16 | 34 | 2 | 0 | 13 | 0 | 2 | 735 | CI | |
| CN | 27 | 39 | 24 | 18 | 871 | 84 | 9 | 9 | 1 | 16 | 1 | 0 | 12 | 0 | 4 | 1,115 | CN | |
| DR | 23 | 14 | 3 | 0 | 83 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 126 | DR | |
| EA | 36 | 17 | 22 | 7 | 212 | 39 | 28 | 11 | 4 | 33 | 0 | 0 | 5 | 0 | 6 | 421 | EA | |
| ED | 22 | 62 | 71 | 80 | 405 | 42 | 9 | 17 | 4 | 36 | 24 | 0 | 13 | 0 | 1 | 785 | ED | |
| EE | 227 | 283 | 170 | 198 | 3,862 | 423 | 80 | 0 | 52 | 624 | 83 | 18 | 192 | 3 | 8 | 6,229 | EE | |
| EH | 74 | 60 | 65 | 57 | 3,777 | 297 | 13 | 8 | 42 | 305 | 46 | 0 | 81 | 19 | 7 | 4,852 | EH | |
| EI | 178 | 333 | 179 | 439 | 5,511 | 519 | 6 | 6 | 4 | 5 | 66 | 0 | 135 | 20 | 11 | 7,413 | EIA | |
| EM | 157 | 60 | 150 | 94 | 4,029 | 440 | 52 | 39 | 31 | 729 | 48 | 73 | 594 | 81 | 25 | 6,973 | EM | |
| FE | 109 | 52 | 108 | 217 | 1,914 | 225 | 33 | 20 | 86 | 419 | 49 | 12 | 333 | 20 | 5 | 3,699 | FE | |
| GC | 52 | 53 | 36 | 113 | 2,185 | 164 | 5 | 6 | 8 | 88 | 3 | 0 | 55 | 2 | 4 | 2,775 | GC | |
| HG | 4 | 18 | 5 | 82 | 653 | 28 | 0 | 0 | 0 | 17 | 2 | 0 | 9 | 0 | 1 | 819 | HG | |
| IG | 34 | 48 | 25 | 80 | 1,079 | 87 | 12 | 3 | 6 | 57 | 3 | 0 | 91 | 27 | 3 | 1,556 | IG | |
| IM | 105 | 60 | 29 | 19 | 3,583 | 302 | 44 | 81 | 217 | 289 | 23 | 0 | 39 | 6 | 5 | 4,805 | IM | |
| IN | 29 | 82 | 37 | 10 | 1,686 | 93 | 10 | 154 | 1 | 2 | 2 | 0 | 20 | 5 | 1 | 2,132 | IN | |
| ME | 349 | 674 | 473 | 521 | 10,512 | 1,060 | 39 | 56 | 270 | 892 | 101 | 24 | 240 | 37 | 143 | 15,393 | ME | |
| NA | 356 | 232 | 296 | 144 | 10,955 | 1,015 | 127 | 477 | 199 | 1,058 | 119 | 94 | 790 | 45 | 25 | 16,224 | NA | |
| NE | 54 | 46 | 77 | 35 | 1,398 | 145 | 6 | 11 | 1 | 173 | 57 | 34 | 169 | 2 | 4 | 2,237 | NE | |
| NR | 0 | 0 | 4 | 0 | 0 | 96 | 0 | 0 | 0 | 0 | 0 | 0 | 67 | 0 | 1 | 168 | NR | |
| OA | 31 | 23 | 10 | 5 | 376 | 63 | 10 | 8 | 31 | 47 | 0 | 0 | 20 | 0 | 1 | 624 | OA | |
| PA | 13 | 53 | 279 | 178 | 393 | 37 | 11 | 9 | 31 | 24 | 1 | 0 | 9 | 0 | 1 | 1,039 | PA | |
| PI | 54 | 62 | 36 | 34 | 1,197 | 113 | 15 | 19 | 11 | 90 | 32 | 0 | 37 | 2 | 5 | 1,708 | PI | |
| RW | 37 | 19 | 34 | 25 | 940 | 128 | 27 | 29 | 11 | 79 | 28 | 0 | 62 | 0 | 3 | 1,466 | RW | |
| S | 22 | 31 | 9 | 101 | 590 | 77 | 36 | 19 | 4 | 47 | 0 | 0 | 11 | 0 | 0 | 947 | S | |
| SC | 193 | 110 | 128 | 257 | 2,529 | 368 | 1 | 18 | 12 | 433 | 15 | 21 | 410 | 15 | 10 | 4,667 | SC | |
| SO | 235 | 209 | 155 | 158 | 4,033 | 644 | 34 | 57 | 161 | 213 | 14 | 0 | 83 | 23 | 13 | 6,032 | SO | |
| TD | 40 | 14 | 2 | 0 | 308 | 9 | 2 | 1 | 1 | 0 | 0 | 0 | 5 | 0 | 0 | 387 | TD | |
| WAPA (F | 1 | 14 | 4 | 35 | 109 | 49 | 0 | 0 | 0 | 128 | 0 | 24 | 562 | 12 | 0 | 937 | WAPA | |
| WT | 3 | 23 | 6 | 5 | 276 | 16 | 2 | 2 | 3 | 61 | 6 | 0 | 8 | 1 | 0 | 411 | WT | |
| FO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 7 | FO | |
| TOTAL | \$ 2,484 | \$ 2,772 | \$ 2,485 | \$ 2,993 | \$ 64,289 | \$ 6,625 | \$ 639 | \$ 1,074 | \$ 1,211 | \$ 5,920 | \$ 725 | \$ 300 | \$ 4,070 | \$ 349 | \$ 294 | \$ 1,000 | \$ 97,230 | |

General Provisions

Proposed Appropriation Language

SEC. 301. (a) None of the funds appropriated by this Act may be used to award a management and operating contract, or award a significant extension or expansion to an existing management and operating contract, unless such contract is awarded using competitive procedures or the Secretary of Energy grants, on a case-by-case basis, a waiver to allow for such a deviation. The Secretary may not delegate the authority to grant such a waiver.

(b) At least 60 days before a contract award for which the Secretary intends to grant such a waiver, the Secretary shall submit to the Subcommittees on Energy and Water Development of the Committees on Appropriations of the House of Representatives and the Senate a report notifying the Subcommittees of the waiver and setting forth, in specificity, the substantive reasons why the Secretary believes the requirement for competition should be waived for this particular award.

SEC. 302. None of the funds appropriated by this Act may be used to—

(1) develop or implement a workforce restructuring plan that covers employees of the Department of Energy; or

(2) provide enhanced severance payments or other benefits for employees of the Department of Energy, under section 3161 of the National Defense Authorization Act for Fiscal Year 1993 (Public Law 102–484; 42 U.S.C. 7274h).

SEC. 303. None of the funds appropriated by this Act may be used to prepare or initiate Requests For Proposals (RFPs) for a program if the program has not been funded by Congress.

(Transfers of Unexpended Balances)

SEC. 304. The unexpended balances of prior appropriations provided for activities in this Act may be transferred to appropriation accounts for such activities established pursuant to this title. Balances so transferred may be merged with funds in the applicable established accounts and thereafter may be accounted for as one fund for the same time period as originally enacted.

SEC. 305. None of the funds in this or any other Act for the Administrator of the Bonneville Power Administration may be used to enter into any agreement to perform energy efficiency services outside the legally defined Bonneville service territory, with the exception of services provided internationally, including services provided on a reimbursable basis, unless the Administrator certifies in advance that such services are not available from private sector businesses.

SEC. 306. When the Department of Energy makes a user facility available to universities and other potential users, or seeks input from universities and other potential users regarding significant

characteristics or equipment in a user facility or a proposed user facility, the Department shall ensure broad public notice of such availability or such need for input to universities and other potential users.

For purposes of this section, the term “user facility” includes, but is not limited to:

(1) a user facility as described in section 2203(a)(2) of the Energy Policy Act of 1992 (42 U.S.C. 13503(a)(2));

(2) a National Nuclear Security Administration Defense Programs Technology Deployment Center/User Facility; and

(3) any other Departmental facility designated by the Department as a user facility.

SEC. 307. The Administrator of the National Nuclear Security Administration may authorize the plant manager of a covered nuclear weapons production plant to engage in research, development, and demonstration activities with respect to the engineering and manufacturing capabilities at such plant in order to maintain and enhance such capabilities at such plant: Provided, That of the amount allocated to a covered nuclear weapons production plant each fiscal year from amounts available to the Department of Energy for such fiscal year for national security programs, not more than an amount equal to 2 percent of such amount may be used for these activities: Provided further, That for purposes of this section, the term “covered nuclear weapons production plant” means the following:

(1) the Kansas City Plant, Kansas City, Missouri;

(2) the Y-12 Plant, Oak Ridge, Tennessee;

(3) the Pantex Plant, Amarillo, Texas;

(4) the Savannah River Plant, South Carolina; and

(5) the Nevada Test Site.

SEC. 308. Section 310 of the Energy and Water Development Appropriations Act, 2000 (Public Law 106-60), is hereby repealed.

SEC. 309. Funds appropriated by this or any other Act, or made available by the transfer of funds in this Act, for intelligence activities are deemed to be specifically authorized by the Congress for purposes of section 504 of the National Security Act of 1947 (50 U.S.C. 414) during fiscal year 2004 until the enactment of the Intelligence Authorization Act for fiscal year 2004.

Explanation of Change

Same language as in the FY 2004 Congressional Budget.