U.S. DEPARTMENT OF COMMERCE

Office of the Secretary

WORKING CAPITAL FUND
ADVANCES AND REIMBURSEMENTS

HANDBOOK

FY 2017

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I. WCF INTRODUCTION

WCF MISSION

The U.S. Department of Commerce (DOC) Working Capital Fund (WCF) was established on June 28, 1944. The Fund's mission is to provide centralized services to the Department's bureaus. The WCF was established without fiscal year limitation. It operates as a revolving fund and does not receive a yearly appropriation from Congress. Goods and services are financed by charging operating expenses back to the customers. The overall financial goal is to remain at a break even position. Organizational units provide the administrative support needed to accomplish DOC's overall mission. This mission focuses on promoting job creation, economic growth, sustainable development, and improved living standards for all Americans.

WCF AUTHORIZING LAW

The Working Capital Fund was established pursuant to 5 U.S.C 607 (15 U.S.C 1521). The law is quoted below.

> "Section 607. Working Capital Fund; establishment amount; uses; reimbursements. "There is established a working capital fund of $100,000, without fiscal year limitation, for the payment of salaries and other expenses necessary to the maintenance and operation of (1) central duplicating photographic, drafting, and photostatting services and (2) such other services as the Secretary, with the approval of the Director of the Bureau of the Budget, determines may be performed more advantageously as central services; said fund to be reimbursed from applicable funds of bureaus, offices, and agencies for which services are performed on the basis of rates which shall include estimated or actual charges for personal services, material, equipment (including maintenance, repairs, and depreciation) and other expenses: Provided, that such central services shall, to the fullest extent practicable, be used to make unnecessary the maintenance of separate like services in the bureaus, offices, and agencies of the Department: Provided further, that a separate schedule of expenditures and reimbursements, and a statement of the current assets and liabilities of the working capital fund as of the close of the last completed fiscal year, shall be included in the annual Budget. (June 28, 1944, ch. 294. title III, section 1, 58 Stat. 415.)

WCF FUND MANAGEMENT

The Secretary of Commerce is vested with managing the Working Capital Fund (WCF). Department Organizational Order 10-5 delegated this responsibility to the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA). The CFO/ASA, acting through the Office of Financial Management, monitors the financial activities of the WCF. This year the majority of offices reporting to the CFO/ASA have projects listed in the fund. In addition, the Office of Public Affairs, the Office of General Counsel and the Office of the Chief Information Office, which do not report directly to the CFO/ASA, also provide services through the fund.

The Office of the Secretary Financial Management (OSFM) located in the Office of Financial Management provides the financial stewardship and management of the fund. OSFM analysts work closely with WCF service providers and bureau customers throughout the year. OSFM budget analysts provide budgetary support to WCF service providers. They also formulate, justify and execute the WCF budget. This includes preparing timely, accurate, and complete monthly reports on the WCF financial status and management.

WCF POLICY

The Department's Working Capital Fund (WCF) authority permits recovery of the full cost of providing services to Departmental customers, allowing the WCF to remain self-sustaining. The Department has discretion in setting the rates (algorithms) used to charge bureaus, which may result in profits in any given fiscal year. Through the recovery of full costs and the discretion afforded the Department WCF in setting rates, the WCF may build an operating reserve carried over from one fiscal year to the next from which it can withstand losses generated in a given fiscal year. Rates are reviewed annually, at which time adjustments may be made which could result in less being charged to bureaus in subsequent fiscal years. Operating reserve is defined as any earned amount left over from advances collected from WCF customers. The operating reserve can consist of funds that were originally appropriated as one-year funds. Once funds are earned, they become part of the operating reserve. Funds within the operating reserve are no-year in nature. Funds collected from the bureaus for the WCF are fully earned when services, as outlined in the WCF Handbook, are provided. Amounts in the operating reserve are available to offset future losses incurred by the WCF. In FY 2016, the CFO Council approved a carry-over funding policy that describes the components, procedure, and approval thresholds for utilizing WCF carry-over funds. Annually, OSFM will provide the CFO Council with a report of all carry-over funds that were re-purposed during the fiscal year.

The Standard Operating Procedure for processing advances includes several key steps. OSFM collects advances based on the services provided in the WCF Handbook and estimates provided by offices using a monthly spend plan. OSFM matches obligations incurred during the fiscal year against quarterly advances taken based on rates determined by the service providers. Advanced funds remaining (savings from efficiencies) after reconciling expenses can either be passed on to bureaus by adjustment of rates downward to reduce future WCF bills, held in the WCF operating reserve to cover future WCF funds shortfalls, or re-purposed in accordance with the WCF Carry-Over Funding Policy. Funds retained in the operating reserve are "earned".

II. A&R INTRODUCTION

A&R PURPOSE

The Department of Commerce's Departmental Management's Advances and Reimbursements (A&R) account provides a centralized collection source for special services, tasks or costs, and reimbursable agreements. This WCF and A&R Handbook is intended to provide the reader with a thorough understanding of activities and programs funded through the A&R account, a description of the services provided, and the Basis of Budget for each A&R active project for FY 2017. All billing algorithms were reviewed and adjusted as needed to assure an equitable distribution of costs for FY 2017 projects.

A&R BILLING AND PAYMENT

A&R bills are processed by National Institute of Standards and Technology's Office of Financial Resource Management (NIST/OFRM). Allocated A&R projects are billed based on the algorithm for each project. Manual A&R projects are billed using the basis of budget for the actual cost of services incurred. Billings are made using the Department of Treasury Intra-governmental Payment and Collection (IPAC) system or an Inter-Office Memo (IOM).

III. WCF BILLING AND PAYMENT

ACCOUNTING

Accounting for the Working Capital Fund (WCF) provides for the recording and control of assets, liabilities, income, and expenses. The WCF applies the principles of accrual accounting required when preparing financial statements as with all other federal government entities when obligation based budgeting and billing is the practice. The status of WCF's financial affairs may be accurately determined from the accounting records maintained by the National Institute of Standards and Technology's Office of Financial Resource Management (NIST/OFRM). They provide accounting services for the WCF and prepare statements to reflect financial conditions, income and expense, and sources and application of funds.

DESCRIPTION AND BASIS OF BUDGET

The WCF is used as a mechanism to account for the costs of a broad range of services such as Security, Human Resources, and Legal Counsel that can be most efficiently provided by a centrally managed and funded organization. Algorithms are used to allocate the costs of common goods or services to the bureaus. Some costs, such as costs for Security Services that are required by the central organizations for the benefit of only one bureau are also financed through the WCF. However, such costs are charged solely to the organization receiving the services. See discussion that follows on billing algorithms.

BILLING ALGORITHMS

All billing algorithms are reviewed for consistency and accuracy annually when operating budgets and bureau billing estimates are prepared. They are also reviewed when a change in procedure is proposed. Every other year an algorithm Review Group is formed with bureau representatives. The Office of the Secretary Financial Management leads the group over a two month period. The service providers each present their services, benefits to the bureaus, performance metrics and method of billing. Changes in algorithm are recommended and implemented when agreed upon. The WCF billing algorithms fall into several categories. The four (4) major billing methods include but are not limited to:

(1) Billings prorated on the basis of various population or Full-time Equivalent (FTE) ceilings. These include Department-wide, Nationwide, Washington Metropolitan area, and Herbert Clark Hoover Building population levels.

(2) Billings prorated on the basis of workload. These include projects where staff members track time spent on bureau work to determine billings.

(3) Billings based on an actual workload with amount billed identified to a specific item or service. These include billings such as management training courses and building alterations.

(4) Billings based on other methodologies, including direct charges to users such as reimbursable work authorizations and legal information retrieval services.

It is the WCF's policy that any changes in project descriptions or costing methods be distributed to the bureaus affected, as they occur, by the office initiating changes. OSFM will update project descriptions and basis of budgets in the *Working Capital Fund and Advances & Reimbursement Handbook* annually.

PERFORMANCE METRICS

Performance goals and measures are important management tools applicable to all levels of the Department, including at the program, project and activity level. Metrics that include targets that assess project managers' responsiveness to customers, the consistency in the application of the basis of budget and reliability of the billing information are important. Performance Metrics that align with strategic goals can be used to evaluate how Working Capital Fund activities are contributing to the achievement of Agency goals. Performance Metrics by project are included in the Working Capital Fund Advances and Reimbursements Handbook. Service providers are responsible for maintaining documentation to support the metrics and provide explanations as customer's request. Performance metrics for manual bill projects are not included in the Handbook since these metrics are outlined in the Memorandum of Understanding (MOU) or Service Level Agreement (SLA).

AUTOMATIC BILLING AND PAYMENT SYSTEM

To ensure prompt payment, billings are made using the IPAC system or an IOM. To ensure that costs are properly allocated and billed, on-going reviews are conducted on billing rates and algorithms, with appropriate adjustments made when needed. WCF charges are tracked by the NIST/OFRM using the *Commerce Business System (CBS).* Monthly statements are on line and on the OSFM shared drive for all DOC offices access. After billing, NIST/OFRM posts all charges and credits on the *Statement of Transactions (SF-224*), as net disbursements against the authorized bureau appropriations. It simultaneously posts these transactions as receipts to the WCF. All transactions prepared after the last 5 business days of the month will appear on the following month's report. At the end of the fiscal year, an end-of-year billing estimate is prepared.

All DOC bureaus are advance billed quarterly based on an estimate provided by the OSFM. These estimates are based on the quarter's anticipated obligations for all project billings, other than those billed manually. Costs are billed quarterly once the MOU is signed between all bureaus and the Office of the Secretary for WCF services. If DOC appropriations are under a continuing resolution, the advance billed procedure is adjusted for the first quarter of the fiscal year, or as needed until appropriations are passed.

INTRAFUND

The intra-fund is a cost allocation process for the WCF. It redistributes the costs for indirect services from and to operating units within the Office of the Secretary. This cost accounting process provides the level of detail necessary for accurate billings to each bureau.

IV. WCF BUDGET CYCLE

The WCF budget process adheres to the procedures required by the Commerce Budget Office, Office of Management and Budget (OMB) and the Congress. The WCF budget process closely conforms to the requirements for preparing a direct appropriation budget. This includes the:

Preparation and justification of budget estimates for the Secretary in June;

Preparation of the budget for submission to OMB in September; and

Final revision and submission to Congress in February.

WCF FORMULATION AND PRESENTATION

Budget formulation is the process by which resources necessary to accomplish goals are determined and justified to decision makers (the Secretary, the President, and the Congress). The budget formulation cycle covers 18 months. In the period beginning from April/May, the Secretary sends a guidance letter to all DOC Bureaus Heads and Heads of Operating Units. This letter describes the approach to be used when preparing the fiscal year budget. It also identifies the Administration's and secretarial priorities.

For the formulation budget cycle, in order to allow time to gather information and better justify the submissions, the Office of Secretary Financial Management (OSFM) prepared a "*budget call*" to the Departmental Management (DM) directors in November. Directors for each of the programs submitted their requests for WCF funding for the budget year. In turn, OSFM analysts review these budget requests for reasonableness and a tentative program budget is produced. Also, the Business Integration Transformation (BIT) team will perform a systems content assessment for all information technology (IT) projects. Budget recommendations are presented to the Director for Financial Management and to the CFO/ASA. The CFO/ASA reviews the budget and determines the WCF program increases to be incorporated into the budget. Service providing offices requesting program increases make presentations to the bureaus providing an opportunity to receive bureau feedback and ranking priority. The CFO/ASA makes final decisions based on CFO Council and Departmental Management Council (DMC) recommendations. OSFM finalizes the budget in early June and sends it to the Commerce Departmental Office of Budget (OB).

OB presents the WCF budget request along with the entire bureau budget requests to the Deputy Secretary and Secretary for final decision. Thereafter, it is OB's responsibility to coordinate the budget between the bureaus and OMB or the Congress. The WCF budget proposes to Congress the WCF's operating level for the budget year. Total cost recovery requires the WCF to bill the bureaus for incurred costs. The Department requests WCF cost increases by seeking Adjustments to Base (ATBs) in the bureaus' budget.

However, bureaus do not always receive increases for those costs during their appropriation process. OSFM, in conjunction with OB determine whether or not the majority of bureaus have received the funds and the CFO determines if WCF increases move forward to implement. The WCF must notify OMB and Congress when adding new functions.

Rate Setting - The Director of OSFM is responsible for the review of the cost and the related projected income in each project's budget to determine their reasonableness and appropriateness. Before a budget and a billing rate can be established, any significant changes from the prior year must be justified by the director in charge of the activity. Once the rates are set for the upcoming fiscal year, each participating bureau is notified of the rates and the expected budget estimates. Generally, OSFM does not adjust rates during the course of the year. The rates are established at the beginning of each budget cycle.

WCF BUDGET EXECUTION

In June, OFM issues the operating budget guidance, and the development of a consolidated operating budget commences. A notice is sent to the Departmental Management offices that manage WCF projects to develop the algorithms to be used for billing DOC bureaus and other WCF customers. OSFM consolidates the operating budgets and billing algorithms into the WCF budget. OSFM prepares and sends draft bureau budget estimates to the bureau heads and secretarial officers at the beginning of the fiscal year. Meetings are conducted with customers to review and answer questions on the initial estimates. WCF customers are provided with obligation-based spending plans. This quarterly advance schedule is to be used by the bureaus when completing their *SF-132 Apportionment and Reapportionment Schedules* to OMB.

When bureaus' issues are resolved, OSFM forwards the operating budget and bureau spending plans to the NIST Financial Operations Division (FOD) by project. The approved annual budget amount, which is used for preparing the *Report on Budget Execution and Budgetary Resources SF-133*, is communicated to NIST/OFRM. OSFM distributes the budget in monthly, quarterly and annual increments, which are then entered into *CBS* for inclusion in the monthly accounting reports.

Report on Budget Execution and Budgetary Resources SF-133 - NIST is responsible for preparing the SF-133. The SF-133 fulfills the requirements in 31 U.S.C. 1511-1514 that the President review federal expenditures at least nine times a year. The SF-133 provides a consistent presentation of data across programs within each agency, and across agencies, which helps program, budget, and accounting staffs to communicate. The reports also provide a basis to determine obligation patterns when programs are required to operate under a continuing resolution. NIST/OFRM receives an e-mail from OSFM for the fiscal year estimate. A draft copy of the *SF-133* is distributed to OSFM for review and comment. OSFM reviews the draft and resolves any differences with NIST/OFRM. The final SF-133 is produced, signed by NIST accounting, and sent to OSFM and the Office of Budget. NIST maintains a file copy.

Funds Control - Monthly, OSFM reconciles obligations to the budget estimate. A copy of the *Budget Status of Funds Report* is kept on the shared drive for budget contacts to update monthly to determine any variances. OSFM sends a consolidated status of funds (SOF) to the Chief Financial Officer and Assistant

Secretary for Administration (CFO/ASA) monthly. OSFM meets quarterly with the director of each office to review the current status of the organizations budget, and to discuss other budgeting topics such as vacancies, undelivered orders, etc. Significant variances, ten percent (10%) over or under budget, are investigated and justified. Also, as a part of monitoring activities, OSFM analysts review purchase orders and personnel requests. Purchase requests are reviewed to ensure that the purchase is being charged to the correct account and to verify that the correct object class is charged. OSFM analysts review purchase requests for reasonableness of the charge and consistency with the project spending plan. Obligating documents over $1 million are required to be signed by the CFO/ASA. The object class is also reviewed to ensure that items are properly classified as capital or non-capital. A cumulative depreciation schedule for capital assets is maintained by NIST/OFRM; data from the cumulative depreciation schedule is used to update the monthly WCF depreciation report. The Office of the Secretary (OS) supports the Department-wide policy to timely review, report, and de-obligate undelivered obligations (UDOs). WCF de-obligations are identified as either earned or unearned. Funds collected from the bureaus for the WCF are fully earned when services, as outlined in the WCF Handbook are provided. Once funds are earned, they become part of the operating reserve and are no year in nature. In order to properly manage fiduciary responsibilities, OS offices with approval from the Office of Secretary Financial Management (OSFM) can re-obligate WCF funds that have been deobligated.

Accruals - The WCF accrues amounts for items received but not yet paid and prepares estimates for percentage of contract completion. Documentation, which may consist of purchase requests, invoices, and estimation of completed contracts, is forwarded to NIST/OFRM quarterly and at year-end for entry into the WCF general ledger. The accruals are a necessary part of preparing financial statements.

Monthly Status of Funds – Monthly, OSFM analysts compare obligations to budget estimates for each WCF activity to determine the accuracy of estimates and expected performance against the budget.

WCF AUDITS

Chief Financial Officers Act Annual Audit - Chief Financial Officers Act of 1990 (CFO Act) prescribes that each fiscal year an audited financial statement must be prepared covering all accounts and activities for each Departmental bureau and activity. In connection with the audit, an independent certified public accounting firm performs audits of the Working Capital Fund (WCF) activities and related financial statements as part of the consolidated financial statements. The U.S. Department of Commerce's *Performance and Accountability Report* consolidates certain reporting requirements of the CFO Act, as amended by the Government Management Reform Act of 1994, The Government Performance and Results Act (GPRA) of 1993 and other related legislation. It presents DOC's consolidated financial statements, the independent auditors' reports as well as the Department's annual performance reports under GPRA and on achieving the goals of the President's Management Agenda. Reports include the report on *Financial Statements*, internal controls, and compliance with laws and regulations. The most recent audit, which covered WCF activity, resulted in an unqualified opinion. An unqualified opinion is the most desirable opinion. It expresses from the auditors' perspective that there has been no unresolvable restrictions on the scope of the audit and that the auditors found no significant problems with regard to the representation of the financial statements.

CFO COUNCIL

The CFO Council consists of the CFO/ASA, Deputy CFO, CFOs from each bureau and Office of Secretary (OS) Directors who meet monthly to discuss administrative and financial matters of the Department. Items discussed include the development and implementation of administrative and financial systems, improved quality of financial information, financial data and information standards, internal controls, legislation affecting financial operations and organizations, and any other financial management matter that may arise due to circumstance (i.e. sequestration, administrative savings, etc.).

Each spring, during the budget formulation process, the program increases for the Working Capital Fund and Advance and Reimbursement are briefed to the CFO Council. The OS directors and their staff are responsible for presenting the budget justifications, billing algorithms and explaining the bureau benefits to the bureau CFO's. The CFOs discuss the program increases and billing algorithms and put forth a recommendation to the CFO/ASA. In recent years, these recommendations were brought forth to the Department Management Council for further discussion, transparency and overall concurrence. The CFO/ASA makes the final decision for all WCF program increases.

During the year, when new initiatives are added, the offices are required to notify the bureaus through the CFO Council to determine if they are supportive and able to fund the requirement.

V. WCF AND A&R CONTACTS AND PROJECT LISTS

Office of the Secretary Financial Management Office Assignments
Main Number - 202-482-6037
Location - HCHB Room D200

JENNIFER AYERS – Director, Office of the Secretary/Financial Management
202-482-0737

HOLDEN HOOFNAGLE – Budget Formulation and Analysis Division Chief
202-482-3937

DESRENE GRANT
OAM – Office of Acquisition Management
OCIO – Office of the Chief Information Officer
OCR – Office of Civil Rights
OPERM – Office of Program Evaluation and Risk Management

DEVTA OHRI
OFM – Office of Financial Management
OPOG – Office of Privacy and Open Government

DIANE RODRIGUEZ
COS - Chief of Staff (Executive Direction)
ES - Enterprise Services (Formerly Shared Services)
OHRM – Office of Human Resources Management
OSY – Office of Security

DIVYA SONI
OFEQ – Office of Facilities & Environmental Quality
OGC – Office of the General Counsel
OGC-CLDP – Office of the General Counsel Commercial Law Development Program
OB – Office of Budget

LATARSHA BELL
Establishing New Projects/Task Codes POC
Gifts & Bequests
GPOs/IPACs

TBD
WCF/A&R Handbook
Accounting Liaison
Undelivered Orders
MOUs and Bureau Advances
Internal Controls

FY 2017 WORKING CAPITAL FUND ADVANCES AND REIMBURSEMENTS
Numerical List by Project

ADVANCES AND REIMBURSEMENTS (A&R) PROJECTS				
PROJECT NUMBER	OFFICE	PROJECT	BASIS OF BUDGET	PAGE NUMBER
7006000	COS	OFFICE OF SCHEDULING & ADVANCE	ITA is charged a set percentage and the remaining costs are billed based on Department enacted FTE	39
7007000	COS	DATA BY DESIGN (FORMERLY WEBDOCFLOW)	Costs are spread evenly to participating bureaus	39
7008000	COS	CENTER FOR FAITH-BASED AND NEIGHBORHOOD PARTNERSHIPS	Based on PY actual cost of office staffing and workload assignments	39
7016000	OGC	LEGAL INFORMATION RETRIEVAL	Based on historical patterns of usage	84
7009000	COS	IMMEDIATE OFFICE REIMBURSABLE	Based on actual detail costs per signed MOUs	40
7014000	COS	GOVDELIVERY	Based on actual costs per signed MOUs	40
7021000	COS	WHITE HOUSE LIAISON	60% of the costs are billed to operating units and bureaus based on their share of the Department's FTE. The remaining 40% of costs are spread based on the number of political appointee slots in each bureau	40
7022000	OHRM	FEDERAL EXECUTIVE BOARD	Based on share of the on-board population outside the National Capital Area (NCA) with the exception of Census which was adjusted to exclude part-time workers	95
7023000	OHRM	NATIONAL FINANCE CENTER & AUTOMATED HIRING SYSTEMS	Based on two parts: 1) NFC costs based on share of the average employees paid during the previous 12-month period; 2) Automated hiring system costs are billed based on share of the Department's FTE ceiling. Federal Erroneous Retirement Coverage Corrections Act Costs (FERCCA) is based on the cases to be submitted and pending from the PY	95
7025000	OHRM	USAJOBS	Based on share of actual number of employees reported by OPM.	96
7026000	OHRM	OPM VSIP/VERA FEE	Based on share of actual number of VSIP/VERA retirees.	96
7027000	CFO/ASA	OPM FEDERAL INVESTIGATIVE SERVICES	Based on share of the Department's FTE	96
7030000	OGC	EXECUTIVE SUPPORT	Based on workload data for each bureau	84
7031000	OGC	COMPLEX LITIGATION	Based on two parts: (1) costs are billed to each bureau based on the bureau's percentage of potential class members in relation to Department-wide potential class members identified (2) costs may be paid according to any MOU independently negotiated between the bureau and the Department	85
7115000	OSY	INTERNATIONAL PROGRAMS	Costs are billed to ITA	113
7122000	OCR	DIVERSITY EMPLOYMENT PLAN	Based on Department's enacted FTE	44
7139000	OB	COMMERCE - GPRA	Based on Department's enacted FTE	27
7149000	OCIO	NATIONAL ARCHIVES	Allocated based on bureau's total cubic footage of records stored at NARA and related transactions	34
7150000	OHRM	EXECUTIVE DEVELOPMENT EDUCATION PROGRAM	Based on bureau share of participants	97
7151000	OCR	MSI INIATIVE	Based on the Department's enacted FTE	44
7155000	OCR	CULTURAL AWARENESS	Based on HCHB Population	44
7172000	OCIO	GSA WITS TELEPHONE SERVICES - HCHB	Based on the percent of the number of phone line appearances in HCHB	34
7176000	OCIO	FTS LONG DISTANCE SERVICES - HCHB	Billed manually based on actual usage. Budget estimate is based on PY actual costs.	35
7200000	OFEQ	GSA SPACE RENT	Costs for space rent are billed based on square footage. Costs for car-pooling are billed based on actual usage	60
7201000	OFEQ	ELECTRICITY, GAS, & OVERTIME UTILITIES	Based on square footage & the actual requested usage above GSA standard operation hours	60
7202000	OFEQ	STEAM	Based on square footage	60

FY 2017 WORKING CAPITAL FUND ADVANCES AND REIMBURSEMENTS
Numerical List by Project

ADVANCES AND REIMBURSEMENTS (A&R) PROJECTS				
PROJECT NUMBER	OFFICE	PROJECT	BASIS OF BUDGET	PAGE NUMBER
7204000	OFEQ	WATER	Based on HCHB Population including PTO	60
7906000	OFM	DOC INDEPENDENT FINANCIAL AUDITS	Based on the percentage of the annual audit cost based on the bureau's budget authority and level of effort needed by the contractor	70
7907000	OFM	OS REIMBURSABLE DETAILS	Based on actual detail costs per signed MOUs	70
7908000	OFM	COMMERCE AGENCY FINANCIAL REPORT	Based on share of the Department's FTE	70
7918000	OFEQ	COUNCIL OF ECONOMIC ADVISORS	Directly billed to Census	61
7923000	OHRM	DOL UNEMPLOYMENT	Based on percent of what was billed in FY 2013	98
7925000	OHRM	FSAFEDS-FLEXIBLE SPENDING ACCOUNT FOR DOC PERSONNEL	Based on share of participation in program in FY 2014	98
7927000	OHRM	ELECTRONIC OFFICIAL PERSONNEL FOLDER	Based on operating units/bureaus share of licenses	98
7945000	OFM	PMC COUNCIL (CIO/CFO/FAC/CHCO)	Costs are billed to the operating units and bureaus based on a 2 part algorithm. (1) Federal Interagency Management Council is allocated based on a weighted average of bureaus percentage share of discretionary funding, IT spending, and fixed costs. (2) Federal Audit Clearing House is allocated based on Bureau share of Department FTE.	71
7946000	OCIO	ELECTRONIC GOVERNMENT INITIATIVES	Based on 8 initiative specific algorithms for E-Rulemaking, Grants, Integrated Acquistion Environment, Financial Management Line of Business, Human Resources Line of Business, Performance Management Line of Business, Budget Formalation and Execution, and Disaster Assistance Improvement Plan.	35
7947000	OCIO	DEPARTMENT OF COMMERCE INITIATIVES	Billed based on # of FISMA systems resident in the CSAM application in the PY	36

FY 2017 WORKING CAPITAL FUND ADVANCES AND REIMBURSEMENTS
Numerical List by Project

WORKING CAPITAL FUND (WCF) PROJECTS				
PROJECT NUMBER	OFFICE	PROJECT	BASIS OF BUDGET	PAGE NUMBER
0020000	ES (Formerly SS)	ENTERPRISE SERVICES INFORMATION TECHNOLOGY	Based on Department's FTE ceiling; ITA FTE reduced to remove Foreign Commercial Service (FCS) and Locally Engaged Staff (LES).	47
0021000	ES (Formerly SS)	ENTERPRISE SERVICES CENTER	Based on Department's FTE ceiling; ITA FTE reduced to remove Foreign Commercial Service (FCS) and Locally Engaged Staff (LES).	47
0022000	ES (Formerly SS)	ENTERPRISE SERVICES PROJECT TEAM	Based on Department's FTE ceiling; ITA FTE reduced to remove Foreign Commercial Service (FCS) and Locally Engaged Staff (LES).	48
0023000	ES (Formerly SS)	HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS)	Based on the Department's FTE ceiling	48
0024000	ES (Formerly SS)	STRATEGIC SOURCING	Based on FY 2015 actual cost savings	48
0026000	ES (Formerly SS)	HUMAN RESOURCES VENDOR STANDUP	Based on Department's FTE ceiling; ITA FTE reduced to remove Foreign Commercial Service (FCS) and Locally Engaged Staff (LES).	49
0027000	ES (Formerly SS)	ACQUISITION SERVICES	Based on 3.2% of their historical procurement expenses. Office of the Secretary is excluded.	49
0028000	OGC	ADMINISTRATION & TRANSACTIONS	Costs are billed to the Department and its bureaus, based on prior year actuals, of office staffing and workload assignments.	73
0029000	OGC	LITIGATION, EMPLOYMENT, & OVERSIGHT	Costs are billed to Departmental bureaus and the OSY, based on prior year actuals, of office staffing and workload assignments.	75
0030000	OGC	OFFICE OF THE ASSISTANT GENERAL COUNCIL FOR LEGISLATION & REGULATION	Based on PY actual cost of office staffing and workload assignments	77
0031000	OGC	DEPARTMENTAL LIBRARY	Based on HCHB population	78
0033000	OGC	ITA - INTERNATIONAL COMMERCE	Bureau specific	79
0034000	OGC	ITA - ENFORCEMENT & COMPLIANCE	Bureau specific	80
0038000	OGC	CENSUS/ESA/BEA	Bureau specific	81
0042000	OGC	NIST/NTIS	Bureau specific	81
0045000	OGC	BIS	Bureau specific	82
0050000	OPA	OPA OPERATIONS	Based on PY actual cost of office staffing and workload assignments	38
0060000	OPOG	OFFICE OF PRIVACY & OPEN GOVERNMENT	Based on the Department's FTE ceiling	102
0110000	OFEQ	MULTIMEDIA DIVISION	Based on prior year usage	53
0120000	OFEQ	MAIL SERVICES DIVISION	Based on HCHB Population	53
0126000	OSY	HCHB SECURITY	Based on HCHB Population	106
0127000	OSY	SECURITY PROGRAMS	Based on two parts: (1) 25% FTE Dept. Wide with PTO and (2) 75% FTE Excluding PTO	106
0129000	OFEQ	OFEQ IMMEDIATE OFFICE	Based on the underlying algorithms of the programs this project manages	54
0138000	OFEQ	SPACE MANAGEMENT DIVISION	Based on HCHB population	54
0140000	OSY	CENSUS DECENNIAL SECURITY	Bureau specific	110
0141000	OSY	CENSUS HDQRTRS. SECURITY	Bureau specific	110
0142000	OSY	NOAA HDQRTRS. SECURITY	Bureau specific	111
0143000	OSY	NIST HDQRTRS. SECURITY	Bureau specific	111
0147000	OFEQ	OFFICE OF SUSTAINABLE ENERGY AND ENVIRONMENTAL PROGRAMS	Based on nationwide on-board population	54
0148000	OFEQ	OFFICE OF SPACE AND BUILDING MANAGEMENT	Based on HCHB population	55
0150000	OFEQ	HCHB JOINT USE SPACE	Based on HCHB population	56
0154000	OSY	CENSUS JEFFERSONVILLE SEC.	Bureau specific	110
0155000	OSY	NIST POLICE SERVICES GROUP (PSG) - GAITHERSBURG	Bureau specific	112

FY 2017 WORKING CAPITAL FUND ADVANCES AND REIMBURSEMENTS
Numerical List by Project

WORKING CAPITAL FUND (WCF) PROJECTS				
PROJECT NUMBER	OFFICE	PROJECT	BASIS OF BUDGET	PAGE NUMBER
0156000	OSY	INVESTIGATIONS AND THREAT MANAGEMENT DIVISION	Based on three parts: (1) Base costs are billed on share of the Department's enacted FTE ceiling, and (2) program enhancement costs are apportioned and billed to those bureaus that host an FTE or requested special assignments (3) Insider Threat Enhancement costs are distributed on the basis of the number of Clearance Holders in each bureau	107
0158000	OSY	NOAA SECURITY/ WESTERN REG SECURITY OFFFICE	Bureau specific	111
0159000	OSY	POLICE SERVICES GROUP - BOULDER	Based on two parts: (1) contract guard costs are billed to NIST & NTIA based on cross-servicing percentages in MOU; and (2) remaining costs are billed to NIST, NOAA, and NTIA based on cross-servicing percentages in MOU.	112
0161000	OSY	BUREAU OF ECONOMIC ANALYSIS	Bureau specific	110
0166000	OFEQ	REIMBURSABLE ALTERATIONS	Based on actuals	56
0172000	OFEQ	OFFICE OF REAL PROPERTY PROGRAMS	Based on nationwide on-board population	56
0177000	OFEQ	HCHB ENERGY AND WATER EFFICIENCY	Funds received from participating in a load share program with a utility provider will be used to fund energy efficiency projects	57
0178000	OFEQ	FACILITIES SERVICES DIVISION	Based on HCHB population	57
0180000	OFEQ	BUILDING MANAGEMENT DIVISION	Based on HCHB population	57
0300000	OPERM	PROGRAM EVALUATION AND RISK MANAGEMENT	Based on the Department's FTE ceiling	100
0128000	OAM	COMMERCE ACQUISITION SOLUTIONS (CAS)	Based on prior year enacted FTE for S&E and WCF	22
0440000	OAM	GRANTS MANAGEMENT DIVISION	Based on number of grant transactions obligated in USA spending from 07/01/2015 through 06/30/2016	22
0441000	OFM	OFFICE OF SECRETARY FINANCIAL MANAGEMENT	Based on share of the Department's enacted OS FTE ceiling (S&E and WCF)	64
0443000	OFM	COMMERCE BUSINESS SYSTEM	Based on the Commerce Business System Capital Asset Plan	64
0444000	OAM	INFRASTRUCTURE & SUPPORT DIVISION	Based on the number of C.Suite users as of July 2016	23
0446000	OFM	FINANCIAL REPORTING AND POLICY/INTERNAL CONTROL	Based on two parts: 1) costs for the Hyperion Financial Reporting System users' number of licenses; and 2) operating units and offices based on their share of the Department's FTE ceiling	65
0458000	OFM	ENTERPRISE APPLICATION SYSTEMS	Based on the number of servers, users, and help desk tickets for each system	66
0461000	OAM	ACQUISITIONS PROGRAM MANAGEMENT	Based on the total obligation and the total number of procurement actions from 07/01/2015 through 06/30/2016 reported in the Federal Procurement Data System-Next Generation	24
0463000	OFM	BUSINESS APPLICATION SOLUTIONS	Based on bureau FTEs as a percentage of Department FTEs	67
0466000	OAM	PURCHASE CARD OVERSIGHT PROGRAM	Based on refunds from SmartPay bankcard services on a percentage of spend basis from the operating units	24
0468000	OFM	DATA ACT	Based on bureau FTEs as a percentage of Department FTEs.	67
0480000	OFM	TRAVEL MANAGEMENT DIVISION	Based on two parts: (1) Costs are allocated to operating units based on percentage of bureaus on-board nationwide population. (2) Costs for HCHB services to operating units based on HCHB population	68
0481000	OFM	ELECTRONIC TRAVEL SYSTEM	Based on three parts: (1) Personal property & fleet operations are allocated based on on-board nationwide population; (2) Excess property operating costs are allocated based on HCHB population; and (3) Sunflower system is allocated based on inventory size within the Sunflower asset mgmt. system.	68

FY 2017 WORKING CAPITAL FUND ADVANCES AND REIMBURSEMENTS
Numerical List by Project

WORKING CAPITAL FUND (WCF) PROJECTS				
PROJECT NUMBER	OFFICE	PROJECT	BASIS OF BUDGET	PAGE NUMBER
0485000	OFM	PERSONAL PROPERTY MANAGEMENT/TRANSPORTATION	Based on the underlying algorithms of the programs this project manages	68
0521000	OHRM	DOC HUMAN RESOURCES OPERATIONS CENTER (DOCHROC)	Based on two parts: (1) Offices within the OS, BIS, EDA, GCERC, NTIA (excludes FirstNet) and MBDA are billed based on their share of the Departments FTE ceiling. (2) ITA is billed on the basis of their HCHB Population	89
0522000	OHRM	OFFICE OF POLICY & PROGRAMS	Based on three parts: (1) Costs for workforce program support for telework employee and labor relations, training, family friendly programs, performance management and WebTA are based on the Department's FTE ceiling; (2) Drug testing charges are proportionately allocated to operating units based on the share of drug tests conducted during the PY; and (3) Unemployment Compensation charges are billed based on the # of employee claims reported in the PY	89
0524000	OHRM	CORP. HUMAN CAPITAL STRATEGY & ACCOUNTABILITY	Based on share of the Department's FTE ceiling. Consists of two parts: (1) Program mgmt. portion excludes USPTO; and (2) Learning Mgmt. System includes USPTO.	90
0525000	OHRM	AWARDS PROGRAM	Based on employees that received awards in the PY	91
0526000	OHRM	EMPLOYEE ASSISTANCE PROGRAM	Based on their proportionate share of positions reflected in the Employee Assistance Program contract	92
0528000	OHRM	EXECUTIVE RESOURCES	Half of the budget is allocated to operating units/bureaus based on their share of the Departmental FTE and the other half based on share of SES population	92
0530000	OHRM	OCCUPATIONAL SAFETY & HEALTH	Based on three parts: (1) workers compensation charges are billed based on PY workers compensation case workload processed. (2) Costs for the Occupational Health Services Program contract within the HCHB are billed to the operating units/bureaus based on HCHB population. (3) All other operating costs are based on operating units/bureaus National Capital Area on-board population, excluding USPTO.	93
0532000	OCR	CIVIL RIGHTS	Based on three parts: (1) Charges for Policy & Affirmative Employment services are based on prorated share of the Departmental FTE (2) Staff costs for informal complaint processing services and informal ADR , staff-conducted investigations, and formal ADR are based on staff hours spent on complaint-related work for each operating unit (3) Contract costs for contractor-conducted investigations are based on pro rata share of actual contract invoices	42
0702000	OCIO	DEPARTMENT-WIDE IT PROGRAMS	Based on share of the Department's FTE ceiling	30
0703000	OCIO	OS IT SUPPORT SERVICES	Costs are distributed among the Office of the Secretary/Departmental Management (S&E and WCF), MBDA, EDA, and ESA accounts based on share of FTE	30
0706000	OCIO	HCHB NETWORK	Based on support for: (1) Operating unit share of Voice-Over Internet protocol (VOIP) line counts %; (2) Data network nodes %; (3) Analog line count %; and (4) Wide Area Network (WAN) data circuits supported (optional) (5) Multi-Protocol Label Switching (MPLS) locations	31
0709000	OCIO	DOC CYBER OPERATIONS	Based on the number of endpoints	31
0711000	OCIO	DOC COMMERCE NATIONAL SECURITY SYSTEMS PROGRAM	Budget is based on the bureau's percentage of authorized system users. Operating units with unique or specialized requirements are responsible for the cost of support and services	32

FY 2017 WORKING CAPITAL FUND ADVANCES AND REIMBURSEMENTS
Numerical List by Project

WORKING CAPITAL FUND (WCF) PROJECTS				
PROJECT NUMBER	OFFICE	PROJECT	BASIS OF BUDGET	PAGE NUMBER
0712000	OCIO	DOC INSIDER THREAT PROGRAM	Costs are billed to HCHB operating units and the Ronald Reagan Buildings based on numbers of Secret Network Account Holders	32
CIOM098	OCIO	OCIO MANUAL BILLING	Based on actuals	33
DOCMREC	OFEQ	DOC CENTRAL RECYCLING ACCOUNT	Project collects all revenue generated through Department-wide recycling activities. Distribution of funds governed by the Green Grant Program business rules	58
FEQM180	OFEQ	BUILDING MANAGEMENT DIVISION MANUAL BILL	Based on actuals	59
FFQM178	OFEQ	FACILITIES SERVICES DIVISION MANUAL BILL	Based on actuals	59
OFMM098	OFM	OFM WCF MANUAL BILLING	Based on the specified agreements in place	69
OFQM098	OFEQ	OFEQ WCF MANUAL BILL PROJECT	Based on actuals	59
OGCFN00	OGC	OGC FIRSTNET SUPPORT	Based on signed MOU	84
OGCM098	OGC	OGC WCF MANUAL BILLING	Based on terms of agreements	83
OHRFN00	OHRM	OHRM FIRSTNET SUPPORT	Based on the terms of agreement	94
OHRM098	OHRM	OHRM WCF MANUAL BILLING	Based on the terms of agreement	94
OSYFN00	OSY	OSY FIRSTNET SUPPORT	Based on signed MOU	109
OSYM098	OSY	OSY MANUAL BILLING	Based on actuals	108
SHSVC01	ES (Formerly SS)	ENTERPRISE SERVICES MANUAL BILLING	Based on the terms of agreement	50

VI. WCF AND A&R SERVICE PROVIDERS

This section presents information about the offices and projects offering services through the Department's Working Capital Fund and Advances and Reimbursements account. The services that are provided are described in the following pages along with their basis of budget.

Office of Acquisition Management (OAM)

Office of Budget (OB)

Office of the Chief Information Officer (OCIO)

Chief of Staff (COS)

Office of Civil Rights (OCR)

Enterprise Services (ES) (Formerly Shared Services)

Office of Facilities and Environmental Quality (OFEQ)

Office of Financial Management (OFM)

Office of the General Counsel (OGC)

Office of Human Resources Management (OHRM)

Office of Program Evaluation and Risk Management (OPERM)

Office of Privacy and Open Government (OPOG)

Office of Security (OSY)

OFFICE OF ACQUISITION MANAGEMENT

The Office of Acquisition Management (OAM) develops, coordinates, and maintains the Department's acquisition regulations, policies and procedures. OAM provides management and oversight for a range of products and services from purchase card program to complex automated systems such as weather satellites. The office manages DOC's acquisition workforce career development, provides acquisition advice, and establishes contracting authority, DOC-wide strategic plans, and guidance. It represents DOC in all external acquisition policy matters. OAM, whose director serves as the DOC's Senior Procurement Executive, directly provides acquisition support to the Office of the Secretary (OS) and selected special projects. The office delivers, maintains, and approves DOC-wide or bureau-specific automated procurement systems and serves as the focal point for the collection and reporting of acquisition information.

OAM develops and maintains DOC-wide acquisition management and performance measurement programs, evaluates and compares contracting office performance against stated goals, and advises the Assistant Secretary for Administration on goal achievements. OAM develops, maintains, and implements the DOC-wide program management and cost estimation policy (DAO 208-16) and guidance (Scalable Acquisition Project Management Guidebook) and conducts and manages reviews of high-profile programs as the Milestone Review Board Secretariat.

In addition, OAM is responsible for DOC-wide grants management policy and oversight, which includes ongoing efforts to create standardized grants management training and certification program and the migration of DOC grant-making bureaus to a common grants management system. OAM leads the updating of major policy guidance pertaining to financial assistance including the DOC Grants and Cooperative Agreements Manual, the DOC Financial Assistance Standard Terms and Conditions, the DOC Financial Assistance Pre-Award Notice and numerous other interim and ad hoc policy guidance documents as required. OAM tracks progress in audit resolution, closeout of financial assistance awards and also represents DOC in all external grants management matters by participating in various federal boards and committees, contributing directly to the success of projects/initiatives such as Grants.gov and USASpending.gov.

The project descriptions that follow and the *Department Organization Order 20-26*, governing OAM's responsibilities, provide further insight on services provided.

MANAGEMENT OFFICIALS

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MARK B. DALEY, Deputy Acquisition Program Management
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TAMMY L. JOURNET, Deputy Procurement Management, Policy and Performance Excellence
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LIST OF PROJECTS

Commerce Acquisition Solutions (CAS)	0128000	WCF
Grants Management Division (GMD)	0440000	WCF
Infrastructure and Support Division (ISD)	0444000	WCF
Acquisition Program Management (APM)	0461000	WCF
Purchase Card Oversight Program (PCOP)	0466000	WCF

WORKING CAPITAL FUND (WCF) PROJECTS

COMMERCE ACQUISITION SOLUTIONS (CAS) PROJECT 0128000

Description of Service: The Commerce Acquisition Solutions Division (CAS) provides contracting technical services, including acquisition development and guidance for the procurement of products and services. It also provides oversight of the purchase card program and the Federal Acquisition Certification program (FAC-C and FAR-COR) and implements the small business program in support of the Office of Secretary (OS). CAS also supports selected special projects on Secretarial initiatives.

Basis of Budget: Costs are billed to the Office of Secretary/Department Management account for procurement services based on the number of FY 16 FTE enacted between WCF and S&E.

Performance Metrics: Procurement Administrative Lead Time Achievement (PALT) -
Definition: Ability to award customer's complete acquisition package within allotted PALT range.
Measure: Percentage of awards completed within PALT range. Target: >90% awards completed within PALT range

GRANTS MANAGEMENT DIVISION (GMD) PROJECT 0440000

Description of Service: The Grants Management Division (GMD) provides guidance in response to government-wide data calls and represents the Department of Commerce (DOC) at numerous intergovernmental permanent bodies and working groups governing Federal Grants Policy, including the Council on Financial Assistance Reform and the Financial Assistance Committee for E-Government. GMD serves as the coordinator of information between DOC grant-making bureaus and external organizations in the Federal government, with primary responsibility for managing policy through the Grants Council and its subordinate groups. GMD also has lead responsibility for the grants elements in required reports to the Congress, White House, and other Federal government organizations. In addition, GMD provides policy guidance and support to all Grant-making entities within DOC in compliance with the Federal Financial Assistance Improvement Act of 1999 that improves the effectiveness, efficiency and operational performance of financial assistance programs (PL 106-107). GMD is in the process of developing and implementing a training and certification program for financial assistance management professionals.

GMD performs the following oversight and policy development roles: monitoring the audit resolution process; monitoring the grant close out process; monitoring bureau submissions of award data to USASpending.gov; maintaining and updating the DOC Grants and Cooperative Agreements Manual, the DOC Financial Assistance Standard Terms and Conditions, and the DOC Financial Assistance Pre-Award Notices; reviewing and clearing DOC Federal Funding

Opportunity Notices; and the annual update of the A-133 Compliance Supplement, Catalogue of Federal Domestic Assistance, and DOC Audit Tracking System.

Basis of Budget: Costs are billed to operating units based on actual number of grant transactions obligated in USASpending from 07/01/2015 through 06/30/2016.

Performance Metrics: Implementation of Departmental Policies, Procedures, and Support of Government-Wide Data Calls - Definition: Implementation of departmental policies and procedures for administrative functions affecting financial assistance operations in Commerce's operating units. Lead and coordinate Department grant office responses to government wide data calls related to financial assistance and annual data base updates (CFDA, A-133 Compliance Supplement, Unified Regulatory Agenda Update, etc.). Measure: Percent of financial assistance documents annually reviewed/updated; Financial Assistance Pre-Award Notice; Standard Terms and Conditions; Grants Manual; and Federal Funding Opportunities and timeliness of responses to ad hoc queries and data calls delivered. Target: Respond to ad hoc queries, data calls and review/update departmental policies and procedures on or before their respective due dates more than 90% of the time.

INFRASTRUCTURE AND SUPPORT DIVISION (ISD) PROJECT 0444000

Description of Service: The Infrastructure and Support Division (ISD) provides leadership for enterprise-wide acquisition IT solutions to meet statutory and regulatory control and reporting requirements. ISD manages the Commerce Business Environment (CBE) programs which include C.Suite (C.Request and C.Award), Obligation and Requisition Standard Interface (ORSI), OAM Website, and other electronic government initiatives that benefit DOC and the vendor community. ISD provides assistance with Integrated Acquisition Environment (IAE) and System for Award Management (SAM) support which includes a broad range of information technology services such as assistance with help desk, testing support, scheduled upgrades, and maintenance releases. ISD conducts analysis on acquisition spending and how that fits within spending across the DOC enterprise. ISD represents the Department on Federal government-wide working groups to plan and analyze existing and future acquisition system environment, assess product capabilities, and share best practices and lessons learned. This project also covers career management for Contracting Officers and Contracting Officer Representatives. This program focuses on development and certification of DOC's acquisition workforce, including formal training and education for acquisition personnel in the 1102, 1105, and 1106 series.

Basis of Budget: Costs are billed to designated operating units (OS, Census, NIST, and NOAA) based on the number of C.Suite users as of July 2016.

Performance Metrics: IT Business Processes - Definition: Ability to improve performance of acquisition system business processes to better support mission goals and meet statutory and regulatory control and reporting requirements. Measure: Number of items/actions reviewed, approved and implemented by the Functional Change Control and Data Standardization Board.

Target: 90% of system enhancement actions/items resolved that are brought before board.

ACQUISITION PROGRAM MANAGEMENT(APM) PROJECT 0461000

Description of Service: The APM Project oversees Federal program and project manager (P/PM) training and certification program for the Department and conducts outreach to encourage greater participation in the program. It manages the Department-wide program management documentation including both a CAM and DAO supplemented by a P/PM Guidebook. As support to the Milestone Review Board (MRB) Executive Secretariat, it manages the rhythm of each MRB and its Integrated Product Team (IPT) including preparation of briefings, comment matrices, scheduling and read ahead packages. APM represents the Department in inter-agency program management forums supporting development of P/PM certification and related Office of Federal Procurement Policy development.

Basis of Budget: Costs are billed to designated operating units for procurement services based on the total obligation and the total number of procurement actions from 07/01/2015 – through 06/30/2016 reported in the Federal Procurement Data System-Next Generation (FPDS-NG).

Performance Metrics: Program Support - Definition: Positively respond to requests for program support to include preparation or review of independent cost estimates and management of Deputy Secretary-level MRBs and their supporting IPTs. Measure: Provide tangible (cost estimates, program reviews, IPTs, MRBs, etc.) support to programs/projects, particularly those designated by the Deputy Secretary as high-profile per the DOC acquisition framework policy (DAO 208-16). Target: >4 program/project reviews completed.

PURCHASE CARD OVERSIGHT PROGRAM (PCOP) PROJECT 0466000

Description of Service: This project is responsible for managing the Department's charge card program in accordance with the General Service Administration (GSA) SmartPay Program and ensures adherence to Federal and Agency charge card policies for the Department's purchase, travel, and fleet business lines. Responsibilities include: developing and implementing purchase card policies, procedures, training and oversight; conducting internal control reviews of the purchase card program; acting as liaison on behalf of the Department with the servicing bank and other entities outside of the Department; managing and reconciling all Departmental refund data to and from the Department and servicing bank for all lines of business; and providing customer support to Departmental cardholders, approving officials, and agency program coordinators for all lines of business.

Basis of Budget: This project is funded by refunds from SmartPay bankcard services on a percentage of spend basis from the operating units.

Performance Metrics: Program Management and Support- Definition: Implement departmental

policies, procedures, and oversight activities related to the purchase card program. Lead, coordinate, and prepare reports and responses to data calls related to the charge card program (i.e., Quarterly OMB A-123, Appendix B, Semi-Annual Report on Purchase Card Violations, Charge Card Management Plan, and Annual Narrative Statement). Measure: Provide tangible (policies, procedures, training, reports, oversight reviews, refund management) and timely management and support of the charge card program. Target: Submit required reports; reconcile refunds; respond to data calls; and implement departmental policies, procedures, and oversight activities on or before their respective due dates more than 90% of the time.

OFFICE OF BUDGET

The Director of the Office of Budget (OB) serves as the Secretary's representative in all budgetary matters. OB oversees the entire budget process for the Department of Commerce which includes budget formulation via guidance to the bureaus; budget execution and addressing any issues that arise during the process. The Director serves as the primary adviser to the Secretary with staff members serving as consultants both to senior Department Of Commerce officials and to bureau staff. Additionally, OB monitors the performance of each bureau on a quarterly basis ensuring senior Commerce staff is informed and any issues are addressed. Finally, once the fiscal year has closed, The Office of Management and Budget (OMB) has instituted a directive via A-11, that agencies should link performance and budgeting information and tie it to the agency's strategic plan. In response to this, as part of the OMB and Congressional Budget process, OB oversees and coordinates the reporting of bureau performance plans and reports as they are shown in the Annual Performance Plan and Report (APPR) Backup. OB also works with the Office of Performance Evaluation and Risk Management in developing the Departmental APPR as it appears in the OMB and Congressional budget submission.

MANAGEMENT OFFICIALS

MICHAEL PHELPS, Director
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VACANT, Deputy Director

LIST OF PROJECTS

COMMERCE-GPRA	7139000	A&R

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

COMMERCE - GPRA PROJECT 7139000

Description of Service: The Department is required to fulfill eleven tasks set forth in the Government Performance and Results Act (GPRA) and performance requirements as specified by Circular A-11 and A-136. These mandates are: (1) Finalization of all FY 2016 performance information and combining it with performance planning data in the FY 2018 Congressional Budget submission as the Annual Performance Plan and Report (APPR) (2) Coordination and summary of the integration of performance and budget information as it appears in the FY 2018 Budget in Brief and a summary Departmental report; (3) Review and standardization of the FY 2018/2016 APPR Backup for the FY 2018 Office of Management and Budget and Congressional Budget submissions for use by the bureaus in the FY 2018 and any subsequent budget submissions; (4) Oversight of each of the bureaus' FY 2018/2016 APPR Backup of the OMB Budget Submission; (5) Ensuring that the Departmental APPR, the Congressional Budget Justifications, the Strategic Plan, and the Department's Summary of Performance and Finance appear on the Departmental website; (6) Assistance in the Development of the Departmental APPR; (7) Oversight, review and production of the Departmental Management (DM) APPR Backup; (8) Overview of the Department's input into Performance.gov, the Federal government performance website; (9) Manage and review the Department's Priority Goals; (10) Review of any updates to the Department's Strategic Plan; and (11) Oversight of the Department's Summary of Performance and Finance.

Basis of Budget: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

OFFICE OF THE CHIEF INFORMATION OFFICER

The Office of the Chief Information Officer (OCIO) leads the management and use of information resources throughout the Department, ensuring that the Department's programs make full and appropriate use of information technology (IT). Its mission is to support the use of leading edge information technology to enable the Department to accomplish its mission effectively and at the lowest cost, with excellent program products and services for its customers. The OCIO was created to implement the Information Technology Management Reform Act of 1996, known as the Clinger-Cohen Act. The office oversees the $2 billion annual IT expenditures of the Department of Commerce. The office develops and implements a DOC Information Technology Security Program, to ensure the confidentiality, integrity, and availability of information and IT resources. Staff personnel develop, coordinate, and implement DOC policies and procedures to promote electronic commerce to provide timely and comprehensive services to the Department's customers via the Internet. As a DOC service-providing entity, OCIO also provides telephone and network services for the HCHB, data center services, IT help desk and electronic mail (e-mail) system support, and administrative systems support, but excluding financial systems under Department Organization Order DOO 20-27.

Additionally, OCIO implements applicable provisions of 40 U.S.C. 759 (Federal Information Processing Standards), and provides DOC-wide guidance for acquiring, managing and using telecommunications-related IT resources. The project descriptions that follow and the Department Organization Order 15-23, governing OCIO's responsibilities, offer further insight on services provided.

MANAGEMENT OFFICIALS

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HCHB Room 6895, 482-5069
VACANT, Deputy Chief Information Officer
HCHB Room 38016R, 482-1888
VACANT, Deputy Chief Information Officer, Chief Technology Officer (CTO)
HCHB Room 6080, 482-0811
RAJEEV SHARMA, Director - Office of IT Policy and Planning
HCHB Room 6616, 482-8330
ANTOINETTE BROWN, Director - Office of IT Services
HCHB Room 6078, 482-5658
TERRI WARE, Acting Director - Office of Management and Business Operations
HCHB Room 38014, 482-3138
KEVIN COYNE, Director – Resources
HCHB Room 38014, 482-4018

LIST OF PROJECTS

Department-wide IT Programs	0702000	WCF
Office of the Secretary IT Support Services	0703000	WCF
HCHB Network	0706000	WCF
DOC Cyber Operations	0709000	WCF
DOC National Security Systems	0711000	WCF
DOC Insider Threat	0712000	WCF
Office of the Chief Information Officer Manual Project	CIOM098	WCF
National Archives and Records Administration (NARA)	7149000	A&R
GSA WITS Telephone Service	7172000	A&R
Networx Long Distance – HCHB	7176000	A&R
E-Gov Initiatives	7946000	A&R
DOC Initiatives	7947000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

DEPARTMENT-WIDE IT PROGRAMS PROJECT 0702000

Description of Service: This project provides support for Department-wide IT programs, including coordination and integration of the enterprise architecture, supporting the Commerce IT Review Board, providing IT Capital Planning (CPIC) policy, project and program management (PMO) oversight, system support and reporting and assisting with automated administrative systems that cross DOC organizational and functional boundaries (e.g., Web T&A, WebDOC Flow, DOC Web presence, Commerce Learning Center. Additionally, the project includes all aspects of IT policy, procedure, management, oversight, and reporting related to DOC IT systems; the development and implementation of the critical infrastructure protection, including Department-wide IT Continuity of Operations Planning; and the application of leading-edge technology to the Department's mission areas. It supports the Department with public communication through the use of web technologies (i.e., Commerce.gov, open.commerce.gov, SelectUSA), and improved business processes through the use of web technologies (i.e., Commerce Connection, CITRB Application, Social Media tracking).

Basis of Budget: Costs are billed to operating units and offices based upon their share of the Department's FTE ceiling.

Performance Metric:
Compile, review, and submit Exhibit 53 and Exhibit 300s to OMB on time 100% of the time.

OFFICE OF THE SECRETARY IT SUPPORT SERVICES PROJECT 0703000

Description of Service: This project provides all aspects of IT support for the Office of the Secretary (OS), Economics and Statistics Administration (ESA), Economic Development Administration (EDA), and the Minority Business Development Agency (MBDA). These activities include: desktop/office automation support; electronic mail and wireless messaging system support; hardware and software operations and maintenance; the IT Customer Service Center (Help Desk); Continuity of Operations Support for IT for OS; and facilitating communications DOC-wide with other federal agencies as well as the public sector.

Basis of Budget: Costs are distributed among the Office of the Secretary/Departmental Management (S&E and WCF) accounts and ESA, EDA, and MBDA based on share of FTE.

Performance Metrics: Please see the link, below, to get response and resolution times for desktop/office automation support; electronic mail and wireless messaging system support; hardware and software operations and maintenance under "OCIO Service Level Agreements (SLA)." http://home.commerce.gov/cio/NewOCIO/ITCSC_Helpdesk/default.html

HCHB NETWORK PROJECT 0706000

Description of Service: This project provides secure high-speed network services to customers in the HCHB and Ronald Reagan Building. The new infrastructure is controlled, maintained, and enhanced by a single, central entity, the HCHB Network Operations Center (NOC), which connects the individual networks and enhances interoperability among heterogeneous environments. This project provides Voice over Internet Protocol (VoIP) telephone services, ensuring superior sound quality and reliability. The project also provides an Emergency Broadcast System (EBS) that delivers emergency broadcasts via the VoIP telephone system to all VoIP telephones located in employees' offices. Additionally, the project provides a Public Address System (PAS) that delivers emergency broadcasts to HCHB common areas (e.g., hallways, restrooms, stairwells, parking garages, lobby, cafeteria, etc.) via wall-mounted speakers and strobe lights. Finally, this project provides all aspects of external connectivity, including Internet service consisting of high-speed telecommunications access, Internet Service Provider (ISP), and required hardware and software to manage Internet access.

Basis of Budget: This billing algorithm consists of five parts: Costs are billed to HCHB operating units and offices in the HCHB and the Ronald Reagan Buildings. Costs are calculated based on support for:

- Operating unit share of Voice-Over Internet protocol (VOIP) line counts (% of total);
- Networking Data Nodes (e.g., printers, workstations, servers) (% of total);
- Analog line count (% of total);
- Wide Area Network (WAN) network support for regional offices (optional) and
- Multi-Protocol Label Switching (MPLS) circuits

Performance Metric:
Please see the link, below, to get response and resolution times for VOIP under "OCIO Service Level Agreements (SLA)."
http://home.commerce.gov/cio/NewOCIO/ITCSC_Helpdesk/default.html

DOC CYBER OPERATIONS PROJECT 0709000

Description of Service: This project supports national level priorities and the Secretary's goal of improving the Department's Cybersecurity posture by creating new and enhanced capabilities; enterprise cyber operations (ESOC); information security continuous monitoring (ECMO); computer incident response (DOC-CIRT); analysis and correlation of cyber events and threats;

supply chain risk management; enterprise insider threat program; enterprise cybersecurity policy development; compliance efforts; and workforce development as defined by the Commerce Cybersecurity Strategy.

Basis of Budget: Bureau costs are based on the number of endpoints.

Performance Metric: Implementation Status of Commerce-wide Continuous Monitoring Initiative (ECMO) - Percentage of assets (desktops, laptops and servers) under ECMO. For Enterprise Security Operations Center (ESOC): Percentage of OUs providing active event feeds (75% target); Percentage of total events of interest analyzed (80 % target); Percentage of situational awareness briefings conducted on schedule (90% target). For Computer Incident Response Team (DOC-CIRT): Percentage of suspected computer security incidents reported (80% target).

DOC NATIONAL SECURITY SYSTEMS PROJECT 0711000

Description of Service: The project was established to serve as the enterprise shared service for IT goods and services for National Security Systems. The National Security Infrastructure and general support systems are controlled, maintained, and operated by the Office of Cyber Security's National Security and Critical Infrastructure Protection Program. In addition to classified network connectivity, the project provides email, domain name service, system configuration management, security accreditation, and end-user support as well as special national security programs, such as insider threat as mandated by E.O. 13587.

Basis of Budget: Budget is based on the bureau's percentage of authorized system users. Operating units with unique or specialized requirements are responsible for the cost of support and services.

Performance Metrics:

- System Availability
  - Service Measurement: Availability during normal working hours
  - Performance Target: 99%
- Customer Inquiry
  - Service Measurement: Respond within 4 business hours
  - Performance Target: 85%
- Identity Management
  - Service Measurement: Users utilizing soft or hard PKI tokens to login
  - Performance Target: 90%

DOC INSIDER THREAT PROGRAM PROJECT 0712000

Description of Service: The purpose is to provide user activity monitoring staffing, hardware, software, and services as required by E.O. 13587 and in alignment with the standards set forth by

the National Insider Threat Task Force.

Basis of Budget: Costs are billed to HCHB operating units and the Ronald Reagan Buildings based on numbers of Secret Network Account Holders.

Performance Metrics: Deployment across all national security systems. Target 100%. Quarterly status reporting to agency senior official and Commerce Insider Threat Advisory board.

OFFICE OF THE CHIEF INFORMATION OFFICER MANUAL PROJECT CIOM098

Description of Service: This project provides services that are included in the other OCIO accounts. These are services unique to the customer's needs and will be manually billed.

Basis of Budget: Actual costs are billed directly to the requesting unit. This project is manually billed and the budget is for estimating purposes.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) PROJECT 7149000

Description of Service: The National Archives and Records Administration (NARA) stores and services DOC records in a safe and secure environment. The records are stored in NARA's records centers (including the Washington National Records Center and the National Personnel Records Center). Legal ownership of the records remains with the Department.

Basis of Budget: Budget is based on prior year's costs and is for estimating purpose. Bills from NARA are manually billed to bureaus based on the actual cost of the total cubic footage of records stored at NARA and related transactions.

Performance Metrics:

- Disposition of records: Within 90 days of disposition schedule or upon receipt of written request from customers whichever comes later.
- Customer requests:
  - Within 1 business day for routine reference records.
  - Within 2 weeks for extremely low-reference records.
  - Case-by-case basis for exceptional requests.
- Records refilling:
  - Within 5 business days for refilling records.
  - Within 10 business days for interfiling records.
- Photocopy SF135s: Within 5 business days upon receipt of request.
- Serviceability of request: Within 1 business day.

GSA WASHINGTON INTERAGENCY TELECOMMUNICATIONS SYSTEM (WITS) TELEPHONE SERVICES-HCHB PROJECT 7172000

Description of Service: This project was established for capturing the monthly telephone costs of the Herbert C. Hoover Building joint use space and other selected Commerce locations for covering common usage charges, local message unit charges, directory assistance and other related charges. Costs for bureau direct WITS lines are billed by GSA to bureaus and are not part of this project. Networx long distance charges are not included in this project (see Project 7176000 below).

Basis of Budget: Budget is based on prior year's costs and is for estimating purpose. Costs are automatically billed to HCHB operating units and offices based upon their percent of the number of phone line appearances in the Herbert Clark Hoover Building.

Performance Metric:

- Move existing line or add new line to an existing outside circuit (analog).

- Response Time: Within 0 hours up to 8 hours.
- Resolution Time: Within 7 days.

NETWORX LONG DISTANCE - HCHB PROJECT 7176000

Description of Services: The project covers Network Long Distance telephone bills.

Basis of Budget: Budget is based on prior year's actual cost to date and is for estimating purpose. Costs are manually billed to operating units based on actual usage.

Performance Metrics:

- Provide voice quality as good as the circuit switched network and operate a reliable, survivable voice infrastructure. Provide administration, monitoring, and maintenance for the HCHB VOIP network infrastructure. Performance measure is based on the internal HCHB network and not the external vendors' network.

- Performance Target: Experience no more than 1% network packet loss, no more than 30ms of jitter, no more than 200ms of one-way latency.

ELECTRONIC GOVERNMENT (E-GOV) INITIATIVES PROJECT 7946000

Description of Service: This project was established to serve as the central processing point for Commerce's share of funding for the E-Government initiatives, in which we participate, to include: E-Rulemaking, Grants.gov, Integrated Acquisition Environment (IAE) Program office, Financial Management Line of Business (LOB), Human Resources LOB, Grants Management LOB, Budget Formulation and Execution LOB, Performance Management LOB, and Disaster Assistance Improvement Plan. The funds are distributed via Memorandum's of Understanding with managing partners. In accordance with sections 505 and 513 of the Consolidated Appropriations Act, 2014, (P.L.113-76), the Department of Commerce provides an annual notification to Congress, outlining funding and accompanying justifications for each of the E-Government Initiatives and Lines of Business to which the Department contributes.

Basis of Budget: Budget is based on prior year's Congressional approval of reprogramming package and is for estimating purposes only. Costs are manually billed to operating units and offices based on each initiative specific algorithm listing in the below table, which is then the basis for creating memorandums of understanding with DOC bureaus.

Initiative	Basis of Charge

E-Rulemaking	Fee for Service
Grants. Government	Number of Grant Programs
Integrated Acquisition Environment (IAE)	OMB Budget Outlays Projections
Financial Management Line of Business	OMB Budget Outlays Projections
Human Resources Line of Business	Number of OU FTEs
Performance Management Line of Business	Number of OU FTEs
Budget Formulation and Execution	OMB Budget Outlays Projections
Disaster Assistance Improvement Plan	OMB Budget Outlays Projections

Performance Metrics: Performance metrics will be provided for DOC by each E-Government initiative's managing partner, through annual Benefits Report submissions to the Office of Management and Budget.

DEPARTMENT OF COMMERCE INITIATIVES PROJECT 7947000

Description of Services: The Cyber Security Assessment Management (CSAM) application license fee paid to the OMB Information System Security (ISS) FISMA automation shared-service provider (DOJ). The charges are collected through IAA MOU.

Basis of Budget: Budget is based on prior year's costs and is for estimating purpose. Costs are manually billed to the users based on # of FISMA systems resident in CSAM application in the previous year.

Performance Metrics:

- System authorization & assessment
  - Service Measurement: Authorize to operate (ATO)
  - Performance Target: Annually
- 14 days data availability via remote location
  - Service Measurement: Conduct bi-weekly system back-up
  - Performance Target: 100%
- OMB/DHS FISMA report capability
  - Service Measurement: Submit quarterly report
  - Performance Target: 100%

CHIEF OF STAFF

The Chief of Staff (CoS) serves as the Secretary's representative to other Federal agencies and as the principal advisor on policy, planning and operational matters regarding Schedule C and non-career executive positions in the Department. The CoS reports to the Secretary of Commerce and is responsible for providing managerial support to the Secretary in formulating, implementing and administering the policies and program operations of the Department of Commerce, in coordinating actions required of the Department as a result of executive policy decisions and actions, and in the performance of information and outreach activities directed at facilitating the business community's interaction with the Federal Government. Additionally, DOC's overall public information program is managed by the CoS through the Office of Public Affairs (OPA). OPA's director serves as DOC's principal adviser to the Secretary on public affairs matters. The office oversees the policy of the public affairs staffs in the operating units and serves as DOC's primary liaison office with other Government agencies on public affairs. Further insight on OPA's services is provided in the two Working Capital Fund project descriptions that follow, and the *Department Organization Order 15-3*, governing OPA's responsibilities.

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LIST OF PROJECTS

OPA Operations	0050000	WCF
Office of Scheduling and Advance	7006000	A&R
Data by Design (Formerly WebDocFlow)	7007000	A&R
Center for Faith-Based and Neighborhood Partnerships	7008000	A&R
Immediate Office Reimbursable Details	7009000	A&R
GovDelivery	7014000	A&R
White House Liaison	7021000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

OPA OPERATIONS PROJECT 0050000

Description of Service: The Office of Public Affairs (OPA) serves as DOC's liaison with the White House and Executive Branch agencies to support major Department priorities and meet the needs of operating units. OPA provides advice and support to the public information programs in the units; prepares and issues press releases and broadcast material involving the Secretary and other DOC officials; coordinates news conferences; arranges radio, television and other interviews; plans, develops, and executes, with operating unit public affairs' offices, a communication support program for exhibits, video and film making productions and webcasts. The office also reviews and approves for release all news items, speeches, publications, audiovisual materials for external use, and advertises programs for public affairs purposes; reviews all proposed DOC publications; accounts for the control of films, exhibits, events and other resources; and provides briefing materials for the Secretary; and other top DOC level officials.

Basis of Budget: Costs are billed to Departmental bureaus based on prior year actual cost of office staffing and workload assignments. Each staff member tracks their time for supporting the Department's bureaus.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. Action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

OFFICE OF SCHEDULING AND ADVANCE PROJECT 7006000

Description of Service: This project funds planning and coordination of external scheduling for the Secretary of Commerce. The office is responsible for providing scheduling, advance, protocol, and logistical support for the Secretary's domestic and international meetings, conferences, and special activities and initiatives. These conferences and meetings support the programs and policies of the bureaus and operating units of the Department.

Basis of Budget: There are two parts to this billing algorithm: ITA is charged a set percentage of 38%, the remaining costs are then applied to each bureau based on their share of the Department's FTE ceiling.

DATA BY DESIGN (FORMERLY WEBDOCFLOW) PROJECT 7007000

Description of Service: The U.S. Department of Commerce Executive Correspondence system housed in the Executive Secretariat office is used to track Secretary and Deputy Secretary correspondence throughout DOC. Services include hosting, system administration, database administration, application administration, security services, change management, disaster recovery, and help desk services.

Basis of Budget: Charges for this system are spread evenly to participating bureaus.

CENTER FOR FAITH-BASED AND NEIGHBORHOOD PARTNERSHIPS PROJECT 7008000

Description of Service: This project funds the cost of the Center for Faith-based and Neighborhood Partnerships. Functions of this office include, but are not limited to, connecting external stakeholders to DOC resources and programs, engaging a diverse array of partners in the work of the agency, overseeing intra-agency initiatives requiring input from multiple agency bureaus, leading DOC's participation in interagency place-based programming efforts, assisting with the Secretary's domestic trip preparation and leading various aspects of large conferences and events.

Basis of Budget: Costs are billed to Departmental bureaus based on prior year actual cost of office staffing and workload assignments. The Director tracks his time for supporting the Department's bureaus.

IMMEDIATE OFFICE REIMBURSABLE DETAILS PROJECT 7009000

Description of Service: This project was established to serve as the processing point for the reimbursable details of the Immediate Office employees to requesting DOC bureaus and/or other federal agencies.

Basis of Budget: Costs are manually billed to operating units and bureaus based on the terms of signed Memorandum of Understanding (MOU) agreements.

GOVDELIVERY PROJECT 7014000

Description of Service: This project was established to reimburse OS for GovDelivery services provided to requesting operating units and bureaus. GovDelivery is a digital communications platform exclusively for government that enables agencies to efficiently connect with people and elevate, streamline, and track its communication efforts. OSEC/DOC oversees the management of the A&R account and authorizes the disbursement of funds to the Department of Interior's Federal Consulting Group (FCG).

Basis of Budget: Costs are manually billed to operating units and bureaus based on the terms of signed Memorandum of Understanding (MOU) agreements.

WHITE HOUSE LIAISON PROJECT 7021000

Description of Service: This project funds the cost of the Office of White House Liaison. Functions of this office include, but are not limited to, overseeing the appointment process for executive positions throughout the Department, appointments of people from outside of Commerce to Department boards/commissions based on the qualifications set forth in the charter, preparing special reports, and managing specific projects at the request of Secretarial Officers.

Basis of Budget: There are two parts to this billing algorithm: 60% of the costs are billed to operating units and bureaus based on their share of the Department's FTE ceiling. The remaining 40% of costs are spread based on the number of political appointee slots in each bureau.

OFFICE OF CIVIL RIGHTS

The Office of Civil Rights (OCR) develops and manages Department of Commerce (Department) Equal Employment Opportunity (EEO) policies and programs. It serves to ensure that people with disabilities have access to Department programs and facilities. It also serves to ensure nondiscrimination in Department supported activities and programs. In support of the Department's goals to achieve diversity and affirmative employment, OCR develops and maintains monitoring systems to assess Department affirmative employment and diversity initiatives. OCR assists operating units in developing action plans to address barriers to equal opportunity and diversity issues and provides EEO counseling and Alternative Dispute Resolution (ADR) services to the OS and other Department components as determined. The project narrative that follows and the *Departmental Organization Order 20-10* that governs the responsibilities of the Office of Civil Rights provides further insight on services provided.

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LIST OF PROJECTS

Civil Rights	0532000	WCF
Diversity Employment Plan	7122000	A&R
MSI Initiative	7151000	A&R
Cultural Awareness	7155000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

CIVIL RIGHTS PROJECT 0532000

Description of Service: OCR performs activities related to Department civil rights policy programs (previously called affirmative employment programs) and discrimination complaint processing for Office of the Secretary and operating units. The office investigates discrimination complaints from Department employees and job applicants. It also investigates complaints from the public concerning discrimination in programs receiving federal financial assistance, including access to Department-funded and Department conducted programs and facilities to persons with disabilities. Other services include overseeing the Department Alternative Dispute Resolution (ADR) process; establishing and maintaining an effective uniform EEO data system for the purpose of developing barrier analyses and formulating strategic solutions to under representation; coordinating with the Office of Human Resources Management and other Departmental offices in outreach activities to increase the number of qualified applicants in underrepresented populations; and, coordinating Departmental and bureau compliance with laws, regulations, and external and internal policies related to workforce composition barrier analyses and solutions, special emphasis programs, limited English proficiency, and support of Minority Serving Institutions. (DOO 20-10, DAO 215-5, DAO 215-3, DAO 215-4, DAO 215-11, DAO 209-8, 29 CFR 1614 and 15 CFR Parts 8-8c.)

The Client Services and Resolution Division (CSRD) (previously called EEO Officer) manages the informal complaint process for the Office of the Secretary, BEA, and all bureaus within the HCHB except NOAA. The CSRD identifies, secures and trains full-time and collateral duty EEO counselors; oversees the performance of the EEO counseling staff for the serviced bureaus, and oversees the ADR program Department-wide. The CSRD negotiates, drafts, and secures clearances for complaint settlements within its service population; provides guidance to employees, applicants and bureau officials on the EEO process and complaint activity; maintains case records of serviced bureaus; and, trains bureaus in conflict resolution, diversity, and discrimination complaint processes.

OCR's Compliance Division manages the formal complaint process. It identifies, secures and trains full-time EEO staff investigators and contractors and oversees the performance of the EEO investigative and adjudication staff and contracted investigative and adjudication services. The discrimination complaint investigations must provide sufficient information for the Department and its operating units to determine unlawful discrimination. The investigative reports are issued to operating units and complainants for the purpose of settlements. The Department uses the reports for its final decisions and representation before the Equal Employment Opportunity Commission, the Merit Systems Protection Board and courts.

Basis of Budget: This billing algorithm consists of three parts: (1) Charges for Policy & Affirmative Employment services are allocated to participating operating units based on their prorated share of

the Departmental FTE, excluding PTO, CEN, NOAA, & NIST; (2) Staff Costs for informal complaint processing services and informal ADR for operating units serviced by CSRD, staff-conducted investigations, and formal ADR are allocated to participating operating units based on staff hours spent on complaint-related work attributable to each operating unit as captured in OCR's time accounting system; and, (3) Contract Costs for contractor-conducted investigations, which are allocated to participating operating units based on their pro rata share of actual contract invoices.

Performance Metrics: The Office of Civil Rights utilizes the following key metrics to measure mission accomplishment. Accept or dismiss new complaints within 30 days. Complete investigations within 180 days or less, amended cases within 360 days or less. Process Final Agency Decisions within 60 days or less when a decision is requested and in 90 days or less when the complainant has not made an election of a Final Agency Decision or a hearing before the EEOC.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

DIVERSITY EMPLOYMENT PLAN PROJECT 7122000

Description of Service: Activities supported by this project will promote partnership opportunities with various stakeholder groups. This project will target outreach efforts to enhance diversity in employment and career development.

Basis of Budget: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

Performance Metrics: Presentation of annual training sessions that promote diversity employment and career development.

MSI INITIATIVE PROJECT 7151000

Description of Service: This project conducts corporate outreach efforts at Minority Serving Institutes (MSIs), Hispanic Serving Institutions (HSIs), Historically Black Colleges and Universities (HBCUs), and Tribal Colleges and Universities (TCUs). Participates in conferences at MSIs and conducts MSI Conferences. Develops implements and monitors comprehensive MSI policies, procedures and programs as related to the Department's mission and its bureaus.

Basis of Budget: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

Performance Metrics: Representation of Department of Commerce interests at MSI Conferences when held.

CULTURAL AWARENESS PROJECT 7155000

Description of Service: In accordance with the Public Law, the President annually directs Federal agencies to recognize and acknowledge contributions made by minorities, women and disabled persons. Managing this changing workforce requires programs and activities to promote and foster an environment that appreciates diversity, respects cultural similarities and differences, and acknowledge the principles of equal opportunity. This project was established to develop, in cooperation with operating units, appropriate cultural diversity training programs, observances, ceremonies and special activities. Reasonable accommodations, such as sign language interpreting, are provided in this project.

Basis of Budget: Costs are billed to operating units and bureaus based on their share of the HCHB population.

Performance Metrics: Presentation of educational opportunities for promoting awareness of cultural diversity.

ENTERPRISE SERVICES (FORMERLY SHARED SERVICES)

A key focus of the Operational Excellence section of the Department of Commerce's (DOC) FY 2014 - 2018 Strategic Plan is to ensure that customers across DOC have access to high quality mission enabling services in the core functional areas of Human Resources (HR), Acquisition, Financial Management (FM), and Information Technology (IT). The Department's Management Council (DMC) has evaluated alternative governance and service delivery models for mission enabling services and identified Enterprise Services as a best practice and effective strategy for improving these services across the Department. To build upon this work, the DMC launched the "Enterprise Services Project" in October of 2014. The Enterprise Services Project recently completed the Assessment and Design phases, which culminated in the DMC approving: (1) specific services for delivery via a new enterprise services model; (2) a sequencing strategy for transitioning services and customers into this new model; and (3) a robust concept of operations and implementation strategy. The Enterprise Services Project has also developed a detailed analytical Business Case and Business Model that demonstrates when and where the Department's Bureaus will achieve cost savings and cost avoidance. Enterprise Services delivery has already begun in several IT areas, and will be expand in FY 2017 to include delivery of certain HR transactional services as well as "common spend" acquisition services, strategic sourcing, and the entire acquisition portfolio for those Bureaus that were previously services by NIST.

MANAGEMENT OFFICIALS

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LIST OF PROJECTS

*Pending Congressional approval of reprogramming.

Enterprise Services Identity Management	0020000	WCF
Enterprise Services Center *	0021000	WCF
Enterprise Services Project Team	0022000	WCF
Human Resources Management System (HRMS)	0023000	WCF
Strategic Sourcing	0024000	WCF
Human Resources Vendor Management	0026000	WCF
Acquisition Services	0027000	WCF
Manual Bill	SHSVC01	WCF

WORKING CAPITAL FUND (WCF) PROJECTS

ENTERPRISE SERVICES IDENTITY MANAGEMENT PROJECT 0020000

Description of Service: This is a new FY 2017 project and provides the foundation and building structure for establishing a highly-trusted, enterprise-level authoritative source of identity information that will provide key identity attributes for every user across the Department. It will stand up an Enterprise Directory that contains identity and credential data for all Commerce users. Once mature, it will provide a central, Department-wide identity repository that is synchronized with bureau data sources that can be leveraged by all bureaus.

Basis of Budget: Costs are allocated to participating operating units/bureaus based on their share of the Department's FTE ceiling. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and Locally Engaged Staff (LES).

Performance Metric: Completion of Identity Management Roadmap and Project Plan - Definition: Ability to complete a roadmap and building structure in order to implement an Identity Management system in FY 2018.

ENTERPRISE SERVICES CENTER PROJECT 0021000

Description of Service: This project provides the renovation and requisite infrastructure to establish an enterprise services delivery center. Once the Center is stood up, it provides enabling technology, supporting infrastructure, service management, customer experience management, and oversight of all service delivery and vendor management for all enterprise services.

Basis of Budget: Costs are allocated to participating operating units/bureaus based on their share of the Department's FTE ceiling. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and Locally Engaged Staff (LES).

Performance Metric: Establishment of an Enterprise Services Center, including staff and contractors - Definition: Selection of a facility, including a signed lease and requisite renovations, and onboarding of planned FY17 federal staff and contractors by the end of FY17 (subject to Congressional approval of an Enterprise Services organization).

ENTERPRISE SERVICES PROJECT TEAM PROJECT 0022000

Description of Service: This project provides the temporary support required to plan, design, build and transition services into the new Enterprise Services delivery model. It includes employees detailed to the Enterprise Services Project Team and contractor support. Costs for this project are expected to decrease as the new Enterprise Services model becomes operational.

Basis of Budget: Costs are allocated to participating operating units/bureaus based on their share of the Department's FTE ceiling. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and Locally Engaged Staff (LES).

HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS) PROJECT 0023000

Description of Service: This project implements and supports the Department-wide Human Resources Management System (HRMS) and associated Information Technology systems and solutions. The web-based system automates the SF52- Request for Personnel Action process and enables managers and employees to easily manage personnel information and make strategic decisions. It also supports the licenses, implementation, maintenance, and operations support management of the Department-wide system.

Basis of Budget: The billing algorithm consists of four parts: (1) Costs for Treasury O&M are allocated to participating operating units/bureaus based on the number of HR Connect seats; (2) Costs for NOAA PeopleSoft licenses are allocated to NOAA; (3) Costs for all other operating units PeopleSoft licenses (excludes NOAA and Census) are allocated based on the Department's FTE ceiling and (4) Costs for the HRMS operations are allocated based on the Department's FTE ceiling.

Performance Metric: Full Implementation of HRMS by February 2016 – Within the Department's span of control, NOAA, Census and NIST will fully migrate to HRConnect by February 2017.

STRATEGIC SOURCING PROJECT 0024000

Description of Service: This project is responsible for identifying and evaluating opportunities to reduce spending and improve efficiencies by bundling commodity purchases across Bureaus as well as streamlining processes; developing methodologies to capture and measure savings; assessing the effectiveness of the methodologies; reporting the savings to operating units; and documenting reported savings to internal and external audits.

Basis of Budget: Costs are allocated to participating operating units/bureaus based on their share of the actual cost savings as of November 2015.

Performance Metric: Savings Achievement - Definition: Ability to employ successful strategic sourcing and demand management techniques necessary for reducing overall cost. Measure: Percentage of fiscal year savings against the target. Target: > 75% of goal.

HUMAN RESOURCES VENDOR MANAGEMENT PROJECT 0026000

Description of Service: This project provides support from the vendor, with oversight by the Federal project team, in order to assure that they (vendor) are fully prepared to deliver HR transactional services to the Department's bureaus/operating units.

Basis of Budget: Costs are allocated to participating operating units/bureaus based on their share of the Department's FTE ceiling. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and Locally Engaged Staff (LES).

Performance Metric: Completion of Vendor Stand-up -
Definition: Ability to complete vendor stand-up in preparation for HR transactional services delivery to begin in December 2017.

ACQUISITION SERVICES PROJECT 002700

Description of Service: This project provides contracting technical services, including acquisition development and guidance for the procurement of products and services, for all Commerce bureaus except the Office of the Secretary.

Basis of Budget: Costs are allocated to the bureaus based on 3.2% of their historical procurement expenses. Office of the Secretary is excluded.

Performance Metrics: Procurement Administrative Lead Time Achievement (PALT) -
Definition: Ability to award customer's complete acquisition package within allotted PALT range. Measure: Percentage of awards completed within PALT range. Target: >90% awards completed within PALT range.

ENTERPRISE SERVICES MANUAL BILL PROJECT SHSVC01

Description of Service: This project supports any reimbursable agreements between DOC bureaus and Shared Services.

Basis of Budget: This billing algorithm is based on the terms of agreements and costs will be manually billed to customers.

OFFICE OF FACILITIES AND ENVIRONMENTAL QUALITY

The Office of Facilities and Environmental Quality (OFEQ) were previously named the Office of Administrative Services. OFEQ performs the following services for DOC operating units:

In accordance with the General Services Administration/Herbert Clark Hoover Building (GSA/HCHB) Building Delegation agreement, manage, operate and maintain the HCHB; provide facility services for its occupants and provide space management and interior office refurbishment management services for the building and its DOC tenants.

Operate a multi-media management organization; establish policy, standards, and procedures for the development, production, and procurement or distribution of materials through printing, binding, and related services for the HCHB; and, serve as the HCHB liaison with the Joint Committee on Printing and the Government Printing Office (GPO).

Establish policy and procedures for mail management and provide HCHB mail services.

Develop, implement, and oversee the Department's energy management, sustainability, and environmental stewardship programs. Develop Department-wide policies for achieving environmental compliance and energy conservation requirements.

The project descriptions that follow and the *Department Organization Order 20-1*, offer further insight on services provided by and the responsibilities of OFEQ.

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LIST OF PROJECTS:

Multimedia Division	0110000	WCF
Mail Services Division	0120000	WCF
OFEQ Immediate Office	0129000	WCF
Space Management Division	0138000	WCF
Office of Sustainable Energy & Environmental Programs	0147000	WCF
Office of Space and Building Management	0148000	WCF
HCHB Joint Use Space	0150000	WCF
Reimbursable Alterations	0166000	WCF
Office of Real Property Programs	0172000	WCF
HCHB Energy and Water Efficiency	0177000	WCF
Facilities Services Division	0178000	WCF
Building Management Division	0180000	WCF
DOC Central Recycling	DOCMREC	WCF
Office of Facilities and Environmental Quality Manual Bill	OFQM098	WCF
Facilities Services Division Manual Bill	FFQM178	WCF
Building Management Division Manual Bill	FEQM180	WCF
GSA Space Rent	7200000	A&R
Electricity, Gas & Overtime Utilities	7201000	A&R
Steam	7202000	A&R
Water	7204000	A&R
Council of Economic Advisors	7918000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

MULTIMEDIA DIVISION PROJECT 0110000

Description of Service: In-house government staff performs the following services for HCHB Departmental tenants: conducts pre-planning requirements analysis for graphics and publication projects; performs contract administration for purchase card procurement; establishes delivery schedules based on customer requirements; performs off-site document inspections prior to final contractor publishing; writes specifications for new term contracts; and, monitors and evaluates current contracts/procurements for modifications. In addition, this project establishes and maintains the Department's open requisitions for printing and graphics services contracts. This project provides in-house production work for customers in the following areas: electronic formatting for documents and publications; electronic forms; web design; on demand publishing; high speed copying; framing; and, in-house art design. In addition, performs management analysis; maintains and tracks requisitions/SF-1 in a job tracking system; and, prepares reports and billing documents. Provides policy, oversight, and clearance for the establishment and use of seals, emblems, and logos; provides DOC policy on printing and graphics and, serves as the DOC liaison with the Office of Management and Budget, the Joint Committee on Printing, and the Government Printing Office regarding Departmental publication matters.

Basis of Budget: This billing algorithm is based on prior year usage.

Performance Metrics: Cost effectiveness: All requisitions/procurements are completed in most cost-effective manner for the Department as measured by meeting Administrative cost savings goal/target annually, reports generated monthly. Customer satisfaction: Measured by annual customer survey.

MAIL SERVICES DIVISION PROJECT 0120000

Description of Service: Provides mail services, policies and procedures to the operating units within the HCHB. Included screening of incoming mail for security purposes, delivery of incoming USPS, FedEx, UPS and other expedited services, interoffice and messenger mail from the operating units located outside the HCHB; pickup and processing of outgoing mail; provision of special mail accountability services (registered mail, certified mail, and express mail); distribution of newspapers; management of the courier service center for the receipt, tracking, and delivery of materials delivered by courier to HCHB; and, internal and DOC-wide distribution of publications and materials (Congressional materials, Code of Federal Regulations). This project also serves as the Contracting Officer's Representative to monitor the HCHB mail services contractor and provides the Department liaison services with GSA, USPS, UPS and FedEx in providing a nationwide mail management program. Additionally, this project leads the Department's Federal Strategic Sourcing Initiative for small package delivery.

Basis of Budget: Costs for providing mail/messenger and related services, and shipping & receiving are allocated to operating units based on HCHB population.

Performance Metrics: Customer satisfaction: Measured bi-annually through feedback and interviews conducted; also, contractor performance measured monthly. Cost savings: Federal Strategic Sourcing Initiative measured quarterly through OAM against annual DOC wide small package delivery initiative savings targets.

OFEQ IMMEDIATE OFFICE PROJECT 0129000

Description of Service: This project provides administrative and executive support and liaison services to the Office of Facilities and Environmental Quality in the areas of human resource management and acquisition. This project also performs management effectiveness; and quality control reviews; OFEQ training coordination, and employee awards oversight. In addition, this project provides administrative oversight, policy development, analysis, and studies of OFEQ administered programs.

Basis of Budget: Costs are allocated to the operating units based on the underlying algorithms of the programs this project manages (0110, 0120, 0138, 0147, 0148, 0172, 0178 and 0180).

Performance Metrics: Quarterly administrative review of internal OFEQ performance metrics and OFEQ Balanced Score Card metrics. Ensure projects are tied to quality metrics and are performing within Service Level standards.

SPACE MANAGEMENT DIVISION PROJECT 0138000

Description of Service: This project provides the full range of space management services to the Department of Commerce offices within HCHB. These services include design, cost estimates, schedules, space planning, construction, and procurement of reimbursable contractual services to include carpet, furniture, furnishings and draperies. In addition, the project monitors and oversees the assignment of space in order to generate accurate occupancy data used to authorize financial reimbursements to the General Services Administration for spaces occupied at the HCHB.

Basis of Budget: Costs are allocated to operating units based on HCHB population.

Performance Metrics: Monthly and Quarterly Space reports are delivered on time. CD-410 Work Requests are completed on schedule.

OFFICE OF SUSTAINABLE ENERGY & ENVIRONMENTAL PROGRAMS PROJECT 0147000

Description of Service: This project oversees Departmental-wide implementation of Federal mandates for facility energy conservation and environmental compliance. Specifically, this project

establishes Departmental-wide policy and guidance aligned with Federal statutes, Executive Orders, and other applicable regulations; provides technical advice and assistance to Department of Commerce (DOC) Operating Units (OU); develops procedures for the implementation and tracking of DOC facility energy conservation and environmental compliance programs across all OUs; coordinates with other Offices within the Office of the Secretary (OS) including the Office of the Chief Information Officer, the Office of Policy and Strategic Planning, the Office of Budget, the Office of Financial Management, and the Office of Acquisition Management on the assimilation and submission of special and annually recurring sustainability reports; directs the Department's energy and environmental stewardship awards program; leads the assimilation and submission of the Office of Management and Budget (OMB) annual and mid-year Sustainability Scorecards; serves as the Secretary's subject matter expert on facility energy conservation and environmental compliance program matters; and serves as lead liaison on facility energy conservation, environmental compliance, and climate change program matters involving other Department of Commerce OS Offices, OMB, Office of the Federal Environmental Executive, Council on Environmental Quality, Government Accountability Office, Office of the Inspector General, General Services Administration, US Environmental Protection Agency, US Army Corps of Engineers, Department of Energy, and other agencies or organizations as applicable. This project also provides for a corporate Environmental Compliance Assessment and Reporting System for use by all OUs to facilitate annual environmental compliance self-assessments of all facilities. Note that environmental compliance does not include program responsibilities associated with the National Environmental Policy Act which is currently assigned by Department Administrative Order 216-6 to the National Oceanic and Atmospheric Administration.

Basis of Budget: Costs are allocated based on nationwide on-board population.

Performance Metrics:

1. Timely submission of OMB/CEQ sustainability reports and award nominations.
2. 5 chapters of the Energy and Environmental Management Manual reviewed and updated each year.

OFFICE OF SPACE AND BUILDING MANAGEMENT PROJECT 0148000

Description of Service: Provides oversight of building and facility services provided to HCHB tenants and visitors through the Mail Services and Multimedia Divisions (0110/0120), Space Management Division (0138), the Facilities Services Division (0178) and the Building Management Division (0180) projects. Oversees the HCHB Safety Officer functions, , facility operations of the Child Care Center and Commerce Occupational Health Organization (COHO) located in the HCHB, as well as each of the utility projects Pepco (7201000), Steam (7202000) and Water (7204000). This project provides oversight to the Joint Use Space (0150000) and the Reimbursable Alterations (0166000) projects.

Basis of Budget: Costs are allocated to operating units based on HCHB population.

Performance Metrics: Each Division performs their core designated functions in an efficient manner. All utilities are tracked monthly and compared with prior year usage.

HCHB JOINT USE SPACE PROJECT 0150000

Description of Service: Provide for the upkeep and improvement of Joint Use Space. Joint Use Space is defined as space that can be occupied by Federal agency personnel with associated amenities that are available for common use. The HCHB areas designated as Joint Use Space include: Commerce Occupational Health Organization (COHO), Auditorium, Lobby, conference rooms, kitchenettes, print and business centers, DOC Credit Union, cafeteria, Randolph-Sheppard vending stands, DOC Child Care Center, office supply store, and vacant space.

Basis of Budget: Costs are allocated to operating units based on HCHB population.

Performance Metrics: 100% of conference rooms (inclusive of Auditorium and Lobby) are functional. Child Care Center and COHO are managed in accordance with the MOU. All Joint Use spaces are maintained in a functional condition.

REIMBURSABLE ALTERATIONS PROJECT 0166000

Description of Service: This project provides reimbursable renovation and alteration services (other than maintenance) performed by contractors and/or in-house craftsmen.

Basis of Budget: Operating units are billed all cost(s) of the reimbursable services, materials and staff-hours required to complete the requested jobs. The project manually bills based on actual usages.

Performance Metrics: All expenditures are 100% documented and invoiced.

OFFICE OF REAL PROPERTY PROGRAMS PROJECT 0172000

Description of Service: This project coordinates DOC implementation of Government-wide programs for the acquisition, milestone project reviews, asset management, condition assessment, utilization improvement and disposal of real property; provides technical advice and assistance to DOC operating units; develops policies and procedures to implement DOC real property programs and initiatives; develops and manages the DOC Real Property Efficiency Plan as required by OMB M-12-12; serves as liaison with GSA for all real property actions as well as Client Portfolio Planning and Workplace Engagements; and leads DOC facility data reporting to GSA required by Executive Order 13327 Federal Real Property Asset Management and real property performance measures under MPM 2015-01 for Cross-Agency Performance Management Goals in the President's Management Agenda. This project serves as the nationwide inventory manager for the Federal Real Property Management System; coordinates the submission of special and recurring

reports in all areas of responsibility; and manages the Contracting Officer's Warranting Program for real property contracting officers.

Basis of Budget: This billing algorithm is based on nationwide on-board population.

Performance Metrics: The Office of Real Property Programs will prepare, review, and submit on time to the Office of Management and Budget and General Services Administration the following reports, inventories, and exhibits:

1) Real Property Efficiency Plan; fully updated by the OUs and validated against DOC and GSA inventories;
2) Federal Real Property Profile (FRPP) upload that has been validated by OUs; and,
3) OU-prepared Exhibit 54, Annual Rent and Other Costs (relocation, furniture, IT, TI).

The Office of Real Property Programs also works to improve space utilization performance measures through oversight of OU plans, acquisition and disposal. It also ensures that Real Property Performance Measures under the Presidential Performance Agenda are reported (in FRPP or MAX) and corrective actions recommended to CFO/ASA and the Senior Real Property Officer.

HCHB ENERGY EFFECIENCY PROJECT 0177000

Description of Service: This project provides centralized services of installing energy efficiency projects within the HCHB.

Basis of Budget: Funds received from participating in load share programs with utility providers.

FACILITY SERVICES DIVISION PROJECT 0178000

Description of Service: This project provides services for custodial services, landscaping, pest control, and trash removal. In addition, this project provides conference room scheduling (for non 21st Century space), coordination of special events held in the HCHB lobby and auditorium; and audiovisual and support for the HCHB occupants and distinguished visitors. This project is also responsible for managing the parking program in/around the HCHB, moving services, and Transit Benefits for the Office of Secretary. These services are provided by in-house personnel and/or thru contracts.

Basis of Budget: The billing algorithm is based on HCHB Population.

Performance Metrics: All facility services are provided in a timely fashion and do not impede the mission of the HCHB Operating Units.

BUILDING MANAGEMENT DIVISION PROJECT 0180000

Description of Service: This Division provides services for operating and maintaining the HCHB.

The accounts covers supplies and labor costs for the maintenance of electrical systems, HVAC, plumbing, carpentry, and elevators throughout HCHB. These services are provided by in-house personnel and/or thru contracts. The building management account also covers safety materials, and uniform allowances. Routine, emergency, and recurring repair projects in the HCHB are charged to this project.

Basis of Budget: The billing algorithm is based on HCHB Population.

Performance Metrics: The availability of building services is maintained and that Operating Units are minimally impacted by equipment and system failures.

DEPARTMENT OF COMMERCE CENTRAL RECYCLING ACCOUNT PROJECT DOCMREC

Description of Account: Every year, the recycling of paper, plastic and glass by Department of Commerce employees generates revenue. This revenue is governed by each fiscal year's version of the provision enacted at Section 706 of Public Law 113–76, and must be deposited in a centrally managed working capital account. As approved by the Facilities Management Council in June 2012, the Department established an intra-Departmental panel with representation from all Bureaus, developed governing business rules, and outlined a process to allocate that revenue against sustainability and quality of life projects based on established criteria. The result is a "Green Grant Program" whereby any Bureau or Office of the Secretary Directorate can submit a project and compete for cost-matching funds. Projects are reviewed and recommended for cost-matching funds by the intra-Departmental Green Grants Panel coordinated by the Office of Sustainable Energy and Environmental Programs. All projects recommended to receive cost-matching funds are ultimately approved by the Department's Senior Sustainability Officer. A key prerequisite is that the organization submitting the project must be prepared to fund at least 50% of the total project cost.

The Green Grant Program is intended to use recycling revenue to further stimulate investment in sustainability, environmental stewardship, and employee support programs within the Department, and to facilitate progress against the administration's sustainability goals by sharing the cost of investment. To be eligible for cost-matching funds, projects must fall under one of the following categories:

- Increase or maintain recycling efforts and awareness
- Increase renewable energy use and/or energy efficiency
- Increase environmental stewardship and/or compliance
- Improve Federal Quality of Life Programs (Child Care Centers and Fitness Centers)

Basis of Budget: This account collects all revenue generated through Department-wide recycling activities. Distribution of the account is governed by the Green Grant Program business rules.

Performance Metrics: Savings to Investment Ratio (SIR): All sustainability projects provided with

cost-matching funds through the Green Grants program will report an SIR which will subsequently be assimilated, tracked and reported by the Office of Sustainable Energy and Environmental Programs in their capacity as the Coordinator of the intra-Bureau Green Grants Panel.

OFFICE OF FACILITIES AND ENVIRONMENTAL QUALITY MANUAL BILL PROJECT OFQM098

Description of Service:
For Fiscal Year 2016, these services include but are not limited to Metered Mail, FedEx, and UPS. Additional services may be added at the requested of the customer. All services are manually billed.

Basis of Budget: Costs are billed based on actuals. This project is manually billed and the budget is for estimating purposes.

FACILITIES SERVICES DIVISION MANUAL BILL PROJECT FFQM178

Description of Service:
Costs and fees for set-up and usage of the HCHB Auditorium and Lobby and above standard audiovisual services are manually billed to the requesting customer. Any costs associated with the 21st Century print and business centers are also manually billed to the customer proportional to their usage.

Basis of Budget: Costs are billed based on actual usage. This project is manually billed: the budget is for estimating purposes only.

BUILDING MANAGEMENT DIVISION MANUAL BILL PROJECT FEQM180

Description of Service:
Costs for DOC maintenance and facility services provided to non DOC entities within the HCHB are manually billed to the requesting customer. Specific services include maintenance and janitorial services provided to the National Park Service White House Visitors Center according to terms of the MOU.

Basis of Budget: Costs are billed based on actuals. This project is manually billed and the budget is for estimating purposes.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

GSA SPACE RENT PROJECT 7200000

Description of Charge: The General Services Administration bills agencies "Space Rent" in accordance with USC TITLE 40, SUBTITLE I, CHAPTER 5, SUBCHAPTER V, § 586. GSA bills the Office of the Secretary monthly for rental of the Herbert C. Hoover Building and other selected locations (Washington, D.C. and Gaithersburg, MD). This project has been established to provide a central billing mechanism for GSA to collect charges incurred by DOC bureaus for space occupied at various locations. In addition, this project provides car-pool parking at local garages for HCHB occupants.

Basis of Budget: Costs for space rent are billed based on square footage. Costs for car-pool parking are billed to each bureau based on actual usage (# of spaces).

ELECTRICITY, GAS AND OVERTIME UTILITIES PROJECT 7201000

Description of Service: This project consists of HCHB electricity and natural gas payments. In addition, this project charges HCHB organizational units and offices for additional utility costs (i.e., electricity, steam or cooling) furnished outside the GSA-funded, standard hours of Monday through Friday, 8:00 A.M. to 5:00 P.M.

Basis of Budget: (1) Costs for electricity and gas are billed based on square footage (2) Operating units are billed for overtime utilities based on actual requested usage for utility services above the GSA standard as prescribed by GSA formulas.

STEAM PROJECT 7202000

Description of Service: This project is used to pay GSA for HCHB steam consumption.

Basis of Budget: Costs for steam are billed based on square footage.

WATER PROJECT 7204000

Description of Service: This project consists of HCHB water payments.

Basis of Budget: Costs for water are billed based on HCHB Population including PTO.

COUNCIL OF ECONOMIC ADVISORS PROJECT 7918000

Description of Service: Printing costs are collected for graphics services only on the economic indicator charts provided monthly by the White House.

Basis of Budget: All costs are billed to Census.

OFFICE OF FINANCIAL MANAGEMENT

The Office of Financial Management (OFM) formulates and prescribes DOC-wide accounting, financial management, fiscal policies, procedures, and controls, as well as assists DOC components in its implementation. It assists bureau finance offices in audit matters and ensures that the Department complies with all related laws, regulations and guidelines. The OFM, which is responsible for enhancing DOC's financial management, develops issues and maintains all financial manuals, handbooks, and related directives. The office serves to successfully maintain and continuously improve the Commerce Business System (CBS). CBS is a financial management system directly supporting integrated work and resource planning and integrated financial and program performance measurement. The office provides operational budget services to OS and other designated operating units. Services involve administering the DOC Working Capital Fund, Salaries and Expenses Appropriation, the Advances and Reimbursement Account, the Gifts and Bequests Fund, and all activities in the Departmental Management Accounts.

The OFM establishes policy and procedures for the acquisition, management, and disposal of personal property, including motor vehicle fleets; serves as the liaison with the General Services Administration (GSA) on all government-wide personal property management services for the OS and the Office of the Inspector General (OIG). The office also develops, issues, and oversees the implementation of policies and procedures for the administration of the Department's travel program and provides travel management services for OS and designated operating units; provides assistance with securing shipment of employees' household goods under Permanent Change of Duty Station (PCS) and freight shipments; process passport/visa applications for HCHB personnel; and provides oversight and implementation of the Department's eTravel initiatives.

The OFM also serves to provide timely and quality financial information to all Departmental decision makers. Through the successful execution of this task, OFM enables program managers to function as knowledgeable and accountable fiscal managers. The project descriptions that follow and the *Department Organization Order 20-27* governing OFM's responsibilities, offer further insight on services provided.

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LIST OF PROJECTS

Office of Secretary/Financial Management	0441000	WCF
Commerce Business System (CBS)	0443000	WCF
Financial Reporting and Policy/Internal Controls	0446000	WCF
Enterprise Application Systems (EAS)	0458000	WCF
Business Application Solutions (BAS)	0463000	WCF
Data Act	0468000	WCF
Travel Management Division (TMD)	0480000	WCF
Electronic Travel System	0481000	WCF
Personal Property Management/ Transportation Division	0485000	WCF
OFM WCF Manual Billings	OFMM098	WCF
DOC Independent Financial Audits	7906000	A&R
OS Reimbursable Details	7907000	A&R
Commerce Agency Financial Report (AFR)	7908000	A&R
PMC Council (CIO/CFO/FAC/CHCO)	7945000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

OFFICE OF SECRETARY/ FINANCIAL MANAGEMENT PROJECT 0441000

Description of Service: The Office of Secretary/Financial Management (OSFM) provides comprehensive budget services for all accounts in Departmental Management including Salaries and Expenses, Advances and Reimbursements, Emergency Steel Guarantee Loan Program, Emergency Oil and Gas Guarantee Loan Program, Gifts and Bequests, Working Capital Fund and the HCHB Renovation and Modernization. The services include formulating, presenting and justifying the Secretarial, OMB and Congressional budgets; preparing, reviewing and presenting operating budgets and monitoring actual results against approved budgets.

In addition, OSFM prepares reports for the DOC bureaus and Budget Office, OMB and Congress detailing budgetary resources, actual obligations, outlays and employment. The office processes obligating documents, allocates resources, and monitors spending for Secretarial offices. Such services are also provided to offices reporting to the Office of General Council (OGC), Office of Chief Information Officer (OCIO), and Chief Financial Officer/Assistant Secretary of Administration The OSFM also conducts liaison activities for Departmental Management under this activity.

Basis of Budget: Costs are billed among the Departmental Management accounts (S&E and WCF) based on their share of the Department's FTE ceiling.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. Action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

COMMERCE BUSINESS SYSTEM PROJECT 0443000

Description of Service: This project provides the day-to-day management for maintenance and operational support of the core Commerce Business System (CBS) which includes a core financial system and integrated modules for small purchases, Commerce purchase card system, labor cost distribution, data warehouse and standard interfaces for grants, accounts payable, accounts receivable, acquisitions (C.STARS), the Corporate Database, budget and execution data warehouse, and Central Contractor Registration.

The OFM related services provided to the Departmental users include the following:

1. Technical support for the following: maintaining and modifying financial systems; planning and business process re-engineering needed to utilize new financial systems; and

standard, integrated financial systems feeder and interface development among operation units.

2. Training and support for users of financial management systems.

3. Configuration management and software quality control for implementing changes to financial systems requested by the operating units, or mandated by law or regulation.

CBS provides systems analysis, definition, design, development, coordination and support of DOC's financial management systems for administrative and program management. CBS also provides software design, development and integration services for financial management systems.

Basis of Budget: Costs are billed to operating units and offices (except PTO and NTIS) based on the Commerce Business System capital asset plan. Costs originally were based on the operating unit's share of the Department's FTE ceiling. Since 1999, the operating unit costs have become fixed to facilitate out-year budgeting. Operating unit costs are adjusted on a fixed percentage basis only for rescissions or adjustments to the base of OFM's Commerce Business System budget.

Performance Metrics: Response time to address Level 1 critical issues. On-time planned project code deliveries. On-time Oracle patch certifications. Average customer rating on OFM Customer Survey.

FINANCIAL REPORTING AND POLICY/INTERNAL CONTROL PROJECT 0446000

Description of Service: This project provides financial policy, reporting and analysis to aid operating unit managers and staff of central agencies in implementing the requirements of the:

1. Chief Financial Officers Act of 1990
2. Federal Accounting Standards Advisory Board (FASAB)
3. OMB circulars/bulletins on financial statements form and content
4. Treasury Financial Manual
5. Federal Financial Management Improvement Act of 1996 (FFMIA)
6. Improper Payments Information Act of 2002, as amended

This project covers: 1) the development and preparation of the financial statement guidance issued to the bureaus; 2) the consolidated financial statements that are published in DOC's Performance and Accountability Report; 3) the quarterly consolidated financial statements (that are also in part submitted to OMB); 4) the Financial Statement Closing Package and FACTS I submissions to Treasury (Intragovernmental Transactions by Trading Partner, Master Appropriation File, and Adjusted Trial Balances); 5) the implementation of the policies contained in the financial management handbooks (Cash Management, Accounting, and Debt Management); 6) financial management and accounting assistance provided to Departmental component financial management offices; 7) the oversight of the Department's assessment of internal controls over financial reporting; 8) coordination with the OIG in planning required annual financial statement

audits, assist finance offices in responding to financial statement audit reports, prepare audit action plans, and track the status of management actions on financial statement audit reports; and 9) perform risk-based monitoring for patterns of anomalies in financial practices and perform financial forensics in support in internal Department investigations.

Basis of Budget: The billing algorithm consists of two parts: 1) costs for the Hyperion Financial Reporting System users' number of licenses; and 2) operating units and offices based on their share of the Department's FTE ceiling.

Performance Metrics: Financial Statement Guidance: Draft guidance issued by 8th day of the last month of the quarter. Final guidance issued by the 15th day of the last month of the quarter. A-123 planning documents issued to bureaus by January 31st.

ENTERPRISE APPLICATION SYSTEMS (EAS) PROJECT 0458000

Description of Service: This project provides technical services to support the following CFO/ASA systems – Enterprise Application Systems (EAS) – that are located at the Department of Transportation, Federal Aviation Administration, Enterprise Services Center (DOT/FAA/ESC), Oklahoma City, Oklahoma:

- Office of Acquisition Management: C.Suite (C.Request & C.Award)
- Office of Facilities and Environmental Quality: Federal Real Property Management
- Office of Financial Management: Oracle Hyperion Financial Reporting System, Sunflower Personal Property & Fleet Management System & Visa/Passport System
- Office of Human Resources Management: WebTA, Performance Payout System, Automated Classification System, SES End of Year Bonus Pool, SES Top Level, Honor Award Nominee System, and Commerce Learning Center (CLC) Staging Database and Hiring Management System (HMS)
- Office of Program Evaluation & Risk Management: Audit Management System (AMS)

The DOT/FAA/ESC provides host data center and disaster recovery services to DOC for these systems.

The Office of Financial Management, Commerce Business Systems Solution Center provides project management support, software license management, architecture planning, IT change management, database administration, application administration, database and application planning and design, domain creation and management, account administration, information system security support, disaster recovery support, Tier 2 help desk support and backup support.

Basis of Budget: The billing algorithm calculation is based on the number of: servers, users, and help desk tickets for each system. The CFO/ASA offices billed for this project are the: Office of Acquisition Management, Office of Facilities and Environmental Quality, Office of Financial

Management, Office of Human Resources Management, and the Office of Program Evaluation and Risk Management. Costs are allocated to the operating units based on the underlying algorithms of the programs this project supports (0444, 0482, 0172, 0443, 0446, 0522, 0527, and 0300).

Performance Metrics:

- On-time application of patches and vendor software code deliveries
- Help desk response time
- Average customer rating on OFM Customer Survey

BUSINESS APPLICATION SOLUTIONS (BAS) PROJECT 0463000

Description of Service: The BAS project is a Department of Commerce (DOC)-wide effort to select and implement a solution that will result in an integrated suite of financial management and business applications. Current systems within the BAS scope include: Core Financials (CBS) – Core Financial System (CFS), Interfaces, Financial and Management Reporting, Data Warehouses, and Portal Applications. Acquisitions (Comprizon Suite) – C.Suite (C.Request and C.Award). Property (Personal) – Automated Property Management System (APMS), Oracle Assets and Sunflower. Property (Real) – Federal Real Property Management System (FRPM). Fleet – Sunflower.

Basis of Budget: Based on bureau FTEs as a percentage of Department FTEs. Costs are distributed based on the FTE percentage.

Planned Performance Metrics:

- On-time application of patches and vendor software code deliveries
- Help desk response time
- Average customer rating on OFM Customer Survey

DATA ACT PROJECT 0468000

Description of Service: The Digital Accountability and Transparency Act (DATA) Act project is a Department of Commerce (DOC)-wide effort to meet OMB requirements for increased transparency and use of federal spending data as mandated by the Digital Accountability and Transparency Act of 2014. Activities include detailed mapping of data elements, performing any needed standardization and business process changes, developing solution architecture and developing, testing, and deploying new data extraction and reporting routines.

Basis of Budget: Based on bureau FTEs as a percentage of Department FTEs. Costs are distributed based on the FTE percentage.

Performance Metrics: Completion of project milestones according to approved project schedule. Submission of data elements per the OMB mandated requirements.

TRAVEL MANAGEMENT DIVISION PROJECT 0480000

Description of Service: This office provides operational travel services to include travel policies, procedures, and training for the Department of Commerce and its Bureaus; serves as Program Manager for travel charge card services; processes passport/visa applications for DOC personnel within the Visa/Passport database system; provides assistance with securing shipment of household goods for employees in a Permanent Change of Duty Station (PCS) status; provides required reporting to OIG, GSA, and OMB; and manages conference pre-approval processing for the Department and post-approval conference reporting.

Basis of Budget: This billing algorithm consists of two parts: (1) Costs are allocated to operating units based on percentage of bureaus on-board nationwide population. (2) Costs for HCHB services to operating units based on HCHB population.

Performance Metrics: Conference Spending: measured quarterly by Bureau using estimates for all Departmental pre-approval requests (for conference over $100K). Conference Pre-Approvals: measured monthly to determine the time it takes to process pre-approval packages in OAP. Travel Card Delinquencies: measured monthly to ensure DOC stays under 2% mandatory delinquency rate.

ELECTRONIC TRAVEL SYSTEM PROJECT 0481000

Description of Service: E-Gov Travel Service 2.0 (E2) is a secure, web-based, automated travel management system that will consolidate DOC's TDY and local travel process as well as reduce costs and improve productivity. E2 includes all aspects of official Federal business travel, including travel planning, authorizations, reservations, domestic and international ticketing and fulfillment, expense reimbursement, and travel management reporting.

Basis of Budget: The billing algorithm is based on the number of travelers in each bureau.

PERSONAL PROPERTY MANAGEMENT/TRANSPORTATION DIVISION PROJECT 0485000

Description of Service: The Personal Property Management/Transportation Division (PPM/TD) is responsible for writing policy and procedures for all personal property management and fleet management operations within the Department. This office coordinates the submission of special and recurring reports, coordinates Government-wide programs for utilizing, excessing, and disposing of personal property, and assists HCHB tenants regarding personal property management. This project also oversees personal property management operations for the Office of the Secretary and provides oversight over fleet management operations for the Department and the Office of the Secretary. PPM/TD issues guidance to Bureau fleet managers and monitors all potential fraud, misuse, or abuse of the fleet credit card. Property tracking accountability services are provided for all Bureaus utilizing the Sunflower Asset Management

System, which includes the fleet management information module within Sunflower known as "Fleet Solution" to track and maintain vehicle information.

Basis of Budget: This billing algorithm consists of three parts: (1) Personal property and fleet operations costs are allocated to the Department based on on-board nationwide population; (2) Excess property operating costs are allocated to operating units based on HCHB population; (3) Sunflower system costs are allocated to operating units based on inventory size within the Sunflower asset management system, which includes the number of fleet vehicles.

Performance Metrics: Accounting for Property: Measured annually by the Department by conducting 100% annual inventory. Vehicle Allocation Methodology (VAM): Measured monthly by Bureau to ensure DOC is meeting the goals set forth in our VAM and fleet management plan.

OFM WCF MANUAL BILLING PROJECT OFMM098

Description of Service: This project was established to serve as the Office of Financial Management's main account for processing WCF manually billed initiatives. Manually billed initiatives for FY 17 are as follows: ADTRAV on-site Travel Services (related to project 0480 – Travel Management Division).

Basis of Budget: Costs are allocated to the operating units based on the specified agreements in place.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

DOC INDEPENDENT FINANCIAL AUDITS PROJECT 7906000

Description of Service: The CFO Act of 1990, as amended by the Government Management Reform of 1994, requires and audit of the Department's annual consolidated financial statements covering all accounts and activities of each office, bureau, and activity. This project funds the annual cost of providing the audit service. Costs are manually billed to operating units and bureaus.

Basis of Budget: Bureaus are assessed for a percentage of the annual audit cost based on the bureau's budget authority and level of effort needed by the contractor.

OS REIMBURSABLE DETAILS PROJECT 7907000

Description of Service: This project was established to serve as the central processing point for the reimbursable details of Office of the Secretary employees to requesting DOC bureaus and/or other federal agencies. Costs are manually billed to operating units and bureaus.

Basis of Budget: Costs are billed to operating units and bureaus based on signed Memorandum of Understanding (MOU) agreements.

COMMERCE AGENCY FINANCIAL REPORT (AFR) PROJECT 7908000

Description of Service: The Circular No. A-136 guidance of the Office of Management and Budget (OMB) provides agencies the option to produce a consolidated Performance and Accountability Report (PAR) or a separate Agency Financial Report (AFR) and Annual Performance Report (APR). The Department of Commerce (DOC) has historically published consolidated financial and performance management reporting via the PAR. However, starting with fiscal year (FY) 2013 reporting, the Department uses an AFR and APR instead of the PAR.

The AFR is the Department's principal report conveying to the President, Congress, and the American public its commitment to sound financial management and stewardship of public funds. The AFR reports on the agency end-of-fiscal-year financial position that includes, but is not limited to, financial statements, notes to the financial statements, and reports of the independent auditors, as well as performance summary.

The Departments AFR is prepared under the direction of the Department's Chief Financial Officer (CFO). The financial statements contained within this report are prepared by the Department's Financial Management Office, audited by the Office of the Inspector General (OIG).

Basis of Budget: Costs are billed to operating units and bureaus based on their share of the Department FTE.

PMC COUNCIL (CIO/CFO/FAC/CHCO) PROJECT 7945000

Description of Service: This project was established to serve as the central processing point for the interagency management councils, as authorized through the Treasury/General Government Appropriations Act. Agencies each contribute to a central fund, administered by the General Services Administration, to support the approved projects of the President's Management Council (Chief Information Officers Council, Chief Financial Officers Council, Federal Acquisition Council and Chief Human Capital Officers Council). Costs are manually billed to operating units and bureaus.

Basis of Budget: Costs are billed to the operating units and bureaus based on a 2 part algorithm. (1) Federal Interagency Management Council is allocated based on a weighted average of bureaus percentage share of discretionary funding, IT spending, and fixed costs. (2) Federal Audit Clearing House is allocated based on Bureau share of Department FTE.

OFFICE OF THE GENERAL COUNSEL

The Office of General Counsel (OGC) is the Department of Commerce's chief legal office. The OGC serves as the legal adviser to the Secretary, the Under Secretaries, the Assistant Secretaries, and other officers of the Department, including bureau heads. The project descriptions that follow and the *Department Organization Order 10-6*, governing OGC's responsibilities, offer further insight on services provided. The Management Officials are S&E funded except that the Executive Officer and staff are part of the OGC Working Capital Fund. The Executive Office provides centralized resources necessary to support the Assistant General Counsel Offices, Chief Counsel Offices, and Commerce Research Library; and manages the implementation of OGC-wide organizational policies and practices.

MANAGEMENT OFFICIALS

KELLY R. WELSH, General Counsel
HCHB Room 5870, 482-4772
JOSHUA G. BERMAN, Deputy General Counsel
HCHB Room 5870, 482-4772
DAWN YAMANE HEWETT, Deputy General Counsel for Strategic Initiatives
HCHB Room 5870, 482-4772
JOSEPH R. MROZ, Executive Officer
HCHB Room 5875, 482-0490

LIST OF PROJECTS

OGC Administration and Transactions	0028000	WCF
OGC Litigation, Employment, and Oversight	0029000	WCF
OGC Legislation and Regulation	0030000	WCF
Commerce Research Library	0031000	WCF
OGC ITA - International Commerce	0033000	WCF
OGC ITA - Enforcement & Compliance	0034000	WCF
OGC Census/ESA/BEA	0038000	WCF
OGC NIST	0042000	WCF
OGC BIS	0045000	WCF
OGC EDA	0053000	WCF
OGC MBDA	0054000	WCF
OGC Manual Bill	OGCM098	WCF
OGC FirstNet	OGCFN00	WCF
Legal Information Retrieval	7016000	A&R
Executive Support	7030000	A&R
Complex Litigation Unit	7031000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

OFFICE OF THE ASSISTANT GENERAL COUNSEL FOR ADMINISTRATION AND TRANSACTIONS PROJECT 0028000

Description of Service: The Office of the Assistant General Counsel for Administration and Transactions (ADTRAX) provides legal advice and representation on matters concerning the administration, management and fiscal oversight of Department operations and the formulation and execution of an approximately $9.2 billion budget. The AGC advises the Department and its bureaus with respect to the Department's transactions with third parties including contracts, grants, cooperative agreements, loans, real property and leasing matters, interagency agreements other nonprocurement agreements and represents the Department in any litigation related to those transactions. ADTRAX manages the Department's ethics program and provides legal services relating to ethics issues including financial conflicts of interest, outside employment and activities, political activities, gifts, misuse of Government resources, seeking employment rules, and post-employment restrictions. To better service the Department's strategic mission and the bureau goals services are aligned into five divisions: Contract Law, Federal Assistance Law, Real Property and Environmental Law, General Law and the Ethics Law and Programs Office.

Contract Law Division

The Contract Law Division (CLD) provides legal advice to the Department's senior leadership and contracting and program officials in all of the Department's bureaus regarding contracts. Last year, the Department spent $3.1 billion on contracts. CLD's services include assisting in developing appropriate acquisition strategy; participating in the Department's review of major acquisitions; reviewing acquisition plans, statements of work, and solicitations; examining limits on competition, advising source selection boards; participating in discussions with and debriefings of offerors; reviewing contract modifications; advising on contract interpretation; reviewing interagency agreements for assisted acquisitions; defending protests of the Department's procurement decisions before the Government Accountability Office; defending the Department's position in contract disputes before the U.S. Civilian Board of Contract Appeals; and assisting the Department of Justice's defense of procurement actions filed in the United States Court of Federal Claims. CLD also advises the Department leadership including the Deputy Secretary, Chief Financial Officer, Chief Information Officer and Senior Procurement Executive on procurement-related matters.

Federal Assistance Law Division

The Federal Assistance Law Division (FALD) provides legal advice to the Department's grants officers and bureau program officials to support the establishment and implementation of the Department's financial assistance programs. Last year, the Department spent $1.4 billion on grants and cooperative agreements. With regard to these programs, which include grants, cooperative agreements, loans and loan guarantees, FALD provides guidance on funding, statutory interpretation, assistance with the development of grant program regulations and guidance documents, and clearance of all Federal Funding Opportunity announcements and grant awards.

FALD also counsels the Department's grants officers on award documents and amendments, administrative matters, disputes, suspensions, terminations, cost disallowances, audit resolutions and audit appeals. FALD represents the Department in all federal assistance matters before the Government Accountability Office and serves as co-counsel to the Department of Justice in litigation involving claims under grants, cooperative agreements, loans, loan guarantees and subsidies.

Real Property and Environmental Law Division

The Real Property and Environmental Law Division (RPELD) provides legal advice on aspects of real property transactions including the development, negotiation, drafting, acquisition, administration/management, utilization and disposal of real property and interests in real property, such as leases, use agreements, permits, licenses, easements, occupancy agreements, and request for tenant improvements (RWAs). RPELD is the centralized OGC point of contact for issues involving safety, security, sustainability, environmental compliance, energy, energy savings contracts (e.g., ESPCs), resiliency, and historic and cultural property. In FY 2017, RPELD will assist the Department as it transitions the oversight of compliance with the National Environmental Policy Act (NEPA) from NOAA to a centralized Department office with increased NEPA involvement of bureaus; a transition that will expand RPELD's responsibilities. RPELD also advises on implementation of executive orders and administrative initiatives in the areas of climate change, seismic standards, floodplain management and represents the Department in all real property matters before the Civilian Board of Contract Appeals, the Government Accountability Office, and in transactions with the General Services Administration and the Department of State. It serves as the Department liaison with the Department of Justice in litigation before Federal courts and the Department of Justice's Environment and Natural Resources Division.

General Law Division

The General Law Division (GenLaw) provides advice on matters concerning the administration and management of the Department, under statutes and regulations of Government- and Department-wide applicability not within the purview of other divisions within the Office of the General Counsel, including but not limited to advising on all aspects of appropriations law, budget formulation and execution, trademark and copyright law (including creation, usage, and licensing of Departmental logos and the registration of Departmental marks), usage of social media, travel and transportation, personal property, Vacancies Reform Act compliance, delegations of authority and directives management, printing and publishing, and Anti-Lobbying Act compliance. In addition, GenLaw provides legal guidance and drafting assistance for intra- and inter-agency agreements and non-contractual and non-financial assistance agreement instruments with non-Federal parties from all components of the Department, approximating $2.3 billion in funds transfers to or from the Department over the last year. GenLaw also reviews investigations into potential Anti-deficiency Act and other violations of fiscal law to determine whether such violations have occurred, and in so doing counsels Departmental components on improvements to internal financial control procedures. Information law and Open Government matters previously handled

by GenLaw are now handled by the Office of the Assistant General Counsel for Litigation, Employment, and Oversight (LEO). This transition was effectuated in fiscal year 2016, and began with the assumption by LEO of matters pertaining to the Freedom of Information Act with remainder of information law and Open Government matters consolidated into LEO in fiscal year 2017. This includes all matters pertaining to the Privacy Act, the Federal Advisory Committee Act, the Government in the Sunshine Act, records management, the Trade Secrets Act, the Paperwork Reduction Act, and the classification and protection of records for national security reasons.

Ethics Law and Programs Division

The Ethics Law and Programs Division (ELPD) manages the Department's ethics program and provides legal services relating to ethics issues. ELPD gives advice to all Department officers, employees and former employees regarding the conflict of interest statutes and the Standards of Conduct. It administers the financial disclosure program and the ethics training program. ELPD counsels on all ethics issues including financial conflicts of interest, outside employment and activities, political activities, gifts, misuse of Government resources, seeking employment rules and post-employment restrictions. ELPD also provides specialized services to Presidential appointees and members of Federal advisory committees

Basis of Budget: Costs are billed to the Department and its bureaus, based on prior year actuals, of office staffing and workload assignments. Staff track time spent on bureau and Department workload. Also, manager and administrative staff time may be allocated based on the workload of staff.

Performance Metrics: ADTRAX prepares an annual briefing document reporting on fiscal year accomplishments and metrics for each division. The metrics are divided into bureau/operating unit and assignment type. AGC/ADTRAX also participates in monthly meetings with senior leaders of operating units, and participates in various operating unit internal check ins, as well as participation as requested in the Chief Financial Officer Council, Department Management Council, and the Executive Management Team.

OFFICE OF THE ASSISTANT GENERAL COUNSEL FOR LITIGATION, EMPLOYMENT, AND OVERSIGHT PROJECT 0029000

Description of Service: The Office of the Assistant General Counsel for Litigation, Employment, and Oversight (AGC/LEO) provides legal advice and services to all of the offices and bureaus within the Department with respect to general litigation matters (federal tort claims, commercial litigation, bankruptcy, intellectual property litigation, environmental litigation, subpoenas, and criminal investigations), labor and employment issues (employment law, Equal Employment Opportunity complaint process, and Federal sector labor-management relations law), and oversight matters (Inspector General referrals, audits, and investigations, Congressional oversight matters, internal investigations, and FOIA). The AGC/LEO supervises and directs employment and non-employment related litigation brought by or against the Department as a whole, and handles

matters involving oversight, including responses to Inspector General referrals, audits, and investigations; responses to Congressional oversight inquiries and requests for briefing, interviews, and hearings; internal investigations initiated by the Department, its Bureaus, or by Inspector General referral; criminal, civil, and administrative enforcement issues; and Freedom of Information Act (FOIA) and related issues.

These matters are common to the OS and all DOC operating units, with the exception of the U.S. Patent and Trademark Office (USPTO). AGC/LEO provides services to USPTO in accordance with *Department Organization Order 10-14, section 3.04.*

The office consists of the Assistant General Counsel, and three divisions – the Employment and Labor Law Division, General Litigation Division, and the Oversight Division.

Employment and Labor Law Division

The Employment and Labor Law Division (ELLD) provides counseling, advice, and training on all aspects of Federal personnel and employment law, the Equal Employment Opportunity (EEO) complaint process, and the Federal sector labor-management relations law. ELLD attorneys represent the Department in administrative proceedings for personnel matters before the Merit Systems Protection Board, the Office of Special Counsel;, and the Foreign Service Grievance Board; the Equal Employment Opportunity Commission; and in labor arbitrations and proceedings before the Federal Labor Relations Authority. The attorneys assist the Department of Justice with litigation in Federal Courts arising out the administrative fora mentioned above.

General Litigation Division

The General Litigation Division (GenLit) handles a wide variety of federal litigation matters, including, among other things, tort litigation, constitutional claims, representation of individual agency employees, administrative law, commercial law and bankruptcies, environmental services, and evidentiary and testimonial procedures. GenLit plays a prominent role in non-programmatic litigation and pre-litigation administrative processes, particularly with regard to liability issues arising under the Federal Tort Claims Act and admiralty law, its investigation and processing of those claims, and assistance to the Department of Justice in the defense of tort litigation in federal court. GenLit similarly provides advice, legal support, and litigation services to Department bureaus in all matters involving constitutional claims, representation by the Department of Justice of individual employees in their personal capacities, administrative and commercial law, and environmental matters. In the commercial law arena, GenLit attorneys counsel clients as to their rights and represent their interests under loan and guaranteed loan programs, including counsel with regard to loan and bond restructuring, foreclosures, bankruptcies, and collections. In the area of environmental law, GenLit defends DOC bureaus against claims made under various environmental statutes, including the Comprehensive, Environmental Response, Compensation and Liability Act (Superfund) and the Toxic Substances Control Act. Additionally, GenLit administers the Department's Touhy regulations, which govern the production of documents and the testimony of DOC employees in litigation not involving the Department. The Division

coordinates with components and the Department of Justice regarding issuance of litigation hold notices and administration of e-discovery responsibilities, and counsels, when appropriate, DOC components regarding qui tam cases on which the Department of Justice requests DOC intervention recommendations. Finally, GenLit represents the interests of the Department in Federal appellate cases before the Supreme Court and Circuit Courts where Department agencies have equities at stake.

Oversight Division

The Oversight Division provides legal and strategic advice to the Department and its Bureaus on oversight and enforcement issues, including: responses to Inspector General referrals, audits, and investigations; responses to Congressional oversight inquiries and requests for briefing, interviews, and hearings; internal investigations initiated by the Department, its Bureaus, or by Inspector General referral; criminal, civil, and administrative enforcement issues; and FOIA. In handling this work, the Oversight Division is responsible for the development of factual findings, analysis of legal issues, and development of strategy and arguments to deal with a wide range of Departmental oversight issues, and frequently works with senior leadership in the Commerce Department and its Bureaus, the Inspector General's Office, and Congress. The Oversight Division also handles the Department's FOIA appeals, and provides advice on FOIA matters to the Department and its Bureaus.

Basis of Budget: Costs are billed to Departmental bureaus based on prior year actuals, of office staffing and workload assignments. Each staff member tracks his/her time spent on the work of a bureau. The Complex Litigation project is managed through the Employment and Labor Law Division, but costs are billed under a separate account.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. Action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

OFFICE OF THE ASSISTANT GENERAL COUNSEL FOR LEGISLATION AND REGULATION PROJECT 0030000

Description of Service: The Office of the Assistant General Counsel for Legislation and Regulation (AGC/L&R) evaluates proposed legislation to determine its impact on DOC policies, procedures, operations and existing statutory authority. This evaluation is used to develop DOC's position on proposed and pending bills. It involves coordinating the views of all DOC interested agencies. AGC/L&R works with client offices in drafting all DOC legislative materials (i.e., bills, testimony of Department officials, and reports to Congressional committees on legislative proposals). This includes draft Presidential messages on legislative proposals such as signing statements, veto messages, and special messages to the Congress. The office also assists program components in negotiating draft changes to pending bills and Committee reports.

On the regulatory side, AGC/L&R coordinates and ensures DOC compliance with Executive Orders governing the regulatory process, the Regulatory Flexibility Act, the Administrative Procedure Act, the Paperwork Reduction Act, and any other administrative or procedural regulatory requirements. AGC/L&R also maintains status records of all draft regulatory actions being reviewed. AGC/L&R prepares or clears all DOC regulatory items published in the Federal Register. Those items that are reviewed by the Office of Management and Budget (OMB) under Executive Order 12866 are submitted to OMB by the AGC/L&R. This office also advises on and gathers submissions pertaining to their most important significant regulatory actions. AGC/L&R approved submissions are included in the Regulatory Plan of the United States Government as required by Executive Order 12866. Semi-annually, the AGC/L&R also prepares DOC's submission for the Unified Agenda of Federal Regulatory and De-regulatory Actions that are submitted to OMB and published in the Federal Register. All expressions of legal opinion on regulatory matters are either prepared or coordinated and cleared by AGC/L&R.

Of equal importance, AGC/L&R serves as the DOC's legislative and regulatory liaison officer with the OMB. This responsibility involves obtaining clearance and advice from OMB on all legislation and regulations, and providing advice to senior DOC officials who are to appear before Congressional committees.

Basis of Budget: Costs are billed to Departmental bureaus, based on prior year actuals, of office staffing and workload assignments. Each staff member tracks his/her time spent on the work of each bureau.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. Action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

DEPARTMENTAL LIBRARY PROJECT 0031000

Description of Service: The Library makes legal, business, and program resources available to DOC employees and (when appropriate) the general public. Services include use and borrowing from the collection, reference and research assistance, access to legal and business information retrieval systems, training, events, and use of the Library's spaces. The collection consists of federal, Congressional, scholarly, domestic, international, and Commerce-specific materials. The Library serves as the centralized purchasing point for the majority of books and subscriptions ordered by Departmental staff, including on-line services.

Basis of Budget: Costs are billed to operating units based upon their percentage of the HCHB population.

Performance Metrics: Each year an Annual Report is produced. This report includes the following metrics, which are collected throughout the year: database usage, foot traffic, training and

event attendance and survey data, book usage, and website usage.

ITA - OFFICE OF THE CHIEF COUNSEL FOR INTERNATIONAL COMMERCE PROJECT 0033000

Description of Service: The Office of the Chief Counsel for International Commerce (OCC/IC) provides programmatic legal support to the International Trade Administration (ITA) in promoting U.S. exports, supporting U.S. companies doing business abroad, promoting foreign investment into the United States, and carrying out programs to strengthen U.S. industry's international competitiveness. OCC/IC provides legal support on international trade, intellectual property, and investment issues, as well as other programmatic issues faced by ITA. Legal support in administering the laws regulating imports into the U.S., primarily the anti-dumping and countervailing duty laws, is provided by the Office of the Chief Counsel for Trade Enforcement and Compliance. Some specific issues OCC/IC covers are:

1. Export and Investment Promotion: OCC/IC serves as program legal counsel for ITA in its promotion of U.S. exports of goods and services and foreign investment into the United States through the SelectUSA program. This includes working with the U.S. and Foreign Commercial Service (which has offices across the U.S. and around the world to assist U.S. companies in identifying and pursuing opportunities in foreign markets) and the Advocacy Center (which supports U.S. companies competing for specific international contracts or export opportunities), and ITA personnel involved in other export promotion activities, such as promoting travel and tourism to the United States, trade missions, and the Export Trade Certificate of Review Program (which provides limited antitrust immunity for certified exporters of goods and services). OCC/IC also works with ITA on reducing or eliminating foreign market access barriers to U.S. exports.

2. Trade Agreement Compliance: OCC/IC works closely with ITA in reviewing complaints by U.S. companies and other evidence of potential breaches of international trade and investment agreements to which the United States is a party, particularly the World Trade Organization agreements and our free trade agreements, which adversely impact U.S. exports and investments.

3. Trade and Investment Negotiations: OCC/IC provides legal support to U.S. international trade and investment negotiations in areas such as investment, services, electronic commerce and privacy, standards, intellectual property rights, competition policy, customs, government procurement, transparency, and dispute settlement.

4. Trade, Intellectual Property, and Investment Law: OCC/IC advises ITA on U.S. laws and regulations that impact its mission, including the Foreign Investment and National Security Act, U.S. trade preference program laws, and Trade Promotion Authority.

Basis of Budget: ITA funds all the work performed by this office.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. As appropriate, action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

ITA - OFFICE OF THE CHIEF COUNSEL FOR TRADE ENFORCEMENT AND COMPLIANCE PROJECT 0034000

Description of Service: The Office of the Chief Counsel for Trade Enforcement and Compliance (CC/TEC) provides legal support to ITA, specifically the Assistant Secretary for Enforcement and Compliance (E&C), in connection with the administration of laws regulating imports into the U.S., primarily the anti-dumping (AD) and countervailing duty (CVD) laws. The work is divided into the following areas:

1. Administrative Advice: CC/TEC works closely with E&C in administrative proceedings to ensure that the ultimate decisions are defensible under U.S. law, consistent with prior practice and our international obligations, and do not have negative implications for U.S. objectives in related negotiations.

2. Litigation: CC/TEC plays a critical role in defending ITA's determinations before domestic federal courts and NAFTA bi-national panels, and in the WTO. In the case of domestic litigation, this entails working closely with the Department of Justice. The office has sole litigating authority for NAFTA panels and has responsibility, in consultation with USTR, for defending AD/CVD determinations in the WTO.

3. Trade Agreements: CC/TEC works closely with E&C in negotiating and implementing a range of multilateral and bilateral trade agreements, particularly in the areas of government subsidies, AD and CVD measures, and dispute settlement.

CC/TEC also provides legal support in connection with proposed legislation or regulations affecting any of the statutes E&C administers, and works closely with E&C on legal issues related to the Foreign-Trade Zones Program, the Florence Agreement relating to duty-free entry of scientific instruments, and the Insular Possessions Watch Program.

Basis of Budget: ITA funds all the work performed by this office.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. Action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

CENSUS/ESA/BEA - OFFICE OF THE CHIEF COUNSEL FOR ECONOMIC AFFAIRS PROJECT 0038000

Description of Service: The Office of the Chief Counsel for Economic Affairs (OGC/EA) provides legal advice on the major authorities, responsibilities and functions of the Economic and Statistics Administration (ESA). ESA consists of the Bureau of the Census, the Bureau of Economic Analysis, and the staff offices of the Under Secretary of Commerce for Economic Affairs and Administrator of ESA. OGC/EA provides legal advice on issues associated with the collection and dissemination of statistical data concerning the domestic economy, certain social changes, United States investment abroad, and foreign investment in the United States. The office responds to legal questions arising from day-to-day operations, inter-agency activities, and policy development. It also serves as legal advocate and liaison. As required, the office assists the U.S. Attorney's Office and the Department of Justice with litigation relating to ESA's mission, in particular litigation arising out of Decennial Census operations. The office also assists ESA by assessing the legal sufficiency of a variety of products such as Secretarial correspondence, legislative initiatives, bills, regulations, and Congressional testimony.

Basis of Budget: Census/ESA funds all the work performed by this office.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. Action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

NIST - OFFICE OF THE CHIEF COUNSEL FOR THE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY AND THE NATIONAL TECHNICAL INFORMATION SERVICE PROJECT 0042000

Description of Service: The Office of the Chief Counsel for the National Institute of Standards and Technology (OCC/NIST) provides programmatic legal counsel and services to the National Institute of Standards and Technology (NIST) and the National Technical Information Service (NTIS). The OCC/NIST advises its NTIS client on activities carried out under NTIS's authorizing statute and other authorities. The OCC/NIST advises its NIST clients on activities carried out under the NIST Act and other NIST authorities, as amended, including activities performed by various NIST laboratories and the Manufacturing Extension Partnership Program. The OCC/NIST also provides advice to the Baldrige National Quality Program, and to the Network for Manufacturing Innovation Program. In addition to the programmatic legal services provided to NIST and NTIS, OCC/NIST also provides counsel throughout DOC on intellectual property matters involving patents, patent licensing, cooperative research and development agreements (CRADAs) and other aspects of Federal technology transfer under the Stevenson-Wydler and Bayh-Dole Acts. In addition, OCC/NIST drafts, reviews and negotiates research agreements, international agreements, joint venture partnership agreements, licenses, confidentiality agreements, inter-agency agreements and other agreements. Other duties of the Office include

reviewing and providing advice on regulations, legislation and laws, hearing appeals from all Federal agency employee invention rights determinations, determinations of compliance with the marking requirements under the Imitation Firearms Act, drafting and commenting on proposed regulations and other policy documents, and preparing formal legal opinions on intellectual property and other matters.

Basis of Budget: NIST and NTIS fund all the work performed by this office.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. Action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

BIS - OFFICE OF THE CHIEF COUNSEL FOR INDUSTRY AND SECURITY (BIS)PROJECT 0045000

Description of Service: The Office of the Chief Counsel for Industry and Security. BIS plays a central role in advancing U.S. national security, foreign policy, economic, and defense industrial base objectives by ensuring an effective export control and treaty compliance system and promoting continued U.S. strategic technology leadership BIS's activities include the following:

- administering and enforcing U.S. export controls on dual-use and certain munitions items;
- cooperating with other countries on export control and strategic trade issues;
- enforcing laws prohibiting U.S. persons from participating in foreign boycotts;
- assisting U.S. industry to comply with international arms control agreements (particularly the Chemical Weapons Convention); and
- monitoring the health of the U.S. defense industrial base.

OCC/IS provides legal services to BIS including counseling to decision makers on legal issues related to BIS programs; drafting and reviewing documents, such as proposed laws, draft regulations, reports, Congressional testimony, and correspondence; reviewing responses to requests for disclosure of documents and information; drafting and reviewing advisory opinions and interpretations relating to various statutes and regulations, including those dealing with BIS responsibilities on export controls, the Chemical Weapons Convention, and the Defense Priorities and Allocations System; prosecuting administrative enforcement cases, including representing BIS in administrative enforcement proceedings before administrative law judges; assisting BIS's criminal investigators on issues such as the use of police powers and the conduct of their investigations; working with the Department of Justice in prosecuting criminal export control cases and defending court challenges relating to BIS programs; assisting assessments of the national

security implications of foreign takeovers of U.S. companies; evaluating proposed international trade and investment agreements to ensure such agreements do not adversely affect U.S. export controls; conducting investigations into the effect of imports on the national security; and representing BIS in interagency meetings and international conferences and negotiations.

Basis of Budget: BIS funds all the work performed by this office.

Performance Metrics: The Chief Counsel and/or OCC/IS division chiefs will meet at least quarterly with senior BIS management to discuss office performance, future BIS priorities, and areas for improvement or enhanced focus.

OGC EDA PROJECT 0053000

Description of Service: This project provides funding for the Chief Counsel for the Economic Development Administration (EDA).

Basis of Budget: Billings are based on the terms of an agreement between the Office of the General Counsel and EDA, and EDA funds all of the work performed by this office.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. Action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

OGC MBDA PROJECT 0054000

Description of Service: This project provides funding for the Chief Counsel for the Minority Business Development Agency (MBDA) and her direct support.

Basis of Budget: Billings are based on the terms of an agreement between the Office of the General Counsel and MBDA, and MBDA funds all of the work performed by this office.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. Action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

OGC MANUAL BILL PROJECT OGCM098

Description of Service: This project supports reimbursable agreements (MOUs) between DOC bureaus and OGC operating units for various requested legal services.

Basis of Budget: Billings are based on the terms of agreements and costs will be manually billed directly to the customers.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. Action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

OGC FIRSTNET PROJECT OGCFN00

Description of Service: The project provides legal services directly to FirstNet to support ongoing initiatives.

Basis of Budget: Billings are based on the terms of the MOU agreement.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. Action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

LEGAL INFORMATION RETRIEVAL PROJECT 7016000

Description of Service: The Library negotiates the contracts for DOC to access the LexisNexis and Westlaw legal information systems. The Library staff may run searches for DOC employees or the employees can perform the research on their own with individual login credentials.

Basis of Budget: Bureaus are billed for on-line services based on historical patterns of usage.

Performance Metrics: Each quarter, usage is reviewed to ensure that bureaus have consistent use of the services. In addition, regular trainings, monthly drop-in office hours, and one-on-one trainings are offered throughout the year to ensure thorough, yet efficient use of the databases.

EXECUTIVE SUPPORT PROJECT 7030000

Description of Service: Established in March 1978, OES' mission is to provide intelligence support to the formulation of policy and execution of Commerce authorities. This involved two key intelligence tasks and one critical secure communications task:

- Provide intelligence direct support to Commerce Senior Executives in the Office of the Secretary (OS), the International Trade Administration (ITA), the Bureau of Industry and Security (BIS), the National Institute of Standards and Technology (NIST), the National Oceanic and Atmospheric Administration (NOAA), the

Patent and Trademark Office (USPTO) and the Economics and Statistics Administration (ESA).

- Conduct liaison, information sharing and other collaborative intelligence activities between the Department and the Intelligence Community (IC)
- Provide the department's facilities and handling of classified communications, materials and discussions up to the Top Secret and Sensitive Compartment Information levels (TS//SCI) with other U.S. government organizations (this includes all classified information sharing and dissemination with the National Security Council staff; and provision of TS//SCI secure telephone, networks and video teleconferencing capabilities).

Basis of Budget: We follow the description of the WCF Policy on page 4. Intelligence Advisors work hours are allocated to the bureaus they support. The front office staff allocates their time, based on the administration category of the algorithm referenced in the WCF policy.

Performance Metrics: OES supports the formulation of policy and execution of Commerce authorities by providing timely, accurate and focused intelligence support on the full range of political, economic, technological, scientific and security issues. Key ones include:

- Intelligence briefings daily to quarterly for Commerce senior executives and staff in OS, ITA, BIS, NIST, NOAA, USPTO and ESA.
- Provide IC senior leaders and managers' situational awareness on Commerce priorities, issues, events and intelligence information needs, to include serving as the Department's representative on IC working groups and fora.
- Provide the Department's principal sensitive compartmented information facilities (SCIF) within the Herbert C. Hoover building.
- Provide the Department's principal TS//SCI secure telecommunications capabilities, to include TS//SCI secure networks, telephones, secure VTC and facsimile).
- Provide the Department's Crisis Management System secure communications capabilities.

COMPLEX LITIGATION UNIT PROJECT 7031000

Description of Service: This account is managed by the Employment and Labor Law Division, Office of the Assistant General Counsel for Litigation, Employment, and Oversight. It tracks costs directly related to that Division providing legal representation on behalf of the Department in the conduct of class action litigation, Howard v. DOC, Civ. No. 05-1968(JDB).

Basis of Budget: There are two parts to this billing algorithm: (1) costs are billed to each bureau based on the bureau's percentage of potential class members in relation to Department-wide potential class members identified. (Relative percentages, based on an updated analysis done by the Office of Human Resources Management in May 2008), (2) costs may be paid according to any memoranda of understanding independently negotiated between the bureau and the Department.

Performance Metrics: Each year a customer survey will be sent to all offices and bureaus to assess the level of satisfaction of services provided. Action plans will be designed to improve performance of customer service on an annual basis using the results of the survey.

OFFICE OF HUMAN RESOURCES MANAGEMENT

The Office of Human Resources Management (OHRM) has Department-wide responsibility for the development and implementation of strategic management of human capital; for ensuring that the Department's Strategic Management of Human Capital initiatives are aligned with the Department's Strategic Plan; and for the administration and oversight of policies and programs for human resources management, workers' compensation, and occupational safety and health. The Director ensures that the Office exploits new technology, methods, and approaches and new authorities and flexibilities in meeting the human resources needs of the Office of the Secretary and the Department as a whole. This includes development and use of executive resources; administration of pay, bonuses and incentives; administration of leave and hours of work; administration of payroll support and time and attendance controls; workforce planning, recruitment, and employment; training and career development; employee recognition, morale, and performance appraisal; employee relations, benefits, and services; labor management relations; workers' compensation; and organizational restructuring guidance. OHRM's organizational restructuring guidance uses tools such as voluntary early retirement and voluntary separation incentives; unemployment compensation; and oversight of unique human resources systems. These include review and approval of all human resources policies and procedures governing these unique systems and clearance of all promotions and appointments under these systems, as well as innovations and projects such as the Commerce's Alternative Payroll System; evaluation of human resources management activities Department-wide; examination of adherence to merit principles and prevention of prohibited personnel practices; the promotion of effective human resources management; the development of policies and procedures; and the administration of the Department's occupational safety and health programs, including appropriate health services contracts. Additionally, OHRM is responsible for educational initiatives and strategic partnerships. The project descriptions that follow and the *Department Organization Order 20-8*, governing OHRM's responsibilities, offer further insight on services provided.

MANAGEMENT OFFICIALS

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HCHB Room 51017, 482-4935
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LIST OF PROJECTS

DOC Human Resources Operations Center (DOCHROC)	0521000	WCF
Office of Policy and Programs	0522000	WCF
Corporate Human Capital Strategy and Accountability	0524000	WCF
Awards Program	0525000	WCF
Employee Assistance Program	0526000	WCF
Executive Resources	0528000	WCF
Occupational Safety and Health	0530000	WCF
OHRM Manual Bill	OHRM098	WCF
OHRM FirstNet	OHRFN00	WCF
Federal Executive Board	7022000	A&R
National Finance Center and Automated Hiring System	7023000	A&R
USAJOBS	7025000	A&R
OPM VSIP/VERA Fee	7026000	A&R
OPM Federal Investigative Services Project	7027000	A&R
Executive Development Education Program	7150000	A&R
DOL Unemployment	7923000	A&R
FSAFEDS-Flexible Spending Account for DOC Personnel	7925000	A&R
Electronic Official Personnel Folder (eOPF)	7927000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

DOC HUMAN RESOURCES OPERATIONS CENTER (DOCHROC) PROJECT 0521000

Description of Service: The DOC Office of Human Resources Operations (DOCHROC) administers a full range of human resources programs for Office of the Secretary, Bureau of Industry and Security, International Trade Administration, Economic Development Administration, Minority Business Development Agency and National Telecommunications and Information Administration. DOCHROC is a full-service HR operations office, and provides advisory services to managers and employees on position classification, pay, staffing, employee-management relations, performance appraisal, employee awards, employee benefits (retirement, thrift savings, health, life, and insurance), labor management relations, personnel/payroll processing, time and attendance operations, and records administration.

Basis of Budget: The billing algorithm consists of two parts: (1) Offices within the Office of the Secretary, BIS, EDA, GCERC, NTIA (excludes FirstNet) and MBDA are billed based on their share of the Departments FTE ceiling. (2) ITA is billed on the basis of their HCHB Population.

Performance Metrics: Develop and sustain recruitment and hiring processes that meet or exceed the Department's goals for timeliness, efficiency, diversity and quality. Enhance the quality of candidates on selection certificates by improving staffing tools, techniques and assessment methods. Sample review of performance plans, as mandated by the Department, displays cascading effect, properly align with organizational goals, and are measurable/attainable. Through bureau/office certification, monitors manager timeliness on issuance of performance plans, mid-years, and end-of-year appraisals. Provide employee relations consultation (suspensions, removals, written reprimands, caution, counseling, etc.) to all levels of management and/or employees.

POLICY AND PROGRAMS PROJECT 0522000

Description of Service: This project provides DOC-wide human resources (HR) policy and program services to all elements of the DOC's five Servicing Human Resources Offices, ultimately impacting all DOC employees. Specifically, this project includes providing policy advice and guidance, updates/revision/new HR policy within the following functional areas: employee and labor relations (including quarterly labor-management forums); telework; CAPS (including the CAPS performance payout system); staffing and recruitment (including details, assignments, and Intergovernmental Personnel Act assignments); classification (including the CAPS Automated Classification System); compensation, retirement; benefits, hours of duty, leave, time and attendance;; the Voluntary Separation Incentive Payment (VSIP) program and the Voluntary Early Retirement Authority (VERA) program; reduction-in-force (including the Reemployment Priority List, Career Transition Assistance Program, Interagency Career Transition Assistance Program);

recruitment, relocation, and retention incentives; drug tests and lab analysis services (as required by Executive Order 12564 of September 15, 1986, entitled Drug-Free Federal Workplace), Unemployment Compensation for Federal Employees (UCFE), electronic Official Personnel File; National Finance Center (NFC) PAYROLL PROCESSING MOU, The Employee Assistance Program (EAP), and implementation of 4.X version of Kronos WebTA. In addition, services include Contracting Officer Representative (COR) responsibilities for the following contracts: Monster Government Solution, EAP, NFC and TALX.

Basis of Budget: This billing algorithm consists of three parts: (1) Costs for workforce program support for telework employee and labor relations, training, family friendly programs, performance management and WebTA are allocated based on the Department's FTE ceiling; (2) Drug testing charges are proportionately allocated to operating units based on the share of drug tests conducted during the prior year; and (3) Unemployment Compensation charges are billed based on the number of employee claims reported in the prior year.

Performance Metrics:

- Support telework through promoting an increase in the number of employees on a telework agreement; support the labor-management forum quarterly meeting; provide performance management guidance to bureaus, including end-of-the year assistance; provide advice/guidance on VERA/VSIP requests and obtain Office of Personnel Management (OPM) approval; review and provide timely responses to bureau requests for approval of staffing and recruitment actions; provide advice and guidance as well as updates/revisions to written policies, and the development of new policies in all of the program areas listed above; conduct COR duties ensuring that DOC maintains the HR systems and program support needed.

- Responsible for maintaining a DOC liaison with Kronos (the webTA vendor), who ensures that an operational DOC–wide automated time and attendance system is maintained;
- The Drug Testing Program Manager ensures that the DOC-wide drug testing program meets the required number of positions tested (10 percent of the number of Testing Designated Positions within the DOC;
- Responsible for maintaining a DOC liaison with TALX (the unemployment compensation vendor) who ensures that appropriate vendor services are provided.
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CORPORATE HUMAN CAPITAL STRATEGY AND ACCOUNTABILITY PROJECT 0524000

Description of Service: This project provides comprehensive policy and program human capital management services to all elements of the Department and its employees. Corporate recruitment programs and outreach activities ensure a diverse pool of applicants for vacancies in the 23 mission-critical occupations located in the bureaus. The collection, analysis, and reporting of workforce and HR operations data; development and implementation of workforce plans; and management of the Diversity & Inclusion Council are critical components of implementing increasingly efficient

and effective recruitment, retention, and succession management strategies to acquire and maintain a high performing workforce to accomplish the Commerce mission and avoid disruptions to services provided to the public. Work products or activities associated with this project include planning, implementing, and evaluating recruitment programs with bureau-level participation; development and dissemination of data reports, action plans, and recruitment materials; coordination of recruitment programs and planning and reporting initiatives with external entities such as the Office of Personnel Management, Office of Management & Budget, and other public and private sector institutions.

This project is also responsible for the Human Capital Accountability System. This system contributes to the Department's performance via thorough and independent results-driven compliance audits and program evaluations of human capital management policies, programs, and activities; merit system principles' compliance analysis; facilitation of communities of practice; by identifying best practices and recommending corrective actions or business solutions to problems before they become unmanageable; and, by ensuring that appropriate and timely improvement follow-up action is taken by the organization audited to correct regulatory and/or procedural deficiencies. The Office of Human Resources Management, Human Resources Accountability Office (HRAO) measures and assesses human resources management systems and programs throughout the Department of Commerce for mission alignment, effectiveness, efficiency and compliance with merit system principles, laws, and regulations. In addition, the HRAO is responsible for identifying issues and recommending solutions to problems before they become unmanageable, ensuring that appropriate improvement follow-up action is taken by organizations evaluated to correct regulatory and/or procedural deficiencies.

In addition, this project manages the Department-wide training programs that support DOC's leadership pipeline and workforce excellence to carry out our mission.

Basis of Budget: Costs are allocated to operating units/bureaus based on their share of the Department's FTE ceiling. **The billing algorithm consists of two parts: (1) the program management portion excludes U.S. PTO, and (2) the Learning Management System portion includes U.S. PTO.**

Performance Metrics: Implement, manage, and support initiatives to recruit, develop, and retain a diverse, high-performing workforce to fulfill the Department's mission. Increase employee engagement across the Department by leading the development and implementation of workforce plans and guiding the Diversity & Inclusion Council in cultivating an inclusive workforce. Increase the use of the Commerce Learning Center application by 10%.

AWARDS PROGRAM PROJECT 0525000

Description of Service: This project provides for the costs of the annual Secretary's Honor Awards Ceremony, where the Secretary presents Gold and Silver Medals to DOC employees for

outstanding achievements. It also provides for the cost of the Bronze Medal Awards Ceremony, the highest honorary award granted by the Chief Financial Officer and Assistant Secretary for Administration. Both awards consist of a medal and a certificate signed by the Secretary. It also provides for the cost of the Federal Customer Service Awards Program which encompasses a Secretary's Award for Customer Service, separate and distinct from the Secretary's Honor Awards Program. Recipients will receive a physical award (e.g., plaque, certificate, congratulatory letter during a separate Federal Customer Service Awards program ceremony. In addition, it also provide for the cost of the new Ron Brown Award.

Basis of Budget: Costs for the medals and related expenses are billed among the operating units/bureaus based on employees who received awards in the prior fiscal year.

Performance Metrics: Manage the Honor Awards Ceremony, the Secretary's Federal Customer Service Awards ceremony, the Bronze Medal ceremony, and the Ron Brown Award by soliciting nominations, managing the voting process, planning and scheduling the actual ceremonies, procuring appropriate vendor services (purchases of metals, certificates, frames, venue, etc.) Completed timely, accurately, and on budget.

EMPLOYEE ASSISTANCE PROGRAM PROJECT 0526000

Description of Service: This project contracts for services to assist employees within the Herbert C. Hoover Building (HCHB), and certain employees outside of HCHB with problems that may affect job performance such as alcoholism, drug abuse, marital and family discord, and interpersonal job-related problems. Services include supervisory training, employer awareness and education activities, individual diagnostic counseling, and referral to treatment centers or other sources of long-term assistance.

Basis of Budget: Costs are allocated among participating operating units based on their proportionate share of positions reflected in the Employee Assistance Program contract.

Performance Metrics: Manage the EAP contract and ensure that the terms of the contract are met and counselors are provided for employees.

EXECUTIVE RESOURCES PROJECT 0528000

Description of Service: This project provides policy and operational support to executive, senior professional and political personnel services for all elements of the Department. Specifically, this project funds program support for the Senior Executive Service (SES) and Senior Professional (ST and SL) allocation, recruitment, selection, and OPM Qualification Review Board (QRB) processes, operating unit Executive Resources Boards (ERBs) and Performance Review Boards (PRBs), and the Departmental Executive Resources Board (DERB). It develops and maintains all policy and manages activities for SES, ST, and SL performance management systems, including OPM/OMB

certification processes, and regulatory performance reporting. Additionally, it also provides oversight of the policies and employment practices of the Department's Senior Foreign Service as well as the NOAA Commissioned Corps and manages the Department's Presidential Rank Award processes. It supports use of automated executive resources systems and enhancements to support critical functions including the end-of-year process and the Top Level Report. The project supports developing, administering executive and political personnel programs, processes, tools and documentation, including printing and framing of Presidential certificates. It provides training on executive resources-related subjects to bureaus' executive resources program managers, executives, and employees, completes reports mandated by OPM and regulation, and maintains the Department's data in OPM's Executive and Schedule C System on behalf of bureaus.

Basis of Budget: Half of the budget is allocated to operating units/bureaus based on their share of the Departmental FTE and the other half based on share of SES population.

Performance Metrics: In 2016, OER exceeded its target metrics. In addition to development and deployment of the standardized vacancy announcement template which supports consistency in staffing practices across the Department, and responds to Executive Order 13714, Strengthening the Senior Executive Service's directive to "streamline their initial application requirements for SES positions," a Senior Professional Pay Rate Analysis template was developed and deployed. In FY 2017, OER will coordinate outgoing and incoming political employment requirements and develop a variety of informational material for the incoming political team on subjects within its functional portfolio. A stretch goal is to develop new informational material for the SES cadre on OPM/OMB certification requirements that relate to the Executive Performance Management System.

OCCUPATIONAL SAFETY AND HEALTH PROJECT 0530000

Description of Service: This project provides services related to Federal Employees' Compensation Act (FECA) through contract. This project provides functional supervision and oversight authority for the Department's workers compensation case processing and management including records maintenance, automation initiatives, procedures development, evaluation, training, coordinated placements, and technical reviews and determinations for short and long-term FECA cases. Provides occupational health services through contract. Program includes emergency diagnosis and first aid treatment of work related illness or injuries; special preventive health education and counseling; special occupational health and preventive health examinations and immunizations; travel medicine; and periodic disease detection programs for employees in the HCHB. Provides standardized and comprehensive occupational safety and health information technology program to assess, document, prevent and control accidents, injuries, and illnesses. The program and services include major initiatives in the Department to conduct and document standardized workplace surveys and assessments, programmatic oversight, safety program information system, training, and accident, and injury and illness reporting.

Basis of Budget: This billing algorithm consists of four parts: (1) workers compensation charges are billed based on prior year workers compensation case workload processed. (2) Costs for the Occupational Health Services Program contract within the HCHB are billed to the operating units/bureaus based on their HCHB population. (3) Costs for the injury reporting system are based on the share of the Department's FTE ceiling. (4) All other operating costs are based on the share of the on-board population in the National Capital Area (NCA), with the exclusion of U.S. PTO.

Performance Metrics: Workers' compensation: Measure - DOC performance is tracked by DOL in their quarterly POWER (Protecting our Workers and Ensuring Re-employment) statistics. HCHB Health Unit contract: Measure – HCHB performance in the annual OPM WellCheck Survey. Safety program oversight, assessments and training: Measures - Number of safety management assessments conducted and number of Safety and WC Working Group meetings held that included training or training handouts

HUMAN RESOURCES MANAGEMENT MANUAL BILL PROJECT OHRM098

Description of Service: This project supports any reimbursable agreements between DOC bureaus and OHRM for human resources management services.

Basis of Budget: This billing algorithm is based on the terms of agreements and costs will be manually billed to customers.

FIRSTNET PROJECT OHRFN00

Description of Service: The project currently provides staffing and recruitment services to support the FirstNet initiative.

Basis of Budget: This billing algorithm is based on the terms of agreement.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

FEDERAL EXECUTIVE BOARD PROJECT 7022000

Description of Service: Federal Executive Boards (FEBs) were established under a Presidential Directive in 1961 and are located in 28 major cities. The Office of Personnel Management provides policy direction and guidance to the FEBs, and funding is derived from other executive agencies. FEBs were established to improve internal federal management practices and serve as the focal point for coordinating and sharing information and expertise among federal agencies. They are major points of contact between the government and the private sector. The board sponsors executive seminars and coordinates major programs including the Combined Federal Campaign and Public Service Recognition Week. It is the primary office for promotion of a positive federal image in the community.

Basis of Budget: Costs are billed to operating units/bureaus based on their share of the onboard population outside the National Capital Area (NCA) with the exception of Census which was adjusted to exclude part-time workers.

Performance Metrics: Strengthen Member Agencies' Emergency Preparedness and Continuity of Operations Capability. Share operational efficiencies in response to resource and budget constraints. Enhance Government's Image in the South Florida Community (community is defined as local citizenry, congressional, and federal).

NATIONAL FINANCE CENTER AND AUTOMATED HIRING SYSTEM PROJECT 7023000

Description of Service: This project supports the DOC's agreement with the Department of Agriculture, National Finance Center (NFC) for DOC-wide personnel and payroll processing support. One of the most visible services NFC provides is the biweekly electronic transmission of payroll deposits, and the annual mailing of W-2 statements; however, the NFC also processes Federal Erroneous Retirement Coverage Corrections Act (FERCCA) cases. All DOC employees

(except NOAA Corps, Foreign Service Nationals, and Census Field Representatives) receive their personnel and payroll processing support from the NFC. This project also funds the department's Automated Hiring System, database administration, maintenance of the system hardware/software costs, enhancements, and help desk

Basis of Budget: This billing algorithm consists of 2 parts: 1) NFC costs are billed among serviced operating units/bureaus based on their share of the average employees paid during the previous 12-month period; 2) Automated hiring system costs are billed to operating units and offices based on their share of the Department's FTE ceiling. Federal Erroneous Retirement Coverage Corrections Act Costs (FERCCA) is based on the cases to be submitted and pending from the prior fiscal year. Manual bills will be processed to customers as costs are incurred.

Performance Metrics: Responsible for maintaining a Department liaison with NFC who resolves issues and ultimately ensures the bi-weekly electronic transmission of checks and the annual mailing of employee W-2 statements.

USAJOBS PROJECT 7025000

Description of Service: This project supports the DOC's agreement with OPM for access and use of OPM's USAJOBS site, including: Job Opportunity Announcement posting, site search capability, online applicant resume maintenance, and applicant status update capability. USAJOBS is primarily an Internet-based system serving as the one-stop solution for bringing government recruiters and job seekers together.

Basis of Budget: Costs are billed to the serviced operating units and bureaus based on their share of the Department's FTE ceiling. Manual bills will be processed to customers as costs are incurred.

OPM VSIP/VERA FEE PROJECT 7026000

Description of Service: This project supports the DOC's agreement with the Office of Personnel Management (OPM) to support the Department's Voluntary Separation Incentive Payment (VSIP)/Voluntary Early Retirement Authority (VERA) processing. In January 2012, the OPM issued a new requirement for agencies to remit payment for deposit into the Civil Service Retirement and Disability Fund for VSIPs and VERAs processing costs per P.L. 112-74, the "Consolidated Appropriations Act, 2012".

Basis of Budget: Costs are based on serviced operating units/bureaus share of their actual number of VSIP/VERA retirees. Customers will be manually billed as costs are incurred.

OPM FEDERAL INVESTIGATIVE SERVICES PROJECT 7027000

Description of Service: This project supports DOC's agreement with the Office of Personnel

Management (OPM), Federal Investigative Services to provide credit monitoring and related services for those individuals affected by the breach of personnel security information housed at OPM. The identity theft recovery services include a suite of protections such as credit monitoring, call services, and identity theft restoration services.

Basis of Budget: Costs are allocated to operating units/bureaus based on their share of the Department's FTE ceiling. Customers will be manually billed as costs are incurred.

EXECUTIVE DEVELOPMENT EDUCATION PROGRAM PROJECT 7150000

Description of Service:

To best address the current and future retirement wave of executives across the department, it remains vital that we strengthen our bench and identify high-potential GS-14s and GS-15s and encourage them to participate in rigorous and proven training programs to ready them for the next level of leadership.

Programs will be offered on an as-needed basis depending on the workforce analysis conducted by the Office of Human Resources Management. Bureaus will be consulted on all program proposals prior to implementation. Program offerings may include the Senior Executive Service Candidate Development Program, the Excellence in Government Fellows Program, the Executive Dimensions 360-degree feedback survey offered by the Center for Creative Leadership, the Key Leadership Program offered by American University School of Public Policy, or other executive leadership programs offered by the Federal Executive Institute, Harvard University Executive Education Programs, etc.

This project also supports services associated with the Senior Executive Service Onboarding Program, Leading Edge speaker series; and other executive leadership programs offered by the Federal Executive Institute.

Basis of Budget: Costs are billed to operating units and bureau based on their share of participants in these programs per MOU agreements. Travel expenses to the various training sites are funded directly by the participant's organization. Customers will be manually billed as costs are incurred.

Performance Metrics:

- Strengthen the bench of ready candidates with the right mix of leadership skills and technical qualifications to apply for DOC SES vacancies at short notice.
- Develop a cadre of high-quality "executives-in-waiting" who, along with recently graduated SESCDP candidates, can tackle the thorniest executive-level issues facing the department at short notice and with great skill.
- Improve productivity at each candidate's office during and after completion of the program.
- Provide leadership development training to the best and brightest employees at the department as a retention strategy.

- Increase in new executive's time to productivity, adaptability to DOC culture and employee engagement.

DEPARTMENT OF LABOR UNEMPLOYMENT PROJECT 7923000

Description of Service: This project supports the Department of Labor (DOL) Unemployment Compensation Account, which pays unemployment compensation to former Federal employees in the same amount and under the same terms and conditions that apply to unemployed claimants from the private sector. These requirements were established under the Omnibus Reconciliation Act of 1980 (P.L. 96-499), which requires agencies to pay their share of the cost of State unemployment benefits to former Federal employees.

Basis of Budget – Estimates are based on percent of what was billed in FY 2016 (the last full year of bills available to use as an estimate). Manual bills are completed as costs are incurred from DOL.

FSAFEDS-FLEXIBLE SPENDING ACCOUNT FOR DOC PERSONNEL PROJECT 7925000

Description of Service: This project supports the Flexible Spending Account (FSA) which has two parts (1) Health Care FSA which pays for the uncovered or unreimbursed portions of qualified medical costs and (2) the Dependent Care which allows you to pay eligible expenses for dependent care with pre-tax dollars. These requirements were established under the National Defense Authorization Act for 2004 (P.L. 108-136) requiring that agencies pay the administrative fees associated with employee participation in flexible spending account programs.

Basis of Budget: Estimates are based on operating units/bureaus share of participation in this program in FY 2016. Manual bills are done upon receipt of invoices from FSA supporting incurred costs and based on bureau employee participation.

ELECTRONIC OFFICIAL PERSONNEL FOLDER (eOPF) PROJECT 7927000

Description of Service: This project supports the licenses and maintenance costs for the eOPF. eOPF is an e-Government initiative developed for all Federal agencies by OPM to manage and administer the Official Personnel Folder process and to provide employees access to their individual file through a secure Internet connection.

Basis of Budget: Estimates are based on operating units/bureaus share of licenses. A manual bill will be processed when costs are incurred.

OFFICE OF PERFORMANCE, EVALUATION AND RISK MANAGEMENT

The Office of Performance, Evaluation and Risk Management (OPERM) serves as the Department of Commerce's primary office for all issues relating to organizational performance management, program evaluation and risk management. OPERM works collaboratively with Departmental offices and bureaus to develop and implement the Department Strategic Plan and related action plans and performance indicators. It coordinates and collaborates with bureaus on objective evaluations of programs, processes, administrative functions, initiatives and other activities to identify opportunities to enhance efficiency and effectiveness. These evaluations refine information on the impact of programs and the performance measures used to assess progress and impact. OPERM oversees the Department's Enterprise Risk Management Program, using integrated and consistent policies and procedures for assessing and managing risk. OPERM advises Department leadership and bureau management on risks associated with all aspects of the design and operation of programs and activities and serves as a resource for information on best practices in risk management. In addition, OPERM serves as DOC's liaison for Government Accountability Office (GAO) audits and oversees implementation of the Department's audit follow-up program for Inspector General Audits. The office also implements non-financial internal controls required by the Federal Manager's Financial Integrity Act. The project description that follows and the Department Organizational Order 20-30, detailing OPERM's responsibilities provide further information on the services provided.

MANAGEMENT OFFICIALS

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CHRIS HEFLIN, Director of Performance
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LIST OF PROJECTS

Risk Management	0300000	WCF

WORKING CAPITAL FUND (WCF) PROJECTS

RISK MANAGEMENT PROJECT 0300000

Description of Service: This project provides independent Department-level program, project, and activity analysis and risk assessment services. This project works with offices and bureaus throughout the Department to conduct analysis that is used to improve program performance, and organization and resource management. OPERM has primary responsibility for overseeing the Department's Enterprise Risk Management Program. Risks and best practices are identified to produce program efficiency and effectiveness, and foster a culture of analytically-based decisions in Department, portfolio, and program management. The services provided are designed to survey risk associated with vital Commerce programs and functions such as acquisition, construction, information technology, data collection, etc. OPERM works with bureaus and offices to increase their knowledge and understanding of risk, align organizational goals and objectives with associated risks, and assist in providing an efficient and effective means of managing risk.

Areas of concern are sometimes identified through OPERM's audit liaison role for GAO and IG audits. As such, OPERM assists in coordinating GAO activity involving Commerce, monitors the timely resolution and implementation of Inspector General Audits by bureau and Departmental program offices, and coordinates preparation of audit follow-up information for the DOC's *Performance and Accountability Report.*

Basis of Budget: Costs for these services are billed to offices and bureaus based on their share of the Department's FTE ceiling.

Performance Metrics: Audit Liaison - Reduced # of Bureau Unresolved Audits Reported in OIG's Semi-Annual Report to Congress. Risk Management - % of Bureaus with a targeted Maturity Risk Index Score of 1-28 (Beginner Level), % of Bureaus with an Increased Maturity Risk Index Score of 29-57 (Intermediate Level), % of Bureaus with an Increased Maturity Risk Index Score of 58-84 (Advanced Level).

OFFICE OF PRIVACY AND OPEN GOVERNMENT

The Office of Privacy and Open Government (OPOG) serves as the liaison with the U.S. Department of Justice (DOJ); the National Archives and Records Administration, Office of Government Information Services (OGIS); and the Office of Management and Budget on matters related to policies and procedures for effective administration of the Freedom of Information Act (FOIA), the Open Government Directive, Privacy Act (PA) and other privacy mandates for the Department of Commerce (DOC). OPOG develops policies, regulations, procedures and guidelines; performs studies; management reviews; and prepares and coordinates implementation actions on DOC-wide transparency and information management matters. Additionally, the staff establishes and maintains the DOC-wide directives management system (i.e., Department Organization Orders and Department Administrative Orders), and manages the Department's compliance with the Federal Advisory Committee Act.

MANAGEMENT OFFICIALS

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HCHB Room 52006RB, 482-0873

MICHAEL TOLAND, Deputy, Freedom of Information Act and Privacy Act, Departmental Freedom of Information & Privacy Act Officer
HCHB Room 52010RB, 482-3842

LISA MARTIN, Deputy for Departmental Privacy Operations
HCHB Room 52006FB, 482-2459

LIST OF PROJECTS

Privacy, Transparency and Directives Management	0060000	WCF

WORKING CAPITAL FUND (WCF) PROJECTS

PRIVACY, TRANSPARENCY AND DIRECTIVES MANAGEMENT PROJECT 0060000

Description of Service: This project provides for the establishment of guidance and procedures for privacy and data protection for the entire Department, under the PA, the E-Government Act of 2002, and the Federal Information Security Modernization Act (FISMA) of 2014 provisions on privacy, as well as mandatory privacy guidance from OMB. It covers the coordination of the response to all incidents involving the loss of personally identifiable information (PII), regardless of whether electronic, paper, or otherwise. Further, it supports matters related to disclosure of PII and matters relating to informed consent, disclosure and assessment of privacy risk, record linkage and data sharing, management of the Departmental Systems of Records Notices (SORNs) program, Privacy Threshold Analyses (PTAs), and Privacy Impact Assessments (PIAs) and other matters related to the management of Privacy guidance.

The project also provides for administration of all the responsibilities of the Chief FOIA Officer, which encompasses the development of procedures to administer the Department's FOIA program, coordination of Department-wide requests, and the assembling and submission of statutorily required reports. The reports include the Department's Annual FOIA Report to DOJ and to OGIS, and the Chief FOIA Officer Report to DOJ. In addition, the project supports the development of procedures to enhance FOIA's administration throughout the Department and the establishments of processes to improve timeliness, enhance customer service, and increase accuracy in decision-making. This project also supports OPOG's coordination of the Department's Open Government plan, completion of reports to OMB required under the Open Government Directive, and Departmental management of the Federal Advisory Committee Act.

This project also manages the creation, development, maintenance of the Department Organization Orders (DOOs) and the Department Administrative Orders (DAOs). The Office of Privacy and Open Government (OPOG) maintains the DOOs and DAOs to ensure that the Department's essential management structure, organization, and delegations of authority conform to current laws and central agency regulations, and are adequately documented and disseminated to the operating units.

Basis of Budget: Costs for these services are billed to offices and bureaus based on their share of the Department's FTE ceiling.

Performance Metrics:

- Privacy: Percent of PII incidents reported to US Cert within 1 business hour and under investigation within 48 business hours – 95%.
- FOIA: Percent reduction of FOIA backlog – 10%.

- FACA: Charter Renewal Tracking – 95%.
- FACA: Charter Renewal Submissions deadlines met – 95%.
- FACA: Charter Establishment Tracking – 95%.
- DOOs & DAOs: Percent of directives processing completed within 90 business days – 80%.
- Open Government: Percent of Open Government deadlines met – 95%.
- Open Government: Percent of increase in Information Assets Made Available to Public – 2% – 5%.

OFFICE OF SECURITY

The Office of Security (OSY) serves to mitigate the risk to personnel, facilities, property, information and assets through increased initiatives in Continuity & Emergency Preparedness, Anti-terrorism and Counterespionage via issuance of Department-wide security policies and the application of a multi-disciplined security program extending from the Headquarters to our various operating units. OSY plans and implements these policies by recommending procedures and delivering security services for the Office of the Secretary and other nationwide Departmental bureaus. Specifically, OSY establishes and enforces policies and procedures for conducting background investigations and granting security clearances; safeguarding classified and sensitive documents and information; protecting Department personnel, facilities and property; assessing threats and determining risks to Departmental assets; ensuring proper communications security; providing guidance to Departmental offices and operating units on security-related matters; and, ensuring compliance with security policies and procedures.

Additionally, OSY maintains a Departmental *"Occupant Emergency Program"* and a Department-wide emergency management program. The Emergency Operations Center provides 24/7 continuous security monitoring by positioning a Daily Watch Officer and after-hours Duty Officer for observation and incident reporting; and, maintaining secure communications connectivity to the National/Washington Area Warning and Alert System (NAWAS/WAWAS), Homeland Security Information Network (HSIN), Metro, and the DC Emergency Management Agency among others. The Director for Security serves as the Department's liaison with agencies of federal, state and local governments in security and protective intelligence matters. The project descriptions that follow and the *Department Organization Order 20-6* governing OSY's responsibilities, offer further insight on the services provided.

MANAGEMENT OFFICIALS

THOMAS R. PREDMORE, Director
HCHB, 482-4371
JOHN A. TIGMO, Deputy Director
HCHB, 482-4371

LIST OF PROJECTS

HCHB Security	0126000	WCF
Security Programs	0127000	WCF
Investigations and Threat Management Division	0156000	WCF
Office of Security Manual Bill	OSYM098	WCF
Office of Security FirstNet	OSYFN00	WCF
Bureau of Economic Analysis	0161000	WCF
Census Decennial	0140000	WCF
Census Headquarters Security	0141000	WCF
Census Security/Jeffersonville	0154000	WCF
NOAA Headquarters Security	0142000	WCF
NOAA Security/Western Region Security Office	0158000	WCF
NIST Headquarters Security	0143000	WCF
NIST Police Services Group – Gaithersburg	0155000	WCF
NIST Police Services Group – Boulder	0159000	WCF
International Programs	7115000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

HCHB SECURITY PROJECT 0126000

Description of Service: This project establishes and maintains HCHB security procedures. It covers management of HCHB security services including the oversight of the guard contract; maintenance of the perimeter security locking system and equipment; protective operations for visiting dignitaries in HCHB; periodic destruction of classified documents; response and follow-up to building incidents; Risk Assessments (general security and assessing Occupant Emergency Program/facility security); Foreign National Visitor/Guest coordination/processing; coordination of all clearances and contractors' suitability investigations; and, coordination with the OFEQ HCHB renovation office on security needs. The project also performs systems management and procedural controls for specialized areas within the HCHB (i.e., Day Care Center, Department of Commerce Federal Credit Union, White House Visitor Center and Immediate Office of the Secretary).

Basis of Budget: Costs are billed to operating units based on their HCHB population.

Performance Metrics: Report monthly on HSPD-12 Badge Issuance, Facility Security Risk Assessment Compliance and Visitor/Guest Status of the Foreign National Program.

SECURITY PROGRAMS PROJECT 0127000

Description of Service: This project establishes and maintains Department security policy and programs to implement existing Executive Orders, Public Laws and other security-related government regulations. In general, OSY programs under this project provide protection of people, property and information; as well as continuity and emergency management programs; issuance of security clearances and facilitation of background investigations; a central automated file of DOC background investigations conducted and clearances issued as well as Foreign National Visitors/Guests processed; security awareness and educational programs; and, a compliance review program. Specific operational programs are tasked with:

- Providing policies and operational support for Physical Security and Overseas Security.
- Providing policies and operational support for Personnel Security (PERSEC), Information Security (INFOSEC), Communication Security (COMSEC) and Industrial Security.
- Providing policies and operational support for Continuity of Government (COG), Continuity of Operations (COOP), and the Occupant Emergency Program (OEP) and managing the Department's Emergency Operations Center (EOC).
- Conducting various risk assessments. Providing operational services. Assisting bureau managers and other key stakeholders in mitigating their security risk.
- Providing strategic solutions for Departmental issues including budget, Performance Metrics, personnel, training, procurement and administration.

- Providing project management and compliance oversight support to enable OSY to perform risk mitigation functions more efficiently. In coordination with OCIO, shares in the implementation of Homeland Security Presidential Directive 12 (HSPD-12) by carrying out efforts related to Personal Identity Verification I (PIV-I).

Basis of Budget: Costs are billed to operating units based on two parts: 25 percent is billed based on Department enacted FTE including U.S. PTO, and (2) 75% is billed based on Department enacted FTE excluding U.S. PTO.

Performance Metrics: Emergency Management – HCHB evacuations and exercises should be declared complete in no more than 15-20 minutes. 80-90% of reportable incidents are reported to the Office of the Secretary within 30-60 minutes from initial notification to the Emergency Operations Center. Personnel Security (PERSEC) – Ensure Initial Secret and Confidential end-to-end processing in 74 days or less (SSBI in 114 days or less) as evidenced by quarterly OPM reports. Information Security (INFOSEC) – Ensure compliance with National Security Information rebriefing requirements.

INVESTIGATIONS AND THREAT MANAGEMENT DIVISION PROJECT 0156000

Description of Service: This project provides for counterintelligence support and information analysis to the Director for Security and other Divisions and includes dedicated special agents as residents in major Departmental facilities of concern. The project also provides infrastructure support enabling coordinated headquarters and field operations that perform field investigative assignments designed to identify, assess, and/or manage mission-critical threats posed by hostile intelligence activities on Departmental policy and research developments via cyber security, insider threat and supply chain risk management. In addition, the project is responsible for coordination of Foreign National Visitor/Guest vetting and assisting with the compliance process.

Basis of Budget: The billing algorithm consists of three main components: (1) Base costs are billed to operating units based on their share of the Department's enacted FTE, (2) program enhancement costs are apportioned and billed to those bureaus that host an FTE or have requested special assignments, and (3) Insider Threat Enhancement costs are distributed on the basis of the number of Clearance Holders in each Bureau.

Performance Metrics: Conduct required Strategic Threat Briefings to senior leadership to address serious threats that may exploit the Department's activities to the disadvantage of national security or the physical safety of persons, ensure proper coordination and compliance with Insider Threat requirements.

OFFICE OF SECURITY MANUAL BILL PROJECT OSYM098

Description of Service: This project provides an account to monitor expense and income for select security services as requested by customers. It contains the costs and billing controls for the temporary additional staffing of guards, fingerprint service charges, and other services requested. Direct costs from invoiced expenses are manually billed to the requesting customer.

Basis of Budget: Budget estimates are based on costs billed in the prior year and are for estimating purposes only. Customers will be manually billed for services that are requested and received.

Performance Metrics: Manual bills for requested customer services are invoiced and reconciled.

BUREAU SPECIFIC PROJECTS

The DOC footprint extends nationwide and overseas encompassing more than 700 domestic and some 20 outside Embassy control (ITA) facilities managed by dedicated OSY staff at the HCHB, NTIA (FirstNet), NOAA, NIST, BEA and CENSUS Headquarters along with Regional Security Offices in Seattle, WA and Jeffersonville, IN. With some Bureau requested variation in specific responsibilities (and the exception of International Programs, Project 7115), overall, these projects provide protection of people, property and information that is classified/sensitive to protect the national interest; expert advice and guidance to operating unit officials; Contracting Officer's Representative (COR)/Technical Representation for key contract guard services; protective operations for visiting dignitaries; after hours security inspections and processing of security violations; periodic destruction of classified documents; response and follow-up to building incidents; crime prevention programs and procedures to protect persons and property; training/education as well as security awareness activities; Facility Security Risk Assessments (for general security and assessing Occupant Emergency Programs and Anti-terrorism); Foreign National Visitor/Guest coordination/processing; coordination of all clearances and contractors' suitability investigations; maintaining a service center which issues ID cards, room keys (etc.) and repairs locks; coordinates extra security for non-standard and after-hours building events; acts as liaison with local and Federal police agencies and emergency response coordination. The projects and Basis of Budget follow.

OFFICE OF SECURITY MANUAL BILL PROJECT FIRSTNET PROJECT OSYFN00

Description of Service: This project provides services to the National Telecommunications and Information Administration, First Responder Network Authority (FirstNet) Program. Three personnel are dedicated: 1) Supervisory Security Specialist directly involved in establishing program metrics and requirements for senior managers to support the Department's goal of providing a secure working environment to protect its personnel, assets and information; 2) two Security Specialists to support FirstNet's personnel security process and support background and security clearances for FirstNet staff and contractors as well as another to support other security disciplines while providing back-up personnel security support.

Basis of Budget: Costs are billed to the National Telecommunications and Information Administration, First Responder Network Authority (FirstNet) according to a Memorandum of Agreement.

Performance Metrics: Ensure quality personnel security submissions with <5% error rate; respond to customer request with factually accurate information that is consistent with Departmental guidance and policies, as well as other relevant program or technical documents; routinely respond to inquiries within 16 business hours or by the established deadline.

BUREAU OF ECONOMIC ANALYSIS PROJECT 0161000

Description of Service: This project establishes and maintains security services for Bureau of Economic Analysis facilities and programs in the Washington, D.C and serves as a principal liaison on security-related matters with the Bureau of the Census and the host facility while also supporting continuity and emergency management compliance.

Basis of Budget: Costs are billed to the Bureau of Economic Analysis.

Performance Metrics: Report monthly on Personnel Status, OPM Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign National Program.

CENSUS DECENNIAL SECURITY PROJECT 0140000

Description of Service: This project provides for select security services in support of the Census Decennial Program including the Dress Rehearsal, Decennial testing, Decennial operations and subsequent close-out. Services include: Individual physical security threat/risk assessments; security education and awareness programs; and, badging/background investigation coordination for employees and contractors hired prior to, during, and following the Decennial.

Basis of Budget: Costs are billed to Census.

Performance Metrics: Report monthly on Personnel Status, OPM Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign National Program.

CENSUS HEADQUARTERS SECURITY PROJECT 0141000

Description of Service: This project establishes and maintains security services for Bureau of the Census facilities and programs in the Washington, D.C. area.

Basis of Budget: Costs are billed to Census.

Performance Metrics: Report monthly on Personnel Status, OPM Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign National Program.

CENSUS SECURITY/JEFFERSONVILLE PROJECT 0154000

Description of Service: This project establishes and maintains security services for Bureau of the Census facilities and programs in Jeffersonville, Indiana.

Basis of Budget: Costs are billed to Census.

Performance Metrics: Report monthly on Personnel Status, OPM Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign National Program.

NOAA HEADQUARTERS SECURITY PROJECT 0142000

Description of Service: This project provides services to establish and maintain security services for NOAA occupied buildings and programs in the Washington, D.C. area designated Departmental occupied facilities and programs serviced from Silver Spring, Maryland.

Basis of Budget: Billing algorithm consists of two parts. (1) 10% is allocated directly to NOAA/NSOF; (2) 90% is allocated to NOAA.

Performance Metrics: Report monthly on Personnel Status, OPM Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign National Program.

NOAA SECURITY/WESTERN REGIONAL SECURITY OFFICE PROJECT 0158000

Description of Service: This project provides services to establish and maintain security services for designated Departmental occupied facilities and programs serviced from Seattle, Washington.

Basis of Budget: Costs are billed to NOAA.

Performance Metrics: Report monthly on Personnel Status, OPM Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign National Program.

NIST HEADQUARTERS SECURITY PROJECT 0143000

Description of Service: This project establishes and maintains security services for NIST-occupied buildings and programs in the Washington, D.C. area.

Basis of Budget: Costs are billed to NIST.

Performance Metrics: Report monthly on Personnel Status, OPM Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign National Program.

NIST POLICE SERVICES GROUP (PSG) - GAITHERSBURG PROJECT 0155000

Description of Service: This project establishes and maintains law enforcement and security components including the oversight of the guard contract for NIST facilities in Gaithersburg, Maryland in accordance with provisions of delegated authority from the Department of Homeland Security.

Basis of Budget: Costs are billed to NIST.

Performance Metrics: Reportable incidents are reported to appropriate Departmental/Bureau points of contact in accordance with the "Notification Matrix" included as an appendix to the NIST/OSY Service Level Agreement.

POLICE SERVICES GROUP (PSG) - BOULDER PROJECT 0159000

Description of Service: This project establishes and maintains law enforcement and security components including the oversight of the guard contract for NIST facilities in and around Boulder, Colorado in accordance with provisions of delegated authority from the Department of Homeland Security.

Basis of Budget: Billing algorithm consists of two parts. (1) Contract Guard costs are billed to NIST and NTIA according to Memorandum of Agreements reflecting apportioned annual cross-servicing percentages on the Boulder campus; (2) Remaining costs are billed to NIST, NOAA and NTIA according to Memorandum of Agreements reflecting annual cross-servicing percentages on the Boulder campus.

Performance Metrics: Reportable incidents are reported to appropriate Departmental/Bureau points of contact in accordance with the "Notification Matrix" included as an appendix to the NIST/OSY Service Level Agreement.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

INTERNATIONAL PROGRAMS PROJECT 7115000

Description of Service: This project provides services to the United States and Foreign Commercial Service, with the Department of State, coordinating the provisions of various State-Commerce security agreements relative to overseas protection. This project also provides services related to Personnel/Information Security as well as Continuity & Emergency Preparedness.

Basis of Budget: Costs are billed to ITA according to a Memorandum of Agreement and allocated to the Office of Management and Operations or U.S. & Foreign Commercial Service. This project is manually billed and the budget is for estimating purposes.

Performance Metrics: Report monthly on Personnel Status, OPM Investigations Case Notices, Facility Security Risk Assessments and facility compliance (international), and Visitor/Guest Status of the Foreign National Program.