

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.

MANAGEMENT OFFICIAL

BRUCE ANDREWS, Chief of Staff

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LIST OF PROJECTS

OPA Operations	0050000	WCF
Photographic Services	0051000	WCF
Office of Scheduling and Advance	7006000	A&R
White House Liaison	7021000	A&R
Office of Reconstruction and Stabilization	732000 0	A&R
WebDocFlow	7007000	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 Charge: 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.

PHOTOGRAPHIC SERVICES PROJECT 0051000

Description of Service: This project provides a DoC-wide photographic service which includes a fee basis for services. The project also provides press photography on location; documentary photography on location; record coverage of agency events for release or history; portraits; custom color and black-and-white processing and printing, photo copying, mural printing, slides, etc.; liaison for photographic contracts; photography estimates; and maintenance of Department photographic files.

Basis of Charge: Costs are billed for photographic services based on actual usage from the fourth quarter of FY 2011 and the first three quarters of FY 2012, after adjusting for manual bills to other agencies.

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, 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 Charge - Automatic Monthly: There are two parts to this billing algorithm: ITA is charged a set percentage of this project and the remaining costs are billed to operating units and bureaus based on their share of the Department's FTE.

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 Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

OFFICE OF RECONSTRUCTION & STABILIZATION PROJECT 7320000

Description of Service: Reconstruction and stabilization activities are carried out under the State Department Basic Authorities Act of 1956 (22 U.S.C. Chapter 38). The Department of State (DOS) is required to create, manage, and maintain a civilian interagency reconstruction and stabilization (R&S) capacity. To this end, the Department of State created the Civilian Response Corps (CRC) with both Active and Standby components. In September 2008, the DOC entered into an umbrella interagency agreement with State whereby the DOC agreed to recruit, employ, and provide personnel for service in the Active response corps.

Basis of Charge - Automatic Monthly: Charges for actual costs are allocated and reimbursed according to the Active CRC-A and Standby CRC-S members designated to each bureau.

WEB DOC FLOW PROJECT 7007000

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

Basis of Charge - Manual: Charges for this system are spread evenly to participating bureaus.