

## II. WCF & A&R SERVICE PROVIDERS

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This section presents information about the offices and projects offering services through the Department of Commerce's Office of the Secretary's (OS) Working Capital Fund and the Departmental Management's Advances and Reimbursements account. The services that are provided are described in the following pages along with their basis of charge. They are listed alphabetically by office.

Chief of Staff

Office of Acquisition Management

Office of Administrative Services

Office of Budget

Office of the Chief Information Officer

Office of Civil Rights

Office of Financial Management

Office of the General Counsel

Office of Human Resources Management

Office of Management and Organization

Office of Public Affairs

Office of Security

## OFFICE OF ACQUISITION MANAGEMENT

The Office of Acquisition Management (OAM) develops, coordinates, and maintains the Department's acquisition policies and procedures. OAM manages the acquisition over a range of products and services from purchase card transactions 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 Procurement Executive, directly provides acquisition support to OS. 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. The six project descriptions that follow and the *Department Organization Order 20-26*, governing OAM's responsibilities, provide further insight on services provided.

In addition, OAM is responsible for DoC-wide grants management policy and oversight, which includes ongoing efforts to create a standardized grants education and certification program, the movement of DoC grant-making bureaus to a common management system, and the issuance of all indirect cost rates for organizations with DoC as their cognizant federal awarding agency. OAM's Director exercises operational authority as Grants Officer for designated operating units with financial assistance programs. The Office 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 Grants Management Line of Business (GMLOB).

### MANAGEMENT OFFICIALS

**ALBERT SLIGH JR.**, Director  
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**DELIA P. DAVIS**, Deputy Director  
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### LIST OF PROJECTS

Acquisition Management Services	0128000	WCF
Grants Management	0440000	WCF
Acquisition Strategic Initiatives	0444000	WCF
Commerce Information Technology (COMMITTS) – Operations	7116000	A&R
Commerce Information Technology (COMMITTS) – NexGen	7117000	A&R
Indirect Rate Reviews	7147000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

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### ACQUISITION MANAGEMENT SERVICES PROJECT 0128000

**Description of Service:** This project provides contracting services including research, training and using innovative methods for the OS and selected special projects. Services also include support for managing acquisition related information technology systems and their support contracts and performance measurement and career management for contracting personnel (series 1102, 1105, and 1106).

**Basis of Charge:** This billing algorithm consists of two parts. (1) Costs for acquisition information technology systems, performance measurement, career management, and procurement innovation efforts are billed to designated operating units and offices based on the number of acquisition personnel employed by each bureau. (2) Costs for procurement services including contract support are billed to each office/operating unit based on the total number of actions performed for each office/operating unit.

## GRANTS MANAGEMENT PROJECT 0440000

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**Description of Service:** The Grants Management Division (GMD) provides policy guidance in response to government- wide data calls and represents the Department at numerous intergovernmental permanent bodies and working groups governing Federal Grants Policy, including the Grants Executive Board and the CFO Council Grants Policy Committee. The Grants Policy Officer serves as the liaison between these two intergovernmental groups. 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). All Federal Register Notices and Federal Funding Opportunity notices related to DoC grants programs must be cleared by this office. Additionally, GMD serves as the point of contact for Grants.gov and the departmental grant making units and coordinates the submission of reporting data related to DoC grants opportunities to the Grants.gov PMO. GMD exercises contract management responsibilities for the review and approval of all indirect cost rate proposals submitted to DoC grant making bureaus.

**Basis of Charge:** Costs are billed based on actual number of grant transactions being serviced from the last two quarters of FY 2006 and the first two quarters of FY 2007.

## ACQUISITION STRATEGIC INITIATIVES PROJECT 0444000

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**Description of Service:** *Acquisition Strategic Initiatives (ASI)* provide for strategic planning and initiatives for DoC's acquisition communities to better manage and streamline business processes, enhance customer services and increase customer satisfaction. The project covers two primary areas: (1) Information resources management issues in support of the *Commerce Business Environment (CBE)* initiative and (2) *Acquisition Career Management Program (ACMP)*. Information resources management systems include the *Commerce Standard Acquisition Reporting System (CSTARS)*, *Enterprise Acquisition Reporting System (EARS)*, *Balanced Scorecard (BSC)*, *Workforce Acquisition Database (WAD)*, *C. Request (Requisition System)*, *Obligation and Requisition Standard Interface (ORSI)*, and other electronic government commerce initiatives that benefit DoC and the vendor community to reduce acquisition cycle time. *Acquisition Career Management Program (ACMP)* focuses on formal training and education for acquisition personnel including series 1102, 1105, and 1106 and the Contracting Officer Representatives (COR). The *ACMP* resulted from legislation issued to improve the professionalism of the Federal Governments Acquisition Workforce. By planning and providing acquisition training DoC-wide, greater cost efficiencies and training opportunities are available to DoC's Acquisition Workforce. Investment within Acquisition Strategic Initiatives is to provide performance-based and result-driven accomplishments that meet and/or exceed overall mission requirements. Programs under *ASI* are emerging technologies and are important for updating employee's skills and refreshing their toolkits to enhance the operational efficiencies and effectiveness of the entire acquisition community in support of DoC's mission.

**Basis of Charge:** Costs are billed to designated operating units and offices based on the number of acquisition personnel employed by each bureau.

## ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

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### **COMMERCE INFORMATION TECHNOLOGY (COMMITTS) - OPERATIONS/NEX GEN** **PROJECT 7116000-7117000** **(Initiated in FY-1999)**

**Description of Service:** The Commerce Information Technology Solutions (COMMITTS) Program is a Government-Wide Agency Contract (GWAC) that provides performance-based information technology services and solutions. The COMMITTS program is designed to accomplish three objectives:

1. Deliver top quality IT services and solutions to meet government organizations' missions.
2. Deliver IT services and solutions utilizing a streamlined acquisition methodology.
3. Provide a talented pool of small business contractors capable of delivering the government's IT requirements.

COMMITTS provides the Commerce Department and other federal agencies with an efficient and effective means of awarding IT service and solution requirements, and assists the federal government with acquiring essential IT services utilizing high quality, performance-focused contractors. The program does this through the use of competitively awarded performance-based tasks.

**Basis of Charge:** COMMITTS is a fee-for-service program. Operating units and bureaus are not charged for costs associated with this program, unless they choose to contract through COMMITTS.

### **INDIRECT COST REVIEWS** **PROJECT 7147000** **(Initiated in FY-2003)**

**Description of Service:** This project supports the evaluation of indirect cost rate proposals received from recipients of federal assistance awards, i.e., grantees, for which DoC is cognizant or has oversight. In addition to the review, negotiation, and completion of indirect cost proposals, this also includes the review of cost allocation plans and the methodology and principles used in pooling indirect costs and establishing a common base for distributing those costs to ensure that each federal grant making agency bears its fair share.

**Basis of Charge - Manual:** Each bureau will be charged for reviews conducted on recipients funded by that bureau.

## OFFICE OF ADMINISTRATIVE SERVICES

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The Office of Administrative Services (OAS) performs the following services for the Office of the Secretary (OS) and other operating units:

Maintain, for the Herbert C. Hoover Building (HCHB), a printing and publications 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 Department-wide policy and procedures for the acquisition, management, and disposal of personal property, including motor vehicle fleets; and, serve as 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).

Develop, issue, and oversee the implementation of policies and procedures for the administration of the Departments travel program and provide travel services for the OS and designated operating units; provide shipment of employees' household goods under permanent change of duty station, freight shipment; manage the disbursement of convenience checks; processes passport/visa applications for HCHB personnel; and, provide oversight and implementation of the Department's eTravel initiative.

Establish Department-wide policy and procedures for mail management and provide nationwide mail services.

Establish Department-wide policy and procedures for the acquisition, management, and disposal of real property and serve as liaison with the GSA on all government-wide real property programs. Oversee major real property projects and coordinate Department-wide facilities requirements. In accordance with the GSA/HCHB Building Delegation agreement, manage the HCHB and provide facility services for its occupants and other OS staff offices in the National Capital Region.

Develop Departmental policies and procedures for energy conservation and environmental management and implement and oversee the Departments energy and environmental programs.

Provide library services, excluding law and legislative references, to all operating units of the HCHB, operating units and offices maintaining their own libraries, other government agencies, and the general public.

Provide services for operating and maintaining the HCHB to include custodial services, landscaping, pest control, elevator repairs and maintenance, energy systems, trash removal, and preventative maintenance services. Coordinates the procurement of utility' services for the HCHB through GSA (steam heating) agreement and local utility companies providing electricity and water.

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

### **MANAGEMENT OFFICIALS**

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**RHONDA JACKSON**, Acting Deputy Director  
 HCHB Room 6316, 482-2242  
**DOUG ELZNIC**, Director, Office of Building Management  
 HCHB Room 1317, 482-0227  
**ROBERT CARR**, Acting Associates Director, Office of Administrative Operations  
 HCHB, Room 2852, 482-3950  
**BRAULIO RAMON**, ASSOCIATES Director, Office of Real Estate  
 HCHB, Room 1036, 482-1080  
**TAMARA PEYTON**, ASSOCIATES DIRECTOR, Travel Management Division  
 HCHB, Room 2062, 482-1049

**LIST OF PROJECTS:**

Publications Procurement	0104000	WCF
Multimedia Division	0110000	WCF
Mail Management Branch	0120000	WCF
Travel Management Division	0121000	WCF
Administrative Operations	0122000	WCF
Information Technology Branch	0123000	WCF
Library Services Branch	0124000	WCF
Property and Fleet Management Branch	0125000	WCF
Management Support Staff Division	0129000	WCF
Forms Stock Program	0136000	WCF
Space Management Division	0138000	WCF
Real Estate	0147000	WCF
Facilities Services Division	0148000	WCF
Joint Use Space-HCHB	0150000	WCF
HCHB Operations and Maintenance	0153000	WCF
Reimbursable Alterations	0166000	WCF
Reimbursable Utilities	0175000	WCF
GSA Management	0176000	WCF
Contract Management	0178000	WCF
Utilities	0179000	WCF
Mechanical	0180000	WCF
Other	0181000	WCF
Security	0182000	WCF
Recurring Repairs	0183000	WCF
Cyclical Painting	0185000	WCF

**LIST OF PROJECTS Continued:**

Administrative Support	0186000	WCF
GSA Space Rent	7200000	A&R
Council of Economic Advisors	7918000	A&R
Reimbursable - Other Ad Hoc Expenditures	7919000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

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### **PUBLICATIONS PROCUREMENT PROJECT 0104000**

**Description of Service:** This project funds publication services procured from off-site vendors via OAS credit card procurement and other non-GPO contracts. HCHB self service copy center equipment costs are also funded within this project code.

**Basis of Charge:** This billing algorithm consists of four parts. (1) All publication work procured via GPO contracts is billed directly to the bureaus by GPO on an actual cost basis. (2) All publication work procured via OAS purchase cards or contracts are paid for out of project 0104000 and are then billed directly back to the operating units on an actual cost basis. (3) All charges, incurred while using the HCHB self-service copy equipment, are billed to the operating units and based on actual usage. (4) All overtime, required to meet emergency customer requirements, is billed directly to the operating units based on actual labor overtime costs.

### **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 large 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 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 employees and contract management support for Publications Procurement, Project 0104000. This project provides in-house production work for customers in the following areas: electronic formatting for documents and publications; electronic forms processing; web design; on demand publishing; high speed copying (separate from the HCHB Self Service Copy Center); and, in-house art design. In addition, performs management analysis; maintains and tracks requisitions in Production Tracker; and, prepares reports and billing documents. All work is performed, in-house, by Government employees or on-site contractors.

**Basis of Charge:** This billing algorithm consists of two parts: (1) Costs for contract administration for publications services are allocated to operating units based on their percentage of prior year usage. (2) The following items are billed at the actual cost of the service provided and are not included in the prior year activity usage algorithms: (a) forms printed for the *Forms Stock Program*; and (b) reimbursable special projects.

## **MAIL MANAGEMENT BRANCH PROJECT 0120000**

**Description of Service:** Provides mail services to the operating units, HCHB staff offices, and provides Departmental policies, procedures, and services to nationwide offices. Included are delivery of incoming USPS, 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 Technical Representative (COTR) to monitor the HCHB mail services contractor.

**Basis of Charge:** This billing algorithm consists of four parts: (1) Costs for providing mail/messenger and related services, and shipping & receiving are allocated to operating units based on HCHB population. (2) Metered mail and UPS are manually billed to operating units based on actual usage. (3) Other special services are allocated to operating units based on estimated cost(s). (4) Nationwide services are allocated to operating units based on nationwide population.

## **TRAVEL MANAGEMENT DIVISION PROJECT 0121000**

**Description of Service:** This office provides operational travel services to include travel policies and procedures for the Department of Commerce and its Bureaus; acts as Program Manager for E-Travel and travel charge card services; processes passport/visa applications for HCHB personnel; manages the disbursement of HCHB convenience checks and debit card program; provides for the shipment of household goods for employees in a Permanent Change of duty Station (PCS) status; regulatory reporting to OPM and OMB, and provides E-Travel Project Implementation and Deployment Management and oversight.

**Basis of Charge:** 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.

## **ADMINISTRATIVE OPERATIONS PROJECT 0122000**

**Description of Service:** Provides for the management of its administered programs, including information technology, personal property, mail management services, support services, and library services. In addition, this project provides Departmental policy and oversight for the personal property, fleet, mail, and printing programs. In addition maintains the Personal Property Management Manual, Publishing and Printing Management Manual, and Department of Commerce Mail Management Manual. Provides policy, oversight, and clearance for the

### **ADMINISTRATIVE OPERATIONS PROJECT 0122000 Continued**

establishment and use of seals, emblems, and logos; provides liaison services with GSA and USPS in providing a nationwide mail management program; 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. Serves as the liaison with GSA, Citibank and vendors on Departmental policy regarding the use of the SMARTCARD Program.

**Basis of Charge:** Costs are allocated to the operating units based on the underlying algorithms of the programs this Project manages.

### **INFORMATION TECHNOLOGY BRANCH PROJECT 0123000**

**Description of Service:** This project reviews requirements for Departmental functional systems in the personal property area (e.g., Sunflower) and participates in the planning, development, implementation, inventory, and management of this and other systems (e.g., Real Property Management System, eTravel System). In addition, this project provides information technology support to the Office of Administrative Services.

**Basis of Charge:** This billing algorithm consists of two parts: (1) Sunflower system support costs are allocated to bureaus based on actual property in inventory; (2) All other support systems costs are allocated to the operating units based on nationwide, on-board population.

### **LIBRARY SERVICES BRANCH PROJECT 0124000**

**Description of Service:** This project provides Library services to include, access to commercial and Government on-line and internet information and retrieval services; access to commercial and Government CD-ROM products; acquisition of publications and other library materials; cataloging of the DoC Library collections to provide maximum access and use of informational sources; maintenance of computerized catalogs; and, assistance with interlibrary loan, reference and research services. In addition, the Library provides collection development, document delivery, consultative advice, technical support, and serves as the repository for the Federal Depository Library program. Assistance is also provided to the academic and business communities. The library is open to the public for reference use only.

**Basis of Charge:** Costs are allocated to the operating units based on HCHB on-board population.

## **PROPERTY AND FLEET MANAGEMENT BRANCH PROJECT 0125000**

**Description of Service:** This project provides property tracking accountability services for the OS. Coordinates DoC implementation of Government-wide programs for acquiring, managing, utilizing and disposing of personal property through the Sunflower system; advises and assists HCHB tenants regarding personal property management; and, coordinates the submission of special and recurring reports. In addition, controls, reports on, and authorizes in consultation with the OIG, the disposal of gifts to Departmental employees by foreign governments. Serves as the liaison with GSA, OMB, and DOE in overseeing the motor vehicle fleet management program for the Department. In coordination with the Department of Transportation, administers the *Metro Transit Benefit Subsidy program*.

**Basis of Charge:** This billing algorithm consists of four parts: (1) Personal property operations costs are allocated to OS based on inventory size. (2) Excess property operating costs are allocated to operating units based on HCHB population. (3) Fleet Management liaison costs are allocated based on nationwide, on-board, population. (4) All other costs are allocated to the OS based on OS HCHB population.

## **MANAGEMENT SUPPORT STAFF DIVISION PROJECT 0129000**

**Description of Service:** This project provides administrative and executive support services to the Office of Administrative Services in the areas of human resource management liaison, budget formulation and execution, acquisition, quality control audits, billing analyses, training coordination, and employee awards oversight. In addition, this project provides administrative oversight, policy development, analyses, and studies of OAS administered programs.

**Basis of Charge:** The billing algorithm consists of two parts: (1) Services provided to OAS offices are allocated based on their percentage of FTE assigned to OAS. (2) All other costs are allocated to operating units based on nationwide, on-board population.

## **SPACE MANAGEMENT DIVISION PROJECT 0138000**

**Description of Service:** This project provides the full range of space management services to the Department of Commerce offices housed in the Herbert C. Hoover Building (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 Charge:** Costs are allocated to operating units based on HCHB population.

## **REAL ESTATE PROJECT 0147000**

**Description of Service:** This project coordinates DoC implementation of Government-wide programs for the acquiring, managing, utilizing, and disposing of real property; provides technical advice and assistance to DoC operating units; develops procedures to implement DoC real property, environmental, and energy policies; participates in DoC reviews; manages DoC programs for energy, environment, and real property utilization; manages *Building Delegation Program* funding; serves as nationwide data manager for the Federal Real Property Management System; coordinates the submission of special and recurring reports in all areas of responsibility; and, serves as liaison with GSA, EPA, NIST, FEMA, DOE, and other federal agencies and laboratories on program matters.

**Basis of Charge:** This billing algorithm consists of two parts: (1) Costs are allocated to the Building Delegation for management of the GSA Building Delegation Agreement. (2) All other costs are allocated to operating units based on nationwide on-board population.

## **FACILITIES SERVICES DIVISION PROJECT 0148000**

**Description of Service:** Provides oversight of building services provided to HCHB tenants and visitors through the Building Delegation. In addition, this project provides conference room scheduling, coordination of special events held in the HCHB lobby and auditorium; and audiovisual and support for the HCHB occupants and distinguished visitors. Manages the carpool and parking programs for the HCHB. Oversees the facility operations of the Child Care Center located in the HCHB.

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

## **JOINT USE SPACE - HCHB 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, conference rooms, DoC Credit Union, cafeteria, ADTRAV, Randolph-Sheppard vending stands, DoC ChildCare Center, office supply store, and vacant space.

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

## **HCHB OPERATIONS & MAINTENANCE PROJECT 0153000**

**Description of Service:** This project is the billing mechanism for the Building Delegation Program. The account covers contract costs for custodial services, landscaping, pest control, trash removal, elevator services, utility services to heat and cool the building, and other closely related services for the upkeep and maintenance of the HCHB.

**Basis of Charge:** Costs are allocated to operating units based on HCHB occupancy (square footage).

## **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 Charge:** Operating units are billed all cost(s) of the reimbursable services, materials and man-hours required to complete the requested jobs.

## **REIMBURSABLE UTILITIES PROJECT 0175000**

**Description of Service:** 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 Charge:** Operating units are billed based on their usage for utility services above the GSA standard as prescribed by GSA formulas.

## **BUILDING DELEGATION PROJECTS 0176000-0186000**

**Description of Service:** The *Building Delegation* provides services for operating and maintaining the HCHB. The accounts cover contract costs for custodial services, landscaping, pest control, trash removal, and utility services to heat and cool the building. The mechanical account covers supplies and labor costs for the maintenance of electrical systems, plumbing, carpentry, and elevators throughout the HCHB. These services are provided by in-house personnel and/or thru contracts. Other accounts cover WCF costs, safety materials, and uniform allowances. Recurring repair projects in the HCHB are charged to these accounts, as is cyclical painting. In addition, administrative costs for office staff salaries and support expenses are managed through these accounts.

The Building Delegation comprises the following WCF projects:

<u>PROJECT</u>	<u>DESCRIPTION</u>
0176000	GSA Management
0178000	Contract Management
0179000	Utilities
0180000	Mechanical
0181000	Other
0182000	Security
0183000	Recurring Repairs
0185000	Cyclical Painting
0186000	Administrative Support

**Basis of Charge:** Funding for the above accounts is billed to Project 0153 and allocated based on HCHB occupancy (square footage).

## **ADVANCES & REIMBURSEMENTS (A&R) PROJECTS**

### **GSA SPACE RENT PROJECT 7200000**

**Description of Charge:** The General Services Administration bills agencies “Space Rent” in accordance with P.L. 92-313. GSA bills the Office of the Secretary monthly for rental of the Herbert C. Hoover Building and other selected locations (Washington, D.C.; Sunrise, FL; Gaithersburg, MD; Norfolk, VA; and Springfield, VA). 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 Charge - Manual:** Costs for space rent are billed to each bureau based on proportion of space occupied versus total square footage in the HCHB and other Commerce facilities. Costs for car-pool parking are billed to each bureau based on actual usage (# of spaces).

### **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. The second project funds DoC’s share of the Federal Assistance Awards Data System (FAADS) and Consolidated Federal Funds Report (CFFR) displaying the geographic distribution of federal expenditures or obligations.

**Basis of Charge - Automatic Monthly:** All costs are billed to Census for Project 7918000.

**REIMBURSABLE- OTHER PROJECT 7919000**

**Description of Service:** Throughout each fiscal year, the Department incurs obligations and makes commitments for various services performed by both private firms and other government agencies. These projects were established to achieve minimum total costs through utilizing one billing source to private firms, thereby taking advantage of such items as group rates on participating functions and to accommodate various government agencies which prefer one billing at the Department level.

**Basis of Charge:** Each bureau's share of the Department's FTE is the basis for billing (7919000 - automatic monthly billing).

## OFFICE OF BUDGET

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The Director of the Office of Budget (OB) serves as the Secretary's representative in all matters related to budget. OB oversees all segments of the Commerce budget process, from the beginning of the budget formulation process via guidance to the bureaus to the conclusion of the process in which OB addresses all past outstanding budget issues. The Director serves as the primary adviser to the Secretary with staff members serving as advisers both to senior DoC officials and to bureau staff. OB also tracks the performance of each of the bureaus on a quarterly basis making certain that senior Commerce staff are informed, particularly in the case of any problem areas. Once the fiscal year has ended, OB produces a final report covering the performance for the Department for that particular year.

### MANAGEMENT OFFICIALS

VACANT, Director Office of Budget  
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Neil Shapiro, Deputy Director Office of Budget  
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## ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

### COMMERCE - GPRA PROJECT 7139000

**Description of Service:** The Department is required to fulfill eight mandates set forth in the Government Performance and Results Act (GPRA) and performance requirements as specified by Circular A-11. These mandates are: (1) Finalization of the FY 2007 Performance and Accountability Report (PAR); (2) Preparation of the FY 2008 PAR; (3) Oversight of the integration of performance information with the annual budget submission to produce a performance-based budget including the integration of performance data in the Budget in Brief; (4) Oversight of the Departmental review and coordination of the OMB Program and Assessment Rating Tool (PART) reviews of bureau programs; (5) Overview of the budget and performance integration initiative of the President's Management Agenda; (6) Coordination of any updates and modifications to the Department's Strategic Plan; (7) Coordination of quarterly performance briefings by the bureau heads to the Deputy Secretary; and (8) Coordination of the planned Performance Improvement Initiative (PII) of the President's Management Agenda (PMA)

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

## OFFICE OF THE CHIEF INFORMATION OFFICER

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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 \$1.5 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, 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 three 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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### **LIST OF PROJECTS**

Department-wide IT Programs	0702000	WCF
Office of the Secretary IT Support Services	0703000	WCF
HCHB Network	0706000	WCF
Economic and Statistics Administration IT Support Service	0707000	WCF
National Archives	7149000	A&R
GSA WITS Telephone Service	7172000	A&R
FTS Long Distance – HCHB	7176000	A&R
IT/Procurement Conferences	7926000	A&R
E-Gov Initiatives	7946000	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 IT architecture, supporting the Commerce IT Review Board and IT investment process, and assisting with automated administrative systems that cross DoC organizational and functional boundaries (i.e. Web T&A, WebCIMS, DoC Home Page, Learning Mgmt. System, Employee Information System, Employee Notification System, etc. ). This project also supports DoC's program for IT security, critical infrastructure protection, and technology. Additionally, the project includes all aspects of IT security 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.

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

### **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). 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. Offices within the OS may have to pay for the installation and wiping of desktop computers, contingent upon the budget availability in Project 0703. These funds are needed for additional contractor labor and overtime.

**Basis of Charge:** Costs are distributed among the Office of the Secretary/Departmental Management accounts (S&E, WCF, and OCS) on the basis of their share of FTE.

### **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

## **HCHB NETWORK PROJECT 0706000 Continued**

VoIP telephones located in employees' offices. Additionally, the project provides a Public Address System (PAS) that delivers emergency broadcasts to HCHB common areas (i.e., 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 Charge:** Costs are billed to HCHB operating units and offices based upon their share of the number of phone line appearances in the Herbert Clark Hoover Building and the Ronald Reagan Building.

## **ECONOMIC AND STATISTICS ADMINISTRATION (ESA) IT SUPPORT SERVICES PROJECT 0707000**

**Description of Service:** This project provides all aspects of IT support for the Economic and Statistics Administration (ESA). 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 ESA; and facilitating communications DoC-wide with other federal agencies as well as the public sector.

**Basis of Charge:** Costs are billed to ESA.

## **ADVANCES & REIMBURSEMENTS (A&R) PROJECTS**

### **NATIONAL ARCHIVES 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) where legal ownership of the records remains with DoC.

**Basis of Charge - Manual:** Bills from NARA will be allocated to bureaus based on the actual cost of the total cubic footage of records stored at NARA and related transactions.

### **GSA WITS TELEPHONE SERVICES-HCHB PROJECT 7172000**

**Description of Service:** This project was established for the monthly telephone bills covering common usage charges, local message unit charges, directory assistance and related charges in

the Herbert C. Hoover Building and other selected Commerce locations. FTS 2001 long distance charges are not included in this project (see Project 7176000 below).

#### **GSA WITS TELEPHONE SERVICES-HCHB PROJECT 7172000 Continued**

**Basis of Charge - Automatic Monthly:** Costs are billed to HCHB operating units and offices based upon their share of the number of phone line appearances in the Herbert Clark Hoover Building and the Ronald Reagan Building.

#### **FTS LONG DISTANCE - HCHB PROJECT 7176000**

**Description of Service:** This project was established for the monthly FTS 2001 Long Distance telephone bills. In FY 2004, the General Services Administration (GSA) changed its method of billing long distance services. In the past GSA billed DoC bureaus directly for their long distance services. Beginning in FY 2004, GSA billed the Office of the Secretary for long distance services in the HCHB and will continue this method of billing.

**Basis of Charge - Manual:** Costs are billed to operating units based on actual usage.

#### **IT/PROCUREMENT CONFERENCES PROJECT 7926000**

**Description of Service:** This project provides funding for OS workshops, conferences, seminars, and offsite retreats that enable employees to enhance job skills to achieve program and Departmental goals and mission. It also provides a forum to discuss strategic planning and future opportunities for improvements.

**Basis of Charge - Manual:** Operating units will be billed based on participation in the conferences.

#### **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-GOV initiatives, in which we participate (E-Rulemaking, Business Gateway, Grants. Gov, Integrated Acquisition, E-authentication, Financial Management LOB, Human Resources LOB, Grants Management LOB, Budget Formulation and Execution LOB, IT Infrastructure LOB and E-travel). The funds are distributed via Memorandum's of Understanding with managing partners. These initiatives must receive concurrence from the Senate Appropriation Committee before any funds are reprogrammed.

**Basis of Charge - Automatic Monthly:** Costs are billed to operating units and offices based on an initiative specific algorithm.

## CHIEF OF STAFF

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The Chief of Staff (CoS) serves as the Secretary's representative with other Federal agencies and as the principal advisor on policy, planning and operational matters regarding Schedule C and non-career executive positions of 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.

### MANAGEMENT OFFICIAL

**CLAIRE BUCHAN**, Chief of Staff  
HCHB Room 5858, 482-4246

### LIST OF PROJECTS

Office of Scheduling and Advance	7006000	A&R
White House Liaison	7021000	A&R

## 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 three parts to this billing algorithm: (1) ITA is charged a set percentage of this project; (2) 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 CIVIL RIGHTS

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The Office of Civil Rights (OCR) develops and manages DoC's Equal Employment Opportunity (EEO) policies and programs. It serves to ensure that people with disabilities have access to DoC's programs and facilities. It also serves to ensure nondiscrimination in DoC supported activities and programs. In support of DoC's goals to achieve diversity and affirmative employment, OCR develops and maintains monitoring systems to assess DoC's 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 DoC components as determined. The project narrative that follows and the *Departmental Organization Order 20-10*, which governs the responsibilities of the Office of Civil Rights, provides further insight on services provided.

### **MANAGEMENT OFFICIALS**

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**KATHRYN H. ANDERSON**, Chief, Administration & Special Projects Division

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**SUSAN THOMAS**, Chief, Compliance Division

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**JORGE PONCE**, Chief, Departmental Policy and Evaluation Division

HCHB Room 6010, 482-5691

**BERNADETTE WORTHY**, Chief, Client Services and Resolution Division

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### **LIST OF PROJECTS**

Civil Rights	0532000	WCF
Decennial Census	0535000	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 DoC's civil rights policy programs (previously called affirmative employment program) and discrimination complaint processing for OS and operating units. The office investigates discrimination complaints from DoC employees and job applicants. It also investigates complaints from the public concerning discrimination in programs receiving federal financial assistance, including access to DoC-funded and DoC-conducted programs and facilities to persons with disabilities. Other services include overseeing the DoC 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 DoC and its operating units to determine unlawful discrimination. The investigative reports are issued to operating units and complainants for the purpose of settlements. DoC uses the reports for its final decisions and representation before the Equal Employment Opportunity Commission, the Merit Systems Protection Board and courts.

### **CIVIL RIGHTS PROJECT 0532000 Continued**

**Basis of Charge:** This billing algorithm consists of two parts: (1) Charges for Policy and Affirmative Employment services are allocated to participating operating units based on their prorated share of the total FTE, excluding PTO, CEN, NOAA, & NIST; and (2) 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.

### **CIVIL RIGHTS PROJECT 0535000**

**Description of Service:** This project provides for the processing of Equal Employment Opportunity complaints filed by employees of the 2010 Decennial Census. The project provides for the establishment of a temporary office at Census Headquarters to handle the anticipated high volume of complaints. Specific services to be performed are investigation, adjudication and coordination with the Census EEO Office, Field Division, and Office of General Counsel.

**Basis of Charge:** The costs are billed to Census

## **ADVANCES & REIMBURSEMENTS (A&R) PROJECTS**

### **DIVERSITY EMPLOYMENT PLAN - OCR (Initiated in FY-2000) 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 Charge - Automatic Monthly:** Costs are billed to operating units and bureaus based on their share of the Department's FTE.

### **MSI INITIATIVE - OCR (Initiated in FY-2001) 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 Charge - Automatic Monthly:** Costs are billed to operating units and bureaus based on

their share of the Department's FTE.

**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 Charge - Automatic Monthly:** Costs are billed to operating units and bureaus based on their share of the HCHB population.

## OFFICE OF FINANCIAL MANAGEMENT

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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 modern financial management system directly supporting integrated work and resource planning and integrated financial and program performance measurement. The office also 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 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 five project descriptions that follow and the Department Organization Order 20-27 governing OFM's responsibilities, offer further insight on services provided.

### **MANAGEMENT OFFICIALS**

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### **LIST OF PROJECTS**

Executive Budgeting	0441000	WCF
Commerce Business System (CBS)	0443000	WCF
Financial Policy and Assistance	0446000	WCF
Reimbursable Details (Federal Career Interns)	7902000	A&R
Ad Hoc Expenditures	7905000	A&R
DoC Independent Financial Audits	7906000	A&R
FAADS/Consolidated Federal Funds Report	7921000	A&R
FSAFEDS-Flexible Spending Account for DoC Personnel	7925000	A&R
PMC Council (CIO/CFO/FAC/CHCO)	7945000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### EXECUTIVE BUDGETING PROJECT 0441000

**Description of Service:** The Office of Executive Budgeting (OEB) provides comprehensive budget services for all accounts in Departmental Management including Salaries and Expenses, Advances and Reimbursements, Franchise Fund, Emergency Steel Guarantee Loan Program, Emergency Oil and Gas Guarantee Loan Program, Gifts and Bequests, Working Capital Fund, and the GSA Building Delegation Fund. The OEB 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, OEB prepares reports for the DoC bureaus and Budget Office, the OMB and the 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 OEB also conducts liaison activities for Departmental Management under this activity.

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

### 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, purchase card, labor cost distribution, data warehouse and standard interfaces for grants, accounts payable, accounts receivable, acquisitions, the Corporate Database.

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

1. technical support for maintaining and modifying financial systems;
2. technical support for planning and business process re-engineering needed to utilize new financial systems (including defining requirements of functional users);
3. technical support for standard, integrated financial system feeder and interface development among operating units;
4. training and support for users of financial management systems; and
5. configuration management and software quality control for implementing changes to financial systems requested by the operating units, or mandated by law or regulation.

## **COMMERCE BUSINESS SYSTEM PROJECT 0443000 Continued**

The project also provides systems analysis, definition, design, development, coordination and support of DoC's financial management systems for administrative and program management; and provides software design, development and integration services for financial management systems.

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

## **FINANCIAL POLICY AND ASSISTANCE 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

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); and 6) financial management and accounting assistance provided to Departmental component financial management offices.

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

## **ADVANCES & REIMBURSEMENTS (A&R) PROJECTS**

### **REIMBURSABLE DETAILS PROJECT 7902000**

**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. This project is currently used to bill the Federal Career Intern Program.

**Basis of Charge - Manual:** Charges for actual detail costs will be billed directly to requesting organizations.

### **AD HOC EXPENDITURES PROJECT 7905000**

**Description of Service:** Throughout each fiscal year, the Department incurs obligations and makes commitments for various services performed by both private firms and other government agencies. These projects were established to achieve minimum total costs through utilizing one billing source to private firms, thereby taking advantage of such items as group rates on participating functions and to accommodate various government agencies which prefer one billing at the Department level.

**Basis of Charge:** Whenever specific bureaus are involved, they will be billed directly (7905000 - manual billing). Costs are allocated and billed according to each bureau's share of the Department's FTE is the basis for billing.

### **DoC INDEPENDENT FINANCIAL AUDITS PROJECT 7906000**

**Description of Service:** The CFO Act of 1990, as amended by the Government Management Reform Act of 1994, requires an 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 costs of providing the audit service.

**Basis of Charge - Manual:** Bureaus are assessed for a percentage of the annual audit contract costs based on the bureau's budget authority and level of effort needed by the contractor.

### **FAADS/CONSOLIDATED FEDERAL FUNDS REPORT PROJECT 7921000**

**Description of Service:** Title 31, United States Code, Section 6102a requires quarterly reporting to the U.S. Government assistance award information system. The Director, Office of Management and Budget (OMB), has fulfilled this requirement through the Federal Assistance Awards Data System (FAADS) and Consolidated Federal Funds Report (CFFR), operated by the Census Bureau.

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

**FSAFEDS-FLEXIBLE SPENDING ACCOUNT FOR DoC PERSONNEL (Initiated in FY -2005)**  
**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 Charge:** Costs are billed to operating units and bureaus based on their share of participation in this program.

**PMC COUNCIL (CIO/CFO/FAC/CHCO) (Initiated in FY-2003) 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).

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

## OFFICE OF THE GENERAL COUNSEL

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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.

### **MANAGEMENT OFFICIALS**

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**PAULO MENDES**, Executive Officer

HCHB Room 5875, 482-0490

### **LIST OF PROJECTS**

OGC Legislation and Regulation	0030000	WCF
Law Library	0031000	WCF
Legal Information Retrieval	0032000	WCF
OGC ITA - International Commerce	0033000	WCF
OGC ITA - Import Administration	0034000	WCF
OGC Census/ESA/BEA	0038000	WCF
OGC NIST	0042000	WCF
OGC BIS	0045000	WCF
OGC Administration	0048000	WCF
OGC Finance and Litigation	0049000	WCF
Executive Support	7030000	A&R
Complex Litigation Unit	7031000	A&R
Commercial Law Development Program (CLDP)	7033000-7061000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### 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 function includes maintaining status records of all proposed regulations and all existing regulations 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 from all DoC operating units of 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 Deregulatory 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 Legislation and Regulation.

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 Charge:** 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.

## **LAW LIBRARY PROJECT 0031000**

**Description of Service:** The Law Library provides DoC's legal information needs. It is open to the general public. Services include use and borrowing from the collection, reference and research assistance, and access to legal information retrieval systems. The collection consists of federal, Congressional and international materials. The Law Library serves as the centralized purchasing point for all books and subscriptions ordered in the OGC as well as on-line services, including *PERSONNET*.

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

## **LEGAL INFORMATION RETRIEVAL PROJECT 0032000**

**Description of Service:** The Law Library negotiates the contracts for DoC to access the LEXIS/NEXIS and WESTLAW legal information systems. The Law Library staff will run searches for DoC employees or the employee can perform the research at his/her own office terminal.

**Basis of Charge:** Bureaus are billed for this on-line service based on the number of users and usage during the prior year.

## **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 all programmatic legal advice to the International Trade Administration (ITA) except regarding those laws administered by Import Administration. The office provides legal advice to the Under Secretary for International Trade, as well as the Assistant Secretaries for the U.S. & Foreign Commercial Service, Trade Development, and Market Access and Compliance and their staffs, on a variety of export and international investment issues. The Office's work primarily falls within four general areas. These areas cover international trade and investment negotiations; trade agreement compliance; export promotion; and the export trade certificate review program.

1. International Trade and Investment Negotiations: OCC/IC provides extensive legal support to U.S. international trade and investment negotiations. The office provides expert legal advice on most of the non-agricultural subjects typically covered by such negotiations, including investment, services, electronic commerce, standards, intellectual property rights, competition policy, customs, temporary entry, government procurement, market access and dispute settlement. The office also assists ITA and USTR in preparing draft legislation on implementing such agreements.

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

2. Trade Agreement Compliance: OGC/IC works closely with ITA in evaluating potential breaches of international trade and investment agreements to which the U.S. is a party, particularly the World Trade Organization Agreement and the North American Free Trade Agreement (NAFTA), which adversely affect United States (U.S.) exporters or investors.
3. Export Promotion: OGC/IC serves as program legal counsel to the U.S. and Foreign Commercial Service and the Advocacy Center, as well as to ITA personnel involved in other export promotion activities, such as trade missions and export transactions counseling.
4. Export Trade Certificate Review Program: The office serves as legal counsel to ITA in connection with Title III of the Export Trading Company Act of 1982, which provides limited U.S. antitrust immunity for the export of U.S. goods and services.

**Basis of Charge:** Costs are billed to ITA for the work done by these offices.

**ITA - OFFICE OF THE CHIEF COUNSEL FOR IMPORT ADMINISTRATION**  
**PROJECT 0034000**

**Description of Service:** The Office of the Chief Counsel for Import Administration (OGC/IA) provides legal support to ITA, specifically the Assistant Secretary for Import Administration, 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: OGC/IA works closely with IA in administrative proceedings to ensure that the ultimate decisions are defensible under U.S. law and consistent with prior practice and our international obligations, and do not have negative implications for U.S. objectives in related negotiations.
2. Litigation: OGC/IA plays a critical role in defending ITA's determinations before domestic 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 primary responsibility, in consultation with USTR, for defending AD/CVD determinations in the WTO.
3. Trade Agreements: OGC/IA works closely with IA in negotiating and implementing a

range of multilateral and bilateral trade agreements, particularly in the areas of government subsidies, anti-dumping and countervailing measures, and dispute settlement.

**ITA - OFFICE OF THE CHIEF COUNSEL FOR IMPORT ADMINISTRATION**  
**PROJECT 0034000 Continued**

OGC/IA also provides legal support in connection with proposed legislation or regulations affecting any of the statutes IA administers, including the Foreign-Trade Zones Program, the Florence Agreement relating to duty-free entry of scientific instruments, and the Insular Possessions Watch Program.

**Basis of Charge:** Costs are billed to ITA for the work done by these offices.

**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, STAT-USA, 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 serves as legal advocate and liaison, and as required, the office assists the U.S. Attorneys Office and the Department of Justice with all 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 Charge:** Costs are billed to Census/ESA based on the work performed by this office.

**NIST - OFFICE OF THE CHIEF COUNSEL FOR TECHNOLOGY** **PROJECT 0042000**

**Description of Service:** The Office of the Chief Counsel for the National Institute of Standards and Technology (OGC/NIST) provides programmatic legal counsel and services to the National Institute of Standards and Technology (NIST). The OGC/NIST advises its clients on activities carried out under the NIST Act, as amended including activities performed by various NIST laboratories, the Technology Innovation Program, and the Manufacturing Extension Partnership Program. The OGC /NIST also provide advice to the Baldrige National Quality Program. In addition to the programmatic legal services provided, OGC provides counsel throughout DoC on intellectual property matters (patents, trademarks, copyrights), drafts, reviews and negotiates

## **NIST - OFFICE OF THE CHIEF COUNSEL FOR TECHNOLOGY**

### **PROJECT 0042000 Continued**

research agreements, international agreements, contracts, licenses, confidentiality agreements, inter-agency agreements and other agreements. Additional duties of the office include but are not limited to: reviewing and advising on regulations, legislation and laws; appeals on patent license terminations, to include all Government employee invention rights determinations and appeals; drafting and commenting on proposed regulations and other policy documents; reviewing research in which humans participate as subjects; preparing formal legal opinions on intellectual property.

**Basis of Charge:** Costs are billed to NIST based on the work done by this office.

## **BIS - OFFICE OF THE CHIEF COUNSEL FOR INDUSTRY AND SECURITY**

### **PROJECT 0045000**

**Description of Service:** The Office of the Chief Counsel for Industry and Security. BIS plays a central role in advancing the nation's security, foreign policy, and defense industrial base interests. BIS's activities include the following:

- administering and enforcing U.S. export controls on dual-use items mindful of the nation's national security, foreign policy, antiterrorism, short supply, and non-proliferation objectives;
- 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 and policy issues related to BIS's programs; drafting and reviewing documents, such as proposed laws, draft regulations, reports, Congressional testimony, and correspondence; reviewing of 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.

Moreover, it also provides legal advice on prosecuting administrative enforcement cases, including representing BIS in administrative enforcement proceedings before an administrative law judge; 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.

**BIS - OFFICE OF THE CHIEF COUNSEL FOR INDUSTRY AND SECURITY**

**PROJECT 0045000 Continued**

Finally, OCC/IS assists in assessments of the national security implications of foreign takeovers of U.S. companies; conducting investigations into the effect of imports on the national security; and representing BIS in interagency meetings and international conferences and negotiations.

**Basis of Charge:** Costs are billed to the BIS based on the work of this office.

**OFFICE OF THE ASSISTANT GENERAL COUNSEL FOR ADMINISTRATION**

**PROJECT 0048000**

**Description of Service:** The Office of the Assistant General Counsel for Administration (AGC/Admin) coordinates all legal matters involved in and concerned with the activities and interests of DoC in administrative law. The AGC/Admin is the source of legal expertise in specific areas of personnel, property management, administrative law, civil rights, labor relations, collective bargaining, merit pay, travel allowance, and employee benefits. The AGC/Admin also advises on special statutes such as the Anti-deficiency Act, the Freedom of Information Act, the Hatch Act, the Privacy Act, the Paperwork Reduction Act, and the Federal Advisory Committee Act. The office serves as DoC's program office for ethics matters. AGC/Admin reviews the financial disclosure statements (Standard Forms 278) for potential conflict of interest filed by senior DoC officials and advises all DoC employees on conflict of interest and post-employment restrictions.

AGC/Admin provides legal representation on behalf of the DoC in the conduct of litigation involving adverse actions, civil rights, and cases before the Merit Systems Protection Board, the Federal Labor Relations Authority, and other labor law forums. 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/Admin provides advice in these matters across organizational lines. Services for USPTO are provided in accordance with Department Organization Order 10-14. Clients of this office include all Presidential appointees, heads of operating units, and their staffs.

**Basis of Charge:** 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

**OFFICE OF THE ASSISTANT GENERAL COUNSEL FOR FINANCE AND LITIGATION**  
**PROJECT 0049000**

**Description of Service:** The Office of the Assistant General Counsel for Finance and Litigation (AGC/F&L) provides legal advice and services to DoC officials on all commercial legal matters, including debt collection, loans, loan guarantees, financial audits, financial assistance, and procurement. AGC/F&L represents DoC on all general and commercial litigation matters, including procurement, grants, tort and admiralty claims, bankruptcies, debts, debarments, and foreclosures.

AGC/F&L advises on and carries out litigation related to several statutes, including, inter alia, the Administrative Procedure Act, the Federal Property and Administrative Services Act, the Contract Disputes Act, the Brooks Act, the Competition in Contracting Act, the Tucker Act, the Federal Tort Claims Act, the Suits in Admiralty Act, the Public Vessels Act, the National Environmental Policy Act, the Resource Conservation and Recovery Act, the Comprehensive Environmental Response, Compensation, and Liability Act, the Debt Collection Act, the Fraud and Civil Remedies Act, and the Grants and Cooperative Agreement Act. AGC/F&L also gives advice concerning Touhy Regulations and Federal Grant Programs.

In addition, AGC/F&L promotes the use of, and training in, Alternative Dispute Resolution (ADR) processes within DoC (the Justice Department heads an interagency Administration effort to promote ADR), provides legal advice to DoC on certain matters involving Congressional and other investigations, and represents DoC in Title VII Litigation.

**Basis of Charge:** Costs are billed to DoC 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.

**ADVANCES & REIMBURSEMENTS (A&R) PROJECTS**

**EXECUTIVE SUPPORT PROJECT 7030000**

**Description of Service:** This office was established by senior DoC officials to handle the Department's overall relationship with the Intelligence Community and senior Community officials. The office provides all-source intelligence support to the Secretary and other senior level DoC decision makers in the development and implementation of Department programs, policies, and activities.

**Basis of Charge - Automatic Monthly:** Costs are billed according to the workload for each bureau as determined by the Executive Support office director based on historical and projected services used.

**COMPLEX LITIGATION UNIT (formerly Class Action Suit, initiated in FY-2001)**  
**PROJECT 7031000**

**Description of Service:** The Complex Litigation Unit is responsible for providing legal representation on behalf of the Department in the conduct of the class action litigation (EEOC Case No. 100-A1-7429X). The class action, at times, has involved employees from all operating units of the Department, and the Unit provides advice and representation on this and other matters across organizational lines.

**Basis of Charge - Automatic Monthly:** Costs are billed to each bureau based on the percentage of Department-wide potential class members identified.

**COMMERCIAL LAW DEVELOPMENT PROGRAM (CLDP) (Initiated in FY-1992)**  
**(PROJECT 7033000 TO 7061000)**

**Description of Service:** This DoC initiative works to improve the legal climate for doing business around the globe and is funded through external reimbursements, primarily from the Agency for International Development and the State Department.

This program provides training and consultative services to foreign countries and private organizations on a wide variety of legal issues affecting trade, intellectual property rights, project finance, mortgages, standards, government procurement, insurance, dispute resolution, regional economic integration and compliance with World Trade Organization obligations, among other things.

**Basis of Charge - Quarterly Billings:** Costs are billed in accordance with interagency agreements.

## 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 National Institute of Standards and Technology (NIST) Alternative Personnel System and Commerce Demonstration Project; 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, post secondary programs, 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

**DEBORAH A. JEFFERSON**, Director

**WILLIAM J. FLEMING**, Deputy Director

HCHB Room 5001, 482-4807

**LINDA L. KIRTON**, Director, Office of Human Resources Operations

HCHB Room 5005, 482-3827

**PAMELA BOYLAND**, Director, Policy and Programs

HCHB Room 5004, 482-1068

**DENISE A. YAAG**, Director, Office of Executive Resources

HCHB Room 5108, 482-5967

**JANICE L. GUINYARD**, Director, Office of Corporate Human Capital Strategy and Workforce Initiatives

HCHB Room 5118, 482-4633

**JILL RAJAE**, Director, Office of Accountability and Strategic Recruitment

HCHB Room 5118, 482-2814

**NANCY J. McWILLIAMS - CSP, ARM**, Director, Office of Occupational Safety & Health

HCHB Room 5111, 482-0211

**THOMAS KRIEDER**, Director, Office of Project Management and Information Technology

HCHB Room 5204, 482-0537

**FRED M. LANG**, Director, Office of Training and Knowledge Management

HCHB Room 5026, 482-2122

**JACQUELINE ARROYO**, Director, Federal Executive Board

(Located in Sunrise, Florida) (954)-792-1109

**LIST OF ACCOUNTS**

Human Resources Operations	0521000	WCF
Office of Policy and Programs	0522000	WCF
Payroll Demonstration Project	0523000	WCF
Corporate Human Capital Strategy and Workforce Initiatives	0524000	WCF
Awards Program	0525000	WCF
Employee Assistance Program	0526000	WCF
Project & Administrative Management	0527000	WCF
Executive Resources	0528000	WCF
Occupational Safety and Health	0530000	WCF
Training and Knowledge Management	0531000	WCF
National Finance Center and Reports Services	0533000	WCF
Federal Executive Board	7022000	A&R
Candidate Development Program	7150000	A&R
DoC Intern Program	7920000	A&R
DOL Unemployment	7923000	A&R
MSI Outreach Activities	7924000	A&R
FSAFEDS-Flexible Spending Account for DoC Personnel	7925000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### OFFICE OF HUMAN RESOURCES OPERATIONS PROJECT 0521000

**Description of Service:** The Office of Human Resources Operations (OHRO) administers a full range of human resources programs for OS, including the Office of the Chief Financial Officer/Assistant Secretary for Administration, the Office of the Chief Information Officer (CIO), and the Office of General Counsel. The Office provides services for approximately 856 GM, GS, WG and DoC demonstration project employees at headquarters. OHRO is a full-service operation HR 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 Charge:** Costs are billed between serviced operating units and offices in the Office of the Secretary on the basis of their share of the Departments FTE ceiling.

### POLICY AND PROGRAMS PROJECT 0522000

**Description of Service:** This project provides policy and program services to all elements of the Department and its employees. Specifically, this project includes 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), policy and programmatic support for telework, employee and labor relations, retirement and benefits, incentive awards, staffing, family friendly programs, employee assistance, performance management, compensation classification and demonstration project management and oversight, employee development and training, hours of duty and leave, time and attendance, voluntary separation incentive program and voluntary retirement program and law enforcement. Specific initiatives in this project include support for Departmental memberships in organizations advancing HR innovations in the public and private sector, development and implementation of a WEB-based Time and Attendance system (WebTA), and development and implementation of a WEB-based performance management system for use by managers and supervisors. Direct inputting of an employees' personal payroll and benefits transactions to the NFC (such as change of address, or Federal and state withholdings), is also provided via this project as well as managing the unemployment compensation contract.

### POLICY AND PROGRAMS PROJECT 0522000 Continued

**Basis of Charge:** This billing algorithm consists of four parts: (1) Costs for workforce program support for telework employee and labor relations, training, family friendly programs, and performance management are allocated among operating units based on their share of on board positions in the National Capital Area; (2) WebTA are allocated based on the Department's FTE ceiling; (3) Drug testing charges are proportionately allocated to operating units based on the share of total drug tests conducted during the prior year; and (4) Unemployment Compensation charges are billed based on prior year unemployment compensation claims processed.

### PAYROLL DEMONSTRATION PROJECT 0523000

**Description of Service:** This project provides services and products, as required by law, to elements of the Department participating in or converting to the Department's Personnel Demonstration Project. The project supports the following activities: (1) continued maintenance and development of the Automated Classification System; (2) continued maintenance and development of the Performance Payout/Annual Comparability Increase System; (3) annual evaluations and comparison

employee surveys required by law conducted by a contractor to determine the overall impact of Demo Project features; (4) modifications to the Department's personnel/payroll system at the Department of Agriculture's NFC; (5) expansion of project to parts of NOAA ; and (6) IT data management and policy support at the Department level to ensure compliance with 5 USC 47 and OPM requirements.

**Basis of Charge:** Costs are billed among operating units/bureaus participating in or converting to the DoC Demonstration Project. Current participants are OS, BEA, NOAA (OAR, NESDIS & NMFS) and NTIA (ITS).

**CORPORATE HUMAN CAPITAL STRATEGY AND WORKFORCE INITIATIVES**  
**PROJECT 0524000**

**Description of Service:** This project provides policy and program services to all elements of the Department and its employees in order to increase recruitment, retention, and succession planning strategies. It has two principal cost areas: (1) salaries and benefits for Departmental staff; (2) corporate strategic recruitment and career fairs. Work products or activities associated with this project would include development and coordination of career job fair schedules and participants; development and dissemination of recruitment materials; arranging for job fair booth space for use by DoC/bureau personnel; coordination of the Presidential Management Fellows Program; coordination of the Workforce Recruitment Program and Intern Employment Program..

**CORPORATE HUMAN CAPITAL STRATEGY AND WORKFORCE INITIATIVES**  
**PROJECT 0524000 Continued**

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

**AWARDS PROGRAM** PROJECT 0525000

**Description of Service:** This project provides for the costs of the annual Honor Awards Ceremony where the Secretary presents Gold and Silver Medals to employees for outstanding achievements. The Bronze Medal is the highest honorary award granted by the Chief Financial Officer and Assistant Secretary for Administration. The awards consist of a medal and a certificate signed by the Secretary.

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

**EMPLOYEE ASSISTANCE PROGRAM** PROJECT 0526000

**Description of Service:** This project contracts for services to assist employees 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 Charge:** Costs are billed among participating operating units based on their proportionate share of National Capital Area on-board positions in the organizations covered by the Employee Assistance Program contract, excluding PTO, Census, and NIST. NOAA's share of the costs is billed based on the number of NOAA personnel in the HCHB building.

**CORPORATE HUMAN CAPITAL STRATEGY AND WORKFORCE INITIATIVES**  
**PROJECT 0527000**

**Description of Service:** This project plans, develops, implements, and evaluates strategic human capital management initiatives, workforce planning and analysis to comply with the President's Management Agenda. Will provide overall management and administrative support to OHRM including: the coordination of Office-wide strategic and measurement projects or special projects as needed by the Director; human resources and information technology strategic and operating plans, and information technology systems security plans; budget formulation; FAIR Act inventory and procurement; travel, property management and other administrative systems. Additionally,

## **CORPORATE HUMAN CAPITAL STRATEGY AND WORKFORCE INITIATIVES**

### **PROJECT 0527000 Continued**

this project serves as the focal point for workforce trend analyses, best practice research for human capital studies, Department-wide reporting, forecasting and statistical analyses. This project funds the department's Automated Hiring System, database administration, maintenance of the system hardware/software costs, enhancements, help desk and the fax scan operation (conversion of hard copy documents to electronic format college transcripts, veterans preference (DD-214) and competitive service status (SF-50B) documentation) are provided through this project.

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

## **EXECUTIVE RESOURCES PROJECT 0528000**

**Description of Service:** This project provides policy and operational support to executive and political personnel services for all elements of the Department. Specifically, this project funds program support for the SES allocation, recruitment, selection, and OPM Qualification Review Board (QRB) processes, Executive Resources Board (ERB) and Performance Review Board (PRB) services for clients serviced by the Office of Human Resources Management; and the Departmental Executive Resources Board. It provides for 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 and tools, including printing and framing of Presidential certificates.

**Basis for Charge:** Costs are billed to operating units and offices based on their share of the Department's FTE ceiling.

## **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;

## **OCCUPATIONAL SAFETY AND HEALTH PROJECT 0530000 Continued**

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 will include major initiatives in the Department to conduct and document standardized workplace surveys and assessments, programmatic oversight, training, and accident, and injury and illness reporting.

**Basis of Charge:** This billing algorithm consists of three 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 based on their HCHB Population. (3) All other operating costs are billed to operating units on their Nationwide On-Board Population.

#### **TRAINING AND KNOWLEDGE MANAGEMENT PROJECT 0531000**

**Description of Service:** This project provides Department-wide direction for all aspects of human capital management involving employee development, training, knowledge management, leadership development, supervisory, managerial and executive development; provides for executive succession planning by developing training for the senior executive service. Also, the development, implementation and maintenance of all leadership development programs; develops and maintains the expertise of supervisors and managers by developing and implementing training programs for probationary and vested supervisors and managers; replenish Department talent by continuous learning and intern programs; and develops and implements e-learning programs and processes and maintenance of the Department Learning Management System.

**Basis of Charge:** Costs are billed between operating units and offices in the Office of the Secretary on the basis of their share of the Department's FTE ceiling.

#### **NATIONAL FINANCE CENTER AND REPORTS SERVICES PROJECT 0533000**

**Description of Service:** This project supports the DoC's agreement with the Department of Agriculture National Finance Center (NFC) for the Department's personnel and payroll processing support. One of the most visible services NFC provides is the electronic transmission of checks, mailings of supporting statements (check stubs), and W-2 statements. All DoC employees (except NOAA Corps, Foreign Service Nationals, and Census Field Representatives) receive their personnel and payroll processing support from the NFC. In addition, the NFC provides files to NOAA's Office of Administration Computer Division to print and distribute payroll and personnel reports to the respective human resources offices throughout the Department. Work

#### **NATIONAL FINANCE CENTER AND REPORTS SERVICES PROJECT 0533000 Continued**

products or activities associated with this project would include the development of policies and procedures, or assistance related to the implementation of new classification standards and their introduction to the Position Description (PD) Library; processing of classification reviews/appeals; security access to NFC; processing of NFC changes affecting one or more bureaus; troubleshooting/fixing bureau problems with NFC. This project also supports the DoC's Consolidated Human Resources Database (HRDS) which is a management information and reporting tool. The HRDS is updated through biweekly reports from the NFC and is stored and maintained by the Office of Computer Services in Springfield, Virginia.

**Basis of Charge:** Costs are billed among serviced operating units and offices based on their share of the average employees paid during the previous 12-month period.

## 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 and the President's Management Council provide 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, Savings Bond Drive and Public Service Recognition Week. It is the primary office for promotion of a positive federal image in the community.

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

### CANDIDATE DEVELOPMENT PROGRAM PROJECT 7150000

**Description of Service:** The Department of Commerce (DoC) Candidate Development Program (CDP) is designed to create a pool of qualified candidates for Senior Executive Service (SES) positions. The Department's FY 2002 workforce analysis indicated that 71% of the 344 members of the Senior Executive Service would be eligible for retirement in FY 2007. This is compounded by the fact that 39% of the pool of candidates at the mid-management level would be eligible for retirement during the same time frame. With this almost certain exodus of experienced leaders

### CANDIDATE DEVELOPMENT PROGRAM PROJECT 7150000 Continued

throughout the Department, it is imperative that succession planning be implemented in a systematic and timely manner. The DoC SES Candidate Development Program is designed to address this Human Capital Planning need and is in support of the President's Management Agenda. The program provides a series of development experiences for high-caliber GS-14/15 or equivalent individuals with demonstrated potential to assume SES positions.

**Basis of Charge - Manual** - Bureaus are billed based on actual usage.

### DoC INTERN PROGRAM PROJECT 7920000

**Description of Service:** This is a partnership-in-education program for post-secondary students to provide experiential training opportunities in the federal sector, as well as to increase career development for minorities. The DoC Post-Secondary Internship Program awards financial assistance to organizations that place interns from minority institutions and other institutions of higher education into a wide variety of scientific, technical and administrative positions throughout the Department.

**Basis of Charge - Manual:** Bureaus provide program participation projects, request interns and are directly charged for the interns actually appointed. Other federal agencies (partnered with DoC through interagency special agreements) are billed by IPAC for interns actually appointed.

## **DOL UNEMPLOYMENT PROJECT 7923000**

**Description of Service:** This project supports the Unemployment Compensation Account (UC), which pays UC 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) requiring that agencies are required to pay its share of the cost of State unemployment benefits to former Federal employees.

**Basis of Charge - Manual** - Bureaus are billed based on actual usage.

## **MSI OUTREACH ACTIVITIES PROJECT 7924000**

**Description of Service:** This project supports activities promoting DoC employment opportunities and financial assistance programs with Minority Serving Institutions (MSIs), including the Post-secondary Internship Program, as they relate to increasing opportunities for and representation from minority communities. Other outreach activities include participation in a wide variety of conferences and expositions sponsored by minority organizations serving under-represented communities.

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

## **FSAFEDS-FLEXIBLE SPENDING ACCOUNT FOR DoC PERSONNEL (Initiated in FY 2005) 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 Charge:** Costs are billed to operating units and bureaus based on their share of participation in this program.

## OFFICE OF PUBLIC AFFAIRS

The Office of Public Affairs (OPA) manages DoC's overall public information program. 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. The two project descriptions that follow and the Department Organization Order 15-3, governing OPA's responsibilities provide further insight on services provided.

### MANAGEMENT OFFICIALS

**E. RICHARD MILLS**, Director

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**DANIEL NELSON**, Deputy Director

HCHB Room 5413, 482-4883

**CHARLES FUQUA**, Deputy Director

HCHB Room 5413, 482-4883

### LIST OF ACCOUNTS

OPA Operations	0050000	WCF
Photographic Services	0051000	WCF

## 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; handles news conferences; arranges for radio, television and other interviews; plans, develops, and carries out, 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 and inventory of publications, 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 actuals, of office staffing and workload assignments. Each staff member tracks his/her time spent on the work of a bureau.

### 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 first three quarters of FY 2007 and the fourth quarter of FY 2006, after adjusting for manual bills to other agencies.

## OFFICE OF SECURITY

The Office of the Security (OSY) plans, develops, and implements policies and procedures for managing and delivering security services for the Office of the Secretary and other DoC 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 DoC personnel, facilities and property; assessing threats and determining risks to Departmental assets; ensuring proper communications security; providing guidance to DoC's 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 DoC-wide emergency preparedness program. The office director 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 services provided.

### MANAGEMENT OFFICIAL

**ALFRED BROADBENT**, Director  
HCHB Room 1067, 482-4371

### LIST OF PROJECTS

HCHB Security	0126000	WCF
Security Programs	0127000	WCF
Census Decennial/DC	0140000	WCF
Census Security/DC	0141000	WCF
NOAA Security/DC	0142000	WCF
NIST Security/DC	0143000	WCF
Census Security/Jeffersonville	0154000	WCF
NOAA Security/ERSO	0155000	WCF
NOAA Security/MRSO	0157000	WCF
NOAA Security/WRSO	0158000	WCF
NIST/NOAA Security/Boulder	0159000	WCF
International Programs	7115000	A&R

## OFFICE OF SECURITY

The Office of the Security (OSY) plans, develops, and implements policies and procedures for managing and delivering security services for the Office of the Secretary and other DoC 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 DoC personnel, facilities and property; assessing threats and determining risks to Departmental assets; ensuring proper communications security; providing guidance to DoC's 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 DoC-wide emergency preparedness program. The office director 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 services provided.

### MANAGEMENT OFFICIAL

**ALFRED BROADBENT**, Director  
HCHB Room 1067, 482-4371

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## **CENSUS DECENNIAL PROJECT 0140000**

**Description of Service:** This project provides for select security services in support of the Census Decennial Program, including the 2008 Dress Rehearsal, Decennial testing, 2010 Decennial, 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 2010 Decennial.

**Basis of Charge:** Costs are billed to Census.

## **CENSUS SECURITY/DC PROJECT 0141000**

**Description of Service:** This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also establishes and maintains security services for Bureau of the Census facilities and programs in the Washington, D.C. area. Services include: assistance in contract guard oversight; maintenance of the perimeter security locking systems and equipment; 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; and a service center which issues room keys, repairs locks, and coordinates security for extra building events.

**Basis of Charge:** Costs are billed to Census.

## **NOAA SECURITY/DC PROJECT 0142000**

**Description of Service:** This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also provides services to establish and maintain security services for NOAA occupied buildings and programs in the Washington, D.C. area. The program provides for: assistance in contract guard oversight; maintenance of the perimeter security locking systems and equipment; 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; a service center which issues room keys, electronic key cards, repairs locks, and coordinates security for extra building events; liaison with local and federal police agencies; and emergency response coordination.

**Basis of Charge:** Costs are billed to NOAA.

## **NIST SECURITY/DC PROJECT 0143000**

**Description of Service:** This project provides for the protection of personnel, property and other critical assets by reducing

risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also provides services to establish and maintain security services for NIST occupied buildings and programs in the Washington, D.C. area. The program provides for: departmental staff overseeing the management of the guard contracts; maintenance of the perimeter security locking systems and equipment; 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; a service center which issues room keys, electronic key cards, repairs locks, and coordinates security for extra building events; management of systems and procedural controls for specialized areas within the building; liaison with local and federal police agencies; and emergency response coordination.

**Basis of Charge:** Costs are billed to NIST.

### **CENSUS SECURITY/JEFFERSONVILLE PROJECT 0154000**

**Description of Service:** This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also provides services to establish and maintain security services for Bureau of the Census facilities and programs at Jeffersonville, Indiana. Services include: management of security programs; the protection of people, property, and information that is classified to protect the national interest as well as information that is sensitive but not classified; provides advice and guidance to operating unit officials; assistance in contract guard oversight; perimeter monitoring; response and follow-up to building incidents; crime prevention programs and procedures to protect persons and property; and a service center which issues Commerce ID cards, room keys, electronic key cards, and repairs locks.

**Basis of Charge:** Costs are billed to Census.

### **NOAA SECURITY/ERSO PROJECT 0155000**

**Description of Service:** This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also provides services to establish and maintain security services for designated DoC occupied facilities and programs serviced from Norfolk, Virginia. Services under this project cover:

1. Managing security programs;
2. Protecting people, property and information that are classified to protect the national interest as well as information that is sensitive but not classified;

### **NOAA SECURITY/ EASTER REGIONAL SECURITY OFFICE (ERSO) PROJECT 0155000 Continued**

3. Advising and guiding operating unit officials;
4. Responding to and following-up on building incidents; and
5. Conducting crime prevention programs and procedures to protect persons and property.

**Basis of Charge:** Costs are billed to NOAA.

### **NOAA SECURITY/MOUNTAIN REGIONAL SECURITY OFFICE (MRSO) PROJECT 0157000**

**Description of Service:** This project provides for the protection of personnel, property and other critical assets by reducing

risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also provides services to establish and maintain security services for designated DoC occupied facilities and programs serviced from Boulder, Colorado. In addition, this project provides for the services as enumerated under Project 0155000.

**Basis of Charge:** Costs are billed to NOAA.

**NOAA SECURITY/WESTERN REGIONAL SECURITY OFFICE (WRSO)**

**PROJECT 0158000**

**Description of Service:** This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also provides services to establish and maintain security services for designated DoC occupied facilities and programs serviced from Seattle, Washington. In addition to providing assistance in contract guard oversight, this project provides for OSY services enumerated under Project 0155000.

**Basis of Charge:** Costs are billed to NOAA.

**NIST/NOAA SECURITY - BOULDER PROJECT 0159000**

**Description of Service:** This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project provides services to establish and maintain security services for NIST and NOAA occupied facilities and programs at Boulder, Colorado. In addition to providing assistance in contract guard oversight, this project provides for OSY services enumerated under Project 0155000.

**Basis of Charge:** Costs are billed to NIST and NOAA.

**ADVANCES & REIMBURSEMENTS (A&R) PROJECTS**

**INTERNATIONAL PROGRAMS PROJECT 7115000**

**Description of Service:** This project provides support to the U.S. & Foreign Commercial Service (FCS), International Trade Administration, in security policy and programs overseas. The Office of Security (OSY) will conduct physical surveys/design and make recommendations. In addition, OSY will conduct compliance and inspection reviews of the security systems and plans for FCS overseas.

**Basis of Charge - Automatic Monthly:** Costs are billed to ITA (U.S. & Foreign Commercial Service).