

CHIEF OF STAFF

The Chief of Staff (CoS) serves as the Secretary's representative to other Federal agencies and as the principal advisor on policy, planning and operational matters regarding Schedule C and non-career executive positions in the Department. The CoS reports to the Secretary of Commerce and is responsible for providing managerial support to the Secretary in formulating, implementing and administering the policies and program operations of the Department of Commerce, in coordinating actions required of the Department as a result of executive policy decisions and actions, and in the performance of information and outreach activities directed at facilitating the business community's interaction with the Federal Government.

MANAGEMENT OFFICIAL

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HCHB Room 5854, 482-0931

LIST OF PROJECTS

Office of Scheduling and Advance	7006000	A&R
CommerceConnect Headquarters	7010000	A&R
Virtual CommerceConnect	7011000	A&R
White House Liaison	7021000	A&R
Office of Reconstruction and Stabilization	732000 0	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 two parts to this billing algorithm: ITA is charged a set percentage of this project and the remaining costs are billed to operating units and bureaus based on their share of the Department's FTE.

COMMERCECONNECT HEADQUARTERS PROJECT 7010000

Description of Service: The Headquarters Office for CommerceConnect provides planning and coordination for this Secretarial initiative. The office is responsible for developing and implementing the initiative including designing and effecting a roll out plan for stand alone and bureau field offices that will serve U.S. businesses; establishing and maintaining a program resource coordinator network and other program content; developing and implementing a training program for Commerce bureaus and partners; convening bi-monthly meetings of the CommerceConnect Coordinating Council; interfacing and supporting other departmental initiatives; establishing partnerships with other Federal, state and local business assistance providers; marketing and promoting the initiative; as well as managing the development and maintenance of a website, call center, and customer relationship management system (CRM) to support the initiative. These combined efforts support 60+ programs across all 13 bureaus that provide assistance to businesses and other shared mission objectives such as improving customer service and enhancing the efficiency and effectiveness of the Department's business-focused programs.

Basis of Charge - Automatic Monthly: The billing algorithm is based on the number of program referrals to each bureau that occurred under the pilot from October 2009 through June 2010. Bureaus are charged a pro rata share of the costs based on their share of program referrals.

VIRTUAL COMMERCECONNECT PROJECT 7011000

Description of Service: Virtual CommerceConnect provides the information technology infrastructure to support the CommerceConnect initiative. This infrastructure includes the development of a customer relationship management (CRM) system including a knowledge base with program content and business need solutions, interfaces to existing departmental and Federal partner CRM systems, the development and maintenance of a content-rich website, creation of a turbo-tax like web interface to collect and process business information and facilitate access to

Commerce resources, and supplying CommerceConnect requirements for a Department-wide CRM and a Department-wide call center enterprise solution.

Basis of Charge - Automatic Monthly: It is my understanding that the bureaus are not being charged based on a billing algorithm for Virtual CommerceConnect and that these resources are to come from another source.

WHITE HOUSE LIAISON PROJECT 7021000

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

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

OFFICE OF RECONSTRUCTION & STABILIZATION PROJECT 7320000

Description of Service: Reconstruction and stabilization activities are carried out under the State Department Basic Authorities Act of 1956 (22 U.S.C. Chapter 38), relevant provisions of the Foreign Assistance Act of 1961, the Arms Export Control Act, and other relevant assistance laws, as well as section 408 of the Departments of Commerce, Justice, and State, the Judiciary and Related Agencies Appropriations Act, 2005, Pub. L. No. 108-447, Div. B; The Department of State (DOS) is required to create, manage, and maintain a civilian interagency reconstruction and stabilization (R&S) capacity. To this end, the Department of State created the Civilian Response Corps (CRC) with both Active and Standby components. In September 2008, the DOC entered into an umbrella interagency agreement with State whereby the DOC agreed to recruit, employ, and provide personnel for service in the Active response corps. That agreement contemplated the execution of future agreements whereby State would reimburse the DOC for its costs in providing this service. Subsequently, in September 2009, the DOC entered into a separate interagency agreement with State (No. 1301-09-SA-00119) through which State agreed to fully fund all direct and salary and benefits for CRC-S members to cover 100% of these costs while a CRC-S member is deployed in response to a call-up by DOS to support an R&S engagement. In March 2010, the original agreement was amended (No. 1301-10-SA00108), to include additional funding to support training and deployment of CRC-Active and Standby employees in support of the reconstruction and stabilization assistance provided to DOS by the Department.

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