

IV. WCF SERVICE PROVIDERS

This section presents information about the offices and projects offering services through the Office of the Secretary's Working Capital Fund. The service providing offices are listed below along with their governing Departmental Organizational Order (DOO). Other governing DOO authority is listed in the table below.

Otto J. Wolff, Chief Financial Officer and
Assistant Secretary for Administration

Service	Director	DOO
Acquisition Management	Michael S. Sade, Director for Acquisition Management	20-26
Administrative Services	Denise Wells, Director for Administrative Services	20-1
Civil Rights	Suzan Aramaki, Director for Civil Rights	20-10
Chief Information Officer	Thomas N. Pyke, Jr., Chief Information Officer	15-23
Financial Management	James L. Taylor, Deputy Chief Financial Officer and Director for Financial Management	20-27
General Counsel	Theodore W. Kassinger, General Counsel	10-6
Human Resources Management	Deborah Jefferson, Director for Human Resources Management	20-8
Management and Organization	John J. Phelan III, Director for Management and Organization	20-7
Public Affairs	Ronald Bonjean, Director of Public Affairs	15-3
Security	Richard Yamamoto, Director for Security	20-6

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.

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

OAM's Director exercises operational authority as Grants Officer for designated operating units with financial assistance programs and provides policy oversight for all DoC Federal Assistance programs.

MANAGEMENT OFFICIALS

MICHAEL S. SADE, Director

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CHRISTINE MAKRIS, Deputy Director

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LIST OF PROJECTS

Acquisition Management Services	0128000
Grants Operations	0440000
Acquisition Strategic Initiatives	0444000

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 OPERATIONS PROJECT 044000

Description of Service: The Office of Executive Assistance Management (OEAM) provides financial assistance (grants and cooperative agreements) and operational services for designated operating units (NTIA, ITA, MBDA, OS). This includes pre-award review of proposals and award packages submitted by the bureaus, preparation of awards and amendments, financial monitoring, payment processing, audit review and resolution, audit appeal review and resolution, and award close-out. The operating units are responsible for programmatic functions such as formulation of Federal Register announcements of funds availability and application kits, review and selection of grant recipients, and programmatic monitoring of awards. OEAM assists with the reporting and monitoring activities related to the DoC's follow-up program required by the Inspector General Act of 1988. OEAM also operates and maintains a web-based grants system on the OS Intranet that automates the business processes used to administer grants for MBDA, NTIA, ITA, and OS.

Basis of Charge: Costs related to the administration of financial assistance awards are distributed to the bureaus serviced by OEAM, (OS, ITA, NTIA, EDA and MBDA) based on volume adjusted for levels of effort in handling financial assistance actions. The Congressional notification processes and maintaining appropriate IT support are charged to all DoC grant making units (OS, ITA, NTIA, MBDA, NIST, and NOAA) based on the relative volume of the unit's preceding year's financial awards.

ACQUISITION STRATEGIC INITIATIVES PROJECT 044400

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 and (2) *Acquisition Career Management*



Program (ACMP). Information resources management issues include the *Commerce STandard Acquisition Reporting System (CSTARS)* 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. 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 *ASI* 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 employees' skills and refreshing their toolkits.

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

OFFICE OF ADMINISTRATIVE SERVICES

The Office of Administrative Services (OAS) performs the following services for the Office of the Secretary (O/S) 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.

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 O/Secretary and the Office of the Inspector General (OIG).

Develop, issue, and oversee the implementation of policies and procedures for the administration of the Department's travel program and provide travel services for the O/S and designated operating units; provide shipment of employees' household goods under permanent change of duty station, freight shipment; and, manage the disbursement of HCHB convenience checks.

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 O/S staff offices in the National Capital Region.

Develop Departmental policies and procedures for energy conservation and environmental management and implement and oversee the Department's 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.

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

MANAGEMENT OFFICIALS

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JAMES WOODS, Acting Deputy Director

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DOUGLAS F. ELZNIC, Director, Office of Building Management

HCHB Room 1323, 482-1340

VACANT, Director, Office of Administrative Operations

HCHB, Room 2852, 482-3721

MICHELLE KAYON, Director, Renovation Program Office

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LANCE FEINER, Acting Director, Office of Real Estate

HCHB, Room 1040, 482-3580

LIST OF PROJECTS:

Publications Procurement	0104000
Printing & Procurement Branch	0110000
Graphics & Illustration Branch	0112000
Mail & Property Management Branch	0120000
Logistic Services Support/Travel & Transportation	0121000
Administrative Operations/Policy & Oversight	0122000
Information Technology Branch	0123000
Departmental Library	0124000
Management Resource Division	0129000
Forms Stock Program	0136000
Space Planning Division	0138000
Real Estate	0147000
Facilities Services Division	0148000
Stock Program (Other)	0149000
Joint Use Space-HCHB	0150000
HCHB Operations and Maintenance	0153000
Reimbursable Alterations	0166000
Reimbursable Utilities	0175000
GSA Management	0176000
Contract Management	0178000
Utilities	0179000

Mechanical	0180000
Other	0181000
Security	0182000
Recurring Repairs	0183000
Cyclical Painting	0185000
Administrative Support	0186000

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 is paid for out of project 0104000 and is 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.

PRINTING REVIEW AND PROCUREMENT PROJECT 0110000

Description of Service: This project provides in-house contract management support for all purchase card and GPO procurement outlined in project 0104000. In-house government staff performs the following services for O/S and other bureaus: 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.

Basis of Charge: This billing algorithm consists of two parts: (1) Costs for contract administration for publications services are billed 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.

GRAPHICS & ILLUSTRATION PROJECT 0112000

Description of Service: This project provides in-house production work for the bureaus and the O/S 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 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 in-house printing services are billed based on percentage of prior year usage. (2) Forms printed for the Forms Stock Program are billed based on actual costs of the service provided and not included in the prior year activity usage algorithm.

MAIL & PROPERTY MANAGEMENT PROJECT 0120000

Description of Service: This project provides mail services to the operating units and HCHB staff 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 CNTR to monitor the HCHB mail services contractor.

In addition, this project provides property tracking accountability services for the O/S and the Office of the Inspector General (OIG); coordinates DoC implementation of Government-wide programs for acquiring, managing, utilizing, and disposing of personal property; advises and assists HCHB tenants regarding personal property management; and, coordinates the submission of special and recurring reports.

Basis of Charge: This billing algorithm consists of four parts: (1) Costs for providing mail/messenger and related services, excess property operating costs, 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) Accountable property costs are billed to O/S based on HCHB population. (4) Other services are allocated to operating units based on estimated cost(s).

LOGISTIC SERVICES/TRAVEL & TRANSPORTATION PROJECT 0121000

Description of Service: This project provides operational travel policies and procedures for the Office of the Secretary, HCHB tenants, and others; manages the disbursement of HCHB convenience checks; and provides for the shipment of various types of freight and household goods for employees in a Permanent Change of duty Station (PCS) status. In addition, controls, reports on, and authorizes, in consultation with the OIG, the disposal of gifts to Departmental

employees by foreign governments; provides oversight of all HCHB printing, binding, and related services; and provides library services in the HCHB to federal employees, political appointees and the public. Provides operational advice and assistance to the Office of the Secretary, OIG, and HCHB occupants. In coordination with the Department of Transportation, administers the *Metro Transit Benefit Subsidy* program.

Basis of Charge: Costs are allocated to operating units based on percentage of bureaus' on-board population in the National Capital Area, excluding PTO. Costs for other services, such as the Metro Transit Subsidy Program, are billed to operating units based on HCHB population.

ADMINISTRATIVE OPS./POLICY & OVERSIGHT PROJECT 0122000

Description of Service: This project provides for the management of the Office of Administrative Operations (OAO) 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, travel, mail, and printing programs. OAO shall maintain the Personal Property Management Manual, Publishing and Printing Management Manual, Commerce Travel Regulation, and Department of Commerce Mail Management Manual. Provides policy, oversight, and clearance for the establishment and use of seals, emblems, and logos; provides liaison services with GSA and USPS in providing a nation-wide 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, OMB, and DOE in overseeing the motor vehicle fleet management program for the Department; and, serves as liaison with GSA, Citibank and vendors on DOC policy regarding the use of the SMARTCARD Program.

Basis of Charge: Costs are allocated to the operating units based on nationwide, on-board population, excluding PTO.

INFORMATION TECHNOLOGY 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. In addition, provides information technology support to the Office of Administrative Services and administrative and billing support for the *Forms Stock Program*.

Basis of Charge: This billing algorithm consists of three parts: (1) IT operational costs are allocated to operating units based on OAS population. (2) Forms inventory maintenance costs are billed based on nationwide, on-board population, excluding PTO. (3) Systems costs are billed to bureaus based on actual usage.

DEPARTMENTAL LIBRARY 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: This billing algorithm consists of two parts: (1) Costs for use of on-line retrieval services are billed to operating units based on percentage of prior year usage. (2) All other costs are billed to operating units based on HCHB population.

MANAGEMENT RESOURCE 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, accountable property tracking system, 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 based on their percentage of FTE assigned to OAS. (2) Support for programs affecting nationwide oversight are allocated to operating units based on their percentage of nationwide, on-board population, excluding PTO.

FORMS STOCK PROGRAM PROJECT 0136000

Description of Service: This project bills DoC operating units for forms purchased from this inventory account.

Basis of Charge: Operating units are billed the actual cost of the items ordered.

SPACE PLANNING PROJECT 0138000

Description of Service: This project provides space planning and design services, manages office renovations; and, by use of a computerized space utilization-management-design system, manages all HCHB space assignments. This project also provides coordination and supervision for all operating unit relocations within HCHB.

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

REAL ESTATE PROJECT 0147000

Description of Service: This project coordinates DoC's 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) The *Building Delegation* is billed directly for management of the GSA Building Delegation Agreement. (2) The remainder of costs are billed to each operating unit based on the percentage of nationwide on-board population.

FACILITIES SERVICES PROJECT 0148000

Description of Service: This project provides oversight of building services provided to HCHB tenants and other occupants. In addition, this project provides conference room scheduling, coordination of special events held in the HCHB lobby and auditorium; and audiovisual and support for HCHB occupants. Manages the carpool and HCHB parking programs.

Basis of Charge: This billing algorithm is based on total HCHB population.

STOCK PROGRAM (OTHER) PROJECT 0149000

Description of Service: This project bills DoC operating units for the carpet, drapes, and furniture purchased from this inventory account.

Basis of Charge: Operating units are billed the actual cost(s) of items ordered.

JOINT USE SPACE - HCHB PROJECT 0150000

Description of Service: This project provides 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, Auditorium, conference rooms, DoC Credit Union, cafeteria, SATO, Randolph-Sheppard vending stands, DoC Child Care Center, office supply store, and vacant space.

Basis of Charge: Billings for this project are based on total 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, and utility services to heat and cool the building.

Basis of Charge: Actual costs are billed to the operating units based on HCHB occupancy (square footage).

REIMBURSABLE ALTERATIONS PROJECT 0166000

Description of Service: This project provides renovation and alteration services performed by contractors and/or in-house craftsmen (other than maintenance), door signs, system furniture, supplies, materials, and staff hours.

Basis of Charge: Operating units are billed the actual cost(s) of items and services received.

REIMBURSABLE UTILITIES PROJECT 0175000

<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

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. Some of these services are performed by contract personnel, and others, by in-house personnel. Other accounts cover WCF costs and uniform allowances. Recurring repair projects in the HCHB are charged to these accounts, as is cyclical painting. Administrative costs for office staff salaries and support expenses are managed through these accounts.

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

OFFICE OF THE CHIEF INFORMATION OFFICER

The Office of the Chief Information Officer (OCIO) leads the management and use of information resources throughout the Department, ensuring that the Department's programs make full and appropriate use of information technology (IT). The office develops and implements a DOC Information Technology Security Program, to assure the confidentiality, integrity, and availability of information and IT resources. Staff personnel develop, coordinate, and implement DOC policies and procedures to promote electronic commerce, and to promote the external interchange and dissemination of data in electronic media and 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, including property and procurement management systems, 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
Office of the Secretary IT Support Services	0703000
HCHB Internet Services	0706000

DEPARTMENT-WIDE IT PROGRAMS PROJECT 0702000

Description of Service: This project provides support for Department-wide IT programs (including coordinating integration through 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. This project provides management of the telephone and network services for the HCHB, and management of the Department's telecommunications program. The project also provides system analysis, design, and development support (including Internet/Intranet systems) for DoC's administrative support systems and Department-wide systems. Additionally, this project supports DoC's program for IT security, critical infrastructure protection, and technology. Included in this program are all aspects of IT security policy, procedure, management, oversight, and reporting for all IT systems in DOC; development and implementation of the critical infrastructure protection, including Department-wide Continuity of Operations Planning; and ensuring appropriate application of technology to the Department's mission areas.

Basis of Charge: Costs are billed to operating units and offices (except PTO) based upon their share of the Department's FTE ceiling. PTO costs are billed according to the Memorandum of Agreement between PTO and the OS.

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 messaging system support; network and telecommunications services; hardware and software operations and maintenance; the IT Customer Service Center (help desk); and facilitating communications DoC-wide, with other federal agencies, and with the public sector. The Office supports the Deputy CIO in performing the duties of Chief Information Officer for the OS, including conducting the OS Information Technology Review Board, managing the OS IT Steering Committee, providing Continuity of Operations Support for OS, developing strategic and operational IT plans, and responding to data requirements data levied by the DoC CIO.

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

HCHB INTERNET SERVICES PROJECT 0706000 (previously Project 0705000)

Description of Service: This project provides Internet access to participating operating units in the HCHB. It provides all aspects of Internet service: high speed telecommunications access,

Internet Service Provider (ISP), and hardware and software required to manage the Internet access.

Basis of Charge: Costs are distributed to the OS and participating operating units (ITA, EDA, BIS, and OIG), based on usage levels. The base cost of ISP Service is a fixed cost of \$5,000 to each participant. The remaining cost is based on the average bureau usage in prior years as agreed to by each participating unit. In previous years this was a manually billed project but is now being changed to an allocated project using the same basis of charge.

OFFICE OF CIVIL RIGHTS

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 under-representation 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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LIST OF PROJECTS

Civil Rights

0532000

CIVIL RIGHTS PROJECT 0532000

Description of Service: OCR performs activities related to DoC's affirmative employment program and discrimination complaint processing for O/S and operating units. The Office investigates DoC discrimination complaints from employees and job applicants. It also investigates complaints from the public concerning non-discrimination in federal financial assistance programs, including access for persons with disabilities to DoC's programs and facilities. Other OCR performed services include overseeing the DoC's *Alternative Dispute Resolution (ADR)* process; development of affirmative employment program accomplishment reports, plan updates, and other DoC or oversight agency required reports. OCR assists operating units with implementing affirmative employment program plans; and advises management on EEO training, disability accommodation issues; and development of status reports as needed. (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.)

OCR's EEO Officer manages the "informal complaint" process. The Officer identifies, secures and trains full-time and collateral duty EEO counselors; oversees the performance of the EEO counseling staff; and provides *ADR* assistance for serviced bureau cases. The EEO officer also negotiates, drafts and secures clearances for complaint settlements; provides guidance to employees, applicants and bureau officials on EEO process and complaint activity; maintains case records of serviced bureaus; and trains bureaus, as needed, on *ADR* and the complaint process.

OCR's Compliance Division manages the "formal complaint" process. It identifies, secures and trains full-time staff EEO 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.

Basis of Charge: This billing algorithm consists of two parts: (1) Charges for EEO and Affirmative Employment Officer services, including OCR staff discrimination complaint investigations and *ADR*, are billed monthly to participating operating units based on their prorated share of the total FTE, excluding PTO. (2) Costs for contracted discrimination complaint investigations including administrative service costs for the contract are manually billed to DoC operating units on a per complaint basis. In FY 2004 OCR plans to resume contracting to reduce their EEO backlog.

OFFICE OF FINANCIAL MANAGEMENT

The Office of Financial Management (OFM) formulates and prescribes DoC-wide accounting, financial management, fiscal policies, procedures, and controls, as well as, assists DoC components in its implementation. It assists bureau finance offices in audit matters and ensures that the Department complies with all related laws, regulations and guidelines. The OFM, which is responsible for enhancing DoC's financial management, develops, issues and maintains all financial manuals, handbooks, and related directives. The office serves to successfully maintain, and continuously improve the Commerce Business System (CBS). CBS is a 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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ROBERT R. BAIR, Deputy Director for Financial Systems

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LIST OF PROJECTS

Executive Budgeting	0441000
Commerce Business System (CBS)	0443000
Financial Reporting and Analysis	0446000
Census/CAMS 0458000	
NOAA/CAMS 0459000	

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. 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. OEB is also charged with recommending corrective action when appropriate.

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 OGC, OCIO, and CFO/ASA. 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 the Commerce Administrative Management System (CAMS), the Corporate Database, and the Consolidated Reporting System (CRS). CAMS 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, and acquisitions.

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 integrated financial system feeder development within 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.

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 (except PTO) based on their share of the Department's FTE ceiling, excluding PTO.

FINANCIAL REPORTING AND ANALYSIS 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. OMB Circular A-123, Internal Control Systems

This project covers the development and preparation of the financial statements guidance issued to the bureaus, the consolidated financial statements that are published in DoC's Performance and Accountability Report, the quarterly consolidated financial statements (that are also in part submitted to OMB), and the FACTS I submissions to Treasury (Intragovernmental Transactions by Trading Partner, Master Appropriation File, Adjusted Trial Balances, and NOTES).

Basis of Charge: Costs are billed to operating units and offices based on their share of the Department's FTE ceiling. PTO costs are allocated and billed according to the Memorandum of Agreement between PTO and OS.

CENSUS/COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM (CAMS) PROJECT 0458000

Description of Service: In support of the CBS, the CBS Support Center provides technical services to the Bureau of the Census under this project. *CAMS* 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, and acquisitions.

Basis of Charge: Costs are billed to Census based on the amount agreed upon in the Memorandum of Understanding.

NOAA/COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM (CAMS) PROJECT
0459000

Description of Service: In support of *CBS*, the CBS Support Center provides technical services to the National Oceanic and Atmospheric Administration (NOAA) under this project. *CAMS* 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, and acquisitions.

Basis of Charge: Costs are billed to NOAA based on the amount agreed upon in the Memorandum of Understanding.

OFFICE OF THE GENERAL COUNSEL

The Office of General Counsel (OGC) is the Department of Commerce's chief legal office. The OGC serves as the legal adviser to the Secretary, the Under Secretaries, the Assistant Secretaries, and other officers of the Department, including bureau heads. The project descriptions that follow and the Department Organization Order 10-6, governing OGC's responsibilities, offer further insight on services provided.

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LIST OF PROJECTS

OGC Legislation and Regulation	0030000
OGC ITA - International Commerce	0033000
OGC ITA - Import Administration	0034000
OGC Census/ESA/BEA	0038000
OGC TA/NIST/NTIS	0042000
OGC BIS	0045000
OGC Administration	0048000
OGC Finance and Litigation	0049000
Law Library	0031000
Legal Information Retrieval	0032000

**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 which 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 De-regulatory Actions that is 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 a bureau.

**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 of review program.

7. {International Trade and Investment Negotiations} OCC/IC provides extensive legal support to U.S. international trade and investment negotiations. The office supplies 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.
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 of 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 office's work may be divided into the following three general areas: administrative advice; litigation; and trade agreements.

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.

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, as required, the office assists the U.S. Attorney's 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.

TA/NIST/NTIS - OFFICE OF THE CHIEF COUNSEL FOR TECHNOLOGY PROJECT 0042000

Description of Service: The Office of the Chief Counsel for Technology (OGC/TA) provides programmatic legal counsel and services to the Technology Administration (TA) and to its three agencies, the National Institute of Standards and Technology (NIST), the National Technical Information Service (NTIS), and the Office of Technology Policy. The Office of the Chief Counsel advises its clients on activities carried out under the NIST Act, as amended including activities performed by various NIST laboratories, the Advanced Technology Program, and the Manufacturing Extension Partnership Program. The Office also provides advice to the Baldrige National Quality Program, the National Medal of Technology Program, the Office of Space Commercialization, the Office of Technology Competitiveness, the Office of International Policy and Programs and all other TA activities. In addition to the programmatic legal services provided to TA, OGC/TA provides counsel throughout DoC on intellectual property matters (patents, trademarks, copyrights), drafts, reviews and negotiates research agreements, international agreements, contracts, licenses, confidentiality agreements, inter-agency agreements and other agreements. Other duties of the Office include reviewing and providing advice on regulations, legislation and laws, appeals on patent license terminations and all Government employee invention rights determinations, drafting and commenting on proposed regulations and other policy documents, reviewing projects involving human subjects, and preparing formal legal opinions on intellectual property and other matters.

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

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

The Office of the Chief Counsel for Industry and Security (OGC/IS) provides legal services to the Bureau of Industry and Security (BIS). BIS is the DoC agency responsible for programs dealing

with the relationship between industry and the national security. BIS's activities include the following:

- regulating the export of goods and technologies in light of national security, foreign policy, antiterrorism, short supply, and non-proliferation objectives;
- assisting other countries with strategic trade and export control issues;
- helping U.S. industry to comply with international arms control agreements (particularly the Chemical Weapons Convention); and
- monitoring the viability of the U.S. defense industrial base.

Additionally, OGC/IS provides legal services to BIS including counsel to decision makers; drafting and reviewing of 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 allocation system; 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 on export control enforcement cases and defending court challenges relating to BIS programs; assisting 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 international meetings 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. As the Alternate Designated Agency Ethics Official, the 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.

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: Computer charges incurred for this service are billed to bureaus with on-line systems users based on the number of users and usage during the prior year.

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.

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LIST OF ACCOUNTS

Human Resources Operations	0521000
Compensation Innovation and Work Life Policy	0522000
Payroll Demonstration Project	0523000
Strategic Recruitment and Staffing Policy	0524000
Honor Awards Program	0525000
Employee Assistance Program	0526000
Human Capital Planning and Management	0527000
Executive Resources	0528000
Occupational Safety and Health	0530000
Training and Knowledge Management	0531000
National Finance Center and Reports Services	0533000

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 1015 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 Department's FTE ceiling.

COMPENSATION, INNOVATION, AND WORK LIFE POLICY **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), policy and programmatic support for telework, employee and labor relations, family friendly programs, employee assistance, retirement and benefits, performance management, compensation classification and demonstration project management and oversight, incentive awards, 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 (Compas) for use by managers and supervisors. Lastly, funding for *Employee Express*, an employee self-service system which enables direct inputting of an employee's 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.



Basis of Charge: This billing algorithm consists of three 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, excluding PTO; (2) Employee Express and WebTA are allocated based on the Department's FTE ceiling, excluding PTO; and (3) Drug testing charges are proportionately allocated to operating units based on the share of total drug tests conducted during the prior year.



PAYROLL DEMONSTRATION PROJECT 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 CFO/ASA and extension of the current demonstration project for five years; and (6) IT Management at the Department level to ensure compliance with 5 USC 47.

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), NTIA (ITS), and TA.

STRATEGIC RECRUITMENT AND STAFFING POLICY PROJECT 0524000

Description of Service: This project provides policy and program services to all elements of the Department and its employees. It has two principal cost areas: (1) salaries and benefits for Departmental staff; and (2) Commerce Opportunities On-Line (COOL). Work products or activities associated with this project would include development and coordination of career job fair schedules and participants; arranging for job fair booth space for use by DOC/bureau personnel; coordination of the Presidential Management Intern Program; coordination of the Workforce Recruitment Program and D.C. Summer Hires Program; and program and project

management for the COOL system. COOL costs include charges for database administration, maintenance of the system hardware/software costs, enhancements, COOL 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).

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

HONOR 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 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 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.

HUMAN CAPITAL PLANNING AND MANAGEMENT PROJECT 0527000

Description of Service: This project shall plan, develop, implement, and evaluate 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, will serve as the focal point for workforce trend analyses, best practice research for human capital studies, Department-wide reporting, forecasting and statistical analyses.

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

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; the Department-wide Candidate Development Program (CDP); 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. This project supports developing and 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, excluding PTO.

OCCUPATIONAL SAFETY AND HEALTH PROJECT 0530000

Description of Service: This project provides services related to Federal Employees' Workers' Compensation (FEWC) and Unemployment Compensation for Federal Employees (UCFE) 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 FEWC cases. Provides Occupational Health Services through contract. Program includes emergency diagnosis and first aid treatment of work related illness or injuries; special preventive health education and counseling; special occupational health and preventive health examinations and immunizations; travel medicine; and periodic disease detection programs for employees in the HCHB, BEA, and CENSUS. Provide 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 two parts: (1) Workers Compensation charges are billed based on prior year workers' compensation case workload and Unemployment Compensation charges are billed based on prior year unemployment compensation claims processed. (2)(a) Costs for the Occupational Health Services Program contract within the HCHB are billed to the operating units based on their HCHB Population. (2)(b) Costs for the Occupational Health Services Program contract in other Commerce buildings (CEN/BEA) are billed to operating units based on the per building distribution included in the contract. (2)(c) All other operating costs are billed to operating units on their Nationwide On-Board Population, excluding PTO.

TRAINING AND KNOWLEDGE MANAGEMENT PROJECT 0531000

Description of Service: This provides Department-wide direction for all aspects of human capital management involving employee development, knowledge management, training, and supervisory, managerial and executive development; provide for executive succession planning by developing future members of the senior executive service (SES) through the development, implementation and maintenance of the SES candidate development program; develop and maintain 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 develop and implement e-learning programs and processes and maintenance of the Department Learning Management System.

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

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 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.

OFFICE OF MANAGEMENT AND ORGANIZATION

The Office of Management and Organization (OMO) serves as DoC's liaison with the U.S. Department of Justice and the Office of Management and Budget on matters related to policies and procedures for effective administration of the Freedom of Information Act (FOIA) and Privacy Act (PA). To ensure DoC-wide compliance with FOIA and PA, OMO develops policies, regulations, procedures and guidelines; performs studies; management reviews; and prepares and coordinates implementation actions on DoC-wide information management matters. Additionally, OMO conducts organizational and managerial analyses, interagency studies, and government-wide management improvement initiatives. OMO advises the Deputy Secretary, CFO/ASA, and Deputy Assistant Secretary for Administration on a broad spectrum of organization and management issues. Specifically, the staff establishes and maintains the DoC-wide directives management system (i.e., Department Organization Orders and Department Administrative Orders), and manages the Department's compliance with the Federal Advisory Committee Act. Moreover, OMO serves as DoC's liaison for General Accounting Office audits and oversees implementation of the Department's follow-up program for Inspector General audits. The project description that follows and the Department Organizational Order 20-7, detailing OMO's responsibilities provide further information on services provided. Department Administrative Orders 200-7 and 213-5 also provide insight on OMO activities.

MANAGEMENT OFFICIAL

JOHN J. PHELAN, III, Director for Management and Organization
HCHB Room 5327, 482-3707

LIST OF ACCOUNTS

Directives Management 0134000

DIRECTIVES MANAGEMENT PROJECT 0134000

Description of Service: This project provides for the maintenance of the Department Organization Orders (DOOs) and the Department Administrative Orders (DAOs). The Office of Management and Organization (OMO) maintains the DOOs and DAOs to ensure that the Department's essential management structure, organization, and delegations of authority conform to current laws and central agency regulations, and are adequately documented and disseminated to the operating units. This project also supports Departmental management of the Federal Advisory Committee Act and OMO's audit liaison function. OMO serves as the DoC's central point of contact for the General Accounting Office audits and oversees implementation of the DoC's audit follow-up program for Inspector General audits. As such, OMO assists in coordinating GAO activity involving Commerce, monitors the timely resolution and implementation of Inspector General audits by bureau and Departmental program offices, and coordinates preparation of audit follow-up information for the DoC's Performance and Accountability Report.

OMO has primary responsibility for DoC-wide oversight and management of the access and privacy protection programs. As DoC's principal administrative contact point, OMO works with the bureaus to coordinate implementation of FOIA and PA and to produce required annual reports. The Freedom of Information Act (FOIA), enacted in 1966, established the statutory right of access to government information. The Privacy Act (PA) of 1974 established a code of information practices which regulate the collection, maintenance, use, and dissemination of personal information by Federal Government agencies.

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

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

RON BONJEAN, Director

HCHB Room 5413, 482-8290

LISA CAMOOSO-MILLER, Deputy Director

HCHB Room 5413, 482-4883

PAT WOODWARD, Deputy Director

HCHB Room 5413, 482-4883

LIST OF ACCOUNTS

OPA Operations	0050000
Photographic Services	0051000

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, televideo and film making productions. 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 fee basis for services; 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 2003 and the fourth quarter of FY 2002, 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

RICHARD YAMAMOTO, Director
HCHB Room 1067, 482-4371

LIST OF PROJECTS

HCHB Security	0126000
Security Programs	0127000
Census Security/DC	0141000
Census Security/Jeffersonville	0154000
NOAA Security/DC	0142000
NOAA Security/EASC	0155000
NOAA Security/MASC	0157000
NOAA Security/WASC	0158000
NIST Security/DC	0143000
NIST/NOAA Security/Boulder	0159000

HCHB SECURITY PROJECT 0126000

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 HCHB security procedures. It covers the management of the HCHB guard contract; maintenance of the perimeter

security locking system and equipment; protective operations for visiting dignitaries in HCHB; 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 Commerce ID cards, room keys, electronic key cards, repairs locks, and coordinates security for extra building events; directing a center for screening courier deliveries; parking enforcement. The following activities are also covered under this project: systems management and procedural controls for specialized areas within the HCHB (i.e., Day Care Center, National Aquarium, White House Visitors Center, and Immediate Office of the Secretary); liaison with local and federal police agencies; and emergency response coordination.

Basis of Charge: This billing algorithm consists of two parts: (1) Costs are billed to operating units based on their HCHB population. (2) Actual costs of temporary additional guards as requested by the customer.

SECURITY PROGRAMS PROJECT 0127000

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 DoC security policy and programs which includes implementing existing Executive Orders, Public Laws, and other security related government regulations. OSY programs under this project provide for: protection of people and property; counterespionage, anti-terrorism, other counter-measure programs; and information that is classified to protect the national interest as well as information that is sensitive but not classified; physical protection of the Secretary of Commerce; background investigations by government or private contractors; issuance of security clearances; central automated file of DoC investigations conducted and clearances issued; security awareness and educational programs; and a compliance review program.

Basis of Charge: This billing algorithm consists of two parts: (1) Costs are billed to operating units based on nationwide on-board population, excluding PTO. (2) Background investigations will be billed based on actual usage.

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 the management of the guard contract; 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.

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; management of the guard contract; 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/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: departmental staff overseeing the management of the guard contract; 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.

NOAA SECURITY/EASC 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 is classified to protect the national interest as well as information that is sensitive but not classified;
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/MASC 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 to providing for the maintenance of the guard contract, this project provides for the services as enumerated under Project 0155000.

Basis of Charge: Costs are billed to NOAA.

NOAA SECURITY/WASC 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 for the maintenance of the guard contract, this project provides for OSY services enumerated under Project 0155000.

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.

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 for the maintenance of the guard contract, this project provides for OSY services enumerated under Project 0155000.

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

