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# U.S. DEPARTMENT OF COMMERCE

Office of the Secretary



## WORKING CAPITAL FUND ADVANCES AND REIMBURSEMENTS

DRAFT HANDBOOK

FY 2023

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## I. WCF INTRODUCTION

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### WCF MISSION

The U.S. Department of Commerce (DOC) Working Capital Fund (WCF) was established on June 28, 1944. The Fund's mission is to provide centralized services to the Department's bureaus. The WCF was established without fiscal year limitation. It operates as a revolving fund and does not receive a yearly appropriation from Congress. Goods and services are financed by charging operating expenses back to the customers. The overall financial goal is to remain at a break-even position. Organizational units provide the administrative support needed to accomplish DOC's overall mission. The Department's mission is to: (1) Drive U.S. innovation and global competitiveness; (2) Foster inclusive capitalism and equitable economic growth; (3) Address the climate crisis through mitigation, adaptation, and resilience efforts; (4) Expand opportunity and discovery through data; and (5) Provide 21<sup>st</sup> century service with 21<sup>st</sup> century capabilities.

### WCF AUTHORIZING LAW

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

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

### WCF FUND MANAGEMENT

The Secretary of Commerce is vested with managing the Working Capital Fund (WCF). Department Organizational Order 10-5 delegated this responsibility to the Chief Financial Officer and Assistant

Secretary for Administration (CFO/ASA). The CFO/ASA, acting through the Office of Financial Management, monitors the financial activities of the WCF. The majority of offices reporting to the CFO/ASA have projects listed in the fund. In addition, the Office of General Counsel and the Office of the Chief Information Officer, which do not report directly to the CFO/ASA, also provide services through the fund.

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

### **WCF TRANSPARENCY**

A driving principal within the OSFM in managing the Working Capital Fund is transparency. OSFM represents the customer bureaus when working with the offices within the Office of the Secretary and it represents the offices when working with the customer bureaus. There are multiple deliverables and activities throughout the year that contribute to this theme of transparency:

**Annual Working Capital Fund and Advances & Reimbursements Handbook:** This handbook is updated and provided to the Department bureaus and Office of the Secretary (OS) offices annually after the full-year Appropriation. All WCF and A&R projects show descriptions of services, the basis of billing, and performance metrics. WCF Policy, Management, Governance, and Accounting activities are also described in detail. Handbooks are distributed in person and provided online on the DOC website.

**Bureau Estimates and Follow-up Meetings:** OSFM provides a Draft Operating Budget and Bureau Estimate by the beginning of the Fiscal Year. After delivering the estimates to the bureaus, the OSFM Director and the Budget Formulation and Analysis Division (BFAD) Director meet with the CFO, Budget Director and/or representative of each bureau to discuss key variances of +/- 10% for each project. In these sessions, questions are answered on project services, billing algorithms, key variances, and other bureau questions. A Final Operating Budget and Bureau Estimate is provided to the customers after the full-year Appropriation is completed. A summary of all key changes is provided (see WCF Budget Execution section).

**Program Increases and Governance:** During the annual Budget Formulation process, all proposed Program Increases and Base Reductions are presented to the Department CFO Council and the Departmental Management (DM) Council (see WCF Formulation and Presentation section). Recommendations are made by the CFO and DM Councils to the CFO/ASA, who makes the final decision for all WCF program increases and reductions (see CFO Council section).

**Key Changes in the Year of Execution:** After formulation of the President's Budgets, there are a few changes in the year of Execution (see WCF Budget Execution section). The entire budget cycle

can last 18 months or more. OSFM participates in the monthly CFO Council meetings and facilitates presentations of OS Offices' significant project budget changes. This may include program increases or budget reductions. In addition, if additional services are needed by a customer Bureau, OSFM works with the service provider to execute a Inter-agency Agreement (IAA) for the additional services. OSFM strives to keep year of execution changes at a minimum.

**Quarterly Billing IAAs and Project Breakdowns:** DOC bureaus are billed on a quarterly basis on estimates of the quarter's anticipated obligations for project billings. Costs are billed quarterly once the IAA is signed between bureaus and OSFM for WCF services. Quarterly bills broken down by project are provided upon request. Bureau reductions or changes are communicated during this quarterly billing process (see Automatic Billing and Payment section and see WCF Policy section).

**Quarterly OS Office Director Communication Meetings:** OSFM managers and analysts work closely with WCF service providers and bureau customers throughout the year (see WCF Management section). Specifically, OSFM meets with the Office service providers quarterly to discuss the Status of Funds and any issues, changes, or activities that need to be communicated to the bureau customers.

**Project and Algorithm Reviews:** Periodically an Algorithm Review Group is formed to consider project consolidation and algorithm changes. OSFM leads the group and the service providers each present their services, benefits to the bureaus, and method of billing. Changes in algorithm are recommended and implemented when agreed upon and incorporated in the next formulation budget (see Billing Algorithms section).

In summary, the WCF is managed throughout the year with extreme attention to operating the fund with transparency and openness. The Handbook, estimates, variance meetings, quarterly IAAs and project breakdowns, CFO Council and DM Council briefings, periodic project and algorithm reviews are all key factors in communication. OSFM managers and staff are also available throughout the year to answer customer questions and concerns.

## **WCF POLICY**

The Department's Working Capital Fund (WCF) authority permits recovery of the full cost of providing services to Departmental customers, allowing the WCF to remain self-sustaining. The Department has discretion in setting the rates (algorithms) used to charge bureaus, which may result in profits in any given fiscal year. Through the recovery of full costs and the discretion afforded the Department WCF in setting rates, the WCF may build an operating reserve carried over from one fiscal year to the next from which it can withstand losses generated in a given fiscal year. Rates are reviewed annually, at which time adjustments may be made which could result in less being charged to bureaus in subsequent fiscal years.

Operating reserve is defined as any earned amount left over from advances collected from WCF customers. The operating reserve can consist of bureau funds that were originally appropriated as one-year funds. Once funds are earned, they become part of the operating reserve. Funds within the operating reserve are no-year

in nature. Funds collected from the bureaus for the WCF are fully earned when services, as outlined in the Handbook, are provided. Amounts in the operating reserve are available to offset future losses incurred by the WCF. In FY 2016, the CFO Council approved a carry-over funding policy that describes the components, procedure, and approval thresholds for utilizing WCF carry-over funds. Annually, OSFM provides the CFO Council with a report of all carry-over funds that were re-purposed during the fiscal year.

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

In FY 2021, to improve accounting efficiency and capture multi-year costs, OSFM created new projects for each office. The newly created projects are called MULT, to signify the multi-year designation. These projects are intended to capture the multi-year costs of carryover and re-obligation of prior year de-obligations.

From FY 2022 going forward, the Bureau Estimates for the WCF have been aligned to the President's Budget for all Bureaus.



## II. A&R INTRODUCTION

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### A&R PURPOSE

The Department of Commerce's Departmental Management's Advances and Reimbursements (A&R) account provides a centralized collection source for special services, tasks or costs, and reimbursable agreements. Most A&R accounts are pass-throughs for services (for example rent, utilities, payroll services, etc.) that are provided by other agencies. This WCF and A&R Handbook is intended to provide the reader with a thorough understanding of activities and programs funded through the A&R account, a description of the services provided, and the Basis of Budget for each A&R active project. All billing algorithms were reviewed and adjusted as needed to assure an equitable distribution of costs for FY 2023 projects.

### A&R BILLING AND PAYMENT

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

### III. WCF BILLING AND PAYMENT

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#### ACCOUNTING

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

#### DESCRIPTION AND BASIS OF BUDGET

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

#### BILLING ALGORITHMS

All billing algorithms are reviewed for consistency and accuracy when operating budgets and bureau billing estimates are prepared by the offices. The Office of the Secretary Financial Management leads an annual Algorithm Review Group and the service providers each present their services, benefits to the bureaus, and methods of billing. Changes in algorithms are recommended and implemented when agreed upon and incorporated in the next formulation budget. The WCF billing algorithms fall into several categories. The four (4) major Basis of Budgets methods include but are not limited to:

- (1) Billings prorated on the basis of various population or Full-time Equivalent (FTE) ceilings. These include Department-wide, Nationwide, Washington Metropolitan area, and Herbert Clark Hoover Building population levels. The most common algorithms for FY23 are based upon the "FY 2021 Enacted FTE" and the "FY 2021 HCHB Population".
- (2) Billings prorated on the basis of workload. These include projects where staff members track time spent on bureau work to determine billings.

- (3) Billings based on an actual workload with amount billed identified to a specific item or service. These include billings such as management training courses and building alterations.
- (4) Billings based on other methodologies, including direct charges to users such as reimbursable work authorizations and legal information retrieval services.

It is the WCF's policy that any changes in project descriptions or costing methods be distributed to the bureaus affected, as they occur, by the office initiating changes.

From FY 2022 going forward, the Bureau Estimates for the WCF have been aligned to the President's Budget for all bureaus.

### **PERFORMANCE METRICS**

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

### **AUTOMATIC BILLING AND PAYMENT SYSTEM**

DOC bureaus are billed based on estimates of the quarter's anticipated obligations for project billings. Costs are billed quarterly for WCF services once the inter-agency agreement is signed between bureaus and the Office of the Secretary Financial Management. Some projects are billed manually. If DOC appropriations are under a continuing resolution, the advance billed procedure is adjusted for the first quarter of the fiscal year, or as needed until appropriations are passed.

To facilitate prompt payment, billings are made using the Intra-Governmental Payment and Collection (IPAC) system or an Inter-Office Memo (IOM). Ongoing reviews are conducted on billing rates and algorithms to ensure that costs are properly allocated and billed, with appropriate adjustments made when needed. WCF charges are tracked by the NIST/OFRM using the Commerce Business System (CBS). Monthly reports are online and on the OSFM shared drive for all DOC offices' access.

## IV. WCF BUDGET CYCLE

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

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

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

Final revision and submission to Congress in February.

These time frames may vary widely and are contingent upon Secretarial and OMB Guidance.

### WCF FORMULATION AND PRESENTATION

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

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

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

Department requests WCF cost increases by seeking Adjustments to Base (ATBs) in the bureaus' budget. However, bureaus do not always receive increases for those costs during their appropriation process. OSFM, in conjunction with OB, determine whether or not the majority of bureaus have received the funds and the CFO/ASA determines if WCF increases move forward to implement. The WCF must notify OMB and Congress when adding new functions.

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

From FY 2022 going forward, the Bureau Estimates for the WCF have been aligned to the President's Budget for all bureaus.

### **WCF BUDGET EXECUTION**

In June, OSFM issues the operating budget guidance, usually in the 3<sup>rd</sup> quarter of the fiscal year, and the development of a consolidated operating budget by the service providers commences. A notice is sent to the Departmental Management offices that manage WCF projects to develop the algorithms to be used for billing DOC bureaus and other WCF customers. OSFM consolidates the operating budgets and billing algorithms into the WCF budget. OSFM prepares and sends draft bureau budget estimates to the bureau heads and secretarial officers before the beginning of the fiscal year. Meetings are conducted with customers to review and answer questions on the initial estimates. WCF customers are provided with obligation-based spending plans. This quarterly advance schedule is to be used by the bureaus when completing their SF-132 Apportionment and Reapportionment Schedules to OMB.

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

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

NIST accounting and sent to OSFM and the Office of Budget. NIST maintains a file copy.

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

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

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

## **WCF AUDITS**

**Chief Financial Officers Act Annual Audit** - The Chief Financial Officers Act of 1990 (CFO Act) prescribes that each fiscal year an audited financial statement must be prepared covering all accounts and activities for each Departmental bureau and activity. In connection with the audit, an independent certified public accounting firm performs audits of the Working Capital Fund (WCF) activities and related financial statements as part of the consolidated financial statements. The U.S. Department of Commerce's *Agency Financial Report* consolidates certain reporting requirements of the CFO Act, as amended by the Government Management Reform Act of 1994, The Government Performance and Results Act (GPRA) of 1993, and other related legislation. It presents DOC's consolidated financial statements, the independent

auditors' reports as well as the Department's annual performance reports under GPRA and on achieving the goals of the President's Management Agenda. Reports include the report on financial statements, internal controls, and compliance with laws and regulations. The most recent audit, which covered WCF activity, resulted in an unmodified opinion. An unmodified opinion is the most desirable opinion. It expresses from the auditors' perspective that there has been no unresolvable restriction on the scope of the audit and that the auditors found no significant problems with regard to the representation of the financial statements.

### **CFO COUNCIL AND THE GOVERNANCE PROCESS**

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

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

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

## V. WCF AND A&R CONTACTS AND PROJECT LIST

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### OSFM Office Assignments

Main Number - 202-482-1207  
Location - HCHB Room D200

HOLDEN HOOFNAGLE: Director, Office of the Secretary Financial Management

DEVTA OHRI: Budget Formulation and Analysis Division Chief  
Execution and Formulation Data Lead  
WCF Bureau Budgets  
Accounting Liaison

DIVYA SONI: Budget Operations Division Chief

ADJOA ATAAH  
IAAs/MOUs/IPACs  
Internal Controls

DIANE RODRIGUEZ / DIVYA SONI  
CFO/ASA - Office of the Chief Financial Officer and Assistant Secretary for Administration

DIANE RODRIGUEZ / CHARMAINE HARROD  
COS - Chief of Staff (Executive Direction)

THAVANN UN / LINH NGUYEN / SHAWN HOLT  
OHRM - Office of Human Resources Management

THAVANN UN / TY NEWTON  
OGC - Office of the General Counsel

CHRIS JOHNSON / CATINA SMITH  
OFM - Office of Financial Management

CHRIS JOHNSON / DERRICK HULL  
OIS - Office of Intelligence and Security

CHRIS JOHNSON / LINH NGUYEN  
OAM - Office of Acquisition Management

MATTHEW CAPPILLA / DIVYA SONI  
ES - Enterprise Services (Formerly Shared Services)

TRUONG-AN TRAN / BRIAN LANDRY / JACQUELINE GORE  
OFEQ - Office of Facilities & Environmental Quality



MATTHEW CAPPILLA / ANDREW VENAGLIA / SHAWN HOLT

OCIO - Office of the Chief Information Officer

MATTHEW CAPPILLA / JACQUELINE GORE

OPOG - Office of Privacy and Open Government

MATTHEW CAPPILLA / SHAWN HOLT

OCR - Office of Civil Rights

MATTHEW CAPPILLA / TRUONG-AN TRAN

WCF/A&R Handbook

THAVANN UN

Gifts & Bequests

IPACs

WORKING CAPITAL FUND (WCF) PROJECTS			
Numerical List by Project and Office			
(To find projects in the handbook refer to the Table of Contents or use Ctrl + F on the electronic version)			
<u>PROJECT NUMBER</u>	<u>OFFICE</u>	<u>PROJECT</u>	<u>BASIS OF BUDGET</u>
0019000	ES	ENTERPRISE SERVICES LEARNING MANAGEMENT SYSTEM	Based on FY 2021 Enacted FTE for the LMS program management. LMS FTE do not include temporary locally engaged staff and the Foreign Commercial Service population
0021000	ES	ES OPERATIONS	Costs are allocated to participating operating units/bureaus based on their share of the FY 2021 Enacted FTE. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and Locally Engaged Staff (LES)
0022000	ES	ES-OFFICE OF THE EXECUTIVE DIRECTOR	Based on FY 2021 Enacted FTE; ITA FTE reduced to remove Foreign Commercial Service (FCS) and Locally Engaged Staff (LES)
0023000	ES	ESHUMAN RESOURCES MANAGEMENT SYSTEM	Based on: 1) Costs for all other operating units PeopleSoft licenses (excludes NOAA, Census and BEA) are allocated based on the FY 2021 Enacted FTE; and 2) Costs for the HRMS operations are allocated based on the FY 2021 Enacted FTE
0027000	ES	ES ACQUISITION SERVICES	Costs are allocated to bureaus based on a percent fee of prior actual contract obligations
0028000	OGC	ADMINISTRATION	Costs are billed to Departmental bureaus based on prior year actuals for office staffing and workload assignments
0029000	OGC	EMPLOYMENT, LITIGATION AND INFORMATION LAW	Costs are billed to Departmental bureaus based on prior year actuals for office staffing and workload assignments
0030000	OGC	LEGISLATION AND REGULATION	Costs are billed to Departmental bureaus based on prior year actuals for office staffing and workload assignments
0031000	OGC	COMMERCE RESEARCH LIBRARY	Based on FY 2021 HCHB population
0033000	OGC	ITA - INTERNATIONAL COMMERCE	Bureau specific
0034000	OGC	ITA - CHIEF COUNSEL-TRADE ENFORCEMENT & COMPLIANCE	Bureau specific
0038000	OGC	OGC CENSUS/BEA	Bureau specific
0042000	OGC	OGC NIST/NTIS	Bureau specific
0045000	OGC	OGC BIS	Bureau specific
0053000	OGC	CHIEF COUNSEL FOR EDA	Bureau specific
0054000	OGC	CHIEF COUNSEL FOR MBDA	Bureau specific
0055000	OGC	EXECUTIVE OFFICE	Costs are billed to operating units based on a blended algorithm that captures workloads allocated to each bureau for the Assistant General Counsel and Chief Counsel projects
0056000	OGC	FRONT OFFICE OPERATIONS	Costs are billed to operating units based on a blended algorithm that captures workloads allocated to each bureau for the Assistant General Counsel and Chief Counsel projects
0060000	OPOG	OFFICE OF PRIVACY AND OPEN GOVERNMENT - DIRECTIVES MANAGEMENT	Costs for these services are billed to offices and bureaus based on FY 2021 Enacted FTE
0110000	OFEQ	MULTIMEDIA DIVISION	Based on prior year usage
0120000	OFEQ	MAIL SERVICES DIVISION	Based on FY 2021 HCHB Population, without USPTO
0126000	OIS	HCHB SECURITY	Based on FY 2021 HCHB Population

WORKING CAPITAL FUND (WCF) PROJECTS			
Numerical List by Project and Office			
(To find projects in the handbook refer to the Table of Contents or use Ctrl + F on the electronic version)			
<u>PROJECT NUMBER</u>	<u>OFFICE</u>	<u>PROJECT</u>	<u>BASIS OF BUDGET</u>
0127000	OIS	SECURITY PROGRAMS	Costs are billed to operating units based on the FY 2021 Enacted FTE, excluding FirstNet and USPTO
0129000	OFEQ	OFEQ IMMEDIATE OFFICE	Based on the underlying algorithms of the programs this project manages
0138000	OFEQ	SPACE MANAGEMENT DIVISION	Based on FY 2021 HCHB population
0141000	OIS	CENSUS HEADQUARTERS SECURITY	Bureau specific
0142000	OIS	NOAA HEADQUARTERS SECURITY	Bureau specific
0143000	OIS	NIST HEADQUARTERS SECURITY	Bureau specific
0147000	OFEQ	OFFICE OF SUSTAINABLE ENERGY AND ENVIRONMENTAL PROGRAMS	Based on FY 2021 Total On Board Nationwide
0148000	OFEQ	OFFICE OF SPACE AND BUILDING MANAGEMENT	Based on FY 2021 HCHB Population
0150000	OFEQ	HCHB JOINT USE SPACE	Based on FY 2021 HCHB Population, without USPTO
0154000	OIS	CENSUS SECURITY/JEFFERSONVILLE	Bureau specific
0155000	OIS	NIST PSG - GAITHERSBURG	Bureau specific
0158000	OIS	NOAA SECURITY/WESTERN REGION SECURITY OFC	Bureau specific
0159000	OIS	NIST/NOAA BOULDER SECURITY	Costs are billed to NIST, NOAA and NTIA according to Memorandum of Agreements reflecting annual cross-servicing percentages on the Boulder campus
0161000	OIS	BUREAU OF ECONOMIC ANALYSIS SECURITY OFFICE	Bureau specific
0162000	OIS	BUREAU OF INDUSTRY AND SECURITY	Bureau specific
0165000	OFEQ	CD-410 REIMBURSABLE ALTERATIONS	Costs are billed based on actual usage
0166000	OFEQ	REIMBURSABLE ALTERATIONS	Costs are billed based on actual usage
0167000	OFEQ	OFFICE OF PERSONAL PROPERTY AND TRANSPORTATION MANAGEMENT	This billing algorithm consists of four parts: (1) Operational costs are allocated to the Department based on FY 2021 Total On-Board Nationwide Population without PTO; (2) Excess property operating costs are allocated to operating units based on FY 2021 HCHB Population without PTO; (3) The personal property management system costs are allocated to operating units including PTO based on inventory size within the asset management system, which includes the operating fleet composition; and (4) the number of DOC vehicles by bureau.
0172000	OFEQ	OFFICE OF REAL PROPERTY PROGRAMS	Based on FY 2021 Total On Board Nationwide, without USPTO
0177000	OFEQ	HCHB ENERGY AND WATER EFFICIENCY	Funds received from participation in load share programs with utility providers will be used to fund energy efficiency projects
0178000	OFEQ	FACILITIES SERVICES DIVISION	Based on FY 2021 HCHB Population
0180000	OFEQ	BUILDING MANAGEMENT DIVISION	Based on FY 2021 HCHB Population
0441000	OFM	OFFICE OF SECRETARY FINANCIAL MANAGEMENT	Based on OS's (S&E and WCF) share of FY 2021 Enacted FTE
0443000	OFM	OFFICE OF FINANCIAL MANAGEMENT SYSTEMS	Based on the FY 2021 Enacted FTE, excluding USPTO and FirstNet
0444000	OAM	INFRASTRUCTURE & SUPPORT DIVISION	Based on the number of CSuite users as of October 2021

WORKING CAPITAL FUND (WCF) PROJECTS			
Numerical List by Project and Office			
(To find projects in the handbook refer to the Table of Contents or use Ctrl + F on the electronic version)			
PROJECT NUMBER	OFFICE	PROJECT	BASIS OF BUDGET
0446000	OFM	FINANCIAL REPORTING AND POLICY/INTERNAL CONTROLS	Based on two parts: 1) costs for the Hyperion Financial Reporting System users' number of licenses; and 2) operating units and offices based on their share of the FY 2021 Enacted FTE (without FirstNet)
0458000	OFM	OKLAHOMA - EAS	Based on the underlying algorithms of the programs this project supports (0444, 0480, 0172, 0167,0443, 0446, 0522, 0469)
0466000	OAM	PURCHASE CARD OVERSIGHT PROGRAM	Based on refunds from SmartPay bankcard services on a percentage of spend basis from the operating units
0468000	OFM	OS OFM DATA ACT	Based on FY 2021 Enacted FTE, excluding USPTO and FirstNet
0469000	OAM	PROGRAM MANAGEMENT PROJECT	Based on FY 2021 Enacted FTE without FirstNet
0480000	OFM	TRAVEL MANAGEMENT DIVISION	Costs are allocated to operating units based on percentage of bureaus FY 2021 Total On Board Nationwide (including PTO and FirstNet)
0481000	OFM	ELECTRONIC TRAVEL SYSTEM	Based on the number of travelers in each bureau excluding PTO
0521000	OHRM	HUMAN CAPITAL CLIENT SERVICES	Based on two parts: (1) Offices within the OS, BIS, EDA, NTIA (excludes FirstNet) and MBDA are billed based on their share of the FY 2021 Enacted FTE ITA is billed on the basis of their FY 2021 HCHB Population (2) Costs for HR employee relations and labor management relations to ITA Global Market field offices
0522000	OHRM	HUMAN CAPITAL POLICY AND PROGRAM	Based on three parts: 1) The worker's compensation cost is based on prior year workers' compensation case workload; (2) The Federal Occupational Health (FOH) and Employee Assistance (EAP) costs are based on FY 2021 HCHB Population; and (3) Program Management, WebTA, workforce program support, telework employee and labor relations, training, family friendly programs, and performance management costs are based on FY 2021 Enacted FTE with 15% allocated to PTO
0524000	OHRM	HUMAN CAPITAL STRATEGY	Costs are allocated to operating units/bureaus based on their share of FY 2021 Enacted FTE, excluding U.S. PTO
0532000	OCR	CIVIL RIGHTS	Based on three parts: (1) Charges for Policy & Affirmative Employment services are based on prorated share of FY 2021 Enacted FTE (2) Staff costs for informal complaint processing services and informal ADR, staff-conducted investigations, and formal ADR are based on staff hours spent on complaint-related work for each operating unit (3) Contract costs for contractor-conducted investigations are based on pro rata share of actual contract invoices
0560000	CFO/ASA	CFO/ASA PERFORMANCE MANAGEMENT	Based on FY 2021 Enacted FTE, excluding FirstNet
0702000	OCIO	DEPARTMENT-WIDE IT PROGRAMS	Based on 1) share of the FY 2021 Enacted FTE, excluding FirstNet; 2) share of the FY 2021 Enacted FTE, ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and temporary Locally Engaged Staff (LES). Bureaus not participating in the direct bill costs for the service are exempt from paying for ICAM costs (Federal resources and contractor support) related to these services

WORKING CAPITAL FUND (WCF) PROJECTS			
Numerical List by Project and Office			
(To find projects in the handbook refer to the Table of Contents or use Ctrl + F on the electronic version)			
<u>PROJECT NUMBER</u>	<u>OFFICE</u>	<u>PROJECT</u>	<u>BASIS OF BUDGET</u>
0703000	OCIO	OS IT SUPPORT SERVICES	Based on: 1) Costs are distributed among the Office of the Secretary/Departmental Management (S&E and WCF) accounts and BEA, EDA, and MBDA based on share of HCHB Population. Part 2) Additional IT Service Desk Support requested to support EDA
0706000	OCIO	HCHB NETWORK	Based on support for: (1) Operating unit share of Voice-Over Internet protocol (VOIP) line counts (% of total); (2) Networking data network nodes %; (3) Analog line count %; (4) Wide Area Network (WAN) network supported (optional) (5) Multi-Protocol Label Switching (MPLS) circuits
0709000	OCIO	DOC CYBER OPERATIONS	Based on the number of endpoints
0711000	OCIO	NATIONAL SECURITY SOLUTIONS & SERVICES (NS3)	Budget is based on each bureau's percentage of authorized system users: JWICS shares and SIPRNet shares. Operating units with unique or specialized requirements are responsible for the cost of support and services
0712000	OCIO	INSIDER THREAT	Budget is based on each bureau's percentage of authorized system users: JWICS shares and SIPRNet shares. Operating units with unique or specialized requirements are responsible for the cost of support and services
CIOFN00	OCIO	OCIO FIRSTNET MANUAL BILL ACCOUNT	Based on actuals
CIOM098	OCIO	OCIO MANUAL BILL ACCOUNT	Based on actuals
DOCMREC	OFEQ	DOC CENTRAL RECYCLING ACCOUNT	Project collects all revenue generated through Department-wide recycling activities. Distribution of funds is governed by the Green Grant Program business rules.
EXEM098	COS	COMMERCE IMPLEMENTATION COORDINATION OFFICE	Costs are manually billed to NTIA, EDA and NOAA
FEQM180	OFEQ	WHITE HOUSE VISITORS CENTER MANUAL BILL	Costs are billed based on actuals
FFQM178	OFEQ	FACILITIES SERVICES DIVISION MANUAL BILL	Costs are billed based on actuals
OAMFN00	OAM	FIRSTNET SUPPORT	Based on signed MOU
OAMM098	OAM	OAM MANUAL BILL	Based on terms of agreements
OCRM098	OCR	OFFICE OF CIVIL RIGHT MANUAL BILL	Based on the terms of agreement
OCRMDEC	OCR	OCR DECENNIAL CENSUS	Based on the terms of agreement
OFMM098	OFM	OFM MISCELLANEOUS MANUAL BILLS	Based on the specified agreements in place
OFMMCSC	OFM	OFMS MISCELLANEOUS MANUAL BILLS	Costs are allocated to operating units based on specified agreements in place
OFQM098	OFEQ	OFF OF FACILITIES & ENVIRON MANUAL BILL	Costs are billed based on actuals
OGCFN00	OGC	OGC FIRSTNET ACCOUNT	Based on actual level of support provided on MOU
OGCM098	OGC	OGC MANUAL BILL ACCOUNT	Based on terms of agreements
OGCMCEN	OGC	OGC CENSUS DECENNIAL ACCOUNT	Based on actual level of support provided on MOU
OHRFN00	OHRM	OHRM FIRSTNET ACCOUNT	Actual costs are billed based on signed agreement
OHRM098	OHRM	OHRM MANUAL BILL	Costs for HR employee relations are based on signed agreement.

## WORKING CAPITAL FUND (WCF) PROJECTS

### Numerical List by Project and Office

(To find projects in the handbook refer to the Table of Contents or use Ctrl + F on the electronic version)

<u>PROJECT NUMBER</u>	<u>OFFICE</u>	<u>PROJECT</u>	<u>BASIS OF BUDGET</u>
OPOM098	OPOG	OFFICE OF PRIVACY AND OPEN GOVERNMENT - MANUAL BILL PROJECT	Based on the terms of agreement
OSYFN00	OIS	OFFICE OF SECURITY FIRSTNET	Based on signed MOU
OSYM098	OIS	OFFICE OF SECURITY MANUAL BILL	Based on actuals
SHSVC01	ES	ENTERPRISE SERVICES MANUAL BILL	Based on the terms of agreement
SHSVC02	ES	ENTERPRISE SERVICES TALENT ACQUISITION MANUAL BILL	Based on the terms of agreement

## ADVANCES AND REIMBURSEMENTS (A&R) PROJECTS

### Numerical List by Project and Office

(To find projects in the handbook refer to the Table of Contents or use Ctrl + F on the electronic version)

<u>PROJECT NUMBER</u>	<u>OFFICE</u>	<u>PROJECT</u>	<u>BASIS OF BUDGET</u>
7000000	COS	ITA INTERNATIONAL TRAVEL	Based on signed MOUs
7001000	COS	REIMBURSABLE DETAILS - NIST CHIPS PROGRAM	Based on signed MOUs
7007000	COS	EXECUTIVE CORRESPONDENCE SYSTEM	Costs are spread evenly to participating bureaus
7009000	COS	IMMEDIATE OFFICE REIMBURSABLE DETAILS	Based on actual detail costs per signed MOUs
7016000	OGC	LEGAL INFORMATION RETRIEVAL	LexisNexis, Westlaw, Leadership Connect, D&B Hoovers, and Financial Times subscriptions based on percentage of usage. All other databases are based on HCHB population.
7017000	COS	IMMEDIATE OFFICE MISC. AD HOC EXPENDITURES	Based on signed MOUs
7018000	ES	HR CONNECT	Two parts. 1) Costs for Treasury O&M are allocated to participating operating units/bureaus based on number of HR Connect seats ; 2) cost for NOAA People Soft Licenses are allocated to NOAA
7018100	ES	ENTERPRISE SERVICES MANUAL PROJECT	Costs are allocated to participating operating units/bureaus based on their share of the agreement.
7019000	ES	COMMERCE LEARNING MANAGEMNT SYSTEM	Costs are allocated to participating operating units/bureaus based on their share of licenses, services, and maintenance requirements.
7023000	OHRM	NATIONAL FINANCE CENTER (NFC)	Costs are billed among serviced operating units/bureaus based on their share of the average employees paid during the previous 12-month period. FERCCA costs will be billed as charges are received.
7025000	OHRM	OPM USAJOBS	Based on share of FY 2021 Enacted FTE
7026000	OHRM	VSIP/VERA	Based on share of actual number of VSIP/VERA retirees
7029000	OHRM	OPM FIS	Based on share of the FY 2021 Enacted FTE
7115000	OIS	SECURITY - INTERNATIONAL PROGRAMS	Costs are billed to ITA and SCIF Security costs are billed to ITA and NTIA
7125000	OCR	DIVERSITY INCLUSION & OUTREACH - OCR	Based on FY 2021 Enacted FTE, without USPTO
7149000	OCIO	NATIONAL ARCHIVES AND RECORDS ADMIN (NARA)	Based on PY costs, billed by actual cost for bureau's total cubic footage of records stored at NARA and related transactions
7155000	OCR	CULTURAL AWARENESS PROGRAM	Based on FY 2021 HCHB Population
7172000	OCIO	GSA WITS TELEPHONE SERVICE - HCHB	Budget is based on prior year's costs and is for estimating purpose. Costs are automatically billed to HCHB operating units and offices based upon their percent of the number of phone line appearances at HCHB

## ADVANCES AND REIMBURSEMENTS (A&R) PROJECTS

### Numerical List by Project and Office

(To find projects in the handbook refer to the Table of Contents or use Ctrl + F on the electronic version)

<u>PROJECT NUMBER</u>	<u>OFFICE</u>	<u>PROJECT</u>	<u>BASIS OF BUDGET</u>
7176000	OCIO	NETWORX LONG DISTANCE SERVICE - HCHB	Billed manually based on actual usage. Budget estimate is based on PY actual costs
7177000	OIS	PERSONNEL VETTING PRODUCTS AND SERVICES - BACKGROUND INVESTIGATIONS	Based on at least 5 months of most recent available costs and are for estimating purposes only. Customers are manually billed on a reimbursable basis for services that are requested and received.
7178000	OFEQ	FEDERAL PROTECTIVE SERVICES	Based on their assigned area plus fair share of Joint Use Space
7200000	OFEQ	GSA SPACE RENT	Costs for GSA Space Rent are billed based on square footage.
7201000	OFEQ	PEPCO	Based on 1) electricity and gas billed based on square footage, 2) overtime utilities billed on the actual requested usage above GSA standard
7202000	OFEQ	STEAM	Based on square footage
7204000	OFEQ	WATER	Based on FY2021 HCHB Population
7205000	OFEQ	GSA FURNITURE INFORMATION AND TECHNOLOGY (FIT)	(1) Bureau Direct FIT costs for furniture within an OU assigned space is that OU's obligation to repay. Personal property are the ordering OU's obligation to repay. (2) Costs for furniture in shared spaces are allocated on the basis of the OU's percentage of all assignable square footage within the HCHB.
7206000	OFEQ	HCHB ROOF REPAIR	Costs are billed based on square footage
7207000	OFEQ	VEHICLE SCREENING	Costs are billed based on FY 2021 HCHB Population
7300000	OAM	SMARTPAY 3 REFUND	This project is funded by refunds from SmartPay bankcard services on a percentage of spend basis from the operating units
7906000	OFM	DOC INDEPENDENT FINANCIAL AUDITS	Based on 1) the percentage of the annual audit cost based on the bureau's budget authority and 2) USPTO, is billed separately based on the fixed cost for the option period as stated in the OIG and KPMG contract.
7907000	OFM	OS REIMBURSABLE	Based on actual detail costs per signed MOUs
7908000	OFM	COMMERCE AGENCY FINANCIAL REPORT	Based on share of FY 2021 Enacted FTE
7909000	OFM	PASSPORT SERVICES PROJECT	Based on 3-year average of passports purchased, but will on be billed actual number of passports processed by DOS
7918000	OFEQ	COUNCIL OF ECONOMIC ADVISORS	Directly billed to Census
7923000	OHRM	DOL UNEMPLOYMENT CHARGES	Based on the percent of the last 4 quarters of prior year bills or estimates.
7925000	OHRM	FLEXIBLE SPENDING ACCOUNT DOC PERSONNEL	Based on share of participation in FSA program in FY 2021



## ADVANCES AND REIMBURSEMENTS (A&R) PROJECTS

### Numerical List by Project and Office

(To find projects in the handbook refer to the Table of Contents or use Ctrl + F on the electronic version)

<u>PROJECT NUMBER</u>	<u>OFFICE</u>	<u>PROJECT</u>	<u>BASIS OF BUDGET</u>
7927000	OHRM	ELECTRONIC OFFICIAL PERSONNEL FILE	Based on operating units/bureaus share of licenses
7929000	OHRM	AUTOMATED HIRING SYSTEM	Costs are billed to operating units and offices based on their share of FY 2021 Enacted FTE, excluding NIST, NTIS, OIG, and PTO.
7930000	OFEQ	FLEET REBATES	Refunds will be issued as follows: (1) fuel rebates will be issued on a percentage of spend basis from the operating units and (2) tax refunds will be issued based on actual tax rebates.
7945000	OFM	PMC COUNCIL (CFO/CIO/FAC/CHCO)	Costs are billed to operating units and bureaus (excluding FirstNet) based on their share of the FY2021 Enacted FTE.
7946000	OCIO	E-GOV INITIATIVES	Costs are manually billed to operating units and offices based on each initiative specific algorithm listing (see office section), which is then the basis for creating memorandums of understanding with DOC bureaus.
7947000	OCIO	DOC INITIATIVES - CSAM	Based on PY costs. Billed based on # of FISMA systems resident in the CSAM application in the PY
7955000	OFM	TRAVEL OPERATIONAL MEDICINE	Based on Bureau's share of travel for emergent aircraft transportation and expenses (NOAA , ITA, and other Bureaus)
7956000	OHRM	UNACCOMPANIED MINOR	Based on actual detail cost, using Bureau specific Task Code

## VI. WCF AND A&R SERVICE PROVIDERS

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

Office of Acquisition Management (OAM)

Office of the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA)

Office of the Chief Information Officer (OCIO)

Chief of Staff (COS)

Office of Civil Rights (OCR)

Enterprise Services (ES)

Office of Facilities and Environmental Quality (OFEQ)

Office of Financial Management (OFM)

Office of the General Counsel (OGC)

Office of Human Resources Management (OHRM)

Office of Intelligence and Security (OIS)

Office of Privacy and Open Government (OPOG)

## OFFICE OF ACQUISITION MANAGEMENT

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

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

OAM also serves as the Department of Commerce's primary office for all issues relating to organizational risk management. This function was formerly part of the Office of Performance and Risk Management organization (DOO 20-30) that combined under OAM (DOO 20-26) in a Congressional Notification dated June 30, 2016 and approved by the Senate on November 16, 2017. OAM oversees the Department's Enterprise Risk Management Program, using integrated and consistent policies and procedures for assessing and managing risk. OAM advises Department leadership and bureau management on risks associated with all aspects of the design and operation of programs and activities and serves as a resource for information on best practices in risk management. In addition, the DOC's liaison for Government Accountability Office (GAO) audits and overseeing the implementation of the Department's audit follow-up program for Inspector General Audits is also contained within the organization.

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

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

## MANAGEMENT OFFICIALS

**OLIVIA J. BRADLEY**, Senior Procurement Executive and Director

HCHB Room 6422, 482-4248

**MARK B. DALEY**, Deputy Acquisition Program Management

HCHB Room 6422, 482-4248

**MOLLY A. SHEA**, Deputy for Procurement Management

HCHB Room 6422, 482-4248

## LIST OF PROJECTS

Infrastructure & Support Division	0444000	WCF
Purchase Card Oversight Program	0466000	WCF
Program Management	0469000	WCF
FirstNet Support	OAMFN00	WCF
OAM Manual Bill	OAMM098	WCF
SmartPay 3 Refund	7300000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### INFRASTRUCTURE & SUPPORT DIVISION PROJECT 0444000

**Description of Service:** The Infrastructure & Support Division (ISD) provides leadership for enterprise-wide acquisition IT solutions to meet statutory and regulatory control and reporting requirements. ISD manages the Commerce Business Environment (CBE) program which include C.Suite (C.Request and C.Award), Obligation and Requisition Standard Interface (ORSI), OAM Website, and other electronic government initiatives that benefit DOC and the vendor community. ISD provides assistance with Integrated Acquisition Environment (IAE) and System for Award Management (SAM) support which includes a broad range of information technology services such as assistance with help desk, testing support, scheduled upgrades, and maintenance releases. ISD conducts analysis on acquisition spending and how that fits within spending across the DOC enterprise. ISD represents the Department on Federal government-wide working groups to plan and analyze existing and future acquisition system environment, assess product capabilities, and share best practices and lessons learned.

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

**Performance Metrics:** **IT Business Processes** - Definition: Ability to improve performance of acquisition system business processes to better support mission goals and meet statutory and regulatory control and reporting requirements. Measure: Number of items/actions reviewed, approved and implemented by the Functional Change Control and Data Standardization Board. Target: 90% of system enhancement actions/items resolved that are brought before board.

### PURCHASE CARD OVERSIGHT PROGRAM PROJECT 0466000

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

**Basis of Budget:** This project is funded by refunds from SmartPay bankcard services on a percentage of spend basis from the operating units. There is no charge to the Bureaus.

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

## **PROGRAM MANAGEMENT PROJECT 0469000**

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

**Basis of Budget:** Costs are billed to operating units based on FY 2021 Enacted FTE without FirstNet.

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

## **FIRSTNET SUPPORT PROJECT OAMFN00**

**Description of Service:** OS/OAM will provide acquisition system support services to NTIA Acquisition Professionals regarding the use of Comprizon Suite and other Government-wide acquisition systems. This acquisition system support includes Program Management, reporting, training, and software updates. Senior Level Contract Support will be provided and includes all activities needed for acquisition planning, pre-award requirements, award, administration, closeout and terminations. This support also includes any other acquisition system related administrative or

management requirements related to this action.

**Basis of Budget:** Actual costs are billed to the FirstNet based on signed MOU.

**Performance Metrics:** **IT Business Processes** - Definition: Ability to improve performance of acquisition system business processes to better support mission goals and meet statutory and regulatory control and reporting requirements. Measure: Number of items/actions reviewed, approved and implemented by the Functional Change Control and Data Standardization Board. Target: 90% of system enhancement actions/items resolved that are brought before board.

#### **OAM MANUAL BILL PROJECT OAMM098**

**Description of Service:** This project supports any reimbursable agreements between DOC bureaus and the Office of Acquisition Management.

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

### **ADVANCES AND REIMBURSEMENTS (A&R) PROJECT**

#### **SMARTPAY 3 REFUND PROJECT 7300000**

**Description of Service:** This project is responsible for managing the receipt and distribution of purchase card refunds received under the General Service Administration (GSA) SmartPay Program. Responsibilities include developing and implementing purchase card refunds processes and procedures; acting as liaison on behalf of the Department with the servicing bank; managing and reconciling all Departmental purchase card refund data to and from the Department and servicing bank; and providing customer support to Departmental stakeholders involved in the purchase card refund process.

**Basis of Budget:** This project is funded by refunds from SmartPay bankcard services on a percentage of spend basis from the operating units. There is no charge to the Bureaus.

**Performance Metrics:** **Program Management and Support** - Definition: Implement departmental processes and procedures related to the receipt and distribution of purchase card refunds. Lead, coordinate, and prepare reports and responses to data calls related to the purchase card refunds. Measure: Provide timely management and support of the Department's purchase card refund. Target: Reconcile refunds; respond to data calls; and implement departmental processes, procedures, on or before their respective due dates more than 90% of the time.

## CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION (CFO/ASA)

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Under the direction of the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA), the Office of the CFO/ASA:

Establishes and monitors implementation of Departmental policies and procedures for administrative functions affecting program operations in Commerce's operating units. These administrative functions include: budget and financial management, strategic planning and performance management, human resources management and civil rights, employee safety and health, procurement and small business utilization, grants management, travel and transportation of household goods, real property and facilities management, directives management, and security.

The CFO/ASA coordinates implementation of government-wide and Departmental management initiatives and serves as the Department of Commerce's primary office for all issues relating to organizational performance management. The performance management office works collaboratively with the Department's offices and bureaus to develop and implement the Department Strategic Plan, related action plans, and performance indicators. It coordinates and collaborates with bureaus on objective evaluations of programs, processes, administrative functions, initiatives, and other activities to identify opportunities to enhance efficiency and effectiveness. These evaluations refine information on the impact of program and performance measures used to assess progress, impact, and customer service.

The CFO/ASA's authority is delegated through Department Organization Order 10-5, Chief Financial Officer and Assistant Secretary for Administration.

### MANAGEMENT OFFICIALS

**JEREMY PELTER** Acting Chief Financial Officer and Assistant Secretary for Administration and Deputy Assistant Secretary for Administration  
HCHB, 482-4951

**ELLIE COLLINSON**  
Chief of Staff  
HCHB, 202-304-2761

### LIST OF PROJECTS

CFO/ASA Performance Management

0560000

WCF



## WORKING CAPITAL FUND (WCF) PROJECTS

### CFO/ASA PERFORMANCE MANAGEMENT PROJECT 0560000

**Description of Service:** The Performance and Program Management functions in this project provide independent Department wide program, project, and activity analysis services. This project works with offices and bureaus throughout the Department to conduct analysis that is used to strengthen program performance, improve processes, enhance customer service, and inform better resource management. The Performance Office works collaboratively with the Department's offices and bureaus to develop and implement the Department Strategic Plan, related action plans, and performance indicators.

**Basis of Budget:** Costs are billed to operating units based on FY 2021 Enacted FTE, without FirstNet.

**Performance Metrics:** **Performance Management** - Percentage of bureaus with performance indicators that track to the Strategic Plan. Update the Strategic Plan and objectives annually, or as prescribed by OMB direction, for the Deputy Secretary and Department Leadership.

## Office of the Chief Information Officer

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The Office of the Chief Information Officer (OCIO), leads the management and use of information technology (IT) resources throughout the Department, ensures the Department's programs make full and appropriate use of information technology, supports the use of leading-edge information technology to enable the Department and its constituent bureaus to accomplish their mission effectively, at the lowest cost, with excellent program products and services for its customers. The OCIO was created to implement the Information Technology Management Reform Act of 1996, known as the Clinger-Cohen Act. The office oversees the \$2.8 billion annual IT portfolio by developing and promulgating Department-wide IT policy, directing the Capital Planning and Investment Control (CPIC) program/process, Commerce Information Technology Review Board (CITRB) program/process, the Federal Information Technology Acquisition Reform Act (FITARA) compliance process, Enterprise Architecture (EA) program, and standards programs as applicable. The Office also develops and implements a DOC Information Technology Security Program to ensure the confidentiality, integrity, and availability of information and IT resources, develops, coordinates, and implements DOC policies and procedures to promote electronic commerce, and provides timely and comprehensive services to the Department's customers. As a DOC service-providing entity, OCIO also provides telephone and network services for the Herbert Clark Hoover Building (HCHB), and data center services, IT help desk support; electronic mail (e-mail) system support, and administrative systems support to the Office of the Secretary and associated smaller bureaus but excludes financial systems under Department Organization Order DOO 20-27.

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

### MANAGEMENT OFFICIALS

**ANDRE V. MENDES**, Chief Information Officer

HCHB Room 38014, 482-4797

**RYAN HIGGINS**, DOC Chief Information Security Officer and

Deputy Chief Information Officer, Office of Cyber Security and IT Risk Management (OCRM)

HCHB Room 6889, 482-7815

**TERRI WARE**, Deputy Chief Information Officer for Policy and Business Management (OPBM)

HCHB Room 38014, 482-2451

**ZACK SCHWARTZ (Acting)**, Deputy Chief Information Officer, Office of Solutions & Service Delivery (OSSD) and OS/CIO

HCHB Room 5860, 482-4444

**LARRY RUBENDALL**, Chief of Staff and Acting Chief Technology Officer,

HCHB Room 38014, 482-4546

**ANDRE MENDES (Acting)**, Director of National Security Solutions & Services (NS3)

HCHB Room 38014, 482-4797

**ROGER CLARK**, Director, Enterprise Program Management Office (ePMO)

HCHB Room 63020R, 482-7989

**JENNIFER RANDOLPH**, Director, Customer Success

HCHB Room 6510, 482-2133

**ANDI FISHER-COLWILL**, Director, Office of Business and Administrative Services (OBAS)

HCHB Room 60038 482-4195

**JENNIFER JESSUP**, Director, Office of Policy and Governance (OPG)

HCHB Room 6616, 482-0336

**OLGA ROMEO (Acting)**, Director, Office of Compliance and Oversight (OCO)

HCHB Room 6616, 482-3751

**TANYA HICKS (Acting)**, Director, Federal Information Technology Reform Act (FITARA)

HCHB Room 6616, 482-0902

**NATE THWEAT**, Director, Office of Cybersecurity Operations Services (OCOS)

HCHB Room 6611, 482-2580

**RON RINGGOLD**, Director, Office of Security Architecture Services (OSAS)

213-9321

#### LIST OF PROJECTS

Department-wide IT Programs	0702000	WCF
Office of the Secretary (OS) IT Support Services	0703000	WCF
HCHB Network	0706000	WCF
DOC Cyber Operations	0709000	WCF
National Security Systems, Solutions & Services	0711000	WCF
Insider Threat	0712000	WCF
OCIO Manual Bill Account	CIOM098	WCF
OCIO FirstNet Manual Bill Account	CIOFN00	WCF
National Archives and Records Admin (NARA)	7149000	A&R
GSA WITS Telephone Service - HCHB	7172000	A&R
Networx Long Distance Service - HCHB	7176000	A&R
E-Gov Initiatives	7946000	A&R
DOC Initiatives - CSAM	7947000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### DEPARTMENT-WIDE IT PROGRAMS PROJECT 0702000

**Description of Service:** This project provides support for Department-wide IT programs, including DOC enterprise architecture (EA), artificial intelligence (AI), customer experience optimization, coordination and integration with the Federal Information Technology Acquisition Reform Act (FITARA), support for the Commerce IT Review Board (CITRB), IT Capital Planning (CPIC) policy, emerging technology (ET), project and program management oversight (PMO), system support and reporting and assistance with automated administrative systems that cross DOC organizational and functional boundaries (e.g., Web T&A, WebDOC Flow, DOC Web presence, Commerce Learning Center). Additionally, the project includes all aspects of IT policy, procedure, management, oversight, and reporting related to DOC investments, IT programs, projects, IT systems; the development and implementation of the critical infrastructure protection, including Department-wide IT Continuity of Operations Planning; and the application of leading-edge technology to the Department's mission areas. It supports the Department with public communication through the use of web technologies (i.e., Commerce.gov, open.commerce.gov, SelectUSA), and improved business processes through the use of web technologies (i.e., Commerce Connection, Social Media tracking). It also includes the Department-wide Identity, Credential, and Access Management (ICAM) program development, deployment, operation, and management.

**Basis of Budget:** This billing algorithm consists of one part: Costs are billed to operating units and offices based upon their share of the FY 2021 Enacted FTE, excluding FirstNet.

#### **Performance Metric:**

**FITARA:** Oversee compliance through coordination of the annual Bureau CIO FITARA IT Portfolio Reviews, validation of quarterly IDC data collection submissions, coordination and support for the departmental biannual FITARA scorecard results.

**CPIC:** Compile, review, and submit departmental annual IT budget summary and annual IT budget details to OMB on time 100% of the time. Review all "major" investments on a monthly basis, solicit department CIO approval on ratings and update OMB IT dashboard views - 100%

**CITRB:** Review and provide authority decision for IT investments/IT acquisitions that align with and promote the DOC Mission, DOC Strategic Plan, DOC Enterprise Architecture, the DOC Technical Statement of Direction and meet Budget requirements. Improve IT portfolio management within an integrated IT governance approach. Specifically in IT spending and transparency. Requests for CITRB approvals are processed within 8 weeks from intake to decision- 100%

Enterprise Architecture: Review IT investments for strategic alignment, fitness of purpose, and best practices. – 100%

ICAM: Provide Continuous Diagnostics and Mitigation (CDM) compliant identities – 100%.  
Single Sign-on Solution availability – 99.9%.

### **OS IT SUPPORT SERVICES PROJECT 0703000**

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

**Basis of Budget:** Part 1) Costs are distributed among the Office of the Secretary/Departmental Management (S&E and WCF) accounts and BEA, EDA, and MBDA based on share of HCHB Population. Part 2) Additional IT Service Desk Support requested to support EDA

**Performance Metrics:** See the following link to get response and resolution times for desktop/office automation support; electronic mail and wireless messaging system support; hardware and software operations and maintenance under “OCIO Service Level Agreements (SLA).” [http://home.commerce.gov/cio/NewOCIO/ITCSC\\_Helpdesk/default.html](http://home.commerce.gov/cio/NewOCIO/ITCSC_Helpdesk/default.html)

### **HCHB NETWORK PROJECT 0706000**

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

hardware and software to manage Internet access.

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

- Networking Data Nodes (e.g., printers, workstations, servers) (% of total);
- Wide Area Network (WAN) network support for regional offices (optional) and
- Multi-Protocol Label Switching (MPLS) circuits

**Performance Metric:**

See the following link to get response and resolution times for VOIP under “OCIO Service Level Agreements (SLA).” <http://home.commerce.gov/cio/NewOCIO/ITCSCHelpdesk/default.html>

**DOC CYBER OPERATIONS PROJECT 0709000**

**Description of Service:** This project supports national-level priorities and the Secretary’s goal of improving the Department’s Cybersecurity posture by creating new and enhanced capabilities including: the Enterprise Security Operations Center (ESOC) for computer incident response, log analysis, and forensics; the Enterprise Continuous Diagnostics and Mitigation (ECDM) program for analysis and correlation of cybersecurity threats and vulnerabilities; Supply Chain Risk Management (SCRM); Enterprise Cybersecurity Strategy and Policy development; Cybersecurity Training; and Federal Information Security Modernization Act (FISMA) audit coordination and support.

**Basis of Budget:** Bureau costs are based on the prior year number of endpoints per FISMA reporting.

**Performance Metric**

- ESOC
  - Percent of Bureaus providing event log feeds (application, system, and network) to the ESOC
    - Performance Target: 100%
  - Percent of suspected and/or confirmed Bureau computer security incidents reported to the ESOC
    - Performance Target: 100%
- ECDM
  - Percent of Bureau endpoints (laptops, desktops, servers) running a supported operating system and reporting under the ECDM program
    - Performance Target: 100%
- FISMA

- Number of OMB Cross-agency Priority (CAP) goal metrics achieved by the Department
  - Performance Target: 10 out of 10 (by FY22 Q4)

### NATIONAL SECURITY SOLUTIONS & SERVICES (NS3) PROJECT 0711000

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

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

**Performance Metrics:**

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

### INSIDER THREAT PROJECT 0712000

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

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

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

#### **OCIO MANUAL BILL ACCOUNT CIOM098**

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

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

#### **OCIO FIRSTNET MANUAL BILL ACCOUNT CIOFN00**

**Description of Service:** This project provides additional services to FirstNet that are included in the other OCIO accounts. These are services unique to the customer's needs.

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



## ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

### NATIONAL ARCHIVES AND RECORDS ADMIN (NARA) PROJECT 7149000

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

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

**Performance Metrics:**

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

### GSA WITS TELEPHONE SERVICE - HCHB PROJECT 7172000

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

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

**Performance Metric:**

- Move existing line or add new line to an existing outside circuit (analog).
  - Response Time: Within 0 hours up to 8 hours.
  - Resolution Time: Within 7 days.

**NETWORKX LONG DISTANCE SERVICE - HCHB PROJECT 7176000**

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

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

**Performance Metrics:**

- Provide voice quality as good as the circuit switched network and operate a reliable, survivable voice infrastructure. Provide administration, monitoring, and maintenance for the HCHB VOIP network infrastructure. Performance measure is based on the internal HCHB network and not the external vendors' network.
- Performance Target: Experience no more than 1% network packet loss, no more than 30ms of jitter, no more than 200ms of one-way latency.

**E-GOV INITIATIVES PROJECT 7946000**

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

**Basis of Budget:** Costs are manually billed to operating units and offices based on each initiative specific algorithm listing in the below table, which is then the basis for creating memorandums of understanding with DOC bureaus.

Initiative	Basis of Charge
E-Rulemaking	Fee for Service
Grants. Government	Number of Grant Programs
Integrated Acquisition Environment (IAE)	OMB Budget Outlays Projections
Financial Management Line of Business	OMB Budget Outlays Projections
Human Resources Line of Business	Number of OU FTEs
Performance Management Line of Business	Number of OU FTEs
Budget Formulation and Execution	OMB Budget Outlays Projections
Disaster Assistance Improvement Plan	OMB Budget Outlays Projections
Geospatial Line of Business	50% NOAA/50% Census
Benefits. Government	Number of Benefit Programs

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

#### **DOC INITIATIVES - CSAM PROJECT 7947000**

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

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

**Performance Metrics:**

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

## CHIEF OF STAFF (COS)

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

### MANAGEMENT OFFICIALS

**MICHAEL HARNEY**, Chief of Staff

HCHB Room 5854

**AMY ROSENFELD**, Deputy Chief of Staff

HCHB Room 5854

### LIST OF PROJECTS

Commerce Implementation Coordination Office	EXEM098	WCF
ITA International Travel	7000000	A&R
Reimbursable Details - NIST CHIPS Program	7001000	A&R
Executive Correspondence System	7007000	A&R
Immediate Office Reimbursable Details	7009000	A&R
Immediate Office Misc. Ad Hoc Expenditures	7017000	A&R

### WORKING CAPITAL FUND (WCF) PROJECTS

### COMMERCE IMPLEMENTATION COORDINATION OFFICE PROJECT EXEM098

**Description of Service:** The Commerce Implementation Coordination (CIC) office supports the implementation of Commerce's infrastructure and other large, above base programs. Initially, the CIC will support implementation of programs funded via the American Rescue Plan (ARP) and the

Infrastructure Investment and Jobs Act (IIJA) but will scale to include other large scale implementation efforts in subsequent legislation if required. For the programs within the jurisdiction of the CIC, the office will provide support in the following areas, working with existing offices as appropriate and considering the unique implementation challenges these large scale efforts present: Project management and governance; Data governance and reporting; Financial and grants management; Program performance; and Risk management and oversight.

**Basis of Budget:** Costs will be manually billed to MBDA, NIST, NTIA, EDA and NOAA.

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

### **ITA INTERNATIONAL TRAVEL PROJECT 7000000**

**Description of Service:** The Office of the Secretary (OS) provides travel management services, including necessary oversight and review, of official travel performed by OS staff internationally on behalf of and in furtherance of the International Trade Administration's (ITA) mission.

**Basis of Budget:** Costs are manually billed to ITA based on the terms of signed Memorandum of Understanding (MOU) agreement.

### **REIMBURSABLE DETAILS – NIST CHPS PROGRAM 7001000**

**Description of Service:** Office of the Secretary (OS) employees detailed to NIST to support the CHIPS Program Office upon execution of orders. As outlined in the order, the detailed employees will perform various duties in support of standup and initial operations of the CHIPS Program Office, to enable the establishment and execution of new programs to initiate and manage large incentives programs.

**Basis of Budget:** Costs are manually billed to NIST based on the terms of signed Memorandum of Understanding (MOU) agreement.

### **EXECUTIVE CORRESPONDENCE SYSTEM PROJECT 7007000**

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

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

#### **IMMEDIATE OFFICE REIMBURSABLE DETAILS PROJECT 7009000**

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

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

#### **IMMEDIATE OFFICE MISC. AD HOC EXPENDITURES PROJECT 7017000**

**Description of Service:** This project was established to serve as the central processing point for miscellaneous ad hoc expenditures within the Immediate Office. Costs are manually billed to operating units and bureaus.

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

## OFFICE OF CIVIL RIGHTS

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The Office of Civil Rights (OCR) develops and manages Department of Commerce (Department) Civil Rights programs, including Equal Employment Opportunity (EEO) policies and programs. It serves to ensure non-discrimination in the Department's federally assisted programs and in its own programs and activities. In carrying out its responsibilities, OCR provides leadership and oversight to ensure that all people, regardless of a protected characteristic, have equal access to Department programs and facilities. In support of the Department's goals to achieve diversity through a continuous affirmative employment program, OCR develops and maintains monitoring systems to assess Department affirmative employment and diversity initiatives. OCR also provides leadership and consultant services to assist operating units with developing action plans to address systemic barriers to equal opportunity and promote diversity. OCR also provides EEO counseling and Alternative Dispute Resolution (ADR) services to the OS and other Department components, as determined. The project narrative that follows and the Departmental Organization Order 20-10 that governs the responsibilities of the Office of Civil Rights provides further insight on services provided.

### MANAGEMENT OFFICIALS

**LARRY J. BEAT**, Director, HCHB Room 6054, 482-0625

**VACANT**, Deputy Director, OCR & Director, Administration & Special Projects Division  
HCHB Room 6058, 482-0625

**PAUL REDPATH**, Director, Program Implementation Division, HCHB Room C200, 482-4993

**STACY CARTER**, Director, Departmental Policy and Evaluation Division  
HCHB Room C200, 482-8190

**BERNADETTE WORTHY**, Director, Client Services and Resolution Division  
HCHB Room C200, 482-8121

### LIST OF PROJECTS

Civil Rights	0532000	WCF
Office of Civil Rights Manual Bill	OCRM098	WCF
OCR Decennial Census	OCRMDEC	WCF
Diversity Inclusion & Outreach - OCR	7125000	A&R
Cultural Awareness Program	7155000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### CIVIL RIGHTS PROJECT 0532000

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

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

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



**Basis of Budget:** This billing algorithm consists of three parts: (1) Charges for Policy & Affirmative Employment services are allocated to participating operating units based on their prorated share of the FY 2021 Enacted w/o PTO & FIRSTNET; (2) Staff Costs for informal complaint processing services and informal ADR for operating units serviced by CSRD, staff-conducted investigations, and formal ADR are allocated to participating operating units based on staff hours spent on complaint-related work attributable to each operating unit as captured in OCR's time accounting system; and (3) Contract Costs for contractor-conducted investigations, which are allocated to participating operating units based on their pro rata share of actual contract invoices.

**Performance Metrics:** The Office of Civil Rights utilizes the following key metrics to measure mission accomplishments. Accept or dismiss new complaints within 30 days. Complete investigations within 180 days or less; amended cases within 360 days or less. Process Final Agency Decisions within 60 days or less when a decision is requested and in 90 days or less when the complainant has not made an election of a Final Agency Decision or a hearing before the EEOC. EEO Counseling requests completed in 30 days of initial contact, or within extension period. EEO Counselors' Reports filed within 15 days of formal filing. All requests for ADR in the pre-complaint process are completed in 90 days. Monitors Bureaus metrics for Reasonable Accommodation program; reasonable accommodation requests are processed within Department timeframes.

#### **OFFICE OF CIVIL RIGHTS MANUAL BILL PROJECT OCRM098**

**Description of Service:** This project supports any reimbursable agreements between DOC bureaus and the Office of Civil Rights.

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

#### **OCR DECENNIAL CENSUS PROJECT OCRMDEC**

**Description of Service:** This project supports a reimbursable agreement for the 2023 Decennial between Bureau of Census and the Office of Civil Rights.

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

## ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

### DIVERSITY INCLUSION & OUTREACH - OCR PROJECT 7125000

**Description of Service:** This project will focus on internal and external efforts to enhance diversity and inclusion at all levels and across all business lines in the Department; to build a high-performing workforce that reflects the face of our Nation as a whole. Specifically, strategic and operational activities will center on developing and implementing policies, training, programs, and strategic partnerships that create the conditions for fair and equitable hiring, career development, advancement, and retention.

Diversity recruitment outreach efforts will focus on engagement with Minority Serving Institutions (MSIs), which include Hispanic Serving Institutions (HSIs), Historically Black Colleges and Universities (HBCUs), and Tribal Colleges and Universities (TCUs) and also academic institutions with programs focused on First Generation, Low-Income students.

Internal activities will focus on consultant services, training, policies, and programs that foster inclusive organizational cultures and climates, strengthening employee engagement, innovation, and positive behaviors that enable the Department to effectively accomplish its mission.

**Basis of Budget:** Costs are billed to operating units and bureaus based on their share of the FY 2021 Enacted FTE, without USPTO.

**Performance Metrics:**

The number of training and events offered and associated participant evaluation data; number of outreach activities with MSIs; and progress made on implementing strategic activities in the Department's Equal Employment Opportunity Commission MD 715 affirmative employment plan and D&I strategic plan.

### CULTURAL AWARENESS PROGRAM PROJECT 7155000

**Description of Service:** In accordance with Public Law and other mandates, Federal agencies annually recognize and acknowledge contributions made by minorities, women and individuals with disabilities. Managing this changing workforce requires programs and activities that educate, promote and foster an environment that leverages diversity, increases and promotes inclusion and respect of cultural similarities and differences, and acknowledges the principles of equal opportunity for all. This project was established to develop, in cooperation with operating units, appropriate cultural diversity training programs, observances, ceremonies and special activities and programs. Reasonable accommodations, such as sign language interpreting, are also provided.

**Basis of Budget:** Costs are billed to operating units and bureaus based on their share of the FY 2021 HCHB population.

**Performance Metrics:** Present several training courses annually on Diversity topics, Civil Treatment, and EEO. Increased awareness of behaviors required to foster the work environment that inspires employees to effectively accomplish DOC's mission, as evaluated/measured via course feedback/evaluations.

## ENTERPRISE SERVICES

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A key focus of the Department of Commerce's (DOC) FY 2022 - 2026 Strategic Plan is to Deliver Customer-Centric Service Excellence. Enterprise Services' role in this strategic goal is to ensure that customers across DOC have access to high quality mission enabling services in the core functional areas of Human Resources (HR), Acquisition, and Information Technology (IT). The Department's Management Council (DMC) has evaluated alternative governance and service delivery models for mission enabling services and identified Enterprise Services as a best practice and effective strategy for improving these services across the Department. To build upon this work, the DMC launched the "Enterprise Services Project" in October of 2014. The Enterprise Services Project conducted the Assessment and Design phases, which culminated in the DMC approving: (1) specific services for delivery via a new enterprise services model; (2) a sequencing strategy for transitioning services and customers into this new model; and (3) a robust concept of operations and implementation strategy. Enterprise Services now provides:

- Recruiting and hiring services to include an applicant tracking system
- Personnel Action Request (PAR) processing, Payroll and Benefits services to the Department
- End-to-end acquisition life cycle services to the Department's bureaus that do not have procurement authority
- A Strategic Sourcing portfolio
- Human Resources Information Technology (HRIT) services, including oversight of the HRConnect relationship with the Department of Treasury
- Learning Management (the Commerce Learning Center) Services

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**LIST OF PROJECTS**

Enterprise Services Learning Management System	0019000	WCF
ES Operations	0021000	WCF
ES-Office of the Executive Director	0022000	WCF
ES-Human Resources Management System	0023000	WCF
ES Acquisition Services	0027000	WCF
Enterprise Services Manual Bill	SHSVC01	WCF
Enterprise Services Talent Acquisition Manual Bill	SHSVC02	WCF
HR Connect	7018000	A&R
Enterprise Services Manual Project	7018100	A&R
Commerce Learning Management System	7019000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### ENTERPRISE SERVICES LEARNING MANAGEMENT SYSTEM PROJECT 0019000

**Description of Service:** This project supports the implementation, maintenance, and management of the Department-wide Learning Management System (LMS).

**Basis of Budget:** Costs are allocated to participating operating units/bureaus based on their share of the FY 2020 Enacted FTE for the LMS program management. LMS FTE do not include temporary locally engaged staff and the Foreign Commercial Service population.

**Performance Metric:** Increase the use of the Learning Management System application by 10%.

### ES OPERATIONS PROJECT 0021000

**Description of Service:** The project provides human resources transactional work to include personnel action requests (PAR), payroll and benefits services as well as secure IT printing services across bureaus. Additionally, it provides Enabling Technology across DOC, delivering a one-stop shop Enterprise Services Portal that supports Acquisition, Information Technology, and Human Resources services.

**Basis of Budget:** Costs are allocated to participating operating units/bureaus based on their share of the FY 20201 Enacted FTE. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and Locally Engaged Staff (LES). ITA is billed for the hiring services for the Domestic Field offices. Bureaus not participating in the direct bill costs for a service are exempt from paying for ES costs (Federal resources and contractor support) related to these services.

Bureaus are billed for PAR, payroll and benefits processing and services via the direct bill process. See below.

#### Direct Bill Process

To pay a direct bill, the bureau prepares a purchase request (PR) and notifies the ES Acquisition Office when the PR is ready. ES Acquisition has access to each bureau's instance of C-Request and will award the contract or task order on behalf of the bureau. The award will post and obligate utilizing the bureau's appropriation. The vendor will submit the invoice to the ES Acquisition Office and the ES Acquisition Office will route it to the bureau for approval. Once approval is received, then the invoice will be submitted to the appropriate finance office for payment.

**Performance Metrics:** Achieving the Service Level Agreement Targets for PAR, payroll and benefits transactional services.

#### **ES-OFFICE OF THE EXECUTIVE DIRECTOR PROJECT 0022000**

**Description of Service:** This project provides oversight, including strategic planning and direction from the Executive Director, financial management, budget formulation and execution, communications and change management, customer experience management, risk management and performance excellence along with the entire palette of administrative services required to keep ES fully functional and able to meet all reporting requirements for the entire Enterprise Services program. In addition, this project also provides the support required to plan, design, build and transition new services into the Enterprise Services delivery model.

**Basis of Budget:** Costs are allocated to participating operating units/bureaus based on their share of the FY 2020 Enacted FTE. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and Locally Engaged Staff (LES).

#### **ES-HUMAN RESOURCES MANAGEMENT SYSTEM PROJECT 0023000**

**Description of Service:** This project implements and supports the Department-wide Human Resources Management System (HRMS) and associated Information Technology systems and solutions. This includes administration of the relationship with the Department of the Treasury for HRConnect and securing the annual HRConnect licenses.

**Basis of Budget:** The billing algorithm consists of two parts: (1) Costs for all other operating units PeopleSoft licenses (excludes NOAA, Census and BEA) are allocated based on the FY 2020 Enacted FTE; and (2) Costs for the HRMS operations are allocated based on the FY 2020 Enacted FTE.

**Performance Metrics:** 24-Hour or less response time to all HRConnect-related issues submitted to the Enterprise Services Call Center.

#### **ES ACQUISITION SERVICES PROJECT 0027000**

**Description of Service:** This project provides contracting services including acquisition development and guidance for the procurement of products and services. It includes end-to-end, full-lifecycle acquisition services for the Department's Bureaus that do not have procurement authority, as well as strategic sourcing for all the Department's Bureaus. It also provides oversight of the purchase card program and the Federal Acquisition Certification program (FAC-C and FAR-COR) and implements the small business program in support of the Office of the Secretary (OS).

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

This project also supports selected special projects on Secretarial initiatives.

**Basis of Budget:** Costs are allocated to bureaus based on a percent fee of prior actual contract obligations.

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

#### **ENTERPRISE SERVICES MANUAL BILL PROJECT SHSVC01**

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

It also supports the Government Printing Office (GPO) print services (network printers, fax machines, copiers and scanners) which includes installation, maintenance and support. The services include replenishment services for toner, paper, cartridges and other peripherals.

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

#### **ENTERPRISE SERVICES TALENT ACQUISITION MANUAL BILL PROJECT SHSVC02**

**Description of Service:** This project supports Talent Acquisition reimbursable agreements between DOC bureaus and Enterprise Services.

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



## ADVANCES AND REIMBURSEMENT PROJECTS

### HR CONNECT PROJECT 7018000

**Description of Service:** This project supports the licenses, implementation, maintenance, and operations support management of the Department-wide HRConnect (enterprise human resources management system) and Enterprise Data Management (workforce analytics, data insight portal, and EDM Analytics Gateway) program support. The web-based HRConnect system (operated and maintained by the Department of Treasury) automates the SF52 Request for Personnel Action processing and enables managers and employees to manage personnel information. This project also supports customer-specific work on the NIST Career Connector Recommendations portal services and PeopleSoft licenses for participating operating units/bureaus.

**Basis of Budget:** The billing algorithm consists of two parts: (1) Costs for Treasury O&M are allocated to participating operating units/bureaus based on the number of HR Connect seats; (2) and cost for NOAA People Soft Licenses are allocated to NOAA.

### ENTERPRISE SERVICES MANUAL PROJECT 7018100

**Description of Service:** This project supports the individual needs of DOC Bureaus.

**Basis of Budget:** Costs are allocated to participating operating units/bureaus based on their share of the agreement.

### COMMERCE LEARNING MANAGEMENT SYSTEM PROJECT 7019000

**Description of Service:** This project supports the licenses, implementation, maintenance, and operations support management of the Department-wide Learning Management System (the Commerce Learning Center).

**Basis of Budget:** Costs are allocated to participating operating units/bureaus based on their share of licenses, services, and maintenance requirements.

## OFFICE OF FACILITIES AND ENVIRONMENTAL QUALITY

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

In accordance with the General Services Administration/Herbert Clark Hoover Building (GSA/HCHB) Building Delegation agreement, OFEQ manages, operates, and maintains the HCHB; provides facility services for occupants and provides space management and interior office refurbishment management services for the building and DOC tenants.

OFEQ operates a multi-media management organization; facilitates agency decision-making through implemented programs, standards, and procedures for the development, production, and procurement or distribution of materials through printing, binding, and related services for the HCHB; and serves as the HCHB liaison with the Joint Committee on Printing and the Government Publishing Office (GPO).

OFEQ establishes guidance, oversight and procedures for mail management, energy and sustainability, real property, personal property, and transportation/fleet management services.

OFEQ develops, implements, and oversees the Department's energy management, sustainability, climate change adaptation and resilience, and environmental programs. OFEQ develops Department Administrative Orders for achieving environmental compliance, sustainability, climate change adaptation and resilience, and energy management requirements.

OFEQ establishes guidance and procedures for the acquisition, management, and disposal of personal and real property; serves as liaison with the GSA and OMB on all government-wide real property programs; implements and oversees Department Administrative Orders and procedures for compliance with real property laws and regulations; and approves permanent and interim warrants for the positions of Real Property Contracting Officers (RPCO), for lease contracting activities, and Assistant Contracting Officers (ACO), for lease administration activities.

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

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**LIST OF PROJECTS:**

Multimedia Division	0110000	WCF
Mail Services Division	0120000	WCF
OFEQ Immediate Office	0129000	WCF
Space Management Division	0138000	WCF
Office of Sustainable Energy and Environmental Programs	0147000	WCF
Office of Space and Building Management	0148000	WCF
HCHB Joint Use Space	0150000	WCF
WCF OS CD-410 Reimbursable Alterations	0165000	WCF
Reimbursable Alterations	0166000	WCF
Office of Personal Property and Transportation Management	0167000	WCF
Office of Real Property Programs	0172000	WCF
HCHB Energy and Water Efficiency	0177000	WCF
Facilities Services Division	0178000	WCF
Building Management Division	0180000	WCF
DOC Central Recycling Account	DOCMREC	WCF
Office of Facilities & Environ Manual Bill	OFQM098	WCF
Facilities Services Division Manual Bill	FFQM178	WCF
White House Visitors Center Manual Bill	FEQM180	WCF
Federal Protective Services	7178000	A&R
GSA Space Rent	7200000	A&R
Pepco	7201000	A&R
Steam	7202000	A&R
Water	7204000	A&R
GSA Furniture, Information and Technology	7205000	A&R
HCHB Roof Repair	7206000	A&R
Vehicle Screening	7207000	A&R
Council of Economic Advisors	7918000	A&R

**WORKING CAPITAL FUND (WCF) PROJECTS****MULTIMEDIA DIVISION PROJECT 0110000**

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

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

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

**MAIL SERVICES DIVISION PROJECT 0120000**

**Description of Service:** Provides mail and courier services, guidance, and procedures to the operating units within the HCHB. Includes screening of incoming mail for security purposes, delivery of incoming USPS, FedEx, UPS and other expedited services, interoffice and messenger mail from the operating units located outside the HCHB; pickup and processing of outgoing mail; provision of special mail accountability services (registered mail, certified mail, and express mail); distribution of newspapers; management of the courier service center for the receipt, tracking, and delivery of materials delivered by courier to HCHB; and, internal and DOC-wide distribution of

publications and materials (Congressional materials, Code of Federal Regulations). This project also serves as the Contracting Officer's Representative to monitor the HCHB mail services contractor and provides the Department liaison services with GSA, USPS, UPS and FedEx in providing a nationwide mail management program. Additionally, this project leads the Department's Federal Strategic Sourcing Initiative for small package delivery.

**Basis of Budget:** Costs for providing mail/messenger and related services, and shipping & receiving are allocated to operating units based on FY 2021 HCHB Population without USPTO.

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

#### **OFEQ IMMEDIATE OFFICE PROJECT 0129000**

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

**Basis of Budget:** Costs are allocated to the operating units based on the underlying algorithms of the programs this project manages (0110, 0120, 0138, 0147, 0148, 0167, 0172, 0178 and 0180).

**Performance Metrics:** Quarterly administrative review of internal OFEQ performance metrics, OFEQ Balanced Score Card metrics, and bi-annual customer satisfaction surveys. Ensure projects are tied to quality metrics and are performing within Service Level standards.

#### **SPACE MANAGEMENT DIVISION PROJECT 0138000**

**Description of Service:** This project provides the full range of space management services to the Department of Commerce offices within HCHB. These services include project management of tenant fit-out work including space reconfigurations due to Operating Units' change of staffing and/or mission, repairs and maintenance of furniture and finishes as well as furniture acquisitions. Services consist of developing code-compliant designs and managing project implementation and procurement of reimbursable contractual services to include construction, furniture, and furnishings. In addition, the project monitors and oversees the assignment of space to generate accurate occupancy data used to authorize financial reimbursements to the General Services

Administration for spaces occupied at the HCHB.

**Basis of Budget:** Costs are allocated to operating units based on FY 2021 HCHB Population.

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

## **OFFICE OF SUSTAINABLE ENERGY AND ENVIRONMENTAL PROGRAMS PROJECT 0147000**

**Description of Service:** This project oversees Department-wide implementation of Federal mandates for facility energy management, sustainability, climate change adaptation and resilience, and environmental compliance. Specifically, this project provides analysis, oversight and guidance aligned with applicable Federal statutes, Executive Orders, and regulations; provides technical advice and assistance to DOC Operating Units (OU); develops procedures for the implementation and tracking of DOC facility energy management, sustainability, climate change adaptation and resilience, and environmental compliance programs across all OUs; coordinates with OUs and other Offices within the Office of the Secretary (OS) to lead the collection and assimilation of data for and submission of special and annually recurring Federally mandated performance metrics; directs the Department's energy and environmental stewardship awards and recognition programs; serves as the Secretary's subject matter expert on facility energy management, sustainability, and environmental compliance program matters; and serves as lead liaison on facility energy management, sustainability, climate change adaptation and resilience, and environmental compliance matters involving other DOC OS Offices, Office of Management and Budget (OMB), Office of the Federal Environmental Executive, the White House Council on Environmental Quality (CEQ), Government Accountability Office, Office of the Inspector General, General Services Administration, U.S. Environmental Protection Agency (USEPA), U.S. Army Corps of Engineers, Department of Energy (DOE), and other agencies or organizations as applicable. This project also provides corporate environmental compliance assessment and reporting system for use by all OUs to facilitate environmental compliance self-assessments of all facilities.

**Basis of Budget:** Operational costs are allocated based on FY 2021 Total On Board Nationwide.

**Performance Metrics:** The Office of Sustainable Energy and Environmental Programs (OSEEP) will develop, review, analyze, assure data quality of, and submit on time to the OMB, the CEQ, DOE and/or the USEPA the following reports, and inventories:

- 1) The Department's Annual OMB Sustainability and Energy Scorecard
- 2) The Department's Annual Energy Management Data Report and Greenhouse Gas Inventory
- 3) The Department's Annual Sustainability Plan
- 4) The Department's Climate Action Plan for Adaptation and Resilience

OSEEP provides oversight, guidance, management, and coordination of the DOC's environmental

compliance, energy, climate change and resilience, and sustainability programs to comply with regulatory requirements through maintaining and updating the Department's central database for energy and sustainability data, and environmental compliance assessment tool (CPTrack).

#### **OFFICE OF SPACE AND BUILDING MANAGEMENT PROJECT 0148000**

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

**Basis of Budget:** Costs are allocated to operating units based on FY 2021 HCHB Population.

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

#### **HCHB JOINT USE SPACE PROJECT 0150000**

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

**Basis of Budget:** Costs are allocated to operating units based on FY 2021 HCHB Population without USPTO.

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

#### **WCF OS CD-410 REIMBURSABLE ALTERATIONS PROJECT 0165000**

**Description of Service:** OS Reimbursable Alterations project will transfer funding for contracts

and bankcard purchases from OS WCF to OFEQ 0165.

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

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

#### **REIMBURSABLE ALTERATIONS PROJECT 0166000**

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

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

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

#### **OFFICE OF PERSONAL PROPERTY AND TRANSPORTATION MANAGEMENT PROJECT 0167000**

**Description of Service:** This project provides oversight, develops procedures and establishes processes for all personal property management and transportation/fleet management operations within the Department. This office coordinates the submission of special and recurring reports, coordinates Government-wide programs for utilizing, excessing, and disposing of personal property, assists HCHB tenants regarding personal property management, and manages the moving services contract. This service contract provides moving and logistics support to HCHB employees; loads/off-loads and inspects HCHB freight; and moves, handles, and temporarily stores DOC personal property and furniture in HCHB offices.

This project also oversees personal property management operations for the Office of the Secretary and provides oversight over transportation/fleet management operations for the Department and the Office of the Secretary. Guidance is issued to Bureau fleet managers and monitors all potential fraud, misuse, or abuse of the fleet credit card. Property tracking accountability services are provided for all Bureaus utilizing an Personal Property Management System, which includes the transportation/fleet management information to track and maintain vehicle information.

**Basis of Budget:** This billing algorithm consists of four parts: (1) Operational costs are allocated to the Department based on FY 2021 Total On-Board Nationwide Population without PTO; (2) Excess property operating costs are allocated to operating units based on FY 2021 HCHB



Population without PTO; (3) The personal property management system costs are allocated to operating units including PTO based on inventory size within the asset management system, which includes the operating fleet composition; and (4) the number of DOC vehicles by bureau.

**Performance Metrics:** Accounting for Personal Property: Measured annually by the Department by conducting 100% annual inventory. Accounting for Transportation Management: Vehicle inventory is measured monthly by Bureaus to ensure DOC meets the 45-day reconciliation of inventory changes and discrepancies in the property management database system and goals set forth in the fleet management plan.

## **OFFICE OF REAL PROPERTY PROGRAMS PROJECT 0172000**

**Description of Service:** This project coordinates DOC implementation of Government-wide programs for the acquisition, milestone project reviews, maintenance management, condition assessment, utilization improvement, and disposal of real property; provides technical advice including property file audits and assistance to DOC operating units; develops guidance and procedures to implement DOC real property programs and initiatives; develops and manages the reporting requirements to OMB such as OMB M-20-03; collects personnel data required by MPM 2016-02 and P.L.114-287; serves as the primary Departmental liaison with GSA for all real property actions as well as Client Portfolio Planning and Workplace Engagements; and leads DOC facility data reporting to GSA required by Executive Order 13327 Federal Real Property Asset Management as well as the evolving requirements of P.L.114-287 and real property performance measures under MPM 2015-01 for Cross-Agency Performance Management Goals in the President's Management Agenda. Supports the Senior Real Property Officer with analysis and deliberation for the Federal Real Property Council under P.L. 114-318 and Executive Order 13327. This project serves as the nationwide inventory manager for the Federal Real Property Management System; coordinates the submission of special and recurring reports in all areas of responsibility; and manages the Real Property Contracting Officers (RPCOs) Warranting Program.

**Basis of Budget:** This billing algorithm is based on FY 2021 Total On Board Nationwide without USPTO.

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

- 1) Real Property Validation and Verification of Asset Data Discrepancies;
- 2) Real Property Capital Investment Plan, as required by OMB M-20-3;
- 3) Federal Real Property Profile-Management System (FRPP-MS) upload that has been validated by OUs; and,
- 4) OU-prepared Exhibit 54, Annual Rent and Other Costs (relocation, furniture, IT, TI).

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

#### **HCHB ENERGY AND WATER EFFECIENCY PROJECT 0177000**

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

**Basis of Budget:** Funds received from participation in load share programs with utility providers will be used to fund energy efficiency projects.

#### **FACILITY SERVICES DIVISION PROJECT 0178000**

**Description of Service:** This project provides services for custodial services, landscaping, pest control, and trash removal. This project supports HCHB's pandemic response, including signage, disinfection, and additional hygiene requirements. In addition, this project provides coordination of special events held in the HCHB lobby and auditorium and audiovisual support for the HCHB occupants and distinguished visitors. This project is also responsible for managing the parking program in/around the HCHB and Transit Benefits for the Office of the Secretary. These services are provided by in-house personnel and/or through contracts.

**Basis of Budget:** The billing algorithm is based on FY 2021 HCHB Population.

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

#### **BUILDING MANAGEMENT DIVISION PROJECT 0180000**

**Description of Service:** This Division provides services for operating and maintaining the HCHB. The account covers supply and labor costs for the maintenance of electrical systems, HVAC, plumbing, carpentry, windows (blast/thermal), fire alarm and suppression, and elevators throughout HCHB. These services are provided by in-house personnel and/or through contracts. The building management account also covers safety materials, hazardous material remediation and uniform allowances. Routine, emergency, and recurring repair projects in the HCHB are charged to this project.

**Basis of Budget:** The billing algorithm is based on FY 2021 HCHB Population.

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

## **DOC CENTRAL RECYCLING ACCOUNT PROJECT DOCMREC**

**Description of Account:** Every year, the recycling of nonhazardous solid waste, such as paper, plastic, and glass by DOC employees, generates revenue. This revenue is governed by the Consolidated Appropriations Act, which allows funding of specific items with funds generated from recycling products and requires these funds to be deposited in a centrally managed working capital account. These funds are linked to Congress's annual budget appropriation, for FY2021, Section 706 of Public Law 116-93.

As approved by the Facilities Management Council in June 2012, the Department established an intra-Departmental panel with representation from all OUs and developed governing business rules. Funding for the following types of projects were "pre-approved" by the Panel to be administered by OSEEP without requiring further involvement by the Panel: DOC environmental stewardship events at HCHB, annual Energy and Environmental Stewardship Awards ceremony, recycling containers, outreach, publications (e.g., the Department's Energy and Environmental newsletters), and support for the Department's Green Store at HCHB.

The panel also outlined a process to allocate revenue against sustainability, and quality of life projects based on established criteria. The result is a "Green Grant Program" whereby any OU or OS Directorate can submit a project and compete for cost-matching funds. Projects are reviewed and recommended for cost-matching funds by the intra-Departmental Green Grants Panel coordinated by OSEEP. All projects recommended to receive cost-matching funds are ultimately approved by the Department's Chief Sustainability Officer. A key prerequisite is that the organization submitting the project must be prepared to fund at least 50% of the total project cost. The Green Grant Program is intended to use recycling revenue to further stimulate investment in energy, sustainability, environmental stewardship, and employee support programs within the Department; and to facilitate progress against the administration's sustainability goals by sharing the cost of investment.

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

**Performance Metrics:** Savings to Investment Ratio (SIR): All sustainability projects provided with cost-matching funds through the Green Grants program will report the SIR which will subsequently be reported by OSEEP in their capacity as the Coordinator of the intra-Bureau Green Grants Panel. In addition, cost savings achieved by DOC through operating the HCHB Green Store are also tracked and reported.

#### **OFFICE OF FACILITIES & ENVIRON MANUAL BILL PROJECT OFQM098**

**Description of Service:** For Fiscal Year 2023, these services include, but are not limited to, Metered Mail, FedEx, and UPS. Additional services may be added at the request of the customer. All services are manually billed.

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

#### **FACILITIES SERVICES DIVISION MANUAL BILL PROJECT FFQM178**

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

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

#### **WHITE HOUSE VISITORS CENTER MANUAL BILL PROJECT FEQM180**

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

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

## ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

### FEDERAL PROTECTIVE SERVICES 7178000

**Description of Service:** The Federal Protective Service (FPS) provides integrated security and law enforcement services to the HCHB. Their basic building charge covers services, which include conducting facility security assessments, responding to calls for service for crimes in progress and other incidents to protect life and property, and detecting, investigating, and mitigating threats.

**Basis of Budget:** FPS is allocated to occupants based on their assigned area plus fair share of Joint Use Space.

### GSA SPACE RENT PROJECT 7200000

**Description of Service:** The General Services Administration bills agencies “Space Rent” in accordance with USC TITLE 40, SUBTITLE I, CHAPTER 5, SUBCHAPTER V, § 586. GSA bills the Office of the Secretary monthly for rental of the Herbert C. Hoover Building and other selected locations (Washington, D.C., Gaithersburg, MD and Sunrise, FL). This project has been established to provide a central billing mechanism for GSA to collect charges incurred by DOC bureaus for space occupied at various locations

**Basis of Budget:** Costs for GSA Space Rent are billed based on square footage.

### PEPCO PROJECT 7201000

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

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

### STEAM PROJECT 7202000

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

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

#### **WATER PROJECT 7204000**

**Description of Service:** This project consists of HCHB water payments. DC Water sets the annual rate at the beginning of the fiscal year. The billing consists of this set annual rate plus a true-up of meter readings from prior years.

**Basis of Budget:** Costs for water are billed based on FY 2021 HCHB Population.

#### **GSA FURNITURE INFORMATION AND TECHNOLOGY (FIT) PROJECT 7205000**

**Description of Service:** This project provides GSA's Total Workplace Furniture Information & Technology (FIT) program to create 21<sup>st</sup> Century workplace. GSA bills agencies monthly for repayment of the cost for "FIT" equipment used to furnish and provide connectivity and information technology (IT) to HCHB renovation phases. Charges incurred through Supplemental Occupancy Agreements for furniture, information technology equipment, personal property, audio visual/teleconferencing (AV) equipment, glass wall panels/doors, security equipment, as well as their installation cost are passed through to those Operating Units (OU) getting direct and shared benefits from these items. Furniture costs are billed/repaid over a 60-month period and all IT cost are billed/repaid over a 36-month period.

**Basis of Budget:** (1) Bureau Direct FIT costs for furniture within an OU assigned space is that OU's obligation to repay. Personal property (laptops, tablets, keyboards, surface pros, phones, and similar equipment) are the ordering OU's obligation to repay. (2) Costs for furniture in shared spaces (Café, conference rooms, telephone rooms, Business Centers, & huddle rooms) are allocated on the basis of the OU's percentage of all assignable square footage within the HCHB. When an OU vacates assigned space with FIT furniture obligation remaining, these costs will be treated as furniture in shared space. When a new tenant moves into this space, they assume the remaining obligation. Costs for Wi-Fi, AV, Conference Room Reservation, and other shared IT equipment is allocated on the basis of the OU's percentage of all assignable square footage.

#### **HCHB ROOF REPAIR PROJECT 7206000**

**Description of Service:** This project provides a mechanism to accumulate Bureau rent until the funds are available for HCHB roof replacement.

**Basis of Budget:** Costs for HCHB roof repair are billed based on square footage.

#### VEHICLE SCREENING PROJECT 7207000

**Description of Service:** This project provides secure offsite vehicle screening services for the HCHB.

**Basis of Budget:** Costs for secure offsite vehicle screening are billed based on FY 2021 HCHB Population.

#### COUNCIL OF ECONOMIC ADVISORS PROJECT 7918000

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

**Basis of Budget:** All costs are billed to Census.

#### FLEET REBATES PROJECT 7930000

**Description of Service:** This project will collect Citibank tax charge and fuel rebates from bankcard transactions associated to the DOC Fleet business lines.

**Basis of Budget:** Refunds will be issued as follows: (1) fuel rebates will be issued on a percentage of spend basis from the operating units and (2) tax refunds will be issued based on actual tax rebates.

## OFFICE OF FINANCIAL MANAGEMENT

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

The OFM develops, issues, and oversees the implementation of policies and procedures for the administration of the Department's travel program and provides travel management services for OS and designated operating units; provides assistance with securing shipment of employees' household goods under Permanent Change of Duty Station (PCS) and freight shipments; process passport/visa applications for HCHB personnel; and provides oversight and implementation of the Department's eTravel initiatives.

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

### MANAGEMENT OFFICIALS

**STEPHEN KUNZE**, Deputy CFO and Director of Financial Management  
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**JULIE TAO**, Director, Financial Reporting, Internal Controls, and Travel  
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## LIST OF PROJECTS

Office of Secretary Financial Management (OSFM)	0441000	WCF
Office of Financial Management Systems (OFMS)	0443000	WCF
Financial Reporting and Policy/Internal Controls	0446000	WCF
Oklahoma Enterprise Application Systems (EAS)	0458000	WCF
OS OFM Data Act	0468000	WCF
Travel Management Division (TMD)	0480000	WCF
Electronic Travel System	0481000	WCF
OFM Miscellaneous Manual Bills	OFMM098	WCF
OFMS Miscellaneous Manual Bills	OFMMCSC	WCF
DOC Independent Financial Audits	7906000	A&R
OS Reimbursable	7907000	A&R
Commerce Agency Financial Report	7908000	A&R
Passport Services Project	7909000	A&R
PMC Council (CFO/CIO/FAC/CHCO)	7945000	A&R
Travel Operational Medicine	7955000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### OFFICE OF SECRETARY FINANCIAL MANAGEMENT PROJECT 0441000

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

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

**Basis of Budget:** Costs are billed among the Departmental Management accounts (S&E and WCF) based on their share of the FY 2021 Enacted FTE.

**Performance Metrics:** Each year qualitative or quantitative feedback will be obtained from customers to assess the level of satisfaction of services provided. Action plans may be designed to improve performance of customer service on an annual basis using the results of the qualitative and/or quantitative feedback.

### OFFICE OF FINANCIAL MANAGEMENT SYSTEMS PROJECT 0443000

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

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

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

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

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

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

**Basis of Budget:** Costs are billed to operating units and offices (except USPTO and FirstNet) based on the FY 2021 Enacted FTE.

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

#### **FINANCIAL REPORTING AND POLICY/INTERNAL CONTROL PROJECT 0446000**

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

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

This project covers: 1) the development and preparation of the financial statement guidance issued to the bureaus; 2) the consolidated financial statements that are published in DOC's AFR (Agency Financial Reports); 3) the quarterly consolidated financial statements (that are also in part submitted to OMB); 4) Governmentwide Consolidated Financial Report Requirements and GTAS submissions to Treasury (Intragovernmental Transactions by Trading Partner, Master Appropriation File, and Adjusted Trial Balances); 5) the implementation of the policies contained in the financial management handbooks (Cash Management, Accounting, and Debt Management); 6) financial management and accounting assistance provided to Departmental component financial management offices; 7) the oversight of the Department's assessment of internal controls over financial reporting; 8) coordination with the OIG in planning required annual financial statement audits, assist finance offices in responding to financial statement audit reports, prepare audit action plans, and track the status of management actions on financial statement audit reports; and 9) perform risk-based monitoring for patterns of anomalies in financial practices and perform

financial forensics in support in internal Department investigations.

**Basis of Budget:** The billing algorithm consists of three parts: 1) costs for the Hyperion Financial Reporting System users' number of licenses; 2) operating units and offices based on their share of the FY 2021 Enacted FTE (without FirstNet); and 3) costs for the A-123 GRC tool users' licenses.

**Performance Metrics:** Financial Statement Guidance: Draft guidance issued by 8<sup>th</sup> day of the last month of the quarter. Final guidance issued by the 15<sup>th</sup> day of the last month of the quarter. A-123 planning documents issued to bureaus by March.

## **OKLAHOMA - EAS PROJECT 0458000**

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

- Office of Acquisition Management: C.Suite (C.Request & C.Award),
- Office of Financial Management: Oracle Hyperion Financial Reporting System, mLinqs Relocation System & Visa/Passport System
- Office of Human Resources Management: WebTA, Performance Payout System, Automated Classification System, SES End of Year Bonus Pool, SES Top Level, Honor Award Nominee System, and Commerce Learning Center (CLC) Staging Database and Hiring Management System (HMS)

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

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

**Basis of Budget:** The billing algorithm calculation is based on the number of: servers, users, and help desk tickets for each system. The CFO/ASA offices billed for this project are the: Office of Acquisition Management, Office of Facilities and Environmental Quality, Office of Financial Management, and the Office of Human Resources Management. Costs are allocated to the operating units based on the underlying algorithms of the programs this project supports (0446, 0443, 0480, 0167, 0172, 0444, and 0522).

**Performance Metrics:**

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

**OS OFM DATA ACT PROJECT 0468000**

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

**Basis of Budget:** Based on the share of the FY 2021 Enacted FTE, excluding USPTO and FirstNet.

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

**TRAVEL MANAGEMENT DIVISION PROJECT 0480000**

**Description of Service:** This office provides operational travel services to include travel policies, procedures, and training for the Department of Commerce and its Bureaus; serves as Program Manager for travel charge card services including verifying the Departments Travel Agency Program Coordinator certification; processes passport/visa applications for DOC personnel within the Visa/Passport database system; provides assistance with securing shipment of household goods for employees in a Permanent Change of Duty Station (PCS) status; provides required reporting to OIG, GSA, and OMB; provides Senior Travel Official reviews and approvals for all Head of Bureaus Travel including their other than coach class travel, guidance and decisions; provides DOC National Agency Program Coordinators, SmartPay Travel Business Line, Continuity of Operations Plan (COOP) Travel support for the DOC Emergency Response Preparedness office; processes Office of Secretary (OS) travel-related Freedom of Information Act (FOIA), other type of Congressional inquiries and DOC Secretary related Travel to include cross-bureau funded; and manages conference pre-approval processing for the Department and post-approval conference.

**Basis of Budget:** Costs are allocated to operating units based on percentage of nationwide population to include PTO and FirstNet because both organizations are supported by TMD for travel cards, STO, conferences, passport/visa billing validation.

**Performance Metrics:** Conference Spending: measured quarterly by Bureau using estimates for all Departmental pre-approval requests (for conference over \$200K) and all OS pre-approval requests. Conference Pre-Approvals: measured monthly to determine the time it takes to process

pre-approval packages in the Office of Financial Reporting, Internal Controls, and Travel (OFRICT) Travel Card Delinquencies: measured monthly to ensure DOC stays under 2% mandatory delinquency rate.

#### **ELECTRONIC TRAVEL SYSTEM PROJECT 0481000**

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

**Basis of Budget:** The billing algorithm is based on the number of travel profiles in each bureau. E-Travel Systems (CWTSato - all bureaus except USPTO) total profiles.

#### **OFM MISCELLANEOUS MANUAL BILLS PROJECT OFMM098**

**Description of Service:** This project was established to serve as the Office of Financial Management's main account for processing WCF manually billed initiatives.

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

#### **OFMS MISCELLANEOUS MANUAL BILLS PROJECT OFMMCSC**

**Description of Service:** This project was established to serve as the Office of Financial Management System's main account for processing WCF manually billed initiatives.

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

## ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

### DOC INDEPENDENT FINANCIAL AUDITS PROJECT 7906000

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

**Basis of Budget:** This is a two part billing algorithm. Part 1: Bureaus are assessed for a percentage of the annual audit cost based on the Bureau's TOTAL estimated budget authority for FY 2022 as reflected in FY 2022 Budget In Brief (BIB) pg. 148. Estimated budget authority (basis) includes discretionary and mandatory amounts as well as cancellation/rescission and sequestration. NTIS does not have appropriation therefore reimbursable obligation of \$75,152 (provided by the Bureau) is used as the basis. As FirstNet doesn't have appropriation, OIG and KPMG has confirmed FirstNet's audit cost to be approximately 1% of the algorithm's part 1 total (excludes USPTO). Part 2: USPTO, is billed separately based on the fixed cost for the option period as stated in the OIG and KPMG contract.

### OS REIMBURSABLE PROJECT 7907000

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

**Basis of Budget:** This is OS Reimbursable Detail project. Costs are billed to operating units and bureaus based on signed Memorandum of Understanding (MOU) agreements.

### COMMERCE AGENCY FINANCIAL REPORT PROJECT 7908000

**Description of Service:** The Circular No. A-136 guidance of the Office of Management and Budget (OMB) provides agencies the option to produce a consolidated Performance and Accountability Report (PAR) or a separate Agency Financial Report (AFR) and Annual Performance Report (APR). The Department of Commerce (DOC) has published an AFR and an APR (completed by the Officer of Performance Management) since (FY) 2013.

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

as well as performance summary.

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

**Basis of Budget:** Costs are billed to operating units and bureaus based on their share of the FY 2021 Enacted FTE.

#### **PASSPORT SERVICES PROJECT 7909000**

**Description of Service:** This project was established to serve as the central billing, validation, and processing point for the interagency agreement between the Department of Commerce (DOC) and the Department of State's (DOS) special issuance divisions. The special issuance division will provide monthly reports for validation and quarterly IPAC's for payment of the actual number of passports that have been validated by the Department's Travel Management Division (TMD) and the Bureau's passport validation points of contact. These application fees are based on the annual Memorandum of Understanding (MOU) between the DOC and its Bureaus; passport applications for DOC personnel will be tracked via an Excel document and a pending Access database.

**Basis of Budget:** Costs are estimated based on a three year average of passports each Bureau has purchased. However, once the interagency agreement with OS and the Department of State is executed, the Bureaus will only be billed for the actual number of passports processed by the Department of State. The current passport rate is \$143.85 per application.

**Performance Metrics:** Passport Validation Reporting: a three-year trend analysis will be performed on the three previous Fiscal Years' (FY) data and the previous FY trend of actual funding expended for passports or the three year trend analysis agreed upon by the Department of State and Department of Commerce will be used for the purposes of the next FY MOU. The Department of State provides a quarterly secure file of the actual passports processed by their Special Issuance Division and quarterly on the undisputed actual passports processed and by each bureau are provided and measured quarterly by TMD and each bureau's passport validation points of contact.

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

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



implementation of Cross Agency Priority (CAP) Goals to improve coordination, reduce duplication, and other activities related to supporting the CAP Goals. Costs are manually billed to operating units and bureaus.

**Basis of Budget:** Costs are billed to operating units and bureaus (excluding FirstNet) based on their share of the FY2021 Enacted FTE.

#### **TRAVEL OPERATIONAL MEDICINE PROJECT 7955000**

**Description of Service:** This project was established to serve as the central billing, validation, and processing point for the interagency agreement between the Department of Commerce (DOC) and the Department of State's (DOS) travel operations via aircraft (when commercial airlines or charter are not available or safe) during disasters and emergencies such as Bureau of Medical (BUMED) providing emergency evacuations for DOC travelers, and/or family members. The travel operations division at Bureau of Medical (BUMED) will provide monthly, quarterly and ad-hoc reports for validation and quarterly IPAC's for payment of the actual number of travelers and transportation expenses that have been validated by the Department's Travel Management Division (TMD) and the Bureaus validation points of contact. These transportation fees are based on the annual Memorandum of Understanding (MOU) between the DOC and its Bureaus; for DOC personnel that have traveled via an approved and validated travel authorization and it will be tracked via an Excel document and/or an Access database.

**Basis of Budget:** Costs are billed to bureaus (NOAA, ITA, and other Bureaus (per Department of State (DOS) travel manifest) which are based on their travel share for emergent aircraft transportation and expenses.

## OFFICE OF THE GENERAL COUNSEL

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The Office of General Counsel (OGC) is the Department of Commerce's chief legal office. The OGC serves as the legal adviser to the Secretary, the Under Secretaries, the Assistant Secretaries, and other officers of the Department, including bureau heads. The project descriptions that follow and the *Department Organization Order 10-6*, governing OGC's responsibilities, offer further insight on services provided. The Immediate Office of the General Counsel is funded through the Department's Salaries and Expenses appropriation, while legal support and other functions are funded through the WCF and A&R as described herein.

### MANAGEMENT OFFICIALS

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**BLAKE ROBERTS**, Deputy General Counsel

HCHB Room 5870, 482-4772

**OCTAVIA SAINÉ**, Chief Administrative Officer

HCHB Room 5877, 482-0490

**VACANT**, Executive Officer

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## LIST OF PROJECTS

OGC Executive Office	0055000	WCF
OGC Administration	0028000	WCF
OGC Employment, Litigation, and Information Law	0029000	WCF
OGC Legislation and Regulation	0030000	WCF
Commerce Research Library	0031000	WCF
OGC ITA - International Commerce	0033000	WCF
OGC ITA - Enforcement & Compliance	0034000	WCF
OGC Census/BEA	0038000	WCF
OGC NIST/NTIS	0042000	WCF
OGC BIS	0045000	WCF
OGC EDA	0053000	WCF
OGC MBDA	0054000	WCF
OGC Front Office Operations	0056000	WCF
OGC FIRSTNET Account	OGCFN00	WCF
OGC Manual Bill Account	OGCM098	WCF
OGC Census Decennial Account	OGCMCEN	WCF
Legal Information Retrieval	7016000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### EXECUTIVE OFFICE PROJECT 0055000

**Description of Service:** The Executive Office provides resource management planning and execution to support of the Office of the General Counsel's mission to provide legal services to the Department of Commerce. The Executive Office leads and manages program-based budget processes, which include all aspects of budget formulation, justification, and presentation within the Department of Commerce and of OGC budget execution, including the management of reimbursable accounts and the tracking and reporting of financial commitments and obligations to ensure an accurate status of available funds. The Office works with Assistant General Counsels, Chief Counsels, and Office Directors to develop budget and investment plans, and is responsible for maintaining official government property for OGC. Additionally, the Executive Office serves as the organizational liaison for WebTA, Property Management, GSA Smart-Pay Travel and Purchase cards, and ensures that programs adhere to established policies and procedures. The Office also prepares procurement documentation, including statements of work, market research, requirements documents, and funding availability for procurement and contracting actions. The Executive Office also acts as liaison to the Office of the Chief Financial Officer and Assistant Secretary for Administration, the Enterprise Services Organization, and other entities on the above-described activities. By establishing and managing authorized positions and hiring controls, the Executive Office provides common services to all Assistant General Counsels, Chief Counsels, and Office Directors for human resources and administrative operations support. The Executive Office coordinates activities to provide reasonable assurance that OGC programs are free from waste, fraud, abuse, or mismanagement. Finally, the Executive Office provides information technology systems support, including major and minor IT investments within OGC.

The Executive Officer has direct oversight of the Commerce Research Library.

**Basis of Budget:** Costs are billed to operating units based on a blended algorithm that captures workloads allocated to each bureau for the Assistant General Counsel and Chief Counsel projects.

**Performance Metrics:** The Executive Office collects and analyzes data throughout the year to ensure funding is effectively supporting the work of OGC. The Executive Office prepares an annual briefing document for the General Counsel reporting on fiscal year accomplishments and metrics.

### ADMINISTRATION PROJECT 0028000

**Description of Service:** The Office of the Deputy General Counsel for Administration provides legal advice and representation on matters concerning the administration, management, and fiscal oversight of Department operations and the formulation and execution of its approximately \$11.4 billion budget and oversees the long-range and strategic planning for budget, human resources,

acquisitions and procurement, and risk management functions of the Office. The incumbent also serves as the principal advisor to the General Counsel and senior Departmental leadership in the fields of administrative law, ethics, and finance, and oversees enterprise-wide legal services provided by the Office. The programs and activities under the incumbent's supervision have a major impact on the overall operation of Department and its ability to carry out its mission. The Deputy General Counsel for Administration, is responsible for handling all legal matters arising from the administration and management of the Department, not specifically delegated to other OGC components; providing legal advice on ethical concerns for all Department operating units and managing the Department's ethics program; serving as the Department's NEPA Officer; overseeing the provision of programmatic legal advice to the Minority Business Development Agency through a chief counsel who reports to the Assistant General Counsel; providing legal advice and representation to all Department operating units except the United States Patent and Trademark Office (USPTO) with regard to real and personal property, safety and security, environmental compliance, energy, appropriations, social media usage, printing and publishing, travel and transportation, delegations of authority and directives management, the Department's intelligence and insider threat functions, and transactions with other parties (including contracts, financial assistance, interagency and other special agreements, leases, use agreements, permits, licenses, easements, and occupancy agreements) and litigation related thereto. The DGCA directly oversees the: Office of the Associate Deputy General Counsel, Ethics Program Division, the Office of Transactions and Technology, and the Executive Office.

#### Ethics Law and Programs Division

The Ethics Law and Programs Division (ELPD) manages the Department's ethics program and provides legal services relating to ethics issues. ELPD gives advice to all Department officers, employees, and former employees regarding the conflict of interest statutes and the Standards of Conduct. It administers the financial disclosure program and the ethics training program. ELPD counsels on all ethics issues including financial conflicts of interest, outside employment and activities, political activities, gifts, misuse of Government resources, seeking employment rules and post-employment restrictions. ELPD is also responsible for providing ethics-related services in connection with nominees to Presidential appointee positions requiring Senate confirmation, including certifying to the Senate that a nominee's appointment presents no conflict of interest. In addition, ELPD provides ethics-related services to Federal advisory committees and advises on acceptance of travel payments and gifts and donations to the Department and its components.

#### Office of the Assistant General Counsel for Transactions and Technology

The Office of the Assistant General Counsel for Transactions and Technology (AGCTT) provides legal services and guidance for legal matters that arise in the commercial conduct of the Department's mission. The AGCTT serves as the senior legal advisor on the Milestone Review Board and Acquisition Council providing legal judgment to enhance business efficacy during acquisition planning, solicitation, drafting and of evaluation, contract awards, and contract administration. The AGCTT and directly oversees four divisions of the Office of the Assistant General Counsel for Transactions and Technology: Contract Law, General Law, Federal

Assistance Law, and Real Property and Environmental Law.

#### Contract Law Division

The Contract Law Division (CLD) provides legal advice to the Department's senior leadership and contracting and program officials across all the Department's bureaus, except USPTO, regarding the acquisition of goods and services. Last year, the Department awarded \$3.2 billion in contracts. CLD attorneys assist in developing appropriate acquisition strategy; participate in the Department's review of major acquisitions; review acquisition plans, statements of work, and solicitations; examine limits on competition; advise source selection boards; participate in discussions with and debriefings of offerors; review contract modifications; advise on contract interpretation; review interagency agreements for assisted acquisitions; defend protests of the Department's procurement decisions before the Government Accountability Office; defend the Department's position in contract disputes before the U.S. Civilian Board of Contract Appeals; and assist the Department of Justice's defense of procurement decisions and contract disputes filed against the Department in the United States Court of Federal Claims. CLD also advises the Department's senior leadership including the Deputy Secretary, Chief Financial Officer, Chief Information Officer, and Senior Procurement Executive on all procurement-related matters, including Department to government-wide procurement policy development and implementation, responses to Congressional inquiries, and implementation of executive orders, administration initiatives, and legislative or regulatory actions.

#### General Law Division

The General Law Division (GenLaw) provides advice on matters concerning the administration and management of the Department under statutes and regulations of Government- and Department-wide applicability not within the purview of other divisions of the Office of the General Counsel. This includes but is not limited to advising on all aspects of appropriations law; budget formulation and execution; trademark and copyright law (including creation, usage, and licensing of Departmental logos and the registration of Departmental marks); usage of social media, travel and transportation, personal property; implementation of the Presidential Transition Act, as amended; Vacancies Reform Act compliance; delegations of authority and directives management; printing and publishing; and Anti-Lobbying Act compliance. In addition, GenLaw provides legal guidance and drafting assistance for intra- and inter-agency agreements and non-contractual and non-financial assistance agreement instruments with non-Federal parties from all components of the Department, approximating \$1.6 billion in funds obligated for transfer to, from, or within the Department during the last fiscal year. GenLaw also reviews investigations into potential Antideficiency Act and other violations of fiscal law to determine whether such violations have occurred, and in so doing counsels Departmental components on improvements to internal financial control procedures.

#### Federal Assistance Law Division

The Federal Assistance Law Division (FALD) provides legal advice to the Department's grants officers and bureau program officials to support the establishment and implementation of the

Department's financial assistance programs. With regard to these programs, which include grants, cooperative agreements, loans and loan guarantees, FALD provides guidance on funding, statutory interpretation, assistance with the development of grant program regulations and guidance documents, review of grant awards, and clearance of all Federal Funding Opportunity announcements. Last year, the Department awarded approximately \$1.4 billion in grants and cooperative agreements. FALD further counsels the Department's grants officers on award documents and amendments, administrative matters, disputes, suspensions, terminations, cost disallowances, audit resolutions and audit appeals. Additionally, FALD supports the Office of Acquisition Management to ensure the legal sufficiency of Department-wide policies, procedures, terms and conditions and regulations governing federal assistance programs. FALD represents the Department in all federal assistance matters before the Government Accountability Office and serves as co-counsel to the Department of Justice in litigation involving claims under grants, cooperative agreements, loans, loan guarantees and subsidies.

#### Real Property, Energy, and Environmental Law Division

The Real Property, Energy, and Environmental Law Division (RPEELD) provides legal advice on aspects of real property transactions including the development, negotiation, drafting, acquisition, administration/management, utilization and disposal of real property and interests in real property, such as leases, use agreements, permits, licenses, easements, occupancy agreements, and request for tenant improvements (RWAs). RPEELD is the centralized OGC point of contact for issues involving infrastructure projects, safety, security, sustainability, environmental compliance, energy, energy savings contracts (e.g., ESPCs), resiliency, and historic and cultural properties. RPEELD supports the Assistant General Counsel for Administration and Transactions in her capacity as the Department's NEPA Officer. RPEELD also advises on implementation of executive orders and administrative initiatives related to the streamlining of federal permitting for American businesses. RPEELD represents the Department in all real property matters before the U.S. Civilian Board of Contract Appeals, the Government Accountability Office, and in transactions with the General Services Administration and the Department of State. It serves as the Department liaison with the Department of Justice in litigation before Federal courts and the Department of Justice's Environment and Natural Resources Division.

**Basis of Budget:** Costs are billed to the Department and its operating units, based on prior year actuals, for office staffing and workload assignments. Staff track time for workload dedicated to the operating units and Departmental offices. Manager and administrative staff time may be allocated based on the workload of staff.

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

## EMPLOYMENT, LITIGATION, AND INFORMATION LAW PROJECT 0029000

**Description of Service:** The Office of the Assistant General Counsel for Employment, Litigation, and Information (AGC/ELI) provides legal advice, litigation representation, investigation of complaints, and legal risk analysis to all of the offices and bureaus within the Department. AGC/ELI specifically concentrates its services in the areas of labor and employment issues (employment law, Equal Employment Opportunity complaint process, and Federal sector labor-management relations law), general litigation matters (federal tort claims, commercial litigation, bankruptcy, intellectual property litigation, environmental litigation, subpoenas, and criminal investigations), information law matters (Freedom of Information Act (FOIA), Privacy Act, Federal Advisory Committee Act (FACA), Trade Secrets Act), and other open government matters. The AGC/ELI supervises and directs employment and non-employment related litigation brought by or against the Department as a whole, and issues final agency decisions in administrative FOIA appeals.

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/ELI provides services to USPTO in accordance with *Department Organization Order 10-14, section 3.04*.

The office consists of the Assistant General Counsel, and four divisions ~ the Employment and Labor Law Division, the General Litigation Division, the Information Law Division, and the Oversight Division.

### Employment and Labor Law Division

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

### General Litigation Division

The General Litigation Division (GenLit) handles a wide variety of federal litigation matters that face normal program operations, including, tort litigation, constitutional claims, representation of individual agency employees, administrative law, commercial law and bankruptcies, environmental services, and evidentiary and testimonial procedures. GenLit plays a prominent role in non-programmatic litigation and pre-litigation administrative processes, particularly with regard to liability issues arising under the Federal Tort Claims Act and admiralty law, its investigation and



processing of those claims, and assistance to the Department of Justice in the defense of tort litigation in federal court. GenLit similarly provides advice, legal support, and litigation services to Department bureaus in all matters involving constitutional claims, representation by the Department of Justice of individual employees in their personal capacities, administrative and commercial law, and environmental matters. In the commercial law arena, GenLit attorneys counsel bureau leadership as to their organization's rights and represent those interests under loan and guaranteed loan programs, including issues involving loan and bond restructuring, foreclosures, bankruptcies, and collections. In the area of environmental law, GenLit defends DOC bureaus against claims made under various environmental statutes, including the Comprehensive, Environmental Response, Compensation and Liability Act (Superfund) and the Toxic Substances Control Act. Additionally, GenLit administers the Department's *Touhy* regulations, which govern the production of documents and the testimony of DOC employees in litigation not involving the Department. The Division coordinates with DOC components and the Department of Justice regarding issuance of litigation hold notices and administration of e-discovery responsibilities. GenLit also assists DOC components to decide whether the Department should recommend Department of Justice intervention in false claims act (*qui tam*). Finally, GenLit's Office of Appellate Services represents the interests of the Department in Federal appellate cases before the Supreme Court and Circuit Courts where Department offices and bureaus have equities at stake.

#### Information Law Division

The Information Law Division (InfoLaw) provides legal and strategic advice to the Department and its Bureaus on the best and most efficient ways to: (1) provide public access to information through statutes such as the FOIA, the Privacy Act, the Federal Advisory Committee Act, the Government in the Sunshine Act, the Trade Secrets Act, and the Paperwork Reduction Act; (2) manage Department records; and (3) maintain the classification and protection of records for national security reasons. The Information Law Division is also responsible for processing the Department's FOIA appeals for final agency decision by the AGC/ELI, and assists the Department of Justice with litigation in Federal Courts arising out the administrative appeals process and any other litigation relating to information law issues listed above.

#### Oversight Division

The Oversight Division (Oversight) provides legal and strategic advice to the Department and its Bureaus on oversight and enforcement issues, including: responses to and tracking of Inspector General referrals, audits, and investigations; responses to and tracking of audits and other engagements initiated by the Government Accountability Office; internal investigations requested by Department, bureau, or office managers regarding some aspect of program operations; liaison and investigative assistance to federal criminal, civil, and administrative enforcement authorities; and congressional oversight inquiries and requests for briefings, interviews, and hearings upon request by the Office of Congressional and Legislative Affairs. In handling this work, Oversight is responsible for the development of factual findings, analysis of legal issues, and development of strategy and arguments that respond to specific inquiries. Oversight attorneys frequently work with

senior leadership in the Department, its bureaus, and the Office of the Inspector General, as well as management and staff attorneys of other public and private organizations.

**Basis of Budget:** Costs are billed to the Department and its operating units, based on prior year actuals, for office staffing and workload assignments. Staff track time for workload dedicated to the operating units and Departmental offices. Manager and administrative staff time may be allocated based on the workload of staff. Services of this office that relate to the temporary increase in operations related to the Decennial Census are not included in the basic legal services provided under this project and are instead covered by a separate agreement with the Bureau of the Census. See project OGCMCEN.

**Performance Metrics:** AGC/ELI prepares an annual briefing document reporting on fiscal year accomplishments and metrics for each division. The metrics are divided into bureau/operating unit and assignment type.

## **LEGISLATION AND REGULATION PROJECT 0030000**

**Description of Service:** The Office of the Assistant General Counsel for Legislation and Regulation (AGC/L&R) manages the Department's legislative review process and reviews and clears nearly all rulemaking proposals prepared within the Department. The office also serves as a liaison with the Office of Management and Budget (OMB) and the Office of Information and Regulatory Affairs (OIRA) for legislative and regulatory matters. The office is comprised of two divisions: the Legislative Division and the Regulatory Division.

### **Legislative Division**

The Legislative Division provides legal and technical advice on legislative matters affecting the Department. The Division coordinates the evaluation of legislation proposed by Congress to determine its impact on DOC policies, procedures, operations and existing statutory authorities, including through soliciting the views of all interested DOC bureaus and offices. Where appropriate, the Division also assists in the preparation and clearance of materials expressing the Department's views on proposed legislation, aides program components in drafting proposed changes to legislation, and provides technical drafting assistance to congressional staff. The Division also works with client offices in drafting and clearing through the Department and the interagency process pursuant to OMB Circular A-19 the full range of DOC legislative materials (including, among other things, bills, testimony of Department officials, questions for the record and reports to Congressional committees), and coordinates Departmental review of, and submission to OMB of views on, other agencies' legislative proposals and materials. The Division may also coordinate the review and clearance within the Department of proposed executive orders and presidential memoranda submitted for Departmental review by OMB. In addition, the Division coordinates the development of the Department's advice to the President on enrolled legislation.

#### Regulatory Division

The Regulatory Division reviews nearly all DOC rules as well as other regulatory items published in the Federal Register. The Division ensures DOC compliance with Executive Orders governing the regulatory process, as well as the Regulatory Flexibility Act, the Administrative Procedure Act, the Paperwork Reduction Act, and other administrative or procedural requirements relevant to the development and issuance of Departmental regulations. For Department regulations that are reviewed by OMB and/or considered through the interagency process pursuant to Executive Order 12866, the Division serves as the liaison to OIRA and assists in shepherding the rules through that process. The Division also coordinates the Department's review of rules proposed by other agencies. In addition, the Division tracks all Department rules, and, semi-annually, prepares DOC's submission for the Unified Agenda of Federal Regulatory and Deregulatory Actions that is submitted to OMB and published in the Federal Register. The Division also tracks and provides information to OMB on regulatory costs and savings under Executive Order 13771.

**Basis of Budget:** Costs are billed to the Department and its operating units, based on prior year actuals, for office staffing and workload assignments. Staff track time for workload dedicated to the operating units and Departmental offices. Manager and administrative staff time may be allocated based on the workload of staff.

**Performance Metrics:** AGC/L&R prepares an annual briefing document reporting on fiscal year accomplishments and metrics for each division. The metrics are divided into bureau/operating unit and assignment type.

### **COMMERCE RESEARCH LIBRARY PROJECT 0031000**

**Description of Service:** Library services include research, training, and outreach to support the work of DOC employees. Print and eBook collections and electronic research databases cover the subject areas of legal & legislative, business, economics & finance, professional development, and Commerce-specific materials. The Library serves as the centralized purchasing point and administrator for enterprise-wide subscriptions and information services on behalf of the Department. The historic Reading Room functions as a mid-size event center within HCHB, providing DOC staff with a unique space equipped with modern technology to host high-level and staff-level meetings, trainings, and presentations.

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

**Performance Metrics:** The Library collects and analyzes usage data throughout the year to ensure funding is supporting the work of DOC employees through valuable services and resources. Metrics include: database usage, foot traffic, event attendance and survey data, circulation statistics, and website traffic.

## ITA - INTERNATIONAL COMMERCE PROJECT 0033000

**Description of Service:** The Office of the Chief Counsel for International Commerce (OCC/IC) provides programmatic legal support to the International Trade Administration (ITA) and the Office of the Secretary in enforcing U.S. trade agreements, conducting national security reviews of foreign investment, promoting U.S. exports, supporting U.S. companies doing business abroad, promoting foreign investment into the United States, and carrying out programs to strengthen U.S. industry's international competitiveness. OCC/IC provides legal support on international trade, intellectual property, privacy, and investment issues, as well as other programmatic issues faced by ITA. While the Office of the Chief Counsel for Trade Enforcement and Compliance provides ITA with legal support in administering the anti-dumping and countervailing duty laws, OCC/IC supports ITA's work in implementing other trade remedy laws like global safeguards (Section 201), adjusting imports for reasons of national security (Section 232), and trade sanctions in response to unfair trade practices (Section 301). Some specific issues OCC/IC covers are:

1. Trade Agreement Compliance and Trade Remedies: OCC/IC works with ITA in reviewing complaints by U.S. companies and other evidence of potential breaches of international trade and investment agreements to which the United States is a party, particularly the World Trade Organization agreements and our free trade agreements, which adversely impact U.S. exports and investments. OCC/IC also advises on other trade remedy laws, including Sections 201 and 301 of the Trade Act of 1974, the International Emergency Economic Powers Act, Section 337 of the Tariff Act of 1930, and, to the extent of ITA involvement, Section 232 of the Trade Expansion Act of 1962.
2. Export and Investment Promotion: OCC/IC serves as program legal counsel for ITA in its promotion of U.S. exports of goods and services and of foreign investment into the United States through the SelectUSA program. This includes working with the U.S. and Foreign Commercial Service (which has offices across the U.S. and around the world) and the Advocacy Center (which supports U.S. companies competing for specific international contracts or export opportunities), and ITA personnel involved in other export promotion activities, such as promoting travel and tourism to the United States, trade missions, and the Export Trade Certificate of Review Program (which provides limited antitrust immunity for certified exporters). OCC/IC also works with ITA on reducing or eliminating foreign market access barriers to U.S. exports.
3. Trade and Investment Negotiations: OCC/IC provides legal support to U.S. international trade and investment negotiations in areas such as investment, services, electronic commerce and privacy, standards, intellectual property rights, competition policy, customs, regulatory coherence, trade facilitation, government procurement, transparency, and dispute settlement.
4. Trade, Intellectual Property, and Investment Law: OCC/IC advises ITA on U.S. laws and

regulations that impact its mission, including laws governing national security review of foreign investments by the Committee on Foreign Investment in the United States, U.S. trade preference program laws, and Trade Promotion Authority.

5. ITA Data Transfer and Other Programs: OCC/IC advises ITA on the implementation and administration of the U.S.-EU Privacy Shield and other international data transfer mechanisms. OCC/IC also advises on the implementation of the Export Trading Company Act Export Trade Certificate of Review program and responsibilities under the Travel Promotion Act of 2009.

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

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

#### **CHIEF COUNSEL-TRADE ENFORCEMENT AND COMPLIANCE PROJECT 0034000**

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

1. Administrative Advice: CC/TEC works closely with E&C in administrative proceedings to ensure that the ultimate decisions are defensible under U.S. law, consistent with prior practice and our international obligations, and do not have negative implications for U.S. objectives in related negotiations.
2. Litigation: CC/TEC plays a critical role in defending E&C's determinations before U.S. federal courts, NAFTA Chapter 19 bi-national panels, and the WTO. In the case of federal court litigation, this entails working closely with the Department of Justice. In the context of NAFTA Chapter 19 litigation, the office has sole litigating authority. And, at the WTO, CC/TEC works in conjunction with USTR to defend E&C's AD/CVD determinations before dispute settlement panels and the Appellate Body.
3. Trade Agreements: CC/TEC works closely with E&C in negotiating and implementing a range of multilateral and bilateral trade agreements, particularly in the areas of government subsidies, AD and CVD measures, and dispute settlement.

CC/TEC also provides legal support in connection with proposed legislation or regulations affecting any of the statutes E&C administers, and works closely with E&C on legal issues related

to the Foreign-Trade Zones Program, the steel and aluminum product exclusion processes resulting from Presidential action pursuant to section 232 of the Trade Expansion Act of 1962, and the Florence Agreement relating to duty-free entry of scientific instruments.

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

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

#### **OGC CENSUS/BEA PROJECT 0038000**

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

**Basis of Budget:** All work performed by this office is funded from accounts appropriated for the Bureau of the Census and the Bureau of Economic Analysis programs of the Department.

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

#### **OGC NIST/NTIS PROJECT 0042000**

**Description of Service:** The Office of the Chief Counsel for the National Institute of Standards and Technology (OCC/NIST) provides programmatic legal counsel and services to the National Institute of Standards and Technology (NIST) and the National Technical Information Service (NTIS). The OCC/NIST advises its NTIS client on activities carried out under NTIS's authorizing statutes and other authorities. The OCC/NIST advises its NIST clients on activities carried out under the NIST Act and other NIST authorities, as amended, including activities performed by various NIST laboratories and the Hollings Manufacturing Extension Partnership Program. The OCC/NIST also provides advice to the Baldrige Performance Excellence Program, and to the

National Network for Manufacturing Innovation Program (Manufacturing USA). In addition to the programmatic legal services provided to NIST and NTIS, the OCC/NIST provides counsel throughout DOC on intellectual property matters involving patents, patent licensing, cooperative research and development agreements (CRADAs) and other aspects of Federal technology transfer under the Stevenson-Wydler and Bayh-Dole Acts. The OCC/NIST's registered Patent Attorneys draft, file and prosecute patent applications before the USPTO on behalf of NIST and other agencies. The OCC/NIST also drafts, reviews and negotiates research agreements, international agreements, joint venture partnership agreements, licenses, confidentiality agreements, inter-agency agreements and other agreements. Other duties of the Office include reviewing and providing advice on regulations, legislation and laws, hearing appeals from all Federal agency employee invention rights determinations, determinations of compliance with the marking requirements under the Imitation Firearms Act, drafting and commenting on proposed regulations and other policy documents, and preparing formal legal opinions on intellectual property and other matters.

**Basis of Budget:** NIST and NTIS fund all the work performed by this office. Patent prosecution undertaken for other bureaus or departments is funded through inter-agency agreements.

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

## **OGC BIS PROJECT 0045000**

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

- administering and enforcing U.S. export controls on dual-use and certain munitions items and technologies, including with regard to emerging and foundational technologies;
- conducting and assisting in investigations under Section 232 of the Trade Expansion Act of 1962 (Section 232) into the effects on the national security of imports of goods and other articles, and in the implementation of any remedies subsequently imposed by the President;
- implementing the Defense Priorities and Allocations System and assessing and monitoring the health of the U.S. defense industrial base;
- administering and enforcing international treaties, agreements, and arrangements to which the United States is a party concerning export and certain other activities relating to sensitive nuclear, biological, chemical, and missile-related items and technologies;
- assisting U.S. industry concerning compliance with the Chemical Weapons Convention (CWC) and the CWC Implementation Act and Regulations;
- administering and enforcing laws prohibiting U.S. persons from participating in foreign boycotts that are not authorized by the United States;
- assisting the national security review of foreign investments and the Department of Commerce's participation in the Committee on Foreign Investments in the United States;
- coordinating with pertinent federal agencies and as appropriate with foreign governments

relating to export controls and related trade sanctions and embargoes.

OCC/IS provides legal services for all aspects of BIS's programs and enforcement activities, including providing advice and counsel to BIS senior leadership and decision-makers; drafting and reviewing proposed legislation, regulations, and executive orders affecting BIS's functions and duties, as well as Section 232 investigation reports and proclamations and BIS-related Congressional reports, testimony, and correspondence; prosecuting administrative enforcement cases, the issuance of denial orders, and other enforcement actions, including representing BIS in formal proceedings before administrative law judges and negotiating settlement agreements; assisting BIS in its enforcement investigations and referral of cases to the Department of Justice (DOJ) for potential criminal prosecution, and working with DOJ on such prosecutions and in defending court challenges to BIS programs; assisting BIS in interpreting and applying the statutes and regulations it administers and enforces, including drafting and reviewing advisory opinions and agency guidance; assisting assessments of the national security implications of foreign investments in the United States; evaluating proposed international trade and investment agreements to ensure they do not adversely affect U.S. export controls; representing BIS in interagency meetings and bilateral and international conferences and negotiations; coordinating with other Department of Commerce legal offices to ensure BIS's compliance with all applicable laws and regulations.

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

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

#### **CHIEF COUNSEL FOR EDA PROJECT 0053000**

**Description of Service:** This project provides funding for the Chief Counsel for the Economic Development Administration (EDA) who provides legal support to EDA, specifically the Assistant Secretary of Commerce for Economic Development, in connection with the administration of laws related to economic development and enhancing entrepreneurship and innovation. This primarily involves interpreting and advising on the Public Works and Economic Development Act of 1965, Trade Act of 1974, and Stevenson-Wydler Technology Innovation Act of 1980. The Chief Counsel also provides legal support in connection with proposed legislation, regulations or policies affecting any of EDA's primary authorities. The Chief Counsel also manages and directs administrative staff and attorneys located both in EDA's Washington, DC headquarters and remotely in EDA's six Regional Offices. (EDA direct funds the administrative staff and attorneys.) The Chief Counsel also acts as the Chief Privacy Officer and Chief FOIA Officer for EDA.

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

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



## **CHIEF COUNSEL FOR MBDA PROJECT 0054000**

**Description of Service:** This office provides legal support for the Minority Business Development Agency (MBDA), providing advice and counsel to the MBDA National Director and the major office heads of the agency. This office provides programmatic legal review of all internal and external communications, agreements, proposed legislation and regulations, and policy and informational documents. This office provides programmatic legal guidance for pre-award and post-award grant compliance. The MBDA Office of the Chief Counsel also acts as the Privacy Act officer and FOIA Office for the agency.

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

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

## **FRONT OFFICE OPERATIONS PROJECT 0056000**

**Description of Service:** Career staff in the project code support the General Counsel and Deputy General Counsel on OGC operations including finance, staffing and other operational matters

**Basis of Budget:** Costs are billed to operating units based on a blended algorithm that captures workloads allocated to each bureau for the Assistant General Counsel and Chief Counsel projects.

**Performance Metrics:** The Chief Administrative Officer and staff assigned to this project will meet at least quarterly with senior management to discuss office performance, future priorities, and areas for improvement or enhanced focus.

## **OGC FIRSTNET ACCOUNT PROJECT OGCFN00**

**Description of Service:** Under this project, the Offices of the Assistant General Counsels (AGCs) provide legal support services within their purview to the First Responder Network Authority (FirstNet). The cost for the provision of these services to FirstNet is not allocated as provided in the related projects described above for the AGCs and are instead manually billed pursuant to an MOU with FirstNet. Costs billed include the full cost of operation, to include a proportionate share of the operational overhead expenses related to the administrative support provided the AGCs by the OGC Executive Office.

**Basis of Budget:** Costs are billed to FirstNet based upon the actual level of support provided pursuant to a Memorandum of Understanding.

**Performance Metrics:** OGC prepares an annual briefing document reporting on fiscal year

accomplishments.

#### **OGC MANUAL BILL ACCOUNT PROJECT OGCM098**

**Description of Service:** This project supports reimbursable agreements (MOUs) between DOC bureaus or external Government agencies and OGC operating units for legal services not within the scope of other projects described herein.

**Basis of Budget:** Billings are based on the level of effort called for under agreements with such parties and the actual effort expended; costs are manually billed directly to the beneficiaries of legal services.

**Performance Metrics:** Performance metrics will be defined by the MOU agreement.

#### **OGC CENSUS DECENNIAL ACCOUNT PROJECT OGCMCEN**

**Description of Service:** Under this project, the Census Bureau will receive additional advisory, legal assistance, and litigation support arising from its temporary increase in operations related to the Decennial Census that are not included in the basic legal services provided for the Census Bureau's permanent operations under project 0029000. These operations include field testing, hiring of non-permanent personnel, and other operations in support of a successful Decennial Census. The Census Bureau will receive legal support for its temporary increase in operations that include, but are not necessarily limited to, all aspects of personnel management for non-permanent employees; employee property and tort claims; and lawsuits based on claims that the Decennial operation was inadequate, unconstitutional, or did not comport with the Census Act.

**Basis of Budget:** Costs are billed to the Census Bureau based upon the actual level of support provided pursuant to a Memorandum of Understanding.

**Performance Metrics:** Performance metrics will be defined by the MOU agreement.

## ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

### LEGAL INFORMATION RETRIEVAL PROJECT 7016000

**Description of Service:** The Commerce Research Library handles procurement and administrative duties for a number of subscription research databases containing relevant news, legal & legislative, economics & finance, company and industry information used by DOC employees. The Commerce Research Library manages database access via Open Athens, which automatically permissions DOC employees for all eligible resources based on bureau and duty stations, and offers regular training opportunities for DOC employees, as well as support with document retrieval and reference assistance to ensure thorough, yet efficient use of the databases.

**Basis of Budget:** Contracts are fixed fee, with pricing based on the number of potential users and historical usage. For the LexisNexis, Westlaw, Leadership Connect, D&B Hoovers, and Financial Times subscriptions, each operating unit is billed a percentage of the total cost proportional to usage; this is determined by quarterly usage reports. The cost per operating unit for all other databases is based upon their percentage of the HCHB population and access is limited to HCHB staff only.

**Performance Metrics:** Outreach, such as group and individual training opportunities, are offered regularly throughout the year to ensure DOC staff are aware of relevant content within the databases, as well as how to efficiently access it. Usage and trends are reviewed annually to ensure that bureaus are receiving consistent return on investment.

## OFFICE OF HUMAN RESOURCES MANAGEMENT

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

### MANAGEMENT OFFICIALS

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HCHB Room 51010, 482-3600

**JESSICA S. PALATKA**, Acting Deputy Director

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**JESSICA S. PALATKA**, Acting Director, Human Capital Client Services

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**NANCY OSBORN**, Director, Office of Executive Resources

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**CHRISTINA SERRANO**, Director, Office of Accountability and Risk

HCHB Room 50013, 482-5815

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## LIST OF PROJECTS

Human Capital Client Services	0521000	WCF
Human Capital Policy and Program	0522000	WCF
Human Capital Strategy	0524000	WCF
OHRM Manual Bill	OHRM098	WCF
OHRM FirstNet Account	OHRFN00	WCF
National Finance Center (NFC)	7023000	A&R
OPM USAJOBS	7025000	A&R
VSIP/VERA	7026000	A&R
OPM FIS	7029000	A&R
DOL Unemployment Charges	7923000	A&R
Flexible Spending Account DOC Personnel	7925000	A&R
Electronic Official Personnel File	7927000	A&R
Automated Hiring System	7929000	A&R
Unaccompanied Minor Program	7956000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### HUMAN CAPITAL CLIENT SERVICES PROJECT 0521000

**Description of Service:** The Office of Human Capital Client Services (HCCS) plans, organizes, and administers strategic human resource services which enable the clients' mission. Serviced organizations include the Office of the Secretary and other components of the Department as specified by the Secretary. HCCS advances the workforce while complying with merit systems principles and promoting best practices. The office produces workforce intelligence to: inform planning and decision making; guide managers through the process of attracting, developing, and retaining talent; counseling the workforce; managing employee performance and conduct; and advocating workplace practices needed for a model work environment, including those that foster diversity, inclusion and engagement. HCCS ensures overall compliance with federal and departmental regulations.

The Office of Employment and Compensation (OEC) develops effective human capital management strategies to facilitate clients' ability to recruit, select, develop, train, and manage a high-quality, productive workforce.

The Office of Workforce Relations (OWR) serves clients in the areas of performance management, employee relations and labor management relations.

**Basis of Budget:** This billing algorithm consists of two parts: 1) Office of the Secretary, BIS, EDA, NTIA (excludes FirstNet) and MBDA are billed based on their share of the FY 2021 Enacted FTE and ITA is billed based on their HCHB Population; and 2) Costs for HR employee relations and labor management relations to ITA Global Market field offices.

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

### HUMAN CAPITAL POLICY AND PROGRAM PROJECT 0522000

**Description of Service:**

The Office of Executive Resources (OER) plans, develops, coordinates, and administers Department-wide policies, programs, tools, systems and activities in the area of executive resources management (Presidential appointments, Schedule C appointments, career and noncareer Senior Executive Service (SES), Senior Professional (ST/SL) and positions at comparable levels); support the Departmental Executive Resources Board (DERB) in management of SES, ST/SL allocations across the Department, manage the biennial allocation assessment and allocation submission process, and administer all executive resources programs in accordance with the policies of the DERB; coordinate with the Office of White House Liaison and the Office of Personnel Management (OPM) on all matters involving noncareer executive resources and Schedule C excepted service positions and develop and administer political personnel programs, processes, tools and documentation, manage and coordinate the Presidential appointee commissioning process, and produce Commerce “Plum Book” data; provide guidance on activities relating to recruitment, position classification, and position management of career SES and other positions at comparable levels and exercise classification authority for the same, and for General Schedule positions filled by Schedule C authority; develop and maintain all policy and manage activities for SES, and ST/SL performance management systems, including OPM/OMB certification processes, and regulatory performance reporting; manages the Department’s Presidential Rank Award program and processes, inclusive of USPTO and OIG; exercise oversight of the employment practices, actions, and policies of the NOAA Commissioned Corps and select policies and employment practices of the Department’s Senior Foreign Service; process and maintain Commerce data in OPM’s Executive and Schedule C System; and provide training and support to bureaus on executive resources-related subjects and operations.

The Office of Policy and Programs (OPP) provides Department-wide policy and program formulation, execution, and advisory services to all human resources offices in the following functional areas: merit promotion, and competitive examining; staffing and recruitment; Commerce Alternative Personnel System (CAPS); classification for General Schedule, Federal Wage System, and CAPS positions; pay and compensation (as it pertains to pay setting), special salary and wage schedules; allowances and differentials; employee indebtedness and overpayment; hours of duty; leave; time and attendance; workforce and organizational restructuring guidance including voluntary early retirement authority, voluntary separation incentive payments and reduction-in-force; employee transition services such as the Career Transition Assistance Program (CTAP), Interagency Career Transition Assistance Program (ICTAP), Reemployed Priority List (RPL), and Priority Reemployment List (PRL); flexibilities such as recruitment, relocation and retention incentives; performance management program, including incentive awards, and recognition programs such as the Secretary’s Honor Award program and the CFO/ASA Bronze Awards program; employee and labor management relations; administrative grievance procedure; discipline; adverse actions, and performance based actions and appeals; position designation and suitability; work/life programs such as telework; retirement; benefits (thrift savings program, health and life insurance). In addition, this office shall be responsible for the administrative oversight and contracting officer representative (COR) responsibilities for the Department-wide drug testing program, unemployment compensation program, electronic personnel file (eOPF), National



Finance Center (NFC), automated time & attendance program, hiring management system, and the HCHB Employee Assistance Program (EAP). OPPS shall coordinate policies, programs, and activities in the areas of oversight, accountability, measurements, and benchmarking, as they pertain to human resources management programs throughout the Department. Coordination activities include interaction with other government and non-government organizations regarding mutual interests.

Promotes workplace safety and health, develops policies and procedures, provides workers' compensation services, and conducts program assessments to ensure compliance with safety and health regulations. This function works to prevent workplace injuries and illnesses, and the associated costs, by reviewing and analyzing injury and workers' compensation claims to assess causal factors and developing guidance to prevent injuries. The overall goal and objective of this program is to prevent and control accidental losses related to employee injuries and illnesses. Through application of safety techniques, best practices, programs and principles, OPPS shall determine when a hazard becomes an unacceptable risk and to control the risk through preventive, corrective, and resource restoration actions.

**Basis of Budget:** This billing algorithm consists of three parts: 1) The worker's compensation contract cost is allocated based on prior year workers' compensation case workload; (2) The budget is allocated for Federal Occupational Health (FOH) and Employee Assistance (EAP) based on FY 2021 HCHB Population; and (3) The budget is allocated for Program Management, WebTA, workforce program support, telework employee and labor relations, training, family friendly programs, and performance management based on FY 2021 Enacted FTE with 15% allocated to PTO.

**Performance Metrics:**

- Support telework through promoting an increase in the number of employees on a telework agreement; support the labor-management forum quarterly meeting; provide performance management guidance to bureaus, including end-of-the year assistance; provide advice/guidance on VERA/VSIP requests and obtain Office of Personnel Management (OPM) approval; review and provide timely responses to bureau requests for approval of staffing and recruitment actions; provide advice and guidance as well as updates/revisions to written policies, and the development of new policies in all of the program areas listed above; conduct COR duties ensuring that DOC maintains the HR systems and program support needed.
- Responsible for maintaining a DOC liaison with Kronos (the WebTA vendor), who ensures that an operational DOC-wide automated time and attendance system is maintained.
- The Drug Testing Program Manager ensures that the DOC-wide drug testing program meets the required number of positions tested (10 percent of the number of Testing Designated Positions within the DOC).

- Responsible for maintaining a DOC liaison with TALX (the unemployment compensation vendor) who ensures that appropriate vendor services are provided.

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

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

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

## **HUMAN CAPITAL STRATEGY PROJECT 0524000**

**Description of Service:** This project provides Department-wide comprehensive policy and program direction for all aspects of human capital management services involving employee development; knowledge management; training; and supervisory, managerial and executive development; succession planning , 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; develop and implement e-learning programs; implementation of corporate recruitment programs for veterans hiring, persons with disability hiring and corresponding outreach activities to ensure a diverse pool of applicants; development and implementation of workforce plans; management of the Diversity & Inclusion Council; development and implementation of effective recruitment, retention, and succession management strategies to acquire and maintain a high performing workforce; the collection, analysis, and reporting of workforce and HR analytical data, including skill gap assessment and analyses of mission critical occupation; and develops and maintains the Department's Human Capital Operation Plan (or equivalent) which describes how the Department will execute the human capital strategies in the Department's Strategic Plan and Annual Performance Plan.

Office of Accountability and Risk(OAR) shall plan, develop, and administer the Department's independent results-driven audits and program evaluations of human capital management systems, programs, and activities for mission alignment, effectiveness, efficiency, and compliance with merit system principles, laws, regulations, and Department and Bureau-specific policies and procedures; audits shall include delegated examining, merit staffing, and excepted service hiring authorities; the full range of the human capital framework: strategic planning and alignment, performance culture, talent management, and evaluation; and special studies, as applicable; ensures appropriate and timely follow-up actions are taken by organizations audited to correct regulatory and/or procedural deficiencies; serves as the primary liaison for audits and program evaluations led by the Office of Personnel Management's Office of Merit System Accountability and Compliance.

**Basis of Budget:** Costs are allocated to operating units/bureaus based on their share of FY 2021 Enacted FTE, excluding U.S. PTO.

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

#### **OHRM MANUAL BILL PROJECT OHRM098**

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

**Basis of Budget:** Costs for HR employee relations based on signed agreement.

#### **OHRM FIRSTNET ACCOUNT PROJECT OHRFN00**

**Description of Service:** The project currently provides HR employee relations, retirement and benefits consultation and Employee Assistance Program to support the FirstNet initiative.

**Basis of Budget:** Actual costs are billed to FirstNet based on signed agreement.

## ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

### NATIONAL FINANCE CENTER (NFC) PROJECT 7023000

**Description of Service:** This project supports the DOC's agreement with the Department of Agriculture, National Finance Center (NFC) for DOC-wide personnel and payroll processing support. One of the most visible services NFC provides is the biweekly electronic transmission of payroll deposits, and the annual mailing of W-2 statements; however, the NFC also processes Federal Erroneous Retirement Coverage Corrections Act (FERCCA) cases. It is a law that addresses the long-term harm to retirement planning created when employees are put in the wrong retirement plan. All DOC employees (except NOAA Corps, Foreign Service Nationals, and Census Field Representatives) receive their personnel and payroll processing support from the NFC.

**Basis of Budget:** Costs are billed among serviced operating units/bureaus based on their share of the average employees paid during the previous 12-month period. Costs for the FERCCA will be billed as the charges are received. Per NFC there is typically a time lag before the FERCCA case is closed in order for agencies to receive the bill.

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

### OPM USAJOBS PROJECT 7025000

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

**Basis of Budget:** Costs are billed to the serviced operating units and bureaus based on their share of FY 2021 Enacted FTE. Manual bills will be processed to customers as costs are incurred.

### VSIP/VERA PROJECT 7026000

**Description of Service:** This project supports the DOC's agreement with the Office of Personnel Management (OPM) to support the Department's Voluntary Separation Incentive Payment (VSIP)/Voluntary Early Retirement Authority (VERA) processing. In January 2012, the OPM

issued a new requirement for agencies to remit payment for deposit into the Civil Service Retirement and Disability Fund for VSIPs and VERAs processing costs per P.L. 112-74, the “Consolidated Appropriations Act, 2012”.

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

#### **OPM FIS PROJECT 7029000**

**Description of Service:** This project supports DOC’s agreement with the Office of Personnel Management (OPM), Federal Investigative Services to provide credit monitoring and related services for those individuals affected by the breach of personnel security information housed at OPM. The identity theft recovery services include a suite of protections such as credit monitoring, call services, and identity theft restoration services.

**Basis of Budget:** Costs are allocated to operating units/bureaus based on their share of the FY 2021 Enacted FTE. Customers will be manually billed as costs are incurred.

#### **DOL UNEMPLOYMENT CHARGES PROJECT 7923000**

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

**Basis of Budget** – Estimates are based on the percent of the last 4 quarters of prior year bills or estimates. Manual bills are completed as costs are incurred from DOL. Unidentified and Leftover Charges are prorated based on identified charges percentages and distributed between bureaus.

#### **FLEXIBLE SPENDING ACCOUNT DOC PERSONNEL PROJECT 7925000**

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

**Basis of Budget:** Estimates are based on operating units/bureaus share of participation in this program in FY 2021. Manual bills are done upon receipt of invoices from FSA supporting incurred costs and based on bureau employee participation.

#### **ELECTRONIC OFFICIAL PERSONNEL FILE PROJECT 7927000**

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

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

#### **AUTOMATED HIRING SYSTEM PROJECT 7929000**

**Description of Service:** This project supports the department's Automated Hiring System, database administration, maintenance of the system hardware/software costs, enhancements, and help desk.

**Basis of Budget:** Costs are billed to operating units and offices based on their share of FY 2021 Enacted FTE. NIST, NTIS, OIG and PTO are excluded from this algorithm. Manual bills will be processed to customers as costs are incurred.

#### **UNACCOMPANIED MINOR PROGRAM PROJECT 7956000**

**Description of Service:** The Office of Personnel Management (OPM) is partnering with the Department of Health and Human Services (HHS), to support the Administration's urgent efforts to care for and place Unaccompanied Children who have entered the United States via the southern border. HHS is seeking interested candidates to serve up to a 120-day voluntary deployment detail as part of the HHS, Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR), Unaccompanied Children (UC) Program. OPM and HHS are calling upon our Federal Agency family of exceptional public servants to lend support to this humanitarian effort through this detail opportunity. ORR's Unaccompanied Children Program provides a safe and appropriate environment to children and youth who enter the United States without immigration status and without a parent or legal guardian who is able to provide for their physical and mental well-being. ORR provides a continuum of care for children, including placements in ORR foster care, shelter, and residential care providers that provide temporary housing and other services to unaccompanied children in ORR custody. ORR and its care providers work to ensure that children are released timely and safely from ORR custody to parents, other family members, or other adults (often referred to as "sponsors") who can care for the child's physical and mental well-being. The Office of Refugee Resettlement (ORR) needs current Federal government civilian

employees for up to 120-day deployment details to support ORR at facilities for unaccompanied children. Locations currently include facilities along the Southwest U.S. border area, specifically Dallas, San Diego, San Antonio, and Ft Bliss. Locations will extend to other geographic areas according to the need. Details will involve contact with migrant children and a variety of other federal and non-federal entities, possibly including U.S. Customs and Border Protection (CBP), American Red Cross, Federal Emergency Management Agency (FEMA), and other HHS employees.

**Basis of Budget:** HHS-ORR is responsible for the full reimbursement of all salaries, benefits, and overtime of all detailees, and any other costs associated with official travel. Each Bureau will provide an estimate for each volunteer prior to travel. After completing the program the volunteer will provide actual backup documentation for OS to bill using the Bureau specific Task Code provided to each Bureau.

## OFFICE OF THE DEPUTY ASSISTANT SECRETARY FOR INTELLIGENCE AND SECURITY

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Under the umbrella organization of the Deputy Assistant Secretary for Intelligence and Security (DAS I&S), the Office of Security provides the highest quality of risk-mitigation programs and services across the Department to ensure a secure and safe environment from threats both man-made and natural. Office of Security (OSY) delivers tailored security services for the Office of the Secretary, and for other worldwide Departmental bureaus through the Working Capital Fund and Advances & Reimbursements. Under the direction of the Director for Security, and as delegated from Department Organization Order (DOO) 20-6, Director for Security, the Office of Security:

- Oversees the Department's security, continuity, and emergency management programs.
- Establishes and monitors implementation of Departmental policies and procedures for security and emergency management functions affecting program operations in Commerce's operating units. These functions include: physical security, information security, personnel security, communications security, operations security, Sensitive Compartmented Information (SCI) security, investigations, threat management, occupant emergency programs, and continuity of operations/continuity of government.
- Coordinates implementation of government-wide and Departmental security initiatives.
- Manages the Department's headquarters security services located in the Herbert C. Hoover Building (HCHB) in Washington, D.C.

Other DAS I&S components provide services for identifying and managing mission-critical threats that impact the Department and U.S. Government; secure Departmental critical missions and assets by providing intelligence supporting Department missions, programs on security-related matters; and manage National Security information as a primary liaison with the wider Intelligence Community; and mitigate risks posed by trusted insiders who wittingly or unwittingly use authorized access to harm departmental resources or capabilities.

### MANAGEMENT OFFICIALS

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## LIST OF PROJECTS

HCHB Security	0126000	WCF
Security Programs	0127000	WCF
Office of Security Manual Bill	OSYM098	WCF
Office of Security FirstNet	OSYFN00	WCF
Bureau of Industry and Security	0162000	WCF
Bureau of Economic Analysis Security Office	0161000	WCF
Census Headquarters Security	0141000	WCF
Census Security/Jeffersonville	0154000	WCF
NOAA Headquarters Security	0142000	WCF
NOAA Security/Western Region Security Ofc	0158000	WCF
NIST Headquarters Security	0143000	WCF
NIST PSG - Gaithersburg	0155000	WCF
NIST/NOAA/NTIA Boulder Security	0159000	WCF
Security - International Programs	7115000	A&R
Personnel Vetting Products and Services	7177000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### HCHB SECURITY PROJECT 0126000

**Description of Service:** This project establishes and maintains HCHB security procedures and operations. It covers management of HCHB security services including the oversight of the guard force contract; administration and maintenance of physical and technical security systems and equipment; assistance with protective operations for visiting dignitaries in HCHB; response and follow-up to building incidents; Security Risk Assessments (general security and assessing Occupant Emergency Program/facility security); and, coordination with the Office of Facilities and Environmental Quality supporting the HCHB renovation office ensuring necessary security countermeasures are incorporated. Through the HCHB Security Service Center, this project offers locksmith services; fingerprinting to support personal security investigation processing; Personal Identity Verification (PIV) Credential and HCHB Badge issuance; periodic destruction of classified documents; Foreign Access Management/Guest coordination/processing; coordination of Visit Authorization Requests (for classified meetings); and issuance of Courier Cards. The project also assists with systems management and procedural controls for specialized areas within the HCHB (i.e., Day Care Center, Department of Commerce Federal Credit Union, White House Visitor Center and Immediate Office of the Secretary).

**Basis of Budget:** Costs are billed to operating units based on their HCHB Population Headcount.

**Performance Metrics:** Report on HSPD-12 Badge Issuance, Facility Security Risk Assessment Compliance, status of security upgrades undertaken via renovation, and Visitor/Guest Status of the Foreign Access Management Program.

### SECURITY PROGRAMS PROJECT 0127000

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

- Providing operational support and policy interpretation/guidance for Physical and Overseas Security.
- Providing operational support and policy interpretation/guidance for Personnel Security (PERSEC).

- Providing operational support and policy interpretation/guidance for Information Security (INFOSEC), Communication Security (COMSEC), and Industrial Security.
- Providing operational support and policy guidance for Continuity of Government (COG), Continuity of Operations (COOP), and the Occupant Emergency Program (OEP); and managing the Department's Emergency Operations Center (EOC).
- Conducting various risk assessments, providing operational services, and assisting bureau managers and other key stakeholders in mitigating their security risk.
- Providing strategic solutions for Departmental issues including budget, Performance Metrics, personnel, training, procurement, and administration.
- Providing project management and compliance oversight support to enable DAS I&S to perform risk mitigation functions more efficiently. In coordination with the Office of the Chief Information Officer, shares in the implementation of Homeland Security Presidential Directive 12 (HSPD-12) by carrying out efforts related to Personal Identity Verification I (PIV-I).

**Basis of Budget:** Costs are billed to operating units based on the Enacted FTE, excluding FirstNet and PTO.

**Performance Metrics:** Emergency Management – HCHB evacuations and exercises should be declared complete in no more than 15-20 minutes. 80-90% of reportable incidents are reported to the Office of the Secretary within 30-60 minutes from initial notification to the Emergency Operations Center. Tracking of OEP exercise compliance on a quarterly basis. Personnel Security – Ensure Initial Secret and Confidential end-to-end processing in 74 days or less (SSBI in 114 days or less) as evidenced by quarterly reports. Information Security – Ensure compliance with National Security Information re-briefing requirements. Facility Security Assessments (FSA) Program – Continental United States Inter Agency Security Committee Compliance and Overseas Compliance. Continuity & Emergency Programs - Exercise Compliance for Level 3, 4, 5 Facilities.

## **OFFICE OF SECURITY MANUAL BILL PROJECT OSYM098**

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

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

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

## BUREAU SPECIFIC PROJECTS

The Department footprint extends nationwide and overseas, encompassing more than 650 domestic and some 20 outside embassy control (ITA) facilities managed by dedicated DAS I&S staff at the HCHB, NTIA (FirstNet), NOAA, NIST, BIS, BEA and Census Headquarters along with other security offices in Seattle, Washington; Jeffersonville, Indiana; and, Boulder, Colorado.

Overall, these projects assist with protection of people, property and information that is classified/sensitive to protect the national interest. These services vary by location but always include expert advice and guidance to operating unit officials and can include others such as: Contracting Officer's Representative (COR)/Technical Representation for key contract services; coordination of protective operations for visiting dignitaries; after hours security inspections and processing of security violations; periodic destruction of classified documents; response and follow-up to building incidents; crime prevention programs and procedures to protect persons and property; training as well as security awareness activities; Facility Security Risk Assessments (for general security/Anti-Terrorism and assessing Occupant Emergency Plans); assisting Bureau leadership with Interagency Security Committee Continuity of Operations and Emergency Management Coordination/Compliance; Foreign Access Management/Guest coordination/processing; coordination of all clearances and contractors' suitability investigations; maintaining a service center that issues ID cards, room keys, and repairs locks; coordinating extra security for non-standard and after-hours building events; and, acting as liaison with local and Federal police agencies for emergency response coordination.

### OFFICE OF SECURITY FIRSTNET PROJECT OSYFN00

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

**Basis of Budget:** Costs are billed to the National Telecommunications and Information Administration, First Responder Network Authority (FirstNet) according to a Memorandum of Agreement. This project is manually billed on a reimbursable basis and the budget is for estimating purposes.

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

#### **BUREAU OF INDUSTRY AND SECURITY PROJECT 0162000**

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

**Basis of Budget:** Costs are billed to the Bureau of Industry and Security.

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

#### **BUREAU OF ECONOMIC ANALYSIS SECURITY OFFICE PROJECT 0161000**

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

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

**Performance Metrics:** Report on Personnel Status, Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign Access Management Program. Tracking of annual OEP exercise compliance.

#### **CENSUS HEADQUARTERS SECURITY PROJECT 0141000**

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

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

**Performance Metrics:** Report on Personnel Status, Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign Access Management Program. Tracking of annual OEP exercise compliance.

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

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

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

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

#### **NOAA HEADQUARTERS SECURITY PROJECT 0142000**

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

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

**Performance Metrics:** Report on Personnel Status, Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign Access Management Program. Tracking of annual OEP exercise compliance.

#### **NOAA SECURITY/WESTERN REGION SECURITY OFC PROJECT 0158000**

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

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

**Performance Metrics:** Report monthly on Personnel Status, Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign Access Management Program. Tracking of annual OEP exercise compliance.

#### **NIST HEADQUARTERS SECURITY PROJECT 0143000**

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

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

**Performance Metrics:** Report on Personnel Status, Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign Access Management Program. Tracking of annual OEP exercise compliance.

#### **NIST PSG - GAITHERSBURG PROJECT 0155000**

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

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

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

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

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

**Basis of Budget:** Costs are billed to NIST, NOAA and NTIA according to Memorandum of Agreements reflecting annual cross-servicing percentages on the Boulder campus.

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

## ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

### SECURITY - INTERNATIONAL PROGRAMS PROJECT 7115000

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

**Basis of Budget:** A portion of the costs are billed to ITA and costs specific to SCIF Security are billed to ITA and NTIA based on analysis of space occupancy of the SCIF by Bureau. This project is manually billed, and the budget is for estimating purposes.

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

### PERSONNEL VETTING PRODUCTS AND SERVICES PROJECT 7177000

**Description of Service:** This project provides an account to monitor expense and income for select security services as requested by customers. It contains the costs and billing controls for Personnel Security Products and Services requested from the Defense Counterintelligence Services Agency and other federally mandated vetting and support services such as Trusted Workforce and Suite Executive Agent. Direct costs from invoiced expenses are manually billed to the customer.

**Basis of Budget:** Budget estimates are based on at least 5 months of most recent available costs and are for estimating purposes only. Customers are manually billed on a reimbursable basis for services that are requested and received.

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



## OFFICE OF PRIVACY AND OPEN GOVERNMENT

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

### MANAGEMENT OFFICIALS

**CHARLES CUTSHALL**, Chief Privacy Officer (CPO) and Director for the Office of Privacy and Open Government, HCHB Room 61025, 482-1190

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### LIST OF PROJECTS

Office of Privacy and Open Government - Directives Management	0060000	WCF
Office of Privacy and Open Government - Manual Bill Project	OPOM098	WCF

## WORKING CAPITAL FUND (WCF) PROJECTS

### OFFICE OF PRIVACY AND OPEN GOVERNMENT – DIRECTIVES MANGAMENT PROJECT

0060000

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

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

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

**Basis of Budget:** Costs for these services are billed to offices and bureaus based on FY 2021 Enacted FTE.

**Performance Metrics:**

- Privacy: Percent of cyber related PII incidents reported to US-CERT within one (1) business hour and under investigation within 48 business hours - 95%.
- FOIA: Percent reduction of FOIA backlog - 10%.
- FACA: Percent On-time Charter Renewals - 95%.
- DOOs & DAOs: Percent of directives timely processed by OPOG - 80%.

**OFFICE OF PRIVACY AND OPEN GOVERNMENT - MANUAL BILL PROJECT**  
**OPOM098**

**Description of Service:** This project supports any reimbursable agreements between DOC bureaus and the Office of Privacy and Open Government.

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