U.S. DEPARTMENT OF COMMERCE

Office of the Secretary

WORKING CAPITAL FUND
ADVANCES AND REIMBURSEMENTS

FINAL HANDBOOK

FY 2026

TABLE OF CONTENTS

I. WCF INTRODUCTION

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 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 of Commerce's mission is to create conditions for economic growth and opportunities for all communities. Through its twelve bureaus, the Department works to drive U.S. economic competitiveness, strengthen domestic industry, and spur the growth of quality jobs in all communities across the country.

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 Departmental Management 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 the General Counsel, the Office of the Chief Information Officer, and Executive Direction – Chief of Staff, 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 budget analysts work closely with WCF service providers and bureau customers throughout the year. OSFM budget analysts provide budgetary support to WCF service providers. OSFM also formulates, justifies, and executes the WCF budget. This includes preparing timely, accurate, and complete monthly reports on the WCF financial status and management.

OSFM Management frequently makes decisions as to what projects and activities qualify for the WCF versus the Departmental Management's Salaries and Expenses (S&E) account or the Advances and Reimbursements (A&R) account. In broad terms, the S&E account funds the political administration appointees and top career policy directors of each major office. The S&E account is for policy related activities that support the Office of the Secretary. The WCF provides centralized services to the bureaus of Commerce. A&R accounts are generally for pass-through costs such as licenses or direct allocations from other Federal Agencies and include positions providing services to the bureaus. OSFM determines whether a new activity is more appropriate for S&E, A&R or WCF based upon the general definitions above. OSFM uses its best judgement on the proper account but will consult with the Office of the General Counsel (OGC) General Law Division if the activity is questionable.

WCF TRANSPARENCY

A driving principle 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 twice a year. It is provided in Draft form at the beginning of the Fiscal Year and in Final form after the full-year appropriation. 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 to individual bureau customers 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 each Fiscal Year. 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 Budget Execution section). After the delivery of either the Draft or Final Operating Budget, the OSFM Directors 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.

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 Formulation and Presentation section). Recommendations are made by the CFO and DM Councils to the CFO/ASA, who make the final decision for all WCF program increases and reductions (see CFO Council and the Governance Process 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 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 an 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 within G-Invoicing 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 System section and see 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 Fund Management section). Specifically, OSFM meets with the Office service providers quarterly to discuss the Status of Funds, undelivered orders, contracts, hiring, out-year formulation; 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 algorithms 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. OSFM recently targeted 4% of the Annual Final Operating Budget as the year-end Carryover Balance, with a range of 2% above or below the target level based upon management discretion. The goal remains to maintain a sufficient balance to ensure the WCF's solvency and ability to remain self-sustaining over the long term. OSFM also created a carryover funding policy that describes the components, procedure, and approval thresholds for utilizing WCF carryover funds. Annually, OSFM provides the bureau CFOs (members of the CFO Council) with a report on all carryover 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 Carryover Funding Policy. Funds retained in the operating reserve are earned.

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

II. A&R INTRODUCTION

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 federal agencies. Within the A&R fund, there are several Bureau specific Security Services provided for FY 2026. 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 2026 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 the Treasury Intra-governmental Payment and Collection (IPAC) system or an Inter-Office Memo (IOM).

III. WCF BILLING AND PAYMENT

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 legal 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 Billing Algorithms section.

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 a periodic 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 (HCHB) population levels. The most common algorithms for FY 2026 are based upon the "FY 2025 Enacted FTE" and the "FY 2025 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.

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).

The Office of Performance Excellence (OPE) conducts an annual survey of the Working Capital Fund service providers. In 2025, results were captured for over 500 bureau customers and presented to each individual service provider and the full CFO Council. OPE works with each office service provider in reviewing the customer feedback and discussing how to improve ongoing customer support. In addition, customer experience training is offered to all office service providers.

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

The WCF budget process adheres to the procedures required by the Department of Commerce Office of Budget (OB), the Office of Management and Budget (OMB), and 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 to 24 months. In the period beginning from January/February, the Department sends a guidance letter to all DOC Bureau heads and Directors 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. The timeline can vary widely especially during transitions between Administrations.

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. 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 June and sends it to 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' budgets.

However, bureaus do not always receive increases for those costs during their appropriation process. OSFM, in conjunction with OB, determines whether 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.

WCF BUDGET EXECUTION

In June, OSFM issues the operating budget guidance, usually in the 3rd 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 final 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. SF-133 provides a consistent presentation of data across programs within each agency, and across agencies, which helps program, budget, and accounting staff 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 Status of Funds (SOF) report is kept on the shared drive for budget analysts to update monthly to determine any variances. 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, key contracts, key Inter-Agency Agreements (IAA), undelivered orders, and funding issues/challenges. 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. Obligating documents over $5 million are required to be signed by the CFO/ASA. The object class is also reviewed to ensure that items are properly classified as capital or non-capital. In mid FY 2025, a new control process was added where all contracts and IAAs are reviewed for approval by the Chief of Staff to the Secretary, with all items above $100,000 reviewed for approval by the Secretary of Commerce or their designee. 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 OSFM can re-obligate WCF funds that have been de-obligated.

Accruals - The WCF accrues amounts for items received but are 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. OSFM sends a consolidated SOF report to the CFO/ASA monthly and meets monthly with the CFO/ASA to highlight key points and to recommend funding decisions for carryover requests.

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., continuing resolutions, administrative changes, 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 which move forward into the Secretarial Submission. The Deputy Secretary makes the final decision for all WCF program increases which move forward into the OMB Submission.

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 OSFM OFFICE CONTACTS AND PROJECT LIST

Office of the Secretary Financial Management (OSFM)

Director, Office of the Secretary Financial Management: Holden Hoofnagle
Main Number - 202-482-1207 / Location - HCHB Room D200

Secretary/Deputy Secretary Offices

Budget Director, Secretary and Deputy Secretary Offices: Devta Ohri

Chief of Staff (COS) - Executive Direction: Adjoa Ataah

Office of the General Counsel (OGC): Tarrelle Ingram / Jason Park

Office of the Chief Information Officer (OCIO): Kelvin Banchon

Commercial Law Development Program (CLDP): Yilong Li / Justin Monroe / Thavann Un

IAAs/G-Invoicing/UDOs/ Internal Controls: Adjoa Ataah / Shawn Holt / Raymond Penyak

WCF and A&R Handbook: Truong-An Tran / Kelvin Banchon

Gifts & Bequests: Jason Park / Kelvin Banchon / Thavann Un

CFO/ASA Offices

Budget Director, CFO/ASA Offices: Divya Soni

Office of Performance Excellence (OPE): Marjoree Campana

Office of Human Resources Management (OHRM): Linh Nguyen

Office of Financial Management (OFM): Bing Wang

Office of Security, Insider Risk and Continuity (OSIRC): Andrew Venaglia

Office of Acquisition Management (OAM): Daniel Ocanas

Office of Facilities & Environmental Quality (OFEQ): Vivien Nguyen / Shawn Holt

Office of Privacy and Open Government (OPOG): Shawn Holt

Office of Civil Rights (OCR): Shawn Holt

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
0010000	OGC	OGC DEPUTY GENERAL COUNSEL FOR ADMINISTRATION	Attorneys within DGCA track time for work undertaken for Departmental offices and operating units. Fees for services performed in the current fiscal year are assessed to the relevant Departmental and operating unit appropriations as a percentage of the formulated budget of the DGCA relative to the percentage of attorney time expended for programs covered by such appropriations during FY 2026.
0031000	OGC	COMMERCE RESEARCH LIBRARY	Fees are billed to the Office of the Secretary and Departmental operating units based upon their percentage of the FY 2025 HCHB population.
0033000	OGC	ITA - INTERNATIONAL COMMERCE	ITA funds all the work performed by this office.
0034000	OGC	ITA - CHIEF COUNSEL-TRADE ENFORCEMENT & COMPLIANCE	ITA funds all the work performed by this office.
0038000	OGC	OGC CENSUS/BEA	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.
0042000	OGC	OGC NIST/NTIS	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.
0045000	OGC	OGC BIS	BIS funds all the work performed by this office.
0053000	OGC	CHIEF COUNSEL FOR EDA	EDA funds all of the work performed by this office. This project covers only the Chief Counsel. EDA directly funds the staff attorneys and administrative staff of the office.
0054000	OGC	CHIEF COUNSEL FOR MBDA	MBDA funds all of the work performed by this office.
0057000	OGC	OGC CC NTIA	NTIA funds all the work performed by this office. This project covers only the Chief Counsel and Deputy Chief Counsel. NTIA directly funds the staff attorneys and administrative staff of the office.
0058000	OGC	EXECUTIVE OFFICE	Fees are assessed to the Office of the Secretary and Departmental operating units based on a blended algorithm weighted by headcount that takes into account the allocations of each OGC allocated project – 0010000, 0031000, 0033000, 0034000, 0038000, 0042000, 0045000, 0053000, 0054000, and 0057000. Fees for OCAO support related to manual bill projects – OGCFN00, OGCM098, OGCMCEN, OGCMCHP, and OGCCHLS – are covered by the agreements pertaining to those projects.
0060000	OPOG	OFFICE OF PRIVACY AND OPEN GOVERNMENT - DIRECTIVES MANAGEMENT	Costs for these services are billed to offices and bureaus based on FY 2025 Enacted FTE.
0110000	OFEQ	MULTIMEDIA BRANCH	Based on prior year usage
0120000	OFEQ	MAIL SERVICES	Based on FY 2025 HCHB Population, without USPTO
0126000	OSIRC	HCHB SECURITY	Costs are billed to operating units based on their FY 2025 HCHB Population Headcount.
0127000	OSIRC	SECURITY PROGRAMS	Costs are billed to operating units based on the FY 2025 Enacted FTE, excluding FirstNet and USPTO.
0129000	OFEQ	OFEQ IMMEDIATE OFFICE	Based on the underlying algorithms of the programs this project manages (0110000, 0120000, 0138000, 0147000, 0148000, 0164000, 0167000, 0172000, 0178000 and 0180000).
0138000	OFEQ	SPACE MANAGEMENT DIVISION	Based on FY 2025 HCHB Population
0147000	OFEQ	OFFICE OF SUSTAINABLE ENERGY AND ENVIRONMENTAL PROGRAMS	Based on FY 2025 Total On Board Nationwide

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
0148000	OFEQ	OFFICE OF SPACE AND BUILDING MANAGEMENT	Based on FY 2025 HCHB Population
0150000	OFEQ	HCHB JOINT USE SPACE	Based on FY 2025 HCHB Population, without USPTO
0164000	OFEQ	CLIENT SERVICES DIVISION	Based on FY 2025 HCHB Population
0166000	OFEQ	REIMBURSABLE ALTERATIONS	Operating units are billed all cost(s) of the reimbursable services and materials required to complete the requested jobs. The project manually bills based on actual usage.
0167000	OFEQ	OFFICE OF PERSONAL PROPERTY AND TRANSPORTATION MANAGEMENT	This billing algorithm consists of three parts: (1) Operational costs are allocated to the Department based on FY 2025 Total On-Board Nationwide Population without PTO; (2) Excess property operating costs are allocated to operating units based on FY 2025 HCHB Population without PTO; and (3) the number of vehicles by bureau.
0172000	OFEQ	OFFICE OF REAL PROPERTY PROGRAMS	Based on FY 2025 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 BRANCH	Based on FY 2025 HCHB Population
0180000	OFEQ	BUILDING MANAGEMENT DIVISION	Based on FY 2025 HCHB Population
0441000	OFM	OFFICE OF SECRETARY FINANCIAL MANAGEMENT	Costs are billed among the Departmental Management accounts (S&E and WCF) based on their share of the FY 2025 Enacted FTE.
0443000	OFM	OFFICE OF FINANCIAL MANAGEMENT SYSTEMS	Costs are billed to operating units and offices (EDA, BIS, USPTO, FirstNet, Census and NOAA) based on the FY 2025 Enacted FTE.
0444000	OAM	INFRASTRUCTURE & SUPPORT DIVISION	Costs are billed to designated operating units (OS, Census, NIST, and NOAA) based on the number of C. Suite and BAS Prism users as of 2025.
0446000	OFM	FINANCIAL REPORTING AND POLICY/INTERNAL CONTROLS	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 2025 Enacted FTE (without FirstNet); and 3) costs for the A-123 GRC tool users' number of licenses.
0458000	OFM	OKLAHOMA - EAS	The billing algorithm calculation is based on the number of servers, users, and help desk tickets for each system. Part 1 - Hyperion costs - all bureaus except FirstNet and PTO - based on FTE Part 2 - Relocation Costs – Census, NOAA, NIST, ITA - based on annual relocation volume by percentage Part 3 - Visa/Passport - all bureaus except First Net and PTO - based on FTE Part 4 - C. Suite - Based on the percentage usage of the Servers and Help Desk Tickets. Part 5 - OHRM GSS - OS and NOAA only; NOAA only uses PPS; OS uses all OHRM General Support Systems (GSS)
0463000	OFM	BUSINESS APPLICATIONS SOLUTION (BAS)	The billing algorithm basis is the bureau percentage of FTEs of the bureaus that are using BAS.
0466000	OAM	PURCHASE CARD OVERSIGHT PROGRAM	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.
0468000	OFM	OS OFM DATA ACT	Based on the share of the FY 2025 Enacted FTE, excluding USPTO and FirstNet.

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
0469000	OAM	PROGRAM MANAGEMENT	Costs are billed to operating units based on FY 2025 Enacted FTE without FirstNet.
0471000	OAM	OAM SHARED SERVICES PROCUREMENT	This algorithm consists of two parts: Costs are allocated to bureaus based on a percentage of FY24 actual contract spent 1) Strategic Sourcing 2) Full Lifecycle + Shared Services (Non SSI) obligations.
0480000	OFM	TRAVEL MANAGEMENT DIVISION	Costs are allocated to operating units based on percentage of FY 2025 nationwide population to include PTO and FirstNet because both organizations are supported by TMD for travel cards, STO, conferences, passport/visa billing validation.
0481000	OFM	ELECTRONIC TRAVEL SYSTEM	The billing algorithm is based on the number of travel profiles in each bureau. E-Travel Systems (CWTSato - all bureaus except USPTO) total profiles.
0488000	OFM	GOVTA SERVICES	The costs are billed to operating units and offices based on the bureau FTE count FY 2025 Enacted without PTO.
0521000	OHRM	WORFORCE RELATIONS AND TALENT SERVICES	Based on two parts: (1) Office of the Secretary, BIS, EDA, NTIA (excludes FirstNet) and MBDA are billed based on their share of the FY 2025 Enacted FTE; ITA is billed on the basis of their FY 2025 HCHB Population; and (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 Federal Occupational Health (FOH) and Employee Assistance (EAP) costs are based on FY 2025 HCHB Population; (2) The worker's compensation cost is based on prior year workers' compensation case workload; and (3) Program Management, workforce program support, telework employee and labor relations, training, family friendly programs, and performance management costs are based on FY 2025 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 2025 Enacted FTE, excluding PTO.
0532000	OCR	CIVIL RIGHTS	This billing algorithm consists of three parts: (1) 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 (2) Contract Costs for contractor-conducted investigations, which are allocated to participating operating units based on their pro rata share of actual contract invoices. (3) Charges for Policy & Employment services are allocated to participating operating units based on their prorated share of the FY 2025 Enacted w/o PTO & FIRSTNET.
0540000	OHRM	TALENT MANAGEMENT OFFICE	Costs are allocated to Office of the Secretary, EDA, NTIA, MBDA, BIS and ITA based on their share of the FY 2025 Enacted FTE. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and Locally Engaged Staff (LES).

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
0541000	OHRM	OHRM OPERATIONS	The billing algorithm consists of two parts: 1) Costs are allocated to Office of the Secretary, EDA, NTIA, Census, BEA, NOAA, MBDA, BIS, OIG and ITA based on their share of the FY 2025 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 a service are exempt from paying for OAM Shared Services Procurement costs (Federal resources and contractor support) related to these services. 2) Two percent of the budget is allocated to NTIS, NIST, and PTO by the FY 2025 Enacted FTE.
0560000	OPE	OFFICE OF PERFORMANCE EXCELLENCE	This algorithm consists of three parts. 1) Performance FTE and WCF audit support is allocated to bureaus based on FY 2025 Enacted FTE without FirstNet. 2) Service Management cost is allocated to participating bureaus. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and temporary Locally Engaged Staff (LES). 3) 3% of the Service Management budget is allocated to NTIS, NIST and PTO by FY 2025 Enacted FTE.
0702000	OCIO	DEPARTMENT-WIDE IT PROGRAMS	This billing algorithm consists of three parts: 1) Algorithm is based on FY 2025 Enacted W/O FIRSTNET 2) Costs are billed to participating bureaus based on FY 2025 Enacted W/O PTO. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and temporary Locally Employed Staff (LES). 3) Two percent of the Part 2 budget is allocated to PTO, NIST, and NTIS by FY 2025 Enacted FTE.
0703000	OCIO	OFFICE OF THE SECRETARY (OS) IT SUPPORT SERVICES	Costs are distributed among the Office of the Secretary (S&E and WCF) accounts and BEA, EDA, and MBDA based on each bureau's share of the HCHB population.
0706000	OCIO	HCHB NETWORK	This billing algorithm consists of two parts: 1) Network Data Nodes - Data from FY25 Submission 2) MPLS Circuits - Data from FY25 Submission
0709000	OCIO	DOC ENTERPRISE CYBERSECURITY OPERATIONS	Bureau costs are based on the number of endpoints per FISMA reporting.
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 (Bureaus) 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 (Bureaus) with unique or specialized requirements are responsible for the cost of support and services.
0713000	OCIO	GRANTS ENTERPRISE MANAGEMENT SOLUTION (GEMS)	GEMS allocation per bureau FY25 adjusted users.
CIOFN00	OCIO	OCIO FIRSTNET MANUAL BILL ACCOUNT	Actual costs are billed directly to the requesting unit. This project is manually billed, and the budget is for estimating purposes.
CIOM098	OCIO	OCIO MANUAL BILL ACCOUNT	This billing algorithm is based on the terms of agreements, and costs will be manually billed to customers. Bureaus are only billed if/when a support request is submitted to OCIO.

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
DOCMREC	OFEQ	DOC CENTRAL RECYCLING ACCOUNT	This account collects all revenue generated through Department-wide recycling activities. Distribution of the account is governed by the Green Grant Program business rules.
FEQM180	OFEQ	WHITE HOUSE VISITORS CENTER MANUAL BILL	Costs are billed based on actual usage. This project is manually billed, and the budget is for estimating purposes only.
OAMFN00	OAM	FIRSTNET SUPPORT	Actual costs are billed to FirstNet based on signed IAA.
OAMM098	OAM	OAM MANUAL BILL	The billing algorithm is based on terms of agreements and costs will be manually billed to customers.
OCRM098	OCR	OFFICE OF CIVIL RIGHTS MANUAL BILL	This billing algorithm is based on the terms of agreements and costs will be manually billed to customers.
OFMM098	OFM	OFM MISCELLANEOUS MANUAL BILLS	Costs are allocated to the operating units based on the specified agreements in place.
OFMMCSC	OFM	OFMS MISCCELLANEOUS MANUAL BILLS	Costs are allocated to the operating units based on the specified agreements in place.
OFQM098	OFEQ	OFFICE OF FACILITIES & ENVIRON MANUAL BILL	Costs are billed based on actuals. This project is manually billed, and the budget is for estimating purposes.
OGCCHLS	OGC	OGC CHIPS AGCs LEGAL SERVICES	Fees are billed to NIST's Semiconductor Incentives and Research & Development Programs based upon the actual level of support provided pursuant to an agreement.
OGCFN00	OGC	OGC FIRSTNET ACCOUNT	Fees are billed to FirstNet based upon the actual level of support provided pursuant to an agreement.
OGCM098	OGC	OGC MANUAL BILL ACCOUNT	Fees are billed to the relevant party based upon the actual level of support provided pursuant to an agreement.
OGCMCEN	OGC	OGC CENSUS DECENNIAL ACCOUNT	Fees are billed to the Census Bureau's Decennial Census Program based upon the actual level of support provided pursuant to an agreement.
OGCMCHP	OGC	OGC CHIPS ACCOUNT	NIST funds all the work performed by this office through inter-agency agreements.
OGCNTIA	OGC	OGC NTIA- AGC LEGAL SERVICES	Fees are billed to NTIA's broadband programs based upon the actual level of support provided pursuant to an agreement.
OHRFN00	OHRM	OHRM FIRSTNET ACCOUNT	Actual costs are billed to FirstNet based on signed agreement.
OHRM098	OHRM	OHRM MANUAL BILL	This billing algorithm is based on the terms of agreements and costs will be manually billed to customers.
OPOM098	OPOG	OFFICE OF PRIVACY AND OPEN GOVERNMENT - MANUAL BILL PROJECT	The billing algorithm is based on the terms of agreements and costs will be manually billed to customers.
OSYM098	OSIRC	OFFICE OF SECURITY MANUAL BILL	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.

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)			
PROJECT NUMBER	**OFFICE**	**PROJECT**	**BASIS OF BUDGET**
7000000	COS	ITA INTERNATIONAL TRAVEL	Cost are manually billed to ITA based on the terms of the signed inter-agency agreement (IAAs).
7001000	COS	REIMBURSABLE DETAILS - NIST CHIPS PROGRAM	Cost are manually billed to NIST based on the terms of the signed inter-agency agreement (IAAs).
7007000	COS	EXECUTIVE CORRESPONDENCE SYSTEM	Costs are spread evenly to participating bureaus.
7009000	COS	IMMEDIATE OFFICE REIMBURSABLE DETAILS	Cost are manually billed to operating units and bureaus based on the terms of the signed inter-agency agreement (IAAs).
7016000	OGC	LEGAL INFORMATION RETRIEVAL	The Office of the Secretary and Departmental operating units within the HCHB pay fees based upon their percentage of the FY 2025 HCHB population, with access to these subscription services being limited to HCHB-based staff; ITA field staff, BEA and OIG also receive access and pay fees in proportion to the applicable headcount. LexisNexis, Westlaw, and EbscoHost fees are based upon each bureau's usage rate and available to all DOC staff, except PTO.
7017000	COS	IMMEDIATE OFFICE MISC. AD HOC EXPENDITURES	Cost are manually billed to operating units and bureaus based on the terms of the signed inter-agency agreement (IAAs).
7018000	OHRM	HR CONNECT	The billing algorithm consists of five parts: (1) Costs for the Treasury O&M are allocated to participating operating units/bureaus based on the number of HR Connect seats; (2) the cost for NOAA PeopleSoft licenses is allocated to NOAA; (3) the cost for USAStaffing licenses is allocated based upon the respective number of participating bureaus (ITA, Census, NOAA, NIST, OIG and USPTO); (4) the cost for USA Staffing resources and IT support is based on the number of HR Connect seats is allocated to NIST, OIG and USPTO; and (5) the cost for DOC technical support and web services is allocated based on the number of HR Connect seats to DOC bureaus, except NTIS, NIST, OIG and PTO.
7018100	OHRM	HR CONNECT BUREAU SPECIFIC PROJECT	Costs are allocated to participating operating units/bureaus based on their share of the agreement.
7019000	OHRM	COMMERCE LEARNING MANAGEMENT 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)	NFC 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.
7025000	OHRM	OPM USAJOBS	Based on share of the FY 2025 Enacted FTE
7077000	OHRM	COMMERCE PEOPLE SOFT LICENSES	Costs are allocated to operating units/bureaus based on their share of the FY 2025 Enacted FTE. NTIS, Census, BEA, and NOAA are excluded from this algorithm.
7149000	OCIO	NATIONAL ARCHIVES AND RECORDS ADMIN (NARA)	The Budget is based on the prior year's costs and is for estimating purposes. 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.

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)			
PROJECT NUMBER	OFFICE	PROJECT	BASIS OF BUDGET
7177000	OSIRC	PERSONNEL VETTING PRODUCTS AND SERVICES - BACKGROUND INVESTIGATIONS	1) Personnel Security Investigations: Estimate is annualized based on recently available invoices; 2) Suite Executive Agent: Billed based on OPM allocation data; 3) Continuous Vetting (Trusted Workforce): Enacted FTE (excludes PTO).
7178000	OFEQ	FEDERAL PROTECTIVE SERVICES	Based on their assigned area plus fair share of Joint Use Space
7179000	OSIRC	VEHICLE SCREENING	Based on FY 2025 HCHB Population
7200000	OFEQ	GSA SPACE RENT	Costs for GSA Space Rent are billed based on square footage.
7201000	OFEQ	PEPCO	(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.
7202000	OFEQ	STEAM	Based on square footage
7204000	OFEQ	WATER	Based on FY 2025 HCHB Population
7205000	OFEQ	GSA FURNITURE INFORMATION AND TECHNOLOGY (FIT)	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, and 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.
7240000	OSIRC	CENSUS DECENNIAL - SECURITY	Costs are billed to Census.
7241000	OSIRC	CENSUS HEADQUARTERS - SECURITY	Costs are billed to Census.
7242000	OSIRC	NOAA HEADQUARTERS - SECURITY	Costs are billed to NOAA.
7243000	OSIRC	NIST HEADQUARTERS - SECURITY	Costs are billed to NIST.
7251000	OSIRC	NTIA/FIRSTNET - SECURITY	Costs are split 50/50 between NTIA & FirstNet.
7254000	OSIRC	CENSUS JEFFERSONVILLE - SECURITY	Costs are billed to Census.
7255000	OSIRC	NIST PSG GAITHERSBURG - SECURITY	Costs are billed to NIST.
7258000	OSIRC	NOAA WESTERN REGION - SECURITY	Costs are billed to NOAA.
7259000	OSIRC	NIST/NOAA/NTIA BOULDER - SECURITY	Costs are billed according to the those defined in the Boulder Cross Services Agreement which is the agreement of record for sharing costs on the campus.
7261000	OSIRC	BUREAU OF ECONOMIC ANALYSIS - SECURITY	Costs are billed to the Bureau of Economic Analysis.
7262000	OSIRC	BUREAU OF INDUSTRY AND SECURITY - SECURITY	Costs are billed to the Bureau of Industry and Security.
7263000	OSIRC	INTERNATIONAL PROGRAMS - SECURITY	Costs are billed to NTIA (5%) and ITA (95%).
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. There is no charge to the Bureaus.

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)			
PROJECT NUMBER	**OFFICE**	**PROJECT**	**BASIS OF BUDGET**
7906000	OFM	DOC INDEPENDENT FINANCIAL AUDITS	This is a two-part billing algorithm. Part 1: Bureaus are assessed for a percentage of the annual audit cost based on TOTAL estimated budget authority for FY 2025 as reflected in FY 2025 Budget In Brief (BIB) pg. 176, as FY 2026 BIB is still not available. 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 $73,500 (provided by the Bureau) is used as the basis. As FirstNet doesn't have appropriation, auditors have estimated FirstNet's allocation to be approximately 2% of the total audit cost. Part 2: PTO is a set estimated cost of $429,100.
7907000	OFM	OS REIMBURSABLE	Costs are manually billed to operating units and bureaus based on signed Inter/Intra-Agency Agreements (IAAs).
7908000	OFM	COMMERCE AGENCY FINANCIAL REPORT	Costs are manually billed to operating units and bureaus based on their share of the FY 2025 Enacted FTE.
7909000	OFM	PASSPORT SERVICES PROJECT	Costs are estimated based on the number of passports each Bureau anticipates purchasing. However, once the IAAinteragency agreement betweenwith OS and the DOS is executed, the Bureaus will only be billed for the actual number of passports processed by the DOS.
7912000	OHRM	FEMA SURGE CAPACITY FORCE	Estimates are based on the Mission Assignment (MA) provided by FEMA. HHS-ORR is responsible for (1) the full reimbursement of salaries, benefits, and overtime of all OS WCF employees, and any other costs associated with official travel and (2) the full reimbursement of overtime and any other costs associated with official travel of OS S&E employees.
7918000	OFEQ	COUNCIL OF ECONOMIC ADVISORS	All costs are billed to Census.
7923000	OHRM	DOL UNEMPLOYMENT CHARGES	Estimates are based on (1) the annualization of FY26 Q1 actuals and (2) multiplied by proration of FY25 Q1 through FY25 Q3 actuals. Manual bills are completed as costs are incurred from DOL. Unidentified and Leftover Charges are prorated based on identified charges percentages and distributed among bureaus.
7925000	OHRM	FLEXIBLE SPENDING ACCOUNT DOC PERSONNEL	Estimates are based on operating units/bureaus share of participation in this program. Manual bills are processed upon receipt of invoices from FSA supporting incurred costs and based on bureau employee participation.
7927000	OHRM	ELECTRONIC OFFICIAL PERSONNEL FILE	Costs are billed to the serviced operating units and bureaus based on their share of the FY 2025 Enacted FTE.
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.
7933000	OFM	BAS CONTRACT SUPPORT	The billing algorithm basis consists of 2 parts 1) Hosting costs are billed (except USPTO) based on the FY 2025 Enacted FTE; 2) O&M costs are billed to bureaus not part of Phase I and III (NIST, BEA, ITA, MBDA, NTIA, FirstNet, NTIS, OIG, OS) based on individual bureau usage of BAS systems, and remaining costs are billed to bureaus in Phase I and III (NOAA, BIS, EDA, Census) based on percentage of FTE of Phase I and III bureaus.

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)			
PROJECT NUMBER	OFFICE	PROJECT	BASIS OF BUDGET
7945000	OFM	PMC COUNCIL (CFO/CIO/FAC/CHCO)	Costs are manually billed to operating units and bureaus (excluding FirstNet) based on their share of FY 2025 Enacted FTE.
7946000	OCIO	E-GOV INITIATIVES	Costs are billed manually to operating units and offices according to each initiative's specific algorithm listed in the table below. This algorithm is determined by prior year actuals, regulatory actions, the number of grants, and the FY25 FTE enacted per bureau for creating interagency agreements with DOC bureaus.
7947000	OCIO	DOC INITIATIVES – JCAM/CSAM	Costs are manually billed to the users based on the number of FISMA reportable operational systems resident in the JCAM application in the previous year.
7960000	OCIO	MANAGED PRINTING SERVICES	Costs are manually billed to operating units and offices based on location and use.

VI. WCF AND A&R SERVICE PROVIDERS

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 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 Information Officer (OCIO)

Chief of Staff (COS)

Office of Civil Rights (OCR)

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 Security, Insider Risk and Continuity (OSIRC)

Office of Privacy and Open Government (OPOG)

Office of Performance Excellence (OPE)

OFFICE OF ACQUISITION MANAGEMENT (OAM)

The Office of Acquisition Management (OAM) develops, coordinates, implements and maintains the Department's acquisition and financial assistance regulations, policies, and procedures. OAM provides management and oversight for a range of financial assistance initiatives, procurement activities and programs including innovative business practices, complex mission critical systems such as weather satellites, ships and aircraft and the Department's purchase card program. The office manages DOC's acquisition workforce career development, provides advice and guidance to stakeholders on complying with laws, regulations and policies, delegates contracting authority, and establishes DOC-wide strategic sourcing plans and related procurement vehicles. It represents DOC in all external acquisition and financial assistance policy matters. OAM, whose director serves as the DOC's Senior Procurement Executive, serves as the functional owner for DOC-wide automated procurement and grants systems and as the focal point for the collection and reporting of acquisition, major programs, risk and financial assistance information.

OAM provides contracting services including acquisition development and guidance for the procurement of products and services for the Office of the Secretary. In addition, OAM provides end-to-end, full-lifecycle acquisition services for the Department's Bureaus that do not have procurement authority, and procures and administers the strategic sourcing portfolio for all the Department's Bureaus.

OAM develops and maintains DOC-wide acquisition management programs, evaluates and compares bureau offices performance against stated goals, and reports on goal achievement to the Assistant Secretary for Administration. 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 Agile Framework and 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 also resides within the organization.

In addition, OAM is responsible for DOC-wide federal financial assistance policy and oversight, which includes serving as the executive co-sponsor for the migration of DOC grant-making bureaus to a common grants management system. OAM leads the updating of major policy guidance pertaining to federal financial assistance including the DOC Federal Financial Assistance Manual, the DOC Financial Assistance Standard Terms and Conditions, and other policy guidance documents as required. OAM tracks progress in audit resolution, closeout of federal 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, the Federal Program Inventory 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

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HCHB Room 6422, 482-4248
VACANT, Deputy for Programs and Analysis
HCHB Room 6422, 482-4248
MOLLY A. SHEA, Deputy Senior Procurement Executive and Deputy for Procurement Management
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HCHB Room 1854, 482-3438
CHRIS WALLIS, Associate Director for Shared Services Procurement
HCHB Room 33020R, 482-5676

LIST OF PROJECTS

Infrastructure & Support Division	0444000	WCF
Purchase Card Oversight Program	0466000	WCF
Program Management	0469000	WCF
OAM Shared Services Procurement	0471000	WCF
FirstNet Support	OAMFN00	WCF
OAM Manual Bill	OAMM098	WCF
SmartPay 3 Refund	7300000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

<u>INFRASTRUCTURE & SUPPORT</u> PROJECT 0444000

<u>Description of Service</u>: The Infrastructure & Support project (IS) provides leadership for enterprise-wide acquisition IT solutions to meet statutory and regulatory control and reporting requirements. IS manages the Commerce Business Environment (CBE) program which includes 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 including development and maintenance of decision support tools such as the Acquisition Data Warehouse for the Department's acquisition leadership. IS represents OAM on the BAS Change Control Board and leads the coordination of bureau representatives on PRISM change requests to the CCB. IS 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. IS 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.

<u>Basis of Budget</u>: Costs are billed to designated operating units (OS, Census, NIST, and NOAA) based on the number of C. Suite and BAS Prism users as of 2025.

<u>Performance Metrics</u>: 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.

<u>PURCHASE CARD OVERSIGHT PROGRAM</u> PROJECT 0466000

<u>Description of Service</u>: 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: At least 90% of GSA SmartPay vendor auto-generated sample size of transactions are initiated for compliance review.

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. To support the Milestone Review Board (MRB) Executive Secretariat, APM 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. APM manages and oversees the governance process for the DOC-wide co-sponsored Federally Funded Research and Development Center (FFRDC).

Basis of Budget: Costs are billed to operating units based on FY 2025 Enacted FTE without FirstNet.

Performance Metrics: Acquisition Program Management Support - Definition: Positively respond to requests for program support and manage Deputy Secretary-level MRBs and their supporting IPTs. Monitor the sustainability of a skilled cadre of program/project managers to lead the delivery of successful DOC programs. Measure: Provide tangible (program/project certification level reviews, 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: At least 90% of mission critical baselines submitted are reviewed and at least 90% of Federal Acquisition Certification for Program and Project Managers (FAC P/PM) certification requests are adjudicated.

OAM SHARED SERVICES PROCUREMENT PROJECT 0471000

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 FAC-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 combining 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: This algorithm consists of two parts: Costs are allocated to bureaus based on a percentage of FY24 actual contract spent 1) Strategic Sourcing 2) Full Lifecycle + Shared Services (Non SSI) 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: >95% awards completed within PALT range.

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 to administrative or management requirements related to this action.

Additionally, this project will provide Shared Services and contracting support to plan, form, administer and compete and award task and delivery orders on behalf of FirstNet across the full range of contracting vehicles within the Shared Services Portfolio.

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

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.

OFFICE OF THE CHIEF INFORMATION OFFICER (OCIO)

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. 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), 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 into the services provided.

MANAGEMENT OFFICIALS

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LIST OF PROJECTS

Department-wide IT Programs	0702000	WCF
Office of the Secretary (OS) IT Support Services	0703000	WCF
HCHB Network	0706000	WCF
DOC Enterprise Cybersecurity Operations	0709000	WCF
National Security Solutions & Services (NS3)	0711000	WCF
Insider Threat	0712000	WCF
Grants Enterprise Management Solution (GEMS)	0713000	WCF
OCIO Manual Bill Account	CIOM098	WCF
OCIO FirstNet Manual Bill Account	CIOFN00	WCF
National Archives and Records Admin (NARA)	7149000	A&R
E-Gov Initiatives	7946000	A&R
DOC Initiatives – JCAM/CSAM	7947000	A&R
Managed Printing Services	7960000	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), digital experience rationalization, 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., GOVTA, 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, and IT systems; the development and implementation of 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 (e.g., Commerce.gov, SelectUSA) and with improved business processes through web technologies (e.g., Commerce Connection, Social Media tracking). It also provides oversight of IT printing services across participating bureaus and Enabling Technology services across DOC, delivering a one-stop shop for the former Enterprise Services Portal.

Basis of Budget: This billing algorithm consists of three parts:

1) Algorithm is based on FY 2025 Enacted W/O FIRSTNET.
2) Costs are billed to participating bureaus based on FY 2025 Enacted W/O PTO. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and temporary Locally Employed Staff (LES).
3) Two percent of the Part 2 budget is allocated to PTO, NIST, and NTIS by FY 2025 Enacted FTE.

Performance Metrics:
FITARA: Oversee compliance through on-time completion of the annual Bureau CIO FITARA IT Portfolio Reviews, validation of quarterly Integrated Data Collection data collection submissions, coordination and support for the departmental biannual FITARA scorecard results.

FITARA Scorecard Grade: The House Committee on Oversight and Reform (COR) grades agencies' implementation of key pieces of legislation: FITARA, Modernizing Government Technology (MGT) Act, and Federal Information Security Modernization Act (FISMA) based on selected scoring methodologies for areas from a wide range of options, then the COR tasks the Government Accountability Office (GAO) to collect and score the information according to the

COR's direction. The Agency data sets GAO uses are generally publicly available and regularly updated and from which the COR derives an overall Bi-annual letter grade/score of: A, B, C, D or F - (0.0=F) to (4.0=A).

OS IT SUPPORT SERVICES PROJECT 0703000

Description of Service: This project provides comprehensive IT support for the Office of the Secretary (OS), the Bureau of Economic Affairs (BEA), the 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 DOC-wide communications with other federal agencies and the public sector.

Basis of Budget: Costs are distributed among the Office of the Secretary (S&E and WCF) accounts and BEA, EDA, and MBDA based on each bureau's share of the HCHB population.

Performance Metrics:
MyService Hub: This indicator describes the percentage of customer inquiries coming through the primary Contact Center that are quickly identified and assigned for resolution according to the incoming 3 communication channels (Phone, Portal and Email) and their respective targets. High performance in this area significantly increases the likelihood of a continued positive customer experience downstream, and the tiered targets influence the correct selection and use of communication channels.

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, reliability and security services. 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, an Internet Service Provider (ISP), and required hardware and software to manage Internet access.

Basis of Budget: This billing algorithm consists of two parts:

1) Network Data Nodes - Data from FY25 Submission
2) MPLS Circuits - Data from FY25 Submission

Performance Metrics:
HCHB Scheduled Network Uptime: The percent of the time that HCHB Network services are available according to schedule.

DOC ENTERPRISE CYBERSECURITY OPERATIONS PROJECT 0709000

Description of Service: This project implements the Department's Enterprise Cybersecurity Program required by the Federal Information Security Modernization Act of 2014 (FISMA) by adopting and managing cybersecurity capabilities, including:

- Enterprise Security Operations Center (ESOC) for cyber incident monitoring/detection, incident response, log analysis, cyber engineering, and forensics;
- Vulnerability Disclosure Program (VDP) provides a clear, authorized way for security researchers and the public to report potential security weaknesses, enabling the organization to identify, validate, and remediate issues before they can be exploited;
- Enterprise Cybersecurity Policy Framework development, revisions, coordination, and dissemination, including processing policy waiver requests;
- Enterprise Continuous Diagnostics and Mitigation (ECDM) program reduces the Department's threat surface, increases visibility into our cybersecurity posture, improves cybersecurity response capabilities, and automates FISMA reporting;
- Zero Trust Architecture strategy and reporting;
- Supply Chain Risk Management (SCRM) program management and information sharing;
- High-Value Asset (HVA) Program to protect our most sensitive and mission essential functions;
- Enterprise Cybersecurity Strategy and Governance development to guide consistent implementation of legislative and Federal requirements;
- Cybersecurity awareness to promote a cybersecurity culture;
- FISMA performance metric tracking, data collection and analysis, inter- and intra- agency collaboration, and statutory reporting;
- OU outreach and coordination for proactive and targeted engagements through OU Cyber Liaisons regular touchpoints; and
- Cybersecurity audit liaison and support with GAO and OIG.

These programs lead the effective management of the Department's information and information systems, support the protection of mission-essential functions, and develop recommendations to the Secretary for enhancing cybersecurity capabilities across the Department.

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

Performance Metrics:

- ESOC
    - Percent of suspected and/or confirmed DOC-identified cybersecurity incidents reported by the ESOC to the Cybersecurity and Infrastructure Security Agency (CISA)
        - Performance Target: 100%
    - Percent of DOC-identified Major Incidents reported to OMB and Congress by DOC OCIO within required timelines established by law and/or guidance.
        - Performance Target: 100%
- VDP
    - Percentage of researcher reports validated as legitimate security issues
        - Performance Target: 100%
    - Percentage of validated high or critical findings resolved within BOD 20-01 defined timeframes (15 days for Critical; 30 days for High)
        - Performance Target: 90%
- ECDM:
    - The ECDM platforms are available 24/7 basis except during scheduled maintenance windows.
        - Performance Target: 99.9% availability
- FISMA
    - Completion of quarterly and annual FISMA reporting to OMB/DHS
        - Performance Targets: 100%

NATIONAL SECURITY SOLUTIONS & SERVICES (NS3) PROJECT 0711000

Description of Service: The project was created to function as the enterprise shared service provider for IT goods and services supporting National Security Systems. National Security Solutions and Services (NS3) oversees the operations and maintenance of the Department's national security systems, including classified email, Video Teleconferencing (VTC), Voice over Secure Internet Protocol (VOSIP), network connectivity, shared drives, file and print services, help desk support, and the pathways to the Secret Internet Protocol Router Network (SIPRNet) and the Joint Worldwide Intelligence Communication System (JWICS).

In addition to providing classified network connectivity, the project delivers domain name services, system configuration management, security accreditation, and end-user support. NS3 also maintains oversight of the following responsibilities:

a. Implementing, administering, and supporting Enterprise Mission Assurance Support Service (eMASS) as the Department of Commerce's (DOC) system of record for all DOC National Security Systems (NSS).
b. Maintaining an accurate and up-to-date inventory of all DOC NSS and their interconnections.
c. Ensuring consistent application of security protections and practices across all DOC NSS.
d. Coordinating and facilitating communication with the Department of Defense (DoD), National Security Agency and bureau owners of NSS.

Basis of Budget: Budget is based on each bureau's percentage of authorized system users: JWICS shares and SIPRNet shares. Operating units (Bureaus) 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: 99%

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 (Bureaus) 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.

GRANTS ENTERPRISE MANAGEMENT SOLUTION (GEMS) PROJECT 0713000

Description of Service: The Grants Enterprise Management Solution (GEMS) provides grants management functions for all Commerce grant-making entities through Federal Shared Service Provider eRA. This project funds operations and maintenance activities, including software subscription, service desk support for agencies, applicants, and grantees, and program management support.

Basis of Budget: GEMS allocation per bureau FY25 adjusted users.

Performance Metrics: GEMS: Percentage of on-time, on-budget deployments of GEMS.

OCIO MANUAL BILL ACCOUNT CIOM098

Description of Service: This project supports reimbursable agreements between internal/external customers and OCIO.

Basis of Budget: This billing algorithm is based on the terms of agreements, and costs will be manually billed to customers. Bureaus are only billed if/when a support request is submitted to OCIO.

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: The Budget is based on the prior year's costs and is for estimating purposes. 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 the disposition schedule or upon receipt of written requests 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.
- Serviceability of request: Within 1 business day.

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 billed manually to operating units and offices according to each initiative's specific algorithm listed in the table below. This algorithm is determined by prior year actuals, regulatory actions, the number of grants, and the FY25 FTE enacted per bureau for creating interagency agreements 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

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

DOC INITIATIVES – JCAM/CSAM PROJECT 7947000

Description of Services: The Joint Cybersecurity Authorization Management (JCAM) (formerly Cyber Security Assessment Management (CSAM)) application license fee paid to the Department of Justice Cybersecurity Shared Services Program. The charges are collected through IAA.

Basis of Budget: Costs are manually billed to the users based on the number of FISMA reportable operational systems resident in the JCAM application in the previous year.

Performance Metrics:

- JCAM/CSAM Operating Unit outreach and engagement
  - Service Measurement: DOC JCAM (CSAM) Integrated Project Team meetings provide OUs with information on upcoming releases, feature updates, training opportunities, and other relevant topics.
  - Performance Target: Monthly Briefings

MANAGED PRINTING SERVICES 7960000

Description of Services: This project was established to optimize an organization's printing infrastructure and document-related processes. Key aspects include:

- The provider assesses the current infrastructure, document workflows, and costs to identify areas for improvement.

- It covers the selection, installation, and maintenance of printers and multifunction devices. It also involves implementing software solutions for monitoring and management.
- The provider manages supplies like toner and paper, ensuring they are consistently available without overstocking or needing restocking.
- It offers proactive maintenance, repairs, and technical support to minimize downtime.

Basis of Budget: Costs are manually billed to operating units and offices based on location and use.

Performance Metrics: TBD.

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.

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LIST OF PROJECTS

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

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 the signed intra-agency agreement (IAA).

REIMBURSABLE DETAILS – NIST CHIPS 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 incentive programs.

Basis of Budget: **Costs** are manually billed to NIST based on the terms of the signed intra-agency agreement (IAA).

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 agreements (IAAs).

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.

Basis of Budget: Costs are manually billed to operating units and bureaus based on signed agreements (IAAs).

OFFICE OF CIVIL RIGHTS (OCR)

The Office of Civil Rights (OCR) develops and manages the Department of Commerce's (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 the Department's programs and facilities. OCR also provides leadership and consultant services to assist operating units with developing action plans to address systemic barriers to equal opportunity. OCR also provides EEO counseling and Alternative Dispute Resolution (ADR) services to the Office of the Secretary 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 provide further insight into services provided.

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LIST OF PROJECTS

Civil Rights	0532000	WCF
Office of Civil Rights Manual Bill	OCRM098	WCF

WORKING CAPITAL FUND (WCF) PROJECTS

CIVIL RIGHTS PROJECT 0532000

Description of Service: The OCR Policy and Evaluation Division performs activities related to Department civil rights policy programs which include the Disability/Reasonable Accommodation Programs and Reasonable accommodations, such as sign language interpreting. The Client Services and Resolution Division and Program Implementation Division handle 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 effective, uniform EEO systems for the purpose of conducting barrier analyses, tracking reasonable accommodations, formulating strategic solutions, 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 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, and limited English proficiency (DOO 20-10, DAO 215-5, DAO 215-3, DAO 215-4, DAO 215-11, DAO 209-8, 29 CFR 1614 and15 CFR Parts 8-8c.)

The Client Services and Resolution Division Director (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, and discrimination complaint processes.

OCR's Program Implementation Division manages the internal formal EEO complaint process and the External Compliance Program (which oversees and monitors the Department's compliance with statutes that prohibit discrimination in federally conducted programs and federally assisted programs). 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 the Equal Employment Opportunity Commission to determine whether parties have been subjected to unlawful discrimination. The investigative reports are issued to complainants and other required parties for the purpose of resolution and adjudication on the merits. The Department and the Equal Employment Opportunity Commission use the investigative reports for their decisions and Agency attorneys use the investigative reports in connection with representing the Department before the Equal Employment Opportunity Commission, the Merit Systems Protection Board and courts.

Basis of Budget: This billing algorithm consists of three parts: (1) 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 (2) Contract Costs for contractor-conducted investigations, which are allocated to participating operating units based on their pro rata share of actual contract invoices. (3) Charges for Policy & Employment services are allocated to participating operating units based on their prorated share of the FY 2025 Enacted w/o PTO & FIRSTNET.

Performance Metrics: The Office of Civil Rights utilizes the following key metrics to measure mission accomplishments.

- Percentage of Investigations Completed Timely
- DOC-wide FEVS Score
- MD 715 Compliance Score
- Number of Programs/Events/Workshops

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.

OFFICE OF FACILITIES AND ENVIRONMENTAL QUALITY (OFEQ)

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, with the services provided subject to adjustment based on budget.

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 safety policy, mail management, personal property, and transportation/fleet management services.

OFEQ develops, implements, and oversees the Department's energy management, sustainability, resilience, and environmental compliance programs. OFEQ develops Department Administrative Orders for implementing energy management, sustainability, resilience, and environmental compliance 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 , regulations and executive orders; 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. OFEQ represents the Senior Real Property Officer on the Federal Real Property Council that develops strategies, guidance and policies for government wide real properties

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

MANAGEMENT OFFICIALS

JEFF T. BEHLER, Director
HCHB Room 2865, 482-2226
ROYA ELLIS, Chief of Staff / Associate Director, Immediate Office
HCHB Room 2865, 482-4877
BRYAN CARNAHAN, Associate Director, Office of Building Management - HCHB
HCHB Room C100, 482-0824
DEL MERKERSON, Associate Director, Office of Facility Services - HCHB
HCHB Room C125, 482-5060
KRISTEN THOMAS, Associate Director, Office of Property Compliance and Resilience
HCHB Room 2064, 482-1202

LIST OF PROJECTS

Multimedia Branch	0110000	WCF
Mail Services	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
Client Services Division	0164000	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 Branch	0178000	WCF
Building Management Division	0180000	WCF
DOC Central Recycling Account	DOCMREC	WCF
Office of Facilities & Environ Manual Bill	OFQM098	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
Council of Economic Advisors	7918000	A&R
Fleet Rebates	7930000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

MULTIMEDIA BRANCH PROJECT 0110000

Description of Service: In-house government staff perform the following services for HCHB Departmental tenants: conducts pre-planning requirements analysis for graphics and publication projects; performs contract administration for purchase card procurements; and establishes delivery schedules based on customer requirements. 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 based on the Department of Commerce Publishing and Printing Manual 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. In addition, this project provides in-house staff to perform coordination of special events held in the HCHB lobby, auditorium and standard audiovisual support for the HCHB occupants and distinguished visitors. The services provided are subject to adjustment based on budget.

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 semi-annual customer survey.

MAIL SERVICES 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 2025 HCHB Population without USPTO.

Performance Metrics: Customer satisfaction: Measured semi-annually through a customer survey; 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, training coordination and employee awards oversight. In addition, this project provides administrative oversight, executive correspondence review, analysis, and studies of OFEQ administered programs. This project also manages the Department of Commerce's Safety Policy program related to providing oversight of Departmental safety programs and policies; developing, issuing, and maintaining adequate safety program guidelines, advising and assisting bureaus and operating units on safety program requirements; conducting safety assessments and evaluations of bureaus and operating units, monitoring implementation of correction actions and compliance with E.O. 12196, 29 CFR 1960, and DAO 209-4; preparing DOC's annual workplace injury and illness report; coordinating the annual Bureau of Labor Statistics report; and, assisting in performing safety training need assessments.

Basis of Budget: Costs are allocated to the operating units based on the underlying algorithms of the programs this project manages (0110000, 0120000, 0138000, 0147000, 0148000, 0164000, 0167000, 0172000, 0178000 and 0180000).

Performance Metrics: Quarterly administrative review of internal OFEQ performance metrics and semi-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 space management services to the Department of Commerce offices within HCHB, with services provided subject to adjustment based on budget.

The project monitors and oversees the assignment of space within the HCHB to generate accurate occupancy data used to authorize financial reimbursements to the General Services Administration for spaces occupied at the HCHB. Other 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.

Basis of Budget: Costs are allocated to operating units based on FY 2025 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 and water management, sustainability, 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 and water management, sustainability, 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 data-calls and reports; directs the Department's energy and environmental stewardship awards and recognition programs; serves as the Secretary's subject matter expert on facility energy and water management, sustainability, resilience, and environmental compliance program matters; and serves as lead liaison on facility energy and water management, sustainability, 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 the 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 2025 Total Onboard 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 Energy Management Data Report
2) The Department’s Annual Strategic Sustainability Plan

OSEEP provides oversight, guidance, management, and coordination of the DOC’s facility energy and water management, sustainability, resilience, and environmental compliance programs to comply with regulatory requirements through maintaining and updating the Department’s central database for energy and sustainability data (Portfolio Manager), and the 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 Multimedia Branch (0110000), the Mail Services Branch (0120000), the Space Management Division (0138000), the Client Services Division (0164000), the Facilities Services Branch (0178000), and the Building Management Division (0180000) 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 2025 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 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 2025 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 IAA. All Joint Use spaces are maintained in a functional condition.

CLIENT SERVICES DIVISION PROJECT 0164000

Description of Service: Provides operational services and policy guidance for facility services including cafeteria, janitorial services, parking management, landscaping services, pest control, trash removal; mail services; recycling services; scheduling and assistance with event planning for conference rooms, auditorium, main lobby, and conference support services including audiovisual equipment, audio visual support; and multi-media services including printing, binding, graphics, mail, and distribution services for the HCHB.

Basis of Budget: Costs are allocated to operating units based on FY 2025 HCHB Population.

Performance Metrics: Each Division performs their core designated functions in an efficient manner.

REIMBURSABLE ALTERATIONS PROJECT 0166000

Description of Service: This project provides reimbursable space management, renovation and alteration services (other than maintenance) performed by contractors.

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

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 the Personal Property Management System, which includes the transportation/fleet management information to track and maintain vehicle information. The services provided by this project are subject to adjustment based on budget.

Basis of Budget: This billing algorithm consists of three parts: (1) Operational costs are allocated to the Department based on FY 2025 Total On-Board Nationwide Population without PTO; (2) Excess property operating costs are allocated to operating units based on FY 2025 HCHB Population without PTO; and (3) the number of vehicles by bureau.

Performance Metrics: Accounting for Personal Property: Measured annually by the Department by conducting 100% annual inventory of capitalized equipment, 100% semi-annually of firearms. 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 real 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 Profile-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. 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. ORPP works with DOC bureaus and GSA to prepare the annual Budget Exhibit 54, Annual GSA Rent and Other Costs (relocation, furniture, IT, TI, FPS security).

Basis of Budget: This billing algorithm is based on FY 2025 Total Onboard Nationwide without USPTO.

Performance Metrics: The Office of Real Property Programs will prepare, review, and submit the following reports, inventories, and exhibits to OMB and GSA:

1) Manage the DOC Real Property Inventory annual update to the Federal Real Property Profile
2) Real Property Validation and Verification of Asset Data Discrepancies;
3) Real Property Capital Plan, as required by OMB M-20-3;
4) Federal Real Property Profile-Management System (FRPP-MS) upload validated by OUs;
5) Budget preparation for the OU-consolidated Budget Exhibit 54, Annual GSA Rent and Other Costs (relocation, furniture, IT, TI, FPS security);
6) Preparation and allocation of HCHB monthly GSA rent bill including parking amongst OU occupants;
7) Monthly preparation and allocation of GSA FIT billing, FPS basic security and building specific security charges for HCHB and other OS spaces amongst OU occupants;
8) Execution and oversight of MOUs with HCHB non-Departmental occupants (NPS WHVC);
9) Preparation of the DOC Reconstitution Plan and SF2050 per Presidential Policy Directive 40 (PPD 40); National Continuity Policy, July 15, 2016; Federal Continuity Directive 1 (FCD 1); Federal Executive Branch National Continuity Program and Requirements, January 17, 2017; Continuity Guidance Circular, February 2018; and other related directives and guidance.
10) Preparation of the DOC Real Property Data Quality Improvement Program; and
11) Manage the DOC Warrant Program for real property contracting officers.

HCHB ENERGY AND WATER EFFICIENCY PROJECT 0177000

Description of Service: This project provides centralized services for 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 BRANCH PROJECT 0178000

Description of Service: This project provides services for custodial services, landscaping, pest control, recycling services, and trash removal. This project is also responsible for managing the parking program in/around the HCHB and Transit Benefits for the Office of the Secretary. This project also houses oversight of the HCHB cafeteria. These services are provided by in-house personnel and/or through contracts. The services provided by this project are subject to adjustment based on budget.

Basis of Budget: The billing algorithm is based on FY 2025 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. The services provided by this project are subject to adjustment based on budget.

Basis of Budget: The billing algorithm is based on FY 2025 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 appropriations for FY 2025, Section 706 of Public Law 119-4.

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 Supply Exchange Center 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 Supply Exchange Center are also tracked and reported.

OFFICE OF FACILITIES & ENVIRON MANUAL BILL PROJECT OFQM098

Description of Service: For Fiscal Year 2025, 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. Costs and fees manually billed to the requesting customer for set-up and usage of the HCHB Auditorium, Lobby, courtyards, and in support of large events where above standard audiovisual and event set-up services are required. Any costs associated with the 21st 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, and 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 the 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 PROJECT 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.

<u>WATER</u> PROJECT 7204000

<u>Description of Service</u>: 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.

<u>Basis of Budget</u>: Costs for water are billed based on FY 2025 HCHB Population.

<u>GSA FURNITURE INFORMATION AND TECHNOLOGY (FIT)</u> PROJECT 7205000

<u>Description of Service</u>: This project provides GSA's Total Workplace Furniture Information & Technology (FIT) program to create 21st 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 costs are billed/repaid over a 36-month period.

<u>Basis of Budget</u>: 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, and 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 are allocated on the basis of the OU's percentage of all assignable square footage.

<u>HCHB ROOF REPAIR</u> PROJECT 7206000

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

<u>Basis of Budget</u>: Costs for HCHB roof repair are billed based on square footage.

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 with 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 (OFM)

The Office of Financial Management (OFM) formulates and prescribes Department of Commerce (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 Expenses 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 into services provided.

MANAGEMENT OFFICIALS

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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
Business Applications Solution (BAS)	0463000	WCF
OS OFM Data Act	0468000	WCF
Travel Management Division (TMD)	0480000	WCF
Electronic Travel System	0481000	WCF
GovTA Services Project	0488000	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
BAS Contract Support Project	7933000	A&R
PMC Council (CFO/CIO/FAC/CHCO)	7945000	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 Expenses 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 the General Counsel (OGC), Office of the Chief Information Officer (OCIO), and Chief Financial Officer/Assistant Secretary of Administration (CFO/ASA). The OSFM also conducts liaison activities for Departmental Management under this activity.

Basis of Budget: Costs are billed in among the Departmental Management accounts (S&E and WCF) based on their share of the FY 2025 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 the 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 the 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 EDA, BIS, USPTO, FirstNet, CENSUS and NOAA) based on the FY 2025 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 Managers' Financial Integrity Act of 1982 (FMFIA)
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 requests; 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 2025 Enacted FTE (without FirstNet); and 3) costs for the A-123 Governance, Regulatory and Compliance (GRC) tool users' number of licenses.

Performance Metrics: Financial Statement Guidance: Draft guidance issued by the 8th day of the last month of the quarter. Final guidance issued by the 15th 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: 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.

Part 1 - Hyperion costs - all bureaus except FirstNet and PTO - based on FTE
Part 2 - Relocation Costs – Census, NOAA, NIST, ITA - based on annual relocation volume by percentage
Part 3 - Visa/Passport - all bureaus except First Net and PTO - based on FTE
Part 4 - C. Suite - Based on the percentage usage of the Servers and Help Desk Tickets.
Part 5 - OHRM GSS - OS and NOAA only; NOAA only uses Performance Payout System (PPS); OS uses all OHRM General Support Systems (GSS)

BUSINESS APPLICATION SOLUTIONS (BAS) PROJECT 0463000

Description of Service: The BAS project is a DOC wide effort to implement a modernized integrated suite of financial management and business applications. The BAS project implements the Enterprise Business System (Core Financials), the Enterprise Data Warehouse, PRISM (Acquisition System), and Sunflower (Personal, Real, and Fleet Property System). NOAA implemented the BAS suite in October 2023; Census implemented in October 2025; NIST will be implemented in October 2026. The 0463000 project is for the costs incurred by OFMS for the operations and maintenance of the BAS suite of systems.

Basis of Budget: The billing algorithm basis is the bureau percentage of FTEs of the bureaus that are using BAS.

Planned Performance Metrics:

- System Availability
- High Priority Ticket Resolution
- Ticket Resolution Time – Project Management Office
- Ticket Resolution Time – Vendor
- Average customer satisfaction rating on customer survey

OS OFM DATA ACT PROJECT 0468000

Description of Service: The Digital Accountability and Transparency Act (DATA) Act project is a 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 2025 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 DOC 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 FY 2025 nationwide population to include PTO and FirstNet because both organizations are supported by TMD for travel cards, Senior Travel Officer (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.

GOVTA SERVICES PROJECT 0488000

Description of Service: GovTA is the Department's time and attendance system. Services include user licenses to GovTA software, hosting services, security services, and project management services.

Basis of Budget: The costs are billed to operating units and offices based on the bureau FTE count FY 2025 Enacted FTE without PTO.

Performance Metrics: System Availability

OFM MISCCELLANEOUS 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 MISCCELLANEOUS 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 an audit of the Department's annual consolidated financial statements covering all accounts and activities of each office, bureau, and activity. This project funds the annual 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 TOTAL estimated budget authority for FY 2025 as reflected in the FY 2025 Budget In Brief (BIB) pg. 176, as the FY 2026 BIB was not required. 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 $73,500 (provided by the Bureau) is used as the basis. As FirstNet doesn't have appropriation, auditors have estimated FirstNet's allocation to be approximately 2% of the total audit cost. Part 2: PTO is a set estimated cost of $429,100.

OS REIMBURSABLE PROJECT 7907000

Description of Service: This is OS Reimbursable Detail project. This project was established to serve as the central processing point for the reimbursable details of Office of the Secretary employees for the requests of DOC bureaus and/or other federal agencies.

Basis of Budget: Costs are manually billed to operating units and bureaus based on signed Inter/Intra-Agency Agreements (IAAs).

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). 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 Departments 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 manually billed to operating units and bureaus based on their share of the FY 2025 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 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 Bureaus passport validation points of contact. These application fees are based on the annual IAA 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 the number of passports each Bureau anticipates purchasing. However, once the IAA between OS and the DOS is executed, the Bureaus will only be billed for the actual number of passports processed by the DOS.

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 DOS and the DOC will be used for the purposes of the next FY IAA. The DOS 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.

BAS CONTRACT SUPPORT PROJECT 7933000

Description of Service: The BAS project is a DOC -wide effort to implement a modernized integrated suite of financial management and business applications. The BAS project implements the Enterprise Business System (Core Financials), the Enterprise Data Warehouse, PRISM (Acquisition System), and Sunflower (Personal, Real, and Fleet Property System). NOAA implemented the BAS suite in October 2023; Census implemented October 2025; NIST will implement October 2026. The 7933 project is for the operations and maintenance costs, and hosting costs, of the BAS suite of systems.

Basis of Budget: The billing algorithm basis consists of 2 parts 1) Hosting costs are billed (except USPTO) based on the FY 2025 Enacted FTE; 2) O&M costs are billed to bureaus not part of Phase I and III (NIST, BEA, ITA, MBDA, NTIA, FirstNet, NTIS, OIG, OS) based on individual bureau usage of BAS systems, and remaining costs are billed to bureaus in Phase I and III (NOAA, BIS, EDA, Census) based on percentage of FTE of Phase I and III bureaus.

Performance Metrics:
- System Availability
- High Priority Ticket Resolution
- Ticket Resolution Time – Project Management Office
- Ticket Resolution Time – Vendor

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 (PMC) (Chief Information Officers Council, Chief Financial Officers Council, Federal Acquisition Council and Chief Human Capital Officers Council). This project also includes the following three PMC initiatives and efforts:

- Federal Audit Clearinghouse (FAC) for Single Audit Reports
- Cross-Agency Priority (CAP) Goals Implementation in support of Government-wide and other multi-agency financial, information technology, procurement, and other management innovations, initiatives and activities, including improving coordination and reducing duplication across agencies.
- Executive Branch's Interagency Management Councils, including the Chief Acquisition Officers Council, the Chief Financial Officers Council, the Chief Human Capital Officers Council, the Chief Information Officers Council, and the Performance Improvement Council.

Basis of Budget: Costs are manually billed to operating units and bureaus (excluding FirstNet) based on their share of FY 2025 Enacted FTE.

OFFICE OF THE GENERAL COUNSEL (OGC)

The Office of the 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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LIST OF PROJECTS

OGC Deputy General Counsel for Administration (DCGA)	0010000	WCF
Commerce Research Library	0031000	WCF
OGC ITA - International Commerce	0033000	WCF
OGC ITA - Chief Counsel Trade Enforcement & Compliance	0034000	WCF
OGC Census/BEA	0038000	WCF
OGC NIST/NTIS	0042000	WCF
OGC BIS	0045000	WCF
OGC Chief Counsel for EDA	0053000	WCF
OGC Chief Counsel for MBDA	0054000	WCF
OGC CC NTIA	0057000	WCF
OGC Office of the Chief Administrative Officer (OCAO)	0058000	WCF
OGC FIRSTNET Account	OGCFN00	WCF
OGC Manual Bill Account	OGCM098	WCF
OGC Census Decennial Account	OGCMCEN	WCF
OGC CHIPS Account	OGCMCHP	WCF
OGCCHLS OGC CHIPS AGCs	OGCCHLS	WCF
OGCNTIA NTIA AGC	OGCNTIA	WCF
Legal Information Retrieval	7016000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

<u>OGC DEPUTY GENERAL COUNSEL FOR ADMINISTRATION</u> PROJECT 0010000

<u>**Description of Service:**</u> The Office of the Deputy General Counsel for Administration (DGCA) provides legal advice and representation on matters concerning the administration, management, and oversight of Department operations. DGCA includes several constituent components, including the immediate office of the DGCA; the Office of the Assistant General Counsel for Employment, Litigation, and Information; the Office of the Assistant General Counsel for Ethics Law and Program; the Office of the Assistant General Counsel for Legislation and Regulation; the Office of the Assistant General Counsel for Transactions and Program Management, the Commerce Research Library, and the Office of the Chief Administrative Officer. The specific work of DGCA is described below; these services are provided to all Departmental offices and operating units, with USPTO receiving services in accordance with Department Organization Order (DOO) 10-14, section 3.04 and with OIG receiving services in accordance with DOO 23-1, section 6. Services provided by DGCA under projects OGCFN00, OGCM098, OGCMCEN, OGCCHLS, and OGCNTIA are excluded from the scope of this project.

Immediate Office of the DGCA

The Deputy General Counsel for Administration and the staff of the immediate office oversee the long-range and strategic planning for budget, human resources, acquisitions and procurement, and risk management functions of DGCA. 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 DGCA. The programs and activities under the incumbent's supervision have a major impact on the overall operation of the 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 (*i.e.*, chief counsels and general counsels of Departmental operating units).

Office of the Assistant General Counsel for Employment, Litigation and Information (ELI)

ELI provides legal advice, litigation representation, investigation of complaints, and legal risk analysis on matters within the purview of its four constituent divisions:

Employment and Labor Law Division (ELLD)

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. ELLD assists the Department of Justice with litigation in Federal courts arising out of the administrative fora mentioned above.

General Litigation Division (GenLit)

GenLit provides advice, legal support, and litigation services (including assistance to the Department of Justice) on a wide variety of non-programmatic Federal litigation matters and pre-litigation administrative processes, including: issues arising under the Federal Tort Claims Act and admiralty law, including the investigation and processing of those claims; constitutional claims; representation by the Department of Justice of individual employees in their personal capacities; issues arising under loan and loan guarantee programs, including issues involving loan and bond restructuring, foreclosures, bankruptcies, and collections; issues arising under various environmental statutes, including the Comprehensive, Environmental Response, Compensation and Liability Act (Superfund) and the Toxic Substances Control Act; administration of the Department's *Touhy* regulations, which govern the production of documents and the testimony of DOC employees in litigation not involving the Department; coordination with Departmental offices and operating units and the Department of Justice regarding issuance of litigation hold notices and administration of e-discovery responsibilities; assisting Departmental offices and operating units on whether the Department should recommend Department of Justice intervention in false claims act (*qui tam*) cases; and representing the interests of the Department in Federal appellate cases before the Supreme Court and Circuit Courts where Departmental offices and operating units have equities.

Information Law Division (InfoLaw)

InfoLaw provides legal and strategic advice to the Departmental offices and operating units on the best and most efficient ways to: (1) provide public access to information through statutes such as the Freedom of Information Act (FOIA), the Privacy Act, the Federal Advisory Committee Act, the Government in the Sunshine Act, the Trade Secrets Act, and the Paperwork Reduction Act (other than for regulations, which is handled by the Office of the Assistant General Counsel for Legislation and Regulation—see below); (2) manage Department records; and (3) maintain the classification and protection of records for national security reasons. InfoLaw processes administrative appeals under the Department's FOIA and Privacy Act regulations, and it assists the Department of Justice with Federal litigation relating to information law issues.

Oversight Division (Oversight)

Oversight provides legal and strategic advice to the Departmental offices and operating units 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 Departmental offices and operating units 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 Legislative and Intergovernmental 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.

Office of the Assistant of General Counsel for Ethics Law and Program (ELPO)

ELPO manages the Department's ethics program and provides legal services relating to ethics issues. ELPO gives advice to all Department officers, employees, and former employees regarding conflict of interest statutes and the Standards of Conduct. It administers the financial disclosure program and the ethics training program. ELPO 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. ELPO is also responsible for providing ethics-related services in connection with nominees to Presidentially appointed, Senate confirmed positions, including certifying to the Senate that a nominee's appointment presents no conflict of interest. In addition, ELPO provides ethics-related services to Federal advisory committees and advises on the ethics aspects of the Department accepting travel payments and gifts and donations from non-Federal sources.

Office of the Assistant General Counsel for Legislation and Regulation (L&R)

L&R manages the Department's legislative review process and reviews and clears nearly all rulemaking proposals prepared within the Department. L&R also serves as a liaison with the Office of Management and Budget (OMB) and its Office of Information and Regulatory Affairs (OIRA) for legislative and regulatory matters. L&R's two constituent divisions are:

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 Departmental offices and operating units. 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 it 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 Department 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.

Office of the Assistant General Counsel for Transactions and Program Management (TPM)

TPM provides legal services and guidance for legal matters that arise in the commercial, financial, and general administrative conduct of the Department's mission. The Assistant General Counsel serves as the Department's National Environmental Policy Act (NEPA) Officer and 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 evaluation of contract awards, and contract administration. TPM's four constituent divisions are:

Contract Law Division (CLD)

CLD provides legal advice regarding the acquisition of goods and services through procurement 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 (in coordination with the General Law Division, described below) interagency agreements involving assisted acquisitions for procurement-related issues; 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- and Government-wide procurement policy development and implementation, responses to Congressional inquiries, and implementation of executive orders, administration initiatives, and legislative or regulatory actions. Additionally, CLD provides legal advice on 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 requests for tenant improvements (with the latter coordinated with the General Law Division to the extent it involves interagency transactions). CLD 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. CLD supports the Assistant General Counsel in their capacity as the Department's NEPA Officer. CLD also advises on implementation of executive orders and administrative initiatives related to the streamlining of Federal permitting for American businesses. CLD represents the Department in all real property matters before the 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 on matters within its purview.

Federal Assistance Law Division (FALD)

FALD provides legal advice to the Department's grants officers and program officials to support the establishment and implementation of the 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. 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.

General Law Division (GenLaw)

GenLaw advises 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 any other division. This includes advising on all aspects of appropriations law and budget formulation and execution, including representing DGCA on the Departmental Chief Financial Officers Council and advising the Department's Chief Financial Officer, Deputy Chief Financial Officer and Director for Financial Management, and Budget Officer, as well as operating unit chief financial officers, budget officers, and programs across the Department on such matters. GenLaw provides technical drafting assistance to the same for appropriations act language or with respect to other bills that may touch on areas within GenLaw's purview. Its appropriations law work also includes providing legal guidance for intra- and inter-agency agreements and non-contractual and non-financial assistance agreement instruments with non-Federal parties, as well as consultative support to other divisions on fiscal issues pertaining to other types of transactions. 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 offices and operating units on improvements to internal financial control procedures. In addition, GenLaw advises on: trademark and copyright law (including creation, usage, and licensing of Departmental logos as well as the registration of Departmental marks with the United States Patent and Trademark Office); the usage of social media; printing and publishing issues; travel and transportation (including the application of the Federal Travel Regulation, the Joint Travel Regulation, and Foreign Affairs Manual with respect to civilian, uniformed service member, and foreign service officer travel) in addition to representing the Department on travel claims brought before the Civilian Board of Contract Appeals; personal property matters, including implementation of the Federal Management Regulation; and organization management issues, including delegations of authority, directives management, Vacancies Reform Act compliance, and implementation of the Presidential Transition Act.

Basis of Budget: Attorneys within DGCA track time for work undertaken for Departmental offices and operating units. Fees for services performed in the current fiscal year are assessed to the relevant Departmental and operating unit appropriations as a percentage of the formulated budget of the DGCA relative to the percentage of attorney time expended for programs covered by such appropriations during FY 2026.

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. The Deputy General Counsel 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.

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. The Commerce Research Library operates under the purview of the OCAO.

Basis of Budget: Fees are billed to the Office of the Secretary and Departmental operating units based upon their percentage of the FY 2025 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.

<u>OGC BIS</u> PROJECT 0045000

<u>Description of Service:</u>
The Office of the Chief Counsel for Industry and Security (OCC/IS) provides programmatic legal services for all aspects of the programs and enforcement activities of the Bureau of Industry and Security (BIS), 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.

<u>Basis of Budget:</u> BIS funds all the work performed by this office.

<u>Performance Metrics:</u> 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.

<u>CHIEF COUNSEL FOR EDA</u> PROJECT 0053000

<u>Description of Service:</u> The Office of the Chief Counsel for the Economic Development Administration (OCC/EDA) provides programmatic legal support to EDA 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. OCC/EDA also provides legal support in connection with proposed legislation, regulations or policies affecting any of EDA's primary authorities. The Chief Counsel, whose cost is covered by this project, manages and directs administrative staff and attorneys located both in EDA's Washington, DC headquarters and remotely in EDA's six Regional Offices. 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. This project covers only the Chief Counsel. EDA directly funds the staff attorneys and administrative staff of the 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: The Office of the Chief Counsel for the Minority Business Development Agency (OCC/MBDA) provides programmatic legal support for MBDA. OCC/MBDA provides programmatic legal review of all internal and external communications, agreements, proposed legislation and regulations, and policy and informational documents. OCC/MBDA provides programmatic legal guidance for pre-award and post-award grant compliance. The Chief Counsel also acts as the Privacy Act Officer and FOIA Officer for MBDA.

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.

OGC CC NTIA PROJECT 0057000

Description of Service: The Office of the Chief Counsel for the National Telecommunications and Information Administration (OCC/NTIA), provides programmatic legal advice and consultation regarding the powers, duties, and responsibilities of NTIA, and its relationship with other government departments and agencies, business, industry, and private organizations. OCC/NTIA provides interpretation of statutes, executive orders, administrative rulings, and directives pertaining to NTIA, prepares legislative proposals and advice on impacts of legislative actions, conducts continuing reviews of all existing legal bases of U.S. policies and programs affecting public and private telecommunications and information, provides or directs at the request of the Assistant Secretary, the provision of legal services in the development and coordination of testimony for NTIA officials at Congressional hearings and accompanying NTIA officials to such hearings as an advisor. In addition, as directed by the Assistant Secretary, OCC/NTIA participates, as an NTIA advisor or representative, in meetings and conferences involving controversial or complex interagency, government industry and U.S.-foreign relationships and telecommunications or information interests. OCC/NTIA conducts or supervises such appearances by NTIA as the Assistant Secretary may find proper and desirable before State and Federal courts and regulatory bodies.

Basis of Budget: NTIA funds all the work performed by this office. This project covers only the Chief Counsel and Deputy Chief Counsel. NTIA directly funds the staff attorneys and administrative staff of the 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.

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER PROJECT 0058000

Description of Service: The Office of the Chief Administrative Officer (OCAO) provides resource management, planning and execution to support the Office of the General Counsel's mission to provide legal services to the Department of Commerce. The OCAO 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 **OCAO** serves as the organizational liaison for GovTA, 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 OCAO 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 OCAO provides common services to all Assistant General Counsels, Chief Counsels, and Office Directors for human resources and administrative operations support. The **OCAO** 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 OCAO is a part of the Immediate Office of the DGCA.

Basis of Budget: Fees are assessed to the Office of the Secretary and Departmental operating units based on a blended algorithm weighted by headcount that takes into account the allocations of each OGC allocated project – 0010000, 0031000, 0033000, 0034000, 0038000, 0042000, 0045000, 0053000, 0054000, and 0057000. Fees for **OCAO** support related to manual bill projects – OGCFN00, OGCM098, OGCMCEN, OGCMCHP, and OGCCHLS – are covered by the agreements pertaining to those projects.

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

<u>OGC FIRSTNET ACCOUNT</u> PROJECT OGCFN00

<u>Description of Service:</u> Under this project, the Office of the Deputy General Counsel for Administration provides legal support services within its purview (as described with respect to Project 0010000 to the First Responder Network Authority (FirstNet).

<u>Basis of Budget:</u> Fees are billed to FirstNet based upon the actual level of support provided pursuant to an agreement.

<u>Performance Metrics</u>: OGC prepares an annual briefing document reporting on fiscal year accomplishments.

<u>OGC MANUAL BILL ACCOUNT</u> PROJECT OGCM098

<u>Description of Service:</u> Under this project, the Office of the Deputy General Counsel for Administration provides legal support services within its purview (as described with respect to Project 0010000 to Departmental offices and operating units or to non-DOC agencies for legal services not otherwise covered by Project 0010000 or another manual bill project.

<u>Basis of Budget:</u> Fees are billed to the relevant party based upon the actual level of support provided pursuant to an agreement.

<u>Performance Metrics</u>: Performance metrics will be defined by the agreement.

<u>OGC CENSUS DECENNIAL ACCOUNT</u> PROJECT OGCMCEN

<u>Description of Service:</u> Under this project, the Office of the Deputy General Counsel for Administration provides legal support services within its purview (as described with respect to Project 0010000 to the Decennial Census Program, which are not covered in the basic legal services provided for the Census Bureau's permanent operations under Project 0010000.

<u>Basis of Budget:</u> Fees are billed to the Census Bureau's Decennial Census Program based upon the actual level of support provided pursuant to an agreement.

<u>Performance Metrics</u>: Performance metrics will be defined by the agreement.

OGC CHIPS ACCOUNT PROJECT OGCMCHP

Description of Service: The Office of the Chief Counsel for Semiconductors Incentives provides programmatic legal counsel to the CHIPS Program Office within NIST, advising on the negotiation, documentation, and monitoring of the transactions that the Department will enter under the CHIPS Incentives Program.

Basis of Budget: NIST funds all the work performed by this office 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 CHIPS AGCs LEGAL SERVICES ACCOUNT PROJECT OGCCHLS

Description of Service: Under this project, the Office of the Deputy General Counsel for Administration provides legal support services within its purview (as described with respect to Project 0010000 to NIST in relation to the CHIPS Semiconductor Incentives and Research & Development Programs, which are not covered in the basic legal services provided for NIST's operations under Project 0010000.

Basis of Budget: Fees are billed to NIST's Semiconductor Incentives and Research & Development Programs based upon the actual level of support provided pursuant to an agreement.

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

OGC NTIA- AGC Legal Services ACCOUNT PROJECT OGCNTIA

Description of Service: Under this project, the Office of the Deputy General Counsel for Administration provides legal support services within its purview (as described with respect to Project 0010000 to NTIA in relation to the broadband programs authorized and/or financed by the Infrastructure Investment and Jobs Act (IIJA) (divisions F and J of Public Law 117-158) and the CHIPS Act of 2022 (section 106 of division A of Public Law 117-167), which are not covered in the basic legal services provided for NTIA's operations under Project 0010000.

Basis of Budget: Fees are billed to NTIA's broadband programs based upon the actual level of support provided pursuant to an agreement.

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

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

<u>LEGAL INFORMATION RETRIEVAL</u> PROJECT 7016000

<u>Description of Service</u>: 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.

<u>Basis of Budget</u>: The Office of the Secretary and Departmental operating units within the HCHB pay fees based upon their percentage of the FY 2025 HCHB population, with access to these subscription services being limited to HCHB-based staff; ITA field staff, BEA and OIG also receive access and pay fees in proportion to the applicable headcount. LexisNexis, Westlaw, and EbscoHost fees are based upon each bureau's usage rate and available to all DOC staff, except PTO.

<u>Performance Metrics</u>: 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 (OHRM)

The Office of Human Resources Management (OHRM) serves as the Department's central human capital authority, providing department-wide leadership and oversight for human resources policies, programs, and services that support the recruitment, development, engagement, and retention of a highly effective Federal workforce. OHRM ensures that the Department's human capital strategies align with the Department's Strategic Plan and that human capital initiatives are integrated into broader organizational goals, consistent with the Department's Human Capital Strategic Plan. The Chief Human Capital Officer (CHCO), who also serves as the Director for Human Resources Management, ensures that OHRM effectively leverages emerging technologies, innovative workforce strategies, and authorized flexibilities to meet the Department's evolving mission and operational needs. Core functional responsibilities include the management of executive resources; administration of compensation programs, including pay, bonuses, and incentive awards; oversight of leave policies, telework, and hours of work; personnel action request (PAR) processing, payroll and benefits services to the Department by direct bill; time and attendance controls; strategic workforce planning; recruitment and hiring services to include an applicant tracking system and special employment programs; learning management (the Commerce Learning Center) services; and leadership development. OHRM also oversees employee recognition, engagement, and performance management programs; provides guidance on employee relations; administers labor-management relations activities; and manages workers' compensation programs. OHRM provides Department-wide guidance and oversight for organizational restructuring and workforce transformation initiatives. This includes the strategic use of workforce-shaping tools such as Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Payments (VSIP), and unemployment compensation programs, which support the Department's ability to realign its workforce in response to mission, budgetary, and organizational needs. OHRM also exercises oversight of the Department's unique human resources systems, including oversight of the HRConnect relationship with the Department of the Treasury, ensuring consistency, accountability, and compliance with Federal regulations. This responsibility includes the review and approval of all human resources policies and procedures governing these systems, as well as the clearance of personnel actions executed under them. In addition, OHRM oversees Department-wide human resources innovation efforts and enterprise systems, including projects such as the Commerce Alternative Personnel System (CAPS). The Office conducts evaluations of human resources management activities across the Department to assess effectiveness, ensure compliance, and promote continuous improvement. OHRM also administers the Department's occupational safety and health programs, including oversight of required health services contracts, and leads educational initiatives and strategic partnerships that support employee wellness. Additional details regarding OHRM's authorities, responsibilities, and services are provided in the project descriptions that follow and in Department Organization Order (DOO) 20-8, which governs the Office's human capital management functions.

MANAGEMENT OFFICIALS

BENJAMIN KAGAN-GUTHRIE, Director & Chief Human Capital Officer (Acting)
HCHB Room 50010, 482-3605

SOLOMON MOLLA, Director, Office of Customer Experience (Acting)
HCHB Room 50009R, 482-7859

SEAN MCALISTER, Director, Office of Talent Programs and Chief Learning Officer
HCHB Room 50031R, 482-2956

JAMES TRIEM, Director, Office of Senior Talent
HCHB Room 50015R4, 482-5815

SEANNETTA CARRAWAY, Director, Office of Talent Policy (Acting)
HCHB Room 50040R, 482-3611

VALERIE SMITH, Director, Office of Talent Support
HCHB Room 33023R, 482-0272

SANDRA THOMPSON, Director, Office of Talent Acquisition
HCHB Room 33021R, 482-8202

LIST OF PROJECTS

Workforce Relations and Talent Strategy	0521000	WCF
Human Capital Policy and Program	0522000	WCF
Human Capital Strategy	0524000	WCF
Talent Management Office	0540000	WCF
OHRM Operations	0541000	WCF
OHRM Manual Bill	OHRM098	WCF
OHRM FirstNet Account	OHRFN00	WCF
HR Connect	7018000	A&R
HR Connect Bureau Specific	7018100	A&R
Commerce Learning Management System	7019000	A&R
National Finance Center (NFC)	7023000	A&R
OPM USAJOBS	7025000	A&R
Commerce PeopleSoft Licenses	7077000	A&R
FEMA Surge Capacity Force	7912000	A&R
DOL Unemployment Charges	7923000	A&R
Flexible Spending Account DOC Personnel	7925000	A&R
Electronic Official Personnel File	7927000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

WORKFORCE RELATIONS AND TALENT STRATEGY PROJECT 0521000

Description of Service: Workforce Relations and Talent Strategy (WRTS) plan, organize, and administer 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. WRTS advances the workforce while complying with merit system principles and promoting best practices. WRTS 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. WRTS ensures overall compliance with federal and departmental regulations.

The Office of Talent Strategy (OTS) 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 2025 Enacted FTE and ITA is billed based on their FY 2025 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, 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; 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 Benefits (OPB) 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 (VERA), voluntary separation incentive payments (VSIP) 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; and 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 Official Personnel Folder (eOPF), National Finance Center (NFC), hiring management system, and the HCHB Employee Assistance Program (EAP). OPB 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 injuries 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, OOSH shall determine when a hazard becomes an unacceptable risk and control the risk through preventive, corrective, and resource restoration actions.

Basis of Budget: This billing algorithm consists of three parts: (1) The budget is allocated for Federal Occupational Health (FOH) and Employee Assistance (EAP) based on FY 2025 HCHB Population; (2) The worker's compensation contract cost is allocated based on prior year workers' compensation case workload; and (3) The budget is allocated for Program Management, workforce program support, telework, employee and labor relations, training, family friendly programs, and performance management based on FY 2025 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 serving as a DOC liaison with OFM, Lentek and UKG (the GovTA 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.

<u>HUMAN CAPITAL STRATEGY</u> PROJECT 0524000

<u>Description of Service</u>: 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, 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; development and implementation of workforce plans; 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.

<u>Basis of Budget:</u> Costs are allocated to operating units/bureaus based on their share of FY 2025 Enacted FTE, excluding U.S. PTO.

<u>Performance Metrics</u>: Implement, manage, and support initiatives to recruit, develop, and retain a high-performing workforce to fulfill the Department's mission. Increase employee engagement across the Department by leading the development and implementation of workforce plans. Increase the use of the Commerce Learning Center application by 10%.

TALENT MANAGEMENT OFFICE PROJECT 0540000

Description of Service: This project provides talent management services, including the recruitment and hiring function support activities. It includes end-to-end hiring services for the Department's Bureaus without a servicing human resources authority.

Basis of Budget: Costs are allocated to Office of the Secretary, EDA, NTIA, MBDA, BIS, and ITA based on their share of the FY 2025 Enacted FTE. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and Locally Engaged Staff (LES).

OHRM OPERATIONS PROJECT 0541000

Description of Service: The project provides human resources transactional work to include personnel action requests (PAR), payroll and benefits services across bureaus.

Basis of Budget: The billing algorithm consists of two parts: 1) Costs are allocated to Office of the Secretary, EDA, NTIA, Census, BEA, NOAA, MBDA, BIS, OIG and ITA based on their share of the FY 2025 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 a service are exempt from paying for OAM Shared Services Procurement costs (Federal resources and contractor support) related to these services. 2) Two percent of the budget is allocated to NTIS, NIST, and PTO by the FY2025 Enacted FTE.

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 OAM Shared Services Procurement (OSSP) when the PR is ready. OSSP 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 to utilize the bureau's appropriation. The vendor will submit the invoice to the OSSP and the OSSP 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.

Bureaus not participating in the direct bill costs for a service are exempt from paying for OAM Shared Services Procurement costs (Federal resources and contractor support) related to these services.

<u>OHRM MANUAL BILL</u> PROJECT OHRM098

<u>**Description of Service**</u>: This project supports reimbursable agreements between internal/external customers and OHRM.

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

<u>OHRM FIRSTNET ACCOUNT</u> PROJECT OHRFN00

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

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

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

<u>HR CONNECT</u> PROJECT 7018000

<u>**Description of Service**</u>: 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 the 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.

<u>**Basis of Budget:**</u> The billing algorithm consists of five parts: (1) Costs for the Treasury O&M are allocated to participating operating units/bureaus based on the number of HR Connect seats; (2) the cost for NOAA PeopleSoft licenses is allocated to NOAA; (3) the cost for USAStaffing licenses is allocated based upon the respective number of participating bureaus (ITA, Census, NOAA, NIST, OIG and USPTO); (4) the cost for USA Staffing resources and IT support is based on the number of HR Connect seats is allocated to NIST, OIG and USPTO; and (5) the cost for DOC technical support and web services is allocated based on the number of HR Connect seats to DOC bureaus, except NTIS, NIST, OIG and PTO.

HR CONNECT BUREAU SPECIFIC 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.

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: NFC 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 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.

<u>OPM USAJOBS</u> PROJECT 7025000

<u>Description of Service:</u> 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.

<u>Basis of Budget</u>: Costs are billed to the serviced operating units and bureaus based on their share of FY 2025 Enacted FTE.

<u>COMMERCE PEOPLE SOFT LICENSES</u> PROJECT 7077000

<u>Description of Service</u>: PeopleSoft licenses are required for utilization of the HRConnect system hosted and administered by the Department of the Treasury. The PeopleSoft licenses allow HR professionals and managers to utilize HRConnect to initiate and process personnel action requests (PARs). The HRConnect Product Suite is offered as an Office of Personnel Management (OPM) officially designated Human Resources Line of Business (HRLOB), Shared Service Center (SSC).

<u>Basis of Budget:</u> Costs are allocated to operating units/bureaus based on their share of the FY 2025 Enacted FTE. NTIS, Census, BEA, and NOAA are excluded from this algorithm.

<u>FEMA SURGE CAPACITY FORCE</u> PROJECT 7912000

<u>Description of Service:</u> Pursuant to the Stafford Act, FEMA is authorized to direct agencies to provide support for pre-disaster activities and to respond to emergencies and major disasters utilizing the authorities and resources granted to the agency, with such support furnished on a reimbursable or non-reimbursable basis at the discretion of FEMA (42 U.S.C. §§ 5144, 5147, 5170a, 5192; 44 C.F.R. § 206.8(d)).

<u>Basis of Budget –</u> Estimates are based on the Mission Assignment (MA) provided by FEMA. HHS-ORR is responsible for (1) the full reimbursement of salaries, benefits, and overtime of all OS WCF employees, and any other costs associated with official travel, and (2) the full reimbursement of overtime and any other costs associated with official travel of OS S&E employees.

<u>DOL UNEMPLOYMENT CHARGES</u> PROJECT 7923000

<u>Description of Service:</u> 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 (1) FY25 Q1 – Q3 actuals and (2) estimated data for FY25 Q4 which is based on proration of FY25 Q3 actuals. Manual bills are completed as costs are incurred from DOL. Unidentified and Leftover Charges are prorated based on identified charges percentages and distributed among 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) 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. Manual bills are processed 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 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 with access to their individual file through a secure Internet connection.

Basis of Budget: Costs are billed to the serviced operating units and bureaus based on their share of FY 2025 Enacted FTE.

OFFICE OF SECURITY, INSIDER RISK AND CONTINUITY (OSIRC)

The Office of Security, Insider Risk and Continuity (OSIRC) mobilizes the Department's security, insider risk, and continuity/mission resilience functions to protect Commerce assets and operations, the U.S. economy, and national security interests from adversarial threats and respond to and recover from mission impacts effecting the Department. The 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 as delegated by Department Organization Order (DOO) 20-6:

- Oversees the Department's continuity and emergency management programs.

- Establishes and monitors implementation of Departmental policies and procedures for security 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, risk mitigation, foreign access management, research security, security education, awareness, and training.

- 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 OSIRC components provide services for mitigating risk posed by trusted insiders who wittingly or unwittingly use authorized access to harm departmental resources or capabilities.

MANAGEMENT OFFICIALS

NICHOLAS M. SCHNARE, Deputy Assistant Secretary (DAS) for the Office of Security, Insider Risk & Continuity (OSIRC) (202) 482-4371
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LIST OF PROJECTS

HCHB Security	0126000	WCF
Security Programs	0127000	WCF
Office of Security Manual Bill	OSYM098	WCF
Personnel Vetting Products and Services - Background Investigations	7177000	A&R
Vehicle Screening	7179000	A&R
Census Decennial – Security	7240000	A&R
Census Headquarters - Security	7241000	A&R
NOAA Headquarters - Security	7242000	A&R
NIST Headquarters - Security	7243000	A&R
NTIA/FirstNet - Security	7251000	A&R
Census Jeffersonville - Security	7254000	A&R
NIST PSG Gaithersburg - Security	7255000	A&R
NOAA Western Region - Security	7258000	A&R
NIST/NOAA/NTIA Boulder - Security	7259000	A&R
Bureau of Economic Analysis - Security	7261000	A&R
Bureau of Industry and Security - Security	7262000	A&R
International Programs - Security	7263000	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 FY 2025 HCHB Population Headcount.

Performance Metrics: Emergency Management – HCHB evacuations and exercises should be declared complete in no more than 15-20 minutes. 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, Office of Security 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), Operations Security (OPSEC), and Industrial Security.
- Providing operational support and policy interpretation/guidance for National Security Council (NSC) mission resilience, Continuity of Government (COG), Continuity of Operations (COOP), and the Occupant Emergency Program (OEP); and managing the Commerce Information Operations Center (CIOC).
- 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 OSY 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 FY 2025 Enacted FTE, excluding FirstNet and PTO.

Performance Metrics: 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 - 80-90% of reportable incidents are reported to the Office of the Secretary within 30-60 minutes from initial notification to the CIOC.

OFFICE OF SECURITY MANUAL BILL PROJECT OSYM098

Description of Service: This project provides an account to monitor expenses and income for select security services as requested by customers. It contains the costs and billing controls for the supplemental services as 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.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

PERSONNEL VETTING PRODUCTS AND SERVICES - BACKGROUND INVESTIGATIONS 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 by 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: 1) Personnel Security Investigations: Budget estimates are annualized by Bureau from the most recently available invoices received from DCSA; 2) Suite Executive Agent: Bureaus are billed for personnel security training and other legacy functions performed by OPM based on allocation data that the Agency provides; 3) Continuous Vetting (Trusted Workforce): Customers are billed based on their share of the FY 2025 Enacted FTE (excluding PTO).

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

VEHICLE SCREENING PROJECT 7179000

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

Basis of Budget: Costs for secure offsite vehicle screening are billed based on FY 2025 HCHB Population.

CLIENT SECURITY SERVICES

The Department footprint extends nationwide and overseas, encompassing hundreds of domestic and several outside embassy control (ITA) facilities managed by dedicated OSY staff at the HCHB, NTIA (FirstNet), NOAA, NIST, BIS, BEA, and Census Headquarters along with other security offices in Seattle, Washington; Honolulu, Hawaii; College Park, Maryland; Jeffersonville, Indiana; Norfolk, Virginia; 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 critical 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; 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.

CENSUS DECENNIAL - SECURITY PROJECT 7240000

Description of Service: This project establishes and maintains security services for Bureau of the Census program for the 2030 Decennial.

Basis of Budget: Costs are billed to Census.

Performance Metrics: Report on Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign Access Management Program. Tracking incident report compliance.

CENSUS HEADQUARTERS - SECURITY PROJECT 7241000

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, Background Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign Access Management Program. Tracking incident report compliance.

NOAA HEADQUARTERS - SECURITY PROJECT 7242000

Description of Service: This project establishes and maintains 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 College Park, Maryland and Norfolk, Virginia.

Basis of Budget: Costs are billed to NOAA.

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

NIST HEADQUARTERS - SECURITY PROJECT 7243000

Description of Service: This project establishes and maintains security services for NIST occupied buildings and programs.

Basis of Budget: Costs are billed to NIST.

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

NTIA/FIRSTNET - SECURITY PROJECT 7251000

Description of Service: This project establishes and maintains security services for the National Telecommunications and Information Administration (NTIA) and the First Responder Network Authority (FirstNet) programs. 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 NTIA and FirstNet's personnel security process for staff and contractors and other security disciplines.

Basis of Budget: Costs are split 50/50 between NTIA & FirstNet

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. Tracking incident reporting compliance.

CENSUS JEFFERSONVILLE - SECURITY PROJECT 7254000

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, Background Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities, and Visitor/Guest Status of the Foreign Access Management Program.

NIST PSG GAITHERSBURG - SECURITY PROJECT 7255000

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.

NOAA WESTERN REGION - SECURITY PROJECT 7258000

Description of Service: This project establishes and maintains security services for designated Departmental occupied facilities and programs serviced from Seattle, Washington and Honolulu, Hawaii.

Basis of Budget: Costs are billed to NOAA.

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

NIST/NOAA/NTIA BOULDER - SECURITY PROJECT 7259000

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 according to the those defined in the Boulder Cross Services Agreement which is the agreement of record for sharing costs on the 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.

<u>BUREAU OF ECONOMIC ANALYSIS - SECURITY</u> PROJECT 7261000

<u>Description of Service:</u> This project establishes and maintains security services for the Bureau of Economic Analysis (BEA) 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 as the host facility while also supporting continuity and emergency management compliance.

<u>Basis of Budget</u>: Costs are billed to BEA.

<u>Performance Metrics</u>: Report on Personnel Status, Background Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign Access Management Program. Tracking incident reporting compliance.

<u>BUREAU OF INDUSTRY AND SECURITY - SECURITY</u> PROJECT 7262000

<u>Description of Service:</u> This project establishes and maintains security services for the Bureau of Industry and Security (BIS) facilities and programs in the Washington, D.C. area.

<u>Basis of Budget</u>: Costs are billed to BIS.

<u>Performance Metrics</u>: Report on Personnel Status, Background Investigations Case Notices, Facility Security Risk Assessments, Interagency Security Committee Compliant Facilities and Visitor/Guest Status of the Foreign Access Management Program. Tracking incident reporting compliance.

<u>INTERNATIONAL PROGRAMS - SECURITY</u> PROJECT 7263000

<u>Description of Service</u>: This project establishes and maintains security services for the National Telecommunications and Information Administration (NTIA) and the International Trade Administration (ITA). Services for ITA include 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; Personnel/Information Security; as well as Continuity & Emergency Preparedness. This project also provides services to NTIA based on their share of Information Security provided for the ITA/NTIA shared Sensitive Compartmented Information Facility.

<u>Basis of Budget:</u> Costs are billed to NTIA (5%) and ITA (95%).

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

OFFICE OF PRIVACY AND OPEN GOVERNMENT (OPOG)

The Office of Privacy and Open Government 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 Privacy Act of 1974, the Open Government Directive, and other privacy mandates for the Department of Commerce (DOC). The staff 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, and manages the Department's compliance with the Federal Advisory Committee Act.

MANAGEMENT OFFICIALS

NICHOLAS CORMIER, Acting Chief Privacy Officer and Director of Open Government,
HCHB Room 61013, 482-7817
MARIA CHANG, Federal Advisory Committee Act and Directives Program Manager,
HCHB Room 61013, 482- 5745

LIST OF PROJECTS

Office of Privacy and Open Government	0060000	WCF
Privacy, FOIA, FACA & Directives Management		
Office of Privacy and Open Government - Manual Bill Project	OPOM098	WCF

WORKING CAPITAL FUND (WCF) PROJECTS

<u>OFFICE OF PRIVACY AND OPEN GOVERNMENT – PRIVACY, FOIA, FACA & DIRECTIVES MANGAMENT</u> PROJECT 0060000

<u>Description of Service</u>: This project provides for all the responsibilities of the Department's Senior Agency Official for Privacy, such as the establishment of guidance and procedures implementing the Privacy Act of 1974, the privacy provisions of the E-Government Act of 2002, and the Federal Information Security Modernization Act (FISMA) of 2014, as well as mandatory privacy guidance from OMB. It supports the review and mitigation of privacy risks associated with information systems that process personally identifiable information (PII), including the review of system authorization packages, and includes the Department-wide coordination and response to all incidents involving the potential loss of PII, regardless of whether they are electronic, paper, or otherwise. Further, it supports matters related to disclosure of PII and matters relating to informed consent, disclosure and assessment of privacy risks, record linkage and data sharing, management of the Departmental Systems of Records Notices, Privacy Threshold Analyses, 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.

<u>Basis of Budget</u>: Costs for these services are billed to offices and bureaus based on FY 2025 Enacted FTE.

Performance Metrics:

- Privacy: Number of PIAs reviewed
- FOIA: Number of FOIA Requests backlogged; Number of FOIA Requests processed
- FACA: Number of timely federal advisory committee charter renewals
- Directives: Number of DOOs and DAOs processed.

OFFICE OF PRIVACY AND OPEN GOVERNMENT - MANUAL BILL PROJECT OPOM098

Description of Service: This project supports any reimbursable agreements between DOC operating units 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.

OFFICE OF PERFORMANCE EXCELLENCE (OPE)

The Office of Performance Excellence serves as the Department of Commerce's primary office for all issues relating to organizational performance management. It works collaboratively with Departmental offices and operating units to develop and implement the Department Strategic Plan, related action plans, and performance indicators. It coordinates and collaborates with operating units on analyses and evaluations of programs, processes, administrative functions, initiatives and other activities to identify opportunities to enhance efficiency and effectiveness. These analyses and evaluations provide recommendations on how to improve programs and performance measures used to assess quality, progress, and impact. The Office of Performance Excellence also manages the Department's customer experience (CX) framework. It engages key stakeholders in operating units regarding CX governance, High-Impact Service Providers CX requirements, and other initiatives to improve CX across the Department.

MANAGEMENT OFFICIALS

HARRY KNIGHT
Director, Office of Performance and Excellence
HCHB, 202-482-0855

LIST OF PROJECTS

Office of Performance Excellence	0560000	WCF

WORKING CAPITAL FUND (WCF) PROJECTS

OFFICE OF PERFORMANCE EXCELLENCE 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 operating units throughout the Department to conduct analysis that is used to strengthen program performance, improve processes, enhance customer experience, and inform better resource management. This project implements Federal performance management and customer experience requirements prescribed in OMB Circular A-11, Part 6. It works collaboratively with the Department's operating units to develop and implement the Department Strategic Plan, related action plans, and performance indicators. The project manages an operational performance indicator database. It analyzes performance and customer experience metrics for services provided to operating units that are funded by the Working Capital Fund, including services provided through the MyServicePortal centralized service ticketing system.

Basis of Budget: This algorithm consists of three parts.
1) Performance FTE and WCF support is allocated to bureaus based on FY 2025 Enacted FTE without FirstNet. 2) Service Management costs are allocated to participating bureaus. ITA's FTE is reduced to omit Foreign Commercial Service (FCS) and temporary Locally Engaged Staff (LES).
3) 3% of the Service Management budget is allocated to NTIS, NIST and PTO by FY 2025 Enacted FTE.

Performance Metrics:

Monthly Performance Excellence Council engagement.

Office of Performance Excellence Post-Engagement Exit Survey Score.

Conduct quarterly reviews of WCF Key Performance Indicators.

Office of Performance Excellence service provider customer satisfaction.

Percentage of critical milestones completed to mature Department CX.

WCF App availability and reliability.