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Office of Financial Management

The Office of Financial Management is led by the [Deputy Chief Financial Officer \(CFO\)](#) and [Director for Financial Management](#).

Four subordinate offices report to the Deputy CFO and work to fulfill the office's mission:

Three Provide quality financial management information, services and systems, unparalleled in government, to meet the related needs of Commerce's program managers and administrators.

OFM Offices

and Travel
Financial Reporting and Internal Controls Directorate
Gordon Alston, Director

This Directorate is responsible for formulating and prescribing Department-wide financial management, accounting and fiscal policies, procedures, standards, and controls; providing assistance to components in their implementation; and reporting on financial management programs to include coordinating preparation of financial statements and other external reporting. This Directorate also coordinates the annual financial audit, monitors the resolution of audit findings, and oversees the Department's assessment of A-123 internal controls over financial reporting.

Financial Management Systems Directorate
Teresa Coppolino, Director

This Directorate—also known as the Commerce Business Systems (CBS) Solutions Center (CSC)—is responsible for planning and managing the development, maintenance, and implementation of the CBS. CSC provides systems analysis definition, design, development, testing, integration, technical support, and oversight of all CBS development and deployment activities.

Additionally CSC provides IT support services for the CFO/ASA Enterprise Application Systems (EAS) as well as coordinates the EAS host data center and disaster recovery services provided by the Department of Transportation/Federal Aviation Administration/Enterprise Services Center.

Office of the Secretary Financial Management Directorate

Jennifer Ayers, Director

This Directorate is responsible for the day-to-day operation and management of the OS budgetary functions including development and oversight of the OS budget submissions to the Department, OMB, and Congress and implementation of all phases of the budget process for Department-wide, high-priority emerging issues. This office also allocates resources to the OS Executive Direction and Departmental Staff Services operating units and evaluates the adequacy of OS budget operations, adherence to established policy, and any need for changes in the overall direction.

OSFM is also responsible for continuous review, re-engineering and streamlining of reimbursable services in the Working Capital and Advance and Reimbursement accounts; monitors the Departmental gifts and bequests activities; and updates the Office of the Secretary Working Capital Fund and Advances and Reimbursement Handbook, the OS Budget Contact Handbook, and the Gifts and Bequests Funds Standard Operating Procedures.

Office of Administrative Programs Directorate

Gay Shrum, Director

This Directorate is responsible for providing policy, oversight, and guidance regarding personal property, transportation and fleet management services for OS and the Department. OAP acts as the liaison with the General Services Administration (GSA) and other agencies on all personal property management issues and participate in the planning, development, implementation, inventory, and management of such systems. OAP controls, reports on, and authorizes, in consultation with the Office of the General Counsel (OGC), disposal of gifts to Department employees by foreign governments. OAP oversees the Department's motor vehicle fleet management information system (FMIS) and serves as liaison with GSA on the operational programs relating to federal fleet management, including the development of DOC's vehicle allocation methodology (VAM) and associated Departmental fleet management plan.

^{FRICT} OAP also provides policy, oversight, guidance, and reporting of all travel and conference-related expenditures. OAP serves as the liaison with GSA for the implementation of a government-wide electronic travel system. All Departmental travel policies are developed in conjunction with OGC and are promulgated throughout the Department. All conference reporting and approvals are routed through the OAP. Travel card fraud monitoring and delinquencies as well as visa/passport processing is also handled by OAP.

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Travel Management Division

Mission

To provide our customers with the highest quality of service by establishing simplified travel policies and procedures through the implementation of innovative Department-wide travel initiatives. TMD is responsible for administering the Department's travel management program, which includes the following;

- Developing and disseminating Department-wide travel policy;
- Providing advice and guidance to Departmental employees on travel policy and regulations;
- Providing advice on proper preparation of forms used for official travel;
- Providing passport and visa services;
- Providing travel card management;
- Providing e-travel services;
- Providing Travel Management Center services; and
- Arranging of for the shipment of household goods for employees relocating into the Washington, DC area.

Related Links

- [Travel Alerts](#)
- [Travel Charge Card Program](#)
- [Visas](#)
- [ETS Program](#)
- [Regulations](#)
- [Department Travel Handbook](#)
- [Per Diem Rates](#)
- [Conferences](#)
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Financial Management Systems Office

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Commerce Business Solutions Center (CSC)
209 Perry Parkway, Suite 5
Gaithersburg MD 20877

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OS Financial Management	202-482-1207 – Telephone 202-482-1992 – Fax

Financial Management Systems	301-355-5500 – Telephone 301-355-5630 – Fax
Administrative Programs	301-482-3721 – Telephone 202-482-2632 – Fax

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Page last updated September 29, 2016