

Science Program Direction

Funding Profile by Subprogram

(dollars in thousands)

	FY 2003 Comparable Appropriation	FY 2004 Original Appropriation	FY 2004 Adjustments	FY 2004 Comparable Appropriation	FY 2005 Request
Science Program Direction					
Program Direction.....	61,508	58,217	+8,354 ^a	66,571	65,927
Field Operations	75,917	80,102	+5,908 ^b	86,010	89,341
Office of Scientific and Technical Information.....	0	7,714	-7,714 ^c	0	0
Energy Research Analysis.....	0	1,020	-1,020 ^d	0	0
Subtotal, Science Program Direction.....	137,425	147,053	+5,528	152,581	155,268
Less Use of Prior Year Balances	0	-358	0	-358	0
Total, Science Program Direction	137,425 ^e	146,695	+5,528	152,223	155,268

^a Excludes \$327,050 for a rescission in accordance with the Consolidated Appropriations Act, 2004, as reported in conference report H.Rpt. 108-401, dated November 25, 2003. Includes \$1,013,000 for the alignment of program planning and analysis activities and \$7,668,000 for the alignment of Office of Scientific and Technical Information (OSTI) activities to headquarters.

^b Excludes \$484,076 for a rescission in accordance with the Consolidated Appropriations Act, 2004 and \$944,000 for a transfer in FY 2005 to Nuclear Energy (NE) of 7 FTEs at Oak Ridge Operations Office (ORO) associated with Uranium management activities. Includes \$6,236,000 (adjusted for rescission) for the transfer in FY 2005 of 46 FTEs from the Office of Environmental Management (EM) to the Office of Science (SC) for the establishment of the Pacific Northwest Site Office (PNSO) and \$1,100,000 for the transfer in FY 2005 of 10 FTEs from the National Nuclear Security Administration (NNSA) to SC for site office activities previously under Oakland Operations Office (OAK).

^c Excludes \$46,000 for a rescission in accordance with the Consolidated Appropriations Act, 2004 and \$7,668,000 for the alignment of OSTI activities to headquarters.

^d Excludes \$7,000 for a rescission in accordance with the Consolidated Appropriations Act, 2004 and \$1,013,000 for the alignment of program planning and analysis activities to headquarters.

^e Excludes \$881,185 rescinded in accordance with the Consolidated Appropriations Resolution, FY 2003, \$820,000 for distribution of a general reduction, \$3,607,000 for the transfer in FY 2004 of safeguards and security activities to Science Safeguards and Security and \$911,000 for a transfer in FY 2005 to NE of 7 FTEs at ORO associated with Uranium management activities. Includes \$5,942,000 for the transfer in FY 2005 of 46 FTEs from EM to SC for the establishment of PNSO and \$1,050,000 for the transfer in FY 2005 of 10 FTEs from NNSA to SC for site office activities previously under OAK.

	FY 2003 Comparable Appropriation	FY 2004 Original Appropriation	FY 2004 Adjustments	FY 2004 Comparable Appropriation	FY 2005 Request
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Staffing (FTEs)

Headquarters (FTEs)	356	284	+72	356	356
Field Operations (FTEs)	658	609	+49	658	658
Office of Scientific and Technical Information (FTEs).....	0	72	-72	0	0
Total, FTEs.....	1,014	965	+49	1,014	1,014

Public Law Authorization:

Public Law 95-91, "Department of Energy Organization Act"

Public Law 103-62, "Government Performance and Results Act of 1993"

Mission

The mission of Science Program Direction (SCPD) is to provide a Federal workforce, skilled and highly motivated, to manage and support basic energy and science-related research disciplines, diversely supported through research programs, projects, and facilities under the Office of Science's (SC) leadership.

SCPD consists of two subprograms: Program Direction and Field Operations. The Program Direction subprogram is the single funding source for the SC Federal staff in Headquarters responsible for directing, administering, and supporting the broad spectrum of SC scientific disciplines. This subprogram also includes program planning and analysis activities which provide the capabilities needed to evaluate and communicate the scientific excellence, relevance, and performance of SC basic research programs. Additionally, Program Direction includes funding for the Office of Scientific and Technical Information (OSTI), which collects, preserves, and disseminates the scientific and technical information of the Department of Energy (DOE) for use by the DOE, the scientific community, academia, U.S. industry, and the public to expand the knowledge base of science and technology. The Field Operations subprogram is the centralized funding source for the Federal workforce within the field complex responsible for providing best-in-class business, administrative, and specialized technical support across the entire SC enterprise and to other DOE programs.

Overview

Significant Program Shifts

- Both OSTI and program planning and analysis activities are reflected in the Program Direction subprogram because of their organizational reference and relevance to other SC Headquarters offices.
- SC is proposing a restructuring and reengineering project, OneSC, and anticipates that this effort will result in functional consolidations, process reengineering and elimination of skills imbalances throughout the SC complex. Full implementation of this realignment is expected to begin in FY 2004. Functions targeted for workforce reductions will also be identified. This project reflects the

changes envisioned by the President's Management Agenda (PMA) and directly supports the PMA objective to manage government programs more economically and effectively.

- Beginning in FY 2003, the Berkeley Site Office (BSO) and Stanford Site Office (SSO) began identifying the impact of the closure of the Oakland Operations Office (OAK) as a result of the organizational restructuring of the National Nuclear Security Administration (NNSA). The closure of OAK significantly impacts all support areas required by the BSO and SSO. In response, NNSA and SC have agreed to, and DOE and the Office of Management and Budget (OMB) have approved, the transfer of ten FTEs and associated funding from OAK to BSO/SSO in FY 2005. SC has determined that the Chicago (CH) Operations Office will be the primary service center for the BSO and SSO organizations.
- In response to the functional transfer within the Richland Operations Office from the Office of Environmental Management (EM), in support of the Pacific Northwest National Laboratory, SC has established a Pacific Northwest Site Office (PNSO). EM and SC have agreed to, and DOE and OMB have approved, the transfer of 46 FTEs and associated funding for the new PNSO. SC has determined that the Oak Ridge (OR) Operations Office will be the primary service center for the PNSO.
- SC has also agreed to, and DOE has approved, the functional transfer of seven FTEs and associated funding supporting uranium management activities from the OR Operations Office to Nuclear Energy, Science and Technology (NE).

Program Direction

Funding Schedule by Category

(dollars in thousands, whole FTEs)

	FY 2003	FY 2004	FY 2005	\$ Change	% Change
Headquarters					
Salaries and Benefits	39,711	41,841	44,009	+2,168	+5.2%
Travel.....	1,201	1,644	1,645	+1	+0.1%
Support Services	12,072	13,710	11,627	-2,083	-15.2%
Other Related Expenses	8,524	9,376	8,646	-730	-7.8%
Total, Headquarters	61,508	66,571	65,927	-644	-1.0%
Full Time Equivalents.....	356	356	356	0	0.0%

Mission

The Program Direction subprogram funds all of the SC Federal staff in Headquarters responsible for directing, administering, and supporting the broad spectrum of scientific disciplines. These disciplines include High Energy Physics, Nuclear Physics, Basic Energy Sciences, Biological and Environmental Research, Fusion Energy Sciences, and Advanced Scientific Computing Research programs. Additionally, this subprogram supports management, human resources, policy, technical, and administrative support staff responsible for budget and finance; general administration; grants and contracts; information technology; policy review and coordination; infrastructure management; construction management; safeguards and security; and environment, safety and health. Funding for OSTI is also provided within this subprogram activity. OSTI is responsible for sharing the agency's R&D knowledge and fulfills this responsibility through leading-edge e-government information systems. Although the majority of DOE's R&D output is open to the scientific community, a sizable share is classified or sensitive. Here, OSTI's responsibilities are to ensure protection and limited, appropriate access in order to promote homeland defense. By supporting its Federal workforce (to include travel, contractual services, Working Capital Fund (WCF), and other related expenses), SC is able to successfully administer major Federal science programs, projects and facilities across the nation in a safe, secure, and efficient manner.

Detailed Justification

(dollars in thousands)

	FY 2003	FY 2004	FY 2005
Salaries and Benefits.....	39,711	41,841	44,009

This funds 356 FTEs in Headquarters pending completion of the OneSC Project. The FY 2005 salary request includes the proposed January 2005 1.5 percent increase in personnel compensation.

(dollars in thousands)

FY 2003	FY 2004	FY 2005
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Travel **1,201** **1,644** **1,645**

Travel includes all costs of transportation of persons, subsistence of travelers, and incidental travel expenses in accordance with Federal travel regulations. The FY 2005 request incorporates a non-pay Gross Domestic Product (GDP) inflation factor of 1.3 percent.

Support Services..... **12,072** **13,710** **11,627**

Provides funding for general administrative services and technical expertise provided as part of day-to-day operations, including mailroom operations; travel management; environment, safety and health (ES&H) support; security and cyber security support; and administration of the Small Business Innovation Research (SBIR) program.

Funding also supports program planning and analysis activities in the following areas: (1) current curriculum of *Original and Collaborative Research Projects*, which includes benchmarking, planning studies, research management theory, the development and validation of performance metrics, options theory, and datamining/statistical analysis tools, (2) support of *Case Studies* to demonstrate and document the societal impact (outcomes) of SC research in key fields/subfields critical to DOE missions and National needs, and (3) E. O. Lawrence Award ceremony and other high profile projects.

Capital Equipment funding is included for computer hardware (i.e., purchase of servers, routers and backup storage space) to support electronic information exchange efforts through E-Government Information Systems.

The \$2,083,000 decrease in FY 2005 is the net result of the following: program planning and analysis activities (+\$18,000); incorporates a non-pay GDP inflation rate of 1.3 percent for support service contract requirements (+\$37,000); the development of integrated business applications and enhancement of leading-edge technologies in support of research and improved business processes (\$+267,000); and the implementation of the e-Government Corporate R&D Portfolio Management, Tracking and Reporting Environment (ePME) to automate receipt and review of laboratory proposals (\$-2,405,000).

Other Related Expenses **8,524** **9,376** **8,646**

Provides funds for a variety of tools, goods, and services that support the Federal workforce, including acquisitions made through the WCF, computer and office equipment, publications, training, etc.

The \$730,000 decrease in FY 2005 is the net result of several items: support for IM projects including ePME and maintenance of e-government information systems (+\$78,000); projected increase in the WCF (+\$223,000); and realignment of resources previously reserved for the OneSC Project to other critical needs within the SC Program Direction budget (-\$1,031,000).

Total, Program Direction..... **61,508** **66,571** **65,927**

Explanation of Funding Changes

FY 2005 vs. FY 2004 (\$000)

Salaries and Benefits

- Supports 356 FTEs and factors 1.5 percent pay adjustment in personnel compensation. This includes FTEs and funding for OSTI. +2,168

Travel

- Supports Federal employees and incorporates non-pay inflation rate of 1.3 percent. +1

Support Services

- Increase in program planning and analysis activities that support SC programs through the development of management tools, analysis of policy direction set by the Administration and Congress, development and integration of SC strategic plans and research portfolios, evaluation of programs and performance, and facilitation of SC collaborations with other Federal agencies and major stakeholders..... +18
- Increase incorporates non-pay inflation rate of 1.3 percent for support service contract activity requirements in the areas of ES&H, safeguards and security; mail room and travel management; and SBIR..... +37
- Supports development of integrated business applications; development and implementation of ePME; development and enhancement of leading-edge technology in support of research and improved business processes; and alignment of OSTI activities to headquarters. Decrease partially offset by use of uncosted balances..... -2,138

Total, Support Services -2,083

Other Related Expenses

- Supports SC Headquarters IT infrastructure requirements and maintenance of e-government information systems including technical management of ePME; and alignment of OSTI activities to headquarters. +78
- Funds activities and projected increase in the WCF..... +223
- Decrease related to the ramp-down of the OneSC Project -1,031

Total, Other Related Expenses -730

Total Funding Change, Program Direction -644

Support Services by Category

(dollars in thousands)

	FY 2003	FY 2004	FY 2005	\$ Change	% Change
Technical Support					
Test and Evaluation	988	1,060	1,168	+108	+10.2%
Management Support					
Automated Data Processing.....	8,421	9,930	7,695	-2,235	-22.5%
Reports and Analyses Management and General Administrative Services....	2,663	2,720	2,764	+44	+1.6%
Total, Management Support	11,084	12,650	10,459	-2,191	-17.3%
Total, Support Services.....	12,072	13,710	11,627	-2,083	-15.2%

Other Related Expenses by Category

(dollars in thousands)

	FY 2003	FY 2004	FY 2005	\$ Change	% Change
Other Related Expenses					
Communications, Utilities, Misc.....	350	350	350	0	0.0%
Working Capital Fund.....	4,100	4,338	4,561	+223	+5.1%
Other Services.....	4,074	4,688	3,735	-953	-20.3%
Total, Other Related Expenses.....	8,524	9,376	8,646	-730	-7.8%

Field Operations

Funding Schedule by Category

(dollars in thousands, whole FTEs)

	FY 2003	FY 2004	FY 2005	\$ Change	% Change
Chicago Operations Office					
Salaries and Benefits.....	30,221	30,695	32,401	+1,706	+5.6%
Travel.....	431	542	550	+8	+1.5%
Support Services	510	2,307	2,592	+285	+12.4%
Other Related Expenses	639	3,910	3,664	-246	-6.3%
Total, Chicago Operations Office	31,801	37,454	39,207	+1,753	+4.7%
Full Time Equivalents.....	302	302	302	0	0.0%
Oak Ridge Operations Office					
Salaries and Benefits.....	33,217	34,193	35,634	+1,441	+4.2%
Travel.....	590	521	533	+12	+2.3%
Support Services	3,259	7,203	7,320	+117	+1.6%
Other Related Expenses	7,050	6,639	6,647	8	+0.1%
Total, Oak Ridge Operations Office	44,116	48,556	50,134	+1,578	+3.2%
Full Time Equivalents.....	356	356	356	0	0.0%
Total Field Operations					
Salaries and Benefits.....	63,438	64,888	68,035	+3,147	+4.8%
Travel.....	1,021	1,063	1,083	+20	+1.9%
Support Services	3,769	9,510	9,912	+402	+4.2%
Other Related Expenses	7,689	10,549	10,311	-238	-2.3%
Total, Field Operations.....	75,917	86,010	89,341	+3,331	+3.9%
Full Time Equivalents.....	658	658	658	0	0.0%

Mission

The Field Operations subprogram is the centralized funding source for the SC Field Federal workforce responsible for the management and administrative functions at the Chicago (CH) and Oak Ridge (OR) Operations Offices supporting SC laboratories and facilities. These include Ames, Argonne, Brookhaven, Fermi, Lawrence Berkeley National Laboratories, Oak Ridge National Laboratory, Princeton Plasma Physics Laboratory, Thomas Jefferson National Accelerator Facility, Stanford Linear Accelerator Center, and Spallation Neutron Source.

This subprogram supports the Federal workforce that is responsible for SC and other DOE programmatic missions performed in support of science and technology, energy research, and environmental management. Workforce operations include financial stewardship, personnel management, contract and procurement acquisition, labor relations, security, legal counsel, public and congressional liaison, intellectual property and patent management, environmental compliance, safety

and health management, infrastructure operations maintenance, and information systems development and support.

In addition, this subprogram provides funding for the fixed requirements associated with rent, utilities, and telecommunications. Other requirements such as IT maintenance, administrative support, mail services, document classification, personnel security clearances, emergency management, printing and reproduction, travel, certification training, vehicle acquisition and maintenance, equipment, classified/unclassified data handling, records management, health care services, and facility and ground maintenance are also included. Services provided through the Department’s WCF include online training in the Corporate Human Resource Information System (CHRIS) and payroll processing. These infrastructure requirements are relatively fixed. This subprogram also supports the Inspector General operations located at each site by providing office space and materials. Other operational requirements funded include occasional contractor support to perform ecological surveys, cost validations, and environmental assessments; ensure compliance with Defense Nuclear Facilities Safety Board safety initiatives; abide by site preservation laws and regulations; and perform procurement contract closeout activities.

Detailed Justification

(dollars in thousands)

	FY 2003	FY 2004	FY 2005
Salaries and Benefits	63,438	64,888	68,035
Supports 658 FTEs within the SC Field complex and includes the proposed January 2005 1.5 percent increase in personnel compensation.			
Travel	1,021	1,063	1,083
Enables field staff to participate on task teams, work various issues, conduct compliance reviews, and perform contractor oversight to ensure implementation of DOE orders and regulatory requirements at the facilities under their purview. Also provides for attendance at conferences and training classes, and permanent change of station relocation, etc. The FY 2005 request incorporates the non-pay GDP inflation factor of 1.3 percent.			
Support Services	3,769	9,510	9,912
The Field uses a variety of administrative and technical assistance services that are critical to their success in meeting local customer needs. The services provided support IT routine computer maintenance, specific improvements, operating systems upgrades, cyber security, network monitoring, firewalls, and disaster recovery tools. Other areas include staffing 24-hour emergency and communications centers, processing/distributing mail, travel management centers, contract close-out activities, copy centers, directives coordination, filing and retrieving records, etc. Requirements in FY 2003 appear artificially low because some of the requirements funded in FY 2003 came from prior year uncosted balances to avoid involuntary reductions in force (IRIFs) in FY 2003. The \$402,000 increase incorporates the non-pay GDP inflation factor of 1.3 percent for support service contract requirements (+\$152,000) and requirements redistributed from Other Related Expenses to the correct category (i.e. Support Services) based on FY 2002 actuals (+\$250,000).			

(dollars in thousands)

	FY 2003	FY 2004	FY 2005
Other Related Expenses	7,689	10,549	10,311
<p>Funds day-to-day requirements associated with operating a viable office, including fixed costs associated with occupying office space, utilities, telecommunications and other costs of doing business, e.g., postage, printing and reproduction, copier leases, site-wide health care units, records storage assessments, office equipment/furniture, building maintenance, etc. Employee training and development and the supplies and furnishings used by the Federal staff are also included. Requirements in FY 2003 appear artificially low because some of the requirements were funded in FY 2003 from prior year uncosted balances to avoid IRIFs in FY 2003. The \$238,000 decrease incorporates the non-pay GDP inflation factor of 1.3 percent for support service contract requirements (+\$158,000), redistributed requirements to support services (-\$196,000) and a projected decrease in WCF support (-\$200,000).</p>			
Total, Field Operations	75,917	86,010	89,341

Explanation of Funding Changes

FY 2005 vs. FY 2004 (\$000)

Salaries and Benefits

- Supports 658 FTEs within the SC Field complex and factors 1.5 percent pay adjustment in personnel compensation. Includes transfers from EM and NNSA in support of PNSO, BSO and SSO +3,147

Travel

- Supports Federal employees and incorporates the non-pay GDP inflation factor +20

Support Services

- Increase incorporates the non-pay GDP inflation factor of 1.3 percent for support service activities (contract closeout, mail/travel management, etc.) +152
- Increase represents redistribution of requirements from Other Related Expenses +250

Total, Support Services +402

Other Related Expenses

- Increase incorporates the non-pay GDP inflation factor of 1.3 percent in support of day-to-day activities such as building services and maintenance, janitorial, other supplies and materials, and systems support; i.e., the Financial Service Center processes +158

FY 2005 vs. FY 2004 (\$000)

■ Decrease redistributes requirements to support services category	-196
■ Decrease projected within WCF in the Field Complex based on historical trend	-200
Total, Other Related Expenses	-238
Total Funding Change, Field Operations	+3,331

Support Services by Category

(dollars in thousands)

	FY 2003	FY 2004	FY 2005	\$ Change	% Change
Management Support					
Automated Data Processing.....	2,649	4,188	4,452	+264	+6.3%
Reports and Analyses Management and General Administrative Services....	1,120	5,322	5,460	+138	+2.6%
Total, Support Services.....	3,769	9,510	9,912	+402	+4.2%

Other Related Expenses by Category

(dollars in thousands)

	FY 2003	FY 2004	FY 2005	\$ Change	% Change
Other Related Expenses					
Printing and Reproduction	36	250	254	+4	+1.6%
Communications, Utilities, Misc.	3,842	4,545	4,675	+130	+2.9%
Working Capital Fund	453	500	300	-200	-40.0%
Other Services	3,358	5,254	5,082	-172	-3.3%
Total, Other Related Expenses.....	7,689	10,549	10,311	-238	-2.3%

Capital Operating Expenses & Construction Summary

Capital Operating Expenses

(dollars in thousands)

	FY 2003	FY 2004	FY 2005	\$ Change	% Change
Capital Equipment	150	150	150	0	0.0%