

**Science Program Direction
Funding Profile by Category**

(dollars in thousands/whole FTEs)

	FY 2012 Current	FY 2013 Annualized CR*	FY 2014 Request
Headquarters			
Salaries and Benefits	51,849	—	55,071
Travel	1,750	—	2,116
Support Services	6,988	—	8,427
Other Related Expenses	12,050	—	15,534
Total, Headquarters	72,637	—	81,148
Full Time Equivalents	320	—	330
Office of Scientific and Technical Information			
Salaries and Benefits	5,845	—	6,042
Travel	74	—	65
Support Services	1,129	—	1,286
Other Related Expenses	1,275	—	1,007
Total, Office of Scientific and Technical Information	8,323	—	8,400
Full Time Equivalents	43	—	48
Field Offices			
Chicago Office			
Salaries and Benefits	22,791	—	23,590
Travel	329	—	275
Support Services	3,407	—	1,666
Other Related Expenses	4,022	—	4,313
Total, Chicago Office	30,549	—	29,844
Full Time Equivalents	171	—	180

(dollars in thousands/whole FTEs)

	FY 2012 Current	FY 2013 Annualized CR*	FY 2014 Request
Oak Ridge Office			
Salaries and Benefits	26,650	—	25,181
Travel	372	—	268
Support Services	2,719	—	2,964
Other Related Expenses	6,247	—	5,668
Total, Oak Ridge Office^a	35,988	—	34,081
Full Time Equivalents ^b	225	—	217
Ames Site Office			
Salaries and Benefits	456	—	439
Travel	16	—	22
Support Services	0	—	0
Total, Ames Site Office	472	—	461
Full Time Equivalents	3	—	3
Argonne Site Office			
Salaries and Benefits	3,259	—	3,756
Travel	60	—	102
Support Services	118	—	118
Other Related Expenses	9	—	20
Total, Argonne Site Office	3,446	—	3,996
Full Time Equivalents	20	—	24

^a The FY 2014 Request includes the transfer of \$700,000 from the Office of Science/Oak Ridge to other DOE programs for Vendor Inquiry Payment Electronic Reporting System (VIPERS)/Vendor Invoice Approval System (VIAS) support, which is now funded through the Working Capital Fund i-Manage business line.

^b The FY 2014 Request includes the transfer of 3 Oak Ridge FTEs from the Office of Science to the Office of Environmental Management.

(dollars in thousands/whole FTEs)

	FY 2012 Current	FY 2013 Annualized CR*	FY 2014 Request
Berkeley Site Office			
Salaries and Benefits	3,633	—	3,745
Travel	58	—	60
Support Services	284	—	304
Other Related Expenses	27	—	50
Total, Berkeley Site Office	4,002	—	4,159
Full Time Equivalents	22	—	22
Brookhaven Site Office			
Salaries and Benefits	4,113	—	4,306
Travel	118	—	115
Support Services	520	—	614
Other Related Expenses	156	—	165
Total, Brookhaven Site Office	4,907	—	5,200
Full Time Equivalents	27	—	27
Fermi Site Office			
Salaries and Benefits	2,297	—	2,372
Travel	53	—	75
Support Services	53	—	45
Other Related Expenses	22	—	62
Total, Fermi Site Office	2,425	—	2,554
Full Time Equivalents	16	—	16
New Brunswick Laboratory			
Salaries and Benefits	3,894	—	4,299
Travel	74	—	100
Support Services	329	—	514
Other Related Expenses	1,917	—	1,035
Total, New Brunswick Laboratory	6,214	—	5,948
Full Time Equivalents	29	—	29

(dollars in thousands/whole FTEs)

	FY 2012 Current	FY 2013 Annualized CR*	FY 2014 Request
Oak Ridge National Laboratory Site Office			
Salaries and Benefits	4,167	—	5,560
Travel	50	—	66
Support Services	213	—	399
Other Related Expenses	225	—	26
Total, Oak Ridge National Laboratory Site Office	4,655	—	6,051
Full Time Equivalents	27	—	43
Pacific Northwest Site Office			
Salaries and Benefits	4,747	—	4,798
Travel	133	—	125
Support Services	29	—	159
Other Related Expenses	204	—	122
Total, Pacific Northwest Site Office	5,113	—	5,204
Full Time Equivalents	35	—	34
Princeton Site Office			
Salaries and Benefits	1,507	—	1,543
Travel	40	—	45
Support Services	73	—	52
Other Related Expenses	86	—	123
Total, Princeton Site Office	1,706	—	1,763
Full Time Equivalents	10	—	10
SLAC Site Office			
Salaries and Benefits	2,443	—	2,431
Travel	44	—	9
Support Services	116	—	130
Other Related Expenses	42	—	10
Total, SLAC Site Office	2,645	—	2,580
Full Time Equivalents	14	—	15

(dollars in thousands/whole FTEs)

	FY 2012 Current	FY 2013 Annualized CR*	FY 2014 Request
Thomas Jefferson Site Office			
Salaries and Benefits	1,788	—	1,792
Travel	37	—	39
Support Services	6	—	43
Other Related Expenses	87	—	37
Total, Thomas Jefferson Site Office	1,918	—	1,911
Full Time Equivalents	12	—	12
Total Field Offices			
Salaries and Benefits	81,745	—	83,812
Travel	1,384	—	1,301
Support Services	7,867	—	7,008
Other Related Expenses	13,044	—	11,631
Total, Field Offices	104,040	—	103,752
Full Time Equivalents	611	—	632
Total PD			
Salaries and Benefits	139,439	—	144,925
Travel	3,208	—	3,482
Support Services	15,984	—	16,721
Other Related Expenses	26,369	—	28,172
Total, PD	185,000	186,132	193,300
Full Time Equivalents	974	989	1,010

FY 2013 amounts shown reflect the P.L. 112-175 continuing resolution level annualized to a full year. These amounts are shown only at the “congressional control” level and above; below that level a dash (—) is shown.

Public Law Authorizations

Public Law 95-91, “Department of Energy Organization Act”, 1977
Public Law 109-58, “Energy Policy Act of 2005”
Public Law 111-358 “America COMPETES Reauthorization Act of 2010”

Overview

The Office of Science’s (SC) Program Direction (PD) mission is to support and sustain a skilled and motivated

Federal workforce to develop and oversee SC investments in world-leading scientific research and scientific user facilities. SC investments deliver new scientific discoveries and technological innovations to solve our Nation’s energy and environmental challenges, and enable the United States to maintain its global competitiveness. Providing easy public access to DOE’s scientific findings further leverages the Federal science investment and advances the scientific enterprise.

Program Direction strives to provide an efficient, cost-effective corporate infrastructure for program management, business management, and stewardship of the resources necessary for SC to execute its mission. Carrying out SC's mission requires highly skilled scientific and technical program and project managers, as well as experts in areas such as acquisition, finance, legal, construction and infrastructure management, human resources, and environmental, safety, and health oversight. SC's Federal workforce plans, executes, and manages science programs that meet critical national needs. National challenges in energy, environmental stewardship, and nuclear security, as well as continued U.S. innovation and scientific competitiveness, all rely upon transformational basic research. Oversight of DOE's basic research portfolio by the Office of Science, which includes grants and contracts supporting about 25,000 researchers located at some 300 universities and 17 national laboratories, as well as supervision of major construction projects, is a Federal responsibility. SC also enables world-leading research by providing and maintaining state-of-the-art scientific user facilities—the large machines of modern science—supporting nearly 29,000 users. These facilities offer unique capabilities and place U.S. researchers and industries at the forefront of science, technology, and innovation. With adequate staffing levels and a workforce with appropriate skills, education, and experience, SC is an effective and efficient steward that utilizes taxpayer dollars for maximum national benefit.

Headquarters (HQ):

SC HQ personnel are Federal Staff who provide policy and strategic management for the SC enterprise. As part of this, the Headquarters:

- Strategically maintains a balanced research portfolio that includes high-risk, high-reward research to maximize the program's potential to achieve mission goals and objectives.
- Conducts scientific program planning, execution, and management across a broad spectrum of scientific disciplines and program offices; and communicates research interests and priorities to the scientific community.
- Assures rigorous external merit review of research proposals, selection of appropriate peer review experts, development of award recommendations

informed by peer review, and regular evaluation of research programs. SC typically manages over 6,000 laboratory, university, non-profit, and private industry research awards and receives between 5,000 and 6,000 new and renewal proposals annually, requiring over 15,000 peer reviews.

- Provides oversight and management of the Science Laboratories Infrastructure program and the maintenance and operational integrity of 10 SC laboratories.
- Provides policy and strategic management in the areas of information technology, grants and contracts, and budget for the SC enterprise.

Site Offices:

SC Site Office personnel are Federal staff charged with maintaining the business and management infrastructure required to support the scientific mission at 10 SC national laboratories. This includes conducting day-to-day business transactions of contract management activities, approvals to operate hazardous facilities, safety and security oversight, leases, property transfers, sub-contracts above defined thresholds, sub-awards, and activity approvals required by laws, regulations, and DOE policy. As part of this, the Site Offices:

- Maintain a comprehensive contract management program to assure contractual mechanisms, supporting over \$3 billion per year of SC mission work performed by SC contractors at 10 national laboratories, are effectively managed consistent with guidelines and regulations.
- Evaluate complex integrated laboratory activities including nuclear, radiological, and other complex hazards.
- Provide Federal project directors to facilitate execution of line item and other construction projects.

Integrated Support Center (ISC):

The ISC, physically located at the Chicago and Oak Ridge Offices, provides the backbone for the business infrastructure supporting the entire SC enterprise, including headquarters. These functions include legal and technical support; financial management; grant and contract processing; safety, security, and health management; labor relations, intellectual property and patent management; environmental compliance; facility

infrastructure operations and maintenance; and information systems development and support. As part of this, the ISC:

- Serves as a legal DOE allottee that manages multi-appropriation, multi-program allotments for all SC national laboratories with responsibility for over 90% of SC funds.
- Provides support to SC and other DOE programs for solicitations and funding opportunity announcements, as well as the negotiation, award, administration, and closeout of contracts and financial assistance awards using certified contracting officers and professional acquisition staff.

Office of Scientific and Technical Information (OSTI):

OSTI fulfills both the Department's legislative mandate to provide public access to the unclassified results of DOE's research program as well as the White House Open Government Directive to encourage collaboration and increase transparency (<http://energy.gov/open>). OSTI's collection from the mid-1990s to date is available on-line. In FY 2012, OSTI served over 300 million web transactions for DOE's R&D information, which represents a 20% increase from FY 2011. As part of its activities, OSTI:

- Collects, protects, and provides secure access to DOE's classified research outcomes. OSTI works closely with National Nuclear Security Administration laboratories and facilities to collect classified R&D information and to provide secure access through the Enterprise Secure Network.
- Has built, on behalf of DOE, broad collaborations within the United States and internationally to enable a single point of access to nearly 400 million pages of scientific information.

Program Milestones

Voluntary Early Retirement Authority/Voluntary Separation Incentive Payments (VERA/VSIP). In early FY 2012, as part of cost reduction and long term strategies to continuously provide an appropriate mix of employee skills, experience, and institutional knowledge, SC was given authority to offer VERA/VSIP to eligible employees in selected job series in OSTI and the Field Offices. Both organizations require systems and processes that respond quickly and adapt to the rapidly-changing science and technology environment in which they operate. While the outcome of the VERA/VSIP effort

enabled PD to operate within the FY 2012 Appropriation, it also supported the plan by OSTI and the Field Offices to refine and partially restructure their organizations to maintain this adaptability. The workload commensurate with the total Science appropriation has not reduced; therefore, selected vacancies as a result of VERA/VSIP are being backfilled with lower-graded, developmental positions. Of the SC workforce, 43% are either currently retirement-eligible or will be retirement-eligible in less than 5 years. As such, it is essential that SC fully implement its succession strategy to assure qualified staff are available to support the continuing workload and maintain appropriate safety and security mandates.

Hiring Controls. In FY 2012, SC implemented strict hiring controls, limiting backfill hires to only the most essential positions and requiring deputy director approval for any new vacancy announcements. While this has prevented SC from fully implementing its succession strategy, it has allowed SC to maintain the flexibility necessary to operate successfully in an uncertain budget environment.

Major Programmatic Shifts or Changes

- FY 2014 is an increase of \$8,300,000, or 4.5% from FY 2012 and supports a total FTE level of 1,010, backfill hiring for essential SC positions, full succession strategy implementation, and targeted recruitment efforts based on contemporary skill requirements.
- In addition to cost reductions as an outcome of VERA/VSIP, SC operated with reductions in travel as well as reduced support services and discretionary other related costs in FY 2012.
- The SC Information Technology Modernization Plan (ITMP) was authorized by the Director on July 10, 2012. This plan will modernize the SC infrastructure, deliver service at reduced operating costs, and simplify the acquisition process by consolidating IT support service contracts, while improving cyber security and providing new technologies to enhance collaboration and mobile computing to enable access to SC information to those who need it, when they need it, and where they need it. The overarching goal of the ITMP is to provide excellent customer service within existing budgets.
- The FY 2014 Request includes the transfer of \$700,000 from the Office of Science to other DOE programs for support of the Vendor Inquiry Payment

Electronic Reporting System and the Vendor Invoice Approval System. These systems are now part of the DOE Working Capital Fund i-Manage business line, and each DOE organization will be assessed an equitable share of the software requirements consistent with other corporate financial systems.

- The reorganization of the Oak Ridge Office was implemented on July 1, 2012. The Oak Ridge Office provides direct programmatic oversight and authority on behalf of the Office of Science for the Oak Ridge National Laboratory (ORNL). The FY 2014 Request includes the transfer of 3 FTEs from the SC-Oak Ridge Assistant Manager for Environment, Safety and Health to the Office of Environmental Management-Oak Ridge Engineering Division.
- *President’s Council of Advisors on Science and Technology (PCAST)*. Per Executive Order 13539, as

amended December 19, 2011, “The Department of Energy shall provide such funding and administrative and technical support as the PCAST may require.” In FY 2012, on behalf of DOE, SC assumed functional responsibility and administrative management for PCAST activities. PCAST is a Federal Advisory Committee group of the nation’s leading scientists and engineers who directly advise the President and the Executive Office of the President and make policy recommendations in the many areas where understanding of science, technology, and innovation is key to strengthening our economy and forming policy that works for the American people. The FY 2014 Request provides support for PCAST salary and benefits (1 FTE), travel by committee members, meeting planning support, and other related expenses totaling \$800,000.

Explanation of Funding and Program Changes

(dollars in thousands)

FY 2012 Current	FY 2014 Request	FY 2014 Request vs. FY 2012 Current
139,439	144,925	+5,486

Salaries and Benefits

The FY 2014 Request for 1,010 FTEs supports scientific oversight, project management, essential operations support associated with science program portfolio management, and administration of PCAST. This FTE level is an increase in 36 FTEs from the FY 2012 level and allows for SC to fully implement its succession strategy. Implementation of the SC succession strategy is critical to long term mission success as SC expects an increase in retirements over the next several years. Of the SC workforce, 43% is either currently retirement-eligible, or will be retirement-eligible in less than 5 years. The percentage is higher in certain key scientific and technical job series such as 800–Engineering and Architecture (55%) and 1300–Physical Sciences (46%). The additional 36 FTEs would be used to hire additional staff primarily in these areas, mainly at developmental grade levels, to minimize the risk of institutional knowledge loss in the next several years.

Salaries and Benefits represent 75.0% of the FY 2014 PD Request. The pay raise and support for expenses such as increases in health coverage costs and retirement allocations in the Federal Employees Retirement System are included.

(dollars in thousands)

FY 2012 Current	FY 2014 Request	FY 2014 Request vs. FY 2012 Current
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Travel

3,208

3,482

+274

Staff travel is required to ensure scientific management, compliance, safety oversight, and external review of research funding across all SC programs, since SC senior program managers are not co-located with grantees or at national laboratories. Travel is also required for facility visits where the use of electronic telecommunications is not practical for mandated on-site inspections and operations reviews.

Travel is also included to support meetings of the PCAST, scheduled for 6 times per year with additional meetings called at the discretion of the President. PCAST is an advisory group to the President and Executive Office of the President.

SC Federal Advisory Committee travel is supported, which includes 173 representatives from universities, national laboratories, and industry, representing a diverse balance of disciplines, professional experience, and geography. Each of the six advisory committees provides valuable, independent advice to the Department regarding the complex scientific and technical issues that arise in the planning, management, and implementation of SC programs.

Travel represents 1.8% of the PD Request and is an 8.5% increase from the FY 2012 level (4.2% annualized growth). The FY 2014 Request maintains travel for essential scientific program oversight and mandatory site visits for health and safety inspection. The increase supports required travel for PCAST activities.

Support Services

15,984

16,721

+737

Essential support for multiple levels of technical expertise and business services will sustain the following: maintenance, operation, and cyber security management of SC mission-specific information technology systems and infrastructure as well as SC-corporate Enterprise Architecture and Capital Planning Investment Control management; administration of the Small Business Innovation Research/Small Business Technology Transfer program; grants and contract processing and close-out activities; accessibility to DOE's corporate multi-billion dollar R&D program through information systems managed and administered by OSTI; operations and maintenance of the Searchable Field Work Proposal system to provide HQ and Field organizations a tool to search and monitor field work proposals; selected routine administrative services including travel processing and Federal staff training and education to maintain appropriate certification and update skills; select reports or analyses directed toward improving the effectiveness, efficiency, and economy of services and processes; and safeguards and security oversight functions.

(dollars in thousands)

FY 2012 Current	FY 2014 Request	FY 2014 Request vs. FY 2012 Current
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Support Services represent 8.6% of the FY 2014 PD Request and a 4.6% increase from the FY 2012 level (2.3% annualized growth). The FY 2014 Request funds essential information technology infrastructure and safety management support, as well as training for the SC workforce.

The overall increase, primarily in Automated Data Processing, results from the implementation of the SC Information Technology Modernization Plan (ITMP); a common operating environment across SC Headquarters and Integrated Support Center (Chicago and Oak Ridge).

Other Related Expenses	26,369	28,172	+1,803
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SC contribution to the Department's Working Capital Fund (WCF) provides for common administrative services at HQ including: rent and building operations, telecommunications, network connectivity, supplies, printing/graphics, mail, purchase card surveillance, overseas office support, health centers, and interagency transfer fees associated with E-gov initiatives. In addition to increases to support salary and benefit costs for staff administering the WCF, also included are fixed requirements in the Field Offices not funded through the WCF associated with rent, utilities, and telecommunications, building and grounds maintenance, computer/video maintenance and support, equipment leases, purchases, maintenance, and site-wide health care units. Also funded are SC-wide assessments for payroll processing and the Corporate Human Resource Information System.

Other Related Expenses (ORE) represent 14.6% of the FY 2014 PD Request and a 6.8% increase from the FY 2012 levels (3.4% annualized growth). The FY 2014 Request supports mandatory increases in fixed costs, rent, and other WCF requirements. WCF costs encompass 42.1% of the Other Related Expenses (ORE) Request.

The overall increase in ORE is not the result of any particular item, but reflects modest increases in WCF requirements as well as other areas corresponding to the increase in FTEs supported by the FY 2014 Request.

Total Funding Change, Science Program Direction	185,000	193,300	+8,300
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Support Services by Category

(dollars in thousands)

	FY 2012 Current	FY 2013 Annualized CR	FY 2014 Request
Technical Support			
Development of specifications	263	—	482
System review and reliability analyses	787	—	682
Surveys or reviews of technical operations	0	—	560
Total, Technical Support	1,050	—	1,724
Management Support			
Automated data processing	3,103	—	7,176
Training and education	886	—	680
Reports and analyses, management, and general administrative services	10,945	—	7,141
Total, Management Support	14,934	—	14,997
Total, Support Services	15,984	—	16,721

Other Related Expenses by Category

(dollars in thousands)

	FY 2012 Current	FY 2013 Annualized CR	FY 2014 Request
Other Related Expenses			
Rent to GSA	698	—	658
Rent to others	3,398	—	2,466
Communications, utilities, and miscellaneous	2,035	—	2,252
Printing and reproduction	25	—	0
Other services	4,709	—	5,604
Operation and maintenance of equipment	989	—	963
Operation and maintenance of facilities	1,362	—	1,182
Supplies and materials	512	—	651
Equipment	4,963	—	2,543
Working Capital Fund	7,678	—	11,853
Total, Other Related Expenses	26,369	—	28,172

