Working Capital Fund

Introduction

The Department of the Treasury Working Capital Fund (WCF) was established by the Excise, Estate, and Gift Tax Adjustment Act of 1970 (P.L. 91-614 § 401). As codified in 31 USC §322, "Amounts in the fund are available for expenses of operating and maintaining common administrative services of the Department that the Secretary of the Treasury, with the approval of the Director of the Office of Management and Budget, decides may be carried out more advantageously and more economically as central services."

Program Summary by Bureau Type
Dollars in Thousands

Funding Source	FY 2008 Enacted	FY 2009 Estimate	FY 2010 Estimate	$ Change FY 2009 To FY 2010	% Change FY 2009 To FY 2010
Treasury Appropriated Bureaus	$241,791	$242,264	$212,751	($29,513)	-12.18%
Treasury non-Appropriated Bureaus	$16,184	$13,585	$13,330	($255)	-1.88%
Non-Treasury	$7,158	$4,939	$5,292	$353	7.15%
Grand Total Financial Plan Requirements	$265,133	$260,788	$231,372	($29,416)	-11.28%

Operation of the Working Capital Fund

The Treasury Department has standard criteria to determine what functions are financed through the WCF:

1) Promotes economies of scale,
2) Reduces overhead costs,
3) Promotes central management,
4) Avoids duplication among those who might provide the service,
5) Improves service quality,
6) Makes available goods and services to those users who could not afford them except on a centralized basis,
7) Provides flexibility in the timing of purchases, and
8) Allows for replacement of equipment and other assets on a long-term basis through the use of depreciation charges to users, as a means of recovering those costs.

Table of Contents

Section 1 – Purpose

1.1 – Description of Service Providers

The majority of the service providers under the WCF program are organizational components of the Assistant Secretary for Management and Chief Financial Officer (ASM/CFO) in the Departmental Offices. The three exceptions are the Security Program, which is located in the Office of Terrorism and Financial Intelligence; the Office of Small and Disadvantaged Business Utilization, which is located in the Office of the Deputy Secretary; and the Homeland Security Presidential Directive – 12 program, for which the Internal Revenue Service serves as the Executive Agent. The programs in the WCF for FY 2010 are as follows:

A – Intelligence and Security

1. Security Programs

Resource Level: $847,781 and 3 FTE

Program Description: Security programs under the Assistant Secretary of Intelligence and Analysis, develops guidance and provides operational assistance and direction to the Treasury Department for:

- Information security for classified and sensitive information (not to include IT systems life cycle costs);
- Industrial security (access to and use of Treasury/U.S. Government classified and sensitive information by the private sector);
- Physical security (operational direction for the protection of personnel and property related to National Security Information);
- Personnel security (background investigations for sensitive and national security positions);
- Security education, training for persons authorized access to classified information;
- General guidance to un-cleared employees;
- Physical protection of critical infrastructure; and
- Counter-intelligence awareness (including precautions during official foreign travel).

Billing Methodology: The charge assessed to each customer is based on the number of FTE in the current year enacted budget as a percent of the total. Bureau-specific orders are billed based on the cost of the service requested.

B – Deputy Assistant Secretary, Human Resources/Chief Human Capital Officer

1. Human Capital Strategic Management

Resource Level: $1,045,023 and 5 FTEs

Program Description: The Office of Human Capital Strategic Management (HCSM) provides critical, crosscutting human resource management services to the bureaus. The staff provides a consolidated approach to programs and delivers Department-wide program implementation and consultation to Treasury bureaus on a broad range of complex human resources issues, including performance management, workforce development, executive resources, recruitment and staffing, compensation policy, and workers compensation services. This includes providing leadership and direction on new programs and initiative and working closely with Treasury bureaus to develop creative and innovative solutions to emerging human resources issues. This office also works closely with the Office of Personnel Management (OPM) and the Office of Management and Budget to ensure Treasury human resources policies and programs support government-wide, results based human capital initiatives. As a result of these centralized operating functions, HCSM is able to achieve greater cost effectiveness in delivering products and services and achieving a high level of expertise that the bureaus could achieve individually. Services provided include:

Human Resources (HR) Program Efficiencies:

- Develop efficiencies for the management of human resources programs that have Department-wide impact and enhance the bureaus ability to meet their mission (e.g., provide coordinated agency-wide hiring process improvement; facilitate bureau efforts on meeting the 45 day hiring model; work with HR Connect on improving the effective use of automated hiring tools; coordinate joint-bureau participation in career fairs; provide guidance and training to enable all bureaus to successfully complete a Performance Appraisal and Assessment process to improve overall Department-wide performance management programs; and represent bureau interests in pursuing hiring flexibilities) and
- Identify areas where bureaus need technical training or specialized guidance on a variety of complex HR issues and disseminate information through agency-wide workgroup meetings, written products, or arrange for it through OPM or outside vendors (e.g., training on Fair Labor Standards Act, Career Transition Assistance Program/Reemployment Priority List, and HR flexibilities such as Category Rating).

Federal Health Benefit Programs Management:

- Manage the Federal Health Benefits Open Season contract which consolidates the handling of all materials for participating bureaus;

- Provide support on employee benefits programs including the centralized distribution of benefit materials (e.g., Federal Employee Health Benefits, Federal Employee Group Life Insurance, Thrift Savings Plan forms/brochures); and
- Disseminate guidance and materials for bureau benefits specialists.

Crosscutting HR Products and Services:

- Lead the development and implementation of new programs; hold bureau work groups and meetings to resolve issues; assist bureaus by making suggestions to improve bureaus processes and heads-off potential problems; and provide training and technical guidance to bureau staffing contacts;
- Assist bureaus with creating, developing, and implementing new pay systems and schedules under special pay authorities (e.g., police pay systems and pay bands);
- Work with bureaus on staffing issues - Example: Prepare a 30-page report for OPM consolidating bureau concerns regarding specific barriers to effective/efficient recruitment, and recommended solutions; and
- Develop and publish tools that assist bureaus in carrying out HR program responsibilities.

Department-wide External Influence:

- Represent Treasury bureaus' interests on OPM/interagency task forces (e.g., the development of the Federal Career Intern Program and regulations that allowed for Treasury bureaus' preference on how to handle poor performers);
- Represent the interests of the bureaus in proposing, developing, or requesting changes in legislation, regulations, and other proposals;
- Serve as the bureaus' advocate in getting Departmental, OPM, or other approvals pertaining to certain personnel authorities (e.g., request for authority to establish an extended probationary period for certain positions; changes in qualifications standards and approval of new competencies standards, and waivers of dual compensation); and
- Assist bureaus with downsizing and restructuring by providing consultation and assistance on complex restructuring initiatives and gaining OPM approval of buyout and early-out (VERA/VSIP) authority.

Billing Methodology: The charge assessed to each customer is based on the number of FTEs in the current year enacted budget as a percent of the total. Bureau-specific orders are billed based on the cost of the service requested.

2. Civil Rights and Diversity

Resource Level: $1,447,967 and 9 FTEs

Program Description: The Office of Civil Rights and Diversity (OCRD) program ensures that Treasury employees, former employees, and applicants are protected from discrimination on the basis of race, color, religion, national origin, sex, age, disability,

reprisal for engaging in protected activity, sexual orientation, parental status, and protected genetic information. OCRD manages the statutory Equal Employment Opportunity complaint process for all of the bureaus, including management of the Treasury-wide complaint management data system and oversight of the Treasury Complaint Center.

The OCRD program supports the department-wide goals of ensuring diversity and equal opportunity for all employees; that people with disabilities have equal access to the Department's programs and facilities; and that Treasury's federal financial assistance beneficiaries are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity funded by the Department. OCRD represents the Department's interests in the areas of EEO, diversity and civil rights before the Equal Employment Opportunity Commission, the Office of Personnel Management, and the Department of Justice (pertaining to external civil rights activities).

Billing Methodology: The charge assessed to each customer is based on the number of actual complaints filed in the previous 12 month period as a percent of the total. Customers with no complaints are assessed one complaint charge for maintenance.

C – Deputy Assistant Secretary, Information Systems/Chief Information Officer

1. Associate Chief Information Officer HR Connect and National Finance Center/Employee Express

a. HR Connect

Resource Level: $25,847,704 and 33 FTEs

Program Description: HR Connect is Treasury's enterprise system, a web-based solution built on PeopleSoft commercial-off-the-shelf (COTS) software. HR Connect transforms core back-office HR functions, moving them from a processing-centric capability supported by Treasury and National Finance Center (NFC) legacy systems, to a strategic-centric capability enabled through its commercial software underpinning. Additionally, self-service components of the software fundamentally transform the standard government HR service delivery model, putting additional information, services and processes (i.e., personal data, position management, requests for personnel action, recruitment, reporting, etc.) directly in the hands of managers and employees.

Billing Methodology: The HR Connect costs are distributed based on the number of active accounts (employees who are working and receiving paychecks) as a percent of the total. Bureau-specific orders are billed based on the cost of the service requested.

b. NFC/Employee Express

Resource Level: $24,740,248 and 18 FTEs

Program Description: The Treasury HR Line of Business Shared Service Center (SSC) involves a partnership with the National Finance Center (NFC). HR Connect is Treasury's enterprise human resources solution, and the HR Connect system interacts/syncs with NFC in order to provide NFC payroll services to customers.

Employee Express is an OPM service that feeds into the NFC database to allow employees to perform various self-service activities. Specifically, it allows employees to update their payroll information (taxes, allotments, health insurance, savings bonds, and thrift savings contribution).

Billing Methodology: The NFC/Payroll and Employee Express costs are distributed based on the number of W-2's issued for the prior tax year in the current calendar year as a percent of the total. Bureau-specific orders are billed based on the cost of the service requested.

2. Chief Information Officer Executive Office / Resource Management Services

Resource Level: $2,995,633 and 6 FTEs

Program Description: This program provides the administrative management and comprehensive strategic development activities that support the Office of the Chief Information Officer's (OCIO) mission. These activities include strategic planning, program/project implementation, financial and budget guidance, briefing development, business case analysis, comprehensive research, performance assessment, project management, IT governance facilitation, and alternatives analyses.

This program also develops and implements efficient and effective controls over the resources within the OCIO and facilitates achievement of operational objectives through policy guidance, advice, and management of budget formulation and execution activities across OCIO programs that support Treasury-wide missions.

Billing Methodology: The allocation percentage is derived by taking each customer's contribution to various CIO programs then dividing it by the total contributions from all customers who contributed to more than one program.

3. ACIO Telecommunications (Treasury-wide)

ACIO Telecommunications – Front Office:

Resource Level: $3,388,156 and 2 FTEs

Program Description: The program is responsible for telecommunications developing standards and guidelines; managing enterprise voice, video, and data services; supporting IT applications and infrastructure for Treasury Departmental Offices; and ensuring the resiliency, and redundancy of Treasury telecommunications infrastructure. Telecommunications Management develops short and long-range plans and guidelines

for the efficient management of telecommunications operations and resources. Telecommunications Operations provides comprehensive administration, service delivery, and customer service for common voice, data, and video requirements across Treasury. TFO oversees bureau programs such as DTS, TCS, TNet, and Wireless.

Billing Methodology: The allocation percentage is derived by taking each customer's contribution to various CIO Telecommunication programs and dividing it by the total contribution of all customers who contributed to more than one program.

a. Digital Telecommunications System

Resource Level: $23,459,138 and 13 FTEs

Program Description: The voice program within DTS provides end-to-end telephonic, voice mail, video, and audio conferencing services to Treasury bureaus in the greater Washington, DC metropolitan area. DTS/WITS is comprised of three core programs as follows: the General Services Administration's Washington Interagency Telecommunications System, Treasury Local Access Transport Area, and Synchronous Optical Network. Together, these core programs allow DTS/WITS to provide telecommunications capabilities to the Department of the Treasury.

Billing Methodology: There are two costs associated with this program: customer-specific and shared. Shared costs are based on each customer's seat count and number of mailboxes, divided by the total seats and mailboxes for all customers combined. Customer-specific costs are based on each customer's anticipated requirements for that fiscal year.

b. Treasury Communications System

Resource Level: $87,450,916 and 10.6 FTEs

Program Description: The Treasury Communications System (TCS) serves as the Department of the Treasury's enterprise program for integrated information technology and telecommunications services. TCS offers Treasury a complete range of services including enterprise Internet access which gives users access to public domains across the Internet, other Treasury bureaus, and to Treasury's government and non-government business partners. The program also offers solutions for business application development and systems integration, web and application infrastructure platform hosting, telecommuting network access, and other managed services.

TCS performs a wide range of activities including requirements analysis, procurements, engineering and design, site surveys, configuration, installation and operations and maintenance for various applications and infrastructure.

The program further supports the Department by operating a 24x7x365 security operations center that executes event monitoring, problem identification, fault isolation,

problem eradication, service restoration, maintenance, and traffic and usage analysis. TCS also maintains firewalls for network access, provides intrusion detection systems and performs certifications and accreditations for systems Department-wide.

Due to a delay in the TNet transition into FY 2009, it is anticipated TCS will incur one-half year of expenses in FY 2010 in addition to a full-year of fixed shared costs and TNet will receive transition funding in FY 2010.

Billing Methodology: There are two costs associated with this program: customer-specific and shared. Shared costs are based on capacity, usage, and sites. Customer-specific costs are based on each customer's anticipated requirements for that fiscal year.

c. Treasury Network

Resource Level: $000 and 0 FTEs

Program Description: The Treasury Network (TNet) will be transitioned to the Internal Revenue Service Center of Excellence to replace TCS. Upon completion of the transition, the TNet program will no longer be in the WCF. The TNet program was initiated to provide secure, seamless WAN voice and data telecommunications services to the Department of the Treasury WCF customers. TNet services guaranteed delivery of application, email, internet, and voice traffic over a robust optical wide area network. As such, it is critical to the ability of Treasury employees to fulfill the mission of the Department. As the executive agent for this program, the Internal Revenue Service will direct bill Treasury customers.

Depending on the final disposition of the anticipated transition, TNet may be included in the WCF in FY 2010.

Billing Methodology: NA

d. Wireless Program

Resource Level: $1,168,993 and 0.4 FTEs

Program Description: The Wireless program office is organized into three segments: program management, tactical activities, and non-tactical activities. The program management focuses on ensuring that the program meets its responsibilities to the Department and its stakeholders through prudent financial and resource management, plus the maintaining of critical relationships in the federal wireless marketplace.

The tactical activities include the services necessary to keep Treasury mission-critical wireless assets and associated functions represented and protected. The services include managing and coordinating spectrum resources, participating and representing Treasury at the Interdepartmental Radio Advisory Committee, participating and representing Treasury in the Integrated Wireless Network, serving as a liaison to the Office of

Emergency Preparedness for the high frequency network, and providing technical support, representation, or coordination as requested by the bureaus.

The non-tactical portion of the Office functions primarily as the central office for wireless policy and responds to the executive, regulatory, budgetary, and legislative requests that the Department receives concerning their wireless assets and activities. These services include responding to Office of Management and Budget requests (e.g., Exhibit 300s), responding to requests related to the Presidential Determination on Improving Spectrum Management in the 21st Century, providing information to the National Communications Systems Annual Report, and fostering refinement of Treasury-wide wireless guidelines to increase guideline consistency throughout the Department.

Billing Methodology: The Wireless methodology consists of two allocations: tactical and non-tactical. The tactical allocation is derived from the number of frequencies per customer as a percent of total frequencies. The non-tactical allocation is derived from the number of FTEs in the current year enacted budget as a percent of total FTEs.

e. Web Hosting

Resource Level: $2,154,216 and 2 FTEs

Program Description: Web Hosting provides hosting support for Treas.Gov, the Treasury public website, and TreasNet, the Treasury-wide intranet site. Services include website creation; content updating and management; Treasury-wide team collaboration sites oversight; e-learning hosting and registration by bureau; survey creation, hosting, and analysis; support for bureau/office webmasters and content managers; and a search capability for bureau public web sites.

Billing Methodology: The Web Hosting methodology uses the TCS percentage distributed across customers participating in Web Hosting services.

4. ACIO Cyber Security

Resource Level: $1,861,481 and 6 FTEs

Critical Infrastructure Protection and Information Security (CIRC):

Program Description: The Cyber Security Program supports protection of Treasury-wide information technology systems (unclassified and national security [collateral and intelligence]) and the information they process from risks to confidentiality, availability and integrity whether arising from insiders, malicious hackers, or other threats posed against the Department. The program accomplishes this through the issuance of guidance and leadership of the Treasury CIRC and the Critical Infrastructure Program (cyber systems and applications) to identify and protect key resources. This year, the program's key priorities include focusing on the implementation of new security configuration

management requirements from OMB, FISMA compliance, and responding to serious Internet threats.

Billing Methodology: The charge assessed to each customer is based on their contribution to various CIO programs then dividing it by the total contributions from all customers who contributed to more than one program.

5. ACIO E-Government

a. Enterprise Architecture

Resource Level: $2,854,535 and 5 FTEs

Program Description: The Treasury Enterprise Architecture (EA) program will establish a roadmap for the modernization and optimization of the Department's business processes and information technology (IT) environment. EA will provide a framework to guide IT investment planning, streamline systems, and ensure that IT programs align with business requirements and strategic goals. EA allows Treasury to conduct enterprise-wide analysis and management of results, focus on lines of businesses to facilitate better alignment and cross-bureau collaboration in investments, and develop more robust business cases. EA fulfills the need to recognize and capitalize on opportunities for the development of enterprise wide solutions and E-Government (E-Gov) participation and leadership.

Billing Methodology: The charge assessed to each customer is based on their number of FTEs in the current year enacted budget as a percent of the total.

b. Enterprise Solutions

Resource Level: $6,669,543 and 7 FTEs

Program Description: The Enterprise Solutions (ES) business model is to optimize cost-effective delivery of enterprise services through a small professional staff of senior project managers and contractor teams. The ES team works closely with EA and Information Security to identify and implement common (multi-bureau) and enterprise (Treasury-wide) solutions in support of an efficient technology architecture that is aligned with the rest of the Federal Government. The ES team also works closely with their customers to help them understand and take advantage of these solutions. ES consists of two core business units: Authentication and Identity Management Systems; and Enterprise Business Application Services and Solutions.

Billing Methodology: The charge assessed to each customer is based on their number of FTEs in the current year enacted budget as a percent of the total.

c. Planning

Resource Level: $827,956 and 1 FTEs

Program Description: The E-Gov Planning Office provides the critical leadership and direction needed to achieve the Department's Presidential Management Agenda, E-Gov, Clinger-Cohen goals. E-Gov Planning sets goals, objectives, and strategies to guide enterprise-wide solutions.

Billing Methodology: The charge assessed to each customer is based on their number of FTEs in the current year enacted budget as a percent of the total.

d. Management

Resource Level: $936,081 and 2 FTEs

Program Description: Treasury continues to identify and develop targeted Treasury E-Gov initiatives to improve service delivery to citizens and businesses. Treasury is a managing partner in two of the Presidential E-Gov initiatives, Federal Asset Sales and GeoSpatial Line of Business, and participates in several other Presidential E-Gov initiatives. E-Gov is also responsible for managing, coordinating and reporting on the President's Management Agenda E-Gov Initiatives and Lines of Business.

Billing Methodology: The charge assessed to each customer is based on their number of FTEs in the current year enacted budget as a percent of the total.

6. Homeland Security Presidential Directive -12

Resource Level: $16,782,846* and 0 FTE

* Currently, the Department of the Treasury Homeland Security Presidential Directive – 12 (HSPD-12) program has been authorized through FY 2009 for release 1, card issuance only. Discussions with the Department of the Treasury's senior leadership regarding increased program scope and funding requirements for FY 2010 are on-going. No approvals have been granted at this time for Release 2; however, approval has been granted to develop a Concept of Operations for an enterprise view of Identity Management (integrating Physical Access Controls and Logical Access Controls). Note: Department of the Treasury HSPD-12 program execution and WCF collection is subject to the Executive Steering Committee approval.

Resource levels are based on the below assumptions:

Assumptions, re: card issuance:
- Card issuance will be 100% complete in FY 2009;
- Card issuance costs will include card maintenance, turnover, and card sleeves for FY 2009 and beyond; and
- Treasury Program Management Office FTE and contractor staff will reduced approximately 30% from FY 2009 levels beginning 1st quarter, FY 2010.

Assumptions, re: O&M, proposed WCF eligible costs:
- Treasury HSDP-12 Program Management Office costs; and
- Card issuance operation and maintenance cost.

Program Description: HSPD-12 was signed on August 27, 2004, mandating a common identification standard for federal employees and contractors. HSPD-12 requires a standardized Personal Identity Verification process for the issuance and use of a common federal government identification card. The directive mandates that any identification card issued by a federal agency must be:

- Secure and reliable;
- Issued based upon sound criteria for verifying an individual's identity;
- Resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation;
- Interoperable across federal agencies; and
- Used to allow both physical access and logical access to federally-controlled facilities and information systems.

This initiative is being led by the Internal Revenue Service in an Executive Agent arrangement with Departmental Offices. The program is under the auspices of the Associate Chief Information Officer of E-Government.

Billing Methodology: Treasury Program Management Office expenses are allocated to the bureaus as a percentage, based on their number of Federal government and contractor personnel divided by the total Treasury government and contractor personnel. General Services Administration costs are charged back to the bureaus based upon actual orders and service consumption.

7. ACIO Capital Planning and Information Management

a. Capital Planning and Investment Control

Resource Level: $4,037,632 and 6 FTEs

Program Description: Funds will provide the portfolio management tool services that all bureaus use for Capital Planning and Investment Control (CPIC) compliance. Services include necessary software maintenance costs, licenses, hosting, development, and help desk support required to keep the Treasury CPIC portfolio management system operational in an effective and efficient manner.

Treasury's capital planning process is a dynamic process in which information technology (IT) investments are selected and then continually monitored and evaluated to ensure each chosen investment is well managed, cost effective, and supports the mission and strategic goals of the organization.

Billing Methodology: The charge assessed to each customer is based on their contribution to various CIO programs then dividing it by the total contributions from all customers who contributed to more than one program.

b. Information Management

Resource Level: $658,204 and 3 FTEs

Program Description: The Information Management (IM) organization is responsible for implementing the Paperwork Reduction Act (PRA) and Section 508 of the Rehabilitation Act, which requires accessibility to IT systems for those with disabilities. To implement the PRA, IM oversees the Treasury information collection, with the aim of working with bureaus to minimize the paperwork burden imposed on American citizens and businesses and to ensure statutory and regulator requirements are met. To implement Section 508, IM researches and deploys tools that will assist those with disabilities access Treasury IT information and systems (e.g., Website 508) and trains personnel on requirements, lessons learned, and best practices relative to the law (e.g., provides input for Treasury Learning Management System courses and partners with the Internal Revenue Service Alternative Media Center). Additionally, IM serves as the liaison between the bureaus and the Office of Management and Budget in processing information collections and responding to concerns expressed by the public during the rulemaking process.

Billing Methodology: The charge assessed to each customer is based on their contribution to various CIO programs then dividing it by the total contributions from all customers who contributed to more than one program.

D – Other Treasury-wide Management Programs

1. Financial Systems Integration

Resource Level: $2,902,074 and 2 FTEs

Program Description: The Office of the Deputy Chief Financial Officer, Financial Systems Integration (FSI) program provides systems and program support to produce the Treasury Department's financial statements and management reports. Monthly and quarterly reports are distributed to the Office of Management and Budget, Financial Management Service, and bureau program and financial offices. Programs covered by FSI include financial analysis and reporting, audit follow-up and performance management. Bureaus submit data to the Financial Analysis and Reporting System to meet program, legislative, and OMB requirements.

Billing Methodology: Treasury Information Executive Repository (TIER) and CFO Vision charges are based 80 percent on funding and 20 percent on the average number of records submitted to TIER as a percentage of the total. The Joint Audit Management Enterprise System is based on the number of audit recommendations and planned

corrective actions as a percent of the total. Performance reporting is based 80 percent on the current year enacted budget and 20 percent on the number of performance measures as a percent of the total.

2. Emergency Programs

Resource Level: $2,049,216 and 4 FTEs

Program Description: The Office of Emergency Programs (OEP) ensures continuity of the Treasury Department's mission essential functions under all circumstances. The Office directly supports the Treasury bureaus by providing centralized services in support of their emergency and continuity programs that would otherwise be redundantly disbursed. Those services include emergency and continuity plans, facilities, tailored training and exercises, and systems and equipment to ensure effective communications between Treasury's bureaus and senior officials during emergencies.

OEP's operational activities implement National Security Emergency Preparedness goals and objectives that are identified in:

- Assignment of Emergency Preparedness Responsibilities, Executive Order 12656;
- Homeland Security Presidential Directives 5, 8, 9, 10, and 12;
- The National Response Framework;
- The National Strategy for Pandemic Influenza;
- The Implementation Plan for the National Strategy for Pandemic Influenza;
- The National Continuity Policy, HSPD-20 / NSPD-51;
- The Implementation Plan for the National Continuity Policy;
- National Communications System Directive 3-10; and
- Federal Continuity Directives 1 and 2.

Billing Methodology: The charge assessed to each customer is based on their number of FTEs in the current year enacted budget as a percentage of the total.

3. Small and Disadvantaged Business Utilization

Resource Level: $760,469 and 4 FTEs

Program Description: The mission of the Office of Small and Disadvantaged Business Utilization is to:

- Advise the Secretary, Deputy Secretary, and Bureau Heads on small business, policies, procedures, and initiatives;
- Advise, assist, council, and train small businesses;
- Advise, council and train bureau small business specialists;
- Advise and train Department procurement officials including program/project managers; and
- Ensure compliance with small business program requirements.

Billing Methodology: The charge assessed to each customer is based on their number of procurement transactions from the Federal Procurement Database Next Generation as a percent of total Treasury Department procurement transactions.

4. Procurement Programs

Resource Level: $893,156 and 2 FTEs

Program Description: The Procurement Program provides services to the Treasury Department's bureaus for the following:

- Purchase Card Program: The program provides coordination and best practices for the Department of the Treasury's purchase card program, including support for the re-compete and transition to SmartPay2. The goals are to ensure proper usage, maximize rebates and to develop and maintain a quality Treasury-wide purchase card program.
- Integrated Acquisition Environment (IAE) Implementation and Liaison: This office acts as the Treasury Department's liaison for the various IAE service providers. Procurement disseminates implementation information, and tracks Treasury-wide use of IAE systems and manages data verification and validation audits of Treasury's federal procurement data, serves as the IAE System Administrator for the bureaus, and operates as the focal point for any Treasury Department issues to be raised with service providers. IAE systems streamline service delivery to customers, reduce paperwork, and apply best commercial practices to improve and facilitate purchasing office interaction with customers and businesses while saving resources and streamlining the acquisition process. This results in improved efficiency and effectiveness of the Treasury Department's acquisition systems.
- Acquisition Career Management Program: The procurement office provides input to the Treasury Human Capital Strategic Plan for procurement staff, managing a formal process for GS-1102 employees to equate their past education, experience, and acquisition training to the Federal Acquisition Certification in Contracting Program requirements for civilian agency employees. The Treasury Acquisition Career Manager reviews and recommends certification of acceptable contracting certification requests submitted by employees. The Senior Procurement Executive makes decisions on requests and signs a certificate for each successful applicant. Finally, the organization supports implementation of two additional Federal Acquisition Certification programs, for Program and Project Managers, and for Contracting Officer's Technical Representatives.
- E-Government –IAE System Payment: IAE is one of the 24 E-Government initiatives which support the President's Management Agenda. The IAE provides a common, secure business environment, which facilitates and supports cost effective acquisition of goods and services and will interoperate with multiple E-Government initiatives. Federal agencies receive the benefit of shared use of the IAE in the conduct of their acquisition functions. The General Services

Administration (GSA), the Managing Partner of the IAE project, is reimbursed for the cost of managing, operating and maintaining the IAE architecture by the federal agencies that use the IAE and share the expense. To reimburse GSA, the Department of the Treasury collects funds from participating bureaus and transfers the aggregated funds to GSA in accordance with the Memorandum of Agreement between GSA and the Department of the Treasury. The IAE provides the Treasury Department's bureaus with access to the following systems:

Operational:
- Acquisition.gov;
- Central Contract Registration;
- Excluded Parties List;
- Electronic sub-Contractor Reporting;
- Federal Registration;
- Federal Technical Data Solution;
- Federal Procurement Data System – Next Generation;
- On-Line Representations and Certifications Application; and
- Wage Determination On-Line.

Planned:
- Performance Data

Billing Methodology: The charge assessed to each customer is based on their number of procurement transactions from the Federal Procurement Database Next Generation as a percent of total Treasury Department procurement transactions.

5. Government-wide Council Payments

Resource Level: $358,743 and 0 FTEs

Program Description: The Government-wide Council Payments support Treasury's participation in Government-wide Councils. These councils are: Chief Financial Officer's Council, Chief Information Officer's Council, Chief Acquisitions Officer's Council, Chief Human Capital Officer's Council and President's Management Council.

Billing Methodology: The charge assessed to each customer is based on their FY 2008 enacted funding levels as a percent of the total.

6. Privacy and Treasury Records

Resource Level: $831,522 and 2 FTEs

Program Description: The Office of Privacy and Treasury Records (PTR) is committed to maintain, collect, use, and disseminate information as authorized by law and as necessary to carry out Treasury's mission. PRT provides support to Treasury bureau

privacy and records management programs in order to ensure that due consideration and regard for information privacy is addressed in the execution of Departmental programs and that the Department's records are being preserved and managed economically and efficiently, and provide proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency.

Specific PRT support to Treasury bureaus includes providing leadership and direction on new functions and requirements, developing procedures and guidance to assist bureau programs (such as toolkits, templates, and other technologies), facilitating Department-wide communications and information sharing, identifying best practices, disseminating information on current issues, developing and conducting Department-wide training, coordinating programs with oversight organizations and other federal agencies, conducting reviews and evaluations of programs and functions, maintaining Treasury-wide information sharing websites, providing and managing contract support for specific projects and tasks, coordinating with Treasury officials (such as the Treasury Chief Information Officer) to gather support for programs and to fulfill joint requirements, and providing advice and technical expertise.

Billing Methodology: The charge assessed to each customer is based on their number of FTEs in the current year enacted budget as a percentage of the total.

E – DAS, Departmental Offices Operations

1. Environment, Safety, and Health

Resource Level: $1,184,557 and 2 FTE

Program Description: The Office of Environment, Safety, and Health, provides support for environment, energy, and safety issues that affect all bureaus. Their activities on behalf of all bureaus include coordinating and facilitating various Council and Sub-Council meetings; attending meetings with external organizations on behalf of Treasury; acting as liaison with external agencies; requesting, analyzing, and compiling Department-wide data on performance measures and submitting reports to entities such as the Office of Management and Budget, the Department of Energy, the Office of Federal Environmental Executive, and the Office of Safety and Health Administration; identify areas for improvement within bureaus based on performance metrics and coordinate with them on corrective actions; developing Department-wide policies, directives, and orders; conducting joint investigations and inspections as appropriate, and advising on various environmental, energy, and safety issues. This program also maintains the Safety and Health Information Management System (SHIMS). SHIMS is a department-wide "web" enabled electronic system that records and tracks occupational injuries and illnesses. The system allows data manipulation by individual organizations and data consolidation providing department-wide mandatory reporting to the Department of Labor's Office of Workers' Compensation system. SHIMS identifies trends in accident experiences and causes which can provide assistance in injury reduction and the reduction in lost work days. The system can generate monthly and

quarterly statistics, as well as the annual incidents summary as required by the "Annual Safety and Health Program" and in performance reporting.

Billing Methodology: The charge assessed to each SHIMS customer is based on the number of claims filed by each organization as a percent of the total.

2. Printing and Graphics Services

Resource Level: $4,596,640 and 27 FTEs

Program Description: The mission of the Printing and Graphics Division is to provide the highest quality digital, design, and printing services. We strive to be the provider of choice for offering the most effective, economical, and efficient process for communicating Treasury's message. In order to achieve our mission, the Printing and Graphics Division uses a variety of methods and alternative strategies that draw upon the Division's collective expertise.

The Printing and Graphics Division is organizationally divided into three branches: the Printing Procurement Branch; the Printing Reproduction Branch; and the Graphics Branch.

Products are numerous and range from internal routing slips, posters, brochures, and full color presentations to the commercial procurement of large quantities of complicated printed pieces and presentation materials used by the Secretary and/or the President for press and Congressional briefings. Services include:

- A full range of visual services with design consultation and production;
- High and low-resolution scans and low-resolution scans for web application;
- Prepress requirements and preparing electronic files for printing and/or web position to ensure our customer files are prepared correctly, i.e., checking for printability with correct fonts, formats, setups for color separations;
- Security printing to protect against fraud;
- Electronic publishing on-demand digital printing and duplicating;
- On-site high-speed digital black and white and color printing;
- High-quality process/multi-color printing;
- Variable data printing;
- Coordination with the Government Printing Office (GPO) and contractors;
- Ensure adherence to Departmental policies, government statutes, and regulations that govern printing and binding;
- A full line of specialized binding;
- Printing procurement acquisition services outside GPO;
- Quality assurance follow-up and resolution of any problems between the customers and the printers;
- Internet job submission;
- Government Printing Office printing costs for publications, forms and various documents that benefit all the Treasury Department's bureaus; and

- Blank paper and other supplies procured through the Government Printing Office for the printing of publications, forms, and various documents.

Billing Methodology: The charge assessed to each customer is based on their previous year usage of the various programs as a percent of the total prior year usage from all customers.

3. Communications, Information, and Locator Center

Resource Level: $859,659 and 8 FTEs

Program Description: The Communications Information and Locator Center:

- Answers, screens, and provides numbers to and/or transfer people who call Treasury's listed numbers during work hours;
- Provides general public information or organizational assistance to internal and external inquiries;
- Maintains the Treasury employee locator information system;
- Provides Deputy Assistant Secretaries (DAS) and above with calling service to employees during non-work hours;
- Screens incoming collect and 1-800 calls and transfers these calls to the Treasury official when appropriate;
- Schedules, coordinates, and places conference calls on Treasury's conference bridge;
- Provides local, long distance, and overseas telephone services for Senior Executives;
- Provides dialing instructions or assistance to Treasury personnel upon request;
- Provides continuous communication service in an emergency or crisis event;
- Provides "after hours" office phone coverage for DAS and above upon request;
- Answers, screens, and transfers calls to bureau heads and DAS and above, while on travel – this service is provided upon request and with the submission of the executive's travel itinerary and contact numbers; and
- Provides services from 6 a.m. to 7:00 p.m. seven days a week.

Billing Methodology: The charge assessed to each customer is based on their number of calls received and services provided as a percent of the total.

F – Centralized Support Services

Resource Level: $7,762,184 and 22 FTEs

Program Description: The WCF Support Services cost center captures centralized administrative support costs for all WCF funded personnel that is not reflected in each WCF program's budget. It also captures the costs of the administrative personnel who directly serve the WCF programs.

Centralized Administrative Support Costs are paid by the Treasury Department through centralized bills. Examples include security programs, trash removal, mail, movers, copiers, industrial hygienist, Treasury Complaint Center, child care, worker's compensation, health exams, nursing services, electricity, steam, gas, water and sewer, parking, accounting system, Digital Telecommunications System, Treasury Communications System, and transit subsidy.

Administrative personnel costs are for services used by all WCF programs. They are:

- Legal Services: legal advice and guidance;
- Information Technology Support Services: infrastructure support, applications development and planning activities;
- Human Resources Services: position classification, hiring, performance management, and pay/benefits;
- Fund Management, Communication, and Customer Advocates Service: policy, guidance, and overall management of the WCF is provided through the Corporate Fund Manager;
- Accounting, Budgeting, and Procurement Services: accounting, budget formulation, budget execution, day-to-day financial operations of requisition fund certification, Memorandum of Understanding creation, operation of the integrated financial system for WCF invoice payments, and procurement services are provided to the WCF; and
- Facilities and Support Services: space and mail and messenger services.

Billing Methodology: The charge assessed to each customer is based on their total dollar value of WCF services received as a percent of the total.

Section 2 – Budget and Performance Plan

2.1 – Funding Detail by Program
Dollars in Thousands

Resources Available for Obligation	FY 2008 Initial Plan	FY 2009 Initial Plan Estimate	FY 2010 Budget Estimate
INTELLIGENCE & SECURITY			
Security Programs	$779	$825	$848
Intelligence & Security (Total)	$779	$825	$848
DAS, HUMAN RESOURCES/CHCO			
Human Capital Strategic Management	$768	$1,016	$1,045
Civil Rights & Diversity	$1,309	$1,407	$1,448
Human Resources (Total)	$2,077	$2,423	$2,493
DAS, INFORMATION SYSTEMS & CIO			
ACIO HRConnect Operations & Maintenance	$23,557	$25,288	$25,848
ACIO NFC Payroll/Employee Express	$22,550	$24,051	$24,740
HR Connect (Subtotal)	$46,107	$49,339	$50,588
CIO Executive Office & Resource Management	$2,926	$2,926	$2,996
ACIO Telecommunications:			
Telecommunications Front Office	$3,394	$3,319	$3,388
Digital Telecommunications System	$22,553	$22,979	$23,459
Treasury Communications System	$90,029	$85,719	$87,451
Treasury Network	$19,102	$34,472	$0
Wireless Program	$1,231	$1,145	$1,169
Web Hosting	$2,224	$2,109	$2,154
Secure Communications Center	$5,760	$0	$0
Alpha-VAX Computer Usage	$296	$0	$0
ACIO Cyber Security	$1,322	$1,814	$1,861
ACIO E-Government:			
Enterprise Architecture	$2,791	$2,791	$2,855
Enterprise Solutions	$7,080	$6,528	$6,670
Planning	$810	$810	$828
Management	$919	$914	$936
HSPD-12	$29,395	$16,454	$16,783
ACIO Capital Planning & Information Management:			
Capital Planning and Investment Control	$3,949	$3,949	$4,038
Information Management	$1,452	$642	$658
Information Systems (Subtotal)	$195,231	$186,569	$155,245
DAS, Information Systems (Total)	$241,338	$235,908	$205,833
TREASURY-WIDE MANAGEMENT			
Financial Systems Integration	$2,794	$2,842	$2,902
Emergency Programs	N/A	$2,002	$2,049
Small & Disadvantaged Business Utilization	$894	$739	$760
Procurement Program	$820	$844	$893
Government-wide Council Payments	$343	$352	$359
Privacy & Treasury Records	$0	$813	$832
Treasury-wide Management (Total)	$6,793	$7,592	$7,795
DAS, HEADQUARTERS OPERATIONS (DASHO)			
Facilities & Support Services:			
Environment, Safety, & Health	$1,131	$1,158	$1,185
Printing Procurement, Reproduction & Graphics Services	$4,367	$4,472	$4,597
Communications, Information, & Locator Center	$759	$837	$860
Headquarters Operations (Total)	$6,256	$6,466	$6,641
Centralized Support Services	$7,890	$7,573	$7,762
Grand Total	$265,133	$260,788	$231,372

2.2 – Full-Time Equivalents by Program

Federal & Contractor Staff	FY 2008 Initial Plan		FY 2009 Initial Plan Estimate		FY 2010 Budget Estimate	
	Fed.	Cont.	Fed.	Cont.	Fed.	Cont.
Intelligency & Security						
Security Programs	3	-	3	-	3	-
Intelligence & Security (Total)	3	-	3	-	3	-
DAS, HUMAN RESOURCES/CHCO						
Human Capital Strategic Management	4	-	5	-	5	-
Civil Rights & Diversity	9	-	9	-	9	-
Human Resources (Total)	13	-	14	-	14	-
DAS, INFORMATION SYSTEMS & CIO						
ACIO HRConnect Operations & Maintenance	33	14	33	25	33	25
ACIO NFC Payroll/Employee Express	18	2	18	-	18	-
HR Connect (Subtotal)	51	16	51	25	51	25
CIO Executive Office & Resource Management Services	4	12	6	10	6	10
ACIO Telecommunications:						
Telecommunications Front Office	2	12	2	12	2	12
Digital Telecommunications System	14	58	13	58	13	58
Treasury Communications System	10	221	11	221	11	221
Treasury Network	-	21	-	11	-	-
Wireless Program	-	3	-	3	-	3
Web Hosting	2	-	2	2	2	2
Secure Communications Center	17	6	-	-	-	-
Alpha-VAX Computer Usage	1	-	-	-	-	-
ACIO Cyber Security	6	-	6	-	6	-
ACIO E-Government:						
Enterprise Architecture	4	7	5	11	5	11
Enterprise Solutions	7	12	7	6	7	6
Planning	1	-	1	1	1	1
Management	2	3	2	2	2	2
HSPD-12	-	-	-	-	-	-
ACIO Capital Planning & Information Management						
Capital Planning and Investment Control	6	5	6	8	6	8
Information Management	4	-	3	-	3	-
Information Systems (Subtotal)	80	360	64	345	64	334
CIO/Information Systems (Total)	131	376	115	370	115	359
TREASURY-WIDE MANAGEMENT						
Financial Systems Integration	2	8	2	8	2	8
Emergency Programs	4	-	4	-	4	-
Small & Disadvantaged Business Utilization	4	-	4	-	4	-
Procurement Program	2	-	2	-	2	-
Government-wide Council Payments	-	-	-	-	-	-
Privacy & Treasury Records	-	-	2	2	2	2
Treasury-wide Management (Total)	12	8	14	10	14	10
DAS, Headquarters Operations (DASHO)						
Facilities & Support Services:						
Environment, Safety, & Health	2	1	2	1	2	1
Printing Procurement, Reproduction, & Graphics	27	1	27	1	27	1
Communications, Information, & Locator Center	8	-	8	-	8	-
Headquarters Operations (Total)	37	2	37	2	37	2
Centralized Support Services	27	-	22	3	22	3
Grand Total	223	386	205	385	205	374

The Terms "Fed" and "Cont" in the column headers refers to "Federal Employees" and "Contractors," respectively.

2.3 – Funding Detail by Bureau
Dollars in Thousands

Resources Available for Obligation	FY 2008 Initial Plan	FY 2009 Initial Plan Estimate	FY 2010 Budget Estimate
ALCOHOL & TOBACCO TAX & TRADE BUREAU	$4,025	$2,894	$2,273
COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND	$345	$392	$376
DEPARTMENTAL OFFICES (OTA)	$85	$78	$80
DEPARTMENTAL OFFICES (S&E)	$18,055	$12,222	$10,536
DEPARTMENTAL OFFICES (DSCIP)	$389	$0	$0
FINANCIAL CRIMES ENFORCEMENT NETWORK	$3,222	$1,828	$1,403
FINANCIAL MANAGEMENT SERVICE	$7,350	$7,025	$6,270
INTERNAL REVENUE SERVICE	$204,265	$213,662	$188,563
TREASURY INSPECTOR GENERAL FOR TAX ADMINISTRATION	$1,553	$1,939	$1,253
OFFICE OF INSPECTOR GENERAL	$480	$461	$381
PUBLIC DEBT	$2,025	$1,765	$1,617
Subtotal (Treasury Appropriated Bureaus)	$241,791	$242,264	$212,751
COMPTROLLER OF THE CURRENCY	$4,549	$4,472	$4,589
DC PENSION	$190	$79	$81
DEPARTMENTAL OFFICES (WCF)	$261	$93	$97
ENGRAVING & PRINTING	$5,401	$4,658	$4,525
EXECUTIVE OFFICE FOR ASSET FORFEITURE	$157	$134	$80
FEDERAL FINANCING BANK	$355	$27	$28
OFFICE OF THRIFT SUPERVISION	$1,096	$898	$910
FF - FMS TREASURY AGENCY SERVICES (TAS)	$15	$0	$0
FF - BPD ADMINISTRATIVE RESOURCE CENTER (ARC)	$993	$594	$622
FF - DO FEDERAL CONSULTING GROUP	$22	$0	$0
FF - DO FED SOURCE	$129	$0	$0
U.S. MINT	$3,016	$2,630	$2,397
Subtotal (Treasury non-Appropriated Bureaus)	$16,184	$13,585	$13,330
ALCOHOL, TOBACCO, FIREARMS, & EXPLOSIVES	$2,001	$1,549	$1,659
DHS - FLETC	$2	$0	$0
DHS - HEADQUARTERS	$528	$0	$0
DHS - OFFICE OF INSPECTOR GENERAL	$1,284	$357	$366
DHS - U.S. SECRET SERVICE	$1,556	$1,487	$1,594
HOUSING AND URBAN DEVELOPMENT	$1,786	$1,545	$1,673
Subtotal (Non-Treasury)	$7,158	$4,939	$5,292
Grand Total Financial Plan Requirements	$265,133	$260,788	$231,372

Note: Non-Treasury customers purchase services from: HR Connect, Information Technology, Financial Systems Integration, and Environment, Safety, & Health.

2.4 – Funding Detail by Operating Levels
Dollars in Thousands

Resources Available for Obligation	FY 2008 Initial Plan	FY 2009 Initial Plan Estimate	FY 2010 Budget Estimate
Object Classification:			
11.1 Full-Time Permanent Positions	$22,080	$21,504	$22,192
11.1 Other than Full-Time Permanent Positions	0	0	0
11.5 Other Personnel Compensation	367	332	343
11.8 Special Personal Services Payments	0	0	0
11.9 Personnel Compensation (Total)	**$22,447**	**$21,836**	**$22,535**
12.0 Personnel Benefits	5,010	5,001	5,161
13.0 Benefits to Former Personnel	0	0	0
21.0 Travel	488	398	406
22.0 Transportation of Things	5	0	0
23.1 Rental Payments to GSA	0	0	0
23.2 Rent Payments to Others	0	0	0
23.3 Communications, Utilities, & Misc	6,165	4,940	4,819
24.0 Printing and Reproduction	198	113	116
25.1 Advisory & Assistance Services	0	0	0
25.2 Other Services	221,887	223,804	193,516
25.3 Purchase of Goods/Serv. from Govt. Accts	1,734	1,534	1,594
25.4 Operation & Maintenance of Facilities	0	0	0
25.5 Research & Development Contracts	0	0	0
25.6 Medical Care	0	0	0
25.7 Operation & Maintenance of Equipment	0	0	0
25.8 Subsistence & Support of Persons	0	0	0
26.0 Supplies and Materials	502	354	361
31.0 Equipment	6,697	2,808	2,864
32.0 Lands and Structures	0	0	0
33.0 Investments & Loans	0	0	0
41.0 Grants, Subsidies	0	0	0
42.0 Insurance Claims & Indemn	0	0	0
43.0 Interest and Dividends	0	0	0
44.0 Refunds	0	0	0
Total Budget Authority	**$265,133**	**$260,788**	**$231,372**