Program Direction

Overview

Program Direction (PD) in the Office of Science (SC) supports a highly skilled federal workforce to develop and oversee SC investments in basic research and construction and operation of scientific user facilities, which are critical to the American scientific enterprise. SC investments transform our understanding of nature and advance the energy, economic, and national security of the United States. In addition, SC accelerates discovery and innovation by providing broad public access to all DOE research and development findings.

SC requires sophisticated and experienced scientific and technical program and project managers, as well as experts in acquisition; finance; legal; construction management; and environmental, safety, and health oversight. The SC basic research portfolio includes grants and contracts supporting about 19,000 researchers located at over 300 institutions and 17 national laboratories, spanning all fifty states and the District of Columbia.

Headquarters (HQ)
SC HQ federal staff:

- Conduct scientific program and research infrastructure planning, execution, and management across SC, in part by extensive engagement with the scientific community to identify research opportunities and develop priorities.
- Establish and maintain competitive research portfolios, which include high-risk, high-reward research, to achieve mission goals and objectives.
- Conduct rigorous peer review of research proposals and ongoing programs. Each year, SC manages nearly 5,000 ongoing laboratory, university, non-profit, and private industry research awards and conducts over 12,000 reviews of new and renewal proposals.
- Provide safety, security, and infrastructure oversight and management of all SC user facilities and other current research investments.
- Provide oversight and management of all line item and other construction projects.
- Provide oversight and management of the maintenance and operational integrity of the ten SC national laboratories.
- Provide policy, strategy, and resource management in the areas of laboratory oversight, information technology, grants and contracts, budget, and human capital.

Site Offices
SC Site Office federal staff provide contract management and critical support for the scientific mission at ten SC national laboratories. This includes day-to-day business management, approvals to operate hazardous facilities, safety and security oversight, leases, property transfers, sub-contracts, and activity approvals required by laws, regulations, and DOE policy. As part of this, the Site Offices:

- Maintain a comprehensive contract management program to ensure contractual mechanisms are managed effectively and consistently with guidelines and regulations.
- Evaluate laboratory activities including nuclear, radiological, and other complex hazards.
- Provide federal project directors to oversee construction projects.
- Provides federal program managers to oversee the New Brunswick Laboratory located at Argonne Site Office.

Integrated Support Center (ISC):
The ISC, located at the Chicago and Oak Ridge Offices, provides business management to support SC's federal responsibilities. These functions include legal and technical support; human capital shared services; 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:

- Monitors the multi-appropriation, multi-program allotments for all SC national laboratories through administration of laboratory Management and Operating (M&O) contracts and is responsible for over 3,000 grants per year to university-based researchers.
- 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 the Department's responsibilities for providing public access to the unclassified results of its research investments and limited access to classified research results. DOE researchers produce over 50,000 research publications, datasets, software, and patents annually. OSTI's physical and electronic collections exceed one million research outputs from the 1940s to the present, providing access to the results of DOE's research investments. OSTI implements DOE's public access mandates, including the government-wide requirement that peer-reviewed publications resulting from federal funding being made available to the public within 12 months of publication in a journal.

Highlights of the FY 2018 Budget Request

The FY 2018 Request of $168,516,000 is a decrease of $16,484,000, or 8.9 percent, from the FY 2016 Enacted level and supports a total level of 785 FTEs, 133 FTEs less than the FY 2016 Enacted level. SC will achieve these savings and FTE reductions through a restriction in hiring and an ongoing review of functions that can either be eliminated or restructured to cut costs and improve efficiency. Through workforce analysis/restructuring, SC will continue to review, analyze and prioritize mission requirements and identify those organizations and functions most in line with Administration and Department program objectives and SC strategic goals. Using available human capital workforce reshaping tools, SC will focus on functional consolidation, elimination of positions, and hiring limitations to achieve necessary results.

The FY 2018 Request includes:

- Four (4) FTEs in the Office of Planning and Management Oversight to support the Office of the Under Secretary for Science and Energy. The FY 2016 Request included funding for these FTEs in the Departmental Administration appropriation.
- Twenty-four (24) FTEs in the Office of the Chief Human Capital Officer operating the Science & Energy Shared Service Center (S&E SSC) and supporting HR Advisory Offices. In FY 2016, SC moved to a shared service center model for HR delivery with all human resources services involving SC personnel obtained through the Office of the Chief Human Capital Officer.
- Two-hundred and eighty-three (283) Headquarters (HQ) federal staff, a reduction that saves roughly $5.0M, or 9 percent, compared to the FY 2016 Enacted level.
- Forty (40) OSTI federal staff, a reduction that saves roughly $100k, or 1 percent, compared to the FY 2016 Enacted level.
- Four-hundred and thirty-four (434) Integrated Service Center (ISC) and Site Office federal staff, a reduction that saves roughly $8.7M, or 12 percent.
- A decrease in Working Capital Fund (WCF) costs, which are projected to decrease in FY 2018 due to a reduced federal and contractor workforce. Additionally, SC will reduce its space utilization and make other changes to eliminate WCF charges and offset inflation in costs for items such as building occupancy and telecommunications.
- A decrease in travel funding. In FY 2017, SC implemented a three-month travel moratorium and funded travel at reduced levels for the remainder of the fiscal year. The FY 2018 Request continues this reduced level of travel, resulting in annual savings of over $1.5M.

Science Program Direction
Funding ($K)

	FY 2016 Enacted[a]	FY 2017 Annualized CR[b]	FY 2018 Request	FY 2018 vs FY 2016
Headquarters				
Science HQ				
Salaries and Benefits	56,508	–	51,529	-4,979
Travel	1,891	–	1,100	-791
Support Services	16,344	–	15,572	-772
Other Related Expenses	3,697	–	3,772	+75
Working Capital Fund	10,000	–	8,250	-1,750
Total, Science HQ	**88,440**	**–**	**80,223**	**-8,217**
Under Secretary for Science and Energy				
Salaries and Benefits	566	–	880	+314
Travel	2	–	0	-2
Support Services	375	–	0	-375
Other Related Expenses	0	–	400	+400
Total, Under Secretary for Science and Energy	**943**	**–**	**1,280**	**+337**
Human Capital S&E Shared Service Center				
Salaries and Benefits	N/A	–	2,952	+2,952
Other Related Expenses	N/A	–	400	+400
Total, Human Capital S&E Shared Service Center	N/A	**–**	**3,352**	**+3,352**
Total Headquarters				
Salaries and Benefits	57,074	–	55,361	-1,713
Travel	1,893	–	1,100	-793
Support Services	16,719	–	15,572	-1,147
Other Related Expenses	3,697	–	4,572	+875
Working Capital Fund	10,000	–	8,250	-1,750
Total, Headquarters	**89,383**	**–**	**84,855**	**-4,528**

[a] The FY 2016 Enacted level reflects updates through the end of the fiscal year.

[b] FY 2017 Annualized CR amounts reflect the P.L. 114-254 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

	FY 2016 Enacted[a]	FY 2017 Annualized CR[b]	FY 2018 Request	FY 2018 vs FY 2016
Office of Scientific and Technical Information				
Salaries and Benefits	5,673	–	5,600	-73
Travel	92	–	70	-22
Support Services	1,791	–	1,553	-238
Other Related Expenses	1,382	–	861	-521
Total, Office of Scientific and Technical Information	**8,938**	**–**	**8,084**	**-854**
Field Offices				
Chicago Office				
Salaries and Benefits	21,805	–	18,648	-3,157
Travel	320	–	190	-130
Support Services	736	–	614	-122
Other Related Expenses	2,379	–	1,613	-766
Total, Chicago Office	**25,240**	**–**	**21,065**	**-4,175**
Oak Ridge Office				
Salaries and Benefits	21,787	–	16,625	-5,162
Travel	430	–	190	-240
Support Services	1,772	–	931	-841
Other Related Expenses	3,649	–	3,592	-57
Total, Oak Ridge Office	**27,638**	**–**	**21,338**	**-6,300**
Ames Site Office				
Salaries and Benefits	500	–	310	-190
Travel	34	–	10	-24
Support Services	0	–	2	+2
Other Related Expenses	2	–	0	-2
Total, Ames Site Office	**536**	**–**	**322**	**-214**
Argonne Site Office				
Salaries and Benefits	3,649	–	4,125	+476
Travel	100	–	45	-55
Support Services	88	–	108	+20
Other Related Expenses	15	–	36	+21
Total, Argonne Site Office	**3,852**	**–**	**4,314**	**+462**

	FY 2016 Enacted[a]	FY 2017 Annualized CR[b]	FY 2018 Request	FY 2018 vs FY 2016
Berkeley Site Office				
Salaries and Benefits	2,674	–	2,992	+318
Travel	58	–	30	-28
Support Services	228	–	150	-78
Other Related Expenses	10	–	126	+116
Total, Berkeley Site Office	**2,970**	**–**	**3,298**	**+328**
Brookhaven Site Office				
Salaries and Benefits	3,616	–	3,806	+190
Travel	101	–	60	-41
Support Services	449	–	404	-45
Other Related Expenses	96	–	215	+119
Total, Brookhaven Site Office	**4,262**	**–**	**4,485**	**+223**
Fermi Site Office				
Salaries and Benefits	2,213	–	2,338	+125
Travel	52	–	45	-7
Support Services	82	–	42	-40
Other Related Expenses	12	–	38	+26
Total, Fermi Site Office	**2,359**	**–**	**2,463**	**+104**
New Brunswick Laboratory Program Office[c]				
Salaries and Benefits	2,151	–	1,134	-1,017
Travel	43	–	40	-3
Support Services	430	–	533	+103
Other Related Expenses	969	–	901	-68
Total, New Brunswick Laboratory Program Office	**3,593**	**–**	**2,608**	**-985**
Oak Ridge National Laboratory Site Office				
Salaries and Benefits	4,883	–	4,896	+13
Travel	75	–	60	-15
Support Services	376	–	384	+8
Other Related Expenses	132	–	25	-107
Total, Oak Ridge National Laboratory Site Office	**5,466**	**–**	**5,365**	**-101**

[c]Laboratory was closed and functions have been distributed across multinational laboratories with program office within the Argonne Site Office overseeing operations.

	FY 2016 Enacted[a]	FY 2017 Annualized CR[b]	FY 2018 Request	FY 2018 vs FY 2016
Pacific Northwest Site Office				
Salaries and Benefits	4,546	–	4,448	-98
Travel	133	–	70	-63
Support Services	70	–	34	-36
Other Related Expenses	106	–	99	-7
Total, Pacific Northwest Site Office	**4,855**	**–**	**4,651**	**-204**
Princeton Site Office				
Salaries and Benefits	1,671	–	1,503	-168
Travel	35	–	20	-15
Support Services	22	–	10	-12
Other Related Expenses	36	–	69	+33
Total, Princeton Site Office	**1,764**	**–**	**1,602**	**-162**
SLAC Site Office				
Salaries and Benefits	2,095	–	2,134	+39
Travel	67	–	30	-37
Support Services	147	–	111	-36
Other Related Expenses	0	–	52	+52
Total, SLAC Site Office	**2,309**	**–**	**2,327**	**+18**
Thomas Jefferson Site Office				
Salaries and Benefits	1,757	–	1,660	-97
Travel	49	–	40	-9
Support Services	25	–	8	-17
Other Related Expenses	4	–	31	+27
Total, Thomas Jefferson Site Office	**1,835**	**–**	**1,739**	**-96**
Total Field Offices				
Salaries and Benefits	73,347	–	64,619	-8,728
Travel	1,497	–	830	-667
Support Services	4,425	–	3,331	-1,094
Other Related Expenses	7,410	–	6,797	-613
Total, Field Offices	**86,679**	**–**	**75,577**	**-11,102**

	FY 2016 Enacted[a]	FY 2017 Annualized CR[b]	FY 2018 Request	FY 2018 vs FY 2016
Total Program Direction				
Salaries and Benefits	136,094	–	125,580	-10,514
Travel	3,482	–	2,000	-1,482
Support Services	22,935	–	20,456	-2,479
Other Related Expenses	12,489	–	12,230	-259
Working Capital Fund	10,000	–	8,250	-1,750
Total, Program Direction	**185,000**	**184,648**	**168,516**	**-16,484**
Federal FTEs	**918**	–	**785**	**-133**
Technical Support				
Development of specifications	137	–	0	-137
System review and reliability analyses	1,609	–	949	-660
Surveys or reviews of technical operations	72	–	469	+397
Total, Technical Support	**1,818**	–	**1,418**	**-400**
Management Support				
Automated data processing	9,067	–	9,097	+30
Training and education	898	–	596	-302
Reports and analyses, management, and general administrative services	11,152	–	9,345	-1,807
Total, Management Support	**21,117**	–	**19,038**	**-2,079**
Total, Support Services	**22,935**	–	**20,456**	**-2,479**
Other Related Expenses				
Rent to GSA	1,041	–	989	-52
Rent to others	2,348	–	1,208	-1,140
Communications, utilities, and miscellaneous	2,551	–	2,721	+170
Printing and reproduction	12	–	0	-12
Other services	425	–	1,990	+1,565
Operation and maintenance of equipment	305	–	142	-163
Operation and maintenance of facilities	1,650	–	1,313	-337
Supplies and materials	1,064	–	744	-320
Equipment	3,093	–	3,123	+30
Total, Other Related Expenses	**12,489**	–	**12,230**	**-259**
Working Capital Fund	**10,000**	–	**8,250**	**-1,750**

Program Direction

Activities and Explanation of Changes

FY 2016 Enacted	FY 2018 Request	Explanation of Changes FY 2018 vs FY 2016
Program Direction $185,000,000	**$168,516,000**	**-$16,484,000**
Salaries and Benefits $136,094,000	**$125,580,000**	**-$10,514,000**
The FY 2016 Enacted level supported 918 FTEs to perform scientific oversight, project management, essential operations support associated with science program portfolio management, support for the Under Secretary for Science and Energy, and administration of PCAST. This funding also included support for expenses such as increases in general schedule pay rates, health insurance costs and retirement allocations in the Federal Employees Retirement System.	The FY 2018 Request will support 785 FTEs to perform scientific oversight, project management, essential operations support associated with science program portfolio management, and support for the Office of the Chief Human Capital Officer operating the Science & Energy Shared Service Center (S&E SSC) and supporting HR Advisory Offices. This funding also includes support for expenses such as increases in general schedule pay rates, health insurance costs and retirement allocations in the Federal Employees Retirement System.	Reduced salaries and benefits is the result of a planned reduction in federal staff, which will be achieved through a continued hiring freeze and ongoing organizational review and analysis to identify areas where we can gain maximum efficiency through functional consolidation and position reductions.
Travel $3,482,000	**$2,000,000**	**-$1,482,000**
Ensuring scientific management, compliance, safety oversight, and external review of research funding across all SC programs required staff to travel, since SC senior program managers are not co-located with grantees or at national laboratories. Travel was also required for facility visits where the use of electronic telecommunications was not practical for mandated on-site inspections and operations reviews.	Ensuring scientific management, compliance, safety oversight, and external review of research funding across all SC programs requires staff to travel, 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.	The decrease is a result of increased use of telecommunications and video conference technologies and support of only essential travel for a reduced federal workforce.
Travel was included to support travel requirements in the Office of the Under Secretary for Science and Energy.	No travel is included for the Office of the Under Secretary for Science and Energy. If travel requirements arise, it would be funded from the overall SC travel budget.	Travel requirements for this office are expected to be minimal.

FY 2016 Enacted	FY 2018 Request	Explanation of Changes FY 2018 vs FY 2016
Travel was included to support meetings of the PCAST, scheduled for six 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.	No travel is included for PCAST, as no meetings are currently scheduled or expected.	The PCAST advisory committee has dissolved and SC is not aware of any plans to reform this committee in FY 2018.
Travel was included for the SC Federal Advisory Committee travel, which includes over 170 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.	The Request will continue to support travel for the SC Federal Advisory Committees.	No change for SC Federal Advisory Committee travel.
Support Services $22,935,000	**$20,456,000**	**-$2,479,000**
Technical expertise and business services sustained 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	Request funds will continue to support activities at a slightly reduced level.	SC plans to conduct a review of all PD-funded support contracts and identify functions or tasks which could be eliminated or scaled back to achieve savings. Planned consolidation of functions and offices will also result in a corresponding reduction in contractor staff.

FY 2016 Enacted	FY 2018 Request	Explanation of Changes FY 2018 vs FY 2016
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.		
The FY 2016 Enacted level funded essential information technology infrastructure, ongoing operations and maintenance of IT systems and safety management support, training for the SC workforce, and continued to support the IT Modernization Plan.	The FY 2018 Request will fund only essential information technology infrastructure, ongoing operations and maintenance of IT systems and safety management support, as well as training for the SC workforce.	
Other Related Expenses $12,489,000	**$12,230,000**	**-$259,000**
The FY 2016 Enacted included funding for fixed requirements in the Field Offices 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. It also included SC-wide assessments for payroll processing and the Corporate Human Resource Information System.	The FY 2018 Request includes funding to support ongoing activities at a slightly reduced rate.	The requirement for other related expenses such as rent and utilities is reduced as the federal and contractor workforce being supported is reduced.
Working Capital Fund $10,000,000	**$8,250,000**	**-$1,750,000**
The FY 2016 Enacted provided the SC contribution to the WCF. The WCF provides for common administrative services at HQ including PD-funded items such as rent and building occupancy, corporate business systems, corporate training services, health services, printing and graphics, and supplies.	The FY 2018 Request includes $8,250,000 to support the SC contribution to the WCF.	The reduction reflects reductions in business lines such as rent and telecommunications as the federal and contractor workforce being supported is reduced.