

## **PROPOSED MISSION AND FUNCTION STATEMENT**

### **OFFICE OF PROGRAM DIRECTION AND CORPORATE ANALYSIS**

#### MISSION

The Office of Program Direction and Corporate Analysis (PDCA) plans, develops, manages, and implements a central management policy and analysis program to ensure the effective and efficient use of resources in the direction of corporate operations of the Office of Science (SC). This includes management of the SC Program Direction budget, clearances on management controls, analysis of workforce and operations, coordination and development of the SC position on proposed Orders, regulations, and policy documents; management activities required by the Federal Managers' Financial Integrity Act; and coordination of audit activities by the IG and the GAO.

#### FUNCTION

1. Prepares, defends, and manages the SC-wide staffing budgets and provides detailed justifications for funding requirements. Works with field, program, and departmental counterparts to define requirements. Reviews, develops and implements internal financial controls and processes to improve business operations and financial accountability. Plans and tracks funds utilization against staffing ceilings, internal and external allocations, and congressional intent and controls. Ensures improved fiscal budget performance and integrates budget decisions with program strategic performance goals, objectives, measures, outcomes, and reports results.
2. Develops fiscal program strategies and resource requirements for SC programs. Analyzes inputs from program staff and contractors and provides recommendations on these strategies and requirements to the Associate Directors and to the Director.
3. Develops and operates a budget execution and formulation tracking system for SC programs to provide accurate and timely data for the Director of Science, the Associate Directors, departmental offices, OMB, Congressional committees and other organizations.
4. Provides direction on financial and budgetary matters as they relate to Program Direction to the various HQ program offices and field offices in Science.
5. Conducts studies and makes policy recommendations directed towards organization design and development, organization realignment and

restructuring, and change management. Prepares “white papers” and implementation guidance on the above.

6. Performs analytical studies and develops policy guidelines in support of sensitive management issues related to manpower usage, workforce demographics, cost benefit analysis, and logic models across the headquarters and field complex.
7. Ensures efficient, effective collection and dissemination of SC corporate information, including reports to the Secretary, responses to Congress and the White House, and internal crosscutting activities. Maintains and updates information on the PDCA website.
8. Develops, recommends, and reconciles SC positions on draft policy documents, including Executive Orders, legislation, DOE regulations and directives, and corporate policies (excludes fiscal, acquisition and assistance matters).
9. Coordinates preparation of SC non-budget testimony and other written material for Congress, the Office of Management and Budget (OMB), DOE, and other federal agencies.
10. Coordinates, advises, and represents SC management on problems, responses and follow up related to Congressional reporting, SC management controls, FMFIA, and IG/GAO audits. Provides clearance on all management control issues.