

PROPOSED MISSION AND FUNCTION STATEMENT

OFFICE OF SCIENCE

OFFICE of BUDGET AND PLANNING

MISSION

This office plans, develops, manages, and implements the overall budget for the Office of Science (SC). This Office reports directly to the Director of Science. These budget and planning activities include: formulation of budget requests; analysis of appropriations impacts; execution of appropriations to SC program offices; coordination of science and technology programs with other organizations; and reviews conducted to ensure accurate and proper budget execution. This office is responsible for advising the Secretary of Energy of the status of civilian research and development programs.

ORGANIZATIONAL STRUCTURE

1. Financial Management Division
2. Planning and Analysis Division

FUNCTIONS

Financial Management Division

1. Serves as principal financial, budgetary and accounting advisor to the Director of Science; and serves as the point of contact with the Office of the Chief Financial Officer, OMB and Congressional committee staffs on specific matters relating to SC programs.
2. Directs and evaluates for the Director the formulation, presentation and execution of budgetary and financial resources by the SC program offices to ensure that actions are consistent with SC, DOE, and Congressional policies and guidance. Advises the Director on problem areas and opportunities and recommends courses of action.
3. Prepares data and information for the Director's Congressional testimony, statements for OMB hearings, and other presentations related to budgetary/financial matters. Advises the Director on strategies for defense of budgets and participates in DOE, OMB, and Congressional hearings. Reviews and edits Congressional Authorization and Appropriation Committee transcripts, and assists in the preparation of material requested for the record.
4. Prepares DATA FOR the Associate Directors' Congressional testimony, statements for OMB hearings, and other presentations related to budgetary/financial matters. Advises the Associate Directors on strategies for defense of budgets and participates in DOE, OMB, and Congressional hearings.
5. Manages appropriated SC program funds to ensure that they are used in accordance with the intent of the appropriation, financial restrictions are not violated, and that proper financial controls and practices are maintained.
6. Maintains a system of budgetary controls, records, and reviews to ensure orderly and proper budget execution, including control of allotments, management of financial plan changes, establishment of audit trails, and adherence to DOE/OMB budgetary policies and procedures.
7. Reviews, analyzes and recommends positions, as appropriate, to the Director of Science on Federal and DOE procedures related to financial, budget, accounting and planning, programming and budgeting (PPB) matters as they affect the SC program. Participates in the preparation of PPB documents for SC and in their presentation and defense before SC management, other departmental offices, and with Secretarial officials and their staffs.

8. Develops fiscal program strategies, plans 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. Reviews institutional plans from laboratories to assess whether financial plans are consistent with program strategies and budgets and that they are adequate to meet laboratory and program needs.
9. Develops and operates a financial management information 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.
10. Provides direction on financial and budgetary matters to the various field offices, laboratories, and contractors/grantees for SC programs.

Planning and Analysis Division

1. Advises and supports the Director of Science in the role of principal science and technology advisor to the Secretary of Energy.
2. In consultation with other SC program offices, serves as strategic planning office for SC; represents SC in DOE and interagency strategic planning; develops SC positions on science and technology issues and coordinates these positions with other departmental offices; monitors international science and technology progress to assess the competitive status of U.S. activities and to identify opportunities for cooperation; and reviews and analyzes international science and technology R&D agreements.
3. Conducts independent reviews, analyses, and evaluations of the performance of departmental R&D activities, including the status and effectiveness of science and technology programs in the Department and their relevance to national goals, the quality of science and technology projects in the Department and of their relevance to program goals, and the scientific merit of departmental science and technology programs and projects that have major cost or institutional implications.
4. Assesses the research needs and opportunities for science and technology programs in the Department, including their potential to achieve competitiveness with alternative technologies.
5. Assists the Director in integrating SC research programs with other programs of the Department.
6. Represents the Director and SC/DOE science and technology to public and private science and technology organizations. Serves as liaison to these groups.
7. Analyzes and makes recommendations to the Director on practices and procedures that influence the effective performance and accountability of SC-supported research and development programs.
8. Interfaces with other Federal agencies and research coordinating bodies in areas of research planning, assessment and policy development. Supports other organizations by participating in proposal reviews and program evaluations as appropriate.
9. Provides technical analyses that contribute to interagency integrated assessment studies.