

Science Support

Activity	FY 2000 Estimate	Uncontrol. & Related Changes	Program Change	FY 2001 Budget Request	Change from FY 2000
Science Support	67,104	1,791	2,000	70,895	3,791
Total Requirements \$000	67,104	1,791	2,000	70,895	3,791

Activity Summary

The Science Support Activity provides executive and managerial direction for the bureau and support services to all USGS programs. The Office of the Director provides policy direction, program guidance, and support to the programs and administrative activities of the USGS. Functions also include strategic planning and program coordination, outreach and education, congressional liaison, budget development and execution. The Science Support Activity includes funding for the three USGS regional executive staffs, and a portion of the executive and managerial direction of each of the four major programs of the USGS.

Science Support	
	FY 2001 Request
Bureau Operations	69,919
Payments to the National Business Center	<u>976</u>
Total	70,895

The Office of Program Support provides bureau-level support services that include human resources management; equal opportunity programs; safety and occupational health; financial management; acquisition and grant activities; security; property, supply, mail, and transportation management; and information systems management.

Bureauwide costs are funded in the Science Support Activity. Due to the nature of the organization and billing arrangements, certain essential program support costs are relatively uncontrollable by USGS; therefore, bureauwide costs are budgeted centrally. This includes payments to DOI for services provided through the Departmental Working Capital Fund, unemployment compensation payments to the Department of Labor, and injury compensation payments to the Department of Labor that are unidentifiable to a current program.

FY 2000 Program Highlights

USGS supports initiatives that are part of ongoing Department-wide and Government-wide efforts to implement innovative Federal programs that promote improved Federal management, return appropriate functions to the private sector, and maximize the Federal investment in research by partnering with state, local, private industry, and academia. Highlights of USGS progress on specific initiatives follows.

Reorganization of the Management Structure of the USGS — To increase the efficiency and accountability of USGS decision-making processes, the Director reorganized the bureau's management structure. The Executive Leadership Team (ELT) was established and includes the associate directors of operations, geology, water, geography and biology, three regional directors, and six office chiefs. The office chiefs are the Chief, Office of External Affairs; the

Science Support

Chief, Office of Strategic Plans and Analysis; the Chief, Office of Budget and Organization Analysis; the Chief, Office of Program Support, the Geographic Information Officer, and Chief, Office of Human Resources Management. To improve interaction with USGS customers and facilitate program management by those closest to USGS customers and cooperators, line and administrative authority over programs, budgets, and personnel is in the process of being transferred to the regional directors. To enhance the effectiveness of communications with USGS constituent groups and the public, the Office of the Director was reorganized by combining the congressional and public affairs functions and personnel into an Office of External Affairs.

Financial Management Improvements

USGS received an unqualified audit opinion on its FY 1998 financial statements and anticipates the same for its FY 1999 statements.

USGS increased its use of electronic commerce by:

- Partnering with DOI to develop and test electronic purchasing and invoicing,
- Making over 75% of commercial payments via electronic funds transfer,
- Making practically 100% of salary payments via electronic funds transfer, and
- Delivering on-time payments at a rate of 98.5%.

Collaborative Communication and Office Automation — The USGS has implemented a consistent personal computing desktop throughout all its offices to improve communications and collaboration across the bureau. This system is designed to be state-of-the-art, reliable, and easy to use; and provide consistent service across the entire enterprise. The USGS Collaborative Communication System is composed of a nationwide network of computers running Microsoft Office and Lotus Notes email and electronic calendaring/scheduling. Building on these shared desktop tools, the USGS is in the process of automating manual business practices including document management, workflow automation, electronic meetings and business process automation. The goal is improved internal efficiencies and more responsive service to our customers. USGS has reduced 234 electronic mail server sites to 35 sites that will result in long-term savings in staffing and equipment.

Personnel Automation Initiatives

Online Automated Recruitment System (OARS) is an automated personnel staffing and examining system that replaces manual processes with a fully automated capability to recruit applicants, accept applications, rate candidates' qualifications, and refer high quality candidates for employment consideration. The system was developed and tested, and employees were trained. The system became fully operational for both internal and external applicants during FY 2000.

Student Recruitment System (SRS) is a first-of-its-kind system that allows students using the Internet to learn about the USGS, explore the benefits of working for the USGS and the Federal Government, view student vacancies, and apply for positions on-line. SRS brings employment information directly to students, and it brings an automated and streamlined process of hiring students directly to managers.

Student Placement Assistance System (SPA) is an interactive and database Internet site that allows managers to monitor and track student appointments throughout the USGS to facilitate timely placement of students in permanent positions when they become available.

Implementation of Interior-wide Bank Card — In FY 2000, there was increased card usage in volume and numbers of transactions, reduced number of delinquent accounts, and successful implementation of the Department's daily receipt and payment of the invoices electronically.