

**U.S. Department of Labor  
Office of the Assistant Secretary for  
Administration and Management**



**November 2020**

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## TAB 1: AGENCY ORGANIZATIONAL OVERVIEW

### Mission

The Office of the Assistant Secretary for Administration and Management (OASAM) provides the infrastructure and support that enables the U.S. Department of Labor to perform its mission. OASAM provides leadership and support for departmental budget and procurement, information technology, human resources management and civil rights, space management, physical security, emergency management, and strategic planning.

#### *The Core of OASAM's Work*

OASAM's work in support of the Department and its agencies falls into the five categories below.

- **Sets Policy** – OASAM's centers either set policy for Departmental activities and operations, or interpret government-wide administrative/management policies for their application throughout the Department.
- **Provides Information on Policy and Procedures** – In addition to developing and interpreting policy, OASAM's centers and regional offices are responsible for ensuring that agencies (and their respective employees) are made aware of the administrative policies and procedures that are relevant to their work.
- **Assesses Agency Competence and Compliance** – OASAM's centers and regional offices ensure that agencies are abiding by Departmental and government-wide administrative policies and are also responsible for evaluating the implementation of these policies.
- **Provides Training, Technical Assistance, and Direct Support to Agencies** – For nearly every function, OASAM's centers and regional offices work in coordination with the DOL agencies. To build capacity within the agencies, OASAM regularly develops and provides training, resources, and technical assistance.
- **Administers Core Operational Functions** – OASAM provides core operational functions and systems for a significant majority of the DOL agencies and employees, which enable them to achieve their strategic goals and objectives.

### Authorizing Legislation

OASAM's responsibilities are broadly defined by various regulations, government-wide directives, and internal policy. A list of the principal statutes, directives, and policies can be found here: <https://www.dol.gov/agencies/oasam/about#legislation>. The principle law authorizing the creation of the Assistant Secretary for Administration and Management is 29 U.S. Code § 553.

Within the Department, OASAM's responsibilities are codified by Secretary's Orders, Department of Labor Manual Series (DLMS) chapters, and Departmental Personnel Regulations (DPR). These include, but are not limited to:

- ***Secretary's Order 02-2009***: Delegation of Authority and Assignment of Responsibility to the Chief Acquisition Officer and Assistant Secretary for Administration and Management, and Related Matters;
- ***Secretary's Order 03-2018***: Delegation of Authorities and Assignment of Responsibilities to the Assistant Secretary for Administration and Management;
- ***Secretary's Order 05-2020***: Delegation of Authorities and Assignment of Responsibilities to the Chief Human Capital Officer.
- ***Secretary's Order 06-2020***: Update of Delegation of Authority and Assignment of Responsibility to the Chief Information Officer.
- ***Secretary's Order 07-2020***: Enterprise-wide Shared Services – This new Secretary's Order was issued in FY 2020 that established Enterprise Shared Services (ESS) in the Department's administrative areas for the purpose of minimizing duplication of resources, and establishing a centralized administrative services system that is consistent, efficient, and measurable. The consolidated ESS functions include information technology services, human resources management, procurement services, and personnel security services. The Order identified the responsibilities of the different components of the Department in relation to ESS, including client engagement, service level agreements, and new governance structures.

## **Organizational Structure**

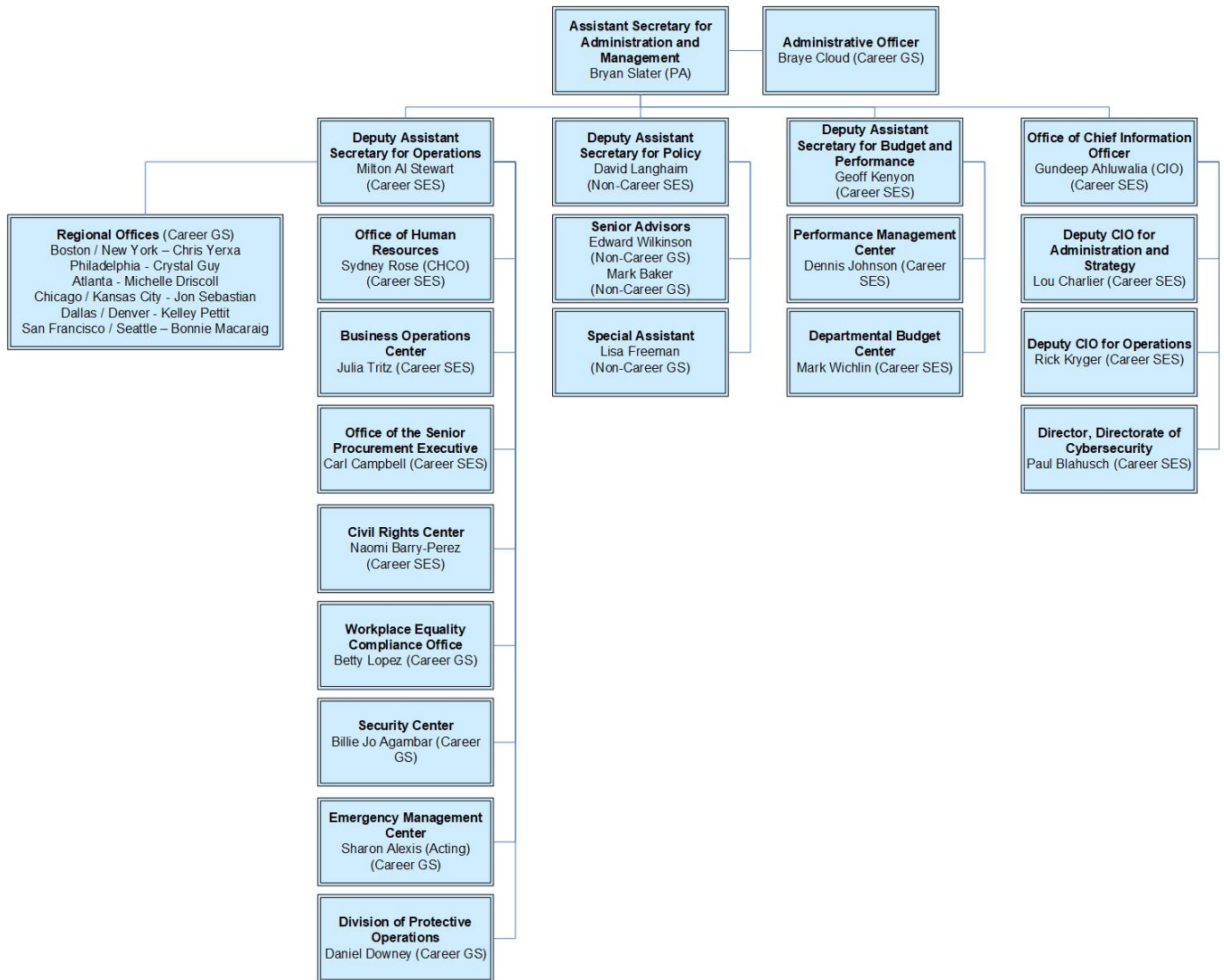
OASAM has 1,016 federal employees<sup>1</sup> and approximately 1,250 contractors located in 11 National Office centers, six main regional offices, and OCIO staff located at an additional 21 satellite regional offices. With the exception of the Security Center, Emergency Management Center, the Division of Protective Operations, and the Workplace Equality Compliance Office, each National Office center is led by a Senior Executive Services (SES) Director. The six main regional offices are led by a GS-15 Regional Administrator.

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<sup>1</sup> 663 National Office employees and 353 regional office employees.

**TAB 1: Agency Organizational Overview**

*Organizational Chart*



**TAB 1: Agency Organizational Overview**

*Workforce At-A-Glance*

**DEPARTMENT OF LABOR EMPLOYMENT \*  
AS OF 11/1/2020 - OASAM**

AGENCY			
Subagency	National Office	Regional Office	Total
OASAM	706	359	1065
<b>Total</b>	<b>706</b>	<b>359</b>	<b>1065</b>
RACE & GENDER			
Ethnicity	F	M	Total
American Indian	4	1	5
Asian	45	54	99
Black	310	156	466
Hawaiian/PI	4	0	4
Hispanic	40	38	78
Two or more Races	8	10	18
White	153	242	395
<b>Total</b>	<b>564</b>	<b>501</b>	<b>1065</b>

BARGAINING UNIT	
Local 12	275
NCFL	154
Non-BU	636
SUPERVISORY**	
Non Supervisor	837
Supervisor	228
WORK SCHEDULE	
F-Full Time	1059
G-Full Time Seasonal	1
P-Part Time	5
REGIONS	
1 Boston	29
2 New York	19
3 Philadelphia	48
4 Atlanta	58
5 Chicago	64
6 Dallas	51
7 Kansas City	2
8 Denver	38
9 San Francisco	48
10 Seattle	6
Natl Ofc	706
<b>Total</b>	<b>1065</b>

GRADE DISTRIBUTION	
00	20
01	1
03	1
04	4
05	12
06	4
07	27
08	6
09	41
10	2
11	65
12	187
13	286
14	259
15	150
<b>Total</b>	<b>1065</b>
DISABLED STATUS	
No Disability	823
Non-targeted	184
Targeted	58
APPOINTMENT TENURE	
Indefinite	20
Permanent	1044
Temporary	1
RETIREMENT ELIGIBILITY	
Early Out	204
Eligible	199
Not Eligible	662

METRO D.C. AREA EMPLOYEES BY BUILDING		
FRANCES PERKINS BLDG		687
MSHA ARLINGTON-CRYSTAL GATEWAY		8
PATRIOTS PLAZA		1
POSTAL SQUARE		1
TECHWORLD PLAZA		9
<b>Total</b>		<b>706</b>
Includes regional employees working in the D.C. area		
GRADE 13 & ABOVE		
Ethnicity	F	M
American Indian	4	1
Asian	35	44
Black	182	87
Hawaiian/PI	1	0
Hispanic	25	23
Two or more Races	5	9
White	113	187

\* Permanent and Temporary Employees  
\*\* Supervisor count includes manager levels 2 and 4

## Organizational Changes During the Past Four Years

### *Enterprise-wide Shared Services*

In support of the 2018 President's Management Agenda's Cross-Agency Priority Goal 5 and the DOL 2018-2022 Strategic Plan, OASAM led a multi-year ESS initiative to transform the Department's administrative services into an internal shared services delivery model – specifically in the areas of: human resources (HR), information technology (IT), procurement, and personnel security. The initiative included significant engagement with client agencies at all staff levels through working groups, union briefings, agency leadership meetings, newsletters, and more over the course of several years.

As a result of these efforts, OASAM successfully transitioned from multiple internal service providers to one<sup>2</sup> for each functional area with a central reporting authority under OASAM. By realigning staff and modifying service delivery, DOL was able to minimize duplication and allow DOL agency staff to devote more time and resources to mission-related work. All DOL staff retained their pay and grades, and remained in the same location after implementation of DOL ESS.

OASAM is currently focused on optimization of each administrative service area that was transitioned, as well as focusing on finalizing the transitions of the remaining IT service providers to OASAM's Office of the Chief Information Officer (OCIO).

### *Office of the Senior Procurement Executive*

On March 23, 2020, the Office of the Senior Procurement Executive (OSPE) was established as a stand-alone OASAM center instead of a component of the Business Operations Center. As part of the ESS initiative, DOL procurement authority and staff were consolidated within OSPE.

### *Departmental Budget Center realigned to OASAM and Established Deputy Assistant Secretary position for Budget and Performance*

In 2016, the Departmental Budget Center (DBC) was realigned with the Office of the Chief Financial Officer. In 2017, DBC was realigned back to OASAM. In 2018, OASAM established the position of Deputy Assistant Secretary for Budget and Performance. This position had formerly existed in OASAM and served as a critical leadership position in the agency. The position fills an essential need for the Department in marshalling resources to meet organizational and operational needs and includes the DBC and the Performance Management Center (PMC) both managed by an SES Director.

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<sup>2</sup> See exceptions identified in Tab 2: Key Agency Stakeholders

## Key Leaders

### *PA Position*

- **Bryan Slater**, Assistant Secretary

### *SES/SL Positions*

- **David Langhaim**, Deputy Assistant Secretary for Policy
- **Milton Al Stewart**, Deputy Assistant Secretary for Operations
- **Geoffrey Kenyon**, Deputy Assistant Secretary for Budget and Performance
- **Julia Tritz**, Director, Business Operations Center
- **Naomi Barry-Perez**, Director, Civil Rights Center
- **Mark Wichlin**, Director, Departmental Budget Center
- **Gundeep Ahluwalia**, Chief Information Officer
  - **Lou Charlier**, Deputy Chief Information Officer for Administration and Strategy
  - **Rick Kryger**, Deputy Chief Information Officer for Operations
  - **Aung Htein**, Director, Grants Management
  - **Paul Blahusch**, Chief Information Security Officer
  - **Thomas Flagg**, Director, Information Technology Operations and Services
  - **Jeff Johnson**, Director, Administration, Business Management & Governance (SL)
  - **Mangala Kappa**, Director, Case Management
  - **Leyla Mansur**, Director, Business Management
  - **Vacant**, Chief Technology Officer
  - **Vacant**, Director, Business Application Services
- **Sydney Rose**, Chief Human Capital Officer, Office of Human Resources
  - **Vacant**, Deputy Chief Human Capital Officer
- **Carl Campbell**, Senior Procurement Executive
  - **Sandra Foster**, Head of Contracting Activity, Office of Acquisition Services
  - **Jillian Matz**, Head of Contracting Activity, Job Corps Acquisition Services
- **Dennis Johnson**, Director, Performance Management Center

### *Non-SES Leadership Positions*

- **Braye Cloud**, Administrative Officer (GS-15)
- **Dan Downey**, Special Agent in Charge, Division of Protective Operations (GS-15)
- **Sharon Alexis**, Acting Director, Emergency Management Center (GS-15)
- **Billie Jo Agambar**, Director, Security Center (GS-15)
- **Betty Lopez**, Director, Workplace Equality Compliance Office (GS-15)
- **Chris Yerxa**, Regional Administrator, Boston/New York (GS-15)
- **Crystal Guy**, Regional Administrator, Philadelphia (GS-15)
- **Michelle Driscoll**, Regional Administrator, Atlanta (GS-15)



**TAB 1: Agency Organizational Overview**

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- **Jon Sebastian**, Regional Administrator, Chicago/Kansas City (GS-15)
- **Kelley Pettit**, Regional Administrator, Dallas/Denver (GS-15)
- **Bonnie Macaraig**, Regional Administrator, San Francisco/Seattle (GS-15)

## TAB 2: STATE OF PLAY

### Key Meetings, Decisions and Announcements

OASAM has a number of annual reporting requirements to Congress, the White House, and other Executive branch agencies. These are identified within Tab 3 (Calendar).

#### *December 2020*

- ***Continuing Resolution Expires*** – The current Continuing Resolution funding the Department expires with the rest of the government on December 11, 2020. OASAM, through the Departmental Budget Center, monitors the status of budget negotiations and works with the Office of the Solicitor on planning for a potential lapse of appropriations.

***Department of Labor Acquisition Regulation (DOLAR) Revisions*** – By December 2020, OSPE anticipates having in the departmental clearance process, a Notice of Proposed Rulemaking with respect to global DOLAR revisions at 48 C.F.R. Chapter 29. These revisions update outdated procurement regulations for the Department and incorporate acquisition policy. Given that the majority of the DOLAR has not been updated in over a decade and significant changes to the procurement process have occurred, it is critical to the acquisition process that these proposed changes be published in the Federal Register for comment as soon as possible. Following this process DOLAR will be known as the DOL Acquisition Manual (DOLAM).

- ***Frances Perkins Building (FPB) National Capital Region Consolidation Construction Begins*** – Construction is scheduled to begin on the North side of the second floor.

#### *January 2021*

- ***Inauguration Support*** – The FPB is used by law enforcement as a staging and respite area for inauguration activities. Traditionally the FPB is within the closed perimeter fence. The building is closed that day for all but mission essential employees.
- ***Esther Peterson Child Development Center at the Department of Labor*** – Flood restoration and associated remediation expected to conclude.
- ***Secretary's Honor Award Nominations Due*** – Each year, the Secretary of Labor acknowledges employee accomplishments that demonstrated excellence in promoting the Department's mission during the previous fiscal year.

#### *February 2021*

- Department's ***FY 2022 Congressional Budget Justification***, including the FY 2020 Annual Performance Report, are due to OMB. It should be noted that a change in Administration will likely result in a renegotiation of the Department's budget request for FY 2022 and delay release of the President's Budget. Congressional briefings, Congressional hearings for the Secretary, and Questions for the Record generally follow

the budget submission.

*March 2021*

- ***Strategic Plan and Strategic Review*** – An initial draft of the Department’s FY 2022-2026 Strategic Plan (including Mission Statement, Strategic Goals, Strategic Objectives, annotated outline of updated Learning Agenda, and draft Capacity Assessment) is due to OMB on June 4, 2021. To meet this milestone, the Performance Management Center (which oversees the development of the plan) needs initial decisions on the following items by March 26:
  - Mission and Vision statements
  - Structure (Strategic Goals and Objectives)
  - Strategic goal and objective statements
  - Agency Priority Goals for FY 2022-2023

Also due to OMB on June 4, 2021 is the FY 2021 Strategic Review Summary of Findings, which includes assessments of whether achievement of Strategic Objectives has been Noteworthy, Adequate, or represents an Area for Improvement. The Performance Management Center leads the development of this Review.

- ***FY 2022 Operating Plan Guidance*** – The Performance Management Center will prepare proposed FY 2022 Operating Plan Guidance for Departmental leadership review and approval.

## **OASAM COVID-19 Response and Preparedness**

In accordance with OMB and OPM guidance, the Department moved to a maximum telework posture on March 16, 2020. OASAM has played an integral role in providing advice and guidance to Departmental leadership, managers, and employees on issues impacting human resources management and operations. Specifically:

- The Office of Human Resources (OHR) provided guidance to managers and employees on the full-range of HR issues related to telework, workplace flexibilities, time and attendance, leave flexibilities, premium pay, assignment of work and alternate work assignments, employee benefits and services, such as EAP, and performance management. OHR also led efforts to coordinate with the DOL unions.
- The BOC Office of Worker Safety and Health (OWSH) partnered with OSHA to implement Departmental protocols on identifying and reporting of potential and actual COVID-19 exposures, which included cleaning of work spaces and messaging to impacted employees. In addition, OWSH staff developed mandatory training for supervisors, managers, employees, and contractors on social distancing principles and returning to on-site work; created a guidance document outlining roles and responsibilities for managers and employees on COVID-19 mitigation strategies; conducted on-site evaluations with agencies to ensure adherence to social distancing practices when returning employees to on-site work; and actively engaged with Union

officials and regional administrators on a multitude of safety and health issues and concerns.

- The OASAM Emergency Management Center tracks all presumptive and confirmed cases, including potential exposures, for approximately 17,000 employees and contractors, regardless of whether the exposure is work related or personal.
- The Performance Management Center worked with Agencies to develop addendums to FY 2020 Agency Operating Plans and to adjust targets due to the COVID-19 emergency and the shift to virtual operations.
- The OASAM Regional Offices have amplified the National Office's messages and efforts among the DOL field employees, providing support to regional leadership and facilitating in-office resumption planning efforts.

## Policy and Regulatory Issues

Key ongoing or recent initiatives include:

- ***Space Consolidation and Rent Reduction*** – President's Management Procedures Memorandum No. 2015-01 (March 25, 2015) and OMB Memorandum M-12-12 (May 11, 2012), *Promoting Efficient Spending to Support Agency Operations*, direct all Chief Financial Officers Act Executive Branch departments and agencies to move aggressively to dispose of surplus properties held by the federal government, make more efficient use of the Government's real property assets, and reduce the total square footage of their domestic office and warehouse inventory relative to an established baseline. In accordance with this guidance, the Department is currently undertaking several consolidation projects, including in the National Capital Region and the Frances Perkins Building, with the BLS consolidation to Suitland, MD and nationwide for DOL regional offices. These projects will result in a reduction of nearly 1 million square feet across the region with approximately \$37 million per year in rent savings.
- ***Transition to Electronic Records*** – OMB and the National Archives and Records Administration (NARA) guidance requires all federal agencies to transition to managing records in electronic format by December 31, 2022. The adoption of an Electronic Records Management System (ERMS) will enable the Department's records officers (and employees) to manage, retrieve and preserve records in accordance with the aforementioned directive and NARA's statutory requirements. Electronic recordkeeping will be a major shift in business processes from programmatic and technical positions and will cause challenges during the changeover.
- ***Securing and Protecting Information Management Systems*** – As technology continues to evolve and hackers become increasingly sophisticated in their attempts to breach federal security systems, safeguarding information and information systems will continue to be a challenge for DOL. The security of our information systems has been one of the Department's highest priorities, and we are committed strengthening safeguards to protect

our systems and manage identified security risks. In previous OIG audit reports and as part of its major management challenges, the OIG has raised concerns regarding IT hardware and software asset inventory, account and access log review, patch and vulnerability management, third-party oversight, and configuration management. While DOL management appreciates the OIG's attention to information security and notification of significant security issues that warrants management's immediate attention, management does not agree with the OIG's characterization of the overall cybersecurity program as "ineffective." As such, management has communicated its concerns with the completeness and accuracy of audit reports.

Notwithstanding the noted concerns above, management agreed that corrective actions should be taken to address identified issues and prevent reoccurrences. OCIO management applied concerted efforts to allocate resources to address the identified issues and has completed, or is in the process of completing, the following corrective actions:

- Implemented an automated asset management system, ServiceNow, to inventory and track all DOL IT equipment from "cradle to grave."
- Deploying automated tools to assist staff in performing security controls, such as account and access log reviews.
- Deploying state-of-the-art IT monitoring and management tools – many acquired through the DHS Continuous Diagnostic and Mitigation Program - and focusing on awareness and training, increased oversight, data quality improvement, and more informative alerting and reporting outputs.
- Strengthened policies, procedures, and templates for third-party system oversight monitoring and provided training sessions to ensure staff were positioned to implement these security monitoring processes to confirm compliance with federal and DOL security mandates.

Building on this progress, DOL management will continue its efforts to address the issues identified by the OIG, as well as implement cyber security defenses designed to provide the necessary safeguards for DOL information, information systems, and security boundaries.

- ***Shared Services Client Engagement*** – In FY 2020, OASAM established function-specific governance bodies to support the new ESS organizations and their engagement with client agencies. In FY 2021, OASAM will establish a new ESS-wide governance body to align the delivery of ESS with the Department's mission and priorities across all service offerings. Additionally, OASAM will be working to optimize services transitioned in the previous FY through: implementation of continuous process improvement projects; maturation of function-specific service level agreements; launch of a semi-annual customer satisfaction survey; and implementation of a robust client agency feedback model into the performance of senior leadership for HR, IT, procurement, and personnel security. Gathering client agency feedback on the performance of ESS leadership supports OASAM's commitment to excellent customer service and increased transparency in the performance of Departmental administrative services.

- **Collective Bargaining** – The Division of Employee and Labor Management Relations, within OHR, is responsible for managing labor management relations, including contract administration with American Federation of Government Employees (Local 12) and the National Council of Field Labor Locals (NCFL).

On July 20, 2020, DOL and Local 12 effectuated a new term collective bargaining agreement (CBA), which will expire on July 19, 2025. The Local 12 bargaining unit covers approximately 2,700 employees in the Washington, D.C. metropolitan area.

DOL and the NCFL have tentatively agreed to 34 of 35 open articles in term negotiations over a successor term CBA. The parties are at impasse over one article – Article 8: Official Time and Travel Expenses, and are in the process of resolving that impasse. Until a successor term CBA is reached, the parties are governed by the existing CBA which became effective October 1, 2012. The NCFL bargaining unit covers approximately 6,800 bargaining unit employees nationwide, but outside of Washington, D.C.

## Key Agency Stakeholders

OASAM provides infrastructure and support that enables agencies to focus on their core missions. Our stakeholders are the Secretary of Labor (as the Department’s Chief Executive Officer), the Deputy Secretary of Labor (as the Chief Operating Officer), and the DOL agencies that receive services from our National Office centers and regional offices. The following is an explanation of services provided to certain agencies, with noted exceptions:

- **Human Resources** – The OHR provides Department-wide HR operational services for all agencies, with the exception of the Office of the Inspector General (OIG) and the Office of the Solicitor (SOL) National Office. These activities include staffing, classification, employee and labor management relations, executive resources, and retirement and benefits, among others. OHR also sets the HR policy for the entire Department.
- **Procurement/Grants** – The OSPE provides all procurement services for all DOL agencies, except the OIG. OSPE also sets the procurement policy for the entire Department. The Employment and Training Administration administers grants for all DOL agencies.
- **Information Technology** – The OCIO provides DOL enterprise-wide IT services for all DOL agencies, except: BLS, ETA/Office of Job Corps, MSHA District Offices and Mine Emergency Operations, OCFO applications, OIG, and the OSHA Salt Lake City Lab.
- **Equal Employment Opportunity Office** – OASAM’s Workplace Equality Compliance Office administers and enforces the Department’s EEO policies for all DOL agencies, with the exception of the Bureau of Labor Statistics, OIG, and SOL who have EEO program managers who administer these functions in both the National and regional offices for their staff.

OASAM hosts bi-weekly Administrative Officer meetings for Departmental coordination and

OASAM centers host regular internal stakeholder coordination meetings. In addition, OASAM interacts on a regular basis with the Office of Management and Budget, General Services Administration, the Chief Human Capital Officer's Council, the Chief Acquisition Officer's Council, the Chief Information Officer's Council, and with the Federal Chief Information Officer at the White House. Further, OASAM manages three program areas that have public stakeholders:

- ***Civil Rights Center*** – The Civil Rights Center's (CRC) Office of External Enforcement and Office of Compliance and Policy both support CRC's responsibility to administer and enforce the laws that apply to recipients of financial assistance under Title I of the Workforce Innovation and Opportunity Act (WIOA) and its predecessor, the Workforce Investment Act (WIA); American Job Center partners listed in WIOA/WIA Section 121(b) that offer programs or activities through the workforce development system; state and local governments and other public entities operating programs and activities related to labor and the workforce; and any recipients of financial assistance from, or programs conducted by, DOL that are not included in the categories above.
- ***OSPE Office of Small and Disadvantaged Business Utilization*** – OSDDBU administers the Department of Labor's small business program in accordance with the Small Business Act. Its priority is to ensure that small businesses, including small disadvantaged businesses, woman-owned small businesses, service-disabled veteran-owned small businesses, and HUBZone certified businesses have the maximum practicable opportunity to participate in our work as prime contractors and subcontractors. OSDDBU also serves as the Department's Ombudsman for small businesses under the Small Business Regulatory Enforcement Fairness Act of 1996.
- ***Benefits.gov*** – Launched in 2002, Benefits.gov was one of the earliest "E-Government" initiatives to launch as part of the President's Management Agenda and was established as the official benefits website of the U.S. government. Operated, managed and supported by a federal agency partnership, Benefits.gov provides an innovative, technology-based solution to benefit information delivery. The beneficiaries include U.S. citizens, businesses, and federal and state government entities.



**TAB 3: CALENDAR**

<b>Event</b>	<b>Date</b>
DOL's Annual Small Business Procurement Scorecard and Plan submission to the Small Business Administration	January 2021
Enterprise Shared Services Governance Board Meeting (Quarterly)	January 2021
DOL's Real Property Capital Plan Submission	January 2021
OIG FISMA Entrance Conference	January 2021
NARA's Records Management Self-Assessment	January – March 2021
NARA's Federal Email Management Report	January – March 2021
NARA's Senior Agency Official Report	January – March 2021
DOL's Annual Alternative Fuel Vehicle Acquisition Report to Congress	February 2021
FY 2020 Environmental Collaboration and Conflict Resolution Policy Report	February 2021
DHS Cybersecurity and Infrastructure Security Agency (CISA) Federal Cyber Priorities and Actions	February 2021
FY 2022 Congressional Budget Justification Submission	February 2021
The Annual Performance Report (APR) is a chapter in the Congressional Budget Justification, due each February.	February 2021
DOL's Annual No FEAR Act Report to Congress, et al	March 2021
DOL's Annual MD-715 Report to the Equal Employment Opportunity Commission	March 2021
DOL's Annual FISMA Report (Congressional Transmission)	March 2021 to Congress (October 31 to OMB)
Pay Agent Report to the President (in collaboration with OPM and OMB)	March 2021
FY 2022 Operating Plan Guidance Issued	April 2021
DOL's Annual Minority Serving Institutions Plan and Report to the White House Initiatives housed at the Department of Education	May 2021
DOL's Annual Occupational Safety and Health Report to OSHA	May 2021
DOL's Annual Recordkeeping Report to BLS	May 2021



**TAB 3: Calendar**

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<b>Event</b>	<b>Date</b>
Strategic Sustainability Performance Plan to OMB and Council on Environmental Quality	June 2021
Federal Activities Inventory Reform (FAIR) Act	June 2021
Initial draft of the Department's Strategic Plan and the Annual Strategic Review is due to OMB	June 4, 2021
End of Program Year (Procurement Deadline)	June 30, 2021
House Oversight and Reform Committee's Federal Information Technology Acquisition Reform Act (FITARA) Scorecard	July/August 2021
DOL's Annual FISMA Report (Transmission to OMB)	October 31, 2021 to OMB (March 2021 to Congress)
NARA's Controlled Unclassified Information Report	November 2021
DOL's Federal Asset Sales and Transfer Act (FASTA) submission	November 2021
OMB Quarterly Integrated Data Collection (IDC) Meeting	November 2021
DOL's Annual Federal Real Property Report (FRPP) submission	December 2021

## TAB 4: BUDGET

### Budget Authority and FTE Summary

	FY 2017 Rev. Enacted	FY 2018 Rev. Enacted	FY 2019 Rev. Enacted	FY 2020 Rev. Enacted	FY 2021 Request
OASAM S&E	\$23.8	\$25.7	\$29.0	\$29.0	\$29.2
CRC	\$6.9	\$6.9	\$6.9	\$6.9	\$6.9
ITM	\$18.8	\$20.8	\$23.3	\$25.3	\$37.0
WCF	\$313.0	\$321.3	\$331.9	\$336.1	\$336.1
<b>Total</b>	<b>\$362.6</b>	<b>\$374.6</b>	<b>\$391.1</b>	<b>\$397.3</b>	<b>\$409.2</b>

#### At-A-Glance

- The Office of the Assistant Secretary for Administration and Management (OASAM) receives funding from multiple sources.
- Historical tables show data for OASAM’s budget activity in the Departmental Management (DM) appropriation.
- In addition, OASAM receives funding through the Working Capital Fund (WCF) and through reimbursable agreements. OASAM’s Civil Rights Center (CRC) receives funding separately as an activity in the DM appropriation and OASAM’s Office of the Chief Information Officer (OCIO) manages the IT Modernization appropriation.
- In FY 2020, OASAM’s total budget is \$397,275,000, of which 85% (or \$336,122,000) is provided through the WCF. OASAM receives 9% from direct appropriations for Departmental Management (\$29,004,000) and Civil Rights Center (\$6,880,000), and 6% (\$25,269,000) from the IT Modernization appropriation. Of the WCF resources allocated to OASAM, 55%, or \$185,396,000 is to fund IT services, and 11%, or \$36,339,000 is to fund HR services.
- DM funding supports staff and related expenses for the leadership and policy-making offices of OASAM Centers. The WCF supports staff and all expenses for operational offices, including OASAM’s regional staff and the majority of expenses in BOC, OSPE, OHR, and OCIO.

#### Budget and FTE Trends

- OASAM’s S&E budget has been stable in recent fiscal years, aside from reprogrammings in FY 2017 and FY 2018 to reflect the movement of the Departmental Budget Center (DBC) from OASAM to OCFO and then back to OASAM.
- From FY 2009 to FY 2016, OASAM centralized and consolidated the Department’s IT infrastructures. Beginning in FY 2014, OASAM financed much of consolidation efforts through reimbursable agreements with DOL agencies. Using this strategy, OASAM was able to shift funding already used by agencies for IT costs to a more efficient model. This financing strategy continued into FY 2015, but beginning in FY 2016, OASAM began recovering these expenses through the WCF. Reimbursable authority for OCIO services was eliminated and WCF funding for OCIO was increased by a commensurate amount.

#### **TAB 4: Budget**

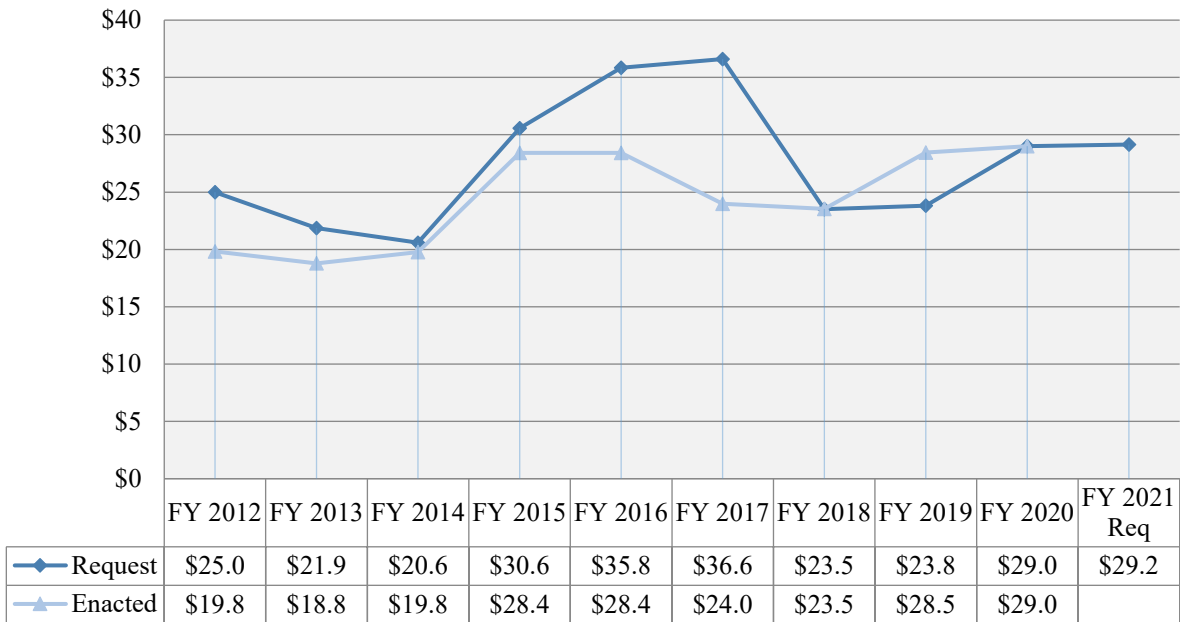
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- A similar model has been used for the enterprise-wide shared services initiative. In FY 2020, agencies transferred administrative functions to OASAM under reimbursable agreements. In FY 2021, these activities will all be realigned to the WCF.

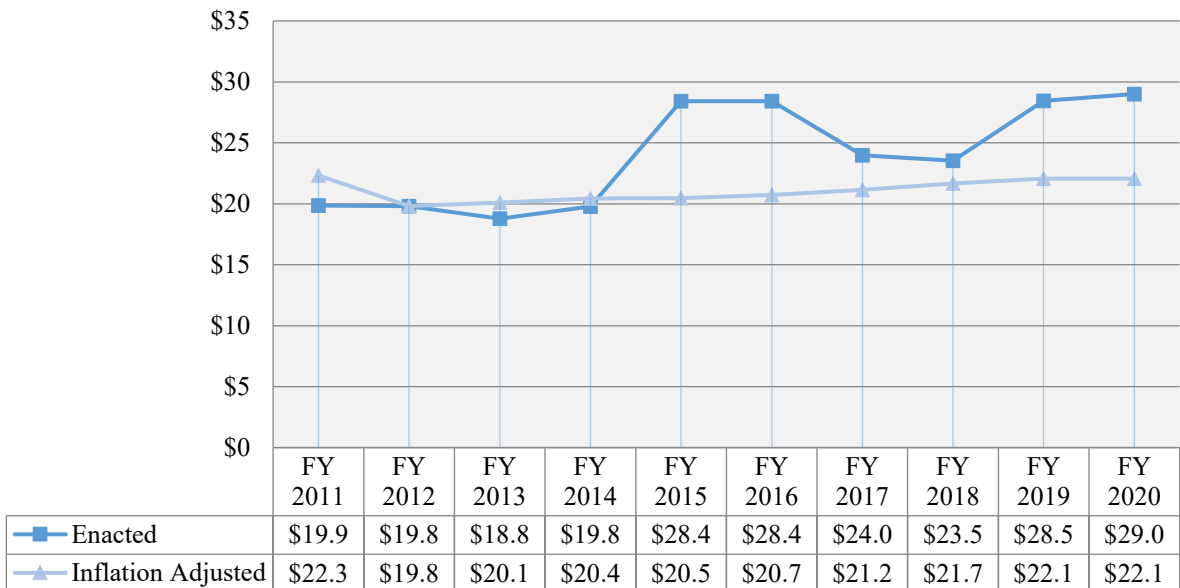
#### Upcoming Issues

- The Department requested to create a working capital fund for IT in the FY 2021 President's Budget.
- There will be significant changes to the WCF in FY 2021 as all enterprise-wide shared services activities are realigned to the WCF.

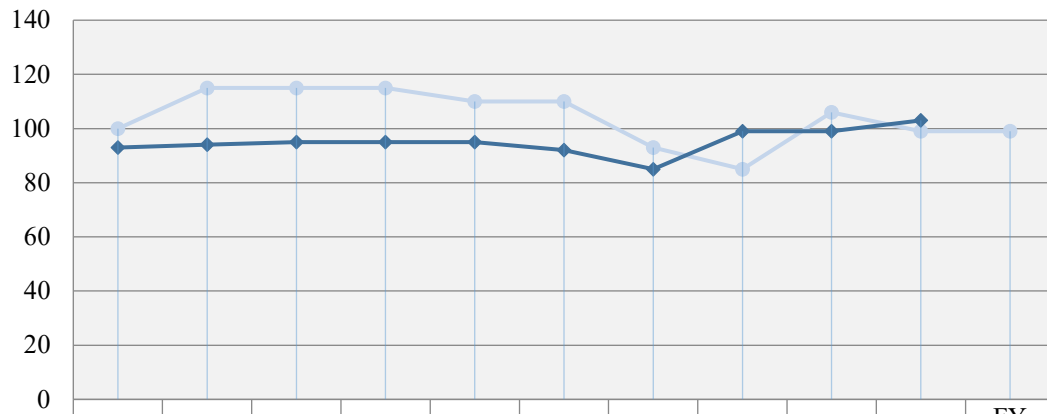
**OASAM S&E**  
Request vs. Enacted, FY 2012-FY 2021  
(Dollars in millions)



**OASAM S&E**  
FY 2012 Inflation Adjusted BA vs. FY 2012-FY 2020 Enacted BA  
(Dollars in millions)



**OASAM S&E**  
Authorized FTE vs. Actuals, FY 2012-FY 2020



	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021 Req
Authorized	100	115	115	115	110	110	93	85	106	99	99
Actuals	93	94	95	95	95	92	85	99	99	103	

## TAB 5: AGENCY PERFORMANCE

OASAM’s tracks and reports on more than 110 measures quarterly and annually. This includes are service level agreement measures for those agencies that have migrated to Enterprise Shared Services. OASAM has written agreements with agencies that outlines the services they can expect from the Enterprise Service Desk and how OASAM will track this performance. This performance tab represents a selection of public-facing, high-level measures to provide a snapshot introduction to the agency. Other measures are available upon request for further review.

### Human Resources Measures

Measures	FY 2020 Target	FY 2020 Result	FY 2021 Target
Average number of days to hire SES employee from closing date of vacancy announcement	90	86	90
Average Time to Hire (DOL)	80	95	80
Hiring Manager Satisfaction Index Score (DOL)	85%	76%	85%

### Information Technology Measures

Measures	FY 2020 Target	FY 2020 Result	FY 2021 Target
Enterprise Services: Average time of Service Desk ticket resolution (minutes)	115	80	115
Percent of network and application services uptime	99.90%	99.98%	99.90%
Enterprise Service Desk Customer Satisfaction Index Score	95%	96%	95%

### Security Measures

Measures	FY 2020 Target	FY 2020 Result	FY 2021 Target
Personal Identity Verification (PIV): Average number of days to submit a background security investigation request to OPM	14	9	14
Average number of days to adjudicate a background investigation for national security	20	17	20

**Procurement Measures**

Measures	FY 2020 Target	FY 2020 Result	FY 2021 Target
Percent of contracts awarded to small businesses (SB)	45.00%	40.63%	45.00%
Percent of contracts awarded to small disadvantaged businesses (SDB) <sup>3</sup>	5.00%	27.12%	5.00%
Percent of contracts awarded to small woman-owned businesses (WO)	5.00%	12.82%	5.00%
Percent of contracts awarded to service-disabled veteran-owned small businesses (SDVOSB) <sup>4</sup>	3.00%	7.05%	3.00%
Percent of contracts awarded to Historically Underutilized Business Zone (HUBZone) small businesses <sup>5</sup>	3.00%	5.95%	3.00%
Category Management: Cumulative Addressable Spend Through Best in Class Solutions (in millions) <sup>6</sup>	\$200	\$271	TBD by OMB

**Civil Rights Measures**

Measures	FY 2020 Target	FY 2020 Result	FY 2021 Target
Reasonable Accommodation: Percentage of time CRC purchases equipment, services, or assistive technology (using DOL's Centralized Accommodation Fund) within 60 business days (after it has been determined that a purchase is needed)	85%	100%	90%
Internal Enforcement: Percent of Investigations Issued within Regulatory Timeframes	86%	98%	90%
External Enforcement: Number of External Investigations Completed ( <i>cumulative measure</i> )	30	28	28

**Agency Priority Goal**

OASAM's also reports quarterly on an Agency Priority Goal (APG) to implement an Enterprise-Wide Shared Services Model by September 30, 2021. The APG help OASAM to track its

<sup>3</sup>At least 51% owned and controlled by a socially and economically disadvantaged individual or individuals

<sup>4</sup> At least 51% owned and controlled by one or more service-disabled veterans

<sup>5</sup> [HUBZone Requirements](#)

<sup>6</sup> Category Management is a business model of bundling “like” products into a single unit and addressing procurement as single enterprise across federal agencies. Best in Class identifies contracts that meet rigorous category management performance criteria as defined by OMB and are “good-for-government” purchasing solutions which should be used by all agencies to help agencies manage their spend more efficiently. OMB is responsible for setting this target by has not yet done so for FY 2021. Expect this target in late Q1.

**TAB 5: Agency Performance**

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transition from multiple administrative service providers to one for each functional area with a central reporting authority. More information on the APG is available [here](#).