
FUND ORGANIZATION

The Working Capital Fund organization supplements other DOE organizational arrangements.

Pricing policy development and oversight are vested in the Working Capital Fund Board, appointed by the Deputy Secretary. The Board supports its policy role through the Fund Manager, Board Secretary, functional Working Groups, and the Dispute Resolution Council. Board members have identified alternates who frequently attend Board meetings. Meetings are open to representatives of the NTEU, the Office of Management and Budget, and interested program representatives. Minutes are published on the WCF Home Page, <http://ma.mbe.doe.gov/wcf/>.

Line responsibility for delivery of services is assigned to Business Line Service Managers, who report through the normal chain of command.

Financial responsibility has been delegated to a Fund Manager and to Business Line Fund Managers, who are responsible for billing and associated activities.

The Chief Financial Officer responsibilities for the Fund parallel those for other Headquarters DOE functions. The Fund Manager is the Director, Office of Working Capital Fund (ME-15) in the Office of Finance and Accounting Policy (ME-10) within the Office of Management, Budget and Evaluation/Chief Financial Officer (ME-1). The Director, ME has designated the Fund Manager as Acting Chair of the Working Capital Fund Board.

BOARD CHARTER

(Approved April 1, 1996)¹

Goals

The goals of the Working Capital Fund (“Fund”) include:

Increasing the efficiency of the Department=s operations by having the cost of administrative services reflected in day-to-day decisionmaking by program managers;

Improving the management of administrative services through use of flexible and business-like financing methods; and

Providing an accurate full-cost budget for programs and activities, including indirect costs wherever possible.

Functions

The Working Capital Fund Board (Board) shall provide policy oversight and direction concerning:

Designation of activities to be included in the Fund;

Policies for establishing user charges for the Fund; and

¹ The charter has been updated only with respect to organization names and titles.

Establishment of overall financial policies for the Fund and customer feedback for the activities included in the Fund.

The Board is intended to supplement, not supplant, program management and fiscal management responsibilities of the Director of Management, Budget, and Evaluation/CFO and the Chief Information Officer.

Nothing in this charter will limit authority of the Secretary, Deputy Secretary or Under Secretary to fulfill their management oversight responsibilities for the Department of Energy.

Membership

The membership of the Board is appointed by the Deputy Secretary. Members are expected to represent the whole of the Department rather than their individual program interests.

The membership of the Board includes:

The Director of Management, Budget, and Evaluation (or designee) who will chair the Board;

The General Counsel (or designee);

One representative of an Office funded from the Departmental Administration appropriation, designated on a rotating basis by the Deputy Secretary;

Five representatives of other Departmental Elements, designated on a rotating basis by the Deputy Secretary;

Such further representation as the Deputy Secretary may prescribe.

The representative selected by the Deputy Secretary shall, to the extent practicable, serve for two-year overlapping terms.

The chair shall appoint a Secretary to the Board and may appoint such other officials and establish working groups as necessary to carry out the functions of the Board.

Meetings

The Board shall meet at the call of the chair.

Meetings will typically be held quarterly, or more often as may be necessary.

Meetings will be open to attendance from Departmental Elements not directly represented on the Board.

Written records of meetings shall be maintained.

To the extent practicable, the Board shall operate on a consensus basis but any member may call for a vote, at which time a decision will be made by a majority of those present and voting.

BOARD MEMBERSHIP

Chair:

Director, Management, Budget and Evaluation/CFO

Bruce M. Carnes

Permanent Member:

General Counsel

Lee Otis

Revolving Members:

Under Secretary for Nuclear Security/ Administrator for National Nuclear Security
Administration
Linton F. Brooks (Acting)

Assistant Secretary, Environment, Safety and Health
Beverly A. Cook

Administrator, Energy Information Administration
Guy F. Caruso

Director, Science
Raymond L. Orbach

Assistant Secretary, Fossil Energy
C. Michael Smith

Assistant Secretary, Environmental Management
Jessie H. Roberson

Assistant Secretary, Energy Efficiency & Renewable Energy
David K. Garman

Director, Nuclear Energy, Science and Technology
William D. Magwood

Director, Office of Security
Joseph S. Mahaley

Chief Information Officer
Karen S. Evans

Assistant Secretary for Policy and International Affairs
Vicky A. Bailey

Director, Office of Independent Oversight & Performance Assurance:
Glenn S. Podonsky

Board Secretary:
Robert F. Emond

DISPUTE RESOLUTION COUNCIL

Charter

The Working Capital Fund Dispute Resolution Council (Council) is established to resolve

disputes between Working Capital Fund (Fund) customers and the Fund Manager. The Council shall establish its own schedule and operating procedures necessary to carry out its business. The Council may recommend revisions to this Charter deemed necessary to carry out its duties.

The Council will be established by majority vote of the Executive Board (Board) and shall be chaired by a representative of the Office of Hearings and Appeals nominated by the General Counsel Board member and approved by majority vote of the Board.

The Council will be comprised of the Chairperson and voting members from four Program Offices either (a) nominated by the Board from a list of volunteer received, or (b) selected at random by the Board and approved by majority vote of the Executive Board. Program Office representatives shall serve one year terms and these representatives will be selected on a rotating basis. The Council may seek advice on legal matters from the Office of General Counsel and on budgeting and accounting matters from the Chief Financial Officer as necessary. If a dispute involves an organization represented on the Council, that member will recuse him/her self from participating in resolution of that issue and will not vote on the issue.

When Fund customers have disputes that are not resolved with the Fund Manager in a timely manner, either the customer's authorized resource manager, Senior Program manager, or the Fund Manager may request that the Dispute Resolution Council review the disputed matter. Disputes will be presented in writing in a short memorandum format which will be prescribed by the Council. The Council will notify all affected parties and provide them with copies of each dispute as soon as possible after receipt.

The Council will explore options for a satisfactory resolution of those disputes referred to it and determine a recommended solution. The Council Chair will finalize the Council's findings and recommendation for solution within 30 days of receipt of the dispute and present them to the Executive Board as soon as possible.

The Executive Board will decide by majority vote whether or not to accept the recommended solution. If the Board requests additional information, the Fund Manager and/or the customer will provide the information as soon as possible. The Board may seek advice from the General Counsel, the Chief Financial Officer, or other sources as necessary. The decision of the Board is final and shall be binding on the Fund Manager and the customer.

COUNCIL MEMBERSHIP:

Chair: Richard Tedrow, HG, (202) 426-1659

Members: Barbarra Male, EM, (202) 586-1665, Rosalie Jordan, SO, (202) 586-3020,

Charles Roy, FE, (202) 586-8977 Steve Durbin, EIA, (202) 586-3521,

Staff: Bob Emond, ME-15 (202) 586-2354

| MANAGEMENT | | |
|--|---|--|
| <u>ROLE</u> | <u>NAME</u> | <u>TELEPHONE</u> |
| Fund Management | | |
| Fund Manager, Acting Board Chairman | Howard Borgstrom (ME-15) | (202)586-5923 |
| Financial Manager | Bob Emond | (202) 586-3254 |
| Billing | Roscoe Harris | (202) 586-5527 |
| Business Line Management | | |
| Administrative Services | | |
| Business Line Fund Manager | John N. Harrison | (202) 586-3611 |
| Business Line Service Managers | | |
| Building Occupancy, Supplies, Graphics Printing, Mail, and Copying | Louis A. D'Angelo Virginia Bitler William C. Talbot Mary R. Anderson | (202) 586-6080 (202) 586-1619 (202) 586-2732 (202) 586-2129 |
| Information Management | | |
| Business Line Fund Manager | Ann Warnick | (301) 903-3056 |
| Business Line Service Manager | Gordon Errington | (301) 903-9595 |
| Service Points-of-Contact | | |
| Virus Protection | Cliff Hoyt | (301) 903-8708 |
| Technical Training | Penny Gardner | (301) 903-5413 |
| Workstation Maintenance | Don Reed | (301) 903-2372 |
| Adaptive Technology | Alton McPhaul | (202) 586-1342 |
| Telephone | Judy E. Saylor Diane McDonough | (301) 903-4999 (301) 903-2711 |
| Networking | Rich Otis Rickey Hall | (301) 903-5310 (301) 903-8022 |
| Contract Closeout | | |
| Business Line Fund Manager | Jeffrey Rubenstein | (202) 287-1516 |
| Service Point-of-Contact | Deborah D. Black | (202) 287-1416 |
| Payroll | | |
| Business Line Manager | George Tengan | (301) 903-5878 |
| CHRIS | | |
| CHRIS Project Manager | Michael B. Fraser | 202-586-1910 |
| HRMS and Benefits Team Leader | Enid Levine | 202-586-1194 |
| On-Line Learning Center | | |
| Business Line Manager | Tanya Lockett | 202-287-1655 |
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