

OFFICE OF INSPECTOR GENERAL

NEW EMPLOYEE HANDBOOK



AUGUST 2020



U.S. Department of Energy
Office of Inspector General

Foreword

I would like to welcome you to the U.S. Department of Energy's Office of Inspector General (OIG). This New Employee Handbook contains information about the Agency and the OIG and can be used as a resource to help you transition into your new position. Inside, you will find organizational documents, fact sheets, and contact information that you may find helpful during this time. All specific policies and procedures for OIG personnel are found in your organization's manual, which is located on the OIG's intranet (i.e., IGCOMM) under Program Offices.

Any questions you may have regarding your employment and benefits (e.g., leave, pay, Thrift Savings Program, life and health insurance) can be answered by one of our human resource specialists. Please work with your supervisor to answer any other questions you have as you get settled.

You've joined a great organization. I'm glad to have you as part of the team and I look forward to working with you!

A handwritten signature in cursive script, reading "Teri L. Donaldson".

Teri L. Donaldson
Inspector General

Table of Contents

Office of Inspector General Overview	1
OIG Leadership Team	3
Office of Management and Administration	4
Office of Counsel to the Inspector General	5
Office of Audits	6
Office of Investigations	7
Office of Technology, Financial, and Analytics	8
Office of Inspections, Intelligence Oversight, and Special Projects	9
Office of Inspector General Hotline	10
Benefits Resource Guide	11
Important Office of Inspector General-Related Links	15
Credentials	18
Electronic Official Personnel Folder System	19
Employee Performance and Development	20
Employee Self Service	22
IGComm	27
iPrism	29
Professional Liability Insurance Reimbursement	30
Security Clearances	31
Teammate	33
Training Resources	34
Travelling as an OIG Employee	36
Department of Energy Overview	38
Department of Energy Offices	40

Office of Inspector General Overview

The Inspector General Act of 1978 is a United States federal law defining a standard set of Inspector General offices across several specified departments of the U.S. Federal government.

It is designed to create independent and objective units to conduct and supervise audits, inspections, and investigations relating to the programs and operations of the respective agency; to provide leadership and coordination; and to recommend policies for activities designed to promote economy, efficiency, and effectiveness in the agency. The Inspector General Empowerment Act of 2016 amends the Inspector General Act of 1978 to strengthen the independence of the Inspectors General. The primary responsibility of the Office of Inspector General is to:

- ❖ Conduct independent and objective audits, inspections, investigations, and other reviews;
- ❖ Serve as the law enforcement arm of the Department by conducting criminal and civil investigations that detect, deter, and disrupt illegal activities;
- ❖ Promote economy, efficiency, and effectiveness in the administration of Department programs;
- ❖ Prevent and detect fraud, waste, abuse, and mismanagement related to Department programs and operations; and
- ❖ Inform the Secretary of Energy and Congress about problems and deficiencies in Department programs and operations and the need for corrective action.

The Inspector General has authority to inquire into all Department programs and activities, as well as related activities of persons or parties associated with Department grants, contracts, or other agreements. As part of its independent status, the Inspector General provides the Secretary of Energy with an impartial evaluation of management practices. As a fact-finding organization for high profile, controversial matters, the Inspector General can apprehend those attempting to defraud the Government and protect the interest of taxpayers.

Mission Statement

To strengthen the integrity, economy, and efficiency of the Department's programs and operations, including deterring and detecting fraud, waste, abuse and mismanagement.

Vision Statement

We serve the Nation through our quality and independent work, our talented workforce, and our innovative approaches to create positive change and to make good Government better.

Core Values

- ❖ ***Integrity*** - Doing what is right even when what is right is difficult to do.
- ❖ ***Objective*** - Conducting our work in a fair and factual manner, acting in the best interest of the taxpayer.
- ❖ ***Proactive*** - Sustaining an environment of developing our organizational and workforce capabilities by promoting continuous learning, critical thinking, and innovation.
- ❖ ***Excellence*** - Providing timely outcomes that strengthen the Department's programs and operations.

OIG Leadership Team

Inspector General
[Teri L. Donaldson](#)

Deputy Inspector General
[Jennifer Quinones](#)

Chief Counsel
Nicholas Acker - (No Hyperlink Available)

Assistant Inspector General for Management and Administration
Vacant - (No Hyperlink Available)

Assistant Inspector General for Investigations
[Dustin R. Wright](#)

Deputy Assistant Inspector General for Investigations
[Lewe F. Sessions](#)

Assistant Inspector General for Audits
[Jennifer Quinones](#)

Deputy Assistant Inspector General for Audits
John E. McCoy II - (No Hyperlink Available)

Deputy Assistant Inspector General for Audits
Jack Rouch - (No Hyperlink Available)

Assistant Inspector General for Technology, Financial, and Analytics
[Sarah Nelson](#)

Acting Assistant Inspector General for Inspections, Intelligence
Oversight and Special Projects
Debbie Thomas - (No Hyperlink Available)

Senior Advisor
Jonathan A. Black - (No Hyperlink Available)

Office of Management and Administration

The Office of Management and Administration (MA) directs the development, coordination, and execution of overall Office of Inspector General (OIG) management and administrative policy and planning. This responsibility includes directing the OIG's strategic planning process, financial management activities, personnel management and security programs, administrative support services and information resources programs. In addition, the staff members from MA represent the Inspector General at hearings, negotiations and conferences on budget, financial, managerial and other resource matters. The staff also coordinates activities of the Council of Inspectors General on Integrity and Efficiency. MA is organized into two divisions: Human Resources and Administrative Resources Services.

Headquarters: Washington, D.C.

Office of Counsel to the Inspector General

The Office of Counsel to the Inspector General provides comprehensive and independent legal advice in support of the Inspector General's statutory mission to investigate waste, fraud, and abuse pursuant to the Inspector General (IG) Act of 1978, as amended. The Office of Counsel provides legal and policy advice on the programs, operations, and activities of the Office of Inspector General (OIG), including statutory interpretation and advice on the IG Act, procurement and fiscal law, employment, and personnel issues; provides legal advice and guidance on proposed legislation, regulations, and directives; and analyzes and processes requests for OIG subpoenas. The Office of Counsel can also provide unofficial guidance for conflicts of interest and ethics.

The Office of Counsel processes and coordinates all requests for OIG information under the Freedom of Information Act and Privacy Act and other records requests. A senior member of the Office of Counsel also serves as the Whistleblower Protection Coordinator whose role is to educate Department employees, contractors, and grantees about prohibitions against retaliation for protected disclosures and the means by which an individual may seek review of any allegation of reprisal.

Headquarters: Washington, D.C.

Office of Audits

The Office of Audits conducts audits and assessments of Department of Energy programs and operations, including the National Nuclear Security Administration and the Federal Energy Regulatory Commission. In-depth efforts are concentrated on providing reliable and credible financial and performance information and recommendations for improvements to senior Agency/Department management, Congress, and the U.S. taxpayer.

A risk-based process is used to identify areas for audit coverage based on known or emerging risks and the greatest vulnerabilities to the Department's mission and operations. This process ensures comprehensive coverage over Department organizations, programs and operations while meeting the Department's evolving needs. Special reviews of high profile, unplanned, or immediate matters can also be addressed by audits throughout the year.

Reviews performed fall into two broad categories: performance audits and financial assessments. Performance audits provide independent assessments of an organization, program, or activity. Financial assessments provide reviews of the Department's numerous Management and Operating contractors that are integral to Department laboratory and other site operations. The objective is to ensure the Department is a good steward of taxpayer funds.

Headquarters: Washington, D.C.

Office Locations:

Aiken, SC
Chicago, IL
Germantown, MD
Los Alamos, NM
Livermore, CA
Pittsburgh, PA
Washington, D.C.

Albuquerque, NM
Denver, CO
Idaho Falls, ID
Las Vegas, NV
Oak Ridge, TN
Richland, WA

Office of Investigations

The Office of Investigations (OI) performs investigations into allegations of fraud, waste, and abuse in programs and operations of the Department, the National Nuclear Security Administration, and the Federal Energy Regulatory Commission. Priority is given to investigations of suspected violations of criminal and civil statutes, as well as serious administrative misconduct. A particular focus is placed on the prevention and detection of foreign influence and intellectual property theft; contract and grant fraud; environmental, health, and safety violations; computer crimes; and issues that reflect on the integrity and credibility of Department officials.

OI also maintains a Cyber Investigations and Forensics Analysis group which is staffed by investigators with specialized skills necessary to proactively and reactively respond to complex computer crimes committed against the Department and to provide computer forensic support during general fraud investigations. Further, the Office of Investigations maintains a cadre of Forensic Accountants that assist with highly complex financial investigations and proactive initiatives.

Headquarters: Washington, D.C.

Office Locations:

Aiken, SC
Chicago, IL
Idaho Falls, ID
Lexington, KY
Oak Ridge, TN
Richland, WA

Albuquerque, NM
Denver, CO
Las Vegas, NV
Livermore, CA
Pittsburgh, PA
Washington, D.C.

Office of Technology, Financial, and Analytics

The Office of Technology, Financial, and Analytics (OTFA) conducts audits, inspections, and assessments of the Department of Energy's information technology systems and related initiatives, with focus on cyber security, information management, and the Federal Information Security Modernization Act. OTFA further provides timely, reliable expert data analysis in support of ongoing audits and investigations, develops risk models, and coordinates data mining efforts. OTFA uses the latest technology and techniques to discover current and emerging cyber and economic threats and coordinate data analysis. The combined efforts of OTFA help to ensure that IT issues are properly addressed and not overlooked. OTFA is comprised of three Division's:

The Technology Division is responsible for conducting audits of the Department's information systems, practices, and operations. Specifically, the Division examines the management controls within the information technology infrastructure to determine if the information systems are safeguarding assets, maintaining data integrity, and operating effectively to achieve the organization's goals and objectives. The Division is also responsible for a number of reviews mandated by legislation, such as by the Federal Information Security Management Act of 2014 and the Cybersecurity Act of 2015.

The Financial Division oversees the contractor responsible for conducting the financial statements audits of the Department and its component entities to meet mandates established by the Government Management Reform Act of 1994. This Division is also responsible for conducting an annual audit of the Department's improper payment reporting and the Digital Accountability and Transparency Act.

The Analytics Division, created in fiscal year 2019, works with the Office of Inspector General's audit, inspection, and investigation teams to help improve the overall efficiency and effectiveness of the OIG's projects. The office is developing a sophisticated set of applications to automate the analysis of financial and nonfinancial data and conduct a series of logical relationship checks against Department and contractor databases and system applications.

Headquarters: Washington, D.C.

Office Locations:

Denver, CO
Las Vegas, NV
Pittsburgh, PA

Germantown, MD
Oak Ridge, TN
Richland, WA

Office of Inspections, Intelligence Oversight, and Special Projects

The Office of Inspections, Intelligence Oversight, and Special Projects (OIIS) conducts timely and objective inspections and other reviews of the programs and performance of the Department, including National Nuclear Security Administration and Federal Energy Regulatory Commission, and provides feedback and recommendations to enhance operations. OIIS also maintains the Office of Inspector General Hotline to facilitate the reporting of allegations and to process referrals of administrative allegations to Department management. Specifically, OIIS conducts (1) inspections of noncriminal allegations arising from Hotline complaints and other sources, (2) intelligence oversight and reporting activities, (3) performance reviews of the economy, efficiency, and effectiveness of the Department's programs and operations, and (4) other reviews as established by the Office of Inspector General (OIG). Inspections, assessments, and reviews are responsive to the priorities and initiatives of the President, the Secretary, and the Congress, as well as the management challenges identified by the OIG. Emphasis is placed upon identifying possible economies, efficiencies, and opportunities for financial savings or recoveries and ensuring the integrity of the Federal and contractor workforce. The office also fulfills several designated statutory mandates, as assigned by the OIG.

Headquarters: Washington, D.C.

Office Locations:

Albuquerque, NM
Oak Ridge, TN
Richland, WA

Denver, CO
Livermore, CA
Washington, D.C.

Office of Inspector General Hotline

Introduction

The Office of Inspector General maintains a Hotline to facilitate the reporting of allegations of fraud, waste, abuse, or mismanagement in Department of Energy programs or operations.

If you wish to report fraud, waste, or abuse involving Department programs or by a Department employee, contractor, or grant recipient:

Call: 1-800-541-1625 or 202-586-4073

Email: ighotline@hq.doe.gov

Write:

U.S. Department of Energy
Attn: Office of Inspector General Hotline
1000 Independence Avenue, SW
Washington, D.C. 20585

Allegations may be reported by Department employees, Department contractors, or the general public.

Issues That Should be Reported

- ❖ Contract, Procurement, and Grant Fraud
- ❖ Environment, Health, and Safety Violations
- ❖ Computer Crimes
- ❖ Product Substitution and Suspect/Counterfeit Parts
- ❖ Bribery, Kickbacks, and Gratuities
- ❖ False Statements and False Claims
- ❖ Conflicts of Interest and Ethics Violations
- ❖ Travel Fraud
- ❖ Theft and/or Abuse of Government Property
- ❖ Other Violations of Federal Laws and Regulations

Callers are encouraged to provide relevant and specific details of their complaints, including the identity of the person, company, or organization alleged to have engaged in wrongdoing; a description of the alleged impropriety; the Department facility and program affected by the alleged misconduct; contract numbers; date(s) of alleged wrongdoing; how the caller is aware of the alleged impropriety; the identity of potential witnesses; and the identity and location of supporting documentation.

For more information: <http://www.energy.gov/ig/services>



Benefits Resource Guide

As a new employee of the Department of Energy's Office of Inspector General (OIG), you will be asked to complete paperwork pertaining to benefits, such as health, dental, and life insurance programs. This guide is designed to clarify this process.

For assistance in completing these forms or questions regarding your employment, please contact one of our human resource specialists. Please refer to the human resource Point of Contact to find out the human resource specialist assigned to your organization, located on IGComm. *Please do not call the Department's point of contacts listed on the Worklife Center website.*

For information on the OIG's policies and procedures see [Leave Administration, Work Schedules, and Hours of Duty](#) on IGCOMM.

Family Friendly Flexibilities

The OIG participates in many Office of Personnel Management programs for workers to support their needs for individual flexibility and to meet their work goals. For example, our Flexible Work Schedule policy allows employees to select arrival and departure times that best suit their needs while still meeting work requirements. The OIG also offers Employee Assistance Programs; Resources for Child and Elder Care, Information and Incentives for Adoption, and other Child Support Services. Additionally, Family Friendly Leave policies provide flexibility for military leave, allow employees to care for a sick family member, or provide flexibility in the event of a disaster or emergency. When work situations allow, the OIG also encourages Telework. However, the OIG has established core hours for employees, which is a period when employees must be present at work or account for periods of absence with leave, credit hours, or compensatory time off.

For more information: <http://www.opm.gov/oca/leave/index.htm>

Federal Employees Health Benefits Program (FEHB)

The Government's health benefit program has about 180 health plan options throughout the United States, including consumer-driven health care and preferred provider network options. At least a dozen plan choices are available to each employee, which allows for a broad choice so that employees can select the plan that best meets their own individual health care needs. While specific benefits vary among FEHB plans, none can impose a waiting period or require a medical exam to enroll in their plan.

New Federal employees have 60 days from the date of appointment to make a health benefits election.

Health benefits coverage for employees transferring from another agency will automatically transfer. However, if you are a transferring employee and have family coverage, please complete and submit Part A of the Health Benefits Enrollment form.

For more information: <http://www.opm.gov/healthcare-insurance/healthcare/>

Federal Employee Dental/Vision Program (FEDVIP)

Provides supplemental dental and vision benefits to Federal employees, retirees, and their dependents.

For more information: <https://www.opm.gov/healthcare-insurance/dental-vision/>

Eligible employees must enroll through BENEFEDS at www.BENEFEDS.com or by telephone at 1-877-888-FEDS (3337), TTY 1-877-889-5680. The Payroll Office ID to provide when enrolling is 97-381400.

Federal Employee's Group Life Insurance (FEGLI)

FEGLI is a group term life insurance program. It consists of Basic life insurance coverage and three options. In most cases, if you are a new Federal employee, you are automatically covered by Basic life insurance and your payroll office deducts premiums from your salary unless you waive the coverage. In addition to the Basic, there are three forms of Optional insurance that you can elect (Standard, Additional, and Family). The program offers the opportunity to retain your coverage for your entire life.

Most employees are eligible for FEGLI coverage. FEGLI provides group term life insurance. If you are a new Federal employee, you are automatically covered by Basic life insurance and your payroll office deducts premiums from your paycheck unless you waive the coverage.

For more information: <https://www.opm.gov/healthcare-insurance/life-insurance>

Federal Employees Retirement System (FERS)

Our 3-part retirement program includes a social security benefit, a 401(k)-type plan, and a defined benefit component based on years of employment and salary history.

New employees who do not have any previous federal service and are hired for a position that is not limited to 1 year or less, *will automatically be covered by FERS.*

OIG employees enjoy many retirement benefits:

- ❖ In addition to retiree health insurance benefits under the FEHB Program, you also will be eligible for Medicare.
- ❖ You will be able to choose among several options for life insurance coverage for both you and your family members.
- ❖ Your retirement benefits are based on your years of service and salary history.

For more information: <http://www.opm.gov/retire/pre/fers/index.asp>

Flexible Spending Accounts (FSA)

FSAs allow employees to increase their disposable income because the amounts they contribute are not subject to Federal income, Federal Insurance Contributions Act, State, or local income taxes. The OIG offers both a Health Care FSA and a Dependent Care FSA. Employees can use the Health Care FSA for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. Some examples are non-covered dental services, Lasik surgery, health plan deductibles, co-payments and co-insurance. FSAs for dependent care are available for employees with dependent children or qualifying dependent adults when the care is necessary to allow the employee to work.

For more information: <http://www.opm.gov/insure/flexible/>

Leave and Holidays

OIG employees are entitled to at least 13 days of vacation leave, as well as 13 days of sick leave each year. Depending on years of service, employees can earn up to 26 days of vacation leave each year. In addition, OIG employees get 10 days of paid holiday each year. This allows employees time to spend with their families and to pursue their own individual interests and avocations.

For more information: <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/holidays-work-schedules-and-pay>

Long Term Care Insurance Program

Long term care helps people to perform daily activities if they have an ongoing illness or disability. This program offers a choice of benefits that can provide a variety of services, including but not limited to: nursing home care, assisted living facility care, adult day care, and at-home care.

As a new employee, you have an opportunity to elect long-term care insurance under the Federal Long-Term Care Insurance Program with minimal underwriting. However, applying for long term care insurance coverage does not automatically guarantee you will be approved for that coverage and enrolled. The decision to approve your application will be based on your answers and explanations on the application. A limited number of medical conditions will prevent a new employee from being approved for coverage.

For more information: <http://www.ltcfeds.com>

Military Reservists

To ensure 15-day military leave credit, please contact your Human Resources (HR) Specialist.

Deposit for Military Service: To receive service credit under the Federal civilian retirement system for military service performed after December 31, 1956, you may fill out the

Application to Pay Military Deposit, SF 3108A. Refer to the instructions on the application. Return the completed application and any supporting documents to your servicing HR Specialist.

For more information: https://www.opm.gov/forms/pdf_fill/sf3108.pdf

Subsidy for Energy Employees Transit (SEET) Program

All Department of Energy, National Nuclear Security Administration, Office of Science, and OIG employees in the Headquarters and Germantown locations are eligible to participate in the SEET Program. The SEET program provides a subsidy to employees who utilize public transportation to commute to and from their residence of record and official duty station. Once you have started in your position and have obtained access to Employee Self Service (ESS), you will be able to register for SEET. Employees located at field locations should contact their site administrator to determine if similar programs are available to them locally.

Thrift Savings Plan (TSP)

New federal employees are immediately eligible to enroll in the TSP and have 60 days from the date of appointment to make a TSP election.

An automatic 1 percent agency contribution and any matching contributions (up to 5%) begin the last month of the second open season for newly hired Federal employees.

With the TSP, you can self-direct your retirement savings program through multiple investment options. This Plan is very similar to a 401(k) plan. New employees receive generous matching funds. The annual employee contribution limit for 2020 is \$19,500. Additionally, for employees 50 and over, an additional \$6,500 is allowed for catch-up contributions.

TSP coverage for employees transferring from another agency will automatically transfer (*Note: if you have a TSP Loan with another agency, it is your responsibility to notify the gaining agency in order to continue payroll deductions*). If the TSP coverage does not transfer automatically, contact a Participant Service Representative at TSP directly at: 1-TSP-YOU-FRST (1-877-968-3778). Representatives are available Monday-Friday from 7:00 a.m. to 9:00 p.m., Eastern time.

Press 3 to speak to a Participant Service Representative (PSR) when calling the Thrift Line. PSRs handle questions about loans, contribution allocations, interfund transfers, designations of beneficiaries, and withdrawals.

For more information: <http://www.tsp.gov/>

Important Office of the Inspector General-Related Links

Semi-Annual Report to Congress

The Office of Inspector General (OIG) submits a Semiannual Report to Congress every 6 months. This report highlights key accomplishments of the OIG particularly pertaining to efforts to work with management to ensure the efficiency and effectiveness of Department of Energy operations. It gives a statistical summary of the work done for the six-month period including total number of reports issued, costs questioned, civil and administrative actions and hotline complaints and inquiries.

For more information: <http://www.energy.gov/ig/listings/semiannual-reports-congress>

Strategic Plan

The OIG's Strategic Plan offers a glance at its long-term effort to work with the Department's leadership to improve the management and performance of the Department's programs and operations. As the OIG implements the Strategic Plan, the objective is to continue to play a critical role in protecting and preserving the Department's assets and resources. The focus lies on mitigating those management challenges facing the Department through continued collaboration and cooperation with the Secretary and Department senior management. An equally important goal is to aggressively exercise statutory law enforcement authority to prevent and detect those attempting to defraud the Department. Unfortunately, given the complexity of the Department's operations and the associated spending levels, the risk of fraud is a constant challenge, one that receives our utmost attention.

For more information: <http://www.energy.gov/ig/calendar-year-reports/strategic-plans>

Annual Performance Plan

The Annual Performance Plan identifies the goals, objectives, and measures that will help the OIG to better plan its priorities and continue to assist the Department in identifying and taking corrective action to improve areas most vulnerable to waste, fraud, and mismanagement in the coming year. It also describes the specific projects and activities the OIG plans to undertake during the fiscal year to continue identifying opportunities for cost savings and operational efficiencies, and to continue to return hard dollars to the Department and the U.S. Treasury.

For more information: <http://energy.gov/ig/calendar-year-reports/performance-plans>

Audit, Inspection, Assessment, and Other Reports

Most Audit, Inspection, and Assessment reports, as well as some Investigations reports, are released publicly. Certain reports, however, are not public as they contain information that is protected by the Freedom of Information Act and Privacy Act. The provisions of these acts determine the availability of these reports. Publicly released reports are posted to the OIG website.

For more information: <http://www.energy.gov/ig/calendar-year-reports>

Media Releases

Press releases by the Department of Justice or our partner agencies related to the Office of investigations are posted to the OIG website.

For more information: <http://www.energy.gov/ig/listings/media-releases>

Council of the Inspectors General on Integrity and Efficiency

The Council of Inspectors General on Integrity and Efficiency (CIGIE) is comprised of all Inspectors General who are Presidentially appointed/Senate Confirmed and those who are appointed by agency heads (designated federal entities).

The CIGIE was statutorily established as an independent entity within the executive branch to:

- ❖ Address integrity, economy, and effectiveness issues that transcend individual Government agencies; and
- ❖ Increase the professionalism and effectiveness of personnel by developing policies, standards, and approaches to aid in the establishment of a well-trained and highly skilled workforce in the offices of the Inspectors General.

Prior to the establishment of the CIGIE, the Federal Inspectors General operated under the auspices of two councils, The President's Council on Integrity and Efficiency and the Executive Council on Integrity and Efficiency.

For more information: <https://www.ignet.gov/>

Quality Standards for Inspectors General

CIGIE sets forth a set of standards and principles that are intended to serve as guidelines for organizations working within OIGs.

For more information: <https://www.ignet.gov/content/quality-standards>

Directives

Directives are the Department of Energy's primary means of establishing policies, requirements, responsibilities, and procedures for Departmental elements and contractors.

For more information: <https://www.directives.doe.gov/>

IG Internal Directives

The OIG originates directives that are applicable only to OIG employees. These *directives* are not made public.

For more information: <https://igcomm.doe.gov/policy/ig-internal-directives>

OIG-Initiated Department Directives

The OIG originates directives that are applicable not only to OIG employees, but to all Department and National Nuclear Security Administration (NNSA) employees. These are general policies that dictate how Department and NNSA employees should interact with the OIG and describe the general processes of the OIG.

- ❖ DOE O 221.1B *Reporting Fraud, Waste and Abuse to the Office of Inspector General*, issued September 27, 2016
(<https://www.directives.doe.gov/directives-documents/200-series/0221.1-border-b/@@images/file>)

- ❖ DOE O 221.2A *Cooperation with the Office of Inspector General*, issued February 8, 2008 (<https://www.directives.doe.gov/directives-documents/200-series/0221.02-BOrder-a/@@images/file>)

- ❖ DOE O 221.3A *Establishment of Management Decisions on Office of Inspector General Reports*, issued April 19, 2008
(<https://www.directives.doe.gov/directives-documents/200-series/0221.03-BOrder-a/@@images/file>)

Credentials

All Office of Inspector General (OIG) auditors, inspectors, and investigators are required to have OIG credentials prior to working on audits, inspections and/or investigations. In order to obtain credentials, you must complete the following steps:

1. **Photograph** – Get your picture taken at your local security office (please work with your site-specific contact to accomplish this task). Please make sure to specifically notify the office that you are taking a picture for credentials. Direct the security office to email the photo to the OIG Security Specialist (Tiffany Jenifer, tiffany.jenifer@hq.doe.gov.)

Credentials require a standardized electronic photograph (not the same as a HSPD-12 picture). To ensure that the picture meets requirements for credential photographs and to avoid the cost and inconvenience of picture re-takes, employees must follow these general guidelines when taking a credential photograph:

- ❖ Wear appropriate business attire – casual wear is not appropriate;
- ❖ Do not wear a head covering – unless it is worn for religious beliefs or medical reasons;
- ❖ Eyes must be fully open and clearly visible;
- ❖ Department or site badge and/or lanyard must be removed; and
- ❖ Employee should have a neutral expression – mouth closed; a slight smile is acceptable.

2. **Credential Request Form** – Will be completed and submitted to:

- ❖ Genee Pierre (genee.pierre@hq.doe.gov) for Investigations.
- ❖ Stephanie Katsaris (stephanie.katsaris@hq.doe.gov) for Audits, OIIS, and OFTA employees.
- ❖ Cathy Ford (cathy.ford@hq.doe.gov) for Front Office, Office of Counsel to the Inspector General and Office of Management and Administration.

3. **Signature** – Once printed, the program office contact will coordinate obtaining your signature. Once signed by you, the credentials are returned to the program office contact who will obtain the Inspector General's signature. After lamination, the credential will be delivered to you.

Please be patient, as this process can take time, particularly for personnel in the field.

Electronic Official Personnel Folder System

The Electronic Official Personnel Folder (eOPF) System provides web-based access for Federal personnel to view and print employment documents. Employees may view their own documents through the eOPF application at <https://eopf.opm.gov/doi/>. The eOPF includes security measures that ensure the integrity of the system and protection of employee documents.

Benefits of eOPF include:

- ❖ Immediate access to user documents;
- ❖ Ability to view or print user documents;
- ❖ Enhanced accuracy, portability, and security of user documents;
- ❖ Increased accountability through an audit trail that tracks who accesses user documents and the reason why;
- ❖ Faster and more efficient records transfer between federal agencies; and
- ❖ Timely and accurate data retrieval for retirement claims processing.

New Users/Logging in with eOPF ID and Password

Accessing eOPF is simple and convenient. To access your eOPF, you need an eOPF ID and password, which may be retrieved using the eOPF self-service feature. After logging onto the eOPF website:

1. Read the eOPF User Agreement page; click the Accept button.
2. From the eOPF Login page, click the Request Your eOPF ID link.
3. From the Request Your eOPF ID screen, enter the
 - ❖ Last 5 digits of your Social Security Number
 - ❖ Last Name
 - ❖ Date of Birth (mm/dd/yyyy)
 - ❖ Click the Submit button.

The Request Your eOPF ID page displays stating that the request has been submitted for processing.

4. Click the Click here to return to logon page link.
5. The eOPF ID is emailed to the email address of record in eOPF.

New employees will receive pamphlets giving step-by-step instructions on setting up your eOPF ID and password.

Employee's Performance and Development

Performance Plan

Employees must know what they need to do to perform their jobs successfully. Expectations for employee performance are established in employee performance plans. Employee performance plans are the written, or otherwise recorded, performance elements that set forth expected performance. A plan must include all critical and non-critical elements and their performance standards. The employee's individual performance plan, along with performance reviews and appraisals, are documented in the ePerformance system.

Federal regulations define three types of elements: critical elements, noncritical elements, and additional performance elements.

Individual Development Plan

An Individual Development Plan (IDP) is a tool to assist employees in career and personal development. Its primary purpose is to help employees reach short and long-term career goals, as well as improve current job performance. An IDP is not a performance evaluation tool or a one-time activity. It should be looked at like a partnership between the employee and the supervisor.

All employees must have IDPs initiated, approved, and recorded in the Department of Energy's CHRIS or Employee Self Service systems within 60 days of joining the OIG, being reassigned, or at the beginning a new appraisal period.

The IDP process requires communication and interaction between the supervisor and employee. It involves six phases:

- ❖ Pre-Planning – supervisor and employee prepare independently for a meeting on the IDP, taking into consideration the employee's current grade level, required professional development courses, and current strengths and weaknesses;
- ❖ Employee/Supervisor Meeting – supervisor and employee discuss the employee's strengths, areas for improvement, interests, goals, and organizational requirements and identify possible courses and activities to address these areas;
- ❖ Prepare IDP – employee, in consultation with supervisor, develops an IDP;
- ❖ Approve IDP – supervisor reviews and approves the plan or works with the employee to modify the plan;
- ❖ Implement IDP – in consultation with his/her supervisor, the employee requests to attend specific training and development opportunities identified in plan; and

- ❖ Evaluate Outcomes – supervisor/employee evaluate usefulness of training and development experiences. Supervisors and employees work together to complete the employee's IDP; however, employees are ultimately responsible for taking the initiative for their professional development.

Mid-Year Review

The mid-year review is an important part of the performance management process ensuring that an employee receives at least one formal progress review during each appraisal period; approximately midway through the rating cycle. A formal rating is not assigned for progress reviews, nor is a written narrative required unless performance is below the Achieved Expected Results level. Completion of the progress review is acknowledged on the employee's performance plan with signatures from both the rating official and the employee. While only one progress review is required, rating officials are encouraged to frequently discuss performance with subordinate employees during the appraisal period.

Year-End Appraisal

During the end-of-year review discussion, your supervisor will review your performance during the current performance period. The supervisor will summarize key accomplishments, praise you for work that was completed particularly well, advise you of work that could have been improved and/or areas where you may need to focus more effort.

Your supervisor will ask for your:

- ❖ Optional feedback about the past year and for other information that you both can use in working more effectively together in the future.
- ❖ Immediate and/or long-term career goals and offer suggestions or resources to assist with these goals, as appropriate.
- ❖ Expectations for the coming year.

The OIG uses ePerformance to process/document an employee's performance plan, mid-year appraisal, and year-end appraisal.

Employee Self Service

Employee Self Service (ESS) is an automated web-based system that provides easy access to many Department Headquarters Websites using a single sign-on process. It can be accessed at <https://ess.doe.gov>. The purpose of this site is to enable Department employees to view their own payroll, personnel and training information, and update certain personal information. From ESS the following resources can be accessed:

Personal Information

Using the Personal Information tab, Office of Inspector General (OIG) employees can view and update personal information, including:

- ❖ Disability Status
- ❖ Education
- ❖ Emergency Contacts
- ❖ Licenses/Certification
- ❖ Locator Information
- ❖ Official Personnel Folder (eOPF)
- ❖ Race/National Origin
- ❖ TSP/Roth Elections
- ❖ TSP/Roth Catch-up Elections

Pay

Using the Pay tab, Office of Inspector employees can view and update pay information including:

- ❖ Earning Statement
- ❖ Earning Statement Summary
- ❖ Correspondence (Home) Address
- ❖ Direct Deposit for Salary
- ❖ Federal Tax Withholding
- ❖ State Tax Withholding
- ❖ Travel Remittance
- ❖ Voluntary Allotment
- ❖ W-2 Statement

Benefits

Using the Benefits tab, OIG employees can view and enroll in programs, including:

- ❖ Enrollment in FEHB
- ❖ FEHB Plan Information
- ❖ Personal Benefits Statement
- ❖ SEET Program
- ❖ Work life Programs

Time/Leave

The Automated Time Attendance and Production System (ATAAPS) where employees can submit leave and premium time requests, where leave is approved, and where timekeeping is certified.

Using the Time/Leave tab, employees can view and access:

- ❖ ATTAPS
- ❖ Leave and Request Processing
- ❖ Leave Donation Processing
- ❖ Reports, including Verifying T&A/Leave
- ❖ ATAAPS Training Guides
- ❖ Downtime Schedules

Training

Federal employees are required to take Mandatory Administrative Training on a yearly or bi-yearly basis, depending on their employment requirements. Learning Nucleus is an on-line learning platform provided by the Department for all employees, which houses both job-related and Mandatory Administrative Training courses.

Using the Training tab, OIG employees can:

- ❖ Access Training
 - * Learning Nucleus
 - * Register for a Workshop
- ❖ Access Your Training Summary – A history of completed job-related and Mandatory Administrative Training courses

ePerformance

You can also access your ePerformance account through ESS without entering a separate password.

ESS Navigation

Using the side ESS Navigation Tab, employees can access:

- ❖ **General Information**
 - * Corporate Business Helpdesk
 - * Payroll/ATAAPS Helpdesk
 - * ATAAPS Training Guides
 - * DOE AWARe (emergency alert system)
- ❖ **Account Maintenance**
 - * Change Username
 - * Change Password
 - * Leave and Earnings Statement (LES) Reminder E-mail Opt-out
 - * Security Questions
 - * View ESS Transactions
- ❖ **What's New**
 - * Request Assistance
 - * Past What's New notices
- ❖ **Services**
 - * Application Access Request
 - * DOEInfo
- ❖ **Other Links**
 - * **People Search:** allows you to search for Department, Federal, and Contractor employees. Information includes name, routing symbol, phone number, and location.

Logging onto ESS for the First Time

Get Your Username:

Go to <https://ess.doe.gov> and click on “Forgot Username.” You will need to enter your Last Name and Social Security Number (or CHRIS Employee ID). Your Username will be displayed to you once your ESS account has been established by the Department.

Get Your Password:

- Step 1: Using your browser, type the following web address: <https://ess.doe.gov>
- Step 2: At the ESS Homepage, click on “Get/Forgot password.”
- Step 3: At the “Request a password” screen, type your last name and social security number (or CHRIS Employee ID).
- Step 4: Follow the instructions provided on the next screens and select/accept the “destination delivery” when displayed.

After you receive your password either by e-mail or by mail to your official address, you're ready to go!

Additional Information

The information you provide to ESS is covered by the Privacy Act of 1974 (Title 5, U.S. Code 552a). ESS requires the use of a web browser that supports strong encryption (128-bit Secure Sockets Layer (SSL) encryption). A Frequently Asked Questions (FAQ) page has been provided to assist you in using this site.

ESS is accessible 24 hours a day, 7 days a week, except from 7:30 pm to midnight EST on Sundays due to database backups and maintenance. The ESS help desk is available from 7:30 a.m. - 4:00 p.m. (Eastern Time) Monday-Friday (except Federal holidays). You can send the ESS support team questions/feedback/comments to the [ESS feedback mailbox](#).

Frequently Asked Questions

Why Use ESS?

- ❖ Saves time. It eliminates the need to request this information from your Servicing Human Resource or Payroll Office.
- ❖ It's convenient. It allows you to access information when you need it.
- ❖ Provides up-to-date information. The information displayed is obtained from the CHRIS and the payroll databases.

What Can I Do In ESS?

View your payroll, personal, and training information:

- ❖ Leave and Earnings Statement
- ❖ Employment and service information
- ❖ Scheduled and completed training
- ❖ Personal Benefits Statement
- ❖ W-2 Information

Update your personal and payroll information online:

- ❖ Competencies (TQP/PMCDP)
- ❖ Education
- ❖ Emergency contacts
- ❖ Direct deposit of the paycheck
- ❖ Federal and state taxes
- ❖ Health benefits enrollment (open season only)
- ❖ Home address
- ❖ Licenses and certifications
- ❖ Locator information

- ❖ Life Events
- ❖ Thrift Savings Plan (TSP)
- ❖ Thrift Savings Plan catch-up contributions
- ❖ Voluntary allotments
- ❖ Travel Remittance Information
- ❖ Race and National Origin

Complete and submit training forms online:

- ❖ Course evaluation

IGComm

IGCOMM is a place where employees can go to learn about policies, procedures, and organizational structure within the Office of Inspector General (OIG). It provides employees with up-to-date information/knowledge regarding our organization and strengthens the lines of communication between employees and management. It is a useful and valuable tool because it contains OIG internal policies, procedures, manuals, points-of-contact, organizational charts, report templates, and a variety of other informational resources.

IGCOMM can be found at <https://igcomm.doe.gov/>. Employees should obtain log in information from OIG's Management and Administration.

For your quick reference, some important information topics and/or links are provided below. However, since IGComm is ever-changing, you are encouraged to personally become familiar with this intranet site.

Policy and Procedures

Under Policy and Procedures, use the Administrative Procedures tab to review and access the administrative policies, including but not limited to:

- ❖ Telework
- ❖ Leave Administration, Work Schedules, and Hours of Duty
- ❖ Addendums to Time and Attendance
- ❖ Personal Property Administration, including Property Passes
- ❖ Reimbursement for Professional Liability
- ❖ Business Card Request Form – OIG employees are provided with business cards for their professional needs, if required by your job position.

For more information: <https://igcomm.doe.gov/policy-procedures/administrative-management>

Program Offices

Under Program Offices, click on tabs to access information for the following offices. Information includes templates and planning documents:

- ❖ Office of Audits
- ❖ Office of Technology, Financial, and Analytics
- ❖ Office Inspections, Intelligence Oversight, and Special Projects
- ❖ Office of Investigations
- ❖ Management and Administration

Employee Information

Under Employee Information, click on tabs to access:

- ❖ OIG Telephone Directory
- ❖ ESS
- ❖ TSP
- ❖ eOPF
- ❖ Training Opportunities

Organizational Info

Under Organizational Info, you can click on tabs to access some of the following:

- ❖ OIG Vision and Mission
- ❖ ORG Chart - Printable
- ❖ ORG Chart – OIG Leadership
- ❖ Hiring and Vacancies
- ❖ Budget

For your convenience, the link for organizational charts is included below:

<https://igcomm.doe.gov/organizational-information/printable-organization-charts>

Travel

Under Travel, you can click on tabs to access important information that you'll need to know when travelling as OIG employee, including links to apply for a Government Travel Card:

- ❖ Travelling System – Concur
- ❖ Obtaining Your Travel Card
- ❖ Cancelling Travel Reservations
- ❖ Other Travel Topics

iPRISM

The Office of Investigations' electronic case management system is known as Investigations Paperless Records and Information Systems Manager (iPRISM). Within iPRISM, project data can be entered, updated, and queried using various data entry screens, query screens, and reports.

Office of Investigations employees who need access to iPRISM should contact Evita Hill at 202-586-2488, or evita.hill@hq.doe.gov to receive a user ID and password.

iPRISM can be found at: <https://doe-oig.mycmts.com/cmts/notice.cmts>.

Professional Liability Insurance Reimbursement

In accordance with 5 U.S. Code 7103(a), all Office of Inspector General (OIG) employees who are supervisors, managers (including members of the Senior Executive Service), and law enforcement officers are considered qualified employees who are eligible for reimbursement of professional liability insurance.

Professional Liability Insurance means insurance which provides coverage for:

- (1) Legal liability for damages due to injuries to other persons, damage to their property, or other damage or loss to such other persons (including the expenses of litigation and settlement) resulting from or arising out of any tortious act, error or omission of the covered individual (whether common law, statutory or constitutional) while in the performance of such individual's official duties as a qualified employee; and
- (2) The cost of legal representation for the covered individual in connection with any administrative or judicial proceeding (including any investigation or disciplinary proceeding) relating to any act, error or omission of the covered individual while in the performance of such individual's official duties as a qualified employee, and other legal costs and fees relating to any such administrative or judicial proceeding.

The OIG will reimburse "qualified employees" for 50 percent of the cost incurred for Professional Liability Insurance up to \$150 annually. Once a year, qualified OIG employees may submit a Public Voucher for Purchases and Services Other Than Personal (SF-1034), along with a copy of proof of payment (i.e., receipt, cancelled check or invoice), thru their supervisor to the Office of Management and Administration for reimbursement. Please contact your Office of Management and Administration point-of-contact for questions or concerns.

Security Clearances

As an Office of Inspector General (OIG) employee, the ability to access classified information is a condition of your job. Therefore, you will be required to obtain a security clearance. Tiffany Jennifer, the OIG's security officer, will be your liaison during this process. Tiffany's contact information is: 202-586-2729; tiffany.jennifer@hq.doe.gov.

Questionnaire for National Security Positions (SF-86)

OIG employees whose position requires them to access classified information must obtain and maintain a Department-approved "Q" security clearance. Completing a Questionnaire for National Security Positions (Standard Form 86 or SF-86) in the Electronic Questionnaire for Investigations Processing (eQIP) database is required for all security-clearance holders. A sample of the SF-86 can be accessed at https://www.opm.gov/forms/pdf_fill/sf86.pdf. The Department of Energy's Office of Personnel Security (Personnel Security) will provide employees with information and instructions on how to access and log-in to the eQIP database. Only electronic submissions will be accepted.

Applicant Tracking System

The Applicant Tracking System (ATS) allows employees to see when your investigation request was submitted to the Defense Counterintelligence and Security Agency (DCSA), when your completed background investigation was returned to the Department, and when the clearance action was taken by Personnel Security. Instructions for accessing ATS are contained in the "ATS 3.0 Quick Reference Guide 05-06-15.pdf" document. ATS offers three items of information:

- ❖ The Investigation Requested Date (the date AU-43 submitted the request for the applicant's security clearance to the NBIB)
- ❖ The Investigation Results Received Date (the date AU-43 received the applicant's background investigation report from the NBIB)
- ❖ The Clearance Action Date (the date AU-43 acted on the applicant's security clearance request).

It is recommended to check the initial submission status two weeks after being notified by Personnel Security that paperwork has been completed or that the application has been submitted for federal review. The ATS can be accessed at <https://ats.doe.gov/>.

HSPD-12 and USAccess

Federal employees who require access to government facilities are required to possess an HSPD-12 badge. In order to obtain an HSPD-12 badge, employees are required to complete enrollment or re-enrollment at a Credentialing Facility (Badge Office). After an employee has been sponsored in USAccess and their preliminary and security clearance investigations, if applicable, have been adjudicated by Personnel Security, they will be notified by HSPD12Admin@usaccess.gsa.gov and provided with instructions on how to schedule an

appointment to pick up their HSPD-12 badge (**Note:** Employees stationed outside of Washington, D.C. and Germantown, MD should contact Tiffany Jenifer immediately after receiving the pick-up notification. Ms. Jenifer will submit a request to have the HSPD-12 badge shipped from the Forrestal Badge Office to the employee's duty station badge office.

For more information: <http://www.fedidcard.gov/>.

TeamMate

TeamMate supports the Offices of Audits; Inspections, Intelligence Oversight, and Special Projects; and Technology, Financial, and Analytics business-essential functions by automating its workflow processes. The system provides an integrated approach to include the entire cycle from annual risk-based work planning, project management and execution and continues through reporting and follow-up actions. In accordance with other Federal mandates, Departmental requirements, organizational policies and professional standards, this system contains the official record of audit and inspection projects, timesheet entry, and serves as the primary method for capturing, organizing, and accessing evidential material, retaining records as prescribed, supporting e-government and paperless initiatives, and providing collaboration opportunities. The system is accessible only from within the Department's corporate network.

Employees must complete a TeamMate Rules of Behavior Form prior to receiving system access.

The Rules of Behavior form can be found at: https://igtm.doe.gov/F1/docs/TeamMate_ROB.PDF

Completed *Rules of Behavior* forms should be submitted to: TeamMate@hq.doe.gov

Upon receipt of the Rules of Behavior Form, TeamMate Champions, including the local TeamMate Champion or Team Leader, will create the user's account and reach out to them personally with information for electronic working papers and Time and Expense Capture setup, configuration, access, assignments, policies and protocols. Instructions for how to connect to Time and Expense Capture setup are included in the initial system e-mail, which includes instructions for establishing a password.

Training Resources

The Department of Energy and the Office of Inspector General (OIG) provides you with a multitude of training opportunities. You and your supervisor should work together to decide what training courses you should and will attend based on your Performance Plan, IDP, and available OIG budget.

Learning Nucleus

Learning Nucleus (LN) is an online learning platform provided by the Department for all its employees. LN offers a catalog of classes and allows employees to complete a course at their own pace. LN also provides certain training courses that are mandatory for all Department employees, such as Annual Ethics Training, Privacy Awareness Training, No Fear Act Training, etc. LN can be accessed 24 hours a day, 7 days a week through Employee Self Service (<https://ess.doe.gov/>). An employee's LN training file serves as the OIG's official training record; thus, all training must be entered in LN in order to receive credit.

Additionally, specific training needs/opportunities by organization are outlined below.

Office of Audits, OFTA, and OIIS

Our goal is to provide all staff training opportunities that meet specific needs and contribute to attaining organizational and individual excellence, and that meet Continuing Professional Education requirements. To meet this goal, a coordinated approach to professional development, including formal training, on-the-job training, and individual development planning has been adopted. The established Professional Development Training Program Guide identifies courses intended to provide auditors and inspectors with the training necessary to succeed in their careers through the GS-15, and is available to each OIG employee at: <https://igcomm.doe.gov/system/files/Training%20Program%20Guide%20July%202015.pdf>

Additionally, Generally Accepted Government Auditing Standards (GAGAS) provide an overall framework for ensuring that auditors have the competence, integrity, objectivity, and independence in planning, conducting, and reporting on their work. Staff members conducting an audit should collectively possess the following:

- ❖ Knowledge of the government auditing standards applicable to the type of work they are assigned to and the education, skills, and experience to apply such knowledge to the work being performed;
- ❖ General knowledge of the environment in which the audited entity operates and the subject matter under review;
- ❖ Skills to communicate clearly and effectively, both orally and in writing; and
- ❖ Skills appropriate for the work being performed. For example, this would include the use of staff with statistical sampling skills or information technology skills.

Similarly, the CIGIE Quality Standards for Inspection and Evaluation (Blue Book) contains a requirement that the staff assigned to perform inspection work should collectively possess adequate professional competency for the task required.

In addition to professional development training, all staff members are required to complete mandated Department of Energy courses.

Office of Investigations

The Investigations Career Advisory Panel (ICAP) will consider training requests that involve a substantial commitment of resources (i.e., time and/or cost). In making a recommendation as to whether the resources should be committed, the ICAP will take into consideration existing budgets, an employee's current duties and responsibilities, the need for the training, and the impact on or benefit to mission accomplishment.

The OI Training Officer is Marcella Phelps, Director of Training and Tactical Programs (Marcella.phelps@doe.gov; 505-845-4006). All Federal Law Enforcement Training Center and IG Criminal Investigator Academy registrations must go through Director Phelps.

Federal Law Enforcement Training Center (FLETC)

FLETC serves as an interagency law enforcement training organization for over 80 Federal agencies. FLETC is headquartered at Glynco, GA, but also has facilities in Artesia, NM; Charleston, SC; and Cheltenham, MD.

List of training programs: <https://www.fletc.gov/training-catalog>

IG Criminal Investigator Academy (IGCIA)

IGCIA was created to train those who protect our nation's taxpayers from fraud, waste, and abuse. In November 2000, IGCIA was established "for the purpose of performing investigator training services for offices of inspectors general."

List of trainings: <https://www.ignet.gov/content/cigie-training-institute>

National White Collar Crime Center (NW3C)

The National White Collar Crime Center (<https://www.nw3c.org/>), also known as NW3C, is a congressionally funded non-profit corporation which trains state and local law enforcement agencies to combat emerging economic and cyber-crime problems.

Association of Certified Fraud Examiners (ACFE)

Established in 1988 the Association of Certified Fraud Examiners (<http://www.acfe.com/>) is the professional organization that governs professional fraud examiners. Its activities include producing fraud information, tools and training. It governs the professional designation of Certified Fraud Examiner. The ACFE is the world's largest anti-fraud organization and a provider of anti-fraud training and education.

Travelling as an Office of Inspector General Employee

As an Office of Inspector General (OIG) employee, you will be required, at times, to officially travel as part of your employment. Official travel is defined as any travel by a Federal or contract employee who is conducting U.S. Government business for authorized and official purposes. OIG travelers will receive a Government-issued credit card that must be used when making travel reservations. OIG employees approved to travel for official purposes must make travel reservations through CGE Concur (see below for more information).

CITI Travel Card

To apply for a Citi Travel Card, you will first be required to take mandatory training at <https://training.smartpay.gsa.gov/>.

After you have completed your training, you must provide the following:

- (1) Employee Acknowledgement sheet at https://igcomm.doe.gov/system/files/EmployeeAcknowledgementForm_OIG%20Travel%20Card.pdf
- (2) Your training certificate for the GSA Travel Training to the Office of Travel Management (MA-45), Travel Policy and Analysis Team, at Travel.Management@hq.doe.gov. You will receive an e-mail from MA-45 with specific instructions and the website to complete an online application for your travel card. If you have any questions, please call (301) 903-2500, choose option 4, and then option 2 for Travel Support.

CGE Concur

CGE Concur is a web-based, “one-stop” shop for travelers, approving officials, and travel administrators designed to streamline United States Federal Government travel authorization, reservation, and claims voucher processing. CGE Concur enables federal employees to standardize, automate, and control their travel activities and policies, and helps the OIG comply with federal travel regulations and policies. It provides travelers with consolidated service for making reservations and requesting approval of travel authorizations and vouchers. It also streamlines the work of approving and managing travel. OIG travelers are required to use CGE Concur for TDY and local travel under the Federal Travel Regulations (FTR).

CGE Concur can be found at <https://cge.concursolutions.com/>. To obtain access to Concur, complete the Traveler Information Form, http://igcomm.doe.gov/system/files/Traveler_Information_Form_Concur.docx and send to Timothy.A.Smith@hq.doe.gov. Access can begin after the employee receives their Employee ID and completes/returns the Traveler Information Form to Mr. Smith.

Traveler Information Form, Employee Acknowledgement Form, and CitiBank Application updates should be completed and emailed to Mr. Smith within your first week of employment.

For any assistance with completing the forms or general travel questions, please contact Timothy Smith at 202-586-8277 or timothy.a.smith@hq.doe.gov.

Official Travel Regulations and Guidelines

See the Federal Travel Regulation on the General Services Administration (GSA) (<https://www.gsa.gov/travel-resources>).

Department of Energy Overview

The Department of Energy is a Cabinet-Level Executive Branch Agency with a long history of achievement. The Department has won more Research and Development (R&D) awards than any private sector organization, and twice as many as all other Federal agencies combined. As the nation's top sponsor of research on promising technologies, the Department is responsible for many key accomplishments in fields such as, Biological and Environmental Research, Clean Power Technologies, Computers and Microelectronics, Energy Efficiency, Solar Energy, and Transportation Technologies.

The Department's history can be traced to the Manhattan Project and the race to develop the atomic bomb during World War II. Soon after the war, the Atomic Energy Act of 1946 created the Atomic Energy Commission, which took over the Manhattan Engineer District's sprawling scientific and industrial complex. In response to changing needs in the mid 1970's, the Atomic Energy Commission was abolished and the Energy Reorganization Act of 1974 created two new agencies: the Nuclear Regulatory Commission to regulate the civilian nuclear power industry and the Energy Research and Development Administration to manage nuclear weapon, naval reactor, and energy development programs. However, the extended energy crisis of the 1970's soon demonstrated the need for unified energy organization and planning. The Department of Energy Organization Act brought the Federal government's agencies and programs into a single agency. The Department of Energy, activated on October 1, 1977, assumed the responsibilities of the Federal Energy Administration, the Energy Research and Development Administration, the Federal Power Commission, and parts and programs of several other agencies. In 2000, the National Nuclear Security Administration (NNSA) was established as a semi-autonomous agency within the Department, responsible for enhancing national through the military application of nuclear science, maintaining the nuclear weapons stockpile, and providing the U.S. Navy with safe and militarily effective nuclear propulsion, among other duties.

Today, the Department contributes to the future of the nation by ensuring our energy security, maintaining the safety and reliability of our nuclear stockpile, cleaning up the environment from the legacy of the Cold War, and developing innovations in science and technology.

Mission: The mission of the Department is to ensure America's security and prosperity by addressing its energy, environmental, and nuclear challenges through transformative science and technology solutions.

Budget & Performance: The Department's Budget Requests to Congress, Strategic Plan, Agency Financial Report, and Annual Performance Plan/Reports provide information on the Department's strategic goals and objectives, funding requested to achieve these goals and objectives, and details of the Department's financial management and performance. Please see the Department's Budget & Performance webpage at <https://www.energy.gov/budget-performance> for Budget Requests and Performance information.

Leadership: The Secretary of Energy leads an agency tasked with maintaining a safe, secure, and effective nuclear deterrent and reducing the threat of nuclear proliferation, overseeing the energy supply, carrying out the environmental clean-up from the Cold War nuclear mission, and managing numerous sites and facilities throughout the country, including 17 National Laboratories.

Department of Energy Structure

Links to all Department of Energy offices can be found at: <http://www.energy.gov/offices>.

Department of Energy Offices

Program Offices

The Department is principally a national security agency and all its missions flow from this core mission to support national security. These various missions are managed by Program Offices at the Department.

[Advanced Research Projects Agency](#) – The Advanced Research Project Agency funds high risk, high payoff projects that will reduce America’s dependence on foreign energy imports; decrease U.S. energy related emissions (including greenhouse gasses); improve energy efficiency across the country and ensure that the U.S. maintains its leadership in developing and deploying advanced energy technologies.

[Loan Programs Office](#) – The Loan Programs Office’s mission is to accelerate the commercial deployment of innovative and advanced clean energy technologies across America, at a scale large enough to help reach our national objectives for clean energy.

[Artificial Intelligence and Technology Office](#) – The Artificial Intelligence and Technology Office’s mission is to accelerate the delivery of AI-enabled capabilities, scale the department-wide development and impact of AI, and synchronize AI activities to advance the agency’s core missions, expand partnerships, and support American AI Leadership.

[Office of Cybersecurity, Energy Security, and Emergency Response](#) – The Office of Cybersecurity, Energy Security, and Emergency Response addresses the emerging threats of tomorrow while protecting the reliable flow of energy to Americans today by improving energy infrastructure security and supporting the Department of Energy’s national security mission.

[Office of Electricity](#) – The mission of the Office of Electricity is to lead national efforts to modernize the electric grid, enhance the security and reliability of the energy infrastructure, and facilitate recovery from disruptions to the energy supply.

[Office of Energy Efficiency & Renewable Energy](#) – The Office of Energy Efficiency and Renewable Energy invests in clean energy technologies that strengthen the economy, protect the environment, and reduce dependence on foreign oil.

[Office of Environmental Management](#) – The Office of Environmental Management works to mitigate the risks and hazards posed by the legacy of nuclear weapons production and research.

[Office of Fossil Energy](#) – The Office of Fossil Energy ensures that we can continue to rely on clean, affordable energy from our traditional fuel resources.

[Office of Indian Energy Policy and Programs](#) – The Office of Indian Energy directs, coordinates, and implements policies and programs which address the following core mission activities: energy planning, education, management, conservation and programs promoting Indian energy development, energy efficiency, carbon sequestration and energy use.

[Office of Legacy Management](#) – The Office of Legacy Management manages the Department’s post-closure responsibilities and ensures the future protection of human health and the environment.

[Office of Nuclear Energy](#) – The Office of Nuclear Energy mission is to support the nation’s diverse nuclear energy programs.

[Office of Science](#) – The Office of Science is the single largest supporter of basic research in the physical sciences in the United States, providing more than 40 percent of total funding for this vital area of national importance.

Department of Energy Staff & Support Offices

Department Staff and Support Offices provide administrative, management, and oversight support to the various headquarters programs and offices.

[Office of Congressional and Intergovernmental Affairs](#) – The Office of Congressional and Intergovernmental Affairs promotes the department’s policies, programs and initiatives through liaison, communications, coordination and interaction with Congress, State, Tribal, City, and County Governments, other Federal agencies, stakeholders, and the general public.

[Office of Economic Impact and Diversity](#) – The Office of Economic Impact and Diversity is mandated by various legislation and Executive Orders to advise the Secretary of Energy on the impacts of energy policies, programs, regulations, and other departmental actions on under-represented communities, minority educational institutions, and small and women-owned business enterprises.

[Office of Enterprise Assessments](#) – The Office of Enterprise Assessments is the Department of Energy’s autonomous organization responsible for performance of assessments, on behalf of the Secretary and Deputy Secretary, in the areas of nuclear and industrial safety, cyber and physical security, and other critical functions as directed by the Secretary and his Leadership team.

[Office of Environment, Health, Safety & Security](#) – The Office of Environment, Health, Safety & Security provides corporate leadership and strategic approaches for protecting the Department’s workers, the public, the environment and national security assets. This is accomplished through developing corporate policies and standards and providing guidance on their implementation; sharing operating experience, lessons learned, and best practices; promoting quality; and providing assistance and supporting services to line management.

[Office of Hearings and Appeals](#) – The Office of Hearings and Appeals is responsible for conducting hearings, and issuing the initial decision of the Department with respect to any adjudicative proceedings which the Secretary may delegate, except those within the jurisdiction of the Federal Energy Regulatory Commission and the Board of Contract Appeals.

[Office of Inspector General](#) – The Office of Inspector General promotes the effective, efficient, and economical operation of the Department of Energy’s programs and operations through audits, inspections, investigations, and other reviews.

[Office of Intelligence and Counterintelligence](#) – The Office of Intelligence and Counterintelligence informs U.S. national security policy by collecting and analyzing information in the fields of nuclear terrorism, counterintelligence, cyber threats, nuclear proliferation, strategic surprise, and energy and environmental security.

[Office of International Affairs](#) – The Office of International Affairs applies knowledge of energy technologies, markets, and policies to advance U.S. objectives in energy security, clean energy deployment, and national security.

[Office of Management](#) – The Office of Management is comprised of the Offices of Administration, Engineering and Construction Management, Procurement and Assistance Management, Aviation Management, Scheduling and Advance, Competitive Sourcing, and the Executive Secretariat.

[Office of NEPA Policy and Compliance](#) – The mission of the Office of NEPA Policy and Compliance is to assure that the Department’s proposed actions comply with the requirements of the NEPA and related environmental review requirements (e.g., National Historic Preservation Act, Endangered Species Act, Fish and Wildlife Coordination Act, and others) that are necessary prior to project implementation.

[Office of Policy](#) – The Office of Policy serves as a focal point for Department-wide coordination when undertaking analyses of policies and issues affecting multiple offices to assure Departmental consistency on formulation, development, and advancement of energy policy and related programmatic options and initiatives that could facilitate the transition to a sustainable and secure energy economy.

[Office of Project Management](#) – The Office of Project Management was established to be the Department of Energy’s Enterprise Project Management Organization, providing leadership and assistance in developing and implementing Department-wide policies, procedures, programs, and management systems pertaining to project management, and independently monitors, assesses, and reports on project execution performance.

[Office of Public Affairs](#) – The Office of Public Affairs is responsible for serving as the chief spokesperson for the Department as well as managing and overseeing the Department’s liaison on public affairs efforts, which includes public information activities, press and media services, Department home-page content, speaking engagements, special projects, internal communications and editorial services.

[Office of Small and Disadvantaged Business Utilization](#) – The Office of Small and Disadvantaged Business Utilization implements and executes Sections 8 and 15 of the Small Business Act. The OSDBU goal is to provide maximum practicable opportunities in the Department’s acquisitions to all small business concerns.

[Office of Technology Transitions](#) – The Office of Technology Transitions expands the commercial impact of the Department’s portfolio of Research, Development, Demonstration and Deployment (RDD&D) activities over the short, medium and long term.

[Office of the Chief Financial Officer](#) – The Office of the Chief Financial Officer is comprised of the Office of Financial Management, the Office of Budget, the Office of Program Liaison and Financial Analysis, the Office of Program Analysis and Evaluation, and the I-MANAGE functions.

[Office of the Chief Human Capital Officer](#) – The Office of the Chief Human Capital Officer supports the Department’s mission through workforce services, solutions and innovations.

[Office of the Chief Information Officer](#) – The Office of the Chief Information Officer is responsible for the design, implementation, and continuing successful operation of Information Technology programs and initiatives throughout the Department and its offices.

[Office of the General Counsel](#) – The Office of General Counsel provides legal advice, counsel, and support to the Secretary, the Deputy Secretary, and program offices throughout the Department to further the Department’s mission of advancing the national, economic, and energy security of the United States through scientific and technological innovation and the environmental cleanup of the national nuclear weapons complex.

Operations Offices

Operation Offices are Department offices located outside of Washington, D.C. area. These offices oversee activities in support of two or more of the four missions assigned to the Department.

[Carlsbad Field Office](#) – The Carlsbad Field Office manages the Department’s National TRU Program Office and the Waste Isolation Pilot Plant facility operations, as well as serving as an international center for the study of waste management. The Carlsbad Field Office coordinates the transuranic program at waste-generating sites, national laboratories, and other participants involved in developing the permanent disposal of transuranic radioactive waste.

[Environmental Management Los Alamos Field Office](#) – The Environmental Management Los Alamos Field Office’s mission is to safely, efficiently, and with full transparency complete the cleanup of legacy contamination and waste resulting from nuclear weapons development and government-sponsored nuclear research at the Los Alamos National Laboratory.

[Golden Field Office](#) – The Golden Field Office administers the management and operating contract for the National Renewable Energy Laboratory. Golden builds partnerships with the private sector to develop and transfer energy efficiency and renewable energy technologies.

[Idaho Operations Office](#) – The Idaho Operations Office oversees the operations of the Idaho National Laboratory, one of 10 major national laboratories operated by various industrial, university or non-profit contractors for the Department.

[Oak Ridge Office of Environmental Management](#) – The mission of the Oak Ridge Office of Environmental Management is to remove environmental legacies resulting from more than 60 years nuclear weapons development and government-sponsored nuclear energy research on the Oak Ridge Reservation.

[Office of River Protection](#) – The Office of River Protection was established in 1998 to manage the Department of Energy’s largest, most complex environmental cleanup project – Hanford tank waste retrieval, treatment, and disposal.

[Office of Science Field Offices](#) – The Office of Science is accountable for the effective stewardship and management of ten world class laboratories and employs a performance-based management and operating contract model to achieve these objectives. Each Office of Science Site Office oversees the operation of their respective laboratory:

- ❖ Ames Site Office
- ❖ Argonne Site Office
- ❖ Berkeley Site Office
- ❖ Brookhaven Site Office
- ❖ Fermi Site Office
- ❖ Oak Ridge National Laboratory Site
- ❖ Office Pacific Northwest Site Office
- ❖ Princeton Site Office
- ❖ SLAC Site Office
- ❖ Thomas Jefferson Site Office

[Portsmouth/Paducah Project Office](#) – The Portsmouth/Paducah Project Office manages the Department’s cleanup efforts at two gaseous diffusion plant sites – Portsmouth, Ohio, and Paducah, Kentucky.

[Richland Operations Office](#) – The Richland Operations Office oversees the cleanup of the Department of Energy’s Hanford facility. Richland has reorganized its work and set its sights on getting key pieces of the Hanford cleanup completed over the next 10 years.

[Savannah River Operations Office](#) – The Savannah River Operations Office, located in Aiken, South Carolina on the Savannah River, oversees the Department of Energy’s Savannah River Site. Its three mission areas are: Nuclear Weapons Stockpile Stewardship, Nuclear Materials Stewardship, and Environmental Stewardship.

[Savannah River Site](#) – The Savannah River Site is a key Department of Energy industrial complex dedicated to environmental cleanup, nuclear weapons stockpile stewardship, and nuclear materials disposition, in support of the U.S. nuclear non-proliferation efforts.

National Laboratories and Technology Centers

Department laboratories and technology centers house world-class facilities where cutting-edge research is performed. The facilities, along with their more than 30,000 scientists and engineers, report to Department Program offices.

[Ames Laboratory](#) – The Ames Laboratory is a national center for the synthesis, analysis, and engineering of rare-earth metals and their compounds. Ames conducts fundamental research in the physical, chemical, and mathematical sciences associated with energy generation and storage.

[Argonne National Laboratory](#) – The Argonne National Laboratory is one of the Department of Energy's largest multidisciplinary research centers. Argonne research falls into five broad categories: basic research, scientific facilities, energy resources programs, environmental management and National security.

[Brookhaven National Laboratory](#) – Brookhaven National Laboratory conducts research in the physical, biomedical, and environmental sciences, as well as in energy technologies and national security and builds and operates major scientific facilities available to university, industry and government researchers.

[Fermi National Accelerator Laboratory](#) – The Fermi National Accelerator Laboratory advances the understanding of the fundamental nature of matter and energy by providing leadership and resources for qualified researchers to conduct basic research at the frontiers of high energy physics and related disciplines.

[Idaho National Laboratory](#) – The Idaho National Laboratory is a science-based, applied engineering national laboratory dedicated to supporting the U.S. Department of Energy's missions in environment, energy, science and national defense.

[Lawrence Berkeley National Laboratory](#) – The Lawrence Berkeley National Laboratory conducts unclassified research across a wide range of scientific disciplines with key efforts in fundamental studies of the universe; quantitative biology; nanoscience; new energy systems and environmental solutions; and the use of integrated computing as a tool for discovery.

[Lawrence Livermore National Laboratory](#) – The Lawrence Livermore National Laboratory is a U.S. Department of Energy national laboratory founded in September 1952 as a second nuclear weapons design laboratory to promote innovation in the design of our nation's nuclear stockpile through creative science and engineering.

[Los Alamos National Laboratory](#) – The Los Alamos National Laboratory, as part of the National Nuclear Security Administration, contributes to meeting the nation's nuclear deterrence capability and other security needs.

[National Energy Technology Laboratory](#) – The National Energy Technology Laboratory assures that U.S. fossil energy resources can meet increasing demand for affordable energy without compromising the quality of life for future generations of Americans.

[National Renewable Energy Laboratory](#) – The National Renewable Energy Laboratory develops renewable energy and energy efficiency technologies and practices, advances related science and engineering, and transfers knowledge and innovations to address the nation’s energy and environmental goals.

[New Brunswick Laboratory](#) – The New Brunswick Laboratory is the Federal Government’s Nuclear Materials Measurements and Reference Materials Laboratory and the National Certifying Authority for nuclear reference materials and measurement calibration standards.

[Oak Ridge Institute for Science and Education](#) – The Oak Ridge Institute for Science and Education is a U.S. Department of Energy facility focusing on scientific initiatives to research health risks from occupational hazards, assess environmental cleanup, respond to radiation medical emergencies, support national security and emergency preparedness, and educate the next generation of scientists.

[Oak Ridge National Laboratory](#) – The Oak Ridge National Laboratory is a multiprogram science and technology laboratory conducting basic and applied research and development to create scientific knowledge and technological solutions that strengthen the nation’s leadership in key areas of science; increase the availability of clean, abundant energy; restore and protect the environment; and contribute to national security.

[Pacific Northwest National Laboratory](#) – The Pacific Northwest National Laboratory delivers science-based solutions to the Department of Energy’s major challenges of expanding energy, ensuring national security, and advancing mission-driven science through outstanding staff and R&D capabilities, excellent operations, and high-value partnerships.

[Princeton Plasma Physics Laboratory](#) – The Princeton Plasma Physics Laboratory is a national center dedicated to plasma and fusion science with a leading international role in developing the theoretical, experimental, and technology innovations needed to make fusion practical and affordable.

[Radiological and Environmental Sciences Laboratory](#) – The Radiological and Environmental Sciences Laboratory provides the Department of Energy a reference laboratory to conduct key measurement quality assurance programs and provides technical support and quality assurance metrology that is directly traceable to the National Institute of Standards and Technology (NIST).

[Sandia National Laboratories](#) – The Sandia National Laboratories develop science-based technologies that support national security through science and technology, people, infrastructure, and partnerships.

[Savannah River Ecology Laboratory](#) – The Savannah River Ecology Laboratory provides an independent evaluation of the ecological effects of the Department’s Savannah River Site operations through a program of ecological research, education, and outreach.

[Savannah River National Laboratory](#) – The Savannah River National Laboratory is recognized as a world-class center of excellence for the development and application of unique and innovative science and technology solutions.

[SLAC National Accelerator Laboratory](#) – The SLAC National Accelerator Laboratory is a laboratory dedicated to the design, construction and operation of state-of-the-art electron accelerators and related experimental facilities for use in high-energy physics and synchrotron radiation research.

[Thomas Jefferson National Accelerator Facility](#) – The Thomas Jefferson National Accelerator Facility is a national user facility for nuclear science using continuous beams of high-energy electrons to discover the underlying quark and gluon structure of nucleons and nuclei.

Power Marketing Administrations

The Federal power marketing program began in the early 1900s when power produced at Federal water projects in excess of project needs was sold in order to repay the Government's investment in the projects. Power Marketing Administrations market this power in such a manner as to encourage the most widespread use thereof at the lowest possible rates to consumers consistent with sound business principles.

Each of the four power marketing administrations is a distinct and self-contained entity within the Department of Energy, much like a wholly owned subsidiary of a corporation.

[Bonneville Power Administration](#) – The Bonneville Power Administration (BPA) is a federal agency headquartered in Portland, Oregon, that markets wholesale electricity and transmission to the Pacific Northwest's public and private utilities as well as to some large industries. BPA provides about half the electricity used in the Northwest and operates over three-fourths of the region's high-voltage transmission. While BPA is part of the Department of Energy, it is not tax-supported through government appropriations. Instead, BPA recovers all its costs through sales of electricity and transmission and repays the U.S. Treasury in full with interest for any money it borrows.

[Southeastern Power Administration](#) – The Southeastern Power Administration, headquartered in Elberton, Georgia, has the responsibility to market the electric power and energy generated at reservoirs operated by the U.S. Army Corps of Engineers in the states of West Virginia, Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Tennessee and Kentucky. Power is marketed to customers in all of these states. In addition, power is marketed to customers in southern Illinois. The objectives of Southeastern are to market the electric power and energy generated by the Federal reservoir projects and to encourage widespread use of the power at the lowest possible cost to consumers. Power rates are formulated based on sound financial principles.

[Southwestern Power Administration](#) – Southwestern markets hydroelectric power in Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas from 24 U.S. Army Corps of Engineers multipurpose dams with a generating capacity of approximately 2,174 megawatts (MW). Annual revenue for Southwestern is used to pay the cost of operating and maintaining the generation and transmission facilities and to repay the principal and interest on the Federal

investment in the hydroelectric facilities. By law, Southwestern's power is marketed and delivered primarily to public bodies such as rural electric cooperatives and municipal utilities. Southwestern has over one hundred such "preference" customers, and these entities ultimately serve over eight million end-use customers.

[Western Area Power Administration](#) – The Western Area Power Administration markets and delivers reliable, cost-based hydroelectric power and related services within a 15-state region of the central and western U.S. Our role is to market and transmit electricity from multi-use water projects. Our transmission system carries electricity from 55 hydropower plants operated by the Bureau of Reclamation, U.S. Army Corps of Engineers and the International Boundary and Water Commission. Together, these plants have a capacity of 10,600 megawatts. Western and its energy-producing partners are separately managed and financed. In addition, each water project maintains a separate financial system and records.

U.S Energy Information Administration

The [U.S. Energy Information Administration \(EIA\)](#) is the statistical and analytical agency within the U.S. Department of Energy. EIA collects, analyzes, and disseminates independent and impartial energy information to promote sound policymaking, efficient markets, and public understanding of energy and its interaction with the economy and the environment. EIA is the Nation's premier source of energy information and, by law, its data, analyses, and forecasts are independent of approval by any other officer or employee of the U.S. Government.

EIA conducts a comprehensive data collection program that covers the full spectrum of energy sources, end uses, and energy flows. EIA also prepares informative energy analyses, monthly short-term forecasts of energy market trends, and long-term U.S. and international energy outlooks. EIA disseminates its data, analyses, and other products primarily through its website and customer contact center.

The Department of Energy Organization Act of 1977 established EIA as the primary Federal Government authority on energy statistics and analysis, building upon systems and organizations first established in 1974 following the oil market disruption of 1973. Located in Washington, D.C., EIA is an organization of about 370 Federal employees, with an annual budget in Fiscal Year 2010 of \$111 million.

National Nuclear Security Administration

The [National Nuclear Security Administration \(NNSA\)](#) is a separately organized agency within the Department of Energy responsible for the management and security of the nation's nuclear weapons, nuclear nonproliferation, and naval reactor programs, with a Fiscal Year 2019 budget of over \$15 billion. It also responds to nuclear and radiological emergencies in the United States and abroad. NNSA activities are carried out at eight sites throughout the U.S. Additionally, NNSA federal agents provide safe and secure transportation of nuclear weapons and components and special nuclear materials along with other missions supporting the national security.

The NNSA Act (Title XXXII of the National Defense Authorization Act for Fiscal Year 2000, Public Law 106-65) specifies the agency's national security missions:

- ❖ To enhance United States national security through the military application of nuclear energy;
- ❖ To maintain and enhance the safety, reliability, and performance of the United States nuclear weapons stockpile, including the ability to design, produce, and test, in order to meet national security requirements;
- ❖ To provide the United States Navy with safe, militarily effective nuclear propulsion plants and to ensure the safe and reliable operation of those plants;
- ❖ To promote international nuclear safety and nonproliferation;
- ❖ To reduce global danger from weapons of mass destruction; and
- ❖ To support United States leadership in science and technology.