

Fiscal Year (FY) 2008/FY 2009 Budget Estimates
Washington Headquarters Services (WHS)
Operation and Maintenance, Defense-wide



February 2007

(This page intentionally left blank.)

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

Operation and Maintenance, Defense-Wide Summary (\$ in thousands)
Budget Activity (BA) 4: Administrative and Service Wide Activities

	FY 2006	Price	Program	FY 2007	Price	Program	FY 2008	Price	Program	FY 2009
	<u>Actuals</u>	<u>Change</u>	<u>Change</u>	<u>Estimate</u>	<u>Change</u>	<u>Change</u>	<u>Estimate</u>	<u>Change</u>	<u>Change</u>	<u>Estimate</u>
WHS	469,285	35,410	-61,155	443,540	1,460	-5,723	439,277	15,958	21,621	476,856

* The FY 2006 column includes \$12,960 thousand of FY 2006 Title IX funds actual obligation.

* The FY 2007 column excludes \$863,398 thousand of FY 2007 Border Security funds (F21040), and excludes \$9,300 thousand of FY 2007 Title IX funds.

I. Description of Operations Financed: The Washington Headquarters Services (WHS) was established under Title 10, United States Code, on October 1, 1977, as a Department of Defense (DoD) Field Activity to provide a wide range of operational support to specified DoD activities in the National Capital Region. In general, the Core Operational Support Activities of the organization represent a consolidation of functions which provide a variety of administrative and operational support and services to designated DoD activities which are not authorized their own support capability that enable them to accomplish our shared mission of supporting the Secretary of Defense.

WHS enables support functions to be centralized for maximum efficiency and control by assuming the responsibility of planning, managing and administering core competencies in the following functions:

1. Administrative services and operational support to the Office of the Secretary of Defense (OSD), certain DoD Field Activities, and other specified Defense activities, including budgeting and accounting, civilian and military personnel management, office services, personnel and information security, correspondence and cables management, directives and records management, travel, and other such administrative services.

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

I. Description of Operations Financed: (continued)

2. Information technology (IT) resources in support of the decision and policy-making processes of the organizational components of the Office of the Secretary of Defense (OSD) and the Washington Headquarters Service (WHS). Develop information management strategies and programs; acquire services and systems to support the programs; and, manage those services and systems over their life cycles.
3. Real Property management services for the Pentagon Reservation, the Raven Rock Mountain Complex, and other DoD-occupied, General Services Administration (GSA)-controlled administrative space in the NCR and DoD common support facilities, including office space, law enforcement, environmental safety and health, maintenance, repair and alteration of assigned buildings, custodial services, physical security, and building administration.
4. Common office services for OSD and WHS, including printing, graphics, contracting, procurement of supplies and equipment, communications, concessions, and other support services.

WHS also programs and budgets Defense Programs, including:

1. The Project Management Office (PMO) for the Defense Travel System (DTS) was established to provide procurement management and system fielding support of DTS worldwide. The Defense Travel System is the standard DoD business travel services system that combines reengineered travel policies and procedures with the best industry practices and technology. The Defense Travel System provides full travel management support from arranging for travel and approving travel authorizations, to processing reimbursement vouchers following travel and maintaining appropriate government records. The Defense Travel System is an end to end fully electronic

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

I. Description of Operations Financed: (continued)

process that leverages technology to speed the coordination of travel, incorporates digital signature capability, and embraces standard industry Electronic Commerce procedures. The Defense Travel System will be functionally transferred to the Defense Human Resources Activity/Business Transformation Agency in FY 2007.

2. The DoD Public Key Infrastructure (PKI) effort, which is a critical element in achieving a security Information Assurance (IA) posture for the Defense Information Infrastructure (DII).
3. Other Defense support includes the DoD Commissions, Panels, Boards and Task Forces Program, the Federal Executive Boards Program, and the Defense Continuity Integration Network - Pentagon Continuity Information System. The DoD Commissions, Panels, Boards and Task Forces Program will functionally transfer to the Office of Secretary of Defense in FY 2008.

The Washington Headquarters Services Core Operational Support Activities finances the following functions/missions:

1. Program, budget and accounting: Formulates, presents, and executes the Program Objective Memoranda, President's Budgets, and Future Years Defense Programs for the OSD, WHS, and certain DoD Field Activities. It also administers the Official Representation Program for the OSD, including the development of policies for use of these funds; for DoD officials, military and civilian employees, consultants and experts, and others authorized to travel on official business at Government expense under the auspices of OSD. Provides information system technology and management; installation level accounting support for appropriations allocated or allotted to OSD and WHS; and develops, establishes and administers control procedures for

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

I. Description of Operations Financed: (continued)

apportionment and allocations at the intermediate level for OSD. Also, WHS develops, implements and assists the accounting and reporting systems for the DoD Trust Funds and appropriation level reporting for OSD; manages the Treasury Index 97 (Defense-Wide) debt collection and cash management programs, and the OSD Government Travel Card Program.

2. Correspondence and Communications: Provides a broad spectrum of executive, program, and administrative services to the immediate offices of the Secretary and Deputy Secretary of Defense and their principal assistants. The Correspondence Control Division manages quality control and content analysis of classified and unclassified correspondence and electronic communications addressed to and emanating from the offices of the Secretary and Deputy Secretary. Ensures an orderly flow of time-sensitive correspondence, cable traffic, and intelligence items for consideration, moving between the President, members of his cabinet and Congress, and senior officials throughout the government and numerous foreign countries. Manages the DoD Directives System; manages the Records Management Program for all OSD and its organizations; manages the DoD Mandatory Declassification Program and the OSD Systematic Declassification Program; and administers the Freedom of Information Act (FOIA) Program to ensure compliance with policies and procedures that govern the program. Also serves as the proponent for the Department's regulation and other discretionary instructions and guidance to ensure timely and reasonable response to the FOI. Internally administers the IA program for the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff and the Combatant Commands. In so doing, promotes public trust by making the maximum amount of information available to the public, consistent with the Department's responsibility to ensure national security.

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

I. Description of Operations Financed: (continued)

3. Human Resources and Personnel Security: Provides personnel, security, training and equal employment opportunity (EEO) services for military and civilian personnel assigned to the Office of the Secretary of Defense; and a variety of DoD Field Activities, Defense Agencies, Military Departments; the White House; the National Security Council; and Congress. This includes a National Capital Region Human Resource Service Center which provides consolidated personnel services for DoD agencies, to include employee benefits, administration of the Drug-Free workplace program, advisory services on staffing activities, external recruitment efforts, work force development, awards and incentives programs, management of military personnel assigned to WHS, labor and management employee relations services, personnel security, consolidated adjudication of personnel security investigations, and numerous services to on-site personnel offices.

4. Facilities and operational services: Provides administrative and operational support to specified DoD activities in the National Capital Region (NCR), including space management, law enforcement, maintenance, repair and alteration of assigned buildings, custodial, physical security, building administration, graphics services, acquisition, property management, safety, health, environmental management, and other support services. WHS directs, coordinates, and administers the Pentagon Renovation Program for the development of strategic and facility plans to meet the long-range administrative space needs for the DoD in the NCR and a capital improvement program for the Pentagon Reservation. WHS provides for the management of DoD-occupied, General Services Administration-controlled administrative space in the NCR and DoD common support facilities (about 13 million square feet); includes office space, concessions, layout design and other related building administrative functions. Also, WHS resources the Army Child Care Center at Fort Myer for the Pentagon staff's usage of their 88 child-space modular facility; providing staff

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

I. Description of Operations Financed: (continued)

salaries, custodial, entomology/pest control, refuse collection and recycling services, utility costs, fencing, playground equipment, grounds and facility maintenance.

5. The WHS IT Program provides information technology resources for approximately 4,500 seats, including networked personal computers, stand alone personal computers, and laptops in WHS and its eleven organizational components. Special emphasis is placed on providing all IT support to WHS in an enterprise approach to achieve efficient, cost-effective, and interoperable IT solutions for WHS organizations. Special emphasis is also placed on establishing and managing an effective and accredited security architecture that protects the network and IT from the full spectrum of cyber threats. The IT program funds the acquisition of hardware, software, and operational services, such as help desks, network management, system administration services, security services, software licenses, hardware and software maintenance, and facilities maintenance.

New technologies have resulted in an expanded definition of telecommunications over the past few years. Due to the expanded mission and the growing interoperability of telecommunications equipment and services with IT resources, in FY 2006, the Telecommunications Services was integrated into the WHS IT Program. The mission of the Telecommunications Services is to assure that WHS operates and maintains a cost effective, efficient, and consolidated shared telecommunications infrastructure to meet the needs of WHS and its clients, e.g., OSD, other DoD agencies, and the public. Telecommunications services now include, but are not limited to, the following services: telephone equipment, installation, maintenance, and service; pager equipment and service; wireless equipment and telephone and data circuit usage; and cellular equipment and service. Similarly, new technologies in copier

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

I. Description of Operations Financed: (continued)

equipment and potential IT interoperability issues have resulted in the integration of document management equipment and services into the WHS IT Program in FY 2007.

Special emphasis in telecommunication and copier programs is placed on putting policies and procedures in place that ensure compatibility with the OSD and WHS computing networks and infrastructure.

6. Provides information technology resources for approximately 14,345 IT seats, including networked personal computers, stand alone personal computers and laptops, servers and RAS capabilities for OSD. Special emphasis is placed on continuing to develop, implement, and control enterprise-wide common applications and systems resulting in efficient, cost-effective and interoperable IT solutions for OSD organizations. In addition, special emphasis is placed on establishing and managing an effective and accredited security architecture that protects the IT from the full spectrum of cyber threats. The IT program funds the acquisition of hardware, software and operational services, such as, help desks, network management, system administration services, security services, software licenses, hardware and software maintenance.
7. Miscellaneous activities: Provides such services as mess stewards and receptionist in support of the Secretary and Deputy Secretary of Defense and their senior staff.

The Defense-wide Programs included in the Washington Headquarters Services account consist of the fiscal and manpower resources assigned to the following recurring and non-recurring functions:

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

I. Description of Operations Financed: (continued)

1. This appropriation provides funding for the Defense Travel System (DTS) and Project Management Office (PMO) operations, system deployment, system training, records management and operations maintenance. The Defense Travel System will be functionally transferred to the Defense Human Resources Activity/Business Transformation Agency in FY 2007.
2. The Pentagon Renovation Project, which provides for payments to the Pentagon Reservation Maintenance Revolving Fund (PRMRF) to fund the multi-year renovation construction project, based on the combined Office of the Secretary of Defense and Washington Headquarters Services occupancy.
3. Defense Continuity Integrated Network (DCIN) is an Enterprise-level Storage Area Network (SAN) supporting the COOP data requirements of the critical tenants in the Pentagon. DCIN is comprised of Enterprise-level storage devices located at the source location, as well as two classified remote target sites, and the circuit connectivity between those three locations and the designated tenant relocation facilities. Also, DCIN includes an Enterprise Systems Management Center and the personnel to staff that facility. DCIN O&M operations include the personnel required to perform routine and emergency maintenance actions on the DCIN hardware and software at all locations.
4. The DoD Public Key Infrastructure (PKI) initiative, which provides funding for the implementation of DoD PKI policy.
5. Other Defense programs provide non-recurring funding to various activities assigned by the Office of the Secretary of Defense as Executive Agents for the management of key Defense, Government-wide and international programs. Recurring resources are also provided to support the short-term DoD Commissions and Panels, and the

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

I. Description of Operations Financed: (continued)

Department's reimbursement for the administrative and personnel costs of the regional Federal Executive Boards.

II. Force Structure Summary: N/A

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

III. Financial Summary (\$ in thousands)

	FY 2006 Actuals	Budget Request	FY 2007			Current Estimate	FY 2008 Estimate	FY 2009 Estimate
			Congressional Action					
			Amount	Percent	Appropriated			
A. BA Subactivities								
1. Core Operational Support Activites	390,274	398,207	-2,759	-0.7%	395,448	395,448	393,063	424,252
Compensation and Benefits Program	81,282	83,964	-3,844	-4.6%	80,120	80,120	84,107	87,489
Support Services, Materials & Equip	23,581	50,127	-29,606	-59.1%	20,521	20,521	33,060	30,919
WHS-Information Technology	30,992	9,970	17,642	177.0%	27,612	27,612	31,870	34,089
OSD-Networks IT Program	66,719	66,719	-3,246	-4.9%	63,473	63,473	59,095	66,238
Contracts/Support Services	20,744	20,744	16,685	80.4%	37,429	37,429	30,242	34,669
Pentagon Rent	103,821	101,775	-408	-0.4%	101,367	101,367	94,262	104,305
Pentagon Renovation Project	26,465	25,883	0	0	25,883	25,883	26,345	26,927
Pentagon Renovation Furniture	1,071	1,071	1,067	99.6%	2,138	2,138	1,677	629
Travel	1,354	2,568	118	4.6%	2,486	2,486	1,320	2,469
Graphics	562	566	-132	-23.3%	434	434	744	814
GSA Rent	26,816	27,216	-340	-1.2%	26,876	26,876	27,727	33,349
US Mission to NATO	2,844	2,917	-257	-8.8%	2,660	2,660	0	0
OSD/WHS Training Program	2,158	4,104	-238	-5.8%	3,866	3,866	1,878	1,809
Raven Rock Renovation	1,865	583	0	0	583	583	736	546
2. Defense Programs	79,011	68,754	-20,662	-30.1%	48,092	48,092	46,214	52,604
Defense Travel System	13,976	0	0	0	0	0	0	0
Commissions/Task Forces/ Panels	23,979	20,781	-14,699	-70.7%	6,082	6,082	0	0
Federal Executive Boards	1,269	1,248	-42	-3.4%	1,206	1,206	1,272	1,296
Public Key Infrastructure	1,224	1,272	-43	-3.4%	1,229	1,229	1,247	1,313

WASHINGTON HEADQUARTERS SERVICES
 Operation and Maintenance, Defense-Wide
 Fiscal Year (FY) 2008/FY 2009 Budget Estimates

III. Financial Summary (\$ in thousands)

	FY 2006 Actuals	Budget Request	FY 2007			Current Estimate	FY 2008 Estimate	FY 2009 Estimate
			Congressional Action					
			Amount	Percent	Appropriated			
A. BA Subactivities								
Def. Continuity Integration Network	38,227	45,453	-5,878	-12.9%	39,575	39,575	43,695	49,995
Drug Interdiction Program	336	0	0	0	0	0	0	0
Border Security	0	0	0	0	0	0	0	0
Total	469,285	466,961	-23,421	-5.0%	443,540	443,540	439,277	476,856

* The FY 2007 column excludes \$863.4 million of FY 2007 Border Security funds (F21040), and excludes \$9.3 million of FY 2007 Title IX funds.

WASHINGTON HEADQUARTERS SERVICES
 Operation and Maintenance, Defense-Wide
 Fiscal Year (FY) 2008/FY 2009 Budget Estimates

III. Financial Summary (\$ in thousands)

	Change FY 2007/ <u>FY 2007</u>	Change FY 2007/ <u>FY 2008</u>	Change FY 2008/ <u>FY 2009</u>
Baseline Funding	466,961	443,540	439,277
Congressional Adjustments (Distributed)	-20,000		
Congressional Adjustments (Undistributed)	-1,398		
Congressional Earmark - Indian Land Env Impact	-222		
Congressional Adjustments (General Provisions)	-1,801		
Subtotal Appropriated Amount	443,540		
Fact of Life Change			
Subtotal Baseline Funding	443,540		
Title IX Supplemental	9,300		
Border Security	863,398		
Subtotal Baseline Funding	1,316,238		
Title IX Supplemental	-9,300		
Border Security F21040	-863,398		
Revised FY 2007 Estimate	443,540		
Price Changes		1,460	15,958
Functional Transfers		-24,495	
Program Changes		18,772	21,621
Current Estimate	443,540	439,277	476,856

WASHINGTON HEADQUARTERS SERVICES
 Operation and Maintenance, Defense-Wide
 Fiscal Year (FY) 2008/FY 2009 Budget Estimates

III. Financial Summary (\$ in thousands)

<u>C. Reconciliation of Increases and Decreases</u>	<u>Amount</u>	<u>Totals</u>
FY 2007 President's Budget Request (Amended, if applicable)		466,961
1. Congressional Adjustments		
a. Distributed Adjustments	-20,000	-23,421
b. Undistributed Adjustments	-1,398	
d. General Provisions		
1) Sec 8106 - Economic Assumptions	-1,487	
2) Sec 8097 - Excessive Growth in Travel and Transportation	-314	
e. Congressional Earmarks - Indian Lands Environmental Impact	-222	
FY 2007 Appropriated Amount		1,306,938
2. War-Related and Disaster Supplemental Appropriations		872,698
a. Title IX Supplemental	9,300	
b. Border Security	863,398	
3. Fact of Life Changes		
FY 2007 Baseline Funding		1,316,238
4. Reprogrammings (requiring 1415 Actions)		
Revised FY 2007 Estimate		1,316,238
5. Less War-Related and Disaster Supplemental Appropriations		-872,698
a. Title IX Supplemental	-9,300	
b. Border Security	-863,398	
FY 2007 Normalized Current Estimate		443,540
6. Price Change		1,460
7. Functional Transfers		
a. Transfers In		805

WASHINGTON HEADQUARTERS SERVICES
 Operation and Maintenance, Defense-Wide
 Fiscal Year (FY) 2008/FY 2009 Budget Estimates

III. Financial Summary (\$ in thousands)

<u>C. Reconciliation of Increases and Decreases</u>	<u>Amount</u>	<u>Totals</u>
1) Transfer in to Compensation and Benefits - WHS Management Headquarters - Military to Civilian Conversion	719	
2) Transfer in to Compensation and Benefits - Pentagon Reservation - Military to Civilian Conversion	43	
3) Transfer in to Compensation and Benefits - White House Support Group - Military to Civilian Conversion	43	
b. Transfers Out		-25,300
1) Transfer out Personnel Training Program to OSD Training	-1,700	
2) Transfer out US NATO to OSD	-2,900	
3) Transfer out Commissions and Boards to OSD	-20,100	
4) Transfer out Commissions and Boards OIG	-600	
8. Program Increases		
a. Annualization of New FY 2007 Program		
b. One-Time FY 2008 Increases		20,200
Other Contracts, IT Infrastructure and SECDEF Communications	20,200	
c. Program Growth in FY 2008		23,507
1) Compensation and Benefits for civilian personnel is increased for 2 additional paid days in the fiscal year and disability compensation. (FY 2007 baseline: 80,120)	777	
2) Support Services, Materials & Equip increase supports the Fort Myer Child Care Center; the above standard facility/infrastructure improvements of the renovation project and relocations for a large number of OSD offices; and support for other supplies and materials.	12,088	

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

III. Financial Summary (\$ in thousands)

C. <u>Reconciliation of Increases and Decreases</u>	<u>Amount</u>	<u>Totals</u>
(FY 2007 baseline: 20,521)		
3) WHS Information Technology increased due to an internal realignment of the telecommunication services from Support Services & Materials. (FY 2007 baseline: 27,612)	3,623	
4) Federal Executive Board increased due to program requirements. (FY 2007 baseline: 1,206)	38	
5) Defense Continuity Integration Network program increases support in technology insertion and system optimization for additional storage capacity and enterprise equipment/software/maintenance/warranty. (FY 2007 baseline: 39,575)	3,249	
6) Graphics increase support the OSD Graphics program's restoration of Pentagon corridor exhibits during the Pentagon Renovation. (FY 2007 baseline: 0.434)	300	
7) GSA Rent increase supports the operational requirements of the fund. (FY 2007 baseline: 26,876)	179	
8) Contracts and support services increases supports the Mandatory and Systematic Declassification Program enabling DoD to comply with federal mandates, and support of the DA&M WHS Strategic Plans Program. (FY 2007 baseline: 25,883)	453	
9) DoD Directives and Issuances update and process improvement	700	
10) OSD Archiving of critical Department records	2,100	
9. Program Decreases		
a. Annualization of FY 2007 Program Decreases		

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

III. Financial Summary (\$ in thousands)

<u>C. Reconciliation of Increases and Decreases</u>	<u>Amount</u>	<u>Totals</u>
b. One-Time FY 2007 Decreases		
c. Program Decreases in FY 2008		-24,935
1) Travel reflects a decrease due to realignment of the National Security Labor Relations Board (NSLRB) to Other Contracts for the upcoming transfer of the NSLRB budget to the Army and efforts to maintain costs and improve efficiencies. (FY 2007 baseline: 2,486)	-1,223	
2) Pentagon Rent annual costs decreased due to program requirements. (FY 2007 baseline: 129,971)	-712	
3) Offset to WHS budget to support the Electrical Substation upgrade services to the Pentagon.	-18,500	
4) Cost to support the Integrated Emergency Operation Center, Anti-Terrorism Force Protection, facility maintenance & modernization.	-4,500	
FY 2008 Budget Request		439,277
10. Price Change		15,958
11. Functional Transfers		
12. Program Increases		
a. Annualization of New FY 2008 Program		
b. One-Time FY 2009 Increases		4,200
Support the Integrated Emergency Operation Center, Anti-Terrorism Force Protection, facility maintenance & modernization.	4,200	
c. Program Growth in FY 2009		38,386

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

III. Financial Summary (\$ in thousands)

<u>C. Reconciliation of Increases and Decreases</u>	<u>Amount</u>	<u>Totals</u>
(1) Compensation and Benefits increase supports the additional FTE's for the Management HQs, Pentagon Reservation, and the White House Support Group. (FY 2008 baseline: 84,107)	1,777	
(2) Contracts and Other Cost increase supports the Mandatory and Systematic Declassification program enabling DoD to comply with federal mandates, contractor support for system maintenance and implementation, support the DA&M WHS Strategic Plans Program, ICE Program, transition of the workforce toward the BRAC Implementation, and other DoD requirements. (FY 2008 baseline: 77,196)	11,352	
(3) Support for Facility Maintenance and Modernization is increased to support the requirement of the fund. (FY 2008 baseline: 2,837)	5,644	
(4) Travel reflects increase cost in travel requirements for the various support activities. (FY 2008 baseline: 1,320)	1,120	
(5) WHS Information Technology increase supports the conversion to electronic official personnel files in accordance with provisions of the BRAC statute; Life-Cycle Replacement for the Human Resource Directorate's (HRD) DCPDS, CSU, and RESUMIX servers and associated system components, including software replacement, that support HRD's programs; Network Technical Independent Verification and Validation (IV&V) and COOP Support (DCIN operational support); phased implementation of	1,541	

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

III. Financial Summary (\$ in thousands)

C. Reconciliation of Increases and Decreases

	<u>Amount</u>	<u>Totals</u>
the electronic DoD Forms Enhancement Project that allows customers to do business with DoD using information technology electronic forms software in compliance with PL 106-229, "Electronic Signatures in Global and National Commerce Act. (FY 2008 baseline: 31,870)		
(6) OSD Networks increase due to network cost resulting from enhancing capabilities such as survivability, redundance, and virtualization and BRAC planning; restores 24X7 on-site support and email and remote access services that were reduced in previous year. (FY 2008 baseline: 59,095)	5,886	
(7) Pentagon rent increase supports the operational requirements of the fund. (FY 2008 baseline: 123,020)	407	
(8) GSA Rent increase supports the operational requirements of the fund. (FY 2008 baseline: 27,834)	4,929	
(9) Defense Continuity Integration Network program increases support in technology insertion and system optimization for additional storage capacity and enterprise equipment/software/maintenance/warranty. (FY 2008 baseline: 43,695)	5,730	
13. Program Decreases		
a. Annualization of FY 2008 Program Decreases		
b. One-Time FY 2008 Increases		-20,644
Other Contracts, IT Infrastructure, and SECDEF Communications (FY 2008 baseline: 85,734)	-20,644	
c. Program Decreases in FY 2009		-321

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

III. Financial Summary (\$ in thousands)

C. Reconciliation of Increases and Decreases

	<u>Amount</u>	<u>Totals</u>
Compensation and Benefits for civilian personnel is reduced for one less paid day in the fiscal year. (FY 2008 baseline: 84,107)	-321	
FY 2009 Budget Request		476,856

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

IV. Performance Criteria and Evaluation Summary

Washington Headquarters Services (WHS) is charged with providing administrative and operational support services to the Office of the Secretary of Defense, and certain Defense Agencies and joint activities which do not have their own administrative support capability. WHS objectives are to provide accurate and responsive support in correspondence control, mail services, records management, directives management, office services support, civilian and military personnel services, security, financial management, and other activities.

In addition to these traditional services, WHS administers data systems in support of the OSD decision and policy making processes, provides automated data processing services, continuity integration enterprise-level storage devices, information technology resources, and manages Department of Defense occupied General Services Administration controlled space in common support facilities throughout the National Capital Region.

The following identifies some of the more significant indicators of WHS workload:

a. Core Operational Support Activities:

	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>
1) Correspondence and Communications				
Congressional Correspondence	6,500	6,500	6,500	6,500
Classified correspondence processed	50,000	50,000	50,000	50,000
Unclas correspondence processed	120,000	120,000	120,000	120,000
Cable/Message processing	360,000	360,000	360,000	360,000
Mail/Distribution-43 activities	1,200,000	1,200,000	1,200,000	1,200,000
2) WHS-Information Technology				
IT Seats (Networked Personal Computers, Stand Alone Computers, Laptops)	4,500	4,500	4,500	4,500

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

IV. Performance Criteria and Evaluation Summary

	FY 06	FY 07	FY 08	FY 09
WHS Organizations	11	11	11	11

The WHS IT Program provides connectivity, network management, computing, and core services across all WHS clients, ensuring all users and domains have responsive and equitable access to common services on a daily basis and ensuring business resumption and disaster recovery. Performance-based enterprise contracts that support the WHS IT Program include quantitative performance metrics with defined acceptable quality levels. A formalized process has been put into place to monitor and review performance. Additionally, the following metrics directly contribute to the Department's mission and support the IT security and accreditation initiative:

Compliance with information assurance vulnerability alert (IAVA) program implementation	80%	90%	95%	95%
Compliance with the education, Training, and awareness program in accordance with the Federal Information Systems Management Act (FISMA) (Note: Exceeded goal in FY 2006 in this metric)	96%	95%	95%	95%

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

IV. Performance Criteria and Evaluation Summary

	<u>FY 06</u>	<u>FY 07</u>	<u>FY 08</u>	<u>FY 09</u>
Migrate 100% IT contracts that support common services to a portfolio of consolidated, efficient, performance-based WHS enterprise-level contracts by the end of FY 2008	78%	90%	100%	100%
Migrate 100% WHS user and email Accounts to Active Directory forest.	100%	100%	100%	100%
Increase percentage of desktops procured at Enterprise level from zero to 100% by the End of FY 2008.	54%	79%	100%	100%
3) OSD-Networks IT Program				
IT Seats (Networked Personal Computers, Stand Alone Personal Computers, and Laptops) (\$000)	14,345	14,345	14,345	14,345

The FY07- FY09 performance plan aligns with the DA&M Strategic Plan (Implement OSD IT Consolidation Plan) and includes the following activities, goals and metrics:

Secure the OSD IT Environment

Goal: Central security under the OSD CIO.

Metric: Achieve minimum 90% compliance with information assurance vulnerability alert (IAVA) program implementation.

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

IV. Performance Criteria and Evaluation Summary

Metric: Achieve 90% compliance with the Education, Training, and Awareness program in accordance With FISMA.

Establish an effective Continuity of Operations (COOP) Capability

Goal: Implement a seamless failover solution with limited dependency on technical staff or infrastructure.

Metric: Conduct operational data recovery exercise with a 100% failover success rate which includes minimum recovery times.

Metric: Conduct 33% life cycle refresh for servers and office automation at the alternate work site to reduce maintenance and support cost

Deploy a Common Desktop

Goal: Deploy a common baseline for desktops.

Metric: Increase number of desktops deployed with common configuration by 20% to promote standardization.

	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>
4) Graphic Services				
Number of projects	3,167	3,167	3,167	3,167
5) Program, Budget and Accounting				
Program/Budget Coverage:				
Appropriation/Funds	15	15	15	15
Installation Accounting:				
Allotments	14	14	14	14
Transactions Direct Program (\$000)	2,400,000	2,400,000	2,400,000	2,400,000

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

IV. Performance Criteria and Evaluation Summary

	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>
Reimbursable Program (\$000)	1,100,000	1,100,000	1,100,000	1,100,000
Agency Accounting Reports	1,730	1,730	1,730	1,730
 6) Facilities and Operational Services				
Space Managed (000 square feet)				
Pentagon Reservation	4,820	4,911	4,911	4,911
Other	14,000	14,000	14,000	14,000
Purchase Card				
Number of Transactions	12,785	12,998	12,998	12,998
Value (\$000)	12,172	12,387	12,387	12,387
Number of Card holders	187	190	190	190
Communications				
Number of lines	14,459	15,125	15,125	15,125
Number of Instruments	9,639	9,822	9,822	9,822
Personnel Serviced	4,759	4,759	4,759	4,759
 7) Personnel and Personnel Security				
Civilian Personnel serviced by the Human Resource Services Center (HRSC)	9,265	9,543	9,830	10,100
 Civilian Personnel receiving Security Policy, Appeals and Consolidated Adjudication Facility services for OSD, WHS and Defense Agencies	65,000	67,000	69,000	71,000

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

IV. Performance Criteria and Evaluation Summary

	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>
Security Operations for OSD, WHS and Congressional Staffers, CIFA, PFPA, RRMC, and BTA	11,000	11,500	11,500	11,500
Military Personnel receiving personnel security and Human resource services for OSD, WHS and WHS-Serviced organizations	2,700	2,785	2,865	3,100
Civilian and military personnel receiving training and developmental services for OSD, WHS and WHS-serviced organizations	3,213	3,280	3,350	3,425
Criteria comprises Human Resources Directorate's Measurable workload data in relation to mission and operations financed.				
8) Defense Continuity Integrated Network				
Total Terabytes allocated/available				
- Increase allocated/available				
Annual growth of 20%	450/794	790/850	1000/1024	1220/1224
Total Bandwidth available DCIN Network				
- steady state reflects continuation same leased connectivity	3,732	3,732	3,732	3,732

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

IV. Performance Criteria and Evaluation Summary

	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>
9) US Mission to the North Atlantic Treaty Organization (USNATO) support 75 Defense Personnel (military and civilian) and over 7,000 US visitors who attend meetings. It is based on percentage of time Defense personnel spend on each goal:				
Regional Stability-close ties with allies and Resolution of regional conflicts.	1,780	1,817	1,870	1,926
Counterterrorism-prevention and response to terrorism and stable conditions in fragile and failed States.	578	590	608	626
Weapon of Mass Destruction-bilateral measures.	345	357	368	379
International Public Opinion.	211	215	221	228
Overseas facilities.	1,304	1,328	1,368	1,409
10) Acquisition and Procurement Office (A&PO) This office was established October 2004. A&PO provides contracting services to WHS and affiliated components of the Office of Secretary of Defense within the Pentagon and other NCR facilities. The A&PO acquisition Portfolio includes contracts for building Construction, and alteration,				

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

IV. Performance Criteria and Evaluation Summary

	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>
facility operation and maintenance, security services and equipment, information technology, and other supplies and services.				
Total A&PO Contract Actions:	2,123	3,000	3,000	3,000
Total Obligations: (\$000)	628	700	700	700

b. Defense-Wide Program:

The Defense Travel System: Due to the complex nature of deploying major systems to DoD installations, fielding of DTS will occur in several phases. Phase I deployed DTS to 39 pilot sites covering four Services and some Defense Agencies that supports over 130,000 personnel generating an estimated 218,000 travel claims per year. Phase 1 deployed DTS to 39 pilot sites. Phase II has deployed DTS to an additional 86 sites covering the four Services and some Defense Agencies. Support will include over 1.34 million personnel when all 235 sites are deployed. Phase III will support another 1.73 million personnel. This program will be functionally transferred in FY 2007 to the Defense Human Resource Agency.

WASHINGTON HEADQUARTERS SERVICES
 Operation and Maintenance, Defense-Wide
 Fiscal Year (FY) 2008/FY 2009 Budget Estimates

<u>V. Personnel Summary</u>	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	Change		
					<u>FY 2006/ FY 2007</u>	<u>FY 2007/ FY 2008</u>	<u>FY 2008/ FY 2009</u>
<u>Active Military End Strength (E/S)</u> (Total)							
Officer	41	65	51	49	24	-14	-2
Enlisted	115	123	93	85	8	-30	-8
<u>Civilian End Strength (Total)</u>							
U.S. Direct Hire	686	684	682	684	-2	-2	2
<u>Active Military Average Strength</u> (A/S) (Total)							
Officer	41	65	51	49	24	-14	-2
Enlisted	115	123	93	85	8	-30	-8
<u>Civilian FTEs (Total)</u>							
U.S. Direct Hire	677	787	807	817	110	20	10
Average Annual Civilian Salary	120	106	104	107	-14	-2	3

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

VI. OP 32 Line Items as Applicable (Dollars in thousands):

<u>OP 32 Line</u>	<u>FY 2006</u> <u>Actuals</u>	<u>Change</u> <u>FY 2006/FY 2007</u>		<u>FY 2007</u> <u>Estimate</u>	<u>Change</u> <u>FY 2007/FY 2008</u>		<u>FY 2008</u> <u>Estimate</u>	<u>Change</u> <u>FY 2008/FY 2009</u>		<u>FY 2009</u> <u>Estimate</u>
		<u>Price</u>	<u>Program</u>		<u>Price</u>	<u>Program</u>		<u>Price</u>	<u>Program</u>	
101 Exec, Genl & Spec Schedules	81,282	1,789	-2,951	80,120	2,405	1,582	84,107	1,926	1,456	87,489
308 Travel of Persons	2,401	58	27	2,486	57	-1,223	1,320	29	1,120	2,469
672 Pentagon Reservation	133,222	27,976	-31,227	129,971	-6,239	-712	123,020	8,980	407	132,407
673 Def Finance & Acctg Svc	4,217	-405	-1,982	1,830	-88	88	1,830	-97	97	1,830
771 Comm Transportation	252	5	-137	120	3	-3	120	3	-3	120
912 Rental Payments to GSA	36,101	903	-10,128	26,876	672	179	27,727	693	4,929	33,349
913 Purchased Utilities	1,519	36	-502	1,053	24	2,215	3,292	72	85	3,449
914 Purchased Communications	32,184	772	-4,558	28,398	653	4,925	33,976	747	1,777	36,500
917 Postal Services (USPS)	64	2	-2	64	1	-1	64	0	0	64
920 Supplies & Materials	12,359	297	9,803	22,459	517	-6,976	16,000	352	648	17,000
921 Printing & Repro	5,676	136	-3,337	2,475	57	10	2,542	56	-2	2,596

WASHINGTON HEADQUARTERS SERVICES
Operation and Maintenance, Defense-Wide
Fiscal Year (FY) 2008/FY 2009 Budget Estimates

VI. OP 32 Line Items as Applicable (Dollars in thousands) (Cont'd):

<u>OP 32 Line</u>	<u>FY 2006</u> <u>Actuals</u>	<u>Change</u> <u>FY 2006/FY 2007</u>		<u>FY 2007</u> <u>Estimate</u>	<u>Change</u> <u>FY 2007/FY 2008</u>		<u>FY 2008</u> <u>Estimate</u>	<u>Change</u> <u>FY 2008/FY 2009</u>		<u>FY 2009</u> <u>Estimate</u>
		<u>Price</u>	<u>Program</u>		<u>Price</u>	<u>Program</u>		<u>Price</u>	<u>Program</u>	
922 Equip Maint by Contract	233	6	54	293	7	5,478	5,778	127	-127	5,778
923 Fac Maint by Contract	2,336	56	152	2,544	59	166	2,769	61	190	3,020
925 Equipment Purchases	14,571	350	23,457	38,378	883	-24,261	15,000	330	-81	15,249
932 Mgmt & Prof Support Svcs	6,854	164	11	7,029	162	-325	6,866	151	-151	6,866
933 Studies, Analysis & Eval	29,437	706	-358	29,785	685	-10,033	20,437	450	-450	20,437
934 Engineering & Tech Svcs	4,457	107	-4,475	89	2	0	91	2	-2	91
987 Other Intra- Govt Pur	37,616	903	-2,658	35,861	825	-4,971	31,715	698	4,080	36,493
989 Other Contracts	46,065	1,106	-29,063	18,108	416	26,957	45,481	1,001	14,274	60,756
998 Other Costs	18,439	443	-3,281	15,601	359	1,182	17,142	377	-6,626	10,893
Total	469,285	35,410	-61,155	443,540	1,460	-5,723	439,277	15,958	21,621	476,856

* The FY 2007 column excludes \$863,398 million of FY 2007 Border Security funds (F21040), and excludes \$9,300 million of FY 2007 Title IX funds.