

**AGENCY OPERATIONS AND  
AWARD MANAGEMENT (AOAM)**

**\$345,640,000  
+\$12,950,000 / 3.9%**

**Agency Operations and Award Management Funding Summary**  
(Dollars in Millions)

|   | FY 2019<br>Actual | FY 2020<br>(TBD) | FY 2021<br>Request | Change over              |             |
|---|-------------------|------------------|--------------------|--------------------------|-------------|
|   |                   |                  |                    | FY 2019 Actual<br>Amount | Percent     |
| Personnel Compensation & Benefits (PC&B) <sup>1</sup> | \$233.29          | -                | \$248.23           | \$14.94                  | 6.4%        |
| Management of Human Capital                           | 11.96             | -                | 8.07               | -3.88                    | -32.5%      |
| Travel  | 5.50              | -                | 5.16               | -0.35                    | -6.3%       |
| Information Technology                                | 25.89             | -                | 22.98              | -2.91                    | -11.2%      |
| Space Rental <sup>2</sup>                             | 23.87             | -                | 32.66              | 8.79                     | 36.8%       |
| Operating Expenses                                    | 17.29             | -                | 16.06              | -1.23                    | -7.1%       |
| Building & Administrative Services                    | 14.90             | -                | 12.48              | -2.42                    | -16.2%      |
| <b>Total</b>  | <b>\$332.69</b>   | <b>-</b>         | <b>\$345.64</b>    | <b>\$12.95</b>           | <b>3.9%</b> |

<sup>1</sup> PC&B levels reflect direct appropriated funds only. In FY 2019, \$6.34 million in Administrative Cost Recoveries (ACRs) were received bringing the total PC&B obligation to \$239.62 million. ACRs of \$5.18 million are estimated for FY 2021 to meet the total PC&B requirement of \$253.41 million.

<sup>2</sup> Funding levels for Space Rental in the FY 2019 Actual column reflect actual obligations after adjustments. Adjustments include -\$11.17 million for FY 2019 rental costs funded in FY 2018 and +\$3.29 million for FY 2020 rental costs funded in FY 2019. For more information see the Space Rental

Investments in the AOAM account continue to be an NSF priority. This activity provides the fundamental framework through which the Foundation’s science and engineering research and education programs are administered. AOAM investments support NSF Strategic Goal 3: Enhance NSF’s performance of its mission<sup>1</sup> and priorities are framed by two strategic objectives:

- Strategic Objective 1: Attract, retain, and empower a talented and diverse workforce; and
- Strategic Objective 2: Continually improve agency operations.

AOAM funding is \$345.64 million, reflecting increased space rental costs and an increase for pay and benefits for NSF’s federal workforce, including a one percent cost of living adjustment (COLA).

<sup>1</sup> NSF (2018). Building the Future: Investing in Discovery and Innovation – NSF Strategic Plan for Fiscal Years (FY) 2018-2022. Retrieved from: [www.nsf.gov/about/performance/strategic\\_plan.jsp](http://www.nsf.gov/about/performance/strategic_plan.jsp)

**NSF AOAM Workforce**

| <b>AOAM NSF Workforce</b><br>(Full-Time Equivalent (FTE) and Other Staff) |                   |                  |                    |                               |             |
|---|-------------------|------------------|--------------------|-------------------------------|-------------|
|   | FY 2019<br>Actual | FY 2020<br>(TBD) | FY 2021<br>Request | Change over<br>FY 2019 Actual |             |
|   |                   |                  |                    | Amount                        | Percent     |
| <i>NSF AOAM FTE Allocation</i>  |                   |                  |                    |                               |             |
| NSF AOAM -- Regular   | 1,315             | -                | 1,315              | -                             | -           |
| NSF AOAM -- Pathways Intern   | 42                | -                | 42                 | -                             | -           |
| <b>Subtotal, FTE Allocation</b>   | <b>1,357</b>      | <b>-</b>         | <b>1,357</b>       | <b>-</b>                      | <b>-</b>    |
| <i>NSF AOAM FTE Usage</i>   |                   |                  |                    |                               |             |
| NSF AOAM -- Regular   | 1,304             | -                | 1,315              | 11                            | 0.8%        |
| NSF AOAM -- Pathways Intern   | 20                | -                | 42                 | 22                            | 112.8%      |
| <b>Subtotal, FTE Usage</b>  | <b>1,324</b>      | <b>-</b>         | <b>1,357</b>       | <b>33</b>                     | <b>2.5%</b> |
| Detailees to NSF  | 3                 | -                | 3                  | -                             | -           |
| <b>Total</b>  | <b>1,327</b>      | <b>-</b>         | <b>1,360</b>       | <b>33</b>                     | <b>2.5%</b> |

NSF's FY 2021 FTE allocation is 1,357. The FY 2021 FTE estimated usage is 1,315 regular and 42 Pathways FTE.

**Personnel Compensation and Benefits (PC&B)**

| <b>Personnel Compensation &amp; Benefits</b><br>(Dollars in Millions) |                   |                  |                    |                               |               |
|---|-------------------|------------------|--------------------|-------------------------------|---------------|
|   | FY 2019<br>Actual | FY 2020<br>(TBD) | FY 2021<br>Request | Change over<br>FY 2019 Actual |               |
|   |                   |                  |                    | Amount                        | Percent       |
| <i>Regular FTE Usage (projected)</i>                                  | <i>1,304</i>      | <i>-</i>         | <i>1,315</i>       | <i>11</i>                     | <i>0.8%</i>   |
| <i>Student FTE Usage (projected)</i>                                  | <i>20</i>         | <i>-</i>         | <i>42</i>          | <i>22</i>                     | <i>112.8%</i> |
| Regular FTE Base Salary   | \$179.35          | -                | \$185.89           | \$6.54                        | 3.6%          |
| Student Salary  | 0.86              | -                | 1.90               | 1.04                          | 121.1%        |
| Other Compensation <sup>1</sup>                                       | 1.75              | -                | 2.34               | 0.59                          | 33.4%         |
| Awards  | 3.19              | -                | 4.65               | 1.47                          | 46.0%         |
| <b>Subtotal, FTE Compensation</b>                                     | <b>\$185.15</b>   | <b>-</b>         | <b>\$194.77</b>    | <b>\$9.63</b>                 | <b>5.2%</b>   |
| Benefits  | 53.27             | -                | 56.47              | 3.20                          | 6.0%          |
| Other Benefits <sup>2</sup>   | 1.21              | -                | 1.17               | -0.04                         | -3.1%         |
| <b>Subtotal, Benefits</b>   | <b>\$54.48</b>    | <b>-</b>         | <b>\$57.64</b>     | <b>\$3.16</b>                 | <b>5.8%</b>   |
| COLA <sup>3</sup>   | -                 | -                | 1.00               | 1.00                          | N/A           |
| <b>Total, PC&amp;B</b>  | <b>\$239.62</b>   | <b>-</b>         | <b>\$253.41</b>    | <b>\$13.79</b>                | <b>5.8%</b>   |
| <b>Source of Funds</b>  |                   |                  |                    |                               |               |
| AOAM Appropriation  | \$233.29          | -                | \$248.23           | \$14.94                       | 6.4%          |
| Administrative Cost Recoveries <sup>4</sup>                           | 6.34              | -                | 5.18               | -1.16                         | -18.2%        |
| <b>Total</b>  | <b>\$239.62</b>   | <b>-</b>         | <b>\$253.41</b>    | <b>\$13.79</b>                | <b>5.8%</b>   |

<sup>1</sup> Includes reimbursable details to NSF and terminal leave.

<sup>2</sup> Includes Federal Employee's Compensation Act (FECA) funding and transit subsidies.

<sup>3</sup> The COLA in FY 2019 cost approximately \$3.92 million; which is reflected in the Regular FTE Base Salary line above. The COLA in FY 2021 reflects a one percent increase for civilian employees; this cost would be in addition to the Regular FTE Base Salary amount shown above.

<sup>4</sup> The ACR level for FY 2021 is estimated based on amount received in FY 2019.

The FY 2021 Request for PC&B is \$253.41 million. Funding for PC&B reflects funding from two sources: \$248.23 million in AOAM appropriated funds; and an estimated \$5.18 million from ACRs received during the year.

The PC&B cost estimate will support the projected FY 2021 year-end usage of 1,315 regular FTE employees, a total of 42 Pathways intern FTE, associated cost of benefits, general workforce performance awards, and Senior Executive Service bonuses. The FY 2021 Request for PC&B also contains \$922,000 for the Federal Transit Benefits Program and a one percent COLA. An increased level of awards spending for FY 2021 will enable NSF to strategically plan incentive awards and bonuses toward rewarding high-performing employees and those with mission critical skill sets.

**Management of Human Capital**

**Management of Human Capital**  
(Dollars in Millions)

| FY 2019        | FY 2020 | FY 2021       | Change over    |               |
|----------------|---------|---------------|----------------|---------------|
|                |         |               | FY 2019 Actual |               |
| Actual         | (TBD)   | Request       | Amount         | Percent       |
| <b>\$11.96</b> | -       | <b>\$8.07</b> | <b>-\$3.88</b> | <b>-32.5%</b> |

The FY 2021 Request for Management of Human Capital is \$8.07 million. This will enable NSF to maintain operational support activities, training and development programs essential for NSF’s permanent and rotator staff, and contractual support for human capital initiatives. FY 2021 investments align with Cross-Agency Priority (CAP) Goal 3: Developing a workforce for the 21st century and support the following activities:

- Recruiting, hiring, and on-boarding of permanent and rotating staff, as well as processing support for pay, benefits, and incentive and other awards. The FY 2021 funding level (\$2.0 million) is driven by reduced contract support for payroll, benefits, and time management activities. Supported by *Executive Order Enhancing the Effectiveness of Agency Chief Information Officers* (EO 13833),<sup>2</sup> NSF’s Chief Information Officer will leverage direct hiring authority, if needed, for all/any IT positions that fall within the established criteria provided by the Director of the Office of Personnel Management.
- NSF’s HR systems accessed through shared service providers, such as the Federal Personnel Payroll System, the time and attendance system (WebTA), and eRecruit capabilities using USAJobs. FY 2021 funding (\$850,000) reflects the rising costs of the Interior Business Center’s shared services support for various critical personnel management systems.
- NSF relies on strategic human capital support contracts for assistance in developing new approaches to critical human resource needs, including those identified and highlighted in NSF’s Strategic Review process, Strategic Goal 3: Enhance NSF’s performance of its mission, Strategic Objective 1: Human Capital—Attract, retain, and empower a talented and diverse workforce. FY 2021 funding (\$1.53 million) reflects NSF’s planned investment in business intelligence and other tools, which are anticipated to reduce the cost of the strategic human capital contracts.
- Contracts in support of training and development programs, such as the Learning Management System, LearnNSF, and related on-line training capabilities, as well as support for training and capacity-building activities including the NSF mentoring program, executive and supervisory training, and program management training. These training and development activities (\$2.41 million) are designed to help ensure that the workforce, including permanent and rotating staff, as well as new supervisors and executives, are equipped with the tools needed to succeed as NSF employees.
- \$1.14 million for workplace and work-life support of NSF’s employees through health and family-

<sup>2</sup> [www.whitehouse.gov/presidential-actions/executive-order-enhancing-effectiveness-agency-chief-information-officers/](http://www.whitehouse.gov/presidential-actions/executive-order-enhancing-effectiveness-agency-chief-information-officers/)

friendly activities, including the health unit, employee assistance program, and childcare subsidy.

- Investments in outreach, career fairs, and other program support including activities such as the Federal Employee Viewpoint Survey are \$140,000.

### NSF Employee Travel

| NSF Employee FTE Travel<br>(Dollars in Millions) |                  |                    |                               |              |
|--|------------------|--------------------|-------------------------------|--------------|
| FY 2019<br>Actual                                | FY 2020<br>(TBD) | FY 2021<br>Request | Change over<br>FY 2019 Actual |              |
|  |                  |                    | Amount                        | Percent      |
| <b>\$5.50</b>                                    | -                | <b>\$5.16</b>      | <b>-\$0.35</b>                | <b>-6.3%</b> |

FY 2021 funding for NSF employee FTE travel is \$5.16 million. NSF employee FTE travel is based on the travel activity associated with utilization of 1,315 regular FTE. It includes travel-related funding for site reviews, outreach activities, and post-award monitoring and oversight related to the projected level of program activities at the FY 2021 Request. Travel costs for IPA FTE are discussed in the Program Accounts: R&RA and EHR narrative. A summary of total NSF travel is presented in the Organizational Excellence Overview.

### Information Technology

NSF funds administrative information technology (IT) applications from the AOAM account while mission-related IT investments that support the merit review process are funded from program accounts. Resources to support mission-related IT investments are discussed in the Program Related Technology section of the Program Accounts: R&RA and EHR chapter. A summary of total NSF IT is presented in the Organizational Excellence Overview.

Administrative applications services and support; associated IT operations and infrastructure; security and privacy services; and related IT management services funded by the AOAM account are discussed below.

| AOAM Information Technology<br>(Dollars in Millions) |                   |                  |                    |                               |               |
|--|-------------------|------------------|--------------------|-------------------------------|---------------|
|  | FY 2019<br>Actual | FY 2020<br>(TBD) | FY 2021<br>Request | Change over<br>FY 2019 Actual |               |
|  |                   |                  |                    | Amount                        | Percent       |
| Administrative Applications Services & Support       | \$7.10            | -                | \$5.91             | -\$1.19                       | -16.8%        |
| Administrative IT Operations and Infrastructure      | 14.95             | -                | 13.67              | -1.28                         | -8.5%         |
| Administrative Security & Privacy Services           | 3.33              | -                | 2.92               | -0.41                         | -12.3%        |
| Administrative IT Management                         | 0.51              | -                | 0.48               | -0.03                         | -5.9%         |
| <b>Total</b>   | <b>\$25.89</b>    | -                | <b>\$22.98</b>     | <b>-\$2.91</b>                | <b>-11.2%</b> |

IT investments for agency operations ensure high quality, reliable, and secure administrative applications and associated IT infrastructure and provide the support and services necessary to meet the needs of the Foundation.

NSF's FY 2021 AOAM Request funding for information technology reflects priorities that are strategically aligned with the President's Management Agenda and include:

- Continuing support for the IT infrastructure and systems that support the administrative operations of the agency, preserving secure, reliable operations to the greatest extent possible. (CAP Goal 1:

Modernize IT to increase productivity and security)

- Maintaining the security of NSF's infrastructure to respond to the ever-evolving threat landscape, prioritizing continued efforts to manage, modernize, and secure agency information systems. (CAP Goal 1: Modernize IT to increase productivity and security)
- Supporting the continued operation of iTRAK, the Foundation's financial management system, to ensure continued interoperability with NSF's core financial functions. (CAP Goal 2: Leveraging data as a strategic asset)
- Support continued use and refinement of the Technology Business Management (TBM) framework for managing IT as a business. (CAP Goal 10: Improving outcomes through federal IT spending transparency)

#### Administrative Applications Services and Support (\$5.91 million)

Investments in this category support administrative applications, such as NSF's website, NSF's human resources management systems, and iTRAK.

- iTRAK is NSF's financial management system. In FY 2021, the total funding for iTRAK is \$6.57 million. Seventy percent will be funded by the R&RA and EHR accounts and thirty percent will be funded by the AOAM account. The AOAM portion of the FY 2021 funding level is \$1.97 million and will fund ongoing operations and maintenance of the system. (CAP Goal 2)
- Other administrative applications services funding is \$2.81 million and will provide for operations and maintenance of agency administrative and collaboration tools, such as SharePoint and the NSF website. In FY 2021, NSF will prioritize operations and continued modernization of agency websites and digital services.
- A total of \$1.13 million will fund continued operations and maintenance of the systems that support the strategic management of NSF human capital, including those that enable the effective recruitment, retention, development, and use of NSF staff in alignment with NSF's Strategic Goal 3: Enhance NSF's performance of its mission, Strategic Objective 1: Human Capital - Attract, retain, and empower a talented and diverse workforce.

#### Administrative IT Operations and Infrastructure (\$13.67 million)

The FY 2021 Request maintains basic capabilities for the provision of agency services related to network, infrastructure, data center, customer support, and database administration. Specifically, the investments in this category, supporting CAP Goals 1 and 10, are classified as:

- Network (\$3.12 million)—providing access to administrative applications, services, and technologies for virtual meeting support via a single network with wired and Wi-Fi connectivity for NSF staff and visitors. This investment also includes voice services via NSF's modernized voice over internet protocol (VoIP) solution.
- Data Center and Cloud (\$1.96 million)—continuing agency use of cloud services and technologies to enable further reductions in NSF's data center footprint, as the agency plans and prepares for further cloud services adoption. An additional \$496,800 to support Data Center Facilities and Power is referenced in the Space Rental section of this narrative.
- End User (\$6.51 million)—providing help desk services and customer care support for internal users (NSF staff), as well as support for mobile devices, workstations, and peripherals.
- Platform (\$2.08 million)—reflecting NSF's use, management, and acquisition of hyper-converged hardware, software, and services.

#### Administrative Security and Privacy Services (\$2.92 million)

Investments in this category support the portion of NSF's IT security program which provides security and compliance oversight for NSF's administrative applications under the direction of the NSF Chief Information Security Officer. (CAP Goal 1) FY 2021 investments will prioritize preservation of secure, reliable operations and maintains current approaches to manage, modernize, and secure information.

## Agency Operations and Award Management

The investment includes offerings from the Continuous Diagnostics and Mitigation program; automated configuration management tools that manage security patches and provide proactive protection from viruses, spyware, and other threats; application security; security control testing and tools; automated vulnerability assessment tools; and remediation and intrusion detection services.

### Administrative IT Management (\$480,000)

IT Management includes support for the Chief Information Officer and senior IT leadership in the areas of IT strategy and planning, enterprise architecture, capital planning, vendor management, IT budget/finance, and IT strategic communications. In FY 2021, investments in this category will provide for NSF's continued use and refinement of the TBM framework, further enhancing the agency's ability to manage IT as a business. (CAP Goal 10)

### Space Rental

#### Space Rental (Dollars in Millions)

|  | FY 2019<br>Actual | FY 2020<br>(TBD) | FY 2021<br>Request | Change over<br>FY 2019 Actual |              |
|--|-------------------|------------------|--------------------|-------------------------------|--------------|
|  |                   |                  |                    | Amount                        | Percent      |
| Building Rental and Taxes                  | \$24.69           | -                | \$24.99            | \$0.30                        | 1.2%         |
| Utilities                                  | 1.16              | -                | 1.44               | 0.28                          | 24.3%        |
| Security                                   | 5.54              | -                | 5.70               | 0.16                          | 2.8%         |
| Parking Rental (including parking credits) | 0.36              | -                | 0.53               | 0.18                          | 50.0%        |
| <b>Total</b>                               | <b>\$31.75</b>    | <b>-</b>         | <b>\$32.66</b>     | <b>\$0.91</b>                 | <b>2.9%</b>  |
| Adjustments <sup>1</sup>                   | -7.88             | -                | -                  | 7.88                          | -100.0%      |
| <b>Total After Adjustments</b>             | <b>\$23.87</b>    | <b>-</b>         | <b>\$32.66</b>     | <b>\$8.79</b>                 | <b>36.8%</b> |

<sup>1</sup> Adjustments include -\$11.17 million for FY 2019 rental costs funded in FY 2018 and +\$3.29 million for FY 2020 rental costs funded in FY 2019.

In FY 2021, NSF will occupy over 700,000 square feet of space, primarily in one leased office building located in Alexandria, Virginia. The FY 2021 Request for Space Rental includes services provided by the General Services Administration (GSA) related to rent and taxes, utilities, and security provided by the Department of Homeland Security. In addition, rent paid for the parking structure to the owner of the NSF headquarters building in Alexandria is included. Parking credit estimates to be received in FY 2021 are applied to the FY 2021 Request.

With the advanced capabilities afforded at NSF's new Alexandria, VA location, increased transparency into costs allows for additional reporting of IT expenditures related to NSF's onsite Information Technology Data Center. The portion of the total Space Rental cost aligned to the TBM cost pool for "Facilities and Power" is \$496,800.

**Operating Expenses**

| Operating Expenses<br>(Dollars in Millions) |         |         |                               |         |
|---|---------|---------|-------------------------------|---------|
| FY 2019                                     | FY 2020 | FY 2021 | Change over<br>FY 2019 Actual |         |
| Actual                                      | (TBD)   | Request | Amount                        | Percent |
| \$17.29                                     | -       | \$16.06 | -\$1.23                       | -7.1%   |

The FY 2021 Request for Operating Expenses is \$16.23 million. Operating Expenses include funding for supplies and equipment, contracts, and other costs necessary to enable accomplishment of NSF’s research and education mission, as well as to support a wide variety of financial and award management, leadership, and other activities.

The key activities funded by NSF’s FY 2021 Request for Operating Expenses include:

- A total of \$7.58 million for training, equipment, communications devices, printing, and supplies for NSF’s directorates and offices. This funding will support the regular FTE usage of 1,315 projected for FY 2021.
- Funding of \$1.95 million supports grant outreach and oversight of major facilities including business systems reviews, portfolio risk assessment, NSF outreach activities, and guidance document development. The annual Large Facilities Workshop and associated Knowledge Sharing Gateway, used to coordinate the sharing of good practice and lessons learned, is an agency priority related to statutory requirements under the American Innovation and Competitiveness Act and Program Management Improvement Accountability Act.
- Funding of \$1.76 million supports NSF's annual risk assessment, post-award monitoring desk reviews, post-award adjustment reviews, and documentation of the guidance and procedures for post-award monitoring and oversight processes. This funding enables NSF to complete 100-110 desk reviews as well as other oversight activities each year. The advanced monitoring activities are a critical component of the NSF advanced monitoring program and enhance NSF’s performance of its mission by assessing the extent to which awardees maintain a control environment that ensures NSF awards are administered in compliance with federal regulations and NSF terms and conditions. Additionally, results of the oversight activities are leveraged for the annual Financial Statement Audit and support agency efforts to manage risk and continually improve grant operations.
- Funding of \$1.76 million supports contract staff support in BFA, Division of Financial Management (DFM) to aid in accounting operations, financial statement and notes preparation, NSF property reporting, financial systems support and reporting, and audit deficiencies resolution assistance. This contract support is needed for DFM to meet federal financial reporting requirements and audit requirements.
- Funding of \$719,000 supports NSF’s Data Analytics Assurance Program that replaces the Internal Control and Quality Assurance Program by evolving the existing internal control framework, providing a stronger risk management for improving mission delivery, and improving the accountability and effectiveness of Federal programs and operations by establishing, assessing, correcting, and reporting on internal control.
- Funding of \$448,000 supports NSF’s Automated Acquisition Management Solution system for contract writing/E-procurement which includes licensing, subscription, deskside support, and training of new users on the system.
- Funding of \$360,000 supports systems and related data analysis to continue to respond to evolving information needs to provide accurate, consistent information on financial data, funding rate, award size, and other statistics to NSF staff and the public. This information is disseminated via NSF’s Enterprise Information System, the Budget Internet Information System, and other reporting

mechanisms. These activities support CAP Goal 2: Leveraging Data as a Strategic Asset.

- A total of \$250,000 for reasonable accommodations that NSF is responsible for providing to persons with disabilities, including NSF employees, applicants, and those conducting business at NSF. Activities supported assist with maintaining NSF's model Equal Employment Opportunity status; not providing accommodations could be viewed as discrimination according to Sections 501 and 505 of the Rehabilitation Act of 1973.
- A total of \$220,000 provides funding for the congressionally mandated Committee on Equal Opportunities in Science and Engineering (CEOSE) activity. CEOSE is an NSF advisory committee that provides advice on policies and programs to broaden participation of women, minorities, and persons with disabilities. The FY 2021 funding covers contractor services and meeting support for the CEOSE.
- Funding of \$113,000 supports the AOAM-funded portion of the Integrated Acquisition Environment, an e-government initiative managed by GSA; a contracting information online knowledge management resource; the printing and mailing of 1099 forms; a monthly download to update routing numbers in NSF's financial system (iTRAK); design and printing services for NSF's annual reports including the Annual Financial Report, performance highlights brochure, and Congressional Request; and financial assistance award audit services to support incurred cost audits, accounting system audits, estimating system audits, and special projects which will provide NSF with information that will assist in the negotiation, award, administration, repricing, and settlement of large facilities financial assistance awards.
- Funding of \$157,000 supports the negotiation and issuance of indirect cost rates for several organizations for which NSF is the cognizant agency.
- Funding of \$140,000 provides the on-site, project management support to plan, coordinate, and execute NSF activities in connection with the Digital Accountability and Transparency Act responsibilities and operations.
- Funding of \$105,000 supports simplified acquisition which includes purchase card program oversight, contract execution, and database management. Support for oversight of the purchase card program will be primarily funded with purchase card rebates, reducing the total costs to be paid from NSF's AOAM account.

### Building and Administrative Services

| <b>Building and Administrative Services</b>                 |                   |                  |                    |                          |               |
|---|-------------------|------------------|--------------------|--------------------------|---------------|
| (Dollars in Millions)                                       |                   |                  |                    |                          |               |
|   | FY 2019<br>Actual | FY 2020<br>(TBD) | FY 2021<br>Request | Change over              |               |
|   |                   |                  |                    | FY 2019 Actual<br>Amount | Percent       |
| Information Dissemination                                   | \$3.49            | -                | \$2.49             | -\$0.99                  | -28.5%        |
| Workplace Management  | 6.76              | -                | 6.74               | -0.02                    | -0.3%         |
| Panel Support, Meeting Management,<br>and Proposal Services | 4.65              | -                | 3.24               | -1.41                    | -30.3%        |
| <b>Total</b>  | <b>\$14.90</b>    | <b>-</b>         | <b>\$12.48</b>     | <b>-\$2.42</b>           | <b>-16.2%</b> |

The FY 2021 Request for building and administrative services is \$12.30 million. This investment supports three sets of activities: information dissemination; workplace management; and panel support, meeting management, and proposal services.

#### Information Dissemination (\$2.49 million)

Activities supported in this category align with CAP Goal 4: Improving customer experience with federal services and include:

- NSF website and application development and support. FY 2021 funding (\$1.35 million) provides website and business application development and user experience support, NSF.gov maintenance, as well as intranet maintenance and associated licenses.
- Records management and the establishment and execution of records management policies and procedures. NSF is on track to comply with M-19-21 Directive, Transition to Electronic Records. FY 2021 funding (\$404,000) supports digitization of records and shipments to and storage at the Federal Records Center and the National Archives and Records Administration.
- Graphic design (\$400,000) includes the design and creation of layouts, graphics, animation, style sheets, and color schemes for use in NSF communications in print and on the web.
- Communications contract support (\$239,000) which provides information to both the public and NSF staff regarding the NSF mission and related content.
- Congressional Record and Code of Federal Regulations requests (\$100,000) for the Foundation.

#### Workplace Management (\$6.74 million)

This investment category supports a wide range of activities including:

- Space management and facility operations, including development of space plans and assignments, space reconfigurations, facility service and maintenance, and transportation. FY 2021 funding (\$1.33 million) reflects revised cost estimates based on current expenditures for building operations and maintenance at the Alexandria location.
- Activities related to property—the oversight and planning of mailroom, shipping and receiving operations, property receipt, inventory, and tracking. FY 2021 funding (\$1.32 million) reflects revised cost estimates based on current expenditures at the Alexandria location.
- Core business activities and infrastructure support related to security and emergency management (\$3.38 million), such as security badge issuance, management of NSF Continuity of Operations Plan activities, physical security, and access control; information and reception center; and personnel security adjudication support.
- Operations and maintenance for the Integrated Workplace Management System (\$709,000) supporting space and workplace management to include conference room scheduling and asset inventory.

#### Panel Support, Meeting Management, and Proposal Services (\$3.24 million)

This category supports NSF's merit review process by providing various services for NSF staff, panelists, members of advisory committees, committees of visitors (COVs) and guests. Activities include:

- Management and support of agency printing devices. FY 2021 funding (\$637,000) for copier and printer maintenance and supplies reflects a reduction of the number of printing devices in support of the *Executive Order Promoting Efficient Spending* (EO 13589).<sup>3</sup>
- Library and research assistance (\$131,000) for the Foundation. This funding provides contractual support for one librarian.
- Management of central conference space, including activities to oversee, operate, and maintain mission-critical audiovisual and communications equipment and resources, both physical and virtual. FY 2021 funding (\$1.17 million) provides the resources needed to schedule, coordinate, and conduct NSF's onsite and virtual meetings and panels.
- Travel management services (\$1.31 million) supports NSF staff, panelists, members of advisory committees, committees of visitors (COVs), and guests. Transportation of household goods and relocation assistance is also covered under this activity.

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<sup>3</sup> <https://obamawhitehouse.archives.gov/the-press-office/2011/11/09/executive-order-13589-promoting-efficient-spending>

**AOAM by Object Class**

| <b>AOAM by Object Class</b>                  |                  |          |                  |                 |             |
|--|------------------|----------|------------------|-----------------|-------------|
| (Dollars in Thousands)                       |                  |          |                  |                 |             |
|  | FY 2019          | FY 2020  | FY 2021          | Change over     |             |
|  | Actual           | (TBD)    | Request          | FY 2019 Actual  | Percent     |
| Personnel Compensation                       | \$178,541        | -        | \$190,293        | \$11,752        | 6.6%        |
| Personnel Benefits                           | 54,434           | -        | 57,940           | 3,506           | 6.4%        |
| Travel and Transportation of Persons         | 5,560            | -        | 5,157            | -403            | -7.2%       |
| Transportation of Things                     | 61               | -        | 288              | 227             | 372.1%      |
| Rental Payments to GSA                       | 22,708           | -        | 32,662           | 9,954           | 43.8%       |
| Rental Payments to Others                    | 81               | -        | 220              | 139             | 171.6%      |
| Communications, Utilities and Misc. Charges  | 1,512            | -        | 1,274            | -238            | -15.7%      |
| Printing and Reproduction                    | 119              | -        | 599              | 480             | 403.4%      |
| Advisory and Assistance Services             | 41,287           | -        | 39,664           | -1,623          | -3.9%       |
| Other Services                               | 9,964            | -        | 8,432            | -1,532          | -15.4%      |
| Purchases of Goods & Srvcs from Gov't. Accts | 13,204           | -        | 6,006            | -7,198          | -54.5%      |
| Operations and Maintenance of Facilities     | -                | -        | -                | -               | N/A         |
| Operations and Maintenance of Equipment      | 252              | -        | 49               | -203            | -80.6%      |
| Supplies and Materials                       | 762              | -        | 852              | 90              | 11.8%       |
| Equipment                                    | 4,207            | -        | 2,206            | -2,001          | -47.6%      |
| <b>Total</b>                                 | <b>\$332,692</b> | <b>-</b> | <b>\$345,642</b> | <b>\$12,950</b> | <b>3.9%</b> |

**Personnel Compensation and Benefits:** Personnel compensation funds payroll, awards/bonuses, reimbursable details to NSF, overtime, and terminal leave. Personnel Benefits include the Government's contribution towards retirement systems, health and life insurance, thrift saving plans, special overseas allowances, unemployment insurance, transit subsidies, and employee relocations.

**Travel and Transportation of Persons:** These resources fund travel required for planning, outreach, and the increased oversight of existing awards recommended by the agency's Inspector General.

**Transportation of Things:** This category consists of household moves associated with bringing new staff to NSF.

**Rental Payments to GSA:** This category includes the rent charged by GSA for NSF's facility in Alexandria, Virginia.

**Rental Payments to Others:** This category includes rent paid for the parking structure to the owner of the new headquarters building in Alexandria.

**Communications, Utilities, and Miscellaneous Charges:** This category includes all costs for telephone and other communication lines and services, both local and long distance, and postage.

**Printing and Reproduction:** This category includes contract costs of composition and printing of NSF's publications, announcements, and forms, as well as printing of stationery and specialty items.

**Advisory and Assistance Services:** This category includes development, learning, and career enhancement opportunities offered through the NSF Academy; contracts for human capital operational activities, work life initiatives, outreach, and related services; assistance in award oversight and monitoring; and support for OMB Circular A-123 reviews.

**Other Services:** This category includes warehousing and supply services, mail handling, proposal processing, equipment repair and maintenance, building-related costs, furniture repair, contract support for conference room services, security investigations, and miscellaneous administrative contracts.

**Purchases of Goods and Services from Government Accounts:** This category includes reimbursable services purchased from other government agencies. Examples include GSA for security guard services, some electrical upgrades, and modest renovation services, and Department of the Interior for payroll services.

**Operation and Maintenance of Equipment:** This category includes management and operation of the central computer facility 24x7 year-round; operation of the customer service center and FastLane help desk; maintenance of database server hardware and related peripherals; software licensing fees; data communications infrastructure and network systems support; electronic mail support; and remote access (e.g., internet and World Wide Web).

**Supplies and Materials:** This category includes office supplies, library supplies, paper and supplies for the NSF central computer facility, and miscellaneous supplies.

**Equipment:** This category includes new and replacement computing equipment, desktop computers, data communications equipment, video-teleconferencing equipment, office furniture, file cabinets, and support equipment such as audio-visual equipment.

### Appropriations Language

For agency operations and award management necessary in carrying out the National Science Foundation Act of 1950 (42 U.S.C. 1861 et seq.); services authorized by section 3109 of title 5, United States Code; hire of passenger motor vehicles; uniforms or allowances therefor, as authorized by sections 5901 and 5902 of title 5, United States Code; rental of conference rooms in the District of Columbia; and reimbursement of the Department of Homeland Security for security guard services; ~~\$336,900,000~~;~~\$345,640,000~~; *Provided*, That not to exceed \$8,280 is for official reception and representation expenses: *Provided further*, That contracts may be entered into under this heading in fiscal year ~~2020~~2021 for maintenance and operation of facilities and for other services to be provided during the next fiscal year.

### Agency Operations and Award Management

#### FY 2021 Summary Statement

(Dollars in Millions)

|                                | Enacted/<br>Request | Unobligated                           | Unobligated                         | Adjustments                  |           | Obligations          |
|--------------------------------|---------------------|---------------------------------------|-------------------------------------|------------------------------|-----------|----------------------|
|                                |                     | Balance<br>Available<br>Start of Year | Balance<br>Available<br>End of Year | to Prior<br>Year<br>Accounts | Transfers | Actual/<br>Estimates |
| FY 2019 Appropriation          | \$329.54            | 0.19                                  | -\$0.15                             | -\$0.38                      | 3.49      | \$332.69             |
| FY 2020 Enacted                | 336.90              | 0.15                                  |                                     |                              |           | 337.05               |
| FY 2021 Request                | 345.64              |                                       |                                     |                              |           | 345.64               |
| \$ Change from FY 2020 Enacted |                     |                                       |                                     |                              |           | \$8.59               |
| % Change from FY 2020 Enacted  |                     |                                       |                                     |                              |           | 2.5%                 |

### Explanation of Carryover

Within the Agency Operations and Award Management (AOAM) account, \$146,243 in recovered no-year funds was carried over into FY 2020.

#### NSF Headquarters Relocation

- Amount: \$146,243
- Purpose: Budget contingency funding not obligated in FY 2019.
- Obligation: Anticipated FY 2020 Quarter 4