



Appendix Q Glossary of Terms



Allotment	An authorization by either the agency head, or another authorized employee, to subordinate agency employees to incur obligations within a specified amount pursuant to an Office of Management and Budget (OMB) apportionment or reapportionment action, in accordance with OMB Circular No. A-34, or other statutory authority making funds available for obligation. The allotment is the means by which the Department assigns responsibility under the administrative control of funds provision of Title 31, U.S.C., Section 1514. Chapter 6.
Allowance	The number of FTEs that the Department is permitted to use during a specified fiscal year.
Amendments	Process of revising budget estimates after budget has been submitted to OMB.
Annual Operating Plan (AOP)	An organizational one-year plan that identifies what is to be accomplished, when, and using what resources during the planned execution year (also Operations Plan, Program Execution Plan). Chapter 4, Appendix B.
Annual Performance Plan	The planned results (outputs and outcomes) to be achieved during the fiscal year for the authorized and appropriated funds (inputs). The department is required to submit this plan to the President. Chapter 4.
Apportionment	A distribution made by OMB of the amount available for obligation in an appropriation or fund account. The distribution makes amounts available for time periods, programs, activities, projects, objects, or combinations thereof. The amounts apportioned limit the obligations that may be incurred.
Appropriation	A law that gives the U.S. Department of Energy (DOE) the authority to obligate a specified level of funds from the U.S. Treasury.
Appropriation Bill	Proposed legislation that, when enacted, will give legal authority to spend or obligate money from the Treasury.
Approved Funding Program (AFP)	The AFP is the basis for the annual execution of programs as approved by Congress. It is the document issued to DOE elements setting forth the funds available for obligation and expenditure (not to exceed the amount allotted) in each appropriation account. The AFP provides a detailed breakdown of the total amount of obligational authority shown on the Advice of Allotment.
Authorization Bill	Proposed legislation that, upon passage, will establish or continue the legal operation of a federal program or agency.
Base Table	A base table is established annually upon passage of the appropriation legislation. Prior to the fiscal year, the base table is developed in accordance with the information contained in conference reports or appropriation legislation. It displays budgetary resources available for obligation by the Department at a level of detail consistent with congressional requirements (e.g., conference reports, etc.). All funds distributed throughout DOE by the allotment and AFP processes are limited by the amounts in the base table. The base table is submitted quarterly to appropriate congressional committees.

Budget Authority	The authority to enter into obligations that will result in immediate or future outlays involving federal funds.
Budget Call	Guidance issued by the Chief Financial Officer regarding the contents, timing, format, and instructions for formulating budgets.
Budget Resolution	The congressional starting point, which considers the federal budget on a very large scale by setting ceilings on all federal appropriations, entitlement programs, and revenue bills.
Capability Statements	Statements that reflect DOE's position on congressional amendments proposing DOE program and funding increases.
Color of Money	The "color of money" illustrates another congressional appropriations restriction on the use of funds in DOE. The color of money refers to three types of funds: operating, capital equipment, and construction. Operating funds, which account for roughly 70% of DOE's budget, are used for staffing, overhead, travel, transportation, rent, utilities, printing, and maintenance and operating (M&O) contractor support for science and production activities. Construction funds, which represent between 20% and 25% of DOE's budget, are specified line item construction projects. The balance (5-10%) is used for the acquisition of equipment, such as cars, construction machinery, computers, laboratory equipment, and similar equipment. These funds may be used for the intended purpose only and may not be switched to, or used for, acquisition of government services or goods without the appropriate reprogramming, restructuring, or transfer approval.
Committed	Funds that are earmarked for a specific purpose but have not been obligated.
Committee Hearings	Hearings held for agency officials and public witnesses to provide testimony regarding pending legislation.
Committee Referral	After introduction, a bill is referred to a committee and usually re-referred to a subcommittee(s).
Committee Reports	A report containing the amended legislation and an explanation of its provisions.
Conference Committee	A committee appointed to resolve differences between the House and the Senate regarding a proposed legislation.
Conference Report	A report of separate bills that have been reconciled by a joint (House and Senate) committee. The conference report is submitted for separate approval by both the House and the Senate.
Congressional Budget Process	The process that shapes the overall budget and authorizes and appropriates funding for federal programs and activities.
Continuing Resolution	Legislation to provide budget authority for specific ongoing activities and for a specified time for which the regular FY appropriation has not been enacted by the beginning of the FY.
Contract Administration	The process of managing the government's business and technical interests during the execution of the contract.
Contract Closeout	The process whereby the remaining administrative details are wrapped up after a contract is executed or terminated.
Contracting Officer (CO)	The CO has the primary authority for entering into, administering, and/or terminating contracts and financial assistance.

Cooperative Research and Development Agreements (CRADAs)	An agreement between the government and private parties to collaborate on specific R&D activities, each providing funding or other resources in accordance with an agreed upon ratio.
Corporate Program Review Budget	The process in which program budgets are submitted to the CFO and reviewed by DOE senior management, resulting in the budget decisions and allocations that are subsequently submitted to the Office of Management and Budget (OMB), which converts the Department's planning and programming decisions into the budget for Departmental-level review.
Costed	The recognition of the actual or constructive receipt of goods or services requiring government payment based on an accrual concept.
Crosscut Plan	Plans used to coordinate and integrate activities where the goal and/or objectives cross more than one function or organizational entity. Chapter 4.
Decision Unit	The basic reporting unit within the budget structure. As part of both an appropriation category and a budget organization, a decision unit is a non-organizational entity by which DOE plans, budgets, and monitors dollars and staffing requirements.
Deferral	A deferral temporarily withholds, delays, or effectively precludes the obligation or expenditure of budget authority. Program funding levels may be affected by rescissions and deferrals. Secretarial officers may submit proposed rescissions and deferrals to the Controller, who works with OMB for submission to Congress.
DOE Budget Process	Chapter 5
EERE Corporate Planning System (CPS)	Comprehensive EERE-wide program and project management information system and tool for producing and managing congressional budget requests, Spend Plans, portfolio information, Multi-year Program Plans (MYPP), Annual Operating Plans (AOP), and automated program guidance letters. The intent of CPS is to provide a seamless operational and managerial link between all EERE program and project activities. Chapter 8.
EERE Information Systems	An EERE program management information tool comprised of a linked set of spreadsheets populated with program management information. Chapter 8.
Executive Summary	A brief overall summary of the MYPP, including program objectives, critical R&D needs, and an overview of the technical plan. Chapter 8.
Federally Funded Research and Development Centers (FFRDCs)	FFRDCs are a unique class of research and development (R&D) facilities that share aspects of private and public ownership. They are also known as national laboratories.
Financial Information System/Management Analysis Reporting System (FIS/MARS)	System includes funding, obligation, costs, and Suncosted data for each EERE contract or financial assistance instrument by office, national laboratory, awardee, CID, program, subprogram, category, and appropriation symbol. Chapter 8.
Field Contracts	Contracts in support of program tasks and activities that are initiated and managed by DOE field activities.
Floor Action	Legislative action whereby the legislation is returned to the congressional floor and opened for amendments and passage by a majority in both houses.
FTE Allocation Process	The process whereby staffing resources are officially distributed.
FTE Budgeting	The process of identifying, justifying, and defending the federal staffing resources required to achieve DOE program objectives as specified in the current budget and as approved by the Secretary.

Full Time Equivalent (FTE)	The basic unit in which all manpower estimates is stated. An FTE is equal to 2,087 compensated work hours, or approximately the number of hours a Federal employee would be paid if he/she worked full time for an entire year.
Golden Field Office (GO)	The GO is a full-service business organization and is one of the two field organizations in the EERE PMC. Chapter 1
Grant	An agreement through which funds are provided for assistance to provide the means for a recipient to accomplish a public benefit with little oversight or other government involvement.
Impact Statement	Requested to define “What If” scenarios, such as what impact would result from a program budget being reduced or eliminated.
Interagency Agreement	A written agreement entered into between a DOE office and the appropriate official of another federal agency that requires specific goods to be furnished or tasks to be accomplished by one agency in support of the other.
Introduction of Bills	A bill is introduced in the Senate, House of Representatives, or both bodies. Legislation may also be introduced at the request of the President on behalf of an agency.
Key Mission Elements	A plan that identifies the program’s quantitative technical goals, objectives, strategies, milestones, and resources required each year for the next five years.
Multi-Year Program Plan (MYPP)	A plan that identifies the program’s quantitative technical goals, objectives, strategies, milestones, and resources required each year for the next five years. Chapter 1, Appendix A.
National Energy Policy (NEP)	Similar to a mission statement, the NEP is a framework of goals, objectives, guiding principals, and recommended actions designed to shape America’s focus on energy-related issues, goals, and standards. Established by the President, the National Energy Policy Development Group (NEPD) is the committee that is tasked with developing the NEP. The group’s membership comprises the Vice President, Presidential Cabinet members, and various other government officials and advisors.
National Energy Technology Laboratory (NETL)	NETL is part of DOE’s national laboratory system, and is one of two field organizations that make up EERE’s Project Management Center, supporting the program implementation of EERE’s R&D programs. With its main campus located in Morgantown, WV, NETL is owned and operated by DOE. The laboratory specializes in energy and environmental research, and in development of coal, natural gas and oil technologies, and is unique because it is the only U.S. national laboratory devoted to fossil energy research. Chapter 1
National Renewable Energy Laboratory (NREL)	NREL is part of the DOE’s national laboratory system, and is the principal research laboratory for EERE. Located in Golden, CO, NREL is the nation’s primary laboratory for renewable energy and energy efficiency research and development, and specializes in the following areas of research: photovoltaics, wind, biomass, geothermal, building technologies, hydrogen & fuel cells, solar power, advanced vehicles & fuels, and electric infrastructure systems. Chapter 1.
Obligated	Funds that have been set aside to cover a government obligation for payment, typically when a contract is entered into for which the government must pay upon performance by the contractor.
Obligation	A binding agreement that will result in outlays, immediately or in the future. Budgetary resources must be available before obligations can be incurred legally.

Obligation Authority	The sum of budget authority, unobligated balances, offsetting collections, and funds transfers.
Office of Biomass Program (OBP)	Develops and improves technology for biomass power; for making biofuels such as ethanol (from biomass residues as well as grain) and renewable diesel; and for making plastics and chemicals from renewable, biobased materials. Chapter 1.
Office of Building Technologies Program (BTP)	Develops, promotes, and integrates energy technologies and practices to make buildings more efficient and affordable, and communities more livable. Chapter 1.
Office of Business Administration (BA)	A management improvement team to examine the EERE program in five areas ranging from budgeting to performance measurement to procurement. Chapter 1.
Office of Federal Energy Management Programs (FEMP)	Assists federal agencies in reducing their costs by helping them identify, finance, and implement energy-efficient technologies, renewable energy projects, and water conservation projects in their facilities and operations, and provides utility management strategies. Chapter 1.
Office of Field Management and Operations (FMO)	Organization that provides expert advice, guidelines, and examples to assist with the acquisition process. Chapter 1.
Vehicle Technologies Program (VT)	Develops, and promotes user acceptance of, transportation technologies that can decrease oil imports and reduce emissions of pollutants, including greenhouse gases. Chapter 1.
Office of Geothermal Technologies Program (GTP)	Works in partnership with U.S. industry to establish geothermal energy as an economically competitive contributor to the U.S. energy supply.
Office of Hydrogen, Fuel Cells & Infrastructure Technologies Program (HFCIT)	Works with partners to accelerate the development and successful market introduction of these technologies. Chapter 1.
Office of Industrial Technologies Program (ITP)	Creates partnerships to research, develop, and deliver advanced energy and pollution prevention technologies for industrial customers. Chapter 1.
Office of Technology Development (TD)	Responsible office for the management of EERE's ten program offices. TD's management responsibilities are shared by the Deputy Assistant Secretaries: Deputy Assistant Secretary for Energy Efficiency (DAS-EE) and the Deputy Assistant Secretary for Renewable Energy (DAS-RE). Chapter 1.
Office of Management and Budget (OMB)	The OMB has a central role in the formulation and execution of the President's budget. Chapter 5.
Office of Solar Energy Technologies Program (SETP)	Accelerates the development of solar technologies as energy sources for the nation and world, and educates the public about the value of solar as a secure, reliable, and clean energy choice. Chapter 1.
Office of Weatherization and Intergovernmental Program (OWIP)	Provides consumers and decision makers with information on cost, performance, and financing energy-efficiency and renewable-energy projects. Chapter 1.
Office of Wind and Hydropower Technologies Program (WHTP)	Works with industry to develop the advanced technology needed to convert more of the nation's wind into electricity and pursues R&D to develop more environmentally friendly technologies to maintain the nation's existing hydropower capacity. Chapter 1.
OMB Apportionment	Once the congressional budget is signed, OMB places the funds in a budget table that shows how much is to be provided to each agency. Chapter 5.

OMB Budget Review	The DOE budget is reviewed by the OMB prior to submitting it for presidential approval and submission to Congress.
OMB Target	Initial guidance provided by the OMB outlining overall staffing and funding ceilings that the Department should consider as it prepares the budget.
Outlays	The actual disbursement of funds.
Performance-Based Management	A management philosophy that identifies measurable results or outcomes and pursues them at each level of the organization. Chapter 4, 5.
Performance-Based Acquisition	An acquisition approach that specifies “what” is required in terms of objectives, measures, and expectations while leaving the specific methods of performance, the “how”, to be decided by the contractor.
Performance Budget Formulation	Second stage of the program management cycle includes budgeting, estimating funding requirements, and defending the budget. Chapter 5.
Planning	First stage of the program management cycle including strategic plans, multi-year plans, and annual operating plans. Chapter 4
President’s Budget	Also called the congressional budget submission, it reflects official DOE policy on all matters relating to the Administration’s budget requests for funding DOE programs.
Procurement and Assistance Data Systems (PADS)	PADS is the official Departmental system for tracking the status, value, and other characteristics of almost all direct contracts, cooperative agreements, grants, and other funding vehicles. Chapter 8, Appendix E-1.
Procurement Integrity	The responsibility of federal program and contracting officials to refrain from activities that create conflicts of interests or the appearance thereof, or that use the procurement process for personal enrichment.
Procurement Plan	A plan that identifies what is to be acquired and how, including the source, contract method, and contract type. Chapter 6.
Procurement Request (PR)	The key document that initiates a procurement action. This form and accompanying documents provide the information necessary for an awarding procurement office to solicit and evaluate applications, make recommendations to a selection official, and make financial assistance and contract awards. It also serves as a medium for the program office to communicate any special instructions to the awarding procurement office. The requesting official must complete this form electronically for all procurement requirements.
Project	An executable element of a program normally with its own discrete beginning, end, and specified outputs. A project is an executable increment or stepping stone of program activity (e.g., FY 2006 heavy vehicle fuel system research and technology advancement) aimed at achieving specific objectives in a specified period. In the CPS, an EERE project consists of a single agreement or group of agreements or activities that are being implemented.
Project Management Center (PMC)	A “virtual hub” for the project management of EERE’s programs, comprising the Golden Field Office and the National Energy Technology Laboratory. Chapters 1.
Project Plan	A detailed plan to ensure that the objectives of a specific project are achieved. A project plan defines the methods applied, resources used, and timelines for the project.

Program	An organized set of ongoing activities directed toward a common purpose or goal undertaken in support of an assigned mission area. A program is generally the highest level of work breakdown structure within a specific mission area. It is characterized by a strategy for accomplishing a set of definitive goals and objective(s) aligned to and in support of the mission goals. A program is generally subdivided into subprograms that, in turn, are typically subdivided into projects that are managed closely by using project management tools and techniques. Chapter 2.
Program Analysis and Evaluation	Fourth stage of the program management cycle including monitoring program work performance and program evaluation. Chapter 7.
Program Guidance Letters	Chapter 6.
Program Implementation	Third stage of the program management cycle that includes identifying the work, assigning the work, and completing the work in a timely fashion. Chapter 6.
Program Management Cycle	Chapter 2.
Program Management Initiative (PMI)	Initiative to improve the program management system, which includes the Strategic Management System, Performance-Based Management standards, and training.
Program Guidance Letters	Chapter 6.
Program Implementation	Third stage of the program management cycle that includes identifying the work, assigning the work, and completing the work in a timely fashion. Chapter 6.
Program Execution Plan (PEP)	A report generated from the Business Information System (BMIS) that provides budget formulation and execution data.
Program Management Cycle	Chapter 2.
Program Management Initiative (PMI)	Initiative to improve the program management system, which includes the Strategic Management System, Performance-Based Management standards, and training.
Program / Project Manager Responsibilities	Chapter 2.
Regional Offices	EERE's six regional offices implement state and local grant programs and serve as EERE's principal technology deployment force in the field. The six regional offices are located in Boston, MA; Philadelphia, PA; Atlanta, GA; Chicago, IL; Denver, CO; and Seattle, WA.
Reprogramming	Reprogramming is the shifting of funds within an appropriation (that is, within a DOE program), within the same fiscal year, between budget activities, line items, etc.
Rescission	A rescission cancels existing budget authority before the time when the authority would otherwise cease to be available for obligation. The President requests the rescission. The rescission occurs only if Congress enacts it.
Spend Plan	The Spend Plan indicates how much appropriated funding will be placed with each performing activity, including labs and procurement and financial assistance awardees, and shows a costing or accrual rate consistent with the actions necessary to accomplish the work. Chapter 6.

Staffing Budget Call	A memorandum that provides guidance to Secretarial officers and other top Departmental officials on staffing levels, assumptions, scenarios, alternatives, and formatting requirements.
Strategic Management System	An organizational management framework that integrates planning, budget formulation, budget execution, and analysis and evaluation. Chapter 2.
Strategic Plan	A plan that identifies the organization's vision, mission, values, and broad goals looking forward at least five years into the future. Chapter 4.
Technology Development Manager	Responsible for managing technology development subprograms. Technology Development Managers report to the respective Program Managers in HQ.
Technology Transfer	The process of applying technologies developed in the private sector by the government and vice-versa.
Unobligated Balances	The cumulative amount of budget authority that is not obligated and that remains available for obligation under law.
Work Authorization System (WAS)	The method by which work is assigned to and accomplished by the national laboratories. Chapter 6.