

Department of Energy
Washington, DC 20585

October 25, 2002

MEMORANDUM FOR DISTRIBUTION

/s/

FROM: JAMES T. CAMPBELL
DEPUTY DIRECTOR
OFFICE OF MANAGEMENT, BUDGET
AND EVALUATION/DEPUTY CFO

SUBJECT: FY 2002 Research and Development Data Call

This memorandum has been coordinated with the National Nuclear Security Administration's Associate Administrator for Management and Administration.

The call for Research and Development (R&D) data was initiated in 1995 by the Office of Science and Technology Policy (OSTP) at the White House. Since that time, the Department's laboratories have sent their R&D data to the Office of Scientific and Technical Information (OSTI) for processing and loading into a corporate database. This information is vital to maintaining the Department's credibility in managing a multi-billion dollar R&D program. In addition to this data call, these data are needed to:

- Respond to numerous other external requirements and commitments;
- Make it simpler for the Department to track how it spends taxpayer dollars;
- Better manage R&D expenditures and related technical information deliverables at the project level; and,
- Reduce the time and effort currently spent responding to ad hoc R&D requests.

The attached guidance identifies the changes for this year's submission and provides the data specifications for each R&D category. The data, in the format specified in the attached guidance, are due to OSTI by January 3, 2003. OSTI will perform an initial data validation and load the data into the R&D Tracking System for review and update by the Program Secretarial Offices. The Department will then forward this updated data to the OSTP by March 5, 2003. Meeting this schedule will require a dedicated effort across the Department but will provide the eighth year of the baseline to build on for the future full life cycle management of the R&D enterprise and the ability to respond quickly and accurately to R&D information requests.

My thanks to the individuals from your organizations who worked to prepare last year's R&D Tracking System information. It is through these kinds of cooperative efforts that improvements are being made in Departmental operations.

If you have questions or need any assistance, please have your staff contact Steve Baker on (301) 903-4795.

Attachment

bcc:

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Subject File

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