

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

ADMINISTRATION, OPERATIONS AND MANAGEMENT

**OFFICE OF THE DEPUTY SECRETARY AND THE CHIEF OPERATING OFFICER**

The Office of the Deputy Secretary and the Chief Operating Officer (DEPSEC) assists the Secretary in the administration of programs, functions, and authorities of the Department. This office oversees the day-to-day operations of the agency to include critical support functions such as human capital, financial management, procurement, and information technology. The DEPSEC plays a critical role in assisting the Department to meet its strategic goals. In support of the Department's goal to *Transform the Way HUD Does Business*, the DEPSEC led the HUD Transformation Initiative effort, "Delivering Together Project." This initiative brought together a team of HUD Veterans tasked with helping to bust bureaucracy and help make HUD an empowered, customer-centered, place-based, collaborative organization that is responsive to employee and stakeholder feedback. As a result of the success of this initiative, in fiscal year 2011, the Department was able improve on its position amongst Federal agencies responding to the OPM Employee Viewpoint Survey. Key to this success was HUD's emphasis on improving employee morale by increasing opportunities for training, and greater feedback and interactions with senior leadership. The DEPSEC senior staff played a critical role in the success of this initiative.

The DEPSEC requests \$1.292 million in fiscal year 2013 which includes 6.3 FTE and \$150,000 in non-personnel services (NPS) to accomplish its mission. The fiscal year 2013 requested staffing and NPS levels are critical for this office to manage support functions, address management issues, and lead change.

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	FY 2012 Enacted	FY 2013 Request	Increase/Decrease compared to 2012
Personal Services	\$1,107,000	\$1,142,000	\$35,000
Non-Personal Services:			
Travel	58,000	100,000	42,000
Other Services	35,000	50,000	15,000
Subtotal Non-Personal Services	93,000	150,000	57,000
Total	\$1,200,000	\$1,292,000	\$92,000
FTE	6.2	6.3	0.1

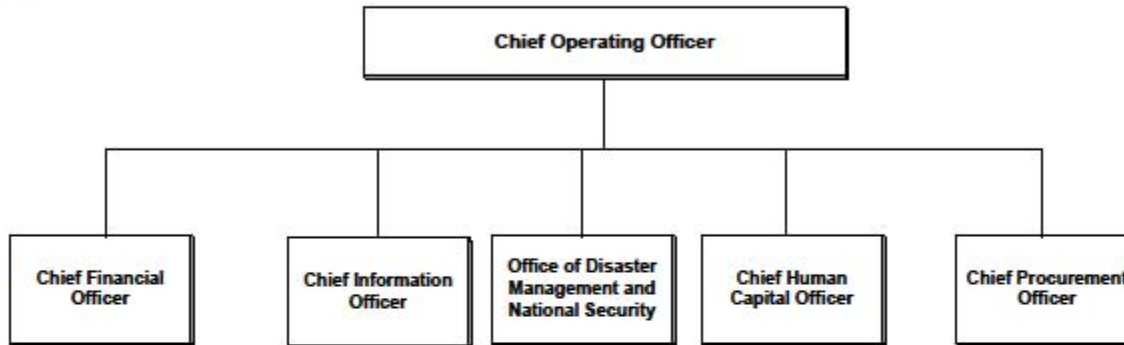
DEPSEC is requesting 6.3 FTE's for fiscal year 2013 and \$1.292 million; this is an increase from fiscal year 2012 of 0.1 FTE and a total increase in non-personnel services of \$57 thousand.

Travel will support the Deputy Secretary's efforts to promote and assist the President and Administration in achieving goals and priorities for the Department, while ensuring maximum coordination amongst various Federal entities in urban, rural and community development, and successful delivery of housing services. In addition, the former position of the Office of the Chief Operating Officer, along with its associated functions and costs, was absorbed under the Office of the Deputy Secretary. As such, overall support resource requirements are expected to increase. Contracts will primarily fund critical temporary administrative personnel necessary to support senior staff and thereby ensure an effective and efficient continuity of operations. Funding will also provide other general support to include visual arts or graphics services. HUD anticipates that amounts for budget object classes (BOCs) 2200 (Transportation of Things), 2400 (Printing), 2600 (Supplies), and 3100 (Equipment) will be minimal in certain offices. Should expenses arise related to those BOCs, they will be absorbed within the budget for non-personnel expenses.



## Office of Chief Operating Officer

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October 1, 2010