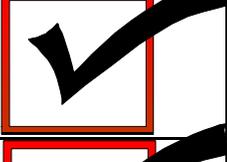
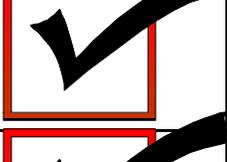
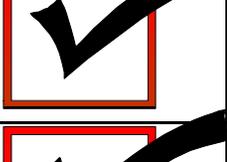
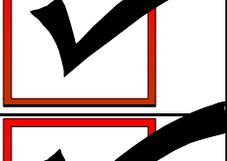
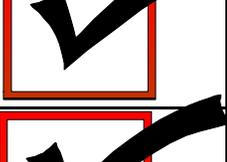


Bureau of Economic Analysis FY 2003 Strategic Plan Report Card

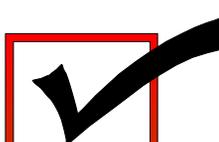
NATIONAL ECONOMIC ACCOUNTS Programs and New Initiatives: FY 2003

Programs	2003	Met	Not Met	Comments
National Income and Product Accounts (NIPA) Estimates	Prepare quarterly estimates of GDP tables; begin 2003 comprehensive revision estimates.	<input checked="" type="checkbox"/>		
Monthly Personal Income and Outlays	Prepare monthly estimates of personal income and outlays; begin 2003 comprehensive revision estimates.	<input checked="" type="checkbox"/>		
Fixed Assets and Consumer Durable Goods	Prepare annual estimates of fixed assets and consumer durable goods; begin 2003 comprehensive revision estimates.	<input checked="" type="checkbox"/>		
International Submissions	Update NIPA estimates consistent with 1993 SNA for OECD. Prepare GFS for Treasury to submit to IMF.	<input checked="" type="checkbox"/>		
NIH Biomedical Research & Development (R&D) Price Index	Prepare estimates of biomedical R&D price index for NIH under reimbursable contract.	<input checked="" type="checkbox"/>		
New Initiatives				
Implement North American Industry Classification System (NAICS)	Prepare for conversion of all income-side estimates to NAICS basis in comprehensive revision.	<input checked="" type="checkbox"/>		
NIPA Central System Modernization	Test and implement the first phase of the new central system (joint with OCIO, contractor).	<input checked="" type="checkbox"/>		
Alternative Measures of Saving	Update the measures.		X	Resources to update this measure were needed for other higher priority projects.
Interactive Web Data Access	Continue Web data access project.	<input checked="" type="checkbox"/>		

Convert Table Generation	Complete automation of remaining tables.			
New Quality-Adjusted Prices	Conduct research and develop new quality-adjusted prices. Submit proposals for prices of nonresidential structures, photocopy equipment, and other selected prices.			
Improved Services Measures	Conduct research and develop new measures of services, including insurance and financial. If proposals are accepted, prepare estimates.			
Real-Time Scanner Data for PCE	Research real-time scanner data for estimating PCE by type of product.			
Improve Motor Vehicle Estimates Using Real-Time Data	Prepare used motor vehicles proposal. Study real-time data for motor vehicle average prices.			
Improved Goods Measures	Develop independent monthly estimates for prescription drugs.			
Improved Estimates of Software Investment	Conduct research and develop improved software prices.			
Employee Stock Options	Conduct research and develop estimating methodology for employee stock options.			
Federal Investment and Consumption System	Complete prototype system.			
Research Statistical Discrepancy	Research on possible sources of statistical discrepancy; improve estimates of GDP and GDI.			
Convert Time Series Package to FAME	Complete pre-revision conversions, testing and implementation.			

Misreporting Adjustments	Work with IRS to update measures of voluntary taxpayer compliance.			
Methodology Papers	Update methodology papers.			
Re-engineer Private Capital Stock Estimates	Continue rewriting programs.			
Re-engineer Government Capital Stock Estimates	Incorporate changes required for comprehensive revision.			
Revise Tables to De-emphasize Chained Dollars	Implement table redesign.			
Recognize Government and Nonprofit Output	Implement proposal to recognize output.			
Real Government and Nonprofit-by-Function Estimates	Implement simplified real government-by-function estimates.		X	Methodology and source data development completed; scheduled to be released after NIPA benchmark.
Research to Revise Summary Accounts	If accepted, implement proposal to revise Summary accounts.			
Research Sector Definitions	Conduct research on and prepare proposal for reclassifying capital costs of nonprofit institutions serving households from the business sector to the nonprofit sector in the NIPA.			
Research Flow-of-Funds Integration	Publish preliminary attempt to consolidate a simple NIPA sector with the flow-of-funds accounts.		X	Extensive work has been conducted with the Federal Reserve including a presentation at the NBER's Conference on Research in Income and Wealth. Consolidated estimates have not been published.

Research on Compensation in Kind	Consider proposals on transportation and other forms of compensation in kind.	<input checked="" type="checkbox"/>		
Research on Nonprofit Sector	Develop new tables to show nonprofit expenditures and economic activity.	<input checked="" type="checkbox"/>		
Research on Chain Inventories Method	If proposal is accepted, implement proposal for chain inventories method.	<input checked="" type="checkbox"/>		Research proposal was prepared but not accepted.
Improved Capital Stock Estimates	If proposals are accepted, implement proposals.	<input checked="" type="checkbox"/>		
Research NIPA/International Transactions Accounts (ITAs) Differences	If accepted, implement proposals to resolve differences between NIPAs and ITAs.	<input checked="" type="checkbox"/>		
Research Pension Benefits	If research is accepted, prepare and submit proposal for changes in comprehensive revision.		X	Research proposal was not prepared.
Research Accrual Accounting	If research is accepted, prepare and submit proposal for incorporating improved estimates during the comprehensive revision.	<input checked="" type="checkbox"/>		Proposal was prepared but not accepted for current benchmark. Changes were deferred to a future revision.
Research Government Inventories	If proposal is accepted, prepare revised estimates.	<input checked="" type="checkbox"/>		Proposal was prepared but not accepted for current benchmark. Changes were deferred to a future revision.
Research Separate State and Local Government Estimates	Publish an article that presents separate estimates.	<input checked="" type="checkbox"/>		
Improved Change in Private Inventories	Add farm materials and supplies inventories.	<input checked="" type="checkbox"/>		
Quantity Indicators for Estimation of Government Output	Conduct research on quantity indicators for selected components of government output.	<input checked="" type="checkbox"/>		

Research Production Account and Capital Inputs	Work with the Chief Economist and BLS to construct an aggregate production account.			
Research IRS Informational Returns	Conduct research on IRS information return (IR) interest data; begin research on IR compensation data.			
Improved Housing Output	Reclassify farm housing from farm to real estate industry; reclassify farm and nonfarm owner-occupied housing from business to household sector.			

INDUSTRY ACCOUNTS				
Programs and New Initiatives: FY 2003				
Programs	2003	Met	Not Met	Comments
Benchmark Input-Output (I-O) Accounts	Publish detailed data and documentation electronically for the 1997 Benchmark I-O Accounts; prepare and publish the 1997 Capital Flow tables.			
GDP-by-Industry Accounts	Publish GDP-by-Industry Accounts for 2001; prepare revised GDP-by-Industry Accounts consistent with 1997 Benchmark I-O and revised NIPAs for 2002.		X	Revised GDP-by-Industry Accounts to be consistent with 1997 Benchmark I-O Accounts. Estimates will be published Spring 2004 in the <i>Survey of Current Business</i> . Publishing delay due to NIPA comprehensive revisions schedule.
Annual I-O Accounts	Release Annual I-O Accounts for 1999; revise Annual I-O framework to be consistent with 1997 Benchmark I-O Accounts and revised NIPAs.			
Implement NAICS	Develop software and revise data files for annual programs to 1997 NAICS based source data; prepare for conversion to NAICS in public data files.			
Foreign Trade Estimates	Prepare monthly estimates of merchandise exports and imports; complete conversion of concordance between Harmonized System (HS) and I-O classifications to a NAICS basis.			
International Submissions	Prepare SNA-based, GDP-by-Industry Accounts for 1999–2001.			

<p>IT Re-engineering</p>	<p>Release expanded software with new analytical tools for accessing and manipulating I-O data from BEA Web site; modify further the web-based system to include NAICS-based I-O data; modify annual I-O and GDP-by-industry production processing systems for NAICS.</p>			
New Initiatives				
<p>Accelerated Annual I-O Accounts</p>	<p>Research methods and procedures required to produce procedures required to produce accelerated annual I-O accounts.</p>			
<p>Accelerated GDP-by-Industry Accounts</p>	<p>Evaluate methods developed to estimate advance nominal and real GDP-by-Industry Accounts.</p>			
<p>Accelerated Gross State Product (GSP) Accounts</p>	<p>Coordinate with the Regional program on the development of software needed for the accelerated release of GSP Accounts.</p>			
<p>Improved Gross Output for Selected Services (GDP-by-industry)</p>	<p>Coordinate with NIWD on the preparation of short papers describing potential improvements to the services areas.</p>			
<p>Investigate and Implement Method to Produce Benchmark I-O Accounts using more Streamlined Methodology</p>	<p>Conduct research on ways to simplify production of Benchmark I-O Accounts and to increase efficient use of source data.</p>			
<p>Review and Partially Reconcile Industry Value Added I-O Accounts with GDP-by-Industry Accounts</p>	<p>Conduct research and develop methodologies to integrate GDP-by-Industry and I-O accounts; develop modifications to database systems.</p>			

<p>Improved Consistency of I-O, GDP-by-Industry, and GSP Estimates</p>	<p>Coordinate with the Regional program to identify differences in data sources, estimating methods, definitions, and classification conventions that result in inconsistencies of estimates from the I-O, GDP-by-Industry, and GSP Accounts.</p>			
<p>Review and Research to Improve Legacy Estimating Rules Used for Benchmark I-O Accounts</p>	<p>Conduct research to validate or improve methods determined to have a significant impact on accuracy of the accounts; prepare short papers on findings.</p>			
<p>Review and Reconcile Gross Output with Comparable BLS Measures</p>	<p>With the Chief Economist, review and reconcile gross output with comparable BLS measures of nominal and real gross output; work with BLS to prepare a paper that documents and explains the major differences between manufacturing and nonmanufacturing measures.</p>			
<p>Distribution of Profits by Type of Company to Industries</p>	<p>Investigate and develop alternative methods for the distribution of company profits to establishment-based industries.</p>			
<p>IT Re-engineering</p>	<p>Design processing system to integrate GDP-by-Industry and I-O accounts.</p>			
<p>Travel and Tourism Satellite Accounts</p>	<p>Design, develop and implement systems to produce Travel and Tourism Satellite Accounts data for the annual I-O accounts; research and develop annual data required for the accounts; produce quarterly estimates of tourism industries sales.</p>			
<p>Improved Nonprofit Estimates (Benchmark I-O Accounts)</p>	<p>Coordinate with NIWD on development of new tables to show nonprofit expenditures and economic activities.</p>			

INTERNATIONAL ACCOUNTS
Programs and New Initiatives: FY 2003

Programs	2003	Met	Not Met	Comments
Balance of Payments (BOP) Accounts	Prepare estimates for the BOP accounts.	<input checked="" type="checkbox"/>		
International Investment Position (IIP) Estimates	Prepare annual estimates of the IIP.	<input checked="" type="checkbox"/>		
Benchmark and Annual Financial and Operating (F&O) Data	Prepare F&O estimates.	<input checked="" type="checkbox"/>		
Analyses and Articles	Prepare articles and analyses.	<input checked="" type="checkbox"/>		
New Initiatives				
Research Understatement of Goods Trade Estimates and Develop Bias Adjustments	Support Census Bureau efforts to make electronic reporting by exporters mandatory. Continue research into understatements.	<input checked="" type="checkbox"/>		
Accelerate Monthly Estimates of U.S. Trade in Goods and Services	Working jointly with Census Bureau, accelerate the release by about one week.	<input checked="" type="checkbox"/>		
Derivatives	Assist Treasury in designing a survey of positions and transactions in derivatives. Also, assist Treasury in seeking OMB clearance of survey.	<input checked="" type="checkbox"/>		
NAICS	Publish NAICS-based estimates from annual survey of USDIA. Update classification coding booklet to reflect NAICS 2002. Introduce NAICS into direct investment balance of payments time series data.	<input checked="" type="checkbox"/>		
Quarterly Services Surveys	Seek OMB clearance of quarterly services surveys; develop estimation routines and processing systems for quarterly surveys.	<input checked="" type="checkbox"/>		

<p>Improve Estimates of Short-Term Financial Instruments</p>	<p>Incorporate estimates of short-term claims (December 2001 survey measurement date) in the accounts.</p>		<p>X</p>	<p>Substantial improvements were made in estimates of short-term claims and liabilities, but December 2001 survey data were not incorporated. Efforts were shifted to incorporating short-term positions of banks and brokers, which resulted in a larger improvement in estimate quality.</p>
<p>Institute More Frequent Surveys of Portfolio Investment Assets and Liabilities</p>	<p>Incorporate results of benchmark asset survey (December 2001 survey measurement date). Continue working with Treasury to design the annual asset survey covering 2003 and later years.</p>			
<p>Improve Web site</p>	<p>For direct investment, work on re-engineering of table production system and reformatting of historical data</p>			
<p>Utilize Stratified or Other Sampling Technique</p>	<p>Draft reporting regulations to allow stratified or other sampling techniques in the annual survey of FDIUS.</p>			
<p>Expand Services Data Collection (Excluding Quarterly Surveys)</p>	<p>Conduct updated annual survey to include coverage of medical services; publish final benchmark survey results; broaden services coverage, as appropriate.</p>			
<p>Prepare Additional Special Studies</p>	<p>Prepare special studies to extend analysis of data of the International Economics Directorate. Such studies may be on the data collection system; supplemental current account measures; measurement difficulties; etc.</p>			

<p>Update Statistical Methods in Light of International Statistical Standards</p>	<p>Develop new methodology for estimating insurance services. Work with IMF on updating international statistical standards, including differentiating between direct investment and other types of investment.</p>			
<p>Electronic Data Collection</p>	<p>Implement electronic reporting on benchmark and new investment surveys of FDIUS and on annual surveys of construction, insurance, royalties and license fees, and selected services.</p>			

REGIONAL ACCOUNTS				
Programs and New Initiatives: FY 2003				
Programs	2003	Met	Not Met	Comments
Annual/Benchmark State Personal Income (SPI) Including Disposable SPI	Prepare SPI with NAICS 2002 industries.			
Annual/Benchmark GSP	Prepare annual 2001 GSP estimates on SIC basis.			
Quarterly SPI	Prepare quarterly SPI with NAICS 2002 industries for 2001 and 2002 with no overlap.			
Annual and Benchmark Local Area Personal Income (LAPI)	Prepare LAPI with NAICS 2002 industries for 2001 with no overlap with SIC industries.			
Regional Input-Output Multipliers	Convert to NAICS (conversion by IED and REMD are prerequisites). Incorporate 1999 national annual I-O table into RIMS.		X	Began work but have not completed conversion to NAICS due to loss of key staff.
Implement NAICS Regional Program	Convert all GSP source data from NAICS to SIC. Prepare GSP estimation programs for conversion to NAICS. Prepare local area personal income on NAICS basis.		X	Local area personal income has been prepared and released on a NAICS basis. GSP reprogramming has begun but will not be complete by end of FY 2003. GSP staff are still waiting on NAICS industry information from other BEA divisions.
New Initiatives				
Accelerate Metropolitan Area Personal Income (MAPI)	Document source data schedules and establish partnerships with source data agencies to accelerate data availability.			
Accelerate GSP	Prepare data files and develop estimation software. Produce advance total GSP for reference year 2002.			
Accelerate County-Level Personal Income	Begin research on acceleration of county-level personal income.			

<p>Implement Results of Stock Options Research</p>	<p>Begin research with BLS to develop ways to identify and estimate items that are not recorded in the ES202 wage data for selected states.</p>			
<p>Prepare Pensions Received by State</p>	<p>Complete research into pension definitions. Identify and document the kinds of pensions and other retirement vehicles that currently exist. Document the treatment of each kind of retirement program in personal income.</p>			
<p>Interagency Work: NAICS, North American Product Classification System (NAPCS), American Community Survey (ACS)</p>	<p>Research use of ACS results on a regular basis. Continue ECPC staff work.</p>			
<p>Improve Consistency of I-O, GDP, and GSP</p>	<p>Consult with representatives from IED and NIWD on issues related to improving consistency between state and national estimates of value added by industry.</p>			

IMPROVEMENTS TO METHODS AND DATA

Programs and New Initiatives: FY 2003

Programs	2003	Met	Not Met	Comments
Expansion of Coverage of BLS Current Employment Survey (CES) 790 Program	Continue discussions with BLS about expanding definition to all employees hours and earnings concept. Explore the impact of CES probability sample design on revisions to BEA wage and salary estimates.			
Work with Census in Obtaining 2002 Economic Census Data	Hold meetings with Census divisions to discuss progress of 2002 economic census and potential requests for new special tabulations as needed.			
Expand Other Economic Census and Survey Programs	Work with Census Governments Division to set BEA data priorities. Continue working with Census to expand Services Annual Survey (SAS).			
Revision Studies	Assist the Regional Division in study of revisions for State Personal Income.			
Conduct Research for Satellite Accounts such as R&D	Undertake innovative research by constructing experimental satellite accounts.			
Revisions to NAICS and Development of NAPCS	Work with Census and BLS on planning 2007 revision to NAICS and the development of NAPCS.			
Liaison with Research Community	Maintain contacts with the research community; fund research of interest to BEA when budget allows.			
Data Sharing among Federal Statistical Agencies	Work with IRS and Treasury along with other statistical agencies to make Title 26 consistent with new data sharing legislation.			
Information Quality Guidelines	Address comments/complaints and file reports with OMB.			

Advisory Committees	Seek expert advice from experts through meetings of the BEA Advisory and FESAC (joint BEA, BLS, and Census) committees.			
Homeland Security	Liaison with ESA to provide input from BEA on economic analyses of Homeland Security issues.			

MANAGEMENT				
Programs and New Initiatives: FY 2003				
Programs	2003	Met	Not Met	Comments
Recruit, Develop, and Retain a High-Quality, Diverse Workforce	Put in place succession planning.	<input checked="" type="checkbox"/>		
	Act on results of employee survey from 2002 and conduct new survey, publish results.	<input checked="" type="checkbox"/>		
	Continue use of recruitment and retention supplemental programs.	<input checked="" type="checkbox"/>		
	Implement quality of work life program.	<input checked="" type="checkbox"/>		
	Seek limited HR authority to improve recruitment efforts.	<input checked="" type="checkbox"/>		
Know, Understand, and Respond Better to Customers, Partners, and Survey Respondents	Continue with increased outreach efforts to all customers, stakeholders, and partners.	<input checked="" type="checkbox"/>		
	Conduct customer survey and act on results.	<input checked="" type="checkbox"/>		
	Hold annual users conference.	<input checked="" type="checkbox"/>		
	Conduct BEA Advisory Committee meetings.	<input checked="" type="checkbox"/>		
Enhance BEA Outreach	Continue with bottom-up development of detailed operating budget.	<input checked="" type="checkbox"/>		

<p>Enhance BEAs Outreach to Customers and Data Users</p>	<p>Develop communications and outreach strategy for BEA and develop logo and branding concepts for BEA.</p>		<p>X</p>	<p>Plan in development to continue to improve communication with BEA users.</p>
<p>Improve and Expand the Availability and Usefulness of the Publication of BEA's Statistical Information in Print, for Electronic Media, and on the Web</p>	<p>Assess scope and effectiveness of BEA's dissemination activities across program areas.</p>			
	<p>Implement publication design improvements.</p>			
	<p>Assess desirability and feasibility of reviewing electronic products and Web postings.</p>			
	<p>Initiate Web site redesign consulting contract.</p>			
<p>Improve Financial Management</p>	<p>Provide product cost information to managers.</p>		<p>X</p>	<p>Efforts to improve base cost and reimbursables methodologies were completed. Budget information by program areas was improved as was a system to better identify cost information. BEA explored an activity based costing system but determined that costs outweighed benefits.</p>
	<p>Develop and implement a Management Information System (MIS) for executive staff for better budget resource management.</p>			

INFORMATION TECHNOLOGY
Major Programs and Operations: FY 2003-FY 2007

Programs	2003	Met	Not Met	Comments
Major Projects				
Maintain Voice and Telecommunications	Replace phone system.		X	Phase 1 assessment completed. Installment scheduled for first quarter of 2004. This program was delayed due to budget constraints.
	Upgrade voice mail system.	<input checked="" type="checkbox"/>		
Major Projects Maintain Local Area Network	Complete LAN infrastructure upgrade.	<input checked="" type="checkbox"/>		
	Upgrade perimeter security infrastructure.	<input checked="" type="checkbox"/>		
	Initiate upgrade of SAN storage capability for the LAN.	<input checked="" type="checkbox"/>		
	Implement new remote access capabilities (e.g VPN).	<input checked="" type="checkbox"/>		
	Evaluate file server consolidation and replacement. Investigate and implement new or upgraded operating systems.	<input checked="" type="checkbox"/>		
	Research and implement an attachment blocking policy for incoming Internet E-Mail.	<input checked="" type="checkbox"/>		
	Complete upgrade of Windows-NT servers to Windows 2000 Server.	<input checked="" type="checkbox"/>		
	Upgrade software and operating systems on the BEA Intranet site.	<input checked="" type="checkbox"/>		

	Implement replicated BEA Web site for disaster recovery purposes.	<input checked="" type="checkbox"/>		
	Upgrade disaster recovery contract to meet expanding Bureau needs.	<input checked="" type="checkbox"/>		
	Investigate upgrade for the E-mail system.	<input checked="" type="checkbox"/>		
	Upgrade desktop management / LAN policy management software.	<input checked="" type="checkbox"/>		
	Upgrade telecommuting infrastructure, offer services for telecommuting.	<input checked="" type="checkbox"/>		
Maintain Workstations	Upgrade various COTS software as needed.	<input checked="" type="checkbox"/>		
	Continue to investigate and implement new mobile technology.	<input checked="" type="checkbox"/>		
	Evaluate virus protection software.	<input checked="" type="checkbox"/>		
	Review and update SAT documentation on the Intranet.	<input checked="" type="checkbox"/>		
	Implement software inventory tracking system.	<input checked="" type="checkbox"/>		
	Investigate Desktop operating system upgrade.	<input checked="" type="checkbox"/>		

Provide Applications Development Support	Implement new centralized NIPA processing system (STATS) for the benchmark revision and current estimates.		X	Parallel system currently operational and being tested with full implementation scheduled for first quarter 2004. Delay due to budget constraints.
	Support projects to generate more timely data for 5 economic measures (international trade in goods & services, GDP-by-Industry, I-O tables, gross state product, and metropolitan area personal income).			
	Enhance interactive web applications for NIWD, IED, and BPD. Implement interactive mapping on the web for READ. Develop interactive web application for dissemination of IID data.			
	Implement electronic reporting (ASTAR) for 6 additional IID surveys.			
	Complete the Benchmark I-O system for IED. Investigate systems.			
	Continue conversion to FAME.			
	Begin reengineering of IID table generation systems.			
	Implement the International Investment Position estimates in the PCAPS system.			
	Upgrade online training capabilities.			

Provide Information Technology (IT) Training for BEA Staff	Implement training of new phone system.		X	Training will occur in the first quarter of FY 2004. Delay due to budget constraints that impacted installation of new phone system.
	Implement training of office suite.	<input checked="" type="checkbox"/>		
	Upgrade microcomputers in IT training facility.	<input checked="" type="checkbox"/>		
Provide HelpDesk Support	Review and update existing IT documentation on Intranet.	<input checked="" type="checkbox"/>		
	Evaluate user interface to Help Desk tracking system.	<input checked="" type="checkbox"/>		
	Implement HelpDesk ticket assignment.	<input checked="" type="checkbox"/>		
	Upgrade HelpDesk checklist.	<input checked="" type="checkbox"/>		
Maintain IT Security	Consolidate IT Security Plans.	<input checked="" type="checkbox"/>		
	Implement online IT security training.	<input checked="" type="checkbox"/>		
	Develop Policy on blocking email attachments.	<input checked="" type="checkbox"/>		
	Update Strategic Information Technology Plan.	<input checked="" type="checkbox"/>		
	Update BEA Strategic Plan.	<input checked="" type="checkbox"/>		

Deploy Plans and Policies	Provide IT project management oversight.	<input checked="" type="checkbox"/>		
	Provide oversight to BEA IT resources.	<input checked="" type="checkbox"/>		
	Create annual IT budget.	<input checked="" type="checkbox"/>		
	Update Operational IT Plans.	<input checked="" type="checkbox"/>		
	Update IT architecture, BEA Technical Reference Model, and standards profile.	<input checked="" type="checkbox"/>		
	Liaison with DOC CIO.	<input checked="" type="checkbox"/>		
	Update GPEA Plan.	<input checked="" type="checkbox"/>		
	Maintain Software Development Standards.	<input checked="" type="checkbox"/>		
	Enforce SAT standards.	<input checked="" type="checkbox"/>		
Operations				
Maintain Voice and	Maintain telephone and voice mail systems	<input checked="" type="checkbox"/>		
	Coordinate WITS 2001 and FTS2001 contract issues with Department of Commerce and GSA.	<input checked="" type="checkbox"/>		

Maintain voice and Telecommunications	Maintain and monitor contracts for Internet (ISP) service and network infrastructure maintenance.	<input checked="" type="checkbox"/>		
	Review Internet access capacities for possible bandwidth upgrade.	<input checked="" type="checkbox"/>		
Maintain Local Area Network	Maintain LAN hardware, system software and backup systems.	<input checked="" type="checkbox"/>		
	Monitor LAN operations 7 x 24 x 365 and provide network support.	<input checked="" type="checkbox"/>		
	Manage network and telecom infrastructure.	<input checked="" type="checkbox"/>		
	Test and upgrade Disaster Recovery Plan.	<input checked="" type="checkbox"/>		
	Monitor / provide user support for Enterprise E-mail operations.	<input checked="" type="checkbox"/>		
	Implement daily pick up / tape storage for differential tape backups.	<input checked="" type="checkbox"/>		
	Provide 24-hour Web hardware and software support.	<input checked="" type="checkbox"/>		
	Assess network operations for efficiency.	<input checked="" type="checkbox"/>		
Maintain Workstations	Maintain desktop hardware and software support.	<input checked="" type="checkbox"/>		
	Replace 1/3 desktop and 1/3 laptops computers.	<input checked="" type="checkbox"/>		

	Replace 1/3 network and personal printers.	<input checked="" type="checkbox"/>		
Provide Applications Development Support	Maintain and support applications in all program areas, including administrative systems, web applications, econometric/ statistical software, and database software.	<input checked="" type="checkbox"/>		
	Support data conversion operations.	<input checked="" type="checkbox"/>		
	Maintain the appropriate staffing mix of FTEs and contractors to support applications development activities.	<input checked="" type="checkbox"/>		
	Evaluate emerging development tools and technologies, as needed.	<input checked="" type="checkbox"/>		
Provide Information Technology (IT) Training for BEA Staff	Manage IT training program.	<input checked="" type="checkbox"/>		
	Maintain effective mix of in house, contractor, and on-line training resources.	<input checked="" type="checkbox"/>		
	Publish IT training calendar.	<input checked="" type="checkbox"/>		
	Conduct IT training courses.	<input checked="" type="checkbox"/>		
Provide HelpDeskSupport	Provide 7:30 AM5:30 PM HelpDesk support.	<input checked="" type="checkbox"/>		
	Update security plans.	<input checked="" type="checkbox"/>		

Maintain IT Security	Conduct IT security refresher training.			
	Monitor Computer Incident Response Team.			
	Monitor Department of Commerce IT security initiatives and requests for information.			