



**INTEGRATED OCEAN DRILLING PROGRAM  
United States Implementing Organization**

**Consortium for Ocean Leadership, Inc.  
Lamont-Doherty Earth Observatory of Columbia University  
Texas A&M University**

**FY08 ANNUAL PROGRAM PLAN APPENDIX  
to NSF**

For Time Period  
1 October 2007 to 30 September 2008

**AMOUNT PROPOSED FY08: \$6,936,211 (SIC)  
AMOUNT PROPOSED FY08: \$32,491,673 (POC)  
TOTAL AMOUNT PROPOSED FY08: \$39,427,884 (POC + SIC)**



Respectfully Submitted to:  
National Science Foundation

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# 1. EXECUTIVE SUMMARY

## 1.1. ANNUAL PROGRAM PLAN APPENDIX OVERVIEW

The IODP-USIO FY08 SIC Annual Program Plan Appendix outlines the U.S. Implementing Organization (USIO) scope of work for those Integrated Ocean Drilling Program (IODP) activities and deliverables for FY08 that are specifically covered under the U.S. Systems Integration Contract OCE-0352500. The scope and budget justification for these activities were derived from the National Science Foundation (NSF) guidance to the USIO and the outcomes from other related discussions.

This Appendix is written as a companion to the “Integrated Ocean Drilling Program, United States Implementing Organization (Consortium for Ocean Leadership, Inc.; Lamont-Doherty Earth Observatory of Columbia University; and Texas A&M University<sup>1</sup>) FY08 Annual Program Plan to IODP-MI,” submitted on 2 May 2008, which contains requests for USIO science operating cost (SOC) and platform operating cost (POC) activities. In addition, SOC costs are partitioned into “operational” costs (SOC Operations), which are to be funded directly from NSF through the USIO Systems Integration Contract, and other costs (SOC Nonoperations), which are to be funded through the IODP Management International, Inc. (IODP-MI) contract (see Section 1.3.1. Budget Structure: SOC, SIC, and POC in the “FY08 Annual Program Plan”).

This section of the Appendix provides budget definitions, the guidance received from NSF on 29 January 2007 related to systems integration contract costs (SIC), assumptions and directives used to construct the Annual Program Plan, and details regarding the IODP-USIO FY08 Annual Program Plan SOC, POC, and SIC budget request organized by institutional breakdowns (e.g., Consortium for Ocean Leadership, Inc. [Ocean Leadership]; Lamont-Doherty Earth Observatory [LDEO] of Columbia University; and Texas A&M University [TAMU]) for each work breakdown element (WBE).

The Executive Summary presentation is meant to provide NSF Program Managers with a breakdown of the USIO institutional budget requests, which relate to the contractual relationships and fiscal reporting structure of the USIO as presented in quarterly reports submitted to NSF for SOC Operations, SOC Nonoperations, POC, and SIC budgets. This breakdown provides supplemental information in support of the roll-up USIO SOC Nonoperations and POC budgets that are provided in the main body of the IODP-USIO FY08 Annual Program Plan and the roll-up USIO SIC budgets. See the IODP-USIO FY08 Annual Program Plan for detailed descriptions of SOC Nonoperations– and POC-supported USIO activities for FY08.

In addition to the institutional summary provided in the Executive Summary, USIO tasks and budgets specific to SIC-supported activities are addressed in Sections 3–10 of this Appendix. Section 2 describes the organizational structure of the USIO as it relates to all USIO activities. The “Appendix: USIO IT Security Summary” provides information requested by NSF regarding information technology (IT) security policies, procedures, and practices as employed by the USIO to protect contractual research and education activities.

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<sup>1</sup> In this document, references to TAMU include Texas A&M Research Foundation (TAMRF).

## 1.2. IODP-USIO BUDGET DEFINITIONS

### 1.2.1. NSF GUIDANCE

As called for in NSF Contract OCE-0352500, NSF provided a memo to the USIO on 29 January 2007 that outlined the FY08 Mission Forecast for the USIO as the U.S. System Integration Contractor for IODP. The mission forecast included the following guidance regarding the development of USIO SIC budget estimates.

NSF intends to bring the U.S. Scientific Ocean Drilling Vessel (SODV) to the international IODP on 1 January 2008. This mission forecast is based on recommendations by the Science Planning and Policy Oversight Committee (SPPOC) (*SPPOC Motion 0601-13*), Science Advisory Structure Executive Committee (SASEC) (*SASEC Motion 0607-04*), and Science Planning Committee (SPC) (*SPC Consensus 0608-03*), as well as budget projections supplied to the Lead Agencies by the IODP central management office (IODP-MI). The budget target for Contract OCE-0352500, covering POC and SIC activities, is \$37,000,000.

From *SPC Consensus 0608-03*, the following expedition projects should be considered to be drilled in FY08: Pacific Equatorial Age Transect (PEAT) 1 (Proposal 626-Full2), Nankai Trough Seismogenic Zone Experiment (NanTroSEIZE) Stage 1 (Proposals 603A-Full2, 603B-Full2, 603C-Full), NanTroSEIZE Stage 1 continued (Proposals 603A-Full2, 603B-Full2, 603C-Full), Bering Sea (Proposal 477-Full4), Juan de Fuca Remedial Cementing (Proposal 545-Full3), and Pacific Equatorial Age Transect 2 (Proposal 626-Full2).

NSF understands that the target budget and late delivery of the SODV to IODP precludes the ability to drill all of the above expedition projects in FY08. Please work with IODP-MI and the IODP Science Advisory Structure (SAS) in constructing an FY08 drilling schedule that falls within the available budget.

Please submit an FY08 SIC Program Plan that details the FY08 drilling and science operation activities, as defined from your responsibilities given in Contract OCE-0352500. Please undertake appropriate action to prepare for projects recommended for FY09 implementation by the IODP SAS.

The FY08 SIC Program Plan should be constructed using the following WBEs:

- Management and Administration
- Technical, Engineering, and Science Support
- Engineering Development
- Data Management
- Publications
- Core Curation
- Education
- Outreach

The additional assumptions that were used to estimate SIC-related costs are presented below and in the subsequent sections of this Appendix. These include

1. Contractual costs, including USIO management and administration efforts, for maintaining the TAMU Science Operations Department's Technical Support, Operations, and Material Support Sections, the TAMU Tools and Analytical Services Department's Analytical and Engineering Services Sections, and the LDEO Technical and Engineering Services Department prior to vessel operations in FY08.
2. SOC Operations costs, which are defined as "that which funds SODV SOC operations at sea and all costs in support of these operations such as planning, logistics, engineering science support, etc." New NSF guidance received on 25 February 2008 directed the USIO to integrate these costs into the SIC budget for the FY08 Annual Program Plan.
3. Other contractual costs not considered as SOCs or POCs, such as USIO platform-related Education and Outreach activities (e.g., Historically Black Colleges and Universities [HBCU] fellowships, Teacher at Sea initiative, and curriculum development).

## **1.3. USIO BUDGET ASSUMPTIONS**

### **1.3.1. PROGRAM-WIDE ASSUMPTIONS FOR USIO ACTIVITIES**

The requested USIO budgets for SOC-, POC-, and SIC-supported activities are based on a number of assumptions. Please refer to Section 1.3.2. "FY08 USIO Budget Assumptions" of the IODP-USIO FY08 Annual Program Plan, submitted on 2 May 2008, for the assumptions used to develop the SOC and POC budgets.

### **1.3.2. POC AND SIC ESTIMATED BUDGETS FOR USIO ACTIVITIES**

Following the guidance provided by NSF, the USIO total budget request to NSF of \$39,427,884 can be partitioned into two programmatic categories: (1) POC costs to support USIO platform operations, which are detailed in the budget submitted on 19 March 2008, and (2) SIC costs that cover SOC Operations costs and USIO efforts for completion of ODP publications work, education and outreach, and associated management and administrative support.

The cost breakdown for FY08 is a request for \$32,491,673 in POC expenses and \$6,936,211 in SIC expenses.

## **1.4. FY08 IODP-USIO BUDGET SUMMARIES**

The following budget summaries and detailed budgets describe the overall USIO FY08 requests to both IODP-MI (for SOC Nonoperations) and NSF (for POC and SIC), subdivided by USIO institution. This information is provided to orient NSF Program Managers about the institutional breakdowns for the overall USIO roll-up budgets and provide a framework for interpreting fiscal data in Quarterly Reports delivered by the USIO.

### 1.4.1. FY08 IODP-USIO SOC, POC, AND SIC BUDGET SUMMARY

Element/Expense Category	Ocean Leadership	LDEO	TAMU	Total
Total SOC Costs	322,286	748,116	4,210,855	5,281,257
Subtotal SOC Operations	0	0	0	0
Subtotal SOC Nonoperations	322,286	748,116	4,210,855	5,281,257
Total POC Costs	685,516	1,374,845	30,431,312	32,491,673
Total SIC Costs	866,163	2,423,340	3,646,708	6,936,211
<b>GRAND TOTAL</b>	<b>\$1,873,965</b>	<b>\$4,546,301</b>	<b>\$38,288,875</b>	<b>\$44,709,141</b>

In the following USIO budget summary tables, the line item total requested for each WBE is defined as the total of both the direct and indirect costs for that element. These costs are separated out for each USIO institution in the summary totals that add to the “grand total” for each institution. Ocean Leadership and LDEO calculate indirect costs on a percentage of the direct costs using formulas described in the “Budget” subsections of each WBE section of this Appendix. The TAMU budget is structured with a single administrative fee that can be found in the Management and Administration element budget for the SOC Nonoperations and POC budget requests in the IODP-USIO FY08 Annual Program Plan. The grand totals for direct, indirect, and total costs for each institution and the entire USIO are shown for the SOC Nonoperations, POC, and SIC budget requests, respectively. The budget summary tables provide an integrated view of all the budget requests detailed in the WBE sections of the IODP-USIO FY08 Annual Program Plan and this Appendix. The detailed budget justification for these requests can be found in Sections 3–10 of this Appendix.

### 1.4.2. FY08 IODP-USIO SOC, POC, AND SIC WBE BUDGET SUMMARIES BY INSTITUTION

#### FY08 IODP-USIO SOC NONOPERATIONS WBE BUDGET SUMMARY

Element/Expense Category	Ocean Leadership	LDEO	TAMU	Total
Management and Administration	275,922	89,661	388,592	754,175
Technical, Engineering, and Science Support	0	358,085	0	358,085
Engineering Development	0	0	0	0
Core Curation	0	0	1,803,083	1,803,083
<i>Subtotal Core Curation</i>	<i>0</i>	<i>0</i>	<i>695,083</i>	<i>695,083</i>
<i>Subtotal DSDP/ODP Core Redistribution</i>	<i>0</i>	<i>0</i>	<i>1,108,000</i>	<i>1,108,000</i>
Data Management	0	300,370	1,133,666	1,434,036
Publications	0	0	885,514	885,514
Education	0	0	0	0
Outreach	46,364	0	0	46,364
<b>Total IODP-USIO SOC-NonOPS WBE</b>	<b>\$322,286</b>	<b>\$748,116</b>	<b>\$4,210,855</b>	<b>\$5,281,257</b>
<b>Total Direct Costs</b>	<b>215,139</b>	<b>499,339</b>	<b>4,020,283</b>	<b>4,734,761</b>
<b>Indirect Costs and Administrative Fees</b>	<b>107,147</b>	<b>248,777</b>	<b>190,572</b>	<b>546,496</b>
<b>Grand Total IODP-USIO SOC-NonOPS WBE</b>	<b>\$322,286</b>	<b>\$748,116</b>	<b>\$4,210,855</b>	<b>\$5,281,257</b>

Notes: Ocean Leadership indirect costs are included in the Management and Administration (M&A), Education, and Outreach elements. LDEO indirect costs are included in the M&A; Technical, Engineering, and Science Support; and Data Management elements. The TAMU Administrative Fee is included in the M&A element. Following NSF guidance received in February 2008, all SOC Operations costs, which are defined as “that which funds SODV SOC operations at sea and all costs in support of these operations such as planning, logistics, engineering science support, etc.,” have been incorporated into the SIC budget. (Continued on next page.)



**FY08 IODP-USIO POC WBE BUDGET SUMMARY**

<b>Element/Expense Category</b>	<b>Ocean Leadership</b>	<b>LDEO</b>	<b>TAMU</b>	<b>Total</b>
Management and Administration	685,516	523,023	2,028,468	3,237,007
Technical, Engineering, and Science Support	0	779,815	27,794,455	28,574,270
Engineering Development	0	0	0	0
Core Curation	0	0	0	0
<i>Subtotal Core Curation</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Subtotal DSDP/ODP Core Redistribution</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Data Management	0	72,007	608,389	680,396
Publications	0	0	0	0
Education	0	0	0	0
Outreach	0	0	0	0
<b>Grand Total IODP-USIO POC WBE</b>	<b>\$685,516</b>	<b>\$1,374,845</b>	<b>\$30,431,312</b>	<b>\$32,491,673</b>
<b>Total Direct Costs</b>	486,206	1,128,862	30,240,740	31,855,808
<b>Indirect Costs and Administrative Fees</b>	199,310	245,983	190,572	635,865
<b>Grand Total IODP-USIO POC WBE</b>	<b>\$685,516</b>	<b>\$1,374,845</b>	<b>\$30,431,312</b>	<b>\$32,491,673</b>

**FY08 IODP-USIO SIC WBE BUDGET SUMMARY**

<b>Element/Expense Category</b>	<b>Ocean Leadership</b>	<b>LDEO</b>	<b>TAMU</b>	<b>Total</b>
Management and Administration	185,693	134,492	274,040	594,225
Technical, Engineering, and Science Support	0	1,636,370	2,534,975	4,171,345
Engineering Development	0	0	0	0
Core Curation	0	0	65,630	65,630
<i>Subtotal Core Curation</i>	<i>0</i>	<i>0</i>	<i>65,630</i>	<i>65,630</i>
<i>Subtotal DSDP/ODP Core Redistribution</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Data Management	0	652,478	474,657	1,127,135
Publications	0	0	297,406	297,406
Education	472,586	0	0	472,586
Outreach	207,884	0	0	207,884
<b>Grand Total USIO-IODP SIC WBE</b>	<b>\$866,163</b>	<b>\$2,423,340</b>	<b>\$3,646,708</b>	<b>\$6,936,211</b>
<b>Total Direct Costs</b>	646,390	1,833,749	3,646,708	6,126,847
<b>Indirect Costs and Administrative Fees</b>	219,773	589,591	0	809,364
<b>Grand Total USIO-IODP SIC WBE</b>	<b>\$866,163</b>	<b>\$2,423,340</b>	<b>\$3,646,708</b>	<b>\$6,936,211</b>

### 1.4.3. FY08 IODP-USIO SOC NONOPERATIONS WBE BUDGET DETAIL BY INSTITUTION

Element/Expense Category	Ocean Leadership	LDEO	TAMU	Total
<b>Management and Administration</b>				
Salaries and Fringes	141,189	50,150	170,166	361,505
Travel	13,500	5,672	7,208	26,380
Supplies	4,500	1,800	3,042	9,342
Shipping	1,200	60	609	1,869
Communication	3,900	560	3,208	7,668
Contractual Services	4,500	0	0	4,500
Equipment	6,750	0	0	6,750
Other Direct Costs	5,000	360	13,787	19,147
<b>Total Direct Costs</b>	<b>180,539</b>	<b>58,602</b>	<b>198,020</b>	<b>437,161</b>
Modified Total Direct Costs (if applicable)	0	58,602	0	58,602
<b>Indirect Costs or Administrative Fees</b>	<b>95,383</b>	<b>31,059</b>	<b>190,572</b>	<b>317,014</b>
<b>Total Management and Administration</b>	<b>\$275,922</b>	<b>\$89,661</b>	<b>\$388,592</b>	<b>\$754,175</b>
<b>Technical, Engineering, and Science Support</b>				
Salaries and Fringes	0	166,699	0	166,699
Travel	0	47,807	0	47,807
Supplies	0	10,147	0	10,147
Shipping	0	950	0	950
Communication	0	1,580	0	1,580
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	8,310	0	8,310
Day Rate	0	0	0	0
Fuel and Lubricants	0	0	0	0
Per Diem	0	0	0	0
Port Calls	0	0	0	0
Insurance	0	0	0	0
Travel—ODL	0	0	0	0
Other	0	8,310	0	8,310
<b>Total Direct Costs</b>	<b>0</b>	<b>235,493</b>	<b>0</b>	<b>235,493</b>
Modified Total Direct Costs (if applicable)	0	231,308	0	231,308
<b>Indirect Costs or Administrative Fees</b>	<b>0</b>	<b>122,592</b>	<b>0</b>	<b>122,592</b>
<b>Total Technical, Engineering, and Science Support</b>	<b>\$0</b>	<b>\$358,085</b>	<b>\$0</b>	<b>\$358,085</b>
<b>Engineering Development</b>				
Salaries and Fringes	0	0	0	0
Travel	0	0	0	0
Supplies	0	0	0	0
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	0	0	0
<b>Total Direct Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Engineering Development</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

(Continued on next two pages.)

**FY08 IODP-USIO SOC NONOPERATIONS WBE BUDGET DETAIL BY INSTITUTION  
(CONTINUED)**

Element/Expense Category	Ocean Leadership	LDEO	TAMU	Total
<b>Core Curation</b>				
Core Curation				
Salaries and Fringes	0	0	393,415	393,415
Travel	0	0	9,670	9,670
Supplies	0	0	22,775	22,775
Shipping	0	0	19,075	19,075
Communication	0	0	4,692	4,692
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	0	245,456	245,456
<b>Core Curation Total Direct Costs</b>	0	0	695,083	695,083
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	0	0	0	0
<b>Subtotal Core Curation</b>	0	0	695,083	695,083
<b>DSDP/ODP Core Redistribution</b>				
Salaries and Fringes	0	0	437,000	437,000
Travel	0	0	0	0
Supplies	0	0	13,000	13,000
Shipping	0	0	616,000	616,000
Other Direct Costs	0	0	42,000	42,000
<b>DSDP/ODP Core Redistribution Total Direct Costs</b>	0	0	1,108,000	1,108,000
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	0	0	0	0
<b>Subtotal DSDP/ODP Core Redistribution</b>	0	0	1,108,000	1,108,000
<b>Total Core Curation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,803,083</b>	<b>\$1,803,083</b>
<b>Data Management</b>				
Salaries and Fringes	0	152,934	812,490	965,424
Travel	0	5,445	23,119	28,564
Supplies	0	10,840	12,242	23,082
Shipping	0	600	1,164	1,764
Communication	0	1,025	21,040	22,065
Contractual Services	0	0	0	0
Equipment	0	15,760	150,575	166,335
Other Direct Costs	0	18,640	113,036	131,676
<b>Total Direct Costs</b>	0	205,244	1,133,666	1,338,910
Modified Total Direct Costs (if applicable)	0	179,484	0	179,484
<b>Indirect Costs or Administrative Fees</b>	0	95,126	0	95,126
<b>Total Data Management</b>	<b>\$0</b>	<b>\$300,370</b>	<b>\$1,133,666</b>	<b>\$1,434,036</b>

(Continued on next page.)

**FY08 IODP-USIO SOC NONOPERATIONS WBE BUDGET DETAIL BY INSTITUTION  
(CONTINUED)**

Element/Expense Category	Ocean Leadership	LDEO	TAMU	Total
<b>Publications</b>				
Salaries and Fringes	0	0	797,807	797,807
Travel	0	0	22,015	22,015
Supplies	0	0	21,945	21,945
Shipping	0	0	7,678	7,678
Communication	0	0	5,396	5,396
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	0	30,673	30,673
<b>Total Direct Costs</b>	0	0	885,514	885,514
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	0	0	0	0
<b>Total Publications</b>	<b>\$0</b>	<b>\$0</b>	<b>\$885,514</b>	<b>\$885,514</b>
<b>Education</b>				
Salaries and Fringes	0	0	0	0
Travel	0	0	0	0
Supplies	0	0	0	0
Shipping	0	0	0	0
Communication	0	0	0	0
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	0	0	0
<b>Total Direct Costs</b>	0	0	0	0
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	0	0	0	0
<b>Total Education</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Outreach</b>				
Salaries and Fringes	12,075	0	0	12,075
Travel	17,500	0	0	17,500
Supplies	200	0	0	200
Shipping	1,550	0	0	1,550
Communication	0	0	0	0
Contractual Services	3,275	0	0	3,275
Equipment	0	0	0	0
Other Direct Costs	0	0	0	0
<b>Total Direct Costs</b>	34,600	0	0	34,600
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	11,764	0	0	11,764
<b>Total Outreach</b>	<b>\$46,364</b>	<b>\$0</b>	<b>\$0</b>	<b>\$46,364</b>
<b>Grand Total Direct Costs</b>	<b>215,139</b>	<b>499,339</b>	<b>4,020,283</b>	<b>4,734,761</b>
<b>Indirect Costs/Administrative Fee</b>	<b>107,147</b>	<b>248,777</b>	<b>190,572</b>	<b>546,496</b>
<b>TOTAL FY08 SOC-Nonoperations</b>	<b>\$322,286</b>	<b>\$748,116</b>	<b>\$4,210,855</b>	<b>\$5,281,257</b>

### 1.4.6. FY08 IODP-USIO POC WBE BUDGET DETAIL BY INSTITUTION

Element/Expense Category	Ocean Leadership	LDEO	TAMU	Total
<b>Management and Administration</b>				
Salaries and Fringes	372,556	292,543	1,564,142	2,229,241
Travel	76,500	33,085	93,284	202,869
Supplies	5,500	10,500	26,015	42,015
Shipping	800	350	5,376	6,526
Communication	6,100	3,267	27,845	37,212
Contractual Services	5,500	0	0	5,500
Equipment	8,250	0	0	8,250
Other Direct Costs	11,000	2,100	121,234	134,334
<b>Total Direct Costs</b>	<b>486,206</b>	<b>341,845</b>	<b>1,837,896</b>	<b>2,665,947</b>
Modified Total Direct Costs (if applicable)	0	341,845	0	341,845
<b>Indirect Costs or Administrative Fees</b>	<b>199,310</b>	<b>181,178</b>	<b>190,572</b>	<b>571,060</b>
<b>Total Management and Administration</b>	<b>\$685,516</b>	<b>\$523,023</b>	<b>\$2,028,468</b>	<b>\$3,237,007</b>
<b>Technical, Engineering, and Science Support</b>				
Salaries and Fringes	0	0	2,349,088	2,349,088
Travel	0	2,400	169,561	171,961
Supplies	0	15,600	448,555	464,155
Shipping	0	5,000	47,743	52,743
Communication	0	1,300	12,613	13,913
Contractual Services	0	654,544	0	654,544
Equipment	0	7,000	306,850	313,850
Other Direct Costs	0	53,000	24,460,045	24,513,045
Day Rate	0	0	20,737,992	20,737,992
Fuel and Lubricants	0	0	2,562,500	2,562,500
Per Diem	0	0	39,525	39,525
Port Calls	0	0	271,320	271,320
Insurance	0	0	74,079	74,079
Travel—ODL	0	0	325,000	325,000
Other	0	53,000	449,629	502,629
<b>Total Direct Costs</b>	<b>0</b>	<b>738,844</b>	<b>27,794,455</b>	<b>28,533,299</b>
Modified Total Direct Costs (if applicable)	0	80,450	0	80,450
<b>Indirect Costs or Administrative Fees</b>	<b>0</b>	<b>40,971</b>	<b>0</b>	<b>40,971</b>
<b>Total Technical, Engineering, and Science Support</b>	<b>\$0</b>	<b>\$779,815</b>	<b>\$27,794,455</b>	<b>\$28,574,270</b>
<b>Engineering Development</b>				
Salaries and Fringes	0	0	0	0
Travel	0	0	0	0
Supplies	0	0	0	0
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	0	0	0
<b>Total Direct Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Engineering Development</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

(Continued on next two pages.)

**FY08 IODP-USIO POC WBE BUDGET DETAIL BY INSTITUTION (CONTINUED)**

Element/Expense Category	Ocean Leadership	LDEO	TAMU	Total
<b>Core Curation</b>				
Core Curation				
Salaries and Fringes	0	0	0	0
Travel	0	0	0	0
Supplies	0	0	0	0
Shipping	0	0	0	0
Communication	0	0	0	0
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	0	0	0
<b>Core Curation Total Direct Costs</b>	0	0	0	0
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	0	0	0	0
<b>Subtotal Core Curation</b>	0	0	0	0
<b>DSDP/ODP Core Redistribution</b>				
Salaries and Fringes	0	0	0	0
Travel	0	0	0	0
Supplies	0	0	0	0
Shipping	0	0	0	0
Other Direct Costs	0	0	0	0
<b>DSDP/ODP Core Redistribution Total Direct Costs</b>	0	0	0	0
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	0	0	0	0
<b>Subtotal DSDP/ODP Core Redistribution</b>	0	0	0	0
<b>Total Core Curation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Data Management</b>				
Salaries and Fringes	0	31,184	323,120	354,304
Travel	0	3,010	3,800	6,810
Supplies	0	8,176	12,812	20,988
Shipping	0	100	117	217
Communication	0	500	2,630	3,130
Contractual Services	0	0	0	0
Equipment	0	3,203	23,384	26,587
Other Direct Costs	0	2,000	242,526	244,526
<b>Total Direct Costs</b>	0	48,173	608,389	656,562
Modified Total Direct Costs (if applicable)	0	44,970	0	44,970
<b>Indirect Costs or Administrative Fees</b>	0	23,834	0	23,834
<b>Total Data Management</b>	<b>\$0</b>	<b>\$72,007</b>	<b>\$608,389</b>	<b>\$680,396</b>

(Continued on next page.)

**FY08 IODP-USIO POC WBE BUDGET DETAIL BY INSTITUTION (CONTINUED)**

Element/Expense Category	Ocean Leadership	LDEO	TAMU	Total
<b>Publications</b>				
Salaries and Fringes	0	0	0	0
Travel	0	0	0	0
Supplies	0	0	0	0
Shipping	0	0	0	0
Communication	0	0	0	0
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	0	0	0
<b>Total Direct Costs</b>	0	0	0	0
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	0	0	0	0
<b>Total Publications</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Education</b>				
Salaries and Fringes	0	0	0	0
Travel	0	0	0	0
Supplies	0	0	0	0
Shipping	0	0	0	0
Communication	0	0	0	0
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	0	0	0
<b>Total Direct Costs</b>	0	0	0	0
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	0	0	0	0
<b>Total Education</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Outreach</b>				
Salaries and Fringes	0	0	0	0
Travel	0	0	0	0
Supplies	0	0	0	0
Shipping	0	0	0	0
Communication	0	0	0	0
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	0	0	0
<b>Total Direct Costs</b>	0	0	0	0
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	0	0	0	0
<b>Total Outreach</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Total Direct Costs</b>	<b>486,206</b>	<b>1,128,862</b>	<b>30,240,740</b>	<b>31,855,808</b>
<b>Indirect Costs/Administrative Fee</b>	<b>199,310</b>	<b>245,983</b>	<b>190,572</b>	<b>635,865</b>
<b>TOTAL FY08 POC BUDGET</b>	<b>\$685,516</b>	<b>\$1,374,845</b>	<b>\$30,431,312</b>	<b>\$32,491,673</b>

### 1.4.7. FY08 IODP-USIO SIC WBE BUDGET DETAIL BY INSTITUTION

Element/Expense Category	Ocean Leadership	LDEO	TAMU	Total
<b>Management and Administration</b>				
Salaries and Fringes	31,077	75,226	232,913	339,216
Travel	55,000	8,507	16,655	80,162
Supplies	5,000	2,700	3,462	11,162
Shipping	2,000	90	735	2,825
Communication	3,000	840	3,754	7,594
Contractual Services	21,000	0	0	21,000
Equipment	7,500	0	0	7,500
Other Direct Costs	14,000	540	16,521	31,061
<b>Total Direct Costs</b>	<b>138,577</b>	<b>87,903</b>	<b>274,040</b>	<b>500,520</b>
Modified Total Direct Costs (if applicable)	0	87,903	0	87,903
<b>Indirect Costs or Administrative Fees</b>	<b>47,116</b>	<b>46,589</b>	<b>0</b>	<b>93,705</b>
<b>Total Management and Administration Budget</b>	<b>185,693</b>	<b>\$134,492</b>	<b>\$274,040</b>	<b>\$594,225</b>
<b>Technical, Engineering, and Science Support</b>				
Technical, Engineering, and Science Support				
Salaries and Fringes	0	510,495	1,970,985	2,481,480
Travel	0	14,311	210,358	224,669
Supplies	0	53,960	58,317	112,277
Shipping	0	12,850	58,498	71,348
Communication	0	5,539	9,893	15,432
Contractual Services	0	663,120	0	663,120
Equipment	0	7,000	45,250	52,250
Other Direct Costs	0	38,729	181,674	220,403
Day Rate	0	0	0	0
Fuel and Lubricants	0	0	0	0
Per Diem	0	0	0	0
Port Calls	0	0	0	0
Insurance	0	0	0	0
Travel—ODL	0	0	0	0
Other	0	38,729	181,674	220,403
<b>Total Direct Costs</b>	<b>0</b>	<b>1,306,004</b>	<b>2,534,975</b>	<b>3,840,979</b>
Modified Total Direct Costs (if applicable)	0	623,330	0	623,330
<b>Indirect Costs or Administrative Fees</b>	<b>0</b>	<b>330,366</b>	<b>0</b>	<b>330,366</b>
<b>Total Technical, Engineering, and Science Support</b>	<b>0</b>	<b>\$1,636,370</b>	<b>\$2,534,975</b>	<b>\$4,171,345</b>
<b>Engineering Development</b>				
Salaries and Fringes	0	0	0	0
Travel	0	0	0	0
Supplies	0	0	0	0
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	0	0	0
<b>Total Direct Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Engineering Development</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Note: Other Direct Costs subcategories are shown in the detailed work breakdown element budgets.  
(Continued on next two pages.)



**FY08 IODP-USIO SIC WBE BUDGET DETAIL BY INSTITUTION (CONTINUED)**

Element/Expense Category	Ocean Leadership	LDEO	TAMU	Total
<b>Core Curation</b>				
Core Curation				
Salaries and Fringes	0	0	55,495	55,495
Travel	0	0	3,224	3,224
Supplies	0	0	1,925	1,925
Shipping	0	0	2,425	2,425
Communication	0	0	0	0
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	0	2,561	2,561
<b>Core Curation Total Direct Costs</b>	<b>0</b>	<b>0</b>	<b>65,630</b>	<b>65,630</b>
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Subtotal Core Curation</b>	<b>0</b>	<b>0</b>	<b>65,630</b>	<b>65,630</b>
<b>DSDP/ODP Core Redistribution</b>				
Salaries and Fringes	0	0	0	0
Travel	0	0	0	0
Supplies	0	0	0	0
Shipping	0	0	0	0
Other Direct Costs	0	0	0	0
<b>DSDP/ODP Core Redistribution Total Direct Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Subtotal DSDP/ODP Core Redistribution</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Core Curation Budget</b>	<b>0</b>	<b>\$0</b>	<b>\$65,630</b>	<b>\$65,630</b>
<b>Data Management</b>				
Salaries and Fringes	0	358,499	272,956	631,455
Travel	0	7,931	2,660	10,591
Supplies	0	16,260	9,062	25,322
Shipping	0	1,038	87	1,125
Communication	0	2,514	2,630	5,144
Contractual Services	0	0	0	0
Equipment	0	23,640	16,368	40,008
Other Direct Costs	0	29,960	170,894	200,854
<b>Total Direct Costs</b>	<b>0</b>	<b>439,842</b>	<b>474,657</b>	<b>914,499</b>
Modified Total Direct Costs (if applicable)	0	401,202	0	401,202
<b>Indirect Costs or Administrative Fees</b>	<b>0</b>	<b>212,636</b>	<b>0</b>	<b>212,636</b>
<b>Total Data Management Budget</b>	<b>0</b>	<b>\$652,478</b>	<b>\$474,657</b>	<b>\$1,127,135</b>

(Continued on next page.)

**FY08 IODP-USIO SIC WBE BUDGET DETAIL BY INSTITUTION (CONTINUED)**

Element/Expense Category	Ocean Leadership	LDEO	TAMU	Total
<b>Publications</b>				
Salaries and Fringes	0	0	269,708	269,708
Travel	0	0	6,952	6,952
Supplies	0	0	6,930	6,930
Shipping	0	0	2,425	2,425
Communication	0	0	1,704	1,704
Contractual Services	0	0	0	0
Equipment	0	0	0	0
Other Direct Costs	0	0	9,687	9,687
<b>Total Direct Costs</b>	0	0	297,406	297,406
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	0	0	0	0
<b>Total Publications Budget</b>	0	\$0	\$297,406	\$297,406
<b>Education</b>				
Salaries and Fringes	145,212	0	0	145,212
Travel	87,600	0	0	87,600
Supplies	14,500	0	0	14,500
Shipping	5,064	0	0	5,064
Communication	0	0	0	0
Contractual Services	100,300	0	0	100,300
Equipment	0	0	0	0
Other Direct Costs	0	0	0	0
<b>Total Direct Costs</b>	352,676	0	0	352,676
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	119,910	0	0	119,910
<b>Total Education Budget</b>	472,586	\$0	\$0	\$472,586
<b>Outreach</b>				
Salaries and Fringes	60,862	0	0	60,862
Travel	47,000	0	0	47,000
Supplies	4,700	0	0	4,700
Shipping	4,550	0	0	4,550
Communication	0	0	0	0
Contractual Services	38,025	0	0	38,025
Equipment	0	0	0	0
Other Direct Costs	0	0	0	0
<b>Total Direct Costs</b>	155,137	0	0	155,137
Modified Total Direct Costs (if applicable)	0	0	0	0
<b>Indirect Costs or Administrative Fees</b>	52,747	0	0	52,747
<b>Total Outreach Budget</b>	207,884	\$0	\$0	\$207,884
<b>Grand Total Direct Costs</b>	646,390	1,833,749	3,646,708	6,126,847
<b>Grand Total Indirect Costs/Administrative Fee</b>	219,773	589,591	0	809,364
<b>TOTAL FY08 SIC BUDGET</b>	<b>866,163</b>	<b>\$2,423,340</b>	<b>\$3,646,708</b>	<b>\$6,936,211</b>

## 2. ORGANIZATIONAL STRUCTURE

The organizational structure of the USIO is described in Section 3. “Organizational Structure” in the IODP-USIO FY08 Annual Program Plan, submitted on 2 May 2008 to IODP-MI. The organizational structure employed by the USIO is designed to mirror the WBE accounting structure used by IODP and allows us to effectively and efficiently carry out the mission of the USIO. This structure also aligns the organization to efficiently and economically provide the full array of science, operations, logging, engineering, information technology, technical, and publications services; laboratory facilities; core repositories; and administrative services deliverables. The full-time equivalent (FTE) allocation table in Section 2.1 provides an accounting of the cumulative estimated effort as partitioned between the WBE(s) to which positions are assigned and as partitioned between SOC Operations, SOC Nonoperations, POC, SIC, and other costs.

### 2.1 FTE ALLOCATION TABLE

Position Title	USIO Office	% Work Breakdown Elements								% Effort Totals				
		M&A	TESS	ED	CC	DM	Pubs	Ed	Otrch	SOC-OP	SOC-Non OP	POC	SIC	Other
President and Chief Executive Officer	Ocean Leadership	9%	0%	0%	0%	0%	0%	0%	0%	0%	0%	9%	0%	0%
President, JOI Division	Ocean Leadership	30%	0%	0%	0%	0%	0%	0%	0%	0%	0%	30%	0%	0%
Director, Board Relations	Ocean Leadership	18%	0%	0%	0%	0%	0%	0%	0%	0%	13%	5%	0%	0%
Executive Assistant	Ocean Leadership	19%	0%	0%	0%	0%	0%	0%	0%	0%	0%	19%	0%	0%
Director, Ocean Drilling Programs	Ocean Leadership	100%	0%	0%	0%	0%	0%	0%	0%	0%	40%	50%	10%	0%
Associate Director, Ocean Drilling Programs	Ocean Leadership	100%	0%	0%	0%	0%	0%	0%	0%	0%	25%	65%	10%	0%
Assistant Director, Ocean Drilling Programs	Ocean Leadership	100%	0%	0%	0%	0%	0%	0%	0%	0%	25%	65%	0%	10%
Director, External Affairs	Ocean Leadership	0%	0%	0%	0%	0%	0%	0%	4%	0%	0%	0%	4%	0%
Deputy Director, Policy	Ocean Leadership	0%	0%	0%	0%	0%	0%	0%	4%	0%	0%	0%	4%	0%
Educational and External Affairs Fellow	Ocean Leadership	0%	0%	0%	0%	0%	0%	0%	4%	0%	0%	0%	4%	0%
Deputy Director, Communications	Ocean Leadership	0%	0%	0%	0%	0%	0%	0%	4%	0%	0%	0%	4%	0%
Communications and Policy Associate	Ocean Leadership	0%	0%	0%	0%	0%	0%	0%	4%	0%	0%	0%	4%	0%

Note: FTE = full-time equivalent, JOI = Joint Oceanographic Institutions, M&A = Maintenance and Administration, TE&SS = Technical, Engineering, and Science Support, ED = Engineering Development, CC = Core Curation, DM = Data Management, Pubs = Publications, Ed = Education, Otrch = Outreach; SOC = science operating costs; SOC-OP = SOC Operations costs; SOC-NonOP = SOC Nonoperations costs; POC = platform operating costs; SIC = systems integration contract costs; Other = efforts devoted to the U.S. Scientific Ocean Drilling Vessel (SODV) conversion project. Staffing levels and position titles may change annually due to unanticipated changes in the operations schedule and/or scope of work.

		% Work Breakdown Elements								% Effort Totals				
Position Title	USIO Office	M&A	TESS	ED	CC	DM	Pubs	Ed	Orch	SOC-OP	SOC-Non OP	POC	SIC	Other
Communications Associate	Ocean Leadership	0%	0%	0%	0%	0%	0%	0%	65%	0%	15%	0%	50%	0%
Director, Education	Ocean Leadership	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	0%	50%	0%
Assistant Education Director	Ocean Leadership	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	100%	0%
<b>TOTAL Ocean Leadership FTEs</b>		<b>3.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.50</b>	<b>0.85</b>	<b>0.00</b>	<b>1.43</b>	<b>2.28</b>	<b>2.40</b>	<b>0.00</b>
Director	LDEO	75%	0%	0%	0%	0%	0%	0%	0%	0%	9%	53%	14%	0%
Administrative Assistant	LDEO	100%	0%	0%	0%	0%	0%	0%	0%	0%	12%	70%	18%	0%
Principal Scientist	LDEO	25%	0%	0%	0%	0%	0%	0%	0%	0%	3%	18%	5%	0%
Deputy Director	LDEO	100%	0%	0%	0%	0%	0%	0%	0%	0%	12%	70%	18%	0%
Office Coordinator	LDEO	0%	46%	0%	0%	0%	0%	0%	0%	0%	0%	0%	46%	0%
Technical Services Specialist	LDEO	50%	0%	0%	0%	0%	0%	0%	0%	0%	6%	35%	9%	0%
Project Coordinator	LDEO	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	55%	14%	21%
Logging Consortium Chief Scientist	LDEO	0%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%	8%	0%
Manager, Engineering	LDEO	0%	100%	0%	0%	0%	0%	0%	0%	0%	23%	0%	69%	8%
Engineering/Logistics Coordinator	LDEO	0%	100%	0%	0%	0%	0%	0%	0%	0%	23%	0%	69%	8%
Electrical Engineer	LDEO	0%	100%	0%	0%	0%	0%	0%	0%	0%	25%	0%	75%	0%
Mechanical Engineer	LDEO	0%	100%	0%	0%	0%	0%	0%	0%	0%	23%	0%	70%	6%
Supervisor, Science Operations	LDEO	0%	100%	0%	0%	0%	0%	0%	0%	0%	18%	0%	53%	29%
Logging Staff Scientist	LDEO	0%	75%	0%	0%	0%	0%	0%	0%	0%	19%	0%	56%	0%
Logging Staff Scientist	LDEO	0%	75%	0%	0%	0%	0%	0%	0%	0%	19%	0%	56%	0%
Logging Staff Scientist	LDEO	0%	75%	0%	0%	0%	0%	0%	0%	0%	19%	0%	56%	0%
Logging Staff Scientist	LDEO	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	50%	0%
Logging Staff Scientist	LDEO	0%	75%	0%	0%	0%	0%	0%	0%	0%	19%	0%	56%	0%
Logging Staff Scientist	LDEO	0%	75%	0%	0%	0%	0%	0%	0%	0%	19%	0%	56%	0%
Logging Staff Scientist	LDEO	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	50%	0%
Logging Staff Scientist	LDEO	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	50%	0%
Logging Staff Scientist	LDEO	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	50%	0%
Logging Staff Scientist	LDEO	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	50%	0%
Graduate Student	LDEO	0%	100%	0%	0%	0%	0%	0%	0%	0%	25%	0%	75%	0%
Manager, Information Services	LDEO	0%	0%	0%	0%	100%	0%	0%	0%	0%	40%	0%	60%	0%
Systems Analyst/Database Administrator	LDEO	0%	0%	0%	0%	100%	0%	0%	0%	0%	28%	27%	43%	2%
Web/Graphics Developer	LDEO	0%	0%	0%	0%	50%	0%	0%	0%	0%	20%	0%	30%	0%
Technical Analyst	LDEO	0%	0%	0%	0%	100%	0%	0%	0%	0%	40%	0%	60%	0%
Supervisor, Data Services	LDEO	0%	0%	0%	0%	50%	0%	0%	0%	0%	20%	0%	30%	0%
Senior Log Analyst	LDEO	0%	0%	0%	0%	100%	0%	0%	0%	0%	40%	0%	60%	0%
Technical Services Specialist	LDEO	0%	0%	0%	0%	94%	0%	0%	0%	0%	38%	0%	56%	0%
Database Developer	LDEO	0%	0%	0%	0%	21%	0%	0%	0%	0%	8%	0%	13%	0%
<b>TOTAL LDEO FTEs</b>		<b>4.50</b>	<b>12.29</b>	<b>0.00</b>	<b>0.00</b>	<b>6.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.16</b>	<b>3.28</b>	<b>13.75</b>	<b>0.75</b>

Position Title	USIO Office	% Work Breakdown Elements								% Effort Totals				
		M&A	TESS	ED	CC	DM	Pubs	Ed	Orch	SOC-OP	SOC-Non OP	POC	SIC	Other
Director	TAMU	50%	0%	0%	0%	0%	0%	0%	0%	0%	3%	35%	7%	5%
Administrative Coordinator	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	5%	80%	15%	0%
Administrative Assistant	TAMU	38%	0%	0%	0%	0%	0%	0%	0%	0%	2%	30%	6%	0%
Associate Director, Health, Safety, and Environment	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	5%	77%	15%	3%
Deputy Director, Science Services	TAMU	50%	0%	0%	0%	0%	0%	0%	0%	0%	2%	28%	5%	15%
Deputy Director, Data Services	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	5%	80%	15%	0%
Web Administrator	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	5%	80%	15%	0%
Senior Staff Engineer	TAMU	41%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	41%
Executive Administrator, TAMRF	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	9%	72%	9%	10%
Administrative Coordinator	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	79%	10%	1%
Legal Services	TAMU	12%	0%	0%	0%	0%	0%	0%	0%	0%	2%	4%	2%	4%
Student Worker, Administration	TAMU	33%	0%	0%	0%	0%	0%	0%	0%	0%	3%	27%	3%	0%
Student Worker, Administration	TAMU	50%	0%	0%	0%	0%	0%	0%	0%	0%	5%	40%	5%	0%
Student Worker, Administration	TAMU	50%	0%	0%	0%	0%	0%	0%	0%	0%	5%	40%	5%	0%
Associate VP, TAMRF Contracts, Property, and Procurement	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	7%	55%	7%	31%
Senior Negotiator II	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	8%	60%	8%	24%
Senior Negotiator I	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	8%	60%	8%	24%
Negotiator I	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	8%	60%	8%	24%
Coordinator I, Property/Databases	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	79%	10%	1%
Associate VP, TAMRF Fiscal Affairs	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	70%	10%	10%
Coordinator I, Accounts Payable (AP)/Accounts Receivable (AR)	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	80%	10%	0%
Financial Accountant III	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	5%	40%	5%	50%
Financial Specialist II	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	7%	60%	8%	25%
Manager, Conversion Project Contract/ Business Services	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Senior Project Accountant	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	3%	27%	3%	67%
Student Worker, AP/AR	TAMU	50%	0%	0%	0%	0%	0%	0%	0%	0%	5%	27%	5%	13%
Coordinator I, Budget Planning/Analysis	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	80%	10%	0%

Position Title	USIO Office	% Work Breakdown Elements								% Effort Totals				
		M&A	TESS	ED	CC	DM	Pubs	Ed	Orch	SOC-OP	SOC-Non OP	POC	SIC	Other
Budget Specialist	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	79%	10%	1%
Coordinator I, Payroll Services	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	79%	10%	1%
Payroll Specialist	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	79%	10%	1%
Student Worker, Payroll	TAMU	50%	0%	0%	0%	0%	0%	0%	0%	0%	5%	40%	5%	0%
Coordinator II, Human Resources	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	79%	10%	1%
Human Resources Advisor I	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	80%	10%	0%
Coordinator I, Travel/Conference Services	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	80%	10%	0%
Travel/Conference Services Specialist	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	79%	10%	1%
Travel Specialist	TAMU	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	79%	10%	1%
Manager, Science Operations	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	57%	38%	5%
Administrative Assistant	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	60%	40%	0%
Supervisor, Technical Support	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	36%	45%	19%
Laboratory Officer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	42%	51%	7%
Laboratory Officer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	11%	14%	75%
Laboratory Officer	TAMU	0%	42%	0%	0%	0%	0%	0%	0%	0%	0%	19%	23%	0%
Marine Instrumentation Specialist	TAMU	0%	69%	0%	0%	0%	0%	0%	0%	0%	0%	29%	36%	4%
Marine Instrumentation Specialist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	11%	14%	75%
Marine Instrumentation Specialist	TAMU	0%	42%	0%	0%	0%	0%	0%	0%	0%	0%	19%	23%	0%
Marine Instrumentation Specialist	TAMU	0%	42%	0%	0%	0%	0%	0%	0%	0%	0%	19%	23%	0%
Assistant Laboratory Officer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	19%	44%	37%
Assistant Laboratory Officer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	26%	53%	21%
Assistant Laboratory Officer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	26%	51%	23%
Assistant Laboratory Officer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	19%	24%	57%
Marine Laboratory Specialist	TAMU	0%	75%	0%	0%	0%	0%	0%	0%	0%	0%	20%	25%	30%
Marine Laboratory Specialist	TAMU	0%	67%	0%	0%	0%	0%	0%	0%	0%	0%	15%	19%	33%
Marine Laboratory Specialist	TAMU	0%	75%	0%	0%	0%	0%	0%	0%	0%	0%	11%	14%	50%
Marine Laboratory Specialist	TAMU	0%	65%	0%	0%	0%	0%	0%	0%	0%	0%	24%	29%	12%

Position Title	USIO Office	% Work Breakdown Elements								% Effort Totals				
		M&A	TESS	ED	CC	DM	Pubs	Ed	Orch	SOC-OP	SOC-Non OP	POC	SIC	Other
Marine Laboratory Specialist	TAMU	0%	62%	0%	0%	0%	0%	0%	0%	0%	0%	11%	14%	37%
Marine Laboratory Specialist	TAMU	0%	54%	0%	0%	0%	0%	0%	0%	0%	0%	11%	14%	29%
Marine Laboratory Specialist	TAMU	0%	54%	0%	0%	0%	0%	0%	0%	0%	0%	11%	14%	29%
Marine Laboratory Specialist	TAMU	0%	17%	0%	0%	0%	0%	0%	0%	0%	0%	8%	9%	0%
Marine Laboratory Specialist	TAMU	0%	75%	0%	0%	0%	0%	0%	0%	0%	0%	11%	14%	50%
Marine Laboratory Specialist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	10%	13%	77%
Supervisor, Science Support	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	30%	70%	0%
Staff Scientist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	29%	68%	3%
Staff Scientist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	30%	69%	1%
Staff Scientist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	30%	69%	1%
Staff Scientist	TAMU	0%	75%	0%	0%	0%	0%	0%	0%	0%	0%	22%	51%	2%
Staff Scientist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	29%	68%	3%
Supervisor, Operational Support	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	89%	0%	11%
Operations Engineer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%
Operations Superintendent	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%
Operations Superintendent	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	25%	0%	75%
Supervisor, Materials Support	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	44%	55%	1%
Materials Specialist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	45%	55%	0%
Marine Logistics Coordinator	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	45%	55%	0%
Marine Logistics Coordinator	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	45%	55%	0%
Shipping and Receiving Coordinator	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	40%	50%	10%
Student Worker, Shipping and Receiving	TAMU	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	22%	28%	0%
Student Worker, Shipping and Receiving	TAMU	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	22%	28%	0%
Student Worker, Shipping and Receiving	TAMU	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	22%	28%	0%
Student Worker, Shipping and Receiving	TAMU	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	22%	28%	0%
Student Worker, Shipping and Receiving	TAMU	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	22%	28%	0%
Student Worker, Shipping and Receiving	TAMU	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	22%	28%	0%

Position Title	USIO Office	% Work Breakdown Elements								% Effort Totals				
		M&A	TESS	ED	CC	DM	Pubs	Ed	Orch	SOC-OP	SOC-Non OP	POC	SIC	Other
Student Worker, Shipping and Receiving	TAMU	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	22%	28%	0%
Manager, Tools and Analytical Services	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	33%	33%	34%
Administrative Assistant	TAMU	0%	34%	0%	0%	0%	0%	0%	0%	0%	0%	17%	17%	0%
Staff Researcher	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	50%	50%	0%
Student Worker, Tools and Analytical Services	TAMU	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	25%	25%	0%
Supervisor, Analytical Services	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	13%	76%	11%
Laboratory Specialist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	11%	72%	17%
Research Specialist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	11%	71%	18%
Research Specialist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	11%	70%	19%
Research Specialist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	9%	80%	11%
Research Specialist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	11%	79%	10%
Research Specialist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	11%	78%	11%
Research Specialist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	12%	77%	11%
Research Specialist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	11%	78%	11%
Research Specialist	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	12%	79%	9%
Research Specialist	TAMU	0%	41%	0%	0%	0%	0%	0%	0%	0%	0%	6%	35%	0%
Supervisor, Engineering Services	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%
Staff Engineer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%
Staff Engineer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%
Senior Design Engineer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%
Engineer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%
Senior Designer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	93%	7%	0%
Senior Designer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	94%	6%	0%
Senior Designer	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%
Supervisor, Applications Development	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	57%	30%	13%
Applications Developer IV	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	27%	43%	30%
Applications Developer IV	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	45%	42%	13%
Applications Developer III	TAMU	0%	33%	0%	0%	0%	0%	0%	0%	0%	0%	5%	28%	0%
Applications Developer II	TAMU	0%	33%	0%	0%	0%	0%	0%	0%	0%	0%	5%	28%	0%
Applications Developer II	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	39%	26%	35%
Applications Developer I	TAMU	0%	43%	0%	0%	0%	0%	0%	0%	0%	0%	16%	17%	10%
Applications Developer I	TAMU	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	45%	40%	15%
Manager, Information Technology and Data Services	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	77%	3%	17%	3%



Position Title	USIO Office	% Work Breakdown Elements								% Effort Totals				
		M&A	TESS	ED	CC	DM	Pubs	Ed	Orch	SOC-OP	SOC-Non OP	POC	SIC	Other
Information Services Assistant	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	80%	5%	15%	0%
Supervisor, Information Technology Support	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	14%	44%	33%	9%
Senior Systems Administrator	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	15%	44%	34%	7%
Systems Administrator	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	16%	45%	36%	3%
Systems Administrator	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	15%	44%	34%	7%
Systems Administrator	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	14%	46%	32%	8%
Senior Systems Support Specialist	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	16%	46%	38%	0%
Systems Support Specialist	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	16%	46%	38%	0%
Systems Support Specialist	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	16%	46%	38%	0%
Systems Support Specialist	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	16%	46%	38%	0%
Senior Marine Computer Specialist	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	10%	37%	24%	29%
Marine Computer Specialist	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	13%	41%	31%	15%
Marine Computer Specialist	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	10%	39%	27%	24%
Marine Computer Specialist	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	9%	35%	22%	34%
Supervisor, Databases/Archives	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	98%	0%	0%	2%
Data Librarian	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	98%	0%	0%	2%
Database Administrator	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	98%	0%	0%	2%
Data Analyst	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	98%	0%	0%	2%
Data Analyst	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	100%	0%	0%	0%
Graduate Assistant Research	TAMU	0%	0%	0%	0%	50%	0%	0%	0%	0%	100%	0%	0%	0%
Senior Imaging Specialist	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	100%	0%	0%	0%
Imaging Specialist	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	85%	0%	0%	15%
Imaging Specialist	TAMU	0%	0%	0%	0%	100%	0%	0%	0%	0%	50%	0%	0%	0%
Curator	TAMU	0%	0%	0%	100%	0%	0%	0%	0%	0%	75%	0%	25%	0%
Superintendent, ECR	TAMU	0%	0%	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%
Student Worker, ECR	TAMU	0%	0%	0%	50%	0%	0%	0%	0%	0%	50%	0%	0%	0%
Superintendent, WCR	TAMU	0%	0%	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%
Superintendent, GCR	TAMU	0%	0%	0%	100%	0%	0%	0%	0%	0%	85%	0%	15%	0%
Curatorial Specialist, GCR	TAMU	0%	0%	0%	100%	0%	0%	0%	0%	0%	85%	0%	15%	0%
Curatorial Specialist, GCR	TAMU	0%	0%	0%	100%	0%	0%	0%	0%	0%	85%	0%	15%	0%
Student Worker, GCR	TAMU	0%	0%	0%	50%	0%	0%	0%	0%	0%	43%	0%	7%	0%
Student Worker, GCR	TAMU	0%	0%	0%	50%	0%	0%	0%	0%	0%	43%	0%	7%	0%
Student Worker, GCR	TAMU	0%	0%	0%	50%	0%	0%	0%	0%	0%	43%	0%	7%	0%
Student Worker, GCR	TAMU	0%	0%	0%	50%	0%	0%	0%	0%	0%	43%	0%	7%	0%

Position Title	USIO Office	% Work Breakdown Elements								% Effort Totals				
		M&A	TESS	ED	CC	DM	Pubs	Ed	Otrch	SOC-OP	SOC-Non OP	POC	SIC	Other
Research Assistant, Core Redistribution	TAMU	0%	0%	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%
Research Assistant, Core Redistribution	TAMU	0%	0%	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%
Research Assistant, Core Redistribution	TAMU	0%	0%	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%
Research Assistant, Core Redistribution	TAMU	0%	0%	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%
Marine Laboratory Specialist, Core Redistribution	TAMU	0%	0%	0%	33%	0%	0%	0%	0%	0%	33%	0%	0%	0%
Marine Laboratory Specialist, Core Redistribution	TAMU	0%	0%	0%	35%	0%	0%	0%	0%	0%	35%	0%	0%	0%
Student Worker, Core Redistribution*	TAMU	0%	0%	0%	650%	0%	0%	0%	0%	0%	650%	0%	0%	0%
Manager, Publication Services	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	94%	0%	6%	0%
Supervisor, Editing	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	51%	0%	49%	0%
Editor III	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	56%	0%	44%	0%
Editor II	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	47%	0%	53%	0%
Editor II	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	50%	0%	50%	0%
Editor II	TAMU	0%	0%	0%	0%	0%	16%	0%	0%	0%	8%	0%	8%	0%
Publication Specialist	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	40%	0%	60%	0%
Report Coordinator	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	91%	0%	9%	0%
Supervisor, Production	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	48%	0%	52%	0%
Production Specialist III	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	72%	0%	28%	0%
Production Specialist II	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	92%	0%	8%	0%
Production Specialist	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	86%	0%	14%	0%
Distribution Specialist	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	100%	0%	0%	0%
Freelancer**	TAMU	0%	0%	0%	0%	0%	25%	0%	0%	0%	25%	0%	0%	0%
Freelancer**	TAMU	0%	0%	0%	0%	0%	50%	0%	0%	0%	50%	0%	0%	0%
Supervisor, Graphics	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	87%	0%	13%	0%
Graphics Specialist II	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	100%	0%	0%	0%
Yeoperson	TAMU	0%	0%	0%	0%	0%	42%	0%	0%	0%	34%	0%	8%	0%
Yeoperson	TAMU	0%	0%	0%	0%	0%	42%	0%	0%	0%	42%	0%	0%	0%
Yeoperson	TAMU	0%	0%	0%	0%	0%	35%	0%	0%	0%	35%	0%	0%	0%
Senior Publications Coordinator	TAMU	0%	0%	0%	0%	0%	100%	0%	0%	0%	94%	0%	6%	0%
Student Worker, Publication Coordination	TAMU	0%	0%	0%	0%	0%	46%	0%	0%	0%	42%	0%	4%	0%
Student Worker, Publication Coordination	TAMU	0%	0%	0%	0%	0%	46%	0%	0%	0%	42%	0%	4%	0%
<b>TOTAL TAMU FTEs</b>		<b>30.24</b>	<b>63.98</b>	<b>0.00</b>	<b>19.68</b>	<b>23.50</b>	<b>18.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>46.57</b>	<b>52.62</b>	<b>39.52</b>	<b>16.71</b>
<b>GRAND TOTAL USIO FTEs</b>		<b>38.50</b>	<b>76.27</b>	<b>0.00</b>	<b>19.68</b>	<b>29.65</b>	<b>18.02</b>	<b>1.50</b>	<b>0.85</b>	<b>0.00</b>	<b>53.16</b>	<b>58.18</b>	<b>55.67</b>	<b>17.46</b>

\*Total student worker labor for the DSDP/ODP Core Redistribution Project during FY08 equates to 6.5 FTE.

\*\*Freelancers will be used on an as-needed basis.

## 3. MANAGEMENT AND ADMINISTRATION

### 3.1. GOALS

The USIO provides integrated management that is led by the contractor (Ocean Leadership) in coordination with the other two USIO members (LDEO and TAMU).

Goals of the USIO management staff include planning, coordinating (with other IODP-related entities), oversight, review, and reporting on IODP activities.

### 3.2. DELIVERABLES IN FY08

- Exercise management and financial controls to ensure compliance with contract provisions and encourage creative, effective, and efficient delivery of SIC-related tasks and services that will ensure the preservation of U.S. scientific ocean drilling capability as defined by NSF guidance.

### 3.3. BUDGET

Management and Administration	
Element/Expense Category	SIC
Salaries and Fringes	339,216
Travel	80,162
Supplies	11,162
Shipping	2,825
Communication	7,594
Contractual Services	21,000
Equipment	7,500
Other Direct Costs	31,061
Training	2,922
Business Conferences	850
Insurance	810
Services	21,373
TAMU Computing Services	2,500
Equipment Rental	50
Furniture	200
Recruiting	1,000
Maintenance and Repair	988
Library	368
<b>Total Direct Costs</b>	500,520
Modified Total Direct Costs (if applicable)	87,903
<b>Indirect Costs or Administrative Fees</b>	93,705
<b>Total Management and Administration</b>	<b>\$594,225</b>

Funds for this WBE are budgeted as follows:

**Salaries and Fringes**—Salaries and fringes, including an anticipated cost-of-living allowance and estimated fringe benefits rate, for staff supporting the USIO (see Section 2.1. FTE Allocation Table).

**Travel**—Transportation, per diem, and lodging for USIO meetings, contractor meetings, scientific and technical meetings, and port call visits.

**Supplies**—General office supplies, expendables, and operational supplies.

**Shipping**—Postage, express mail, courier services.

**Communication**—Telephone and fax charges and Internet services.

**Contractual Services**—Consultant and contract services.

**Equipment**—Procurement, upgrading, or fabrication of equipment, including equipment replacement during FY08.

**Other Direct Costs**—None budgeted.

**Indirect Costs**—Administrative and financial costs associated with operating the Program. The specific equations used to calculate these costs vary by institution, as explained below.

Ocean Leadership: The estimated provisional rate of 34% was used to calculate general and administrative (G&A) costs on all Ocean Leadership charges. Each year, G&A costs are charged on all Ocean Leadership direct costs and on the first \$100,000 of all subcontracts Ocean Leadership administers under a particular contract (e.g., Programmatic Environmental Impact Statement (PEIS) environmental consultant subcontract G&A = \$34,000).

LDEO: Indirect costs at 53% are assessed on all charges except permanent equipment and tuition remission. In addition, subcontracts are charged indirect costs on the first \$25,000 of each contract. The indirect cost for all of the existing subcontracts has already been paid, so these subcontracts are not subject to indirect cost during FY08. Modified total direct costs (MTDCs) are the total direct costs minus these exceptions.

TAMU: None budgeted.

## 4. TECHNICAL, ENGINEERING, AND SCIENCE SUPPORT

### 4.1. GOALS

The USIO is responsible for providing scientific and operational planning and implementation for the USIO riserless drilling expeditions in response to the IODP science planning structure and interfacing with IODP-MI. The USIO will also manage, coordinate, and perform the activities and furnish or procure the services, materials, and facilities necessary to support the scientific research, marine operations, and shore-based requirements associated with IODP.

Goals of the USIO for this WBE include managing, coordinating, and performing the activities and providing the services, materials, platforms, and ship- and shore-based laboratories necessary to support all IODP USIO expeditions (Note: The Technical, Engineering, and Science Support WBE now includes Logging and no longer includes Information Technology.)

### 4.2. DELIVERABLES IN FY08

- Expedition Planning and Implementation: Provide scientific and technical planning for each scheduled expedition, including provision of a drilling platform. Conduct long-range science planning for out-year expeditions.
- Reporting: Provide expedition-related reports and content for expedition publications (e.g., *Scientific Prospectus*, *Preliminary Report*, etc.). Act as a liaison to SAS and other panels and task forces as appropriate.
- Expedition Staffing: Provide selection and support for scientific staffing and Co-Chief Scientist selection for each scheduled expedition. Provide support for shipboard and shore-based technical personnel and activities.
- Logistics Support: Provide for expedition and shore-based activities including procurement, shipping, and inventory of equipment and supplies.
- Analytical Systems: Provide and maintain shipboard and shore-based analytical facilities, tools, instruments, and associated quality assurance/quality control (QA/QC) protocols. Ensure effective capture and transfer of expedition data to database systems.
- Logging: Provide for the delivery of logging services including back-off/severing services where needed.
- Applications Development: Provide maintenance and support for and enhancements of custom software applications for the capture and shipboard management of operational, sampling, and analytical information.
- Engineering Support: Provide engineering support for maintaining and developing shipboard and shore-based logging systems, including third-party developments.

### 4.3. BUDGET

Technical, Engineering, and Science Support	
Element/Expense Category	SIC
Salaries and Fringes	2,481,480
Travel	224,669
Supplies	112,277
Shipping	71,348
Communication	15,432
Contractual Services	663,120
Equipment	52,250
Other Direct Costs	220,403
Day Rate	0
Fuel and Lubricants	0
Per Diem	0
Port Calls	0
Insurance	0
Travel—ODL	0
Other	220,403
Tuition Remission	12,554
Relocation	8,500
Training	76,184
Business Conferences	2,690
Insurance	4,400
Services	60,245
Furniture	800
Recruiting	2,960
Maintenance and Repair	49,592
Library	2,478
<b>Total Direct Costs</b>	<b>3,840,979</b>
Modified Total Direct Costs (if applicable)	623,330
<b>Indirect Costs or Administrative Fees</b>	<b>330,366</b>
<b>Total Technical, Engineering, and Development</b>	<b>\$4,171,345</b>

Funds for this WBE are budgeted as follows:

**Salaries and Fringes**—Salaries and fringes, including an anticipated cost-of-living allowance and estimated fringe benefits rate, for staff supporting the USIO (see Section 2.1. FTE Allocation Table).

**Travel**—Transportation, per diem, lodging, and other associated costs for pre-expedition meetings and travel costs for staff that will work at port calls, sail on the transit, and/or sail on FY08 expeditions.

**Supplies**—General office supplies, expendables, and operational supplies, including laboratory, logistic, and shipping supplies for shipboard analytical and engineering laboratories.

**Shipping**—Postage, express mail, and freight.

**Communication**—Telephone and fax charges and Internet services.

**Contractual Services**—Subcontract to Schlumberger for provision of a standard suite of tools, engineer services, software support, and mobilization services; specialty tools for use on individual cruises as needed; a dedicated engineer on the ship for each cruise and support from the base of operations; the services of a district engineer, staff engineer, electronics technician, and special

services engineer on an as-needed basis (part-time to nearly full-time support); and the day rate for tool insurance for the deployment of downhole logging tools.

**Equipment**—Procurement, upgrading, or fabrication of equipment, including equipment replacement during FY08.

**Other Direct Costs**—Costs not covered in other categories.

**Tuition Remission**—Tuition remission for one graduate student at LDEO.

**Services**—Expert assistance, including annual physical examinations for seagoing personnel.

**Indirect Costs**—Administrative and financial costs associated with operating the Program. For LDEO, indirect costs at 53% are assessed on all charges except permanent equipment and tuition remission. In addition, subcontracts are charged indirect costs on the first \$25,000 of each contract. The indirect cost for all of the existing subcontracts has already been paid, so these subcontracts are not subject to indirect cost during FY08. MTDCs are the total direct costs minus these exceptions.

## **5. ENGINEERING DEVELOPMENT**

### **5.1. GOALS**

The USIO is responsible for utilizing IODP resources to oversee and/or provide engineering development projects in accordance with the long-term engineering needs of IODP as prioritized by the SAS.

### **5.2. DELIVERABLES IN FY08**

No deliverables are scheduled for FY08.

### **5.3. BUDGET**

With no deliverables scheduled in FY08, there are no funds budgeted for this WBE.



## 6. CORE CURATION

### 6.1. GOALS

USIO Core Curation goals include providing services in support of shipboard sampling and IODP core sampling and curation of the core collection archived at the East Coast Repository (ECR), West Coast Repository (WCR), Gulf Coast Repository (GCR), Bremen Core Repository (BCR), and Kochi Core Center (KCC).

### 6.2. DELIVERABLES IN FY08

- Sample and Curation Strategies: Plan sample and curation strategies for the first USIO expedition and review all shipboard requests in coordination with the other members of the Sample Allocation Committee for each expedition.
- Sample Materials Curation System (SMCS): Implement use of the SMCS and work with curatorial staff from other implementing organizations (IOs) to suggest further refinements, as needed.
- Core Sampling: Provide curator specialist onboard drill ship to supervise core sampling during ship operations.

### 6.3. BUDGET

Core Curation	
Element/Expense Category	SIC
Salaries and Fringes	55,495
Travel	3,224
Supplies	1,925
Shipping	2,425
Communication	0
Contractual Services	0
Equipment	0
Other Direct Costs	2,561
Training	611
Services	1,275
Maintenance and Repair	675
<b>Total Core Curation Direct Costs</b>	<b>65,630</b>
Modified Total Direct Costs (if applicable)	0
<b>Indirect Costs or Administrative Fees</b>	<b>0</b>
<b>Total Core Curation</b>	<b>\$65,630</b>

Funds for this WBE are budgeted as follows:

**Salaries and Fringes**—Salaries and fringes, including an anticipated cost-of-living allowance and estimated fringe benefits rate, for staff supporting the USIO (see Section 2.1. FTE Allocation Table).

**Travel**—Transportation, per diem, lodging, and other associated costs for travel to IODP meetings and workshops, other IO and USIO meetings, and for TAMU staff that will work at port calls, sail on the transit, and/or sail on FY08 expeditions.

**Supplies**—General office supplies, expendables, and operational supplies, including printer supplies, general laboratory supplies, specialized supplies for sampling and curatorial tasks, and supplies for packing extra-large shipments or hydrate shipments and hosting sampling parties.

**Shipping**—Postage, express mail, and freight, including postage for regular correspondence and regular-sized sample shipments to scientists.

**Communication**—None budgeted.

**Contractual Services**—None budgeted.

**Equipment**—None budgeted.

**Other Direct Costs**—Costs not covered in other categories.

**Training**—Registration, transportation, per diem, and lodging expenses related to professional training courses and meetings (TAMU).

**Services**—Expert assistance, including lease and utility costs (power, refrigeration) associated with the operation of the ECR and WCR, including an anticipated 5% increase over current rates, and funds to cover other services provided in support of the WCR through University of California, San Diego.

**Maintenance and Repair**—Maintenance agreements and equipment repairs, including repairs and maintenance for storage buildings; refrigeration units; laboratory, repository, and office equipment; forklift; and shrink-wrap machine.

# 7. DATA MANAGEMENT

## 7.1. GOALS

USIO Data Management goals include management of data supporting IODP activities, management of expedition and postexpedition data, provision of long-term archival access to data, and support of IT services. (Note: In FY06 and FY07, IT support services activities were funded in the Technical, Engineering, and Science Support WBE.)

## 7.2. DELIVERABLES IN FY08

- Expedition Data: Maintain and manage databases supporting expedition planning data. Operate and maintain data management and harvesting systems (including QA/QC for storage and archival of expedition and postexpedition data). Respond to data requests from the scientific community.
- Operation and Maintenance: Provide operation and maintenance of computer and network systems both on ship and shore.
- Security: Monitor and protect USIO network and server resources to ensure safe, reliable operation and security for IODP data and IT resources.
- Photography/Imaging Support: Provide photography/imaging support and maintain microscopes.
- Data Processing: Provide the shipboard scientific party with a comprehensive, fully processed, and quality-controlled log data set that can be used for comparison and integration with other data collected during each expedition.

## 7.3. BUDGET

<b>Data Management</b>	
<b>Element/Expense Category</b>	<b>SIC</b>
Salaries and Fringes	631,455
Travel	10,591
Supplies	25,322
Shipping	1,125
Communication	5,144
Contractual Services	0
Equipment	40,008
Other Direct Costs	200,854
Training	27,820
Business Conferences	238
Software	56,613
Services	28,094
Maintenance and Repair	87,039
Library	1,050
<b>Total Direct Costs</b>	914,499
Modified Total Direct Costs (if applicable)	401,202
<b>Indirect Costs or Administrative Fees</b>	212,636
<b>Total Data Management</b>	<b>\$1,127,135</b>

Funds for this WBE are budgeted as follows:

**Salaries and Fringes**—Salaries and fringes, including an anticipated cost-of-living allowance and estimated fringe benefits rate, for staff supporting the USIO (see Section 2.1. FTE Allocation Table).

**Travel**—Transportation, per diem, lodging, and other associated costs for TAMU staff that will work at port calls, sail on the transit, and/or sail on FY08 expeditions; LDEO travel for data management meetings and travel to TAMU.

**Supplies**—General office supplies, expendables, and operational supplies, including electronic media and other computer supplies.

**Shipping**—Postage, express mail, and freight, including shipping of paper prime data for microfilming and imaging.

**Communication**—Telephone and fax charges and Internet services, including standard telephone line and long distance charges.

**Contractual Services**—None budgeted.

**Equipment**—Procurement, upgrading, or fabrication of equipment, including computer and network equipment to replace aged network models, workstations, printers, laptops, plotters, and monitors.

**Other Direct Costs**—Costs not covered in other categories.

**Training**—Registration, transportation, per diem, and lodging expenses related to professional training.

**Business Conferences**—Incidental expenses associated with meetings hosted by USIO, including expenses for refreshments provided for various business meetings and catering services occasionally required for on-site training and professional consultant services.

**Software**—Software purchases and upgrades, including software subscriptions, volume licensing agreements, and concurrent usage software agreements used in support of continuing activities and systems maintenance.

**Services**—Expert assistance, including annual physical examinations for seagoing personnel.

**Maintenance and Repair**—Maintenance agreements, equipment repair services, and equipment insurance for IT computer hardware and software.

**Library**—Books, journals, and other resources, including database and imaging books and journals and IT professional publications.

**Indirect Costs**—Administrative and financial costs associated with operating the Program. For LDEO, indirect costs at 53% are assessed on all charges except permanent equipment and tuition remission. In addition, subcontracts are charged indirect costs on the first \$25,000 of each contract. The indirect cost for all of the existing subcontracts has already been paid, so these subcontracts are not subject to indirect cost during FY08. MTDCs are the total direct costs minus these exceptions.

# 8. PUBLICATIONS

## 8.1. GOALS

USIO Publications goals include editing and production of required reports as defined in the USIO contract with NSF.

## 8.2. DELIVERABLES IN FY08

- ODP reports: Edit and produce the Ocean Drilling Program (ODP) Final Technical Report.
- Legacy documentation
  - Write, edit, and produce the final ODP operations document, which covers borehole installations including circulation obviation retrofit kits (CORKs).
  - Edit and produce the Cumulative Index to the *Proceedings of the Ocean Drilling Program*.

## 8.2. BUDGET

Publications	
Element/Expense Category	SIC
Salaries and Fringes	269,708
Travel	6,952
Supplies	6,930
Shipping	2,425
Communication	1,704
Contractual Services	0
Equipment	0
Other Direct Costs	9,687
Training	4,065
Business Conferences	810
Services	1,562
Equipment Rental	65
Maintenance and Repair	2,771
Library	414
<b>Total Direct Costs</b>	<b>297,406</b>
Modified Total Direct Costs (if applicable)	0
<b>Indirect Costs or Administrative Fees</b>	<b>0</b>
<b>Total Publications</b>	<b>\$297,406</b>

Funds for this WBE are budgeted as follows:

**Salaries and Fringes**—Salaries and fringes, including an anticipated cost-of-living allowance and estimated fringe benefits rate for staff supporting the USIO (see Section 2.1. FTE Allocation Table).

**Travel**—Transportation, per diem, lodging, and other associated costs, including IODP meetings and workshops, IO and USIO meetings, travel costs to bring off-site USIO staff to participate in on-site meetings, postexpedition meetings, and travel costs for staff that will work at port calls and/or sail on FY08 expeditions.

**Supplies**—General office supplies.

**Shipping**—Postage and shipping for regular correspondence and freight charges for bulk shipments from the publications warehouse.

**Communication**—Standard telephone line, long distance, and fax charges.

**Contractual Services**—None budgeted.

**Equipment**—None budgeted.

**Other Direct Costs**—Costs not covered in other categories.

**Training**—Registration, transportation, per diem, lodging expenses, and membership dues related to professional training.

**Business Conferences**—Expenses associated with meetings hosted by TAMU, including meal expenses.

**Services**—Expert assistance, including fees for Ocean Drilling Citation Database (new citations and production of the annual database update on CD-ROM prepared by the American Geological Institute [AGI]); payments to IODP Editorial Review Board members; safety deposit box rental; and annual physical examinations for seagoing personnel.

**Equipment Rental**—Rental of equipment.

**Maintenance and Repair**—Maintenance agreements and equipment repairs, including copier, typewriter, and forklift maintenance agreements and annual maintenance of the Ocean Drilling Citation Database (prepared by AGI).

**Library**—Books, journals, and other resources, including reference books and subscriptions.

**Administrative Fees**—None budgeted.

# 9. EDUCATION

## 9.1. GOALS

USIO Education responsibilities include developing and disseminating expedition-specific and thematic education materials for K–12, undergraduate, and graduate-level educators and students. Focused expedition-specific activities will include current expeditions and supporting legacy resources. Content priorities for 2008 are likely to center on the upcoming ship’s launch and paleoclimate (in anticipation of the Canterbury Basin and Wilkes Land expeditions).

## 9.2. DELIVERABLES IN FY08

- Professional Development: Provide professional development opportunities for museum educators, precollege faculty, and undergraduate faculty through School of Rock (GCR and regional) programs and workshops at conferences, museums, and other strategic venues.
- Strategic Partnerships: Foster current partnerships and develop new partnerships with related science programs, national associations, organizations, and agencies with synergistic goals and objectives.
- Scientists as Educators: Target and advertise opportunities for participation ranging from museum lectures and classroom programs to expedition-specific plans and grant writing for FY09 expeditions.
- Outside Funding and Sponsorships: Work with USIO partners, Consortium for Ocean Leadership education partners, member organizations, and advisors to secure outside funding sources and sponsorships.
- Promote diversity in ocean drilling through HBCU fellowships and Minorities Striving and Pursuing Higher Degrees of Success (MS-PHD’S) in Earth Science activities.

## 9.3. BUDGET

Education	
Element/Expense Category	SIC
Salaries and Fringes	145,212
Travel	87,600
Supplies	14,500
Shipping	5,064
Communication	0
Contractual Services	100,300
Equipment	0
Other Direct Costs	0
<b>Total Direct Costs</b>	<b>352,676</b>
Modified Total Direct Costs (if applicable)	0
<b>Indirect Costs or Administrative Fees</b>	<b>119,910</b>
<b>Total Education</b>	<b>\$472,586</b>

Funds for this WBE are budgeted as follows:

**Salaries and Fringes**—Salaries and fringes, including an anticipated cost-of-living allowance and estimated fringe benefits rate for staff supporting the USIO (see Section 2.1. FTE Allocation Table).

**Travel**—Transportation, per diem, and lodging costs to support participants in School of Rock activities, staffing of booths at national and regional meetings, HBCU fellowship and intern program, MS-PHD'S partnerships in diversity, and dissemination of platform enrichment activities.

**Supplies**—General office supplies and expendables and operational supplies including partial costs of informational materials, posters, brochures, and platform enrichment activities.

**Shipping**—Postage, express mail, courier services, and freight, including shipping of booth materials to national and regional meetings.

**Communication**—None budgeted.

**Contractual Services**—Consultant and contract services for platform enrichment activities, stipends to teachers participating in School of Rock activities, stipends to fellowship and internship recipients from HBCU, and poster printing and design.

**Equipment**—None budgeted.

**Other Direct Costs**—None budgeted.

**Indirect Costs**—Administrative and financial costs associated with operating the Program. The estimated provisional rate of 34% was used to calculate general and administrative (G&A) costs on all Ocean Leadership charges. Each year, G&A costs are charged on all Ocean Leadership direct costs and on the first \$100,000 of all subcontracts Ocean Leadership administers under a particular contract (e.g., Programmatic Environmental Impact Statement (PEIS) environmental consultant subcontract G&A = \$34,000).



# 10. OUTREACH

## 10.1. GOALS

USIO Outreach responsibilities include establishing measures to effectively communicate both shore- and ship-based components of IODP activities to the public and to Congress, and to encourage awareness of and interest in the scientific results of the Program.

Outreach goals for FY08 include the following:

- Raise visibility of IODP as a cutting-edge international earth science research program to new and existing audiences.
- Target informational outreach to the public and specific identified audiences including science and general-interest media, scientists-at-large, engineers-at-large, and communities/groups that can be considered agents of learning and change (i.e., educators and students [*not* in formal education contexts]), managers of public space, and decision-makers at large national concerns.
- Use expeditions to promote scientific ocean drilling and the scientific data and analysis that emerge from it, and make the connection between the emerging scientific knowledge and its positive contribution to society worldwide.
- Build a foundation of knowledge about scientific ocean drilling: its achievements, merits, spectrum of national contributions, and high value to future scientific achievement that is easily accessible to the public and other targeted communities online, in public spaces, and in the media.
- Maximize IODP human resources by working as an integrated outreach team, with common core messages and common informational materials.

## 10.2. DELIVERABLES IN FY08

- Sponsor events and exhibitions for U.S. Congress audiences.
- Media Awareness: Conduct media awareness training for future expedition Co-Chief Scientists.
- Media Outreach: Conduct media outreach at Geological Society of America and American Geophysical Union national meetings.
- Outreach Activities: Coordinate outreach activities with IODP-MI, European Consortium for Ocean Drilling Research, and the Center for Deep Earth Exploration.

## 10.3. BUDGET

Outreach	
Expense Category	Total
Salaries and Fringes	60,862
Travel	47,000
Supplies	4,700
Shipping	4,550
Communication	0
Contractual Services	38,025
Equipment	0
Other Direct Costs	0
<b>Total Direct Costs</b>	155,137
Modified Total Direct Costs (if applicable)	0
<b>Indirect Costs or Administrative Fees</b>	52,747
<b>Total</b>	<b>\$207,884</b>

Funds for this WBE are budgeted as follows:

**Salaries and Fringes**—Salaries and fringes, including an anticipated cost-of-living allowance and estimated fringe benefits rate for staff supporting the USIO (see Section 2.1. FTE Allocation Table).

**Travel**—Transportation, per diem, and lodging costs to support participation in port calls, outreach to stakeholders, press events, media training, staffing booths at national meetings, and development of USIO informational materials.

**Supplies**—General office supplies and expendables and operational supplies including partial costs of informational materials, posters, and brochures for congressional outreach and platform enrichment activities.

**Shipping**—Postage, express mail, courier services, and freight, including shipping of booth materials to national and regional meetings.

**Communication**—None budgeted.

**Contractual Services**—Consultant and contract services for platform enrichment activities, promotional material printing and design, and booth costs at national meetings.

**Equipment**—None budgeted.

**Other Direct Costs**—None budgeted.

**Indirect Costs**—Administrative and financial costs associated with operating the Program. The estimated provisional rate of 34% was used to calculate general and administrative (G&A) costs on all Ocean Leadership charges. Each year, G&A costs are charged on all Ocean Leadership direct costs and on the first \$100,000 of all subcontracts Ocean Leadership administers under a particular contract (e.g., Programmatic Environmental Impact Statement (PEIS) environmental consultant subcontract G&A = \$34,000).

# APPENDIX: USIO IT SECURITY SUMMARY

## ROLES AND RESPONSIBILITIES

System Administrator responsibilities include

- Applying platform technical safeguards.
- Supplying the first-level response (i.e., restoration services) to any security breach.
- Immediately reporting any security breach to the Departmental System Administrator.

Departmental System Administrator responsibilities include

- Assuring that best practices are followed in the administration of systems and software development.
- Disseminating education and security awareness training.
- Reporting criminal activity under applicable state code concerning computer or telecommunications crimes to the Director, department head, and their respective college Computing and Information Services (CIS) department.
- Determining if a violation rises to the standard of fraud or fraudulent action and reporting it to the Chief Executive Officer.
- Determining the physical and electronic evidence to be gathered as part of incident investigation such as initiating, completing, and documenting the incident investigation.

## RISK ASSESSMENT

Security and risk assessment represent primary job duties of the Ocean Leadership Technical Program Associate, who continually monitors the threat environment. LDEO performs risk assessment on an on-going basis in order to respond to current conditions. TAMU completes an annual Information Security Assessment, Awareness, and Compliance (ISAAC) report as required by TAMU. The results are forwarded to the College of Geosciences, where they are reviewed and filed. Along with this annual risk assessment of computer systems and networks, TAMU is required to perform a physical security risk assessment of its facility.

## TECHNICAL SAFEGUARDS

- Departmental IT personnel shall test security patches prior to implementation where practical. Departmental IT personnel are encouraged to have hardware resources available for testing security patches in the case of special applications.
- System Administrators shall ensure that vendor-supplied patches are routinely acquired, systematically tested, and installed promptly based on risk-management decisions.
- System Administrators shall remove unnecessary software, system services, and drivers.
- System Administrators shall enable security features included in vendor-supplied systems, including but not limited to firewalls, virus scanning and malicious code protections, and other file protections, where possible. Audit logging shall also be enabled. User privileges shall be set utilizing the “least privileges” concept of providing the minimum amount of access required to perform job functions. Privileges may be added as need is demonstrated by the user. The use of

passwords shall be enabled in accordance with guidelines provided by the respective USIO policies.

- System Administrators shall disable or change the password of default accounts.
- System Administrators or their designee shall test servers, especially, for known vulnerabilities periodically or when new vulnerabilities are announced.
- System Administrators shall seek and implement best practices for securing their particular system platform(s).
- Systems Administrators shall seek and implement best practices for securing wireless traffic. A minimum of 128 bit WEP (encryption) is required.

## **ADMINISTRATIVE SAFEGUARDS**

The Ocean Leadership Administrative Policy Manual spells out IT administrative policies. New employees are required to acknowledge their understanding of these policies and all employees are required to review these policies periodically. University administrative safeguards followed by LDEO and TAMU are fully prescribed for all users and support personnel ([www.ldeo.columbia.edu/it/pp/index.shtml](http://www.ldeo.columbia.edu/it/pp/index.shtml); <http://cis.tamu.edu/security/>). The extensive Standard Administrative Procedures provided by Columbia University and TAMU are available at [www.columbia.edu/cu/policy/](http://www.columbia.edu/cu/policy/) and <http://rules-saps.tamu.edu/PDFs/24.99.99.M1.04.pdf>, respectively.

## **PHYSICAL SAFEGUARDS**

### **OCEAN LEADERSHIP**

Network switchgear is secured in a locked suite network closet, though all organizations on the floor have access. The server room is within office-suite security, and servers and other equipment are stored in locked server racks. Ocean Leadership offices are monitored by on-site security 24 hours a day, 7 days a week. All Ocean Leadership workstations and laptops resident on the network continually sync to a redundant array of independent disks (RAID), which is backed-up nightly. Off-site backup is achieved via mobile external hard drives, cycled regularly.

### **LDEO**

The Borehole Research Group (BRG) building server room is secured unless the System Administrator is physically nearby. All network switches in both adjacent BRG office buildings reside in locked wall-mounted racks inside network rooms that are locked at all times. Access to any of the facilities is granted only to department personnel, vendors, or authorized personnel whose job responsibilities require access to the facility. All BRG computers are backed up nightly via remote server. A near-line mirror of the log data Web site is maintained on a remote server.

### **TAMU**

Building entry is allowed via identification (ID)/keycard. Information is logged and available for retrieval at a later date. An access list is maintained by the Departmental System Administrator, and entry into the main computer room is granted only to departmental personnel, vendors, or authorized personnel whose job responsibilities require access to the facility. Doors are secured using push-button locks for which codes are changed periodically and whenever there is personnel change, regardless of the employee's status upon termination. Access codes are not to be shared with others.

Power to the computer room is provided via 50 KVA uninterruptible power supply (UPS) and matching power distribution unit (PDU). In case of power outage, power is supplied to UPS and backup heating, ventilation, and air-conditioning (HVAC) by a diesel generator. The computer room is protected from fire by a halon fire suppression system.

Incremental backups are completed on a daily basis and full backups are completed weekly. One full backup copy is kept locally and another is removed to offsite storage.

## **POLICIES AND PROCEDURES**

### **OCEAN LEADERSHIP**

The relevant sections of the Ocean Leadership Administrative Manual are available at [http://joiserver.joiscience.org/Downloads/JOI\\_IT\\_Policies.pdf](http://joiserver.joiscience.org/Downloads/JOI_IT_Policies.pdf). These policies are undergoing wholesale review as a result of Joint Oceanographic Institution's merger with the Consortium for Oceanographic Research and Education (CORE). All changes will be compatible with the broader USIO IT infrastructure.

### **LDEO**

IT-specific policies reside on the IODP Intranet Web server at the following links:

- LDEO Policies and Procedures: [www.ldeo.columbia.edu/ldeo/it/pp/index.shtml](http://www.ldeo.columbia.edu/ldeo/it/pp/index.shtml)
- Columbia Computing Network and Information Policies: [www.columbia.edu/cu/policy/](http://www.columbia.edu/cu/policy/)

### **TAMU**

IT-specific policies reside on the IODP Intranet Web server at the following links:

- IT Resources Acceptable Use Policy: [http://iodp.tamu.edu/internal/infotech/IT\\_Resources\\_Acceptable\\_Use\\_Policy.pdf](http://iodp.tamu.edu/internal/infotech/IT_Resources_Acceptable_Use_Policy.pdf)
- Communications Policy: [http://iodp.tamu.edu/participants/policies/IODP\\_Comm\\_Policy.pdf](http://iodp.tamu.edu/participants/policies/IODP_Comm_Policy.pdf)
- Web Policy: [http://iodp.tamu.edu/internal/infotech/web\\_policy.html](http://iodp.tamu.edu/internal/infotech/web_policy.html)

## **AWARENESS AND TRAINING**

### **OCEAN LEADERSHIP**

All new employees are required to read and acknowledge their understanding of Ocean Leadership policies related to appropriate use of IT resources. With fewer than 30 users to support on site, regular face-to-face interaction and training/support tailored to the individual is the norm.

### **LDEO**

All new LDEO employees receive personalized orientation regarding acceptable IT use. The orientation familiarizes employees with BRG computing policies. Some of the items discussed include information resources ownership, appropriate use of said resources, incidental use, unacceptable use, password management, password creation, virus awareness, software licensing, and administrative/special access.

### **TAMU**

All new employees are required to attend an IT Acceptable Use Policy presentation. Some of the items discussed in the course are information resources ownership, appropriate use of said resources, incidental use, unacceptable use, password management, password creation, virus awareness,

software licensing, and administrative/special access. All users are required to acknowledge that they have read, understand, and will comply with the IT Acceptable Use Policy.

All employees must take yearly security awareness training as required by our partnership with TAMU. As part of this training, all users are required to acknowledge that they have read, understand, and will comply with university requirements regarding computer security policies and procedures.

## **CYBERSECURITY BREACH NOTIFICATION PROCEDURES**

In the event of a cyber-security breach:

1. System Administrators have information security roles and responsibilities that can take priority over normal duties.
2. System administrators are responsible for notifying their department heads and initiating the appropriate action, including restoration.
3. Departmental System Administrators are responsible for determining the physical and electronic evidence to be gathered as part of the incident investigation, such as initiating, completing, and documenting the incident investigation.
4. Departmental System Administrators shall report security incidents that may involve criminal activity under their respective state's penal code concerning computer or telecommunications crimes to the Director or department head and CIS.
5. If fraud or theft is suspected as part of security incident detection, the person detecting the incident shall follow their respective system policies concerning the control of fraud and fraudulent actions.
6. If there is a substantial likelihood that security incidents could be propagated to other systems beyond departmental control, System Administrators or Departmental System Administrators shall report/escalate such incidents to their respective college CIS help desk as soon as an incident is identified.
7. (TAMU only) System Administrators shall file an after-action report through the Security Incident Reporting System (SIRS) to Information Technology Issues Management (ITIM) office of TAMU CIS (<http://sirs.tamu.edu>).

## **SECURITY MEASURES FOR NONEMPLOYEES**

All subcontractors, researchers, and others who will have access to the systems employed in support of this contract are required to follow all of the policies of the respective organizations with the exception of the following for TAMU: The requirement that all users must attend an IT Acceptable Use Policy presentation or attend yearly security awareness training is waived for itinerant (short term) use of Internet access or if a visitor is at TAMU only for a short-term visit (less than four weeks).