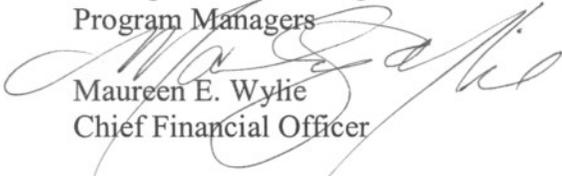




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
CHIEF FINANCIAL OFFICER

FEB 09 2007

MEMORANDUM FOR: Assistant Administrators
Deputy Assistant Administrators
Program Analysis & Evaluation
Goal Team Leads
Chief Financial Officers
Management and Budget Chiefs
Program Managers

FROM: 
Maureen E. Wylie
Chief Financial Officer

SUBJECT: Fiscal Year (FY) 2009 Budget Guidance Memorandum
for Budget Formulation Process for the Secretarial
Submission

1. Purpose: The purpose of this Budget Guidance Memorandum is to provide overarching guidance and schedule information for the Fiscal Year (FY) 2009 Secretarial Budget Formulation phase of the Planning Programming Budgeting and Execution System (PPBES).

2. Introduction: NOAA conducts the budget process to determine final resource requirements to meet FY 2009 Program intent. The NOAA Budget Office will further develop and justify the requirements, determine the impact of revised resource levels and executibility of programs at the approved funding level, and capture information unavailable during the programming phase.

The NOAA Budget Office will examine the financial requirements of the program plans as cited in the Program Decision Memorandum (PDM) and provide budgetary recommendations, including possible adjustments to the programming decisions. The NOAA Budget Office will then work with the Line Office Chief Financial Officers and Staff Offices, in coordination with the Goal Team Leads, to formulate and produce the NOAA budget submissions.

3. Discussion: The budgeting phase for the Secretarial submission will consist of five distinct activities:

Budget Phase 1 – Preparation of Line Office Budgets. The FY 2009 submission will walk from the 2008 President's Budget submission. NOAA Budget recently distributed tables showing FY 2008 President's Budget compared to the Program Information Reporting System (PIRS) FY 2009 data included in the PDM by budget structure and



goal/subgoal. Line Offices will submit a list of the all program changes being developed with a one sentence characterization of each piece to the NOAA Budget Office along with an exceptions list for each of the following:

- a. OMB changes,
- b. Funding changed in FY 08 budget but not in FY 09 PIRS,
- c. Legislative changes,
- d. Emerging requirements or
- e. Technical corrections.

Line Offices will provide guidance and work closely with and the Goal Teams/Program Managers in preparing "Budget Changes from Programming" to develop a strong justification and ensure the description is consistent with the PDM decision. The Line Offices will prepare full technical budget justification including base and change narratives and supporting exhibits. Attachment 2 provides a listing of required documents for the FY 2009 submission.

Budget Phase 2 – Analyze the FY 2009 NOAA Program. Upon receipt of the draft program changes and object class breakout from the Line Offices, the NOAA Budget Office will analyze the viability, executability and consistency of the proposed increases and decreases. The NOAA Budget Office will work with PA&E, the Line Offices and Goal and Program staffs to update the FY 2009 program by incorporating those changes which occurred between the OMB submission and the final FY 2008 President's Budget, if accepted, as appropriate. Additional analysis will focus on areas outlined in the PDM for further work during the budget process. Line Offices with outstanding PDM tasks should coordinate with the affected Goal Team Lead(s) and Program Manager(s) to submit required justifications, offsets and impacts.

Budget Phase 3 – Analyze the FY 2009 Line Office Budget Submissions. The NOAA Budget Office will review the adequacy of the materials and collaborate with the Line Offices on revisions. Line Offices may be asked to provide additional information to aid in analysis. NOAA Budget Office will conduct formal budget reviews with each Line Office. The NOAA Information Technology Review Board (NITRB) will conduct reviews on all FY09 IT increases. No IT initiatives will be submitted to DOC without successful NITRB review. All draft Exhibit 300s are required to be entered into eCPIC in order to be considered.

Budget Phase 4 – Budget Recommendations and Final Decisions. Based on their analysis of the PDM and the line office submissions, the NOAA Budget Office will develop FY 2009 budgetary recommendations. The recommendations will be presented to the NOAA NEP/NEC. Upon receipt of comments, the Undersecretary will make final decisions for the FY 2009 Secretarial Submission. Those decisions will be documented in a Budget Decision Memorandum as needed.

Budget Phase 5 – Budget Production. The NOAA Budget Office, working with Line Offices, will produce the FY 2009 Secretarial Budget. NOAA Budget Office will provide an updated table after final decisions are made. The Line Offices will need to update their base narratives, program changes and other exhibits in based on the final decisions.

Preparation and submission of Exhibit 300s are required for all capital asset expenditures: land, structures, equipment, intellectual property (software) and information technology. See Attachment 2 for more information.

If you have any questions regarding the process, please contact Pat Johnson, NOAA Budget Formulation Chief on (202) 482-5192. An updated FY 2009 Secretarial Budget Submission schedule can be found at Attachment 1. Technical questions may be directed to the appropriate NOAA Budget Formulation Analyst (see Attachment 3).

Attachments

FY 2009 Secretarial Submission Schedule

<u>Date 2007</u>	<u>Event</u>
Jan 31	Final PDM issued
Feb 1	CIO issues Guidance for FY 09 IT projects
Feb 5	NOAA Budget provided table comparison between FY 2008 President's Budget and FY 2009 PIRS
Feb 9	Budget Guidance Memorandum #1
Feb 13	NOAA Budget provide guidance on redistribution of FTEs
Feb 16	Program Managers/Line Offices finalize "Budget Changes from Programming" for Line Offices
Feb 20	Line Offices provide prioritized budget change/exception list to the NOAA Budget Office and Goal Teams
Feb 23	Monument Training for Line Offices
Feb 26 – Mar 2	Line Office CFO Briefings to the Budget Director
Feb 28	Monument opens
Mar 5 – Apr 13	Line offices begin preparing budget documents
Mar 9	LOs provide NOAA Budget the following softcopies: <ul style="list-style-type: none"> • Updated Current Program (base) narratives • Program change narrative justifications • Exhibit 14 (positions) • Exhibit 15 (four digit object class information for program changes) • Unique Adjustments-to-Base (ATBs)
Mar 12 – Mar 23	NOAA Budget conducts reviews with Line Offices and develops an assessment of the submission

Mar 19 – 21	CIOs NITRB conducts reviews on all FY 09 IT increases Draft Non-IT Exhibit 300s to NOAA Budget
Mar 23	NOAA Budget brief #1 to CFO NOAA Budget review results of NITRB
Mar 26	NOAA brief #2 to CFO
Mar 26/27	NOAA Budget briefs from LOs
Mar 28	NOAA Budget brief #3 to CFO
Mar 30	All get backs due to BFA Finalize FTEs/Positions All IT and Non-IT Draft Exhibit 300s entered into eCPIC
Apr 2	Lock control table
Apr 3	NOAA Budget briefs the DUS on recommendations
Apr 4-5	BFA prepare charts for NEP/NEC, have get backs resolved
Apr 6	LOs provide the following: Annual Performance Plans (APP) Final Base Narratives entered in Monument Final Program Change Narratives in Monument Exhibit 34 & Exhibit 35
April 10-13	Update PIRS to reflect current FY 2009 numbers
NLT Apr 16	NOAA briefs to Goal Team/CFO Budget Guidance Memorandum #2 based on DOC Budget Guidance
NLT Apr 20	NOAA Budget briefs the NEP/NEC on recommendations.
Apr 23 – May 15	Budget production
May 16	FY 2008 Secretarial submission delivered to DOC

**Fiscal Year (FY) 2009 Secretarial Submission
Documents Required**

1. FY 09 Program Change/Exception List

Exceptions are defined as:

- OMB changes are program changes as a result of the OMB decision making process
- FY 08 changes not reflected in FY 09 PIRS are changes during the FY 08 decision making processes in NOAA and DOC.
- Emerging requirements are issues that surfaced after the programming phase began (i.e., hurricane, political)
- New legislative changes that occurred after the programming phase began
- Technical corrections (zero sum) are defined as changes in budget structure not reflected in PIRS or realignment between PPAs for budget presentation.

2. FY 09 Current Program (Base) Narratives

Each program has conducted a Program Baseline Assessment (PBA) for the FY 2009 cycle. The activity may have resulted in new information that should be included in the base (current program) narrative. Line office should examine their current program narratives in the FY 2008 Congressional Budget, and submit revisions as required to the NOAA Budget Office via Monument.

3. FY 09 Program Change Narratives – in accordance with the PDM.

4. NITRB IT Investment Summary “One-Pagers.” Each LO will submit “One-Pagers” to the OCIO explaining new FY09 IT investments. Separate guidance to be provided by the OCIO.

5. Exhibits:

- a. Exhibit 14, Program Change Personnel Detail, for any change in positions or FTE.
- b. Exhibit 15 Four-Digit Object Class information is required for each program change.
- c. Exhibit 34 (Consulting & Related Services) and Exhibit 35 (Periodical, Pamphlets and Audiovisual Products).
- d. Exhibit 300, Capital Asset Plan and Business Case, is required for all capital assets: land, structures, equipment, intellectual property (software) and information technology. All existing 300s must be updated, and new 300s must be prepared for all new IT and non-IT investments, and entered into the eCPIC system no later than date shown on Attachment 1. Materials are to be in final

form and cleared by all appropriate officials prior to submission.

- e. Unique Adjustments-to-Base using the Manual for Unique Adjustments-To-Base
5. Performance Measure Updates, if applicable. Any changes to existing performance measures, or the addition of new measures, must be coordinated with PA&E and the appropriate Goal Team, and approved by your Assistant Administrator, PPI and the NOAA Budget Office.
 6. All major purchases contained in the FY 2009 budget must be presented to the Acquisition Review Board (ARB) during the FY 2009 Department of Commerce process. The ARB usually meets the 3rd Thursday of every month at which time presentations are made. However, a separate ARB will be held to address all real estate items. The time and date of this board will be announced at a later date.

NOAA CFO's Office – Staff Assignment Listing

Staffer	LO Budget Formulation	Goal Team	NOAA Council	Phone #
Dee Dee Hunter	OAR	Climate	Research	(202)482-4980
Katherine Judy	NWS	Weather & Water Climate		(202)482-3630
Katherine Judy	NESDIS	Mission Support-Satellites	Observing Systems	(202)482-3630
Lindsay Fullenkamp	NMFS	Ecosystems	International Affairs	(202)482-3596
Mary Choi/Keeley Knudsen	Performance Measures			(202)482-4742
Pecola Davis	Program Support & OMAO	Mission Support Fleet Leadership	Platform Allocation	(202)482-2277
Jennifer Werner	NOS	Commerce & Transportation	Ocean	(202)482-4482
Barbara Beasley			Human Capital	(202)482-2466
Tia Boykin/Sherry Morrissette	Program Support	Mission Support-Admin, Facilities	Minority Serving Institutions	(202)482-0632/(202)482-5607
Barbara Beasley			Safety	(202)482-2466
Sherry Morrissette		Mission Support Financial Services		(202)482-5607
Pecola Davis		Mission Support – Information Technology	CIO	(202)482-2277
Pam Williams/Sherry Morrissette		Mission Support – Workforce	Diversity	(202) 482-1501/(202) 482-5607