



# Budget Year One-Pagers

## NOAA OCIO Information Technology Standard

NISN: 3.009

Title:	BUDGET YEAR ONE-PAGERS		
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### **KEYWORDS**

One-Pager, Annual Guidance Memorandum (AGM), NOAA-Wide Priorities

### **PURPOSE AND SCOPE**

The NOAA Information Technology Review Board (NITRB) is required to review and approve planned information technology capital investments, and as referenced in the Budget Guidance Memorandums, strong budget justifications are necessary for program adjustments.

The purpose of this document is to provide guidance and schedule information for Assistant Administrators, Goal Team Leads, and Program Managers with regard to the Budget Formulation phase of the Planning, Programming, Budgeting, and Execution System (PPBES) for information technology. The dates for the NITRB reviews are scheduled for March 18 – 21<sup>st</sup>, 2008, and the decision of the investments selected for review will be determined after review of program provided IT investment information.

Scope of this Standard: Guidance

Intended Use of this Standard: Checklist

Supporting Documents: One-Pager Format FY-2010

### **AUTHORITY**

1. Information Technology Management Reform Act of 1996.
2. DOO 10-5 *Effective Date:* 2003-12-31

### **INTENDED AUDIENCE**

- Assistant Administrators
- Chief Information Officers
- Budget Officers
- Goal Team Leads
- Project Managers
- Exhibit 300 Managers

### **DESCRIPTION**

A one-page submission showing the investment title, a concise description of the adjustment (*your program change narrative*), a short description of the information technology component(s), a short



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description of the capability gap that the adjustment is addressing, and the funding being requested for the IT component of the adjustment. All IT in any adjustment of any dollar amount is requested.

One-Pager format is attached.

This subject of policy or guidance falls into the category: CPIC, Budget

#### DEFINITIONS

*Budget Initiative:* All program adjustments requesting new funding or existing investments which increase IT spending more than 10% for a specific program.

#### GUIDANCE

Goal Team Leads and/or Program Managers must identify to the OCIO ([Robert.Swisher@noaa.gov](mailto:Robert.Swisher@noaa.gov) and [Jerome.McNamara@noaa.gov](mailto:Jerome.McNamara@noaa.gov)), all program adjustments requesting new funding or existing investments which increase IT spending more than 10% for a specific program by early March (dates will be published).

A one-page submission showing:

- the investment title
- a concise description of the adjustment (*your program change narrative*)
- a short description of the information technology component(s)
- a short description of the capability gap that the adjustment is addressing
- the funding being requested for the IT component of the adjustment

All IT in any adjustment of any dollar amount is requested.

The OCIO will determine by the first week in March, which program adjustments require formal NITRB review and which will require Commerce ITRB review. Program managers of those selected initiatives will be notified of the NITRB presentation format and schedule.