

Please file as NOAA Directives Manual 05-90

**SUBJECT:** Delegation of Authority for NOAA-DOC Management of Working Capital Fund

**TO:** All NOAA Elements

1. Background - The Department of Commerce (DOC) imposes a variety of user charges on NOAA for Department provided services. Examples of these user charges services/accounts are:

Office of Administrative Services and Procurement

<u>Project #</u>	<u>Name</u>
1203	Mail and Messenger Service
1403	Traffic (Shipping) Service
1405/8	Central DOC Library
1404	Motor Pool
1301	Forms store
Etc.	Etc.

Office of Personnel

1601	Employee Health Services
1505	O/Secy Budget Office

Office of Organization and Management

1900-	
1901	Data Processing Services

Interagency Auditor Training Center

1607	Auditor Training for all Agencies
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Office of Emergency Readiness

1561	Relocation Sites for Emergencies
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Reimbursables and Special Assessments

<u>Project #</u>	<u>Name</u>
8901	Special Advisory Group
8902	Council on Wage and Price Stability
8903	Special Emergency Service
8904	Federal Information Centers
8908	Space (SLUC)
8910	Department-wide Campaigns
8912	Personnel Evaluation Travel
8916	Intelligence Liaison
8925	Department Printing
8928	Federal Regional Councils

2. Designation of NOAA's Working Capital Fund Manager - In the past there has not been a centralized NOAA authority for management of these funds nor an individual knowledgeable in all the accounts who could represent NOAA with the DOC Working Capital Fund Manager. Effective immediately, the Chief of MB/PB's Integration and Control Division (MB/PBI) is hereby designated NOAA's Working Capital Fund Manager. This official will participate in establishing DOC-NOAA ground rules governing these funds, will furnish DOC with estimated NOAA requirements, will receive all DOC assessments, will evaluate them against established, agreed upon, DOC-NOAA ground rules, and will authorize payments to DOC. This official will work with NOAA's regular user agents and will provide a coordinated and centralized information and control focus for NOAA managers and for NOAA users of the various user charge accounts.

3. Participating Offices - Various NOAA offices involved in DOC user charges are requested to establish working arrangements with MB/PBI to enable that official to receive information needed to permit coordinated control and management of all of the NOAA user funds that must be paid to the DOC Working Capital Fund.

*for* *MPSnyder*  
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