

User Procedures for FY 2003

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1.0 Reimbursable Overview

Beginning in FY 2003 there are significant changes in procedures for establishing and processing Reimbursable Agreements (RA). These changes will use some of the fund control elements that are available in CAMS that were not available in FIMA. These controls have been instituted as a result of a NOAA policy decision to improve the monitoring of reimbursable spending. It is not the result of implementing CAMS; however, the change over from FIMA to CAMS has given NOAA management the capability to implement this policy decision.

Due to funding issues, delivery of the reimbursable module in CAMS has been delayed for one year. The automated processes establishing financial control over reimbursable projects will not be available. In the interim period before the module is available, several manual processes will be implemented to obtain funds control to limit obligations against reimbursable projects.

1.1 FY 2003 Changes

In order to provide control over the reimbursable process, several new procedures will be implemented in FY 2003. Many of these procedures will be performed automatically in FY 2004. The absence of the Reimbursable Task Plan (RTP) requires completion of the Reimbursable Agreement/TWA Acceptance Data Sheet.

A new procedure of having the Budget Office establish an allotment at the Line Office (LO) and project level will limit the availability of funds for spending against a reimbursable project. Additionally, there is a new procedure to establish carryover amounts. Carryover will be based on the LO estimates of the balance of funding or authority remaining after subtracting the obligations for FY 2002. The LOs will provide this estimate to the Budget Office for entry into CAMS as the FY 2003 initial allotments prior to the start of FY 2003.

Please refer to Section 2 for additional details related to changes in reimbursable processing for FY 2003.

1.2 Carryover

In FY 2003, funds control for reimbursable agreements will be controlled by the allotment entered at the Line Office and project level. To allow for any spending to occur on October 1st, the project's allotment must be entered in CAMS by October 1st. Since the actual carryover funding will not be known until FY 2002 year-end processing has been completed, estimated carryover amounts must be calculated by the Line Offices and forwarded to the Budget Office.

These estimated amounts will be used to establish the beginning allotments by October 1, 2002. As soon as the final year-end project balances are available, the Line Offices will submit the Carryover Certification to adjust the initial allotment amounts. If the estimated carryover was too high and resulted in a cost overrun, the Line Office will have to use direct funding to cover the costs unless additional project funding is received at the beginning of the year.

Please refer to Section 3 for additional details related to the carryover process for reimbursable agreements in FY 2003.

1.3 Temporary Work Authority & LO CFO Certification

By law, NOAA does not have the authority to incur obligations to support the actual work for the reimbursable agreement until the agreement has been negotiated and accepted by both parties. There are situations, however, where it is more advantageous for work to be started prior to fully negotiating and accepting an agreement due to the lengthy administrative process sometimes required to formalize a reimbursable agreement. Under these circumstances, a Letter of Intent (or similar written, signed assurance) should be solicited from the customer. The project can then be established, and the work may start while the agreement process continues on to its conclusion in the formally accepted reimbursable agreement. In most instances, the customer is another Federal government agency, but can be a non-Federal customer with a waiver approved by the Budget Office. Reimbursable Agreements must be formalized within six months of receipt of the Letter of Intent or other Temporary Work Authority (TWA).

In addition, there are situations where critical services must be provided immediately or can not be interrupted while an agreement is negotiated and accepted. These situations can range from ongoing critical services such as weather reporting for the FAA to various emergency response activities. All efforts should be made to obtain a signed agreement or TWA prior to providing services. In cases where this is not possible, however, the Budget Office has agreed that certification by the Line Office CFO, attesting to the critical nature of the services, along with a related direct project citation, will be sufficient documentation for an allotment to be established for a project.

Please refer to Section 4 for additional details related to reimbursable agreement temporary work authority for FY 2003.

1.4 Reimbursable Agreement Process

Since the upgrades to the reimbursable functionality in CAMS will not be completed in time for the implementation in FY 2003, the following alternative process has been developed for implementation and use until the first two phases of the reimbursable upgrade have been completed. This process requires close coordination and communication between the Line, Budget and Finance Offices in order to be successful.

The Budget Office will enter the allotments at the Line Office and Project level based on temporary work authorities (TWA) or reimbursable agreements. In the small number of cases where critical services must be provided, a CFO Certification will be accepted as the basis for an allotment until a TWA or reimbursable agreement is received. Reimbursable funds control will be based on the allotments which means that the allotment must be in place before spending can begin. The Line Office will enter a Budget Operating Plan (BOP) for each reimbursable project, but a delay in entering the BOP will not prevent spending against the project.

Until the upgraded reimbursable functionality is implemented, Line Offices will use the RA/TWA Acceptance Data Sheet along with the BOP to replace the RTP. The Data Sheet captures the information that was contained in Section 1 of the RTP along with additional information that will be used in the upgraded reimbursable module. Sections 2-4 of the RTP are replaced by the BOP. The RA/TWA Acceptance Data Sheet is designed for temporary use and will be discontinued when the upgraded reimbursable functionality is implemented in CAMS.

Please refer to Section 5 for additional details related to processing reimbursable agreements in FY 2003.

1.5 Reimbursable Projects Without Supporting Agreements

Certain reimbursable projects are not supported by reimbursable agreements. Examples include Civil Monetary Penalties (CMP) and fixed fee sales such as the National Climatic Data Center (NCDC) data sales.

Please refer to Section 6 for additional details related to FY 2003 processing for reimbursable projects which are not supported by agreements.

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2.0 FY 2003 Changes

In order to provide control over the reimbursable process, several new procedures will be implemented in FY 2003. Some of these procedures will be performed in CAMS in FY 2004. The absence of the RTP will require a Reimbursable Agreement (RA)/TWA Acceptance Data Sheet to be completed. A new procedure of having the Budget Office establish an allotment by Line Office and project code will limit the availability of funds for spending against a reimbursable project. Additionally, there is a new procedure to establish carryover amounts. These amounts will be based on Line Office estimates of funding available at the end of FY 2002 and will be provided to the Budget Office for entering into the system prior to the start of FY 2003.

2.1 Procedural Changes

The following list summarizes changes applicable to processing reimbursable agreements in FY 2003:

- ◆ Line Offices need to submit estimates of carryover amounts, by project, to the Budget Office and Finance Office. This will need to occur around August 1st. Guidance will be issued by the Budget Office with the exact date.
- ◆ The Budget office will record the anticipated reimbursements on the FM060 Screen (Budgetary Resources Transaction Screen) in CAMS.
- ◆ The RTP system will no longer be available. In place of the RTP, the Line Offices will prepare a Reimbursable Agreement/Temporary Work Authority (RA/TWA) Data Sheet.
- ◆ With CFO certification on the RA/TWA Data Sheet, the Data Sheet can serve as the TWA for existing projects supporting critical services.
- ◆ Completed Data Sheets are forwarded to the Budget Office and Finance Office. The Finance Office should continue to receive a copy of the complete agreement.
- ◆ Reimbursable projects will be subject to funds control at the Line Office project level. Allotments will be entered by the Budget Office at the Line Office project level. An allotment must be in place in order to spend against the project.
- ◆ Line Offices will enter a Budget Operating Plan (BOP) for each reimbursable project. A delay in entering the BOP will not prevent a Line Office from spending against a project. The BOP should be entered by object class and quarter.
- ◆ The Budget Office will record the anticipated reimbursable authority by program on the FM061 Screen (Program Authority Transaction Screen). The Budget Office will also record the apportionment of the anticipated reimbursable funding on the FM062 Screen (Apportionment Transaction Screen). The entire amount will be apportioned in the first quarter.
- ◆ Controls will be set to prevent spending in the new fiscal year for projects without continuing authority.
- ◆ For projects with carryover authority, the Budget Office will enter allotments by project on the FM063 Screen (Allotment Transaction Screen) based on the estimated carryover. This will allow spending to begin on Oct 1, 2002. Budget will then notify the Line Office that the allotments have been established and spending can begin.

- ◆ The Line Office will enter the BOP by reimbursable project on the FM066 Screen. The Reimbursable Agreement Number will be referenced on the BOP. Implementation of this process has been delayed until the 2nd quarter of FY 2003, pending delivery of the redesigned software for the BOP. A delay in entering the BOP will not prohibit spending on the project.
- ◆ The Finance Office will use the CAMS GUI Accounts Receivable module to bill and collect advances. Finance will then update the project flags on the Project Screen to allow spending for non-Federal customers without waivers. Finance will notify the Line Office that spending can begin.
- ◆ If a reimbursable agreement has not been formalized in six months Finance will notify the Line Office. If the issue is not resolved, Finance will update the project flags to prevent new obligations from being incurred. Finance will transfer the cost incurred against the reimbursable project to a direct project designated by the LO on the RA/TWA Data Sheet.
- ◆ The Core Financial System (CFS) will produce the Reimbursable Project Status Billing Report for Finance and Line Office use.
- ◆ The AR001 Receivable Screen will be used for creating receivables, and the AR202 (Bill Generation Process Screen) will be used to generate customer bills in CAMS. Billing terms, such as whether funding is provided as an advance or progress billings are to be made, will also be established on the AR001 screen.

3.0 Carryover

Carryover for reimbursables falls into two categories: Actual Carryover and Carryover Authority.

Actual carryover is the existing dollar amounts received in advance of work. The projects supported with actual carryover are in the FIMA B fund (fund 06 in CAMS). Carryover Authority is the amount remaining on the agreement for work not yet completed. The projects supported with carryover authority are in the FIMA R fund (fund 07 in CAMS). Projects in the FIMA A fund (fund 05 in CAMS) are supported by one year advances so there will be no carryover for these projects. Funds remaining on a project in the FIMA A fund (fund 05 in CAMS) will be returned to the originating agency at the end of the fiscal year. If an "A" project receives payments that change from one year advance to multi-year advance, a "B" project must be created. Similarly, if an "R" project receives an advance, a "B" project must be created. This will ensure that the proper accounting transactions are recorded.

3.1 FY 2003 Carryover Process

In FY 2003, funds control for reimbursable agreements will be controlled by the allotment entered at the Line Office project level. To allow for any spending to occur on October 1st, the project's allotment must be entered in CAMS. Since the actual carryover funding will not be known until year-end processing has been completed, estimated carryover amounts must be calculated by the Line Offices and forwarded to the Budget Office. These estimated amounts will be used to establish the beginning allotments by October 1, 2002. Estimated carryover amounts by project will be submitted by the Line Offices to the Budget Office around August 1. The Line Offices will be notified by the Budget Office of the exact date for this submission. The Line Office will then submit the Carryover Certification to Budget as soon as the final year-end project balances are available from the Finance Office. The initial allotment amounts will be adjusted based on the Carryover Certification. If the estimated carryover was too high and the result is a cost overrun, the Line Office will have to use direct funding to cover the costs unless additional project funding is received at the beginning of the year.

3.2 Carryover Certification

After all year-end processing has been completed, the actual carryover amounts are to be identified by the project manager. The Carryover Certification form should be completed and submitted to the Budget Office after being verified by the Line Office. Once the Carryover Certification is approved, the initial allotment will be adjusted as necessary. The Budget Office will notify the Line Office of any adjustment to the allotment. The Budget Office will also forward a copy of the Carryover Certification to the Finance Office.

3.2.1 Carryover Certification Instructions

This section describes the data to be entered on the Carryover Certification.

<u>Field Name</u>	<u>Description</u>
NOAA Line Office	Name of the NOAA Line Office.
Reimbursable Agreement Number	The Reimbursable Agreement Number identifying the agreement that extends into the next fiscal year.
CAMS Project Code	The CAMS project code supported by the reimbursable agreement. A separate sheet should be used for each project if there is more than one project supported by the reimbursable agreement.
CAMS Project Name	The name associated with the CAMS Project Code cited above.
Sponsoring Agency	The Federal agency or other organization that is transferring the funds to NOAA.
Type of Funds	Indicate how long the funds are available for use (2 years, 3 years, no year money)
Year	Fiscal year of the agreement.
New Funding	Amount of funding provided in that year for the reimbursable agreement.
Prior Year Carryover	Amount of any funds that were carried over from the previous fiscal year.
Accrued Costs	Costs incurred for the fiscal year.
Undelivered Orders	Amount of undelivered orders remaining at the end of the fiscal year.
Carryover	Calculate (New Funding + Prior Year Carryover - Accrued Costs - Undelivered Orders) and the result is your carryover amount to be entered here.
Name, Title, and Date	Signature and typed or printed name and title of preparer and the date signed.
Email Address	Email address of the preparer.
NOAA Budget Office section: Estimated carryover	The NOAA Budget Analyst should enter the estimated carryover amount that was entered as the allotment for the beginning of the fiscal year.
Carryover computed above	The carryover amount computed by the Line Office should be entered on this line.

Adjusted allotment amount	The difference between the two amounts should be entered as the adjusted allotment amount.
Budget Analyst Name and Date	Signature and typed or printed name of the Budget Analyst and the date signed.

3.3 FY 2003 Carryover Process Overview

The following chart outlines the process, time frame, and responsibilities applicable to processing carryover for FY 2003:

<i>Step</i>	<i>Time Frame</i>	<i>Action</i>
1	Early August (Refer to the instructions from the Budget Office for the exact date.)	The Line Offices will provide preliminary carryover estimates by project to the Budget Office. The Line Office should exercise caution in calculating the carryover estimates in order to prevent overspending in the first quarter. A low estimate is better than a high estimate.
2	August through Early September	The Finance Office will review existing reimbursable projects and their agreements to identify those projects that are supported by reimbursable agreements extending into FY 2003.
3	Early September	The Finance Office will forward a list of the projects identified above to the Budget Office.
4	September	The Budget Office will enter the allotments by Line Office by project for the carryover amounts submitted by the Line Offices.
5	By October 1, 2002 (FY 2003)	The Budget Office will notify the Line Office (via an email) that the allotment has been established.
6	Early November	The Line Offices will provide the Budget Office with the actual carryover amounts based on FY 2002 year-end processing.
7	Early - Mid November	The Budget Office will adjust the estimated carryover allotments (either an increase or decrease) as necessary. <i>Note: Please refer to Steps 9 - 14 for those cases where the carryover estimate was too high and FY 2003 costs have now exceeded the revised allotment amount.</i>
8	Mid-November	The Budget Office will notify the Line Office (via an email) of the adjustment made to their estimated carryover allotment.
9	Mid-November	In those cases where the carryover estimate was too high and FY 2003 costs now exceed the allotment, the Budget Office will notify the Line and Finance Offices of the situation.
10	Mid-November	The Finance Office will request the Line Office (via an email) to provide a related direct project to absorb the unfunded costs.

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<i>Step</i>	<i>Time Frame</i>	<i>Action</i>
11	Within 5 days of Finance Office notification	The Line Office will provide the Finance Office (via an email) with the related direct project to which they will transfer the unfunded costs or, in the case of funding for FY 2003, fax them a copy of the Data Sheet and mail a copy of the reimbursable agreement.
12	5 days after Finance Office notification	For projects without additional funding, the Finance Office will process the necessary cost transfers.
13	Late November	For projects without additional funding, the Budget Office will adjust the allotment down to the actual carryover amount.
14	Late November	For projects without additional funding, the Budget Office will notify the Line Office (via an email) of the establishment of the adjusted allotment.

4.0 Temporary Work Authority & CFO Certification

By law, NOAA does not have the authority to incur obligations to support the actual work for the reimbursable agreement until the agreement has been negotiated and accepted by both parties. However, there are situations where, because of the long administrative process sometimes required in formalizing a reimbursable agreement, it is more advantageous for work to be started before the agreement has been fully negotiated and accepted. In these circumstances, a Letter of Intent (or similar written, signed assurance) should be solicited from the customer. The Letter of Intent serves as a TWA in order to establish the project and begin work while the agreement process continues on to its conclusion in the formally accepted reimbursable agreement. In most cases, the customer is another Federal government agency, but it can be a non-Federal customer with a wavier approved by the Budget Office.

In addition, there are situations where critical services must be provided immediately or can not be interrupted while an agreement is negotiated and accepted. These situations can range from ongoing critical services such as weather reporting for the FAA to various emergency response activities. All efforts should be made to obtain a signed agreement or TWA prior to providing services. In cases where this is not possible, however, the Budget Office has agreed that certification by the Line Office CFO, attesting to the critical nature of the services, along with a related direct project citation, will be sufficient documentation for an allotment to be established for a project.

4.1 FY 2003 Temporary Work Authorities

During FY 2003, the following steps apply to the Temporary Work Authority process:

<i>Step</i>	<i>Time Frame</i>	<i>Action</i>
1	Upon communication with the customer	For new projects, the Line Office will submit the Project Request Form to the Budget Office.
2	Within 5 days of receipt of the Project Request Form	The Budget Office will establish the reimbursable project, and the cost control flags will be set to allow for the accumulation of costs against the reimbursable project.
3	Upon communication with the customer	The Line Office will fill out the fields required for a TWA (fields indicated by a star [*]) and sign the TWA Certification Section on the RA/TWA Acceptance Data Sheet. The Line Office will forward the Data Sheet to the Budget and Finance Offices.
4	Within 5 days of receipt of the RA/TWA Acceptance Data Sheet	The Budget Office will establish the allotment based on the TWA amount.
5	Within 5 days of receipt of the RA/TWA Acceptance Data Sheet	The Budget Office will notify the Line Office that the allotment has been established.

<i>Step</i>	<i>Time Frame</i>	<i>Action</i>
6	Upon receipt of the reimbursable agreement	The Line Office will fill out the RA/TWA Acceptance Data Sheet and forward it, along with the agreement, to the Finance Office. If the agreement amount is different than the TWA amount, the Line Office will also send a copy of the Data Sheet to the Budget Office.
7	Within 5 days of receipt of the RA/TWA Acceptance Data Sheet	The Budget Office will adjust the allotment, as necessary, to the agreement amount noted on the RA/TWA Acceptance Data Sheet.
8	Within 5 days of receipt of the RA/TWA Acceptance Data Sheet	As necessary, the Budget Office will notify the Line Office (via an email) of any adjustment made to the allotment.
9	Upon receipt of the RA/TWA Acceptance Data Sheet.	The Finance Office will begin billing the customer per the terms of the reimbursable agreement.
10	180 days after the TWA has been established and no agreement has been received	The Finance Office will notify the Line Office (via an email) if no agreement has been received to support these services and they intend to transfer the costs to the related direct project cited on the RA/TWA Acceptance Data Sheet.
11	Within 5 days of Finance Office notification	The Line Office will email concurrence that the Finance Office should transfer the costs or inform the Finance Office that a reimbursable agreement has been received and the Line Office will fax the Data Sheet and mail a copy of the reimbursable agreement immediately.
12	5 days after date of Finance Office notification	If the problem is not resolved, the Finance Office will update the project to prevent future obligations and transfer any unfunded costs to the direct project cited by the Line Office on the Data Sheet.

4.2 FY 2003 CFO Certification

Certification by the Line Office CFO will serve as a TWA for continuation of on-going critical services and emergency response activities. The certification must attest to the critical nature of the services and include a related direct project citation. The Budget Office will consider this as sufficient supporting justification for incurring costs on a reimbursable project.

This process is only intended for situations where critical services must be provided immediately, or without interruption, while an agreement is negotiated and accepted. These situations can range from ongoing critical services such as weather reporting for the FAA to various emergency response activities. In the event that a reimbursable agreement does not materialize, the costs will be charged to the direct project cited in the CFO Certification.

4.2.1 Continuation of Critical Services

During FY 2003, the following steps apply to the continuation of critical services:

<i>Step</i>	<i>Time Frame</i>	<i>Action</i>
1	August 1 (Refer to Budget Office guidance for exact carryover submission date)	For ongoing critical services that carry over from FY 2002 to FY 2003, the Line Office will provide the Budget Office with an estimated amount for the FY 2003 services, using the RA/TWA Acceptance Data Sheet, at the same time that carryover estimates are provided to the Budget Office. The Line Office will fill out the fields required for a TWA (fields indicated by a star [*]) and the CFO Certification Section on the RA/Data Sheet. After the CFO Certification has been signed by the CFO, the Line Office will forward the Data Sheet to both the Budget and Finance Offices.
2	September	The Budget Office will establish the allotment for the estimated amount.
3	By October 1, 2002 (FY 2003)	The Budget Office will notify the Line Office (via an email) that the allotment has been established.
4	Upon receipt of the reimbursable agreement	The Line Office will fill out the RA/TWA Acceptance Data Sheet and forward it along with the agreement to the Finance Office. If the agreement amount is different than the TWA amount, the Line Office will also send a copy of the Data Sheet to the Budget Office.
5	Within 5 days of receipt of the RA/TWA Acceptance Data Sheet	As necessary, the Budget Office will adjust the allotment to the agreement amount noted on the RA/TWA Acceptance Data Sheet.
6	Within 5 days of receipt of the RA/TWA Acceptance Data Sheet	As necessary, the Budget Office will notify the Line Office (via an email) of any adjustment made to the allotment.
7	Upon receipt of the RA/TWA Acceptance Data Sheet	The Finance Office will begin billing the customer per the terms of the reimbursable agreement.
8	180 days after the TWA has been established and no agreement has been received	The Finance Office will notify the Line Office (via an email) if no agreement has been received to support these services and they intend to transfer the costs to the related direct project cited on the RA/TWA Acceptance Data Sheet.
9	Within 5 days of Finance Office notification	The Line Office will email concurrence that the Finance Office should transfer the costs or inform them that a reimbursable agreement has been received and the Line Office will fax the Data Sheet and mail a copy of the reimbursable agreement immediately.

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5.0 FY 2003 Reimbursable Agreement Process

This section describes the interim process which has been developed for implementation and use pending completion of the first two phases of the reimbursable upgrade. This process is intended to require close coordination and communication between the Line, Budget and Finance Offices in order to be successful.

5.1 Allotments for Reimbursable Agreements

The Budget Office will enter the allotments at the Line Office and project code level based on receipt of temporary work authorities (TWA) or reimbursable agreements. Reimbursable funds control will be based on the allotments which means that the allotment must be in place before spending can begin.

5.2 Budget Operating Plans for Reimbursable Agreements

The Line Office will enter a Budget Operating Plan (BOP) for each reimbursable project but a delay in entering the BOP will not prevent spending against the project. The BOP screen captures the information contained in sections 2-4 of the RTP. BOPs will not be entered in the first quarter of FY 2003. Establishment of the BOP will be delayed until the revised BOP screen has been implemented and LOs have received the proper training.

5.3 RA/TWA Acceptance Data Sheet

The RTP system will no longer be used after September 30, 2002. Until the upgraded reimbursable functionality is implemented, the Line Offices will use the RA/TWA Acceptance Data Sheet along with the BOP to replace the RTP. The Data Sheet captures the information that was contained in Section 1 of the RTP along with additional information that will be used in the upgraded reimbursable module. The RA/TWA Acceptance Data Sheet is designed for only temporary use and will be discontinued when the first two phases of the reimbursable upgrade functionality are implemented.

The Line Office is responsible for completing the RA/TWA Acceptance Data Sheet and submitting it to the Budget Office each time a reimbursable agreement is formalized or a TWA is established. The information cited on this form will be used by the Budget Office as the basis for establishing the allotment.

The Line Office should also send a copy of this form to the Finance Office along with a copy of the reimbursable agreement. Finance will use the information contained on this form for billing purposes.

The following guidelines are provided for direction on when the Line Office should use this form and the corresponding sections that should be completed.

- (a) **Ongoing Critical Services** - For those situations where critical services are being provided and a continuation of the existing reimbursable agreement or a new agreement to continue will not be available at the expiration of the current agreement, a CFO Certification will be accepted by the Budget Office as authorization for the work. The TWA fields (starred [*] fields) on the Data Sheet should be completed along with the information and signature of the CFO in the CFO Certification section on page 3.
- (b) **Temporary Work Authority** - In those cases where a Letter of Intent (or similar assurance) has been received from the customer, the TWA fields (starred [*] fields) and the TWA Certification section should be completed.
- (c) **Reimbursable Agreement** - When a formal reimbursable agreement is received from the customer, the information on pages 1 and 2 should be provided along with the signature of the NOAA official accepting the agreement in the Reimbursable Agreement Certification section.

5.3.1 RA/TWA Data Sheet Instructions

This section defines the data to be entered on the Reimbursable Agreement/TWA Acceptance Data Sheet. When establishing a TWA or CFO Certification, only the bold italicized information is required.

<u>Field</u>	<u>Description</u>
<i>Reimbursable Agreement or TWA Number</i>	The reimbursable agreement number from the reimbursable agreement document or the number used to identify the customer's letter of intent or other documentation supporting the TWA.
<i>RA Modification Number</i>	The modification number(may be referred to as amendment number) from the reimbursable agreement document.
<i>Agreement or TWA Amount</i>	The dollar amount of the reimbursable agreement or TWA.
Mod Amount	The dollar amount of the modification to the reimbursable agreement.
Legal Authority is 42 USC 4222 Y or N	If the reimbursable agreement has been established under this legal authority, circle Y for yes. Otherwise, circle N for no.
Economy Act Order Y or N	If the reimbursable agreement has been established under the Economy Act, circle Y for yes. Otherwise, circle N for no.
<u>Dates:</u>	
Order	The date of the reimbursable agreement.
Accepted	The date the reimbursable agreement was accepted by NOAA.

Termination	The ending date of the reimbursable agreement.
<i>Period of Performance</i>	The beginning and ending dates for the reimbursable agreement or the TWA.
Renewal restrictions (if any):	Any circumstances that may prevent the renewal of this agreement.
<u>Customer Information:</u> <i>Customer Name</i>	Name of the customer sponsoring the reimbursable agreement or who is expected to fund the temporary work authority. (Sponsor is a common reimbursable agreement term for Customer.)
Billing Contact Name	Name of the person to be contacted on the customer's end for billing questions.
Billing Contact Phone Number	Telephone number for the customer's billing contact.
<i>Program Contact Name</i>	Name of the customer's point of contact at the program level.
<i>Program Contact Phone Number</i>	Telephone number for the customer's point of contact at the program level.
Acceptance Address	Customer's address to which the acceptance copy of the reimbursable agreement should be sent.
Billing Address	Customer's address to which the bill should be mailed.
Financial Reporting Address (if applicable)	Customer's address to which the financial report (if one is required by the reimbursable agreement) should be mailed.
Billing Details (check one): Full Advance (PPD)	Check this box if the customer will make full payment prior to the initiation of the reimbursable work.
Incremental Advance Billings (ADV)	Check this box if the customer will make incremental payments in advance of the reimbursable work being performed.
Bill for accrued costs (WIP)	Check this box if the customer is to be billed on a quarterly basis.
Special Billing (see Page 2)	Check this box if the reimbursable agreement requires billing that does not fit into one of the three methods described above, such as billing by specific milestones or at completion of the work. The billing details should be described under Special Requirements on page 2.
How will funds be transferred?	Explain if the funds will be sent by check, wire transfer, etc.
<u>IPAC Required Information:</u> Agency Location Code	The eight digit identifier assigned to Government agencies by the Treasury Dept. for agencies to use in transferring cash through the Intra-Governmental Payment and Collection System (IPAC).

Treasury Account Symbol	Treasury defined account number assigned to Government agencies to classify transactions. It is usually 6-8 digits and is made up of the agency code, type of appropriation and fund number.
Accounting Data and Appropriation Symbol	Data required by the customer to be printed on its billing documents in order for the customer to properly process and pay the bill.
<i>FMC (Organization Code)</i>	The first two positions (a total of four digits) of the CAMS organization responsible for the project.
<i>Projects</i>	The seven digit CAMS code which replaces the task code used in FIMA.
<i>Current Year Amount</i>	The entire TWA amount or the portion of the agreement funding that is budgeted for use in the current fiscal year.
Amount Reserved for Future Year	The portion of the available agreement funding that is reserved under the agreement for use in future fiscal years.
<u>Line Office Contacts:</u>	The NOAA contact person for problems and questions about billing for the reimbursable agreement (may be the task manager).
<i>Billing Contact Name</i>	
<i>Phone Number</i>	The telephone number for the NOAA billing contact described above.
<i>Program Contact Name</i>	The NOAA task manager's name.
<i>Phone Number</i>	The NOAA task manager's telephone number.
Organization Code	The organization code for the task manager.
Special Requirements	Explain here any special billing requirements that are not covered by the standard billing methods described above. Include here the amount of an approved waiver request, if appropriate. The approved waiver request must be received by the Finance Office.
<i>TWA Certification Section: Related Direct Project</i>	The direct project that relates to the work performed under the TWA should be cited.
<i>NOAA TWA Accepting Official</i>	Signature of the official who accepts the TWA on behalf of NOAA along with their typed or printed name, title and date of signature.
Reimbursable Agreement Certification Section: Related Direct Project	The direct project that relates to the work performed under the reimbursable agreement should be cited.

NOAA Reimbursable Agreement Accepting Official	Signature of the official who signs the agreement on behalf of NOAA along with their typed or printed name, title and date of signature.
CFO Certification Section: Description of the Critical Services	The nature of the critical services should be detailed here.
Related Direct Project to be charged:	The direct project that relates to the critical services performed should be cited.
CFO Signature	Signature of the CFO and date of signature.

5.4 FY 2003 Reimbursable Agreement Process Overview

The following chart outlines the process, time frame, and responsibilities applicable to processing reimbursable agreements in FY 2003:

<i>Step</i>	<i>Time Frame</i>	<i>Action</i>
1	Upon receipt of the reimbursable agreement	The Line Office will submit the Project Request Form to the Budget Office to establish new projects
2	Within 5 days of receipt of the Project Request Form	The Budget Office will establish the reimbursable project based on the type of customer and billing terms of the agreement. However, projects will not accept charges until the allotment is established.
3	Upon acceptance of the reimbursable agreement	The Line Office will fill out the RA/TWA Data Sheet. The Data Sheet will be forwarded to the Budget and Finance Offices. The Finance Office copy will be accompanied by a copy of the reimbursable agreement.
4	Within 5 days of receipt of the RA/TWA Acceptance Data Sheet	The Budget Office will establish the allotment based on the reimbursable agreement amount. Projects supported by Federal customers and non-Federal customers with waivers will now be allowed to accept charges.
5	Within 5 days of receipt of the RA/TWA Acceptance Data Sheet	The Budget Office will notify the Line Office (via an email) that the allotment has been established.
6	Upon receipt of the Data Sheet and reimbursable agreement from the Line Office	The Finance Office will begin billing the customer based on the terms of the reimbursable agreement.
7	Upon receipt of the advance from a non-Federal customer without a waiver	The Finance Office will notify the Line Office (via an email) that the advance has been received for a non-Federal customer without a waiver and charges may now be placed against projects supported by the agreement with this customer.

<i>Step</i>	<i>Time Frame</i>	<i>Action</i>
8	Upon termination of the agreement	The Finance Office will review projects on a regular basis and will notify the Line Office (via an email) when the agreement supporting the project has terminated and the project will no longer be allowed to accept charges.
9	Within 5 days of notification from Finance	The Line Office will email concurrence that the reimbursable agreement has terminated or inform the Finance Office that the reimbursable agreement has been modified or a new agreement to support the project has been received and the Line Office will fax the Data Sheet and mail a copy of the reimbursable agreement immediately.
10	5 days after Finance notification	If the problem is not resolved, the Finance Office will update the project to prevent future obligations and transfer any unfunded costs to the direct project cited by the Line Office on the Data Sheet.

5.5 Reimbursable Project Status Billing Report

The Reimbursable Project Status Billing Report is used for tracking and billing costs applicable to reimbursable projects and is primarily available for use by the Finance Office. It is also available for use by the Line Offices to ensure that reimbursable projects are being effectively managed. This report provides cumulative cost, billing, and collection information for those projects supported by a Temporary Work Authority (TWA) or Reimbursable Agreements. In addition, the report also tracks cost, billing, and collection amounts for reimbursable projects without supporting agreements, such as CMP and fixed fee sales. The Finance Office will use the Reimbursable Project Status Billing Report to calculate billing amounts, review the billing and collection transactions by project code and fiscal year, and reconcile various General Ledger accounts.

Changes have been made to the current Reimbursable Project Status Billing Report for FY 2003 which take into account the new funds control measures for reimbursable projects that CAMS will offer financial managers. New columns identifying the LO/FMC, current year allotment amount, and the current year balance available have been added to the report. A detailed level report will be available that will show costs by object class, or a summary level report can be generated that will not contain the object class detail.

The following is a detailed description of the data contained in the Reimbursable Project Status Billing Report:

<u>Field</u>	<u>Description</u>
“As of” Date	Date as of which the data was current.
Bureau	Report will indicate whether the information is for NOAA or BIS

Fund Code	Fund Code selected by the user. Choices of 04, 05, 06, and 07 will be available depending on the bureau selected.
Project Type	The project type for the projects listed in the section.
Project Code	The unique project code assigned to identify the reimbursable project.
Agency FAC	Federal Agency Code - identification number of the agency providing the reimbursable funding.
LO/FMC	Line Office and Financial Management Center - the first two positions (total of four digits) of the organization code of the ACCS associated with the transaction.
FY	Fiscal year in which costs were accumulated.
Allotted Amount	Amount of current year funding authority for the reimbursable project.
Object Class	This is the object class associated with the cost transaction. It is displayed on the detail report only.
Undelivered Orders	Dollar amount of orders for goods or services placed but not yet received.
Accrued Cost	Dollar amount of goods or services received for which payment is due or payment has been made.
Total Obligations	The sum of undelivered orders and accrued costs.
Available Balance	The allotted amount minus total obligations.
Billed	Bills sent to customer funding the reimbursable order.
Collected	Cumulative amount collected from the customer.
Unbilled Cost/Advance	The accrued cost minus billed cost minus collected amount. An advance balance will be displayed with a negative value.
FY LO/Project Total	The project total by Line Office for each individual fiscal year.
LO/Project Total	The project total by Line Office for all fiscal years.
Project Total	The project grand total including all Line Offices and fiscal years.
Project Type Total	The grand total for the project type.
Fund Total	The grand total for the fund.
Bureau Total	The grand total for the bureau.

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6.0 Reimbursable Projects Not Supported by Agreements

Certain reimbursable projects are not supported by a reimbursable agreement, but do receive funding from sources other than an appropriation from Congress. Two examples of this type of reimbursable program are Civil Monetary Penalties and the National Climatic Data Center (NCDC) data sales.

6.1 FY 2003 Reimbursable Projects Without Agreements Overview

Since both types of reimbursable projects share the same fund code, an allotment will be used for funds control. Spending can begin on these projects as soon as the allotment has been established by the Budget Office. In addition, some programs, such as Civil Monetary Penalties, are allowed to carry over available funds into the next year. Projects such as these will also follow the carryover procedure described earlier.

6.2 Reimbursable Project Allotment Request

The Reimbursable Project Allotment Request Form has been developed for your use in submitting a request to the Budget Office for an allotment for the projects that are not supported by reimbursable agreements.

6.2.1 Reimbursable Project Allotment Request Form Instructions

Listed below are the Reimbursable Project Allotment Request form field names and descriptions:

<u>Field Name</u>	<u>Description</u>
Reimbursable Project Code	CAMS reimbursable project code.
Title of Reimbursable Project	Title of the reimbursable project.
Description of Activity	Describe the activity done by the reimbursable project.
Allotment Amount	Amount of allotment requested based on historical figures.
<u>NOAA Line Office Contacts:</u>	
Billing Contact Name	The name of the NOAA person the Finance Office should contact with any billing questions.
Phone Number	The phone number for the NOAA person described above.
Program Contact Name	The name of the NOAA person responsible for the activity (may be the same as the billing contact).

Phone Number	The phone number for the NOAA person described above.
Organization Code	The organization code for the NOAA program contact.
Email	The email address for the NOAA person responsible for the activity.
Special Requirements:	Section for description of billing instructions and any other unique circumstances.
On Line/Staff Program Manager Signature	Signature of the On Line/Staff Program Manager along with their typed or printed name, title and date of signature.

6.3 FY 2003 Reimbursable Projects Without Agreements Process

The following chart outlines the process, time frame, and responsibilities applicable to processing reimbursable projects not supported by agreements for FY 2003:

<i>Step</i>	<i>Time Frame</i>	<i>Action</i>
1	Early August (Refer to the instructions from the Budget Office for the exact date.)	The Line Offices will provide anticipated reimbursements amounts to the Budget Office. The Reimbursable Project Allotment Request Form will be submitted. For those reimbursable programs that are allowed carryover (such as Civil Monetary Penalties), the Line Offices will also provide carryover estimates to the Budget Office.
2	September	The Budget Office will establish the allotment for the estimated carryover or for the anticipated reimbursement amount.
3	By October 1, 2002 (FY 2003)	The Budget Office will notify the Line Office (via an email) that the allotment has been established.
4	Early November	For projects with carryover, the Line Offices will provide the Budget Office with the actual carryover amounts based on FY 2002 year-end processing.
5	Early - Mid November	The Budget Office will adjust the estimated carryover allotments (either an increase or decrease) as necessary.
6	Mid-November	The Budget Office will notify the Line Office (via an email) of the adjustment made to their estimated carryover allotment.
7	Throughout the year, if needed	The Line Offices will request Budget to increase to their reimbursable project allotment if the amount of anticipated reimbursements increases.

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<i>Step</i>	<i>Time Frame</i>	<i>Action</i>
8	Within 5 working days of the request	The Budget Office will notify the Line Office (via an email) that the allotment has been established.