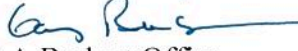




**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
**OFFICE OF THE CHIEF FINANCIAL OFFICER**

April 12, 2016

MEMORANDUM FOR: Distribution

FROM: Gary Reisner   
Director, NOAA Budget Office

SUBJECT: Establishing and/or Eliminating Object Classes

This memo provides a procedure on establishing new object classes or eliminating unnecessary current object classes. All original requests to establish or eliminate object classes should be sent to the Office of Budget and a copy to the Finance Office. The address is as follows:

NOAA Budget Office – John K. Longenecker  
HCHB, Room 62024RA  
Phone number - 202-482-3939  
Email address – [john.k.longenecker@noaa.gov](mailto:john.k.longenecker@noaa.gov)

These requests must include why the action is needed, what type of costs (service or good), and a Point of Contact.

The Office of Budget will review and forward their recommendation to the Finance Office, who will continue the listing and description of object classes on the Finance web page.

Distribution:  
Management and Budget Chiefs  
Chief Financial Officers  
Staff Office Directors

