UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of the Chief Financial Officer
Finance Office

February 4, 2016

MEMORANDUM TO: Line Office CFOs and Office Directors

FROM: Kim Darling, Kim Darling
Director, Finance Office/Comptroller

SUBJECT: User Fee Treasury Financial Management Service Revenue Collection Expenses
Policy Memorandum 16-01

Background:

Office of Management and Budget Circular A-25, User Charges, requires that Federal agencies establish and assess user charges for any Government provided goods, resources or services that convey special benefits to recipients beyond those accruing to the general public. Except when prohibited or restricted by existing law, A-25 stipulates that user charges should recover the full cost to the Federal government of providing the service, resource, or good when the Government is acting in its capacity as sovereign. "Full cost" includes all direct and indirect costs to any part of the Federal government of providing a good, resource, or service.

The Department of the Treasury Financial Management Service (FMS) collects these user charges on behalf of NOAA and charges NOAA for the cost of its collection services.

Purpose:

The purpose of this policy memorandum is to update the requirement for NOAA user charges to include the cost of FMS user charge collection costs.

Policy:

Each NOAA user charge should include a $.72 cost for FMS collection costs. This cost should be added to all user charges except those exempt from full cost recovery and should be included on line D.2 of Exhibit 9-1: NOAA Product/Service Cost Computation Form, which is available on the NOAA Finance website at:
http://www.corporateservices.noaa.gov/~finance/Finance%20Handbook.html . Please revise your existing user charges and the respective supporting cost computation forms to include the FMS collection costs of $.72.

If you have any questions on this matter, please contact Nancy M. Gates, Director, NOAA Financial Policy and Compliance Division by telephone at 301-444-2185 or by e-mail at Nancy.M.Gates@noaa.gov.