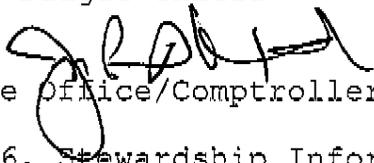




NOV 22 2006

MEMORANDUM FOR: Chief Financial Officers/
Management and Budget Chiefs

FROM: Jon P. Alexander 
Director, Finance Office/Comptroller

SUBJECT: December 31, 2006, Stewardship Information
Requirements ACTION MEMORANDUM

As a result of the Chief Financial Officers' Act of 1990 and subsequent legislation, NOAA is required to report on its stewardship over certain resources entrusted to it and certain responsibilities assumed by NOAA that cannot be measured in traditional financial reports. Disclosure requirements for stewardship information are provided by the Office of Management and Budget (OMB) and within the Statements of Federal Financial Accounting Standards (SFFAS) Numbers 6, 8, 16, and 29. The Department's Office of Financial Management (OFM) requires NOAA to provide stewardship information for the December 31, 2006, Consolidated Departmental Financial Statements.

I have attached a draft of NOAA's December 31, 2006, Stewardship Reporting submission (Attachment I). Please carefully review all applicable sections of this document and update the text and data as necessary. For your reference, I have also attached NOAA's final September 30, 2006, Stewardship Reporting submission (Attachment II).

It is imperative that NOAA submit its December 31, 2006, stewardship information to OFM by January 11, 2007. Therefore, please e-mail the updated December 31, 2006, Stewardship Reporting document to the Finance Office no later than January 3, 2007. Due to OFM deadlines, time extensions cannot be granted.

Responses should be sent as follows:

By E-Mail only: Michael.E.VanDeusen@noaa.gov



To ensure the completeness of the stewardship data, it is necessary that we receive either a positive or negative consolidated reply from each NOAA Line/Staff Office. Additionally, if your response contains information pertaining to collection-type heritage assets, your submission should also be sent to Lynette Joynes, Logistics Division, Personal Property Branch (SOU57111). The Personal Property office will provide a consolidated response related to collection-type heritage assets to the Finance Office.

Your assistance and cooperation are greatly appreciated as we strive to continue meeting Departmental deadlines. If you or your staff has any questions, please call Candace Myers on (301)444-2806 or Mike Van Deusen on (301)444-2174.

Attachments

cc: NFA571 - Ezekiel Dennison
SOU57111 - Brian Mason
SOU57111 - Lynette Joynes
OFA33 - James LeDuc
OFA34 - Myong Clutch
F/MB1 - Maureen Pulver
N/MB3 - Lorne Williams
N/ORM8 - Barbara MacNeill
R - Chantell Haskins
R/OM5 - Michelle Chawlk
R/EPP - Jacqueline Rousseau
R/SG - Jonathan Eigen
W/CFO1 - Mary Rieck
E/BP - Christopher Cartwright
W/CFO2 - Patrick Nield
W/CFO2 - Herbert Callands