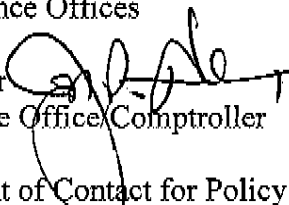




UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
NOAA FINANCE AND ADMINISTRATION

MAR 29 2007

MEMORANDUM TO: All NOAA Finance Offices

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

SUBJECT: Centralized Point of Contact for Policy  
Policy Memorandum 07-03

**Background:** The Financial Policy and Compliance Division (FPCD) develops, maintains, and enhances NOAA financial management, accounting and fiscal policies, travel policies, procedures, and controls to meet the needs of central reporting agencies, the Department of Commerce, and NOAA managers. The Division reviews, analyzes, and provides information on financial and travel policy to ensure conformity with the principles and standards prescribed by the Comptroller General, Federal Accounting Standards Advisory Board, and General Services Administration (GSA). It also provides assistance to NOAA accounting activities in the development and implementation of procedures to improve internal controls and conducts internal audits and reviews of activities reporting financial data into the Finance Office.

**Purpose:** The purpose of this policy memorandum is to reiterate NOAA Finance Offices that the FPCD is the central point of contact for all financial and travel policy issues.

**Policy:** All financial and travel policy questions and issues are to be sent to the FPCD. The FPCD will either provide a response or, if necessary, forward the question or issue onto the Department of Commerce (DOC) for resolution. The department will determine if the question needs to be sent onto the DOC Office of General Counsel, Comptroller General, or GSA for an answer. The FPCD will maintain a tracking system for all questions and issues to ensure resolution. Once a decision has been made by DOC or other Federal agency, the FPCD will respond back to the office who posed the question or issue.

