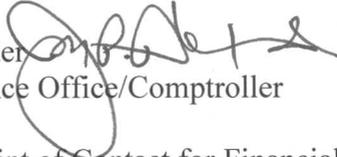




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NOAA FINANCE AND ADMINISTRATION

FEB 24 2009

MEMORANDUM TO: Line Office Chief Financial Officers
Corporate Office Directors

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

SUBJECT: Centralized Point of Contact for Financial and
Travel Policy
Policy Memorandum 09-03

Background: The Financial Policy and Compliance Division (FPCD) within the NOAA Finance Office develops, implements, maintains, and interprets policy and procedural requirements for financial management, accounting and fiscal policies, and travel to meet Federal reporting requirements, and the needs of the Department of Commerce and NOAA managers. The FPCD reviews, analyzes, and provides information on financial and travel policy to ensure conformity with the principles and standards prescribed by the Government Accountability Office (GAO), Federal Accounting Standards Advisory Board (FASAB), Office of Management and Budget (OMB), 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 NOAA Finance Office.

Purpose: The purpose of this policy memorandum is to relay to the NOAA Line and Staff 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 should be sent to the FPCD. The FPCD will either provide a response or will forward the question or issue, through my office, to the Department of Commerce (DOC) for resolution. DOC will determine if the question needs to be sent onto the DOC Office of General Counsel, Comptroller General, or GSA for an answer. Once a decision has been made by DOC or other Federal agency, we will respond back to the Office who posed the question or issue.

The following FPCD staff should be contacted for policy issues and questions:

- Financial Policy – Mike Van Deusen at Michael.E.Vanduseen@noaa.gov.
- Travel Policy – Rachael Wivell at Rachael.S.Wivell@noaa.gov.

If you have any questions concerning this memorandum, please contact Nancy M. Gates, Chief, Financial Policy and Compliance Division at Nancy.M.Gates@noaa.gov.

