Reimbursable Project Allotment/UCO Request Form Instructions

The Reimbursable Project Allotment/Unfilled Customer Order (UCO) Request Form has been developed for LO/FMC reimbursable users to submit as a request for the Finance Office (Accounts Receivable Branch) to establish an unfilled customer order (UCO) and for the NOAA Budget Office to establish an allotment for a reimbursable project. This form should be submitted, per Reimbursable Standard Operating Procedures, when requesting new funding or changes to funding or period of performance for all reimbursable projects. Projects supported by reimbursable agreements and billed from the Commerce Business System (CBS) Reimbursable Agreements Module based on costs incurred (either in advance or in a following accounting period) are referred to as WIP projects. Those that may not be supported by formal reimbursable agreements and are billed outside of the reimbursable agreements module on a fixed fee basis (e.g., fixed fee sales, services, or other special projects) are referred to as Reimbursable Sales/Fixed Fee (RSFF) projects.

For WIP projects, this form should be completed, signed, and forwarded, along with a copy of the reimbursable agreement or modification and cover sheet, the funding document (for Federal sponsors), The OGC clearance memo, the Project Code Request form, and any advance payment or overhead waiver approvals through the appropriate Line Office headquarters reimbursable contact, to your Finance billing contact. Finance will review the documents and the unapproved RADG002 Reimbursable Agreement transaction and let the LO headquarters reimbursable contact know if any changes are required. *{Note that reimbursable policy, effective July 1, 2007, states that each funding document from a customer must be associated with a unique RADG002 agreement transaction and project code. The only exceptions will be when multiple funding documents associated with a specific project, agreement, and customer have the same funding period (i.e., if two funding documents are good for the same two years, they can be associated with the same RADG002 agreement).}* If no changes are required (or once corrections have been made), Finance will approve the RADG002 transaction, record the RADG003 Unfilled Customer Order transaction, and forward copies of the documents to your Budget Execution contact so they can record the allotment for the project. Note that allotments for advance projects will be recorded weekly, based on collections received.

For RSFF projects, this form should be signed and sent, along with a copy of any related documentation (i.e., agreement, contract, purchase order, funding document, etc.), through the Line Office headquarters reimbursable contact to your Finance billing contact. Finance will review the documents and forward copies of the documents to your Budget Execution contact so they can record the allotment for the project. Budget Execution will record the allotment for the project. Finance will process customer bills and collections according to the instructions provided on, or with, this form.

The following table describes the information that should be entered for each field on the Form:

Field Name	Description
Fund Code	Enter the reimbursable fund code associated with the project: 0006 for a NOAA WIP project with an advance 0007 for NOAA WIP projects without an advance 0096 for NOAA reimbursable sales/fixed fee projects with an advance 0097 for NOAA reimbursable sales/fixed fee projects without an advance.
LO	Enter the first two digits of the organization code for the Line Office with primary responsibility for the reimbursable agreement or the reimbursable sales/fixed fee project. 01 Office of the Under Secretary 06 NOAA Finance and Administration 08 NOAA Marine and Aviation Operations 10 National Ocean Service 20 National Weather Service 30 National Marine Fisheries Service 40 National Environmental Satellite, Data & Information Service 50 Office of Oceanic and Atmospheric Research 60 Program Planning and Integration
Reimbursable Project Code	Enter the CFS reimbursable project code. Valid project codes may be found on the NOAA FSD web site: https://cbsquery.rdc.noaa.gov/search/jrr_projtasklist2005.htm
Program Code	Enter the CFS program code. Program codes may be found on the ACCS validation screen on the NOAA FSD web site: https://cbsquery.rdc.noaa.gov/search/validateCAMSaccs310g.html
Reimbursable Agreement Number (If Applicable)	Enter the reimbursable agreement number supporting the request. This should be the RA/Contract No. from the RADG002 Reimbursable Agreement screen. Note: For reimbursable sales/fixed fee projects no entry on the RADG002 screen is required. However, sometimes a contract, MOU, or agreement number is provided by the customer. That number should be entered here.
TWA Number (If Applicable)	Enter the temporary work authority (TWA) number supporting the request if it is not yet supported by a formal agreement. This should be the TWA No. from the RADG002 Reimbursable Agreement screen. Leave this field blank if request is for a reimbursable sales/fixed fee project. Note: For reimbursable sales/fixed fee projects no entry on the RADG002 screen is required. However, sometimes a contract, MOU, or agreement number is provided by the customer. That number should be entered here.
Related Direct Project Code	Enter the direct project code that costs should be transferred to in the event of an overrun. Note: The Line Office will be notified if a cost

	transfer is required.
Customer/Contact No. *Name*	Enter the customer organization's number and name (e.g. 366 Department of Energy, Capital Accounting Center) from the AR071 Lookup screen.
Description of Activity	Enter a description of the activity to be performed under the reimbursable project. Be as specific as possible.
Federal	Check this box if the customer is a federal agency.
Non-Federal	Check this box if the customer is not a federal agency.
Advance	Check this box if payment must be received before work is performed. The fund code entered above must be a 0006 or 0096 for NOAA.
Non-advance	Check this box if payment is not made in advance. The fund code entered above must be 0007 or 0097 for NOAA.
<u>***Unfilled Customer Order:***</u> *New*	*(This section should be completed for WIP projects/agreements only. Unfilled Customer Orders (UCOs) are not recorded in RADG003 for RSFF projects.)* Check this box if this request is for the initial entry of an unfilled customer order for the current fiscal year. A new unfilled customer order should be entered for each fiscal year; e.g., new funding documents or modifications to existing agreements for the current fiscal year (where no carryover was recorded for the current fiscal year). *Note: If a new funding document is received for an existing agreement, it must have the same funding period to be handled as a modification. Otherwise, a new RADG002 agreement must be established for the new funding. See Order # below for numbering UCOs.*
Amount	Enter the total amount (dollars and cents) of the new unfilled customer order to be recorded. This should be the agreement amount being funded by the customer for the current fiscal year.
Mod	Check this box if this request is a modification to an existing customer order. Modifications to orders are for funding modifications to existing agreements for the current fiscal year (where carryover or other funding has been recorded for the current fiscal year), user mistakes (such as entering the wrong dollar amount), or for extensions to the period of performance. The Customer Reference Number on the RADG002 screen should be updated to the latest modification number for funding modifications and no-cost time extensions.
Order #	Enter the original unfilled customer order number. For reimbursable agreements, this number can be found in the Customer Order No. column on the Orders Tab on the Reimbursable Agreement screen (RADG002). The format is FCFY-01 (e.g., 2010-01).
Mod Amount	Enter the amount (dollars and cents) the unfilled customer order should

	be increased with a plus (+) or decreased with a minus (-). This should be the current agreement modification amount being funded by the customer.
Allotment: *New*	*(This section should be completed for all reimbursable projects.)* Check this box if this allotment request is the first one for the fiscal year for this project.
Increase	Check this box if the allotment amount for this project should be increased.
Decrease	Check this box if the allotment amount for this project should be decreased.
Amount	For a new allotment, enter the total allotment amount (dollars and cents) being requested. For an increase to an allotment, enter the amount of the increase with a plus (+). For a decrease to an allotment, enter the amount of the decrease with a minus (-). The allotment amount should never exceed the unfilled customer order amount entered above.
Organization Code	Enter the first two segments (FMC level) of the organization code to be used for recording the allotment.
Allotment Distribution	For a new allotment, enter the amount (dollars and cents) Budget Execution should establish for each quarter. The total of the four quarters should not exceed the total allotment amount entered above. For an increase or decrease, enter the appropriate share (dollars and cents) of the total increase or decrease for each quarter with the appropriate plus or minus.
NOAA Line Office Contacts: *Billing Contact Name*	Enter the name of the NOAA Line Office person the Finance Office should contact with any billing questions.
Phone Number	Enter the phone number for the NOAA billing contact.
Program Contact Name	Enter the name of the NOAA person responsible for the activity (may be the same as the billing contact).
Phone Number	Enter the phone number for the NOAA program contact.
Special Requirements:	Enter the billing instructions and any other unique circumstances or requirements related to this project. Indentify whether or not carryover is authorized.
Approval: **_NOAA Program Manager_**	The form should be signed by the manager responsible for the program along with their typed or printed name, title and date of signature.
RADG002 Control Number	Enter the RADG002 Control Number for the Reimbursable

	Agreement. For Reimbursable Sales/Fixed Fee (RSFF) projects, enter "N/A" since no RADG002 transaction is entered.
RADG003 Control Number	Line Office/FMC users should leave this field blank. Finance will use this field to record the RADG003 Control Number after they enter the Unfilled Customer Order.