Requests for Establishment of CBS Fund Codes

Instructions/Procedures

- Line/Staff Offices requesting establishment of a new CBS fund code (FC) must notify the NOAA Budget Execution Office (BEX)

- If the Treasury Appropriation Symbol (TAS) has not been established at OMB/Treasury, NOAA BEX should send a letter to OMB for their approval to have the TAS established

- After OMB approves, NOAA BEX will coordinate with Financial Reporting Division (FRD) to notify Treasury to establish the TAS

- NOAA BEX should prepare and submit a SF 132 to the DoC Budget Office, for OMB approval

- NOAA BEX should submit a written request (email), including an OMB-approved and signed SF 132 to the FRD Chief requesting for a new CBS FC
  - Requests from any other office, other than the NOAA BEX, cannot be accepted
  - Written requests must include the TAS, FC Start & End Dates, Budget Sub-Function (BSF) Code (as determined by OMB) and should include any information regarding the type of fund activity
  - A signed 132 is required before a new CBS FC can be established in CBS.
    - Only exceptions to the “Signed 132” rule are the “hot” ORF & PAC funds (i.e., 2-year ORF and 3-year PAC) with TARGET appropriation amounts during a Continuing Resolution

For questions regarding these instructions/procedures, please contact the following FRD staff:

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