

# Summary Level Transfer Approval Form

List SLT Batch Number(s) being submitted for processing:

33555-0 \_\_\_\_\_  
\_\_\_\_\_

*Approval signature from the Line Office/Staff Office Lead Budget Execution Analyst or equivalent:*

I certify that I have reviewed and approve the SLT(s) listed above for further processing. Additionally, this SLT was not split or reduced to avoid the \$500K threshold review and approval requirement and that it does not constitute a reprogramming of any funds.

Signature: Sample Finance Signature

Print Name: Sample Finance Signature Title: Lead Budget Analyst, Finance

\*Does this SLT transfer costs across FMC's:  Yes  No

**\*IF YES: Approval signature from the affected Financial Management Centers (FMC) when transfers between FMCs are requested:**

I certify that I have reviewed and approve the SLT(s) listed above for further processing. Additionally, this SLT does not constitute a reprogramming of any funds.

Signature: Sample FMC Signature

Print Name: Sample FMC Signature Title: Lead Budget Analyst, NOSC

\*Does this SLT transfer funds across programs or meet the \$500K Threshold:  Yes  No

**\*IF YES: Approval signature from the LO Chief Financial Officer (CFO) or Staff Office Director:**

I certify that I have reviewed and approve the SLT(s) listed above for further processing. Additionally, this SLT does not constitute a reprogramming of any funds.

Signature: CFO Signature

Print Name: CFO Signature Title: CFO, Finance

\*AND

*Approval signature from the NOAA Budget Execution:*

I certify that I have reviewed and approve the SLT(s) listed above for further processing. Additionally, this SLT does not constitute a reprogramming of any funds.

Signature: NOAA Budget Signature

Print Name: NOAA Budget Signature Title: NOAA Budget Analyst

Reason for the Transfer:

Cash Award is Being Paid by Another LO/FMC for a Finance Employee. Other Methods cannot be used to move the costs.

Contact Person and Phone Number:

Annette Brown

Transaction Summary:

Batch No/Mod No: 33555 - 0 Total Amount \$1,000.00

Transaction Detail:

Item Line								User			
No	No	FCFY	Bureau	Project/Task	Fund	Program	Organization	Object Class	Defined	Units	Amount (\$)
<u>Transfer From:</u>											
100	1	2012	14	K8PFSD3-P00	1011	06-01-02-002	06-02-0001-05-00-00-00	11-59-00-00	000000	0.00	\$1,000.00
<u>Transfer To:</u>											
200	1	2012	14	K8N3ANP-P00	1011	05-02-01-000	40-07-0000-00-00-00-00	11-59-00-00	000000	0.00	\$1,000.00

Reason for the Transfer:

Cash Award is Being Paid by Another LO/FMC for a Finance Employee. Other Methods cannot be used to move the costs.

Contact Person and Phone Number: Annette Brown

Transaction Summary: Batch No/Mod No: 33555 - 0 Total Amount: \$1,000.00

Certification

Anyone who knowingly and willfully falsifies, conceals or covers up a material fact, makes fraudulent statements or representations, or makes or uses any false writing or document knowing that same to contain any false, fictitious, or fraudulent statement or entry shall be fined not more than \$10,000 or imprisoned not more than 5 years, or both.

I (we) have read and understand the above false certification warning and certify that the adjustments requested are proper and that the explanations given are complete and accurate. Signature of requesting/receiving division representatives must be included on the listing.

Signature of Requesting Organization: Requesting Organization Title: Lead Budget Analyst Finance Date: 7/26/12

Signature of Receiving Organization: Receiving Organization Title: Lead Budget Analyst, NODC Date: 7/25/12

CAMS Entry: \_\_\_ Approved \_\_\_ Disapproved Date: \_\_\_\_\_ Signature: \_\_\_\_\_

NOAA Business Rules Violations & Error Report

Batch No/Mod No: 33555-0

**Reason for the Transfer:** Cash Award is Being Paid by Another LO/FMC for a Finance Employee. Other Methods cannot be used to move the costs.

**Contact Person and Phone Number:** Annette Brown

**Transaction Summary:**    **Batch No/Mod No:** 33555 - 0  
                                   **Bureau:** 14 - NOAA  
                                   **From Total Amount:** \$1,000.00                    **To Total Amount:** \$1,000.00  
                                   **From Total Units:** 0.00                                    **To Total Units:** 0.00  
                                   Error: Total transfer amount and the control total amount are not equal.

=====  
**Total From and To Amount by FMC do not agree:**

<u>FMC</u>	<u>Total From Amount</u>	<u>Total To Amount</u>
0602	\$1,000.00	\$0.00
4007	\$0.00	\$1,000.00

=====  
**Object Class Codes 11-xx Require A Unit = HOURS and QTY > 0**

<u>Object Class Codes</u>	<u>Proj Code</u>	<u>Unit</u>	<u>Qty</u>	<u>Line</u>	<u>From/To</u>	<u>Total Amount</u>
11 59 00 00	K8PFSD3	NULL	NULL	1	(Fr)	\$1,000.00
11 59 00 00	K8N3ANP	NULL	NULL	1	(To)	\$1,000.00

=====  
 =====

**Batch No/Mod No: 33555-0**

**This batch or batches cannot be submitted because of the above errors.**

**Please review the detail transactions and make corrections on the Summary Level Transfer screen (STDG005).**

**After all corrections have been made, the batch can be submitted and a Summary Level Transfer Certification Form can be printed.**

Bureau Code: 14 - NOAA

Fiscal Year: 2012

Pay Period: 14

Batch Dates: 13-JUL-2012

20-JUL-2012

Employee No: 5555

Name: Doe, Jane

Version 2-27-wm-dw-080305 - Web Migration.

NDW Refresh Status: SUCCESSFUL

Start: 07/24/2012 23:47:27

End: 07/25/2012 04:02:54

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Pay Period: 14 Fiscal Year: 2012 Org Code: 06-02-0001-05-01-00-00

Employee Name: Doe, Jane Pay Plan: ZA Grade: 04 Step: 03 Series: 0560 Annual Salary:   
 No: Type Appointment: 1 CAREER Type Employment: 1 FULL-TIME FLSA Status: EXEMPT

NFC Schedule	FCFY	Project	Task	Object Class	Pay Type	Hours	Dollars	Adj. PP	Erroneous T*A
2BN141 - 14	2012	K8PFSD3	RXX	11-12-00-00	REG	8.00	512.16		
2BN141 - 14	2012	K8PFSD3	RXX	11-59-00-00	REG	27.00	1,000.00		
2BN141 - 14	2012	K8PFSD3	RXX	12-32-00-00	CTW	1.50			
2BN141 - 14	2012	K8PFSD3	RXX	12-32-00-00	ECA	0.00	133.38		
2BN141 - 14	2012	K8PFSD3	RXX	12-32-00-00	ECA	0.00	39.52		
2BN141 - 14	2012	K8PFSD3	RXX	12-34-00-00	ECA	0.00	7.24		
2BN141 - 14	2012	K8PFSD3	RXX	12-34-00-00	ECA	0.00	24.42		
2BN141 - 14	2012	K8PFSD3	RXX	12-36-00-00	ECA	0.00	205.70		
2BN141 - 14	2012	K8PFSD3	RXX	12-36-00-00	ECA	0.00	60.95		
2BN141 - 14	2012	K8PFSD3	RXX	12-37-00-00	ECA	0.00	30.94		
2BN141 - 14	2012	K8PFSD3	RXX	12-37-00-00	ECA	0.00	104.41		
2BN141 - 14	2012	K8PFSD3	RXX	12-38-00-00	ECA	0.00	5.12		
2BN141 - 14	2012	K8PFSD3	RXX	12-38-00-00	ECA	0.00	17.29		
2BN141 - 14	2012	K8PFSD3	RXX	12-39-00-00	ECA	0.00	69.14		
2BN141 - 14	2012	K8PFSD3	RXX	12-39-00-00	ECA	0.00	20.49		
2BN141 - 14	2012	K8PLSD3	P00	11-12-61-00	LVE	36.00	2,304.72		
2BN141 - 14	2012	K8PLSD3	P00	11-12-66-00	LVE	9.00	576.18		
2BN141 - 14	2012	K8PLSD3	P00	12-32-00-00	ECA	0.00	44.46		
2BN141 - 14	2012	K8PLSD3	P00	12-32-00-00	ECA	0.00	177.85		
2BN141 - 14	2012	K8PLSD3	P00	12-34-00-00	ECA	0.00	32.55		
2BN141 - 14	2012	K8PLSD3	P00	12-34-00-00	ECA	0.00	8.14		
2BN141 - 14	2012	K8PLSD3	P00	12-36-00-00	ECA	0.00	68.57		
2BN141 - 14	2012	K8PLSD3	P00	12-36-00-00	ECA	0.00	274.25		
2BN141 - 14	2012	K8PLSD3	P00	12-37-00-00	ECA	0.00	139.22		
2BN141 - 14	2012	K8PLSD3	P00	12-37-00-00	ECA	0.00	34.80		
2BN141 - 14	2012	K8PLSD3	P00	12-38-00-00	ECA	0.00	23.05		
2BN141 - 14	2012	K8PLSD3	P00	12-38-00-00	ECA	0.00	5.76		
2BN141 - 14	2012	K8PLSD3	P00	12-39-00-00	ECA	0.00	23.05		
2BN141 - 14	2012	K8PLSD3	P00	12-39-00-00	ECA	0.00	92.19		

Employee Totals: 81.50 6,860.12

	----- Current Pay Period -----		----- Adjustments -----	
REG:	Hours: 35.00	Dollars: 2,240.70	Hours: 0.00	Dollars: 0.00
LVE:	Hours: 45.00	Dollars: 2,880.90	Hours: 0.00	Dollars: 0.00
CTW:	Hours: 1.50	Dollars: 96.03	Hours: 0.00	Dollars: 0.00
Subtotal:	Hours: 81.50	Dollars: 5,217.63	Hours: 0.00	Dollars: 0.00
ECA:	Hours: 0.00	Dollars: 1,642.49	Hours: 0.00	Dollars: 0.00
Total:	Hours: 81.50	Dollars: 6,860.12	Hours: 0.00	Dollars: 0.00

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# RECOMMENDATION FOR RECOGNITION

Available from NOAA WFMO at [http://www.wfmo.noaa.gov/Word/cd\\_326LF\\_AC.doc](http://www.wfmo.noaa.gov/Word/cd_326LF_AC.doc)

	<input checked="" type="checkbox"/>	Individual
	<input type="checkbox"/>	Group

1. NAME OF EMPLOYEE (Press TAB to move quickly to next blocks)		Do Not Use This Space	
<b>Doe, Jane</b>		Do Not Provide SSN	
3. ORGANIZATION		4. ACCOUNTING CLASSIFICATION CODE STRUCTURE	
<b>SOICFO/FOC/FSD/OSB</b>		4a. Bureau	4b. Organization
		14	40-07-0000-00-00-00
		4c. Fiscal Year	4d. Project
		<b>2012</b>	<b>K8N3ANP</b>
		4e. Task	
		<b>P00</b>	
5. PERIOD OF RECOGNITION			
<b>24 October 2011 – 2 November 2011</b>			

6. TYPE AND AMOUNT OF RECOGNITION:			
	Special Act or Service Award	✓	
x	Special Operating Unit Award	\$	Administrator's Award
	Time Off Award	16	Technology Transfer Award
	Spot Award	Level	(indicate Level A, B, or C)
			Other:

7. NARRATIVE (If you need additional space, attach another sheet. Please print or type.)  
 This award recognizes the extraordinary work of Ms. Jane Doe in responding to a request from the National Oceanographic Data Center (NODC) to provide financial training in the specific area of "Labor" and how it is handled at NOAA.

8. NOMINATOR [if not the Immediate Supervisor] (signature, typed name, and phone number required)	DATE:
/S/ Nominator, Deputy Director 301-555-2222 <i>Deputy Director</i>	6/25/2012
9. IMMEDIATE SUPERVISOR (signature, typed name, and phone number)	DATE:
Immediate Supervisor 301-555-2223 <i>Immediate Supervisor</i>	6/26/2012
10. REVIEWING OFFICIAL (signature, typed name, and phone number if required by LO/SO)	DATE:
Reviewing Official 301-555-2225 <i>Reviewing Official</i>	6/28/2012
11. APPROVING OFFICIAL (signature, typed name, and phone number)	DATE:
Approving Official 301-555-2224 <i>Approving Official</i>	6/29/2012

Block No. Instructions & Definitions [Click to View Instructions Online](#)

# 1. Name of Employee If group award, put "See Attached List" in Blocks 1 and 3. Attach list with corresponding information for each nominee.

# 4d. Project The 7 character CAMS project code. Example: - 52NS19L

# 4e. Task The 3 character CAMS task code. Example . - P 0 0

# 5. Period of Recognition The timeframe during which the contribution was made.

# 7. Narrative Describe employee's accomplishments in concise, non-bureaucratic language; commensurate with amount of proposed award.

**Submission** Email to [WFMOAwardsEast@noaa.gov](mailto:WFMOAwardsEast@noaa.gov), [WFMOAwardsWest@noaa.gov](mailto:WFMOAwardsWest@noaa.gov), or [WFMOAwardsNCR@noaa.gov](mailto:WFMOAwardsNCR@noaa.gov) depending on your servicing HR office. See [http://www.wfmo.noaa.gov/awards/special\\_act/special\\_nominate.html](http://www.wfmo.noaa.gov/awards/special_act/special_nominate.html) to determine your servicing office.

**Filing** File in Employee's Performance File (EPF).

PRIVACY ACT STATEMENT – Full name of Employee must be provided to ensure accurate recording and processing of this Award. The original form is to be filed in the Employee's Performance File which may be maintained and safeguarded by the supervisor, in accordance with CFR 293. The information is also maintained in accounting systems to process and reconcile disbursement of funds.

This form may be downloaded from: [http://www.wfmo.noaa.gov/Word/cd\\_326LF\\_AC.doc](http://www.wfmo.noaa.gov/Word/cd_326LF_AC.doc)