Department of Commerce • National Oceanic & Atmospheric Administration • National Weather Service

NATIONAL WEATHER SERVICE INSTRUCTION 1-709

February 9, 2018

Administration and Management

Administrative Controls, NWSPD 1-7

GOVERNMENT PURCHASE CARD

NOTICE: This publication is available at: http://www.nws.noaa.gov/directives/.

OPR: W/CFO1 (C. Kirby) **Certified by:** W/CFO1 (T. Napora)

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SUMMARY OF REVISIONS: This directive supersedes NWSI 1-709 *Government Purchase Card*, dated September 22, 2017. Changes were made to reflect the NWS Headquarters reorganization effective April 1, 2015.

This revision defines the Fund Certifying Official (FCO) role and responsibility; clarifies initial and refresher training requirements; implements requirement or equivalent for the use of National Oceanic and Atmospheric Administration (NOAA) Form 36-31, Government Purchase Card Transaction Authorization; details funding pre-approval exceptions and procedures; and includes the NWS object class code determination tool.

This administrative control draws from the Department of Commerce Acquisition Manual on Government Purchase Card Procedures, which can be found at the following location:

February 2015 CAM 1313.301 DOC Purchase Card Program

In addition, see the following supplemental policy:

PM 2015-07 Federal Strategic Sourcing Initiative for Office Supplies Third Generation
PM 2015-06 Records Retention of Purchase Card Transaction Files
Federal Acquisition Circular (FAC) 2005-83 Micro-Purchase Threshold
Approval of Atypical Expenses

Signed	01/26/18
John E. Potts Chief Financial Officer/Chief Administrative Officer	Date

Government Purchase Card

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1. Purpose

This procedure provides guidance to cardholders (CH), approving officials (AO) and fund certifying officials (FCO) regarding NWS management of the Department of Commerce (DOC) Purchase Card Program. Management of the DOC purchase card program includes responsibilities of a CH and/or an AO, cancellation of a government purchase card or an AO account, transfer of CH between AOs, and government purchase card utilization and reconciliation.

2. Scope

This procedure applies to all NWS personnel involved in the DOC purchase card program.

3. Procedures and Responsibilities

3.1 Government Purchase CH Responsibilities

- Complying with Federal, Departmental and Operating Unit laws, regulations, policies and guidance as it relates to use of the purchase card;
- Consolidating purchases to take advantage of possible volume pricing discounts when purchasing (example: supplies from the same vendor).
- For additional required responsibilities, please see section one of the Commerce Acquisition Manual 1313.301.

3.2 Approving Official Responsibilities

- Approving CH purchases in Commerce Purchase Card System (CPCS);
- Reviewing the monthly Outstanding Swept Transaction Report that the FMC budget staff provides. If purchases are 60 days overdue, the FMC must submit a written status of the transaction to the Chief Financial Office (CFO) analyst.
- For additional required responsibilities, please see section one of the Commerce Acquisition Manual 1313.301.

3.3 NWS FCO Responsibilities

The FCO function is to review and certify the availability for funds of all government purchase card requests and the proper use of the proposed funding. This person must have delegated authority from the NWS CFO.

3.4 NWS Convenience Check Writers Responsibilities

- Recording government purchase transactions in the servicing bank’s electronic tool;
- For additional required responsibilities, please see section one of the Commerce Acquisition Manual 1313.301.

Some restrictions do apply. For instance, convenience checks shall not be used by individuals to write checks to themselves, or to any other individual or vendor for any of the restrictions noted in Section 4.2 of CAM 1313.301.

4. Application to Become a CH or AO

NWS managers shall determine if an employee's responsibilities require the use of a government purchase card. The manager will also determine who shall be identified as the AO for that employee.

The following documents must be completed in order for an employee to apply for a purchase card. Set up instructions can be found here: CH and AO Steps to Get Set Up

5. Training Requirements

5.1 Initial Training

CH, AO, and APC shall document satisfactory completion of required training prior to nomination and appointment to the DOC purchase card program. In addition, CH, AO, and APCs shall certify in writing that they have read and understood the policies and procedures outlined in Commerce Acquisition Manual 1313.301.

For more specification regarding initial training requirements, refer to Section 2 of CAM 1313.301.

The FCO will complete the NWS FCO and Budget Execution Personnel training requirement per memo dated January 15, 2015 (located in Appendix C).

5.2 Refresher Training

For more specification regarding refresher training requirements, refer to Section 2 of CAM 1313.301.

All CH, AOs and FCOs will take Appropriations Law Training every five years per memo dated June 30, 2016 (located in Appendix D).

6. CH and AO Performance Plans

Performance plans for CH and AOs shall contain critical language within their performance plan to correspond with this responsibility. See Appendix E and F for mandatory critical elements.

7. Card and Account Security

CHs shall take appropriate precautions to protect the DOC purchase card and account information. CH’s are responsible for preventing others from gaining access to their cards or account information. Account information should be given only to vendors to complete a purchase transaction. CHs shall keep government purchase cards and account information in a secured environment to prevent access by unauthorized personnel (i.e., locked desk drawer, or a locked safe – multiple cards are prohibited from being secured collectively). CHs shall not carry DOC purchase cards on their person unless conducting an "over the counter" transaction. CH's may be held personally responsible for card and account misuse. The Head of Contracting Office (HCO) may grant exceptions to CHs whose positions require them to carry the purchase card on a continuous basis. CHs shall exercise discretion in selecting reputable merchants in order to minimize the possibility of fraud. Prior to entering the purchase card number onto an internet website, the CH should ensure that the site is secure. CHs shall not transmit purchase card information over a facsimile machine and CHs shall not permit copies of their purchase cards to be maintained by merchants.

8. Purchasing

Upon identification of government procurement requirement, the following steps must be followed in Appendix A - Purchase Card Process Flow Chart. This chart outlines the process and requirements of use of the government purchase card.

8.1 Single Purchase Limit Up to the Micro-Purchase Threshold

This instruction covers NWS purchase cards transactions at or below the micro-purchase threshold only.

For further specifics regarding the Micro-Purchase Threshold, refer to: http://www.ago.noaa.gov/acquisition/docs/micro-purchase_threshold_increase_10_1_2015_fac_2005-83.pdf

or

Subpart 2.1 of the Federal Acquisition Regulations

8.2 Required Sources of Supplies and Services

Alternative sources should be considered for use only after the priority sources have been considered for fulfilling requirements and such consideration documented in the credit card file. CHs should contact their acquisition office if they need assistance in determining if their requirement can be satisfied by a required source. For additional guidance regarding the DOC strategic sources for Office Supplies, Wireless Services, and PC and Accessories, see: https://connection.commerce.gov/sites/connection.commerce.gov/files/doc_wireless_bpa_policy.pdf

8.3 Pre-Approval & Funds Certification

All purchases shall have prior approval by the CH's supervisor or AO. Approval documentation shall be maintained in the CH file as proof of pre-approval.

All approvals and funds certification will be done through the use of the current version NOAA Form 36-31 or its equivalent. The use of the NOAA Form 36-31 is encouraged because it supports CHs and AOs in ensuring all procurement steps were followed. If the NOAA Form 36-31 is not used, documented evidence (the same information illustrated in the NOAA Form 36-31) must illustrate that a CH and/or AO obtained an advance approval to support a procurement action, followed required government purchase card procurement protocols and documented any procedural variances that can appropriately withstand audit review. Appendix D - NOAA Form 36-31 is the latest version of the form as of the date of this instruction. An electronic version of NOAA Form 36-31 can be obtained at:

Form 36-31 Checklist Dated 2/17

The FMC FCO will sign NOAA Form 36-31 or its equivalent under the Budget Officer's signature block and/or provide the CH with Funds Certification Memorandum (see Appendix G).

8.4 Pre-Approval & Funds Certification Exceptions

Exceptions to obtaining formal written pre-approval from the Approving Official (AO) using NOAA Form 36-31 or its equivalent are as follows:

- Verbal approval followed by written confirmation: In emergency/urgent situations[1], the Approving Official may provide verbal approval to the Cardholder provided the cardholder immediately documents the discussion via email to the Approving Official, to include the item to be acquired and dollar amount, and requests the Approving Official acknowledge and approve at their earliest convenience.
- Alternative Approving Official: In emergency/urgent situations when the Approving Official cannot be reached, the Cardholder may seek approval from (1) the Regional Administrative Officer or (2) the FMC Funds Certifying Official provided such approval is obtained in writing (to include the item to be acquired and amount) and the cardholder immediately notifies the Approving Official.

AOs are responsible for ensuring the "spirit and intent" of this advanced approval exception is followed by CHs. Additionally, the AO has the authority/discretion to withdraw advanced approval exception permissions outlined in this guidance.

At the earliest opportunity, <u>but not later than 72 hours of the emergency</u>

[1] In order to promote operational efficiency, this exception may be used in a field operating environment when access to written documentation is impractical (e.g. Electronics technician working radar site and requires a part).

procurement, the government MUST complete the administrative requirements normally associated with all government purchase card procurement actions as defined in this NWSI 1-709 to include, but not limited to:

- initiation of formal purchase card transaction authorization form (NOAA Form 36-31 or its equivalent), AO, and FCO approvals;
- Ensure appropriate government purchase card log entries are entered in a timely manner to coincide with transaction;
- Appropriately annotate on NOAA Form 36-31(or its equivalent) the reason for pre-approval exception with reference to the specifically outlined exceptions above.

It is incumbent upon every person affiliated with this pre-approval process to closely monitor the rationale and needfor emergency requests. Determinations of abuse and violation(s) of the "spirit and intent" of this pre-approval guidance could result in corrective/administrative actions associated with the violation of procurement rules.

8.5 Higher Level Procurement Pre-approvals Requirements

The items outlined in the table below require pre-approvals prior to purchase. The CH shall ensure that required approvals are received and copies of required documentation maintained in the purchase card file. See CAMs Figure 3-1 Purchases Requiring Additional Approvals Prior to Purchase (page 16)

9. Government Purchase Card Restrictions

Purchase orders, government purchase card purchases and convenience checks are subject to audit by the DOC Acquisitions and Grants Office (AGO) for compliance with delegated procurement authority and federal, DOC, and NOAA procurement regulations. If regulations are not followed, procurement authority can be withdrawn and penalties imposed upon the procurement official.

9.1 Federal Appropriations Law Restrictions

For details regarding Government Purchase Card restrictions, please see Section 3.9.3 of CAM 1313.301. For additional information regarding Atypical expenses, consult the NOAA Finance Handbook Chapter 15

9.2 GSA Government-wide Restrictions

In accordance with the GSA SmartPay® Program, the government purchase card shall not be used for travel or travel-related expenses; excluding conference rooms, meeting spaces, and local transportation services such as Metro Fare cards, subway tokens, and cash advances.

9.3 Departmental Restrictions

DOC regulations prohibit the purchase of supplies or services that should be placed on a travel card or fleet card, including the purchase of gas or oil for DOC-owned vehicles and repair of DOC or leased vehicles with the government purchase card.

10. Recordkeeping and Documentation

10.1 General

Every government purchase card transaction requires documentation. This documentation must be maintained either in an individual transaction file or in a consolidated monthly file with individual transaction data consolidated and clearly identified for each individual transaction processed during the month. Retain Delegation of Authority letters and training certificates with a file by fiscal year for auditing purposes.

10.2 Purchase Card Transaction Documentation

The CH shall maintain documentation for each government purchase card transaction for a minimum of 6 years as mandated by the DOC Procurement Memorandum. Transaction file documentation must be accessible for review purposes and shall include, at a minimum:

- Request for purchase with available funds, signed and dated by the requestor (NOAA Form 36-3.1 or its equivalent);
- Required pre-approvals (See NWS Instruction 1-709 8.3 and 8.4 for specifics);
- Documentation of all post-purchase actions;
- Copy of online transaction, itemized receipts, and/or faxed verification of order;
- Delivery receipt or packing slip;
- Copy of appropriate DOC property forms, if accountable personal property;
- Memorandum explaining any unique circumstances for the transaction, as applicable; and
- Copy of annual training certificate.

10.3 Reconciliation Documentation

The reconciliation files shall include, in addition to the items outlined in the Department of Commerce Acquisition Manual (CAM) section 3.13.2:

- Purchase card ordering log;
- Statement of account, signed and dated by CH;
- Printed copy of reconciliation;
- Monthly transaction files; and
- Funds Certification for Government Purchase Card Purchase memorandum (if applicable). See Appendix G.

11. Reconciliation

The following are the steps that the CH takes to reconcile the monthly DOC purchase card account:

- Pulls all receipts, justifications and invoices from their monthly file to match each transaction;
- Ensures the correct accounting code will be used by communicating with the appropriate budget staff;
- Communicates with the appropriate personal property official in the event that equipment, software, etc., is purchased to ensure 1) the correct object class is validated by using the object class code determination tool at O.C. Determination Tool 2) the asset is bar coded, 3) the property official is given all necessary paperwork;
- Logs into CPCS and reconciles the monthly statement against receipts;
- Ensures all purchases are entered into the log in CPCS and those entries match reconciliations; and
- Reconciles on time and AO is informed of the need to certify transactions.

On the 5th business day of every month, the CH or group administrator will log in to CPCS in order to determine which transactions are in need of reconciliation. In the event transactions are not reconciled on time, the CPCS system will "sweep" transactions to be charged to the default accounting code listed under the CH's account in CPCS.

All transactions must be reconciled by the CH and certified by the AO in coordination with the dates listed. Transactions swept and charged to default accounting will not show an accurate picture of the budget that matches the accounting code. This can result in overspending/ variances, etc.

If, at any time a purchase CH receives a notice of audit from NOAA Finance Audit Team, that CH is responsible for timely and accurate response. The CH will supply all information requested by the audit team quickly and accurately. AO will follow up with CH ensuring documentation was submitted in a timely manner.

12. Program Oversight and Surveillance

The NOAA APC will make use of the management controls periodically to reduce card misuse and abuse. Review Section 5 in the CAM for more complete details of this procedure. NOAA will conduct quarterly and annual reviews of CH and approving officials ensuring they are adhering to applicable requirements.

13. Consequences for Purchase Card Misuse and Abuse

Infraction	Potential Consequences for Infraction
Fraud, Waste, and Abuse Intentional use of the purchase card for unauthorized purchases or the approval of unauthorized transactions	• Card cancellation • Termination of employment • Fines and/or imprisonment • Salary offset to collect full cost of unauthorized purchases including administrative expenses
False Statements False statements on purchase card records by CHs and AOs	• Card cancellation • Reprimand
Personal Misuse Unintentional use of the purchase card for unauthorized purchases	• Counseling • CH required to cover full cost of unauthorized purchases and possible administrative expenses
Card Transfers Transfer of purchase card to any person other than the CH	• Counseling • Card Suspension • Card cancellation
Failure to Maintain Card Security Failure to safeguard physical location of the card and card account	• Counseling • Card Suspension • Card cancellation

14. Additional Information

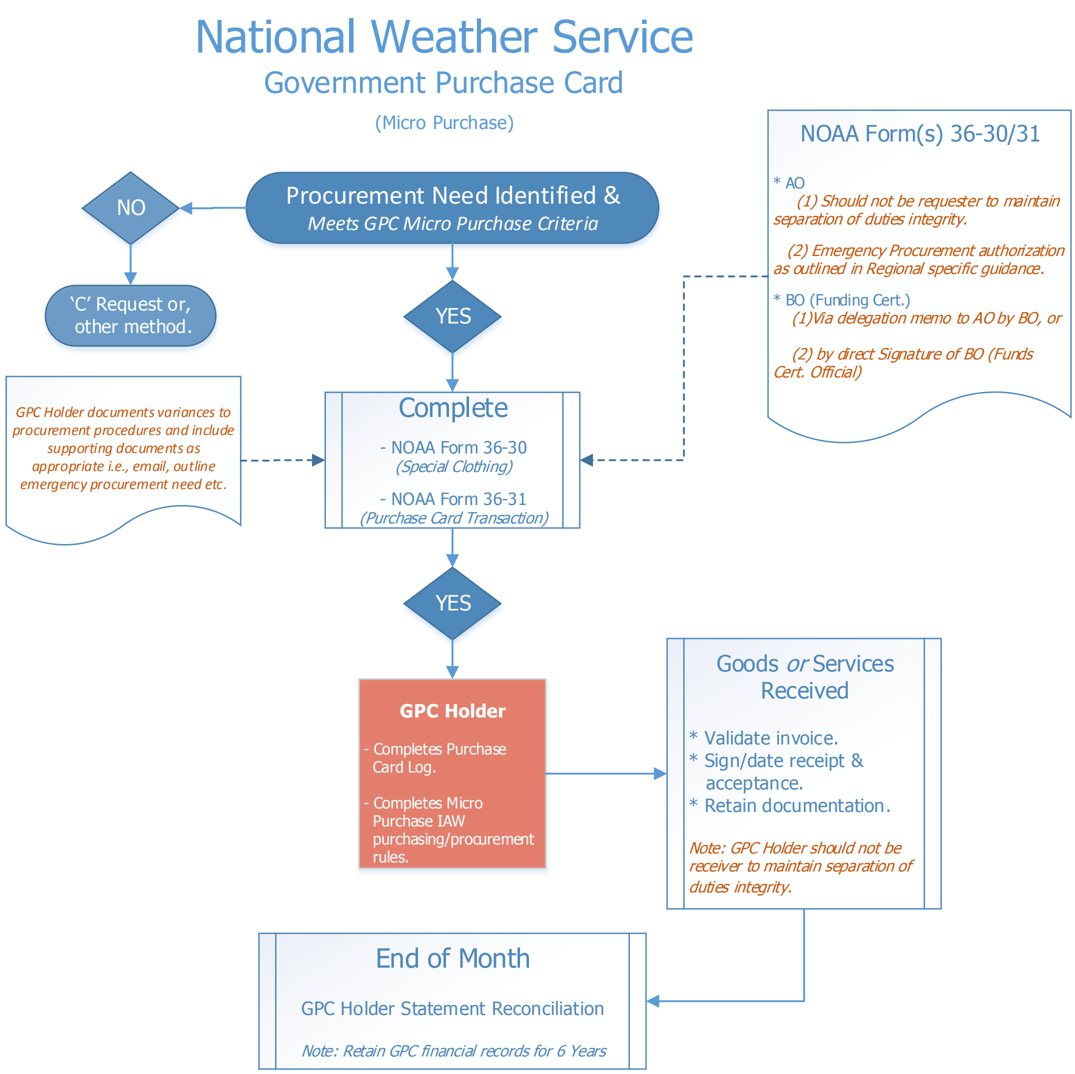
For further regulation and procedures refer to the CAM 1313.301 (Revised February 2015).

The CAM 1313.301 covers topics such as:

- Steps to take in the event a purchase card is lost or stolen;
- Deactivation, suspension, termination and reinstatement (see instructions here: http://www.ago.noaa.gov/acquisition/docs/closing_account_instructions_3-2-2016.pdf);
- Account maintenance including:
  - Change of AO, change to CH status (further guidance regarding this maintenance can be found here: http://www.ago.noaa.gov/acquisition/bankcard_forms.html),
  - Change to purchase limits,
  - Declining balances and more;

- Required sources of supply; and
- Receipt and acceptance of supplies and service.

APPENDIX A - Government Purchase Card Process Flow Chart



APPENDIX B - NOAA Form 36-31

NOAA Form 36-31
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U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

PURCHASE CARD TRANSACTION AUTHORIZATION

This checklist applies to Purchase Card transactions at or below the micro-purchase threshold only. See Section 3 below.

REQUESTER	CARDHOLDER	DATE
OFFICE or UNIT NAME	OFFICE or UNIT LOCATION	PHONE NUMBER

Section 1. PURCHASE JUSTIFICATION CHECKLIST (Write YES, NO, or N/A in the space provided, negative responses must be explained in Section 6 below.)

1.	☐	This proposed purchase is for official Government business only.
2.	☐	Funds are available for this proposed purchase, as indicated by the budget officer signature below.
3.	☐	This proposed purchase does not include State taxes in the vendor pricing. All GSA SmartPay Purchase Cards are centrally billed and must be exempt from State tax assessment.
4.	☐	This proposed purchase has been pre-approved by the Approving Official. (see CAM 1313.301, Section 3, §3.7.3-3.7.5)
5.	☐	This proposed purchase does not exceed the Cardholder's single purchase limit.
6.	☐	This proposed purchase does not exceed the Cardholder's monthly billing cycle limit.
7.	☐	This proposed purchase is not a split or divided purchase.
8.	☐	Mandatory sources of supplies and services as required by CAM 1313.301, Section 3, §3.4, have been reviewed by the Cardholder. Indicate source in Section 2 below or explain why a listed source will not be used.
9.	☐	The expected vendor is a small business. If "NO," explain in Section 6 below.
10.	☐	This proposed purchase is for accountable or sensitive property. If "YES," purchase information must be provided to the property custodian and a copy of the record from Sunflower property system must be maintained in cardholder transaction file. (see CAM 1313.301, Section 3, §3.10)
11.	☐	This proposed purchase is for electronic or information technology (IT) products and the items are compliant with appropriate Section 508 standards. (see CAM 1313.301, Section 3, §3.6)
12.	☐	This proposed purchase is for IT desktop hardware and the "Guide to Acquiring IT Desktop Hardware" guidelines have been followed.
13.	☐	This proposed transaction complies with DOC Green Procurement Program. (see CAM 1313.301 Section 3, §3.5)

Section 2. REQUIRED SOURCES OF SUPPLY REVIEWED (see CAM 1313.301, Section 3, §3.4)

SUPPLIES		SERVICES
○ Agency Inventories	○ FSSI 2ND Generation Office Supply BPA	○ AbilityOne Program
○ Excess from other agencies	○ DOC Computer and Accessories BPA	○ Mandatory Federal Supply Schedule
○ Federal Prison Industries, Inc. (UNICOR)	○ Mandatory Federal Supply Schedule	◉ Optional Federal Supply Schedule
○ AbilityOne Program (NIB / NISH)	○ Optional Federal Supply Schedule	○ Federal Prison Industries, Inc.
○ Wholesale Supply Source (GSA / DLA)	○ Commercial Sources	

Section 3. TYPE OF MICRO-PURCHASE (see CAM 1313.301, Section 2, §2.1.1.1)

○ Acquisition of supplies and services using simplified acquisition procedures, not to exceed $3,500	○ Acquisition of services subject to Service Contract Act, not to exceed $2,500	○ Acquisition of construction subject to the Davis-Bacon Act, not to exceed $2,000

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U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

PURCHASE CARD TRANSACTION AUTHORIZATION

Section 4. PRICE DETERMINATION

Fair and reasonable price was based on:
(see CAM 1313.301, Section 3, §3.1)

- ◯ Multiple quotes solicited and received
- ◯ Multiple quotes solicited, one received
- ◯ Only one quote solicited (explain below)

Section 5. COMPETITION / QUOTES SOLICITED

VENDOR NAME	VENDOR NAME	VENDOR NAME
POINT OF CONTACT	POINT OF CONTACT	POINT OF CONTACT
PHONE NUMBER	PHONE NUMBER	PHONE NUMBER
DATE OF QUOTE	DATE OF QUOTE	DATE OF QUOTE

	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1.								
2.								
3.								
4.								
5.								
	SUBTOTAL:							
	SHIPPING and HANDLING							
	OTHER COSTS OR CREDITS:							
	TOTAL COST:							

Section 6. COMMENTS / OTHER INFORMATION RELATIVE TO THIS PURCHASE

Section 7. FUNDING CLASSIFICATION

ORGANIZATION CODE	PROJECT CODE	TASK CODE	OBJECT CLASS

Section 8. EXPECTED VENDOR INFORMATION

VENDOR NAME	ADDRESS
PHONE NUMBER	

Section 9. APPROVALS

REQUESTER	SIGNATURE	DATE
CARDHOLDER	SIGNATURE	DATE
APPROVING OFFICIAL	SIGNATURE	DATE
BUDGET OFFICER	SIGNATURE	DATE
HEAD of CONTRACTING OFFICE (if applicable)	SIGNATURE	DATE

APPENDIX C - Funds Certifying Official Training

U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE
1325 East-West Highway
Silver Spring, Maryland 20910-3283
Office of the Chief Financial Officer/
Chief Administrative Officer

MEMORANDUM FOR: NWS Headquarters & Regional Directors JAN 15 2015

FROM: John E. Potts

SUBJECT: Funds Certifying Officials (FCO)s and Budget Execution Personnel: Training Requirements

This memorandum defines the National Weather Service's (NWS) training requirements for Funds Certifying Officials (FCOs) and Budget Execution personnel who have certifying authority, create or monitor budgets and manage funds control. This policy is effective January 20, 2015 and remains in effect until rescinded.

Background /Definitions:

FCOs are responsible for verify in g the availability of appropriated funding. When certifying the availability of funds for any purpose including prospective contracts, grants and purchase card transactions, FCOs have the responsibility to ensure that an adequate amount of funds are available for obligation. FCOs are established in National Weather Service Instruction 70 -212 NWS Procurement Controls directive. Budget Execution personnel are employees who have certifying authority, create or monitor budgets and manage funds control for Financial Management Centers (FMC)s: includes but not limited to FMC Budget Officers, Budget Analysts (560 series) but may include other job series depending on job responsibilities. See budget execution references below for guidance:

All budget execution activities must adhere to Title 31, United States Code which governs the process of budget execution. FCOs and Budget Execution personnel are responsible for ensuring sufficient funds are available for a transaction as prescribed by the Anti-deficiency Act, 0MB A- l I guidance, and relevant Department of Commerce (DOC) and NOAA procedural guidance for budget execution activities listed below:

1. DOC Budget Handbook Chapter V - Budget Execution provides a summary of the budget process, roles and responsibilities, apportionments, budge t execution reporting, rescissions and deferrals, monito ring Federal outlays, reprogramming, financial plans and reports, and congressional directives.
2. NOAA Finance Handbook provides a reference on fiscal and accounting

subjects for NOAA. These subjects include essentials for recording obligations, payroll, gifts and bequests, internal controls, reimbursables, administrative costs, and cost and obligation adjustments.

3. NOAA Finance Office Homepage provides links to multiple procedural pages that detail specific budget execution activities such as audits, Construction Work in Progress (CWIP), finance forms, internal controls, object classes, policies, purchase cards, travel, unasserted claims, and year end closeout procedures.

Policy:

Unless a specific waiver is granted by the CFO, FMC Directors must certify completion of required training one year from issuance of this memo or hire date for applicable employees using the attached memo form. Employees should list and date each course completed. If FCOs and Budget Execution personnel completed this training less than 5 years ago, he or she has satisfied this initial training requirement. As part of the annual certification process, each FMC must certify training for each FMC FCO and Budget Execution personnel and send the authorization memos (Appendix B) to the NWS Acquisition Liaison, Carla Kirby, carla.kirby@noaa.gov.

The following training classes are required to obtain and maintain a fundamental knowledge and understanding of the Federal Government's budget process, applicable laws, and use of the DOC and NOAA financial management and reporting systems.

Skill Area	Knowledge Objective	Basic Training Requirement	Refresher Training Requirement (within 5 years of appointment)
Federal Appropriations Law	Understand foundational elements of appropriation authorities and limitations including key concepts such as the bona fide need rule and the Antideficiency Act.	4 days or 32 Continuous Learning Points (CLP) (amount varies by vendor)	16 hours or 16 CLP

Budget Execution	Understanding of budgeting process	• Planning and Preparing an Operating Budget (1 Hour - Commerce Learning Center)
		• Choose One:
		  ○ Federal Financial Management Overview - 3 days or 24 CLPs
		  ○ Federal Budget Process - 2 days or 16 CLP
		  ○ Budget Execution - 3 days or 24 CLP
			16 hours or 16 CLP

Internal Controls	Understanding of good internal controls	Internal Controls - 3 days or 24 CLPs	8 hours or 8 CLP

NOAA Budget Systems	Understanding of NOAA/DOC financial management and reporting systems.	• Commerce Business System (CBS) Courses:
		  ○ Reimbursable Agreements for New Users (CBT)
		  ○ Data Warehouse for New Users
		  ○ Budget Operating Plans (BOPS) for New Users (Includes basic Cost Accumulation Over/Under)
		  ○ Summary Level Transfers (SLT) & Detail Labor Adjustments (DLA) User Guide Review
		• Management Analysis and Reporting System (MARS)
		  ○ Data Entry
		  ○ Reporting & Querying
			Attend new system / feature training when announced, as appropriate for systems required to perform job functions, roles & responsibilities

NOAA Business Systems	Understand how to certify funds availability in NOAA/DOC business systems	• CRequest (CBS Course 2 days)
		• Grants Online
		• Travel Manager
		  ○ Travel Manager for New Users (CBS Course 3 days)
		  ○ Reviewing/Approving in Travel Manager (CBS Course, 2 hrs)
		  ○ Signing Vouchers Electronically in Travel Manager (CBS Course 1 hr)
			Attend new system I feature training when announced, as appropriate for systems required to perform job functions, roles & responsibi1ities

Acquisition	Understanding of federal acquisition requirements	3 days or 24 CLPs	Day or 8 CLP

*Specific formal training may be waived by the CFO on a case by case basis

Refresher training: NWS supports continuing education throughout one's career and will develop opportunities to provide group training opportunities where possible. Appendix A of this document contains lists of available required (highlighted in red) and additional continuing education classes for NWS FCOs and budget personnel.

Questions concerning this policy may be addressed to the NWS CFO.

APPENDIX D - Appropriation Training

U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE
1325 East-West Highway
Silver Spring, Maryland 20910-3283
Office of the Chief Financial Officer/
Chief Administrative Officer

MEMORANDUM FOR: NWS Headquarters, Regional & Office Directors

FROM: John E. Potts

SUBJECT: Mandatory Training on Appropriations Law

This memorandum defines the National Weather Service's (NWS) Appropriations Law Training requirements for all NWS employees whose duties include the management of appropriated funds. This policy is effective October 30, 2017 and remains in effect until rescinded.

Policy:

All new NWS employees whose duties include the management of appropriated funds are required to complete Appropriations Law training. Specifically for the NWS, this includes Headquarters Office and Regional Directors, Senior Executive Service, Headquarters and Regional Headquarters Division and Branch Chiefs, Meteorologists-in-Charge, Hydrologists-in Charge, Program and Project Managers, Funds Certifying Officials, Government Purchase Card Approving Officials, Budget Analyst within the Budget and Formulation Division Staff, Deputy Chief Financial Officer, Contracting Officer Representatives, Requisitioners, Budget Officers and Administrative Officers. The standard comprehensive course will address core Appropriation Law concepts, including time, purpose, event, reprogramming and the Anti-Deficiency Act. This course is normally offered in a four day curriculum and is provided by several different vendors. All Federal personnel who handle public money are expected to know and scrupulously observe the laws governing its proper use.

Unless a specific waiver is granted by the CFO, all employees referenced in this memo must complete the training one year from issuance of this memo or hire date. If an employee completed this training less than 5 years ago he or she has satisfied this initial training requirement.

Refresher training: Appropriation Law training refresher class must be taken every 5 years. The class must be a minimum of two days in length to receive credit and it can be an in person or a virtual class. All questions concerning this policy should be addressed to the NWS Internal Controls Manager. NWS will develop opportunities to provide group training where possible.

All Appropriation Law training will be entered into the Commerce Learning Center (CLC) by your Financial Management Center CLC Training Coordinator in order to receive credit. CLC Reports will be monitored in order to ensure compliance with this memorandum.

APPENDIX E - APPENDIX E- 2 Level Mandatory Critical Element

Mandatory Critical Element

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION ● UNITED STATES DEPARTMENT OF COMMERCE

Purchase Card Responsibilities

Purchase Card Holders

Applies to: All purchase card holders covered by the NOAA Two-Level Performance Management System.

Instructions: Copy and paste the Critical Element below into the employee's Form CD-516 in Part I incorporated into another Critical Element. Copy and paste the "Other" Performance Indicator onto Appendix B of the form.

Critical Element

- Authorized purchase card transactions are completed for official Government business only.
- Purchase card transactions are reconciled in the accounting system.
- Purchase card files are maintained.

"Other" Performance Indicator

- Authorized purchases are completed in accordance with guidance on use of the purchase card outlined in Federal, Departmental, and Operating Unit laws, regulations, and policies.
- Purchase card transactions are accurately reconciled to the correct accounting codes by the established due dates.
- Transaction files are accurately maintained and include the required documentation specified in operating unit guidance.

Purchase Card Approving Officials

Applies to: All purchase card Approving Officials covered by the NOAA Two-Level Performance Management System.

Instructions: Copy and paste the Critical Element below into the employee's Form CD-516 in Part I incorporated into another Critical Element. Copy and paste the "Other" Performance Indicator onto Appendix B of the form.

Critical Element

- Purchase card purchases are reviewed.
- Accounting codes in the purchase card system are reviewed.
- Reconciliation of cardholder transactions are verified.

"Other" Performance Indicator

- Purchase card activities are reviewed prior to the purchase in accordance with Federal, Departmental, and Operating Unit laws, regulations, policies and guidance as it relates to use of the purchase card.
- Accounting codes in the purchase card system are reviewed by established due dates.
- Reconciliation of cardholder transitions are accurately verified by established due date.

APPENDIX F - 5 Level Mandatory Critical Element

Mandatory Critical Element

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION ● UNITED STATES DEPARTMENT OF COMMERCE

Purchase Card Responsibilities

Purchase Card Holders

Applies to: All purchase card holders covered by the Commerce Five-Level Performance Management System

Instructions: Copy and paste the information below into the employee's Form CD-430 incorporated into an existing Critical Element.

Results of Major Activities

- Authorized purchase card transactions are completed for official Government business only.
- Purchase card transactions are reconciled in the accounting system.
- Purchase card files are maintained.

Criteria for Evaluation

- Authorized purchases are completed in accordance with guidance on use of the purchase card outlined in Federal, Departmental, and Operating Unit laws, regulations, and policies.
- Purchase card transactions are accurately reconciled to the correct accounting codes by the established due dates.
- Transaction files are accurately maintained and include the required documentation specified in operating unit guidance.

Purchase Card Approving Officials

Applies to: All purchase card Approving Officials covered by the Commerce Five-Level Performance Management System

Instructions: Copy and paste the information below into the employee's Form CD-430 incorporated into an existing Critical Element.

Results of Major Activities

- Purchase card purchases are reviewed.
- Accounting codes in the purchase card system are reviewed.
- Reconciliation of cardholder transactions are verified.

Criteria for Evaluation

- Purchase card activities are reviewed prior to the purchase in accordance with Federal, Departmental, and Operating Unit laws, regulations, policies and guidance as it relates to use of the purchase card.
- Accounting codes in the purchase card system are reviewed by established due dates.
- Reconciliation of cardholder transitions are accurately verified by established due date.

APPENDIX G - Sample Funds Certification for Government Purchase Card Holder's Approving Official Memorandum

U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE PACIFIC REGION HEADQUARTERS
Daniel K. Inouye Regional Center
1845 Wasp Boulevard, Building 176
Honolulu, Hawaii 96818

SAMPLE

6/8/2017

MEMORANDUM FOR: Derek Ching, Chief SOD

FROM: Janet Nix, NWS PR Funds Certifying Officer

APPROVED BY: Raymond Tanabe, NWS PR Regional Director

SUBJECT: Funds Certification for SOD Purchase Card Purchases for Q1 2017

According to *NWS 1-7 Administrative Controls, NWSPD 1-709 Government Purchase Card Directive*, funds must be certified before a purchase card transaction can be made and approved.

This memorandum discusses the process that we followed to assure that funds have been certified, so that you can approve purchase card transactions on CD-435 and in CPCS.

As Program Manager, you have finalized your FY2017 budget spend plan according to the portfolios and programs that you manage. Each spend plan defines the type of purchases that are required to support each of the programs that you manage. Purchase card purchases amounts are specified by object codes 25 and 26 on the attached spend plans.

As Funds Certifying Officer, I have worked with you and have analyzed your spend plan and incorporated it into our overall regional spend plan.

I certify that funds are available according to the amounts shown in object codes 25 and 26 for Q1 2017 spend plans, so you will be able to approve the purchase card transactions completed by your purchase cardholders. Disclaimer: if you have to go over these amounts then you need to contact the NWS PR Funds Certifying Officer for approval.