

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE NWSPD 70-2***

***APRIL 7, 2021***

***Financial Management***

***FINANCIAL MANAGEMENT POLICY***

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

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**Certified by:** W/CFO1 (J. Potts)

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***SUMMARY OF REVISIONS:*** This directive supersedes NWSPD 70-2 “*Financial Management Policy*,” dated May 3, 2018. Changes include expansions on all roles and responsibilities involved in financial management.

1. This directive defines roles and responsibilities for the oversight of financial resources at the National Weather Service (NWS).
2. The NWS Chief Financial Officer/Chief Administrative Officer (CFO/CAO) will:
  - a. prescribe policy, guidance, and provide oversight of all financial resources consistent with applicable laws, regulations, standards and guidelines regarding financial, accounting and budget standards including the Chief Financial Officer’s Act, the Government Performance and Results Act, the Government Management Reform Act, the Federal Managers Financial Integrity Act of 1982 (FMFIA), the Anti-Deficiency Act and Office of Management and Budget Circulars, and ensure the NWS is in compliance;
  - b. direct and implement projects for the development and maintenance of financial systems;
  - c. conduct quarterly budget execution reviews;
  - d. define required and recommended training for developing and maintaining Federal financial management knowledge across the NWS enterprise;
  - e. define internal controls for the proper execution and accountability of financial resources, assess compliance, and compile Statement of Assurance checklists as required by FMFIA;
  - f. work with the NWS Chief Operating Officer (COO) and the Director of the Office of Planning Programming and Service Delivery (OPPSD) to facilitate budget alignment and integration with operational and annual planning (see [NWS Governance Chapter 6 Budget and Program Execution and Evaluation](#))

- g. review NWS spend plans for consistency with allocations and approve NWS budget operating plans in Commerce Business System (CBS);
- h. identify and distribute National Oceanic and Atmospheric Administration (NOAA) and NWS assessments among Portfolios;
- i. request allotment of funds to Financial Management Centers (FMCs) in accordance with Portfolio instructions;
- j. monitor spending to ensure FMCs execute within targets;
- k. facilitate the NWS Quarterly Program Reviews (QPR); and
- l. delegate budget authority to FMCs.

**3. Portfolio Offices will:**

- a. allocate Portfolio budgetary resources among FMCs;
- b. adjust Annual Operating Plan (AOP) milestones based on appropriation;
- c. develop Portfolio spend plans;
- d. report budgetary resource execution at program and project levels at the QPR;
- e. work with CFO to monitor FMC obligations for consistency with budget allotments, spend plans and acquisition plans;
- f. participate in monthly advance acquisition planning meetings; and
- g. ensure proper cost assignment as prescribed by the [Appropriation Reference Manual \(ARM\)](#).

**4. FMCs will:**

- a. manage funding for the FMC's programs and projects including certifying availability of funds for obligations;
- b. create annual spend plans in Management Analysis and Reporting System , and budget operating plans in CBS consistent with available resources;
- c. explain monthly FMC variance spending (actual obligations versus planned) as requested;

- d. within one month of the conclusion of Quarters 1, 2, and 3, FMCs will participate in a Budget Execution Review meeting with CFO and Portfolio Directors to provide an overview of budget execution to date. This review will address progress toward NOAA/NWS budget execution goals, any significant variances to the spend plan, staffing and FTE levels, and any other relevant budgetary concerns.
  - e. maintain training requirements for certifying funds availability as prescribed by the [\*Funds Certifying Official and Budget Execution Personnel memorandum\*](#) (as posted on the [\*NWS Insider\*](#));
  - f. certify availability of funds as prescribed by the [\*NWS Instruction \(NWSI\) Procurement Control Directive\*](#);
  - g. describe and approve Bona Fide Need for prospective obligations as prescribed by the [\*NWSI Procurement Control Directive\*](#);
  - h. delegate budget authority to operating units (i.e., field offices or divisions); and
  - i. ensure proper cost assignment as prescribed by the [\*ARM\*](#).
5. Program and Project Managers will:
- a. report budget and financial execution at QPRs;
  - b. determine if adjustments need to be made to programs and projects milestones and spend plans based on available resources;
  - c. execute programs and projects to achieve AOP milestones; and
  - d. describe and approve Bona Fide Need for prospective obligations as prescribed by the [\*NWSI Procurement Control Directive\*](#).

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