

Addendum to Business Rules for SLTs

The purpose of this addendum is to outline and clarify the Summary Level Transfer (SLT) processes that are either Exempt from or have been granted specific Exceptions to the SLT Business Rules.

Exempt SLTs are not required to comply with SLT Business Rules. Summary Level Transfer Approval Forms and SLT Submission Packages are not required to be sent to the Finance Office (FO). Exemptions are limited to a few select types of transactions identified below under the 'SLTs Exempt from SLT Business Rules' section. These exemptions have been granted based on the type of transactions being processed and the level of detail being maintained within the originating office. However, all supporting documentation must be maintained in the originating office and be available for audit.

Exception SLTs are required to comply with the SLT Business rules with approved exceptions when specific guidelines are met. SLTs that are allowed exceptions do not have to adhere to certain SLT Business Rules which are specifically identified below under 'SLTs with Business Rules Exception' section. All other Business Rules must be followed.

SLTs Exempt from SLT Business Rules: The following business processes are exempt from the SLT Business Rules:

- 1) MASC -Campus Revenue - Stores and Vehicle Rentals and Reimbursable Publications – This is a line of business operation component of the Office of Chief Administrative Officer (OCAO). It is a high volume center that provides services related to electronic items, hardware for construction and janitorial items. GSA vehicles are rented and graphic projects for scientific research are produced for NOAA Line Offices (LOs)/Staff Offices (SOs) as well as other bureaus within Commerce. The NOAA LO/SO signs a MASC Storeroom Invoice for the goods/services and vehicle rentals and a MASC Form 301-001 for Publications Branch Work Orders. At the end of each workday, an automated SLT file is created from the sales file and is submitted to FO Financial Reporting Division (FRD)/Funds Management Branch (FMB) for posting on a weekly basis. Administrative Officers or Budget Officers review each order and receipt in accordance with established operating procedures before the weekly batch SLT is processed.
- 2) National Capital Region Facility Services Center (NCR) - This is a line of business operation component of the OCAO that provides services related to the maintenance of the facilities across multiple NOAA LOs/SOs. The LO/SO completes a NOAA Form 41-1, Request for Office Services. This form is used to generate the NOAA Work Order Detail Report which shows the cost for the service. On a monthly basis, the Facilities Service Desk Manager creates an automated SLT file of all costs accumulated through the work orders to be charged across the various LO/SO's for services provided during that period. The Facility Management Specialist reviews each work order and corrects any errors if necessary before the monthly batch SLT is processed. This file is then loaded directly into CBS by the NCR for posting by the FO FRD/FMB.
- 3) NOAA GSA Rent – Three rent files are recorded within the OCAO Real Property Management Division (RPM). The three files are a NOAA GSA and Homeland Security (DHS) file, an

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Intergovernmental Payment and Collection (IPAC) for HCHB rent file, and a GSA building delegation operations and maintenance file. After completing the monthly processing of the various rent files, three separate SLT files are submitted to the NOAA GSA Rent Program Manager for processing. The rent files are then used to generate an automated SLT to be uploaded into CBS for posting. All three files are submitted on a monthly basis.

4) CBS Monthly Closing - This is a CBS system generated SLT. Reimbursable Sales Fixed Fees, Non-Advance projects no longer post CBS unfilled customer orders transactions. The Unfilled Customer Orders (UCOs) associated with these transactions are posted by an SLT to make the UCO equal to the Undelivered Order (UDO). Several queries have been developed to create and assist with posting the SLT. This process is run after the month's initial close and before the final close.

5) National Logistics Service Center (NLSC) –This is a line of business operation component of the National Weather Service (NWS) that provides sales and services across numerous NOAA LOs/SOs as well as other Federal Agencies to buy logistics parts, repairs and supplies for weather related equipment. Requisitions are submitted through NWS' Consolidated Logistics System (CLS). These requisitions are used to create the automated SLT files that are uploaded into CBS on a monthly basis for posting by the FO FRD/FMB. The NWS Program Analyst reviews each work order in accordance with established operating procedures before the monthly batch SLT is processed.

SLTs with Business Rules Exceptions: The following business processes are granted specific exceptions from the SLT Business Rules:

1) Gifts and Bequests (G&B) – All gifts and bequest collections must be recorded into the NOAA G&B Treasury Account Symbol based on OMB guidance. A CD-210 (Record of Gift or Bequest) and supporting travel vouchers or other documentation supporting the gift are sent by the LO to the servicing Finance Office. The costs are then moved from the LO's Accounting Classification Code Structure (ACCS) to the G&B Fund. The Accounting Operations Division (AOD) submits a specific G&B SLT form that provides the correct accounting information to be charged. This form is signed by the AOD Branch Chief. If the G&B is processed by the Seattle branch of the Finance Office, the Western Operations Branch (WOB) submits a G&B transmittal letter signed by the WOB chief. The Finance Management Branch (FMB) then enters all G&B batches into CBS.

SLT Business Rule Exception: A signed G&B approval form is required. No other business rules are applicable. No signed SLT form, STDG102 SLT Certification Form, or NOAA Business Violations & Error report (STDGERR) are required. No Summary Level Transfer Approval Form is required – the signed G&B approval form is acceptable.

2) SLTs for Internal Fund Over/Under Distribution - This SLT is creating a quarterly weighted average percentage formula for the Internal Fund Over/Under Distribution to move current internal fund costs to appropriated projects. Keeping a one-to-one or one-to-many relationship does not allow the required percentages to be achieved. Object class 77-89-00-00 (this object class drives the over/under distribution) is a restricted object class. A "Request to Lift Object Class Edit for an SLT"

must be included in the SLT package. FRD/FMB will also obtain approval from the Financial Systems Division (FSD), Budget Execution staff to lift the object class edit.

SLT Business Rule Exception: The many-to-many rule does not apply. The overhead object class restriction does not apply.

3) Reproduction Services (Silver Spring) - This is a line of business operation component of the OCAO that provides services related to print reproduction across multiple NOAA LOs/SOs. Due to the fact that these transactions will cross multiple Program Project Activities (PPAs), Fund Codes, as well as Financial Management Centers (FMCs), this negates the need for FMC and Budget Execution concurrence on the SLT approval form. LOs/SOs submit a NOAA Form 50-5A, Requisition for Duplication Service, that is signed by an approving official. The manual SLTs are created using this form and submitted to FO FRD/FMB for posting.

SLT Business Rule Exceptions: Approval from the affected FMCs is not required. Approval from NOAA Budget Execution is not required. The matching object class rule does not apply. The object class will be updated to post to the Printing and Reproduction Object classes designated as 24-xx-xx-xx.

4) Western Regional Center (WRC) Seattle Work Orders – This is a line of business operation component of the OCAO that provides services across multiple NOAA LOs/SOs. Due to the fact that these transactions will cross multiple PPAs, Fund Codes, as well as FMCs, this negates the need for FMC and Budget Execution concurrence on the SLT approval form. Customers submit a signed standard work order memo requesting maintenance services.

SLT Business Rule Exception: Approval from the affected FMCs is not required. Approval from NOAA Budget Execution is not required.

5) Human Resources Training - Workforce Management Office (WFMO) – The WFMO coordinates group training sessions that are available for employees across multiple NOAA LOs/SOs. Due to the fact that these transactions will cross multiple PPAs, Fund Codes, as well as FMCs, this negates the need for FMC and Budget Execution concurrence on the SLT approval form. A signed training form, SF182, is submitted for processing once the training has been completed.

SLT Business Rule Exception: No Summary Level Transfer Approval Form is required – the signed training request approval is acceptable. No additional signatures are required.

6) Reimbursable Activity

a. Reimbursable Surcharges Waiver – Each rent and overhead waiver request that is submitted identifies the specific reimbursable agreements that are covered. However due to system limitations, surcharges are still applied to the reimbursable program(s). The waiver grants the authority for the surcharges to be moved to a specific direct program(s).

SLT Business Rule Exception: The annual memo signed by the LO CFO/SO Director is required. No other business rules are applicable. No signed SLT form, STDG102 SLT Certification Form, or NOAA Business Violations & Error report (STDGERR) are required.

- b. Inspection & Grading (I&G) Service Agreement – Each rent and overhead waiver request that is submitted identifies the specific service agreements that are covered. However due to system limitations, surcharges are still applied to the service program(s). The waiver grants the authority for the surcharges to be moved to a specific direct program(s).

SLT Business Rule Exception: The annual rent and overhead waiver request signed by the LO/NMFS CFO is required. No other business rules are applicable. No signed SLT form, STDG102 SLT Certification Form, or NOAA Business Violations & Error report (STDGERR) are required.

- c. Reimbursable Overrun SLT – In order to correct cost overruns on prior year reimbursable agreements, it may be necessary to adjust the overrun from a prior year to current direct year funding sources.

SLT Business Rule Exception: The FCFY rule does not apply. The SLT may cross from prior year FCFYs to current direct FCFY funding only.

BIS and EDA SLTs must follow the SLT business rules. BIS and EDA SLTs that meet the threshold of \$500K must be signed by the respective bureau CFO.