



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OCT 8 2008

MEMORANDUM

OFFICE OF
CHIEF FINANCIAL OFFICER

SUBJECT: OCFO Kick-Off of FY 2010 NPM Guidance Development

FROM: Lyons Gray
Chief Financial Officer

A handwritten signature in black ink, appearing to read "Lyons Gray".

TO: Assistant Administrators
Regional Administrators

I am pleased to begin the FY 2010 National Program Manager (NPM) guidance development process through this policy memorandum, which will be followed by technical guidance from Kathy Sedlak O'Brien, Director of OCFO's Office of Planning, Analysis and Accountability. I appreciate your active engagement and support over the next several months in identifying priorities and strategies to advance environmental progress while also recognizing that subsequent adjustments may be necessary in light of the transition to the new administration.

This memorandum and the forthcoming technical guidance describe the approach, key milestones and required elements to promote consistency across the five NPMs (OAR, OECA, OPPTS, OSWER, and OW) as they work with the regions, partners, and key stakeholders to set operating priorities, strategies, and performance targets for FY 2010. We continue to emphasize the importance of increasing the alignment of long-term, annual budget, and annual operating commitment measures and engaging with regions, states and tribes in guidance development.

Development of the FY 2010 NPM guidance documents coincides with an upcoming change in administration, development of a new EPA strategic plan and reliance on a continuing resolution to carry us through until at least Spring 2009. With this in mind, OCFO's guidance follows last year's basic format and timing, while emphasizing the importance of flexibility. We acknowledge the potential need for addendums after final guidance documents are issued to accommodate any significant changes in EPA's FY 2010 President's Budget or new administration priorities.

It is important to note that we are using the draft strategic measurement framework proposed for EPA's *2009-2014 Strategic Plan* to formulate the Agency's *FY 2010 Annual Plan and Budget*. Therefore, this will also serve as the basis for establishing annual commitments as part of the FY 2010 NPM guidance process. For your information, the table below identifies critical milestones for developing the FY 2010 NPM guidance documents.

Key Milestones for Development of the FY 2010 National Program Manager Guidance	
October 15, 2008	“OCFO’s Technical Guidance on FY 2010 NPM Guidance and Annual Commitment Process” memo and guidance released
February 13, 2009	Draft FY 2010 NPM guidance and supporting documents (including: FY 2010 Measures Appendix, FY 2010 State Grant Measures Appendix, Explanation of Key Changes between FY 2009 and FY 2010) due to OCFO
February 18 - March 20, 2009	Regions, states, and tribes provide comments on Draft FY 2010 NPM guidance documents to appropriate NPMs and OCFO contacts
April 24, 2009	Final FY 2010 NPM Guidance, measures, and supporting documents (including: all finalized documents included in the draft submission, Response to Comments, and Explanation of Key Changes in Measures Targets) due to OCFO
April 30, 2009	Final FY 2010 NPM Guidance, measures, and supporting documents posted on OCFO’s internet webpage
July 3, 2009	Optional NPM release of an addendum to FY 2010 NPM guidance documents

Thank you for your continued leadership and commitment to strengthening performance management and accountability for results. I appreciate the hard work of everyone involved in developing the FY 2010 NPM guidance documents. If you have any questions please contact Kathy Sedlak O’Brien at (202) 564-1167 or have your staff contact Lindsay Adams at (202) 564-9897.

cc: Deputy Administrator
Chief of Staff
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