



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

OCT 15 2008

OFFICE OF THE  
CHIEF FINANCIAL OFFICER

**MEMORANDUM**

SUBJECT: OCFO's Technical Guidance on FY 2010 National Program Manager Guidance and Annual Commitment Process

FROM: Kathy Sedlak O'Brien  
Director, Office of Planning, Analysis, and Accountability

TO: Planning Contacts  
Lead Region Coordinators  
Senior Budget Officers

This memorandum transmits OCFO's technical guidance for developing the FY 2010 National Program Manager (NPM) guidance documents, and complements the policy memorandum issued by Lyons Gray on October 8, 2008.

Specifically, the attached instructions provide guidelines for developing FY 2010 NPM priorities, strategies, and measures, as well as format requirements and milestones for issuing draft and final FY 2010 guidance documents. This guidance also provides directions for reporting and assessing FY 2009 performance results and for negotiating and reaching agreement on FY 2010 performance targets.

OCFO's technical guidance reflects collaboration with the NPMs and regions. In particular, we discussed the importance of flexibility in the face of transition to a new administration. Based on your advice, OCFO's guidance follows the same basic format and deadlines as last year for issuing draft and final FY 2010 NPM guidance documents. Please note the following new elements and continuing areas of emphasis described below:

New this year

- Optional addendums to be released by NPMs by July 3, 2009 to address new administration priorities, and changes in EPA's *2009-2014 Strategic Plan* and *FY 2010 President's Budget*
- Formulation of EPA's *FY 2010 Annual Plan and Budget* in the proposed strategic measurement framework for EPA's *FY 2009-2014 Strategic Plan*, which will serve as the basis for establishing FY 2010 annual performance commitments

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- Integration of EPA's FY 2010 measures review with the development of EPA's *2009-2014 Strategic Plan* and formulation of EPA's *FY 2010 Annual Plan and Budget*
- Modified tools and templates to increase the usability and transparency of the guidance development process and facilitate more meaningful engagement of regions, states, and tribes with the NPMs

Continuing areas of emphasis

- Stronger measures governance to improve the quality, consistency, and reliability of measures, and related data and reporting in Measures Central
- Increased alignment of long-term, annual budget, and annual operating commitment measures
- Increased analysis of performance results at mid-year and end-of-year to inform management decisions
- Ongoing negotiation between NPMs and regions beginning in April 2009 through September 2009 on FY 2010 performance commitments

Thank you for your continued commitment to this effort. I appreciate working with you as together we set FY 2010 program direction, advance Agency performance management, and improve accountability for results. If you have any questions, please contact me at (202) 564-1167, or Lindsay Adams at (202) 564-9897.

Attachments

cc: Lyons Gray  
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