

U.S. DEPARTMENT OF AGRICULTURE

WASHINGTON, DC 20250

AGENCY INTERNAL	NUMBER: DR 1043-40	
SUBJECT: Assignment of Responsibilities for Review and Oversight of	DATE: 960701	OPI: Office of the Chief Financial Officer
CODIFICATION/EXPIRATION:		

Working Capital Fund Activities

DDSTEXT

1 PURPOSE

This Regulation identifies and establishes, where necessary, individuals and organizations responsible for the financial health of and efficient operation of activities supported by the Departmental Working Capital Fund (WCF). It describes the roles and responsibilities of the Chief Financial Officer (CFO), the Assistant Secretary for Administration (ASA), the Controller of the WCF, and others as they relate to the financial management of the WCF and as they conform to requirements under the Chief Financial Officers Act of 1990 and Departmental reorganization activities.

2 BACKGROUND/CANCELLATIONS

Departmental Regulation 1043-15 (April 8, 1983) is hereby canceled and superseded with this Regulation.

In April 1983, Departmental Regulation 1043-15 was approved, establishing offices and processes to ensure the effective and efficient operation and review of WCF activities. This structure enabled the WCF to operate productively in several ways: by establishing avenues for agency user oversight, by providing mechanisms for making recommendations on WCF finances and operations, by establishing an office of WCF Controller to manage the day-to-day financial oversight requirements of the WCF, and by defining responsibilities for staff offices and activity centers providing services with WCF support.

However, this structure is no longer adequate to meet the new environment both inside and outside the WCF. The Chief Financial Officers Act of 1990 established a Chief Financial Officer in USDA responsible for financial management and oversight. There were no provisions in the superseded Regulation to enable the CFO to fulfill his responsibilities regarding the WCF. Also, over this period, the reorganization and restructuring of the Department have changed the environment in which the WCF operates. The scope of the WCF expanded in such a way -- both in the number of services and

customers served -- that a more effective customer-oriented user/provider relationship is needed. This Regulation addresses each of these items.

3 INDIVIDUALS AND ORGANIZATIONS COVERED BY THIS REGULATION

- a Chief Financial Officer and Deputy Chief Financial Officer
- b Assistant Secretary for Administration and Deputy Assistant Secretary for Administration
- c Under and Assistant Secretaries (Mission Areas)
- d Department-level General Officers
- e WCF Controller
- f Organizations managing WCF activities
- g WCF Executive Committee. A high-level, senior management group established to provide the Chief Financial Officer with advice and counsel with regard to management of the WCF. The Committee shall be comprised of:
 - (1) Chief Financial Officer, who shall serve as Chairperson of the Committee, and Deputy Chief Financial Officer.
 - (2) Assistant Secretary for Administration, who shall serve as Vice-Chairperson of the Committee, and Deputy Assistant Secretary for Administration.
 - (3) A representative of each mission area Under or Assistant Secretary, appointed by the respective Under or Assistant Secretaries. Each representative so named shall serve a term of appointment until the expiration of the fiscal year (not to exceed one year), renewable at the discretion of the Under or Assistant Secretary.
 - (4) Controller of the WCF.
 - (5) A representative appointed by the Director, Office of Budget and Program Analysis.
 - (6) Director, Office of Operations.
 - (7) Ex officio: A senior individual representing Departmental Administration policy/modernization designated by the Assistant Secretary for Administration.
- h WCF Working Group. A group reporting to the WCF Executive Committee, comprised of:
 - (1) WCF Controller, who shall serve as Executive Secretary to the Executive Committee and this Working Group.

- (2) A representative from each mission area represented on the WCF Executive Committee to serve as spokesperson for that mission area. Representatives are to be selected by the respective mission area representative on the WCF Executive Committee and may be the WCF Executive Committee member. Other individuals may be designated by the respective WCF Executive Committee mission area representatives to assist the Working Group in technical and financial analyses or other such activities in support of the Working Group.
- (3) A representative appointed by the Director, Office of Budget and Program Analysis.

4 ASSIGNMENT OF MAJOR RESPONSIBILITIES

a General

The Chief Financial Officer, Assistant Secretary for Administration, Controller of the WCF, staff office directors, WCF Executive Committee, and WCF Working Group shall cooperate to the extent practical in carrying out any and all responsibilities including such studies, reviews, or other internal control processes aimed at improvement or oversight of the Fund's activities.

b The Chief Financial Officer, in addition to responsibilities set forth in Section 4.c., below, has ultimate responsibility for:

- (1) Serving as Chairperson, WCF Executive Committee.
- (2) The financial health of the WCF.
- (3) Overall management authority over financial aspects of WCF activities and that portion of organizational service units supported by the WCF.
- (4) Approval of any new or expanded centralized services prior to submission to the Secretary for transmittal to OMB in conformance with 7 U.S.C. 2235. Submission of such requests will be coordinated with the Office of Budget and Program Analysis.

c Department-level General Officers administering activities with WCF support shall have responsibility for:

- (1) Overall authority for aspects of service delivery and activity operation over those activities and the related organizational units supported by the WCF that they administer, consistent with existing delegations of authority.
- (2) Preparing, subject to concurrence by the Chief Financial Officer and approval by the Secretary, proposals for any new or expanded centralized services

in conformance with 7 U.S.C. 2235. Submission of such requests shall be made to the Chief Financial Officer through the WCF Controller who will be responsible for coordination with the Office of Budget and Program Analysis.

- d The Assistant Secretary for Administration, in addition to responsibilities set forth in Section 4.c., above, shall have responsibility for:
 - (1) Serving as Vice-Chairperson, WCF Executive Committee.
 - (2) Developing programs to improve the performance of administrative service activities financed by the WCF.
- e The Associate Chief Financial Officer serves as Controller of the WCF and as such shall:
 - (1) Exercise day-to-day management responsibilities for the WCF, including, but not limited to:
 - (a) Review of capital investment, operating, and WCF reimbursement estimates
 - (b) Preparation of periodic financial reports (e.g., agency (i.e., Greenbook) estimates, status of funds reports, etc.) and financial statements
 - (c) Implementation of those policies, procedures, mechanisms, and controls necessary to ensure the effective financial performance of the WCF
 - (2) Serve as primary advisor to CFO on matters of WCF financial operations and general management issues.
 - (3) Serve as a member of the WCF Executive Committee.
 - (4) Serve as Executive Secretary to the WCF Executive Committee and WCF Working Group.
- f Organizations managing WCF activities shall:
 - (1) Retain all previously delegated authorities and responsibilities (under Departmental Regulation 1030-1, as amended) for management of their respective WCF activities.
 - (2) Provide the Chief Financial Officer, the Controller, the Assistant Secretary for Administration, the WCF Executive Committee, and the WCF Working Group with such information and assistance as may be requested to the fullest practical extent.
- g The WCF Executive Committee serves as the primary representative body for Departmental Under and Assistant Secretaries whose agencies use goods and services financed by the WCF, and as such shall:

- (1) Serve as the primary representative body for mission area agencies benefitting from WCF-supported systems and services.
 - (2) Provide recommendations to the CFO on the financial management of WCF activities, capital investment proposals, and reimbursements.
 - (3) Provide recommendations to the CFO and ASA on the management, administration, and oversight of WCF activities.
 - (4) Provide, at the request of the CFO, recommendations on:
 - (a) Proposals for new services in the WCF
 - (b) Proposals for the closing, consolidation, or transfer of existing activities
 - (c) WCF policies and procedures
 - (5) Review findings of the WCF Working Group with respect to capital investments, operating budgets, and WCF reimbursements as part of the annual budget review.
 - (6) Provide direction and oversight to activities of the WCF Working Group.
- h The WCF Working Group serves to support the WCF Executive Committee. Its duties include:
- (1) Conducting detailed reviews of activity center capital investment and operating estimates, proposals for new WCF services (at the request of the CFO), and WCF reimbursement requests.
 - (2) Presentation of findings and results of reviews to the WCF Executive Committee.
 - (3) Conducting special reviews of WCF financial and operational activities at the request of the WCF Executive Committee (this responsibility does not preclude the CFO, ASA, or WCF Controller from conducting financial and/or operational reviews independently of the Committee in a manner consistent with their respective authorities and responsibilities for WCF management).
 - (4) Selecting an individual from among its membership to serve as WCF Working Group Chairperson.
 - (5) Other such analytical and/or administrative support the Executive Committee deems necessary.
- i Mission area Under and Assistant Secretaries shall have the

responsibility for nominating a representative to serve on the WCF Executive Committee from among their respective agencies.

Signed By:

DAN GLICKMAN

END