

Budget Formulation and Justification

- produces three major budget submissions a year (to DoC in May, to OMB in September, and to the Congress in February) with additional background exhibits and supplemental requests as necessary
- produces multiple exhibits for the OMB A-11 Circular, including but not limited to:
 - a. Exhibit 52 – “Report on Resources for Financial Management Activities”
 - b. Exhibit 53 – “Agency IT Investment Portfolio”
 - c. Exhibit 300 – “Capital Asset Plan and Business Case” for both IT and non-IT major assets
- tracks appropriation activities and bills affecting NIST through the legislative process
- prepares budget requests for adjustments-to-base (e.g., cost of living inflation)
- assists in integrating program planning with the budgetary process
- prepares, reviews, analyzes and consolidates budget estimates, program justifications and detail pricings for all NIST budget submissions
- ensures that justifications and pricings are complete, accurate, and consistent in order to defend the funds requested from DoC, OMB, and the Congress
- prepares narratives and proposed appropriations language for the NIST section of the President’s Budget Appendix
- briefs the NIST Director for hearings before Congress
 - a. prepares NIST Director for appropriation hearings before Congress and briefings to DoC and OMB policymakers
 - b. prepares supporting budget submission backup materials, fact sheets, exhibits and questions and answers concerning various budget requests
 - c. reviews Director’s budget testimonies
 - d. review/edit budget hearing records
- coordinates official questions and answers received from Congress, OMB and DoC
- assists in preparing and reviewing various Congressional reporting requirements:
 - a. NIST’s Facilities Improvement Plan and annual Addendum
 - b. Quarterly Construction Reports, as required
 - c. Annual report for the National Earthquake Hazard Reduction Program
 - d. Annual report for the National Construction Safety Team Advisory Committee
- prepares, collects and consolidates information from the OUs concerning various crosscuts (e.g., homeland security spending and budget) from DoC, OMB, and other organizations requesting crosscut information.