

Requests for Establishment of CBS Fund Codes

Instructions/Procedures

- Line/Staff Offices requesting establishment of a new CBS fund code (FC) must notify the NOAA Budget Execution Office (BEX)
- If the Treasury Appropriation Symbol (TAS) has not been established at OMB/Treasury, NOAA BEX should send a letter to OMB for their approval to have the TAS established
- After OMB approves, NOAA BEX should notify Treasury to establish the TAS
- NOAA BEX should prepare and submit a SF 132 to the DoC Budget Office, for OMB approval
- NOAA BEX should submit a written request (email), including an OMB-approved and signed SF 132 to the Financial Reporting Division (FRD) Chief requesting for a new CBS FC
 - Requests from any other office, other than the NOAA BEX, **cannot** be accepted
 - Written requests **must** include the TAS, FC Start & End Dates, Budget Sub-Function (BSF) Code (as determined by OMB) and should include any information regarding the type of fund activity
 - A signed 132 is **required** before a new CBS FC can be established in CBS.
 - Only exceptions to the “Signed 132” rule are the “hot” ORF & PAC funds (i.e., 2-year ORF and 3-year PAC) with TARGET appropriation amounts

For questions regarding these instructions/procedures, please contact the following FRD staff:

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