

Appendix B

NOAA Recommended Reimbursable Training

I. NOAA Commerce Business Systems (CBS)

a. Reimbursable Agreements for New Users – 2 days

Estimated Cost: \$550.00

- Detailed information on business rules, forms, and procedures for processing reimbursable agreements/reimbursable sales & other fixed fee reimbursable projects
- Recording/modifying reimbursable agreements in CBS, generating reports
- Overview and demonstration of other available screens and processes in the CAMS Reimbursable Agreements module
- Data Warehouse standard reports which are applicable to Reimbursables are also included

b. Budget Operating Plans (BOPS) for New Users – 2 ½ days

Estimated Cost: \$687.50

- Development of BOPs with hands-on exercises
- Overviews of the ACCS, funds management, funds control, and cost accumulation
- Data Warehouse Budget Reports and CFS Quick Reports are also included

c. Data Warehouse for New Users – ½ day

Estimated Cost: \$137.50

- Understanding the Data Warehouse (DW) concept, relationship to Core Financial system (CFS), and instruction on available standard Data Warehouse reports/query applications
- Course includes DW access, use of the CAMS Navigator, basic functionality, and utilization of report parameter screens through hands-on exercises for the DW standard reports related to Budget, Reimbursable Project Status, Transaction Activity, and Overhead Comparison
- Overview of the Data Dictionary, Labor, and FedEx

Note: Plans are underway for development of a DW e-learning course.

d. Oracle Discover FMC1 for New Users – 1 day

Estimated Cost: \$275.00

- Understanding of basic features of the Oracle Discover tool and introduction to the workbooks available within the FMC business area
- Discoverer is a query and analytical tool which expands the Data Warehouse capabilities
- This hands-on session encompasses access to Oracle Discoverer, creating connections, opening workbooks/worksheets, sheet formats, changing

- table layout and sort order, formatting data, using parameters, pivoting rows and columns, drilling in and out of detail, and exporting/printing data
- Review conditions, selected items, totals, calculations, percentages, and parameters applicable to workbooks

II. Recommended Training

- a. **Accounting for Business Operations in Government – 3 days**
Estimated Cost: \$635.00 <http://www.managementconcepts.com/>
 - Comply with current policies and procedures affecting interagency business operations
 - Explain procedures involving reimbursable authority
 - Determine costs and set prices for businesslike activities
 - Apply approved methods for performing output costing and arriving at full cost recovery
 - Discuss procedures for collecting revenue
 - Follow financial reporting procedures for all businesslike operations

- b. **Budget Execution -3 days**
Estimated Cost: \$635.00 <http://www.managementconcepts.com/>
 - Identify key financial management legislation affecting budget execution
 - Outline the major execution steps
 - Discuss budget execution in terms of legal availability of funds with respect to purpose, time, and amount
 - Identify potential Anti-deficiency Act violations
 - List accounting and financial reporting requirements, processes, and sources of guidance
 - Track and control a financial, operating, or spending plan
 - Identify practical tools and techniques to modify a financial, operating, or spending plan
 - Analyze actual versus planned figures to evaluate year-to-date performance

- c. **Appropriations Law for Business Opers. in Gov't – 2 days**
Estimated Cost: \$485.00 <http://www.managementconcepts.com/>
 - Determine availability of appropriations as to purpose, time, and amount for interagency transactions and revolving funds
 - Ensure money is spent legally in interagency, revolving, and non-appropriated fund instrumentality (NAFI) transactions
 - Apply fiscally proper costs, obligations, and accountability for all interagency user fee transactions
 - Discuss issues concerning interagency and revolving fund transactions
 - Explain when a revolving fund is subject to the Anti-deficiency Act

d. Federal Contract Law – 5 days

Estimated Cost: \$880.00 <http://www.managementconcepts.com/>

- Discuss the general principles of federal contract law
- Describe the statutory and administrative control of funds
- Discuss issues associated with ethics and business practices
- Explain socioeconomic policies associated with small businesses and labor standards
- Discuss contract formation issues and bid protests
- Describe legal considerations associated with postaward contract administration, claims, and terminations

e. Appropriations Law Seminar – 4 days

Estimated Cost: \$835.00 <http://www.managementconcepts.com/>

- Determine the availability of appropriations as to purpose (including food, gifts, awards, taxes, and clothing), time, and amount
- Promote the legal obligation of funds
- Ensure that obligations are charged to the correct fund sources
- Avoid violations of the Anti-deficiency Act (ADA)
- Avoid negative audit and Congressional reports
- Avoid spending personal money to correct errors if you are a certifying officer

f. Training

- OGC MOU Training is provided on an as needed basis; please submit request via email to Elise Packard at ePackard@doc.gov Chief General Laws Division (202) 482-0386.

III. Training and Information Resources

a. CBS Training Schedule & Registration Instructions

<http://www.corporateservices.noaa.gov/~cbs/pdfdocs/clientservices/2006%20CBS%20Training%20Schedule.pdf>

b. United States Department of Agriculture

http://www.grad.usda.gov/index.php?option=com_frontpage&Itemid=1

c. Management Concepts

<http://www.managementconcepts.com/>

d. E-Learning

<http://e-learning.doc.gov/noaa>

- e. NOAA Financial Systems Division Web Page
<http://www.corporateservices.noaa.gov/%7Ecbs/>
- f. Reimbursable Users Guide, Forms, and Procedures
<http://www.corporateservices.noaa.gov/~cbs/reimburse.htm>
- g. Department of Commerce/Office of General Counsel
<http://www.ogc.doc.gov/ModelAgreements.html>

IV. Line Office Specific Training Point of Contacts

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