

	U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Code: BFM-1
		Transmittal Number: 963
		Date: DEC 18, 2008
Subject: Administrative Control of Funds		
Approval: Brent Wahlquist		Title: Director

1. **Purpose.**

a. The Administrative Control of Funds is a system of authorizations, delegations, and limitations to assure that agency funds are used only for the purposes and amounts authorized through appropriations by the responsible managers who have been delegated specified authority. An administrative control of funds system provides a record of specific fund authority delegations to accountable persons for purposes of the Anti-Deficiency Act (31 U.S.C. §§1341(a), 1342, 1351 and 1517(a) and (b)).

b. This directive establishes a system for the administrative control of funds and prescribes the procedures for delegation of fund authority and fund management in the Office of Surface Mining Reclamation and Enforcement (OSM) and to ensure that:

- (1) Programs are executed and funds expended consistent with the intent of Congress in granting such authorizations;
- (2) Funds are expended in the correct appropriations, business lines, and program activities, without exceeding spending limits provided by law;
- (3) Obligations and expenditures are restricted to the total amounts warranted, apportioned, or reapportioned for each appropriation;
- (4) Responsibilities for the creation of any obligation or expenditure are clearly identifiable;
- (5) Anti-Deficiency Act violations are immediately reported (31 U.S.C. §§1351 and 1517(b)); and
- (6) All funds available to OSM, from any source, are subject to the administrative controls contained herein.

2. **Summary of Changes.** This directive is being updated to:

a. Rename the Budget Office the “Office of Planning, Analysis and Budget” (OPAB). The budget and strategic planning and evaluation functions were combined,

and OPAB was established by the Department of the Interior in 116 DM 2 on October 27, 2004.

b. Revise definitions and terminologies to reflect OSM's current financial system – Financial and Business Management System (FBMS).

3. **Definitions.**

a. Account. An account is an official unit of management authority identified for the purpose of delegating fund authority and responsibility to account managers by allocating funds and recording obligations in the accounting system (FBMS). Accounts in FBMS are significantly more detailed than in the former accounting system. Accounts are now a string of codes, which include a 10-digit Fund, a 16-digit Functional Area, a 10-digit Fund Center, and a 27-digit Funded Program.

b. Account Managers. Account managers are supervisors or managers who are responsible for implementing program activities, and are assigned an organizational account number(s) and an allocation of funds to manage. The Director, Assistant Directors, and Regional Directors designate these managers by allocating funds to them. Account Managers are responsible for managing the funds under their authority.

c. Administrative Violation. An administrative violation of the Anti-Deficiency Act occurs when the amount of an obligation exceeds the total allocation for the appropriation. Administrative sanctions of the Anti-Deficiency Act may subject employees to appropriate administrative discipline, including, when circumstances warrant, suspension from duty without pay or removal from office.

d. Allocation. The first level of “administrative” subdivision of operational fund authority to Assistant and Regional Directors is by allocation. Allocation documents specify dollar amounts by fund and by functional areas and source of funds. Each allocation document conveys personal administrative responsibility and sanctions, specified by the Anti-Deficiency Act, for amounts, timing, and purpose of such allocations and requires an acknowledgement of receipt and understanding of responsibility (see form in Appendix A).

Further administrative subdivisions by Assistant and Regional Directors to Field Office Directors, Division and Branch Chiefs, Team Leaders, and other account managers may be made. Such subdivisions are not subject to legal sanctions for over-expenditure, but they could be subject to administrative penalties under the Act. An obligation made in excess of a subdivision is not considered a statutory violation unless it causes the total of all allocation amounts within an appropriation or statutory limitation to be exceeded. The employee responsible for an obligation in excess of a subdivision could be subjected to administrative discipline.

e. Allotment. Allotments are issued to Assistant and Regional Directors for non-operational fund delegations. This includes grants to states, Federal emergency and high priority reclamation project funding, and civil penalty funding. Allotments specify dollar amounts by

appropriation (fund), functional areas, and source of funds. Each allotment document conveys personal legal responsibility and sanctions, specified by the Anti-Deficiency Act, for amounts, timing, and purpose of such allotments and requires an acknowledgement of receipt and understanding of responsibility. The legal responsibility included in an allotment may not be delegated further (see form in Appendix B).

f. Apportionment. This term is the approval from the Office of Management and Budget (OMB) to incur obligations against fund authority made available through appropriation, recovery, or transfer in a specified time period, such as a quarter or a fiscal year. The Department of the Interior and OSM have not been restricted to quarterly apportionments by OMB.

g. Appropriation. This term is the authority given to Federal agencies to incur obligations and to make payments from the Treasury for specified purposes.

h. Budget Officer. The Budget Officer reports to the Office of the Director and is the supervisory head of OPAB and is responsible for budget formulation, presentation, and execution activities of OSM. The Budget Officer is the primary contact dealing with the Department, OMB, the Appropriations Committee Members and staff, and members of the press on budget and appropriation matters. The Budget Officer develops and manages an administrative funds control system to ensure against deficiency under the Anti-Deficiency Act and shares the legal responsibility with the OSM Chief Financial Officer.

i. Budget Representative. In this directive, the Budget Representative refers to the individual appointed by an Assistant Director, Regional Director, or Staff Office Head who serves as primary contact from the organization to OPAB on all budget issues, including budget formulation and execution, and for coordinating responses to budget inquiries from the Department, OMB, and Congress.

j. Business Line. See definition for Functional Area.

k. Certification of Funds. This is the act of determining the availability of specific amounts for establishing commitments from official accounting records. For purposes of this directive, the commitment of funds by individual program managers or their designees will constitute fund certification.

l. Certification of Payment. This term is the process of attesting to the legality, propriety, and correctness of invoices for payment from appropriated funds. Accountability for improper certification of funds for payment rests personally with the certifying officer.

m. Certifying Officer(s) for Proper Payments. This term refers to an individual appointed by the Assistant Director, Finance and Administration, or the Chief, Division of Financial Management (DFM) (Treasury Financial Manual I TFM, Part 4, Chapter 1100, Section 1145.10), who is then authorized to sign Treasury disbursement schedules certifying that payments are legal, proper, and correct and for ensuring that there is proper documentation of transactions releasing funds for expenditure.

n. Charge Card Purchases (PRISM). PRISM is an on-line computer system (formerly IDEAS) that provides for electronic requisitioning and procurement, and the obligation and certification of charge card purchases. It also provides a means to modify charge card records if the default information for a cardholder needs to be changed.

o. Chief Financial Officer (CFO). The Deputy Director of OSM serves as the CFO. The CFO ensures that the mandates of the CFO Act are achieved and provides policy and oversight for the core financial management functions.

p. Commitment of Funds. Account managers or their designees establish commitments or obligations by entering and approving requests for procurement (PRISM); approving charge card purchases (PRISM); requesting recruitment and other personnel actions in the personnel system (FPPS); or by other contractual commitments.

q. Delegation of Fund Authority. Funding authority is delegated to two different managerial levels in accordance with Directive OPM-5, "Delegation of Authority." Each represents a different level of responsibility and carries with it separate sanctions for violation of funds control and accountability under the terms proscribed by the Anti-Deficiency Act. These methods of delegation are Allotments and Allocations. Each method requires the issuance of a written notice of delegation of funding authority describing the amount(s), the functional area, and purpose(s) for the delegation.

Each such notice of delegation requires a written acknowledgement of receipt by the responsible manager. To transmit delegation documents electronically requires specific secured access codes for each recipient. The systems registration of receipt (message opened in the electronic-mail program) constitutes an electronic acknowledgement of receipt of the electronic delegation documents.

(1) Allotments. Allotments (non-operational fund delegations) transferring legal fund authority and accountability to Assistant Directors, Regional Directors, and Staff Office Heads will be transmitted electronically by the Budget Officer, printed and signed by the recipient acknowledging receipt and understanding of fund accountability, and returned to the Budget Officer (see Appendix B).

(2) Allocations. Allocations (operational fund delegations) transferring administrative fund authority and accountability to Assistant Directors, Regional Directors, and Staff Office Heads will be transmitted electronically by the Budget Officer, printed and signed by the recipient (acknowledging receipt and understanding of fund accountability), and returned to the Budget Officer. (See Appendix A)

(3) Subdivisions. Administrative subdivisions of allocations may be provided from Assistant Directors, Regional Directors, or Staff Office Heads to Field Office Directors, Division and Branch Chiefs, Team Leaders, and other account managers. Subdivisions are recorded as approved financial plans.

r. Finance Officer. The DFM Chief is the OSM Finance Officer. The Finance Officer monitors daily financial transactions throughout the bureau.

s. Functional Area. This is a budget activity (also known as a Business Line). It identifies the first level of subdivision of an appropriation (referred to by appropriation committees as a budget activity or line item), as identified and described in the President's Budget Justifications to Congress. The first digit identifies the appropriation (either Regulation and Technology - 1 or the Abandoned Mine Reclamation Fund - 2). OSM's five functional areas are the same in each appropriation with the exception of Environment Protection, which only applies to the Regulation and Technology appropriation. The functional areas are indicated by alphanumeric codes as follows:

R = Environmental Restoration
P = Environmental Protection
T = Technology Development and Transfer
F = Financial Management
D = Executive Direction and Administration.

t. Fund (10 digits). The Fund is the highest element where budget is distributed and spending takes place.

u. Fund Center (16 digits). The Fund Center is an organizational unit, office, or directorate within OSM.

v. Object Class (Commitment Item). The object class is the classification of obligations according to the nature of services or articles procured as described in OMB Circular A-11 issued each fiscal year. FBMS uses object class and commitment item interchangeably.

w. Operating Budget/Financial Plan. An operating budget is a request for funding for the current year, which includes costs by account number and object class of expenditure. This request does not include grants to states, Federal reclamation projects, Clean Streams, SOAP, Civil Penalty projects, Bond Forfeiture reclamation, or other non-operational costs. An approved operating budget request submitted by an Assistant Director, Regional Director, or Staff Office Head for the current fiscal year transmitted to and approved by OPAB is referred to as a financial plan. Financial plans are entered into FBMS (version 1) and identify funds required by organization, office, appropriation, business line, and object class of expenditure. See the allotment, allocation, and sub-allocation definitions for penalties imposed when obligating funds in excess of financial plans.

x. Reprogramming of Funds. A reprogramming consists of any significant departure from the program described in the budget that requires the submission of a formal written request to each Chairman of the Interior Appropriations Subcommittees (House and Senate) and that requires the approval of both. Reprogramming requests are also required for proposed reorganizations that do not require a transfer of funding. The House Appropriations Committee

establishes reprogramming rules by inclusion in periodic annual committee reports or by annual appropriation language.

y. **Staff Office Head.** Staff Office Heads are Headquarters managers who report directly to the Director. They include the Chief, OPAB; the Equal Employment Officer; Chief Information Officer; and the Chief, Office of Communications.

z. **Statutory Violations.** Personal legal sanctions apply to any employee who knowingly and willfully violates the Anti-Deficiency Act. Violations include:

- (1) Over-obligation or over-expenditure of a fund or functional area;
- (2) Entering into a contract or making an obligation in advance of a fund;
- (3) Acceptance of voluntary service unless authorized by law; and
- (4) Over-obligation or over-expenditure of:
 - (a) An apportionment or reapportionment; or
 - (b) Amounts permitted by the administrative control of funds

regulations.

Upon conviction, an individual may be fined not more than \$5,000 or imprisoned for not more than 2 years, or both. OMB Circular No. A-34 provides for reporting to the President, through the Director of OMB, and to the Congress information on violations of the Act.

4. **Policy.** OSM's policy is to hold the legal responsibility for compliance with the Anti-Deficiency Act at the highest managerial level practicable while delegating to the lowest managerial level the administrative responsibility and accountability for the obligation or expenditure of funds and to hold accountable any officer who creates or allows any obligation or expenditure in excess of an appropriation (fund), allotment, allocation, or business line (functional area).

5. **Responsibilities.** Responsibilities of designated OSM Officials are listed below. Also see Appendix A for funding delegation.

a. **Director.** Approves the distribution of funds. Delegates full allotment authority and responsibility to the Deputy Director in accordance with the Delegation of Authority Directive.

b. Deputy Director. Has statutory responsibility and authority for the administrative control and management of all OSM funding, from all sources, in compliance with the Anti-Deficiency Act, as amended (31 U.S.C. 6651). Approves transfer of funds documents to other governmental departments and agencies. Delegates the remaining statutory authority and legal responsibility for fund delegation to the OSM Budget Officer. The Budget Officer may be mutually liable for legal sanctions applied by the Anti-Deficiency Act for any violations to the Act.

c. Budget Officer. Has responsibility for the management of an administrative control of funds system, which conforms to the Anti-Deficiency Act and is consistent with budget and financial management policy and procedures. Reviews requests for resource allocations (in terms of mandated and/or policy initiatives and to ensure that total resources allotted are allocated within each budget activity and are consistent with appropriations) and issues allotments and OSM financial plans (allocations) to management officials at the direction of the Deputy Director.

The Budget Officer is specifically delegated the authority and responsibility for:

- (1) Issuing and maintaining the official organizational account code structure for OSM and assigning all official account and organizational codes;
- (2) Obtaining warrants from Treasury, apportionments and reappportionments from OMB, and administrative ceilings from the Department;
- (3) Certifying fund availability for all interagency agreements and personnel service agreements to or from OSM and for assigning appropriate account data;
- (4) Maintaining official files on allotments, allocations, and administrative ceilings;
- (5) Entering appropriation and organization control levels into FBMS;
- (6) Approving and posting financial plans in FBMS;
- (7) Issuing periodic budget execution management reports;
- (8) Conducting a mid-year and/or third-quarter budget review;
- (9) Coordinating a year-end budget execution closeout; and
- (10) Issuing OSM budget reports and documentation to the Department, Treasury, and OMB, including Apportionment and Reappportionment Schedules (SF-132s), Resource Distributions (DI-520s), Appropriation Warrant Requests, and Quarterly Reprogramming Reports.

d. Assistant Director, Finance and Administration (ADFA). Appoints official certifying officers (for certification of payment documents) in the DFM. This responsibility may be delegated to the DFM Chief. The certifying officers are then authorized to sign Treasury disbursement schedules certifying that payments are legal, proper, and correct and for ensuring that there is proper documentation of transactions releasing funds for expenditure.

e. Assistant/Regional Directors and Staff Office Heads. Develop guidelines for the accomplishment of work; review subordinate budget requests for conformance with OSM program goals; designate subordinate officials responsible for sub-allocations (i.e., Division Chiefs, Field Office Directors, or office/project managers); determine sub-allocation levels for subordinate units; assume responsibility for allotments and allocations; and resolve internal funding issues, exercise prudent monitoring and control of allocated funds to prevent misapplication or over-obligation of funds, commit funds for purposes of creating an obligation on all procurement actions, and report possible administrative or statutory violations of the Anti-Deficiency Act. Each Assistant/Regional Director and Staff Office Head appoints one individual to serve as the Budget Representative for the directorate or office who will have access to FBMS for their respective accounts for the purpose of entering sub-allocation fund delegations into financial plans.

f. Field Office Directors and Division Chiefs. Develop operating budgets for accomplishing OSM work in respective areas of authority according to approved budget guidelines and instructions; acknowledge administrative responsibility for allocations; exercise prudent monitoring and control of allocated funds to prevent misapplication or over-obligation of funds; commit funds for purposes of creating an obligation on all procurement actions; and report possible administrative or statutory violations of the Anti-Deficiency Act.

g. Designated Payment Certification Officers. Legally responsible for assuring that duly authorized officials establish obligations, that goods and/or services have been certified received, and that an accepted and proper invoice or voucher has been received before certifying a payment as legal, proper, and correct.

h. Commitment Official. Responsible for approving commitment documents, by virtue of having received an allotment or allocation, and for ensuring that commitments are not created in individual accounts in excess of funding availability for that purpose. Only those officials as determined under Paragraph 4, Policy, are authorized to certify funds from their specific accounts for the purpose of incurring an obligation. The act of committing funds is accomplished when a program manager approves a specific document that either commits or obligates OSM to pay for goods or services when delivered. Documents that commit or obligate the Government to pay include Requests for Procurement, Travel Authorizations, Purchases Orders, Time and Attendance Reports, etc.

The account manager may further delegate this authority to an administrative officer or assistant authorized as a contracting officer. The account manager who further delegates this authority remains responsible for implementing a system to manage control over the commitment of funds to ensure their proper use and the avoidance of over obligation. The individual remains personally responsible for any over-obligation caused by an inaccurate certification.

i. Finance Officer. Ensures that each obligation is correctly identified with a specific account and appropriation or fund when the obligation is incurred. Ensures that no amount is recorded as an obligation of the Government of the United States unless it is supported by documentary evidence of:

(1) A binding agreement in writing between the parties, including Government agencies, in a manner and form and for a purpose authorized by law, executed before the expiration of the period of the availability for obligation of the appropriation or fund concerned for specific goods to be delivered, real property to be purchased or leased, or work or services to be performed;

(2) An order required by law to be placed with a Government agency;

(3) An order issued pursuant to law authorizing purchases without advertising when necessitated by public expediency or for perishable subsistence supplies or with specific monetary limitations;

(4) A grant or subsidy payable (a) from appropriations made for payment of or contributions toward sums required to be paid in specific amounts fixed by law or in accord with a formula prescribed by law, or (b) pursuant to an agreement authorized by law or plans approved in accord with and authorized by law;

(5) A liability that may result from pending litigation brought under authority of law;

(6) Employment or services of persons or expenses of travel in accord with law and services performed by public utilities; or

(7) Any other legal liability of the United States against an appropriation of funds legally available.

The Finance Officer is responsible for maintaining the official accounting records through which fund accountability compliance is measured. Additionally, the Finance Officer is responsible for maintaining current and accurate records of all OSM financial transactions within FBMS. Also to assist the Finance Officer in maintaining the accounting records and if the appointment is not made by the ADFA, he or she may appoint a certifying officer(s) who is then authorized to sign Treasury disbursement schedules certifying that payments are legal, proper, and correct, and for ensuring that there is proper documentation of transactions releasing funds for expenditure.

j. Budget Representative. Each Assistant Director, Regional Director, and Staff Office Head appoints one person from their respective immediate office staff to serve as primary contact with OPAB on budget issues, including budget formulation and execution and for coordinating responses to budget inquiries from the Department, OMB, and Congress. Budget representatives are delegated authority to access FBMS to create financial plans and will be responsible for their respective accounts for the purpose of entering sub-allocation fund

delegations into financial plans. They may adjust amounts between individual accounts of the same functional area within their respective allotment totals by amending their financial plans. Financial plans are pre-posted by the budget representatives in FBMS for approval by OPAB staff or the Budget Officer. As an alternative to entering financial plans directly into FBMS, these plans will be forwarded to OPAB for review and approval and uploaded from excel spreadsheets at the lower levels until OPAB transfers the responsibility for the direct access process to the budget representatives. Also, excel spreadsheets will be prepared by the budget representatives when financial plan changes are needed and forwarded to OPAB for uploading into FBMS to effect those changes and will undergo the same level of review by OPAB staff as discussed above.

6. **Procedures.**

a. The Budget Officer issues official allotments and allocations approved by the Director and at the direction of the Deputy Director. Allotments and allocations are based on appropriations, prior-year carryover, reimbursable authority, apportionments by OMB, and Warrants by Treasury. Each allottee will acknowledge receipt and responsibility for the funds allotted by printing the electronic document, signing to acknowledge receipt, and returning the original document to OPAB. Such acknowledgement by the responsible manager does not necessarily connote agreement with the level of funding allotted, but rather it acknowledges the resource limitations and responsibilities delegated to them for proper management. Each allotment and allocation will:

- (1) Be designated a separate control number;
- (2) Be set out in writing (electronic) and certified by the Budget Officer;
- (3) Specify amount(s) available by fund and functional area;
- (4) Specify the name of the individual delegated the legal responsibility;
- (5) Specify conditions or restrictions imposed by Congress, if any; and
- (6) Include the sanctions to be imposed by the Act for improper expenditure of amounts and conditions set forth (see Appendices A and B).

b. Reimbursable authority will not be considered budgetary resources available for obligation unless:

- (1) OPAB, in coordination with DFM, assigns a specific reimbursable account number;
- (2) Valid orders (including written agreements) have been received;
- (3) Entitlement has been earned based on goods or services furnished; and/or

(4) Advanced payment has been received (in the case of orders from the public).

All officials who receive allotments containing estimated reimbursements or other anticipated receipts will maintain constant and careful oversight to ensure that these reimbursements and other income are earned as planned. On rare occasions, the Deputy Director may instruct the Budget Officer to issue allotments to account managers below the Assistant Director, Regional Director, or Staff Office Head level where circumstances warrant. Such allotments will not exceed total allotments to OSM and will include the transfer of all statutory authority and punitive sanctions under the Act to the individual allottee in the same manner as in the total OSM allotment. The legal authority and responsibility transferred in an allotment may not be further re-allotted or otherwise delegated by the account manager.

c. General Prohibitions:

(1) Incurring obligations in excess of the amount specified in an allotment is a statutory violation of section 1517(a) of the Anti-Deficiency Act. Any further division or subdivision of funds below the allotment level (such as sub-allocations given to a Division Chief or a Field Office Director) will not be considered an appropriate level for purposes of fixing legal responsibilities and determining statutory violations of the Act.

(2) Obligations or contracts for payment of money for any purpose in advance of appropriations made for such purposes are prohibited unless specifically authorized by law.

(3) Acceptance of voluntary service, except in emergencies, is prohibited.

(4) Employment of personal service in excess of that authorized by law is prohibited.

(5) Obligation or disbursement in excess of an apportionment or reapportionment is prohibited.

(6) Obligation or disbursement is prohibited in excess of a subdivision of funds below the apportionment, functional area, and allotment levels.

d. The Deputy Director, through the Assistant and Regional Directors, will designate appropriate responsible officials for the further administrative subdivision of allocated funds and the control of obligations within the amounts of such subdivisions. Assistant Directors, Regional Directors, and Staff Office Heads will determine which of their respective staffs will have access to the electronic procurement system, charge card system, etc. This is accomplished via system program access forms approved by the Assistant Directors, Regional Directors, and Staff Office Heads, then forwarded to the Finance Officer for granting of requested access. They will also determine which of their staff will have access to FBMS and data entry in the system for financial plans in the same manner. This responsibility will be clearly defined, and the affected individuals will be appropriately notified in writing of the extent of their responsibility on the face of each allocation and sub-allocation.

e. The Deputy Director appoints the Assistant and Regional Directors legal responsibilities under the Act when, in most instances, they will choose to re-delegate operational funding authority by using administrative subdivisions to lower managerial levels (account managers). Assistant Directors and Regional Directors will issue financial plans for concurrence by the Budget Officer. The total of such administrative sub-allocations via financial plans will not exceed allocation totals by appropriation and business line.

Subdivisions of funds will:

(1) Be determined by respective Assistant Directors, Regional Directors, or Staff Office Heads and concurred by the Budget Officer based on approved operating budgets.

(2) Be transferred within FBMS as financial plans by budget representatives in the regional offices and at Headquarters. (They will include the amounts available in each account, object class of expenditure, and specify any restrictions that may apply.) As an alternative to entering financial plans directly into FBMS, these plans will be uploaded from excel spreadsheets at the lower levels until OPAB transfers the responsibility for the direct access process to the budget representatives.

(3) Identify the account manager/supervisor delegated the responsibility for proper expenditure by organizational code for the funds sub-allocated.

f. The total of all allotments and allocations will not exceed the total funds availability at any point in time. Total funds availability will include budget authority created by current appropriations, recoveries of prior year appropriations, reimbursement authority, and transfers. The Budget Officer will make the determination of funds availability, purpose of funding, and reconciliation with OMB apportionments and Treasury warrants.

g. Each Program Manager who is allotted or allocated funds is also delegated the authority for committing funds for purposes of procuring goods or services against the appropriate accounts and object classes of expenditure. This authority is exercised by approving requisitions to indicate approval, by approving charge card purchases, or by approving personnel actions in FPPS. A commitment action by a responsible manager will serve as fund certification.

h. Managers allotted or allocated funds and delegated commitment authority are charged with individual administrative responsibility (for allocations) or individual legal responsibility (for allotments) for any over-obligation or expenditure in excess of their fund authority at the account level or misapplication of funds as to purpose of the appropriation. An obligation exceeding an allocation in a particular account or organizational unit is not necessarily considered a statutory violation unless it causes the total of all allocated amounts within an appropriation, budget activity, apportionment, reapportionment, or official allotment to be exceeded. However, the employee responsible for an obligation exceeding a specific allocation at the account level could be subject to administrative discipline.

i. Special procedures may be imposed at the end of the fiscal year to ensure an orderly year-end financial closeout of all accounting transactions, effective use of funds, and avoidance of possible Anti-Deficiency Act violations. Subject to these procedures and to avoid minor revisions to sub-allocations at the end of a fiscal year, the Budget Officer may authorize additional obligations for certain accounts. OPAB will increase the sub-allocation to that business line for the particular office or make an adjustment after year-end closeout. Such special procedures will still conform to approved warrants, allotments, apportionments, and appropriations by functional area OSM-wide. Assistant Directors, Regional Directors, and Staff Office Heads have the authority to move funds among and between accounts and object classes as long as the total by business line in the sub-allocation is not exceeded.

j. Officially designated payment certification officers within the DFM who are responsible for verifying the legality, propriety, and correctness of payments from appropriated funds are personally accountable for those payments. If any certified payment is found to be illegal, improper, or incorrect, the certifying officer may be held individually responsible for reimbursing the Government for the amount of the payment.

7. **Reporting Requirements.**

a. All violations, regardless of amount, will be reported to the Deputy Director with a copy to the Budget Officer immediately upon discovery.

b. All statutory violations will be reported by the Director to the President, through the Department and OMB, and to the Congress.

c. Subsequent action taken to correct the cause of a violation does not eliminate the fact of a violation; it must still be reported.

d. Any individual with knowledge of a possible violation has the responsibility to report it to the Deputy Director and to the Budget Officer.

e. Reporting responsibilities are as follows (reporting potential violations):

(1) Assistant and Regional Directors are responsible for initiating internal reports of violations or potential violations when and where they occur or may be reasonably anticipated or expected to occur.

(2) Such reports will be in memorandum format addressed to the Deputy Director with a copy to the Budget Officer.

(3) The Budget Officer will determine whether the circumstances constitute a potential violation of the Act and will advise the Deputy Director.

(4) Each such report, which constitutes a potential violation, will be assigned by the Deputy Director for investigation and follow-up. The Deputy Director may assign the

investigation and follow-up to any employee, group of employees, or to the Inspector General of the Department.

8. **Effect on Other Documents.** This directive supersedes OSM Directive FFM-1 dated November 2, 2001.

9. **References.**

a. **Statutory Reference and Administrative Regulations.** The provisions in law and other regulations that pertain to the administrative control of funds are listed in the Anti-Deficiency Act (31 U.S.C. §1341 (a)) as amended; 31 U.S.C. §1351; and 31 U.S.C. §1517 (a) and (b).

b. Budget and Accounting Act of 1921, as amended (31 U.S.C.1104)

c. Federal Managers Financial Integrity Act (P.L. 97-255)

d. Section 1311 of the Supplemental Appropriations Act of 1955 (31 U.S.C. 1501)

e. Congressional Budget and Impoundment Control Act of 1974 (31 U.S.C. 1102 and 2 U.S.C. 681-688)

f. OMB Circular No. A-11, June 2008: "Instructions on Budget Execution," Section 4, and related OMB guidelines

g. General Provisions of the Department of the Interior and Related Agencies Appropriations Acts

h. Department of the Interior, Departmental Manual, part 328; Administrative Control of Funds

i. Office of Planning, Analysis and Budget issuances in the form of guidance, procedures, or information memoranda

j. The Chief Financial Officers Act of 1990 (P.L. 101-576)

k. Treasury Financial Manual I, TFM Part 4, Chapter 1100, Section 1145.10

10. **Effective Date.** Upon issuance

11. **Distribution.** By electronic format

12. **Appendices:**

a. **Appendix A:** OSM Allocation Form

b. Appendix B: Official Allotment Form

Contact: Office of Planning, Analysis and Budget

OSM ALLOCATION FOR FISCAL YEAR 20XX
 Type of Allocation (Full Year, Partial Year, etc.)
 Date
 (Operations Funding Only)

ALLOCATION NO: _____

DIRECTORATE/OFFICE:
RESPONSIBLE MANAGER:

ISSUED BY: _____
 Budget Officer

ACKNOWLEDGE RECEIPT: _____
 (Signature)

APPROVED BY: _____
 Deputy Director

 (Date)

This allocation is an administrative subdivision of funds subject to Section 3679 of the Anti-Deficiency Act, which prohibits the obligation of funds in excess of an appropriation. Violations are subject to administrative action against the responsible official which may include suspension from duty without pay or removal from office.

BUSINESS LINE (FUNCTIONAL AREA)	FY 20XX ALLOCATION (Within Target - New Money)		ALLOCATION CHANGES		REVISED ALLOCATION		FY 20XX ALLOCATION
	R&T	AML	R&T	AML	R&T	AML	
Environmental Restoration							
Environmental Protection							
Technical Development & Transfer							
Financial Management							
Executive Direction							
TOTAL							

NOTES/COMMENTS:

OFFICIAL ALLOTMENT

APPROPRIATION:

ALLOTTEE'S NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

(RECEIPT ACKNOWLEDGEMENT - This allotment is subject to Section 3679 of the Anti-Deficiency Act (31 U.S.C. 1514) and which prohibits the obligation or disbursement of funds in excess of an appropriation, or for any payment of money for any purpose in advance of an appropriation. Violations are subject to administrative action against the responsible official which may include suspension from duty without pay or removal from office.

ALLOTMENT NUMBER:

FISCAL YEAR: 20XX

DATE:

PRIOR ALLOTMENT: Activity (indicate fund):

New Money:

ALLOTMENT CHANGE:

Activity (indicate fund):

New Money:

CUMULATIVE TOTAL:

FUND CERTIFICATION: _____

DATE: _____

APPROVED BY: _____

Budget Officer

DATE: _____