



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
Office of the Chief Financial Officer  
Finance Office

October 20, 2011

MEMORANDUM TO: Line Office CFOs and Office Directors

FROM: Jon P. Alexander   
Director, Finance Office/Comptroller

SUBJECT: User Fee Now Required to Include Treasury Financial  
Management Service Revenue Collection Expenses  
Policy Memorandum 12-01

**Background:**

Office of Management and Budget Circular A-25, *User Charges*, requires that Federal agencies establish and assess user charges for any Government provided goods, resources or services that convey special benefits to recipients beyond those accruing to the general public. Except when prohibited or restricted by existing law, A-25 stipulates that user charges should recover the full cost to the Federal government of providing the service, resource, or good when the Government is acting in its capacity as sovereign. "Full cost" includes all direct and indirect costs to any part of the Federal government of providing a good, resource, or service.

The Department of the Treasury Financial Management Service (FMS) collects these user charges on behalf of NOAA and charges NOAA for the cost of its collection services.

**Purpose:**

The purpose of this policy memorandum is to establish the requirement for NOAA user charges to include the cost of FMS user charge collection costs.

**Policy:**

Each NOAA user charge should include a \$0.48 cost for FMS collection costs. This cost should be added to all user charges except those exempt from full cost recovery and should be included on line D.2 of *Exhibit 9-1: NOAA Product/Service Cost Computation Form*, which is available on the NOAA Finance website at <http://www.rdc.noaa.gov/~finance/Finance%20Handbook.htm>. Please revise your existing user charges and the respective supporting cost computation forms to include the FMS collection costs.

If you have any questions on this matter, please contact Mike Van Deusen of the NOAA Financial Policy and Compliance Division by telephone at 301-444-2174 or by e-mail at [Michael.e.vandeusen@noaa.gov](mailto:Michael.e.vandeusen@noaa.gov).