



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

National Policy Memorandum

**Assistant Secretary - Indian Affairs
Deputy Assistant Secretary – Management
Office of Budget and Performance Management**

Number: NPM-BUDG-03

Effective: OCT 17 2014

Expires: OCT 17 2015

Title: Funds Transfer (Internal) and Reprogramming Policy

1. Purpose

The purpose of this memorandum is to establish a funds Transfer (Internal), Budgetary Latitude and Reprogramming policy based on the Indian Affairs Manual (IAM) Part 26, Chapters 3 and 5.

2. Scope

This policy applies to all Indian Affairs (IA) headquarters, field, and program staff under the authority of the Assistant Secretary - Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE).

3. Policy

Reprogramming will comply with legal restrictions, Congressional reprogramming, and Departmental guidelines. See IAM Part 26 Chapter 5: Reprogramming Rules and Limitations. The annual budget justifications are IA's representations to the Congress of the purpose and manner in which funds will be spent during the approaching fiscal year. They represent commitments by the President, the Secretary, and the Assistant Secretary as to the future course and level of programs of Indian Affairs. The justifications, testimony and statements for Appropriations Committees hearings, and Congressional actions including reports, embody the principal constraints and commitments for the correct use of appropriated funds that must be honored in carrying out programs. The Appropriations Committees have also established criteria for reprogramming to insure that commitments are met and Congress notified of significant changes. In addition, IA has established procedures for approving reprogramming actions that fall below the Congressional thresholds.

It is recognized that, because budget justifications precede the availability of funds and unanticipated events occur during the fiscal year, operating situations may arise that require changes in even the most carefully formulated plans. Accordingly, the Appropriations Committees have established guidance for reprogramming to allow reasonable flexibility in adjusting to such changes.

All Suballottees are authorized to request reprogrammings, but only for the amounts suballotted to them. The responsibility must be exercised at the highest level in each such organization.

Transfers are limited to the amount of available budget authority and are controlled by the Financial and Business Management System (FBMS).

4. Definitions

- a. Budgetary Latitude. The ability to deviate from the programs enacted in annual appropriations. This concept applies to relocations of funds, reorganization, and other departures from the programs described in the budget justification, the appropriation act, committee reports, or other supporting documentation.
- b. Reprogramming. Any significant departure from the program described in the Indian Affairs' budget justifications, including proposed reorganizations even without a change in funding. It includes the reallocation of funds from one budget activity to another; and where either House or Senate Appropriations Committee report displays an allocation of an appropriation below the activity level, that more detailed level shall be the basis for reprogramming. For construction and land acquisition accounts, a reprogramming constitutes the reallocation of funds from one project identified in the justifications or Committee reports to another. Movement of funding from one budget subactivity to another. For purposes of FBMS, a budget subactivity is defined as functional areas as appropriated (See Attachment 1 for Sample Committee Support Table - Stub Table).
- c. Internal Transfer. Movement of funding between functional areas that is not restricted.

156A2100DD AAHH001010 A0A901010.999900



156A2100DD AAHH54610T A0T901010.999900

Example shows a TPA Internal Transfer to a Tribal Fund Center.

- d. Reallocation. A form of internal transfer in which funds are moved from one fund center to another without a change in functional area.

156A2100DD AAHH001010 A0A901010.999900



156A2100DD AAK864641T A0A901010.999900

Example shows a reallocation to a SG Tribal Fund Center.

- e. Base allocation. A distribution of appropriated funds to a Tribal Priority Allocation (TPA) or Self Governance (SG) line of accounting.

156A2100DD AAK8000000/AAK864641T A0T920000.000000 – Budget Version 0/1



156A2100DD

AAK864641T

A0T924040.999900 – Budget Version 1

Example shows a base allocation to an SG Tribal Fund Center.

- f. FBMS Entry Document (FED). A document used to allocate, transfer, and reprogram appropriated funds (see Attachment 2).

5. Roles and Responsibilities

Roles and responsibilities are delineated on the following table.

Roles and Responsibility Matrix			
Central Office Budget	Central Office Programs	Regional Budget/Programs	OSG
<ul style="list-style-type: none"> Processes all Internal Transfers in V0 (and V1 at the 4 character Fund Center / 5 character Functional Area). Processes all Reprogrammings in V0 / V1. Enters Base Funds (TPA and Self Governance) to Tribal Fund Centers in V0 / V1. Enters all TPA Non-BASE Authority in V0/V1 at the 4 digit Fund Center at the SALT level. Enters all other funding to the SALT level in V0 / V1. 	<ul style="list-style-type: none"> Prepares FED documents for Internal Transfers*/Reprogrammings with OSG and Regional Budget/Programs in V0 / V1. 	<ul style="list-style-type: none"> Processes all Internal Transfers in V1 (at the 10 character Fund Center / 16 character Functional Area). Prepares FED documents for Internal Transfers*/Reprogrammings with OSG and Central Office Programs in V0 / V1. Transfers all TPA Non-Base Authority in V1 at the 10 character Fund Center / 16 character Functional Area at the SALT level. 	<ul style="list-style-type: none"> Coordinates Internal Transfers to Self Governance with Central Office Programs and Regional Budget/Programs the preparation of FED documents.
<p>* Transfers involving the Office of Self Governance will utilize Tribal Fund Centers see Attachment 3.</p>			

6. Background

Historically, the movement of funds between functional areas as appropriated has been considered to be a Reprogramming with the exception of funds moved to a TPA line or the Self Governance functional areas, which were considered Internal Transfers.

Base funds were distributed to TPA and Self Governance as outlined in the President’s Budget for the Fiscal Year. All other funding outside of Base Funds, Internally Transferred to TPA or Self Governance functional areas, was transferred as follows:

- a. Operation of Indian Programs funding to TPA or Self Governance functional areas.
- b. All other appropriated funding to Self Governance functional areas.

For TPA Internal Transfers Central Office Budget was responsible for processing Budget Version 0 (V0) transactions and Regional Budget or Program Offices were responsible for processing Budget Version 1 (V1) transactions.

For Self Governance Internal Transfers Central Office Budget was responsible for processing V0 transactions and the Office of Self Governance would obligate funding at the SALT level.

7. Going Forward

As a lesson learned from FY 2013, Internal Transfers to Self Governance in FY 2014 require the use of Tribal Fund Centers (See Attachment 3). This will keep transfers to Self Governance transparent, just as they are with TPA, with funds transferred directly to Tribal Cost Centers. Additionally, Internal Transfers to Self Governance outside of Base Funding will be required to maintain the original appropriated functional area.

For all Internal Transfers and Reprogrammings Central Office Budget will be responsible for processing V0 and V1 transactions with the exception of non-Self Governance V1 transactions being completed by Regional Office Budget staff.

As referenced in the National Policy Memorandum–NPM-BUDG-02, Indian Affairs policy is to maintain Budget V0 and Budget V1 in agreement. These two versions will be reconciled, at a minimum, monthly.

8. Approval



10/17/14

Thomas D. Thompson
Deputy Assistant Secretary – Indian Affairs (Management)

Date

Attachment 1 – Sample Committee Support Table (Stub Table)

DIVISION E - DEPARTMENT OF INTERIOR, ENVIRONMENT, AND RELATED AGENCIES
(Amounts in thousands)

	FY 2011 Enacted	FY 2012 Request	Conference
Financial management.....	513	506	506
Executive direction.....	16,219	15,947	15,947
Civil penalties.....	100	100	100
Total, Regulation and Technology.....	127,026	118,469	123,050
Abandoned Mine Reclamation Fund			
Environmental restoration.....	15,015	9,495	9,495
Technology development and transfer.....	5,751	3,550	3,550
Financial management.....	6,443	6,406	6,406
Executive direction.....	8,308	7,992	7,992
Total, Abandoned Mine Reclamation Fund.....	35,517	27,443	27,443
TOTAL, OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT.....	162,543	145,912	150,493
BUREAU OF INDIAN AFFAIRS			
Operation of Indian Programs			
Tribal Government:			
Aid to tribal government.....	31,886	30,541	30,541
Consolidated tribal government program.....	71,710	78,520	76,620
Self governance compacts.....	148,951	155,084	155,084
Contract support.....	219,560	195,490	219,560
Indian self determination fund.....	1,996	2,000	2,000
New tribes.....	310	315	315
Small and needy tribes.....	---	2,950	1,950
Road maintenance.....	26,390	25,431	25,431
Tribal government program oversight.....	8,786	8,762	8,762
Subtotal.....	509,589	497,093	520,163
Human Services:			
Social services.....	33,879	35,627	34,379
Welfare assistance.....	74,761	74,911	74,911
Indian child welfare act.....	11,053	10,867	10,867
Housing improvement program.....	12,598	12,619	12,619
Human services tribal design.....	430	430	430
Human services program oversight.....	3,900	3,373	3,373
Subtotal.....	136,621	137,827	136,579
Trust - Natural Resources Management:			
Natural resources, general.....	4,547	5,124	5,124
Irrigation operations and maintenance.....	11,910	11,939	11,939
Rights protection implementation.....	28,442	29,802	29,022
Tribal management/development program.....	6,782	8,651	7,717
Endangered species.....	1,248	1,247	1,247
Integrated resource information program.....	2,105	2,109	2,109
Cooperative landscape conservation.....	419	200	200
Agriculture and range.....	28,863	28,883	28,883
Forestry.....	43,644	44,195	43,644
Water resources.....	10,150	10,839	10,150
Fish, wildlife and parks.....	11,340	13,342	11,340
Resource management program oversight.....	6,632	6,121	6,121
Subtotal.....	156,082	162,252	157,496