



UNITED STATES
 NUCLEAR REGULATORY COMMISSION
 WASHINGTON, D. C. 20555

MAR 05 1990

MEMORANDUM FOR: Those on Attached List

FROM: Joyce A. Amenta, Director
 Office of Information
 Resources Management

SUBJECT: POLICY ON TRANSFER OF FUNDS TO THE OFFICE OF INFORMATION
 RESOURCES MANAGEMENT FOR UNBUDGETED REQUIREMENTS

With regard to paying for administrative items, e.g., microcomputers, software, and ADP systems development projects, the EDO's September 29, 1988 policy (attached) is still applicable. This policy emphasizes that the Offices and Regions work with IRM during formulation of the budget so IRM can plan for these items in advance. However, in the past few weeks, a number of questions have been raised regarding the transfer of funds to IRM in order to satisfy requirements which have not otherwise been accommodated within the IRM budget. Accordingly, on those occasions where an office identifies a need for services during the current fiscal year that was not previously planned, the following procedure should be applied:

- Requests for unbudgeted services from IRM should be sent to my attention.
- Together with my staff, I will make a determination of the magnitude of the request and estimate the expected cost. We will then get back to you to discuss your priorities and determine if the request can be met by appropriate reprogramming from within the IRM budget.
- If, after exhausting this approach, we conclude that the request can not be met from within the existing IRM budget, I will formalize this conclusion in a memorandum to you.
- If you then choose to transfer funds, a request should be sent to the Director of Budget and Analysis, OC, with an appropriate statement regarding the impact to your Five-Year Plan programs. You should attach a copy of my memorandum to your request.
- The Controller will then inform you of the decision whether or not the funds will be transferred.

The Controller and the Deputy Executive Director for Nuclear Materials Safety, Safeguards and Operations Support have concurred in the above process.

Joyce Amenta
 Joyce A. Amenta, Director
 Office of Information
 Resources Management

Attachment:
 As stated

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