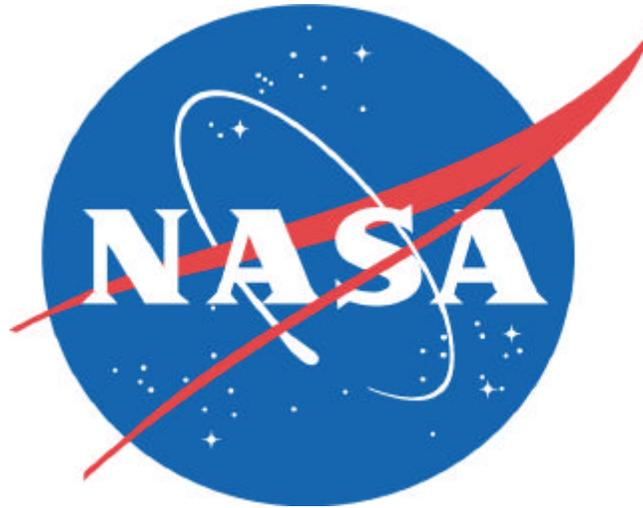


Responsible Office: NASA Office of Equal Opportunity Programs
Subject: OEOP Operational Budget Formulation and Approval



Office of Equal Opportunity Programs

Office Work Instruction

OEOP Operational Budget Formulation and Approval

Approved by: _____ original signed by _____
George E. Reese
Associate Administrator
Office of Equal Opportunity Programs

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1. Purpose

The purpose of this procedure is to ensure that the Office of Equal Opportunity Programs' (Code E) operational resources requirements are identified and adequately represented in the Headquarters budget development process.

2. Scope and Applicability

2.1 This OWI pertains to the following operational budget components:

- (a) Employment discrimination complaint investigation and related expenses (FS 41 and FS 43);
- (b) Travel requirements for Code E staff (FS 42)
- (c) Support of Special Emphasis Programs (FS 43)

2.2 This OWI applies to all the organizational components of Code E.

3. Definitions

3.1 AA/DAA – Associate Administrator/Deputy Associate Administrator

3.2 Code C - Office of Headquarters Operations

3.3 Code CFB – Headquarters Business Management Division, Office of Headquarters Operations

3.4 DD - Division Director

3.5 Code C Call Memorandum—Fiscal year budget preparation memorandum issued from Code C requiring all Headquarters offices to provide budget data to be included within the proposed NASA annual budget for the upcoming fiscal year

3.6 Code E - Office of Equal Opportunity Programs

3.7 Code EC - Discrimination Complaints Division, Office of Equal Opportunity Programs

3.8 Code EI - Affirmative Employment and Diversity Policy Division, Office of Equal Opportunity Programs

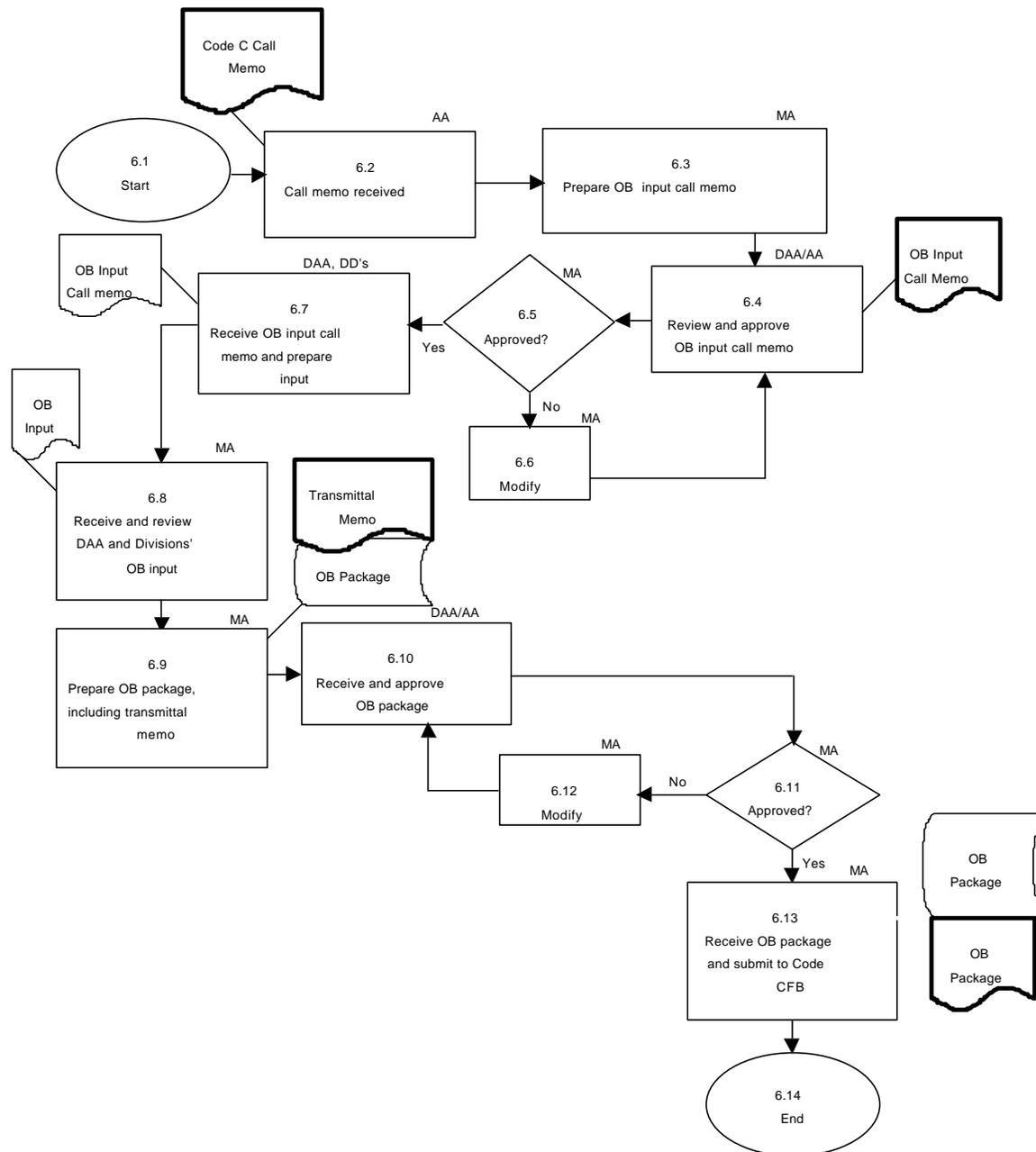
3.9 Code EU - Minority University Research and Education Division, Office of Equal Opportunity Programs

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- 3.10 FS 41 – Fund Source 41. These funds are specifically directed for use in supporting the investigation, mediation, analysis, and related expenses associated with the processing and adjudication of employment discrimination complaints for civil servants.
 - 3.11 FS 42 – Fund Source 42. These funds are specifically directed for use in supporting travel requirements for the Office of Equal Opportunity Programs (Code E).
 - 3.12 FS 43 – Fund Source 43. These funds are specifically directed for use in support of activities associated with Equal Employment Opportunity Special Emphasis Program (SEP) implementation, and the mediation, investigation, analysis, and adjudication of complaints filed by contingent workers.
 - 3.13 MA – Management Analyst. This is the professional staff member responsible for the preparation of the operational budget package.
 - 3.14 OB - Operational Budget
 - 3.15 OB package - the final set of operational budget requirements submitted to Code CFB by Code E in response to the Code C call memorandum. Data is transmitted electronically to Code CFB, and a memorandum is submitted separately.
4. **References (None)**

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5. Flowchart



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6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	Code E	Start.
6.2	AA	AA receives the Code C call memorandum. A copy of this call memo is retained as a quality record.
6.3	MA	The memorandum is received by the MA for preparation of Operational Budget (OB) input call memorandum. The MA prepares the OB input call memo to all Code E divisions requesting budget requirements input for travel, Special Emphasis Programs (SEP), discrimination complaint investigations, hearings, and analyses, as applicable to each division.
6.4	DAA/AA	The OB input call memo is reviewed for approval by DAA/AA. This decisions is made based on the DAA/AA's professional judgment, knowledge of the programs, and the OB input call memo's responsiveness to the Code C call memorandum.
6.5	MA	If OB input call memo is approved, the memo is issued to the DAA and EC, EI, and EU Division Directors for action. Proceed to 6.7.
6.6	MA	If OB input call memo is not approved, modifications are prepared. Proceed to 6.4.
6.7	DD	The DD receives OB input call memo and prepares input for submission to MA.
6.8	MA	MA receives and reviews DAA's and each Division's operational budget input. The review is conducted in accordance with the Code C call memorandum.
6.9	MA	MA prepares OB package, including transmittal memo.
6.10	DAA/AA	OB package is received by the DAA/AA for review and approval. The decision to approve the OB package is made based on the DAA/AA's professional judgment, knowledge of the programs, and the OB package's responsiveness to the Code C call memorandum.

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- 6.11 MA If OB package is approved, proceed to 6.13.
- 6.12 MA If OB package is not approved, modifications are requested and received, as appropriate, and incorporated into the OB package. Proceed to 6.10.
- 6.13 MA MA receives OB package and submits it to Code CFB. The data portion of the approved OB package is submitted to Code CFB electronically, with a hard copy transmittal memo sent simultaneously. A hardcopy of the electronic submission and the transmittal memo (OB package) are retained as a quality record.
- 6.14 Code E End

7. Quality Records

Record Identific.	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1C)	Retention/Disposition
Code C Call Memo	E	Code E	Hardcopy	Schedule 7, Item 21F	Destroy 1 year after close of fiscal year
OB Input Call Memo	E	Code E	Hardcopy	Schedule 7, Item 21F	Destroy 1 year after close of fiscal year
Transmittal Memo	E	Code E	Hardcopy	Schedule 7, Item 21F	Destroy 1 year after close of fiscal year
OB package	E	Code E	Hardcopy	Schedule 7, Item 21G	Permanent. Retire to Federal Records Center (FRC) by fiscal year when no longer needed for active reference or when 10 years old. Transfer to NARA when 20 years old.