



## Understanding the NPS Budget Cycle: SCC

August 30, 2006

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### Course Objectives

- Identify parts of NPS budget cycle, including SCC, PMIS and OFS
- Use SCC and other systems as tools to obtain funding
- Determine when to use PMIS vs. OFS

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### Course Objectives (continued)

- Describe why prioritization is important in OFS and PMIS and apply the two steps of banding and numerical ranking in PMIS
- Become familiar with PMIS and OFS SCC data quality checklists
- Describe how PMIS status and completion reports function and relate to components

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### Agenda

- NPS Budget Cycle
- Using SCC as Planning Tool for Obtaining Funding
- Entering a Need into PMIS vs. OFS
- Prioritization
- Data Quality
- Status and Completion Reports
- Closing Remarks & Class Credit

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### PMIS TEL Classes in 2006

- PMIS Town Hall Meeting  
April 26, 2006
- **Servicewide Comprehensive Call  
August 30, 2006**
- Creating an Effective PMIS Entry  
October 26, 2006

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### NPS Budget Cycle

- Video Clips (2)
- NPS Budget
- NPS Budget Process
- NPS Role in Federal Budget Process
- NPS Budget Cycle

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National Park Service 

**Video Clips**

- Planning Today for Tomorrow's Parks
- NPS: You Can Get There From Here

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National Park Service 

**Planning Today for Tomorrow's Parks**

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National Park Service 

**NPS: You Can Get There From Here**

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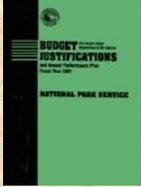
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## THE NPS BUDGET



The image shows the cover of a report titled "BUDGET and JUSTIFICATIONS" for the National Park Service. The cover is green and black with white text. It includes the text "BUDGET and JUSTIFICATIONS" and "NATIONAL PARK SERVICE".

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## DISCRETIONARY APPROPRIATIONS

- ONPS
- USPP
- Construction and Major Maintenance

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## DISCRETIONARY APPROPRIATIONS (cont'd)

- Land Acquisition and State Assistance
- National Recreation and Preservation
- Historic Preservation Fund

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### What are Mandatory Appropriations?

Congress has given revenue generating authorities with the expectation that NPS will utilize the authorities and report back

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### How do Mandatory Appropriations fit in the budget process?

- The reporting back to Congress is usually part of the budget formulation process:
  - Report actual and estimated future revenue in Greenbook,
  - Report accomplishment in Greenbook including obligations and examples,
  - Report success in meeting NPS goals,

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### Why Revenue Authorities? (Mandatory Appropriations)

- Congress established additional revenue sources and Congress:
  - Identified when to use an authority,
    - to support the use of park resources
    - to control or limit use
  - Establish why NPS should collect

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### Why Revenue Authorities? (continued)

–Identify what NPS should do with the revenues,

- What can revenue be used for,
- How we should account for the revenue – “No-Year”, dual accounting, etc.

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### Revenue Authorities

- Donations (1920)
- Quarters Rental (1984)
- Special Use Fee (1993)
- Air Tour Fee (1993)
- Film Location Fee (2000)
- Recreation Fee Demo (1996)
- Recreation Enhancement Fee (2004)

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### Revenue Authorities (continued)

**(National Parks Omnibus Management Act of 1998)**

- Concession Franchise Fee (1998)
- Commercial Use Fee (1998)
- Transportation Fee (1998)
- National Park Pass(1998)
- Others???

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### Common Threads in Mandatory Appropriations

- Congress has given us the authorities because:
  - They see a use of parks beyond the average tax payer’s use,
  - They see an individual or company profiting from public property,

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### Common Threads in Mandatory Appropriations (continued)

- They see the need to regulate use through a fee,
- They see extra services or work created by the use and believe the benefiting person should pay for the service or remedial actions,

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### Common Threads in Mandatory Appropriations (continued)

- Congress has told us to use the authorities:
  - To repair infrastructure and support the services that is being paid for,
  - Use these authorities so that the activity being paid for does not impact the parks base budgets,

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**Common Threads in Mandatory Appropriations (continued)**

- These authorities should supplement not supplant the parks base budgets, and
- Focus the revenues on high priority needs within the authority.

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**Common Threads in Mandatory Appropriations (continued)**

- Congress often requests their General Accounting Office (GAO) to report NPS use of a mandatory authority to:
  - Describe how the authority is being implemented,
  - Determine if the use of the authority is effective,
    - Obligation rate is a common measure
  - Establish if the revenues are following Federal government accounting standards, and
  - Determine if the authority is being implemented within the law.

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**For More Information**

- For background, read the legislation establishing the authority
- For NPS implementation of the authority
  - Director's Orders
  - Reference Manuals
  - Policy Memo's
  - Implementation Guidance
  - GAO Reports

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## NPS Budget Process

- Development of a Budget

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## THE NPS BUDGET PROCESS



It's Not This Simple!!

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## THE NPS BUDGET PROCESS



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### NPS Role in Federal Budget Process

- 1<sup>st</sup> Budget (Current Year Budget Execution)
- 2<sup>nd</sup> Budget (Congressional Review Process for Next Year)
- 3<sup>rd</sup> Budget (Budget Formulation for Year After Next)

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### NPS Role in Federal Budget Process

- Budget formulation activities illustrate the process

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Month	FY 07	FY 08	FY 09	Activity
February	2005	2006	2007	<ul style="list-style-type: none"> <li>● Conclusion of SCC for PMIS and OFS</li> <li>● Regional Review of PMIS and OFS, Prioritization</li> </ul>
March	2005	2006	2007	<ul style="list-style-type: none"> <li>● WASO Budget Review &amp; Analysis of OFS Requests</li> </ul>
Early-April	2005	2006	2007	<ul style="list-style-type: none"> <li>● DOI Secretary's Guidance</li> <li>● National Leadership Council Priority Setting Session</li> <li>● Government Performance Results Act (GPRA) Update</li> </ul>
Late April	2005	2006	2007	<ul style="list-style-type: none"> <li>● WASO Budget Office Prioritization of OFS Requests</li> </ul>
May	2005	2006	2007	<ul style="list-style-type: none"> <li>● Budget Submission to Department of Interior</li> </ul>
August	2005	2006	2007	<ul style="list-style-type: none"> <li>● Departmental Passback and NPS Appeals to Passback</li> </ul>
September	2005	2006	2007	<ul style="list-style-type: none"> <li>● Budget Submission to OMB</li> </ul>
October	2005	2006	2007	<ul style="list-style-type: none"> <li>● OMB Hearings</li> </ul>

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National Park Service				
Month	FY 07	FY 08	FY 09	Activity
November	2005	2006	2007	● OMB Passback
December	2005	2006	2007	● NPS Appeals to Passback
January	2006	2007	2008	● Preparation of Greenbook
February	2006	2007	2008	● Submission of President's Budget
March-May	2006	2007	2008	● Appropriation Subcommittee Hearings (House and Senate)
April-May	2006	2007	2008	● Congressional Budget Resolution ● Allocation of Funding Ceilings to Appropriation Subcommittees
June-August	2006	2007	2008	● Markup of Appropriations Bill and Votes (House and Senate)
September	2006	2007	2008	● Conference Committee to finalize Appropriations Bill
September-October	2006	2007	2008	● Passage of Appropriations Bill by Congress
October	2006	2007	2008	● Presidential Signature of Appropriations Bill into Law

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National Park Service				
Month	FY 07	FY 08	FY 09	Activity
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### NPS Budget Cycle

- Budget Cycle Highlights / SCC Purpose
- Role of PMIS and OFS in SCC
- Park/Unit SCC Responsibilities
- Regional SCC Responsibilities
- WASO SCC Responsibilities

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**Budget Cycle Highlights / SCC Purpose**

- Working on different stages simultaneously
- SCC is **formal** beginning of budget planning

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**Role of PMIS and OFS in SCC**

- SCC focuses on project (PMIS) and base operating (OFS) needs
- Issued in October; Due to WASO in February
- PMIS/OFS information used to formulate budget requests and respond to inquiries

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**Park/Unit SCC Responsibilities**

- Review guidance from WASO and regions
- Enter needs unaccounted for in PMIS and OFS
- Clean up data in existing needs

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**Park/Unit SCC Responsibilities  
(continued)**

- Approve and prioritize (PMIS + OFS) and lock prioritization (PMIS)
- Select eligible funding categories (PMIS)
- Submit funding components (PMIS)

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**Regional SCC Responsibilities**

- Establish SCC deadlines and region specific guidance for parks/units
- Notify park/units about SCC start
- Review and prioritize park/unit requests
- “Formulate” approved projects to appropriate fund source (PMIS)

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**WASO SCC Responsibilities**

- Issuing SCC memo from Director (WASO Budget)
- Create WASO Program Guidance (WASO Directorates)
- Reviewing and Posting WASO Program SCC guidance (WASO Budget)

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**Agenda**

- NPS Budget Cycle
- **Using SCC as Planning Tool for Obtaining Funding**
- Entering a Need into PMIS vs. OFS
- Prioritization
- Data Quality
- Status and Completion Reports
- Closing Remarks & Class Credit

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**Using SCC as Planning Tool**

5-Year Plans:

- Why??
- Who Requires?
- How to Build

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**NPS Goal: Five Year Project Plans in PMIS**

- Park level – plan by need not fund source
- Region level – prioritize by need, plan by fund source
- Servicewide level – a Five Year Plan by Greenbook Categories

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### Why 5-year Project Plans?

Required by:

- Congress
- Office of Management and Budget (OMB)
- Department of the Interior

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### Why 5-year Project Plans?

Accountability:

- Demonstrates the NPS has a logical, sequential, professional plan for continued funding of its diverse project needs.

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### Who Requires Five-year Project Plans?

Existing Five-year Plans:

- Line Item Construction
- Repair/Rehab

New Five-year Plans:

- Recreation Fees (REA)

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### Required 5-year Project Plans

- Budget Formulation Guidance – Attachment “G” required two programs to develop 5-year Plans:
  - Line Item Construction
  - Repair/Rehab

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### Required 5-year Project Plans (Continued)

Attachment “G”

- Revised every year (May),
- Identifies the Objectives for that 5 Year Plan,
- Defines terminology – deferred maintenance,
- Establishes the DOI Criteria and ranking,
- Requires a specific reporting in a format
  - The next budget cycle 5-Year Plan,
  - A datasheet (word datasheet under Reports in PMIS)
  - Completion Report for previous 5-Years

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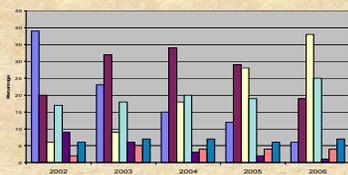
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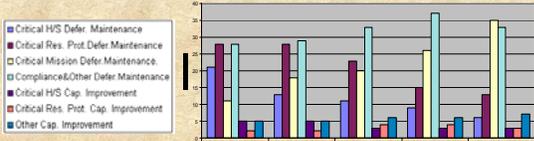
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### Two 5-Year Plans: Repair & Rehab




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**How Does the NPS Build a 5-year Plan?**

- Park enters, prioritizes, completes fund source criteria and submits its project needs in PMIS for the next five years
- Regions review, formulate projects to specific fund sources and may prioritize,
- WASO programs review and either concur with regional formulated 5-year plans or approves projects and formulated plans and moves them forward for upper level approval.

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**Complexity of Developing a 5-year Plan**

- 5-year plans are developed in three different ways depending on where decision-making resides:
  - 5-year plans of some programs are formulated and funded at the regional level,

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**Complexity of Developing a 5-year Plan  
(continued)**

- Some 5-year plans are formulated at the regional level and reviewed/concurred with by WASO, or
- A few 5-year plans are approved solely at the WASO, by DOI or Congress.

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### Tools to Produce 5-year Plans

- Park prioritization, requested funding year and eligible funding sources,
  - Funding source criteria gives additional information to program managers
- Regions assign projects to 5-year plans by formulating to a funding source, and
- WASO reviews and approves 5-year plans by funding source,

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### What are my park's project needs for the next five years in PMIS?

In PMIS use  Report

- Choose
 

Classic Reports

  - Project and Component Data Spreadsheet
  - DOI Maintenance and Construction Plan Project Data Sheet
- Under Project Identification:
 

Project Identification

Review Status: Park-reviewed AND Higher

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### What is my park's project needs for the next five years in PMIS? (Continued)

- Under Project Location:
 

Project Location

Regional Directorate  
Regional Directorates 1

Park Alpha Codes  
Select ONE or More  
ABELL  
ACAD  
ADMN  
ADMN

  - Region
  - Park
- Under Funding Component Information:
 

Funding Component Information

Review Status: No Preference

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Funded Only  Unfunded Only  No Preference

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### What is my park's project needs for the next five years in PMIS? (Continued)

- At bottom of page click - [Search Funding Components](#)
- At a minimum choose:
  - ✓ Funding Component ID
  - ✓ Project Title
  - ✓ Project Contact Name
  - ✓ Project Review Status
  - ✓ Component Review status
  - ✓ Funding Component Requested FY
  - ✓ Funding Component Requested Amount
  - ✓ Formulated Fund Source

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### What is my park's project needs for the next five years in PMIS? (Continued)

Click Export Data [Export Data](#)

Sort the excel spreadsheet by  
Funding Component Requested FY

Some questions to ask:

- If all these were funded does my park have the resources to complete them in the years requested?
- Do they show a logical sequence?
- Have I updated my data?

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### How can project proposals in the 5-year plans help in budget formulation?

- Needs are no longer nebulous but specific,
- Supporting documentation make the need "real",
- Justifies to Congress the continuing project funding need,

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**How can project proposals in the 5-year Plans help in budget formulation? (continued)**

- Demonstrates strategic management of resources,
- Illustrates NPS has a prioritized plan, and
- A Servicewide 5-Year plan shows no park will be left behind.

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**How can project proposals in the 5-year Plans help in budget formulation? (continued)**

- 5-year plans also identify unmet project needs that may serve as the basis for new appropriations requests

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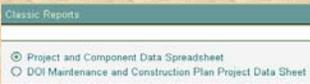
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**Which of your projects are in a 5-year plan?**

In PMIS use 

- Choose 
  - Project and Component Data Spreadsheet
  - DOI Maintenance and Construction Plan Project Data Sheet
- Under Project Identification: 
  - Review Status:

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### Which of your projects are in a 5-year plan? (Continued)

- Under Project Location:
  - Region
  - Park

Project Location

Regional Directorate  
[Regional Directorates]

Park Alpha Codes  
[Select ONE or More]

ABLI  
ACAD  
ADAM  
ADMIN

- Under Funding Component Information:
 

Funding Component Information

Review Status: Region-reviewed AND Higher

Formulated FY Between: 2007 and 2011

Formulated Only | Not Formulated Only | No Preference

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### Which of your projects are in a 5-year plan? (Continued)

- Click [Search Funding Components](#)
- Choose at a minimum the following:
  - ✓ Funding Component ID
  - ✓ Project Title
  - ✓ Project Review Status
  - ✓ Component Review Status
  - ✓ Funding Component Requested FY
  - ✓ Funding Component Requested Amount
  - ✓ Formulated FY
  - ✓ Formulated Fund Source

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### Which of your projects are in a 5-year plan? (Continued)

Click Export Data [Export Data](#)

Sort the excel spreadsheet by Formulated FY and Formulated Fundsources

Some questions to ask:

- If all these were funded does my park have the resources to complete them in the years requested?
- Do they show a logical sequence?
- Have I updated my data?

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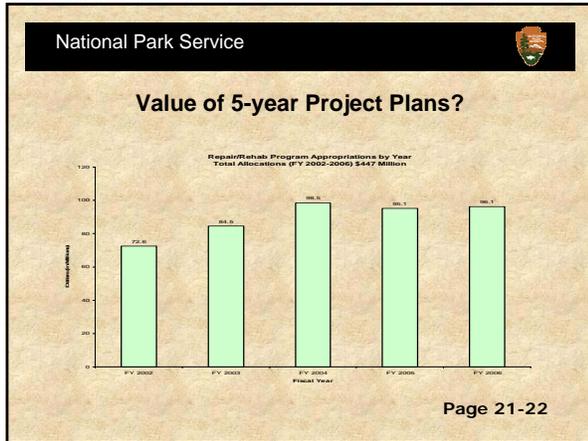
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- National Park Service
- ### Agenda
- NPS Budget Cycle
  - Using SCC as Planning Tool for Obtaining Funding
  - **Entering a Need into PMIS vs. OFS**
  - Prioritization
  - Data Quality
  - Status and Completion Reports
  - Closing Remarks & Class Credit
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- ### OFS
- The SCC focuses on a single FY for budget requests due to the timeline required to prepare and clear the annual NPS Budget Request (Green Book)
  - Project proposals in PMIS may also have an associated recurring base funding requirement that needs to be identified in OFS for a FY other than the one that is the focus of the current SCC
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### OFS - Examples

- The SCC focuses on a single FY for budget requests due to the timeline required to prepare and clear the annual NPS Budget Request (Green Book)
- Project proposals in PMIS may also have an associated recurring base funding requirement that needs to be identified in OFS for a FY other than the one that is the focus of the current SCC

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**"Eighty Percent of Success is showing up!"**

**- Woody Allen**

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### Entering Needs into PMIS vs. OFS

- Recap on PMIS vs. OFS needs
- Benefits of PMIS and OFS use
- Interfaces with PMIS and OFS
- PMIS/OFS contributions to Budget Cycle

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### Recap on PMIS and OFS Needs

- PMIS and OFS official budget formulation systems
- PMIS = non recurring; distinct beginning and end
- OFS = recurring; no distinct end

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### Benefits of PMIS and OFS Use

- Intranet based
- Consistency Servicewide
- Objective and transparent
- Resource for creation of entries
- Available year round
- Demonstrates NPS backlog
- Assists with creation of NPS budget requests

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### Interfaces with PMIS and OFS

- Enhances efficiency
- Reduces redundant data entry
- Current Interfaces
  - PMIS: OFS, PR&P, PEPC, NPS Focus
  - OFS: PMIS, Park Net/Inside NPS, PMDS
- PMIS Future Interfaces

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**PMIS/OFS Contributions to Budget Cycle**

- Centralized way to identify and manage the needs from point of entering a request thru funding receipt
- Eases response to internal/external inquiries

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**Differences Between OFS and PMIS**

- Recurring Needs – OFS
- Non-recurring Needs – PMIS
- When To Use Links Between Systems

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**Differences Between OFS and PMIS  
(cont'd)**

- Visitor Center Construction/Operations (PMIS/OFS)
- Repair Rehabilitation Funding (PMIS requests provide backup for OFS repair/rehab program increase request)

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### Differences Between OFS and PMIS (cont'd)

#### When to Establish a Link Between Systems:

- Needs exist because of new or increased recurring operational costs
- Needs exist because of budget shortfalls

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### Important Points

- Few exceptions to the business rule of what is entered in each system

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### Some "Recurring" Needs that Should be Entered in PMIS

- Cyclic Maintenance
- Volunteers In Parks
- Cost of Collection
- Equipment Replacement

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**Few Instances When “Non-Recurring” Needs Should be Entered in OFS**

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**Agenda**

- NPS Budget Cycle
- Using SCC as Planning Tool for Obtaining Funding
- Entering a Need into PMIS vs. OFS
- **Prioritization**
- Data Quality
- Status and Completion Reports
- Closing Remarks & Class Credit

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**Prioritization**

- Prioritization in PMIS
- Prioritization in OFS
- Recap on PMIS vs. OFS Prioritization

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### Prioritization in PMIS

- Why Prioritization?
- Why Two Step Prioritization?
- Banding: Weighted Questions
  - Question by question examination

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### Why prioritization?

- Demonstrates strategic planning,
- Illustrates relative importance of needs,
- Separates the “wants” from the “needs”,
- Makes the need relevant when placed among needs Servicewide,

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### Why prioritization? (continued)

- Establishes NPS can make the tough short-term decision yet address all needs over the long term,
- Illustrates NPS has a prioritized plan, and
- Servicewide prioritization shows although we have diverse park units, we have a common mission.

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### Why Two Step Prioritization?

- History of why prioritize...who wants this?
  - Office of Management and Budget because it shows NPS is managing our fiscal resources responsibly,
  - Congress because increases in funding or opportunities for revenues should address high priority needs,

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### Why Two Step Prioritization? (continued)

- Aids Park Managers in numerically prioritizing large numbers of project needs,
- Allows Fund Source Managers and Regional Offices to judge the relative merits of projects and to report accountable use of funds, and
- Assists NPS directorate because it helps in making the tough choices,

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### Why Banding?

- Banding
  - Defines how this need fits in with other needs Servicewide needs based on consistent criteria,
  - Correlates project needs with respect to NPS,

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### Why Banding? (continued)

- Illustrates the urgency of the need, and
- Organizes the projects into 3 bands from which a park can begin numerical prioritization.

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### Why Numerical Priority?

- Numerical Priority
  - Determines how this need fits in with other park needs in a single listing of priorities,
  - Correlates project needs with respect to the park's mission,

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### Why Numerical Priority? (continued)

- Shows if the need has other drivers,
  - *Part of a partnership*
- Illustrates urgency of the need, and
  - *Park is under a court order*
- Shows the parks sequence and plan to address needs.
  - *Park has to acquire the land before they build the dock*

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### Banding: Weighted Questions

- Seven Banding Criteria
  - Auto-generated by answers to questions,
  - Questions are weighted to show relative mission criticality,
  - Always defaults to “not applicable” – a misnomer,

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### Banding: Weighted Questions (continued)

- Provides a project banding for use as a relative tool in assessing numerical priorities,
- Project band that should correspond and be supported by the narratives.

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### Banding Question One

#### Health and Safety

- The project corrects a documented problem that has resulted in loss of life or catastrophic injury
- The project addresses a serious threat or injury to public and/or employee health or safety
- The project addresses threats of injury to public and/or employee health or safety
- Not Applicable

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National Park Service 

### Banding Question Two

**Visitor Experience**

- The project corrects a serious deficiency in a visitor service necessary to provide the desired experience
- The project addresses a visitor service necessary to achieve the desired visitor experience
- The project addresses a visitor service necessary to maintain the desired visitor experience
- Not Applicable

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National Park Service 

### Banding Question Three

**Threats to Resource**

- The project addresses potentially severe damage to or loss of a resource; additional loss is ongoing and complete loss or impairment of the resource will occur within the next 1-2 years
- The project addresses potentially severe damage to or loss of a resource; the resource will be lost or impairment will occur if action is not taken within the next 2-5 years
- The project addresses potentially severe damage to or loss of a resource; the resource will experience significant adverse impacts but not irreparable loss or impairment within the next 5 years
- Not Applicable

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National Park Service 

### Banding Question Four

**Significance of Resource**

- The project focuses on a resource or activity that is identified in the enabling legislation or executive order establishing the park
- The project focuses on a resource or activity that is designated as being nationally significant and is not identified in the enabling legislation or executive order establishing the park
- The project focuses on a resource or activity that is regionally or locally significant and is not identified in the enabling legislation or executive order establishing the park or whose significance needs to be determined
- Not Applicable

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National Park Service 

### Banding Question Five

**Judicial and Regulatory Mandates**

- The project responds to a court order or a citation from a regulatory body
- The project responds to a warning or proposed action from a judicial or regulatory body
- The project addresses a condition that may be subject to action by a judicial or regulatory body
- Not Applicable

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National Park Service 

### Banding Question Six

**Provide for Information Needs**

- The project provides information to park management about key resources or is necessary for critical decision
- The project provides basic information to park management about resources for routine decision-making
- The project expands existing knowledge about resources for park management
- Not Applicable

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National Park Service 

### Banding Question Seven

**Partnership and Stakeholder Support**

- The project demonstrates support from stakeholders or partnerships with a commitment for financial or in-kind support
- The project demonstrates support from stakeholders or partnerships and negotiations for financial or in-kind support
- The project demonstrates support from stakeholders or partnerships and has the potential for financial or in-kind support
- Not Applicable

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National Park Service 

**Banding – Who,What,How and ....Why:**

- **Who** – Person entering the project answers the questions and person park approving the project is concurring the answers to the banding questions,
- **What** –banding is on the whole project not a single component,
- **How** – choosing radio button answers,
- **Why** - ??????

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National Park Service 

**Banding – ....Why?**

- Provides consistent relative project prioritization across the NPS based on standardized criteria that sets the stage for park numerical prioritization,
- **OMB has directed NPS to institute a Servicewide prioritization method and asks for the project's relative Servicewide priority,**
- Regions and Program Managers use banding as one of the criteria when approving and formulating projects,
- **Establishing project priority is an auditors recommendation,**
- A "not applicable" begs the question " If the project has nothing to do the NPS mission or can not find something applicable in the seven questions, why should it be funded?"

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National Park Service 

**Other Prioritization in PMIS**

- DOI Criteria – a weighted rank by % of project dollars on each factor

Deferred Maintenance Percent Values		Capital Improvement Percent Values	
Critical Health and Safety Deferred Maintenance	0%	Critical Health and Safety Capital Improvement	0%
Critical Resource Protection Deferred Maintenance	0%	Critical Resource Protection Capital Improvement	0%
Critical Mission Deferred Maintenance	100%	Other Capital Improvement	0%
Compliance and Other Deferred Maintenance	0%		

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### Prioritization in OFS

- Occurs annually (park/region)
- Completed for entire request (park/region) and individual components (park)
- Corresponds to the park's management plans

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### Prioritization in OFS (continued)

- Completed independently of budget climate or budget initiatives
- Available to internal and external stakeholders

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### Recap on PMIS vs. OFS Prioritization

- Reflect needs and ability to accomplish activities associated with the need
- Important to keep priority list stable and communicate with stakeholders in manner consistent with PMIS and OFS
- Funding **can be** contingent on factors outside of prioritization

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National Park Service 

**Agenda**

- NPS Budget Cycle
- Using SCC as Planning Tool for Obtaining Funding
- Entering a Need into PMIS vs. OFS
- Prioritization
- **Data Quality**
- Status and Completion Reports
- Closing Remarks & Class Credit

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National Park Service 

**Data Quality and Data Management**

- **Data Quality - Initial Project Entry**
  - the accuracy and completeness of the project information, including cost information
- **Data Management – An Ongoing Activity Affecting Data Quality**
  - Monitoring the accuracy of project information already in PMIS or OFS, including deleting duplicate or superseded project proposal

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National Park Service 

**Data Quality ....Why?**

- Directly impacts the likelihood of obtaining project and operating funds,
- Allows project proposals to advance for higher level review without delays caused by inaccurate or incomplete data,
- Supports accountability by accurately identifying needs and their costs, and the actual investment in meeting them.

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**Data Quality ....Why? (continued)**

- Ensures the credibility of your particular request,
- Ensures the credibility of a fund source's 5-year plan,
- Ensures the credibility in NPS reporting

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**Data Quality ....Why? (continued)**

- PMIS and OFS are used to provide real time reports to the NPS,DOI, OMB, Congress and others
  - Enter new needs as soon as they are identified and park approve but don't submit, so there is a complete set of needs,
  - Enter status and completion reports,
  - Regions and WASO staff need to ensure review, approval, formulation and funding information is up-to-date.

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**Data Quality ....Why? (continued)**

- Correct consistent use of data fields enables an enterprise architecture of NPS software systems,
  - PMIS and OFS are currently working on interfaces with FMSS, PEPC and AFS3,
  - PMIS has successfully interfaced with NPSFocus.

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**PMIS Checklist for SCC**

- Review of Projects
- Mark Components Funded
- How/When to Delete Projects/Components
- How/When to Submit Components
- Initial Planned FY/Requested Funding FY

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**PMIS Checklist for SCC (continued)**

- Cost Estimates
- Project and Component Entry
- Data Quality and Importance
- Banding
- Prioritization
- FMSS Parent Work Orders

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**PMIS Checklist for SCC (continued)**

- Historic vs. Non-Historic
- Eligible Funding Categories
- Deferred Work
- Status and Completion Reports

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### OFS Checklist for SCC

- OFS Administrators
- Current Needs Identified
- Cost and FTE Estimates Valid
- PWE Selections Support the Operating Request
- Earliest Funding Year
- Prioritization

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### OFS SCC Checklist (continued)

- OFS Administrators at each park/office should keep their list of users current through "User Manager"
- Users should keep their own profiles current

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### OFS SCC Checklist (continued)



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**Showing Accomplishment**

- Provide park/units, regions, and WASO with information for Project Funding Components
  - tracking where a project is in the execution process,
  - Identifying delays or problems.

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**Showing Accomplishment (continued)**

- Computerized reports minimizes the need for short turn-around reports from project or field managers by providing regions and WASO with current and accurate information.
- Enables the NPS to defend and or justify money spent to date and demonstrates the return on investment from the work done.

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**Showing Accomplishment (continued)**

- More and more frequently, GAO, OIG and other auditors are requesting computer generated reports,
- Increasingly, status and completion reporting is being tied to continued or additional funding from a fund source.

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National Park Service

### Status Reporting Step 1



**STEP 1:** Click on the **New** icon to display **this Status Report screen**.

**IMPORTANT!** Status Reporting is an essential element of performance management. PMIS Status Reports should be completed by the project manager at each critical project milestone.

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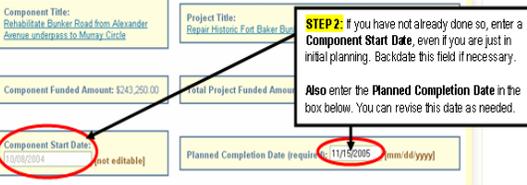
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National Park Service

### Status Reporting Step 2



**STEP 2:** If you have not already done so, enter a **Component Start Date**, even if you are just in initial planning. Backdate this field if necessary. Also enter the **Planned Completion Date** in the box below. You can revise this date as needed.

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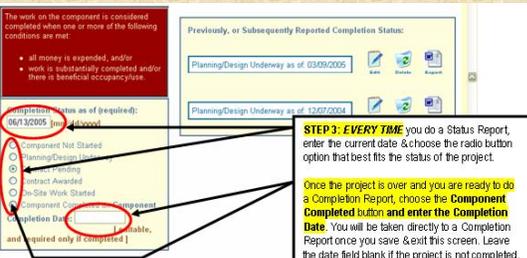
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National Park Service

### Status Reporting Step 3



**STEP 3: EVERY TIME** you do a Status Report, enter the current date & choose the radio button option that best fits the status of the project. Once the project is over and you are ready to do a Completion Report, choose the **Component Completed** button and enter the **Completion Date**. You will be taken directly to a Completion Report once you save & exit this screen. Leave the date field blank if the project is not completed.

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### Status Reporting Step 7

Check Spelling **Save Changes** Exit Process

**STEP 7: SAVE** your changes or they will be lost!

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National Park Service

### Completion Reporting Step 1

Click on the icon to attach a digital image from NPS Focus (final condition image may be attached to each Completion Report).

**STEP 1: First, complete a final Component Status Report.** In the Completion status box choose the Component Completed button and enter the Completion Date. PMIS will then activate the Completion Report icon and display this Component Completion Report screen.

**IMPORTANT!** Completion Reporting is an essential element of performance management. PMIS Component Completion Reports should be completed by the project manager within 30 days of completion of project work.

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National Park Service

### Completion Reporting Step 2

**STEP 2: Enter the actual obligations by Budget Object Class.** If you have multiple accounts, break out obligations by Budget Object Class for each account. If the work was completed by contract, also enter the Contract Number. Do not enter the projected figures from the approved cost estimate. PMIS will generate a total of the obligations entered, by account.

Obligations by Budget Object Class are found in AFSS; use the current Status of Funds Report or call the park Budget or Admin Officer for help.

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National Park Service

### Completion Reporting Step 3

**STEP 3:** Describe tangible, quantified project outcomes in narrative form. Enter the before and after numerical FCI values in the outcomes narrative. Also document remaining deficiencies, scheduling problems, and any changes from planned work.

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National Park Service

### Completion Reporting Step 4

**STEP 4:** Enter information pertinent to As-Built Drawings and/or Reports, if applicable to your project.

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National Park Service

### Completion Reporting Step 5

**STEP 5: IMPORTANT!** Select the Original Condition and the Condition at Completion.

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National Park Service

### Completion Reporting Step 6

**STEP 6:** Enter the date when the Superintendent actually certified the Completion Report as the **Approval Date**. Enter the Superintendent's full name to document the required **Supervisor's Certification**.

**SAVE your changes** so they won't be lost, and then print a copy for the Superintendent's files.

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National Park Service

### Showing Accomplishment (continued)

- Status and completion reports continue the "lifecycle" of managing a project or need,
- Establishes where the project is in the cycle,
- Reports success in the identified measurable results,

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National Park Service

### Showing Accomplishment (continued)

- May show adjustments needed as the project component was implemented.
- The completion report closes the funding cycle.

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**Showing Accomplishment (continued)**

- Allows for accurate reporting to internal and external entities:
  - Status and Completion Reports are used by the WASO Program and Budget offices is used to create numerous, formal reports such as the Waidman Report,
  - The data is used in Greenbook reporting of accomplishment

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**Showing Accomplishment (continued)**

- More and more frequently, GAO, OIG and other auditors are requesting computer generated reports,
- Increasingly, status and completion reporting is being tied to continued or additional funding from a fund source.

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**Agenda**

- NPS Budget Cycle
- Using SCC as Planning Tool for Obtaining Funding
- Entering a Need into PMIS vs. OFS
- Prioritization
- Data Quality
- Status and Completion Reports
- **Closing Remarks & Class Credit**

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**Remaining PMIS TEL Classes  
in 2006**

Current:

- How to Create an Effective PMIS Entry  
(October 26, 2006)

Planned:

- Re Broadcasts of PMIS Town Hall Meeting and  
Understanding the NPS Budget: SCC TEL  
(To Be Scheduled)

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**To Receive Credit for this Course**

- PRINT your name on the attendance  
roster
  
- UPON RECEIPT OF E-MAIL  
NOTIFICATION, complete the evaluation  
at <http://mylearning.nps.gov>

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