

# NOAA Procedures

## New Project Code Request Procedures

Final

September 2004

Project Code Request Procedures		
No.	Item	Value
1.	CAMS Project Code	<p>Enter the 7 character project code. For Example: A8K5B19</p> <ul style="list-style-type: none"> <li>The first character of the seven must be a letter "A" for fund 23 (ORF) and fund 24 (PAC) project codes.</li> <li>For the project code request for all other funds, the first character of the seven must represent the Line Office code who owns the money. The Line Office leading character codes are: <ul style="list-style-type: none"> <li>1 - NOS</li> <li>2 - NMFS</li> <li>3 - OAR</li> <li>4 - NWS</li> <li>5 - NESDIS</li> <li>6 - OFA</li> <li>7 - ONCO</li> <li>8 - NOAA Staff Offices</li> </ul> </li> <li>If a Line Office has funds transferred in from another Line Office and require a unique project code, request must go through the Line office who "owns the money" to assure that the correct program code is assigned to the project code.</li> <li>For project code request for NOAA-wide project (e.g., Miscellaneous Receipts), "N" must be the leading first character.</li> <li>For Construction Work In Progress (CWIP) projects, the 2<sup>nd</sup> character must be a "4" for ORF fund (01), and the 4<sup>th</sup> character must be an "F" for all other funds. Additional CWIP project request form must be completed and submitted from the following website: <a href="http://www.ofa.noaa.gov/%7Enbo/CWIP.htm">http://www.ofa.noaa.gov/%7Enbo/CWIP.htm</a></li> </ul> <p>Note: To avoid confusion with the numbers 1 (one) and 0 (zero), the letters "I" and "O" will not be used in establishing the project code.</p>
2.	Project Title	<p>Enter the project title (no more than 40 characters). Note: Many reports will only display the first 20 characters of the project title. For Example: Marine Sanctuaries</p>
3.	Project Type	<p>Enter the Project Type related to the Project Code. For Example: GEN For the current valid project types, refer to CAMS/FIMA Fund Code Crosswalk: <a href="http://www.ofa.noaa.gov/~cams/glinfo.htm">http://www.ofa.noaa.gov/~cams/glinfo.htm</a></p>
4.	CAMS Fund Code	<p>Enter the 2 character fund code related to the project code. For Example: 23 For the current valid fund codes, refer to CAMS/FIMA Fund Code Crosswalk: <a href="http://www.ofa.noaa.gov/~cams/glinfo.htm">http://www.ofa.noaa.gov/~cams/glinfo.htm</a></p>
5.	Fund Title	<p>Enter the Fund title. For Example: ORF (03/04)</p>

6.	CAMS Program Code	Enter the CAMS Program Code related to the project code. For Example: 01-02-01-000
7.	Program Title	Enter the Program Title related to the project code. For Example: Ocean Management
8.	Effective Begin Date	Enter the effective begin date for the project. <ul style="list-style-type: none"> <li>• This date determines the earliest date which can be used for any obligation or cost. Generally the first day of current fiscal year is appropriate and will be the default value entered by the Budget Office.</li> <li>• Keep in mind whether any prior year adjustments may be required in determining the effective begin date of the project.</li> </ul> For Example: 01-OCT-2002
9.	Effective End Date	Enter the effective end date for the project (Only used for funds with specific end date). For Example: 30-SEP-2004
10	WIP Project?	Yes or No. This is for projects funded on a reimbursable basis. Select "Yes" if the costs incurred for the project will be allocated by the Work in Process (WIP) allocation algorithm that assigns costs to customer orders. Select "No" if this is a reimbursable sales/fixed fee project or if, as a reimbursable project, the costs will not be allocated to customer orders through the WIP process.
11	Project Leader	Enter the project point of contact. For Example: John E. Quest

12	Field of Science Code	<p>Enter the 2 character field of science code and the description.  For Example: 39 - Environmental Science  The valid values are:  NA - Not Applicable if National Science Foundation code is 4 - Non Research and development.</p> <ul style="list-style-type: none"> <li>11 Astronomy</li> <li>12 Chemistry</li> <li>13 Physics</li> <li>19 Physical Science</li> <li>21 Mathematics</li> <li>22 Computer Science</li> <li>29 Math/computer Science</li> <li>31 Atmospheric Science</li> <li>32 Geological Science</li> <li>33 Oceanography</li> <li>39 Environmental Science</li> <li>41 Aeronautical Engineering</li> <li>42 Astronautical Engineering</li> <li>43 Chemical Engineering</li> <li>44 Civil Engineering</li> <li>45 Electrical Engineering</li> <li>46 Mechanical Engineering</li> <li>47 Metallurgy &amp; Material</li> <li>49 Engineering</li> <li>51 Biological</li> <li>54 Environmental Biology</li> <li>55 Agricultural</li> <li>56 Medical</li> <li>59 Life Science</li> <li>61 Biological Psychology</li> <li>69 Psychological Science</li> <li>71 Anthropology</li> <li>72 Economics</li> <li>75 Political Science</li> <li>76 Sociology</li> <li>79 Social Sciences</li> <li>80 Cryogenics (NIST)</li> <li>81 Measurement (NIST)</li> <li>82 Other Engineering (NIST)</li> <li>99 Other Science</li> </ul> <p>Multiple - Project supports several fields of science. Must identify the field of Sciences and the percentages.</p>
13	National Science Foundation Codes	<p>Enter the National Science Foundation (NSF) Code and Description.  The valid values are attached in a table at the end of this form.</p>

14	Strategic Goal Code/PPBES mission/Program/Activity	<p>Enter the NOAA Strategic Plan Goal and Description. For Example: 07 - Sustain Healthy Coasts</p> <ul style="list-style-type: none"> <li>If the project relates to more than one NOAA goal, list all related goals and the estimated percentage of each. (The total of all goals must equal to 100 percent.)</li> <li>00 - Infrastructure can only be used for projects in the Fund Code 02 or project codes which are xxP1xxx.</li> </ul> <p>The valid Strategic Goals Codes are:  00 - Infrastructure  01 - ASTWFS - Advance Short-Term Warnings and Forecast Services  02 - ISICF - Implement Seasonal to Interannual Climate Forecast  03 - PADCC - Predict and Assess Decade to Centennial Change  04 - PSN - Promote Safe Navigation  05 - BSF - Build Sustainable Fisheries  06 - RPS - Recover Protected Species  07 - SHC - Sustain Healthy Coasts</p>
15	CAMS Organization Code	<p>Enter the Line Office/Financial Management Center code of the project leader. For Example: 10-04 for Office of Ocean &amp; Coastal Resource MGT</p>
16	Customer Federal Agency Code	<p>For reimbursable projects with U.S. Federal customers, enter the customer's federal agency code. <u>For the current valid federal agency codes, refer to Agency Code Listing: <a href="http://www.ofa.noaa.gov/~cams/dwnld.htm">http://www.ofa.noaa.gov/~cams/dwnld.htm</a></u></p>
17	Is the Agreement Signed? Y/N	<p>For reimbursable project code request only, indicate whether the agreement has been signed.</p> <ul style="list-style-type: none"> <li>Reimbursable Project Codes will not be established unless a reimbursable agreement or a Temporary Work Authority (TWA) letter has been signed.</li> <li>If the reimbursable agreement has been signed, write down the reimbursable agreement number in this space.</li> </ul>
18	If No to 18, is there a letter of intent to fund the project? Yes__ No__	<p>Check "Yes" if a letter has been received indicating the customer's intent to fund the project. Temporary work authority (TWA) is available for 6 months, at which time a signed agreement is required. TWAs will be established with a uniform numbering scheme as follows: TWA-FY-FMC#(sequential number of TWAs for that FMC) e.g. TWA-2005-10-02-001.</p>
19	Requester (Name/Email)	<p>Enter the Requester's name and email address. For Example Annette Gray/Annette.Gray@noaa.gov</p>

20	CAMS Task codes	<p>Enter the task codes required. The task code is a three character field. Until further notice, the letter “P” must be the first character.</p> <p>Note: To avoid confusion with the numbers 1 (one) and 0 (zero), the letters “I” and “O” will not be used in the task code.</p> <p>The task code P00 will be established automatically by default, and should have the same title as the project title.</p>
21	Task Title	<p>Enter the task code title as appropriate (no more than 40 characters). Note: Many reports will only display the first 20 characters of the project title.</p> <p>To change the title for the task code P00, enter the appropriate title in the Task Title Block.</p>
22		<p>After completing the form, Email the form through the Line Office Management and Budget Office (of the Line Office owning the “money”) to the NOAA Budget Execution and Operations Division analyst assigned to the Line Office (by attaching the form to an Email).</p> <p>Note: The requester’s Email account must be the Line Office personnel authorized to request project codes.</p> <p>An example of a completed form has been attached.</p>

NSF Code	Description	Research	Development	Non R&D
2	100 % Applied Research	100%	0%	0%
3	100% Development	0%	100%	0%
4	Neither Research or Development	0%	0%	100%
5	80% Research, 20% Development	80%	20%	0%
6	60% Research, 20% Development, 20 % Neither	60%	20%	20%
7	40% Research, 40% Development, 20 % Neither	40%	40%	20%
8	20% Research, 40% Development, 40 % Neither	20%	40%	40%
9	40% Research, 60% Development	40%	60%	0%
10	60% Research, 40% Development	60%	40%	0%
11	60% Development, 40% Neither	0%	60%	40%
12	40% Development, 60% Neither	0%	40%	60%
13	20% Research, 20% Development, 60 % Neither	20%	20%	60%
14	20% Research, 60% Development, 20 % Neither	20%	60%	20%
15	80% Development, 20 % Neither	0%	80%	20%
16	20% Research, 80% Development	20%	80%	0%
17	20% Development, 80 % Neither	0%	20%	80%
18	20% Research, 80 % Neither	20%	0%	80%
19	50% Research, 50% Development	50%	50%	0%
20	50% Development, 50% Neither	0%	50%	50%
21	50% Research, 50% Neither	50%	0%	50%
22	90% Research, 10% Neither	90%	0%	10%
23	95% Research, 5% Neither	95%	0%	5%
24	95% Development, 5% Neither	0%	95%	5%
25	5% Research, 95% Neither	5%	0%	95%
26	10% Research, 90% Neither	10%	0%	90%
27	15 % Research, 85% Neither	15%	0%	85%
28	60% Research, 40% Neither	60%	0%	40%
29	40% Research, 60% Neither	40%	0%	60%
30	70% Research, 30% Neither	70%	0%	30%
31	30% Research, 70% Neither	30%	0%	70%
32	80% Research, 20% Neither	80%	0%	20%

CAMS Project Code Request Form		
No.	Item	Value
1	CAMS Project Code	
2	Project Title	
3	Project Type	
	Fund Code Crosswalk for Project Types	<a href="http://www.ofa.noaa.gov/~cams/glinfo.htm">http://www.ofa.noaa.gov/~cams/glinfo.htm</a>
4	CAMS Fund Code	
	Fund Code Crosswalk for Fund Codes	<a href="http://www.ofa.noaa.gov/~cams/glinfo.htm">http://www.ofa.noaa.gov/~cams/glinfo.htm</a>
5	Fund Title	
6	CAMS Program Code	
7	Program Title	
8	Effective Begin Date	
9	Effective End Date	
10	WIP Project?	Yes___ No___
11	Project Leader	
12	Field of Science Code	
13	National Science Foundation Code	
14	SP goal/PPBES mission/Program/Activity	/ / /
15	CAMS Organization Code	
16	Customer Federal Agency Code	
17	Is the agreement signed? Yes___ No___	Agreement Number:_____
18	If No to 18, is there a letter of intent to fund the project? Yes___ No___	TWA Number:_____
19	Requester name and Email address	

CAMS Task Codes	Task Title (For additional task codes, attach form and provide task codes and descriptions)
P00	