



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF THE
CHIEF FINANCIAL OFFICER

November 2, 2012

MEMORANDUM

SUBJECT: OCFO's Technical Guidance on FY 2014 National Program Manager Guidance and Annual Commitment Process

FROM: Kathy O'Brien /s/
Director, Office of Planning, Analysis, and Accountability

TO: Planning Contacts
Lead Region Coordinators
Senior Budget Officers

This memorandum transmits OCFO's Technical Guidance for developing the FY 2014 National Program Manager (NPM) Guidances and complements the policy memorandum issued by Barbara J. Bennett on October 25, 2012. As provided in the Technical Guidance, the NPM Guidances are to be completed by April 24, 2013, with drafts issued for public comment on February 15, 2013. OCFO's Technical Guidance sets forth guidelines for developing the FY 2014 NPM national areas of focus, program-specific guidance and operational measures. It also provides milestones for issuing draft and final FY 2014 NPM Guidances and negotiating performance targets for FY 2014 annual commitment measures.

The FY 2014 NPM Guidance process will be the first to incorporate the results of the agency's NPM Guidance Lean effort. The goal of this effort was to streamline the NPM Guidances to improve their effectiveness in communicating program national areas of focus and facilitating the development of regional work plans with states and tribes. As background, OCFO interviewed over 30 EPA senior headquarter and regional managers, as well as state representatives, to identify areas for improvement. This feedback was utilized in the July 2012 NPM Guidance Lean event and in subsequent agency workgroups to develop a framework for leaning the NPM Guidances. As a result of our collective efforts, the FY 2014 NPM Guidance process will include the following key changes:

- A common NPM Guidance format and new OCFO Overview to increase consistency and standardization and create shorter, more concise Guidances;
- A centralized process for identifying and incorporating agency-wide cross-program issues into the NPM Guidances to ensure meaningful consideration;
- Enhanced collaboration with regions during NPM Guidance development including the new agency review period; and
- Increased engagement with states and tribes throughout the NPM Guidance process.

Upon completion of the FY 2014 NPM Guidance process, we will examine lessons learned from implementing these changes and make adjustments to the FY 2015 NPM Guidance process, as appropriate.

Thank you for your continued involvement and support. I look forward to working with you to develop the FY 2014 NPM Guidances and continue to advance the agency's performance management efforts. If you have any questions, please contact Felicia Young at (202) 564-3254 or Marc Vincent at (202) 564-0876.

Attachment

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