

ACTION REQUIRED	KEY DATES	REQUIREMENT
Budget prepares memo outlining instructions for fiscal plans.	October	Initial OU fiscal plans due to Budget Division.
Not applicable.	October	Third-year and final-year Competence project reviews are conducted.
Answer OMB's questions on the budget request, provide briefings and tours	October/November	OMB reviews NIST budget request.
Prepare and review necessary materials.	October	Annual Performance Report material submitted to DoC.
Prepare documents resulting from analysis and inspection of various operations at NIST and brief CFO and NIST Deputy Director on findings.	October	End of year financial review.
Budget prepares memo outlining instructions on IE allocations.	October	Budget Division issues IE allocations.
Acquire copies and distribute to NIST management	November	DoC Performance Accountability Report published
Analyze passback, meet with Director on appeal and transmit appeal memo to DoC via TA. Answer questions on the appeal	November	OMB passback for the President's budget request.
Analyze final OMB resource allowance and begin preparation of President's budget request	December	OMB issues final budget levels
Budget works with NIST management on allocation decisions with respect to carryover funding	October - December	Allocation of STRS, ITS, CRF, & IE unobligated balances.
Assist in providing instructions.	December	Director issues instructions for Competence program proposals.
Prepare and review necessary materials, clear any budget materials.	December	Visiting Committee on Advanced Technology Review.
Budget prepares resource information and enters it into MAX	December/January	Insert budget data on PY, CY and BY into OMB MAX system
Review drafts of galleys and prepare updates to appropriation language, program information and performance data.	December/January	Draft and/or review President's budget materials
Budget prepares memo outlining instructions.	January	OUs submit Competence proposals to NIST Director.
Prepare documents resulting from analysis and inspection of various operations at NIST and brief CFO on findings.	January	First quarter financial analysis performed by Budget Division.
Reference SOY memo.	January	Second quarter update of OU fiscal plans due to Budget Division.
Budget coordinates preparation of detailed budget justification materials, and sends drafts to DoC and then OMB for clearance	January	Congressional budget formulation.
Budget seeks planning ceiling numbers from OUs and meets with NIST management before final ceilings are distributed.	February	FTE ceilings issued to OUs.
Budget prepare/reviews press release, prepares Qs and As, reviews one page summaries of initiatives in the President's budget request.	January/February	Budget rollout
Budget helps prepare Powerpoint presentation for Director's use at rollout briefing	February	Director briefs industry and trade association representatives on budget
Produce President's budget request.	February	NIST sends budget justification to DoC for transmittal to Congress.
Prepare backup briefing materials for witnesses; assist NIST director in murder board for himself or departmental witnesses	February/March	House & Senate Authorization hearings.
Prepare backup briefing materials for Secretary's hearing; assist NIST director in murder board for Secretary and himself	February - May	House & Senate Appropriations Subcommittee hearings.
Assist Director in decisions on Secretarial budget initiatives	March	Director makes final decisions on Secretarial budget
Prepare and review necessary materials, clear any budget materials	March	Visiting Committee on Advanced Technology Review.
Prepare various justification materials and exhibits for budget and annual performance plan for the Secretarial budget	March/April	Formulate and coordinate development of Secretarial budget request to DoC
Budget prepares memo outlining decisions and provides instructions.	April	Competence projects announced for upcoming fiscal year.
Prepare and review necessary materials.	April	OUs provide input for Annual Performance Plan to coincide with Secretarial budget submission.
Prepare documents resulting from analysis and inspection of various operations at NIST and brief CFO on findings.	April	Second quarter financial analysis by Budget Division.
Reference SOY memo.	April	Third quarter update of OU fiscal plans due to Budget Division.
Finalize production of Secretarial budget and prepare transmittal memo to send NIST budget to DoC	Mid-May	Submit NIST Secretarial budget request to DoC
Prepare Powerpoint presentation for budget rollout	May	NIST Director briefs DoC Budget Office on Secretarial budget request
Prepare and review necessary materials.	May	Annual Performance Plan developed and submitted along with the Secretarial budget request to DoC
Submit legislative proposals as necessary.	May	Congressional and Legislative Affairs requests legislative initiatives.
Budget prepares memo for call for IS initiatives	June	Budget Division issues instructions for submitting Institutional Support initiatives for upcoming fiscal year.
Budget prepares memo outlining instructions.	June	Institutional Support base level budget submissions for upcoming fiscal year due to Budget Division.
Assess House Committee mark, prepare impact statement, write all-staff email summarizing House Committee action.	June	House Appropriations Committee reports appropriations bill.
Assist DoC in writing NIST portion of Secretary's appeal to the Senate	June	Secretary appeals House action to Senate Appropriations Subcommittee.
Assess Senate Committee mark, prepare impact statement, write all-staff email summarizing Senate committee action.	June	Senate Appropriations Committee reports appropriations bill.
Prepare and review necessary materials, clear any budget materials	June	Visiting Committee on Advanced Technology Review.
Prepare and review necessary materials.	June	DoC Office of General Counsel requests list of possible major legislative initiatives.
Answer DoC Budget Office questions on the NIST budget request, provide follow-on briefings, tours, etc.	June/July	DoC Office of Budget reviews Secretarial budget request
Chiefs present IS initiatives to IS Review Board	July	Presentations made at special meeting
Budget prepares communication outlining instructions.	July	Tentative allocation of STRS, ITS, and CRF base funds.
Budget prepares communication outlining instructions.	July	Call for project (Budget Operating Plan) authorizations.
Budget issues call for carryover estimates.	July	OUs submit requests for estimated carryover of unobligated balances.
Assess Conference mark, prepare impact statement, write all-staff email summarizing conference action.	July	House & Senate conferees report on appropriations bill.
Prepare documents resulting from analysis and inspection of various operations at NIST and brief CFO on findings.	July	Third quarter financial analysis by Budget Division.
Reference SOY memo.	July	Fourth quarter update of OU fiscal plans due to Budget Division.
Analyze DoC passback on Secretarial budget request, meet with Director on appeal and prepare appeal memorandum for NIST.	July	DoC provides passback on Secretarial budget
Assess final DoC allowance	August	DoC provides final decisions on Secretarial budget to NIST
IS Review Board rank or prioritize the IS initiatives from prior meeting	August	Follow-up on questions generated from the IS initiative presentations in July

Budget prepares memo outlining instructions.
Prepare and review necessary materials.
Coordinate preparation of OMB budget materials
Budget makes changes from DoC review draft OMB budget and prepare final NIST budget materials

August
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August
September

Initial apportionment request transmitted to DoC.
Review and update of Annual Performance Plan for upcoming fiscal year.
Prepare draft of OMB budget and submit to DoC for clearance.
Budget request is transmitted to OMB.

Budget assesses current year IS budget and prepares materials for briefing NIST management

September

Budget Division presents recommendations on current year Institutional Support budget to NIST management.

Answer OMB questions about legislative proposals.
Director/Deputy Director makes final decisions on IS initiatives
Budget Division allocates approved IS initiatives to the Chiefs
Prepare email to all staff summarizing action.
Prepare and review necessary materials, clear any budget materials
Budget helps prepares Powerpoint presentation for Director's use at OMB hearing

September
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September/October

DoC Secretary transmits proposed Legislative Program to OMB.
Decisions are shared with Chiefs
Allocations of IS initiatives are made in the system.
President signs annual appropriations act or Continuing Resolution.
Visiting Committee on Advanced Technology Review.
OMB budget hearing on the budget request