

	<b>OFFICE OF MARINE AND AVIATION OPERATIONS</b> National Oceanic and Atmospheric Administration	POLICY 0801	VERSION 1.0
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		RESPONSIBLE POSITION CFO	

## CATEGORY 0800 – FINANCIAL MANAGEMENT AND BUDGET

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### 1. Purpose

- 1.1 This policy provides the Office of Marine and Aviation Operations requirement that all documents regarding financial management and budget are to be maintained within 'Category 0800 – Financial Management and Budget' of the Document Management System (DMS).

### 2. Scope

- 2.1 This policy applies to all documents regarding financial management and budget policies, procedures, instructions, and other relevant information.

### 3. Policy

- 3.1 All financial management and budget documents regarding policies, procedures, instructions, and other relevant information shall be maintained within 'Category 0800 – Financial Management and Budget' of the DMS to ensure valid documents are controlled and available, changes to documents are reviewed and approved by authorized personnel, and obsolete documents are removed.

### 4. Definitions

<b>Policy</b>	Overarching direction or principle of action to be followed by all departments of an organization when performing any function. (Policies are considered the top level (1) in the document hierarchy.)
<b>Procedure</b>	Specified way to carry out an activity or a process. (Procedures are level two (2) in the document hierarchy.)
<b>Instructions</b>	Detailed, often step-by-step, documentation which describes how to perform a specific task. (Instructions are level three (3) in the document hierarchy.)

### 5. Guidance

Associated documents will provide guidance.

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**6. Responsibilities**

Associated documents will provide responsibilities.

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**7. References**

No references associated with this policy.

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**8. Authority**

OMAO Policy 0101 – Document Management System

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**9. Effect on Other Documents**

None.