Guide to Preparing Funding Cables

Department of Commerce
International Trade Administration

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INTRODUCTION and BACKGROUND

INTRODUCTION

ITA funds control policy allocates funds at the Assistant Secretary level. The allocated funds are subdivided by allotments to authorize programs and organizations to incur obligations and expenditures. Funding Cables are used to provide allotments to overseas posts to fund operations and activities. The preparation of timely and accurate cables is an important part of the administrative control of funds process.

Using this Guide

This guide was prepared to assist in the cable development process. It consists of two sections:

- Section 1, ***Detailed Steps*****,** presents numbered, narrative descriptions of the step-by-step processes for generating a funding cable, including examples of data as it appears in a cable. This section is recommended for new or infrequent users.
- Section 2, ***Funding Cable Generation,*** is a quick reference, which provides samples of completed cables. The Detailed Steps are linked to the sample cables provided. This section is recommended for frequent users who are more familiar with the cable preparation process.

BACKGROUND

Funding Cable Process

The funding cable process consists of the following four phases:

- Funding cable generation by a designated Program Area (US&FCS, MAC, IA, MAS, and EX/AD) staff member.
- Verification of funding cable contents by OFM Accounting and National Institute of Standards and Technology (NIST) staffs.
- Verification of budget availability and input into the CBS system by NIST staff.
- Transmittal of the cable to State Department and input into the State Department financial system (Momentum) by State Department staff at post.

This guide describes the first phase of the process: the generation of the funding cable by a designated ITA Program Area staff member. Funding cables are generated using the Lotus Notes Cable Generation System, which provides a standard format for processing cables.

Content and Organization of Funding Cables

The content in the cable must be organized in a standard format (see sample cable in Section 2), as follows:

- Cable identification and distribution information, listed in individual fields and sections.

- Funding information and instructions to posts, if any, listed in numbered paragraph format. Information to be included consists of:

    - General budget authorization of the affected post(s), (always Paragraphs 1 and 2 of the cable).
    - Specific accounting information concerning the funding that is the subject of the cable (always Paragraph 3 and, if necessary, additional numbered paragraphs following Paragraph 3).
    - Instructions to the post(s), if any [instructional paragraph(s) would follow Paragraph 3 and any subsequent accounting paragraphs].

- Contact and documentation instructions listed in numbered paragraphs subsequent to accounting and instructional paragraphs, discussed above. Information to be included consists of:

    - Contact information for the cable originator.

  - Instructions related to documentation of obligations.
  - Contact information for the authorizing official.

- Origin information, that is, to whom the submitted cable should be returned.

It is critical that the content and formatting of a funding cable be correct; if not, cable processing will be delayed while OFM Accounting contacts the originator to obtain a corrected cable.

Performance (Turnaround Time for Funding Cable Processing)

Upon receipt of a funding cable by OFM Accounting from a Program Area, the funding cable is sent out through the Department of Commerce (DOC) Telecommunication Center (TCC) to the affected post(s) within 48 hours. State Department posts then typically make cable authority available within 24 hours.

The above turnaround time is based on there being no errors in the funding cable. If there are errors, the cable processing is delayed while OFM Accounting contacts the Program Area to obtain a corrected cable. The clock starts again when the Program Area returns the corrected funding cable to OFM Accounting.

Status of Cables

Questions about the status of any cable should be directed to OFM Accounting. In the near future, NIST plans to publish a cable log on the intranet which will provide the current status of all cables processed by OFM Accounting. Cables released without proper OFM Accounting review and approval will be recalled from the Department of State.

SECTION 1 - DETAILED STEPS

To prepare a funding cable, you must open a funding cable template in the Lotus Notes Cable Generation System (hereafter referred to as the Cable System). If you do not currently have access to this application, please contact the OCIO Help Desk on 202-482-1955 to gain access.

<u>Open a funding cable template</u>:

A. Access the Cable System. If this is the first time you have accessed the cable generation program, follow the instructions 1 through 5 immediately below; otherwise, skip to the B, below.
   1) From the toolbar, click on: File > Database > Open.
   2) Click the dropdown arrow and select CSD-HQ03/HQ/USFCS/USDOC.
   3) Scroll down until you reach the yellow “usfcs” folder; double-click on this folder.
   4) Scroll down until you find the Cable System listing; double-click on this listing.
      The Cable System application is now open.
   5) To fill out the template, proceed to Step 1 in the detailed procedure provided in the table below.

B. Double-click the Cable System icon on your workspace tab. The Cable System is now accessible.

Examples of cable data are presented as **bold** text.

Step	Action
1.	*Phase* I (cable generation) In the first half of a funding cable template, fill in the funding cable identification information: • The cable generation software automatically enters the date. • In the next column, enter the originator’s telephone number, which will be used in the event that OFM Accounting needs to contact the originator.
2.	On the next three lines, below the date, enter the name and organization of the originator and the approving officials. The last approving official should be OFM Accounting **(ITA/ACTVBARKSDALE).** Approvals must be obtained before the cable is forwarded to OFM Accounting for processing.
3.	In the subsequent section, the following boxes should be completed: • **Precedence** – A drop-down box is provided with the following choices: Flash (**NEVER** use this option as it is reserved for emergency situations), Immediate (transmission within one hour), Priority (transmission within two hours) and Routine (transmission within three hours). Leave blank for Routine Priority. • **Collective Number** – Leave blank. • **Passing Instructions, If Any** – This box is used to identify persons that should receive a copy of the outgoing cable. For example, in Headquarters, the identification of a recipient should consist of the room number of the telecommunications office in HCHB (room 6840) and the recipient’s name. • **Actions –** A drop-down box is provided with available embassies and consulates. Please select all receiving embassies and consulates. • **Info –** This box should contain three entries: **USOFFICE FSC BANGKOK, USOFFICE FSC CHARLESTON,** and **SECSTATE WASHDC**. • **Captions/Slug Lines** – Similar to **Passing Instructions, If Any,** this line includes recipients of copies of the cable, e.g., **Pass to 6840/Jbiggs.** Always insert the following: **Pass to B&F Section.** • **TAGS –** The first TAGS <u>must</u> <u>always</u> be the Admin TAGs: **BMGT, ABUD, and AFIN,** followed by

Step	Action
	the TAG of the affected country/embassy/post. A list of TAGS, including the region to which an embassy or consulate belongs, is contained in the Department of State Foreign Affairs Handbook, Volume 5, Handbook 3. Country Tags can be found at http://www.foia.state.gov/masterdocs/05fah03/tag0400.pdf and Admin Tags can be found at http://www.state.gov/documents/organization/89261.pdf.
4.	In the **SUBJECT** line, type descriptive text. This can be more than one line of continuous text; the first part must be FY XX (e.g., 08, 09 etc.) Budget Authorization ITA/BA-209T appropriation (e.g. 138/91250, 13X1250, etc). Example**: FY 08 BUDGET AUTHORIZATION ITA/BA-209T APPROPRIATION 138/91250.** Type in one: "**POST HELD FUNDS" or "WASHINGTON HELD FUNDS"** NOTES: - Post Held funds require allotment accounting (funds management) for the overseas post in the U.S. State Department financial system (Momentum). Allotment accounting provides financial records on available funds and status of obligations, expenditures, and unobligated balances. – Washington Held Funds (also known as Headquarters Held or 996 authorizations) do not require allotment accounting by the overseas post in the U. S. State Department financial system (Momentum). All Washington Held funding cables must include an obligation number which is assigned by US & FCS or obtained from OFM Accounting. Include this number in the next sequentially-numbered section of the funding cable.
5.	In the **ORIGIN** line, enter the following: **2130/DOC/ITA/OFM/VBARKSDALE.**
6.	Enter budget authorization information (always numbered Paragraphs 1 and 2) as follows: a. Budget authorization date (always labeled Paragraph 1) – Type the date of this budget authorization in MM/DD/YYYY format, for example, 10/01/2007. The paragraph should look like this: 1. **DATE OF BUDGET AUTHORIZATION: 10/01/2007** b. Authorization time frame (always labeled Paragraph 2) – Type the authorization time frame in the following format, changing dates as appropriate (NOTE: The time frame is usually the current fiscal year): 2. **YOU ARE AUTHORIZED TO INCUR OBLIGATIONS AND/OR EXPENSES DURING THE PERIOD BEGINNING OCTOBER 1, 2007, AND ENDING SEPTEMBER 30, 2008.**
7.	Type in all accounting information (always labeled Paragraph 3 related to this funding authorization, including the following: • **APPROPRIATION:** In the format 13YCCCC, where 13 indicates the DOC, Y indicates the funding time frame (e.g., X = no year, 8 = FY 2008, 8/9 = 2-year funding starting in FY 2008 and ending in 2009), and CCCC indicates this particular appropriation. For example, **138/91250** • **TREASURY BUREAU CODE:** Always 02 indicating ITA. • **CHANGE NUMBER:** Type "Initial" or the number indicating the sequential number of actions affecting the authorized funding (the initial authorization is change number 1) at a post for a specific Allotment, Operating Allowance, and Project. All future actions affecting a cable will be assigned a new change number, even if the amount of the authorization is not changed. For example, if the change only affects the text in the cable or the credit card authorization a new number is assigned. NOTES: A funding cable may have more than one Fund Authorization with different change

Step	Action
	numbers, for example, if a funding cable includes both operations and administration (O&A) funding and representation funding. • **NET INCREASE:** The amount of this budget authorization, in U.S. dollars (USD). • **ALLOTMENT:** Use one of the following four formats: **Standard Format** - FFPPP (FF = Fund Code, PPP = Post Code) The Standard Format is used by US & FCS for all Post Held funding cables, except for the Development Banks and the IT Liaison Units. The Standard Format is also used by IA and MAC to provide funds to their overseas offices. (i.e., IA-China, Korea & Switzerland; MAC-China, Japan, Belgium, & SABIT Posts in Moscow, Kiev and Almaty) **Exception Format** - FFPPPDB or FFPPPIT (=Standard Format + DB or IT (DB = Development Banks & IT = IT Liaison Units)) The Exception Format is use only by US & FCS to provide Post Held Funding to overseas Development Banks and IT Liaison Units. **Adhoc Format** – FFPPPOOOOOOOOOO (= Standard Format + 1st 10 digits of CBS Org Code) The Adhoc Format is used by MAS, MAC and IA when sending Post Held funds to overseas posts which do not use the Standard Format. (See description of Standard Format above to determine when IA and MAC use the Standard Format to send funding cables to their overseas offices.) **Washington/Headquarters Held Format** – FF996OOOOOOOOOO (same as Adhoc Format but substituted 996 for the Post Code) The Washington/Headquarters Held Format is used by all ITA Program Areas on Washington/Headquarter Held Funding cables. • **OPERATING ALLOWANCE:** The Operating Allowance identifies the specific city within the country to which funding is being provided. The Operating Allowance is the Allotment Code + the two digit City Code. (FFPPPCC for Standard Format Allotments and FFPPPDBCC or FFPPPITCC for Exception Format Allotments). The Operating Allowance is only used with the Standard and Exception Allotment Formats. The Operating Allowance should be left blank when using the Adhoc and Washington/Headquarters Held Allotment Formats. When sending funding to a country where US & FCS is located in multiple cities, the City Code within the Operating Allowance is XX and the following note must be added to the cable: **NOTE: THIS IS NOT A VALID OPERATING ALLOWANCE CODE. XX INDICATES THAT THIS FUNDING IS AVAILABLE FOR MULTIPLE CITIES SUPPORTED BY THIS POST. INDIVIDUAL OPERATING ALLOWANCES MUST BE ENTERED INTO THE DEPT OF STATE ACCOUNTING SYSTEM FOR EACH CITY, REPLACING XX WITH THE FOLLOWING VALID CITY CODES FOR "COUNTRY NAME": "CITY ##", "CITY ##", "CITY ##", ETC. (REPLACE "COUNTRY NAME" WITH THE NAME OF THE COUNTRY TO WHICH YOU ARE SENDING FUNDING AUTHORITY AND REPLACE "CITY ##S" WITH THE CITY NAMES AND CITY CODES ESTABLISHED IN CBS)** • **PROJECT:** The Project Code is a seven character code which identifies the specific purpose or activity (O&A, Representation, Trade Event, Product, etc.) for which funding is being provided. The Project Code usually consists of a 4 character id number followed by the 2 character fund code and the 1 character Program Area code (1 = US&FCS, 2 = MAS, 3 = MAC, 4 = IA and 7 =

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
Ex-Admin)

NOTE: Cable preparers should use the ACCS Builder tool available on the CBS Portal to generate the correct accounting codes to be included in the cable.

Specific dollar amounts (in USD) for PRIOR, INCREASE, DECREASE, and NET BA (Net Balance).
QUARTERLY LIMTATION: The Quarterly Limitation identifies the amount of funding which is available to the Post in each quarter of the Fiscal Year. Funds are not available for obligation until the beginning of the quarter to which they are identified, however, funds which are not obligated in a quarter remain available for obligation in future quarters of the fiscal year. The quarterly limitation section must identify, by quarter: the amount of funding that was previously provided, the amount of change included in this cable and the cumulative amount of funding authority. The format is as follows:
<table>
<tr><th></th><th>QTR 1</th><th>QTR 2</th><th>QTR 3</th><th>QTR 4</th><th>TOTAL</th></tr>
<tr><td>PRIOR</td><td>XXXX</td><td>XXXX</td><td>XXXX</td><td>XXXX</td><td>XXXX</td></tr>
<tr><td>PLUS (MINUS)</td><td>XXXX</td><td>XXXX</td><td>XXXX</td><td>XXXX</td><td>XXXX</td></tr>
<tr><td>NET</td><td>XXXX</td><td>XXXX</td><td>XXXX</td><td>XXXX</td><td>XXXX</td></tr>
</table>
The Quarterly Limitation is only required on Post Held Funding cables. The Quarterly Limitation must be left blank on Washington/Headquarters Held Funding cables.
When providing funding for a Trade Event, the cable must indicate the amount, if any, of the funding that the post can use for Hospitality, for example:
INCLUDED IN THE TOTAL ABOVE IS HOSPITALITY LIMITATION NTE USD 500. TOTAL HOSPITALITY AUTHORIZED TO DATE IS USD 500.
OR
NO HOSPITALITY IS AUTHORIZED FOR EVENT.

When finished, your Paragraph 3 should resemble one of the sample funding cables in Section 2.
</td></tr>
<tr><td>8.</td><td>
Enter supporting data, if any, for the accounting information listed in Paragraph 3, in the next numbered paragraph(s) (one item per numbered paragraph) as follows:

Obligation Number if Washington Held funds.
When providing Hospitality funds which require the submission of a CD-464, the CD-464 approval number must be provided in the cable. For example:
THE CD-464 APPROVAL NUMBER IS 08044. (This can appear in the same paragraph as the obligation number.
NOTE: These are always Washington/Headquarters Held funds and the project code is 3955200.
The Bankcard authorization is an authorization in addition to the funding provided in the allotment/allowance/project described above. For a credit card authorization, provide information in a separate paragraph entitled FOR FCS USE ONLY, including the project code for the authorization, the amount of the increase/decrease, and the cumulative total authorized to date after the increase/decrease. Also, indicate if any of the credit card authorization can be used for Hospitality. For example:

</td></tr>
</table>

Step	Action
	For Operations and Administration(O&A) Authorizations: **FOR FCS USE ONLY: IN ADDITION TO THE FUNDS PROVIDED FOR THE ABOVE ALLOTMENT/ALLOWANCE/PROJECT, POST BANKCARD ALLOWANCE FOR PROJECT 502X411 IS INCREASED BY USD 500. TOTAL BANKCARD EXPENSES AUTHORIZED TO DATE USD 1900.** **Or** **For Trade Event Authorizations:** **FOR FCS USE ONLY: IN ADDITION TO THE FUNDS PROVIDED FOR THE ABOVE ALLOTMENT/ALLOWANCE/PROJECT, POST BANKCARD ALLOWANCE FOR PROJECT (insert project code for this event) IS INCREASED BY USD 500. TOTAL BANKCARD EXPENSES AUTHORIZED TO DATE IS USD 500. INCLUDED IN THIS BANKCARD AUTHORIZATION IS USD 100 FOR HOSPITALITY.** • Financial data for the post, such as the total of the post total budget plus Washington/Headquarters Held credit card funding available to the post. • Any comments related to funding codes that are to be used in conjunction with the funding noted in Paragraph 3.
9.	Next numbered paragraph(s)—Any non-funding instructions to the post(s), such as the name of the event, list of participants, instructions about receipts, etc.
10.	Enter information in the final three numbered paragraphs of the funding cable: NOTE: These are standard paragraphs that must be the last three paragraphs of the funding cable; the paragraph numbering should be sequential with the rest of the cable. • Originator's contact information in this format: **IF YOU HAVE ANY QUESTIONS CONCERNING THIS CABLE, PLEASE CONTACT** [insert originator's name, telephone number, and e-mail address]. • Documentation notice, as follows: **ALL OBLIGATION OR DISBURSEMENT DOCUMENTATION AGAINST THIS BUDGET AUTHORIZATION MUST REFLECT THE APPROPRIATION, TREASURY BUREAU CODE, ALLOTMENT CODE, OPERATING ALLOWANCE CODE (IF INCLUDED ON THE FUNDING CABLE), PROJECT CODE, OBJECT CLASS CODE, AND OBLIGATION NUMBER.** • Authorizer's contact information in this format: **THIS BUDGET AUTHORIZATION IS AUTHORIZED AND ORIGINAL IS SIGNED BY VBARKSDALE (202) 482-5627.**
11	Complete and attach a Cable Budget Operating Plan (BOP) Request Form (ITA Form 2082). A Cable BOP Request Form must be attached to all Post Held Funding Cables when a draft cable is sent to OFM Accounting. This form provides the information required by NIST to record a BOP in the CBS accounting system to track funding authority provided to overseas Posts. A sample Cable BOP Request Form is provided in Section 2. The Cable BOP Request Form (ITA Form 2082) is available on OurPlace under e-Forms. The information on the Cable BOP Request Form must agree with the information in the funding cable. (e.g., the project codes must be the same and the amounts on the Cable BOP Request Form must equal the quarterly increase or decrease amounts in the cable.) A separate Cable BOP Request Form must be completed for each Post Held authorization included in the cable (e.g., if a cable provides Post Held funding for operations and funding for representation, two forms must be completed)

Step	Action
	After completing the Cable BOP Request Form it must be saved to a directory to which you have access when using the Cable System. To attach a saved Cable BOP Request Form to a draft cable in the Cable System: • Click, Create on the toolbar. • Click Mail • Click Special • Click Link • Position cursor inside Link box below Subject line • Click File – Attach (or click on paper clip on tool bar) • Select the drive and directory where you saved the completed Cable BOP Request Form(s), and then select the file(s) you want to attach. (You can select multiple files by pressing CTRL while clicking file names.) A Cable BOP Request Form is NOT required for Washington/Headquarters Held Funding Cables.
12.	When the funding cable and Cable BOP Request Form are complete, use the following checklist to verify that the contents are correct: ❑ Date of Budget Authorization field (date of submission) ❑ Telephone numbers of originator and point(s) of contact ❑ Tags of the intended post(s) ❑ Change number(s)—correct sequential number ❑ Allotment, Operating Allowance (required for Standard and Exception Formats only), Project, Quarterly Limitation (required Post Held Funding Cables only) ❑ Prior and net balances (verify the math) ❑ Net increases/decreases match amounts in the funding lines in the cable and on the Cable BOP Request Form ❑ If Washington/Headquarters Held funds, there must be an obligation number referenced ❑ For CFO managed Hospitality, the approved 5-digit CD 464 number must be included ❑ Correct ORIGIN line ❑ Cable BOP Request Form(s) (required for Post Held Funding Cables only)
13	When you have verified the funding cable's and Cable BOP Request Form's contents, submit them electronically to OFM Accounting (ACCTCableApproval@mail.doc.gov) using the Lotus Notes Cable System: • On the Lotus Notes tool bar, click on Create – Mail – Special – Link. • In the To Line, insert ACCTCableApproval@mail.doc.gov. • Click on Send.

Step	Action
14.	*Phases* II, III, IV (Verification, State Input) After the funding cable originator submits the cable to OFM Accounting, OFM Accounting and NIST staffs will review and verify the accounting and funding information. Generally, the review process should be completed within 2 business days. If any content is incorrect, the Program area will be notified by e-mail or phone call of the error(s). Once the OFM Accounting and NIST staffs accept the funding cable as complete and accurate, NIST will input a Budget Operating Plan (BOP) into CBS for Post Held Funding cables and input an obligation with Task Code 996 into CBS for Washington/Headquarters Held funding cables. OFM then forwards the cable through the ITA telecommunications office to the State Department. The post should receive the funding authorization within 24 hours. Cable preparers can review the BOPs entered for Post Held Funding cables by running a “BOP Download” (NSTDBOPL) in the Budget Download Family on the CBS Portal. There are several reports available on the CBS Portal which cable preparers can use to review the obligations entered into CBS for Washington/Headquarters Held funding cables. For example: • The Project/Task One-Line Detail Report (NSTONLD) in the Cost Report Family provides a summary of spending by Project Code and identifies total labor costs and total other object costs. • The Other Objects Cost Report (NSTOODET) in the Cost Report Family provides the remaining balance, as well as the other objects spending for each obligation. You can enter 996 in the Task Code field on the parameter screen for both of these reports to limit the reports to include only Washington/Headquarters Held obligations.
15.	Fund allocation authorization may not be sent to an overseas location via e-mail, bypassing standard procedures set by OFM Accounting. Overseas Department of State financial offices have been instructed to not accept such authorizations unless OFM Accounting has processed them.

SECTION 2 – FUNDING CABLE GENERATION: QUICK REFERENCE

This section provides the following:

- Exhibit 1: A sample funding cable in the **Standard Format** that includes numbered steps that link back to the steps in Section 1 – Detailed Steps.
- Exhibit 2: Sample Accounting Information (Paragraph 3) for Standard Format Cable to country with **multiple FCS city locations**
- Exhibit 3: Sample Accounting Information (Paragraph 3) for **Exception Format Cable**
- Exhibit 4: Sample Accounting Information (Paragraph 3) for **Adhoc Format Cable**
- Exhibit 5: Sample Accounting Information (Paragraphs 3 & 4) for **Headquarters Held Format**
- Exhibit 6: Sample **Withdrawal Cable** (Subject and Paragraph 3)
- Exhibit 7: Sample **Cable BOP Request** Form

These Exhibits can be used as a ready reference for staff members that are familiar with generating funding cables. For staff members that are not familiar with generating funding cables, it is suggested that you use the detailed steps in Section 1 and use the sample to confirm correct completion of the cable.

NOTE: In the samples, color-coded text boxes indicate the following:

= Blue - Located on the left side of the page, these are the numbered steps to follow to complete a funding cable. The step numbers correspond to the steps in the detailed procedure; refer to these steps in the detailed procedure for additional information.

= Yellow - Located on the right side of the page, these boxes provide additional information about particular fields or entries. More information about these fields or entries is contained in the detailed procedure section.

SECTION 2 – FUNDING CABLE GENERATION: QUICK REFERENCE

Steps to Complete a Funding Cable:

1. Fill in funding cable identification information.

2. List approvals.

3. Type in funding cable distribution information:
   - Type in post(s) and/or other office(s) to which funding cable is to be distributed.
   - CAPs: Type in list of who/where else funding cable should be distributed to.
   - TAGS: Type in post(s) and office(s) that should receive a copy of the funding cable.

4. Type in a descriptive Subject line.

5. Note: Origin information entered in step 5 is inserted at end of cable. See below.

Sample Funding Cable, Page 01

EXHIBIT 1

```
01   03  UNCLASSIFIED             N/A                01/07/08

                                           202/482-4172

     OIO/EUR       MJONES          OIO/EUR      JSMITH
     OIO/EUR       JBROWN          ITA/OFM       VBARKSDALE



     AMEMBASSY STOCKHOLM
     INFO USOFFICE FSC CHARLESTON
     INFO USOFFICE FSC BANGKOK
     SECSTATE WASHDC
CAP: TO B & F SECTION
CAP: FOR SCO
CAP: USDOC FOR 3133/OIO/EUR
CAP: USDOC FOR 3135/
CAP: USDOC FOR N274
CAP: FROM ITA BUDGET
CAP: PASS TO FMC STOCKHOLM
TAGS: ABUD, AFIN, BMGT, SW
SUBJECT: FY-08 BUDGET AUTHORIZATION ITA/BA-209T
APPROPRIATION 13X1250, FEATURED U.S. EXPORTERS
POST HELD FUNDS
```

- Page 01 of [total pages in funding cable]
- Always use "UNCLASSIFIED" and "N/A"
- Today's date

Funding cable originator's telephone number.

Required items first in list: BMGT, ABUD, AFIN, then [country/embassy/post] affected by this funding, then any other relevant tags.

Must include first part of sentence, up to and including appropriation code number, then a description of this budget authorization.

If "WASHINGTON HELD FUNDS", then you must include obligation number in Paragraph 4.

Sample Funding Cable, Page 02

EXHIBIT 1

Steps to Complete a Funding Cable (Cont'd)

6. Provide budget authorization date (always Paragraph 1) and budget time frame (always Paragraph 2) in these exact formats.

7. Fill in accounting information for this particular funding authorization (always numbered Paragraph 3). The Standard Allotment Format is used by US & FCS for all Post Held funding cables, except for the Development Banks and the IT Liaison Units. The Standard Format is also used by IA and MAC to provide funds to their overseas offices.

```
1. DATE OF BUDGET AUTHORIZATION:  1/07/08

2. YOU ARE AUTHORIZED TO INCUR OBLIGATIONS DURING THE
PERIOD BEGINNING OCTOBER 1, 2007 AND ENDING SEPTEMBER 30,
2008.

3. APPROPRIATION:  13X1250 TREASURY BUREAU CODE:  02
CHANGE NUMBER: 1
NET INCREASE: USD 1500.00
BUDGET AUTHORITY/      OPERATING
ALLOTMENT              ALLOWANCE       PROJECT
20274                  2027401         1EFU201
PRIOR         INCREASE      DECREASE       NET BALANCE
-0-          USD 1500.00     - 0 -         USD 1500.00
QUARTERLY LIMITATION:
               QTR 1    QTR 2    QTR 3    QTR4    TOTAL
PRIOR           -0-      -0-      -0-      -0-     -0-
PLUS/(MINUS)   1500.00   -0-      -0-      -0-    1500.00

NET            1500.00   -0-      -0-      -0-    1500.00
INCLUDED IN THE TOTAL ABOVE IS HOSPITALITY LIMITATION NTE USD 500.
TOTAL HOSPITALITY AUTHORIZED TO DATE IS USD 500.
```

Usually current fiscal year.

Use INITIAL (1) or sequential numeral indicating sequential changes in authorized funding at a post for a specific Allotment/Operating Allowance/Project.

Standard Allotment Format is: Fund Code + Post Code. See Exhibits 3, 4, and 5 for samples of Exception, Adhoc, and HQ Held Formats.

These amounts must equal.

This line must equal the Cable BOP Request Form

Include statement if authorization includes Hospitality Funds; or type NO HOSPITALITY FUNDS FOR THIS EVENT.

Sample Funding Cable, Page 03 **EXHIBIT 1**

8. Provide any information that supports funding authorization described in Paragraph 3. If necessary, use multiple paragraphs (one item per paragraph), sequentially numbered.

9. If necessary, provide any instructions to the post(s), one item per paragraph, sequentially numbered.

10. Provide contact and documentation instructions in last three numbered paragraphs of the funding cable, exactly in this order and format.

5. "Back to" information in the ORIGIN line, is inserted from data entered in step 5 .

11. Prepare Cable BOP Request Form (for Post Held Funds only)

12. Verify that all content of the funding cable is correct. (Refer to Step 12 of the detailed procedure for checklist.)

```
4. FOR FCS USE ONLY: IN ADDITION TO THE FUNDS PROVIDED FOR
THE ABOVE ALLOTMENT/ALLOWANCE/PROJECT, POST BANKCARD
ALLOWANCE FOR PROJECT 1EFU201 IS INCREASED BY 300.  TOTAL
CREDIT CARD AUTHORIZED TO DATE FOR THIS PROJECT IS USD 300.
INCLUDED IN THIS CREDIT CARD AUTHORIZATION IS USD 100 FOR
HOSPITALITY.
5. FUNDS ARE AUTHORIZED FOR THE FEATURED US EXPORTER PROGRAM IN
SWEDEN.
6.  IF YOU HAVE ANY QUESTIONS CONCERNING THIS CABLE, PLEASE
CONTACT MARY JONES, 202-482-5555, MARY.JONES(AT)MAIL.DOC.GOV.
7.  ALL OBLIGATIION OR DISBURSEMENT DOCUMENTATION AGAINST THIS
BUDGET AUTHORIZATION MUST SHOW THE APPROPRIATION, TREASURY BUREAU
CODE, ALLOTMENT CODE, OPERATING ALLOWANCE CODE, PROJECT CODE
AND OBJECT CLASS CODE.
8.  THIS BUDGET AUTHORIZATION IS AUTHORIZED AND ORIGINAL
SIGNED BY VANESSA BARKSDALE 202/482-5627. (DOC/ITA/OFM).


(ORIGIN: 2130/DOC/ITA/OFM/VBARKSDALE)
```

Include statement in this format if authorization involves the use of a credit card for a Trade Event.

SECTION 2 – FUNDING CABLE GENERATION: QUICK REFERENCE

EXHIBIT 2

Sample Accounting Information (Paragraph 3) for Standard Format Cable to country with <u>multiple FCS cities</u>

Step 7. For cables to a county with multiple FCS city locations, the City Code in the Operating Allowance is XX and a NOTE is included to identify the City Code for each city.

```
3. APPROPRIATION:  13891250 TREASURY BUREAU CODE:  02

CHANGE NUMBER: 1

NET INCREASE: USD 100,000

BUDGET AUTHORITY/      OPERATING

ALLOTMENT              ALLOWANCE       PROJECT

41160                  41160XX         5005411

PRIOR         INCREASE      DECREASE       NET BALANCE

-0-          USD 100,000      - 0 -        USD 100,000

QUARTERLY LIMITATION:

               QTR 1     QTR 2     QTR 3     QTR4     TOTAL

PRIOR           -0-        -0-       -0-       -0-      -0-

PLUS/(MINUS)   20,000   30,000    30,000    20,000   100,000

NET            20,000   30,000    30,000    20,000   100,000


NOTE:  THIS IS NOT A VALID OPERATING ALLOWANCE CODE.  XX INDICATES

THAT THIS FUNDING IS AVAILABLE FOR MULTIPLE CITIES SUPPORTED BY

THIS POST. INDIVIDUAL OPERATIING ALLOWANCES MUST BE ENTERED INTO

THE DEPT OF STATE ACCOUNTING SYSTEM FOR EACH CITY, REPLACING XX

WITH THE FOLLOWING VALID CITY CODES FOR CANADA: OTTAWA 01, CALGARY

02, HALIFAX 03, MONTREAL 04, TORONTO 06 AND VANCOVER 07.
```

Sample Accounting Information (Paragraph 3) for Exception Format Cable **EXHIBIT 3**

Step 7. The Exception Allotment Format is used by US & FCS to provide Post Held Funding to overseas Development Banks and IT Liaison Units.

```
3. APPROPRIATION:  13891250 TREASURY BUREAU CODE:  02

CHANGE NUMBER: 1

NET INCREASE: USD 80,000

BUDGET AUTHORITY/      OPERATING

ALLOTMENT              ALLOWANCE       PROJECT

41314DB                41314DB01       4011411

PRIOR         INCREASE      DECREASE       NET BALANCE

 -0-          USD 80,000     - 0 -          USD 80,000

QUARTERLY LIMITATION:

               QTR 1     QTR 2     QTR 3     QTR4     TOTAL

PRIOR           -0-        -0-       -0-       -0-      -0-

PLUS/(MINUS)   15,000    25,000    15,000    25,000   80,000

NET            15,000    25,000    15,000    25,000   80,000
```

The Exception Allotment Format is: Fund Code + Post Code + either DB for Development Banks or IT for IT Liaison Units.

SECTION 2 – FUNDING CABLE GENERATION: QUICK REFERENCE

Sample Accounting Information (Paragraph 3) for Adhoc Format Cable

EXHIBIT 4

Step 7. The Adhoc Allotment Format is used by MAS, MAC and IA to provide Post Held funds to overseas posts which do not use the Standard Format.

```
3. APPROPRIATION:  13891250 TREASURY BUREAU CODE:  02

CHANGE NUMBER: 1

NET INCREASE: USD 2,000

BUDGET AUTHORITY/      OPERATING

ALLOTMENT              ALLOWANCE       PROJECT

421603002000200           --            6810422

PRIOR         INCREASE       DECREASE       NET BALANCE

-0-           USD 2,000      - 0 -           USD 2,000

QUARTERLY LIMITATION:

               QTR 1     QTR 2     QTR 3     QTR4     TOTAL

PRIOR           -0-       -0-       -0-       -0-      -0-

PLUS/(MINUS)    -0-      2,000      -0-       -0-      2,000

NET             -0-      2,000      -0-       -0-      2,000
```

The Adhoc Allotment Format is: Fund Code + Post Code + 1st 10 characters of the CBS organization code of the organization which is sending the funds overseas.

For Adhoc Allotment Format cables the Operating Allowance is left blank.

Sample Accounting Information (Paragraphs 3 & 4) for Headquarters Held Format Cable **EXHIBIT 5**

Step 7. The Headquarters Held Allotment Format is used by all ITA Program Areas on Headquarter Held Funding cables.

```
3. APPROPRIATION:  13891250 TREASURY BUREAU CODE:  02

CHANGE NUMBER: 1

NET INCREASE: USD 1,500

BUDGET AUTHORITY/      OPERATING

ALLOTMENT              ALLOWANCE        PROJECT

449964001000400          --              3377444

PRIOR         INCREASE      DECREASE       NET BALANCE

 -0-          USD 1,500      - 0 -          USD 1,500



4.  OBLIGATION NUMBER:  1234567890
```

The Headquarters Held Allotment Format is: Fund Code + 996 + 1st 10 characters of the CBS organization code of the organization which is sending the funds overseas.

For Headquarters Held Allotment Format cables the Operating Allowance is left blank.

Quarterly Limitations are NOT included on *Headquarters* Held Funding cables

The Obligation Number must be included on all Headquarters Held Funding cables.

Sample Withdrawal Cable **Exhibit 6**

SUBJECT: THIS IS A WITHDRAWAL CABLE. FY-08 BUDGET AUTHORIZATION ITA/BA-209T APPROPRIATION 13891250, FEATURED U.S. EXPORTERS POST HELD FUNDS

. . . .

3. APPROPRIATION: 13891250 TREASURY BUREAU CODE: 02

CHANGE NUMBER: 2

NET DECREASE: USD 5,000

BUDGET AUTHORITY/ ALLOTMENT	OPERATING ALLOWANCE	PROJECT
41274	4127401	5004411

PRIOR	INCREASE	DECREASE	NET BALANCE
USD 15,000	-0-	USD 5,000	USD 10,000

QUARTERLY LIMITATION:

	QTR 1	QTR 2	QTR 3	QTR4	TOTAL
PRIOR	5,000	5,000	5,000	-0-	15,000
PLUS/(MINUS)	-0-	-0-	-5,000	-0-	-5,000
NET	5,000	5,000	-0-	-0-	10,000

Subject must indicate that this is a withdrawal cable

Some or all of the previously provided funds can be withdrawn from Post during the fiscal year.

All accounting codes must match the codes on original cable that provided the funding.

SECTION 2 – FUNDING CABLE GENERATION: QUICK REFERENCE

Sample Cable BOP Request Form

EXHIBIT 7

Step 11. A Cable BOP Request Form (ITA Form 2082) must be attached to all Post Held Funding Cables when the draft cable is sent to OFM Accounting.

ITA Cable BOP Request Form

Date of Request: 2 / 28 / 08

Program Area Name: US&FCS

Requester Name: Joe Smith

Requester Phone #: 202-482-5555

Requestor Email: Joe.Smith@mail.doc.gov

BOP Transfer FROM ORGANIZATION/FUNDING Information			
Submitting (FROM) Organization Code:	50 - 05 - 0004 - 02 - 00 - 00 - 00		
Fund Code	41		
Project/Task	5005411 - 000 (Project) (Task)		
Amount of This Change:*			
		Labor Amount	Non-Labor Amount
Change By Quarter:*	Quarter 1	-10,000.00	-2,000.00
	Quarter 2	-10,000.00	-2,000.00
	Quarter 3	-15,000.00	-2,000.00
	Quarter 4	-10,000.00	-2,000.00
BOP Transfer TO ORGANIZATION/FUNDING Information			
Receiving (TO) Organization Code:	50 - 05 - 0004 - 02 - 01 - 02 - 01		
Fund Code	41		
Project/Task	5005411 - 000 (Project) (Task)		
Total Amount:			
		Labor Amount	Non-Labor Amount
Amount By Quarter:	Quarter 1	10,000.00	2,000.00
	Quarter 2	10,000.00	2,000.00
	Quarter 3	15,000.00	2,000.00
	Quarter 4	10,000.00	2,000.00

Comments: **This is a sample Cable BOP Request Form which would be attached to a cable which is providing O&A funding to Buenos Aires, Argentina.**

NOTE: Do Not Complete This Form If You Are Sending A Washington-Held Cable.
Complete a new form for each unique Accounting Code included on the cable.

*These amounts must agree with the Quarterly Limitation "+/-" amounts indicated on the cable

ITA Form 2082

The FROM organization is the organization that is sending the funds via cable. (This is the HQ organization, except for withdrawals.)

The TO organization is the organization that is receiving the funds via cable. (This is the overseas post, except for withdrawals.)

The Project Code must be the same as on the cable.

The total quarterly amounts (Labor Amounts + Non-Labor Amounts) must equal the quarterly increase amounts on the cable.