**Budget Formulation and Justification**

- produces three major budget submissions a year (to DoC in May, to OMB in September, and to the Congress in February) with additional background exhibits and supplemental requests as necessary
- produces multiple exhibits for the OMB A-11 Circular, including but not limited to:
  b. Exhibit 53 – “Agency IT Investment Portfolio”
  c. Exhibit 300 – “Capital Asset Plan and Business Case” for both IT and non-IT major assets
- tracks appropriation activities and bills affecting NIST through the legislative process
- prepares budget requests for adjustments-to-base (e.g., cost of living inflation)
- assists in integrating program planning with the budgetary process
- prepares, reviews, analyzes and consolidates budget estimates, program justifications and detail pricings for all NIST budget submissions
- ensures that justifications and pricings are complete, accurate, and consistent in order to defend the funds requested from DoC, OMB, and the Congress
- prepares narratives and proposed appropriations language for the NIST section of the President’s Budget Appendix
- briefs the NIST Director for hearings before Congress
  a. prepares NIST Director for appropriation hearings before Congress and briefings to DoC and OMB policymakers
  b. prepares supporting budget submission backup materials, fact sheets, exhibits and questions and answers concerning various budget requests
  c. reviews Director’s budget testimonies
  d. review/edit budget hearing records
- coordinates official questions and answers received from Congress, OMB and DoC
- assists in preparing and reviewing various Congressional reporting requirements:
  a. NIST’s Facilities Improvement Plan and annual Addendum
  b. Quarterly Construction Reports, as required
  c. Annual report for the National Earthquake Hazard Reduction Program
  d. Annual report for the National Construction Safety Team Advisory Committee
- prepares, collects and consolidates information from the OUs concerning various crosscuts (e.g., homeland security spending and budget) from DoC, OMB, and other organizations requesting crosscut information.