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Description of document: National Transportation Safety Board (NTSB) List of Chief Financial Officer (CFO) Operating Policies as published on the NTSB internal Intranet website, 2020

Requested date: 2017

Release date: 06-August-2020

Posted date: 19-July-2021

Source of document: National Transportation Safety Board  
Attention: FOIA Requester Service Center, CIO-40  
490 L'Enfant Plaza, SW  
Washington, DC 20594-2000  
Fax: (240) 752-6257  
[Freedom of Information Act \(FOIA\) Public Access Link](#)  
Email: [foia@ntsb.gov](mailto:foia@ntsb.gov)

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**National Transportation Safety Board  
Washington, D.C. 20594**

August 6, 2020

Re: National Transportation Safety Board (NTSB)  
Freedom of Information Act (FOIA) No. FOIA-2017-00170

This letter responds to your FOIA request. In your request, you seek a copy of the listing of NTSB Chief Financial Officer (CFO) operating policies published on the NTSB internal Intranet website.

Enclosed is the information you requested.

The NTSB has concluded processing your FOIA. No fees are being charged for processing the request. You may contact Ms. Joy Gordon, the analyst who processed your request, or our FOIA Public Liaison at 202-314-6540, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration (NARA) to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: OGIS, NARA, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with the response to this request, you may administratively appeal by writing to the NTSB, Attn: Ms. Sharon Bryson, Managing Director, 490 L'Enfant Plaza, SW, Washington, D.C. 20594. Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request.

Sincerely,

A handwritten signature in black ink that reads "Melba D. Moyer". The signature is written in a cursive style with a long horizontal line extending to the right.

Melba D. Moyer  
FOIA Officer

Enclosure

FOIA-2017-00170

CFO-GEN-001 Accounting for Capital Assets  
CFO-GEN-002 Labor Cost Accounting System  
CFO-GEN-003 Erroneous Payments  
CFO-GEN-004 Property Management  
CFO-GEN-005 Management Accountability and Control  
CFO-GEN-007 Purchasing Process for Board Members' Offices  
CFO-GEN-008 Administrative Control of Funds  
CFO-GEN-009 Scoring Purchases, Lease-Purchases, Capital Leases, and Operating Leases  
CFO-GEN-011 Interagency Agreements  
CFO-GEN-012 Funding of Awards Between Organizations  
CFO-GEN-013 Emergency Fund  
CFO-GEN-015 Convenience Check Documentation  
CFO-GEN-016 Invoices for Services Crossing Fiscal Years  
CFO-GEN-020 Collections  
CFO-GEN-021 Accounting Code Error Corrections/Cost Transfers  
CFO-GEN-022 Change in Credit Card Limits  
CFO-GEN-023 Payments Under the Prompt Payment Act  
CFO-GEN-024 Allowance for Doubtful Accounts  
CFO-GEN-026 Commercial Real Estate Lease Payments  
CFO-GEN-030 System Tolerances  
CFO-GEN-032 De-obligation of Funds  
CFO-GEN-033 Use of Appropriated Funds for Gifts to Foreign Individuals  
CFO-GEN-035 Use of Appropriated Funds to Purchase Awards for Non-NTSB Employees and Other Entities  
CFO-GEN-036 Official Reception and Representation Fund (ORF)  
CFO-GEN-037 Capitalization of Internal Use Software  
CFO-GEN-038 Permanent Change of Station (PCS) Relocation Guidance  
CFO-INT-001 Citibank Procedures  
CFO-INT-003 Procedures for Reviewing Transactions Charged to Individual Travel Cards  
CFO-INT-004 Procedures for Reviewing Transactions Charged to Office Travel Cards  
CFO-INT-005 CFO Review of Purchase Card and Convenience Check Activity  
CFO-INT-008 Travel Voucher Post-Audit Oversight Process  
CFO-INT-013 Account Reconciliations  
CFO-INT-014 Account Relationship Test  
CFO-INT-015 Taxability of Fringe Benefits  
CFO-INT-020 Manual Journal Voucher Preparation and Approval  
CFO-INT-021 Financial Statement Preparation and Review Processes  
CFO-NTV-002 Processing Claims for Reimbursement of Health and Fitness Club Charges  
CFO-NTV-003 Submitting Claims for Reimbursement of Professional Liability Insurance Premiums  
CFO-NTV-004 Processing Local Claims for Employee Reimbursements (Receipt Attachment)  
  
CFO-TVL-001 Travel  
CFO-TVL-002 Payment of Miscellaneous Non-Travel Expenses While in Travel Status  
CFO-TVL-004 Centrally-Billed (OFFICE) Travel Cards  
CFO-TVL-006 Use of eTravel Service  
CFO-TVL-008 Board Member Non-Accident Travel Reporting Procedures  
CFO-TVL-009 Local Transportation to/from the Training Center  
TVL-GEN-003 Travel Cards – Individually Billed Account (IBA)  
TVL-GEN-007 Invitational Travel Procedures  
TVL-GEN-011 Payment of Travel Expenses from a Non-Federal Source or Another Federal Agency  
TVL-INT-010 Board Member Travel Budget Calculation Methodology