
CHAPTER 2. ROLES AND RESPONSIBILITIES

- II-1. General. The responsibility for development and administration of a reasonable system of charges and fees consistent with the policies in this handbook primarily rests with program managers. Recognizing that legislative approval and/or OMB concurrence may be necessary, before fees can be imposed, program managers are nonetheless responsible for complying with the user fee review requirements outlined in this Handbook for all applicable programs. Certain Headquarters management officials also have specific responsibilities for ensuring effective oversight and support of the user fee determination process.
- A. Chief Financial Officer. The Chief Financial Officer is responsible for setting policies and guidelines for maintaining an equitable system of user fee charges for Departmental services meeting the provisions of OMB Circular A-25 and User Charges Statute. This office will oversee the entire process for user fee charges to ensure that cost effective approaches and schedules of charges are being presented as part of the budget process.
- B. Assistant Secretary for Administration. The Office of Administration is responsible for the preparation of the Departmental budget call which includes guidance for program offices. The budget call for each fiscal year shall include guidance, instructions and other necessary information as well as appropriate schedules for submission of information on user fees. The Office of Administration shall be responsible for providing continuing guidance, information and assistance to Headquarters program managers on technical and procedural matters for user fees, fee receipts and their determination.
- C. Headquarters Primary Organization Heads (HPOHs). Each Headquarters Primary Organization Head will be responsible for implementing and maintaining a schedule of charges and fees consistent with the policies and guidelines in this Handbook. This involves direction and coordination of the activities of program managers and support staff to accomplish the following requirements:
1. identifying the services or activities subject to user fee charges;
 2. preparing proposals for new user fees;
 3. performing annual analyses of costs and revenues for user fee services;
 4. making recommendations to management through the Department's Annual Budget Formulation process on the level of user fee charges which are justifiable, reasonable and reflect sound judgement for cost recovery; and
 5. establishing approved user fees.

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D. Program Comptroller. Each Program Comptroller is responsible for:

1. advising program managers on the reasonableness of the financial basis for determining costs and developing proposals for user fees;
2. monitoring the user fee review process to ensure compliance with prescribed policies and procedures; and
3. making recommendations for improving the policies and procedures covering user fees to the Chief Financial Officer.