



## DECISION MEMORANDUM

To: **Name**, Peace Corps Director

From: **Name and Title of Office Head(s) and/or Delegated Officer(s)**, **Name of Affected Office(s)**

Through: **Name**, Deputy Chief Executive Officer  
**Name**, Acting Chief of Staff  
**Name**, Acting Chief Financial Officer

CC: **Name**, Deputy Chief of Staff and White House Liaison  
**Name**, Senior Advisor to the Chief of Staff  
**Name**, Budget Officer  
**Name**, Supervisory Budget Analyst, Budget Execution

Date: **[Date]**

Subject: FY18 STANDARD Off-Cycle Budget Cycle (OBC): **Request Title**

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### Summary of Need

*Summarize why the funding is needed and how this request represents a critical need for funding Agency strategic objectives.*

### Certification

*[Office Name]* certifies there are no offsetting cuts to fund this request.

### Justification Detail

*In this section enter a description of the specific items, activities, and staff to be funded.*

*Please remember these requests must provide certification that no discretionary spending remains in the base and additional resources are still needed to fund essential operations. It is contrary to agency practice to request budget authority for mandatory activities if existing funds have been programmed for discretionary activities in base budgets.*

**Funding Summary**

Fiscal Year	Total
2018	
2019	
2020	
2021	
2022	
<b>Total</b>	<b>\$</b>

**Funding Detail**

Provide calculation, or how the request was quantified, for the OBC. Provide a table, including out-year costs as needed. Example funding categories included below. Totals in the chart below should match the Funding Summary chart above. Briefly discuss how the request was calculated and be prepared to provide back-up for this calculation if clarification is requested by CFO/BA.

	FY18	FY19	FY20	FY21	FY22	Total
Contracts and Services						\$
Travel						\$
Staff Development						\$
<b>Grand Total</b>						<b>\$</b>

**Agency Impact**

Describe the impact on the agency and region/office if this request is not funded.

**Fiscal Coding**

Provide the fiscal coding needed for the funding upload for FY18. Please round dollar amounts to the nearest hundred/thousand. Add/delete rows as necessary

For upload purposes, please use the following fiscal coding:

FY	Fund	Loc	Purpose Code	BLI	Sponsor Code	Amount
18						\$
18						\$
18						\$
<b>FY18 Total</b>						<b>\$</b>

For out-year costs, please use the following fiscal coding. Add/delete rows as necessary. Delete if out-year costs are not needed.

**Budget Authority**

FY	Fund	Loc	Purpose Code	BLI	Sponsor Code	Amount
						\$
						\$
						\$
						\$
<b>Total</b>						<b>\$</b>

**Approval**

Approved     Not Approved

\_\_\_\_\_  
Name, Peace Corps Director

\_\_\_\_\_  
Date