

OMB Bulletin 76-7 (Dtd 12 Nov 75)

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 76-7

November 12, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Legislative proposals authorizing new budget authority for submission to the 94th Congress

1. Purpose. This Bulletin provides instructions for the preparation and submission to the 2nd session of the 94th Congress of legislative proposals authorizing additional appropriations or providing new budget authority outside of appropriation Acts. These special instructions are necessitated by sections 502(a)(2) and 607 of the Congressional Budget Act of 1974 (P.L. 93-344). They supplement and, in some respects, supersede the instructions in OMB Circular No. A-19 regarding submission of annual agency legislative programs.

2. Rescission. This Bulletin supersedes and rescinds OMB Bulletin No. 75-8, dated October 24, 1974.

3. Background. P.L. 93-344 (a) changes the Federal Government's fiscal year and (b) requires year-ahead requests for authorization of new budget authority.

a. Change in fiscal year. Title V of P.L. 93-344 prescribes an October 1-September 30 fiscal year, effective with fiscal year 1977, and a transition quarter commencing on July 1, 1976, and ending on September 30, 1976. That Title further contains various provisions relating to the change of fiscal year. This Bulletin deals in particular with section 502(a)(2), which requires that the President prepare and submit to the Congress "proposed legislation he considers appropriate with respect to changes in law necessary to provide authorizations of appropriations" for the transition quarter.

b. Authorization requests. Section 607 of P.L. 93-344 states: "Notwithstanding any other provision of law, any request for the enactment of legislation authorizing the enactment of new budget authority to continue a program or activity for a fiscal year (beginning with the fiscal year commencing October 1, 1976) shall be submitted to the

Congress not later than May 15 of the year preceding the year in which such fiscal year begins. In the case of a request for the enactment of legislation authorizing the enactment of new budget authority for a new program or activity which is to continue for more than one fiscal year, such request shall be submitted for at least the first 2 fiscal years."

4. Legislative proposals providing authorizations to continue programs or activities into the transition quarter. In accordance with section 502(a)(2) of P.L. 93-344, the President has submitted to the Congress a general Government-wide authorization for the appropriation of "such sums as may be necessary" to cover the three-month transition period (i.e., July 1-September 30, 1976). This authorization, amended, has been passed by the House as H.R. 6692, and is now pending in the Senate. The House-passed bill provides a general appropriation authorization for all programs and activities for which funding was authorized on June 30, 1976, except those whose statutory authorization expired on June 30, 1976 (for further explanation, see House Report No. 94-282).

Agencies are reminded that they individually are expected to submit special legislative proposals to the Congress to cover authorizations of new budget authority during the transition period in the cases of those programs and activities for which budget authority is currently provided outside of appropriation Acts; i.e., contract authority and borrowing authority as defined in section 401(c)(2) of P.L. 93-344.

5. Legislative proposals providing authorizations to continue programs or activities into fiscal year 1977 and/or 1978.

a. Proposals for programs that have customarily been authorized on an annual basis (e.g., ERDA, NASA, NSF, Peace Corps, military procurement and construction) should cover, in the same bill, proposed language for fiscal year 1978 and resubmittals (if deemed advisable) or revisions of previously proposed authorizations for fiscal year 1977. If proposals for fiscal year 1977 have not yet been transmitted, they should be included with the proposed language for fiscal year 1978. Subsequent years should also be included if agencies deem it desirable and feasible.

b. Other legislative proposals to extend authorizations for the enactment of new budget authority otherwise expiring

at the end of fiscal year 1977 should cover, in the same bill, fiscal year 1978 and such subsequent years as is customary or deemed desirable for the particular program or activity involved.

c. Legislative proposals to extend authorizations scheduled to expire at the end of fiscal year 1976 should have already been transmitted to the Congress. If such proposals have not yet been transmitted, if it is deemed advisable to resubmit such proposals previously transmitted, or if revisions are necessary to previously proposed authorizations, language covering fiscal year 1977 should be included in the same bill as proposals for fiscal year 1978 and subsequent years.

6. Legislative proposals providing authorizations for new programs or activities.

a. Proposals authorizing enactment of budget authority for a new program or activity should include at least two fiscal years, unless such new program or activity is proposed to be effective for only one fiscal year and to terminate at the end of that year.

b. Any such proposals which provide for authorizations to begin in fiscal year 1978 should, to the maximum extent feasible, be prepared for submission to the Congress no later than May 15, 1976.

c. Any such proposals which provide for authorizations to begin in fiscal years 1976 or 1977 should be submitted to the Congress immediately after clearance is given in accordance with OMB Circular No. A-19.

7. General instructions for legislation authorizing new budget authority.

a. In keeping with the intent of section 401 of P.L. 93-344, proposals covering authority heretofore provided in the form of contract authority and borrowing authority should provide that such authority is to be effective only to such extent or in such amounts as are provided in appropriation Acts. Backdoor financing provisions may be proposed only when the exceptions set forth in section 401(d) of P.L. 93-344 apply.

b. As a general rule, bills submitted to the Congress authorizing new budget authority will contain specific dollar amounts for each year included. These amounts should

be those agreed on in connection with the policies and program levels approved for the 1977 Budget, including Presidential decisions on program changes for fiscal year 1978 and beyond.

(1) The specific amounts should be consistent with the five-year projections of budget authority printed in the 1977 Budget pursuant to P.L. 93-344. Such amounts will not include allowances for future pay increases or for inflation, except where existing law or legislation proposed in the 1977 Budget provides automatic cost-of-living adjustments or other modifications in certain beneficiary programs.

(2) If special circumstances warrant it, a "such sums as may be necessary" authorization may be proposed in addition to the specific dollar amount authorization, subject to approval in the legislative clearance process described in OMB Circular No. A-19.

(3) Authorizing legislation covering principally salaries and administrative expenses which heretofore has been enacted without specific dollar amounts may continue to be proposed for "such sums as may be necessary."

(4) Authorizing legislation providing for new programs and activities not decided on in the 1977 Budget will be handled on a case-by-case basis.

c. Agencies should draft their authorizing bills to incorporate the highest feasible level of aggregation for new budget authority.

8. Required materials.

a. Transition and fiscal year 1977 authorization extensions. As indicated in paragraph 3b, proposed legislation authorizing the continuation of existing programs in fiscal year 1977 should have been submitted to the Congress not later than May 15, 1975. In cases where this could not be done or where the 94th Congress is not expected to act in the 1st session on fiscal year 1977 authorizations which were submitted, new or revised authorizations should be submitted to the 94th Congress, 2nd session, at the same time as the 1977 Budget. This applies to any remaining transition quarter authorization proposals as well, unless circumstances permit them to be submitted at an earlier date.

Accordingly, each agency will submit to OMB no later than December 15, 1975, six copies of the following material:

(1) drafts of any proposed special authorizing legislation for the transition period (see paragraph 4).

(2) drafts of proposed authorizing legislation to extend programs and activities that are authorized through fiscal year 1976 but for which it will be necessary to (a) resubmit previously proposed authorizations or propose new or revised authorizations for fiscal year 1977 and (b) propose new authorizations for fiscal year 1978 and subsequent years (see paragraphs 5a and 5c).

Since the specific amounts of the authorizations to be included cannot be determined until after decisions are made in connection with the 1977 Budget, the draft bills as submitted to OMB should contain blank spaces for these amounts. When the 1977 Budget decisions are final, OMB and the agencies will jointly agree on the figures to be inserted.

b. Fiscal year 1978 authorization extensions. As also indicated in paragraph 3b, proposed legislation authorizing the continuation of existing programs in fiscal year 1978 must be submitted to the Congress not later than May 15, 1976. To meet this deadline, sufficient time must be provided for the central legislative clearance and coordination process.

Accordingly, each agency will submit to OMB as early as possible but no later than February 29, 1976, six copies of legislative proposals for programs and activities that are authorized through fiscal year 1977 but for which an authorization request is necessary for fiscal year 1978 and subsequent years (see paragraph 5b).

Specific amounts should be included in these draft legislative proposals. These figures should be the amounts agreed on as a result of the 1977 Budget review and should be consistent with the five-year projections included in the 1977 Budget.

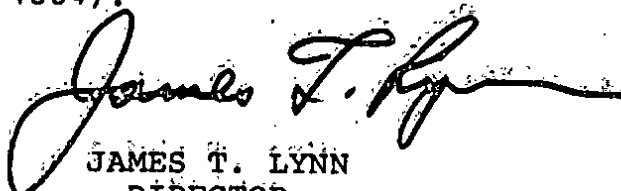
c. Authorizations of new programs or activities. In cases where decisions have been made during the 1977 Budget review calling for authorizing legislation for new programs or activities proposed to begin in fiscal year 1978, draft bills reflecting those decisions, including authorization amounts consistent with the five-year projections included

in the 1977 Budget, should be submitted to OMB no later than February 29, 1976, as in paragraph 8b. Those proposed to begin in fiscal years 1976 or 1977 should be submitted, without amounts filled in, as in paragraph 8a, by December 15, 1975.

Any other authorization proposals for new programs or activities should be submitted to OMB in a timely manner to permit the earliest possible submission to the 94th Congress.

9. Other legislative proposals. Agencies are reminded of the importance of submitting at the earliest possible date their other legislative proposals for consideration by the next session of Congress. These proposals should be submitted to OMB in accordance with the instructions set forth in section 6 of OMB Circular No. A-19.

10. Inquiries. Inquiries and requests for assistance with respect to the requirements contained in this Bulletin should be addressed to the Assistant Director for Legislative Reference (395-4864).


JAMES T. LYNN
DIRECTOR

OMB BUDGETARY 76-6 (Dt. 28 Oct. 1975)

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 76-6

October 28, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Increased pay costs for fiscal year 1976 and the transition quarter.

1. Purpose. This Bulletin provides instructions for the submission of:

a. An analysis of increased pay costs for fiscal year 1976 and

b. An analysis of increased pay costs for the transition quarter.

2. Background. Office of Management and Budget (OMB) Circular No. A-11 instructed agencies to include amounts for the October 1975 pay raise in their 1976, transition quarter, and 1977 budget estimates, if the new pay rates were known at the time of submission. If the rates were not known at that time, agencies should adjust their budget schedules upon receipt of Presidential determinations on their 1977 budget allowances to include the additional 1976, transition quarter, and 1977 amounts required for the pay raise.

The information submitted pursuant to this Bulletin will be the basis for requests to the Congress (in the 1977 Budget) for the 1976 and transition quarter pay supplementals.

3. Coverage. These instructions apply to the fiscal year 1976 and transition quarter costs of:

a. Civilian personnel pay raises, including the increase in executive salaries, effective in October 1975 under Executive Order 11883, issued pursuant to P.L. 91-656 and P.L. 94-82, and comparable raises granted by administrative action.

b. Military personnel pay raises effective in October 1975 under Executive Order 11883, issued pursuant to P.L. 90-207.

c. Actual wage board pay raises effective in fiscal year 1975 and granted under 5 U.S.C. 5341, together with additional raises estimated to be granted under the same authority through September 30, 1976.

4. Absorption policy. The amount of the 1976 and transition quarter pay increase costs specified above will be computed on the basis of the latest approved program levels for 1976 and the transition quarter.

Agencies will absorb these increased pay costs to the maximum extent possible by:

a. Using all available resources within the account to cover increased pay costs, wherever possible, and

b. Using existing transfer authority to maximize absorption when resources within an account are insufficient to meet such costs. Agencies should not seek additional transfer authority from Congress for the purpose of meeting increased pay costs for fiscal year 1976 and the transition quarter.

Each agency will apply the principles set forth in OMB Circular Nos. A-44 and A-64 to achieve economies through cost reduction, position management, and other management improvement programs. Reapportionment requests should be submitted in accordance with paragraph 6 below to apportion any funds previously deferred which may now be used to meet increased pay costs (i.e., amounts shown on lines 9A and 10 of the S.F. 132).

Pay supplementals should be proposed only when the head of the agency has determined that full absorption is not possible. Such a determination will be made only after all available resources have been exhausted by being applied against increased costs in the following order of priority:

(1) Program increases for uncontrollable items which qualify for deficiency apportionments, if the total amount can be absorbed.

(2) Any increased pay cost required to be paid to other accounts for reimbursable work.

(3) Any increased pay cost which can be absorbed in full.

(4) Any increased pay cost which cannot be absorbed in full:

- (a) Civilian pay.
- (b) Wage board pay.
- (c) Military pay.

(5) Other program increases.

5. Preparation of required materials. Each agency is required to submit to OMB by November 19, 1975, separate analyses of increased pay costs for (a) fiscal year 1976 and (b) the transition quarter. The analyses will be prepared in accordance with the instructions in the Attachment and submitted in the format of the Exhibit. In some cases, it may be necessary for OMB to obtain approximations of these increased pay costs prior to receipt of the materials due November 19, 1975.

In addition to the required analyses, the agency submission will include:

a. A narrative explanation of the methods used in computing the increased pay costs.

b. Proposed appropriation language, including that required to change limitations or to provide extended availability for multiple-year and no-year accounts (i.e., "to remain available for obligation until...").

The following guidelines will be used in drafting proposed appropriation language:

- Indentation, punctuation, and capitalization will conform with the presentation used in Part III, Title II of the 1976 Budget Appendix (pp. 1039-1043).
- Organization titles and breaks, including the appropriation account title, will conform to the fiscal year 1976 appropriation bills as enacted or as passed by both Houses of Congress. If the 1976 bills have not passed both Houses of Congress, or have passed each House but with differing account titles, the titles in the 1976 Budget will be used.

-- All new items not included in the 1976 appropriation bills (e.g., chapters, organizations, accounts, or appropriation language phrases) will be underscored.

Sample formats illustrating the above guidelines follow:

DEPARTMENT OF GOVERNMENT

Office of the Secretary: "Salaries and expenses", \$170,870;

Bureau of Economic Development:

"Salaries and expenses", \$314,880;

"Inspection Services", \$213,590 to remain available until March 30, 19BY;

Development Trust Fund: "Limitation on general operating expenses" (increase of \$1,330,000 in the limitation on general operating expenses);

6. Apportionment and reapportionment requests for fiscal year 1976. Agency requests for reapportionment to reflect increased pay costs for FY 1976 will be submitted (as necessary) in accordance with Part IV of OMB Circular No. A-34, as modified by Bulletin No. 75-15. Requests for "deficiency" apportionments that anticipate a need for pay supplementals are authorized by section 107 of P.L. 94-41 and must be accompanied by three copies of the agency head's statement of necessity, as required by 31 U.S.C. 665(e)(1). The language to be included in the agency head's statement is as follows:

"I hereby determine that it is necessary to request apportionment (or reapportionment) of the appropriation '(appropriation title)' on a basis which indicates the necessity for a supplemental appropriation for pay increases in accordance with section 107 of P.L. 94-41."

When a group of such requests is transmitted at one time, a single certification may be used for all requests.

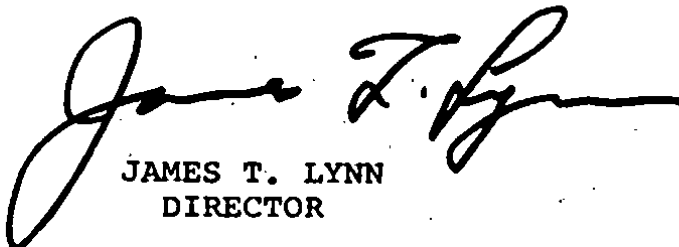
7. Apportionment requests for the transition quarter. In most cases, funds available during the transition quarter will be automatically apportioned. Apportionment requests (S.F. 132's) for the transition quarter will be submitted only when there is a need to (a) establish withholdings during the transition quarter, or (b) apportion resources on other than a time period basis (e.g., specific construction projects). Such requests will be submitted during the

fourth fiscal quarter of 1976 but not later than May 21, 1976.

Where full absorption of increased pay costs is not possible and supplemental appropriations for an account have not been enacted prior to May 15, 1976, agency heads will submit to OMB by May 21, 1976, three copies of their statements of necessity, as required by 31 U.S.C. 665(e)(1). Deficiency apportionment requests, however, will be submitted only if there is a need to apportion resources on other than a time period basis. In such cases, the Standard Form 132 will accompany the statement of necessity.

(NOTE: Detailed instructions on the timing and preparation of transition quarter apportionment requests will be issued to agencies later.)

8. Supplemental appropriations for 1976 and the transition quarter. The proposed appropriation language and analyses required under paragraph 5 will serve as the request for 1976 and transition quarter pay supplementals. Upon approval by OMB of amounts of supplemental appropriation requests, agency budget schedules will be adjusted as necessary. Program supplementals will be handled separately, in accordance with the regular procedures of OMB Circular No. A-11.



JAMES T. LYNN
DIRECTOR

Attachment

BULLETIN NO. 76-6
AttachmentAnalysis of Increased Pay Costs for
Fiscal Year 1976 and the Transition Quarter

Each agency will submit by November 19, 1975, separate analyses of increased pay costs for (a) FY 1976 and (b) the transition quarter, resulting from the items specified in paragraph 3 of this Bulletin. An original and two copies of these analyses will be prepared for both fiscal year 1976 and the transition quarter in the format illustrated by the Exhibit. Each analysis will be accompanied by the narrative explanation and appropriation language required in paragraph 5 of this Bulletin.

For purposes of these analyses, allocation accounts (transfer appropriation accounts) will be reported with the parent account rather than with the receiving agency. Each agency receiving an allocation will furnish to the agency responsible for the parent account the data necessary to prepare the analyses (including justifications) by November 12, 1975, unless other arrangements have been made by the agencies concerned. Allocation accounts will be considered a source of transfer only by the parent agency.

In the case of advances or reimbursements paid into revolving and management funds (including consolidated working funds) and appropriation accounts, the receiving agency which performs the services will include the associated increased pay costs as a part of its absorption, without the necessity of separate identification or of clearance with the paying agency. The ordering agency making the payment will consider this as a part of its ordinary expenses and will not need to identify these as increased pay costs, as such costs relate to employees of the performing agency. However, Congressional action may be necessary to provide additional appropriations to cover payments to other accounts or agencies for increased pay costs for reimbursable work. In such cases, the portion of the increased pay costs attributable to advances and reimbursements must be ascertained and justified. (See instructions for entries under column 4 below.)

Where allocation accounts or more than one type of pay increase are involved (i.e., civilian statutory pay systems including executive salaries, wage board, administrative action, or military pay systems), the amounts applicable to each will be reported separately in columns 2 through 8 of each analysis. (See paragraph 4 of this Bulletin concerning

absorption policy.) On each analysis--FY 1976 and the transition quarter--totals will be shown for the amount attributable to each type of pay raise involved. The final entry in each table will be labeled "Total, all pay increases" and will show the total amounts for the agency for columns 2 through 8.

The analyses will be prepared on 8" x 13" paper, as described below:

Column 1. List under each bureau or organizational unit to which separate appropriations or funds are available, the title of each account (other than allocations from other agencies) out of which any increased pay costs are paid directly. These will include revolving and management funds (including consolidated working funds) and trust funds. Account titles will be listed in the order in which they appear in the budget. At least one line should be left between account titles. Allocations to other agencies will be indented under the title of the parent appropriation account.

Increased pay costs under civilian statutory pay systems (including executive salaries) will be entered without further identification. Other types of pay increases (i.e., wage board, administrative action, military pay system) will be identified in the stub column under each account where appropriate.

Column 2. Report the direct cost of pay raises for employees paid from the account being reported, whether or not the costs result from the performance of reimbursable work. Agencies should be careful to include any additional payments required by Executive Order 11883 that are normally associated with object class 11, such as overtime, Sunday premium pay, etc. If the increased pay cost is disproportionately high in relation to the base for any account, the reasons should be fully set forth in the narrative explanation. Do not report in this column advances or reimbursements paid to other accounts for work or services. (To the extent they cannot be absorbed through currently authorized agency administrative action, they are to be reported in column 4.)

Column 3. For each listed account, report the added costs that are not direct but are related to the pay raise, whether or not the costs are reimbursable. For this purpose, the related costs include such items as Government retirement contributions, employer FICA taxes, Government

contributions to employee life insurance premiums, and other payments which are based on employees' salaries.

Do not report in this column advances or reimbursements paid to other accounts for work or services. (To the extent they cannot be absorbed through currently authorized agency administrative action, they are to be reported in column 4.)

Column 4. Report the portion of the increased pay costs to be paid as advances and reimbursements to other accounts that cannot be absorbed through administrative action. In most cases this column should be blank, since payments to other accounts will be considered for absorption ahead of the increased pay cost of the account itself.

Column 5. Report for each account the portion of the increases shown in columns 2 and 3 that can be absorbed through currently authorized agency administrative action. This will include absorptions through transfers from other accounts that can be made under existing authority and amounts to be covered by reimbursements from other accounts. (NOTE: Funds available for absorption purposes under existing authority will be applied to column 4 before column 5. If any amount is shown in column 4, column 5 will be blank.)

Column 6. Report the portion of the increased costs in columns 2, 3, and 4 that could be absorbed if the Congress provides authority to increase limitations on administrative expenses or personal services.

Column 7. Total of columns 5 and 6.

Column 8. This column should equal the sum of columns 2, 3, and 4 minus column 7, and will represent the additional appropriation considered necessary as a result of the pay raises reported.

EXHIBIT
Bulletin No. 76-6

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| NOTES: a. Amounts are in dollars. b. Actual size of this form is 8 x 13 inches. |
|---|

ANALYSIS OF 1976 INCREASED PAY COSTS*

| Organizational unit and account title (1) | Increase in direct pay and other related cost of this agency | | Amounts not absorbed ad- ministratively to be paid to other accounts (4) | Possible by admin- istrative action (5) | Net absorption | | Additional appropria- tion required (8) |
|---|--|------------------------|---|---|--|--------------|---|
| | Direct pay (2) | Related cost (3) | | | Requiring increase in limi- tation (6) | Total (7) | |
| | DEPARTMENT OF GOVERNMENT | | | | | | |
| Office of the Secretary: | | | | | | | |
| Salaries and expenses..... | 197,420 | 18,700 | ... | 45,250 ^{1/} | ... | 45,250 | 170,870 |
| Wage board..... | 31,500 | 2,950 | ... | 34,450 | ... | 34,450 | ... |
| Bureau of Economic Development: | | | | | | | |
| Salaries and expenses..... | 949,160 | 89,220 | ... | 723,500 | ... | 723,500 | 314,880 |
| Allocation to: | | | | | | | |
| Dept. of the Interior..... | 22,100 | 2,080 | ... | 24,180 | ... | 24,180 | ... |
| Inspection Services..... | 176,000 | 16,540 | 21,050 | ... | ... | ... | 213,590 |
| Development Trust Fund..... | 1,240,000 | 111,600 | ... | 21,600 | 1,330,000 | 1,351,600 | ... |
| Government Corporation: | | | | | | | |
| ABC Revolving fund (adm. action)..... | 1,065,000 | 100,110 | ... | 865,110 | 300,000 | 1,165,110 | ... |
| Total: | | | | | | | |
| Civ. stat. pay systems..... | 9,336,400 | 872,660 | 42,310 | 4,297,100 | 1,392,340 | 5,689,440 | 4,561,930 |
| Wage board..... | 142,500 | 13,250 | ... | 84,450 | 9,260 | 93,710 | 62,040 |
| Adm. action..... | 1,065,000 | 100,110 | ... | 865,110 | 300,000 | 1,165,110 | ... |
| Total, all pay increases..... | 10,543,900 | 986,020 | 42,310 | 5,246,660 | 1,701,600 | 6,948,260 | 4,623,970 |

^{1/} Includes \$15,000 to be transferred from "Salaries and Expenses, Bureau of Safety" under existing authority.

* A separate analysis will be compiled for the transition quarter using the same format.

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EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

BULLETIN NO. 76-5

September 22, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Excess and near excess foreign currencies

1. Purpose. This Bulletin informs the Departments and agencies of the U.S.-owned foreign currencies that have been determined by the Secretary of the Treasury to be in excess or near excess supply.

2. Rescission. This Bulletin supersedes and rescinds OMB Bulletin No. 75-6 of September 9, 1974. The provisions contained in this Bulletin remain in effect until September 30, 1977, unless superseded or rescinded at an earlier date.

3. Policy. Specific guidance on the utilization of excess and near excess foreign currencies is contained in Office of Management and Budget (OMB) Circular No. A-20, Revised. In general, however, full utilization of excess and near excess foreign currencies in lieu of U.S. dollars -- consistent with international agreements and availability of the currencies -- must be an objective of every agency with transactions in the respective countries.

4. Excess currencies. Currencies of the following countries are excess to the Government's normal requirements for fiscal year 1976, the transition quarter July 1-September 30, 1976, and fiscal year 1977 (unless otherwise indicated).

| | | |
|--------|----------|---------|
| Burma | India | Tunisia |
| Egypt | Pakistan | |
| Guinea | Poland* | |

*(Limited, see 6 below.)

5. Near excess currencies. Supplies of currencies available for U.S. programs for fiscal year 1976 in the following countries are above our immediate needs, but are not sufficient to be declared excess.

| | | |
|-------|-----------|------------|
| Sudan | Sri Lanka | Yugoslavia |
|-------|-----------|------------|

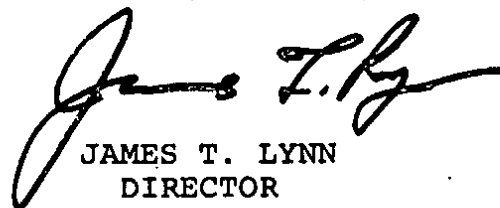
6. Restrictions on special foreign currency programs. Special foreign currency program appropriations will be available for incurring obligations payable in any excess currencies, with two restrictions:

a. Obligations under special foreign currency programs in Poland will be made only within ceilings established by the Office of Management and Budget. Such ceilings will be communicated to the appropriate agencies in the near future.

b. The excess designation for Poland will terminate on December 31, 1976.

7. Effective date. This Bulletin is effective immediately.

8. Inquiries. Inquiries and requests for assistance should be addressed to the Office of Management and Budget, Budget Review Division, telephone 395-3830 (code 103, ext. 3830).



JAMES T. LYNN
DIRECTOR

OMB BULLETIN No. 76-4, Dtd: 8/13/75

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2 Sept 75 - Talked with Jim Oliver on the phone today. CIA will do nothing in response to this Bulletin. OMB's presentation will be very general - ours will be subsumed in DoD. RHW

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 76-4

August 13, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Preparation and submission of 1977 "current services" budget estimates

1. Purpose. This Bulletin provides instructions for the preparation and submission of "current services" estimates for Fiscal Year 1976, and Fiscal Year 1977. In addition, revised estimates for FY 1976 will be submitted. These instructions apply to all agencies of the Government including the Legislative Branch and the Judiciary.

2. Background. Section 605 of the Congressional Budget Act of 1974 (P.L. 93-344) requires that the President submit the proposed budget authority and estimated outlays that would be included in the budget for the ensuing fiscal year (FY 1977) if all programs and activities were carried on at the same level as the fiscal year in progress (base year--FY 1976) and without policy changes. The Act also requires submission of supporting information such as the rate of inflation, the rate of real economic growth, the unemployment rate, program caseloads, and pay increases. Under section 605b of the Act, the Joint Economic Committee will prepare and submit an economic evaluation of these current services estimates to the Committees on the Budget of both Houses on or before December 31, 1975.

The Congress -- in particular, the Congressional Budget Office, the Joint Economic Committee, and the Budget Committees -- expects to use the current services budget to estimate the general size and direction of the budget and to serve as a base against which alternatives, including the President's budget, can be evaluated.

3. Basis for the estimates.

a. Revised estimates for FY 1976. The OMB Mid-session Review of the 1976 Budget, issued May 30, 1975, incorporated various changes to the estimates included in the Budget transmitted to the Congress in February, 1975. If

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additional changes are warranted based on more current information, these estimates should be updated as of September 1, 1975. Any changes made must fall into the following mutually exclusive categories:

✓ (1) Congressional action. Changes from the May 30 estimates that were initiated by the Congress and that are included in enacted legislation.

✓ (2) Administration action. Specific Administration actions that cause a change in the estimates. These encompass any changes in appropriation or other requests that have been transmitted to the Congress or approved by the President.

✓ (3) Re-estimates. The effects of changes in workload, revised economic assumptions provided by OMB, or other uncontrollable factors and changes in offsetting receipts.

✓ b. Current services estimates for FY 1976. The current services estimates for 1976 will constitute the base year estimates for determining the 1977 current services budget estimates and should be the revised FY 1976 estimates developed above with the following adjustments:

(1) The estimates should exclude the impact of all legislative proposals that have not been enacted by September 1, 1975. For this purpose, assume that rescissions pending before the Congress will not be enacted, and that deferrals will not be overturned.

→ (2) The estimates should reflect the current services economic assumptions provided by the Office of Management and Budget.

(3) If the 1976 appropriations have not yet been enacted, the estimates should be based on the amounts provided in the continuing resolution, rather than the amounts requested by the President. However, in the case of major procurement and construction programs that are largely governed by amounts contained in annual authorizing legislation, adequate appropriations to permit orderly execution of enacted authorizing legislation should be assumed.

c. Current services estimates for FY 1977. The current services estimates for 1977 should reflect the anticipated costs of continuing on-going Federal programs and activities

at 1976 current services levels without policy changes (that is, ignoring all pending legislative proposals, Presidential and Congressional). The estimates should allow for the expected future implications of current law, and for anticipated changes of a relatively uncontrollable nature (as distinct from policy changes). More specifically:

(1) The current services budget should include the effects of legislation signed into law on or before September 1, 1975, even if the effective date of the legislation is later. All pending legislative proposals, including pending rescissions will be excluded. In the case of deferrals, it should be assumed that the deferral actions continue in effect for the period specified in the Special Message transmitted to the Congress under the Impoundment Control Act of 1974 (unless overturned by the Congress by September 1, 1975).

(2) Programs that expire under existing laws should not be assumed to carry forward if the activities or benefits are clearly temporary or one-time (such as the \$50 payment to social security beneficiaries or temporary commissions scheduled to expire). All other programs whose authority is scheduled to expire, will be assumed to continue.

(3) Programs will not be adjusted for price increases beyond September 1, 1975 except to the extent required or specifically permitted by current law. Statutory Federal pay increases, not yet effective, will not be included in the estimates prepared by agencies. A separate government-wide allowance will be developed by OMB.

(4) Entitlement programs that have legislated cost-of-living increases (such as social security and food stamps) or whose outlays increase automatically with rising prices (such as medicare and medicaid) should be adjusted from the base year (1976 current services estimates) for (1) changes in beneficiaries due to economic or demographic reasons; (2) anticipated inflation (based on price assumptions provided by OMB representatives); and (3) enacted legislation that changes the entitlement formula or coverage of the program.

(5) Entitlement programs that do not have legislated cost-of-living increases (such as veterans compensation and pensions) should be adjusted from the base year (1976 current services estimates) only for (1) anticipated changes in beneficiaries and benefit levels due

to economic or demographic reasons; and (2) enacted legislation that changes benefit levels or coverage of the program. These programs should not be adjusted for inflation since this would require a change in existing law.

(6) Federal employment will be assumed to remain level. Productivity increases will be assumed to offset growth in workloads except for major uncontrollable changes. Other exceptions are permissible only when the authorizing statutes specifically provide for either rising or declining employment and must be approved by OMB.

(7) Grants to State and local governments that are not entitlement programs (such as public service employment, education grants, or mass transit grants) should be adjusted only for the implications of current law and unexpended balances of budget authority from prior years. In the case of annual appropriations, assume the same program level (i.e., budget authority) as in the base year (1976 current services estimates). Outlays under these programs should not be adjusted for inflation beyond September 1, 1975 unless such adjustment is specifically provided for by statutes.

(8) Offsetting receipts should be estimated based on current law and should reflect any anticipated future changes that would take place without changes in law (such as economic developments).

(9) Estimated budget authority for all other Federal activities such as caseload programs, construction, procurement, operations and maintenance, loans, and subsidies should be held at the 1976 current services level unless changes are required by current law or prior contracts and commitments. Estimated budget authority and outlays under these programs should not be adjusted for inflation beyond September 1, 1975 unless such adjustment is specifically provided for by authorization or appropriation acts. For example, estimated budget authority and outlays for major projects (e.g., the space shuttle, water resources projects, the nuclear breeder reactor, and major weapons systems) will be determined by following the approved construction, development, and/or procurement schedules. These estimates will be adjusted for inflation only if the amounts authorized or appropriated clearly include amounts for future price increases. Other programs will not be adjusted for price increases beyond September 1, 1975.

4. Materials required. The following materials are required:

a. A report in the form of a marked up computer listing. Two copies of this listing will be provided by OMB representatives to each agency. One copy will be retained by the agency. The levels of aggregation in the report will be individual accounts (in some cases split by subfunction), or aggregations of accounts, but generally at the highest level of aggregation that will provide budget authority and outlays for each of the following:

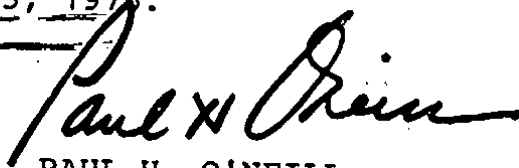
Agency total
Major function/subfunction
Federal fund/trust fund
Controllable/uncontrollable
Permanent authority/current authority
Appropriation bills

The line entries on the computer listing will vary depending on the level of aggregation required, but will generally follow the format of the Budget Accounts Listing (BAL) of the Budget of the United States Government for Fiscal Year 1976. Detailed instructions for marking-up the computer listing are provided in Attachment A to this Bulletin. Attachment A also includes an exhibit that illustrates the kind of information requested and the format of the computer listing.

b. An analysis that will explain differences between:

(1) the May 30 FY 1976 estimates and the September 1 FY 1976 estimates; (2) the FY 1976 estimates based on Presidential policies (the September 1 estimate) and the FY 1976 ("base year") current services estimates; and (3) the FY 1976 current services estimates and the FY 1977 current services estimates. The analysis will be prepared in accordance with the instructions contained in Attachment B in the form of Exhibit 2.

5. Timing of submission. The materials required by section 4 of this Bulletin will be submitted as requested by OMB, but no later than September 15, 1976.



PAUL H. O'NEILL
ACTING DIRECTOR

Attachment

ATTACHMENT A
BULLETIN NO. 76-4Instructions for Preparation of
the Report Required by Paragraph
4(a) of this Bulletin

Agencies will receive from OMB a computer printout in the format of Exhibit 1 that, generally follows the format of the Budget Accounts Listing printed on pages 197-318 of the Budget of the United States Government for Fiscal Year 1976. The printout will contain certain preprinted information, some of which will need to be reviewed, changed, and marked-up in accordance with the following instructions.

Line codes (left margin). The numbers appearing in the left hand margin are for the use of the Office of Management and Budget.

Abbreviations Defined:

| | |
|-------|--|
| CBA | Current budget authority |
| PBA | Permanent budget authority |
| SBA | Supplemental budget authority (Proposed for later transmittal under proposed legislation) (See Section 21.3 of OMB Circular No. A-11, Revised) |
| O-CBA | Outlays from current budget authority |
| O-PBA | Outlays from permanent budget authority |
| O-SBA | Outlays from supplemental budget authority (Proposed for later transmittal under proposed legislation) |
| P REC | Proprietary Receipts (OMB Circular No. A-11, Appendix D, Receipt Categories P and UP) |
| IGT-1 | Intragovernmental Transactions (OMB Circular No. A-11, Appendix D, Receipt Categories IF, IT, and O) |
| IGT-2 | Intragovernmental Transactions (OMB Circular No. A-11, Appendix D, Receipt Categories ID, UI, and UO) |

NBA Net budget authority (Equals: CBA + PBA + SBA - P REC - (IGT-1) - (IGT-2))

NO Net outlays (Equals: O-CBA + O-PBA + O-SBA - P REC - (IGT-1) - (IGT-2))

(Note: Numerical column designations that follow are based on computer programming designations and are not necessarily in numerical sequence.)

Function code (column number 6). The appropriate function code will be pre-printed as needed in this column for each line entry identified in the report. No change should be made to entries in this column.

Line codes (column number 72). The following line codes will be used to facilitate various data sorts and will be pre-printed as needed in this column.

Blank Receipts (Note: Receipts are aggregated to the function or subfunction level shown in the Budget Accounts Listing)

4300 Budget authority (current), (all current authority except debt and contract authority made available in substantive law, which is coded 4710, 4810, and 4910 below).

4710, Budget authority (current), debt and contract
4810, authority (Substantive Law)
4910

6300 Budget authority (permanent), (all permanent authority except debt and contract authority made available in substantive law, which is coded 6710, 6810, and 6910 below).

6710, Budget authority (permanent), debt and contract
6810, authority (Substantive Law)
6910

9000 Outlays

1975 June 30 actual (column number 46). The actual budget authority, outlay, and receipt amounts reported to the Department of Treasury in accordance with Treasury Bulletin No. 75-06 should be entered in black pencil for each line entry.

May 30 estimate (columns number 40 and 58). Budget authority, outlay, and receipt estimates for FY 1976, and the Transition Quarter developed by OMB during the Mid-session Review of the 1976 Budget. Amounts will be pre-printed in these columns for each line entry identified in the report, as appropriate. No change should be made to these entries.

September 1 estimate (columns number 48 and 60). The budget authority, outlay, and receipt estimates for FY 1976 and the Transition Quarter developed during the OMB Mid-session Review of the 1976 Budget will be pre-printed in these columns. Any changes required in these amounts should be entered by crossing out the pre-printed amount and writing in the new estimate with black pencil. Such changes should be discussed with the appropriate OMB budget examiner and will be limited to those categories identified in paragraph 3a of this Bulletin: congressional action, administration action, and re-estimates.

Current services estimate (columns number 52 and 56). Enter in black pencil current services estimates for FY 1976 and FY 1977 for each line entry. It should be noted that the changes developed in arriving at these estimates must be formulated under the guidelines contained in paragraphs 3b and 3c of this Bulletin.

Change from 1976 September 1 estimate (column number 50). Enter in black pencil the difference between the amounts entered in column number 52 and column number 48. (Column 52 minus column 48 equals column 50.)

Changes from 1976 Current Services (column number 54). Enter in black pencil the differences between the amounts entered in column number 56 and column number 52. (Column number 56 minus column number 52 equals column 54.)

DEPARTMENT OF GOVERNMENT LISTING FOR REVISING THE OMB MID-SESSION REVIEW ESTIMATES
AND SUBMISSION OF CURRENT SERVICES ESTIMATES

| BA & OUTLAYS IN THOUSANDS OF DOLLARS | 6 | 72 | 1975 JUNE 30 ACTUAL (46) | 1976 MAY 30 ESTIMATE (40) | 1976 SEPT 1 ESTIMATE (48) | CHANGE FROM 76 SEPT 1 EST (50) | 1976 CURRENT SVCS EST (52) | CHANGE FROM 76 CUR SVCS (54) | 1977 CURRENT SVCS EST (56) | TQ MAY 30 ESTIMATE (58) | TQ SEPT 1 ESTIMATE (60) |
|--|-----|------|-----------------------------------|------------------------------------|------------------------------------|---|-------------------------------------|---------------------------------------|-------------------------------------|----------------------------------|----------------------------------|
| | (6) | (72) | | | | | | | | | |

DEPARTMENT OF GOVERNMENT
SOCIAL SERVICES BUREAU
FEDERAL FUNDS

| PAYMENTS TO SOCIAL SERVICES AND OTHER FUNDS | | | | | | | | | 953000 | 953000 |
|---|-------|-----|------|---------|---------|--|--|--|---------|---------|
| 6120 | CBA | 551 | 4300 | 3597000 | 3597000 | | | | -200000 | -200000 |
| 6160 | SBA | 551 | 4300 | -2000 | -2000 | | | | 953000 | 953000 |
| 6130 | O-CBA | 551 | 9000 | 3597000 | 3597000 | | | | -200000 | -200000 |
| 6170 | O-SBA | 551 | 9000 | -2000 | -2000 | | | | | |

OFFSETTING RECEIPTS
FEDERAL FUNDS

| | | | | | | | | | | |
|------|-------|-----|--|--------|--------|--|--|--|-------|-------|
| 6170 | IGT-1 | 902 | | -21500 | -21500 | | | | -5375 | -5375 |
| 6690 | P REC | 800 | | -916 | -916 | | | | -234 | -234 |

TRUST FUNDS

| | | | | | | | | | | |
|------|-------|-----|--|----------|----------|--|--|--|--|--|
| 6760 | IGT-1 | 601 | | -1045000 | -1045000 | | | | | |
| 6770 | IGT-1 | 902 | | -6000 | | | | | | |
| 6750 | P REC | 601 | | -61 | -61 | | | | | |

TOTAL P REC
TOTAL IGT-1
TOTAL NBA
TOTAL NO

| | | | | | | | | | | |
|------|-------------|-----|--|----------|----------|--|--|--|---------|---------|
| | | | | -1407 | | | | | | |
| | | | | -1051000 | | | | | | |
| | | | | -1052407 | | | | | | |
| | | | | -1052407 | | | | | | |
| 6780 | IGT-2 | 551 | | -3597000 | -3597000 | | | | -753000 | -753000 |
| 6790 | IGT-2 | 601 | | -515000 | -515000 | | | | | |
| | TOTAL IGT-2 | | | -4112000 | | | | | | |

ATTACHMENT B
BULLETIN NO. 76-4Instructions for Preparation of the Analysis
Required by Paragraph 4(b) of this Bulletin

Agencies will prepare this analysis in accordance with the following instructions and in the format of Exhibit 2. Separate analyses will be prepared for each level of aggregation identified in the report required by paragraph 4(a) of this Bulletin. This analysis need not be submitted when the change in net budget authority (NBA) and net outlays (NO) is less than \$50 million for a specific program (level of aggregation).

Name of program. Enter the title of the appropriate level of aggregation as reflected on the computer listing (see Attachment A and Exhibit 1). For example, in the illustration (Exhibit 1) there are two programs (levels of aggregation) identified, "payment to social services and other funds," and "offsetting receipts."

Type of program. Each program (level of aggregation) will be identified as to type, based on the mutually exclusive categories listed below. In most cases, 90% or more of the net budget authority (NBA) and net outlays (NO) will fall into a single category. In such cases, identify the total amount in that category. However, if substantial (over 10%) elements of the program fall into different categories, each applicable category should be identified with the percentage amount attributed to each.

Entitlement. Under these programs Federal payments are essentially automatic when eligibility of beneficiaries is determined. Eligibility is based on guidelines contained in Federal law or regulations; or local law in conformity with Federal law or regulations. Programs such as social security, medicare, medicaid, supplemental security income, veterans compensation and pensions, military and civilian retirement, food stamps, and unemployment benefits belong in this category.

Grants to State and local governments. Includes direct grants and shared revenues to State and local governments as defined in Appendix B, OMB Circular No. A-11, Revised, but excluding loans. Programs falling into this category should be subcatagorized as follows:

Entitlement grants. Programs for which payments are determined as described above under "Entitlement" programs.

All other grants.

Loans. Includes direct loans as defined in Section 42 of OMB Circular No. A-11, Revised. The programs listed in Appendix C, OMB Circular No. A-11, Revised belong in this category.

Subsidies, scholarships, and awards. Includes nonentitlement payments to institutions and individuals for price supports (including commodity purchases) and payments for facilities acquired as a result of mortgage default.

All other. Includes Federal payments for acquisitions of land, structures, material, equipment, and similar goods and services (including associated overhead costs) when these goods and services are being acquired for Federal use, and all direct Federal programs not otherwise categorized.

Offsetting receipts. Includes all receipt categories listed in Appendix D, OMB Circular No. A-11, Revised except for those coded "G" (Governmental).

Date authorization expires. Enter the date[s] that the current authority [authorities] to conduct the program expire under substantive law. If there are no expiration dates specified in substantive law enter "indefinite."

Inflation adjustments (authorized by law). Indicate, by entering (yes) or (no), whether the program estimates include an adjustment for inflation beyond September 1, 1975.

Changes from the FY 1976 May 30 estimates to the FY 1976 September 1 estimates. This section of the report will be used to explain the changes in total net budget authority (NBA) and net outlays (NO) reflected in the September 1 update of the FY 1976 Budget estimates (column number 48 of the computer listing, Exhibit 1). Enter the amount of change (\$ in millions) and a brief narrative explanation under the appropriate column headings. This information will be entered under the following subheadings, as appropriate (categories defined in paragraph 3(a) of this Bulletin).

Administration Action,
Congressional Action, or
Re-estimates.

Changes from the FY 1976 September 1 estimates to the FY 1976 current service estimates. This section of the report will be used to explain the changes in total net budget authority (NBA) and net outlays (NO) as reported in column number 50 of the computer listing. Enter the amount of change (\$ in millions) and a brief narrative explanation under the appropriate column headings. This information will be entered under the following subheadings that correspond to the guidelines provided in paragraph 3(b) of this Bulletin:

Presidential proposals not enacted,

Effect of Continuing resolution,

Current services economic assumptions provided by OMB,
or

Other.

Changes from the FY 1976 current services estimates to the FY 1977 current services estimates. This section of the report will be used to explain the changes in total net budget authority (NBA) and net outlays (NO) as reported in column No. 54 of the computer listing. Enter the amount of change (\$ in millions) and a brief narrative explanation under the appropriate column headings. This information will be entered under the following subheadings that correspond to the guidelines provided in paragraph 3(c) of this Bulletin.

Price increases,

Case load changes (specify change and total number of beneficiaries),

Enacted authorizations or appropriations,

Orderly procurement and construction cycles,

Expiring legislation,

For trust fund BA only, changes in receipts, or

Other (e.g., interest, offsetting receipts).

(Department of Government)
Explanation of Changes: September 1, 1975,
Revision of FY 1976 Estimates;
FY 1976, and FY 1977 Current Services Estimates

Name of Program: _____ Type of Program: _____

Date Authorization Expires: _____ Inflation Adjustments (Authorized by Law): _____

Changes from the FY 1976 May 30 estimates to the FY 1976 September 1 estimates due to:

| | <u>\$ in millions</u> | <u>Narrative explanation</u> |
|-------------------------------|-----------------------|------------------------------|
| | <u>NBA</u> <u>NO</u> | |
| <u>Administration Action.</u> | | |
| <u>Congressional Action.</u> | | |
| <u>Re-estimates.</u> | | |
| Total | | |

Changes from the FY 1976 September 1 estimates to the FY 1976 current services estimates due to:

| | <u>\$ in millions</u> | <u>Narrative explanation</u> |
|---|-----------------------|------------------------------|
| | <u>NBA</u> <u>NO</u> | |
| <u>Presidential proposals not enacted.</u> | | |
| <u>Effect of continuing resolution.</u> | | |
| <u>Current services economic assumptions supplied by OMB.</u> | | |
| <u>Other.</u> | | |
| Total | | |

Changes from the FY 1976 current services estimates to the FY 1977 current services estimates due to:

\$ in millions
NBA NO

Narrative explanation

Price increases.

Caseload increases (specify change and total number of beneficiaries).

Enacted authorizations or appropriations.

Orderly procurement and construction cycles.

Expiring legislation.

For trust fund BA only changes in receipts.

Other (e.g., interest, offsetting receipts).

Total

OMR RITTEPTM 76-2

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12 August 1975

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 76-3

August 12, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Instructions for Providing Data for the OMB
Committee Management Secretariat Information
System

1. Purpose. This Bulletin provides instructions for the submission of information for the establishment and updating of the data base of the OMB Advisory Committees Information System.

2. Background. To carry out responsibilities given the Office of Management and Budget (OMB) under Public Law 92-463, 5 U.S.C. App. I., and Executive Order No. 11769, an information storage and retrieval system is being developed to assist in the performance of OMB functions.

3. Reporting Requirements.

a. Each department and agency shall submit by August 29, 1975 to the Committee Management Secretariat, OMB, the following:

-- an Initial Data Collection Form (Appendix A) for each committee in existence on December 31, 1974. This data must be consistent with that reported to the General Services Administration for the Annual Report on Advisory Committees for calendar year 1974.

-- an Update or Correction Form (Appendix B) for all changes in status (renewal, merger, termination, etc.) during the period January 1, 1975 to June 30, 1975, for each committee in existence on December 31, 1974.

-- an Initial Data Collection Form (Appendix A) for each advisory committee established during the period January 1, 1975 to June 30, 1975. This data must be consistent with the committee's original charter.

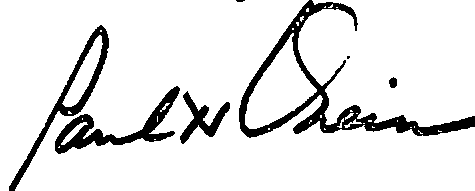
b. For actions subsequent to June 30, 1975 each agency shall submit the following:

-- an Initial Data Collection Form (Appendix A) on each advisory committee established. This data must be submitted within 10 days following the filing of the Charter.

-- an Update or Correction Form (Appendix B) for all changes of status (renewal, merger, termination, etc.) for each advisory committee in existence on July 1, 1975 or established thereafter. This data must be submitted no later than 10 days following the change of status. Monthly reports will no longer be required.

4. Expiration date. This Bulletin remains in effect until such time as the provisions herein are incorporated into OMB Circular No. A-63.

5. Inquiries. Inquiries and requests for assistance should be directed to the OMB Committee Management Secretariat (code 103, 395-5193).



PAUL H. O'NEILL
ACTING DIRECTOR

Attachments

DATE: _____

INITIAL DATA COLLECTION

COMMITTEE MANAGEMENT SECRETARIAT

(Instructions printed on reverse side)

A. Agency: _____

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

(Budget Code)

B. Name of Advisory Committee: _____

C. Type of Advisory Committee (Mark "X") as Appropriate):

| |
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| 1 |
|---|

| |
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| 2 |
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| |
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| 3 |
|---|

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| 4 |
|---|

D. Specific Establishment Authority: _____

E. Ad hoc or Continuing

| |
|---|
| 1 |
|---|

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|---|
| 2 |
|---|

F. CMS Functional Code: _____

G. Congressional Standing Committees:

House:

| | | | |
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|---|--|--|--|

H. Total Authorized Members of Committee: _____

I. Filing Date of Committee Charter: _____

J. Expiration Date of Committee: _____

K. Current Calendar Year Estimated Cost: _____

Prepared by: _____
Name, Title, Phone

Please mail this form to: Office of Management and Budget
Committee Management Secretariat
Room 10233
New Executive Office Building
Washington, D.C. 20503

INSTRUCTIONS FOR COMPLETING INITIAL DATA COLLECTION FORM

General Instructions. A separate form will be completed for each advisory committee or subcommittee. The form should be completed by the organizational element responsible for support of this committee.

- A. Name of department, agency, and sub-unit to whom this committee is assigned, with the 4-digit budget code.

See Appendix E, Chapter and Organization Codes

- B. Complete name of the advisory committee or subcommittee as chartered.

- C. Type of advisory committees:

1. Directed by law - an agency "shall" establish a committee
2. Authorized by law - an agency "may" establish a committee
3. Established by agency - agency authority
4. Presidential - provides advice directly to the President

- D. Specific establishment authority:

| <u>Authority</u> | <u>Examples</u> |
|---|-----------------|
| Public Law Number | PL 82-209 |
| United States Code | 24 USC 814 |
| Code of Federal Regulations | 1 CFR Part 10 |
| Executive Order Number | EO 11640 |
| Presidential Directive | |
| Other Pertinent Regulations or Directives | |

- E. 1. Ad hoc committee: Created to serve 12 months or less
2. Continuing committee: Created to serve longer than 12 months

- F. CMS functional code:

See Appendix C - Committee Classification System

Examples: Health (I), Research (B), Cancer (A) = IBA

Business & Commerce (B), Economics (A),

Cost of Living (C) = BAC

- G. Congressional standing committees: List the standing committees in the House and Senate having jurisdiction for this advisory committee.

See Appendix D

Examples: House (H), Gov't Operations (H), Manpower and

Housing (F) = HHF

Senate (S), Appropriations (C), Defense (B) = SCB

- H. Authorized members of committee: Total number of members as specified in the most recent annual report, or for committees established since the last annual report, number of authorized members as stated in Charter.

- I. Filing Date of Committee Charter: Date filed with the congressional standing committees.

- J. Expiration Date: As designated in Charter.

- K. Current Year Estimated Cost: The amount necessary to fund, supply, and maintain this advisory committee for the current calendar year.

UPDATE OR CORRECTION
COMMITTEE MANAGEMENT SECRETARIAT
 (see instructions on reverse)

Title of advisory committee to be updated or corrected
 (as stated on the most recent Initial Data Correction form.)

Mark an "X" in the box preceding each data element to be updated or corrected and insert such information on the following line. After the initial input pursuant to Bulletin No. 76-3 on Appendixes A and B, blocks I, J, K, L, M, R, S, and T on Appendix B are to be used only for corrections. These items are not to be updated during the year.

- A. Agency Group Code: 1 2 3 4
- B. Agency & Budget Code: _____
 (Budget Code)
- C. Alpha Name Code (for OMB use only): _____
- D. Name of Advisory Committee: _____

- E. Committee Type: 1 2 3 4
- F. Specific Establishment Authority: _____
- G. Ad Hoc or Continuing: 1 2
- H. CMS Functional Code: _____
- I. *House Standing Committee: H H H H H
- J. *Senate Standing Committee: S S S S S
- K. *Total Authorized Members: _____
- L. *Ethnic Composition: I/A _____ A _____ B _____ H _____ W _____
- M. *Total Female Members of Committee: _____
- N. Filing date of Committee Charter: _____
- O. Renewal/Reestablishment Date: 1 2 Date _____
- P. Termination/Merged Date: 1 2 Date _____
- Q. Expiration Date: _____
- R. *Current Calendar Year Estimated Cost: _____
- S. *Previous Calendar Year Actual Cost: _____
- T. *Previous Year Person Years: _____

Prepared by: _____
 (Name, Title, Phone)

*Not to be updated during year.

Please mail this form to: Office of Management and Budget,
 Committee Management Secretariat,
 Room 10233
 New Executive Office Building
 Washington, D.C. 20503

BULLETIN NO. 76-3
APPENDIX B

EXPLANATION OF DATA LISTED IN THE UPDATE OR CORRECTION FORM

General Instructions. A separate form will be completed for each update or correction. The form should be completed by the organizational element responsible for support of this committee. Note: Blocks I, J, K, L, M, R, S, and T are to be used only for corrections, not for update.

- A. Agency Group Code: (as listed in the previous Annual Report, pages 10 and 11).
- | | |
|--------------------------------------|---|
| 1. Executive Office of the President | 3. Agencies |
| 2. Departments | 4. Selected Committees, Commissions, and Councils |
- B. Agency and Budget Code: Name of department, agency, and sub-Unit to whom this committee is assigned, with 4-digit budget code. See Appendix E, Chapter and Organization Codes.
- C. Alphabetic Name Code: A unique serial number assigned to each advisory committee by the OMB Committee Management Secretariat.

D. Complete name of the advisory committee as chartered.

E. Types of Advisory Committees: (check one box)

1. Directed by law - an agency "shall" establish a committee
2. Authorized by law - an agency "may" establish a committee
3. Established by agency - agency authority
4. Presidential - provides advice directly to the President

F. Specific Establishment Authority: Cite the specific establishment authority as defined below.

Authority: Public Law Number, Executive Order Number, United States Code, Code of Federal Regulations, Presidential Directive, Other Pertinent Regulations or Directives

G. 1. Ad Hoc Committee: Created to serve 12 months or less

2. Continuing Committee: Created to serve longer than 12 months

H. CMS Functional Code: See Appendix C - Committee Classification System.

Examples: Health (I), Research (B), Cancer (A) = IBA

Business & Commerce (B), Economics (A), Cost of Living (C) = BAC

*I&J. Congressional Standing Committees: List the standing committee(s) in the House and Senate having jurisdiction for this advisory committee. See Appendix D - Congressional Standing Committees.

Examples: House (H), Gov't Operations (H), Manpower and Housing (F) = HHF

Senate (S), Appropriations (C), Defense (B) = SCB

*K. Total Members of Committee: Indicate total number of authorized committee members.

*L. Ethnic Composition: No member should be counted in more than one of the following categories:

I/A - American Indian or Alaskan Native. A person having origins in any of the original peoples of North America.

A - Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

B - Black, not of Hispanic Origin. A person having origins in any of the black racial groups.

H - Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.

W - White, not of Hispanic Origin. A person having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.

*M. Total Female Members on Advisory Committee: (self-explanatory)

N. Filing Date of Committee Charter: Date filed with the Congressional standing committees

O. Renewal/Reestablishment Date: (check one as appropriate and enter date)

P. Termination/Merged Date: (check one as appropriate and enter date)

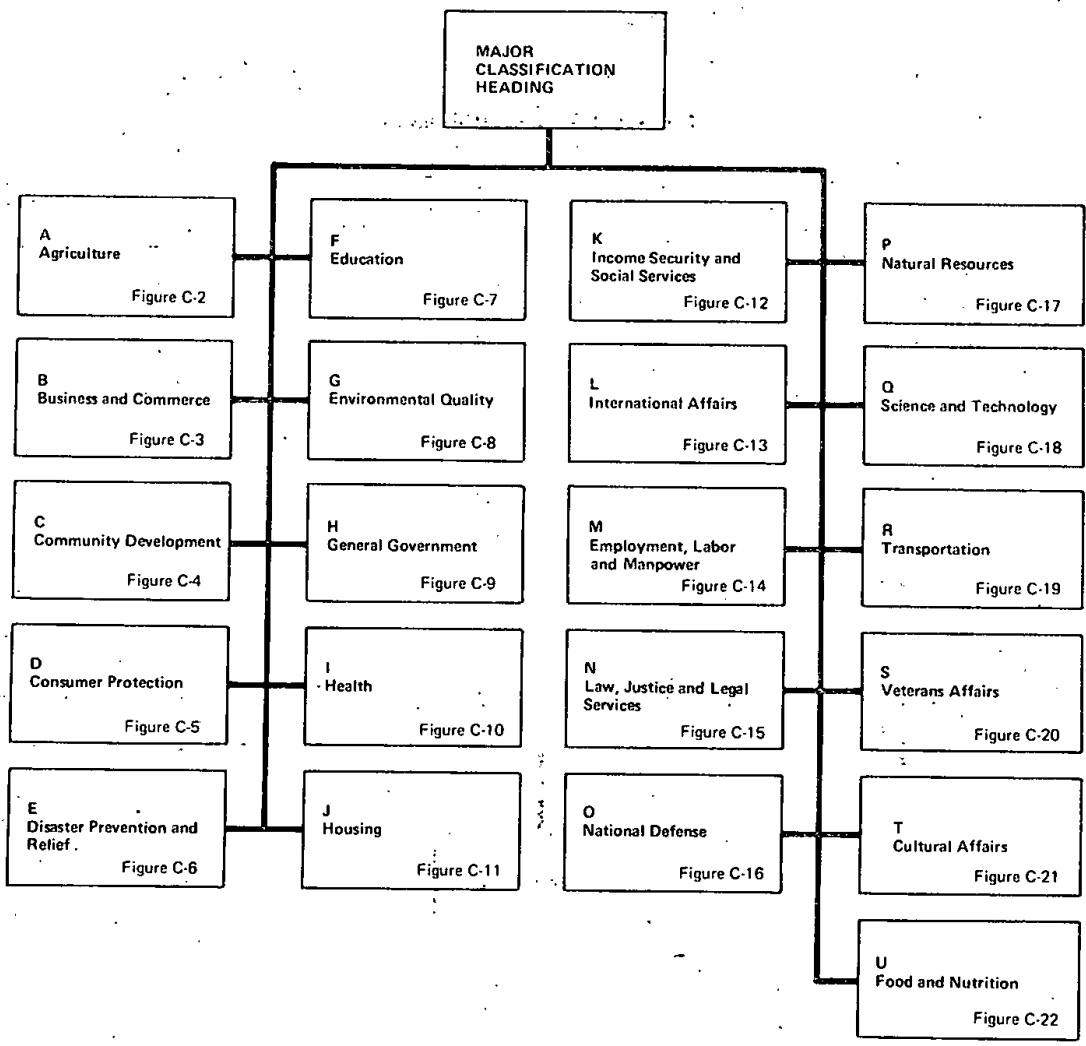
Q. Expiration Date: (as designated in Charter)

*R. Current Calendar Year Estimated Cost: The amount necessary to fund, supply, and maintain this advisory committee.

*S. Previous Calendar Year Actual Cost: (as listed in previous Annual Report)

*T. Previous Calendar Year Person Years: (as listed in previous Annual Report)

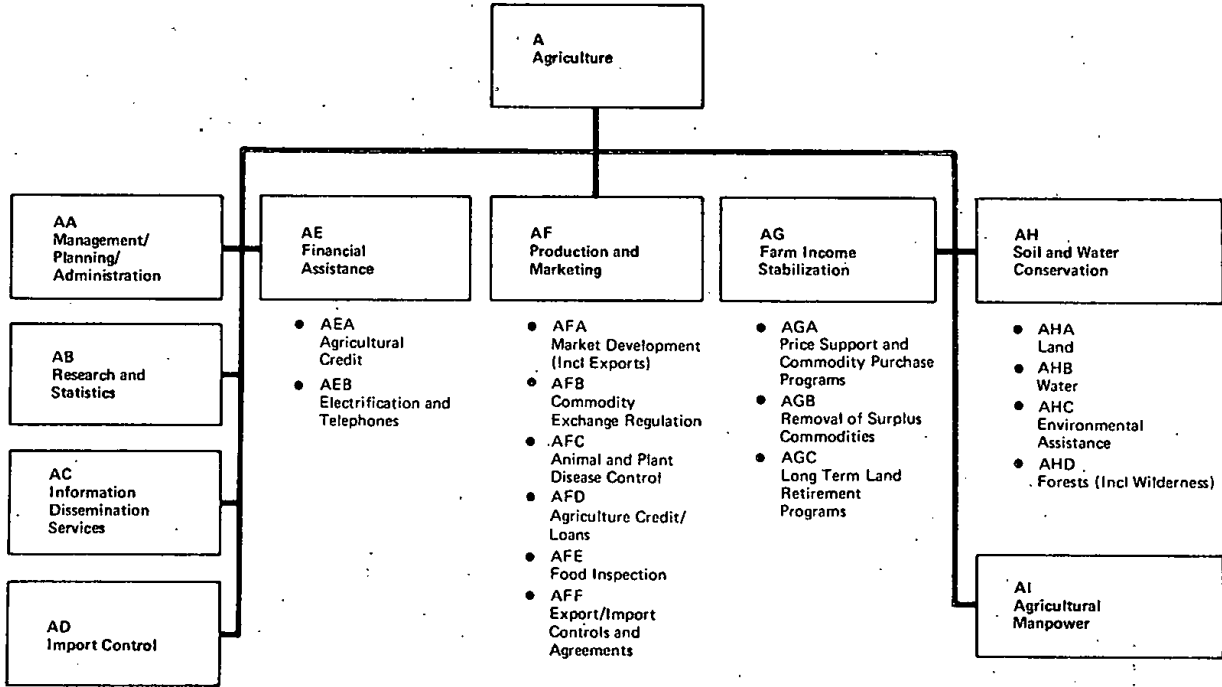
*Not to be updated during year.



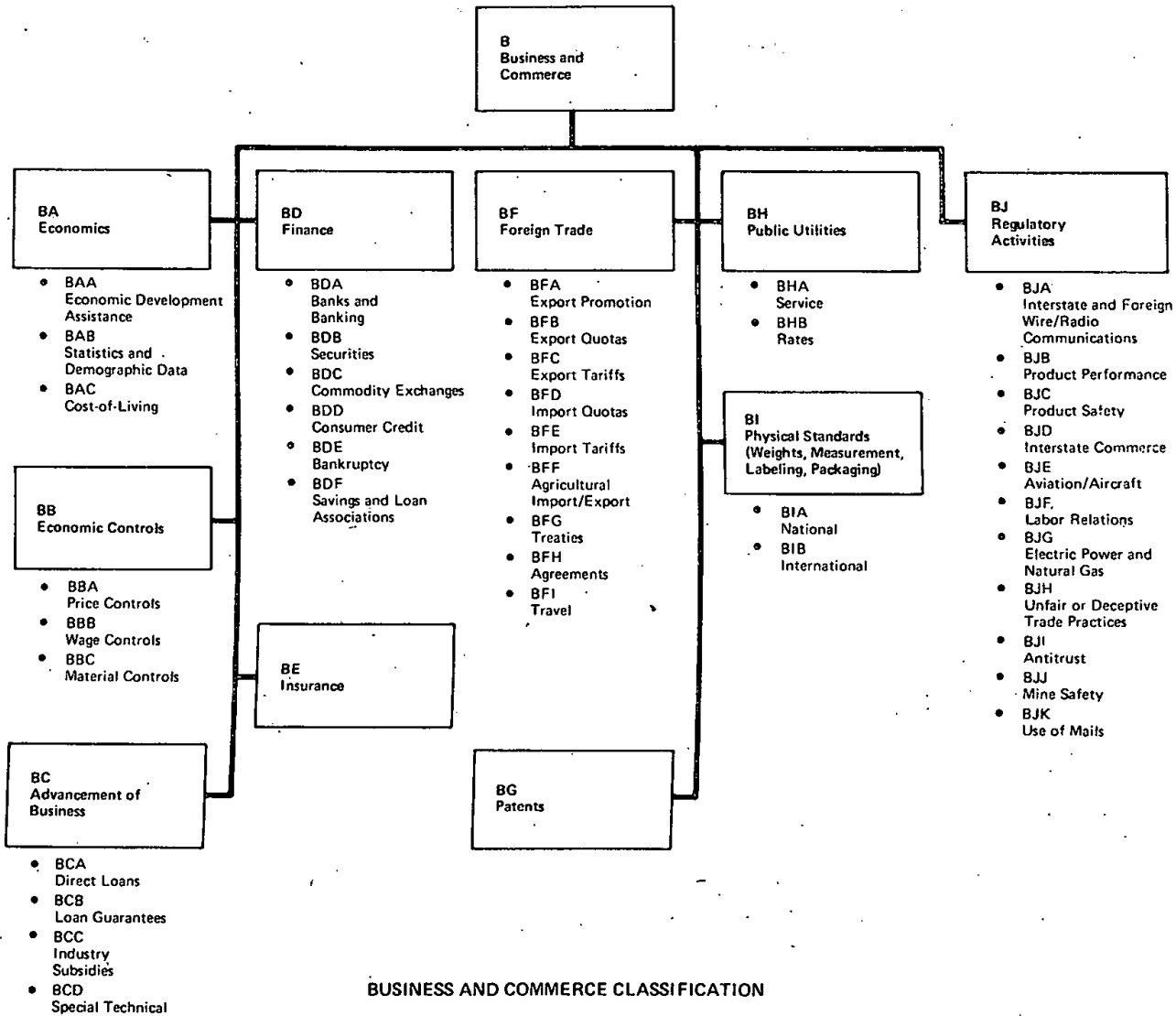
MAJOR CLASSIFICATION HEADING

COMMITTEE CLASSIFICATION SYSTEM

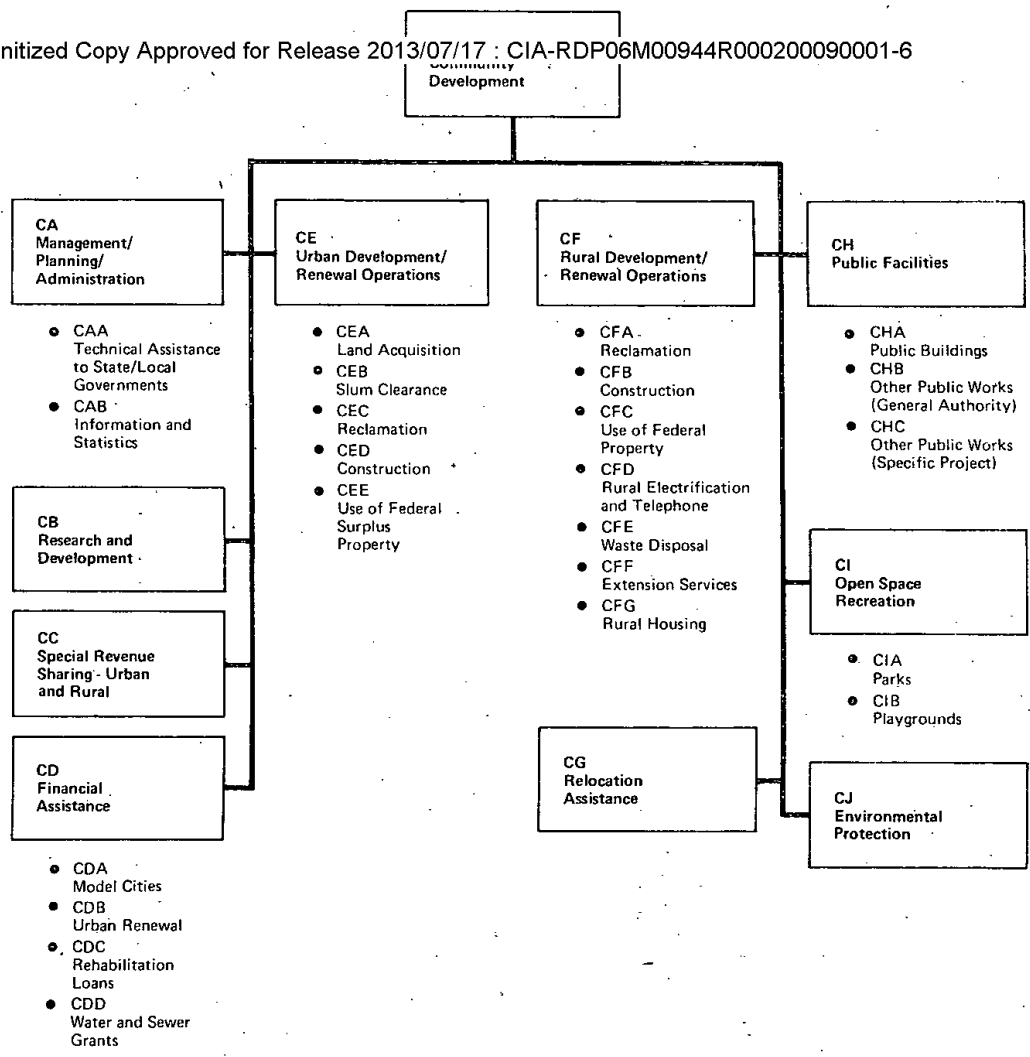
Bulletin No. 76-3
Appendix C



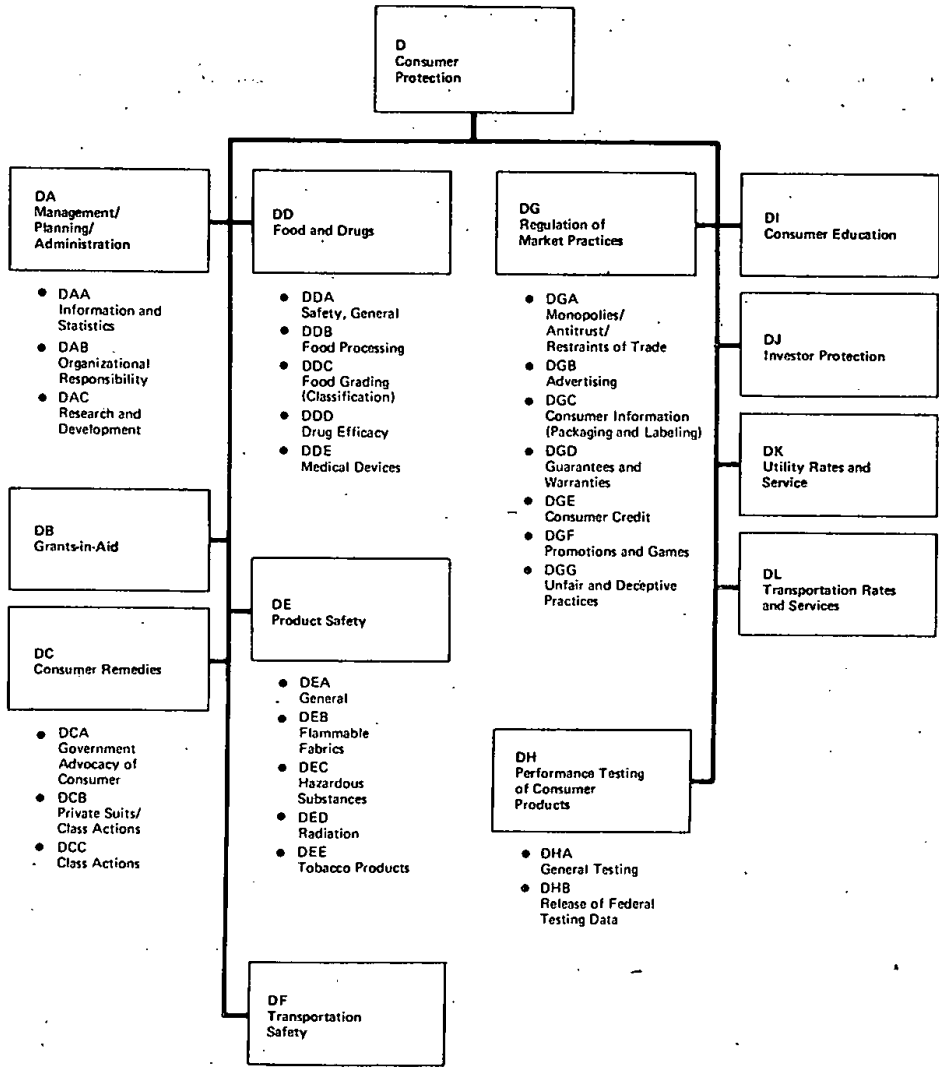
AGRICULTURE CLASSIFICATION

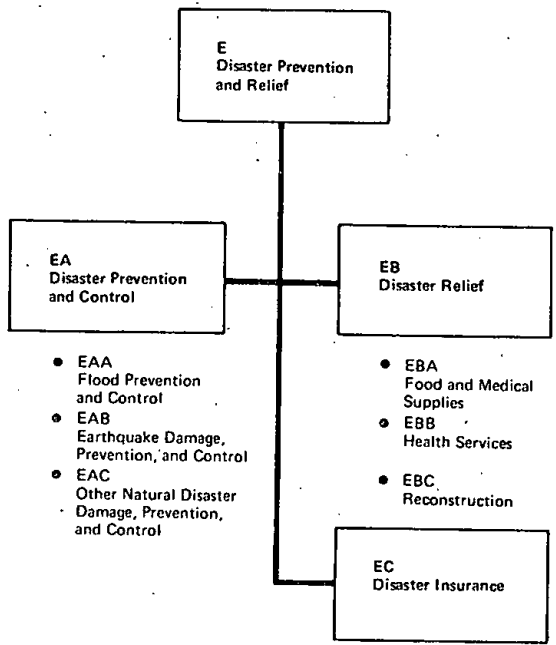


BUSINESS AND COMMERCE CLASSIFICATION

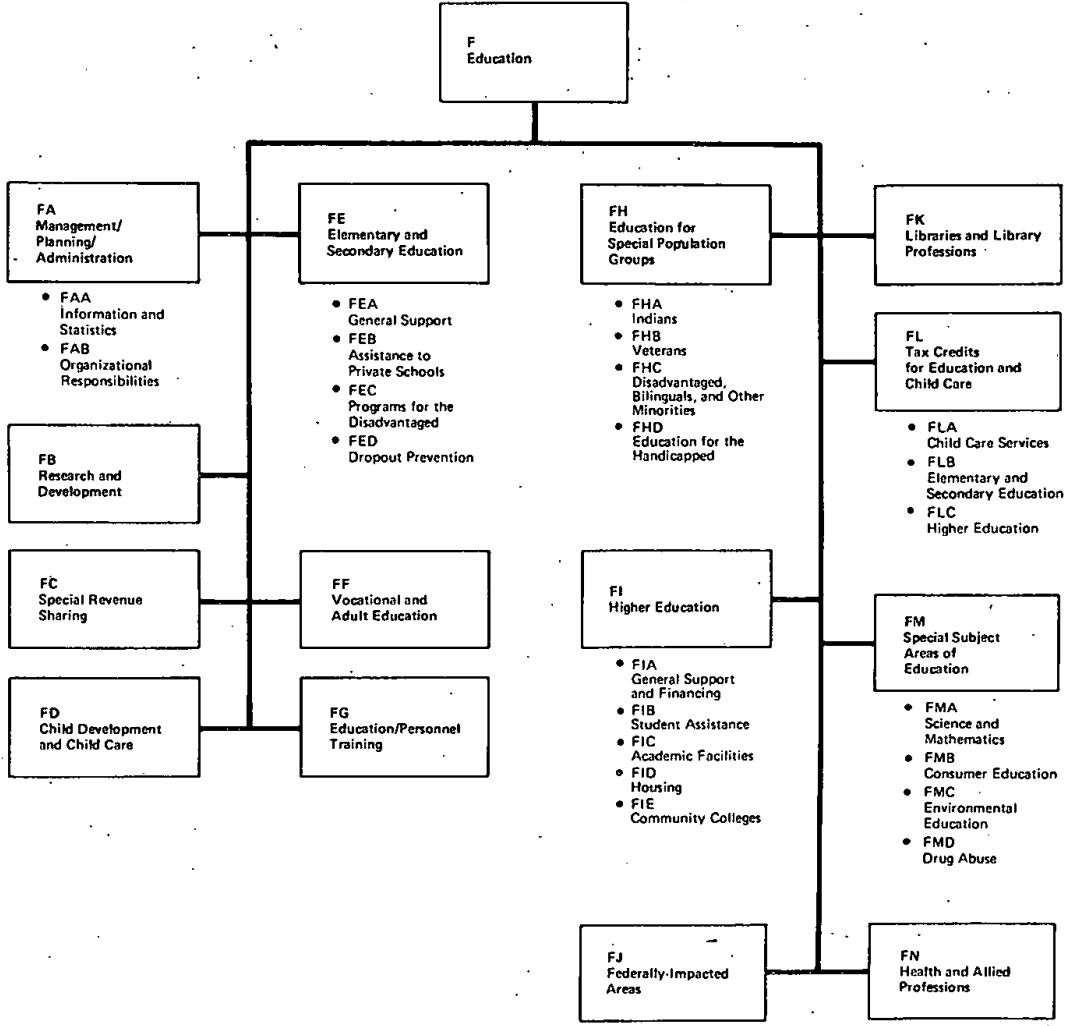


COMMUNITY DEVELOPMENT CLASSIFICATION

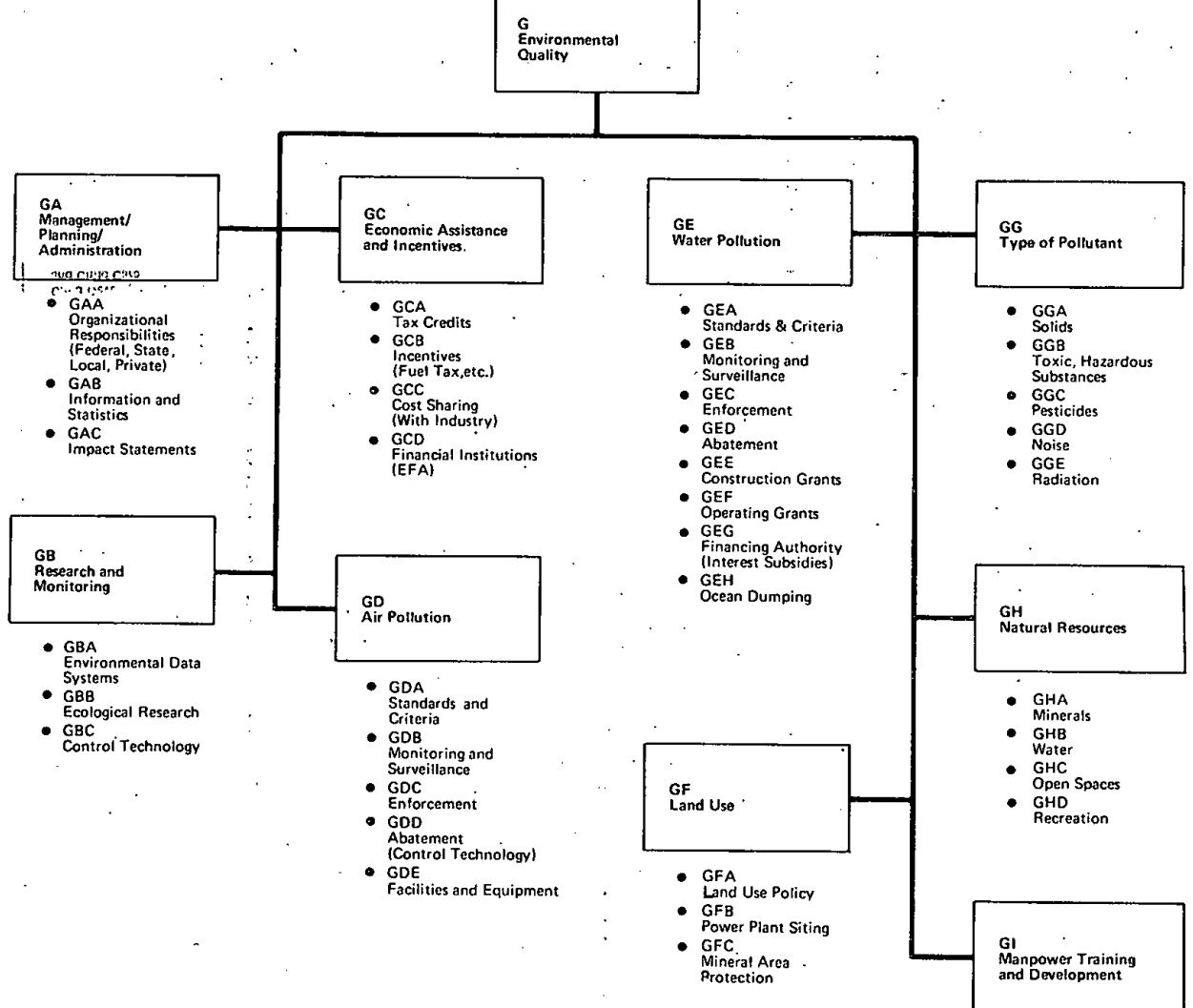




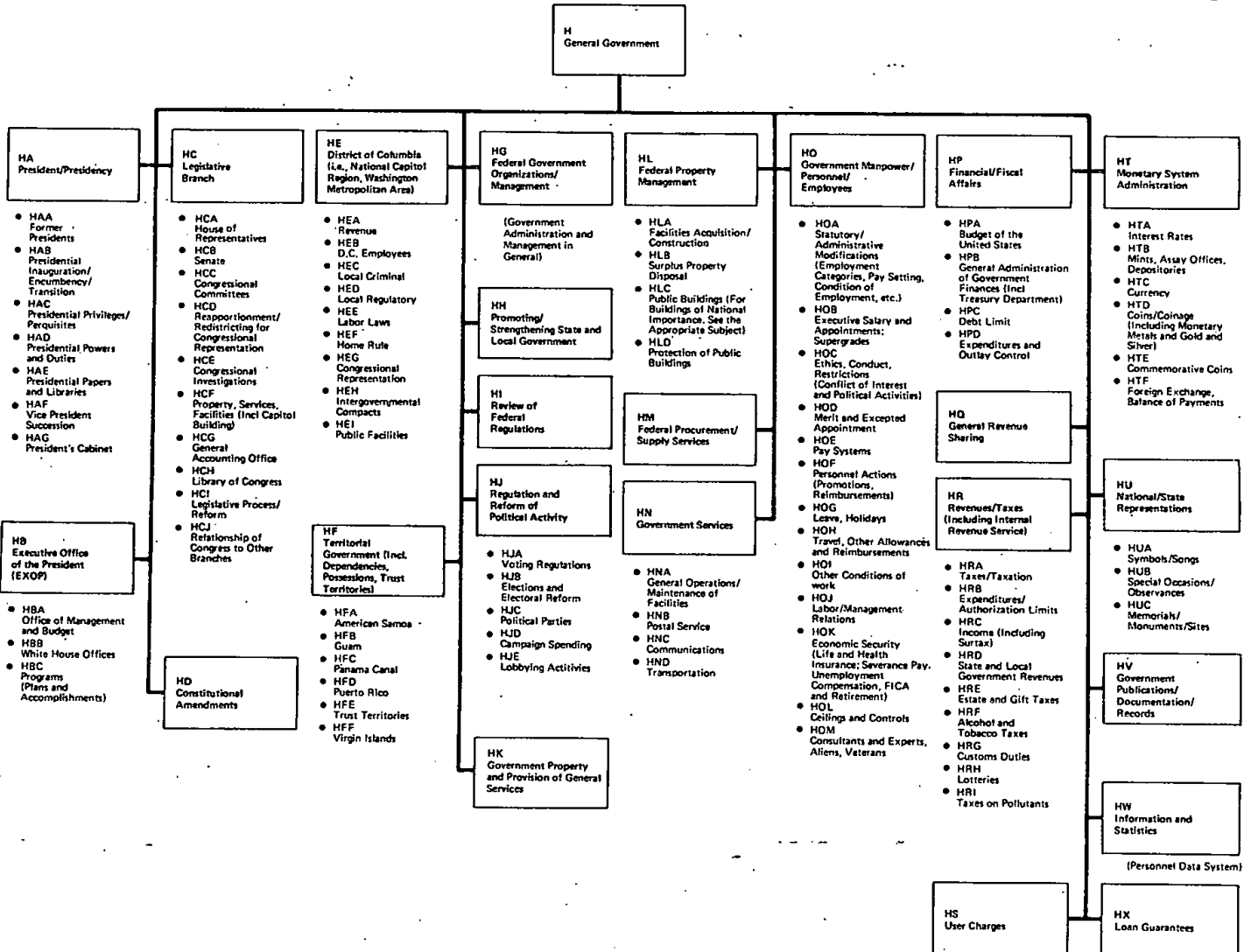
DISASTER PREVENTION AND RELIEF CLASSIFICATION

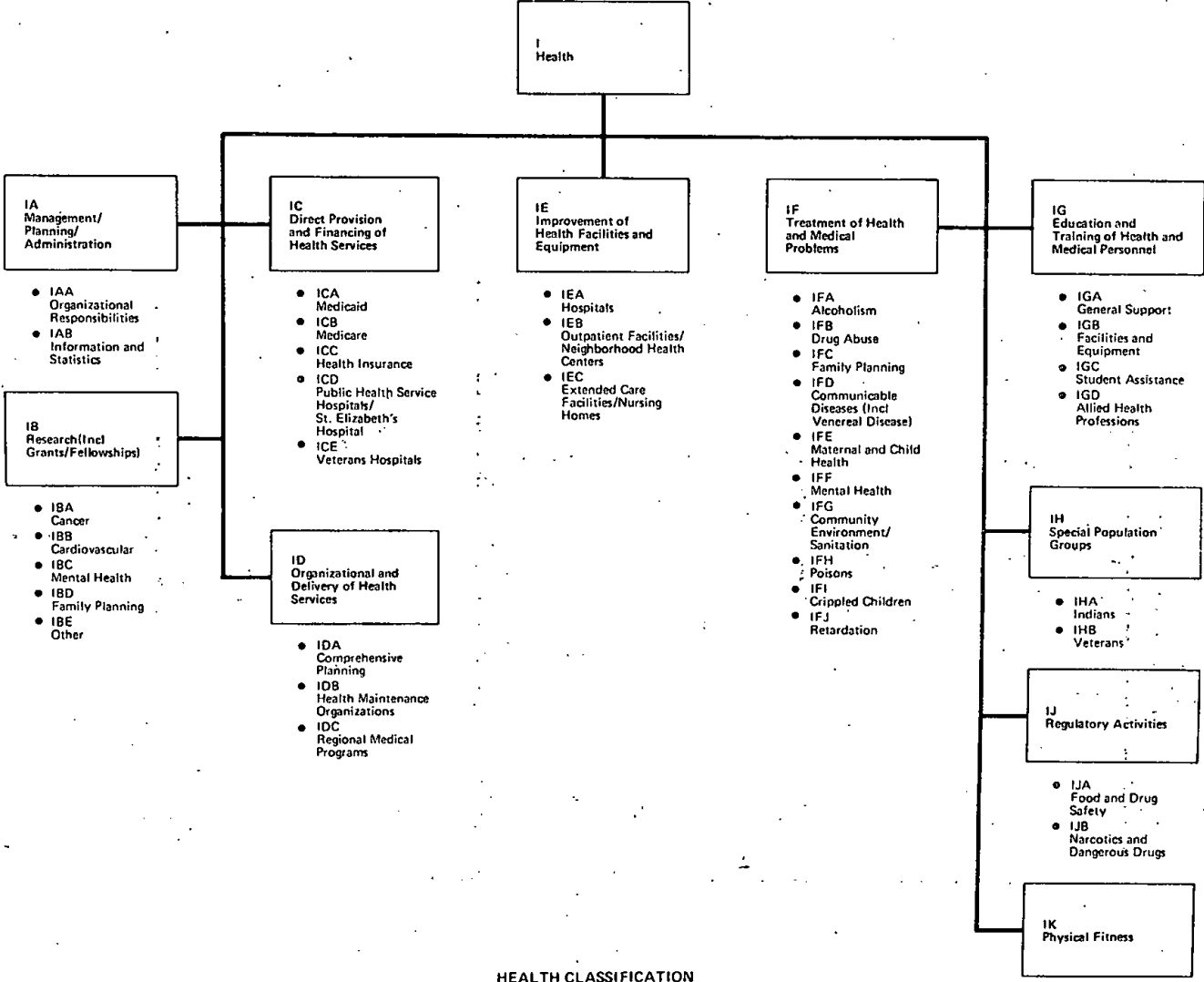


EDUCATION CLASSIFICATION

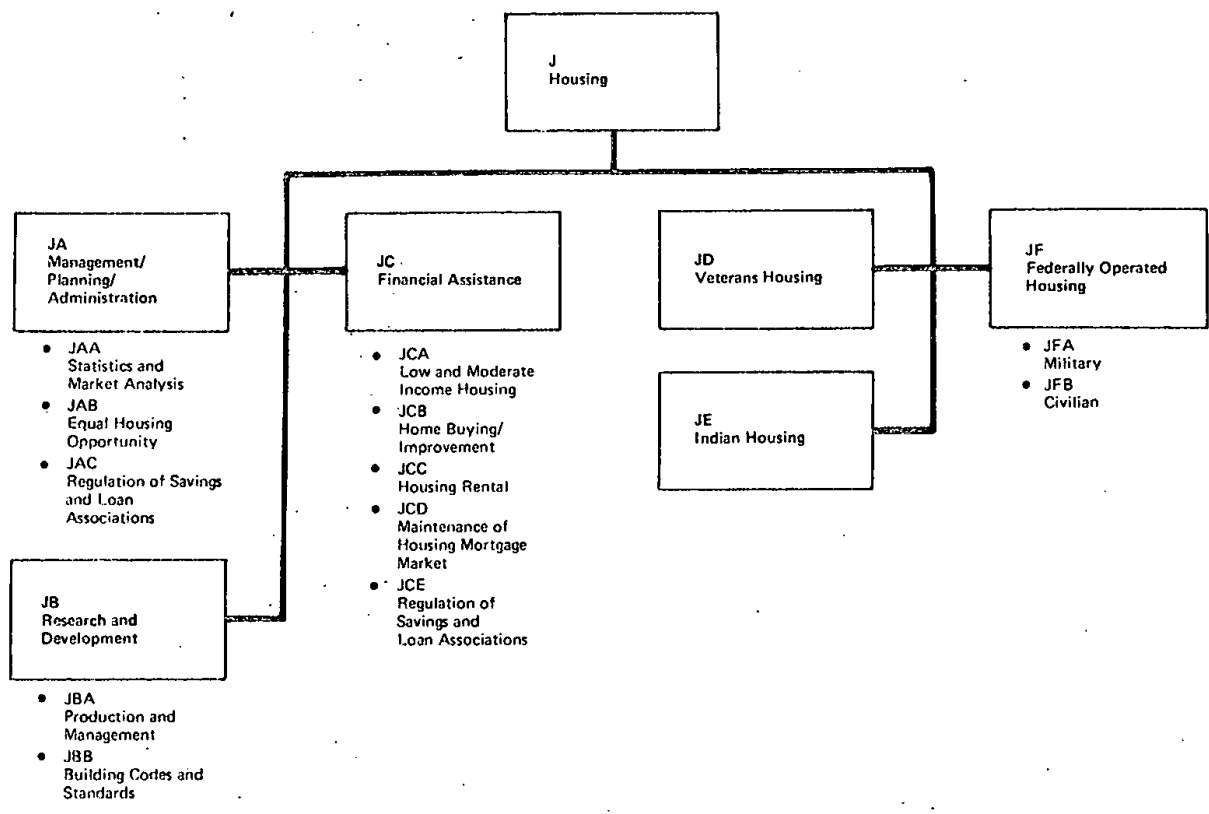


ENVIRONMENTAL QUALITY CLASSIFICATION

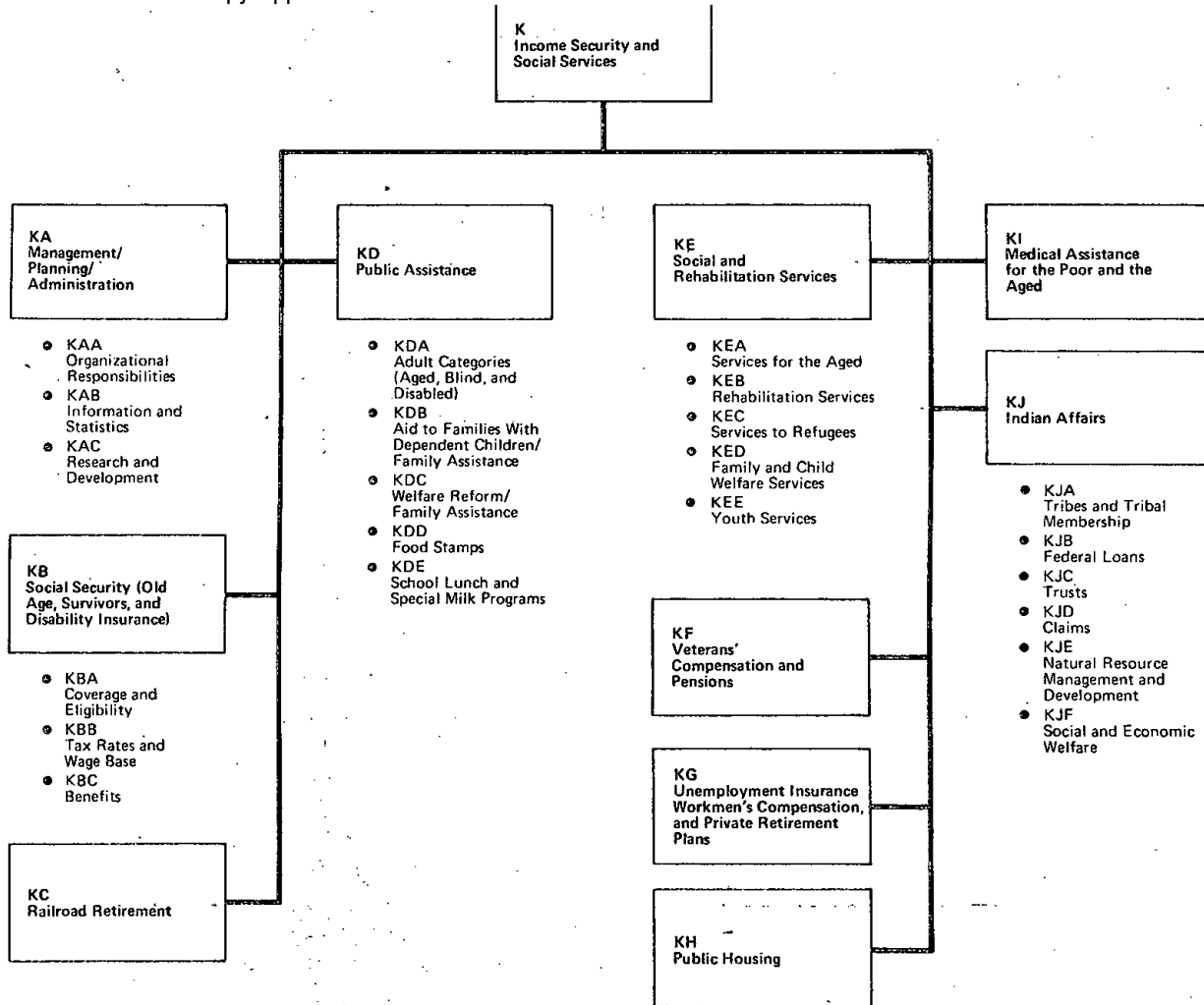




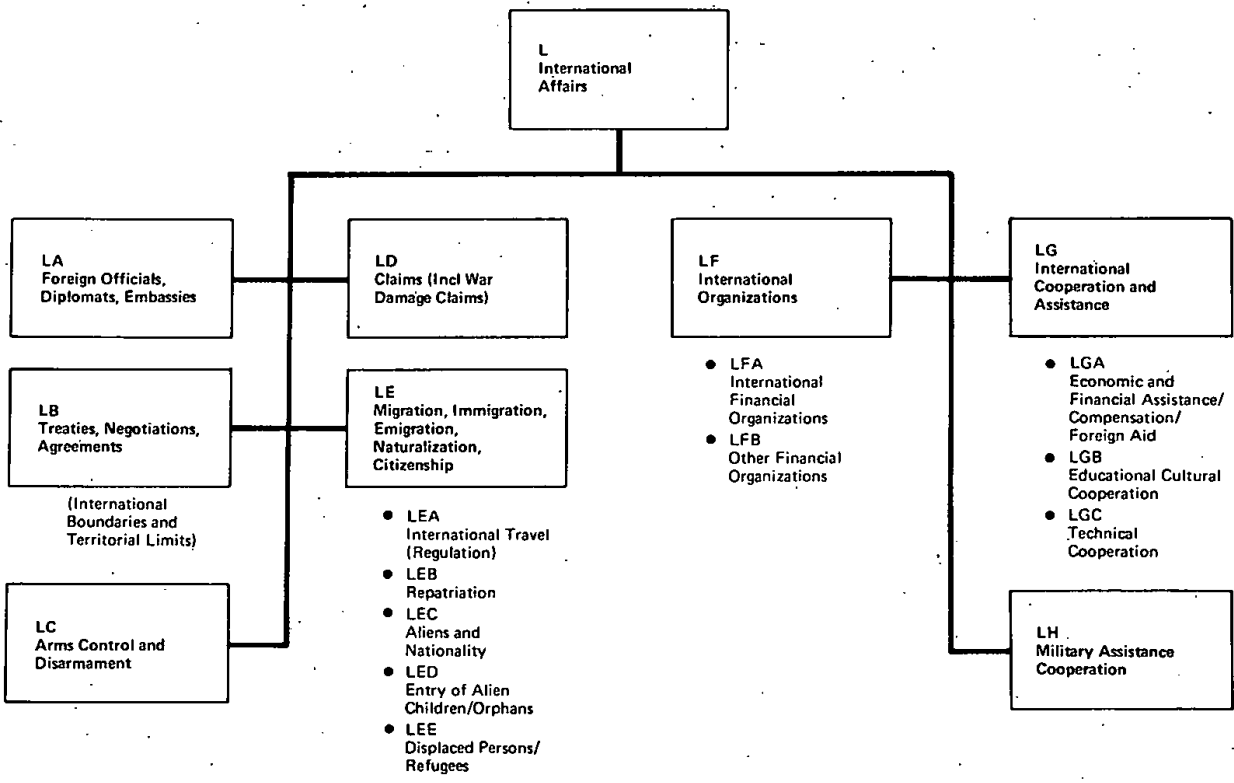
HEALTH CLASSIFICATION



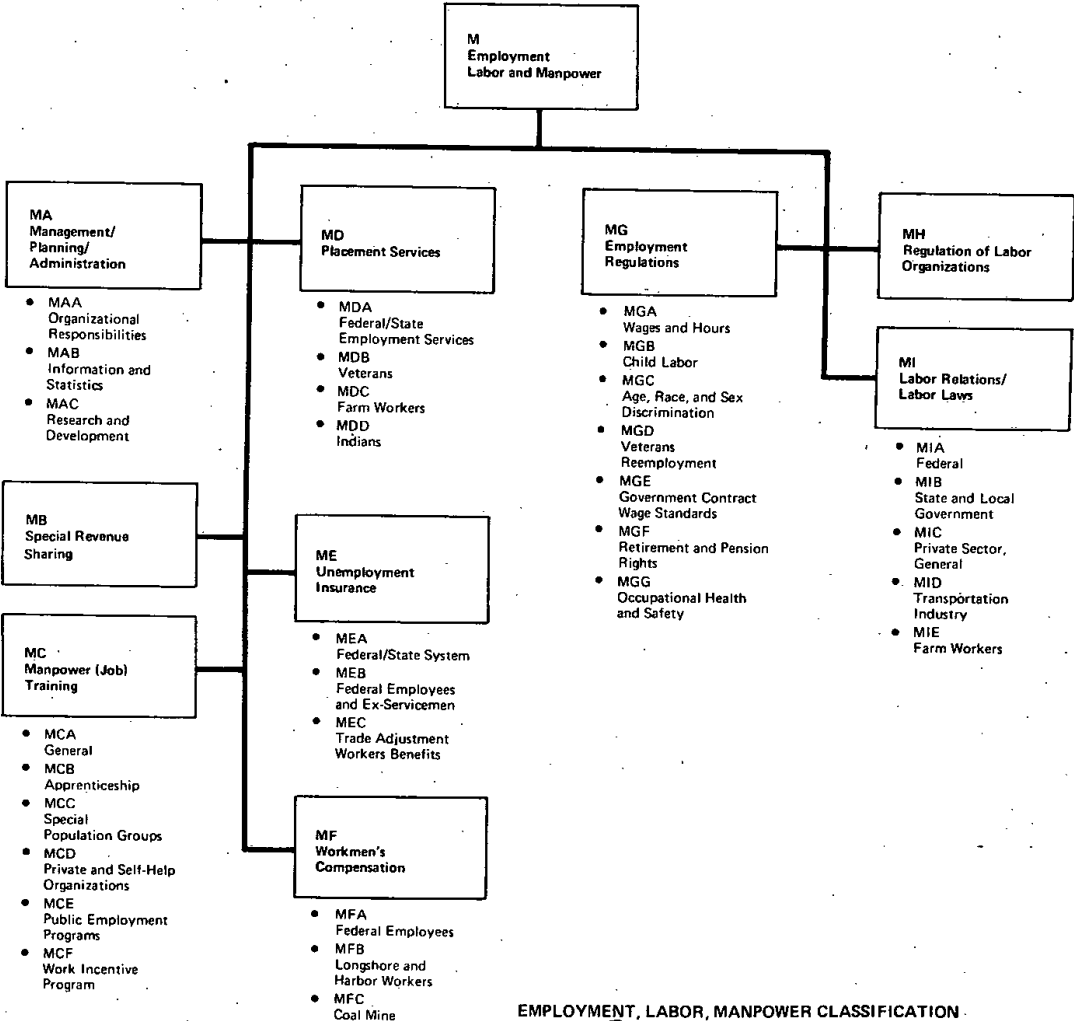
HOUSING CLASSIFICATION



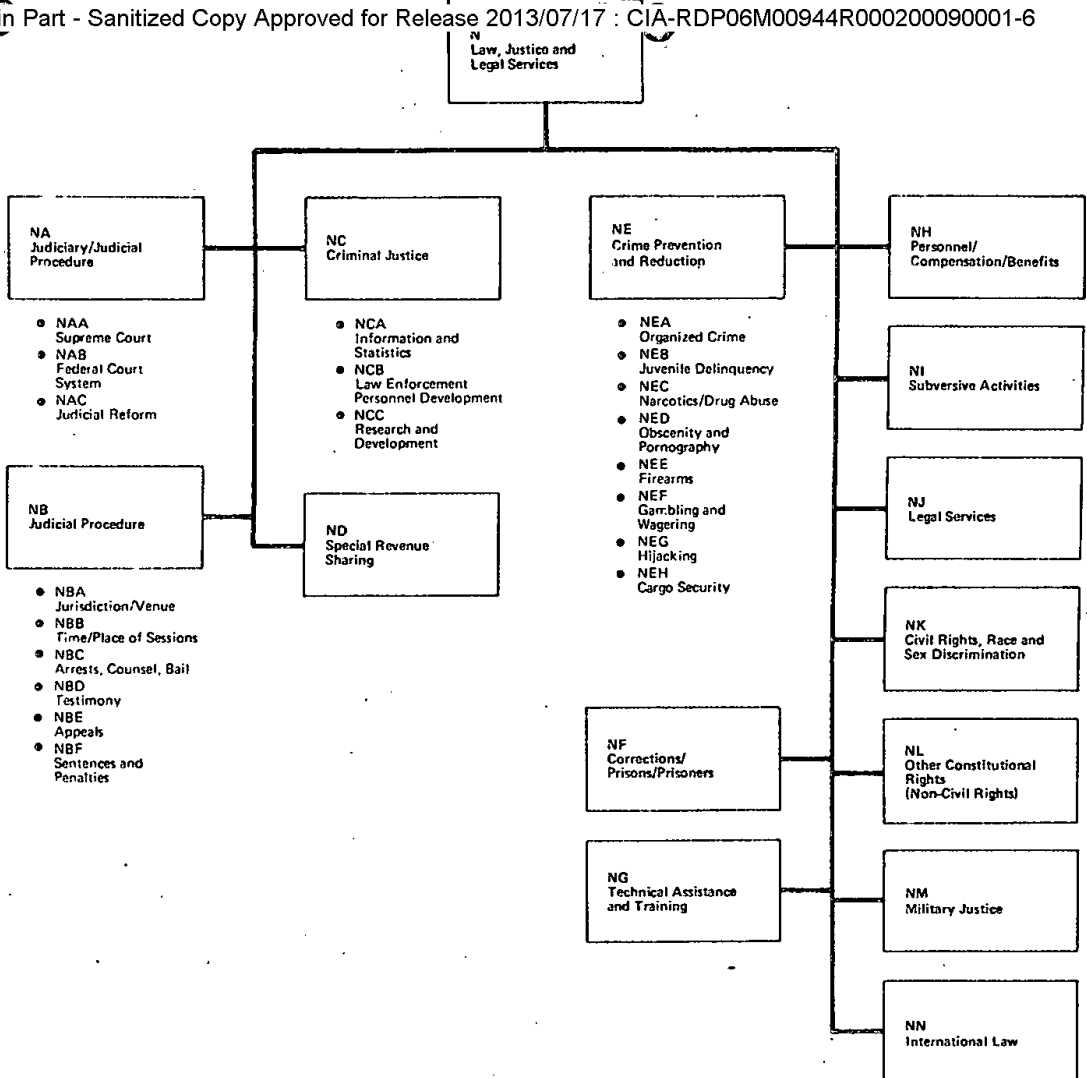
INCOME SECURITY AND SOCIAL SERVICES CLASSIFICATION



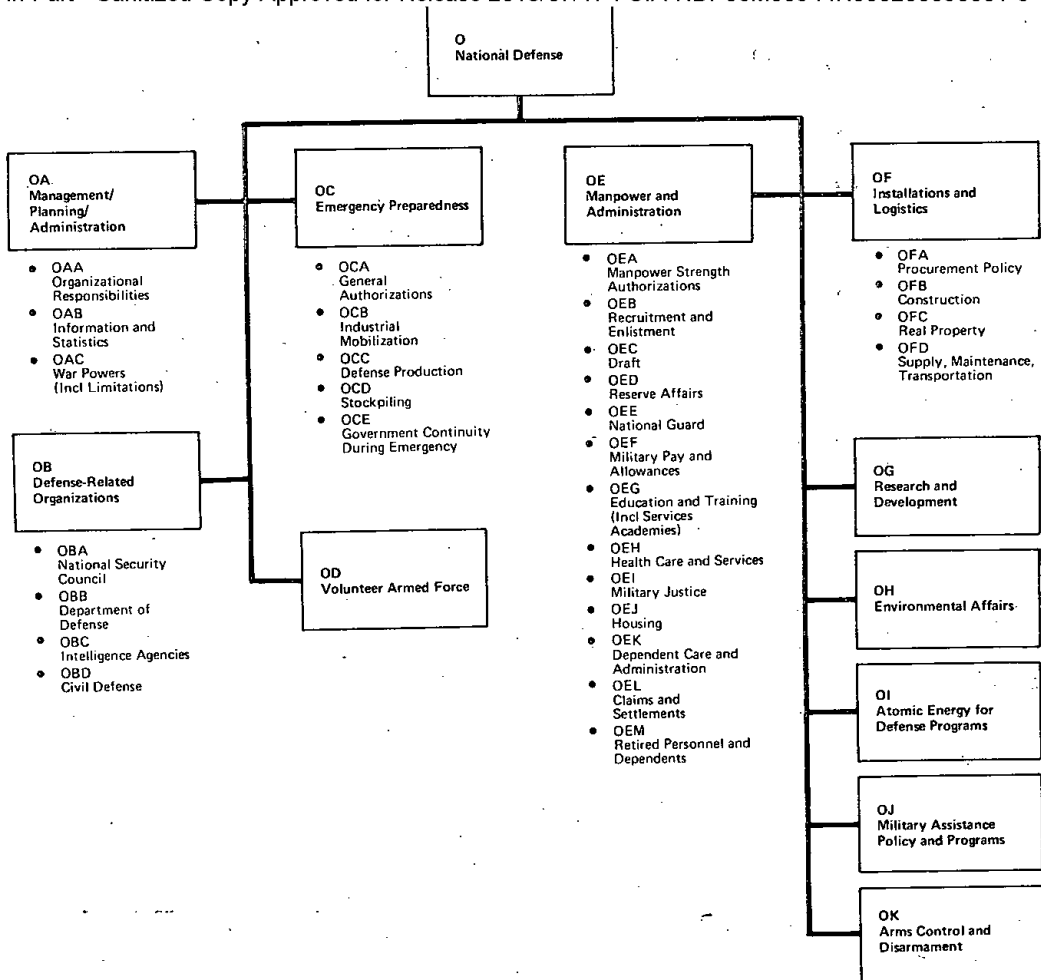
INTERNATIONAL AFFAIRS CLASSIFICATION



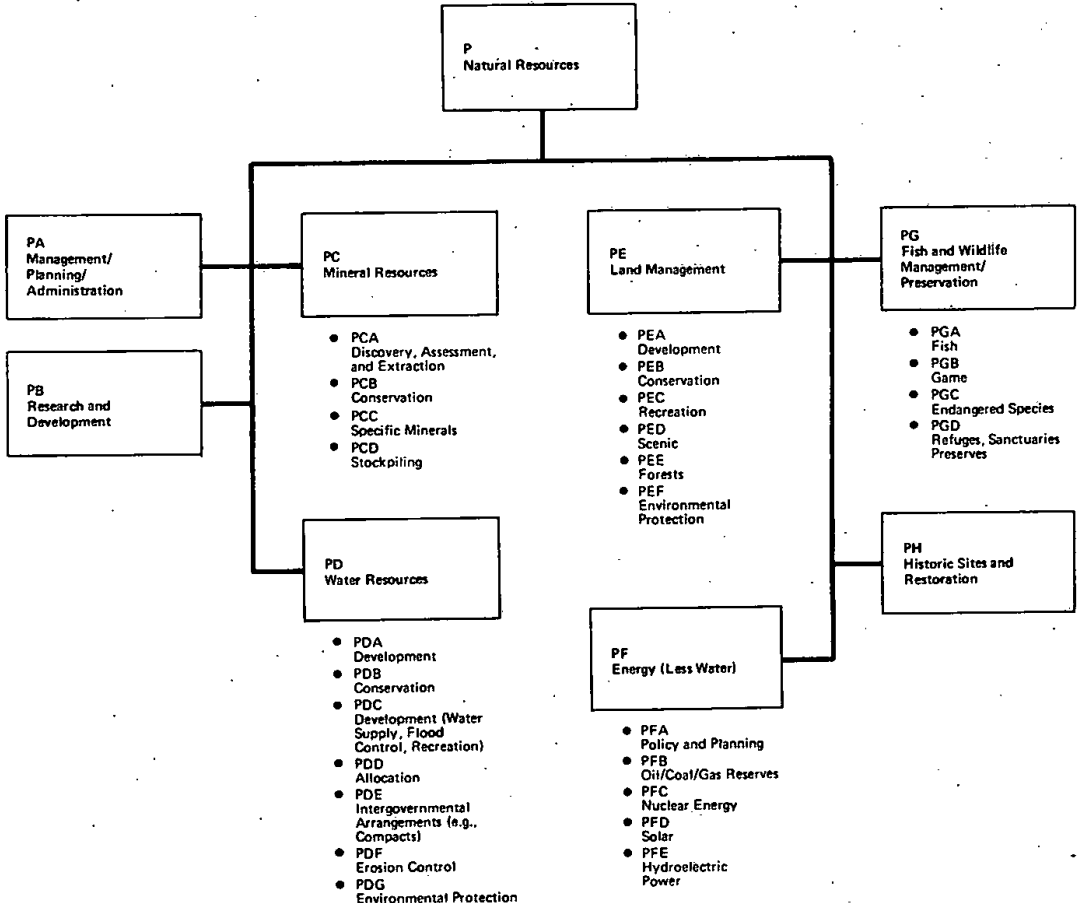
EMPLOYMENT, LABOR, MANPOWER CLASSIFICATION



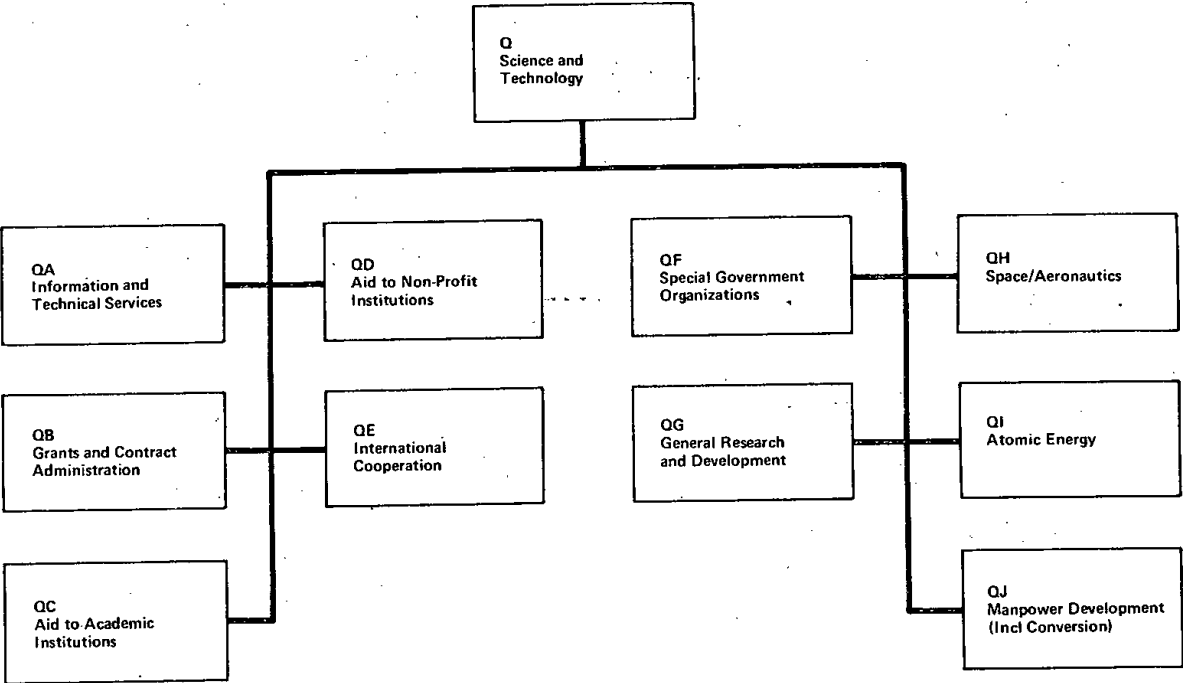
LAW, JUSTICE, AND LEGAL SERVICES CLASSIFICATION



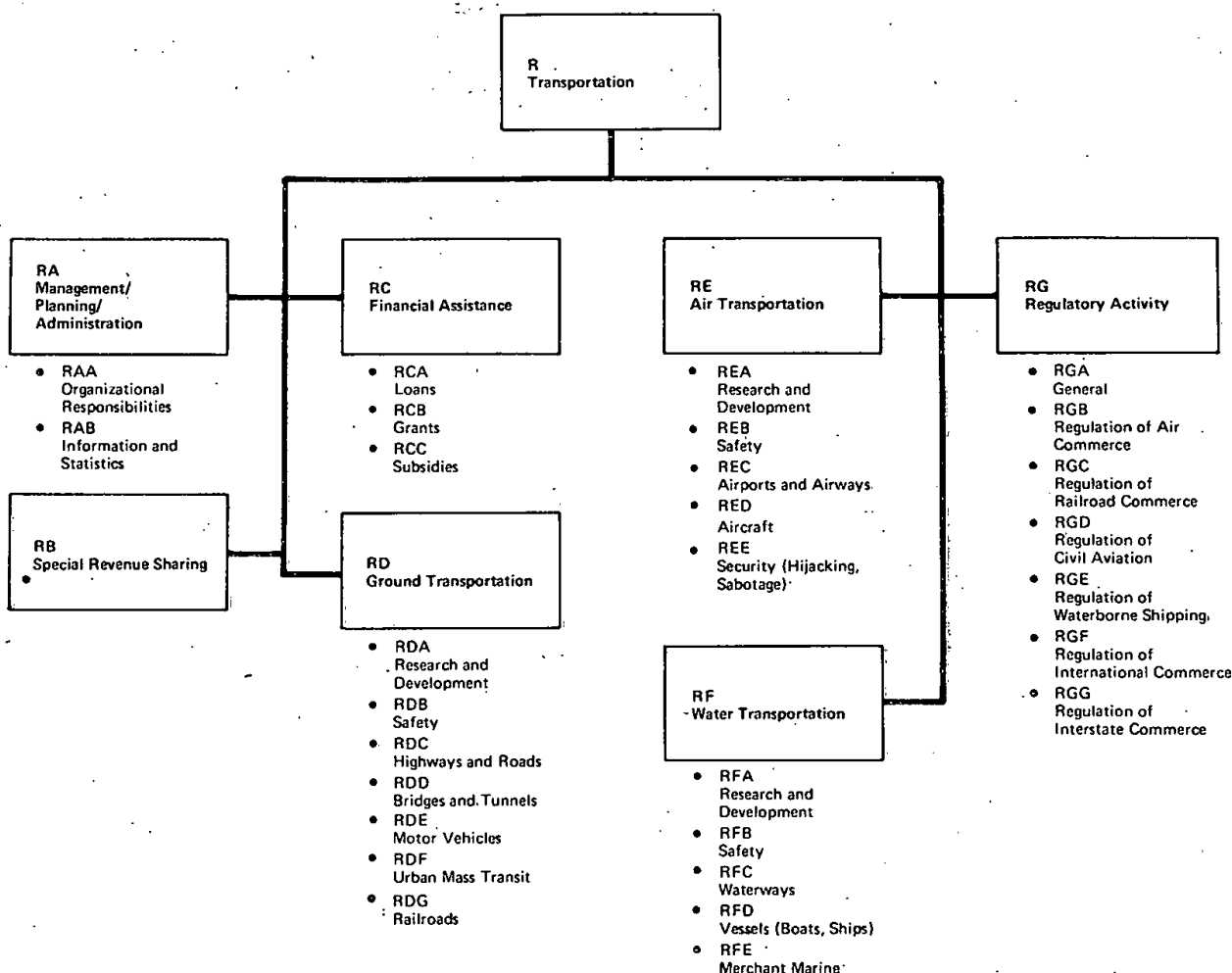
NATIONAL DEFENSE CLASSIFICATION



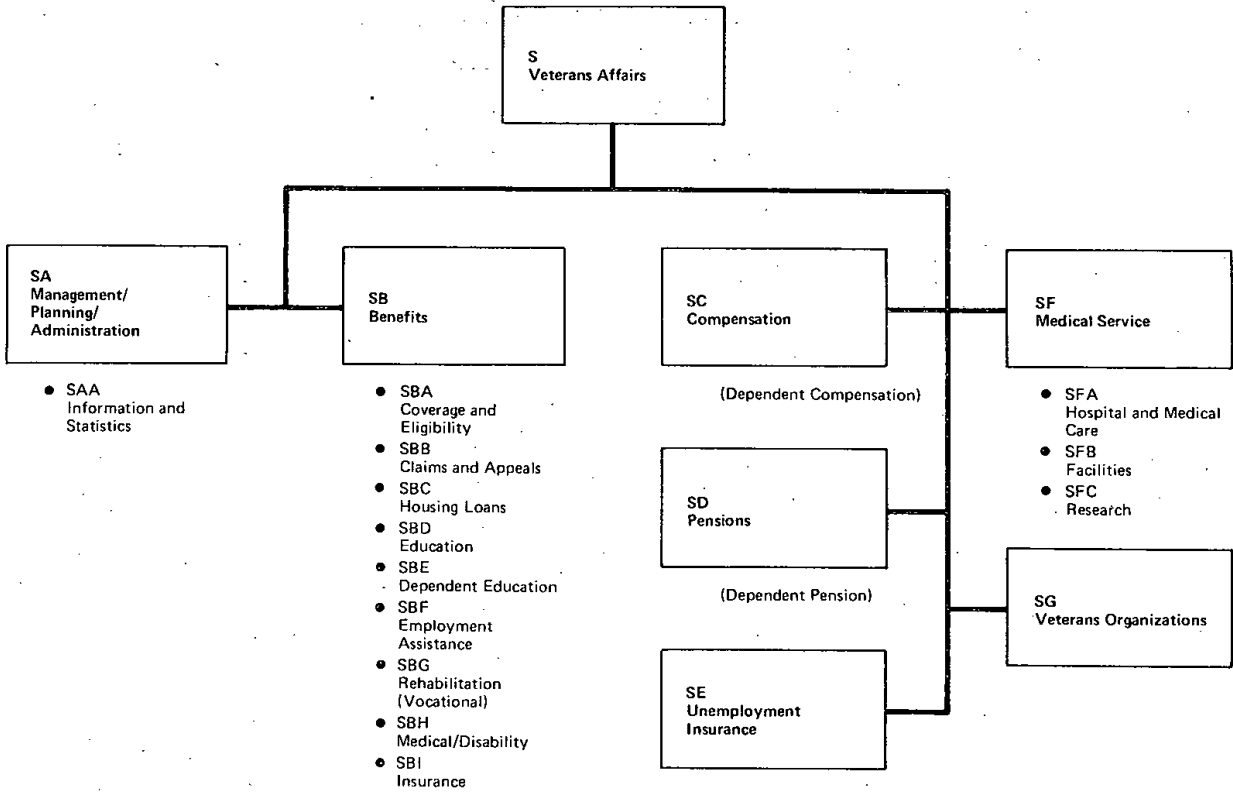
NATIONAL RESOURCES CLASSIFICATION



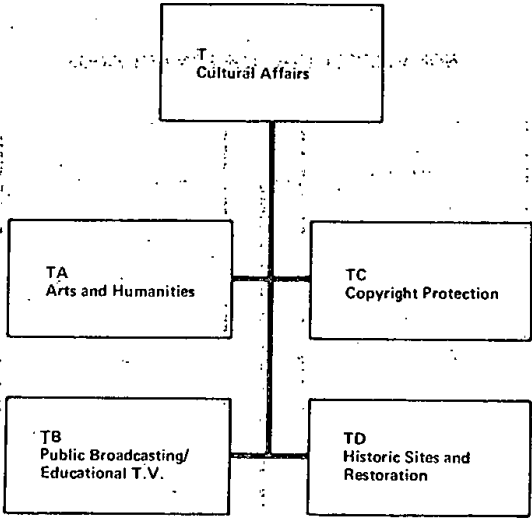
SCIENCE AND TECHNOLOGY CLASSIFICATION



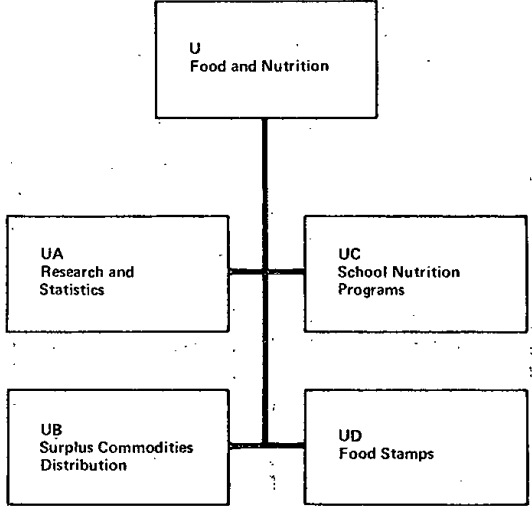
TRANSPORTATION CLASSIFICATION



VETERANS AFFAIRS CLASSIFICATION



CULTURAL AFFAIRS CLASSIFICATION



FOOD AND NUTRITION CLASSIFICATION

STANDING COMMITTEES OF THE HOUSE

House - H

HA - AGRICULTURE
 HAA - Livestock and Grains
 HAB - Tobacco
 HAC - Cotton
 HAD - Dairy and Poultry
 HAE - Family Farms and Rural Development
 HAF - Domestic Marketing and Consumer Relations
 HAG - Department Operations, Investigations and Oversight
 HAH - Conservation and Credit
 HAI - Forests
 HAJ - Oilseeds and Rice

 HB - APPROPRIATIONS
 HBA - Agriculture and Related Agencies
 HBB - Defense
 HBC - District of Columbia
 HBD - Foreign Operations
 HBE - Housing and Urban Development -- Independent Agencies
 HBF - Interior
 HBG - Labor - Health, Education, and Welfare
 HBH - Legislative
 HBI - Military Construction
 HBJ - Public Works
 HBK - State, Justice, Commerce, and Judiciary
 HBL - Transportation
 HBM - Treasury - Postal Service - General Government

 HC - ARMED SERVICES
 HCA - Research and Development
 HCB - Seapower and Strategic and Critical Materials
 HCC - Military Compensation
 HCD - Military Installations and Facilities
 HCE - Military Personnel
 HCF - Investigations
 HCG - Intelligence (Special)

 HD - BANKING AND CURRENCY AND HOUSING
 HDA - Domestic Monetary Policy
 HDB - Housing and Community Development
 HDC - Economic Stabilization
 HDD - Consumer Affairs
 HDE - International Development Institutions and Finance
 HDF - Financial Institutions Supervision, Regulation and Insurance

HDG - International Trade, Investment and Monetary Policy
 HDH - General Oversight and Renegotiation
 HDI - Historic Preservation and Coinage

 HE - BUDGET

 HF - DISTRICT OF COLUMBIA
 HFA - Commerce, Housing, and Transportation
 HFB - Education, Labor, and Social Services
 HFC - Government Operations
 HFD - Judiciary
 HFE - Fiscal Affairs
 HFF - The Bicentennial, The Environment, and The International Community

 HG - EDUCATION AND LABOR
 HGA - Elementary, Secondary, and Vocational Education
 HGB - Labor-Management Relations
 HGC - Labor Standards
 HGD - Manpower, Compensation, and Health and Safety
 HGE - Select Education
 HGF - Postsecondary Education
 HGG - Equal Opportunities
 HGH - Agricultural Labor

 HH - GOVERNMENT OPERATIONS
 HHA - Legislation and National Security
 HHB - Intergovernmental Relations and Human Resources
 HHC - Conservation, Energy, and Natural Resources
 HHD - Government Activities and Transportation
 HHE - Commerce, Consumer, and Monetary Affairs
 HHF - Manpower and Housing
 HHG - Government Information and Individual Rights

 HI - HOUSE ADMINISTRATION
 HIA - Accounts
 HIB - Elections
 HIC - Library and Memorials
 HID - Printing
 HIE - Electrical and Mechanical Office Equipment

HIF - Personnel and Police
 HIG - Contracts
 HIH - Parking
 HII - Paper Conservation
 HIJ - Computer
 HIK - Restaurant

HJ - INTERIOR AND INSULAR AFFAIRS
 HJA - National Parks and Recreation
 HJB - Water and Power Resources
 HJC - Energy and the Environment
 HJD - Territorial and Insular Affairs
 HJE - Mines and Mining
 HJF - Indian Affairs
 HJG - Public Lands

HK - INTERNATIONAL RELATIONS
 HKA - Oversight
 HKB - International Security and Scientific Affairs
 HKC - International Operations
 HKD - International Political and Military Affairs
 HKE - International Resources, Food, and Energy
 HKF - International Economic Policy
 HKG - International Organizations
 HKH - Investigations
 HKI - Future Foreign Policy Research and Development
 HKJ - International Trade and Commerce

HL - INTERSTATE AND FOREIGN COMMERCE
 HLA - Communications
 HLB - Oversight and Investigations
 HLC - Energy and Power
 HLD - Health and the Environment
 HLE - Consumer Protection and Finance
 HLF - Transportation and Commerce

HM - JUDICIARY
 HMA - Immigration, Citizenship, and International Law
 HMB - Courts, Civil Liberties, and the Administration of Justice
 HMC - Monopolies and Commercial Law
 HMD - Administrative Law and Governmental Relations
 HME - Civil Rights and Constitutional Rights
 HMF - Crime
 HMG - Criminal Justice

HN - MERCHANT MARINE AND FISHERIES
 HNA - Merchant Marine
 HNB - Fisheries and Wildlife Conservation and the Environment
 HNC - Coast Guard and Navigation
 HND - Oceanography
 HNE - Panama Canal

HO - POST OFFICE AND CIVIL SERVICE
 HOA - Manpower and Civil Service
 HOB - Postal Service
 HOC - Postal Facilities, Mail, and Labor Management
 HOD - Retirement and Employee Benefits
 HOE - Employee Political Rights and Intergovernmental Programs
 HOF - Census and Population

HP - PUBLIC WORKS AND TRANSPORTATION
 HPA - Aviation
 HPB - Economic Development
 HPC - Investigations and Review
 HPD - Public Buildings and Grounds
 HPE - Surface Transportation
 HPF - Water Resources

HQ - RULES

HR - SCIENCE AND TECHNOLOGY
 HRA - Energy Research, Development, and Demonstration (Fossil Fuels)
 HRB - Space Science and Applications
 HRC - Science, Research, and Technology
 HRD - Domestic and International Scientific Planning and Analysis
 HRE - Energy Research, Development, and Demonstration
 HRF - Environment and the Atmosphere
 HRC - Aviation and Transportation R. & D.

HS - SMALL BUSINESS
 HSA - Energy and Environment
 HSB - Government Procurement and International Trade
 HSC - Activities of Regulatory Agencies
 HSD - SBA and SBIC Legislation
 HSE - SBA Oversight and Minority Enterprise
 HSF - Commodities and Services

HT - STANDARDS OF OFFICIAL CONDUCT

HU - VETERANS' AFFAIRS
 HUA - Compensation, Pension, and Insurance
 HUB - Education and Training
 HUC - Hospitals
 HUD - Housing
 HUE - Cemeteries and Burial Benefits

HV - WAYS AND MEANS
 HVA - Social Security
 HVB - Health
 HVC - Unemployment Compensation
 HVD - Trade
 HVE - Public Assistance
 HVF - Oversight

STANDING COMMITTEES OF THE SENATE

Senate - S

- SA - AERONAUTICAL AND SPACE SCIENCES
- SB - AGRICULTURE AND FORESTRY
 - SBA - Environment, Soil Conservation and Forestry
 - SBB - Agricultural Credit and Rural Electrification
 - SBC - Agricultural Production, Marketing, and Stabilization of Prices
 - SBD - Agricultural Research and General Legislation
 - SBE - Rural Development
 - SBF - Foreign Agricultural Policy
- SC - APPROPRIATIONS
 - SCA - Agriculture and Related Agencies
 - SCB - Defense
 - SCC - District of Columbia
 - SCD - Foreign Operations
 - SCE - Housing and Urban Development -- Independent Agencies
 - SCF - Interior
 - SCG - Labor; Health, Education, and Welfare
 - SCH - Legislative
 - SCI - Military Construction
 - SCJ - Public Works
 - SCK - State, Justice, Commerce, the Judiciary
 - SCL - Transportation
 - SCM - Treasury, Postal Service, General Government
- SD - ARMED SERVICES
 - SDA - Intelligence
 - SDB - Preparedness Investigating
 - SDC - National Stockpile and Naval Petroleum Reserves
 - SDD - Military Construction Authorization
 - SDE - Arms Control
 - SDF - Tactical Air Power
 - SDG - Research and Development
 - SDH - General Legislation
 - SDI - Manpower and Personnel
- SE - BANKING, HOUSING, AND URBAN AFFAIRS
 - SEA - Oversight
 - SEB - Housing and Urban Affairs
 - SEC - Financial Institutions
 - SED - Securities
 - SEE - International Finance
 - SEF - Production and Stabilization
 - SEG - Consumer Affairs
 - SEH - Small Business

SF - BUDGET

SG - COMMERCE

SGA - Aviation

SGB - Communications

SGC - Consumer

SGD - Environment

SGE - Foreign Commerce and Tourism

SGF - Merchant Marine

SGG - Oceans and Atmosphere

SGH - Surface Transportation

SGI - Science, Technology, and Commerce

SGJ - Oil and Gas Production and Distribution

SGK - To Study Textile Industry

SGL - To Study Transportation on the Great Lakes
St. Lawrence Seaway

SGM - Freight Car Shortage

SH - DISTRICT OF COLUMBIA

SI - FINANCE

SIA - Health

SIB - Foundations

SIC - International Trade

SID - International Finance and Resources

SIE - Private Pension Plans

SIF - Social Security Financing

SIG - Energy

SIH - Financial Markets

SII - Revenue Sharing

SIJ - Administration of the Internal Revenue Code

SIK - Supplemental Security Income

SJ - FOREIGN RELATIONS

SJA - European Affairs

SJB - Far Eastern Affairs

SJC - Multinational Corporations

SJD - Arms Control and Security Agreements

SJE - Oceans and International Environment

SJF - Western Hemisphere Affairs

SJG - Near Eastern and South Asian Affairs

SJH - Foreign Assistance and Economic Policy

SJI - African Affairs

SK - GOVERNMENT OPERATIONS

SKA - Permanent Subcommittee on Investigations

SKB - Intergovernmental Relations

SKC - Reports, Accounting, and Management

SKD - Oversight Procedures

SKE - Federal Spending Practices, Efficiency, and
Open Government

SL - INTERIOR AND INSULAR AFFAIRS
 SLA - Energy Research and Water Resources
 SLB - Environment and Land Resources
 SLC - Indian Affairs
 SLD - Minerals, Materials and Fuels
 SLE - Parks and Recreation
 SLF - Legislative Oversight (Special)
 SLG - Ad Hoc Subcommittee on Integrated Oil Operations

SM - JUDICIARY
 SMA - Administrative Practice and Procedure
 SMB - Antitrust and Monopoly
 SMC - Constitutional Amendments
 SMD - Constitutional Rights
 SME - Criminal Laws and Procedures
 SMF - FBI Oversight
 SMG - Federal Charters, Holidays, and Celebrations
 SMH - Immigration and Naturalization
 SMI - Improvements in Judicial Machinery
 SMJ - Internal Security
 SMK - Juvenile Delinquency
 SML - Patents, Trademarks, and Copyrights
 SMM - Penitentiaries
 SMN - Refugees and Escapees
 SMO - Revision and Codification
 SMP - Separation of Powers

SN - LABOR AND PUBLIC WELFARE
 SNA - Labor
 SNB - The Handicapped
 SNC - Education
 SND - Health
 SNE - Employment, Poverty, and Migratory Labor
 SNF - Children and Youth
 SNG - Aging
 SNH - Alcoholism and Narcotics
 SNI - Arts and Humanities
 SNJ - National Science Foundation
 SNK - Human Resources

SO - POST OFFICE AND CIVIL SERVICE
 SOA - Ex-Officio Members of Postal Appropriations
 SOB - Civil Service Policies and Practices
 SOC - Compensation and Employment Benefits
 SOD - Postal Operations

SP - PUBLIC WORKS
SPA - Environmental Pollution
SPB - Panel on Environmental Science and Technology
SPC - Panel on Materials Policy
SPD - Economic Development
SPE - Water Resources
SPF - Transportation
SPG - Disaster Relief
SPH - Building and Grounds

SQ - RULES AND ADMINISTRATION
SQA - Standing Rules of the Senate
SQB - Privileges and Elections
SQC - Printing
SQD - Library
SQE - Smithsonian Institution
SQF - Restaurant
SQG - Computer Services

SR - VETERANS' AFFAIRS
SRA - Compensation and Pensions
SRB - Health and Hospitals
SRC - Housing and Insurance
SRD - Readjustment, Education, and Employment

Chapter and Organization Codes

Chapter and Organization Codes

| | | | |
|-------|--|-------|---|
| 01-00 | Legislative Branch: | 04-00 | Funds Appropriated to the President: |
| 05 | Senate | 02 | Appalachian regional development programs |
| 10 | House of Representatives | 03 | Disaster relief |
| 12 | Joint items | 04 | Economic stabilization activities |
| 13 | Office of Technology Assessment | 05 | Unanticipated needs |
| 15 | Architect of the Capitol | 06 | Expansion of defense production |
| 20 | Botanic Garden | 07 | Expenses of management improvement |
| 25 | Library of Congress | 09 | International security assistance |
| 30 | Government Printing Office | 10 | Indochina postwar reconstruction assistance |
| 35 | General Accounting Office | 12 | International development assistance |
| 37 | Cost-Accounting Standards Board | 15 | Contingencies |
| 40 | United States Tax Court | 50 | Public works acceleration |
| 02-00 | The Judiciary: | 05-00 | Department of Agriculture: |
| 05 | Supreme Court | 03 | Departmental administration |
| 10 | Court of Customs and Patent Appeals | 18 | Agricultural Research Service |
| 15 | Customs Court | 21 | Animal and Plant Health Inspection Service |
| 20 | Court of Claims | 24 | Cooperative State Research Service |
| 25 | Courts of Appeals, District Courts, and other judicial services | 27 | Extension Service |
| 30 | Federal Judicial Center | 30 | National Agricultural Library |
| 32 | Commission on Bankruptcy Laws of the United States | 33 | Statistical Reporting Service |
| 35 | Judiciary trust funds | 36 | Economic Research Service |
| 03-00 | Executive Office of the President: | 42 | Commodity Exchange Authority |
| 05 | Compensation of the President | 45 | Packers and Stockyards Administration |
| 10 | White House Office | 48 | Farmer Cooperative Service |
| 15 | Special projects | 51 | Foreign Agricultural Service |
| 20 | Executive residence | 57 | Foreign assistance programs and special export programs |
| 21 | Official residence of the Vice President | 60 | Agricultural Stabilization and Conservation Service |
| 22 | Special assistance to the President | 63 | Federal Crop Insurance Corporation |
| 30 | Council of Economic Advisers | 66 | Commodity Credit Corporation |
| 31 | Council on Environmental Quality and Office of Environmental Quality | 69 | Rural Development Service |
| 33 | Council on International Economic Policy | 72 | Rural Electrification Administration |
| 34 | Council on Wage and Price Stability | 75 | Farmers Home Administration |
| 35 | Domestic Council | 78 | Soil Conservation Service |
| 38 | National Aeronautics and Space Council | 81 | Agricultural Marketing Service |
| 39 | National Council on Marine Resources and Engineering Development. | 84 | Food and Nutrition Service |
| 40 | National Security Council | 96 | Forest Service |
| 48 | Office of Management and Budget | 06-00 | Department of Commerce: |
| 50 | Office of the Special Representative for Trade Negotiations | 05 | General administration |
| 51 | Office of Telecommunications Policy | 07 | Social and Economic Statistics Administration |
| 57 | Special Action Office for Drug Abuse Prevention | 10 | Economic Development Administration |
| | | 15 | Regional Action Planning Commission |

Chapter and Organization Codes

| | | | |
|-------|---|-------|---|
| 06-25 | Domestic and International Business Administration | 60 | Social Security Administration |
| 40 | Minority Business Enterprise | 70 | Special institutions: |
| 44 | U.S. Travel Service | | American Printing House for the Blind |
| 48 | National Oceanic and Atmospheric Administration | | National Technical Institute for the Deaf |
| 49 | National Fire Prevention and Control Administration | 80 | Gallaudet College |
| 51 | Patent and Trademark Office | | Howard University |
| 52 | Science and technical research | 80 | Assistant Secretary for Human Development |
| 70 | Maritime Administration | 90 | Departmental management |
| 07-00 | Department of Defense—Military: | 25-00 | Department of Housing and Urban Development: |
| 05 | Military personnel | | Development: |
| 07 | Retired military personnel | 02 | Housing production and mortgage credit: |
| 10 | Operation and maintenance | | Federal Housing Administration and Government National Mortgage Association |
| 15 | Procurement | 04 | Housing management |
| 20 | Research, development, test, and evaluation | 06 | Community planning and development |
| 25 | Military construction | 12 | New Communities Administration |
| 30 | Family housing | 26 | Federal Insurance Administration |
| 35 | Civil defense | 27 | Office of Interstate Land Sales Registration |
| 37 | Special foreign currency program | 28 | Policy development and research |
| 38 | Military Assistance, South Vietnamese Forces | 29 | Fair housing and equal opportunity |
| 39 | Naval petroleum reserve | 30 | Departmental management |
| 40 | Revolving and management funds | 10-00 | Department of the Interior: |
| 45 | Allowances | 04 | Bureau of Land Management |
| 55 | Trust funds | 06 | Bureau of Reclamation |
| 08-00 | Department of Defense—Civil: | 12 | Office of Water Research and Technology |
| 05 | Cemeterial expenses, Army | 16 | Bureau of Outdoor Recreation |
| 10 | Corps of Engineers—Civil | 18 | United States Fish and Wildlife Service |
| 17 | Ryukyu Islands | 24 | National Park Service |
| 20 | Soldiers' and Airmen's Home | 28 | Geological Survey |
| 25 | The Panama Canal | 30 | Mining Enforcement and Safety Administration |
| 30 | Miscellaneous accounts | 32 | Bureau of Mines |
| 09-00 | Department of Health, Education, and Welfare: | 62 | Alaska Power Administration |
| 10 | Food and Drug Administration | 64 | Bonneville Power Administration |
| 15 | Health Services Administration | 68 | Southeastern Power Administration |
| 20 | Center for Disease Control | 72 | Southwestern Power Administration |
| 25 | National Institutes of Health | 76 | Bureau of Indian Affairs |
| 30 | Alcohol, Drug Abuse, and Mental Health Administration | 82 | Office of Territorial Affairs |
| 35 | Health Resources Administration | 84 | Office of the Solicitor and Office of the Secretary |
| 37 | Office of Assistant Secretary for Health | 11-00 | Department of Justice: |
| 40 | Office of Education | 03 | General administration |
| 42 | National Institute of Education | 05 | Legal activities |
| 44 | Office of Assistant Secretary for Education | 10 | Federal Bureau of Investigation |
| 50 | Social and Rehabilitation Service | 16 | Immigration and Naturalization Service |
| | | 20 | Federal Prison System |
| | | 21 | Law Enforcement Assistance Administration |
| | | 22 | Drug Enforcement Administration |

Chapter and Organization Codes

| | | | |
|-------|--|-------|---|
| 12-00 | Department of Labor: | 27-00 | National Aeronautics and Space Administration |
| 05 | Manpower Administration | 29-00 | Veterans Administration |
| 10 | Labor-Management Services Administration | 30-00 | Other independent agencies (A-G): |
| 15 | Employment Standards Administration | 01 | Action |
| 18 | Occupational Safety and Health Administration | 02 | Administrative Conference of the United States |
| 20 | Bureau of Labor Statistics | 05 | Advisory Committee on Federal Pay |
| 25 | Departmental Management | 16 | American Battle Monuments Commission |
| 14-00 | Department of State: | 17 | Arms Control and Disarmament Agency |
| 05 | Administration of foreign affairs | 18 | Board for International Broadcasting |
| 10 | International organizations and conferences | 19 | Cabinet Committee on Opportunities for Spanish-speaking People |
| 16 | International commissions | 24 | Civil Aeronautics Board |
| 20 | Educational exchange | 28 | Civil Service Commission |
| 25 | Other | 32 | Commission of Fine Arts |
| 21-00 | Department of Transportation: | 36 | Commission on Civil Rights |
| 05 | Office of the Secretary | 37 | Committee for Purchase of Products and Services of the Blind and Other Severely Handicapped |
| 15 | Coast Guard | 38 | Commodity Futures Trading Commission |
| 20 | Federal Aviation Administration | 39 | Community Services Administration |
| 25 | Federal Highway Administration | 40 | Consumer Product Safety Commission |
| 27 | National Highway Traffic Safety Administration | 41 | Corporation for Public Broadcasting |
| 30 | Federal Railroad Administration | 42 | District of Columbia |
| 32 | Urban Mass Transportation Administration | 44 | Emergency Loan Guarantee Board |
| 35 | Saint Lawrence Seaway Development Corporation | 46 | Equal Employment Opportunity Commission |
| 15-00 | Department of the Treasury: | 48 | Export-Import Bank of the United States (beginning October 1, 1976) |
| 05 | Office of the Secretary | 52 | Farm Credit Administration |
| 10 | Bureau of Government Financial Operations | 60 | Federal Communications Commission |
| 12 | Bureau of Alcohol, Tobacco, and Firearms | 64 | Federal Deposit Insurance Corporation |
| 15 | Customs Service | 65 | Federal Election Commission |
| 20 | Bureau of Engraving and Printing | 66 | Federal Energy Administration |
| 25 | Bureau of the Mint | 68 | Federal Home Loan Bank Board |
| 35 | Bureau of the Public Debt | 72 | Federal Maritime Commission |
| 45 | Internal Revenue Service | 76 | Federal Mediation and Conciliation Service |
| 55 | Secret Service | 78 | Federal Metal and Nonmetallic Mine Safety Board of Review |
| 57 | Office of the Comptroller of the Currency | 80 | Federal Power Commission |
| 60 | Interest on the public debt | 84 | Federal Trade Commission |
| 70 | General Revenue Sharing | 88 | Foreign Claims Settlement Commission |
| 19-00 | Energy Research and Development Administration | 31-00 | Other independent agencies (H-N): |
| 20-00 | Environmental Protection Agency | 01 | Harry S. Truman Scholarship Foundation |
| 23-00 | General Services Administration: | | Historical and memorial agencies: |
| 05 | Real property activities | 03 | American Revolution Bicentennial Administration |
| 10 | Personal property activities | 05 | Other historical and memorial agencies |
| 20 | Records activities | 06 | Indian Claims Commission |
| 25 | Automated data and telecommunications activities | | Intergovernmental agencies: |
| 30 | Property management and disposal activities | 08 | Advisory Commission on Intergovernmental Relations |
| 31 | Preparedness activities | | |
| 35 | General activities | | |

Chapter and Organization Codes

| | | | |
|-------|---|-------|---|
| 31-09 | Appalachian Regional Commission | 15 | Tennessee Valley Authority |
| 10 | Delaware River Basin Commission | 25 | United States Information Agency |
| 11 | Interstate Commission on the Potomac River Basin | 30 | United States Railway Association |
| 12 | Susquehanna River Basin Commission | 35 | Water Resources Council |
| 14 | Washington Metropolitan Area Transit Authority | | Annexed budgets |
| 17 | International Trade Commission | | Government owned: |
| 20 | Interstate Commerce Commission | 55-05 | Department of Agriculture: |
| 21 | Legal Services Corporation | | · Rural Electrification and Telephone Revolving Fund |
| 22 | Marine Mammal Commission | | Rural Telephone Bank |
| 25 | National Capital Planning Commission | 25 | Department of Housing and Urban Development: Housing Production and Mortgage Credit |
| 30 | National Commission on Libraries and Information Science | 35 | Department of Labor: Pension Benefit Guaranty Corporation |
| 33 | National Council on Indian Opportunity | 45 | Department of the Treasury: |
| 34 | National Credit Union Administration | | Environmental Financing Authority |
| 35 | National Foundation on the Arts and the Humanities | | Exchange Stabilization Fund (uncoded) |
| 36 | National Labor Relations Board | | Federal Financing Bank |
| 40 | National Mediation Board | | Independent agencies: |
| 45 | National Science Foundation | 65 | · Export-Import Bank of the United States (through September 30, 1976) |
| 47 | National Transportation Safety Board | | Board of Governors of the Federal Reserve System (uncoded) |
| 50 | Nuclear Regulatory Commission | 75 | Postal Service |
| 32-00 | Other independent agencies (O-S): | 85 | United States Railway Association |
| 05 | Occupational Safety and Health Review Commission | | Government sponsored, privately owned enterprises (uncoded): |
| 08 | Pennsylvania Avenue Development Corporation | | Department of Health, Education, and Welfare: Student Loan Marketing Association |
| 10 | Postal Service | | Department of Housing and Urban Development: Federal National Mortgage Association |
| 20 | Railroad Retirement Board | | Farm Credit Administration: |
| 25 | Renegotiation Board | | Banks for cooperatives |
| 35 | Securities and Exchange Commission | | Federal intermedate credit banks |
| 40 | Selective Service System | | Federal land banks |
| 45 | Small Business Administration | | Federal Home Loan Bank Board: |
| 50 | Smithsonian Institution | | Federal home loan banks |
| 55 | Subversive Activities Control Board | | Federal Home Loan Mortgage Corporation |
| 33-00 | Other independent agencies (T-Z): | | |
| | Temporary study commissions: | | |
| 10 | Aviation Advisory Commission | | |
| 11 | Joint Federal-State Land Use Planning Commission for Alaska | | |
| 12 | Other temporary study commissions | | |

*U.S. Code Congressional & Administrative News
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of trusts, as the Secretary determines appropriate to protect the best interests of such persons.

Sec. 6. The Secretary is authorized to prescribe rules and regulations to carry out the provisions of this Act.

Approved October 6, 1972.

INDIANS—PUEBLO DE ACOMA—DISPOSITION OF FUNDS

PUBLIC LAW 92-462; 86 STAT. 769

[H. R. 10855]

An Act to provide for the disposition of funds appropriated to pay a judgment in favor of the Pueblo de Acoma in Indian Claims Commission docket numbered 266, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That:

The funds on deposit in the Treasury of the United States to the credit of the Pueblo de Acoma that were appropriated by the Act of January 8, 1971 (84 Stat. 1981), to pay a judgment by the Indian Claims Commission in docket numbered 266, and interest thereon, after payment of attorney fees and litigation expenses, may be advanced, expended, invested, or reinvested for any purpose that is authorized by the tribal governing body and approved by the Secretary of the Interior.

Sec. 2. None of the funds distributed per capita under the provisions of this Act shall be subject to Federal or State income taxes.

Sec. 3. The Secretary of the Interior is authorized to prescribe rules and regulations to carry out the provisions of this Act.

Approved October 6, 1972.

FEDERAL ADVISORY COMMITTEE ACT

For Legislative History of Act, see p. 3491

PUBLIC LAW 92-463; 86 STAT. 770

[H. R. 4383]

An Act to authorize the establishment of a system governing the creation and operation of advisory committees in the executive branch of the Federal Government, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That:

This Act may be cited as the "Federal Advisory Committee Act".

FINDINGS AND PURPOSES

Sec. 2. (a) The Congress finds that there are numerous committees, boards, commissions, councils, and similar groups which have been established to advise officers and agencies in the executive branch of the Federal Government and that they are frequently a

*See also
EO 11769*

See: Sec. 4. (b)(1) → p 894

Oct. 6 FEDERAL ADVISORY COMMITTEE ACT P.L. 92-463

useful and beneficial means of furnishing expert advice, ideas, and diverse opinions to the Federal Government.

(b) The Congress further finds and declares that—

(1) the need for many existing advisory committees has not been adequately reviewed;

(2) new advisory committees should be established only when they are determined to be essential and their number should be kept to the minimum necessary;

(3) advisory committees should be terminated when they are no longer carrying out the purposes for which they were established;

(4) standards and uniform procedures should govern the establishment, operation, administration, and duration of advisory committees;

(5) the Congress and the public should be kept informed with respect to the number, purpose, membership, activities, and cost of advisory committees; and

(6) the function of advisory committees should be advisory only, and that all matters under their consideration should be determined, in accordance with law, by the official, agency, or officer involved.

DEFINITIONS

Sec. 3. For the purpose of this Act—

(1) The term "Director" means the Director of the Office of Management and Budget.

(2) The term "advisory committee" means any committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or other subgroup thereof (hereafter in this paragraph referred to as "committee"), which is—

(A) established by statute or reorganization plan, or

(B) established or utilized by the President, or

(C) established or utilized by one or more agencies,

in the interest of obtaining advice or recommendations for the President or one or more agencies or officers of the Federal Government, except that such term excludes (i) the Advisory Commission on Intergovernmental Relations, (ii) the Commission on Government Procurement, and (iii) any committee which is composed wholly of full-time officers or employees of the Federal Government.

(3) The term "agency" has the same meaning as in section 551(1) of title 5, United States Code.

(4) The term "Presidential advisory committee" means an advisory committee which advises the President.

APPLICABILITY

Sec. 4. (a) The provisions of this Act or of any rule, order, or regulation promulgated under this Act shall apply to each advisory

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committee except to the extent that any Act of Congress establishing any such advisory committee specifically provides otherwise.

(b) Nothing in this Act shall be construed to apply to any advisory committee established or utilized by—

- ✓ (1) the Central Intelligence Agency; or
- (2) the Federal Reserve System.

(c) Nothing in this Act shall be construed to apply to any local civic group whose primary function is that of rendering a public service with respect to a Federal program, or any State or local committee, council, board, commission, or similar group established to advise or make recommendations to State or local officials or agencies.

RESPONSIBILITIES OF CONGRESSIONAL COMMITTEES

Sec. 5. (a) In the exercise of its legislative review function, each standing committee of the Senate and the House of Representatives, shall make a continuing review of the activities of each advisory committee under its jurisdiction to determine whether such advisory committee should be abolished or merged with any other advisory committee, whether the responsibilities of such advisory committee should be revised, and whether such advisory committee performs a necessary function not already being performed. Each such standing committee shall take appropriate action to obtain the enactment of legislation necessary to carry out the purpose of this subsection.

(b) In considering legislation establishing, or authorizing the establishment of any advisory committee, each standing committee of the Senate and of the House of Representatives shall determine, and report such determination to the Senate or to the House of Representatives, as the case may be, whether the functions of the proposed advisory committee are being or could be performed by one or more agencies or by an advisory committee already in existence, or by enlarging the mandate of an existing advisory committee. Any such legislation shall—

(1) contain a clearly defined purpose for the advisory committee;

(2) require the membership of the advisory committee to be fairly balanced in terms of the points of view represented and the functions to be performed by the advisory committee;

(3) contain appropriate provisions to assure that the advice and recommendations of the advisory committee will not be inappropriately influenced by the appointing authority or by any special interest, but will instead be the result of the advisory committee's independent judgment;

(4) contain provisions dealing with authorization of appropriations, the date for submission of reports (if any), the duration of the advisory committee, and the publication of reports and other materials, to the extent that the standing committee determines the provisions of section 10 of this Act to be inadequate; and

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(5) contain provisions which will assure that the advisory committee will have adequate staff (either supplied by an agency or employed by it), will be provided adequate quarters, and will have funds available to meet its other necessary expenses.

(c) To the extent they are applicable, the guidelines set out in subsection (b) of this section shall be followed by the President, agency heads, or other Federal officials in creating an advisory committee.

RESPONSIBILITIES OF THE PRESIDENT

Sec. 6. (a) The President may delegate, responsibility for evaluating and taking action, where appropriate, with respect to all public recommendations made to him by Presidential advisory committees.

(b) Within one year after a Presidential advisory committee has submitted a public report to the President, the President or his delegate shall make a report to the Congress stating either his proposals for action or his reasons for inaction, with respect to the recommendations contained in the public report.

(c) The President shall, not later than March 31 of each calendar year (after the year in which this Act is enacted), make an annual report to the Congress on the activities, status, and changes in the composition of advisory committees in existence during the preceding calendar year. The report shall contain the name of every advisory committee, the date of and authority for its creation, its termination date or the date it is to make a report, its functions, a reference to the reports it has submitted, a statement of whether it is an ad hoc or continuing body, the dates of its meetings, the names and occupations of its current members, and the total estimated annual cost to the United States to fund, service, supply, and maintain such committee. Such report shall include a list of those advisory committees abolished by the President, and in the case of advisory committees established by statute, a list of those advisory committees which the President recommends be abolished together with his reasons therefor. The President shall exclude from this report any information which, in his judgment, should be withheld for reasons of national security, and he shall include in such report a statement that such information is excluded.

RESPONSIBILITIES OF THE DIRECTOR, OFFICE
OF MANAGEMENT AND BUDGET

Sec. 7. (a) The Director shall establish and maintain within the Office of Management and Budget a Committee Management Secretariat, which shall be responsible for all matters relating to advisory committees.

(b) The Director shall, immediately after the enactment of this Act, institute a comprehensive review of the activities and responsibilities of each advisory committee to determine—

- (1) whether such committee is carrying out its purpose;
- (2) whether, consistent with the provisions of applicable statutes, the responsibilities assigned to it should be revised;

(3) whether it should be merged with other advisory committees; or

(4) whether it should be abolished.

The Director may from time to time request such information as he deems necessary to carry out his functions under this subsection. Upon the completion of the Director's review he shall make recommendations to the President and to either the agency head or the Congress with respect to action he believes should be taken. Thereafter, the Director shall carry out a similar review annually. Agency heads shall cooperate with the Director in making the reviews required by this subsection.

(c) The Director shall prescribe administrative guidelines and management controls applicable to advisory committees, and, to the maximum extent feasible, provide advice, assistance, and guidance to advisory committees to improve their performance. In carrying out his functions under this subsection, the Director shall consider the recommendations of each agency head with respect to means of improving the performance of advisory committees whose duties are related to such agency.

(d) (1) The Director, after study and consultation with the Civil Service Commission, shall establish guidelines with respect to uniform fair rates of pay for comparable services of members, staffs, and consultants of advisory committees in a manner which gives appropriate recognition to the responsibilities and qualifications required and other relevant factors. Such regulations shall provide that—

(A) no member of any advisory committee or of the staff of any advisory committee shall receive compensation at a rate in excess of the rate specified for GS-18 of the General Schedule under section 5332 of title 5, United States Code; and

(B) such members, while engaged in the performance of their duties away from their homes or regular places of business, may be allowed travel expenses, including per diem in lieu of subsistence, as authorized by section 5703 of title 5, United States Code, for persons employed intermittently in the Government service.

(2) Nothing in this subsection shall prevent—

(A) an individual who (without regard to his service with an advisory committee) is a full-time employee of the United States, or

(B) an individual who immediately before his service with an advisory committee was such an employee, from receiving compensation at the rate at which he otherwise would be compensated (or was compensated) as a full-time employee of the United States.

(e) The Director shall include in budget recommendations a summary of the amounts he deems necessary for the expenses of advisory committees, including the expenses for publication of reports where appropriate.

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RESPONSIBILITIES OF AGENCY HEADS

Sec. 8. (a) Each agency head shall establish uniform administrative guidelines and management controls for advisory committees established by that agency, which shall be consistent with directives of the Director under section 7 and section 10. Each agency shall maintain systematic information on the nature, functions, and operations of each advisory committee within its jurisdiction.

(b) The head of each agency which has an advisory committee shall designate an Advisory Committee Management Officer who shall—

- (1) exercise control and supervision over the establishment, procedures, and accomplishments of advisory committees established by that agency;
- (2) assemble and maintain the reports, records, and other papers of any such committee during its existence; and
- (3) carry out, on behalf of that agency, the provisions of section 552 of title 5, United States Code, with respect to such reports, records, and other papers.

ESTABLISHMENT AND PURPOSE OF ADVISORY COMMITTEES

Sec. 9. (a) No advisory committee shall be established unless such establishment is—

- (1) specifically authorized by statute or by the President; or
- (2) determined as a matter of formal record, by the head of the agency involved after consultation with the Director, with timely notice published in the Federal Register, to be in the public interest in connection with the performance of duties imposed on that agency by law.

(b) Unless otherwise specifically provided by statute or Presidential director, advisory committees shall be utilized solely for advisory functions. Determinations of action to be taken and policy to be expressed with respect to matters upon which an advisory committee reports or makes recommendations shall be made solely by the President or an officer of the Federal Government.

(c) No advisory committee shall meet or take any action until an advisory committee charter has been filed with (1) the Director, in the case of Presidential advisory committees, or (2) with the head of the agency to whom any advisory committee reports and with the standing committees of the Senate and of the House of Representatives having legislative jurisdiction of such agency. Such charter shall contain the following information:

- (A) the committee's official designation;
- (B) the committee's objectives and the scope of its activity;
- (C) the period of time necessary for the committee to carry out its purposes;
- (D) the agency or official to whom the committee reports;
- (E) the agency responsible for providing the necessary support for the committee;

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(F) a description of the duties for which the committee is responsible, and, if such duties are not solely advisory, a specification of the authority for such functions;

(G) the estimated annual operating costs in dollars and man-years for such committee;

(H) the estimated number and frequency of committee meetings;

(I) the committee's termination date, if less than two years from the date of the committee's establishment; and

(J) the date the charter is filed.

A copy of any such charter shall also be furnished to the Library of Congress.

ADVISORY COMMITTEE PROCEDURES

Sec. 10. (a) (1) Each advisory committee meeting shall be open to the public.

(2) Except when the President determines otherwise for reasons of national security, timely notice of each such meeting shall be published in the Federal Register, and the Director shall prescribe regulations to provide for other types of public notice to insure that all interested persons are notified of such meeting prior thereto.

(3) Interested persons shall be permitted to attend, appear before, or file statements with any advisory committee, subject to such reasonable rules or regulations as the Director may prescribe.

(b) Subject to section 552 of title 5, United States Code, the records, reports, transcripts, minutes, appendixes, working papers, drafts, studies, agenda, or other documents which were made available to or prepared for or by each advisory committee shall be available for public inspection and copying at a single location in the offices of the advisory committee or the agency to which the advisory committee reports until the advisory committee ceases to exist.

(c) Detailed minutes of each meeting of each advisory committee shall be kept and shall contain a record of the persons present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the advisory committee. The accuracy of all minutes shall be certified to by the chairman of the advisory committee.

(d) Subsections (a) (1) and (a) (3) of this section shall not apply to any advisory committee meeting which the President, or the head of the agency to which the advisory committee reports, determines is concerned with matters listed in section 552(b) of title 5, United States Code. Any such determination shall be in writing and shall contain the reasons for such determination. If such a determination is made, the advisory committee shall issue a report at least annually setting forth a summary of its activities and such related matters as would be informative to the public consistent with the policy of section 552(b) of title 5, United States Code.

(e) There shall be designated an officer or employee of the Federal Government to chair or attend each meeting of each advisory

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committee. The officer or employee so designated is authorized, whenever he determines it to be in the public interest, to adjourn any such meeting. No advisory committee shall conduct any meeting in the absence of that officer or employee.

(f) Advisory committees shall not hold any meetings except at the call of, or with the advance approval of, a designated officer or employee of the Federal Government, and in the case of advisory committees (other than Presidential advisory committees), with an agenda approved by such officer or employee.

AVAILABILITY OF TRANSCRIPTS

Sec. 11. (a) Except where prohibited by contractual agreements entered into prior to the effective date of this Act, agencies and advisory committees shall make available to any person, at actual cost of duplication, copies of transcripts of agency proceedings or advisory committee meetings.

(b) As used in this section "agency proceeding" means any proceeding as defined in section 551(12) of title 5, United States Code.

FISCAL AND ADMINISTRATIVE PROVISIONS

Sec. 12. (a) Each agency shall keep records as will fully disclose the disposition of any funds which may be at the disposal of its advisory committees and the nature and extent of their activities. The General Services Administration, or such other agency as the President may designate, shall maintain financial records with respect to Presidential advisory committees. The Comptroller General of the United States, or any of his authorized representatives, shall have access, for the purpose of audit and examination, to any such records.

(b) Each agency shall be responsible for providing support services for each advisory committee established by or reporting to it unless the establishing authority provides otherwise. Where any such advisory committee reports to more than one agency, only one agency shall be responsible for support services at any one time. In the case of Presidential advisory committees, such services may be provided by the General Services Administration.

RESPONSIBILITIES OF LIBRARY OF CONGRESS

Sec. 13. Subject to section 552 of title 5, United States Code, the Director shall provide for the filing with the Library of Congress of at least eight copies of each report made by every advisory committee and, where appropriate, background papers prepared by consultants. The Librarian of Congress shall establish a depository for such reports and papers where they shall be available to public inspection and use.

TERMINATION OF ADVISORY COMMITTEES

Sec. 14. (a) (1) Each advisory committee which is in existence on the effective date of this Act shall terminate not later than the expiration of the two-year period following such effective date unless—

(A) in the case of an advisory committee established by the President or an officer of the Federal Government, such advisory committee is renewed by the President or that officer by appropriate action prior to the expiration of such two-year period; or

(B) in the case of an advisory committee established by an Act of Congress, its duration is otherwise provided for by law.

(2) Each advisory committee established after such effective date shall terminate not later than the expiration of the two-year period beginning on the date of its establishment unless—

(A) in the case of an advisory committee established by the President or an officer of the Federal Government such advisory committee is renewed by the President or such officer by appropriate action prior to the end of such period; or

(B) in the case of an advisory committee established by an Act of Congress, its duration is otherwise provided for by law.

(b) (1) Upon the renewal of any advisory committee, such advisory committee shall file a charter in accordance with section 9(c).

(2) Any advisory committee established by an Act of Congress shall file a charter in accordance with such section upon the expiration of each successive two-year period following the date of enactment of the Act establishing such advisory committee.

(3) No advisory committee required under this subsection to file a charter shall take any action (other than preparation and filing of such charter) prior to the date on which such charter is filed.

(c) Any advisory committee which is renewed by the President or any officer of the Federal Government may be continued only for successive two-year periods by appropriate action taken by the President or such officer prior to the date on which such advisory committee would otherwise terminate.

EFFECTIVE DATE

Sec. 15. Except as provided in section 7(b), this Act shall become effective upon the expiration of ninety days following the date of enactment.

Approved October 6, 1972.

E.O. 11769 Title 3A—The President, Appendix

(8) Commissioner, Automated Data and Telecommunications Service, General Services Administration.

(9) Associate Administrator for Federal Management Policy, General Services Administration.

SEC. 3. Nothing in this order shall be deemed to terminate or otherwise affect the appointment, or to require the reappointment, of any occupant of any position listed in section 1 or section 2 of this order who was the occupant of that position immediately before the issuance of this order.

SEC. 4. Executive Order No. 11708 of March 23, 1973, as amended, is hereby superseded.

THE WHITE HOUSE,
February 20, 1974.

RICHARD NIXON

Executive Order 11769

February 21, 1974

Advisory Committee Management

By virtue of the authority vested in me as President of the United States by the Constitution and statutes of the United States, including the Federal Advisory Committee Act, 5 U.S.C. App. I (1972 Supp.) (hereinafter referred to as the "act"), and 3 U.S.C. 301, it is ordered as follows:

SECTION 1. The heads of all executive departments and agencies shall take appropriate action to assure their ability to comply with the provisions of the act.

SEC. 2. The Administrator of General Services shall prepare for the consideration of the President the annual report to the Congress required by section 6(c) of the act.

SEC. 3. The Director of the Office of Management and Budget shall:
(1) perform, or designate, from time to time, other officers of the Federal Government to perform, without the approval, ratification, or other action of the President, the functions vested in the President by the act;

Chapte:

(2) prescribe administrative advisory committees covered

SEC. 4. Executive Order superseded.

THE WHITE HOUSE,
February

Executive Order 11770

International Sympos

By virtue of the authority Educational and Cultural hereinafter referred to as United States Code, and ordered as follows:

SECTION 1. The Secretary the International Symposium Francisco, California, in 1 by section 102(b) (5), (

SEC. 2. I find that the interest of the purpose of the International

SEC. 3. The delegation the expiration of sixty days that sixty days, there shall in session because of an ac

THE WHITE HOUSE,
Febru

3A CFR, 1974 COMP, p. 131

Chapter II—Executive Orders

E.O. 11770

(2) prescribe administrative guidelines and management controls for advisory committees covered by the act.

SEC. 4. Executive Order No. 11686 of October 7, 1972 is hereby superseded.

RICHARD NIXON

THE WHITE HOUSE,
February 21, 1974.

Executive Order 11770

February 21, 1974

International Symposium on Geothermal Energy—1975

By virtue of the authority vested in me by section 104 of the Mutual Educational and Cultural Exchange Act of 1961 (22 U.S.C. 2454; hereinafter referred to as the act), and section 301 of Title 3 of the United States Code, and as President of the United States, it is hereby ordered as follows:

SECTION 1. The Secretary of the Interior is authorized, with respect to the International Symposium on Geothermal Energy to be held in San Francisco, California, in May 1975, to perform the functions conferred by section 102(b) (5), (7), and (8) of the act.

SEC. 2. I find that the delegation made by section 1 of this order is in the interest of the purposes expressed in the act and the efficient administration of the International Symposium on Geothermal Energy.

SEC. 3. The delegation made by this order shall become effective upon the expiration of sixty days while the Congress is in session. In computing that sixty days, there shall be excluded days on which either House is not in session because of an adjournment of more than three days.

RICHARD NIXON

THE WHITE HOUSE,
February 21, 1974.

OMB BULLETIN No. 76-2, Dtd 1 August 1975

Declassified in Part - Sanitized Copy Approved for Release 2013/07/17 : CIA-RDP06M00944R000200090001-6

Distribution: 2 copies sent to DDA with Memo
requesting that they respond to
this Bulletin. Memo Dtd: 8/14/75

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 76-2

August 1, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Resources for executive development in fiscal year 1977

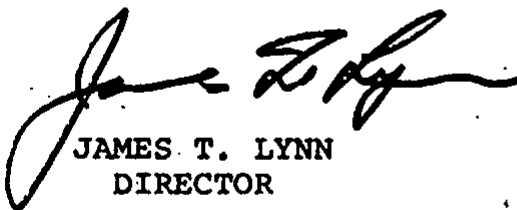
1. Purpose. This Bulletin provides instructions for the submission of information concerning the resources for executive development provided for in the departments' and agencies' fiscal year 1977 budget submissions.

2. Background. In accordance with the responsibilities of the Office of Management and Budget (OMB), a joint effort to strengthen systems within the departments and agencies for the selection, counseling, development, and utilization of career executives has been undertaken by OMB and the Civil Service Commission. To this end, in 1973 and 1974, OMB requested, through Bulletins 74-1 and 75-4, submission by each department and agency of specific information concerning executive development resources provided in their budget submissions; this data was reviewed in conjunction with other budgetary considerations. As a basis of comparison, and to assure sufficiently high priority and adequate resources for executive development, OMB is hereby requesting a similar report on the fiscal year 1977 budget submission.

3. Reporting Requirements. Each department and agency with more than 100 full-time permanent employees is requested to submit to the Office of Management and Budget by September 15, 1975, two copies of a report in the format shown in Attachment 1 indicating the resources contained in the fiscal year 1977 budget request which are intended to finance its executive development efforts and two copies of a supplementary report describing its executive development program in accordance with instructions outlined in Attachment 2. In addition, those departments listed in Attachment 3 are requested to submit resource plans in the format shown in Attachment 1 for all major sub-organizations, e.g., bureaus, commands and the supplementary report outlined in Attachment 2 should include information breakdowns for all major bureaus and commands.

4. Rescission. This Bulletin is rescinded following receipt of the September 15, 1975 report.

5. Inquiries. Inquiries and requests for assistance with regard to this Bulletin should be addressed to the Executive Development and Labor Relations Division, Office of Management and Budget, telephone: (202) 395-6917, (Code 103).



JAMES T. LYNN
DIRECTOR

Attachments

INSTRUCTIONS

A report will be submitted in the format of the attached exhibit and in accordance with the following instructions:

Column I--Incumbents in Grade

Indicate the total number of full-time, permanent incumbents in the grade specified as projected for July 1, 1976.

Column II--Managers for Special Development

Indicate the total number of managers for GS-13, 14, and 15's that fall into the following categories:

1. those assigned to their first managerial position during FY 75.

2. those reassigned from one managerial position to another in FY 75.

3. the additional number of high potential employees at the GS-13 - 15 level whose development is necessary to meet agency executive manpower needs.

Column III--Short-Term Management Training

Indicate the estimated number of participants, man-days and obligations for short-term (less than 120 days) management training in either a government or nongovernment facility. Management training is viewed as formal training in management related subjects, i.e., management systems, administrative organization, manpower planning (as opposed to those subjects more closely related to a technical or occupational specialty). The estimated obligations are all funds to be directly used for training such as tuition, fees, travel, and per diem. This will not include salaries and fringe benefits of trainees.

Column IV--Long-Term Management Training

Indicate the estimated number of participants, man-months and obligations for management training (defined above) requiring attendance for 120 days or more in either a government or nongovernment facility. The estimated obligations should refer to all funds used directly for training as described above.

Column V--Within Agency Developmental Assignment

Indicate the estimated number of participants, man-weeks, and if appropriate, obligations for within agency developmental assignments. A developmental assignment is defined here as any reassignment or detail or other temporary assignment in which the development of the individual is a predominant consideration, and which takes place within the agency (as defined in Circular A-11, Section 11.2). In the case of reassignments the first six months may be considered developmental; the total period of details and temporary assignments should be counted. Estimated obligations considered appropriate to report would be funds directly related to the developmental assignment such as relocation, travel, per diem, etc. This will not include salaries and fringe benefits.

Column VI--Out-of-Agency Developmental Assignment

Indicate the estimated number of participants, man-weeks and, if appropriate, obligations for out-of-agency developmental assignments. An out-of-agency developmental assignment is a temporary assignment in which the development of the individual is a predominant consideration and which takes place outside of the individual's own department; i.e., another Federal agency, a State or local government agency, an international agency, or a nongovernment enterprise, such as a business concern. An assignment as part of an interchange or Fellows Program is a mobility assignment and would be considered an out-of-agency developmental assignment. Estimated obligations considered appropriate to report would be the same as previously mention in "V."

Column VII--Administrative Expenses

Indicate the estimated obligations for administrative expenses to be incurred directly in the operation of the executive development program in fiscal year 1976. "Personnel" obligations would be the total salaries (not including fringe benefits) of all those who spend more than 50 percent of their time in administrative efforts directly relating to the executive development program. "Other" obligations should be itemized and briefly described. "Other" obligations would be all those administrative obligations, other than personnel, which are incurred directly in the administration of the executive development program. This category might include such items as executive development center facilities, travel by executive development officers for purposes directly related to the executive development program, etc.

Attachment

Exhibit
Bulletin No. 76-2

EXECUTIVE DEVELOPMENT
Fiscal Year 1977

| I Incumbents In Grade | II GS 13-15 Managers for Special Development | III Management Training Short Term | | | IV Management Training Long Term | | | V Developmental Assignment Within Agency | | | VI Developmental Assignment Out of Agency | | |
|-----------------------------|---|--|-------------|-------------|--|---------------|-------------|--|--------------|-------------|---|--------------|-------------|
| | | Number | Man Days | Obligations | Number | Man Months | Obligations | Number | Man Weeks | Obligations | Number | Man Weeks | Obligations |
| | | | | | | | | | | | | | |
| GS 13 _____ | _____ | | | | | | | | | | | | |
| GS 14 _____ | _____ | | | | | | | | | | | | |
| GS 15 _____ | _____ | | | | | | | | | | | | |
| GS 16 _____ | XX | | | | | | | | | | | | |
| GS 17 _____ | XX | | | | | | | | | | | | |
| GS 18 _____ | XX | | | | | | | | | | | | |

VII. Administrative Obligations for Executive Development Programs:
 Personnel _____ (Estimated man-years _____)
 Other _____

Instructions

A report will be submitted in duplicate describing the department's or agency's executive development program. The report should be no longer than three pages and should include the following information:

- A brief description of the executive development approach used by the organization, with special attention to the system used to identify and select high potential individuals.
- Program initiatives that would account for differences between the resource plan for fiscal year 1977 and the resource plan for fiscal year 1976 submitted in response to OMB Bulletin 75-4.
- An assessment of the EEO aspects of the executive development program particularly as it relates to the development of GS 13 and 14 minorities and women as potential candidates for future executive positions, and plans for improving the EEO aspects of the executive development program.

Department of Agriculture
Department of the Air Force
Department of the Army
Department of Commerce
Department of Health, Education
and Welfare
Department of the Interior
Department of Justice
Department of Labor
Department of the Navy
Department of Transportation
Department of the Treasury

OMB BULLETIN 76-1 Dtd: 21 July 1975

Declassified in Part - Sanitized Copy Approved for Release 2013/07/17 : CIA-RDP06M00944R000200090001-6

Distribution as follows, made on 29 July 1975

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CIA not listed on attachment. No response is necessary.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

BULLETIN NO. 76-1

July 21, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Monitoring Federal outlays

1. Purpose. This Bulletin provides instructions for the preparation and submission of reports designed to assist in the continuing effort to monitor spending and to thereby improve the management of the Government's overall cash and debt operations.

2. This Bulletin supersedes and rescinds OMB Bulletin No. 75-13 of April 14, 1975.

3. Coverage. Each department or agency listed in the Attachment will prepare a monthly outlay plan for each new fiscal period and will submit periodic reports on that plan. Coverage of the reports will be identical to the coverage in the annual budget documents and will include outlay information for all appropriations and funds (except deposit funds) administered by the department or agency. Outlay information will be shown for each bureau, program and/or account listed in the Attachment and for the department or agency as a whole.

4. Policy. The estimates reported should present the best current judgment as to the amount to be spent by month in the period(s) covered by the report and should: (a) be consistent with the President's most recent annual budget as amended and subsequent actions of the Congress, including both completed actions and those now expected, and (b) consider recent trends and expected events on a realistic basis.

A brief statement will be included with each outlay report to explain the assumptions used in developing the outlay plan, together with any unusual or special circumstances affecting the plan. The statement will enumerate expected congressional actions, provide the estimated participation rates in benefit programs, show the dates of major asset sales, and discuss any other event that causes major

fluctuations in the usual outlay pattern. In some instances, it will be desirable to discuss in advance these assumptions and special circumstances with OMB staff.

5. Action by the Office of Management and Budget. OMB will review the agency outlay plans for reasonableness in the light of experience, consistency with the President's policies and objectives, enacted appropriations and other legislation, and other factors. When conditions warrant, OMB may request that revisions be made in the outlay plans.

6. Submission requirements. An initial report in the format of Exhibit 1 will be submitted to OMB in an original and three (3) copies by August 15, 1975. This submission will provide monthly outlay estimates for Fiscal Year 1976. Updated reports will be made throughout Fiscal Year 1976 with coverage expanded to include the transition quarter and the first quarter of Fiscal Year 1977 as shown below. Following the initial submission, the updated reports will begin with a cumulative total of actual outlays to date followed by updated monthly outlay estimates for the balance of the period(s) (see Exhibit 2). Reports are due in OMB as follows:

| <u>Reports due by</u> | <u>Cumulative total of actual outlays thru the month of</u> | <u>Monthly outlay estimates required for the period</u> |
|--|---|---|
| August 15, 1975 (explain differences from Mid-session report to the Congress) | -- | July 1975, thru June 1976 |
| October 1, 1975 (explain differences from latest public estimate). | August 1975 | September 1975 thru June 1976 |

One week following transmittal of the 1977 budget (explain differences from the 1976 amounts contained in the budget).

December 1975

January 1976
thru June 1976,
and July 1976
thru September
1976

May 1, 1976
(explain differences from the April 10 budget update). 1/

March 1976

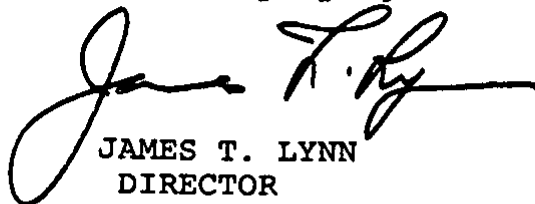
April 1976 thru
June 1976, and
July 1976 thru
September 1976

August 1, 1976
(explain differences from the July 15 budget update). 1/

--

July 1976 thru
September 1976,
and October 1976
thru December 1976

Agencies should be prepared to submit additional updated reports when requested. Also, agencies should reconcile significant differences between previously reported estimated outlays and revised estimated or actual outlays and explain these changes in the accompanying statements.



JAMES T. LYNN
DIRECTOR

1/ The budget updates are required by section 601(g) of Public Law 93-344, the Congressional Budget Act of 1974.

AGENCY AND PROGRAM COVERAGE

Funds Appropriated to the President:

Disaster relief
Foreign economic assistance
International financial institutions (Treasury)
Agency for International Development (including
Security supporting assistance)
Military assistance (excluding Security supporting
assistance)

Department of Agriculture:1/

Food and Nutrition Service:
Child nutrition programs
Food stamp program
Forest Service
Commodity Credit Corporation (including Foreign
assistance and special export program)
Farmers Home Administration
Agricultural Marketing Service, Section 32
All other
Total Department of Agriculture

Department of Commerce

Department of Defense, Military

Department of Defense, Civil:

Corps of Engineers

Department of Health, Education, and Welfare:

Health (including Food and Drug Administration)
Education Division
Income Security:
Public assistance:
Medicaid
Public assistance (cash payments)
Social and individual services
Social Security Administration:
Federal Old-Age and Survivors Insurance trust fund
Federal Disability Insurance trust fund
Federal Hospital Insurance trust fund
Federal Supplementary Medical Insurance trust fund
Payments to social security trust funds
Supplemental Security Income Program
Special Benefits for Disabled Coal Miners
All Other (including work incentive program)

Deductions for offsetting receipts (-)
 Total, Department of Health, Education, and Welfare

Department of Housing and Urban Development:1/

Federal Housing Administration fund
 Special assistance functions
 Housing payments
 Urban renewal programs
 All other

Total, Department of Housing and Urban Development

Department of the Interior:2/

Bureau of Indian Affairs
 Bureau of Reclamation
 All other
 Deductions for offsetting receipts (-)
 Total, Department of Interior

Department of Justice:

Law Enforcement Assistance Administration
 All other
 Total, Department of Justice

Department of Labor:

Unemployment trust fund
 Comprehensive manpower assistance
 Federal unemployment benefits & allowances
 Special benefits
 Occupational Safety and Health Administration
 Temporary employment assistance
 All other
 Total, Department of Labor

Department of State

Department of Transportation:

Federal Highway Administration
 Federal Aviation Administration
 Urban Mass Transportation Administration
 All other
 Total, Department of Transportation

Department of the Treasury:3/

Interest on the Public Debt
 General Revenue Sharing (trust fund)
 All other

11
 32
 T
 13
 37
 0
 0
 13
 18
 18

Deductions for offsetting receipts (-)
Total, Department of the Treasury

Energy Research and Development Administration

Environmental Protection Agency

General Services Administration:

Real property activities
Personal property activities
All other
Stockpile sales (-)
Other offsetting receipts (-)
Total, General Services Administration

National Aeronautics and Space Administration

Veterans Administration:1/

Compensation, pensions, and benefit programs
Medical Care
Insurance funds (both revolving and nonrevolving)
All other
Deductions for offsetting receipts (-)
Total, Veterans Administration

Civil Service Commission:

Trust funds:
Civil Service retirement and disability fund
Other trust funds
All other
Total, Civil Service Commission

District of Columbia

Federal Deposit Insurance Corporation

Federal Home Loan Bank Board

National Science Foundation

Postal Service (Payment to Postal Service fund)

Railroad Retirement Board

Small Business Administration1/

Tennessee Valley Authority

Rents and royalties on Outer Continental Shelf Lands
(Interior)

Off-budget agencies/programs:

Rural Electrification Administration
Export-Import Bank 1/
Federal Financing Bank 1/
U.S. Postal Service
U.S. Railway Association 1/
Department of Housing and Urban Development
(Housing for the elderly or handicapped) 1/

1/ ADDENDUM. Please provide as a separate entry, monthly outlay amounts for "sales of loans," shown in two categories: (a) sales to the Federal Financing Bank; and (b) sales to the open market.

2/ Interior also reports the outlays for rents and royalties on Outer Continental Shelf Lands.

3/ Treasury also reports the outlays for International Financial institutions.

01

[Note: The column headings are illustrative only. Use the categories shown in the Attachment when more than the agency total is required.]

OUTLAYS BY MONTH
Fiscal Year 1976 In millions of dollars*

Department of Government
{Agency}

| | Benefit Payments | Insurance | Construction | All other | Offsetting Receipts (Deduct) | Agency Total | Sales of loans, open market (Non add) |
|----------------------|---------------------|-----------|--------------|-----------|---------------------------------|-----------------|---|
| July | 22 | 5 | 15 | 3 | -5 | 40 | -- |
| August | 22 | 5 | 16 | 2 | -1 | 44 | -- |
| September | 56 ^{1/} | 7 | 16 | 4 | -11 | 72 | (100) |
| First Quarter | 100 | 17 | 47 | 9 | -17 | 156 | (100) |
| October | 37 | 6 | 15 | 2 | -4 | 56 | -- |
| November | 37 | 6 | 15 | 3 | -9 | 52 | -- |
| December | 40 | 8 | 18 | 3 | -5 | 64 | -- |
| Second Quarter | 114 | 20 | 48 | 8 | -18 | 172 | -- |
| January | 42 | 7 | 22 | 3 | -6 | 68 | -- |
| February | 38 | 6 | 25 | 3 | -6 | 66 | -- |
| March | 37 | 6 | 17 | 3 | -5 | 58 | -- |
| Total, FY 1976 | <u>427</u> | <u>75</u> | <u>227</u> | <u>37</u> | <u>-72</u> | <u>694</u> | <u>(100)</u> |

*Estimates will be rounded to the nearest whole million and components will be adjusted to add to the correctly rounded totals.

^{1/} Includes lump sum cost-of-living catch-up payment of \$30 million.

Bulletin No. 76-1
Exhibit 1

[Illustration of updated report.]

OUTLAYS BY MONTH
Fiscal Year 1976 and Transition Quarter
In millions of dollars*

Department of Government
[Agency]

| | Benefit Payments | Insurance | Construction | All other | Offsetting Receipts (Deduct) | Agency Total | Sales of loans, open market (Non add) |
|---|---------------------|-----------|--------------|-----------|---------------------------------|-----------------|---|
| Actual Outlays through December 1975 | 230 | 40 | 94 | 20 | -35 | 349 | (100) |
| January | 42 | 7 | 22 | 3 | -6 | 68 | -- |
| February | 38 | 6 | 25 | 3 | -6 | 66 | -- |
| March | 37 | 6 | 17 | 3 | -5 | 58 | -- |
| Third Quarter | 117 | 19 | 64 | 9 | -17 | 192 | -- |
| April | 40 | 6 | 20 | 3 | -7 | 62 | -- |
| May | 38 | 5 | 19 | 2 | -7 | 57 | -- |
| June | 36 | 4 | 18 | 2 | -8 | 52 | -- |
| Fourth Quarter | 114 | 15 | 57 | 7 | -22 | 171 | -- |
| Total, FY 1976 | 461 1/ | 74 | 215 | 36 | -74 | 712 | (100) |
| July | 41 | 8 | 24 | 4 | -7 | 70 | -- |
| August | 40 | 7 | 26 | 4 | -7 | 70 | -- |
| September | 40 | 7 | 30 | 4 | -8 | 73 | (50) |
| Total, Transition Quarter | 121 | 22 | 80 | 12 | -22 | 213 | (50) |

*Estimates will be rounded to the nearest whole million and components will be adjusted to add to the correctly rounded totals.

1/ Includes effect of supplemental not included in the budget (+ \$10 million)

Bulletin No. 76-1
Exhibit 2