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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-16

May 27, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Increased travel costs pursuant to The Travel Expense Amendments Act of 1975 (Public Law No. 94-22)

1. Purpose. This Bulletin provides policy guidelines and instructions for financing increased travel costs attributable to revised per diem and other travel allowances authorized by The Travel Expense Amendments Act of 1975 (Public Law No. 94-22).

2. Policy. Increased travel costs for fiscal years 1975 and 1976 will be absorbed to the maximum extent possible. Increases in limitations on travel contained in appropriation language will be requested only if essential, and in the normal manner. Higher travel costs should be recognized in the 1977 budget estimates, and will, where warranted, be included within the budget allowances provided by the Office of Management and Budget.

It should be recognized that the rates authorized in Public Law No. 94-22 are maximum rates and are subject to the conditions of travel and reimbursement specified in the Federal Travel Regulations (41 CFR 101-7) issued by the General Services Administration. These statutory maximum rates were enacted in recognition of the higher costs being borne by the traveler. Under current fiscal conditions, it is of the utmost importance that agency heads exercise prudent management of travel plans and require judicious application of revised allowances.

3. Apportionment and Reapportionment requests. Obligations for travel are generally considered as being within administrative control. Therefore, the increases in the per diem and other travel allowances authorized by Public Law No. 94-22 will not be considered, in themselves, as justifications for requesting apportionments or reapportionments that indicate the need for supplemental appropriations.

JAMES T. LYNN
DIRECTOR

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OMB Bulletin - 75-15

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-15

May 16, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Impoundment Control Act of 1974

1. Purpose. This Bulletin provides information on the provisions of the "Impoundment Control Act of 1974" (Title X of P.L. 93-344) and guidance on the preparation of agency apportionment and reapportionment requests. In addition, it provides instructions for the preparation of special and supplementary messages on proposed rescissions and on deferrals, pursuant to sections 1012, 1013, and 1014(c) of P.L. 93-344. *SEE ALSO 31 USCA 1400 -*

2. Background. Title X of P.L. 93-344 repealed the "Federal Impoundment and Information Act" (P.L. 93-9) and prescribed new guidelines and procedures for the establishment of reserves and other withholdings.

a. ^{31 USCA 665} Antideficiency Act amendment. Section 1002 amended the Antideficiency Act. Under section 1002, reserves may be established "solely to provide for contingencies, or to effect savings." Thus, the Antideficiency Act no longer provides authority to establish reserves as a result of "other developments subsequent to the date on which such appropriation was made available." Sections 1012 and 1013, however, do provide authority for withholding funds for non-Antideficiency Act reasons. Restraints on obligations for any reason--Antideficiency Act, policy, or other--must be reported to the Congress in special messages as proposed rescissions or as deferrals, pursuant to sections 1012 and 1013, respectively, of P.L. 93-344. *31 USCA 1402
1403*

b. Rescissions. Section 1012 requires the President to transmit a special message to the Congress proposing a rescission whenever:

- the President determines that all or part of any budget authority will not be required to carry out the full objectives or scope of programs for which it is provided,

- the President determines that budget authority should be rescinded for fiscal policy or other reasons (for example, to terminate low-priority programs), or
- all or part of any budget authority limited to a fiscal year (i.e., annual appropriations or budget authority for the last year of multiple-year appropriations) is to be reserved for the entire fiscal year.

Affirmative action by the Congress in the form of an enacted rescission bill must be completed to rescind funds. During its consideration of the President's proposals, the Congress may adjust amounts proposed for rescission. If both Houses have not completed action on the bill within 45 calendar days of continuous session, funds must be made available for obligation.

c. Deferrals. Under section 1013, the President is also required to report in a special message any Executive action or inaction that withholds or delays the obligation or expenditure of budget authority provided for projects or activities. Either House may then pass an impoundment resolution disapproving the deferral and requiring that the funds be made available for obligation. Section 1013 contains no provision that allows the Congress to adjust amounts deferred by the Executive, nor does it place any time limitations on Congressional action disapproving a reported deferral. If, however, no action is taken by the Congress, the deferral may remain in effect until the end of the fiscal year, unless the special message indicates that an earlier release is planned.

d. Additional reports. Section 1014 of the Act requires the President to transmit supplementary messages to the Congress whenever any information contained in a special message is revised. It also requires that a cumulative report on all deferrals and proposed rescissions previously included in special messages be submitted to Congress by the 10th day of each month.

e. Role of the Comptroller General. The Comptroller General is required, under section 1015(a), to submit reports to the Congress when he finds that the President has failed to report a proposed rescission or deferral action. Actions reported by the Comptroller General under the authority of this section are subject to the same Congressional review and action as those contained in

Presidential messages. Under section 1015(b), the Comptroller General is also required to report to the Congress whenever he believes that the President has incorrectly characterized an action transmitted in a special message. Section 1016 further empowers him to bring suit to compel the Executive to make funds available for obligation pursuant to Congressional action or inaction which necessitates their release.

3. Apportionment actions. Apportionment actions, including the establishment of reserves, must be consistent with the provisions of the Impoundment Control Act. Agencies should be particularly cognizant of the need to expedite the preparation and submission of apportionment and reapportionment requests when funds being withheld must be released immediately as a result of the:

- expiration of the 45 calendar days of continuous session without completion of action on a proposed rescission by both Houses, or
- passage of an impoundment resolution by one House disapproving a deferral.

Until Office of Management and Budget (OMB) Circular No. A-34 is revised to incorporate changes necessitated by P.L. 93-344, agency apportionment and reapportionment requests should be prepared and submitted to OMB at such time and in such manner as are prescribed in the instructions in Attachment A.

To the extent that the instructions in this Bulletin differ from those contained in OMB Circular No. A-34, the instructions in this Bulletin will prevail.

4. Submission of reports. Each special or supplementary message to the Congress will consist of (a) a Presidential transmittal letter; (b) rescission, deferral, or supplementary reports; and (c) in the case of proposed rescissions, appropriate legislative language.

For each proposed rescission or deferral, agencies are required to submit the original and one copy of the following material, as appropriate, to the Office of Management and Budget:

- rescission reports and proposed legislative language on each proposed rescission in accordance with the instructions in Attachment B.

- deferral reports on each deferral in accordance with the instructions in Attachment C.
- supplementary reports and revisions of previous rescission or deferral reports--with proposed legislative language, where necessary--in accordance with the instructions in Attachment D.

Pursuant to Title X of the Impoundment Control Act, the special messages are required to provide information on:

- the amount of budget authority proposed for rescission or being deferred,
- the affected account and specific project or governmental functions involved,
- the reasons why the budget authority should be rescinded or deferred,
- the estimated fiscal, economic, and budgetary effects of the proposed action,
- the effect of the proposed action on the objects, purposes and programs for which budget authority is provided, and
- any other relevant facts, circumstances, and considerations pertaining thereto.

In the case of deferrals, the special message must also specify the period of time the budget authority is to be deferred and any legal authority invoked to justify the deferral.

For cumulative reports, agencies must supply to OMB by the first of each month information on releases of funds being withheld in the agency, rather than through the apportionment process.

To comply with these requirements, each agency should provide clear, descriptive, and specialized statements in its rescission and deferral reports. These reports will be the essence of the President's special messages to the Congress and should clearly set forth the information needed to support the proposed action.

5. Timing. For deferrals and proposed rescissions identified in connection with the apportionment process,

agencies are required to submit the appropriate rescission, deferral, or supplementary reports when they submit their apportionment or reapportionment requests (S.F. 132). These reports will be reviewed by OMB in conjunction with the normal review of apportionment requests to assure that explanations are clear, comprehensive, and accurate, as well as consistent with final OMB action.

On occasion, OMB will suggest significant changes in agency proposals or will propose deferral or rescission action on its own initiative. Such changes or proposals will be discussed with the affected agencies, and the rescission and deferral reports on them will be developed in conjunction with these agencies.

For those deferrals and proposed rescissions not identified in connection with the apportionment process (e.g., agency deferrals), agencies are requested to furnish expeditiously to OMB rescission and deferral reports in accordance with the instructions in Attachments B and C, respectively. The department or agency head will be responsible for determining agency deferral actions that should be reported under the Impoundment Control Act.

OMB will compile and assemble the special messages to be recommended for the President's signature. A copy of the final version of each rescission, deferral, or supplementary report transmitted to the Congress will be furnished to the agency for its records and for use in preparing necessary supplementary reports and supplying information for cumulative reports.

6. Fiscal year. In this Bulletin, the term "current year" refers to the full fiscal year for which the apportionment, rescission, deferral or other action is applicable. The term "budget year" is the full fiscal year following the current year.

7. Effective date. The instructions in this Bulletin are effective immediately and will remain in effect until further notice.

JAMES T. LYNN
DIRECTOR

Attachments

Attachment A
Bulletin No. 75-15

INSTRUCTIONS FOR THE PREPARATION OF
STANDARD FORMS 132 AND 133

1. Coverage. This Attachment provides instructions regarding revised apportionment procedures and the preparation of Standard Forms 132 and 133, consistent with the requirements of the "Congressional Budget and Impoundment Control Act of 1974" (P.L. 93-344). To the extent that the instructions in this Bulletin differ from those contained in OMB Circular No. A-34, the instructions in this Bulletin will prevail.

2. Background. To comply with the provisions of Title X of P.L. 93-344, OMB has had to modify the budget execution instructions and procedures contained in Circular No. A-34. Until the Circular is revised to reflect such changes, this Attachment provides instructions on both the new time schedule for submission of apportionment requests and the preparation of Standard Forms 132 and 133.

In addition to the Title X requirements, the Congressional Budget and Impoundment Control Act established new Congressional budget procedures within a fixed timetable. As part of these new procedures, the Congress is required to establish targets for budget spending and revenue totals before action may be taken on individual bills. Near the end of the budget cycle, the Congress must review these targets and set firm levels for budget totals. This may require further Congressional action to make individual appropriations conform with the prescribed totals.

The reconciliation process established by the Act could result in rescissions of enacted budget authority. Since existing instructions do not adequately prescribe apportionment procedures under such circumstances, this Attachment provides guidance with respect to the timing and preparation of reapportionment requests following Congressional rescission action under the reconciliation process.

Similarly, this Attachment provides instructions as to the timing and preparation of reapportionment forms following Congressional action or inaction that necessitates the release of funds withheld by the Executive Branch.

3. Revised timing of initial apportionment requests. In the case of appropriation or substantive acts providing new

budget authority, initial apportionment schedules for the accounts involved (including unobligated balances at the beginning of the year in such accounts) will be submitted to OMB within 10 calendar days after the approval of such acts.

In those cases where the obligational authority does not result from current action by the Congress, the law requires that initial apportionment schedules for the ensuing year be submitted to OMB not later than forty days before the beginning of the fiscal year for which such authority is available.

4. Revised format for Standard Form 132. Until Standard Form 132 is revised in conjunction with the revision of Circular No. A-34, the following instructions will apply with respect to entries for proposed rescissions and deferrals (including reserves) on the S.F. 133 as illustrated in the attached Exhibit:

Line 9A. Reserves for contingencies. Enter the amount of budget authority reserved to ensure prudent financial management under the provisions of the Antideficiency Act. These reserves must be set aside for possible use before the funds lapse, including use to meet the financial requirements of events that might arise with respect to a particular project or program.

This entry will include routine financial management reserves that, prior to July 12, 1974, were reported on line 9C, such as amounts in annual accounts deferred for apportionment later in the year or for absorption of pay increase costs within the account, or amounts in multiple-year and no-year accounts that are not needed in the current year and are deferred for apportionment in subsequent years. In cases where there is specific statutory authority for the reserve in addition to the Antideficiency Act, the entry should be footnoted to cite the legal authority. These reserves will be treated as deferrals and will be subject to the provisions of section 1013 of P.L. 93-344.

Line 9B. Reserves for savings. Enter the amount of budget authority reserved for savings under the Antideficiency Act. Amounts entered on this line must meet two conditions. First, each amount entered must be "made possible by or through changes in requirements or greater efficiency of operations." Secondly, the amount shown must be only that portion of available budget authority that is not intended to be used and therefore is being recommended for rescission. Such reserves will

be proposed to the Congress for rescission and are subject to the provisions of section 1012 of P.L. 93-344.

Line 9C. Reserves for subsequent apportionment. No amount should be entered on this line.

Line 10. Unapportioned balance. For non-revolving funds, enter the amount that is being deferred or proposed for rescission for reasons other than those permitted under the Antideficiency Act (i.e., lines 9A and 9B, above). This entry will include all amounts being withheld from obligation that the agency could effectively, efficiently, and legally use (obligate) for the purposes appropriated when there is no requirement in law that the funds be reserved. The amount in this entry will be proposed to the Congress for rescission or deferral under P.L. 93-344. This entry should always be footnoted to identify whether the amount is proposed for rescission or being deferred and to cite the legal authority, where that authority is under laws other than P.L. 93-344. If the amount is covered by more than one rescission or deferral report (or a combination thereof), the footnote should identify the amount associated with each. The stub entry should be modified to read "Unapportioned balance" by deleting "of revolving funds."

or

Line 10. Unapportioned balance of revolving fund. For revolving funds, continue to enter the amount of budgetary resources not apportioned on line 8 that is creditable to the account for the fiscal year for which the schedule is submitted. In cases where a portion of the balance is being held restrictively (withheld from obligation during a period of time in which the agency could effectively, efficiently, and legally use the funds), a footnote should be used to indicate the amount involved and whether it is proposed for rescission or being deferred. Amounts proposed for rescission or being deferred will be subject to the provisions of sections 1012 and 1013, respectively, of P.L. 93-344.

In addition to the revised instructions on the presentation of proposed rescissions and deferrals on the S.F. 132, agencies should be aware of a modification in the use of line 1C and line 5 of the S.F. 132. Amounts shown on these lines are subject to the following guidelines:

Line 1C. Other new authority. Amounts shown on this line should be net of any enacted rescissions of contract authority, public debt authority, or agency debt authority. (See section 7 of this Attachment.)

Line 5. Portion not available this year pursuant to P.L. _____. Enter the amount of any budget resources to be withheld from availability for obligation pursuant to a specific provision in law. In such cases, no rescission or deferral report should be prepared. This applies to cases in which the Congress appropriates budget authority whose availability is made contingent by law on the occurrence of certain specified events and therefore is not subject to administrative discretion. The availability may be contingent for reasons of:

- enactment of authorizing legislation,
- emergencies arising from natural disasters,
- unanticipated increases in costs, or
- other specific events.

In some instances, the stub entry should be modified to read "Portion not available pursuant to P.L. _____" by deleting the words "this year." This modification should be made when the law makes funds unavailable until certain conditions are met but does not specifically mention the current year. The applicable public law should also be identified.

5. Revised format for Standard Form 133. Until Standard Form 133 is revised, the following instructions will apply with respect to entries on the S.F. 133 to assure consistency with the S.F. 132:

Line 1C. Other new authority. Amounts shown on this line should be net of any enacted rescissions of contract authority, public debt authority, or agency debt authority. (See section 7 of this Attachment.)

Line 5. Portion not available this year pursuant to P.L. _____. Enter the amount of any budget resources to be withheld from availability for obligation pursuant to a specific provision in law. This amount and the related stub entry should be identical to that shown on line 5 of the latest S.F. 132.

Line 10B. Reserves. Enter the sum of any amounts that have been set aside as reserves on lines 9A and 9B of the latest S.F. 132.

Line 10C. Unapportioned balance. For non-revolving funds, enter the amount that is being deferred or proposed for rescission for reasons other than those permitted under the Antideficiency Act. This entry should correspond to the amount shown on line 10 of the latest S.F. 132 and should be footnoted to identify amounts of proposed rescissions and deferrals. The stub entry for this line should be modified as necessary to be consistent with the stub entry on line 10 of the latest S.F. 132.

or

Line 10C. Unapportioned balance of revolving fund. For revolving funds, continue to enter the amount of budgetary resources that is not apportioned for use in the current year. This amount should be identical to the amount shown on line 10 of the S.F. 132. When a portion of this balance is being withheld restrictively, a footnote should be used to indicate the amount involved and whether it is proposed for rescission or being deferred.

6. Release of funds necessitated by Congressional action or inaction. Pursuant to Title X of P.L. 93-344, funds withheld by the Executive as a proposed rescission or deferral must be released immediately following:

- expiration of the 45 calendar days of continuous session without completion of action on the proposed rescission by both Houses, or
- passage of an impoundment resolution by one House disapproving a deferral.

To assure accurate and timely reapportionment action in all such cases, agencies are responsible for following closely Congressional action on deferrals and rescissions.

In situations where funds must be released because of Congressional inaction on proposed rescissions, agencies are required to submit to OMB by the 45th calendar day of continuous session of the Congress (after the Congress receives the proposed rescission) reapportionment forms reflecting the release of the affected amounts.

The 45-day period begins the first day following receipt of a special message by the Congress if the Congress is in session. If the Congress is not in session at the time of transmittal of a special message, the first day the Congress convenes is the day of receipt and the following day is "day one" for counting purposes. If the Congress should adjourn sine die before the expiration of the 45 calendar days, the special message is considered retransmitted on the first day of the succeeding Congress and the 45-day period begins the following day. If either House recesses for more than three days, the number of days in recess is excluded from the counting period.

In situations where the Congress takes positive action (in the form of an impoundment resolution) to disapprove an Executive deferral, agencies must take prompt action to assure the release of the affected amounts. Excluding agency deferrals (defined in section 2 of Attachment C), this means that agencies must submit to OMB not later than the day following passage of the resolution a reapportionment form reflecting the release of amounts previously deferred. In the case of agency deferrals, the head of the agency will be responsible for releasing funds in accordance with instructions in section 6 of Attachment C.

7. Apportionment action following rescissions. In the case of Presidentially-proposed rescissions, agencies are required to submit reapportionment forms (S.F. 132) when amounts are to be withheld pending Congressional action on a proposed rescission (see Attachment B). If the Congress completes action on a proposal within 45 days and rescinds the exact amount proposed by the President, a second reapportionment form is not required. In such instances, line 1A or 1C of the S.F. 133 report should be footnoted to identify the amount of any proposed rescissions enacted into law. The S.F. 132 should be adjusted only if a subsequent reapportionment request is processed.

In all other circumstances involving Congressional rescission of amounts initially proposed for rescission by the President, agencies will be required to submit reapportionment forms to OMB promptly upon completion of Congressional action. This includes, for example, instances when the Congress rescinds an amount different from that proposed by the President within 45 days or rescinds the amount proposed by the President subsequent to the expiration of the 45 days of continuous session.

As noted above, to assure accurate and timely reapportionment action in all such cases, agencies are responsible for following closely Congressional action on proposed rescissions affecting their programs or activities. In addition, agencies should be prepared to initiate reapportionment action quickly by submitting their reapportionment requests to OMB upon the enrollment of the rescission bill. The reapportionment request should have, as an attachment, information on the outlay effects of the Congressional action. This information should be presented in the same manner as the outlay data required on the rescission report form (see Attachment B).

Congressionally-initiated rescissions may occur as the result of the reconciliation process established in P.L. 93-344 or because of changing priorities or economic conditions during the year. In either case, agencies should be especially cognizant of their responsibility to expedite submission of reapportionment requests and to assure that reduced appropriations are not exceeded. When Congressionally-initiated rescissions take place apportionments should be adjusted in the following ways:

- In situations where initial apportionment action has not been completed before rescission action is taken and sufficient time exists to revise the apportionment request (i.e., within 30 days after the date of enactment of the appropriation bill), the affected agency or OMB should make appropriate changes to the S.F. 132.
- When there is insufficient time to adjust the initial S.F. 132, the agency has the responsibility of submitting a reapportionment request within 5 calendar days after the date of enactment of the reconciliation or rescission bill. In addition, the agency has the responsibility of assuring that the reduced appropriation is not exceeded.

APPORTIONMENT AND REAPPORTIONMENT SCHEDULE

AGENCY	APPROPRIATION OR FUND TITLE AND SYMBOL		
BUREAU	AMOUNT ON LATEST S. F. 132	AGENCY REQUEST	ACTION BY OMB
DESCRIPTION			
BUDGETARY RESOURCES			
1. Budget authority:			This entry includes any funds withheld from availability pursuant to a specific provision of law.
A. Appropriations realized.....			
B. Appropriations anticipated (indefinite).....			
C. Other new authority (.....)			
D. Net transfers (+ or -).....			
2. Unobligated balance:			This entry, which will include reserves to ensure prudent financial management previously reported on line 9C, must be intended for use before the funds lapse and will be subject to section 1013 of P.L. 93-344.
A. Brought forward July 1.....			
B. Net transfers (+ or -).....			
3. Reimbursements and other income:			This entry includes only savings for which rescission is recommended and will be subject to section 1012 of P.L. 93-344.
A. Earned.....			
B. Change in unfilled customers' orders (+ or -).....			
C. Anticipated for rest of year.....			
4. Recoveries of prior obligations:			This entry includes only savings for which rescission is recommended and will be subject to section 1012 of P.L. 93-344.
A. Actual.....			
B. Anticipated for rest of year.....			
5. Portion not available this year pursuant to P.L. 93-344 (-).....			
6. Restorations (+) and writeoffs (-).....			
7. TOTAL BUDGETARY RESOURCES.....			
APPLICATION OF BUDGETARY RESOURCES			
8. Apportionments:			No entries should appear on this line.
Category A:			
(1) First quarter.....			
(2) Second quarter.....			
(3) Third quarter.....			
(4) Fourth quarter.....			
Category B:			For non-revolving funds, this entry includes policy and other actions not covered by entries on lines 9A and 9B. Amounts proposed for rescission and to be deferred will be subject to sections 1012 and 1013, respectively, of P.L. 93-344. Use a footnote to identify the amount proposed for rescission and/or the amount to be deferred. Cite legal authority, where appropriate.
(1).....			
(2).....			
(3).....			
(4).....			
9. Reserves:			
A. For contingencies.....			
B. For savings.....			
C. For subsequent apportionment.....			
10. Unapportioned balance of revolving fund			
11. TOTAL BUDGETARY RESOURCES.....			

SUBMITTED _____ (Date)
(Authorized officer)

APPORTIONED _____ (Date)

Attachment B
Bulletin No. 75-15

INSTRUCTIONS FOR SPECIAL MESSAGES ON
PROPOSED RESCISSIONS

1. Coverage. This Attachment provides instructions for special messages on proposed rescissions, pursuant to section 1012 of the "Impoundment Control Act of 1974" (Title X of P.L. 93-344).

2. Actions to be reported. Section 1012 requires the President to transmit a special message to the Congress proposing a rescission whenever:

- the President determines that all or part of any budget authority will not be required to carry out the full objectives or scope of programs,
- the President determines that budget authority should be rescinded for fiscal policy or other reasons (for example, to terminate low-priority programs), or
- all or part of any budget authority limited to a fiscal year (i.e., annual appropriations or the last year of multiple-year appropriations) is to be reserved for the entire fiscal year.

3. Format of rescission report. Each rescission report will be prepared in the format illustrated by the attached Exhibit. A copy of the proposed legislative language rescinding the budget authority should be attached to each copy of the rescission report.

4. Data to be reported. All items for which headings have been provided must be completed, except for the rescission number.

- Rescission Proposal No. This item should be left blank. This control number will be inserted by OMB.
- Agency, Bureau, and Appropriation title & symbol. Entries for these items should be derived from the title block of the corresponding apportionment or budget execution report form (S.F. 132 or S.F. 133, respectively). When the proposed rescission relates to a special project or other grouping below the appropriation level, the specific project or

grouping should be identified in parentheses () below the "Appropriation title & symbol."

- OMB identification code. Enter the 13-digit identification code used in the most recent Appendix to The Budget of the United States Government.
- Grant program. Indicate, by checking the appropriate box, whether the proposed rescission pertains to resources that would be provided by the Federal Government in support of a State or local program of government service to the public, i.e., Federal aid to State and local governments. Items to be classified as grant programs should correspond to the coverage of "Federal aid to State and local governments" as defined in OMB Circular No. A-11 in the appendix on "Character Classification Definitions and Codes."
- Type of account or fund. Check the box that correctly identifies the period of fund availability. For multiple-year accounts, specify the date of expiration.
- New budget authority. Enter (in exact dollars) the total amount of budget authority becoming available on or after the beginning of the fiscal year for which the report is submitted. This amount should cover enacted budget authority and estimates of indefinite appropriations for the year (including funds provided under a continuing resolution, in the absence of enacted appropriations), net of any transfers and enacted rescissions. This entry should not include anticipated supplemental appropriations. The amount shown for "New budget authority" should equal the sum of lines 1A, 1B, 1C, and 1D on the S.F. 132 or S.F. 133, except when funds are provided under a continuing resolution.

In parentheses below this entry, a legal citation should be given of the source(s) of all new budget authority, whether or not the authority was provided through current action by the Congress.
- Other budgetary resources. Enter (in exact dollars) the unobligated balance from prior years; receipts, reimbursements, and other income credited to the account; and recoveries of prior obligations. The amount should be net of any transfers of prior-year

balances, restorations, writeoffs, and any other obligational authority not available by reason of a specific statutory restriction. Thus, the amount shown for "Other budgetary resources" should equal the sum of lines 2A, 2B, 3, 4, 5, and 6 on the S.F. 132 or S.F. 133.

-- Total budgetary resources. Enter (in exact dollars) the sum of the entries for "New budget authority" and "Other budgetary resources." This sum should equal the amount shown on line 7 of the S.F. 132 or S.F. 133, as appropriate.

-- Amount proposed for rescission. Enter (in exact dollars) the amount proposed for rescission. Proposed rescissions reflected in apportionment schedules will appear on either line 9B or 10 of the S.F. 132. In cases where this amount can be identified through the apportionment process, it should correspond to one or both of the following entries on the S.F. 132:

Line 9B ("Reserves for savings") when the amount is the result of savings "made possible by or through changes in requirements or greater efficiency of operations," or

Line 10 ("Unapportioned balance") when the amount is not covered by the definition of reserves under the Antideficiency Act, as amended.

-- Legal authority. Indicate, by checking the appropriate box, any legal authority (in addition to section 1012 of P.L. 93-344) for the proposed rescission. If "Other," give legal citation. Section 1012 will be assumed to be the only statutory authority for the proposed rescission if neither box is checked.

-- Type of budget authority. Check the appropriate category. If "Other," specify the type of authority in the space provided.

-- Justification. This sideheading should be typed on the rescission report form directly under the boxed headings. A clear, descriptive, specialized statement should be provided giving the reasons for the proposed rescission. The explanation under

"Justification" should include the reasons, relevant facts, and any other considerations leading to the request for rescission. The explanation should fully support the rescission and justify Congressional approval.

- Estimated Effects. This sideheading should be typed on the rescission report form immediately below the section on "Justification." The information required in this section should include the programmatic, fiscal, economic, and budgetary impact of the proposed rescission.

A clear, descriptive, specialized narrative (with statistics where appropriate) should be provided to set forth the impact of the proposed rescission on the purpose, objective, and scope of the program for which the budget authority was provided. When rescissions are proposed for specific projects or programs below the appropriation level, the narrative should explain the impact on the particular project, group of projects, or other subappropriation groupings, as appropriate.

In most cases, the impact of a single rescission upon national aggregates, such as national income, unemployment, etc. (i.e., the macro-economic effect) is negligible and no statement need be provided. If a group of rescissions is proposed at the same time for fiscal policy reasons, OMB will provide information with regard to the overall macro-economic impact. Agencies should provide, to the extent practicable, a brief explanation of the effect of each rescission on specific geographic locales (e.g., State, county, city, or river basin); on specific sectors or groups (e.g., institutions of higher learning, farmers, or the construction industry); or on specific products (e.g., timber).

- Outlay Effect. This sideheading should be typed on the rescission report form immediately below the section on "Estimated Effects." This section will present the outlay effects of the proposed rescission on both the current and budget years.

The following captions should be typed on the report form under the sideheading (as shown in the attached Exhibit), and data should be provided in accordance with instructions below:

Comparison with President's 197 Budget: Enter the digit that correctly identifies the most recent Budget of the United States Government transmitted to the Congress. The following two stub entries should be indented under this caption:

1. Budget outlay estimate for 19CY. Substitute the appropriate digits for "CY." Enter (in tenths of millions of dollars) the estimated outlays for the account for the current year, as shown in the President's most recent budget.

2. Outlay savings, if any, included in the budget outlay estimate. Enter (in tenths of millions of dollars) the amount of savings attributable to the proposed rescission that was included in the budget outlay estimate. Enter zero (0), if the budget outlay estimate for the account for the current year did not reflect savings from the rescission now being proposed.

Current Outlay Estimates for 19CY: Substitute the appropriate digits for "CY." The following stub entries should be indented under this caption:

3. Without rescission. Enter (in tenths of millions of dollars) the current outlay estimate for the account for the current year, if the proposed rescission is not enacted.

4. With rescission. Enter (in tenths of millions of dollars) the current outlay estimate for the account for the current year, if the proposed rescission is enacted.

5. Current outlay savings. Enter the difference between the current outlay estimate without rescission and the current outlay estimate with rescission. This amount will represent the outlay savings for the current year, if the proposed rescission is enacted. It may be different from the amount of outlay

savings reported on line 2, due to changed circumstances.

Outlay Savings for the Transition Quarter. For all rescissions proposed for fiscal year 1976, enter (in tenths of millions of dollars) the estimated change in outlays for the account for the period July 1 through September 30, 1976, if the proposed rescission is enacted.

Outlay Savings for 19BY. Substitute the appropriate digits for "BY." Enter (in tenths of millions of dollars) the estimated change in outlays for the account in the budget year, if the proposed rescission is enacted.

5. Submission of reports. Agencies are required to submit to OMB the original and one copy of a rescission report on each proposed rescission, with proposed legislative language attached to each, whenever they submit an apportionment or reapportionment request with an entry on line 9B or a proposed rescission on line 10 of the S.F. 132. Where appropriate, agencies should assure that apportionment schedules properly reflect proposed rescissions and that rescission reports accompany apportionment schedules.

6. Reapportionment action. The law provides that funds withheld pending rescission shall be released, unless the Congress completes action on a rescission bill within 45 days of continuous session. It also provides that the Congress may rescind an amount that is different from the amount proposed by the President. When this occurs and involves funds subject to the apportionment process, reapportionment action must be taken that is consistent with Congressional action (see sections 6 and 7 of Attachment A). Each reapportionment form should have an attachment identifying the effect on outlays of Congressional action. Agencies should prepare the same type of outlay information presented in the rescission report (section 4 of this Attachment).

If the Congress has not completed action on the rescission bill within 45 calendar days of continuous session, all the funds must promptly be made available for obligation. When this occurs and involves funds subject to the apportionment process, reapportionment action must be taken to make the budget authority proposed for rescission available for obligation. The reapportionment action must be taken promptly upon the expiration of the 45-day period in accordance with instructions in section 7 of Attachment A.

Recission Proposal No: _____

PROPOSED RESCISSION OF BUDGET AUTHORITY

Report Pursuant to Section 1012 of P.L. 93-344

Agency	New budget authority \$ _____ (P.L. _____) Other budgetary resources _____ Total budgetary resources _____
Bureau	
Appropriation title & symbol	
OMB identification code:	Amount proposed for rescission \$ _____
Grant program <input type="checkbox"/> Yes <input type="checkbox"/> No	Legal authority (in addition to sec. 1012): <input type="checkbox"/> Antideficiency Act <input type="checkbox"/> Other _____
Type of account or fund: <input type="checkbox"/> Annual <input type="checkbox"/> Multiple-year _____ (expiration date) <input type="checkbox"/> No-year	Type of budget authority: <input type="checkbox"/> Appropriation <input type="checkbox"/> Contract authority <input type="checkbox"/> Other _____

Justification

All amounts shown in the above boxes should be in exact dollars.

Estimated Effects

These headings must be typed on the report form by the agency. See Attachment B on information to be reported.

Outlay Effect (estimated in tenths of millions of dollars)

Comparison with President's 197__ Budget:

- Budget outlay estimate for 19CY.....
- Outlay savings, if any, included in the budget outlay estimate.....

Current Outlay Estimates for 19CY:

- Without rescission.....
- With rescission.....

5. Current outlay savings (line 3 - line 4)...

Outlay Savings for the Transition Quarter.....

Outlay Savings for 19BY.....

This line entry will be used only for rescissions proposed during FY 1976.

Attachment C
Bulletin No. 75-15

INSTRUCTIONS FOR SPECIAL MESSAGES
ON DEFERRALS

1. Coverage. This Attachment provides instructions for special messages on deferrals, pursuant to section 1013 of the "Impoundment Control Act of 1974" (Title X of P.L. 93-344).

2. Actions to be reported. Section 1013 requires the President to transmit a special message on deferrals to the Congress when any Executive action or inaction delays the availability and effectively precludes the obligation or expenditure of budget authority (including prior-year balances and revolving fund resources) provided for a specific project or purpose during the current fiscal year. (Upon determination by the President that budget authority should never be used, section 1012 is applicable.)

Under section 1013, deferrals are withholdings that are intended to be released and used before the funds lapse. Reportable actions under this section include the establishment of reserves for contingencies, pursuant to the Antideficiency Act, and temporary withholdings for policy or other reasons. Revolving fund balances, or any portion thereof, shall be the subject of a special message when such funds are being held restrictively, i.e., withheld from obligation during a period of time in which the agency could have effectively, efficiently, and legally used (obligated) the funds.

Special messages are not required for portions of budgetary resources not available for obligation pursuant to a specific provision in law (e.g., contingency allowance prescribed in law). Amounts so restricted by the Congress will be shown on line 5 of the apportionment and budget execution report forms (S.F. 132 and 133, respectively) in accordance with instructions in sections 4 and 5 of Attachment A.

The law also requires that the President report deferral actions taken by "the head of any department or agency of the United States, or any officer or employee of the United States." The department or agency head will be responsible for reporting any agency deferral. Such deferrals are those actions within the agency that result from Presidential, departmental, or bureau level policy decisions to obligate

funds provided for a specific purpose or project at a pace significantly slower than intended by the Congress.

All agency deferrals, as defined above, will be reported to OMB in accordance with the instructions in this Attachment. They will not, however, be reflected in the apportionment schedules (S.F. 132). Thus, the agency head will be responsible for monitoring agency deferrals and assuring that changes are reported in a timely manner to OMB for inclusion in supplementary messages and the cumulative reports.

Although all reserves established pursuant to the Antideficiency Act must be reported to the Congress, agencies are not required to report normal internal management actions that affect the timing of obligations for reasons related to the routine financial management of a program or project or to comply with procurement regulations or sound procurement practices. In all cases, however, to determine which actions are to be reported, agencies must consider the intent of the Congress in providing funds as the primary criterion.

3. Format of deferral report. Each deferral report will be prepared in the format illustrated by the attached Exhibit.

Section 1013 of P.L. 93-344 provides that either House may take action to require the release of any deferral but does not provide for the adjustment of the amount that has been reported by the President. Consequently, when funds in the same account are deferred for different reasons or for different time periods, separate deferral reports should be submitted when doing so would facilitate Congressional action.

4. Data to be reported. All items for which headings have been provided must be completed, except for the deferral number.

- Deferral No. This item should be left blank. This control number will be inserted by OMB.
- Agency, Bureau, and Appropriation title & symbol. Entries for these items should be derived from the title block of the corresponding apportionment or budget execution report form (S.F. 132 or 133, respectively). When the amount deferred relates to a special project or other grouping below the appropriation account level, the specific project or

grouping should be identified in parentheses () below the "Appropriation title & symbol." In other cases, the reasons for deferring funds may be identical for several appropriation accounts (e.g., the military construction accounts in Defense). In such cases, the following entry should be made in the "Appropriation title & symbol" block: "See coverage section below," and a section labeled "Coverage" should appear immediately below the boxed items. In this section, the appropriation account titles, symbols, and amounts deferred should be listed in sequence.

- OMB identification code. Enter the 13-digit identification code used in the most recent Appendix to The Budget of the United States Government.
- Grant program. Indicate, by checking the appropriate box, whether the deferral pertains to resources that would be provided by the Federal Government in support of a State or local program of government service to the public, i.e., Federal aid to State and local governments. Items to be classified as grant programs should correspond to the coverage of "Federal aid to State and local governments" as defined in OMB Circular No. A-11 in the appendix on "Character Classification Definitions and Codes."
- Type of account or fund. Check the box that correctly identifies the period of fund availability. For multiple-year accounts, specify the date of expiration.
- New budget authority. Enter (in exact dollars) the total amount of budget authority becoming available on or after the beginning of the fiscal year for which the report is submitted. This amount should cover enacted budget authority and estimates of indefinite appropriations for the year (including funds provided under a continuing resolution, in the absence of enacted appropriations), net of any transfers and enacted rescissions. This entry should not include anticipated supplemental appropriations. The amount shown for "New budget authority" should equal the sum of lines 1A, 1B, 1C, and 1D on the S.F. 132 or S.F. 133, except when funds are provided under a continuing resolution.

In parentheses below this entry, a legal citation should be given of the source(s) of all new budget authority, whether or not the authority was provided through current action by the Congress.

-- Other budgetary resources. Enter (in exact dollars) the unobligated balance from prior years; receipts, reimbursements, and other income credited to the account; and recoveries of prior obligations. This amount should be net of any transfers of prior-year balances, restorations, writeoffs, and any other obligational authority not available by reason of a specific statutory restriction. Thus, the amount shown for "Other budgetary resources" should equal the sum of lines 2A, 2B, 3, 4, 5, and 6 on the S.F. 132 or S.F. 133.

-- Total budgetary resources. Enter (in exact dollars) the sum of the entries for "New budget authority" and "Other budgetary resources." This sum should equal the amount shown on line 7 of the S.F. 132 or S.F. 133, as appropriate.

-- Amount to be deferred. Enter on the appropriate line or lines the amount (in exact dollars) to be deferred "part of year" and/or "entire year." In cases where this amount can be identified through the apportionment process, the total amount of the deferral should correspond to one or both of the following entries on the S.F. 132:

Line 9A ("Reserves for contingencies") when deferrals are for reasons permitted under the Antideficiency Act, as amended, or

Line 10 ("Unapportioned balance") when deferrals are for non-Antideficiency Act reasons.

Further relevant details on the amount and time period of the deferral may be included in the "Justification" section.

-- Legal authority. Indicate, by checking the appropriate box, any legal authority (in addition to section 1013 of P.L. 93-344) for the deferral. If "Other," give legal citation. Section 1013 will be assumed to be the only statutory authority for the deferral if neither box is checked.

-- Type of budget authority. Check the appropriate category. If "Other," specify the type of authority in the space provided.

-- Justification. This sideheading should be typed on the deferral report form directly under the boxed headings. The explanation under "Justification" should include the reasons, relevant facts, and any other considerations leading to the deferral action. It should also indicate how the action to be taken relates to any legal authority cited above. For example, if funds are to be deferred by establishing a reserve for contingencies pursuant to the Antideficiency Act, the nature and type of the contingencies should be explained.

In addition, the explanation should indicate the period of time during which the funds are proposed to be deferred. It may be necessary to state the period of time as dependent upon specified events or in terms of quarters or other periods of the year rather than to specify dates (e.g., "detailed plans for the administration of the program service delivery system are expected to be completed in the second quarter, at which time the amount deferred will be made available for obligation"). Where appropriate, in the case of no-year and multiple-year accounts, the explanatory statement should indicate that all (or part) of the amount is deferred to assure prudent financial management for the entire fiscal year and could not be used effectively during the current year even if made available for obligation.

-- Estimated Effects. This sideheading should be typed on the deferral report form immediately below the section on "Justification." The information required in this section should include the programmatic, fiscal, economic, and budgetary impact of the deferral.

A clear, descriptive, specialized narrative (with statistics where appropriate) should be provided to set forth the impact of the deferral on the purpose, objective, and scope of the program for which the funds were provided. When deferrals are to be made for specific projects or programs below the appropriation level, the narrative should explain the impact of the deferral on the particular

project, group of projects, or other subappropriation groupings, as appropriate. When the deferral applies to several appropriation accounts, the impact on the programs (which should be similar) in the accounts should be discussed.

In most cases, the effect of a single deferral upon national aggregates, such as national income, unemployment, etc. (i.e., macro-economic impact) is negligible and no statement need be provided. If a group of deferrals is proposed at the same time for fiscal policy reasons, OMB will provide information with respect to the macro-economic effect.

Agencies should, to the extent practicable, provide a brief explanation of the effect of each deferral on specific geographic locales (e.g., State, county, city, or river basin); on specific sectors or groups (e.g., institutions of higher learning, farmers, or the construction industry); or on specific products (e.g., timber).

-- Outlay Effect. This sideheading should be typed on the deferral report form immediately below the section on "Estimated Effects." This section will present the outlay effects of the deferral on both the current and budget years.

The following captions should be typed on the report form under the sideheading (as shown in the attached Exhibit), and data should be provided in accordance with instructions below:

Comparison with President's 197 Budget: Enter the digit that correctly identifies the most recent Budget of the United States Government transmitted to the Congress. The following two stub entries should be indented under this caption:

1. Budget outlay estimate for 19CY. Substitute the appropriate digits for "CY." Enter (in tenths of millions of dollars) the estimated outlays for the account for the current year, as shown in the President's most recent budget.

2. Outlays savings, if any, included in the budget outlay estimate. Enter (in

tenths of millions of dollars) the amount of savings attributable to the deferral that was included in the budget outlay estimate. Enter zero (0), if the budget outlay estimate for the account for the current year did not reflect savings from the deferral now being proposed.

Current Outlay Estimates for 19CY: Substitute the appropriate digits for "CY." The following stub entries should be indented under this caption:

3. Without deferral. Enter (in tenths of millions of dollars) the current outlay estimate for the account for the current year, if the deferral is overturned.

4. With deferral. Enter (in tenths of millions of dollars) the current outlay estimate for the account for the current year, if the deferral remains in effect.

5. Outlay savings. Enter the difference between the current outlay estimate without deferral and the currently outlay estimate with deferral. This amount will represent the outlay savings for the current year, if the deferral remains in effect. It may be different from the amount of outlay savings on line 2, due to changed circumstances.

Outlay Savings for the Transition Quarter. For all deferrals proposed during fiscal year 1976, enter (in tenths of millions of dollars) the estimated change in outlays for the account for the period July 1 through September 30, 1976, if the deferral remains in effect.

Outlay Savings for 19BY. Substitute the appropriate digits for "BY." Enter (in tenths of millions of dollars) the estimated change in outlays for the account in the budget year, if the deferral remains in effect.

5. Submission of reports. Agencies are required to submit to OMB the original and one copy of a deferral report on each deferral whenever they submit an apportionment or

reapportionment request with an entry on line 9A or a deferral on line 10. A deferral report should also be submitted by agencies to report any agency deferral action to OMB. Agencies should assure that apportionment schedules properly reflect any action that should result in a deferral, that deferral reports accompany related apportionment schedules, where appropriate, and that the amounts reported are consistent.

6. Release of funds. Title X of P.L. 93-344 permits either House to pass an impoundment resolution disapproving any deferral and requiring that the funds be made available for obligation. In cases where funds have been withheld through the apportionment process, appropriate reapportionment action must be taken not later than the day following passage of the resolution (see section 7 of Attachment A). Each reapportionment form should have an attachment identifying the effect on outlays of Congressional action. This attachment should be prepared in the same manner as the outlay information required in the deferral report (section 4 of this Attachment).

When the Congress overturns an agency deferral action, the agency head should assure that funds are released promptly upon passage of the resolution. As in the case of Congressional action that overturns a deferral effected through the apportionment process, the agency should submit a report to OMB identifying the effect of Congressional action on outlays. This report should be prepared in the same manner as the outlay information required in the agency deferral report (section 4 of this Attachment).

If no resolution is passed, the deferral may remain in effect until the end of the fiscal year, unless the special message indicates that an earlier release is planned. As the fourth fiscal quarter approaches, agencies should review all deferral actions (particularly in annual accounts) to assure that budget authority (including prior-year balances and revolving fund resources) reported to be deferred "part of year" is still expected to be released in time to be used prudently before the year ends. (Note that this requirement is not applicable to the fourth fiscal quarter of fiscal year 1976 since funds for that year will not lapse until September 30, 1976. The requirement is therefore applicable to the transition quarter.) Where requirements have changed and all or part of the multiple-year or no-year funds so deferred will not be needed before the end of the fiscal year, supplementary reports should be submitted in accordance with instructions in Attachment D. When funds

are clearly going to lapse at the end of the fiscal year due to deferrals by the Executive, rescission reports should be submitted in accordance with instructions in Attachment B. These reports should be submitted prior to the beginning of the fourth fiscal quarter. In all such cases, reapportionment actions should be taken to reflect changes in all accounts which have been apportioned previously.

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Deferral No: _____

DEFERRAL OF BUDGET AUTHORITY
Report Pursuant to Section 1013 of P.L. 93-344

Agency	New budget authority \$ _____ (P.L. _____) Other budgetary resources _____ Total budgetary resources _____
Bureau	
Appropriation title & symbol	
OMB identification code:	Legal authority (in addition to sec. 1013): <input type="checkbox"/> Antideficiency Act <input type="checkbox"/> Other _____
Grant program <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of account or fund: <input type="checkbox"/> Annual <input type="checkbox"/> Multiple-year _____ (expiration date) <input type="checkbox"/> No-year	Type of budget authority: <input type="checkbox"/> Appropriation <input type="checkbox"/> Contract authority <input type="checkbox"/> Other _____

Justification ←

Estimated Effects ←

Outlay Effect (estimated in tenths of millions of dollars) ←

All amounts shown in the above boxes should be in exact dollars.

These headings must be typed on the report form by the agency. See Attachment C on information to be reported.

- Comparison with President's 197__ Budget:
1. Budget outlay estimate for 19CY.....
 2. Outlay savings, if any, included in the budget outlay estimate.....
- Current Outlay Estimates for 19CY:
3. Without deferral.....
 4. With deferral.....

5. Current outlay savings (line 3 - line 4)...

Outlay Savings for the Transition Quarter..... ←

Outlay Savings for 19BY.....

This line entry will be used only for deferrals proposed during FY 1976.

Attachment D
Bulletin No. 75-15

INSTRUCTIONS FOR SUPPLEMENTARY MESSAGES ON
PROPOSED RESCISSIONS AND DEFERRALS

1. Coverage. This Attachment provides instructions for the preparation of supplementary messages to the Congress, pursuant to section 1014(c) of the "Impoundment Control Act of 1974" (Title X of P.L. 93-344).

2. Actions to be reported. Section 1014(c) requires the President to transmit a supplementary message to the Congress whenever any information contained in a special message on proposed rescissions or deferrals is changed.

Although every circumstance in which it would be necessary or desirable to transmit a supplementary report cannot be anticipated, such a report will be transmitted whenever:

- an apportionment changes the amount proposed for rescission,
- an apportionment or other action increases the amount to be deferred,
- the period of deferral previously reported in a special message is extended through an action or inaction, or
- the legal authority or other reason used to justify the original deferral can no longer be invoked or is augmented by additional authority or reason.

3. Preparation of supplementary reports. Each supplementary report will be included in a special message from the President to the Congress and will present an explanation of the changes necessary to a previously submitted rescission or deferral report. In addition to the supplementary report itself, the special message will include the corresponding revised rescission or deferral report and, in the case of rescissions, revised proposed legislative language.

Each supplementary report will be prepared as follows:

- Heading. On a blank piece of paper, type the center heading "SUPPLEMENTARY REPORT." Immediately below this line, type the sub-heading "Report Pursuant to Section 1014(c) of P.L. 93-344."

-- Introductory paragraph. The following information should be provided in the introductory paragraph of the supplementary message:

the Proposed Rescission No. or Deferral No. of the previous rescission or deferral report,

the date on which the special message containing the previous report was transmitted to Congress, and

the House and Senate document numbers of the special message containing the previous report.

-- Explanatory statement. An explanation of the change that occasioned the supplementary report should follow the introductory paragraph. The text should include the identification of the agency and account and a discussion of the change from the previous special message.

4. Preparation of revised rescission or deferral reports. Each supplementary report should be accompanied by a revised rescission or deferral report. The revised report should be prepared in the same format and in the same manner as the report which it supplants.

Items that have not been changed since the previous report should not be altered on the revised report. However, each item for which a change is to be reported should be adjusted on the revised rescission or deferral report to reflect the change. The revised entry and explanatory text should be prepared in accordance with instructions in Attachment B or Attachment C, as appropriate. An asterisk (*) should be entered next to the adjusted item (e.g., amount, time period, justification, or estimated effect) to indicate that a change has been made. In addition, the following footnote corresponding to the asterisks should be entered at the bottom of the page: "Revised from previous submission."

In the space provided for the control number, enter the Proposed Rescission No. or the Deferral No. of the previous rescission or deferral report and add the appropriate alphabetical letter to that number. For example, if the previous deferral report number was 75-4, the number shown on the first revised deferral report should be 75-4A; the second should be 75-4B; etc.

5. Submission of reports. The original and one copy of each supplementary report (with a copy of the revised rescission or deferral report and proposed legislative language, where required, attached to each) should be submitted to OMB whenever agencies:

- submit a reapportionment request with a change (increase or decrease) in the amount proposed for rescission shown on line 9B or 10 of the S.F. 132,
- submit a reapportionment request with an increase in the amount to be deferred shown on line 9A or 10 of the S.F. 132,
- increase the amount of an agency deferral,
- know that the period of deferral previously reported will have to be extended, or
- wish to change any entry or explanatory material contained in a previously submitted rescission or deferral report.

Agencies should assure that supplementary reports and their required attachments accompany reapportionment schedules where appropriate.

When changes are to be made to information contained in a special message on proposed rescissions, supplementary messages must be transmitted to the Congress prior to Congressional action or within 45 calendar days (of continuous session) after Congressional receipt of the initial message, whichever occurs first. Agencies should therefore expedite the handling of materials required for supplementary reports on proposed rescissions.

If the Congress takes action that necessitates the release of funds proposed for rescission or that are being deferred, Executive Branch action must be taken immediately to make the funds available for obligation. When reapportionment action is necessary, agencies should follow the guidelines prescribed in sections 6 and 7 of Attachment A. In addition, each reapportionment form should have an attachment identifying the effect on outlays of Congressional action. This attachment should be prepared in the same manner as the outlay information required in the rescission or deferral report. (See section 4 of Attachment B or C, as appropriate.)

In the case of agency deferrals, the agency head will be responsible for assuring that funds are made available promptly upon completion of Congressional action necessitating their release. As in the case of Congressional action requiring the release of a deferral effected through the apportionment process, the agency should submit a report to OMB identifying the effect of Congressional action on outlays. This report should be prepared in the same manner as the outlay information required in the deferral report. (See section 4 of Attachment C.)

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-14

May 13, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Agency advertising outlays

1. Purpose. This Bulletin provides instructions for reporting data on agency advertising activities performed under contract with the private sector. The information is being obtained at the request of the Chairman of the House Appropriations Committee for the Committee's use.

2. Definition. For the purposes of this Bulletin, advertising is defined to mean:

a. The action of bringing information to the attention of the public, especially by an oral or written announcement, for the purpose of inducing a desired reaction (e.g., enlisting in the Army), advising potential beneficiaries of rights to which they may be eligible (e.g., social security, veterans pensions), or to promote major Federal objectives (e.g., pollution abatement, sale of savings bonds).

b. The business of preparing advertisements for publication or broadcasting (including all types of media dissemination).

3. Coverage. The provisions of this Bulletin apply to all Executive departments and agencies, including the Postal Service, with full-time permanent employment of 100 or more for 1975, as estimated in the 1976 Budget. The Bulletin applies to all contractual advertising activities that fall within the definitions contained in section 2 above.

The activities to be reported will cover those that provide information to the public with regard to:

-- recruitment by Federal agencies of civilian and military personnel;

-- public service activities intended to advise those that are eligible for Federal assistance (e.g., food stamps, and social security benefits);

-- promotion of Government programs (e.g., pollution control; forest fire prevention; and sale of U.S. Savings Bonds, U.S. securities, and debentures of Government enterprises).

The outlays for advertising for the above purposes will be limited to "contracted-out" outlays for announcements by radio, TV, and the printed media, as well as costs paid to commercial firms or individuals for advertising purposes.

Exclude in-house advertising outlays and the cost of advertising that is required by statute, e.g., the publication in the Federal Register of proposed rules and requirements, whether performed by the Federal Government or contracted out.

4. Reports and timing. By May 28, 1975, each agency will submit 3 copies of a report to the Office of Management and Budget in the format of the Exhibit accompanying this Bulletin. The reports will be prepared in accordance with the instructions contained in the Attachment, and will be based on the anticipated outlays for fiscal year 1975.

Where detailed supporting documentation is not available with which to identify the amounts in question, statistical estimates and approximations may be used for the required report. Each report should be accompanied by a brief explanatory statement on the method applied in determining the estimates.

JAMES T. LYNN
DIRECTOR

Attachments

ATTACHMENT
BULLETIN NO. 75-14INSTRUCTIONS FOR REPORTING
ADVERTISING OUTLAYS

A separate report on "Advertising Outlays" will be prepared by each Executive department and agency including the Postal Service with estimated full-time permanent employment of 100 or more for 1975 in the 1976 Budget.

Three copies of each report in the format of the Exhibit will be prepared on 8" x 10 1/2" paper and submitted to the Office of Management and Budget by May 28, 1975. Outlay estimates will be presented in thousands of dollars and will be based on the agency anticipated outlays for fiscal year 1975.

In addition, separate reports should be prepared for each bureau or other principal organizational unit when such unit has sizeable advertising programs. In such cases, the name of the organization should be presented in the heading under the name of the department.

Instructions for the specific entries in the report follow:

A. Line entries.

Under column 1, "Description," show stub line entries for the different types of "contracted-out" activities for advertising as follows:

Line 1. Media. Enter the outlays paid directly to radio and television stations, newspapers, magazines, journals and other media for advertising purposes.

Line 2. Advertising agencies. Enter the outlays paid to advertising agencies and others in the private sector to produce the desired advertising. Include contractual services for signs, posters, brochures, and other material prepared commercially for use for advertising purposes.

Line 3. Total. Enter the total outlays for contracting out for advertising (a + b).

Explanation. Present a brief explanatory statement on the method used in determining the amounts of outlays reported for advertising purposes. If reports are submitted for several organizational units of a

department, present a brief explanation of the primary purpose of advertising for each unit. Reports are not required by program.

B. Columns.

Report under columns 2, 3, 4, and 5 the outlays for advertising under the following categories:

Column 2. Agency recruiting. Enter in this column the estimated outlays for advertising for the recruitment of personnel, civilian or military. Include outlays paid directly to the media (e.g., radio, TV, and the press) as well as outlays paid to advertising agencies and others to produce the desired advertising.

Column 3. Public Service. Enter in this column the estimated outlays for advertising contracted-out to advise those who are eligible for Federal assistance. This will include advice to individuals (e.g., concerning food stamps, social security benefits, employment services) as well as to States, localities and non-profit institutions.

Column 4. Program promotion. Enter in this column the estimated outlays for advertising contracted-out to promote major Federal programs such as, pollution control; forest fire prevention; commemorative stamp issues; sale of U.S. savings bonds, U.S. securities and debentures of Government enterprises; and observance of Federal holidays and special events.

Column 5. Total. Enter the sum of columns 2+3+4 to show the total outlays for advertising.

EXHIBIT

Bulletin No. 75-14

ADVERTISING OUTLAYS
For Fiscal Year 1975 - Dollars in thousands

DEPARTMENT OF GOVERNMENT

Description (1)	Agency Recruiting (2)	Public Service (3)	Program Promotion (4)	Total (5)
--------------------	-----------------------------	--------------------------	-----------------------------	--------------

Bureau of Operations:

1. Media

2. Advertising
agencies

3. Total

Total for Department:

1. Media

2. Advertising
agencies

3. Total

OMB BULLETIN 75-13 dtd 14 April 1975

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Distribution as follows, made on 28 April 1975

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-13

April 14, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Monitoring Federal outlays

1. Purpose. This Bulletin provides instructions on reports for monitoring Federal outlays to help control spending and to improve the management of the Government's over-all cash and debt operations.

2. Rescission. This Bulletin supersedes and rescinds Office of Management and Budget Bulletin No. 75-1 of July 16, 1974, and its Supplement of January 10, 1975.

3. Agency outlay reports. Each agency listed in the Attachment will submit reports on its monthly outlay plan for 1975 and for the first three months of 1976. The projections for this latter three-month period are being gathered by OMB at the request of the Department of the Treasury. This information will assist in developing estimates of Treasury's cash needs.

Agency reports will show outlays for each bureau, program and/or account listed in the Attachment, and for the agency as a whole. Amounts will be reported in millions of dollars. The reports should cover all appropriations and funds administered by the agency except deposit funds; the coverage should be identical to that in the annual budget documents.

The estimates reported should represent the best current judgment as to the amount expected to be spent by month in the remainder of fiscal year 1975 and the first quarter of 1976, and should: (a) be consistent with the President's 1976 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 should be submitted with each agency outlay report to explain the assumptions used in developing the outlay plan, together with any unusual or special

circumstances affecting the plan. In some instances, it will be desirable to discuss the assumptions and special circumstances with OMB staff.

4. Submission requirements. The agency outlay report is due by April 28, 1975. It will be submitted to OMB in an original and 3 copies and in the format of the attached Exhibit. Upon agreement with OMB staff, existing reports may be used in lieu of the format in the Exhibit when the data reported are essentially comparable. Agencies should also be prepared to submit additional updated reports when requested. Finally, agencies should be prepared to reconcile significant differences between previously reported estimated monthly outlays and any revised estimated or actual outlays.

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, the statutory debt limit, enacted appropriations or other legislation, and other factors. When conditions warrant, OMB may request that revisions be made in the monthly outlay plans.

In some cases, an obligation plan may also be required. Such plans will be submitted only when specifically requested. Should such an additional plan be requested, additional instructions will be provided.

JAMES T. LYNN
DIRECTOR

Attachments

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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)

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 (including military
assistance)

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

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

4
4
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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 (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.

OUTLAYS
 In millions of dollars*
Department of Government
 [Agency]

	Benefit Payments	Insurance	Construction	All Other	Offsetting Receipts (Deduct)	Agency Total
Fiscal year 1975	[Note: <u>The above headings are illustrative only. Use the categories shown in the Attachment when more than the agency total is required.</u>]					
Outlays through March 31						
April						
May						
June						
Total						
Fiscal year 1976						
July						
August						
September						
Total						

* Estimates will be rounded to the nearest whole million.

OMB BULLETIN 75-12, dtd 3/4/75

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-12

March 4, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Fiscal year 1975 travel limitation

1. Purpose. This Bulletin rescinds Office of Management and Budget Bulletin No. 75-11, dated January 8, 1975.

2. Background. Bulletin No. 75-11 provided general guidelines on the 1975 Government-wide travel limitation enacted in the Supplemental Appropriations Act, 1975 (P.L. 93-554). The Further Urgent Supplemental Appropriations Act, 1975 (P.L. 94-6), which was enacted on February 28, 1975, repealed the limitation.

3. Action to be taken. Effective immediately, Bulletin No. 75-11 is rescinded. Travel limitations contained in regular 1975 appropriation acts will, however, remain in effect.

In revising travel plans for the remainder of the fiscal year, agencies should be cognizant of pending legislation in the Congress that would increase per diem and mileage rates. If this measure is enacted, agencies will be expected to provide maximum absorption of the increased costs for fiscal year 1975. Accordingly, agencies are cautioned to be judicious in obligating available travel funds.

JAMES T. LYNN
DIRECTOR

MAR 10 3 33 PM '75

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UNCLASSIFIED INTERNAL USE ONLY CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
OMB Bulletin 75-12 (Rescinding OMB Bulletin 75-11, FY 1975 Travel Limitation)

FROM: OMB
EXTENSION NO.
DATE: 10 March 1975

TO: (Officer designation, room number, and building)
DATE RECEIVED FORWARDED
OFFICER'S INITIALS
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

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Linda

Same please. m

Note to each group chief:

attached is copy of OMB Bulletin of 75-12 ~~if you~~ ~~did not~~ ~~provide~~ you provided your Directorate w/ copy of 75-11.

which rescinds 75-11 for ~~you~~ if you want to forward.

STAT

4 MAR 1975

MEMORANDUM FOR: Deputy Director for Administration
 Deputy Director for Intelligence
 Deputy Director for Operations
 Deputy Director for Science & Technology
 Administrative Officer, DCI

SUBJECT: Repeal of FY 1975 Travel Limitation

REFERENCE: Memo dated 16 Jan 1975 to Addressees from
 Compt, Subj: FY 1975 Travel Limitation

The limitation on funds available for travel and subsistence expenses imposed by P.L. 93-554 has been repealed by P.L. 94-6 and the restrictions defined by the Comptroller's memorandum of 16 January 1975 no longer apply. Travel may be authorized as originally budgeted.


 JOHN D. IAMS
 Comptroller

cc: C/DDA Plans Staff
 C/DDI Management Staff
 C/Program Group, PS, DDO
 Comptroller, DDS&T

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-11

January 8, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Fiscal year 1975 travel limitation

1. Purpose. This Bulletin provides general guidelines on the Government-wide limitation on 1975 travel, pursuant to the Supplemental Appropriations Act, 1975 (P.L. 93-554) enacted on December 27, 1974.
2. Basis. Section 205 of P.L. 93-554 (see Attachment) limits the obligation of funds available for travel expenses, including subsistence, for the remainder of the fiscal year to a rate no more than 90% of the 1975 budget estimates for such expenses. It also cautions that the 90% limitation does not permit obligations in excess of limitations on travel included in regular appropriations for 1975.
3. Coverage. The guidelines contained in this Bulletin apply separately to all accounts for which funds have been provided for "travel and transportation of persons" (object class 21) and cover all Government officers and employees in the Executive, Legislative, and Judicial Branches.
4. Guidelines. The 90% limitation on obligations for the remainder of fiscal year 1975 will be translated into a ceiling for travel expenses for the entire fiscal year in accordance with instructions in section 5 of this Bulletin. This procedure will provide agencies flexibility to accommodate seasonal or monthly fluctuations in the rate of obligation, while assuring conformance with the provisions of the law.

The ceiling computed on the basis of the 90% limitation on travel will be applied at the appropriation account or fund level. Each agency head is responsible for establishing controls to assure that the computed ceiling is not exceeded.

Since the limitation on travel is a requirement of law, agencies will not be required to prepare rescission or

deferral reports under Title X of P.L. 93-344. Moreover, since the law does not reduce budget authority or preclude the obligation of travel funds for other purposes, savings generated from this limitation may be applied to other activities within the same appropriation, to the extent and in amounts which will reduce or offset any deficiency or supplemental estimate for program operations which would otherwise be submitted to the Congress under the provisions of the Antideficiency Act, 31 U.S.C. 665(e).

5. Computation of travel ceiling for fiscal year 1975. The ceiling for each affected account will be computed on the basis of the 1975 estimate for object class 21 presented in the 1975 Budget Appendix. Inasmuch as the 90% limitation applies only to obligations incurred after the enactment of P.L. 93-554, the amount shown for object class 21, "Travel and transportation of persons," in the 1975 Budget Appendix should be multiplied by 0.95 to obtain the maximum amount allowed for travel in fiscal year 1975. In cases where the President has transmitted subsequent requests for budget amendments or supplementals, the ceiling on travel for fiscal year 1975 may be adjusted to include 95% of the amount for object class 21 contained in the schedules furnished by the agencies to the Congress as part of their justification material. Agencies will be responsible for the application of this limitation to specific accounts.

6. 1976 budget presentation. The estimates for fiscal year 1975 for object class 21 shown in the 1976 Budget Appendix should not exceed 95% of the sum of the corresponding entries in the 1975 Budget Appendix plus amounts for object class 21 contained in the schedules furnished by the agencies to the Congress with subsequent budget amendments or supplementals. Adjustments necessary to bring the object class schedules into agreement with the limitation on travel should be made in consultation with OMB.

ROY L. ASH
DIRECTOR

Attachment

T9110010

ATTACHMENT

Excerpt from the Supplemental Appropriations Act, 1975 (P.L. 93-554)

Sec. 205. None of the funds appropriated by this or any other Act which are available during the fiscal year 1975 for travel expenses, including subsistence allowances, of Government officers and employees may be obligated after the date of the enactment of this Act, at a rate for the balance of the fiscal year which exceeds 90 percent of the budget estimates for fiscal year 1975 for such expenses which were submitted for appropriations or otherwise provided by law: Provided, That none of the limitations on travel included in the regular appropriations for fiscal year 1975 shall be exceeded.

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OMB BULLETIN 75-10 (Dtd 7 Nov 74)

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-10

November 7, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Increased pay costs for fiscal year 1975

1. Purpose. This Bulletin provides instructions for the submission of an analysis of increased pay costs for fiscal year 1975.

2. Background. Office of Management and Budget (OMB) Circular No. A-11 instructed agencies to include amounts for the October 1974 pay raise in their 1975 and 1976 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 their 1976 budget allowances which will include the additional 1975 and 1976 amounts required for the pay raise.

The information submitted pursuant to this Bulletin will be the basis for requests to the Congress (in the 1976 Budget) for the 1975 pay supplementals.

3. Coverage. These instructions apply to the fiscal year 1975 costs of:

a. Civilian personnel pay raises effective in October 1974 under Executive Order 11811, issued pursuant to P.L. 91-656, and comparable raises granted by administrative action.

b. Military personnel pay raises effective in October 1974 under Executive Order 11812, 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 June 30, 1975.

4. Policy. The following policies will apply:

a. Basis for the estimates. The amount of the 1975 pay increase costs specified above will be computed on the basis of the latest approved program levels for 1975.

b. Absorption. Agencies will absorb these increased costs to the fullest extent possible. Each agency will apply the principles set forth in OMB Circular Nos. A-44 and A-64 to achieve economies and savings in operations through cost reduction, position management, and other management improvement programs. Reapportionment requests should be submitted in accordance with paragraph 7, below, to apportion any savings which have previously been placed in reserve.

Pay supplementals should be proposed only in cases where the head of the agency has determined that full absorption is not possible.

c. Application of savings. Before requesting a supplemental appropriation, available savings should be applied in priority order as follows:

(1) Program increases for uncontrollable items which qualify for deficiency apportionments, if the total amount can be absorbed. This includes increased costs for health benefits for Federal employees pursuant to P.L. 93-246.

(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. Transfer authority. Existing transfer authority should be used on an agency-wide basis to maximize absorption of

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the increased pay costs in fiscal year 1975. Additional transfer authority for fiscal year 1975 should also be sought from Congress under the following rules:

a. Transfers may be proposed from accounts which expire for obligation on June 30, 1975, or from unexpired accounts for which no additional new obligational authority will be required in future years.

b. Preference should be given to transfers from appropriations for operating and administrative expenses ahead of transfers from appropriations for other purposes.

c. Transfers should not be proposed from accounts for which supplementals are being requested or contemplated, or between trust and Federal fund accounts.

6. Preparation of required materials. Each agency is required to submit to OMB by November 29, 1974, an analysis of increased pay costs for fiscal year 1975. 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 29, 1974.

In addition to the required analysis, 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 authorize transfers, to change limitations, or to provide extended availability for multiple-year and no-year accounts (i.e., "to remain available for obligation until...").

7. Apportionment and reapportionment requests for fiscal year 1975. Agency requests for reapportionment should be submitted (as necessary) to reflect the increased pay costs, in accordance with Part IV of OMB Circular No. A-34. Requests for "deficiency" apportionments which anticipate a need for pay supplementals are authorized by section 107 of P.L. 93-324 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). When a group of such requests is transmitted at one time, a single certification may be used for all requests.

8. Supplemental appropriations for 1975. The proposed appropriation language and analysis required under paragraph 6 will serve as the request for 1975 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.

ROY L. ASH
DIRECTOR

Attachment

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ATTACHMENT
BULLETIN NO. 75-10

ANALYSIS OF 1975 INCREASED PAY COSTS

Each agency will submit by November 29, 1974, an analysis of the 1975 increased pay costs resulting from the items specified in paragraph 3 of this Bulletin. An original and two copies of this analysis will be prepared in the format illustrated by the Exhibit, and will be accompanied by the narrative explanation and appropriation language required in paragraph 6 of this Bulletin.

For purposes of this analysis, 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 analysis (including justifications) by November 22, 1974, 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 or transfer authority 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.)

The analysis will be prepared on 8" x 13" paper, as described below. Where allocation accounts or more than one type of pay increase are involved (i.e., civilian statutory pay systems, wage board, administrative action, or military pay systems), the amounts applicable to each will be separately identified in columns 2 through 8. (See paragraph 4 of this Bulletin concerning absorption policy.)

Agency totals will be shown for the amount attributable to each type of pay raise involved. The final entry in the table will be labeled "Total, all pay increases" and will show the total amounts for the agency for columns 2 through 8.

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 attributable to Executive Order 11811 will be entered without further identification. Those provided by other authority or by administrative action will be identified in the stub column under each account where appropriate (or in the heading of the analysis when Executive Order 11811 is not applicable).

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 11811 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 which 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 on 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 which 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 which can be absorbed through currently authorized agency administrative action. This will include absorptions through transfers from other accounts which 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 which could be absorbed if Congress provides appropriate additional authority. Indicate the type of authority required by use of the following symbols:

(T) Transfer (see paragraph 5 of this Bulletin for restrictions on types of transfers which may be proposed). Account titles from which transfers are proposed to be made as reported under columns 5 and 6 will be identified, either in footnotes or in a separate list.

(A) Increase in administrative expenses or personal services limitation.

Thus, this column will include absorptions through transfers and increases in limitations not yet authorized.

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.

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

EXHIBIT
Bulletin No. 75-10

ANALYSIS OF 1975 INCREASED PAY COSTS
(Executive Order 11811 unless otherwise identified)

DEPARTMENT OF GOVERNMENT

Organizational unit and account title	Increase in direct pay and other related cost of this agency		Amounts not absorbed ad- ministratively to be paid to other accounts	Possible by admin- istrative action	Net absorption		Additional appropri- ation required
	Direct pay	Related cost			Requiring Congres- sional action	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Office of the Secretary:							
Salaries and expenses.....	197,420	18,700	...	45,250 ^{1/}	51,000(T) ^{2/}	96,250	119,870
Wage board.....	31,500	2,950	...	34,450	...	34,450	...
Bureau of Inspection:							
Salaries and expenses.....	949,160	89,220	...	723,500	40,130(T) ^{3/}	763,630	274,750
Allocation to:							
Dept. of the Interior.....	22,100	2,080	...	24,180	...	24,180	...
Inspection Services.....	176,000	16,540	21,050	213,590
Wage board.....	15,340	1,420	...	16,760	...	16,760	...
Government Corporation:							
ABC Revolving fund (Adm. action).....	1,065,000	100,110	...	865,110	300,000(A)	1,165,110	...
Total:							
Executive Order 11811.....	8,096,400	761,060	42,310	4,275,500	830,000	5,105,500	3,794,270
Wage board.....	142,500	13,250	...	84,450	12,000	96,450	59,300
Adm. action.....	1,065,000	100,110	...	865,110	300,000(A)	1,165,110	...
Total, all pay increases.....	9,303,900	874,420	42,310	5,225,060	1,142,000	6,367,060	3,853,570

Symbols used above: T -- Transfer authority required; A -- Increase in administrative expenses or personal services limitation required.

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

^{2/} To be transferred from "Research, Bureau of Safety."

^{3/} To be transferred from "Administrative Expenses, Bureau of Planning."

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Remarks:

*No action required per Deputy Comptroller
6/24/95*

[Signature]
Executive Secretary
6/23/95



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

75-2859

COMPT 75-0792

*BMS (Compt) Instructions to
Heads of Dept + Agencies*

June 16, 1975

FY 76 OMB General

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Transition to the New Fiscal Year

The Budget and Impoundment Control Act, Public Law No. 93-344, changed the fiscal year for the United States Government from July 1-June 30 to October 1-September 30, effective in calendar year 1976. The Act requires that the Director of the Office of Management and Budget (OMB) provide by regulation, order, legislation, or otherwise, for the orderly transition to the new fiscal year.

OMB Bulletins No. 75-8 and 75-9, issued in the fall of 1974, requested appropriate legislative language from all government entities for effecting the necessary changes in permanent law, and for operations during the transition quarter of July 1, 1976, through September 30, 1976. Legislation incorporating the responses received either has been submitted to the Congress or will be shortly. The budget for FY 1976 includes requests for appropriations for that quarter.

In addition to these legislative adjustments, there may be other changes which are necessary or appropriate to assure the orderly operation of Government through September, 1976, and thereafter. Each governmental entity should examine carefully its operating procedures, rules, regulations, bulletins, and other pertinent documents and ascertain what changes should be made. Immediate attention should be given to making these adjustments.

Any necessary legislative changes which have not been submitted should be forwarded in accordance with OMB Bulletin No. 75-9 without delay.

Early attention to these matters is essential to a successful transition to the new fiscal year without disruption to program and budgetary procedures.

James T. Lynn
Director

COMPT
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OMB BULLETIN 75-9 (Dtd 24 Oct 74)

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

BULLETIN NO. 75-9

October 24, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Legislative proposals for transition to an
October 1 - September 30 fiscal year.

1. Purpose. This Bulletin provides instructions for the identification and submission of legislative proposals other than authorizations of new budget authority necessitated by the shift to the new October 1 - September 30 fiscal year required by the Congressional Budget Act of 1974 (P.L. 93-344).

2. Background. Title V of Public Law 93-344 prescribes an October 1 - September 30 fiscal year, effective with fiscal year 1977, and a transition period commencing July 1, 1976, and ending September 30, 1976.

a. Section 502(a) 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 period. Instructions concerning authorization legislation are contained in OMB Bulletin No. 75-8.

b. Section 502(b) requires that the Director of the Office of Management and Budget "prepare and submit to the Congress such additional proposed legislation as he considers necessary" for the orderly transition by the Federal Government from the present fiscal year of July 1 - June 30 to the October 1 - September 30 fiscal year. Numerous Federal laws other than those which authorize new budget authority are keyed to the present July 1 - June 30 fiscal year. These laws are the subject of this Bulletin.

3. Coverage. Each department and agency is requested to review the laws relating to its operations and identify those described in 2b, above, which will require amendment prior to the beginning of the transition period. Illustrative categories of statutes which may require amendment are described below:

a. Statutes concerning the apportionment of funds that:

(1) refer to events or information from the past fiscal or calendar year. Those statutes which contain dates in connection with such references may or may not require amendment to be consistent with the new fiscal year, such as, 7 U.S.C. 612c which appropriates for each fiscal year an "amount equal to 30 per centum of the gross receipts from the duties collected under the customs laws during the period January 1 to December 31, both inclusive, preceding the beginning of each such fiscal year"; or

(2) require the allotment or apportionment of funds among the States by a certain date or on the basis of a quota or formula, such as, 16 U.S.C. 779c(a) which provides that funds appropriated for commercial fisheries research and development "shall be apportioned among the States, by the Secretary, on July 1 of each year ...

b. Statutes with administrative requirements, for instance:

(1) annual reports to the Congress that are tied to specific dates or events related to the fiscal year, such as, 28 U.S.C. 552, which requires that the Attorney General report on the activities of his Department during the preceding fiscal year at the beginning of each Congress; or

(2) program activities and procedures required to be implemented by a certain date related to the fiscal year, such as, grants procedures and requirements for State plans; or

(3) administrative standards keyed to the fiscal year, such as, the mandatory retirement statutes applicable to certain officers of the Navy and Marine Corps that specify June 30, the end of the fiscal year, as the date of retirement (10 U.S.C. 6374, 6376).

The above categories are illustrative only. Other types of statutes containing references to the fiscal year or to a specific date may require amendment and should be identified in the report required by this Bulletin.

4. Required Materials. Each department and agency will submit to the General Counsel, OMB by December 31, 1974, two copies of a report in the format of the Attachment. Each report should contain:

- a list of statutory citations (including United States Code references) that need to be amended to provide for the transition period or to conform to the new fiscal year;
- the proposed legislative language designed to effect the desired change.

5: Inquiries. Inquiries and requests for assistance with regard to this Bulletin should be addressed to the General Counsel, OMB, telephone: (202) 395-5600, (Code 103).

ROY L. ASH
DIRECTOR

Attachment

Attachment
Bulletin No. 75-9

79:0010

PROPOSED LEGISLATIVE CHANGES REQUIRED
TO IMPLEMENT THE SHIFT TO THE NEW FISCAL YEARDEPARTMENT OF GOVERNMENT
(Agency)Agency Contact
Name: _____
Phone: _____

U.S. Code or other citation	Proposed legislative language
28 U.S.C. 522	"Section 522 of Title 28, United States Code, is amended by deleting 'at the beginning of each regular session of Congress' and inserting 'by April 1 each year' in lieu thereof."
64 Stat. 891 12 U.S.C. 1827(c)	"Section 17(c) of the Federal Deposit Insurance Act, as amended, (12 U.S.C. 1827(c)), is further amended by deleting 'June 30' and inserting 'September 30' in lieu thereof."
70 Stat. 399 23 U.S.C. 120 note	"Section 209(e)(1) of the Highway Revenue Act of 1956, as amended (23 U.S.C. 120 note), is further amended by deleting 'June 30' and inserting 'September 30' in lieu thereof."

OMB BULLETIN 75-8 (Dtd 24 Oct 1974)

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OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-8

October 24, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Legislative proposals authorizing new budget authority for submission to the 94th Congress, 1st session

1. Purpose. This Bulletin provides instructions for the preparation and submission to the next session of the Congress of legislation 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 recently-enacted 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. 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 period 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 period.

b. Authorization requests. Section 607 of P.L. 93-344 requires that "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." It also requires that requests for legislation authorizing the

enactment of new budget authority for a new program or activity which is to continue for more than one fiscal year must be submitted for at least the first two fiscal years.

3. Legislative proposals to provide authorizations for the transition period. OMB plans to request from 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 general authorization will permit the funding of those programs and activities that are subject to the normal appropriations process.

Agencies will have to submit special legislative proposals to the Congress to cover the transition period for those programs and activities for which budget authority is currently provided outside of appropriation Acts. Such proposals will cover contract authority and borrowing authority as defined in section 401(c)(2) of P.L. 93-344. 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. No backdoor financing provisions should be proposed unless they fall within the exceptions set forth in section 401(d) of P.L. 93-344.

4. Legislative proposals providing authorizations to continue programs or activities in fiscal years 1976 and 1977. The following instructions will govern the preparation of such proposals:

a. Authorizations that are currently on an annual basis (e.g., AEC, NASA, NSF, Peace Corps, military procurement and construction) should include proposed language for both fiscal years 1976 and 1977 in the same bill. 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 1975 should include fiscal years 1976, 1977, and subsequent years as customary or deemed desirable for the particular program or activity involved.

c. Proposals to extend authorizations scheduled to expire at the end of fiscal year 1976 should cover fiscal

year 1977 and such subsequent years as customary or deemed desirable.

d. Proposals to extend budget authority heretofore provided in the form of contract authority or 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. No backdoor financing provisions should be proposed unless they fall within the exceptions set forth in section 401(d) of P.L. 93-344.

e. As a general rule, bills submitted to the Congress authorizing appropriations or providing new budget authority outside of appropriation Acts will contain specific dollar amounts for all years included. These amounts should be those agreed on in connection with the policies and program levels approved for the 1976 Budget, including Presidential decisions on program changes for fiscal year 1977 and beyond. The specific amounts should be consistent with the five-year projections of budget authority printed in the 1976 Budget pursuant to P.L. 93-344 (see OMB Bulletin No. 75-7). Such amounts will not include allowances for future pay increases or for inflation, except where existing law or legislation proposed in the 1976 Budget provides automatic cost-of-living adjustments or other modifications in certain beneficiary programs (see Attachment B, section 2, of OMB Bulletin No. 75-7). In special circumstances, 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.

f. Authorizing legislation covering only 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."

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

5. Required materials.

a. Transition and fiscal year 1976 authorizations. OMB plans to submit to the Congress the general authorization request for the transition period at the time the 1976 Budget is transmitted. Agency legislative proposals, including special authorization requests required for the transition period and/or authorization requests required to continue existing programs or activities in fiscal year

1976, should also be submitted to the Congress at the same time as the Budget. Accordingly, each agency will submit to OMB no later than November 30, 1974, six copies of the following material:

(1) a list (with U.S. Code references) of all agency programs and activities which are not funded in appropriation Acts and which the agency believes will require special transition period authorizing legislation, along with appropriate draft bills.

(2) drafts of proposed authorizing legislation for programs and activities that are authorized through fiscal year 1975 but for which authorization requests will be necessary for fiscal years 1976 and 1977.

The draft legislative proposals under (1) and (2) above should be in one bill and, as submitted to OMB, should contain blank spaces for the specific amounts of the authorizations. These amounts will be inserted after decisions are made in connection with the 1976 Budget.

b. Fiscal year 1977 authorizations. As indicated in paragraph 2b, proposed legislation authorizing the continuation of existing programs in fiscal year 1977 must be submitted to the Congress by May 15, 1975. Accordingly, each agency will submit to OMB no later than January 31, 1975, six copies of legislative proposals for programs and activities that are authorized through fiscal year 1976 but for which an authorization request is necessary for fiscal year 1977.

Specific amounts should be included in these draft legislative proposals. These figures should be the amounts agreed on as a result of the 1976 Budget review and should be consistent with the five-year projections included in the 1976 Budget.

6. 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.

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7. Inquiries. Inquiries and requests for assistance with respect to the requirements contained in this Bulletin should be addressed to the appropriate OMB budget examiners or staff of the Legislative Reference Division.

ROY L. ASH
DIRECTOR

OMB BULLETIN 75-7 (Dtd 10/11/74)

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-7

October 11, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS:

SUBJECT: Preparation and submission of five-year projections for inclusion in the 1976 Budget.

1. Purpose and background. In accordance with Paragraph III.B of Transmittal Memorandum No. 42 to OMB Circular No. A-11, this Bulletin provides supplementary instructions for the preparation and submission of five-year projections of budget authority and outlays. Such projections are required to be included in the 1976 Budget by the Congressional Budget Act of 1974 (Public Law 93-344).

2. Required materials. Each agency will prepare and submit five-year projections with their budget requests and subsequently as budget decisions are received, generally on an agency-wide basis. For certain agencies, additional detailed projections below the agency level will be requested by OMB representatives. It is intended that this information be used to prepare a summary table containing five-year projections of budget authority and outlays (net of offsetting receipts) by functional category, agency, and major program, and by Federal funds, trust funds, and interfund transactions.

Agencies will submit an original and two copies of the five-year projections in the format shown in Attachment A. The projections will cover fiscal year 1976, the transition period of July 1-September 30, 1976, and fiscal years 1977, 1978, 1979, and 1980.

3. Guidelines. The initial projections required by this Bulletin will be designed to indicate the degree to which agencies' budget requests commit future financial resources. These projections will be estimates of the spending implications of the agencies' budget submissions. The estimates will represent the projected spending effect of policies and program levels proposed in connection with the 1976 Budget. They will not represent forecasts of possible future budget levels.

Following the OMB and Presidential review process, agencies will be notified by OMB representatives to revise their projections to reflect the impact of 1976 budget decisions. These revised projections to be published in the 1976 Budget will be estimates of the spending implications of budget decisions. They will assume no discretionary program increases beyond those specifically approved in connection with the President's 1976 Budget.

The Congressional Budget Act of 1974 (Public Law 93-344) requires submission of necessary legislation to authorize new budget authority for 1977 no later than May 15, 1975. To meet this requirement, as well as the normal need for authorization legislation for 1976, agencies will be asked to develop needed authorization legislation for the entire period, July 1, 1975 through September 30, 1977, for review in connection with the 1976 Budget. Five-year projections furnished in response to this Bulletin and subsequent revisions to those projections should be consistent with that proposed authorization legislation.

Specific guidelines for the preparation of five-year projections are provided in Attachment B.

4. Timing of submissions. Initial submission of materials will be in accordance with a schedule to be developed by OMB, but no later than October 24, 1974. Thereafter, five-year projections will be treated in the same manner as all other budgetary information and will require prompt update upon receipt of OMB and Presidential determinations.

ROY L. ASH
DIRECTOR

Attachments

DEPARTMENT/AGENCY
Five-year Projections
(in thousands of dollars)

<u>Detailed Projections</u> 1/		July 1 -		<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>
		<u>1976</u> 2/	Sept. 30 <u>1976</u> 2/				
A.	BA O						
B.	BA O						
C.	BA O						
All others	BA O						
Total.....	BA O						

1/ Detail below agency totals to be provided only as requested by OMB representatives.

2/ Budget authority and outlay estimates must agree with the initial 1976 budget request and with revised 1976 budget estimates as budget decisions are made during the budget review process.

ATTACHMENT B
Bulletin No. 75-7

GUIDELINES FOR PREPARATION OF FIVE-YEAR PROJECTIONS
FOR THE 1976 BUDGET

1. General.

a. Projections will reflect the future budget authority and outlay levels implicit in the program levels, initiatives, and economy measures requested for inclusion in the 1976 Budget and to be included in the President's 1976 Budget, as appropriate.

b. No future discretionary changes are to be included in the projections that reflect the 1976 budget decisions. The projections should reflect only 1976 budget decisions and specific, publicly announced Presidential decisions that affect later years, but not the budget year. (Note: 1976 budget decisions may include decisions on necessary authorization legislation for fiscal year 1977 and beyond.)

c. Except as noted below for beneficiary programs, all projections submitted to OMB will be in constant dollars, at present-day price levels, and should not include allowances for future Federal pay raises. Allowances for all of these factors for other than beneficiary programs will be computed by OMB.

d. In general, growth in agency workload will be assumed to be offset by productivity increases so that related employment will remain constant.

e. On-going programs whose authority expires during the forecast period will be projected at the budget year program level.

2. Projections for beneficiary programs.

a. Unemployment insurance benefits. Estimates for these benefits will be consistent with aggregate unemployment rates supplied by OMB representatives.

b. Medicare, medicaid, and national health insurance. Projections for these programs will reflect the number of beneficiaries expected under current law and legislation proposed in the 1976 Budget or earlier. Assumptions about utilization rates and medical care prices will be developed jointly by agency staff and OMB representatives.

c. Other beneficiary programs. (These include OASDI, Railroad Retirement, Civil Service and Military Retirement, Food Stamps, AFDC, Supplemental Security Income, and Veterans Compensation, Pensions, and Readjustment Benefits.) Benefit levels per beneficiary will be held constant at the 1976 budget level, except where higher wage histories of new retirees are expected to increase the average over time or where specific budget decisions are made to propose legislation to modify benefit rates. OMB representatives will supply assumptions concerning future Federal pay increases for Civil Service and Military Retirement. Projections will be derived by multiplying average benefit levels by the number of beneficiaries expected in each future year on the basis of eligibility criteria in existing law and legislation proposed in the 1976 Budget. Generally, participation rates for the eligible population will be assumed constant at the 1976 budget level unless there is a sound basis for assuming otherwise.

Where existing law or legislation proposed in the 1976 Budget provides automatic cost-of-living adjustments in specific programs, agencies may make allowance for the effects of such adjustments in their projections. The cost-of-living allowance will be determined by price increase assumptions supplied by OMB representatives. Projections which include such cost-of-living allowances will be clearly labeled to that effect.

3. Questions about factors not covered in these guidelines should be referred to OMB representatives.

OMB BULLETIN 75-6 (Dtd 9/9/74)

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-6

September 9, 1974

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. 74-8 of March 8, 1974. The provisions contained in this Bulletin remain in effect until June 30, 1976, unless superseded or rescinded at an earlier date.

3. Background. The Secretary of the Treasury recently made one change in the list of U.S.-owned excess foreign currencies. The excess designation for Yugoslav currency has been changed to near excess.

4. 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.

5. Excess currencies. Currencies of the following countries are excess to the Government's normal requirements for fiscal years 1975 and 1976 (unless otherwise indicated).

Burma	India	Tunisia
Egypt	Pakistan	
Guinea	Poland*	

*Limited, see 7 below.

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

Sudan Sri Lanka Yugoslavia

7. Restrictions on special foreign currency programs. During fiscal year 1975, special foreign currency program appropriations will be available for incurring obligations payable in excess currencies. However, obligations under special foreign currency programs in Poland will be made only within ceilings established by the Office of Management and Budget.

8. Effective date. This Bulletin is effective immediately.

9. Inquiries. Inquiries and requests for assistance should be addressed to the Office of Management and Budget, Budget Review Division, telephone 395-3475 (code 103, ext. 3475).

ROY L. ASH
DIRECTOR

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 74-8

March 8, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Excess and near excess foreign currencies

1. Purpose. The purpose of this Bulletin is to inform the Departments and agencies concerning certain U.S.-owned foreign currencies that have been determined by the Secretary of the Treasury as being in excess or near excess supply.

2. Rescission. This Bulletin supersedes and rescinds OMB Bulletin No. 74-3 of August 22, 1973. The provisions of this Bulletin remain in effect until June 30, 1975, or until superseded at an earlier date.

3. Background. The Secretary of the Treasury recently made one change in the list of U.S.-owned excess foreign currencies as published in OMB Bulletin No. 74-3. The excess designation for Yugoslav currency has been extended by the Secretary through June 30, 1974.

4. 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.

5. Excess currencies. Currencies of the following countries are excess to the Government's normal requirements for fiscal years 1974 and 1975 (unless otherwise indicated).

Burma	India	Tunisia
Egypt	Pakistan	Yugoslavia*
Guinea	Poland**	

*Through June 30, 1974, only

**Limited, see 7b below.

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

Israel	Sri Lanka
Morocco	Syria
Sudan	Yugoslavia*

*After June 30, 1974

7. Restrictions on special foreign currency programs. During fiscal year 1974, special foreign currency program appropriations will be available for incurring obligations payable in excess currencies, except as indicated below.

a. Yugoslavia. The excess designation for Yugoslavia has been extended through June 30, 1974. However, new obligations under special foreign currency program appropriations will be incurred only in accordance with ceilings established by OMB. These ceilings have been developed by the Department of State in cooperation with the agencies involved.

b. Poland. Polish currency has been designated as excess for both 1974 and 1975. However, expenditures have been rising rapidly in recent years and the amount of our Polish currency holdings has declined steadily to the point that an orderly and expeditious phaseout of special foreign currency programs is necessary. Accordingly, the State Department, in cooperation with the agencies involved, has prepared a plan in consultation with the Department of the Treasury. New obligations in 1974 and 1975 under special foreign currency program appropriations will be incurred in accordance with related ceilings established by OMB.

8. Effective date. This Bulletin is effective immediately.

9. Inquiries. Inquiries and requests for assistance should be addressed to the Office of Management and Budget, Budget Review Division, telephone 395-3475 (code 103, ext. 3475).

ROY L. ASH
DIRECTOR

OMB BULLETIN 75-5 (Dtd 9/5/74)

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-5

September 5, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Special Analysis of Federal Technical Assistance
Provided to State and Local Governments

1. Purpose. This Bulletin provides instructions for the submission of information required to prepare an analysis of Federal technical assistance to State and local governments.

2. Background. The Office of Management and Budget has initiated and is coordinating a major effort, in cooperation with departments and agencies, to review and assess the scope of technical assistance provided to State and local governments by the Federal Government.

3. Objectives. The objective of this Bulletin and subsequent review of the required submissions is to provide an informational basis for the development of a coordinated Federal technical assistance strategy to improve the management capability of executive officials of State and local government.

Major steps in the development of this strategy are: determining the amount, type and objectives of technical assistance activities currently being provided by the Federal agencies to State and local governments; assessing the impact of present efforts; assessing the need of State and local governments for such assistance; and identifying the most appropriate means for meeting those needs.

This Bulletin is specifically concerned with determining the amount, type, and objectives of technical assistance provided to State and local governments by Federal agencies. The requested information will be analyzed in connection with the preparation of the President's Budget for 1976.

4. Definitions. For purposes of this Bulletin, a technical assistance activity is one whose primary purpose is to improve the capability of State or local government executive officials to effectively manage their programs or provide services to their constituents.

More specifically, this analysis is concerned with that assistance in the form of funds, manpower, or information, which contributes to the improvement of the executive management capability of elected officials and chief administrative officials of State and local governments. Among others, this includes: elected and appointed chief executive officers and their staffs, such as governors, mayors, city or county managers and chief administrative officers; State and local legislative bodies and their staffs, such as State legislatures and city or county councils; and the heads of major program areas or departments, such as a State secretary of health or a city director of public safety. Such improved executive management capability make take the form of improved analytical capability, increased policy level staff resources, or improved management skills.

Technical assistance may consist of funding through grants or contracts, training, seminars, workshops, conferences, technology transfer, research utilization, personnel exchange, on-site Federal manpower assistance, information services and dissemination, and other similar activities.

Technical assistance does not include conventional public information services such as program descriptions and other public relations activities, assistance to individuals, private nonprofit groups or industry, loans, insurance, or other assistance that is not directed toward improving the executive management capabilities of the State and local governments.

Technical assistance that is primarily of interest to functional technical specialists is not to be included under this Bulletin. Examples of this would include highway design specifications or techniques for pollution measurement. However, that assistance to improve the management of broad functional areas such as transportation, general administration, and environment is included.

5. Reporting Requirements. Those departments and agencies which presently provide or plan to provide technical assistance as defined in paragraph 4, will submit by September 30, 1974, an original and 2 copies of the following:

a. An agency summary by appropriation or fund account, to be prepared in the format of Exhibit 1 and in accordance with the instructions contained in Attachment 1.

b. A short narrative in the form of Exhibit 2, for each activity listed in Exhibit 1.

At a minimum, reports will be required from all the departments and agencies listed in Attachment 2. Agencies not having activities fitting the definitions of this Bulletin will submit negative reports.

6. Inquiries. Inquiries, requests for assistance, and the reports required herein should be addressed to the Evaluation and Program Implementation Division, Office of Management and Budget, phone 395-5642 or 395-3870 (code 103).

ROY L. ASH
DIRECTOR

Attachments

ATTACHMENT 1
BULLETIN NO. 75-5

INSTRUCTIONS FOR COMPLETION OF EXHIBIT 1

1. Include department, agency, bureau, or other major organizational element names.
2. Provide the title of the appropriation or fund account from which the activities listed are supported, whether or not the listed activities constitute all of the "account."
3. Provide appropriation identification code number(s).
4. Provide the name or title of the activities which the agency carries out. When there is more than one element within a department, complete separate budget summaries for each. If there is no formal title for the activity, use the agency's common reference name. If there are several separate projects, such as those that might be funded from discretionary funds, they may either be listed separately or combined under a title such as "special projects." However, if they are combined, they should generally have similar purposes so as to enable adequate description under one listing on Exhibit 2.
5. Complete the obligations columns as indicated. Dollar amounts should be the amount obligated for FY 1974 and the amounts available for obligation for FY 1975 and FY 1976 (as tentatively planned).
6. Complete the Personal Services columns as indicated. If agency accounting will not provide man-years broken out for activities as defined herein, best estimates will be acceptable. Personal services as used here is to be only Federal employees providing direct technical assistance. It does not include agency contracts with a non-Federal organization. Contracts with non-Federal organizations should be reported under the funding columns.

FEDERAL TECHNICAL ASSISTANCE ACTIVITY

Agency SummaryAgency: Department of Government, Bureau of Intergovernmental ProgramsAppropriation or Fund Account Title: Government Assistance ProgramAppropriation or Fund Identification Code: Z4-05-0789-5-7-375

	Funding (Obligations in Thousands)			Personal Services (Man-years)		
	1974 actual	1975 est.	1976 est.	1974 est.	1975 est.	1976 est.
Research and Demo.	78.5	80.0	82.4
Special Projects	6.7	5.0	2.0	14	8	6
Grants to States	1,750.3	1,545.5	1,500.0
Grants to Cities	647.8	625.0	650.0
Intergov. Asst. Team	47	45	45
Training	21.7	32.0	35.5	6	12	...
Totals	2,505.0	2,287.5	2,269.9	67	65	51

EXHIBIT 2
BULLETIN NO. 75-5

Format for Agency Narrative Statement
FEDERAL TECHNICAL ASSISTANCE ACTIVITY

AGENCY:

ACTIVITY TITLE:

DESCRIPTION:

AUTHORIZATION:

OBJECTIVES:

USE AND USE RESTRICTIONS:

ELIGIBILITY REQUIREMENTS:

INTENDED BENEFICIARY:

TYPES OF ASSISTANCE:

1. Funding yes no.
If yes, who are funds provided to?
2. Manpower yes no.
If yes, briefly describe who and how.
3. Informational Services yes no.
If yes, briefly describe who prepared information
and how it is distributed.

ACCOMPLISHMENTS:

(Briefly describe best judgment of usefulness or effects,
and give one or two examples.)

REGULATIONS AND GUIDELINES:

(Cite references.)

RELATED TECHNICAL ASSISTANCE PROGRAMS:

RELATED NONTECHNICAL ASSISTANCE PROGRAMS:

FUTURE PLANS:

AGENCIES REQUIRED TO REPORT

Department of Agriculture
Department of Commerce (*including Regional Commissions -
see below)

Defense, Civil Functions
Department of Health, Education, and Welfare
Department of Housing and Urban Development
Department of the Interior
Department of Justice
Department of Labor
Department of Transportation
Department of the Treasury
Environmental Protection Agency
General Services Administration
National Aeronautics and Space Administration
Veterans Administration
Civil Service Commission
Small Business Administration
Tennessee Valley Authority

ACTION

Advisory Commission on Intergovernmental Relations
American Revolution Bicentennial Administration
Appalachian Regional Commission
*Coastal Plains Regional Commission
Commission on Civil Rights
Consumer Product Safety Commission
Council on Environmental Quality
Delaware River Basin Commission
Equal Employment Opportunity Commission
Federal Energy Administration
*Four Corners Regional Commission
Joint Federal-State Land Use Planning Commission for Alaska
National Commission on Productivity
National Science Foundation
*New England Regional Commission
Office of Economic Opportunity
*Old West Regional Commission
*Ozarks Regional Commission
Pacific Northwest Regional Commission
Smithsonian Institution
Special Action Office for Drug Abuse Prevention
*Upper Great Lakes Regional Commission
Water Resources Council

OMB BULLETIN 75-4 (Dtd 8/12/74)

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Distribution made to following office 8/23/74:

DD/A (Action - for preparation of response to be forwarded through O/Compt for transmittal to OMB)/

No other distribution made.

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-4

August 12, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Resources for executive development in fiscal year
1976

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 1976 budget submissions.

2. Background. In accordance with the responsibilities given the Office of Management and Budget (OMB) under Reorganization Plan No. 2 of 1970, a joint effort to insure improved 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. In 1973, OMB requested, through Bulletin 74-1, submission by each department and agency of specific information concerning executive development resources provided in fiscal year 1975 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 1976 budget submission.

3. Reporting Requirements. Each department and agency is requested to submit to the Office of Management and Budget by September 15, 1974, two copies of a report in the attached format showing the resources contained in the fiscal year 1976 budget request which are intended to finance its executive development efforts.

4. Rescission. This Bulletin is rescinded following receipt of the September 15, 1974 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).

ROY L. ASH
DIRECTOR

Attachment

SECRET

ATTACHMENT
BULLETIN NO. 75-4

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, 1975.

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 74.
2. those reassigned from one managerial position to another in FY 74.
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. 75-4

EXECUTIVE DEVELOPMENT
Fiscal Year 1976

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 _____

OMB BULLETIN 75-3 (Dtd 7/31/74)

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Per Jim Oliver/OMB, CIA need not worry about this.

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OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-3

July 31, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Federal civilian employment reductions

1. Purpose. This Bulletin provides initial guidance for carrying out the reduction in budgeted Federal civilian employment announced by the President on July 25, 1974.

2. General. The President announced reductions in Federal civilian employment of 40,000 positions, from the levels budgeted for the end of the current fiscal year. To carry out the President's directive, new ceilings are being established for both full-time permanent and total employment on June 30, 1975. The head of each department and agency will be informed of the revised ceiling shortly.

Until then, agency heads should refrain from taking any action that would inhibit the President's intent to realize the planned employment reduction. The Presidential objective should be carried out in an orderly and nondisruptive manner.

3. Specific Guidance. To assist agencies in their immediate planning, the following guidelines are furnished:

a. Personnel reallocations within agencies will be made, as necessary to meet continuing needs of the highest priority programs.

b. Reductions from the budgeted employment levels will be made by agencies in such a way that vital and basic services, particularly those affecting health and safety, will not be interrupted.

c. Every effort should be made to insure that any employment reductions that are necessary occur by attrition.

d. Contracts with private industry will not be used as a means of circumventing the employment reductions.

e. Savings generated as a result of employment reductions should be planned for use toward expected increases in pay costs this fiscal year.

*Per Oliver =
CIA need not
worry about
this.*

4. Budget Submissions. The fiscal year 1976 budget submissions for each agency will be required in accordance with the time schedules set forth in Office of Management and Budget Circular No. A-11. The budget submission for each agency is expected to reflect the revised employment ceilings.

ROY L. ASH
DIRECTOR

OMB BULLETIN 75-2

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-2

July 19, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Review of Advisory Committees which are scheduled to automatically expire on January 5, 1975 in accordance with Section 14(a)(1) of Public Law 92-463.

1. Purpose. This Bulletin sets forth a procedure for the review of those advisory committees which will automatically expire on January 5, 1975 as provided in Section 14(a)(1) of Public Law 92-463. It also establishes a format and schedule for reporting certain data to the Committee Management Secretariat of the Office of Management and Budget (OMB).

2. Background. P.L. 92-463 requires, among other things, the Director of OMB, with the cooperation of Agency heads, to institute a comprehensive review of the activities and responsibilities of each advisory committee (see Section 7 of the Act and Circular No. A-63, Transmittal Memorandum No. 2). In addition, the Act requires that each advisory committee in existence on the effective date of the Act (January 5, 1973) will terminate not later than the expiration of a two-year period following the effective date unless otherwise provided by law, if it has not been renewed by the President, an appropriately authorized Federal official or the Congress (see Section 14 of the Act). The Act and Executive Order 11769 require the heads of all agencies to take appropriate action to assure compliance with the Act. The information required by this Bulletin and Circular No. A-63 as amended are essential steps in meeting the objectives of the Act.

3. Comprehensive review. Each agency head, or an appropriately designated policy level official, will institute a review of those advisory committees which are scheduled for termination on January 5, 1975. At a minimum, the review should provide a basis for determinations as to whether:

- a. the committee is carrying out its purpose;

b. consistent with the provisions of applicable statutes, the responsibilities assigned to it should be revised;

c. it should be merged with other advisory committees;
or

d. it should be abolished.

This review should examine all advisory committees that expire under Section 14(a)(1) and those no longer necessary should be terminated. Advisory committees established by an act of Congress or the President should be reviewed, and if appropriate, their termination recommended. Examples of questions that should be thoroughly explored with respect to each advisory committee are provided in the attachment.

4. Reports.

a. To carry out the purposes of Section 6(c) of the Act, OMB needs by August 23, separate lists in triplicate of statutory committees that the agencies recommend be terminated. This list should include a statement of the reasons for the proposed action.

b. As a result of the review described in this Bulletin, each agency shall submit, in the format of Exhibits 1 & 2 hereto, the following:

(1) the agency head's preliminary determination as to which committees should be continued, revised, merged, or abolished (due September 15, 1974); and

(2) the agency head's final determination as to which committees should be continued, revised, merged, or abolished (due November 5-15, 1974).

5. Notification of completion of consultation. The Secretariat will notify Committee Management Officers (CMOs) prior to January 5, 1975 of completion of consultation on specific committees. Upon receipt of such notification, additional actions required by the Act and Circular No. A-63 for such committees should be completed by the Agency concerned (see Section 7 of A-63 and Transmittal Memorandum No. 1 thereto).

6. Rescission. This Bulletin is effective until January 5, 1975.

7. Inquiries. Inquiries and requests for assistance with regard to this Bulletin should be addressed to the Committee Management Secretariat, Office of Management and Budget, telephone (202) 395-5193, (Code 103).

ROY L. ASH
DIRECTOR

Attachment

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ATTACHMENT
BULLETIN NO. 75-2

Examples of Factors to Consider in Determining Whether To
Continue, Consolidate, Terminate or Take Other
Action Respecting an Existing Advisory Committee

To complete the comprehensive review effectively, questions such as the following should be thoroughly explored with respect to each existing advisory committee.

1. How often has the committee met in the past 12 months?
2. How many reports has the committee submitted during the past 12 months?
3. Has the committee provided information or recommendations that have been of substantial value to the agency?
4. How and to what extent has such information or recommendations been utilized by agency officials: in policy formulation? in program planning? in decision making? in accomplishing program objectives more effectively? and in achieving economies in programs?
5. Could the information or recommendations be obtained as effectively from (1) sources within the agency (2) from another existing advisory committee?
6. Does the committee duplicate to any significant degree the work or functions of other parts of the agency or any other existing advisory committee?
7. What is the annual cost of operating the committee?

Other criteria may be developed by the agency as appropriate.

EXHIBIT 1
BULLETIN NO. 75-2

Report format for Agency Preliminary determinations resulting
from the Review of Advisory Committees
scheduled to terminate on January 5, 1975

I. Committees to be continued.

For each advisory committee which the head of the agency determines necessary for continuance, insert or append a preliminary justification making reference to the factors in the Attachment to Bulletin No. 75-2 as appropriate.

II. Committees whose responsibilities should be revised.

III. Committees to be merged with other Committees.

Insert immediately following each committee the committee or committees with which the merger is contemplated.

IV. Committees to be abolished.

FOR EACH OF THE ABOVE CATEGORIES LIST COMMITTEES ALPHABETICALLY, IDENTIFY ANY COMMITTEES CREATED BY THE CONGRESS OR BY THE PRESIDENT CITING THE AUTHORIZING DOCUMENT IN EACH INSTANCE AND SUBMIT EACH LIST AND ITS INSERTS IN TRIPLICATE.

EXHIBIT 2
BULLETIN NO. 75-2

Report format and instructions for Agency Final determinations resulting from the Review of Advisory Committees scheduled to terminate on January 5, 1975.

Final Agency Determinations

Where there is no change in a category from the preliminary determination listed in Exhibit 1 of this Bulletin, new listings are not necessary. Where changes have occurred use the same format as used in Exhibit 1 to specify changes.

For each committee recommended for continuance submit the following:

- (1) a determination by the agency head made between November 5 and November 15 that a review has been completed in accordance with this Bulletin, that continuation of the committee is necessary and in the public interest and the reasons for such determination.
- (2) a statement of why neither the agency and nor any other committee can provide the needed advice.
- (3) a statement of agency plans for achieving balanced membership of the committee.
- (4) a statement of the justification for continuation of the committee referring to the Attachment to this Bulletin as appropriate.

OMB BULLETIN 75-1, Supplement #1

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-1, SUPPLEMENT NO. 1

January 10, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Revision to the attachment to Bulletin No. 75-1,
Monitoring Federal outlays during fiscal year 1975

This Memorandum transmits a revised attachment to Bulletin No. 75-1, reflecting two changes from the original attachment. First, several off-budget agencies/programs are added to the agency coverage list. Second, a revised addendum requests that outlay amounts reported by certain agencies for "sales of loans" be shown in two categories.

ROY L. ASH
DIRECTOR

Attachment

Attachment
Bulletin No. 75-1

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)

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 (including military
assistance)

Department of Defense, Civil:
Corps of Engineers

Department of Health, Education, and Welfare:

Health (including Food and Drug Administration)
Education Division
Income Security:
Rehabilitation services
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
 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:
 Bureau of Indian Affairs
 Bureau of Reclamation
 All other
 Deductions for offsetting receipts (-):
 Rent and royalties on Outer Continental Shelf lands
 Other
 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
 Emergency employment program
 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: 2/
 Interest on the Public Debt
 General Revenue Sharing (trust fund)

79100110

All other
Deductions for offsetting receipts (-) *31 mil*
Total, Department of the Treasury

Atomic Energy Commission

Environmental Protection Agency

General Services Administration

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

National Aeronautics and Space Administration

Veterans Administration: 1/
Compensation, pensions, and benefit programs
Medical Care
Benefits, refunds and dividends (Insurance)
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

Federal Deposit Insurance Corporation

Federal Home Loan Bank Board

National Science Foundation

Postal Service (Payment to Postal Service fund)

Railroad Retirement Board

Small Business Administration 1/

Tennessee Valley Authority

O/COMPT

4

Off-budget agencies ^{11.75} 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/ Treasury also reports the outlays for International financial institutions.

OMB BULLETIN 75-1

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 75-1

July 16, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Monitoring Federal outlays during fiscal year 1975

1. Purpose. This Bulletin provides instructions on reports for monitoring Federal outlays to help control spending and to improve the management of the Government's over-all cash and debt operations. Operating effectively within the statutory debt ceiling, in particular, requires up-to-date information on actual and projected outlays throughout fiscal year 1975.

2. Agency outlay reports. Each agency listed in the Attachment will develop a monthly outlay plan for 1975 and will submit reports on that plan. The reports will show 1975 outlays by month for each program and account listed in the Attachment, and for the agency as a whole. Amounts reported will be in millions of dollars. The reports should cover all appropriations and funds administered by the agency except deposit funds; the coverage should be identical to that in the annual budget documents.

The estimates reported should represent the best current judgment as to the amount expected to be spent in fiscal year 1975 and should: (a) be consistent with the President's 1975 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. Special consideration should be given to the 1973 and 1974 spending experiences. Spending in both 1973 and 1974 for a sizeable number of Federal programs was significantly less than the estimates included in the budgets that were prepared midway through each year.

A brief statement should be submitted with each agency outlay report to explain the assumptions used in developing the outlay plan, together with any unusual or special circumstances affecting the plan. In some instances, it will be desirable to discuss the assumptions and special circumstances with Office of Management and Budget (OMB) staff prior to development of the plan.

Each agency outlay report will be submitted to OMB (in an original and 3 copies) in the format of the Exhibit. Upon agreement with OMB staff, existing reports may be used in lieu of the format in the Exhibit when the data reported are essentially comparable.

3. Reports. The initial report is due by July 30, 1974. Updated reports, showing prior months' actual outlays and any revisions of future months' estimated outlays, are required on October 1, 1974, February 4, 1975, and April 28, 1975. Agencies should also be prepared to submit additional updated reports when requested. Finally, agencies should be prepared to reconcile significant differences between estimated monthly outlays and the revised estimated or actual outlays.

4. 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, the statutory debt limit, enacted appropriations or other legislation, and other factors. When conditions warrant, OMB will request that revisions be made in the monthly outlay plans.

In some cases, an obligation plan, as well as an outlay plan, may be required. Such plans need not be reported unless specifically requested. When they are needed, OMB will provide specific additional instruction for preparing them.

ROY L. ASH
DIRECTOR

Attachment

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)

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 (including military assistance)

Department of Defense, Civil:

Corps of Engineers

Department of Health, Education, and Welfare:

Health (including Food and Drug Administration)

Education Division

Income Security:

Rehabilitation services

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

Deductions for offsetting receipts (-)

Total, Department of Health, Education, and Welfare

1/ See also the addendum on p. 3.

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:

Bureau of Indian Affairs
 Bureau of Reclamation
 All other
 Deductions for offsetting receipts (-):
 Rent and royalties on Outer Continental Shelf lands
 Other
 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
 Emergency employment program
 All other
 Total, Department of Labor

Department of StateDepartment of Transportation:

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

Department of the Treasury: 2/

Interest on the Public Debt
 General Revenue Sharing (trust fund)
 All other
 Deductions for offsetting receipts (-)
 Total, Department of the Treasury

1/ See also the addendum on p. 3.

2/ Treasury also reports the outlays for international financial institutions.

Atomic Energy Commission

Environmental Protection Agency

General Services Administration:

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

National Aeronautics and Space Administration

Veterans Administration: 1/

Compensation, pensions, and benefit programs
Medical Care
Benefits, refunds and dividends (Insurance)
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

Federal Deposit Insurance Corporation

Federal Home Loan Bank Board

National Science Foundation

Postal Service (Payment to Postal Service fund)

Railroad Retirement Board

Small Business Administration 1/

Tennessee Valley Authority

1/ See also the addendum on p. 3.

ADDENDUM

Please provide as a separate memorandum entry, monthly outlay amounts for "sales of loans."

OUTLAYS BY MONTH
Fiscal Year 1975 In millions of dollars*

Department of Government
[Agency]

	<u>Benefit</u>				<u>Offsetting</u>	<u>Agency</u>
	<u>Payments</u>	<u>Insurance</u>	<u>Construction</u>	<u>All Other</u>	<u>Receipts (Deduct)</u>	<u>Total</u>
July	[Note: <u>The above headings are illustrative only. Use the categories shown in Attachment A when more than the agency total is required.</u>]					
August						
September						
1st Quarter						
October						
November						
December						
2nd Quarter						
January						
February						
March						
3rd Quarter						
April						
May						
June						
4th Quarter						
Total						

* Estimates will be rounded to the nearest whole million.