

OMB BULLETIN No. 80-15

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

BULLETIN NO. 80-15

September 30, 1980

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Absorption of Increased Per Diem and Mileage Costs

1. Purpose. This Bulletin provides instructions for absorption of increased costs that may occur as a result of the increased maximum rates for per diem and actual subsistence expenses and mileage allowances of Government people on official travel.

2. Background. Public Law 96-346, September 10, 1980, increased the reimbursement levels for authorized expenses of Federal civilian employees traveling on official business for the Government. Specifically, the new law raises:

- the maximum per diem rate;
- the actual expense reimbursement maximum for travel to designated high rate geographical areas;
- the maximum rate for travel outside the United States; and
- the maximum allowance for the use of privately owned automobiles, motorcycles, and airplanes by Federal employees while on Government business.

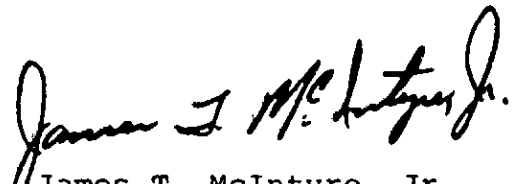
3. Absorption Policy. The Congress has made clear its intent that no additional budget requests be made for the increases permitted by P.L. 96-346. Therefore, requests for increased appropriations in the form of supplementals or budget amendments to cover these costs will not be considered. Moreover, increases in estimates for the 1982 Budget, to cover these costs will not be allowed.

Agencies will fully absorb any increased costs resulting from P.L. 96-346 within amounts already requested by:

- a. Reducing the number of trips and the duration of travel.
- b. Reducing other operating expenses. (Each agency will apply the principles set forth in OMB Circular Nos. A-117 and A-64 to achieve economies through cost reduction, position

management, and other management improvement programs. Reapportionment requests may be submitted in accordance with Part IV of OMB Circular No. A-34 to apportion any previously deferred funds, line 10 of S.F. 132, or unapportioned balances of revolving funds, line 11 of S.F. 132, that may now be needed to meet increased per diem and mileage costs.)

4. Inquiries. Inquiries should be directed to the OMB representative responsible for reviewing the agency's budget estimates.



James T. McIntyre, Jr.  
Director



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

Bulletin No. 80-14, Supplement No. 1

August 20, 1982

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Agency Operations in the Absence of Appropriations

1. Purpose. This supplement updates OMB Bulletin No. 80-14, dated August 28, 1980, and requires the submission of contingency plans for review by OMB. The purpose of the review is to assure adequate contingency planning and Government-wide compliance with the provisions of the Antideficiency Act.

2. Background. OMB Bulletin No. 80-14 instructed agencies to develop plans for an orderly shutdown in the event of a funding hiatus. It became necessary to carry out these plans during the November 1981 hiatus. In reviewing that experience and the operational plans in effect during the period immediately preceding enactment of the March 31, 1982 Continuing Resolution, certain difficulties were observed:

- some agencies have not fully complied with the requirements of OMB Bulletin 80-14, and do not have fully operational contingency plans;
- disparities appear to exist between some agencies as to the definition of activities necessary to protect life and property; and
- disparities appear to exist between some agencies as to the time necessary to complete the orderly shutdown of nonexcepted activities.

3. Actions required:

- a. Amend the date that appears in section 2 to January 16, 1981.
- b. Delete the last sentence of subsection 3.c.
- c. Add subsection 3.d. as shown in the attachment.

  
David A. Stockman  
Director

Attachment

Attachment

Material to be added to  
OMB Bulletin No. 80-14,  
Section 3

d. Reporting. The plans required in subsection c will be submitted to OMB by September 15, 1982.

The following information will be provided with the plans:

(1) Estimated time to the nearest one-half day to complete the shutdown in accordance with the plan.

(2) Number of employees expected to be on-board before implementation of the plan.

(3) Total number of employees to be retained under the plan because (a) they are engaged in military, law enforcement, or direct health care activities, or (b) their compensation is financed by other than annual appropriations.

(4) Number of employees, not otherwise exempt, to be retained to protect life and property.

Within the guidance established by the Attorney General's opinion of January 16, 1981, and this bulletin, agency heads are to make such determinations as are necessary to operate their agencies during an appropriations hiatus, and to do so pursuant to normal agency processes for the resolution of issues of law and policy. Questions that cannot be determined by an agency should be addressed to OMB. All unresolved questions relative to the construction of the Antideficiency Act will be jointly referred to the Office of Legal Counsel of the Department of Justice.

If it is estimated that more than one-half day will be needed to complete the shutdown or that the number of employees to be retained to protect life and property will exceed five percent of the number of employees on board at the beginning of the hiatus less those exempt for reasons specified in item (3) above, agencies will submit policy statements and legal opinions supporting those estimates.



**EXECUTIVE OFFICE OF THE PRESIDENT**

**OFFICE OF MANAGEMENT AND BUDGET**

WASHINGTON, D.C. 20503

Bulletin No. 80-14

August 28, 1980

**TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS**

**SUBJECT: Shutdown of Agency Operations Upon Failure by the Congress to Enact Appropriations**

1. Purpose and Coverage. This Bulletin provides policy guidance and instructions for actions to be taken by Executive Branch agencies when failure by the Congress to enact either regular appropriations, a continuing resolution, or needed supplementals results in interruption of fund availability. This Bulletin does not apply to specific appropriations action by the Congress to deny program funding. In the instance of partial funding interruptions, e.g., failure of the Congress to act on program supplementals, special procedures beyond those outlined in this Bulletin may be warranted. In such cases, OMB representatives responsible for the affected agency's budget estimates should be consulted.

2. Background. The Attorney General issued an opinion on April 25, 1980 that the language and legislative history of the Antideficiency Act (31 USC 665) unambiguously prohibits agency officials from incurring obligations in the absence of appropriations. The essential elements of the Attorney General's advice are that:

a. In the absence of new appropriations, Federal officers may incur no obligations that cannot lawfully be funded from prior appropriations unless such obligations are otherwise authorized by law.

b. Under authority of the Antideficiency Act, Federal officers may incur obligations as necessary for orderly termination of an agency's functions, but no funds may be disbursed.

c. Under its enforcement responsibilities, the Department of Justice will take actions to apply the criminal provisions of the Antideficiency Act in the future when violations of the Act are alleged under such circumstances.

3. Actions required. Agencies faced with funding interruptions must take steps to forestall interruptions in operations and assure that they are in a position to limit their activities to those directly related to orderly shutdown of the agency.

a. Reallocation of funds prior to shutdown. Prior to initiation of orderly shutdown activities, agency heads will limit their operations to minimum essential activities and will reallocate to the extent permitted by law all available funds in order to forestall the fund interruption date as long as possible. Reallocation of funds will be made subject to the following requirements:

(1) Reallocation below the appropriation and fund account level will be accomplished by telephonic revision to allotments and suballotments (such revisions will be documented and immediately reflected in formal written changes to the regular allotment/suballotment documents).

(2) Agencies that have specific statutory authority to reallocate and transfer funds between appropriation and/or fund accounts will effect the transfers in accordance with current standard fiscal procedures. Such transfers generally will be effected on Standard Form (SF) 1151, "Nonexpenditure Transfer of Funds" (see OMB Circular No. A-11, section 21.2, for a description of when expenditure transfers might be required). This Bulletin does not convey new authority to transfer funds.

(3) For this purpose adjustment to amounts contained in OMB apportionments may be made without submission of a reapportionment request.

b. Orderly shutdown activities. When all available funds, including reallocated/reallocated funds, are exhausted, orderly shutdown activities must begin. Each agency head must determine the specific actions that will be taken; however, all actions must contribute to orderly shutdown of the agency and give primary consideration to protecting life and safeguarding Government property and records. Such actions should be accomplished in a way that will facilitate reactivation when funds are made available. Agency heads will notify OMB, OPM, Treasury, and GSA immediately when shutdown activities are being initiated. These central agencies will be responsible for notifying their own regional offices, except as noted in paragraph (3).

(1) Appropriations and funds. limit obligations incurred to a minimum level of \$100,000 per year; to process the personnel payroll for the periods prior to fund interruption; and to provide for orderly transfer of custody of property and records to the General Services Administration (GSA) and the Office of Personnel Management (OPM) for disposition.

(2) Personnel and personnel records. Necessary personnel actions will be taken to release employees in accordance with applicable law and Office of Personnel Management's regulations. Preparation of employee notices of furlough and processing of personnel and pay records in connection with furlough actions are essential shutdown activities. Agencies should plan for these functions to be performed by employees who are retained for orderly termination of agency activities, as long as those employees are available. As soon as agencies determine the date after which they will no longer be able to maintain custody of personnel records, they should notify the Office of Personnel Management to arrange for orderly transfer of custody of the personnel records to OPM and GSA, jointly, for caretaking and protection of the records. If necessary to protect the interests of individual employees during the period when all employees of the agencies are on furlough, OPM will provide access to the appropriate personnel records to retrieve information and/or process personnel actions, e.g., separation-transfer of an employee who secures employment in another agency. Guidance for planning such actions and relevant questions and answers as to employees' benefits will be provided separately by OPM.

(3) Property and nonpersonnel records. Inventories of property and records will be made to assure protection of the Government's interests and the claims of affected private entities and individuals (including vendors and beneficiaries of Federal programs). Upon determination that agency funds are no longer available, agency officials should contact the appropriate Regional Administrators, General Services Administration, for assistance in determining the disposition of agency records, real and personal property, and outstanding requisitions, contracts, grants and related items. Detailed guidance on such matters are contained in:

- 41 CFR 101-11.4; Dispositions of records.
- 41 CFR 101-43 and 101-47; Disposition of personal property and real property.



- FPMR 101-36.5, 101-37.203(c), and 101-37.307-1; Dispositions of automatic data processing, communications, and telephone equipment.
- GSA motor pool accounting and record system operations guide; Disposition of motor vehicles.

The transfer to the General Services Administration of property and records shall not be made until 30 days have elapsed from the start of shutdown activities and then only after a determination is made that the funding hiatus will continue indefinitely.

c. Planning. Agency heads should develop plans for an orderly shutdown that reflect the policy and guidance provided in this Bulletin. Such plans necessarily will be tailored to each agency's needs in recognition of the unique nature of its funding sources, missions, and authorities. While every agency should have a plan, the scope and detail of the plan should be commensurate with the likelihood that shutdown will be necessary and with the complexity of shutting down the agency.

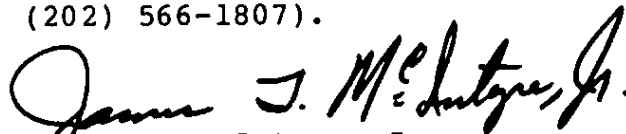
4. Effective dates. The instructions in this Bulletin are effective immediately and remain in effect until rescinded.

5. Inquiries. Budgetary questions should be directed to the OMB representatives responsible for review of each agency's budget estimates.

Fiscal procedures questions should be directed to the Division of Government Accounts and Reports, Bureau of Government Financial Operations, Department of the Treasury, Treasury Annex #1, Washington, D.C. 20226 (Telephone: (202) 566-5844).

Agency officials may obtain additional information and technical assistance on personnel matters by contacting their agency officer at the Office of Personnel Management.

Property and nonpersonnel records disposition questions should be directed to Office of Plans, Programs, and Financial Management, General Services Administration, Washington, D.C. (Telephone: (202) 566-1807).

  
James T. McIntyre, Jr.  
Director



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

Bulletin No. 80-13

August 4, 1980

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Budget Estimates for Consulting Services

1. Purpose. This Bulletin provides instructions for the submission of budget estimates for consulting services along with each agency's 1982 budget request. It also requires the agencies to submit to OMB copies of the reports to be submitted to Congress pursuant to Section 307 of Public Law 96-304.

2. Background. Recently, Executive, Congressional, and public concern that the use of consulting services may be excessive has intensified. OMB Bulletin No. 80-9, issued in April 1980, directed certain agencies to reduce consulting services for 1981 by 15%. OMB Circular No. A-120, issued in April 1980, expanded, and made permanent, guidance previously issued on an interim basis. In early July, agency heads received from OMB notice of the President's concern on this matter.

Section 307 of Public Law 96-304 requires each agency to submit annually to the Congress, as part of its budget justification, information on the use of consulting services, beginning with the 1982 Budget.

3. Coverage. These instructions apply to the agencies in the Executive Branch whose budgets are subject to Presidential review (see OMB Circular No. A-11, section 11.1).

4. Definitions. Consulting services as defined in OMB Circular No. A-120, are those services of a purely advisory nature relating to the governmental functions of agency administration and management, and agency program management. Refer to the circular for a more detailed discussion.

5. Required actions.

a. Agencies that incurred or plan to incur obligations for consulting services in the past year, current year, or budget year will submit material, as described below, with the initial 1982 budget requests required by section 11.3 of OMB Circular No. A-11 to be submitted to OMB in September 1980.

b. Agencies that have not incurred and do not plan to incur obligations for consulting services in the three years covered will submit a statement to that effect as part of the summary and highlight statement required by section 22.1 of OMB Circular No. A-11.

c. Copies of the reports required to be submitted to Congress by subsections (a) and (b) of section 307 of Public Law 96-304 will be submitted to OMB not later than 15 days prior to their submission to Congress.

6. Materials required for budget estimates. The following will be submitted as supplementary summary material in the zero-based budget justifications prescribed in Section 24 of OMB Circular No. A-11:

a. A summary tabulation will be prepared in the format of the attached exhibit. Each account with obligations for consulting services will be shown separately and separate line entries will be listed for each type of consulting service; i.e., contractual service, personnel appointment, or advisory committee.

b. Concise narrative statements justifying the need for consulting services will accompany the summary tabulation. The following guidelines will be followed in preparing these statements:

(1) Separate statements--identified by account identification number and title--will be prepared for each account with obligations for consulting services in the budget year.

(2) The statements will identify major programs within an account that require the use of consulting services and the amount of obligations for consulting services associated with each such program in the budget year.

(3) In general, the justifications should include a concise discussion of the benefits to be derived from using consulting services and the impact if they are not used, alternatives considered and why they were rejected, and reasons for significant differences in amounts of obligations for consulting services from year to year.

7. Inquiries. Inquiries should be directed to the OMB representative responsible for reviewing the agency's budget estimates.

  
James T. McIntyre, Jr.  
Director

Attachment

DEPARTMENT OF GOVERNMENT  
Consulting Services

Agency contact: G. Moore  
Phone: 785-2463

Account Identification Number	Account Title	Type <sup>1/</sup>	Obligations (in thousands)			Workdays (Personal Appointments Only)		
			PY	CY	BY	PY	CY	BY
16-1166-0-1-755	Salaries and Expenses	C	100	85	75	—	—	—
16-1166-0-1-755	Salaries and Expenses	P	8	6	6	25	20	20
16-3044-0-1-452	Construction	C	255	210	215	—	—	—

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Total..... 2,526 2,022 1,822 175 140 120

TOTALS

Contractual services.....	2,500	2,000	1,800	—	—	—
Personnel appointments.....	16	12	12	175	140	120
Advisory committee expenses.....	10	10	10	—	—	—
Total - all types.....	<u>2,526</u>	<u>2,022</u>	<u>1,822</u>	<u>175</u>	<u>140</u>	<u>120</u>

<sup>1/</sup> Indicate: "C" for contractual services; "P" for personnel appointments; "A" for advisory committee obligations.

[Note: Narrative summary statements will be attached.]

OMB BULLETIN No. 80-12

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30 JULY 1980

No action required

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

BULLETIN NO. 80-12

July 30, 1980

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Budget Execution Procedures for Federal Credit Programs

1. Purpose. This Bulletin provides instructions on budget execution for all Federal credit programs that are subject to annual limitations. It provides instructions for apportionment, reapportionment, budget execution, systems for administrative control, and reports on violations of Section 3679 of the Revised Statutes (31 U.S.C. 665) for the annual limitations.

Instructions for apportionment and budget execution of the related appropriation or fund account are provided in OMB Circular No. A-34, as revised.

2. Background. Beginning with fiscal year 1981, many Federal credit programs will be controlled by separate annual limitations enacted through the appropriations process. Section 31.5 of Circular No. A-11 requires that for each appropriation or fund account that covers a direct loan or loan guarantee program, limitations on the amounts of those credit programs for the budget year must be proposed for inclusion in appropriation language unless specifically exempted by OMB.

3. Coverage. All credit programs for which there are enacted annual limitations on the amounts of direct loans or loan guarantees are covered by the instructions contained in this Bulletin.

4. Definitions. For the purposes of this Bulletin, the following definitions apply.

a. A direct loan is a disbursement of funds (not in exchange for goods or services) that is contracted to be repaid with or without interest, or either of the following transactions:

-- direct Federal participation in loans privately made or held; and

- purchase of private loans through secondary market operations.

A direct loan will be counted against the annual limitation when the principal amount is obligated. (See Section 5.b.)

b. Gross obligations for direct loans means the amount obligated during a fiscal year, without reductions for such items as repayments, prepayments, sale of loan assets, defaults, or forgiveness.

c. A loan guarantee is an agreement by which the Government pledges to pay part or all of the loan principal and interest to a lender or holder of a security, in the event of default by a third party borrower. For the purposes of credit control, the term includes agreements in the form of loan insurance, i.e., a program to pool risks, pledging the use of insurance premiums, and, under some circumstances, other resources to secure a lender against default by a borrower. The term also includes direct Federal loans that the Government has sold under guarantee or repurchase agreements.

A loan guarantee is counted against the annual limitation when a firm commitment is made, i.e., when the Government enters into a guarantee agreement to become effective at such time as the lender meets stipulated pre-conditions. A commitment must be reported for every loan guaranteed, even though the commitment and the actual guarantee may occur simultaneously. Where the principal amount of a loan is partially guaranteed by the Government, only the amount of the Government's contingent liability is to be counted.

d. Gross commitments for loan guarantees means the amount committed during a fiscal year, without reductions for such items as repayments, prepayments, sale of guaranteed loans, or defaults.

##### 5. Apportionments and reapportionments.

a. Requirements and exemptions. All limitations on direct loan and loan guarantee activities that are specified in appropriations will be apportioned unless specifically exempted by OMB. This apportionment is in addition to the apportionment of the related appropriation or fund account.

Initial apportionment requests for direct loan and loan guarantee limitations will be consistent with and will accompany the apportionment request for the related appropriation or fund account except in those cases where the related appropriation or fund account is not apportioned. In cases where apportionment is required only for the direct loan or loan guarantee limitation, the apportionment request



for the limitation will be submitted to OMB within 10 calendar days after the enactment of the appropriation containing the limitation or by August 21, whichever is later.

b. Basis of apportionment. Apportionment action for direct loan limitations will be based on obligations to be incurred. For loan guarantee limitations, apportionment action will be based on commitments to be made.

c. Types of apportionment. Direct loan and loan guarantee limitations will be apportioned for calendar quarters (category A apportionments), or, when approved by OMB, for other time periods; for activities, projects, objects; or for a combination thereof (category B apportionments). Under no circumstances will amounts be apportioned for periods longer than the current fiscal year.

When the amount of the limitation that is apportioned is less than the total amount of the limitation that is specified in the appropriation language, the unapportioned amount cannot be used unless the limitation is reapportioned. The lesser amount apportioned may reflect a restrictive withholding in the related appropriation or fund; it may reflect a lack of budgetary resources in the related appropriation or fund; or, when the limitation is related to a revolving fund, it may be part of the unapportioned balance of the related revolving fund. In those instances where the lesser amount apportioned for direct loans reflects a restrictive withholding in the related appropriation or fund account, the restrictive withholding will be reported on the apportionment form of the related appropriation or fund as "deferred" or "withheld pending rescission," as required by OMB Circular No. A-34. In no instance, however, is a proposed rescission or deferral report required for the credit apportionment itself.

In any case, the apportionment for the limitation will show the unapportioned amount as the "unapportioned balance of limitation."

d. Reapportionment. Requests for reapportionment will be submitted to OMB as soon as a change in the previous apportionment of the limitation becomes necessary due to changes in amounts available, program requirements, or other factors, e.g., preconditions of guarantee commitments not met. Such requests should be submitted to OMB for action in a timely manner because apportionment action for a specific time period may not be changed after the end of the period.

e. Procedures. Requests for apportionment or reapportionment of credit limitations will be prepared in accordance with the instructions contained in Attachment A.

An original and one copy of any apportionment schedule for each credit limitation will be submitted directly to OMB. The original of the first sheet of the report will be signed by an officer duly authorized by the head of the agency. If the related appropriation or fund account is apportioned, the apportionment request of the credit limitation should be attached to the apportionment request of the related appropriation or fund account.

6. Reports on budget execution for credit limitations. Unless otherwise specified by OMB, separate budget execution reports will be prepared in accordance with the instructions in Attachment B for all limitations on direct loan and loan guarantee programs included in appropriations acts. The budget execution reports for limitations on credit programs will have the same coverage as the apportionment schedule for limitations on credit programs. An original of the budget execution report for limitations on credit programs will be attached to the budget execution report of the related appropriation or fund. Both reports will be submitted within 20 days after the close of each calendar month, or such other period specified by OMB.

7. Administrative control of credit programs. Agency regulations governing the administrative control of funds (OMB Circular No. A-34, Part III) for any agency that has either a direct loan or loan guarantee limitation will be revised by the agency to include credit control provisions, and submitted to OMB for review and approval. The credit control provisions will be designed to:


a. restrict obligations for direct loans to the amount of the limitation apportioned or the amount of budgetary resources available, whichever is smaller; and restrict commitments for loan guarantees to the amount of the limitation apportioned; and

b. enable the agency head to fix responsibility for the creation of or the making of any direct loan obligation or loan guarantee commitment in excess of the apportioned or reapportioned amounts.

8. Reports of violations. Section 3679 of the Revised Statutes (31 U.S.C. 665) provides that the agency head will furnish to the President, through the Director of OMB, and to the Congress, information on violations. Reports are required wherever an officer or employee of the United States has authorized or created a direct loan obligation or guarantee commitment in excess of the amount permitted by the prescribed and approved administrative control system. The reports on violations will be in the form prescribed in Part VII of OMB Circular No. A-34.

9. Inquiries. Inquiries and requests for assistance with respect to the requirements contained in this Bulletin should be addressed to the agency's OMB budget examiner.

10. Effective date. This Bulletin is effective August 1, 1980, and applies to Fiscal Year 1981 credit limitations.

  
James T. McIntyre, Jr.  
Director

Attachments

## Attachment A

Explanation of Apportionment and Reapportionment Schedules  
for Limitations on Direct Loan and Loan Guarantee Programs

Separate apportionment schedules for each annual limitation on a direct loan or loan guarantee program will be submitted in the format of Exhibits 1 and 2, respectively, within 10 calendar days after the enactment of the appropriation containing the limitation or by August 21, whichever is later.

The apportionment and reapportionment schedule for limitations is divided into two general sections: "Direct Loan Limitation" or "Loan Guarantee Limitation," and "Application of Limitation."

Entries will be made in the column "Agency Request" for each applicable line item. The column "Amount on Latest Credit Apportionment Schedule" will be left blank on initial apportionment requests. On reapportionment requests, the amounts in the "Action by OMB" column of the most recently approved credit apportionment schedule will be shown in this column. The detailed information to be reported on each line of the form is explained below. All footnotes will be shown on the reverse side of the schedule or on an attachment.

Amounts should be based on the principal amount of direct loans or loan guarantees anticipated, except where the principal amount of a loan is expected to be only partially guaranteed. In such cases, only the amount of the Government's anticipated contingent liability should be reflected.

## DIRECT LOAN OR LOAN GUARANTEE LIMITATIONS

<u>Line Entry</u>	<u>Explanation</u>
Line 1. Limitation on direct loans or loan guarantees.....	Enter on line 1 the amount of the limitation on obligations for new direct loans or commitments for new loan guarantees specified in appropriation acts.

## APPLICATION OF LIMITATION

Line 2. Apportionments.....	Enter the amount requested to be apportioned under category A, category B, or a combination thereof. The amount apportioned will not exceed the annual limitation enacted in the appropriations process but may be less than the annual limitation.
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Line Entry

Explanation

In those instances where the lesser amount apportioned for direct loans reflects a restrictive withholding in the related appropriation or fund account, the restrictive withholding will be reported on the apportionment form of the related appropriation or fund as "deferred" or "withheld pending rescission," as required by OMB Circular No. A-34. In no instance, however, is a proposed rescission or deferral report required for the credit apportionment itself.

On reapportionment requests, in the space provided under the heading "Memorandum: Obligations incurred," enter the amount of obligations incurred on the latest budget execution report. Likewise, under the heading "Memorandum: Commitments made," enter the amount of commitments made on the latest budget execution report.

Category A.....

Enter the amount to be apportioned for each calendar quarter in the fiscal year. Apportionments previously established are not subject to change after the close of the period for which the apportionment is made.

Category B.....

Enter the amounts requested to be apportioned on a basis, other than calendar quarters such as other time periods, activities, projects, or a combination thereof. Enter in the stub column a description of the type of apportionments requested.

Line Entry

Explanation

Where insufficient space is provided on the schedule to list the categories by which apportionments are to be made or where apportionments are to be made both by activities (or projects) and by time periods within the fiscal year, the distribution of requested apportionments will be shown on the back of the schedule or in an attachment.

Line 3. Unapportioned balance of limitation.....

Enter the difference between the total amount of the limitation specified in the appropriation and the amount of the limitation that is apportioned above.

For direct loans, this amount may reflect a restrictive withholding (proposed rescission or deferral) in the related appropriation or fund; it may reflect a lack of budgetary resources in the related appropriation or fund; or it may be part of the unapportioned balance of the related revolving fund.

Line 4. Total direct loan or loan guarantee limitation.....

Enter the sum of the amounts on lines 2 and 3. This entry should be the same as the amount reported on line 1.

Exhibit 1  
 Sheet 1 of 6  
 Fiscal Year 81

APPORTIONMENT AND REAPPORTIONMENT SCHEDULE  
 FOR CREDIT LIMITATIONS

Agency Department of the Government	Appropriation or Fund Title and Symbol		
Bureau Bureau of Loans	88X4437		
Description	Amount on Latest Credit Apportion- ment Schedule	Agency Request	Action by OMB
<u>DIRECT LOAN LIMITATION</u>			
1. Limitation on direct loan obligations.....		1,500,000	
<u>APPLICATION OF LIMITATION</u>			
Memorandum: Obligations incurred			
2. Apportionments:			
Category A:			
(1) First quarter..		275,000	
(2) Second quarter..		275,000	
(3) Third quarter..		275,000	
(4) Fourth quarter..		275,000	
Category B:			
(1) Project XYZ....		200,000	
(2)			
(3)			
(4)			
3. Unapportioned balance of limitation.....		200,000	
4. Total, limitation on direct loan obligations.....		1,500,000	
Submitted <i>N. Williams</i> (Authorized Officer)	8/18/80 (Date)	Apportioned	_____ (Date)

Exhibit 2  
 Sheet 1 of 6  
 Fiscal Year 81

APPORTIONMENT AND REAPPORTIONMENT SCHEDULE  
 FOR CREDIT LIMITATIONS

Agency Department of Government	Appropriation or Fund Title and Symbol		
Bureau Bureau of Guarantees	88X4439		
Description	Amount on Latest Credit Apportion- ment Schedule	Agency Request	Action by OMB
<u>LOAN GUARANTEE LIMITATION</u>			
1. Limitation on loan guarantee commitments.....		100,000,000	
<u>APPLICATION OF LIMITATION</u>			
Memorandum: Commitments made			
2. Apportionments:			
Category A:			
(1) First quarter..		24,000,000	
(2) Second quarter.		24,000,000	
(3) Third quarter..		24,000,000	
(4) Fourth quarter.		24,000,000	
Category B:			
(1) Project XYZ....		2,000,000	
(2)			
(3)			
(4)			
3. Unapportioned balance of limitation.....		2,000,000	
4. Total, limitation on loan guarantee commitments.....		100,000,000	

Submitted *N. Williams* 8/18/80 Apportioned \_\_\_\_\_ (Date)  
 (Authorized Officer) (Date)



## Attachment B

Explanation of Budget Execution Reports  
for  
Direct Loan and Loan Guarantee Limitations

Separate reports on Credit Budget Execution for each annual limitation on direct loan or loan guarantee programs will be submitted in the format of Exhibit 3 (for direct loan limitations) or Exhibit 4 (for loan guarantee limitations). Reports will be submitted within 20 days after the close of each calendar month, or such other period specified by OMB. Amounts reported will be rounded to the nearest dollar and will be cumulative from the beginning of the fiscal year to the end of the period reported. An amount involving exactly half of a dollar will be rounded to the nearest even dollar.

The information to be entered on each line of the report is explained below. All footnotes will be shown on the reverse side of the report or on an attachment.

Amounts should be based on the principal amount of direct loans or loan guarantees, except where the principal amount of a loan is only partially guaranteed. In such cases, only the amount of the Government's contingent liability should be reflected, but the full amount of the loans will be shown in a footnote.

DIRECT LOAN OR LOAN GUARANTEE LIMITATION

<u>Line Entry</u>	<u>Explanation</u>
Line 1. Limitation on direct loan or loan guarantee.....	Enter on line 1 the amount of the limitation on new direct loans or commitments for new loan guarantees specified in appropriation acts.

STATUS OF LIMITATION

Line 2. New loan obligations or new loan guarantee commitments.....	Enter the amount of obligations incurred or commitments made from the beginning of the current fiscal year to the end of the reporting period.
	In the parentheses ( ), enter the amount of obligations incurred or commitments made since the last report.

Line 3. Balance of limitation available:

For amounts apportioned under category A, enter the difference between the cumulative amount apportioned under category A through the current quarter and the obligations incurred or commitments made under those apportionments through the end of the reporting period.

For amounts apportioned under category B where apportionments are based upon time periods within the year, enter the difference between the cumulative amount apportioned through the current period and the obligations incurred or commitments made under those apportionments through the end of the reporting period.

For amounts apportioned under category B where amounts are apportioned for the year as a whole, this entry will equal the total amount thus apportioned less the obligations incurred or commitments made under those apportionments through the end of the reporting period.

Line 4. Balances of limitation not available:  
A. Apportionment of limitation for subsequent periods.....

For direct loan and loan guarantee limitations, enter the amount apportioned by time periods (in both categories A and B) that will not become available until later in the fiscal year, as approved on the most recent apportionment or reapportionment schedule for the limitation.

**B. Unapportioned balance of  
limitation.....** Enter the amount that is reported on line 3 of the most recently approved apportionment schedule for the limitation.

**Line 5. Total direct loan or  
loan guarantee limitation.....** Enter the sum of the amounts on lines 2 through 4. This amount should be identical to the amount on line 1.

When required by OMB, more detailed information will be provided on any or all of the above items, e.g., showing a distribution of obligations or commitments between category A and category B apportionments.

Exhibit 3  
 Sheet 1 of 6  
 Period ended:  
October 31, 1980

## REPORT ON CREDIT BUDGET EXECUTION

Agency	Department of Government	Appropriation or Fund Title and Symbol
Bureau	Bureau of Loans	88X4437
Description		
<u>DIRECT LOAN LIMITATION</u>		
1. Limitation on direct obligations.....		1,500,000
<u>STATUS OF LIMITATION</u>		
2. New loan obligations (\$250,000).....		250,000
3. Balance of limitation available.....		225,000
4. Balance of limitation not available:		
A. Apportionment of limitation for subsequent periods.....		825,000
B. Unapportioned balance of limitation.		<u>200,000</u>
5. Total, limitation on direct loan obligations.....		1,500,000

*J. C. Jackson*  
 (Authorized Officer)

11/10/80  
 (Date)

## REPORT ON CREDIT BUDGET EXECUTION

Agency	Department of Government	Appropriation or Fund Title and Symbol
Bureau	Bureau of Guarantees	88X4439
Description		
<u>LOAN GUARANTEE LIMITATION</u>		
1.	Limitation on loan guarantee commitments.....	100,000,000 <u>1/</u>
<u>STATUS OF LIMITATION</u>		
2.	New loan guarantee commitments (\$8,000,000).....	8,000,000
3.	Balances of limitation available.....	18,000,000
4.	Balances of limitation not available:	
	A. Apportionment of limitation for subsequent periods.....	72,000,000
	B. Unapportioned balance of limitation...	<u>2,000,000</u>
5.	Total, limitation on loan guarantee commitments.....	100,000,000

*J. E. Jackson* 11/10/80  
 (Authorized Officer) (Date)

---

TO BE PLACED ON THE REVERSE SIDE

1/ Covers the Government's contingent liability for loans that are partially guaranteed. The full amount of the loans that are partially guaranteed or planned to be guaranteed is as follows:

Lines 1 and 5	\$117,000,000
Line 2	9,000,000
Line 3	20,000,000
Line 4	88,000,000

OMB BULLETIN No. 80-11

Declassified in Part - Sanitized Copy Approved for Release 2013/07/17 : CIA-RDP06M00944R000200120002-1

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**EXECUTIVE OFFICE OF THE PRESIDENT**

**OFFICE OF MANAGEMENT AND BUDGET**

WASHINGTON, D.C. 20503

June 19, 1980

**BULLETIN No. 80-11**

**TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES**

**SUBJECT: Fiscal Year 1981 Information Collection Budget Request**

1. Purpose. This Bulletin announces the requirement and provides instructions and materials for the submission of FY 1981 Information Collection Budgets (ICBs).

2. Background. On November 30, 1979, the President signed Executive Order 12174, "Paperwork." Section 1-104 of the Order states "Each agency shall prepare an annual paperwork [information collection] budget, i.e., an estimate of the total number of hours required [of the public] to comply with requests for information. The budget should itemize each form used, describe its purpose and identify those affected by it. The Director of the Office of Management and Budget shall review and may modify each agency's proposed budget. After the Director has approved an agency's paperwork budget, it may be increased only by the Director upon request of the head of the agency."

The Office of Management and Budget first announced specific requirements for the ICB in a proposed rulemaking, published in the Federal Register on January 11, 1980. The final regulation, now under development, will contain a general requirement for the ICB. OMB has determined, within its discretion under E.O. 12174, that specific guidance to agencies for preparation of FY 1981 ICBs can best be accomplished by way of directive pursuant to this bulletin rather than by regulation. Accordingly, this bulletin provides instructions to departments and agencies to prepare paperwork budgets for FY 1981 and to submit them to OMB for review and possible modification and revision.

3. Coverage. The requirement for an FY 1981 Information Collection Budget initially applies to the following Executive Branch departments and agencies:

Department of Agriculture  
Department of Commerce  
Department of Defense  
Department of Education  
Department of Energy (incl. FERC)  
Department of Health and Human Services  
Department of Housing and Urban Development  
Department of the Interior  
Department of Justice  
Department of Labor  
Department of State  
Department of Transportation  
Department of the Treasury (incl. IRS)

**ACTION**

Community Services Administration  
Environmental Protection Agency  
Equal Employment Opportunity Commission  
Federal Emergency Management Agency  
General Services Administration  
National Aeronautics and Space Administration  
National Science Foundation  
Office of Personnel Management  
Railroad Retirement Board  
Small Business Administration  
Tennessee Valley Authority  
U.S. International Trade Commission  
Veterans Administration.

**4. Considerations for Including Items in the Information Collection Budget Request.** Departments and agencies should carefully review their Fiscal Year 1981 needs for information from the public. Such needs should be assessed in terms of actual uses already or to be made of information collected. Reporting burdens on the public should be weighed against such uses. Time and costs to the public for providing information should be considered as limited resources. Consequently, existing information collections and proposed information collections should be considered important, necessary and useful prior to inclusion in the department's or agency's request.

An Information Collection Budget request should be the result of a careful analysis of total agency information requirements that arise from: policy formulation and program management; eligibility for applicants for Federal benefits, assistance, and services, including grants-in-aid; compliance with Federal laws, regulations, policies, standards, and guidelines; evaluations and audits; general purpose statistical and research programs; and other critical activities not otherwise covered.



Agency information requirements should normally be satisfied in the following priority order:

(a) information already available in existing agency files, records, reports, and other established information files and holdings;

(b) information available from another agency;

(c) the production or creation of the needed information internally; and

(d) new information collection from the public.

Occasionally, considerations of cost, response time urgency, uniqueness of the source of the information sought, or some other critical factor will alter the above sequence.

Departments and agencies are strongly encouraged to obtain and review comment from those who provide and use information. To the extent possible, efforts to obtain such comment should be described in the transmittal letter (see paragraph 5).

Departments and agencies that demonstrate a rigorous analysis of their information needs and that submit requests for reduced levels of reporting will be given early consideration for greater administrative autonomy in carrying out information collections from the public (see Section 1320.29 of OMB's proposed rulemaking published in the Federal Register on January 11, 1980).

5. Required Materials. After determining that a specific information collection should begin, continue, or terminate during the budget year, appropriate details shall be provided for each information collection on the Supporting Exhibit, prepared in accordance with Attachment A.

Summary Exhibits I-IV aggregate data contained on the Supporting Exhibit. They should be prepared in accordance with instructions in Attachment B.

In addition to the required Exhibits, the head of each covered department or agency should transmit the request. The transmittal letter should include the justification for the level of request, a description of major problems and

issues considered during the preparation of the ICB, and the rationale for significant program changes.


Additional specific information may be required from agencies by Regulatory and Information Policy (RIP) desk officers.

6. Submission Dates. Submit an original and two copies of all the required materials to the Assistant Director, Office of Regulatory and Information Policy, Office of Management and Budget, no later than July 1, 1980.

7. OMB Actions on Requests. The Office of Management and Budget will hold hearings with agencies on their requests between July 15 and August 15, 1980. There will be hearings with all agencies, unless OMB and an agency mutually agree a hearing is unnecessary. Hearings will be scheduled by RIP staff and will include participation of OMB budget examiners. Initial allowances will be reviewed by the Director, Office of Management and Budget, in early September. Initial allowance decisions will be given to agencies immediately thereafter. Appeals of initial allowances should be submitted to RIP within three working days of receipt. Appeals will be reviewed by OMB staff, and all appeals will be reviewed by the Associate Director for Management and Regulatory Policy or the Director, as appropriate. Final allowances will be issued on or about September 26, 1980. Allowances will generally be made for the agency as a whole, except where more specific guidance is warranted.

8. Supplemental Requests. Following issuance of FY 1981 information collection allowances, departments and agencies shall not undertake an information collection from the public if such action would cause the agency to exceed its allowance unless the department or agency has submitted, and OMB approved, a supplemental request. Supplemental requests may be submitted to OMB if a department or agency head determines during the course of the year that a critical information collection cannot occur without revision to the agency's allowance. All supplemental requests must be approved by the department or agency head.

9. Inquiries. Inquiries regarding specific department or agency concerns should be directed to appropriate RIP desk officers. General inquiries should be addressed to C. Louis Kincannon, Office of Regulatory and Information Policy (202) 395-6880.

  
James T. McIntyre, Jr.  
Director

Attachments

Attachment A  
OMB Bulletin 80-11

Information Collection Budget Request - Supporting Exhibit  
Instructions and Format

List in the Supporting Exhibit all information collections from the public as defined in OMB Circular No. A-40. Information collections should be listed whether or not they are subject to OMB review under the Federal Reports Act (44 U.S.C. 3501-3511), i.e., information collections from statutorily exempt agencies in covered departments and statutorily exempt activities in covered departments and agencies should be listed on the Supporting Exhibit. Information collections that have received waivers from Federal Reports Act review by the Office of Management and Budget may be listed at the option of the department or agency.

At a minimum, all items contained in OMB's March 31, 1980, inventory of public use reports should be listed on the Supporting Exhibit. In addition, all grant programs using OMB Circular Nos. A-102 or A-110 standard application or financial reporting forms should be listed as separate items, but burden estimates (Standard Form 83 (SF83) #15f) are not required at this time.

Recordkeeping requirements (as defined in Section 1320.41 of OMB's proposed rulemaking, 45 Federal Register 2594 (1/11/80)) that now carry a burden (SF83#15f) in OMB's inventory should show that burden. For other recordkeeping requirements, burden should be shown if known or if it can be estimated now. Agencies are encouraged to do this whenever possible, especially for significant items. OMB anticipates requiring estimates of the burden of all recordkeeping requirements submitted for review under the Federal Reports Act after September 30, 1980. For all remaining recordkeeping requirements, burden estimates must be provided by July 1, 1981. OMB recognizes the difficulties faced in estimating the burden imposed by some kinds of recordkeeping requirements. OMB will work together with agencies over the next year in developing satisfactory approaches to these problems in estimation, and it acknowledges that aspects of estimates for some individual recordkeeping requirements may not be satisfactorily resolved by July 1, 1981.

Many of the items in the Information Collection Budget Supporting Exhibit are taken directly from the SF83 and are shown in the OMB monthly inventory. A recent OMB audit showed many inaccuracies in the inventory as a result of errors on submitted SF83s. On August 1, 1980, all agencies will be asked to verify all inventory items for conversion to OMB's modified computer system. Because of these inaccuracies, and in anticipation of the above-mentioned conversion, please verify the accuracy of all items and, to the extent possible, use new categories where indicated.

#### Format

Although all of the information on the Supporting Exhibit is required to be submitted, minor modifications to the layout of this Exhibit are permissible.

The listing should be organized by bureau within a major organizational component and within bureau by:

- . proposed to be introduced
- . those that will be revised
- . others in place.

#### Specific Instructions for Completing Items on the Supporting Exhibit

##### Item #

1. Title of information collection (SF83#4) - self-explanatory.
2. Significant: yes/no - significant information collection means any information collection that the sponsoring agency or the Office of Management and Budget determines to be of substantial public, budgetary, or policy importance. [For 1981 Budget, use agency criteria.]
3. OMB # - supply if applicable.
4. Agency form #(s) (SF83#5) - supply if applicable.
5. Purpose of information collection (SF83#6) - show as many as apply (If more than one type is listed, circle the type that accounts for the largest share of hours of reporting burden.):
  - . application for benefits
  - . program evaluation

- . general purpose statistics
- . regulatory or compliance
- . program planning and management
- . research.

Applications for Benefits include all information collections used in connection with requests to participate in or receive a grant, financial assistance, or other benefit, including employment, from a Federal agency or program (do not include applications for licenses, certificates, etc.).

Program Evaluation is a formal assessment, through objective measurements and systematic analyses, of the manner and extent to which Federal programs achieve their objectives or produce other significant effects and are used to assist management and policy decisionmaking.

General Purpose Statistics are collected chiefly for public and general government uses and without primary reference to specific agency policy or program operations.

Regulatory or Compliance information collections include: requests or petitions for licenses, allocations, and other privileges; requests or petitions for exemption or waiver of standards; monitoring of conduct or attainment of standards; and related recordkeeping. This category includes, for example, compliance with civil rights, health, safety, environmental, energy, and economic standards.

Research includes information collections that are undertaken without primary and direct reference to program evaluation, operation, management, or policy.

Program Planning and Management includes all information collections about program activities. This would include progress reporting or grants management, financial or supply management, procurement, quality control, or other administrative information collections that do not fit in any category above.

6. Type of respondent (SF83#14a) - show as many as apply (If more than one type is listed, circle the type that accounts for the largest share of hours of reporting burden.):

- . individuals or households
- . State or local governments
- . farms
- . businesses or other institutions (except farms).

7. Type of respondent activity - show 3 digit Standard Industrial Classification (SIC) codes(s) (up to 10) - if over 10, indicate "multiple" or "all." [For FY 1981, supply only if known or readily available.]

8. Small business or organization: yes/no. Indicate yes if any of the respondents are small businesses or organizations. [For 1981 Budget, use agency criteria.]

9. Estimated number of respondents (SF83#15a) - self-explanatory.

10. Estimated total burden (hours) (SF83#15f) means time required to respond to an information collection including: time it takes to read or hear the instructions, the time it takes to assemble any new source materials necessary for developing the information to be reported, the time it takes to process the materials and to put them into the format used, and the time required to report the information. For anticipated new information collections, burden estimates should be based upon prior experience with similar activities, consultations with other agencies that have sponsored similar activities, or consultations with potential respondents. In general, agencies should have reasonably well defined plans for the scope and frequency of significant reporting requirements that they expect to implement during FY 1981.

a. FY 1980 - as shown in OMB inventory (as of March 31, 1980).

b. FY 1980 adjusted - reflects corrections and changes in use that are not a result of government action to change a program. Adjustments should only reflect corrections and changes in use through September, 1980. Adjustments for corrections and expected changes in use during FY 1981 should be made during the course of FY 1981. There are three types of adjustments:

- . correction - error - change in burden from that formerly recorded because of error.
- . correction - reestimate - change in burden resulting from a reestimate based on actual agency experience.

- . change in use - change in burden resulting from factors outside the Federal Government, such as increasing number of applications, declining number of firms in an industry, or changes in population.

Reflect new and revised reporting burdens approved or to be initiated between March 31, 1980, and September 30, 1980, and information collections currently in use but not previously approved by OMB.

- c. FY 1981 estimate (October 1, 1980 - September 30, 1981) - proposed by agency. Only program changes should be reflected in the difference between FY 1980 adjusted and FY 1981 estimate. Program changes include increases and decreases resulting from government action:

- . increase - change in burden resulting from a new information collection or an existing information collection changed by action or directive of any branch of the Federal Government to increase sample size, amount of information, or frequency of reporting.
- . decrease - change in burden resulting from an expiration or discontinuance of information collection; or change in burden of an existing information collection resulting from action, or directive of any branch of the Federal Government, such as use of sampling (or smaller samples), reduction in the amount of information requested (fewer questions), or reduction in frequency of reporting.

11. Frequency (SF83#10)- show whether:

- . nonrecurring - means a collection of information not more frequently than twice.
- . recurring - means collection of information more frequently than twice. Indicate as many as apply. If more than one type is listed, circle the type that accounts for the largest share of hours of reporting burden:

- . on occasion
- . weekly
- . monthly
- . quarterly
- . semiannually
- . annually
- . biennially
- . other.

12. Degree of compulsory status for respondent (SF83#16A) - indicate as many as apply (If more than one type is listed, circle the type that accounts for the largest share of hours of reporting burden.):

- . voluntary
- . required to obtain or retain benefit
- . mandatory.

Voluntary - response by the public is entirely discretionary and has no direct effect on any benefit or privilege for the respondent.

Required to obtain or retain benefit - response by public is elective, but is required to obtain or retain a benefit.

Mandatory - response by the public is mandated by an express provision of a statute (cite statute, not regulation). Do not include replies required to obtain or retain benefits.

13. Federal cost - identify the total cost of the information collection if it is a separate activity, and total project cost if the information collection is a component of a larger activity. Include in the total: the costs of data collection, instrument and collection design development, tests, printing forms, mailing list compilation and maintenance, mailing or enumeration, and editing, coding, tabulating, analysis and publication of results. The estimated share of overhead cost should be included. Include in cost estimates for applications, recordkeeping, or other administrative plans or forms: the costs associated with designing, mailing, collecting, processing, and analyzing information collected. [For FY 1981, supply only if known or readily available.]

14. Responsible agency official, address, telephone number (SF83#3) - self-explanatory.



15. Abstract - a brief (about 50 words) statement of the need for each information collection and the uses to be made of information collected. For new items, include starting dates. For new nonrecurring items, include ending dates as well.

Other Instructions

Specific research or program evaluation projects to begin in FY 1981 may not be identifiable at the time the ICB is being prepared. OMB recognizes that estimating the reporting burden in these cases may be difficult. In such instances, agencies may submit categorical requests for a "level of effort" for these types of information collections in addition to requests for specific projects that are identifiable. A specific rationale must accompany any such request.

In addition, agencies may request a "contingency" or "emergency" allocation for regulatory or compliance reporting or program planning and management reporting. Since such activities should be identifiable at the time the ICB is being prepared, such requests should be proposed only when absolutely essential, should be accompanied by a justification, and should be listed as the final entry in the "proposed-to-be-introduced" set.

Information Collection Budget Request - Supporting Exhibit  
 October 1, 1980 - September 30, 1981  
 (Organized by bureau, and within bureau list by: . Proposed to be introduced  
 . Those that will be revised  
 . Others in place.)

\*\*\*\*\*  
 Department of Government/Bureau of Trade

Title of information collection (SF83#4)	Significant yes/no (SF83#5)	Purpose of information collection (SF83#6)	Type of respondent (SF83#14A) SIC code(s) Small business or organization yes/no	Estimated number of respondents (SF83#15A)	Estimated total burden (Hours) (SF83#15F)			Frequency (SF83#10)	Compulsory status for respondent (SF83#16A)	Federal number cost (SF83#3)	Responsible agency Official, Address, Telephone
					FY 1980 (As of Mar. 31)	FY 1980 adjusted	FY 1981 estimate				

Abstract --

\*\*\*\*\* EXAMPLE OF ITEMS \*\*\*\*\*

Application for construction grant	no 63-R6876 H-123	application	business SIC 953	20,000	10,000	12,000	12,000	on occasion	for benefit	\$7K	John Doe, HUD Rm. 5, D.C. 20211 (202) 423-4567
------------------------------------	-------------------------	-------------	---------------------	--------	--------	--------	--------	-------------	-------------	------	--

Local Government Construction Act (P.L. 12-345) provides \$1.2B in grants for deserving local government units. Application will obtain information on population, tax base, number of families in poverty, and construction projects proposed for grant funding. Awarding will be based on assessment of this information.

1980 Decennial Census of Population And Housing	yes 41-S 1234 P-1	statistical	individuals no	86M	28.7M	28.4M	28.4M	non-recurring	mandatory	\$1B	John Smith, DEC POB 3 - Rm. 503, D.C. 20237 (202) 123-7890
---	-------------------------	-------------	-------------------	-----	-------	-------	-------	---------------	-----------	------	---

The Constitution requires a decennial census for apportionment of seats in the U.S. Congress. Data are used for allocation of Federal revenue sharing funds to units of local government and for allocation of other Federal funds. Other data are collected for general statistics use.

Exhibit  
OMB Bulletin  
No. 80-11

Attachment B  
OMB Bulletin 80-11

Information Collection Budget - Summary Exhibit  
Instructions and Format

Each covered department and agency will submit the following Summary Exhibits:

- I. Information Collections by Purpose
- II. Information Collections by Respondent Type
- III. Information Collections by Compulsory Status for Respondent
- IV. Information Collections by Category of Frequency (this exhibit is required for department or agency total only)

These Exhibits are derived entirely from information contained on the Supporting Exhibit. Summary Exhibits are to be prepared using the formats presented.

Where Supporting Exhibit items show multiple types (e.g., respondents are both individuals and businesses), items on Summary Exhibits should be shown in the type that reflects the most burden on the public (e.g., businesses).

Summary Exhibit: Information Collections for Department of Government/ Assistant Secretary for Trade and Travel  
(in burden hours)

	FY 1980 (as of Mar. 31)	FY 1980 adjusted	FY 1981 estimate	Program changes (±)
<u>Exhibit I: Information Collections by Purpose (SF83#6)</u>				
Application for Benefits .....	500	700	700	-
Program Evaluation .....	200	200	200	-
General Purpose Statistics .....	100	100	100	-
Regulatory or Compliance .....	300	300	200	-100
Program Planning and Management .....	800	800	700	-100
Research .....	100	100	100	-
TOTAL <sup>1</sup> .....	2,000	2,200	2,000	-200
<u>Exhibit II: Information Collections by Respondent Type (SF83#14a)</u>				
Individuals or households .....	1,000	1,200	1,200	-
State or local governments .....	150	150	100	-50
Farms .....	50	50	100	+50
Businesses or other institutions (except farms) .....	800	800	600	-200
TOTAL <sup>1</sup> .....	2,000	2,200	2,000	-200
<u>Exhibit III: Information Collections by Compulsory Status for Respondent (SF83#16A)</u>				
Voluntary .....	700	700	600	-100
Required to Obtain or Retain Benefit .....	1,000	1,200	1,200	-
Mandatory .....	300	300	200	-100
TOTAL <sup>1</sup> .....	2,000	2,200	2,000	-200
<u>Exhibit IV: Information Collections by Category of Frequency (SF83#10)</u>				
Recurring .....	1,500	1,700	(x)	(x)
Nonrecurring .....	500	500	(x)	(x)
TOTAL <sup>1</sup> .....	2,000	2,200	(x)	(x)

(x) Not Applicable

<sup>1</sup> Totals of each exhibit should be the same.

OMB BULLETIN No. 80-10

Declassified in Part - Sanitized Copy Approved for Release 2013/07/17 : CIA-RDP06M00944R000200120002-1  
20 May 1980

STAT Note from [ ] AG - I talked to Keith on this as you requested & confirmed the CIARDS figures. He will take care of the OMB forms & send us a copy.

Copies sent to AO/DCI & OGC Library.



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

MAY 20 1980

Bulletin No. 80-10

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Information required for the Mid-Session Review of  
the 1981 Budget

1. Purpose. This Bulletin provides instructions on the preparation and submission of revised estimates of budget authority, outlays, and receipts data for 1980 through 1985; revised estimates of Federal credit data for 1980 and 1981; and estimates of the spendout during 1982-85 of balances of budget authority available at the end of 1981. This information will be used to prepare the Mid-Session Review of the 1981 Budget and to update the multi-year budget planning base.

The Mid-Session Review, required under section 601 of the Congressional Budget Act of 1974, will present the current status of the President's Budget, including estimates for Government-owned entities outside the budget totals. The detailed information contained in the Review, together with supporting data, will be used by the Congress in connection with its budget scorekeeping responsibilities and for the development of the second concurrent resolution. OMB plans to transmit the Mid-Session Review to the Congress between July 1 and 15, 1980.

2. Materials Required.

a. Revised estimates of budget authority, outlays, receipts, and Federal credit data. OMB will provide agencies with three (3) copies of each of the following computer listings:

- Supplementary Source Data. This computer listing contains budget authority and outlays by budget account, for 1980 and 1981 (see Exhibit 1).
- Multi-Year Planning Estimates and Long-Range Projections. This computer listing contains budget authority and outlays by budget account, for 1982 through 1985 (see Exhibit 2).

- Receipt Account Budget Data. This computer listing contains receipt account information for 1979 through 1981 (see Exhibit 3). Only the 1980 and 1981 data are to be adjusted.
- Receipt Account Long-Range Budget Data. This computer listing contains receipt account information for 1982 through 1985 (see Exhibit 3).
- Federal Credit Data. This computer listing contains data on direct loan obligations and loan guarantee commitments, by budget account, for 1980 and 1981 (see Exhibit 4).

The data displayed on these computer listings are based on the estimates developed for the March Update of the 1981 Budget. Agencies will revise estimates in accordance with the guidelines indicated in section 3 of this Bulletin. The computer listings should be marked up as follows:

(1) Changes will be made by drawing a single line through any amount to be changed and entering the revised amount above it in red. Amounts are to be reported in thousands of dollars.

(2) Changes to the proposed legislation (PL) column for receipt data and to the 11-digit identification code for supplementary source data may be required as follows (see OMB Circular No. A-11, sections 21.4 and 22.3):

- All enacted supplementals should be merged with the parent schedule.
- Rescission proposals (transmittal code 5) that were included in the 1981 Budget, added for the March Update, or initiated by the Congress, should be merged with the parent schedule consistent with Congressional action, i.e., the parent schedule should include the effect of rescissions enacted by the Congress. If Congressional action has not been completed, the rescission proposal should remain as a separate account (transmittal code 5).
- To permit accurate reporting and summarization of legislative proposals, the transmittal status for amounts in the budget that were proposed for later transmittal under

proposed legislation (transmittal code 2 on the supplementary source data files and code "L" (legislation) under the "PL" (proposed legislation) column of the receipt data files) should be reviewed. If the authorizing legislation has been transmitted (but not the appropriation request), the transmittal code 2 should be retained, regardless of whether the authorization has been enacted. If the authorization has been enacted and the appropriation request transmitted, the transmittal code should be changed to "Supplemental under existing legislation" (transmittal code 1) on the supplementary source data files. For the receipt data files, if the authorizing legislation has been enacted, the "L" code should be crossed out and the amounts adjusted, if necessary, to reflect Congressional action.

(3) Enacted pay supplementals and their associated amounts should be merged into the "Appropriation" and "Outlays" entries (lines 40 or 43 and 90 of the section A portion of the Supplementary Source Data listing).

(4) Sections B and C of the Supplementary Source Data listing should be revised when necessary to agree with section A.

(5) For appropriation or fund accounts not currently reflected on the computer listings, including supplementals and any pending rescission proposals transmitted since the March Update, agencies will submit two (2) copies of a Supplementary Source Data form (Standard Form 307) and an Agency Planning Document (see section 26.3 and Exhibit 26B of OMB Circular No. A-11). For new receipt accounts, data should be entered directly onto the computer listings (see Exhibit 3).

b. Estimated spendout for 1982-1985 from balances of budget authority estimated for controllable programs at the end of 1981. OMB will provide three (3) copies of a computer listing containing estimates of unexpended balances of controllable programs as reflected in the 1981 Budget to agencies that have balances at the end of 1981 in excess of \$100 million. These agencies will revise the amounts for 1981 and estimate the spendout of these balances in future years in accordance with the instructions in Attachment A. This information will be submitted in the format of Exhibit 5.



c. Transmittal letter. Agencies will submit an original and one (1) copy of a transmittal letter that will include a brief narrative explanation of major changes (in excess of \$50 million in any one year) to the estimates of total budget authority, outlays, and receipts by budget or receipt account and will identify new or deleted accounts. Because the report to Congress for the Mid-Session Review will discuss major changes in the estimates for 1980-85, the transmittal letter must cover all such changes for that period.

Agencies will include with the transmittal letter two Analysis of Changes tables prepared in the format of Exhibit 6, one table showing budget authority and the other showing outlays. This table will provide a bridge from the March Update estimates to the current estimates for 1980-85. Also, this table will separately identify all major changes included in the narrative explanation portion of the transmittal letter. Other smaller changes may be combined in an "Other changes" entry.

3. Basis for the revised estimates. Amounts for 1980-1985 will be revised to reflect changes due to reestimates, publicly announced Presidential decisions, and completed Congressional action. General guidance on the development of the multi-year planning estimates is provided in section 26.2 of OMB Circular No. A-11.

a. Reestimates. Agencies should adjust the estimates to reflect changes in spending trends and revisions to economic, demographic, or other assumptions that affect the estimates.

b. Publicly announced Presidential decisions or initiatives. Estimates should be revised to reflect changes since the March Update due to:

- budget amendments and supplementals transmitted to the Congress or approved and pending in OMB (the final compilation of estimates will be adjusted by OMB to include only those items that have been approved by the President).
- deferral or rescission proposals transmitted.
- releases by the Executive Branch of amounts previously reserved under the Impoundment Control Act that were not anticipated in the March Budget Revisions.

- legislative proposals transmitted, approved, or publicly supported by the President.
- other initiatives approved by the President.

c. Congressional action or inaction. Estimates should be revised to reflect the effects of:

- enacted substantive legislation (i.e., entitlement and other legislation that has a direct impact on the planning base).
- enacted appropriations.
- final action or inaction on deferrals or proposed rescissions and deferrals initiated by the Administration.
- Congressionally initiated rescissions and deferrals.
- delays in acting on Administration-sponsored legislation (where earlier Congressional action had been assumed in the March Update estimates). In preparing revised estimates for legislative proposals not yet enacted by the Congress, agencies should assume an effective date of October 1, 1980, where an earlier date had been assumed previously, unless there is a high probability of earlier enactment.

Only those changes that follow directly from Congressional action or inaction should be included. Enactment of discretionary authorizations without subsequent completed appropriations action should not be reflected in the revised planning base.

4. Timing. Agencies will submit two (2) copies of each of the required materials to OMB no later than June 9, 1980.

5. Inquiries. Inquiries and requests for assistance should be directed to the OMB program division responsible for reviewing the agency's budget estimates.

  
James T. McIntyre, Jr.  
Director

Attachments

Attachment A  
Bulletin No. 80-10

INSTRUCTIONS FOR REPORTING  
ESTIMATED SPENDOUT OF BALANCES OF CONTROLLABLE PROGRAMS

1. Purpose. This attachment provides instructions for preparing the report on estimated spendout of 1981 balances of controllable programs.

2. Coverage. An analysis sheet in the format of Exhibit 5 will be prepared only by agencies that will have unexpended balances (the sum of obligated and unobligated balances) at the end of 1981 in excess of \$100 million. A one line agency total for such balances will be entered on the analysis sheet, with additional detail required for:

a. bureaus with account balances at the end of 1981 of more than \$1 billion;

b. appropriation accounts with 1981 year-end balances of more than \$100 million; and

c. accounts with balances of stand-by and back-up authority; i.e., authority that would not be used except to meet conditions or circumstances that may not occur (e.g., for bank deposit insurance to protect depositors in the event of a bank failure).

When the detail required by 2a-c does not add to the agency total, an "all other" line will be provided for the remainder.

3. Basis for the estimates. The report will relate to "controllable" programs only (i.e., those shown in the "Balances and Outlays from Balances" computer listing provided by OMB). Programs classified as uncontrollable are specifically excluded from this report and will not be included in the computer listing to be provided by OMB.

For the purpose of this report, the term "spendout" means gross disbursements; it is not synonymous with the term "outlays," which means checks issued, interest accrued on the public debt, or other payments net of receipts and reimbursements. It is essential that the spendout report disregard receipts and reimbursements and record gross disbursements against unexpended balances. This distinction is particularly important for revolving funds or accounts

where reimbursements represent a major aspect of the financial program.

In estimating the amount of spendout of 1981 balances in each of the fiscal years 1982-1985, the following assumptions should be used:

a. Obligated balances carried forward at the end of 1981 generally will be spent out in 1982. Important exceptions are accounts having a long time lag between obligation and disbursement; e.g., construction and major procurement programs.

b. Unobligated balances will be obligated before new authority, and they generally will be spent out within a year after the obligation is incurred, except as noted in paragraph 3a above. Estimates of the spendout of these balances can usually be based on assumptions concerning obligation levels in 1982 and each year thereafter. Important exceptions, which will require special attention, include some "earmarked" funds (e.g., oil pollution fund revenues) and accounts with balances of:

- (1) funds that may lapse;
- (2) authority to borrow; or
- (3) contract authority.

4. Required information. Affected agencies will be furnished information from computer listings based on data in the 1981 Budget on estimates of unexpended balances (lines 24 and 74 on the program and financing schedule) and spendout of balances (lines 3130, 3140, 3230, and 3240 on the Supplementary Source Data, section B) for 1979, 1980, and 1981. (See sections 25 and 32 of OMB Circular No. A-11.) Specific instructions for completing the report in the format of Exhibit 5 are set forth below:

Description (col. 1).--This column should include the agency title, as well as other applicable entries required by paragraph 2, above. Additional entries may be used if deemed desirable, for clarity.

January budget estimate (col. 2).--This column should contain the applicable amount provided in the computer listing.

Attachment A  
Bulletin No. 80-10

INSTRUCTIONS FOR REPORTING  
ESTIMATED SPENDOUT OF BALANCES OF CONTROLLABLE PROGRAMS

1. Purpose. This attachment provides instructions for preparing the report on estimated spendout of 1981 balances of controllable programs.

2. Coverage. An analysis sheet in the format of Exhibit 5 will be prepared only by agencies that will have unexpended balances (the sum of obligated and unobligated balances) at the end of 1981 in excess of \$100 million. A one line agency total for such balances will be entered on the analysis sheet, with additional detail required for:

a. bureaus with account balances at the end of 1981 of more than \$1 billion;

b. appropriation accounts with 1981 year-end balances of more than \$100 million; and

c. accounts with balances of stand-by and back-up authority; i.e., authority that would not be used except to meet conditions or circumstances that may not occur (e.g., for bank deposit insurance to protect depositors in the event of a bank failure).

When the detail required by 2a-c does not add to the agency total, an "all other" line will be provided for the remainder.

3. Basis for the estimates. The report will relate to "controllable" programs only (i.e., those shown in the "Balances and Outlays from Balances" computer listing provided by OMB). Programs classified as uncontrollable are specifically excluded from this report and will not be included in the computer listing to be provided by OMB.

For the purpose of this report, the term "spendout" means gross disbursements; it is not synonymous with the term "outlays," which means checks issued, interest accrued on the public debt, or other payments net of receipts and reimbursements. It is essential that the spendout report disregard receipts and reimbursements and record gross disbursements against unexpended balances. This distinction is particularly important for revolving funds or accounts

where reimbursements represent a major aspect of the financial program.

In estimating the amount of spendout of 1981 balances in each of the fiscal years 1982-1985, the following assumptions should be used:

a. Obligated balances carried forward at the end of 1981 generally will be spent out in 1982. Important exceptions are accounts having a long time lag between obligation and disbursement; e.g., construction and major procurement programs.

b. Unobligated balances will be obligated before new authority, and they generally will be spent out within a year after the obligation is incurred, except as noted in paragraph 3a above. Estimates of the spendout of these balances can usually be based on assumptions concerning obligation levels in 1982 and each year thereafter. Important exceptions, which will require special attention, include some "earmarked" funds (e.g., oil pollution fund revenues) and accounts with balances of:

- (1) funds that may lapse;
- (2) authority to borrow; or
- (3) contract authority.

4. Required information. Affected agencies will be furnished information from computer listings based on data in the 1981 Budget on estimates of unexpended balances (lines 24 and 74 on the program and financing schedule) and spendout of balances (lines 3130, 3140, 3230, and 3240 on the Supplementary Source Data, section B) for 1979, 1980, and 1981. (See sections 25 and 32 of OMB Circular No. A-11.) Specific instructions for completing the report in the format of Exhibit 5 are set forth below:

Description (col. 1).--This column should include the agency title, as well as other applicable entries required by paragraph 2, above. Additional entries may be used if deemed desirable, for clarity.

January budget estimate (col. 2).--This column should contain the applicable amount provided in the computer listing.

Current estimate (col. 3).--The latest estimate of 1981 balances is equal to the January budget estimate modified to reflect subsequent changes due to Congressional action (or inaction), reestimates, and Presidential initiatives.

These amounts must be consistent with the effects of any 1980 or 1981 changes reported elsewhere for the Mid-Session Review. Assuming no changes in estimates of expiring authority and of receipts and reimbursements, changes in estimates of budget authority and outlays will have a direct effect on the estimate of the unexpended balance (i.e., an increase in budget authority without a corresponding increase in outlays will result in an equal increase in unexpended balances, while an increase in outlays without a corresponding increase in budget authority will result in an equal decrease in unexpended balances). The amount in this column must equal the sum of the amounts in columns 4-9.

Spendout from 1981 balances in 1982-85 (cols. 4-7).--Enter the amount of spendout of 1981 year-end balances, estimated for each of the fiscal years 1982-1985.

1981 balances as of September 30, 1985 (col. 8).--The amount of 1981 balances remaining unexpended at the end of 1985 will include the balances of stand-by and back-up authority that will not be used in the foreseeable future. Expiring balances will be excluded. Footnotes will be included to explain any balances in excess of \$50 million. All amounts of stand-by and back-up authority must be footnoted as such.

1981 balances expiring in the 1982-1985 period (col. 9).--Enter any amounts of 1981 balances that are expected to expire unused in any of the fiscal years 1982-1985. Footnotes will be included to explain any such balances over \$50 million.

BPS0310P ..... SPRING PLANNING - BUDGET DATA .....PAGE 1,739  
 01/30/80 SUPPLEMENTARY SOURCE DATA (in thousands of dollars)  
 (22:53).....

AGENCY: Department of Human Services  
 BUREAU: Food Services  
 ACCOUNT: Salaries and expenses

OMB DIVISION CODE: NSO  
 BP-TEAM-ID: 20

ACCT-ID-CODE: 17-2234-0-1-567 FUN CT LINE // DN 1980 1981  
 ION NO IS SN Estimate Estimate  
 -----<---(1)--->---(2)--->---(3)--->---(4)--->---(5)--->---(6)--->

A. ANALYSIS OF BUDGET AUTHORITY AND OUTLAYS

CURRENT BUDGET AUTHORITY

Appropriation.....	802	4000 DN 01	<del>3,557</del>	<del>3,000</del>	<b>3,653</b>	<b>3,720</b>
Supplemental for Civilian Pay Raises.....	802	4420 DN 01	<del>0</del>	0	<b>0</b>	<b>0</b>
TOTAL BUDGET AUTHORITY...			<del>3,557</del>	<del>3,000</del>	<b>3,653</b>	<b>3,720</b>

OUTLAYS

Outlays.....	802	9000 N 01	<del>3,557</del>	<del>3,000</del>	<b>3,650</b>	<b>3,700</b>
Outlays from Civilian Pay Raise Supplemental.....	802	9120 N 01	<del>0</del>	0	<b>0</b>	<b>0</b>
TOTAL OUTLAYS.....			<del>3,557</del>	<del>3,000</del>	<b>3,650</b>	<b>3,700</b>

B. DISTRIBUTION OF OUTLAYS

CURRENT

From New Authority.....	802	3110 01	3,007	<del>0</del>	<b>3,007</b>	<b>3,049</b>
From Obligated Balances.....	902	3130 01	643	551	<b>643</b>	<b>551</b>
TOTAL (excluding memo entry)			<del>3,550</del>	<del>551</del>	<b>3,550</b>	<b>3,600</b>



BPS0310P ..... SPRING PLANNING - BUDGET DATA .....PAGE 1,740  
04/30/80 SUPPLEMENTARY SOURCE DATA (in thousands of dollars)  
(22:53).....

AGENCY: Department of Human Services OMB DIVISION CODE: NSD  
BUREAU: Food Services BP-TEAM-ID: 20  
ACCOUNT: Salaries and expenses

-----  
ACCT-ID-CODE: 17-2234-0-1-567 FUN CT LINE // DN 1980 1981  
ION ND IS SN Estimate Estimate  
-----<---(1)---><---(2)---><---(3)---><---(4)---><---(5)---><---(6)--->-----

C. CHARACTER CLASSIFICATION

BUDGET AUTHORITY

GENERAL ADMINISTRATION: Direct  
Federal programs..... 802 A-3800-04 01 3.658 **3,700**  
~~2,668~~

OUTLAYS

GENERAL ADMINISTRATION: Direct  
Federal programs..... 802 0-3800-04 01 3.650 **3,700**  
~~2,668~~

NOTE: Data for new accounts or supplementals will be reported on a Supplementary Source Data Form.  
See OMB Circular No. A-11, Exhibits 25A-D. All changes will be entered in red, and data will  
be reported in thousands of dollars.

BPS0310L ..... SPRING PLANNING - BUDGET DATA .....PAGE 39  
 04/30/80 MULTI-YEAR PLANNING ESTIMATES AND LONG-RANGE PROJECTIONS (IN THOUSANDS OF DOLLARS)  
 (22:52).....

AGENCY: Department of Human Services OMB DIVISION CODE: ESD  
 BUREAU: Food Services BP-TEAM-ID: 20  
 ACCOUNT: Salaries and expenses

ACCT-ID-CODE:	17-2234-0-1-567	FUN CT ION	LINE NO	G / N SN	1982 Estimate	1983 Estimate	1984 Estimate	1985 Estimate
					(1)	(2)	(3)	(4)
D. LONG RANGE BUDGET AUTHORITY AND OUTLAYS								
CURRENT BUDGET AUTHORITY								
Appropriation.....	271	4000	N 01		31,050 <del>29,596</del>	33,200 <del>30,957</del>	29,670 <del>28,976</del>	28,800 <del>28,503</del>
OUTLAYS								
Outlays.....	271	9000	N 01		19,800 <del>29,596</del>	30,265 <del>28,957</del>	29,000 <del>28,576</del>	28,500 <del>28,699</del>

Note: Data for new accounts or supplementals will be provided on an Agency Planning Document. See OMB Circular No. A-11, Exhibit 26A. All changes will be entered in red, and data will be reported in thousands of dollars.

Declassified in Part - Sanitized Copy Approved for Release 2013/07/17 : CIA-RDP06M00944R000200120002-1

8PSRADIA.....  
04/30/80 RECEIPT-ACCOUNT BUDGET DATA FILE LISTING - DIVISION SEQ .....  
(22:40)..... PAGE 53

ACT	AG	BU	TA	ACCT	CHAR-CL	DIV	P L		TP	TYPE OF DATA	A M O U N T S				
							FCT	LIT			SN	---	---	---	---
XXX	XX	XX	XX	XXXXXX	XXXX-XX	XXX	X	X	XX	---	---	---	---	---	---
( )	15	00	20	146310	3700-04	JTG	902	R	01	P	ANNUAL BUDGET DATA	29,621	29,621	29,621	0
( )	15	00	20	146320	3700-04	JTG	902	R	01	P	ANNUAL BUDGET DATA	11,765	0	0	0
( )	15	00	20	146400	3700-04	JTG	902	R	01	P	ANNUAL BUDGET DATA	9,061	<del>8,524</del> 8,324	<del>7,075</del> 8,175	0
( )	15	00	20	146510	3700-04	JTG	902	R	01	P	ANNUAL BUDGET DATA	247	245	244	0
( )	15	00	20	146520	3700-04	JTG	902	R	01	P	ANNUAL BUDGET DATA	18	16	<del>16</del>	0

8PSRADIA.....  
04/30/80 RECEIPT-ACCOUNT LONG-RANGE BUDGET DATA FILE LISTING - DIVISION SEQ .....  
(21:26)..... PAGE 75

ACT	AG	BU	TA	ACCT	CHAR-CL	DIV	P L		TP	TYPE OF DATA	A M O U N T S				
							FCT	LIT			SN	---	---	---	---
XXX	XX	XX	XX	XXXXXX	XXXX-XX	XXX	X	X	XX	---	---	---	---	---	---
( )	29	00	36	308000	3132-04	LVE	700	L	01	P	LONG-RANGE BUDGET	<del>330</del> 330	<del>330</del> 330	<del>330</del> 330	<del>330</del> 330
( )	29	00	36	309900	3132-04	LVE	700	L	01	P	LONG-RANGE BUDGET	210	210	210	210
( )	29	00	36	813210	3131-04	LVE	701	L	01	P	LONG-RANGE BUDGET	427,342	416,867	405,508	395,918
( )	29	00	36	813220	3700-04	LVE	952	L	01	UI	LONG-RANGE BUDGET	<del>50,000</del> 656,291	<del>30,000</del> 655,132	<del>10,000</del> 606,876	<del>0</del> 671,607
												656,291	675,132	686,876	691,607

NOTE: Data for new receipt accounts, supplementals, or legislative proposals will be noted by marking up the computer listing appropriately, giving as much identifying information as is available. Do not adjust past year (PY) data.

BPS0310C \*\*\*\*\* FY 1981 BUDGET DATA \*\*\*\*\* PAGE 5  
 05/14/80 STATUS OF DIRECT AND GUARANTEED LOANS (in thousands of dollars)  
 (13:26)\*\*\*\*\*

AGENCY: Department of Health and Human Services OMB DIVISION CODE: HIM  
 BUREAU: Office of Assistant Secretary for Health BP-TEAM-ID: 40  
 ACCOUNT: Health maintenance organization loan and loan guarantee fund

-----  
 ACCT-ID-CODE: XX-XXXX-X-X-XXX CT LINE // 1980 1981  
 75-4435-0-3-551 ION NO IS SN ESTIMATE ESTIMATE  
 -----<---(1)---><---(2)---><---(3)---><---(4)---><---(5)---><---(6)--->  
 G. STATUS OF DIRECT LOANS AND LOAN GUARANTEES

Limitation on obligations:

Appropriation.....	1110	01	0	155,000
Obligations incurred, gross.....	1200	01	-113,000	-155,000

Limitation on commitments:

Appropriation.....	3110	01	0	170,000
Commitments, gross.....	3200	01	-165,000	-170,000

DEPARTMENT OF HUMAN SERVICES  
ESTIMATED SPENDOUT OF BALANCES OF CONTROLLABLE PROGRAMS  
FROM 1981 END-OF-YEAR UNEXPENDED BALANCES OF BUDGET AUTHORITY

(in millions of dollars)

Description (1)	1981 ending balances		Spendout from 1981				1981 balances as of 9/30/85 (8)	1981 balances expiring in the 1982-85 period (9)
	January Budget estimate (2)	Current estimate (3)	balances in:					
	1982 (4)	1983 (5)	1984 (6)	1985 (7)				
Construction, General.....	700	1,200	821	156	93	40	90 <u>1/</u>	---
Revolving Fund..	151	151	151	---	---	---	---	---
Emergency Fund..	47	47	---	---	---	---	47 <u>2/</u>	---
All other.....	<u>23</u>	<u>23</u>	<u>23</u>	---	---	---	---	---
Total.....	921	1,421	995	156	93	40	137	---

1/ Balance remaining to be spent on fully funded FY 81 new construction starts.

2/ Stand-by authority.

DEPARTMENT OF HUMAN SERVICES  
Analysis of Changes 1/  
BUDGET AUTHORITY 2/  
(in millions of dollars)

	<u>1980</u>	<u>1981</u>	<u>1982</u>	<u>1983</u>	<u>1984</u>	<u>1985</u>
March Update estimate.....	4,563	4,985	5,307	5,538	5,705	6,100
Changes resulting from:						
<u>Presidential initiatives</u>						
Waste water treatment plant supplemental (transmitted 2/15/80).....	60	---	---	---	---	---
Highway Safety Program: Revised vehicle emission standards--publicly supported legislative proposal.....	---	-35	-45	-45	-45	-45
<u>Completed Congressional action</u>						
Solid waste planning grants-- mandatory authorization (P.L. 96-XXX).....	150	125	100	75	50	25
Inaction on higher education grant consoli- dation cost-saving legislation (change in effective date).....	70	60	50	40	30	30
<u>Reestimates</u>						
Increased number of social security beneficiaries.....	<u>100</u>	<u>110</u>	<u>120</u>	<u>130</u>	<u>140</u>	<u>150</u>
Current estimate.....	4,943	5,195	5,532	5,738	5,880	6,250

1/ List major changes of \$50 million or more in an individual account within the change categories.

2/ A separate exhibit will be prepared for outlays.

**ROUTING AND TRANSMITTAL SLIP**

*22 April 80*

**TO:** (Name, office symbol, room number,

**Initials**

**Date**

STAT

1.

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

*I've reviewed the attached. Bulletin 80-9 doesn't list CIA as an agency to which instructions apply. We should ignore unless we hear specifically from Keith*

*~~Circular A-120 superseded by Bulletin 78-11. A-120 should get standard distribution to O/PPPM, PDA (Logistics) OBC, ULC etc.~~*

**DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

**FROM:** (Name, org. symbol, Agency/Post)

**Room No.—Bldg.**

STAT

**Phone No.**

5041-102

U.S. G.P.O. 1977-241-530/3090

**OPTIONAL FORM 41 (Rev. 7-76)**  
Prescribed by GSA



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

Bulletin No. 80-9

April 14, 1980

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Reduction in the Use of Consulting Services

1. Purpose. This Bulletin provides instructions for the submission of plans for reducing consulting services by 15% in 1981.

2. Background. The planned reduction in consulting services is part of the President's program of budget restraint and reflects his concern that the use of these services may be excessive. The elimination of unnecessary expenses, while always important, is especially critical now.

3. Coverage. These instructions apply to the agencies listed in the attachment.

4. Definitions. Consulting services are defined in OMB Circular No. A-120. For the purpose of this Bulletin, however, reduction plans will apply only to contractual services and personnel appointments of consultants. Advisory committee members will not be included.

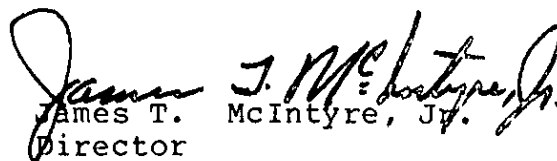
5. Required actions. No later than April 30, 1980, agencies will submit their plans to reduce their total obligations for consulting services by 15% from the level planned in the 1981 Budget. The information will be provided in the format of the exhibit.

Agencies should be prepared to provide information on the status of their planned reduction during 1981.

6. Application of savings. Savings resulting from reductions in consulting services may be counted as contributing to the requirement for a 2% reduction in operating costs. (See OMB Bulletin No. 80-8.)



7. Inquiries. Inquiries and requests for assistance should be directed to the OMB representative responsible for reviewing the agency's budget estimate.

  
James T. McIntyre, Jr.  
Director

Attachments

DEPARTMENT OF GOVERNMENT  
 Planned Reductions in 1981 Consulting Services

<u>Part 1 - Contractual Services.</u>	<u>Obligations (in thousands)</u>	<u>Workdays</u>
Total obligations for consulting services estimated in the 1981 Budget.....	_____	N/A
Less 15%.....	_____	N/A
Revised total.....	_____	N/A

<u>Part 2 - Personnel Appointments for Consultants.</u>		
Total obligations (and related workdays) estimated in the 1981 Budget.....	_____	( _____ )
Less 15% of obligations (and resultant reduction in workdays).....	_____	( _____ )
Revised total.....	_____	( _____ )

Part 3 - Detail. For each appropriation or fund account for which a reduction is planned, provide the following information:

a. <u>Account Identification Number</u>	<u>Account Title</u>	<u>Reductions</u>		
		<u>Obligations Amount (\$000)</u>	<u>Percent*</u>	<u>Workdays</u>
A		XX	XX	.XX
B		XX	XX	XX
⋮		⋮	⋮	⋮
Total		XXX	⋮	XXX

b. A statement of the total impact on the program or group of programs financed by the account of reduced or foregone consulting services.

c. Possible alternatives to using consulting services.

\*The amount of the reduction in obligations compared to the original estimated level for this program.

Exhibit 1  
 Bulletin No. 80-9

Attachment  
Bulletin No. 80-9

Agencies Required to Report

Department of Agriculture  
Department of Commerce  
Department of Defense  
Department of Education  
Department of Energy  
Department of Health and Human Services  
Department of Housing and Urban Development  
Department of the Interior  
Department of Justice  
Department of Labor  
Department of State  
Department of Transportation  
Department of the Treasury  
Environmental Protection Agency  
National Aeronautics and Space Administration  
Veterans Administration  
General Services Administration  
International Communication Agency  
International Development Cooperation Agency  
Nuclear Regulatory Commission  
Office of Personnel Management  
Small Business Administration  
Executive Office of the President



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

Bulletin No. 80-8

March 17, 1980

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Reduction in Operating Expenses for Fiscal Year  
1981

1. Purpose. This Bulletin provides instructions for reducing agency operating expenses for 1981 by an amount equal to two percent of the totals for personnel compensation contained in the 1981 Budget.

2. Background. The President has determined that the spending program in his 1981 Budget must be reduced and has directed that agencies reduce their operating expenses for the remainder of 1980 (to the extent possible) and in 1981. These reductions are separate from and in addition to any program cuts that may have been recommended to achieve target reductions in outlays for 1981 for relatively controllable programs.


3. Coverage. These instructions apply to Executive Branch departments and establishments.

4. Required actions. Each agency is required to reduce spending for operating expenses in 1981. The reduction will be determined by multiplying the total amount contained in object class 11 (personnel compensation) in the 1981 Budget for each agency by two percent. The reduction should be applied to any operating expenses including, but not limited to, amounts in object class 11. (Object class 11 amounts merely provide the basis for computation.)

Each agency is also required to reduce spending for operating expenses to the extent possible in 1980. No target amount has been set for these savings, but initiating immediately the efficiencies chosen to achieve the 1981 savings should produce savings in 1980.

Where reductions cannot be accomplished administratively, it may be necessary to propose budget amendments, rescissions, or deferrals. Agency staff should consult their OMB representatives concerning the need for such actions.

Agencies will report to OMB by March 31, 1980 the amount of the reduction and their plan for achieving these savings. Agencies should also be prepared to discuss the effects of the required reductions in status reports that will be requested later. These reports will summarize the results as of August 31, 1980, March 31, 1981, and September 30, 1981.

  
James T. McIntyre, Jr.  
Director



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

Bulletin No. 80-7

March 17, 1980

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Limitation on Federal Civilian Hiring

1. Purpose. This Bulletin provides for a limitation on the hiring of Federal civilian personnel as directed by the President on March 14, 1980. Instructions are also provided for appeals in a very limited number of situations where exceptions may be warranted.

2. Background. The President has determined that the spending program in the 1981 Budget must be reduced. He has further decided that curtailment of Federal civilian hiring is one of a number of courses of action that are appropriate for the economic conditions the Nation is now facing.

3. Limitation on hiring. The President has directed that each agency in the Executive Branch (excluding the Postal Service) immediately establish controls to limit the number of appointments to full-time permanent positions to not more than 50% of the number of vacancies occurring after February 29, 1980. For the duration of this limitation, the full-time permanent employment base for each agency is the level of employment that existed on February 29, 1980. Thereafter, that base will decrease by 50% of the number of vacancies occurring after that date. A vacancy in existence as of February 29, 1980 (planned positions that were then vacant) may be filled only by use of one of the permitted appointments resulting from new vacancies, i.e., from among the 50% of the number of vacancies occurring after February 29, 1980.

Except for the exemptions listed below, this limitation applies to all new hires of full-time permanent Federal civilian personnel and to transfers of personnel between Executive Branch agencies.

Contracting with firms and institutions outside the Government will not be used to alleviate or circumvent the effect of this limitation. Individuals will not be hired on a temporary basis as a substitute for full-time permanent employees to evade this limitation.

Personnel reallocations should be made within agencies so as to meet the needs of highest priority--particularly to assure that vital and basic services are not interrupted. It is recognized that such reallocations involve difficult choices. Agency heads, in establishing internal reallocation priorities, are urged to scrutinize carefully those staff resources devoted to "overhead" or support activities. Wherever possible, reallocation of staff resources to the highest priority program needs should be made from these "overhead" and/or support functions.

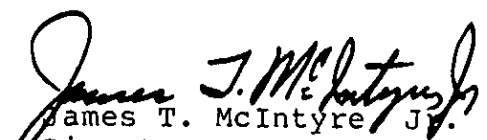
4. Exemptions. The following exemptions to the limitation are permitted:

- a. at the discretion of the agency head, hiring necessitated by emergency situations involving the safety of human life and protection of property.
- b. when staffing is essential for maintaining operations that directly protect human safety.
- c. the filling of positions under programs that are presently exempt from employment ceilings.
- d. hiring in accordance with firm written commitments by agency personnel officers, made prior to March 1, 1980.
- e. hiring by the U.S. Postal Service.
- f. reassignments of personnel within an agency.
- g. appointments to Executive Level positions. (This does not include positions in the senior executive service.)
- h. shifting of employees from one agency to another because of a transfer of functions resulting from Presidential reorganization or legislative action.

5. Appeal of hiring limitation. Additional exemptions may be granted by the Office of Management and Budget--in a very limited number of cases--if a determination is made by OMB that such action is necessary to assure that essential services are provided and that fundamental needs and requirements of law are met. When an agency head believes that circumstances warrant an exception, an appeal must be made in writing to the Director of the Office of Management and Budget. The need for additional personnel must be fully justified, including an explanation as to why intra-agency reallocation is not feasible.

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

7. Inquiries. Questions regarding the instructions in this Bulletin will be addressed to the OMB representatives in charge of the agency's budget estimates.

  
James T. McIntyre Jr.  
Director





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

FEB 27 1980

Bulletin No. 80-6

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

Subject: Freeze on procurement of new office and household furniture

1. Purpose. This Bulletin provides for a freeze on the procurement of new office and household furniture by Executive Branch departments and agencies. This supersedes the moratorium ordered by the Administrator of General Services on October 9, 1979.

2. Scope and background. This action results from Congressional and Executive Branch findings revealing that significant improvement is needed in the procurement and utilization of furniture.

The Administrator of General Services will take the lead in the effort to assure effectiveness in the procurement and utilization of furniture throughout the Executive Branch. He has developed a "Furniture Management Reform Plan," approved by OMB, that covers actions already started for 1980 as well as those anticipated for 1981. The freeze will apply to all requisitions and orders submitted to GSA and all other sources on and after the date of this Bulletin and shall be administered by GSA in accordance with the Furniture Management Reform Plan.

Agencies will be required to submit to GSA plans for the procurement of furniture in 1981. The plans will be reviewed in GSA and forwarded to OMB for approval. The Administrator will announce the furniture management reform plan shortly and issue instructions for the preparation and submission of agency furniture expense plans. Exceptions to the freeze may be granted by GSA in unusual circumstances.

3. Coverage. This Bulletin prohibits the procurement of all new office and household furniture in Federal Supply Classes 7105, 7110, 7125, and 7195, from all sources, by Executive Branch departments and agencies.

4. Timing. The freeze is effective immediately and will remain in effect until (1) the GSA Executive Branch furniture management plan has been initiated, and (2) each agency's furniture expense plan for 1981 is approved by OMB.

5. Inquiries. Inquiries and requests for assistance should be addressed to Mr. Herbert McCarthy, Deputy Commissioner, Federal Supply Service, telephone 557-8644.

  
James T. McIntyre, Jr.  
Director

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OMB BULLETIN 80-5  
14 February 1980

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 80-5

February 14, 1980

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Support for the Twentieth Decennial Census

1. Purpose. This Bulletin requests support by departments and agencies for the Twentieth Decennial Census, and provides guidance for government-wide efforts.

2. Background. The President, in Proclamation 4701 of November 6, 1979, announced that the Twentieth Decennial Census will be taken beginning April 1, 1980. He stressed the importance of its accuracy, particularly because Census results are used to determine the redrawing of congressional boundaries and State and local redistricting. They also provide the basis for distributing large amounts of funds under various Federal programs among the States and communities (see Attachment A).

Many private firms are actively promoting citizen cooperation with the Census. The Advertising Council has prepared an impressive set of materials for a wide variety of media and public information purposes. AT&T is distributing 90 million notices throughout the country in the first quarter of 1980 to its employees and customers and a host of other corporations have planned major efforts to promote the Census.

3. Suggested Agency Actions. The following are ways in which departments and agencies can provide support for the Census.

a. Identify programs or organizational units that do mailings and include Census inserts with those mailings.

b. Include a Census insert with all material being sent out from public information offices to the general public.

c. Identify all regular mailings related to providing Federal payments to citizens and include Census inserts with those.

d. Request that field offices include Census inserts in mailings to the public.

e. Add the Census slogan and logo to all written or verbal communications with the public.

f. Add the Census tag line in advertising posters or public announcements.

g. Post Census posters in public areas in government buildings in Washington and in the field. To obtain posters, call Dan Kennedy, Bureau of the Census, (301) 568-1200.

4. Schedule. Plans for activities supporting the Census should be developed immediately. All efforts should begin in February and continue throughout March.

5. Materials. Camera-ready copy is available from Dan Bailey, Acting Chief, Census Promotion Program, Bureau of the Census, Department of Commerce, Washington, D.C. 20233, (301) 763-1090, (Attachment B).

6. Inquiries. Inquiries also should be directed to Dan Bailey, Census Promotion Program, (301) 763-1090.

  
James T. McIntyre, Jr.  
Director

Attachments

# CENSUS '80 INFORMATION

ATTACHMENT A  
BULLETIN No. 80-5

FEDERAL PROGRAMS

RELY ON CENSUS DATA

THE FOLLOWING ARE SOME OF THE FEDERAL PROGRAMS THAT DEPEND ON CENSUS INFORMATION  
TO GUIDE THE ALLOCATION OF FUNDS TO STATES AND LOCAL COMMUNITIES...

- o Employment and Training
  - o Health Services
  - o Mental Health Centers
  - o Housing and Community Development
  - o Vocational Education
  - o Community Colleges
  - o Educationally Deprived Children
  - o Headstart
  - o Highway Safety
  - o Agricultural Research
  - o Energy Research and Development
  - o Special Programs for the Elderly
  - o Housing and Community Development
  - o Water and Waste Disposal
  - o State Reading Improvement Program
  - o Nutrition for the Elderly
  - o Unemployment Insurance
  - o Alcohol and Drug Abuse
  - o Community Action Programs
  - o Vocational Rehabilitation
  - o Student Loans
  - o Airport and Airway Development
  - o Handicapped Children
  - o Federal Aid to Highways
  - o Land and Water Conservation
  - o Cooperative Extension Service
  - o Law Enforcement Assistance
  - o Rural Development
  - o Industrial Development
  - o Emergency School Aid
  - o Anti-Recession Assistance
  - o Summer Youth Recreation
- 
- o Indian and Native American Employment
  - o Comprehensive Employment and Training Act (CETA)
  - o Senior Community Service Employment Program
  - o Summer Programs for Disadvantaged Youth
  - o Public Library Construction and Services

U.S. Department of Commerce  
BUREAU OF THE CENSUS  
Census Promotion Office  
Washington, D.C. 20233  
(301) 568-1200

**We're counting on you.  
Answer the census.**

**We're counting on you.  
Answer the census.**

**CENSUS'80**

**We're counting on you.  
Answer the census.**

**We're counting on you.  
Answer the census.**

**CENSUS'80**

**CENSUS'80**

**We're counting on you.  
Answer the census.**

**CENSUS'80**

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**CENSUS'80**

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Answer the census.**

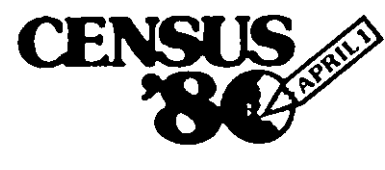
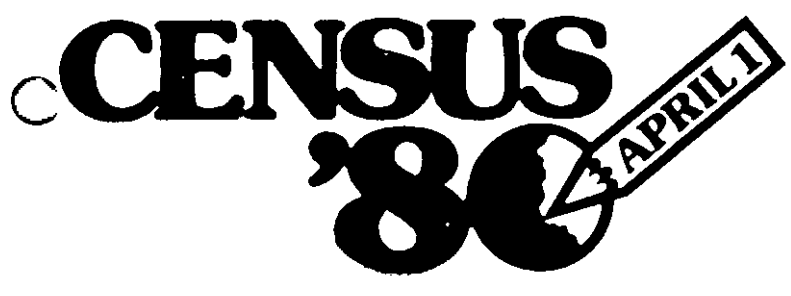
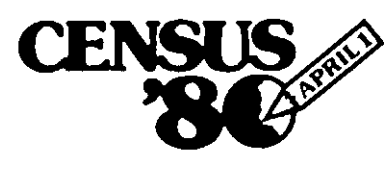
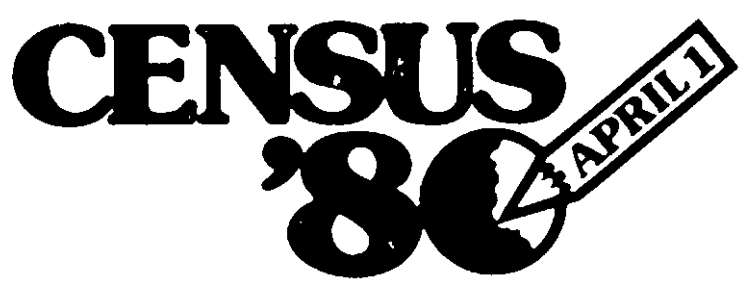
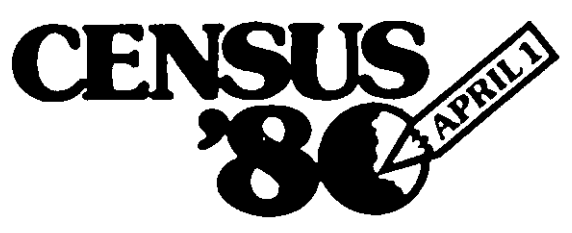
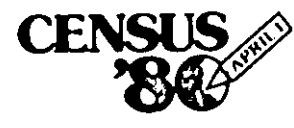
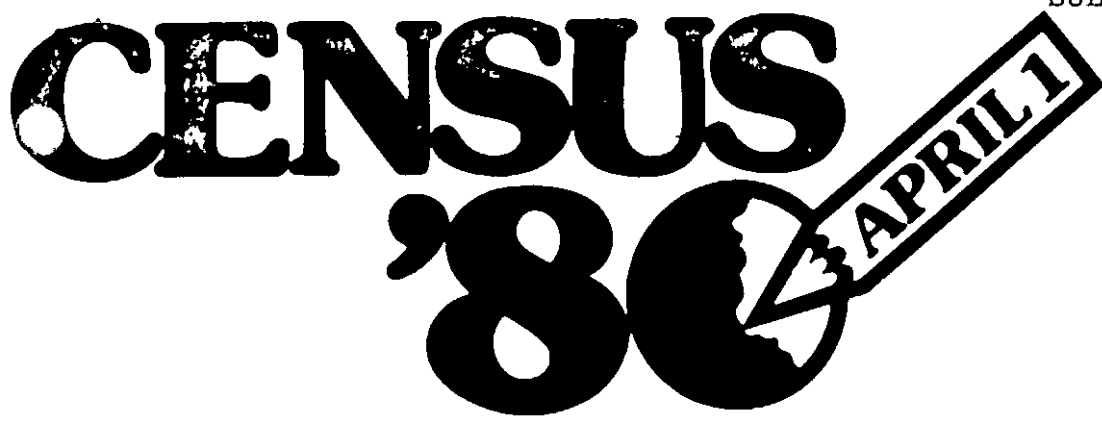
**CENSUS'80**

**We're counting on you.  
Answer the census.**

**We're counting on you.  
Answer the census.**

**CENSUS'80**

**CENSUS'80**





# CAMERA-READY COPY FOR AN ENVELOPE STUFFER PROMOTING THE 1980 CENSUS

ATTACHMENT B  
BULLETIN NO. 80-5

Copy A below is for a one-sided stuffer

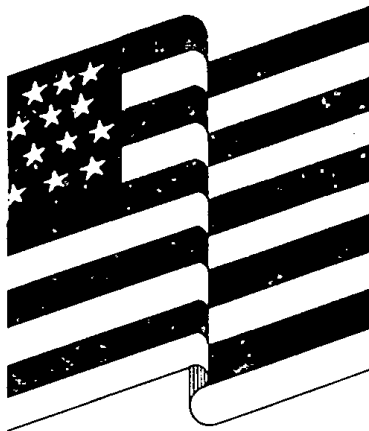
Copy B is for a two-sided stuffer.

**We're Counting On You  
Answer The Census**

Everyone  
must be counted  
to assure fair political  
representation and full funding  
for government programs  
in our community!

**CENSUS '80**

**The 1980  
Census  
Is Almost  
Here!**



**We're counting on you.  
Answer the census.  
CENSUS '80**

**CENSUS  
'80** APRIL 1

## A Brief Message

A 1980 census questionnaire will arrive in your mail on Friday, March 28. The answers to the questions asked will help us, as a society, to better understand ourselves. Though the questions asked are about you and each person in your household, your personal answers will be treated with absolute confidentiality and published only in statistical totals.

The reason you should participate is because the 1980 census benefits you and your community. The population count will be the basis for assuring every American equal representation in the House of Representatives, many State legislatures, and in local redistricting. Census findings will also be used to give your community a fair share of more than \$50 billion spent annually through government programs for better police protection, new parks, the nutrition program for the elderly, and the like.

We're counting on you. When the questionnaire arrives, please answer all the questions. Then either mail back the form on April 1 or hold it for a census taker to pick up, depending on the instructions.

Thank you.

**Vincent P. Barabba**  
Director  
Bureau of the Census

OMB BULLETIN No. 80-4

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5 DECEMBER 1979

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

BULLETIN NO. 80-4

December 5, 1979

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. 79-1 of October, 11, 1978. The provisions contained in this Bulletin remain in effect until September 30, 1981, unless superseded or rescinded at an earlier date.

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

4. Excess currencies. Currencies of the following countries are excess to the Government's normal requirements for fiscal years 1980 and 1981.

Burma	India	
Egypt*	Pakistan	
Guinea		*Limited, see 6 below.


5. Near excess currencies. Supplies of currencies available for U.S. programs for fiscal year 1980 in the following places are above immediate needs, but are not sufficient to be declared excess.

Morocco	Tunisia
Poland	Yugoslavia
Taiwan	

6. Restrictions on special foreign currency programs. Special foreign currency program appropriations will be available for incurring obligations payable in any excess foreign currency, except that obligations under special foreign currency programs in Egypt will be made only within ceilings established by the Office of Management and Budget. Such ceilings will be communicated to the appropriate agencies in the near future.

7. Effective date. This Bulletin is effective immediately.

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

  
James T. McIntyre, Jr.  
Director

OMB BULLETIN 80-3

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10 NOVEMBER 1979

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 80-3

November 16, 1979

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Fiscal Year 1980 Travel and Transportation  
Reduction

1. Purpose. This Bulletin provides instructions on the fiscal year 1980 reduction in Executive Branch travel and transportation of persons and things required by section 112 of House Joint Resolution 412 (P.L. 96-86), enacted on October 12, 1979.

2. Background. Section 112 of P.L. 96-86 (see Attachment A) limits the obligation of funds available for Executive Branch travel and transportation of persons and things (object classes 21.0 and 22.0) during fiscal year 1980 to \$500 million less than the amount proposed in the January budget, as amended and supplemented. The Director of the Office of Management and Budget is required to allocate the reduction and to report the allocation of the reduction to the Committees on Appropriations of the House of Representatives and the Senate.

3. Coverage. These instructions apply to all Executive Branch departments and establishments.

4. Guidelines for the Reduction. Each head of an executive department or establishment is required to reduce 1980 obligations for travel and transportation of persons and things under the following guidelines:

- 1980 obligations for travel and transportation of persons and things should be reduced by 8% of the total amount of obligations for travel and transportation for the department or agency;
- the reduction should be applied to total obligations in object classes 21 and 22 in the President's 1980 Budget as transmitted in January 1979 and amendments or supplementals approved by the President for 1980;

- as set forth in the Act, the reduction should not be applied to travel and transportation related to debt collection and supervision of loans, but agencies should reallocate the 8% reduction within the agency to compensate for these exceptions (see following paragraph);
- where the Congress has specifically reduced travel and transportation in connection with appropriation acts, the amount of the travel reductions should be at least as much as the reduction imposed by the Congress;
- the reduction should apply particularly to overseas travel, whenever possible. The President's memorandum of September 25, 1979 recognized opportunities for reductions in overseas travel and directed that several actions be taken to achieve them (See Attachment B); and
- particular attention should also be directed toward the reduction of administrative travel, i.e., travel that is not directly related and essential to the performance of a Federal program or mission.

Agencies that have significant travel and transportation related to debt collection and supervision of loans may request adjustment of the specified reduction. The justification for such a request should include specific information on reasons for and the amount of travel and transportation that is needed for purposes related to debt collection and supervision of loans.

5. Use of Savings. Savings generated from reductions may be applied to other approved program activities within the same appropriation in the following order of priority:

a. to offset the need for mandatory program supplemental appropriations or amendments that could otherwise be submitted to the Congress under the provisions of the Antideficiency Act (31 U.S.C. 665 (e)).

b. to absorb increased pay costs.

c. to offset the need for policy-based supplementals or amendments that have Presidential approval or support.

6. Reporting Requirements. Each head of an Executive Branch department or establishment for which 1980 obligations in

object classes 21.0 and 22.0 were planned in the 1980 Budget, as amended to date, is required to submit an initial and four quarterly travel reduction reports to OMB. (See Section 7, Submission and Timing.)

The reports should be submitted in the format of the attached exhibit. The travel reduction reports should present the planned reduction and the status of the quarterly pattern of travel obligations for the department or agency. Agencies should consult with their OMB representatives concerning the need for information by bureau or other subdivision within the agency.

The heading will identify the report as "Travel Reduction Report" and will further identify the report as "Initial", "First Quarter", "Second Quarter", etc. The date the report is submitted and the name of the agency will also be included, as illustrated.

Part A. PLANNED REDUCTION. This part will show the amounts used to arrive at the planned reduction for travel and transportation of things and the effects of the reduction on agency programs.

Column 1(a) will provide the amounts of obligations included under object classes 21 and 22 in the 1980 Budget Appendix.

Column 1(b) will provide the amounts of amendments and supplementals approved by the President for 1980 (for object classes 21 and 22) to be added to the amount in the 1980 Budget Appendix.

Column 1(c) will provide the total obligations in object classes 21 and 22 in the 1980 Budget Appendix plus amendments and supplementals (for object classes 21 and 22) (Col. 1(a) plus 1(b)).

Column 2 will provide the amount of the reduction. This amount should be determined as specified in section 4. The total reduction for the agency must be 8% or more. Individual bureau or similar subdivision reductions, however, may be above or below the 8% level, providing that the reduction for the agency is at least 8%. If the Congress provided a reduction of 8% or more, then, that reduction should be made. If the Congress provided a reduction that in total for the agency is less than the 8% reduction, then, a further reduction to reach the 8% is required. In



these instances, the situation should be described on the agency reduction plan in a footnote; i.e., the amount of the reduction attributable either to specific decreases made by the Congress in limitations on travel and transportation of things or other reductions in appropriation acts specifically related to travel and transportation should be identified.

Column 3 will provide the reduced total obligations in object classes 21 and 22 (Col. 1(c) minus Col. 2). The total of this column is not to exceed 92 percent of 1980 obligations planned for these object classes in the 1980 Budget as amended and supplemented (Col. 1(c)).

If the agency is proposing an adjustment of the specified reduction, the report should be prepared showing a reduction of 8% and footnoted to indicate that an adjustment is proposed. The amount and justification for the proposed adjustment should be provided separately.

A brief description of the programmatic effects should also be provided as illustrated in the exhibit.

#### Part B. QUARTERLY PATTERN OF TRAVEL OBLIGATIONS.

Part B will show the quarterly pattern of travel obligations for the agency. It will separately identify the cumulative amount of (1) planned obligations for travel and transportation of persons and things as of the end of each quarter and (2) the actual obligations as of the end of that quarter. The amounts planned for the fourth quarter should be identical to the amounts in Part A, Column 3, "Currently Planned." In cases where the obligations for the year to date are higher than the amounts shown in the approved plan to date, a written explanation should be attached to the quarterly report. The explanation should include a statement describing steps being taken to ensure compliance with the approved plan.

OMB will review and approve or modify each travel reduction plan and return a copy of the approved plan to the agency. The plan approved by OMB will constitute a ceiling on total obligations for travel and transportation in fiscal year 1980.

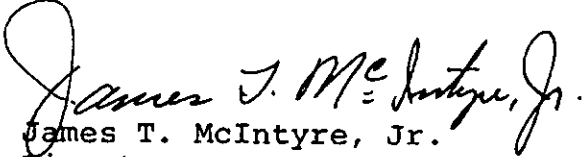
Proposed supplementals or amendments to the 1980 Budget affecting travel or transportation that are submitted to OMB

subsequent to the approved supplementals and amendments covered by the initial agency plan, will be accompanied by a revised travel reduction plan. Following approval of such supplementals or amendments by the President, OMB will return to the agency a copy of the approved travel reduction plan.

Appropriate procedures will be established to ensure that the approved ceiling (including adjustments for supplementals approved by the President that are submitted after the plan is approved and adjustments for congressional action further limiting travel) will not be exceeded.

7. Submission and Timing. An original and one copy of the travel reduction reports will be submitted to OMB:

- by November 30, 1979. Part B of this initial report should show amounts for the planned line only.
- by January 31, 1980. The amounts reported in this report must be consistent with the amounts in the 1981 Budget. The actual obligations for the first quarter will also be shown in this report.
- by 20 days after the end of the second, third, and fourth quarters of fiscal year 1980.

  
James T. McIntyre, Jr.  
Director

Attachments

ATTACHMENT A

Excerpt from House Joint Resolution 412 (P.L. 96-86)

SEC. 112. During the fiscal year ending on September 30, 1980, the total amount which may be obligated to travel and transportation of persons, and transportation of things, for officers and employees of the executive branch of the Government shall not exceed an amount which is \$500,000,000 less than the total amount proposed therefor in the Budget of the United States Government for such fiscal year (as amended and supplemented), transmitted by the President under Section 201 of the Budget and Accounting Act, 1921. The Director of the Office of Management and Budget shall allocate the reduction in such proposed total amount among the departments, agencies, and instrumentalities of the executive branch and shall report on such allocation to the Committees on Appropriations of the House of Representatives and the Senate: Provided, that in allocating the reduction in such proposed total amount among the departments, agencies, and instrumentalities of the executive branch, no reduction shall be made in funds for debt collection or supervision of loans, nor shall any department, agency or instrumentality be reduced by more than fifteen per centum of the amount proposed for each such department, agency, or instrumentality in the Budget of the United States Government for such fiscal year (as amended and supplemented), transmitted by the President under section 201 of the Budget and Accounting Act, 1921.

THE WHITE HOUSE  
WASHINGTON  
September 25, 1979

MEMORANDUM FOR THE HEADS OF  
EXECUTIVE DEPARTMENTS AND AGENCIES  
SUBJECT: Reducing U.S. Employment Abroad

In May, based on reports to me from our Ambassadors abroad, I directed the Secretary of State and the Director, Office of Management and Budget, to review the number of U.S. employees abroad. A Review Group was formed to examine the problem.

Teams visited 12 of our largest diplomatic missions and prepared a report which indicates that there are opportunities for reductions in our missions overseas by consolidating or eliminating functions, basing activities on U.S. territory or other means. I am directing the Secretary and the Director, in close cooperation with the heads of the agencies involved, to examine the specific recommendations in the Review Group report and to recommend to me implementing action, where appropriate.

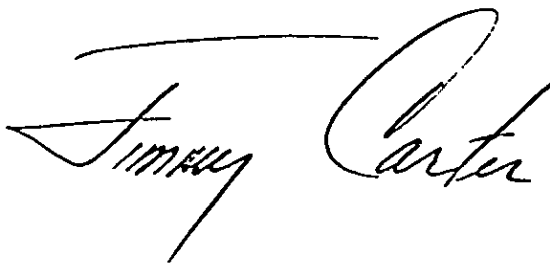
Part of this review has already been completed, and I am today directing several actions be taken now.

- (1) One of the major workload factors at some posts is the large number of official visitors who require assistance from our employees stationed overseas. In order to reduce the workload and employees abroad, we need to hold the number of official visits to the necessary minimum. Accordingly, I am directing all senior civilian and military executives to make a special effort to insure that overseas trips are absolutely necessary. Furthermore, I am asking the Department of State, in addition to already existing requirements for clearing foreign travel at the Assistant Secretary level and above, to establish a system for minimizing official travel at all levels to posts which are from time to time especially overburdened.

- 2 -

- (2) At many of our posts abroad, administrative support activities are fragmented among the various agencies represented. This results in too many people doing too little work while some basic services are not being adequately provided. To eliminate duplication and improve efficiency, I am directing that, in consultation with affected agencies, the Secretary of State establish joint administrative organizations at all U.S. diplomatic missions abroad, where efficiency and reduction of personnel will result.
- (3) I have decided that the Drug Enforcement Administration's regional offices abroad should be closed by the end of Fiscal Year 1980, and American personnel associated with regional operations withdrawn, except that I will assess the Bangkok regional office closing date during budget hearings this fall.
- (4) The tremendous workload associated with processing refugees in Southeast Asia has already stretched State and Immigration and Naturalization Service overseas personnel resources. To alleviate this problem, I have proposed budget amendments to the Congress to cope with this situation. In doing so, I have considered fully the impact this request might have on the program to reduce overseas employment, but I can find no alternative in this special circumstance.
- (5) The current system for monitoring overseas direct employment (MODE) must be improved, to assure that employment abroad is the minimum needed to fulfill U.S. interests. There are significant opportunities for improvements to the present system. I am asking the Secretary of State, the Director, Office of Management and Budget, and the Assistant for National Security Affairs to prepare improved management and control procedures.

On August 3, the Director of the Office of Management and Budget asked all agencies that have personnel at diplomatic missions abroad to participate in a special zero-based budget review of overseas functions and positions. The results of this special review will be incorporated in the Fiscal Year 1981 budget.

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in black ink and is positioned in the lower right quadrant of the page.

TRAVEL REDUCTION REPORT - FIRST QUARTER

Date: January 31, 1980

Department of Government  
(In thousands of dollars)

A. PLANNED REDUCTION.

	(1980 obligations)				
	Travel and transportation of persons and things (object classes 21.0 and 22.0)				
	(1)			(2)	(3)
	Previously Planned			Reduction	Currently Planned
(a)	(b)	(c)			
1980 Budget Appendix	Amendments, Supplementals	Total			
Bureau of Analysis	50	--	50	6	44
Bureau of Operations	500	25	525	38	487
Bureau of Administration	75	--	75	8	67
Total	<u>625</u>	<u>25</u>	<u>650</u>	<u>52 a/</u>	<u>598</u>

Program Effects

[Describe here the effects of the reductions on agency programs.]

B. QUARTERLY PATTERN OF TRAVEL OBLIGATIONS.

	Cumulative amounts			
	(1)	(2)	(3)	(4)
	1st	2nd	3rd	4th
	quarter	quarter	quarter	quarter
Planned	120	275	450	598
Actual	110			

a/ Specific congressional reductions of \$32 thousand are included in this total.

OMB BULLETIN NO. 80-2

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

BULLETIN NO. 80-2

October 25, 1979

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Increased pay costs for fiscal year 1980

1. Purpose. This Bulletin provides instructions for the submission of an analysis of increased pay costs for fiscal year 1980 and guidance on the possible absorption of such costs and on the pay supplementals required.

2. Background. Office of Management and Budget (OMB) Circular No. A-11 (sections 13.4(d) and 32.7(b)) instructed agencies to include amounts for the October 1979 pay raise in their 1980 and 1981 budget estimates, if the new pay rates were known at the time of submission. Agencies should include in their budget schedules the additional 1980 and 1981 amounts required for the pay raise when they are informed by OMB of their 1981 budget allowances.

The information submitted pursuant to this Bulletin will provide the basis for requests to the Congress in the 1981 Budget for the 1980 pay supplementals.

3. Coverage. These instructions apply to the fiscal year 1980 costs of:

a. Civilian personnel pay raises effective in October 1979 under Executive Order 12165 issued pursuant to P.L. 91-656, and comparable raises granted by administrative action. Also pay raise limitations, effective in October 1979, under an amendment to Executive Order No. 12165 that will be issued shortly, pursuant to P.L. 98-86. This would affect the pay of those covered by the Executive and Senior Executive Service Schedules and those civilian positions for which the rate of pay is limited by the amount payable for Executive Level V.

b. Military personnel pay raises effective in October 1979 under Executive Order 12165 issued pursuant to P.L. 90-207.



c. Actual wage board pay raises currently effective in fiscal year 1980 and granted under 5 U.S.C. 5341, together with additional raises estimated to be granted under the same authority through September 30, 1980. Note: Section 613 of the Treasury, Postal Service, and General Government Appropriation Act, P.L. 96-74, prohibits the use of funds under that Act or any other appropriations act to fund increases in wage board pay rates authorized by 5 U.S.C. 5343 that exceed the overall percentage increase in the general schedule rates of basic pay in fiscal year 1980.

d. Senior Executive Service rank and performance awards, pursuant to the Civil Service Reform Act of 1978, P.L. 95-454.

4. Absorption policy. The amount of the 1980 pay increase costs specified above will be computed on the basis of the latest approved 1980 program levels.

Agencies are expected to absorb a minimum of 40% of total increased pay costs by:

a. Using all available resources within the account to cover increased pay costs, including savings and revenues obtained from:

- o effects of personnel levels that are lower than anticipated under available funds;
- o funds provided in appropriations to cover costs of parking that have now been offset by parking charges (OMB Circular A-118 and Treasury Bulletin 79-14); and
- o 1980 reductions in travel and transportation of persons and things required by section 112 of P.L. 96-86; and other reductions in operating costs.

b. Using existing transfer authority to maximize absorption when resources within an account are insufficient to meet such costs.

c. Seeking additional transfer authority between appropriation accounts within the same agency. (See paragraph 7.)

Each agency will apply the principles set forth in OMB Circular Nos. A-117 and A-64 to achieve economies through cost reduction, position management, and other management

improvement programs. Reapportionment requests should be submitted in accordance with paragraph 6 below to apportion any previously deferred funds (line 10 of S.F. 132) or unapportioned balances of revolving funds (line 11 of S.F. 132) that may now be used to meet increased pay costs. Pay supplementals should be proposed only when the head of the agency has determined that full absorption is not possible.

Available resources will be applied first to program increases for uncontrollable items that qualify for deficiency apportionment, to the extent that the total amount of these program increases can be absorbed. Remaining available resources should be applied to cover the various types of increased pay costs (i.e., civilian statutory pay systems, military pay systems, wage board, administrative action, and SES rank and performance awards) in the following order of priority:

(1) Any type of increased reimbursement to other accounts due to increased pay costs (including payments to revolving funds).

(2) Any type of increased pay cost (including increases due to SES rank and performance awards), that can be absorbed in full.

(3) Any type of increased pay cost that cannot be absorbed in full.

5. Preparation of required materials. Each agency is required to submit to OMB by November 16, 1979, an analysis of increased pay costs for fiscal year 1980. The analysis will be prepared in accordance with the instructions in Attachment A and submitted in the format of the related Exhibit. In all cases, the amount that the agency intends to request for the pay raise supplemental should be included in the print material submission for the 1981 Budget Appendix that reflects budget determinations. Agencies whose budget determination print submission will be due in OMB prior to November 16, should perform the pay analysis in advance of that date so that their submission includes the amounts to be requested for the pay raise supplemental.

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 change limitations or to provide for extended availability in the case of multiple-year and no-year accounts (i.e., "to remain available for obligation until...").

Guidelines to be used in drafting proposed appropriation language are presented in Attachment B.

6. Apportionment and reapportionment requests. Agency requests for reapportionment to reflect increased pay costs for FY 1980 will be submitted (as necessary) in accordance with Part IV of OMB Circular No. A-34. Requests for "deficiency" apportionments that anticipate a need for pay supplementals are authorized by section 107 of P.L. 96-86 and must be accompanied by three copies of the agency head's statement of necessity, as required by 31 U.S.C. 665(e)(1). The agency head's statement will be worded as follows:

"I hereby determine that it is necessary to request apportionment (or reapportionment) of the appropriation '(appropriation title)' on a basis that indicates the necessity for a supplemental estimate of appropriations for pay increases in accordance with section 107 of P. L. 96-86."

When a group of such requests is transmitted at one time, a single certification may be used for all requests. Reapportionment requests for increased pay costs are to be submitted to OMB within 10 days of final OMB approval of the supplemental appropriations to be requested in the 1981 Budget.

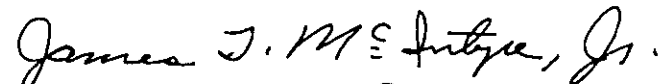
7. Supplemental appropriations for 1980. The proposed appropriation language and analysis required under paragraph 5 will serve as the basis for the request for 1980 pay supplementals. Upon approval by OMB of amounts of supplemental appropriation requests, agency budget schedules will be adjusted as necessary. Program supplementals will be handled separately, in accordance with sections 39.1 - 39.6 of OMB Circular No. A-11.

If an agency is seeking a supplemental to be derived by transfer between appropriation accounts (see paragraph 4c) that involves:

- no withholding or delaying of the availability of funds, no deferral report is required. (In these cases, available resources should be apportioned in

the losing accounts so that the funds to be transferred are available in the last half of the fiscal year.)

- withholding or delaying the availability of funds (in order to preserve the funds for transfer), a deferral report (see OMB Bulletin No. 75-15) is required and should be submitted, as appropriate, with the supplemental request.
- funds that cannot be used in the losing account regardless of whether the Congress accepts the transfer request, a rescission proposal is to be submitted once a definite amount of excess funds is known. When such a definite amount is not known at the time the supplemental is requested, OMB should be notified of these circumstances. In those cases, the rescission proposal (and the related request for withholding) should not be submitted until a definite amount of excess funds is known by the agency.

  
James T. McIntyre, Jr.  
Director

Attachments

ATTACHMENT A  
Bulletin No. 80-

Analysis of Increased Pay Costs for  
Fiscal Year 1980

Each agency will submit by November 16, 1979, an analysis of increased pay costs for fiscal year 1980 resulting from the pay raises specified in paragraph 3 of this Bulletin. An original and two copies of this analysis will be prepared for fiscal year 1980 in the format illustrated by the Exhibit. The analysis will be accompanied by the narrative explanation and appropriation language required in paragraph 5 of this Bulletin.

For purposes of this analysis, amounts for allocation accounts (transfer appropriation accounts) will be incorporated in the amounts shown for the parent account rather than in the amounts shown for 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 2, 1979 unless other arrangements have been made by the agencies concerned. Allocation accounts will be considered a source of transfer only by the parent agency.

Advances or reimbursements between Government accounts should be treated in the following way:

- The performing agency will include the associated increased pay costs in columns 2 and 3 of their analysis. (See attached exhibit). These costs will also be included in column 5, treated as a part of the performing agencies' absorption. (See instructions for entries under column 5 below.)

- The ordering agency will consider these increased pay costs as a part of ordinary expenses and will not include them in columns 2 and 3 of their analysis, since such costs relate to employees of the performing agency. The ordering agency will absorb, to the maximum extent possible, the payments to other accounts or agencies for the increased pay costs through administrative action and will report the portion of the payment for increased pay costs that cannot be absorbed through administrative action in column 4 of the analysis. (See instructions for entries under column 4 below.)

Where more than one type of pay increase is involved (i.e., civilian statutory pay systems, military pay systems, wage

board, administrative action, or SES rank and performance awards) the amounts applicable to each will be reported separately in columns 2 through 4 of each analysis. Increased pay costs for allocation accounts will be included, by type of pay raise, in the amounts shown for the parent account in columns 2 through 4. In columns 5 through 8, the amounts for each account will be reported in total (i.e., without separately identifying the amount associated with each type of pay increase or allocation account).

The final entry in each table will be labeled "Total, all pay increases" and will show the total amounts for the agency for columns 2 through 8.

The analysis will be prepared on 8 1/2" x 14" paper, as described below:

Column 1. List under each bureau or organizational unit to which separate appropriations or funds are available, the title of each account (other than allocation accounts) out of which any increased pay costs are paid directly. These will include revolving and management funds (excluding 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.

Increased pay costs under civilian statutory pay systems will be entered without further identification. Other types of pay increases (i.e., Senior Executive Service rank and performance awards, wage board, administrative action, military pay systems) will be identified in the stub column under each account where appropriate.

Column 2. Enter the direct cost of pay raises for employees paid from the reporting account whether or not the costs result from the performance of reimbursable work. Agencies should be careful to include any additional payments 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 to other accounts for work or services. (To the extent they cannot be absorbed through currently authorized agency administrative action, they are to be reported in column 4.)

Column 3. For each listed account, report the added costs that are indirectly related to the pay raise, whether or not the costs are reimbursable. For this purpose, the related costs include such items as Government retirement contributions, employer FICA taxes, Government contributions to employee life insurance premiums, and other payments that 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.)

Added costs, if any, for SES rank and performance awards should be identified separately.

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

Column 5. Report, in total for each account, the portion of the increases shown in columns 2 and 3 that can be absorbed through currently authorized agency administrative action. This will include absorptions through existing transfer authority from other accounts and amounts to be covered by reimbursements from other accounts.

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

Column 7. Total of columns 5 and 6.

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

ATTACHMENT B  
Bulletin No. 80-

Guidelines for Drafting Proposed Appropriation Language  
for Pay Supplementals for Fiscal Year 1980

Indentation, punctuation, and capitalization will conform with the presentation used in Part III, Section II of the 1980 Budget Appendix (pp. 1128-1132).

Organization titles and breaks, including the appropriation account title will generally conform to the fiscal year 1980 appropriation bills as enacted.

All new items not included in the 1980 appropriation bills (e.g., chapter, organizations, accounts, or appropriation language phrases) will be underscored.

Sample formats illustrating the above guidelines follow:

DEPARTMENT OF GOVERNMENT

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

Bureau of Economic Development: "Salaries and expenses",  
\$314,880;  
"Inspection services", \$213,590 to remain available  
until March 30, 1981;

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



NOTES: a. Amounts are in dollars.  
 b. Actual size of this form is 8-1/2 x 14 inches.

EXHIBIT  
 Bulletin No. 80-

ANALYSIS OF 1980 INCREASED PAY COSTS

DEPARTMENT OF GOVERNMENT

Organizational unit and account title (1)	Increase in direct pay and other related cost of this agency		Amounts to be paid to other accounts that are not absorbed administratively (4)	Possible by administrative action (5)	Net absorption		Additional appropriation required (8)
	Direct pay (2)	Related cost (3)			Requiring Congressional Action (6)	Total (7)	
Office of the Secretary:							
Salaries and expenses.....	197,420	18,700	. . .)	79,700 <sup>1/</sup>	. . .	79,700	170,870
Wage board.....	31,500	2,950	. . .)				
Bureau of Economic Development:							
Salaries and expenses.....	949,160	89,220	. . .)	723,500	. . .	723,500	314,880
Inspection Services.....	176,000	16,540	21,050	. . .	. . .	. . .	213,590
Development Trust Fund.....	1,240,000	111,600	. . .	21,600	1,330,000	1,351,600	. . .
Government Corporation:							
ABC Revolving Fund (adm. action).....	1,065,000	100,110	. . .	865,110	300,000	1,165,110	. . .
Total:							
Civ. stat. pay systems.....	9,336,400	872,660	42,310)				
Wage board.....	142,500	13,250	. . .)				
Adm. action.....	1,065,000	100,110	. . .)				
SES rank and performance awards.....		. . .					
Total, all pay increases.....	10,543,900	986,020	42,310	5,246,660	1,701,600	6,948,260	4,623,970

<sup>1/</sup> Includes \$15,000 to be transferred from "Salaries and Expenses, Bureau of Safety" under P.L. \_\_\_\_\_. (Cite existing authority)

OMR RIPIETIN 20-1

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 80-1

October 17, 1979

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Information on improvements in financial systems

1. Purpose. This bulletin requests information on improvements to agency financial systems. The information covers agency progress, plans, and goals under the Administration's Financial Priorities Program, and other agency efforts to improve financial systems.

2. Progress, plans, and goals. Agency submissions on financial systems are the primary source of data for evaluation of progress, plans, and goals. These submissions will be used by the Office of Management and Budget, by the General Accounting Office, and by other members of the Joint Financial Management Improvement Program (JFMIP). Outstanding achievements and major undertakings will be summarized and published in the President's Budget, as well as in the Annual Report of the JFMIP, so that noteworthy experiences are shared.

3. Reporting requirements. All agencies should submit data in accordance with the guidelines set forth in the attachment.

-- Schedule A provides for a profile of agency progress and goals in nine priority areas under the Administration's Financial Priorities Program. This program was announced in our memorandum of May 7, 1979, and is being carried out with the advice and support of the General Accounting Office and other members of the JFMIP.

-- Schedule B provides for <sup>Comp# 79-0627</sup> reporting of significant accomplishments and major undertakings (in process or planned) in the nine financial priority areas, and in auditing, information technology, budgeting, payroll, productivity, and specialized and other systems.

-- Schedule C summarizes progress being made and plans for accounting systems approval by the General Accounting Office.

Please submit an original and three copies not later than November 15, 1979. If the entire submission cannot be completed by that date, submit Schedule A by November 15, and request an extension (up to 30 days) for submission of Schedules B and C. Submissions should be addressed to:

Executive Director  
Joint Financial Management Improvement Program  
Suite 705  
666 Eleventh Street, NW  
Washington, D.C. 20001

  
James T. McIntyre, Jr.  
Director

Attachment

## GUIDELINES FOR FINANCIAL MANAGEMENT SUBMISSIONS

Information should be provided in accordance with the attached three formats: an agency profile of status and goals under the Financial Priorities Program with supporting materials; information on accomplishments and plans for specific projects; and a special report on accounting systems. The overall report should not exceed 50 pages for major agencies. Others should be briefer.

### Schedule A - Agency Profile

This schedule summarizes agency progress and goals under the Administration's program to improve financial systems in nine priority areas. Progress for 1979 should be reported as accurately as possible. Inspectors General and internal audit staff should be consulted as appropriate. Goals for 1980 and 1981 should be realistic and achievable within requested budgetary resources. Overall progress and goals must be objectively and analytically supported in attachments to Schedule A. Wherever percentages are reported, show the basis for calculations. Backup material should be kept to the minimum necessary to support Schedule A. OMB will notify the agency if additional support is needed. Specific projects in support of Schedule A may be reported in Schedule B and referenced.

In preparing Schedule A, please consider the following guidelines.

### Overall implementation

- a. Is an individual or an office assigned overall responsibility and authority for implementing the Program? Provide name of individual or office.
- b. Is the Program explicitly included in internal management and program plans with reporting to top management on at least a quarterly basis? Describe plans and reporting.
- c. Do performance appraisal criteria for all individuals responsible for financial priorities reflect those assignments?

### 1. Accounting systems

- a. Show the percentage of accounting systems designs approved by GAO both by percentage of systems covered and by percentage of outlays covered. Further details are to be reported in Schedule C.

b. Show the estimated percentage of the number of agency limitations which are tracked in formal operating accounting system reports (both for approved and unapproved systems). Agency limitations are specific allowances which have been made through Presidential (OMB), Congressional, or top agency management guidance for programs, activities, object classes, etc. Agency limitations do not include statutory limitations, apportionments, reapportionments, allotments, suballotments, or administrative subdivisions. Describe reporting methods used now and under future goals.

c. Show the estimated percentage of the number of programs or activities covered by operational accounting system reports on nonfinancial performance measures. Specify programs covered now and in future goals.

d. Show the estimated percentage of the number of programs or activities covered by operational accounting system reports on unit cost. Cost is a measure of resources consumed regardless of when the funds were obligated or paid. Specify programs covered now and in future goals.

## 2. Internal control

a. Does the agency have an integrated plan showing the design of its internal controls over its programs and the relationship and roles various units play in the process, e.g., relationship of personnel, finance, MIS, program evaluation, audit, etc? Describe the plan and improvement goals.

b. If question a. is answered positively, do internal audit findings or other review results show that the specified controls are actually followed?

## 3. Cash management

Estimate both one-time savings and annual interest savings to the Government as a whole. Any improvement in the flow of cash which causes a one-time outlay saving or a continuing reduction in the need for Federal borrowing is to be counted. Methods commonly used to achieve this include speeding up collections and deposits, controlling disbursements more closely, and eliminating excessive cash balances. An interest rate of 9% should be used in calculating interest savings. List each action with one-time and recurring savings separately identified.

4. Audit followup

a. Report whether OMB audit followup policy (OMB Circular A-73) has been implemented in agency operations. If there are significant exceptions, answer No and provide details.

b. Report this number of unresolved audit reports and associated questioned costs for all audit reports over six months old. Explain backlogs and goals.

5. Outlay estimates

Under a. and b., report actual outlays as a percentage of Presidential Budget estimates adjusted for policy changes subsequent to transmittal of the budget. Adjustments should be made for programmatic changes, Congressional changes, organizational changes, etc. Adjustments should not be made for changes in economic assumptions or other changes in estimating techniques.

Under subsection a., report the President's 1979 outlay estimate as carried in the Budget Accounts Listings in the 1979 Budget published in January 1978. Under subsection b., report similarly for the 1980 Budget.

Under subsection c., report the average monthly percentage deviation between actual months and the latest estimate submitted under Circular A-112. In calculating the average monthly deviation, use the arithmetic mean of percentage deviations, ignoring signs. That is, do not allow deviations related to overspending to offset those related to under-spending.

Describe problems, plans, and goals for improving estimates.

6. Debt collection

Reporting should follow the same rules as in the Treasury Bulletin 79-10 concerning interim reporting on debt collection. Provide supporting details for major programs, and for accounts receivable and loans receivable.

7. Overtime

a. Have agency systems been implemented which reflect guidance contained in OMB's November 16, 1978 memorandum to agency heads? Describe existing controls, highlighting those responding to that memo.

b. Are overtime controls integrated with related controls on overgrading, grade escalation, personnel ceilings, contracting out, the use of consultants, etc? Describe integrated controls.

8. Grant financing

a. Estimate end-of-month average advances outstanding under grant programs. Report on all programs identified in the Catalog of Federal Domestic Assistance as subject to OMB Circulars A-102 and A-110.

b. Estimate the percentage of outlays financed by letter of credit or electronic fund transfer.

9. Grant accountability

a. Estimate the percentage of the number of grant programs for which OMB cost principles are implemented with no significant exceptions. See OMB Circulars A-21 and 74-4. Note exceptions.

b. Estimate the percentage of the number of grant programs for which OMB standard administrative requirements are implemented with no significant exceptions. See OMB Circulars A-102 and A-110. Note exceptions.



Schedule B - Status of Financial Management Improvements

A separate Schedule B should be used for reporting (1) significant accomplishments on financial management improvements, (2) major undertakings in process, and (3) planned undertakings of financial management improvements. Check the correct box to identify the major report heading.

Significant accomplishments are those improvements that were completed during fiscal year 1979. Improvements installed during prior years, properly identified as such, may also be included provided the resulting operating and managerial gains were initially realized during the period which this report covers.

Major undertakings in process and planned should also be reported on Schedule B. The reporting instructions are identical for reporting accomplishments, with the following exceptions:

- For in-process undertakings show the target completion or implementation dates. For planned undertakings show the target initiation dates and completion or implementation dates.
- For those undertakings for which target dates have slipped more than 6 months, as compared to the dates reported in FY 1978 reports, explain the reason(s) for the delay or problems encountered.

Write out your agency and major subdivision. (Do not use acronyms.)

Identify the financial management improvements in one of the nine financial priority areas, or one of the following categories:

- Auditing
- Budgeting
- Information Systems Technology
- Payroll
- Productivity
- Specialized Systems and Other

More than one improvement may be reported on a single page. However, each category should begin on a new page. The narrative presentation should include a concise description of the improvement, the implementation/target date, cost savings, benefits, and the name and telephone number of an individual to whom requests for more specific information on the improvement can be directed.

Schedule C - Status of Accounting System Approval and Implementation

This section of the report identifies the status of accounting systems approval by the General Accounting Office and implementation of the approved systems design. No report is required for any systems design that has been approved by GAO and fully implemented before October 1, 1978.

Column (1). Reportable accounting systems will be categorized as to the stages of approval and implementation, namely:

- Stage I-Working on principles and standards: List all systems for which principles and standards have not been approved.
- Stage II-Working on systems design: List all systems for which principles and standards have been approved but systems designed have not been approved.
- Stage III-Implementing approved system: List all systems for which principles and standards and systems design have been approved but for which the approved systems have not been implemented. List also all systems for which approved systems were implemented during fiscal year 1979.

Column (2). Show the dates of approval of the principles and standards. There should be no entry for systems reported under Stage I. If principles and standards have been approved, the system should be reported in Stage II.

Column (3). Show the dates of approval of systems design. There should be no entry for systems reported under Stage II. If systems design has been approved, the system should be reported under Stage III.

Column (4). Show the dates when principles and standards or systems design, as appropriate, were formally submitted for approval. No entry is required for Stage III.

Column (5). Show the target dates, as appropriate, for formal submission of principles and standards or systems design for approval or implementation of the approved systems. For Stage I items, show two dates--one for principles and standards and the other for systems design; the former should be identified with a "P" and the latter with an "S". If implementation was completed during fiscal year 1979, enter the date followed by "(ACTUAL)" for Stage III items.

Column (6). Show the target dates that were reported in the Financial Management Improvement Report for FY 1978.

Column (7). If there is more than a 6-month difference between the dates in Columns (5) and (6), explain the reason for the delay or problem(s) encountered. Use additional sheets, if necessary.

Schedule A  
FINANCIAL PRIORITIES PROGRAM  
Agency Profile  
Department of Government

	<u>1979</u> <u>Actual</u>	<u>1980</u> <u>Goal</u>	<u>1981</u> <u>Goal</u>
<u>Overall implementation</u>			
a. Clear assignments	Yes	Yes	Yes
b. Specified in agency plans	No	Yes	Yes
c. Included in performance evaluations	No	Yes	Yes
<u>1. Accounting systems</u>			
<u>a. GAO approval</u>			
- Number of systems	75%	100%	100%
- Outlays	50%	100%	100%
b. Reports on "agency limitations"	50%	75%	100%
c. Integrated performance reporting	50%	50%	75%
d. Unit costs	-	25%	50%
<u>2. Internal control</u>			
a. Unified agencywide system	No	No	Yes
b. Audits affirm system use	No	No	Yes
<u>3. Cash management-annual savings</u>			
	\$10M	\$20M	\$20M
<u>4. Audit followup</u>			
a. OMB audit policy implemented	No	Yes	Yes
<u>b. Unresolved audit reports</u>			
- Number	400	200	200
- Questioned costs	\$50M	\$20M	\$20M
<u>5. Outlay estimating</u>			
a. Actual 1979/Adjusted Jan 78 Est.	102%	n/a	n/a
b. Actual 1979/Adjusted Jan 79 Est.	103%	n/a	n/a
c. Average monthly deviation	7%	n/a	n/a
<u>6. Debt collection</u>			
a. Owed to agency by public	\$900M	\$1000M	\$1200M
b. Delinquent	10%	5%	2%
c. In default	3%	2%	2%
d. Written off this year	\$30M	\$30M	\$20M
<u>7. Overtime</u>			
a. Adequate control procedures	Yes	Yes	Yes
b. Integrated with related controls	No	Yes	Yes
<u>8. Grant financing</u>			
a. Monthly average advances	\$20M	\$16M	\$10M
b. Under letter of credit or EFT	85%	91%	98%
<u>9. Grant accountability</u>			
a. OMB cost principles implemented	80%	83%	89%
b. OMB standard administrative requirements implemented	50%	60%	71%

FINANCIAL PRIORITIES PROGRAM  
Agency Profile

	<u>1979</u> <u>Actual</u>	<u>1980</u> <u>Goal</u>	<u>1981</u> <u>Goal</u>
<u>Overall implementation</u>			
a. Clear assignments			
b. Specified in agency plans			
c. Included in performance evaluation			
<u>1. Accounting systems</u>			
a. GAO approval			
- Number of systems			
- Outlays			
b. Reports on "agency limitations"			
c. Integrated performance reporting			
d. Unit costs			
<u>2. Internal control</u>			
a. Unified agencywide system			
b. Audits affirm system use			
<u>3. Cash management-annual savings</u>			
<u>4. Audit followup</u>			
a. OMB audit policy implemented			
b. Unresolved audit reports			
- Number			
- Questioned costs			
<u>5. Outlay estimating</u>			
a. Actual 1979/Adjusted Jan 78 Est.			
b. Actual 1979/Adjusted Jan 79 Est.			
c. Average monthly deviation			
<u>6. Debt collection</u>			
a. Owed to agency by public			
b. Delinquent			
c. In default			
d. Written off this year			
<u>7. Overtime</u>			
a. Adequate control procedures			
b. Integrated with related controls			
<u>8. Grant financing</u>			
a. Monthly average advances			
b. Under letter of credit or EFT			
<u>9. Grant accountability</u>			
a. OMB cost principles implemented			
b. OMB standard administrative requirements implemented			

FINANCIAL MANAGEMENT IMPROVEMENT REPORT  
FOR FISCAL YEAR 1979

(Check one only)  ACCOMPLISHMENT  UNDERTAKINGS (In Process)  PLANNED

Agency and Major Subdivision: \_\_\_\_\_

Category: (Use only one per sheet) \_\_\_\_\_

Description of Improvement/Goal/Plan	Cost Savings and Other Benefits	Implementa- tion/Target Date	Person and Phone No. to Contact

