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

September 21, 1983

BULLETIN No. 83- 21

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Implementation of Debt Collection Act of 1982 - Use of
Credit Reporting Agencies

1. Purpose. This Bulletin provides guidance on referring information to credit reporting agencies, and on the use of credit reports to ascertain the credit-worthiness of loan applicants and the financial reliability of prospective contractors and grant recipients.

It is expected that the use of credit reporting agencies will (1) provide an incentive for debtors to repay delinquent Government debts by making these debts part of their credit records and (2) enable agencies to improve the quality of their credit, contract, and grant decisions by taking into account the financial reliability of applicants.

2. Authority. Statutory authorities are the Budget and Accounting Act of 1921, as amended, and the Debt Collection Act of 1982 (P.L. 97-365).

3. Coverage. This Bulletin applies to all claims or indebtedness of Executive Branch Departments and Agencies, except those claims or indebtedness arising under, or amounts payable under the Internal Revenue Code, the Social Security Act, and/or the tariff laws of the United States which are exempted from coverage under the Debt Collection Act.

4. Background. The Government's efforts in credit management and debt collection have been hampered in the past by agencies' inability to exchange credit information with the private sector and with other Federal agencies. The Debt Collection Act eliminates these impediments and authorizes the release of information on delinquent, non-tax consumer debts to private-sector credit reporting agencies, subject to certain procedural requirements. There have not been similar restrictions on the release of information on commercial debts.

5. Policy. Executive Branch agencies shall report all non-tax commercial debts and all delinquent, non-tax consumer debts to credit reporting agencies and shall obtain credit reports to assess the ability of delinquent debtors to repay their debts. Before awarding a loan, loan guarantee, contract, or grant, agencies shall obtain a credit report on the applicant as provided for below.

Where a credit report discloses that an applicant is delinquent on a Federal debt, has been debarred or suspended as a contractor by a Federal agency, or has otherwise failed to meet obligations to the Federal Government, no award shall be made without consulting the other affected agencies. Where a credit report discloses that a delinquent debtor is the recipient of another Federal loan, contract, or grant, consideration should be given to collecting the debt by administrative offset against payments to be made on such loan, contract or grant, using procedures set forth in the Federal Claims Collection Standards.

Foreign debts, and debts of State and local governments, Indian tribal governments, and other public institutions need not be referred to credit reporting agencies. Credit reports need not be obtained in every instance that a loan, loan guarantee, contract, or grant is awarded. Credit reports should be used where they serve a useful business purpose, considering such factors as the amount of the potential award, the agency's prior experience with the applicant, and the existence of other means of evaluating credit-worthiness or financial reliability.

6. Definitions. For the purposes of this Bulletin, the following definitions are applicable:

- a. Commercial Debt - all non-tax debts of businesses in excess of \$100, arising from loans, loan guarantees, overpayments, fines, penalties or other causes.
- b. Consumer Debt - all non-tax debts of individuals in excess of \$100, arising from loans, loan guarantees, overpayments, fines, penalties, or other causes.
- c. Credit report - any written, oral, or other communication of information by a credit reporting agency bearing on the credit-worthiness or financial reliability of an applicant or debtor of the Federal Government.

7. Action Requirements. By November 30, 1983, agencies shall:

- ° Report commercial debts, and delinquent consumer debts to credit reporting agencies. This includes existing debts as well as new ones.
- ° Establish procedures for using credit reports as part of the decision-making process when awarding a loan, loan guarantee, contract, or grant.

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In order to meet these requirements, agencies shall take the following steps:

a. Reporting Information

- Identify the Privacy Act systems of records from which information on delinquent consumer debts will be disclosed to credit reporting agencies. Disclosures may not be made indiscriminately from any system, and must be made from primary systems of records containing information about the claim. Notice shall be published in the Federal Register identifying the applicable system of records.
- Identify which debts will be reported; the point in the collection process when information will be disclosed; and what information will be disclosed.
- Ensure that the debt is valid and the information is accurate, complete, timely, and relevant.
- Notify delinquent consumer debtors in writing, 60 days prior to reporting, that the debt is overdue and will be reported to credit agencies unless repayment arrangements are made.
- Establish internal procedures to permit a consumer, as provided for by statute, to appeal the accuracy and validity of information concerning the debt.
- Establish procedures to report information on commercial debts and delinquent consumer debts, and to update the information.
- Establish procedures to report substantive changes and corrections to the data reported.

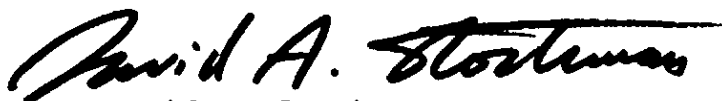
b. Obtaining Credit Reports

- Identify the loan, loan guarantee, grant, and contract activities for which credit reports will be used.
- Decide whether credit reports will be obtained through an existing contract, a GSA service schedule, or whether a need exists to award a new contract.
- Establish procedures to obtain credit reports from credit reporting agencies and the means of obtaining the data -- by telephone, mail, or on-line terminal.

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8. Information Contact. For further information on the requirements of this Bulletin, contact the Credit Management/Debt Collection Staff, Finance and Accounting Division, Office of Management and Budget, Washington, D.C. 20503, telephone number (202) 395-3066.

9. Sunset Review Date. This Bulletin will expire on September 30, 1984.

A handwritten signature in black ink that reads "David A. Stockman". The signature is written in a cursive, slightly slanted style.

David A. Stockman
Director



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

November 14, 1983

BULLETIN NO. 83-20, Supplement No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Revised Procedures for Reporting Receipts Estimates

1. Purpose. This supplement updates instructions contained in the original Bulletin on consolidating general fund proprietary receipts and provides the instructions on consolidating special and trust fund receipts that were anticipated in the Bulletin.

2. General fund proprietary receipts.


a. Attachment B has been updated as indicated to reflect changes in the accounts for which estimates are to be reported to OMB.

b. Attachment C is a list of accounts that cannot be consolidated for Treasury accounting purposes because of statutory requirements. Agencies must continue to report these receipts separately to Treasury, but they will not be reported to OMB (except for proposed legislation; see paragraph 6.d. of the original Bulletin). The Treasury Department will inform OMB of the actual amounts reported by the agencies and OMB will include these amounts in the appropriate consolidated account.

c. Clearing accounts (F3800 series) will be consolidated into a single account for all budget purposes throughout the year and the offset for proprietary receipts will be applied to the totals for the Treasury Department and the General Government function. Agencies are reminded that clearing accounts are required to be cleared by the end of the fiscal year.

3. Special and trust fund receipts. Attachment D is a list of certain special and trust fund sub-accounts that will be consolidated. The agencies should use the new sub-accounts to provide data for all years covered by the 1985 Budget. There will be no change in the budget treatment of these receipts, except that some cases, offsetting receipt amounts will be applied at the sub-function (e.g., 302), rather than the major function (e.g., 300), level.

4. Data maintained by the agencies. As indicated previously, the objective of the consolidations is to align as closely as possible the level of detail reported by the agencies to Treasury and OMB with that used for decision-making, for control purposes, and for publication in the budget documents and supporting materials. There will continue to be a need for agencies to maintain data on actual receipts from certain sources, even though it is not routinely reported, in order to respond quickly to inquiries. Attachment E is a list of the sources of receipts that in the past have been the subject of inquiries to OMB.


David A. Stockman
Director

Attachment

Revised Attachment B
Bulletin No. 83-20

OMB REVISED
GENERAL FUND PROPRIETARY RECEIPT
ACCOUNT STRUCTURE

<u>Account Title</u>	<u>Account. No.</u>
<u>Funds Appropriated to the President</u>	
Interest on loans, Foreign Assistance Act, of 1961, FAP	146600
Interest on foreign military credit sales, FAP	146820
Dollar repayments on loans, Agency for International Development, FAP	294100
Repayment of loans, foreign military credit sales, FAP	296800
<u>Agriculture</u>	
Rent and bonuses from land leases for resources exploration and extraction, USDA	181100
National forest fund (general), USDA	222100
<u>Commerce</u>	
Fees and other charges for other services, DOC	241920
Fees and other charges for communication and transportation services, DOC	242900
<u>DOD-Military</u>	
Rent of equipment and other personal property (Army, Navy, Air Force)	184000
Deposits for survivor annuity benefits (Army, Navy, Air Force)	246200
Sale of scrap and salvage materials (Defense Agencies only)	265100
Recoveries for Government property lost or damaged, not otherwise classified (Army, Navy, Air Force)	301900

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Revised Attachment B (Cont.)
Bulletin No. 83-20

<u>Account Title</u>	<u>Account. No.</u>
Recoveries under the Foreign Military Sales Program (Army, Navy, Air Force, Defense Agencies)	304100
General fund proprietary receipts, Department of Defense, not otherwise classified (Army, Navy, Air Force, Defense Agencies)	321000
<u>DOD-Civil</u>	
Deep-water port user fees, Corps of Engineers	241800
<u>Education</u>	
Repayments of loans, capital contributions, higher education activities, DEd	291500
<u>Energy</u>	
Sale of minerals and mineral products, Naval Petroleum Reserve, DOE	223000
Sale and transmission of electric energy, Alaska, DOE <u>1/</u>	224200
Sale and transmission of electric energy, Falcon Dam, DOE	224500
Sale and transmission of electric energy, Southwestern Power Administration, DOE	224700
Sale and transmission of electric energy, Southeastern Power Administration, DOE	224800
Sale of power and other utilities, not otherwise classified, DOE	224900
Repayments on miscellaneous recoverable costs, not otherwise classified, DOE	288900
<u>Interior</u>	
Miscellaneous interest collections, not otherwise classified, DOI	149910
Rent and bonuses from land leases for resource exploration and extraction, DOI	181100

(footnotes on last page)

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<u>Account Title</u>	<u>Account. No.</u>
Royalties on natural resources, not otherwise classified, DOI	203900
Sale of timber, wildlife and other natural land products, not otherwise classified, DOI	222900
Sale of publications and reproductions, not otherwise classified, DOI	225900
Fees and other charges for program services, DOI	241910
(Proceeds from the sale of land, Columbia Basin land development program) <u>2/</u>	(2622)
<u>Labor</u>	
Interest on unemployment insurance loans to States, DOL <u>3/</u>	149600
<u>Transportation</u>	
Metropolitan Washington Airport Revenues, DOT <u>4/</u>	246300
Yacht and boat fees, Coast Guard, DOT	242100
Miscellaneous recoveries and refunds, not otherwise classified, DOT	309900
<u>Treasury</u>	
Interest on loans to the District of Columbia, Treas.	144100
Interest on loans to States, municipalities and other public bodies, Treas.	144910
Interest on loans to the United Kingdom, Treas.	146100
Interest on quota in International Monetary Fund, Treas.	146310
Interest on loans to International Monetary Fund, Treas.	146320
Interest on deposits in tax and loan accounts, Treas.	148400
Gain by exchange on foreign currency denominated public debt securities, Treas. <u>5/</u>	168200
Recover of mint and manufacturing expense, Treas.	229200
Dollar conversion of foreign currency loan payments, Treas. <u>5/</u>	286800
Proceeds from the sale of Chrysler warrants, Treas. <u>5/</u>	289200
Repayment of loans to the United Kingdom, Treas.	296100

(footnotes on last page)

<u>Account Title</u>	<u>Account. No.</u>
<u>Veterans Administration</u>	
Fees for loan guarantee housing administration, VA	246600
<u>District of Columbia</u>	
Repayment of loans and advances to D.C. <u>6/</u>	295000
<u>Outer Continental Shelf Receipts</u>	
Royalties on Outer Continental Shelf lands	202000
Rent and bonuses on Outer Continental Shelf lands	182000
<u>Panama Canal Accounts</u>	
Tolls and other revenues, Panama Canal Commission	242800

-
- 1/ Replaces accounts for Eklutna project (224200) and Snettisham project (224300).
 - 2/ Deleted; see Attachment C.
 - 3/ Includes the majority of receipts formerly reported to account 149910, Miscellaneous interest collections, not otherwise classified; residual of 149910 should be reported to 143500, General fund proprietary interest receipts, not otherwise classified.
 - 4/ Replaces DOT entries for the following accounts:
 - Rent of real property, not otherwise classified, 183000
 - Sale of power and other utilities, not otherwise classified, 224900
 - Landing fees, airports, 242600
 - Fees and other charges for communication and transportation services, 242900
 - Business concessions, 246500
 - 5/ Not previously listed.
 - 6/ Replaces the following accounts:
 - Repayment of loans to D.C., 295000
 - Repayment of advances to stadium sinking fund, 295100
 - Repayment of advances to D.C. general fund, 295200

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Attachment C
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General Fund Proprietary
Receipt Accounts Requiring Special Treatment

The following accounts must be used for purposes of reporting to Treasury because of statutory requirements, but data normally will not be reported to OMB.

2441, Overtime service, FCC;

2442, Overtime service, marine inspection and navigation, DOD, DOT, and Treasury;

2611, Sale of town lots and standing timber, Alaska, DOI;

2621, Sale of lands, etc., account of military post construction fund, DOD;

2622, Proceeds from the sale of land, Columbia Basin land development program, DOI;

2641, Sale of ordnance material, DOD;

2642, Proceeds of sales of vessels, Coast Guard, DOT;

2643, Proceeds of sales, Coast Guard stations, DOT.

TRUST AND SPECIAL FUND RECEIPTS CONSOLIDATION

Note: Consolidations are indicated by showing the new account title and number, followed by the old accounts in parentheses.

	<u>Account Numbers</u>	<u>Classification</u>
<u>Major Social Insurance Trust Funds</u>		
OASI:		
Taxes and contributions.....	8006.10	G
(FICA)	(8006.10)	
(SECA)	(8006.11)	
(Refunds)	(8006.15)	
(Deposits by States)	(8006.30)	
(Gifts)	(8006.42)	
Interest received by trust funds.....	8006.20	UI 902
(On public debt securities)	(8006.20)	
(On PC's)	(8006.22)	
(On advances)	(8006.23)	
(On administrative expenses)	(8006.25)	
Proprietary receipts from the public.....	8006.29	P 908
(Miscellaneous interest)	(8006.29)	
(Interest on late deposits by States)	(8006.32)	
(Other)	(8006.41)	
OI:		
Taxes and contributions.....	8007.01	G
(FICA)	(8007.01)	
(SECA)	(8007.11)	
(Refunds)	(8007.15)	
(Deposits by States)	(8007.30)	
(Gifts)	(8007.42)	
Interest received by trust funds.....	8007.20	UI 902
(On public debt securities)	(8007.20)	
(On administrative expenses)	(8007.25)	
Proprietary receipts from the public.....	8007.29	P 908
(Interest on late deposits by States)	(8007.32)	
(Other interest)	(8007.29)	
(Other)	(8007.41)	

TRUST AND SPECIAL FUND RECEIPT CONSOLIDATION (continued)

	<u>Account Numbers</u>	<u>Classification</u>
HI:		
Taxes and contributions.....	8005.01	G
(FICA)	(8005.01)	
(SECA)	(8005.11)	
(Refunds)	(8005.15)	
(Deposits by States)	(8005.30)	
(Gifts)	(8005.42)	
Interest received by trust funds.....	8005.20	UI 902
(On public debt investments)	(8005.20)	
(On PC's)	(8005.22)	
(On reimbursements)	(8005.25)	
Payments from the general fund.....	8005.60	ID 551
(Payments for military service credits)	(8005.60)	
(Payments for transitional coverage for uninsured)	(8005.80)	
(Payments for transitional coverage for Federal employees)	(8005.85)	
Other proprietary receipts.....	8005.29	P 908
(Miscellaneous interest)	(8005.29)	
(Other)	(8005.41)	
SMI:		
Interest received by trust funds.....	8004.20	UI 902
(On public debt investments)	(8004.20)	
(On reimbursements)	(8004.25)	
Other proprietary receipts.....	8004.29	P 908
(Miscellaneous interest)	(8004.29)	
(Other)	(8004.41)	
Unemployment Trust Fund:		
General taxes.....	8042.01	G
(Transfers from general fund)	(8042.01)	
(Refunds)	(8042.15)	
Deposits by Railroad Retirement Board.....	8042.50	G
(Deposits for benefits)	(8042.50)	
(Deposits for administration)	(8042.60)	

	<u>Account Numbers</u>	<u>Classification</u>
Repayable advances for unemployment compensation.....	8042.80	ID 603
(For Federal unemployment)	(8042.80)	
(For extended unemployment)	(8042.90)	
Nonrepayable advances.....	8042.11	ID 603
(FECA)	(8042.11)	
(Unemployment account)	(8042.91)	
Civil Service Retirement:		
Interest received by trust funds.....	8135.40	UI 902
(On public debt securities)	(8135.40)	
(On PC's)	(8135.42)	

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	<u>Account Numbers</u>	<u>Classification</u>
<u>Other trust funds</u>		
DOD Civil:		
Soldiers' and airmen's home permanent fund:		
Governmental receipts.....	8930.20	G
(Withheld pay)	(8930.20)	
(Estates of deceased, etc.)	(8930.30)	
(Stoppages, fines and forfeitures)	(8930.40)	
Proprietary receipts.....	8930.50	P 705
(Member fees)	(8930.50)	
(Miscellaneous)	(8960.60)	
Interior:		
BLM, contributions and deposits.....	8069.10	P 302
(Contributions for administration, etc.)	(8069.10)	
(Deposits, public survey work)	(8069.20)	
Indian tribal funds, other proprietary receipts.....	8365.32	P 452
(Rent of land)	(8365.32)	
(Royalties)	(8365.33)	
(Sale of timber)	(8365.34)	
(Sale of minerals)	(8365.35)	
(Fees)	(8365.36)	
(Sale of real property)	(8365.37)	
(Miscellaneous revenues)	(8365.38)	
(Sale of agricultural products)	(8365.39)	
Awards.....	8365.10	ID 806
(Awards)	(8365.10)	
(Awards)	(8365.11)	
Funds contributed for the advancement of the Indian race, interest.....	8563.21	UI 902
(Interest)	(8563.20)	
(Interest)	(8563.21)	
EPA:		
Hazardous substance response fund, interfund transactions.....	8145.50	ID 304
(Transfer from the pollution fund)	(8145.50)	
(Repayable advances from the general fund)	(8145.60)	
(Appropriation from the general fund)	(8145.70)	

TRUST AND SPECIAL FUND RECEIPT CONSOLIDATION (continued)

	<u>Account Numbers</u>	<u>Classification</u>
National grasslands.....	5896.10	P 302
(Fees for special benefits)	(5896.10)	
(Rent of land)	(5896.20)	
(Sale of timber and other products)	(5896.30)	
Interior:		
Reclamation fund, other.....	5000.28	P 302
(Loan repayments)	(5000.01)	
(Fees for special benefits)	(5000.22)	
(Rent of land)	(5000.23)	
(Irrigation, municipal, and industrial repayment collection)	(5000.28)	
(Sale of water and power)	(5000.30)	
National Park Service, recreation user fees.....	5006.10	P 303
(Golden Eagle Passport)	(5006.01)	
(Special Recreation User Fees)	(5006.10)	
BLM, service charges, deposits and forfeitures.....	5017.10	P 302
(Rights of way cost recoveries)	(5017.10)	
(Fees, charges, commissions, deposits, and forfeitures)	(5017.20)	
(Wild horse adoption cost recovery)	(5017.30)	
Transportation:		
Offshore oil pollution compensation fund, fees, fines, and penalties.....	5167.10	G
(Fees)	(5167.10)	
(Fines and penalties)	(5167.30)	
Oil pollution fund.....	5168.00	G
(Oil pollution fund)	(5168.00)	
(Fees)	(5168.10)	
(Fines and penalties)	(5168.30)	
Treasury:		
Federal aid to wildlife restoration.....	5029.10	G
(Tax on pistols, etc.)	(5029.10)	
(Tax on firearms, etc.)	(5029.20)	

TRUST AND SPECIAL FUND RECEIPT CONSOLIDATION (continued)

	<u>Account Numbers</u>	<u>Classification</u>
VA:		
National service life insurance fund, interest.....	8132.20	UI 902
(Interest on public debt)	(8132.20)	
(Interest on PC's)	(8132.22)	
Post Vietnam era veterans education account, contributions.....	8133.20	ID 702
(Payment from readjustment benefit account)	(8133.20)	
(DOD matching contributions)	(8133.30)	
(DOD incentive contributions)	(8133.40)	
<u>Special fund</u>		
Agriculture:		
National forest fund.....	5008.10	P 302
(Fees for special services)	(5008.10)	
(Rent of land)	(5008.20)	
(Sale of timber and other products)	(5008.30)	
Forest Service recreation user fees.....	5009.10	P 303
(Golden Eagle Passport)	(5009.10)	
(Special recreation user fees)	(5009.11)	
National forest fund, payment to States....	5201.10	P 302
(Fees for special services)	(5201.10)	
(Rent of land)	(5201.20)	
(Sale of timber and other products)	5201.30)	
National forest fund, roads and trails for States.....	5203.10	P 302
(Fees for special services)	(5203.10)	
(Rent of land)	(5203.20)	
(Sale of timber and other products)	(5203.30)	
National forest lands under special acts.....	5208.10	P 302
(Fees for special services)	(5208.10)	
(Rent of land)	(5208.20)	
(Sale of timber and other products)	(5208.30)	
Deposits of payments to school funds, Arizona and New Mexico.....	5211.10	P 302
(Fees for special services)	(5211.10)	
(Rent of land)	(5211.20)	
(Sale of timber and other products)	(5211.30)	

TRUST AND SPECIAL FUND RECEIPT CONSOLIDATION (continued)

Note: OMB data bases indicate that there has been no recent activity in these accounts. However, if such receipts are reported, they should be reported to consolidated accounts as shown below.

<u>Special fund accounts</u>	<u>Account Numbers</u>	<u>Classification</u>
Coal mining reclamation fund, other.....	5015.30	P 302
(Proceeds from sale, lease or rental of reclaimed funds)	(5015.30)	
(User charges)	(5015.40)	
International Center, Washington, D.C. sale and rent of real property.....	5151.10	P 153
(Sale of real property)	(5151.10)	
(Rent of real property)	(5151.20)	
Strategic petroleum reserve.....	5182.10	P 274
(Receipts from entitlements)	(5182.10)	
(Other receipts)	(5182.20)	
 <u>Trust fund accounts</u>		
Japan - US Friendship Commission, other...	8025.30	G
(Principal, Conversion of G.A.R.I.O.A. Yen)	(8025.30)	
(Gifts and donations)	(8025.40)	
Library of Congress permanent loan account,		
Contributions.....	8032.10	G
(Contributions to permanent loan account)	(8032.10)	
(Contributions to investment account)	(8032.30)	
Interest.....	8032.20	UI 902
(Interest on public debt)	(8032.20)	
(Interest)	(8032.22)	
USIA, proprietary receipts.....	8167.10	P 154
(Contributions, special international programs)	(8167.10)	
(Dollars advanced from foreign governments)	(8167.30)	
St. Elizabeths Hospital, other.....	8555.10	G
(Other income)	(8555.10)	
(Contributions)	(8555.30)	

Attachment E
Bulletin No. 83-20

Receipt Data Maintained By
The Agencies Reported Only Upon Request

1. Freedom of Information Act charges.
2. Sales of surplus real property.
3. Sales of materials, equipment, and other personal property.
4. Interest on loans.
5. Repayment of loans.
6. Royalties on patents, trademarks, and copyrights.
7. Rent of real property.
8. Rent of equipment and other personal property.
9. Sale of power and utilities.



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

August 31, 1983

BULLETIN NO. 83-20

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Revised Procedures for Reporting
Receipts Estimates

1. Purpose. This Bulletin modifies instructions contained in section 28 of OMB Circular No. A-11 on reporting receipts estimates to OMB for the preparation of the budget. The revised procedures are designed to reduce the volume of data entries.

2. Authority. The Budget and Accounting Act, 1921, as amended.

3. Coverage. This Bulletin applies to Government agencies and Government sponsored enterprises in the same manner as prescribed in section 11.1 of Circular No. A-11.

4. Background. OMB has been considering ways to reduce the procedural burden of maintaining, reporting, and manipulating highly detailed receipt data. In the past, OMB has used data reported by each agency at the level of Treasury receipt accounts as building blocks for developing aggregated receipt data for use in decision-making and for control purposes and for publication in the budget documents and supporting materials. For the 1985 budget process and subsequent updates, OMB will employ revised procedures that will reduce considerably the volume of receipt account data reported by the agencies to OMB. The Treasury Department and OMB also are considering modifications in the level of detail required to be reported to the Treasury Department; separate instructions will be issued on this matter.

5. Definitions. Receipt types (e.g., governmental, proprietary) are defined in section 21.1 (h) of Circular No. A-11; the receipt type codes used in the OMB Budget Preparation System (BPS) are defined in section 28.3 of Circular No. A-11.

6. Revised procedures and budget treatment.

a. General fund governmental receipts. Agencies will not report data to OMB for any of the accounts listed in Attachment A. The OMB will obtain data on actual collections for 1983 from the Treasury Department. Estimates of these receipts for the budget will be formulated centrally, based on these data.

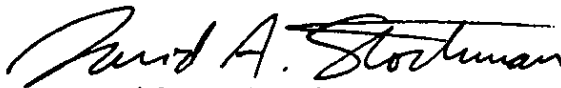
b. General fund proprietary receipts. Agencies will report data to OMB only for those general fund proprietary receipt accounts listed in Attachment B. The amounts reported in those receipt accounts will continue to be applied as offsets to the agency and subfunction or function totals for budget authority and outlays.

For all other general fund proprietary receipts, OMB will obtain data on actual collections for 1983 from the Treasury Department and combine them to produce totals for two accounts -- one for proprietary interest and one for the remainder. Estimates of these receipts for the budget will be formulated centrally, based on these data. The offsets for these Government-wide accounts will be applied to the budget authority and outlay totals for the Treasury Department; the interest account will be included as an offset in subfunction 908, Other Interest, and the remainder will be included as an offset to function 800, General Government. This change will result in relatively minor increases (less than one percent) of recorded budget authority and outlay totals for most agencies.

c. Special and trust fund receipts. The agencies will continue to report these receipts for all years covered by the budget. However, OMB is studying the feasibility of combining many of these receipts for reporting purposes. When the form of consolidation has been decided, further instructions will be provided.

d. Proposed legislation items. Estimates of changes in the amount of receipts resulting from legislative proposals will be reported separately, even though there are related receipts under current law that are not required to be reported separately pursuant to subsections a-c of the Bulletin. Agencies will supply such estimates in the manner described in section 28.2 of Circular No. A-11 for new accounts.

7. Information contact. For further information, contact the OMB representative responsible for reviewing the agency's budget estimates.



David A. Stockman
Director

GENERAL FUND MISCELLANEOUS
GOVERNMENTAL RECEIPTS

<u>Account Number</u>	<u>Title</u>	<u>Number of Submissions in the 1984 Budget</u>	<u>Total 1982 Collections (\$ millions)</u>
0830	Immigration, passport, and counselor fees	2	85.7
0840	Patent, trademark, and copyright fees ^{1/}	3	28.6
0850	Registration and filing fees.....	11	101.6
0869	Fees for legal and judicial services, not otherwise classified.....	10	37.5
0891	Miscellaneous fees for regulatory and judicial services not otherwise classified.....	13	40.8
1010	Fines, penalties, and forfeitures, agricultural laws.....	2	1.6
1020	Fines, penalties, and forfeitures, economic stabilization laws.....	2	24.1
1030	Fines, penalties, and forfeitures, immigration labor laws.....	9	13.1
1040	Fines, penalties, and forfeitures, customs, commerce, and antitrust laws.....	9	45.3
1050	Fines, penalties, and forfeitures, narcotic, prohibition, alcohol laws...	5	2.4
1060	Forfeitures of unclaimed money and property.....	19	9.1
1080	Fines, penalties, and forfeitures, Federal coal mine health and safety laws ^{2/}	2	10.9
1099	Fines, penalties, and forfeitures, not otherwise classified.....	25	84.5
1125	Recoveries under military occupation..	2	1.5
1210	Contributions to "conscience fund"....	7	0.1
1299	Gifts to the United States, not otherwise classified.....	<u>13</u>	<u>0.9</u>
	Total of above.....	134	487.7

^{1/} No longer governmental receipts. By law, starting with 1983, these are reimbursements to appropriations.

^{2/} Estimates supplied by DOL to Treasury.

OMB REVISED
GENERAL FUND PROPRIETARY RECEIPT
ACCOUNT STRUCTURE

Attachment B
Bulletin No. 83-20

<u>Account Title</u>	<u>Acct. No.</u>
<u>Funds Appropriated to the President</u>	
Interest on loans, Foreign Assistance Act of 1961, FAP	146600
Interest on foreign military credit sales, FAP	146820
Dollar repayments of loans, Agency for International Development, FAP	294100
Repayment of loans, foreign military credit sales, FAP	296800
<u>Agriculture</u>	
Rent and bonuses from land leases for resources exploration and extraction, USDA	181100
National forest fund (general), USDA	222100
<u>Commerce</u>	
Fees and other charges for other services, DOC	241920
Fees and other charges for communication and transportation services, DOC	242900
<u>DOD-Military</u>	
Rent of equipment and other personal property, (Army, Navy, Air Force)	184000
Deposits for survivor annuity benefits, (Army, Navy, Air Force)	246200
Sale of scrap and salvage materials, (Defense Agencies only)	265100
Recoveries for Government property lost or damaged, not otherwise classified, (Army, Navy, Air Force)	301900
Recoveries under the Foreign Military Sales Program, (Army, Navy Air Force, Defense Agencies)	304100
General fund proprietary receipts Department of Defense Military, not otherwise classified, (Army, Navy, Air Force, Defense Agencies)	321000

<u>Account Title</u>	<u>Acct. No.</u>
<u>DOD-Civil</u>	
Deep-water port user fees, Corps of Engineers	241800
<u>Education</u>	
Repayments of loans, capital contributions, higher education activities, DED	291500
<u>Energy</u>	
Sale of minerals and mineral products, Naval Petroleum Reserve, DOE	223000
Sale and transmission of electric energy, Eklutna project, Alaska, DOE 1/	224200
Sale and transmission of electric energy, Snettisham project, Alaska, DOE 1/	224300
Sale and transmission of electric energy, Falcon Dam, DOE	224500
Sale and transmission of electric energy, Southwestern Power Administration, DOE	224700
Sale and transmission of electric energy, Southeastern Power Administration, DOE	224800
Sale of power and other utilities, not otherwise classified, DOE	224900
Repayments on miscellaneous recoverable costs, not otherwise classified, DOE	288900

(footnotes on last page)

<u>Account Title</u>	<u>Acct. No.</u>
<u>Interior</u>	
Miscellaneous interest collections, not otherwise classified, DOI	149910
Rent and bonuses from land leases for resource exploration and extraction, DOI	181100
Royalties on natural resources, not otherwise classified, DOI	203900
Sale of timber, wildlife and other natural land products, not otherwise class., DOI	222900
Sale of publications and reproductions, not otherwise classified, DOI	225900
Fees and other charges for program services, DOI	241910
Proceeds from the sale of land, Columbia Basin land development program, DOI <u>2/</u>	262200
<u>Labor</u>	
Miscellaneous interest collections not otherwise classified, DOL <u>3/</u>	149910
<u>Transportation</u>	
Rent of real property, not otherwise classified, DOT <u>4/</u>	183000
Sale of power and other utilities, not otherwise classified, DOT <u>4/</u>	224900
Yacht and boat fees, Coast Guard, DOT	242100
Landing fees, airports, DOT <u>4/</u>	242600
Fees and other charges for communication and transportation services, DOT <u>5/</u>	242900
Business concessions, DOT <u>4/</u>	246500
Miscellaneous recoveries and refunds, not otherwise classified, DOT	309900

(footnotes on last page)

<u>Account Title</u>	<u>Acct. No.</u>
<u>Treasury</u>	
Interest on loans to the District of Columbia, Treas.	144100
Interest on loans to States, municipalities and other public bodies, Treas.	144910
Interest on loans to the United Kingdom, Treas.	146100
Interest on quota in International Monetary Fund, Treas.	146310
Interest on loans to International Monetary Fund, Treas.	146320
Interest on deposits in tax and loan accounts, Treas.	148400
Recovery of mint and manufacturing expense, Treas.	229200
Repayment of loans to the United Kingdom, Treas.	296100
<u>Veterans Administration</u>	
Fees for loan guarantee housing administration, VA	246600
<u>District of Columbia</u>	
Repayment of loans to D.C., 5/	295000
Repayment of advances to stadium sinking fund, 5/	295100
Repayment of advances to D.C. general fund, 5/	295200
(footnotes on last page)	

<u>Account Title</u>	<u>Acct. No.</u>
<u>Outer Continental Shelf Receipts</u>	
Royalties on Outer Continental Shelf lands	202000
Rent and bonuses on Outer Continental Shelf lands	182000
<u>Panama Canal Accounts</u>	
Tolls and other revenues, Panama Canal Commission	242800

- 1/ These accounts will be merged.
- 2/ Law may require retaining this account, otherwise it will be consolidated.
- 3/ Replace this account with a new account, "Interest on unemployment insurance loans to States, DOL" for the majority of the receipts (approximately \$758,000 thousand); residual will be credited to the consolidated interest account.
- 4/ These accounts will be merged into a new account, "Metropolitan Washington Airport Revenues, DOT."
- 5/ These accounts will be merged.



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

August 30, 1983

Executive Registry

83-4333

Bulletin No. 83-19

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: 1985 Budget Request Levels

1. Purpose and background. This Bulletin requires Executive Branch agencies to submit budget authority, outlay, receipt, and credit data in support of 1985 budget requests. These estimates will form the basis for an initial review by the Budget Review Board to assess the direction and options for the 1985 budget.

2. Materials required. OMB will provide agencies with four (4) copies of each of the following listings:

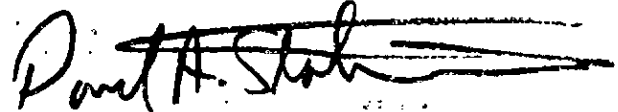
- Supplementary source data. This computer listing, by budget account, contains budget authority and outlays for 1983-1988 on a Presidential policy basis (section A/D); and a section with amount fields blank for an analysis of cost-of-living adjustments and administrative expenses (section V/W) for selected agencies. (Reference: OMB Circular No. A-11, sections 25.2 and 25.5.)
- Receipt account data file listing. This computer listing contains receipt account data for 1983-1988 on a Presidential policy basis (section R/L). (Reference: OMB Circular No. A-11, section 28.)
- Federal credit data. This computer listing contains data on direct loan obligations, guaranteed loan commitments, and Federal Financing Bank transactions, by budget account, for 1983 through 1988. (Reference: OMB Circular No. A-11, section 33.)

The data in these computer listings will be based on the Mid-Session Review of the 1984 Budget. Agencies will revise the 1983-1988 estimates consistent with 1985 budget requests submitted to OMB. For purposes of this exercise, the 1983 data should not be adjusted. Agencies furnishing automated budget data to OMB via computer terminals will use this method to transmit data. For the purposes of this Bulletin, no new accounts will be added to the files. New legislative program items will be incorporated into the data base by using transmittal code 2 or 3. These agencies should notify OMB as soon as possible of transmittal code changes that need to be added to the Master Account and Receipt Account Title File.

Note: Those agencies that have participated in the direct submission of budget data to the Central Budget Management System (CBMS) may do so for the purposes of this Bulletin. For further information on the use of CBMS, agencies should contact their OMB representatives.

3. Timing. Agencies will submit two (2) copies of the required materials to OMB no later than September 15, 1983.

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



David A. Stockman
Director

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OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

August 12, 1983

83-4152

BULLETIN NO. 83-18

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Administrative Systems

1. Purpose. One of the basic elements of the President's Management Improvement Initiatives is to assure that the Government's systems for managing its programs operate as efficiently and as cost-effectively as possible. This Bulletin requires submission of information to the Office of Management and Budget about specific planned improvements to automated administrative systems. The information will be used by OMB to compile an inventory of agencies' plans for improving their automated administrative systems. It will also be shared with other agencies.

This data collection will supplement information gathered in a preliminary Reform '88 survey last fall.

2. Authority. Statutory authorities for this Bulletin are the Budget and Accounting Act of 1921, as amended, Reorganization Plan No. 2 of 1970, and the Paperwork Reduction Act of 1980. These give the Director of OMB authority to issue guidance for improving Executive Branch organization, information and systems.

3. Coverage. The requirements in this Bulletin apply only to the departments and agencies listed in Attachment A.

4. Policy. Agencies' administrative systems shall be designed, implemented, and operated in an efficient, cost-effective manner. Agencies should design new systems and systems improvements so that their output is consistent and compatible with established centralized data requirements. Agencies undertaking the development of major new administrative systems or major systems improvements should consider utilizing resources of other agencies in order to avoid expending resources unnecessarily.

5. General Definitions.

Administrative System - any automated system that collects, analyzes, summarizes and/or reports data; processes transactions; or results in an action or product, such as a payment voucher or statement; and/or provides program managers, agency officials, OPM, OMB, GSA, or other government entities information necessary to administer or monitor the agency or one of its activities. (Agency programmatic or "life blood" systems are specifically excluded from this definition.) Examples of such administrative systems are payroll, personnel, real and personal property, procurement, financial accounting, travel, inventory management, loan servicing, records and report management, workload tracking, project monitoring, debt management, and publications management.

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Systems Improvement - any planned addition, upgrade, or enhancement to a major administrative system.

Major System - any administrative system which will exceed \$2.5 million in total obligations for the systems improvement effort.

6. Action Requirements. Each affected department and agency will provide the information described in Attachment B for each systems improvement of a major administrative system meeting the above definitions. The baseline for identifying improvements to existing systems should be the agency's inventory of systems developed pursuant to Section 3506 (c)(1) of the Paperwork Reduction Act of 1980.

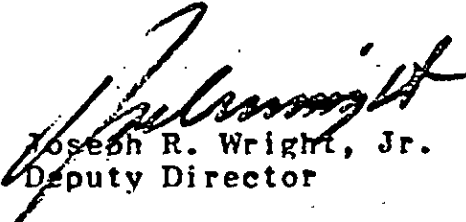
7. Assistance in Meeting Reporting Requirements. Information used by agencies in preparing OMB Circular A-11's exhibits 43a and 43b on information technology systems, although submitted to OMB in aggregate, may be useful in responding to this Bulletin. Some agencies may have developed this information by system function in preparing the combined planned improvements data required by Circular A-11. Data submitted for this Bulletin should be consistent with data submitted under these and other A-11 exhibits.

Inventories of systems developed pursuant to Section 3506(c)(1) of the Paperwork Reduction Act of 1980 (44 USC 3506) will also be helpful as a baseline for identifying systems improvements or new administrative systems not yet existing.

8. Submission of Report to OMB. The information required by this Bulletin should be sent to the Director, OMB (Attn: Appropriate Budget Division for your agency), within forty-five days from the date of this Bulletin. Information should be submitted in triplicate.

9. Information Contact. Inquiries should be directed to the OMB Management Reform Division, James F. Kelly (202) 395-3774.

10. Sunset Date. This Bulletin will expire on September 30, 1984.


Joseph R. Wright, Jr.
Deputy Director

Attachments

ATTACHMENT A

Affected Departments and Agencies

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 Treasury
Agency for International Development
Environmental Protection Agency
General Services Administration
National Aeronautics and Space Administration
Office of Personnel Management
Small Business Administration
Veterans Administration

INFORMATION REQUIRED FOR PLANNED IMPROVEMENTS TO
ADMINISTRATIVE SYSTEMS (1)

1. DEPARTMENT OR AGENCY NAME; SUBUNIT NAME

Give complete name of parent organization and organizational component that has responsibility for managing the system. Do not identify the organization that has only ADP management responsibility.

2. NAME OF SYSTEM

Give the full name of the system as it is normally referred to in the agency.

3. PRIMARY FUNCTION

Describe the primary function(s) of the system, e.g., process payroll, maintain property inventory, etc.

4. CURRENT SITUATION

Describe why the improvement is needed.

5. COST OF IMPROVEMENT

Indicate the estimated total cost of the systems improvement effort (include direct and indirect costs).

6. RESULTS OF IMPROVEMENT

A. Describe the overall net cost savings to be realized.

B. Describe what the improvement will do to improve the efficiency and/or the effectiveness of the system (e.g., improved timeliness, volume efficiencies, reduction in paperwork, more accurate data, better internal controls).

7. ALTERNATIVES TO IMPROVEMENT

Describe why other systems, either within your agency or in another agency, cannot fulfill the need for the improvement.

(1) Complete a separate sheet for each major administrative system meeting the requirements of this Bulletin.

8. TIMETABLE OF ACTIVITY: START DATE: END DATE: MILESTONES:

Indicate the START DATE as the date formal approval was given for the system improvement activity; END DATE as the date the system improvement will be completed or the new system becomes operational; MILESTONES as those few significant major events in the life cycle of planning, programming and implementing the system improvement that will provide a perspective on the major stages of the process.

9. HARDWARE FOR SYSTEM IMPROVEMENT

Specify any additional hardware to be utilized in this system improvement. Identify as (1) IN HOUSE, PURCHASED (Name); (2) IN HOUSE, LEASED (Name); (3) SHARED WITH (Agency Name); (4) TIMESHARED WITH (Name); or (5) OTHER (Specify).

10. SOFTWARE FOR SYSTEMS IMPROVEMENT

Specify any additional software to be developed and/or acquired for this system improvement. Identify as (1) IN HOUSE, CUSTOM DEVELOPED; (2) CONTRACTOR, CUSTOM DEVELOPED (Contractor Name); (3) COMMERCIAL PACKAGE (Off the Shelf Name) RUN IN HOUSE; (4) COMMERCIAL PACKAGE (Off the Shelf Name) RUN ON TIME-SHARING; (5) ACQUIRED FROM (Agency Name); or (6) SHARED WITH (Agency Name).

11. NAME, TITLE, AND TELEPHONE NUMBER OF CONTACT PERSON FOR THIS SYSTEM IMPROVEMENT

Identify someone who is knowledgeable about the system improvement and who could provide additional information as it relates to overall enhancement of the agency's administrative management systems.



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

Executive Registry

83-3942

BULLETIN NO. 83-17

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Proposed Actions Pursuant to Statutes Containing
Legislative Veto Provisions

1. Background. The recent decision by the Supreme Court in INS v. Chadha, broadly declaring legislative vetoes to be unconstitutional, requires careful review and coordination of agency actions that will hereafter be taken under statutes that still contain such veto provisions. This will be necessary in order to avoid unnecessary confrontation with the Legislative branch; to assure consideration of the precedential impact of individual actions on the Executive branch as a whole; and to allow the Executive and Legislative branches to accommodate to the Court's decision in a constructive manner.

2. Definition. The term "proposed agency action" shall include the taking of any act, the submission of any notice to the Congress of a proposed action, the submission of a notice to the Federal Register of any proposal for action, or the submission of formal notice required by law or traditionally given to the general public or any defined segment thereof, whichever occurs first.

3. Action Requirements. Where proposed agency actions are subject to legislative veto provisions still set forth in statutory law, the following procedures are to be observed before those actions are implemented:

- o Notices of proposed regulatory actions will continue to be submitted to the OMB Office of Information and Regulatory Affairs, pursuant to Executive Order 12291 or the Paperwork Reduction Act; however, proposed regulatory actions governed by currently enacted legislative vetoes should be expressly identified as such by the agencies.
- o Notices of proposed appropriations-related actions should be delivered to the appropriate OMB budget division; however, those actions that are routine in nature (e.g., the annual submission to the Congress of operating plans) should not be included if prior agreement has been reached with the appropriate OMB budget division to exclude them.

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- o Notices of other proposed agency actions should be delivered to the personal attention of James M. Frey, Assistant Director, Legislative Reference, Room 7202 New Executive Office Building; however, in order to avoid unnecessary reporting, these notices should be sent only in the case of proposed actions that are likely to be of a controversial character.
- o All Congressional testimony dealing with legislative veto matters, whether of an oversight or legislative character, should be submitted for clearance to the OMB Legislative Reference Division; the procedures of OMB Circular A-19 should be deemed applicable to all such testimony whether expressly applicable by its terms or not,

4. Clearance Requirements. Clearance procedures concerning regulations are established by Executive Order 12291; in all other cases, an agency is not to proceed with the proposed action without affirmative OMB clearance.

5. Procedural Requirements. The following procedures shall apply to the submissions of proposed agency actions (other than proposed testimony) required under paragraph 3:

- a. Notice of proposed agency actions should be given to OMB as early as possible, and in any event at least five working days prior to planned agency submission of the proposed action to the Congress. Early notice is required in order to assure adequate time for OMB review.
- b. When providing notice, the agency should submit to OMB the actual documents that it proposes to send to the Congress, the Federal Register or the general public or any defined segment thereof.
- c. Where the proposed agency action is likely to be of a controversial character, the agency also should submit to OMB a concise statement setting forth all pertinent facts regarding the controversial aspects of the proposed action.
- d. The Director of OMB may define generic categories of proposed agency actions that are likely to be of a controversial character and for which individual submissions are to be made for all proposed actions.

6. Statutes. A list of statutes that contain legislative veto provisions is attached. This list, prepared by the Department of Justice, is intended to be exhaustive, but agencies should report to James M. Frey any currently enacted legislative vetoes not set forth in the attachment. In this regard, it should be noted that the Department of Justice has advised that under the Chadha decision, statutes purporting to empower Congressional committees to waive waiting periods under report-and-wait provisions are unconstitutional.

7. General Provisions. The coordination of these actions by OMB is not intended to supersede or to alter any other review procedures that may be currently applicable to proposed agency actions, including consultations or reports regarding legislative vetoes requested by the Department of Justice.

8. Although these requirements reflect the Administration's determination to avoid unnecessary controversy in connection with proposed agency actions, each agency should clearly understand that these procedures are not to be used as a justification for failing to proceed with discretionary action that the agency believes appropriate to carry out its statutory responsibilities and Administration policies. The procedures of this Bulletin, calling for the exercise of coordinated judgment with regard to potentially controversial actions, are to be understood as facilitating, not impeding, the exercise of appropriate policy discretion by each agency.

9. Because the issues raised by the Chadha decision are of historic importance, your personal attention is requested to assure compliance by your agency with the provisions of this memorandum.

10. Sunset Date. This bulletin will remain in effect until September 30, 1984 unless superseded or rescinded.



David A. Stockman
Director

I. FOREIGN AFFAIRS AND NATIONAL SECURITY

A. War and National Defense

War Powers Resolution, Pub. L. No. 93-148

H.R. J. Res. 683, Pub. L. No. 94-110

National Emergencies Act, Pub. L. No. 94-412

International Emergency Economic Powers Act,
Pub. L. No. 95-223

Neutrality Act of 1939, 54 Stat. 4

Arms Control and Disarmament Act of 1961,
Pub. L. No. 87-297

B. International Assistance and Arms Export
Control

Foreign Assistance Act of 1961, Pub. L.
No. 87-195

Export Administration Act, amended by Depart-
ment of Defense Appropriation Authorization
Act, 1975; Pub. L. No. 93-365

International Development and Food Assistance
Act of 1975, Pub. L. No. 94-161

International Security Assistance and Arms
Control Act of 1976, Pub. L. No. 94-329

International Security Assistance Act of 1977,
Pub. L. No. 95-92

International Development and Security
Cooperation Act of 1980, Pub. L. No.
96-533

International Security and Development
Cooperation Act of 1981, Pub. L. No.
97-113

C. Department of Defense

Defense Reorganization Act of 1958, Pub.
L. No. 85-599

Department of Defense Appropriation Author-
ization Act, 1974, Pub. L. No. 93-155

Department of Defense Authorization Act,
1982, Pub. L. No. 97-86

Department of Defense Authorization Act,
1983, Pub. L. No. 97-252

Military Construction Codification Act,
Pub. L. No. 97-214

Defense Production Act of 1950, Pub. L.
No. 81-774

Defense Production Act Amendments, 1970,
Pub. L. No. 91-379

Energy Security Act, Defense Production Act
Amendments of 1980, Pub. L. No. 96-294

Rubber-Producing Facilities Disposal Act,
Pub. L. No. 83-205

Disposal of Surplus Vessels and Other Naval
Property, Pub. L. No. 79-649

Long-Range Proving Ground for Guided Missiles,
1949, Pub. L. No. 81-60

D. Armed Forces Personnel

Department of Defense Authorization Act, 1981,
Pub. L. No. 96-342

Universal Military Training and Service
Amendments of 1951, Pub. L. No. 82-51

Veterans Health Program Extension and Improve-
ment Act of 1979, Pub. L. No. 96-151

II. IMMIGRATION AND NATIONALITY

Immigration and Nationality Act of 1952,
Pub. L. No. 82-414

Immigration and Nationality Act Amendments,
Pub. L. No. 85-316

III. BUDGET

Congressional Budget and Impoundment Control
Act of 1974, Pub. L. No. 93-344

IV. INTERNATIONAL TRADE

Trade Expansion Act of 1962, Pub. L. No.
87-794

Trade Act of 1974, Pub. L. No. 93-618

Export-Import Bank Amendments of 1974,
Pub. L. No. 93-646

Export Administration Act of 1979 ("EAA"),
Pub. L. No. 96-72

V. ENERGY

Trans-Alaska Pipeline Authorization Act,
Pub. L. No. 93-153

Federal Nonnuclear Energy Research and
Development Act of 1974, Pub. L. No.
93-577

Energy Policy and Conservation Act, Pub. L.
No. 94-163

Naval Petroleum Reserves Production Act of
1976, Pub. L. No. 94-258

Department of Energy Act of 1978 -- Civilian
Applications, Pub. L. No. 95-238

Outer Continental Shelf Lands Act Amendments
of 1978, Pub. L. No. 95-372

Natural Gas Policy Act of 1978, Pub. L.
No. 95-621

Energy Security Act, United States Synthetic
Fuels Corporation Act of 1980, Pub. L.
No. 96-294

Energy Research and Development Administration
Authorization Act, Pub. L. No. 94-187

Department of Energy National Security and
Military Applications of Nuclear Energy
Authorization Act of 1980, Pub. L.
No. 96-164

Department of Energy National Security and
Military Applications of Nuclear Energy
Authorization Act of 1981, Pub. L.
No. 96-540

Department of Energy National Security and
Military Applications of Nuclear Energy
Authorization Act of 1982, Pub. L.
No. 97-90

VI. ATOMIC ENERGY AND NUCLEAR MATERIALS

Atomic Energy Act of 1954, Pub. L. No.
83-703, as amended

Atomic Energy Act Amendment of 1957, Pub. L.
No. 85-79, as amended

Atomic Energy Act Amendments of 1964, Pub. L.
No. 88-489

Atomic Energy Act Amendments of 1974, Pub. L.
No. 93-377

Nuclear Non-Proliferation Act of 1978, Pub. L.
No. 95-242

C
Nuclear Regulatory Commission Authorization,
Pub. L. No. 97-415

Nuclear Waste Policy Act of 1982, Pub. L.
No. 97-425

VII. FEDERAL PAY AND EMPLOYMENT

Federal Pay Comparability Act of 1970, Pub. L.
No. 91-656

Postal Revenue and Federal Salary Act of 1967,
Pub. L. No. 90-206

Civil Service Reform Act of 1978, Pub. L.
No. 95-454

Central Intelligence Agency Retirement Act
of 1964 for Certain Employees, Pub. L.
No. 88-643

International Development and Food Assistance
Act of 1978, Pub. L. No. 95-424

VIII. LAND AND NATURAL RESOURCES

C
Water Resources Development Act of 1974,
Pub. L. No. 93-251

Federal Land Policy and Management Act of 1976,
Pub. L. No. 94-579

Marine Protection, Research, and Sanctuaries
Act Amendments, 1980, Pub. L. No. 96-332

National Parks and Recreational Act of 1978,
Pub. L. No. 95-625

Forest and Rangeland Renewable Resources
Planning Act of 1974, Pub. L. No. 93-378

Act to Expedite the Rehabilitation of Federal
Reclamation Projects, Pub. L. No. 81-451

Act to Facilitate the Construction of Drainage
Works, Etc., Pub. L. No. 84-575

Amendment to Watershed Protection and Flood
Prevention Act, Pub. L. No. 87-639

Imperial Dam Project Modifications -- Colorado
River Basin Salinity Control Act, Pub. L.
No. 93-320

Conveyance of Submerged Lands to Guam, Virgin
Islands, and American Samoa, Pub. L.
93-435

Olympic National Park -- Authority to Accept
Land, Pub. L. No. 94-578

Alaska National Interest Lands Conservation
Act, Title IX, Implementation of Alaska
Native Claims Settlement Act and Alaska
Statehood Act, Pub. L. No. 96-487

IX. INDIAN AFFAIRS

Indian Claims Judgment Funds Act, 1973,
Pub. L. No. 93-134, as amended

Menominee Restoration Act, Pub. L. No.
93-197

Restoration of Indian Tribes of Unclaimed
Payments, 1961, Pub. L. No. 87-283

Government-Owned Utilities Used for Bureau of
Indian Affairs, 1961, Pub. L. No. 87-279

Act of July 1, 1932, Pub. L. No. 72-240,
as amended

Education Amendments of 1978, Pub. L. No.
95-561

X. TRANSPORTATION

Regional Rail Reorganization Act of 1973,
Pub. L. No. 93-236

Union Station Redevelopment Act of 1981,
Pub. L. No. 97-125

Federal-Aid Highway Act of 1976, Pub. L.
No. 94-280

Energy Policy and Conservation Act, Pub. L.
No. 94-163, amending the Motor Vehicle
Information and Cost Savings Act

Revisions of Title 49, U.S.C.A., Pub. L.
No. 97-449

XI. DISTRICT OF COLUMBIA

District of Columbia Self-Government and
Governmental Reorganization Act, Pub. L.
No. 93-198

District of Columbia Retirement Reform Act,
Pub. L. No. 96-122

Pennsylvania Avenue Development Corporation
Act of 1972, Pub. L. No. 92-578

Dwight D. Eisenhower Memorial Bicentennial
Civic Center Act, Pub. L. No. 92-520

XII. AGRICULTURE

Futures Trading Act of 1978, Pub. L. No.
95-405

Agriculture and Food Act of 1981, Pub. L.
No. 97-98

Taft Anti-Inflation Law, Pub. L. No. 80-395

XIII. RULEMAKING

Department of Education Organization Act,
Pub. L. No. 96-88

Education Amendments of 1974, Pub. L. No.
93-380

Education Amendments of 1978, Pub. L. No.
95-561

Education Amendments of 1980, Pub. L. No.
96-374

Student Financial Assistance Technical
Amendments Act of 1983, Pub. L. No.
97-301

Federal Election Campaign Act Amendments,
Pub. L. No. 93-443

Federal Election Campaign Act Amendments of
1979, Pub. L. No. 96-187

Federal Rules of Evidence, Pub. L. No. .
93-595

Airline Deregulation Act of 1978, Pub. L. No.
95-504

Federal Trade Commission Improvements Act of
1980, Pub. L. No. 96-252

Multiemployer Pension Plan Amendments Act of
1980, Pub. L. No. 96-364

Farm Credit Act Amendments of 1980, Pub. L.
No. 95-592

Comprehensive Environmental Response,
Compensation and Liability Act of 1980
Pub. L. No. 96-510

National Historic Preservation Act Amendments
of 1980, Pub. L. No. 96-515

Coastal Zone Management Improvement Act of
1980, Pub. L. No. 96-464

Federal Insecticide, Fungicide and Rodenticide
Extension Act, 1980, Pub. L. No. 96-539

Motor Vehicle and Schoolbus Safety Amendments
of 1974, Pub. L. No. 93-492

Presidential Recordings and Materials
Preservation Act, Pub. L. No. 93-526

Amendment to Social Security Act Child Support
Provisions, Pub. L. No. 94-88

Omnibus Budget Reconciliation Act of 1981,
Consumer Product Safety Amendments of
1981, Pub. L. No. 97-35

Emergency Interim Consumer Product Safety
Standard Act of 1978, Pub. L. No. 95-319

Omnibus Budget Reconciliation Act of 1981,
Rail Passenger Service Act, Pub. L. No.
97-35

Omnibus Budget Reconciliation Act of 1981,
Amendment to Highway Safety Programs,
Pub. L. No. 97-25

International Navigational Rules Act of 1977,
Pub. L. No. 95-75

Social Security Amendments of 1977, Pub. L.
No. 95-216

Housing and Community Development Amendments
of 1978, Pub. L. No. 95-557

XIV. APPROPRIATIONS ACTS

Energy and Water Development Appropriations
Act, 1982, Pub. L. No. 97-88

Appropriations -- Department of the Interior --
Fiscal Year 1982, Pub. L. No. 97-100

Department of Interior and Related Agencies
Appropriations Act, 1983, Pub. L. No.
97-394

Department of Housing and Urban Development --
Independent Agencies Appropriations Act,
1982, National Aeronautics and Space
Administration Research and Development
Appropriation, Pub. L. No. 97-101

Department of Housing and Urban Development --
Independent Agencies Appropriations Act,
1983, National Aeronautics and Space
Administration Research and Development
Appropriation, National Science Foundation
Research and Related Activities Appropria-
tion, Pub. L. No. 97-272

Department of Housing and Urban Development --
Independent Agencies Appropriations Act,
1983, Pub. L. No. 97-272

Department of Housing and Urban Development --
Independent Agencies Appropriations Act,
1984, National Aeronautics and Space
Administration Appropriation, Pub. L.
No. 98-45

Department of Transportation and Related
Agencies Appropriations Act, 1983, Pub. L.
No. 97-369

Foreign Assistance and Related Programs
Appropriations Act, 1982, Pub. L. No.
97-121

District of Columbia Appropriations Act, 1983,
Pub. L. No. 97-378

Joint Resolution Making Continuing Appropria-
tions for the Fiscal Year 1982, Pub. L.
No. 97-92

Supplemental Appropriations Act, 1982, Pub. L.
No. 97-257

Further Continuing Appropriations Act, 1983,
Pub. L. No. 97-377

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XV. MISCELLANEOUS

Full Employment and Balanced Growth Act of
1978, Pub. L. No. 95-523

Omnibus Budget Reconciliation Act of 1981,
Post Secondary Student Assistance Amend-
ments of 1981, Pub. L. No. 97-35

National Aeronautics and Space Administration
Authorization Act, 1983, Pub. L. No.
97-324

National Aeronautics and Space Administration
Authorization Act, 1984, Pub. L. No.
98-

Enactment of Title 44, United States Code,
"Public Printing and Documents," 1968,
Pub. L. No. 90-620

United States Information and Educational
Exchange Act of 1948, Pub. L. No. 80-402

OMR REPORTING No. 22-16

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

Bulletin No. 83-16

July 1, 1983

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Information required for the Mid-Session Review of
the 1984 Budget

1. Purpose. This Bulletin provides instructions for the preparation and submission of revised estimates of budget authority, outlays, and receipts (on both a current services and Presidential policy basis); and revised estimates of Federal credit data for 1983 through 1988. Instructions are also included for the development and submission of estimates of the spendout during 1985-88 of balances of budget authority for controllable programs available at the end of 1984. This information will be used to prepare the Mid-Session Review of the 1984 Budget.

2. Background. 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 off-budget Federal entities and Government-sponsored enterprises. Current services estimates will also be provided. The information published in the Review, together with supporting data, will provide the Congress with data needed to evaluate the President's budget, as revised, and to assist the Congress with its budget scorekeeping responsibilities.

3. Materials Required.

a. Revised estimates of budget authority, outlays, receipts, and Federal credit data. OMB will provide agencies with four (4) copies of each of the following computer listings:

-- Supplementary Source Data. This computer listing, by budget account, contains budget authority and outlays for 1983-1988 on both a current services (S/T) and Presidential policy (A/D) basis and a distribution of outlays for 1983 and 1984.

-- Receipt Account Data File Listing. This computer listing contains actual receipt account data for 1982 and estimated receipt data for 1983-1988 on both a current services (K/M) and Presidential policy (R/L) basis. Since the 1982 data are for the last actual year, only the 1983 through 1988 data should be adjusted.

-- Federal Credit Data. This computer listing contains data on direct loan obligations, guaranteed loan commitments, and Federal Financing Bank transactions, by budget account, for 1983 through 1988.

The data in these computer listings are based on the policy estimates developed for the April update of the 1984 Budget. Agencies will revise estimates in accordance with the guidelines contained in section 4 of this Bulletin. Agencies furnishing automated budget data to OMB via computer terminals will use this method to transmit revised estimates. (These agencies should notify OMB as soon as possible of transmittal code changes and new accounts that need to be added to the Master Account and Receipt Account Title Files.) All other agencies will mark up and return two copies of the computer listings. (Changes will be made by drawing a single line through any amount to be changed and entering the revised amount above it.) Agencies should follow the guidelines shown in Attachment A in entering/processing revised data for the computer file.

b. Estimated spendout for 1985-1988 from balances of budget authority estimated for controllable programs at the end of 1984. OMB will provide four (4) copies of a computer listing at the account level containing estimates of unexpended balances of budget authority for controllable programs, as reflected in the 1984 January Budget, to agencies with balances shown at the end of 1984 in excess of \$100 million. These agencies will revise the amounts for 1984, as appropriate; estimate the spendout of these balances in future years, in accordance with the instructions in Attachment B; and submit two copies of this information in the format of Exhibit 1.

c. Analysis of Change. Agencies will submit two (2) copies of tables in the form of Exhibit 2 to explain major changes in program estimates for budget authority, outlays, and offsetting receipts. Minor changes may be combined in an "Other changes" category. In general, the changes will be addressed at the account level. However, if appropriate, changes may be explained as they relate to a major program area. A memorandum entry will be included for changes in governmental receipts. Agencies also will submit two (2) copies of tables in the form of Exhibits 3 and 4 for changes in direct loan obligations or guaranteed loan commitments, respectively. For purposes of reporting, a major change is defined as being one in excess of \$50 million in any one year. These tables will provide a bridge from the April update estimates to the current estimates for 1983-1988.

Tables provided may be released to Congressional staff to provide supporting explanations for changes identified in the Mid-Session Review.

4. Basis for the revised Presidential policy estimates. Amounts for 1983-1988 will be revised to reflect changes due to revised economic assumptions, technical reestimates, publicly announced Presidential decisions, completed Congressional action, and Congressional inaction. General guidance on the development of the multi-year planning estimates is provided in section 26.2 of OMB Circular No. A-11.

a. Changes due to revised economic assumptions. OMB will provide, as soon as possible, the revised economic assumptions for the Mid-Session Review. Programs sensitive to these assumptions should be revised accordingly.

b. Technical reestimates. Agencies should adjust the estimates to reflect changes in spending trends, demographic data, or other factors that may generate technical reestimates.

c. Publicly announced Presidential decisions or initiatives. Presidential policy estimates should be revised to reflect changes since the April 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 to the Congress.
- releases by the Executive Branch of amounts previously reserved under the Impoundment Control Act that were not anticipated in the April update.
- legislative proposals transmitted, approved, or publicly supported by the President.
- other initiatives approved by the President.

d. Congressional action or inaction. Presidential policy 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 Congressional action or inaction on deferrals or proposed rescissions and deferrals initiated by the Congress.
- delays in acting on Administration-sponsored legislation (where earlier Congressional action had been assumed in the April update estimates). In preparing revised estimates for legislative proposals not yet enacted by the Congress, agencies should assume an effective date of October 1, 1983, 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.

e. Congressional budget resolution. Agency estimates should not reflect the resolution or the Administration's position with regard to the resolution unless there are explicit instructions to do so by OMB. The resolution is guidance that the Congress uses for its own budget formulation process, and program assumptions used in its formulation are not binding. Therefore, it does not, in general, provide guidance for Presidential policy.

5. Basis for the revised current services estimates. Current services estimates of budget authority, outlays, and receipts for 1983-88 will be revised to reflect:

- legislation enacted since the February transmittal of the budget and as of the date of this bulletin;
- significant technical reestimates; and
- reestimates due to revised economic assumptions. These reestimates should be made for discretionary programs to reflect revised inflation assumptions as well as for entitlement and other programs directly affected by economic variables.

Consistent with the above guidance, the budget effects of the Jobs Bill should be included in the current services estimates, but it should be treated as a temporary program consistent with guidance in 27.2(a)(1) of A-11. Thus, the 1983 budget authority enacted in the Jobs Bill should not be considered as part of the current services base that is extrapolated into later years.

6. Timing. Agencies will submit two (2) copies of each of the required materials to OMB no later than July 8, 1983.

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


David A. Stockman
Director

Attachments

GUIDELINES FOR ENTERING/PROCESSING
CHANGES TO THE COMPUTER
DATA BASE

Agencies will follow these guidelines for entering/processing revised data for computer files.

1. 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 21.3 and 28.2):
 - All enacted supplementals should be merged with the parent account. The supplemental account should then be deleted.
 - The effect of completed Congressional action on rescission proposals (transmittal code 5), should be reflected in the parent account. Pending rescission proposals should continue to be treated as separate accounts.
 - Amendments transmitted since the April update will be reflected in the computer materials by adjusting the 1984 budget authority request or receipt estimate appropriately and adjusting the outlays in the years affected, to reflect the effect of the amendment.
 - To permit accurate reporting and summarizing 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. If the authorizing legislation has been enacted, the affected account should be changed to a code 3 (proposed for later transmittal under existing legislation). If the authorization has been enacted and the appropriation request transmitted to the Congress, 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. Pay supplementals and their associated amounts, if enacted, should be merged into the "Appropriation" and "Outlays" entries (lines 40.00 or 43.00 and 90.00 of the A section of the Supplementary Source Data listing).

4. Section B 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, and for supplementals and pending rescission proposals transmitted since the April update of the 1984 Budget, and still pending before the Congress, agencies will submit two (2) copies of a Supplementary Source Data (section A/D) form (see section 25.2 and Exhibit 25A of OMB Circular No. A-11). For new receipt accounts, the new accounts and related data should be entered directly onto the computer listings.

Attachment B
Bulletin No. 83-16

INSTRUCTIONS FOR REPORTING
ESTIMATED SPENDOUT OF BALANCES OF CONTROLLABLE PROGRAMS

1. Purpose. This attachment provides instructions for preparing the report on estimated spendout of 1984 balances of controllable programs.

2. Coverage. An analysis sheet in the format of Exhibit 1 will be prepared by agencies that will have unexpended balances (the sum of obligated and unobligated balances) at the end of 1984 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 1984 of more than \$1 billion;

b. appropriation accounts with 1984 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 1984 balances in each of the fiscal years 1985-1988, the following assumptions should be used:

a. Obligated balances carried forward at the end of 1984 generally will be spent out in 1985. 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 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 1985 and each year thereafter.

4. Required information. Affected agencies will be furnished information from computer listings based on data in the 1984 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 1982, 1983, and 1984. (See sections 25 and 32 of OMB Circular No. A-11.) Specific instructions for completing the report in the format of Exhibit 1 are set forth below:

Description (col. 1).--This column should include the account title, as well as other applicable entries required by paragraph 2, above. Additional entries may be used 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 1984 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 1983 or 1984 changes reported elsewhere for the Mid-Session Review. Assuming no changes in estimates of expiring authority and disregarding 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 1984 balances in 1985-88 (cols. 4-7).-- Enter the amount of spendout of 1984 year-end balances, estimated for each of the fiscal years 1985-1988.

1984 balances as of September 30, 1987 (col. 8).--The amount of 1984 balances remaining unexpended at the end of 1988 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.

1984 balances expiring in the 1985-1988 period (col. 9).--Enter any amounts of 1984 unobligated balances that are expected to lapse unused in any of the fiscal years 1985-1988. Footnotes will be included to explain any such balances over \$50 million.

DEPARTMENT OF GOVERNMENT
 ESTIMATED SPENDOUT OF BALANCES OF CONTROLLABLE PROGRAMS
 FROM 1984 END-OF-YEAR UNEXPENDED BALANCES OF BUDGET AUTHORITY

(in millions of dollars)

Description (1)	1984 ending balances		Spendout from 1984 balances in:				1984 balances as of 9/30/88 (8)	1984 unobligated balances lapsing in the 1985-88 period (9)
	January budget estimate (2)	Current estimate (3)	1985 (4)	1986 (5)	1987 (6)	1988 (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>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
Total.....	921	1,421	995	156	93	40	137	—

1/ Balance remaining to be spent on fully funded FY 84 new construction starts.

2/ Stand-by authority.



On-and-Off-Budget Changes
to the 1984 Budget
(in millions of dollars)

Department: _____
Program or Account: _____
Contact: _____
Date: _____

	1983	1984	1985	1986	1987	1988
	BA	BA	BA	BA	BA	BA
	0	0	0	0	0	0

Presidential policy

April update estimate....
Change due to:
 Presidential initiatives.....
 Congressional action or inaction.....
 Technical reestimates.
 Revised economic assumptions.....

[NOTE: If the change is for two or more reasons, show the data separately by reason.]

In general, only changes in excess of \$50 million should be reported, unless a lesser level is deemed more appropriate. Major changes in offsetting receipts should also be reported here.]

Mid-Session Presidential Policy Estimate.....

Current Services Estimates

April update estimate....
Change due to:
 Congressional action..
 Technical reestimates.
 Revised economic assumptions.....

Mid-Session Current Services Estimates.....

MEMORANDUM: [Include major changes to governmental receipts.]

Exhibit 2
Bulletin No. 83-16



Analysis of Change
to Federal Direct Loan Activity
(In millions of dollars)

Contact: _____
Date: _____

Department: _____
Account title and ID code: _____

Limitation on direct loan obligations (line 1110):

	<u>1983</u>	<u>1984</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>
April update estimate...						
Change due to:	[NOTE: If the change is for two or more reasons, show the data separately by category.]					
Presidential initiatives.....						
Congressional action or inaction.....	In general, only changes in excess of \$50 million should be reported, unless a lesser level is deemed more appropriate.]					
Technical reestimates. Revised economic assumptions.....						
Current estimate.....						

Explanation of change

New direct loan obligations (lines 1151 and 1152):

April update estimate...	
Change due to:	[NOTE: If the change is for two or more reasons, show the data separately by category.]
Presidential initiatives.....	
Congressional action or inaction.....	In general, only changes in excess of \$50 million should be reported, unless a lesser level is deemed more appropriate.]
Technical reestimates. Revised economic assumptions.....	
Current estimate.....	

Explanation of change

Addendum: Changes in FFB activity:
 Loan asset sales (line 1330)
 Repayments (line 1350)

Exhibit 3
Bulletin No. 83-16

Analysis of Change
to Federal Guaranteed Loan Activity
(In millions of dollars)

Contact: _____
Date: _____

Department: _____
Account title and ID code: _____

Limitation on guaranteed loan commitments (lines 2111 and 2112):

	<u>1983</u>	<u>1984</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>
April update estimate...						
Change due to:						
Presidential initiatives.....						
Congressional action or inaction.....						
Technical reestimates. Revised economic assumptions.....						
Current estimate.....						

[NOTE: If the change is for two or more reasons, show the data separately by category.
In general, only changes in excess of \$50 million should be reported, unless a lesser level is deemed more appropriate.]

Explanation of change

New guaranteed loan commitments (lines 2151, 2152, and 2153):

April update estimate...	
Change due to:	
Presidential initiatives.....	
Congressional action or inaction.....	
Technical reestimates. Revised economic assumptions.....	
Current estimate.....	

[NOTE: If the change is for two or more reasons, show the data separately by category.
In general, only changes in excess of \$50 million should be reported, unless a lesser level is deemed more appropriate.]

Explanation of change

Addendum: Changes in FFB activity:
 Loan guarantee originations (line 1430)
 Repayments (line 1450)

Exhibit 4
Bulletin No. 83-16

OMB Bulletin No. 83-15
dated 28 June 1983

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

June 28, 1983

BULLETIN NO. 83- 15

TO THE HEADS OF EXECUTIVE DEPARTMENTS, ESTABLISHMENTS, AND
INDEPENDENT AGENCIES

SUBJECT: Unified Agenda of Federal Regulations

1. Purpose.

This Bulletin establishes guidelines and procedures for the preparation and publication of Regulatory Agendas describing new regulations under development and existing regulations under review within each agency of the Federal government.

2. Background of Authority.

This Bulletin is issued under the authority of Section 6(b) of E.O. 12291 (Federal Regulation) to implement the provisions of Section 5 of the Executive Order concerning the issuance of Regulatory Agendas. Section 5 authorizes the Director of the Office of Management and Budget (OMB) to prescribe the nature, content, and form of Regulatory Agendas. In addition, this Bulletin furthers the purposes of the Regulatory Flexibility Act (5 USC 605) and the Executive Order in coordinating preparation of Agendas, providing the public with more comprehensive documentation of the Federal government's current regulatory plans, and providing a systematic means of monitoring regulatory activity in each agency.

3. Coverage.

The requirements of this Bulletin apply to all Executive departments and establishments subject to Executive Order 12291. Independent regulatory agencies are requested to follow the provisions of this Bulletin on a voluntary basis in order to further the purposes set forth above.

4. General Requirements.

This Bulletin establishes the mechanism by which agencies will report information concerning regulatory actions under development or review. Regulatory Agendas shall include information on all regulatory activities the agency plans to conduct or review during the 12 months succeeding publication. Regulations excluded by Section 1(a) of E.O. 12291 or by the Director of OMB, routine regulations, and those that relate to internal agency management need not be included.

5. Information Required in the Agendas.

Each Agenda will contain, at a minimum, the following information, and will use the following headings to identify that information for each regulatory action listed:

- a. Title.
- b. Agency Contact -- The name, title, address and phone number of a person in the agency who is knowledgeable about the regulation.
- c. Effects on Small Businesses and Other Small Entities -- An indication of whether the rule is expected to have a significant economic impact on a substantial number of "small entities" as defined by the Regulatory Flexibility Act (5 USC 601(6)).
- d. CFR Citation -- The sections of the Code of Federal Regulations which affect or will be affected by the action.
- e. Legal Authority -- At a minimum, a citation to the section of the United States Code (USC) or Public Law (PL) or to the Executive Order that authorizes the regulatory action. Common name references may be used in addition to USC or PL references.
- f. Priority -- An indication if the action is priority. Priority actions are:
 - i. Any regulations designated for priority development or review by the agency;
 - ii. All regulations designated as "major" under Section 1(b) of Executive Order 12291; or
 - iii. All regulations designated for review by the Presidential Task Force on Regulatory Relief.

Each entry for a priority regulation shall indicate which of the above criteria were used in determining its priority status.

- g. Abstract -- A description of the problem the regulation will address, and, to the extent available, the alternatives being considered for addressing the problem and the potential costs and benefits of the action.
- h. Timetable -- The dates and citations (if available) for all past and at least the next future stage of rulemaking. Whenever applicable, the following standard terms should be used: ANPRM, NPRM, Final Action.

6. Structure of the Agenda.

Each Agenda will be structured as follows:

- a. Agency -- Actions for each agency or subagency will be grouped together.
- b. Type of Action -- Within each agency grouping, entries will be listed by type of action in the following order:
 - i. Current and projected rulemakings.
 - ii. Reviews of Existing Regulations -- Existing regulations being reviewed within the agency to determine whether to propose modifications through rulemaking. Once an agency decides to go forward with an ANPRM or NPRM, by committing, for example, staff or financial resources to its development, the action should be listed under Current and Projected Rulemakings.
 - iii. Completed actions -- These are regulations completed or withdrawn, and reviews completed since the preceding Agenda. For such actions agencies shall provide, at a minimum, title; agency contact name and phone number; Federal Register citation (including date) of final action, if available; reason for completion; and, when applicable, an indication of whether the action will have an effect on small entities.

7. Publication of the Unified Agenda of Federal Regulations.

Agencies may publish their October 1983 agendas in one of two ways.

- a. Unified Agenda Format -- The Regulatory Information Service Center (RISC) will place information, supplied by the agency on specially designed forms, in a computer system. The computer will produce a tape which the Government Printing Office (GPO) will use to print the agendas in a standard format. Under this approach, agencies will submit to OMB the RISC forms along with one signed original and two certified copies of their preamble. In addition, the agency will submit to OMB a letter addressed to the Office of the Federal Register authorizing RISC to assemble the agency's agenda and authorizing GPO to bill the agency for printing its portion of the Unified Agenda.
- b. Agency Format -- Agencies may continue to produce their agendas in their own format. Under this approach, agencies will submit to OMB one signed original and two certified copies of their entire agenda.

Regardless of which printing format an agency chooses, all agenda submissions shall meet the normal requirements for publication in the Federal Register, including the agency's preamble, billing code, and list of CFR parts affected. OMB will ensure that all agency agendas are compiled and forwarded as a complete group to the Office of the Federal Register, which will have the Government Printing Office print them in a single day's issue of the Federal Register. All agencies will be able to obtain reprint copies of their individual agendas.

8. Effective Date.

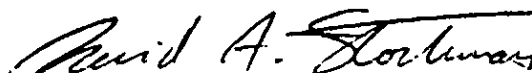
This Bulletin applies to Regulatory Agendas to be published in October 1983. By July 15, agencies shall notify the Regulatory Information Service Center which format they intend to follow for their October agendas. Regardless of which format an agency selects, it shall submit all completed agenda materials to OMB's Office of Information and Regulatory Affairs, Regulatory Policy Branch, Room 3228, New Executive Office Building, not later than August 26, 1983.

9. Information Contact.

For further information on the requirements of this Bulletin, contact the Regulatory Policy Branch, Office of Information and Regulatory Affairs (OIRA), OMB, telephone 395-7340, or the agency's desk officer in OIRA. For further information concerning automated agenda production, information requirements, format, completion, or submission of agency agendas, contact the Regulatory Information Service Center, telephone 395-4931.

10. Sunset Date.

OMB will review the requirements of this Bulletin after publication of the October 1983 Agenda. After assessing the implementation of this Bulletin, OMB will issue guidance for the April 1984 Agenda.


David A. Stockman
Director

DATE 4-18-83

TRANSMITTAL SLIP

TO: C/BMG

ROOM NO. BUILDING

REMARKS:

Barbara/Sandy,
Please file in
OMB Bulletin - no
response needed by

STAT

CIA



FROM: Key

ROOM NO. BUILDING EXTENSION



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

April 14, 1983

BULLETIN NO. 83-13

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Fiscal Year 1984 Information Collection Budget Request

1. Purpose. This Bulletin provides instructions and materials for the submission of FY 1984 Information Collection Budgets (ICBs).

2. Background. Section 3504 of Public Law 96-511, "Paperwork Reduction Act of 1980," stipulates that "The Director of the Office of Management and Budget (OMB) shall develop and implement Federal information policies, principles, standards and guidelines and shall provide direction and oversee...the reduction of the paperwork burden..."

Pursuant to P.L. 96-511, OMB has determined that covered agencies shall prepare an annual information collection budget, i.e., an estimate of the total number of hours required of the public to comply with Federal government requests for information (reporting, recordkeeping, labeling, disclosure, etc).

For the purposes of this budget, agencies should use the definitions of "information", "collection of information", and "burden" contained in Federal Register 48 FR 13666, published March 31, 1983. Agencies should note that the definition of "collection of information" has been revised substantially to include items such as procurement, disclosure, labeling, and testing requirements.

3. Objectives. The ICB not only serves as a major tool to implement the Administration's paperwork reduction program, but also as a major planning and management tool to assist agencies in efficient information resource management. In addition, the ICB process will assist agencies and OMB in assessing final achievement of the 25% burden reduction goals stipulated in P.L. 96-511. Finally, progress in meeting ICB goals is one of the activities monitored under the Reform '88 program that will aid the Administration in its efforts to modernize and restructure the management and administrative systems with which the Government operates.

4. Coverage. The requirement for an FY 1984 Information Collection Budget 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
Civil Aeronautics Board
Commodity Futures Trading Commission
Consumer Product Safety Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Emergency Management Agency
Federal Home Loan Bank Board
Federal Reserve Board
Federal Trade Commission
General Services Administration
Interstate Commerce Commission
National Credit Union Administration
National Science Foundation
Nuclear Regulatory Commission
Office of Personnel Management
Railroad Retirement Board
Securities and Exchange Commission
Small Business Administration
Veterans Administration

5. Planning Levels for 1984. Agencies are expected to reduce the paperwork burden from their estimated 9/83 inventory by 5 percent in FY 1984. Agencies should not request an allowance greater than their estimated 9/83 inventory.

6. Required Materials. This year OMB will provide a listing of all information collections that were in OMB's inventory on March 31, 1983. This listing will serve as the basis for the FY 1984 ICB submission. Total burden hours (to reflect the revised March 31, Federal Register definition of burden) for FY 1983 (the

estimated 9/83 inventory) will be the total of: 1) information collections included on this listing that will be in place as of September 30, 1983, plus 2) new information collections anticipated to be approved and in use before September 30, 1983, plus 3) non-OMB approved information collections that the agency knows to be in place. Agencies should note that non-OMB approved information collections include those items that are now covered due to the revision of the definition of "collection of information" (e.g. procurement, disclosure, labeling, and testing requirements), as well as known "violations."

Agencies will be required to submit four exhibits.

1. Exhibit 1 is a narrative that should address specific questions regarding the agency's planning and management of information resources. (This Exhibit is to be submitted separately after agency receipt of ICB passback).
2. Exhibit 2 consists of the OMB provided listing modified to reflect changes in burden during FY 1983 and expected burden in FY 1984 (Exhibit 2A), data on new information collection activities proposed for use in the remainder of FY 1983 (Exhibit 2B), information on collections that are unapproved and in use in FY 1983 including procurement, disclosure, labeling, and testing requirements (Exhibit 2C), and data on new information collection activities anticipated for FY 1984 (Exhibit 2D).
3. Exhibit 3 is a summary of total reporting burden hours for the department or agency, and, when requested by the desk officer, its sub-components and major program areas, for FY 1983 and estimated for FY 1984.
4. Exhibit 4 is a listing of program increases and decreases to the FY 1980 base that have occurred as of September 30, 1983. This is to verify that the program changes obtained in reference to the 1980 reduction exercise have been achieved. (This Exhibit is to be submitted separately on October 15, 1983.)

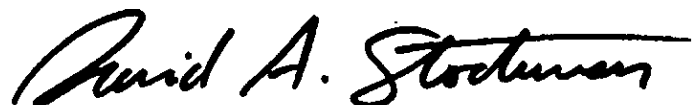
Attachment A provides instructions for preparing each exhibit. In addition to the materials described above, the agency desk officer, at any point during the process, may request additional information necessary to analyze the agency's request. Agencies should consult their desk officers early in the development of their submissions to obtain agreement on the sub-components, functional units or program categories to be used in Exhibits 2 and 3, additional supporting materials, and data requirements that may be necessary.

The head of each covered department or agency, or the senior official appointed pursuant to 44 U.S.C. 3506(b), should transmit the submission. The transmittal letter, usually one to five pages, will summarize the highlights of the agency's ICB. It should describe the major program changes proposed, justify the FY 1984 burden level sought, and identify the broad policies proposed and the objectives and program plans on which the estimates are based.

7. Submission Dates. All materials, including Exhibits, with the exception of Exhibits 1 and 4, must be submitted no later than July 15, 1983. Exhibit 1 shall be submitted shortly after the ICB passback. Agencies will be notified about the specific submission date by their desk officer. Exhibit 4 should be submitted on October 15, 1983. Please submit an original and two copies of all the required materials, addressed to the Director, Office of Management and Budget, and mailed to Room 3201, New Executive Office Building.

8. OMB Actions on Submissions. The Office of Management and Budget will hold hearings with agencies on their requests over the Summer. There will be hearings with all covered agencies, unless OMB and an agency mutually agree a hearing is unnecessary. Hearings will be scheduled by OIRA staff and will include participation by other OMB staff. The senior official for the agency, or other policy spokesperson for the agency, must be present at the hearing. Agency proposals and staff recommendations will be reviewed and final actions on agency ICB requests will be made by the Director, Office of Management and Budget.

9. Inquiries. Inquiries regarding specific department or agency concerns should be directed to appropriate OIRA desk officers. General inquiries should be addressed to the Chief, Reports Management Branch, Office of Information and Regulatory Affairs (202) 395-6880.



David A. Stockman
Director

Attachments

Attachment A
OMB Bulletin 83-13

EXHIBIT 1

Prepare a two-page single spaced narrative answering the following questions; (Submission of this Exhibit should follow the agency's receipt of the ICB passback):

1. What is the agency's paperwork burden control strategy for FY 1984?
2. What specific reductions and increases in paperwork burden are anticipated for FY 1984 and how do they relate to the President's programs (e.g. budget and legislative)?
3. How does the ICB request relate to the agency's specific regulatory relief program for FY 1984?

EXHIBIT 2

Exhibit 2A consists of a computer printout of your department's/ agency's information collections that were in OMB's inventory of approved information collections on March 31, 1983. In completing this Exhibit please revise totals where appropriate.

In order to complete Exhibit 2A, please use the following guide:

- | | |
|-------------|--|
| Columns 1-3 | Verify that these items are correct as currently found in the OMB inventory. |
| Column 4 | Enter the estimated burden expected to be in place on September 30, 1983. Include all adjustments and program changes that may occur between the date of the OMB listing and the end of the fiscal year. |
| Column 5 | Enter the appropriate letter code to indicate the reasons for any change in burden between |

columns 3 and 4 according to the following guide:

Adjustments are coded A and include the following:

Correction-error - change in burden from that formerly recorded because of administrative error.

Correction-reestimate - change in burden resulting from a reestimate based on actual agency experience or additional investigations.

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

Program Changes are coded PC and include the following:

Increase-change in burden resulting from an action or directive of any branch of the Federal government such as an increase in sample size, amount of information, or frequency of reporting, or expanded use of an existing form.

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.

If more than one of the types of adjustments or changes occurred during the year, please indicate each type of change and corresponding burden hours in column 5.

Column 6 Enter the number of burden hours requested for FY 1984.

Column 7 Enter the letter code that explains the program change (PC) (increase or decrease) or adjustment (A). Only changes in use may be considered as adjustments here. Corrections or reestimates may not be included in this column to explain changes between September 1983 and September 1984.

If both a program change and change in use are expected, please indicate both codes and their corresponding burden hours.

Remember in columns 6 and 7, if one type of change is involved, indicate one letter code only. If more than one type of change is involved, indicate both letter codes and corresponding response burden.

Exhibit 2B should include only those items that are expected to be cleared and in use by September 30, 1983. Items should be listed sequentially, beginning with No. 1. In addition to the items in the columnar headings, an abstract should be provided. The abstract should be a statement of the need for and the uses to be made of any information collected.

Exhibit 2C consists of information collections that are currently in use but not approved by OMB. These items should be listed sequentially, beginning with No. 1. In addition to the items in the columnar headings, an abstract should be provided. The abstract should be a statement of the need for and the uses to be made of any information collected. Agencies should again note that the definition of "collection of information" has been revised to include items such as procurement, disclosure, labeling and testing requirements.

Exhibit 2D consists of new information collections for which OMB approval will be sought and for which OMB approval is not expected until FY 1984. These information collections should be listed sequentially, beginning with No. 1. In addition to the items in the columnar headings, an abstract should be provided. The abstract should be a statement of the need for and the uses to be made of any information collected.

EXHIBIT 3

Provide total reporting burden for all collections of information for the department or agency. Totals for any subcomponents, functional units, or program categories will be mutually agreed to by OMB and the agency. These aggregates should be based upon figures presented in Exhibits 2A, 2B, 2C and 2D. For explanation of changes, use multiple codes as necessary, following instructions for Exhibit 2.

EXHIBIT 4

Exhibit 4 is identical to last year's exhibit. It need only be updated to reflect final figures.

List in Exhibit 4 the OMB number, title, and all program increases and decreases that have occurred to items included in the FY 1980 base through September 30, 1983. Because of the need for all actual program changes through September 30, this exhibit will not be expected until October 15, 1983.

In calculating program increases or decreases to items for which adjustments have been made since FY 1980, the proportionate program change should be applied to the base figure. For example: In the agency's FY 1981 ICB submission, a data collection activity was allocated 100 burden hours in the FY 1980 adjusted column. In FY 1982, the burden for the activity was changed to 1,000 hours because of a change-in-use. In FY 1983, a burden reduction of 100 hours occurred through elimination of some data items. This 10 percent burden reduction should be applied to the base of 100 hours for a 10 hour reduction. Adjustments (i.e., changes in use, reestimates, etc.) cannot be considered as burden reductions. See this and other examples on Exhibit 4.

Exhibit 2A

1984 Information Collection Budget - Supporting Exhibit: OMB Approved Information Collections as of 3/83

Department of Government

Assistant Secretary for Tourism and Travel

<u>OMB Number</u> (1)	<u>Title</u> (2)	<u>3/83 Inventory</u> (3)	<u>Estimated Burden Hours</u>		<u>9/84 Estimate</u> (6)	<u>Explanation of Change: (6)-(4)</u> (7)
			<u>Estimated 9/83 Inventory</u> (4)	<u>Explanation of Change: (4)-(3)</u> (5)		
9999-0001	Beach Umbrella Utilization Survey	15,000,000	20,000,000	+3,000,000 PC +2,000,000 A	22,000,000	+2,000,000 PC
9999-0002	Snow Depth Certification	100,000	90,000	-20,000 PC +10,000 A	95,000	+2,000 PC +3,000 A
<u>TOTALS</u>		15,100,000	20,090,000	+2,980,000 PC +2,010,000 A	22,095,000	+2,002,000 PC 3,000 A

Exhibit 2B

1984 Information Collection Budget - Supporting Exhibit: New Information Collections for FY 1983

Department of Government

Agency Functional Unit or Program: Tourism Information Bureau

<u>ICB Form No.</u> (1)	<u>Title</u> (2)	<u>Estimated 9/83 Inventory</u> (3)	<u>9/84 Estimate</u> (4)	<u>Explanation of Change (4)-(3)</u> (5)
1	U.S. Tourist Office User Survey Form	975,000	0	-975,000 PC
<u>TOTALS</u>		975,000	0	-975,000 PC

Abstract: Form is used by U.S. Tourist Offices to assess satisfaction of foreign nationals using their services. Suggestions are used to improve services. Survey to be completed by close of FY 83.

Exhibit 2C

1984 Information Collection Budget - Supporting Exhibit: Unapproved and In Use Information Collections

Department of Government

Agency Functional Unit or Program: Tourism Information Bureau

<u>ICB Form No.</u> (1)	<u>Title</u> (2)	<u>Estimated 9/83 Inventory</u> (3)	<u>9/84 Estimate</u> (4)	<u>Explanation of Change: (4)-(3)</u> (5)
1	Motel Cleanliness Disclosure Requirement	3,000,000	0	-3,000,000 PC

Abstract: Requirement has been required of motels on federal property to ensure travelers are able to discern cleanliness of facilities before a financial commitment to occupancy is made.

Requirement will be eliminated in FY 1984.

<u>TOTALS</u>		3,000,000	0	-3,000,000 PC
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Exhibit 2D

1984 Information Collection Budget - Supporting Exhibit: New Information Collections Proposed in 1984

Department of Government

Assistant Secretary for Tourism and Travel

<u>ICB Form No.</u> (1)	<u>Title</u> (2)	<u>9/84</u> <u>Estimate</u> (3)
1	Highway Rest Stop Survey	100,000

Abstract: Form is used for survey of rest stops and facilities available. Information is compiled into a booklet distributed to foreign tourists.

TOTALS 1,000,000

Exhibit 3

Summary of Total Burden for Department of Government
(in burden hours)

	<u>3/83 Inventory</u> (1)	<u>Estimated 9/83 Inventory</u> (2)	<u>Explanation of Change: (2) - (1)</u> (3)	<u>9/84 Estimate</u> (4)	<u>Explanation of Change: (4) - (2)</u> (5)
Total Department of Government	7,653,000	18,000,000	+47,000 PC +10,300,000 A	17,000,000	-500,000 PC -500,000 A
Assistant Secretary for Travel and Trade					
Trade Program					
Travel Program					
Assistant Secretary for Management					

Exhibit 4

FY 1980-83 Burden Changes for Department of Government

<u>OMB #</u>	<u>Title</u>	<u>FY 80 Base</u>	<u>FY 82 Burden Hours</u>	<u>FY 83 Burden Hours</u>	<u>Net Change (80-83) + or (-)</u>
XXX1	Survey of Activities	100	1,000 (CR)	900 (D)	-10
XXX2	" " Projects	1,000	100 (CR)	90 (D)	-100
XXX3	" " Finances	1,000	1,000	900 (D)	-100
XXX4	" " Problems	100	100	0	-100
XXX5	" " Needs	1,200	400 (D)	400	-800
Total		3,400	2,600	2,290	-1,110

Total, 80-83 Burden Change for Dept. of Government is -1,110/3,400 = -32 percent.



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN No. 83-12

March 18, 1983

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Information on Consulting and Related Services and Periodicals, Pamphlets, and Audiovisual Products

1. Purpose. This Bulletin provides instructions for the submission of information for a report to the Senate Appropriations Committee on the level of funding in fiscal years 1982, 1983, and 1984 for consulting and related services and for periodicals, pamphlets, and audiovisual products.
2. Authority. Senate Committee report No. 97-547 accompanying the Treasury, Postal Service, and General Government Appropriation Bill, 1983, and the Budget and Accounting Act of 1921, as amended.
3. Background. The Senate Appropriations Committee directed that the Office of Management and Budget (OMB) transmit by April 15, 1983, a report on the level of funding for consulting and related services and for periodicals, pamphlets, and audiovisual products. The Committee also requested information on debt collection activities.

Information on debt collection activities previously was provided by agencies in fiscal year 1984 budget requests submitted to OMB. Therefore, only data on consulting and related services and on periodicals, pamphlets, and audiovisual products are required to be submitted in response to this Bulletin.

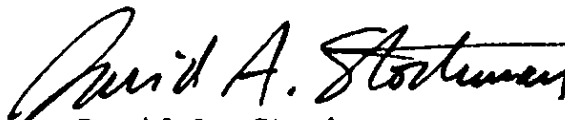
4. Coverage. The Bulletin applies to all Executive Branch agencies.
5. Required actions.
 - (a) Each agency will submit to OMB information on the level of funding, as measured by obligations, for consulting and related services and for periodicals, pamphlets, and audiovisual products in accordance with the attached instructions. This information should be submitted to OMB by April 1, 1983.

(b) Each agency, as required by the Committee report, should include in its 1984 budget justification submitted to Congress detailed tables and narratives on consulting and related services; on periodicals, pamphlets, and audiovisual products; and on debt collection activities. The information submitted to Congress should be consistent with information submitted to OMB under this Bulletin or, in the case of debt collection, in the 1984 budget request. Agencies should be prepared to provide explanations of any differences.

6. Information contact. Further information may be obtained from the OMB examiner responsible for handling the agency's budget, or from the following:

Periodicals, pamphlets, and audiovisual products -
Bill McQuaid (395-5653)
Consulting and related services - Jack Nadol (395-6803)
Debt collection - Jack Donahue (395-5105)

7. Sunset review date. This Bulletin expires as soon as action is completed.



David A. Stockman
Director

Attachments

CONSULTING AND RELATED SERVICES

1. Instructions. Agencies should supply information on consulting and related services in the format shown below.
2. Definitions.
 - a. Consulting Services: services of a purely advisory nature relating to the governmental functions of agency administration and management, and agency program management.
 - b. Management and Professional Services: in FY 1982, actions coded in the Federal Procurement Data System as R402, 406, 407, 408, 409, 414, and 499. In FY 1983 and FY 1984, actions coded as R402, 406, 407, 408, 409, 414, 702, and 799. To prevent double counting, do not include any procurement actions in these codes that already are reported as consulting services.
 - c. Special studies and analyses: procurement actions coded in the Federal Procurement Data System as R501 through R599. To prevent double counting, do not include any procurement actions in these codes that already are reported as consulting services.
 - d. Management and support services for research and development activities: procurement actions that meet the definition of management and professional services or special studies and analyses, but are funded with research and development funds.
3. Previous Reports to Congress. Page 2 of this Attachment is a copy of the information provided to the Senate Committee on Appropriations on March 30, 1982. Please explain any significant differences between the March 30, 1982, report and this year's submission.
4. Relationship to Agency Budget Justifications. Information submitted in this report should be consistent with information contained in agency budget justifications submitted to Congress, including consulting services information required by 31 USC 1114.
5. OMB Contact. Jack Nadol (395-6803)

Date : _____
 Agency Contact : _____
 Phone : _____

Department of Government
 CONSULTING AND RELATED SERVICES
 (Obligations in thousands of dollars)

	1982 Actual	1983 Estimate	1984 Estimate
Consulting Services	1200	1100	1250
Mgmt. and Professional Services	150	100	100
Special Studies and Analyses	250	200	200
Mgmt. and Support Services for R and D	200	200	200

Total 1800 1600 750

Consulting and Related Services Summary
(Obligations in millions of dollars)

Department or Other Unit	1981 Actual	1982 Estimate	1983 Estimate
Executive Office	.6	.5	.4
Agriculture	32.7	31.1	27.8
Commerce	15.0	17.0	16.0
Defense - Military	785.5	755.9	893.8
Defense - Civil	121.8	101.7	113.5
Education 1/	95.1	87.9	87.9
Energy 2/	44.4	30.5	17.7
Health and Human Services	159.7	176.3	189.4
Housing and Urban Development	12.0	16.5	14.2
Interior	89.0	74.6	78.7
Justice	.3	.4	.4
Labor	27.1	17.1	11.3
State	5.2	7.3	7.0
Transportation	17.2	18.4	16.4
Treasury	5.9	6.4	5.0
Environmental Protection Agency	41.3	30.9	32.0
Equal Employment Opportunity Commission	21.2	19.2	18.7
National Science Foundation	20.0	12.7	12.7
Nuclear Regulatory Commission	8.5	12.2	13.1
Veterans Administration	12.9	18.3	19.1
Other Independent Agencies:			
AID	1.6	2.1	2.0
General Services Administration	.9	.5	.4
National Aeronautics and Space Administration	8.3	7.8	7.8
National Foundation on the Arts & Humanities	9.4	5.8	5.5
Office of Personnel Management	2.1	1.3	.7
Pennsylvania Avenue Development Corp.	5.0	3.6	2.8
Small Business Administration	7.6	7.9	8.0
All Other Independent Agencies	6.5	5.2	6.8
TOTAL	1,556.8	1,469.1	1,609.1

1/ The President's budget proposes dismantlement of the Dept. of Education (DED) effective October 1, 1982. FY 1983 funding for activities currently performed by DED will be transferred to the Foundation for Education Assistance, the Depts. of Defense, HHS, Treasury, Interior, and Justice, and to other independent agencies.

2/ The President's budget proposes dismantlement of the Dept. of Energy (DOE) effective October 1, 1982. FY 1983 funding for activities currently performed by DOE will be transferred to the Depts. of Commerce, Interior, and Justice, and to the Federal Energy Regulatory Commission.

PERIODICALS, PAMPHLETS, AND AUDIOVISUAL PRODUCTS

1. Instructions. Agencies should supply information on periodicals, pamphlets, and audiovisual products in the format shown below.
2. Definitions. Definitions of "periodicals, pamphlets, and audiovisual products" previously were provided in OMB Bulletin No. 81-16. They are restated below.
 - a. Periodicals: all agency publications, including journals, magazines, periodicals, and similar publications that are issued semiannually or more often for the purpose of disseminating information, and that have an established policy as to format, specification, content, and purpose. The term periodical does not apply to strictly administrative reports, memoranda, and similar materials, or to strictly statistical materials and information required exclusively for the official use of the issuing office in the transaction of its routine business.
 - b. Pamphlets: all agency publications of 50 copies or more for distribution to the public that are printed and bound, generally fewer than 80 pages in length, and usually enclosed in paper covers. Pamphlets obtained through contract with printers, consultants, and others are included.
 - c. Audiovisual Products: material containing sound or visual imagery for conveying a message; includes slide sets, film strips, motion pictures, television (including spot announcements on film, video-tape and disc), audio recording (including spot announcements on tape and disc), and mixed media (any combination of two or more media) productions.
3. Previous Reports to Congress. Page 2 of this Attachment is a copy of the information provided to the Senate Committee on Appropriations on March 30, 1982. Please explain any significant differences between the March 30, 1982, report and this year's submission.
4. Relationship to Agency Budget Justifications. Information submitted in this report should be consistent with information contained in agency budget justifications submitted to Congress.
5. OMB Contact. Bill McQuaid (395-5653)

Date : _____
 Agency Contact : _____
 Phone : _____

Department of Government
 PERIODICALS, PAMPHLETS, AND AUDIOVISUAL PRODUCTS
 (Obligations in thousands of dollars)

	<u>1981</u> <u>Actual</u>	<u>1982</u> <u>Actual</u>	<u>1983</u> <u>Estimate</u>	<u>1984</u> <u>Estimate</u>
Periodicals	80	80	60	40
Pamphlets	120	40	30	20
Audiovisuals	<u>600</u>	<u>600</u>	<u>400</u>	<u>200</u>
Total	800	720	490	260

TABLE 1

Total Spending on Periodicals, Pamphlets, and Audiovisual Products, 1981-83
(Obligations in millions of dollars)

Department or Other Unit	1981 Actual	1982 Estimate	1983 Estimate
Executive Office	1.2	1.0	1.1
Agriculture	19.0	18.8	18.5
Commerce	7.2	6.9	7.0
Defense	87.5	78.3	84.2
Education 1/	13.9	8.8	7.7
Energy 2/	20.5	20.6	15.7
Health and Human Services	(24.7)	NA	NA
Housing and Urban Development	1.0	1.3	1.4
Interior	9.2	8.4	8.2
Justice	2.8	2.7	2.6
Labor	6.3	6.1	6.1
State	2.1	2.1	2.0
Transportation	9.4	7.8	7.5
Treasury	13.8	14.1	14.4
Environmental Protection Agency	4.2	3.6	3.7
National Science Foundation	3.3	2.9	3.2
Veterans Administration	6.2	6.1	6.0
Other Independent Agencies:			
ACTION	1.4	1.3	1.2
Agency for International Development	4.0	2.9	2.7
Consumer Product Safety Commission	1.1	.3	.5
General Services Administration	5.9	5.8	5.6
National Aeronautics and Space Administration	4.3	4.6	4.3
Office of Personnel Management	4.3	3.8	3.6
Small Business Administration	1.1	1.3	1.1
All Other Independent Agencies	8.2	8.1	7.9
TOTAL	237.9	217.6	216.2

1/ The President's budget proposes dismantlement of the Department of Education (DEd) effective October 1, 1982. FY 1983 funding for activities currently performed by DEd will be transferred to the Foundation for Education Assistance, the Departments of Defense, HHS, Interior, Justice, and Treasury and to other independent agencies.

2/ The President's budget proposes dismantlement of the Department of Energy (DOE) effective October 1, 1982. FY 1983 funding for activities currently performed by DOE will be transferred to the Departments of Commerce, Interior, and Justice and to the Federal Energy Regulatory Commission.



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

March 1, 1983

BULLETIN NO. 83-11

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Debt Collection

1. Purpose. This Bulletin requires that Executive Branch agencies upgrade their credit management and debt collection practices.

2. Authority and Background. Statutory authorities for this bulletin are the Budget and Accounting Act of 1921, as amended, and the Debt Collection Act of 1982 (P.L. 97-365).

OMB Bulletin No. 81-17, which expired on September 30, 1982, required that an aggressive program for strengthening Executive Branch debt collection practices be instituted. Subsequently, agencies developed and OMB approved detailed action plans for improving agency debt collection programs. This Bulletin requires Executive Branch agencies to update these plans to (1) reflect the provisions of the Debt Collection Act of 1982, and (2) institute additional management reforms.

3. Coverage. This Bulletin applies to the agencies listed in Attachment A.

4. Policy. It is the policy of this Administration that Executive Branch departments and establishments will ensure the timely and economical collection of all monies owed the Government.

5. Action Requirements.

a. Agency Plans. Each agency will update the Debt Collection Action Plan developed under Bulletin No. 81-17 to include major milestones and target dates for the implementation of (1) the Debt Collection Act of 1982, and (2) the Management Reforms identified in this Bulletin.

(1) Debt Collection Act of 1982. Each Executive Branch agency will take the following steps to implement the Act:

- o Refer information on delinquent debts to consumer reporting agencies to provide an incentive for prompt repayment.
- o Require applicants under "included Federal loan programs" to furnish their taxpayer identifying number on their loan applications. (See FEDERAL REGISTER, Vol. 47, No. 248, December 27, 1982, p. 57595 for a discussion of "included Federal loan programs.")
- o Withhold money payable to individuals, including Federal employees and retirees, and businesses to recover delinquent debts owed to it or any other agency of the Government.

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- o Screen applicants under "included Federal loan programs" against IRS files of delinquent taxpayers to determine whether applicants are delinquent on their tax payments.
- o Rediscover IRS addresses to private contractors for debt collection purposes.
- o Assess interest, penalties and administrative costs, on delinquent debts to encourage prompt repayment and allow for the recovery of the Government's cost of carrying and collecting delinquent debts.
- o Use private contractors to service and collect Government debts. Where in-house debt collection activities currently exist, contracting activities will be governed by the provisions of OMB Circular No. A-76.

In taking the actions identified above, agencies will provide due process to all debtors, in accordance with the provisions of the Act and the Federal Claims Collection Standards.

(2) Management Reforms. Each Executive Branch agency will take steps to institute the following management reforms:

- o Routinely monitor the status of outstanding receivables, delinquencies and defaults, collections and write-offs, using the data included in Schedule 9, SF 220 "Report of Status of Accounts and Loans Receivable due from the Public," to ensure that the budget levels identified in Exhibits 51A (prescribed by OMB Circular No. A-11) will be met.
- o Establish: (1) specific objectives for improving the condition of debt portfolios, and (2) procedures for evaluating progress toward the achievement of the objectives. The objectives could address such topics as reducing the age of delinquencies or the number of reschedulings, or increasing collections as a percentage of total receivables. Objectives should be established for each account for which an Exhibit 51A has been prepared.
- o Assess the costs and risks of extending credit, taking into consideration the value of interest subsidies provided to borrowers, the borrowers' assets, including the collateral or other security associated with the loans, and the estimated collectibility of the debts. Specific quantitative threshold requirements, such as debt/asset ratios, should be used when assessing risk and determining repayment ability.
- o Automate debt portfolios to ensure: (1) the timely generation of invoices, bills and follow-up dunning letters, and (2) the production of complete and systematic reports on the status of the portfolios. The reports should be based on accurate and relevant financial data and should be distributed periodically to all levels of agency management, and to OMB and Treasury.

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- o Apply uniform standards for suspending or terminating collection action, deferring or rescheduling payment, referring debts to the Department of Justice for litigation, and compromising or writing off debts. The standards will be consistent with the requirements of the Federal Claims Collection Standards.
- o Assess the costs and benefits of selling agency debt portfolios, taking into consideration the likelihood of collecting the debts in the future, current market conditions, and legal requirements governing the sale of agency assets.

Where current laws or regulations preclude the full implementation of the management reforms identified by this Bulletin, the plan will identify the steps necessary to amend the statutes or regulations and discuss the likelihood and feasibility of obtaining the amendment. The plan will also identify situations where the provisions of the Debt Collection Act, or the management reforms identified in this Bulletin are inappropriate, given the size or condition of the agency's portfolio or the nature of its programs and activities. In these cases, the plan will identify the circumstances which make a particular provision or reform inappropriate and propose alternatives which are appropriate to the circumstances.

In addition, the special circumstances of debtors may occasionally dictate that provisions of the Act or the reforms identified in this Bulletin be applied with discretion, so as not to frustrate the useful social objectives which Federal credit activities are intended to achieve. However, achieving these social objectives and minimizing the Government's credit-related risks and costs are not mutually exclusive, and agencies should keep this in mind as they apply the provisions of this Bulletin to their particular programs and activities.

b. Submission of Plans to OMB. After the plan is approved by the head of the agency, it should be transmitted to the Director of OMB (ATTN: Debt Collection Staff) for approval no later than April 11, 1983.

The agency's updated plan will be reviewed by OMB. Deficiencies identified during the review will be discussed with agency representatives. Once the deficiencies are corrected, the plan will be approved by OMB.

c. OMB Monitoring of Plans. The Debt Collection Staff will meet with agency representatives on a regular basis to discuss the status of agency efforts to implement the approved plan. Agencies will also report on the status of their plans as part of the REFORM '88 quarterly progress reporting system.

6. Information Contact. Inquiries should be directed to the OMB Debt Collection Staff at 395-3967, or to the OMB representative responsible for examining the agency's budget estimates.

7. Sunset Date. This Bulletin will expire on September 30, 1984.



David A. Stockman
Director

ATTACHMENT A
Bulletin No. 83-11

Departments and Agencies Required to Report

Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department Health and Human Services
Department of Housing and Urban Development
Department of Interior
Department of Justice
Department of Labor
Department of State
Department of Transportation
Department of Treasury
National Aeronautics and Space Administration
Veterans Administration
General Services Administration
Agency for International Development
Small Business Administration
Export-Import Bank
Railroad Retirement Board



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

December 28, 1982

BULLETIN NO. 83-10

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Apportionment Under The Further Continuing Appropriations for 1983

1. Purpose. This Bulletin provides guidance and instructions for the preparation and submission of requests to apportion amounts appropriated under the Resolution for Continuing Appropriations for 1983, P.L. 97-377.

2. Authority and Coverage. This Bulletin is issued pursuant to the Antideficiency Act, section 3679 of the Revised Statutes, as amended, (subchapter II of chapter 15 of title 31, United States Code) and applies to amounts provided in P.L. 97-377 through September 30, 1983.

Except as amended by this Bulletin, instructions on budget execution provided in OMB Circular No. A-34 will continue to apply.

3. Policy. Amounts provided under the continuing appropriations will be apportioned whenever such amounts would be apportioned under a regular appropriation act.

a. Should the annual appropriation be enacted by the continuing appropriations or during the period covered by the continuing appropriations, the department or agency will request apportionment or reapportionment in accordance with instructions in OMB Circular No. A-34.

b. The agency requests for amounts to be apportioned will be shown on line 1A, Budget Authority: Appropriations realized, of the S.F. 132. Unobligated balances of amounts apportioned under the continuing appropriations will be included on line 9.A., Unobligated balances available (Apportioned, Category A) or line 9.B., Unobligated balances available (Apportioned, Category B) of the Report on Budget Execution (S.F. 133), and not on line 9.C., Unobligated balances available (Other balances available).

4. Agency responsibilities. Agencies provided with appropriations or funds made available and authority granted pursuant to the continuing appropriations are responsible for:

a. Determining the appropriations and funds made available and authority granted by P.L. 97-377.

b. Submitting apportionment/reapportionment requests to OMB not later than January 5, 1983.

5. Information contact. For further information, agencies should contact their OMB examiner.

6. Sunset date. This Bulletin expires September 30, 1983.



David A. Stockman
Director



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

December 27, 1982

BULLETIN NO. 83-9

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Submission of Revised Current Services Estimates
for the 1984 Budget

1. Purpose. This Bulletin provides instructions for the preparation and submission of revised current services estimates for fiscal years 1983 through 1988.

2. Background. OMB Bulletin No. 83-1 provided instructions concerning the initial submission of current services estimates for fiscal years 1983 through 1988. Sections 27.1-27.3 of OMB Circular No. A-11 provide instructions for the preparation of current services estimates.

In addition, revised current services credit estimates are required for agency transactions financed by or through the Federal Financing Bank and for the lending activities of the Rural Electrification Administration. Sections 33.4 and 33.5 of OMB Circular No. A-11 provide general instructions for the preparation of credit data.

3. Basis for the estimates.

a. Current services base estimates for fiscal year 1983. Current services base estimates for fiscal year 1983 will reflect final economic assumptions and completed Congressional action.

In particular, the effects of the following should be incorporated into the 1983 current services base:

- The final economic assumptions for the 1984 Budget that will be provided by OMB.
- Legislation enacted during the lame-duck session of the 97th Congress. In the absence of enacted appropriations, the 1983 current services base should be derived from the annualized rates of budget authority and the estimated outlays that result from the continuing resolution in effect at the close of the 97th Congress. Discretionary programs should not include an inflation adjustment to the 1983 budget authority levels contained in enacted appropriations or derived from the continuing resolution.

- Debt collection activities and the sale of surplus property, as authorized under current law.

Current services base estimates should include the effect of the October 1, 1982, pay raise and the agency's share of the Medicare Hospital Insurance tax beginning on January 1, 1983. (They should be included, for fiscal year 1983, on the appropriate pay supplemental line entries.) The 1983 estimates will reflect the agency's absorption of the October 1982 pay raise and the agency's share of the Medicare Hospital Insurance tax resulting from the guidance in OMB Bulletin No. 83-7 that was required in the fiscal year 1984 budget decisions.

b. Current services estimates 1984-1988. These estimates will reflect the continuation of on-going Federal programs and activities at 1983 current year, current services base levels without policy changes and will be consistent with the final economic assumptions to be provided by OMB.

The 1984-1988 estimates should reflect the full effect of the October 1982 pay raise and the full year amount of the agency's share of the Federal employee payroll tax for Medicare Hospital Insurance that goes into effect January 1, 1983.

For nonpay-related programs, the instructions in attachment A will be used to adjust current services estimates for the effects of assumed future inflation. Exhibit 1 applies these instructions, using hypothetical price measures, to an account that includes pay-related expenses, grants to States and localities, construction programs, and nonpay Federal purchases. Budget authority for nongrant activities should be based on the deflator supplied by OMB that most accurately reflects future prices to be experienced by the Federal Government for such activities. The use of any other deflator must be approved in advance by OMB. The agency must demonstrate to OMB that different inflation rates are expected for the program and that these rates are consistent with the projected inflation rates in the broader deflators supplied by OMB.


4. Materials required. OMB will provide the agencies with final economic assumptions for 1983 through 1988 and copies of computer listings for revising the current services estimates by January 3, 1983. A separate computer listing will contain information on certain credit activities. Agencies will revise the estimates and prepare the summary table and other supporting materials required by section 27.3 of OMB Circular No. A-11. Agencies also will prepare supporting information for current services credit estimates in accordance with the instructions contained in attachment B and in the format of exhibit 2.

Agencies furnishing revised estimates to OMB via computer terminals will use these terminals to enter the requested information. However, for credit activities the required information will be submitted on the computer listings. All other agencies will mark up and return the computer listings. The current services budget authority and outlay data will be entered into Record Type "S/T" for 1983 through 1988. The current services receipts estimates will be entered into Record Type "K" for 1983 and 1984 and into Record Type "M" for 1985 through 1988.

Agencies will submit with the current services estimates a brief description of estimating methodology used and an identification of the deflator(s) used in making the estimates for each account or group of similar accounts.

5. Timing. Agencies will submit two (2) copies of the required materials to OMB no later than January 10, 1983. However, the summary table that shows a bridge between the current year, current services base estimates and the budget year current services estimates will be submitted subsequently at the request of OMB.

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



David A. Stockman
Director

Attachments

Attachment A
Bulletin No. 83-9

Guidelines for Adjusting Current
Services Estimates for the Effects
of Future Inflation

The following guidelines will be used for adjusting current services estimates to reflect the effects of future inflation on current services estimates for budget authority, outlays, and offsetting collections. Exceptions to the inclusion of future inflation in the estimates are listed in section 27.2(b)(2) of OMB Circular No. A-11.

1. If a program contains pay-related items, separate the program into nonpay budget authority and pay-related budget authority. Only the nonpay budget authority is to be adjusted for inflation.

2. Select the most appropriate deflator from the alternative price measures supplied by OMB.

3. If the program is comprised, in part or entirely, of grants to State and local governments, the budget authority for the grant portion should be based on the deflator that most appropriately reflects future prices to be experienced at the State and local level. The following general criteria for grants deflators are appropriate:

-- General purpose grants--the State and local purchases deflator.

-- Grants for payments to individuals--the consumer price index.

-- Grants for construction programs--either the State and local purchases deflator, the GNP deflator, or the Federal nonresidential construction deflator.

4. Budget authority for nongrant activities should be based on the deflator supplied by OMB that most accurately reflects future prices to be experienced by the Federal Government for such activities. The use of any other deflator must be approved in advance by OMB. The agency must demonstrate to OMB that different inflation rates are expected for the program and that these rates are consistent with the projected inflation rates in the broader deflators supplied by OMB.

5. After selecting an appropriate deflator, adjust the 1984-1988 budget authority for nonpay in each year upward by the cumulative percentage increase in the deflator since fiscal year 1983. Combine the adjusted nonpay budget authority with the unadjusted pay-related budget authority to obtain the estimated current services budget authority for the entire program.

6. Outlays should be estimated on the basis of standard spendout formulas using the budget authority levels calculated above; that is, outlays in a given year should be the sum of first-year spendout from that year's budget authority plus spendout from prior-year balances.

7. Offsetting collections and other program revenues should be adjusted for inflation in a similar fashion if the level of anticipated receipts is expected to vary with price levels.

ADJUSTMENT OF CURRENT SERVICES BUDGET AUTHORITY ESTIMATES FOR FUTURE INFLATION (continued)
(dollar amounts in thousands)

	Current Services Base 1/		Current Services Estimates				
	1983	1984	1985	1986	1987	1988	
Construction program BA (in FY 1983 prices).....	45,000	120,000	60,000	20,000	10,000	0	
Percent change in Federal non-residential construction deflator:							
Annual.....	(N/A)	(6.5)	(6.5)	(5.0)	(4.5)	(4.0)	
Cumulative.....	(N/A)	(6.5)	(13.4)	(19.1)	(24.5)	(29.4)	
Inflation adjustment.....	0	7,800	8,054	3,819	2,445	0	
Adjusted construction program BA.....	45,000	127,800	68,054	23,819	12,445	0	
Nonpay Federal purchases BA (in FY 1983 prices).....	100,000	100,000	103,000	98,000	97,000	97,000	
Percent change in Federal non-defense nonpay purchases deflator:							
Annual.....	(N/A)	(5.0)	(4.0)	(3.5)	(3.0)	(3.0)	
Cumulative.....	(N/A)	(5.0)	(9.2)	(13.0)	(16.4)	(19.9)	
Inflation adjustment.....	0	5,000	9,476	12,762	15,920	19,308	
Adjusted nonpay Federal purchases BA.....	100,000	105,000	109,476	110,762	112,920	116,308	

Exhibit 1 (Cont.)

HYPOTHETICAL PRICE MEASURES
(percentage change; fiscal year over fiscal year)

<u>Fiscal Year</u>	<u>GNP Deflator</u>	<u>State and Local Purchases Deflator</u>	<u>Federal Nondefense Nonpay Purchases Deflator</u>	<u>Federal Nonresidential Construction Deflator</u>
1983....	6.8	7.0	6.0	6.0
1984....	6.0	6.0	5.0	6.5
1985....	5.0	5.0	4.0	6.5
1986....	4.2	4.0	3.5	5.0
1987....	3.3	3.0	3.0	4.5
1988....	3.0	3.0	3.0	4.0

The following pages contain hypothetical applications of these price measures and other required adjustments to several program examples.

Exhibit 1
Bulletin No. 83-9

ADJUSTMENT OF CURRENT SERVICES BUDGET AUTHORITY ESTIMATES FOR FUTURE INFLATION (continued)
 (dollar amounts in thousands)

	Current Services Base 1/	Current Services Estimates				
	1983	1984	1985	1986	1987	1988
Account total BA (FY 1983 prices)....	235,000	310,000	253,000	208,000	197,000	187,000
Total adjust- ments.....	<u>488</u>	<u>18,034</u>	<u>26,474</u>	<u>28,640</u>	<u>32,839</u>	<u>36,302</u>
Adjusted account total BA.....	<u>235,488</u>	<u>328,034</u>	<u>279,474</u>	<u>236,640</u>	<u>229,839</u>	<u>223,302</u>
<u>Outlays:</u>						
Spend out from prior-year BA.....	50,000	47,098	65,607	55,895	47,328	45,968
Spend out from new BA.....	<u>188,390</u>	<u>262,427</u>	<u>223,579</u>	<u>189,312</u>	<u>183,871</u>	<u>178,642</u>
Total outlays....	238,390	309,525	289,186	245,207	231,199	224,610

Exhibit 1 (Cont.)

ADJUSTMENT OF CURRENT SERVICES BUDGET AUTHORITY ESTIMATES FOR FUTURE INFLATION
(dollar amounts in thousands)

	Current Services Base 1/ 1983	Current Services Estimates				
		1984	1985	1986	1987	1988
Pay-related BA (FY 1983 prices)....	20,000	20,000	20,000	20,000	20,000	20,000
Federal hospital insurance costs (agency share) 2/3/ 4% October 1982 pay raise 3/.....	88 <u>400</u>	234 <u>800</u>	234 <u>800</u>	234 <u>800</u>	234 <u>800</u>	234 <u>800</u>
Adjusted pay- related BA.....	20,488	21,034	21,034	21,034	21,034	21,034
Grant BA (FY 1983 prices).....	70,000	70,000	70,000	70,000	70,000	70,000
Percent change in State and local purchases deflator:						
Annual.....	(N/A)	(6.0)	(5.0)	(4.0)	(3.0)	(3.0)
Cumulative.....	(N/A)	(6.0)	(11.3)	(15.8)	(19.2)	(22.8)
Inflation adjustment.....	<u>0</u>	<u>4,200</u>	<u>7,910</u>	<u>11,025</u>	<u>13,440</u>	<u>15,960</u>
Adjusted grant BA.....	70,000	74,200	77,910	81,025	83,440	85,960

1/ Enacted or continuing resolution level.

2/ Effective January 1, 1983.

3/ In this example the 1983 estimate reflects 50% absorption.

Attachment B
Bulletin No. 83-9

Supporting Information for
Current Services Credit Estimates

Additional detailed credit data are required to develop long-range current services credit estimates for off-budget Federal entities. This applies only to agency transactions financed by or through the Federal Financing Bank and for the lending activities of the Rural Electrification Administration.

The conceptual approach for current services credit data should be consistent with that described for other current services estimates. For fiscal year 1983, current services credit data will reflect completed Congressional action; for this year, discretionary programs should not be adjusted for inflation. Estimates for 1984-1988 will reflect the continuation of on-going Federal programs and activities at 1983 current services base levels without policy changes and will be consistent with the final economic assumptions to be provided by OMB. For these years, discretionary programs should be adjusted for inflation occurring after 1983.

Two (2) copies of the supporting information for current services credit estimates will be submitted in the format of exhibit 2 using line numbers listed below. (These line numbers are described in sections 33.4 and 33.5 of OMB Circular No. A-11.)

Position with respect to limitation on obligations:

Line 1110	Limitation on obligations
Line 1130	Obligations exempt from limitation
Line 1151	Direct loans to the public
Line 1152	Repurchases of loan assets from the FFB
Line 1190	Unused balance of limitation, expiring

Position with respect to limitation on commitments:

Limitation on commitments:

Line 2111	Loans by private lenders
Line 2112	Loans by the FFB
Line 2131	Loans by private lenders
Line 2132	Loans by the FFB

New commitments made, gross:

Line 2151	Loans by private lenders
Line 2152	Loans by the FFB
Line 2153	Loans sold to the FFB
Line 2190	Unused balance of limitation, expiring

SUPPORTING INFORMATION FOR CURRENT SERVICES CREDIT ESTIMATES
(dollar amounts in thousands)

Identification code <u>11-1082-0-1-152</u>	<u>1983</u>	<u>1984</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>
Position with respect to limitation on obligations:						
1110 Limitation on obligations....	750,000	787,500	821,250	853,500	885,750	917,250
1130 Obligations exempt from limitation.....						
Obligations incurred, gross:						
1151 Direct loans to the public...	750,000	787,500	821,250	853,500	885,750	917,250
1152 Repurchases of loan assets from the FFB.....						
1190 Unused balance of limitation, expiring.....						
Position with respect to limitation on commitments:						
Limitation on commitments:						
2111 Loans by private lenders....						
2112 Loans by the FFB.....	3,083,500	3,237,675	3,376,432	3,509,023	3,641,614	3,771,120
Commitments exempt from limitation:						
2131 Loans by private lenders....						
2132 Loans by FFB.....						
New commitments made, gross:						
2151 Loans by private lenders....						
2152 Loans by FFB.....	3,083,500	3,237,675	3,376,432	3,509,023	3,641,614	3,771,120
2153 Loans sold to the FFB.....						
2190 Unused balance of limitation, expiring.....						
Addendum: Federal Financing Bank transactions						
1330 Direct loans sold to the FFB.....						
1350 Repayments.....						
1430 New loan disbursements.....	3,083,500	3,237,675	3,376,432	3,509,023	3,641,614	3,771,120
1450 Repayments.....	-686,700	-705,700	-722,580	-874,140	-1,010,400	-1,097,160

NOTE: For FFB repayments (lines 1350 and/or 1450), estimates should be consistent with the loan disbursement levels (lines 1330 and/or 1430).

Exhibit 2
Bulletin No. 83-9

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December 15, 1982

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

December 15, 1982

BULLETIN NO. 83-8

**TO THE HEADS OF EXECUTIVE DEPARTMENTS, ESTABLISHMENTS, AND
INDEPENDENT AGENCIES**

SUBJECT: Unified Agenda of Federal Regulations

1. Purpose.

This Bulletin establishes guidelines and procedures for the preparation and publication of Regulatory Agendas describing new regulations under development and existing regulations under review within each agency of the Federal government.

2. Background of Authority.

This Bulletin is issued under the authority of Section 6(b) of E.O. 12291 (Federal Regulation) to implement the provisions of Section 5 of the Executive Order concerning the issuance of Regulatory Agendas. Section 5 authorizes the Director of the Office of Management and Budget (OMB) to prescribe the nature, content, and form of Regulatory Agendas. In addition, this Bulletin furthers the purposes of the Regulatory Flexibility Act (5 U.S.C. 605) and the Executive Order in coordinating preparation of Agendas, providing the public with more comprehensive documentation of the Federal government's current regulatory plans, and providing a systematic means of monitoring regulatory activity in each agency.

3. Coverage.

The requirements of this Bulletin apply to all Executive departments and establishments subject to Executive Order 12291. Independent regulatory agencies are requested to follow the provisions of this Bulletin on a voluntary basis in order to further the purposes set forth above.

4. General Requirements.

This Bulletin establishes the mechanism by which agencies will report information concerning regulatory actions under development or review. Regulatory Agendas shall include information on all regulatory activities the agency plans to conduct or review during the succeeding 12 months. Regulations excluded by Section 1(a) of E.O. 12291 or by the Director of OMB, routine regulations, and those that relate to internal agency management need not be included.

5. Information Required in the Agendas.

Each Agenda will contain, at a minimum, the following information, and will use the following headings to identify that information for each regulatory action listed:

- a. Title.
- b. Agency Contact -- The name, title, address and phone number of a person in the agency who is knowledgeable about the regulation.
- c. Effects on Small Businesses and Other Small Entities -- An indication of whether the rule is expected to have a significant economic impact on a substantial number of "small entities" as defined by the Regulatory Flexibility Act (5 USC 601(6)).
- d. CFR Citation -- The sections of the Code of Federal Regulations which affect or will be affected by the action.
- e. Legal Authority -- At a minimum, a citation to the section of the United States Code (USC) or Public Law (PL) or to the Executive Order that authorizes the regulatory action. Common name references may be used in addition to USC or PL references.
- f. Abstract -- A description of the problem the regulation will address, and, to the extent available, the alternatives being considered for addressing the problem and the potential costs and benefits of the action.
- g. Timetable -- The dates and citations (if available) for all past and, at least, the next future stage of rulemaking. Whenever applicable, the following standard terms should be used: ANPRM, NPRM, Final Action.

6. Structure of the Agenda.

Each Agenda will be structured as follows:

- a. Agency -- Actions for each agency or subagency will be grouped together.
- b. Type of Action -- Within each agency grouping, entries will be listed by type of action in the following order:
 - i. Current and projected rulemakings.
 - ii. Reviews of Existing Regulations -- Existing regulations being reviewed within the agency to

determine whether to propose modifications through rulemaking. Once an agency decides to go forward with an ANPRM or NPRM, by committing, for example, staff or financial resources to its development, the action should be listed under current and projected rulemakings.

- iii. Completed actions -- These are regulations completed or withdrawn, and reviews completed since the preceding Agenda. For such actions, the agency need only provide title; agency contact name and phone number; Federal Register citation (including date) of final action, if available; and reason for completion. Agencies may include a brief abstract of the final action at their discretion.
- c. Priority/Other -- Within each grouping by type of action, priority regulations will be listed together first and other regulations will be listed together second. Priority regulations are all regulations:
- i. designated for priority development or review by the agency head;
 - ii. that are "major rules" under Section 1(b) of Executive Order 12291; or
 - iii. designated for review by the Presidential Task Force on Regulatory Relief.

Each entry for a priority regulation shall indicate which of the above criteria were used in determining its priority status.

7. Publication of the Unified Agenda of Federal Regulations.

Agencies may publish their April 1983 agendas in one of two ways.

- a. Unified Agenda Format -- The Regulatory Information Service Center (RISC) will place information, supplied by the agency on specially designed forms, in a computer system. The computer will produce a tape which the Government Printing Office (GPO) will use to print the agendas in a standard format. Under this approach, agencies will submit to OMB the RISC forms along with one signed original and two certified copies of their preamble. In addition, the agency will submit to OMB a letter addressed to the Office of the Federal Register authorizing RISC to assemble the agency's agenda and authorizing GPO to bill the agency for printing its portion of the Unified Agenda.

- b. **Agency Format** -- Agencies may continue to produce their agendas in their own format. Under this approach, agencies will submit to OMB one signed original and two certified copies of their entire agendas.

Regardless of which printing format an agency chooses, all agenda submissions shall meet the normal requirements for publication in the Federal Register, including the agency's preamble, billing code, and list of CFR parts affected. OMB will ensure that all agency agendas are compiled and forwarded as a complete group to the Office of the Federal Register, which will have the Government Printing Office print them in a single day's issue of the Federal Register. All agencies will be able to obtain reprint copies of its individual agenda.

8. Effective Date.

This Bulletin applies to Regulatory Agendas to be published in April 1983. By January 15, agencies shall notify the Regulatory Information Service Center which format they intend to follow for their April agendas. Regardless of which format an agency selects, it shall submit all completed agenda materials to OMB's Office of Information and Regulatory Affairs, Regulatory Policy Branch, Room 3228, New Executive Office Building not later than March 4, 1983.

9. Information Contact.

For further information on the requirements of this Bulletin, contact the Regulatory Policy Branch, Office of Information and Regulatory Affairs (OIRA), OMB, telephone 395-7340, or the agency's desk officer in OIRA. For further information concerning automated agenda production, information requirements, format, completion, or submission of agency agendas, contact the Regulatory Information Service Center, telephone 395-4931.

10. Sunset Date.

OMB will review the requirements of this Bulletin after publication of the April 1983 Agenda. After assessing the implementation of this Bulletin, OMB will issue guidance for the October 1983 Agenda.


David A. Stockman
Director

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OGC BULLETIN NO. 35

November 26, 1982

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

November 15, 1982

BULLETIN NO. 83-7

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Increased Pay Costs for Fiscal Year 1983

1. Purpose. This Bulletin provides policies and procedures for absorbing the cost of the October 1982 pay raise and related costs, including the employer's portion of the Medicare Hospital Insurance payment (HI tax), preparing the analysis of these increased costs, and requesting related supplemental appropriations for fiscal year 1983.

2. Authority.

- P.L. 97-276, Resolution for Continuing Appropriations for 1983, provides continuing appropriations for activities of the Federal Government through December 17, 1982. Section 109 of that law provides for a 4% cap on wage board pay increases during fiscal year 1983.
- Executive Order No. 12387 dated October 8, 1982, provides for a 4% pay cap on civilian and military pay increases during fiscal year 1983.
- Section 278(a) of P.L. 97-248, the Tax Equity and Fiscal Responsibility Act of 1982 requires application of the Medicare Hospital Insurance tax to Federal employment.

3. Background. Office of Management and Budget (OMB) Circular No. A-11 (sections 13.3(b) and 32.6(b)) instructed agencies to include amounts for the October 1982 pay raise in their 1983 and 1984 budget estimates, if the new pay rates were known at the time of submission. If the new pay rates were not known at the time of submission, agencies were instructed to include in their budget schedules the additional 1983 and 1984 amounts required for the October 1982 pay raise when they are informed by OMB of their 1984 budget allowances.

Under P.L. 97-248, Federal agencies are required to pay the employer's share of the Medicare Hospital Insurance tax for Federal employees not currently under social security, effective beginning on January 1, 1983. Amounts for the employer's share of the HI tax for 1983 were not included in agency budget estimates for 1983.

The information submitted pursuant to this Bulletin will provide the basis for requests to the Congress in the 1984 Budget for the 1983 pay supplementals to cover these costs.

4. Coverage. These instructions apply to the fiscal year 1983 cost of the 4% October 1982 pay raise and related costs, including the cost of the employer's share of the HI tax.

5. Policies.

a. Calculation of Increased Pay Costs.

- Since the pay increase is effective with the first pay period beginning on or after October 1, 1982 and the pay periods vary from agency to agency, computations shall be based on the actual number of workdays in fiscal year 1983 that are subject to the pay increase. Agencies will include in their submissions to OMB information showing their assumptions on the number of workdays subject to the raise and providing calculations showing how these assumptions were used in preparing the estimates.
- No pay increase should be included for employees who are already paid the maximum under law. The number of such employees, and their related salary costs, will be shown in the agency submissions.
- In some cases, employees will receive effective pay raises less than the full raise because the full raise would increase their salaries to levels above the maximum under law. The agency submissions will contain a list of: (a) each of the base salaries of such employees; (b) the number of employees in each such base salary category and the total number of employees in all such categories; (c) the allowable pay increment to reach the maximum level for each of these base salary categories; and (d) the total allowable pay increment in all such categories.
- No pay increase shall be included to cover costs of unemployment compensation (OMB Bulletin No. 81-18).
- The use of current average salary levels above those reflected in the President's 1983 Budget must be explicitly justified.
- For each indirect pay cost increase (such as retirement benefits and other Government payments that are based on employee salaries), agencies shall specify separately the relationship of that increase to increases in direct pay costs and provide the calculations that support estimated indirect cost increases.
- Since the HI tax is based on wages (as defined by 26 U.S.C. 3121(a)) paid to Federal employees on or after January 1, 1983, computations shall be based on the amount

of these payments that are subject to the HI tax. Specifically, the employer's share of the HI tax should be estimated as 1.3% of wages to be paid in fiscal year 1983 up to \$35,700. Agencies will include in their submissions information showing their assumptions on the number of workdays beginning January 1, 1983 subject to the tax and providing calculations showing how the estimate of tax was computed.

- Agencies shall compute the amount of the 1983 pay increase costs specified above on the basis of the latest approved 1983 program and FTE employment levels. Pay increases connected with added 1983 FTE employment levels requested in the 1984 budget process should be treated as part of the program supplemental request, rather than as part of this pay raise supplemental request.
- Agencies will base their computations on the fiscal year 1983 program and FTE employment levels as they will be reflected in the 1983 (current year) column of the 1984 Budget. As above, pay increases connected with additional 1983 employment levels should be treated as part of the supplemental request for the program, should the program supplemental be approved.

b. Absorption of Increased Pay Costs.

- (1) Generally, agencies are expected to absorb the maximum amount possible of the increased pay costs, including the employer's portion of the Medicare Hospital Insurance. Because the First Concurrent Budget Resolution for fiscal year 1983 assumes that 50% of the pay raise will be absorbed, proposed absorption of less than this rate will require specific justification.
- (2) Agencies are expected to absorb these increased pay costs as follows:
 - (a) Use all available resources within the account to cover these increased pay costs. This shall include savings and revenues resulting from:
 - Lower than previously anticipated personnel levels (including savings in personnel compensation, benefits, and related expenses such as travel, supplies, equipment, etc.);
 - Continuing efforts to minimize and reduce other operating costs, e.g., in the use of consulting and related services or in the production of periodicals, pamphlets, and audiovisual products;
 - Economies achieved through cost reduction, position management, and other management improvement programs as set forth in OMB Circulars No. A-64 and A-117;

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-- Savings that may result from lower than expected prices for purchases financed from the account; and

-- Any other unanticipated amounts that are available in the account.

(b) Use existing transfer authority when resources within an account are insufficient to meet costs.

(c) Seek additional transfer authority between appropriation accounts within the same agency.

c. Application of Available Resources. Agencies shall apply available resources in the following order of priority:

(1) To program increases for uncontrollable items that qualify for deficiency apportionment, when the total amount of these program increases can be absorbed. When the total amount of these program increases cannot be absorbed, a separate program supplemental should be requested.

(2) To the various types of increased pay costs (e.g., civilian statutory pay systems, military pay systems, wage board, administrative action) in the following order of priority:

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

(b) Any type of increased pay cost that can be absorbed in full.

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

6. Action Requirements.

a. By November 29, 1982, each agency shall submit to OMB the following:

(1) Analysis of Increased Pay Costs. The analysis will be prepared in accordance with the instructions in Attachment A and submitted in the format of the related Exhibit.

- (2) Information Sheets. Information sheets showing the methods and numbers used to make the calculations will accompany the analysis of increased pay costs. The calculation of increased pay costs will be prepared in accordance with paragraph 5.a. of this Bulletin. An estimate of the Medicare Hospital Insurance costs will also be included.
- (3) Narrative Explanation. Increases in pay costs that are disproportionately high in relation to the base for any account or the use in the calculations of average salary levels above those reflected in the President's 1983 Budget must be fully justified in a narrative explanation accompanying the analysis. The explanation will include information on the programmatic effect and the effect on FTE employment resulting from the absorption policy. In those cases where agencies believe that they are unable to achieve 50% or more absorption of pay costs, including the cost of the employer's share of the HI tax, the narrative will include a specific justification.
- (4) Proposed Appropriation Language. Guidelines to be used in drafting proposed appropriation language are presented in Attachment B. Proposed appropriation language for funds that are to be transferred to multiple and no-year accounts should also extend the availability of the amounts consistent with the availability of the accounts to which they are to be transferred.

b. Upon approval of a pay supplemental, submit the following information to OMB:

(1) Apportionment/Reapportionment Requests.

- (a) Each agency that requests apportionment or reapportionment to reflect increased pay costs (including HI tax) for fiscal year 1983 shall submit its request in accordance with section 43.2 of OMB Circular No. A-34. Upon enactment of appropriations, agency heads shall submit reapportionment requests 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 pay costs.

Deficiency apportionments under a continuing resolution are not required unless the account involved would actually run short of funding while the resolution is in effect. In such a case, the deficiency is the amount needed for pay only during the period of the resolution.

- (b) Agency heads requesting "deficiency" apportionments for pay supplementals shall also submit 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 shall 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 105 of P.L. 97-276."

(Note: When a group of such requests is transmitted at one time, a single statement may be used for all requests.)

All reapportionment requests for increased pay costs and the statements of necessity shall be submitted to OMB within 10 days of final OMB approval of any supplemental appropriations for increased costs of pay to be requested in the 1984 Budget.

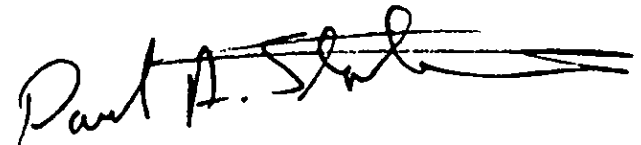
- (2) Deferral and Rescission Proposals. If an agency is seeking a pay supplemental to be derived by transfer between appropriation accounts that involves:
- (a) no withholding or delaying of the availability of funds, no deferral report is required. (In these cases, available resources should be apportioned in the losing accounts so that the funds to be transferred are available in the last half of the fiscal year.)
- (b) 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.

- (c) 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.

7. OMB Responsibilities. The Office of Management and Budget is responsible for reviewing information submitted by the agency and for final preparation of the pay supplementals that the President transmits to the Congress.

8. Information Contact. For further information, contact the OMB representative responsible for reviewing the agency's budget estimates.

9. Sunset Date. This Bulletin will expire as soon as action is completed.



David A. Stockman
Director

Attachments

ATTACHMENT A
Bulletin No. 83-7

Instructions for Preparing the
Analysis of Increased Pay Costs for
Fiscal Year 1983

Each agency shall submit by November 29, 1982, an analysis of increased pay costs for fiscal year 1983 resulting from the pay raises specified in this Bulletin and related costs, including the required payment of the employer's portion of the Medicare Hospital Insurance tax (HI tax). An original and two copies of this analysis shall be prepared for fiscal year 1983 in the format illustrated by the Exhibit.

General Instructions

Treatment of Multiple Types of Pay Increases.

Where more than one type of pay increase is involved (i.e., civilian statutory pay systems, military pay systems, wage board, administrative action) the amounts applicable to each will be reported separately in columns 2 through 4 of each analysis. 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).

Treatment of Advances and Reimbursements.

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

- The agency that is performing the work shall include the related increased pay costs (including the cost of the HI tax) in columns 2 and 3 of their analysis -- since these costs relate to the employees of this agency. These costs shall be included in column 5, and treated as part of the performing agency's absorption. (See instructions for entries under column 5.)
- The ordering agency shall consider these increased pay costs as a part of ordinary expenses and shall not include them in columns 2 and 3 of their analysis. The ordering agency shall absorb, through administrative actions, payments to other accounts or agencies for the increased pay costs to the maximum extent possible. The ordering agency shall 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.)

Treatment of Allocation Accounts.

For purposes of this analysis, amounts for allocation accounts (transfer appropriation accounts) shall be incorporated in the amounts shown for the parent account, rather than in the amounts

shown for the receiving agency. Each agency that receives an allocation shall furnish to the agency responsible for the parent account that data necessary to prepare the analysis (including justifications) for submission to OMB by November 22, 1982, unless other arrangements have been made by the agencies concerned. Allocation accounts shall be considered a source of transfer only by the parent agency.

Format of the Analysis

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

Column 1. Organizational unit and account title. List each bureau or organizational unit to which separate appropriations or funds are available. List, under the organizational unit, the title of each account (other than allocation accounts) out of which any increased pay costs, including the HI tax, are directly paid. These shall 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 (wage board, administrative action, and military pay systems) will be identified in the stub column under each account where appropriate.

Column 2. Increase in direct pay and other related costs of this agency -- direct pay. Enter the direct cost of pay raises for employees paid from the reporting account, whether or not the costs are reimbursable. 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 a 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. Increase in direct pay and other related costs of this agency -- related costs. 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, payment of the employer's share of the Medicare Hospital Insurance tax, and other payments that are based on employees' salaries. Other payments that are not based on employees' salaries, such as Federal workers' compensation (billed from prior year charges), should be excluded from the calculations of added indirect costs.

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

Column 4. Amounts to be paid to other accounts that are not absorbed administratively. 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. Net absorption -- possible by administrative action. 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. Following the policies set forth in section 5.b. of this Bulletin, this will include absorptions through existing transfer authority from other accounts and amounts to be covered by reimbursements from other accounts.

Column 6. Net absorption -- requiring Congressional action. 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 to transfer funds from one account to another. Proposals to increase the limitation on administrative expenses are not to be included in this column; rather they should be included in column 8.

Column 7. Net absorption -- total. Total of columns 5 and 6.

Column 8. Additional appropriation required. This column should equal the sum of columns 2, 3, and 4 minus column 7, and will represent the additional appropriations and increases in limitations on administrative expenses considered necessary for the account as a result of the pay raises reported. Increases in limitations on administrative expenses are to be identified using a footnote.

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

If Congressional action is not completed, a footnote to the name of the agency should be provided explaining the basis for the request.

The Analysis shall be accompanied by the information sheets, narrative explanation, and appropriation language as required in sections 5 and 6 of this Bulletin.

b. Actual size of this form is 8-1/2 x 14 inches.

ANALYSIS OF 1983 INCREASED PAY COSTS

Department of Government 1/

Organizational unit and account title (1)	Increase in direct pay and other related costs of this agency		Amounts to be paid to other accounts that are not absorbed administratively (4)	Possible by administrative action (5)	Net Absorption Requiring Congressional Action		Additional appropriation required (8)
	Direct pay (2)	Related costs (3)			Total (7)		
Office of the Secretary:							
Salaries and expenses.....	197,420	18,700	. . .)	79,700 2/	170,870	250,570	0
Wage board.....	31,500	2,950	. . .)				
Bureau of Economic Development:							
Salaries and expenses.....	949,160	89,220	. . .)	723,500		723,500	314,880 3/
Inspection Services.....	176,000	16,540	21,050	. . .	213,590	213,590	
Development Trust Fund.....	1,240,000	111,600	. . .	21,600	1,330,000	1,351,600	0
Government Corporation:							
ABC Revolving Fund (adm. action).	1,065,000	100,110	. . .	865,110	300,000	1,165,110	0
<hr/>							
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	. . .)				
Total, all pay increases.....	10,543,900	986,020	42,310	5,246,660	5,679,290	10,925,950	646,280

1/ The 1983 appropriations have not been enacted. The basis for these estimates is [specify].
 2/ Includes \$15,000 to be transferred from "Salaries and Expenses, Bureau of Safety" under P.L. _____. (Cite existing authority)
 3/ This amount pertains to the increase in the limitation on administrative expenses for this account.

EXHIBIT
Bulletin No. 83-7

ATTACHMENT B
Bulletin No. 83-7

Guidelines for Drafting Proposed Appropriation Language
for Pay Supplementals for Fiscal Year 1983

Indentation, punctuation, and capitalization will conform with the presentation used in Part III, Section II of the 1983 Budget Appendix (pp. III-41-42).

Organization titles and breaks, including the appropriation account title will generally conform to the fiscal year 1983 appropriation bills as enacted.

All new items not included in the 1983 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", \$170,000;

Bureau of Economic Development:

"Salaries and expenses", \$314,000;

"Inspection services", \$213,000 to remain available until March 30, 1984;

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



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

M-83-6

January 3, 1983

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

FROM: David A. Stockman *DA*
DIRECTOR

SUBJECT: Preparation of materials for the 1984 Budget

The purpose of this memorandum is to ask for your cooperation in seeing that work on the fiscal year 1984 Budget is completed promptly.

H.J. Res. 635 requires that the budget be transmitted to the Congress by Monday, January 31. If this is to be done, the budget materials required by OMB Circular No. A-11 and Bulletin 83-9 must be received from your agency on schedule.

OMB staff have been instructed to complete their review of your agency's budget materials quickly and to work with your staff to resolve any differences expeditiously. I would appreciate your impressing upon your staff the importance of their cooperation in these efforts.

Thank you for your support.



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

October 22, 1982

BULLETIN NO. 83-6

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Cash Management

1. Purpose. This Bulletin requires that each major Federal agency institute an aggressive program for strengthening its cash management practices.
2. Authority. The Budget and Accounting Act of 1921, as amended.
3. Background. The initiatives called for in this Bulletin are part of an overall management improvement process referred to as "Reform '88." Inefficiencies in cash management cost the taxpayers millions of dollars every year and contribute to the increase in the Federal debt. The Bulletin supplements various OMB Circulars and Department of Treasury Regulations by outlining steps agencies are required to take in order to specify and report the results of commitments to improve cash management practices.
4. Coverage. This Bulletin applies to all Executive Branch departments and agencies.
5. Policy. The policy of this Administration is to apply modern cash management techniques in all Government operations. This includes procedures for accelerating the processing and deposit of receipts, improving control over disbursements, and eliminating idle cash balances. These actions will reduce the need for cash balances in Treasury, thereby reducing Federal borrowing requirements and resulting interest expense to the Treasury.
6. Action Requirements.
 - a. Responsible Official. Each agency will designate a Cash Management Officer with responsibility and authority for cash management as described in Attachment A, "Suggested Responsibilities." Each agency should submit the name of this designated official to the OMB Financial Management Division not later than November 15, 1982. Each agency should review the responsibilities of this position and assure that the designee has sufficient authority to carry out those duties.

- b. Agency Plans. Each agency Cash Management Official shall submit a plan containing:
- (1) An inventory, stratified by dollar amount, identifying each cash receipt and disbursement activity subject to cash management controls and projecting for each activity the significant interest savings that can result from improving cash management practices. Interest savings should be calculated using the interest rate established by the Secretary of the Treasury under P.L. 95-563 (41 U.S.C. 611) and published in the Federal Register.
 - (2) A detailed action plan describing each major cash management problem, issue, deficiency and opportunity in the agency, the specific steps needed to correct the problem or issue and a timetable for accomplishing each step. The detailed action plan should be directed toward three major objectives.
 - (a) Expediting the billing, collection, processing, and deposit of monies due the Government, with particular attention paid to opportunities to direct incoming funds toward the Treasury Financial Communications System for expediting inflows.
 - (b) Better scheduling of and control over disbursements.
 - (c) Reducing excess or idle cash balances in the hands of recipients, including travel advances made to Federal employees.

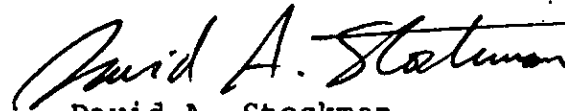
The detailed action plan should address deficiencies and opportunities already identified by General Accounting Office and Inspector General reviews, previous cash management studies, and other existing sources. New agency-wide reviews of cash management practices are neither required nor expected. Also, the detailed action plan should be consistent with agency internal regulations as required by Treasury Fiscal Requirements Manual, Volume I, Part 6, Chapter 8000, paragraph 8080.20 (I TFRM 6-8080.20). Treasury personnel will work closely with OMB in monitoring agency performance and resolving agency cash management issues.

A draft copy of the plan should be transmitted not later than November 30, 1982 to the OMB Financial Management Division for review. A final plan, approved by the head of the agency, shall be forwarded to the Director, OMB, within three weeks after agreement is reached with OMB on the content of the plan.

7. Agency Reports. Each agency listed in Appendix A shall prepare a quarterly status report on cash management efforts under the Reform '88 reporting system. Attachment C to this Bulletin provides the reporting format to be followed. Reform '88 reporting requirements supplement Treasury requirements contained in I TFRM 6-8080.40.

8. Information Contact. Inquiries should be directed to the OMB Cash Management Project at 395-4773.

9. Sunset Date. This Bulletin will expire one year from the date of issuance.



David A. Stockman
Director

BULLETIN NO. 83-6
ATTACHMENT A

Suggested Responsibilities
Agency Cash Management Officers

A designated cash management officer should have the authority to determine and define the agency's cash management policies and procedures. This authority should extend agency-wide and not be limited to a particular program or programs.

Appropriate responsibilities for a designated cash management officer would be to:

- o Establish a plan for an aggressive cash management program and oversee its implementation throughout the agency to insure receipts are collected and deposited promptly in the Treasury and to insure disbursements are made only when payments are due or advances are needed.

- o Evaluate the cash management resources and system needs of the agency and determine whether they are sufficient or excessive to effectively manage cash resources.

- o Assure that the improvement actions outlined in the agency's cash management plan provided to OMB are pursued vigorously and accomplished according to the timetable specified in the plans.

- o Ensure that all cash management functions such as accounting, reporting, collecting receipts, and making disbursements are accomplished expeditiously, effectively, and in accordance with regulations.

- o Establish measurable performance goals for improved cash management in the critical job elements for SES, merit pay, and other key personnel who have cash management responsibilities or whose work can affect the flow of cash.

- o Reduce excess Federal cash held by agency recipients to a level that is acceptable to the agency head and OMB.

The individual should be at a high enough level in the agency to determine and enforce agency-wide cash management policies and procedures and to effectively interact with other agency programs and administrative staffs. It is expected that this individual will devote a substantial portion of his time to this effort.

BULLETIN NO. 83-6
ATTACHMENT B

Departments and 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 Interior
Department of Justice
Department of Labor
Department of State
Department of Transportation
Department of Treasury
Environmental Protection Agency
National Aeronautics and Space Administration
Veterans Administration
General Services Administration
International Development Cooperation Agency
Small Business Administration
Export-Import Bank
Interstate Commerce Commission
Overseas Private Investment Corporation
Tennessee Valley Authority
United States Railway Association
Railroad Retirement Board

AGENCY QUARTERLY REPORTING FORM (SAMPLE)

CASH MANAGEMENT: DEPARTMENT OF GOVERNMENT FY 83 Q1

GOALS:

Annual: To achieve \$5 million in Treasury interest savings by paying contractors and vendors only when payments are due.

Quarter: Modify voucher processing system to:
 * Record invoice payment dates as part of initial processing
 * Retain approved invoices and release for disbursement processing no more than two days prior to payment date

Quarter \$: \$500,000

Accomplishments This Quarter:

Problems:

Solutions:

BULLETIN NO. 83-6
ATTACHMENT C

Declassified in Part - Sanitized Copy Approved for Release 2013/07/17 : CIA-RDP06M00944R000200140002-9

OMB BULLETIN M 83-5

C/BMG

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

M-83-5

DEC 17 1982

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Joseph R. Wright, Jr. *J. R. Wright*

SUBJECT: Agency Operations in the Absence of Appropriations

1. Public Law 97-276, the Continuing Resolution enacted by Congress on October 2, 1982 to provide for appropriations for Executive and judicial accounts, will expire at midnight Friday, December 17, 1982. The only appropriations bill for Fiscal Year 1983 which has been presented to and signed by the President is the Housing and Urban Development-Independent Agencies Appropriations Act. The House of Representatives has passed a Second Continuing Resolution which contains provisions unacceptable to the President. Although an acceptable Resolution may be enacted by the Congress, substantial differences could remain, and the President could be forced to exercise his veto authority. Accordingly, there is a possibility that no other appropriations will be enacted as of December 18.

2. OMB Bulletin 80-14, dated August 28, 1980, as amended by a memorandum from the Director of the Office of Management and Budget dated November 17, 1981, requires all agencies to maintain contingency plans to deal with the eventuality of an appropriations hiatus. Additionally, the opinion of the Attorney General dated January 16, 1981 remains in effect.

3. Examples of excepted activities were developed on past occasions when the Executive Branch faced the possibility of an appropriations hiatus. Present instructions are:

Beginning December 18, 1982, agencies may continue activities otherwise authorized by law; those that protect life and property; and those necessary to begin phasedown of other activities. Primary examples of activities agencies may continue are those which may be found under applicable statutes to:

a. Provide for the national security, including the conduct of foreign relations essential to the national security or the safety of life and property.

b. Provide for the performance of activities under no-year or multi-year appropriations or other funds remaining available for agency purposes.

c. Conduct essential activities to the extent that they protect life and property, including:

- ° Medical care of inpatients and emergency outpatient care;
- ° Activities essential to ensure continued public health and safety, including safe use of food and drugs and safe use of hazardous materials;
- ° The continuance of air traffic control and other transportation safety functions and the protection of transport property;
- ° Border and coastal protection and surveillance;
- ° Protection of Federal lands, buildings, waterways, equipment and other property owned by the United States;
- ° Care of prisoners and other persons in the custody of the United States;
- ° Law enforcement and criminal investigations;
- ° Emergency and disaster assistance;
- ° Activities essential to the preservation of the essential elements of the money and banking system of the United States, including borrowing and tax collection activities of the Treasury;
- ° Activities that ensure production of power and maintenance of the power distribution system;
- ° Activities necessary to maintain protection of research property; and
- ° Activities involving a limited number of essential personnel to pay obligations incurred by the United States for which funding is available.

You should maintain the minimum staff and support services necessary to continue these essential functions.

4. In addition, the following policies will be in effect in the event of a December 18 appropriations hiatus:

a. All employees performing non-excepted activities defined by this memorandum and by the Attorney General's opinion of January 16, 1981, are permitted to perform no services other than those involved in the orderly suspension of agency operations.

b. With regard to non-excepted agency activities and agency personnel performing them, particular attention should be paid to the fact that the Antideficiency Act does not permit agency acceptance of voluntary non-excepted services.

5. In accordance with agency shutdown plans on file with OMB, most non-excepted employees will be furloughed on or about noon of the first working day of an appropriations hiatus. On Monday, December 20, however, it may appear with reasonable certainty that a Continuing Resolution will be enacted on that date. In that event, the agency's plan should go into effect in all respects, except that non-excepted employees should be allowed to remain in their offices while performing shutdown activities pending enactment of the Continuing Resolution. Notice will be given by OMB to appropriate agency officials as to whether furloughs should be effected on Monday pursuant to existing plans.

6. In the event that no Continuing Resolution has been enacted as of Tuesday morning, December 21, non-excepted employees who have completed shutdown activities should not report for work. In the event that no Continuing Resolution has been signed by c.o.b. Monday, non-excepted employees will be required to rely on the media to determine whether the President has signed a Continuing Resolution prior to Tuesday morning.

7. I appreciate the difficulties posed by the shifting and uncertain circumstances of current events. OMB, acting through its budget examiners, Counsel's office and my office will make every effort to communicate changing developments and provide policy guidance.

8. Within the guidance established by the Attorney General's opinion of January 16, 1981, and this memorandum, 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.

~~CONFIDENTIAL~~ ~~NOV 07 1982~~

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18 Nov. 1982

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

OCT 26 1982

M-83-4

MEMORANDUM TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: David A. Stockman *DAS*

SUBJECT: OMB Circular No. A-119, "Federal Participation in the Development and Use of Voluntary Standards"

Attached, for your implementation, is a revision to OMB Circular No. A-119 which provides guidance to agencies in working with, and using the products of, private sector standards organizations. The effect of this revision is to eliminate the costly, unnecessary, and burdensome aspects of the Circular, while continuing to encourage agency participation in the development of private sector standards.

Also attached for your information and use is a letter, dated June 22, 1982, from the Department of Justice, which provides guidance in the implementation of the Circular -- particularly as it relates to working with private sector groups to develop needed standards.

Attachments



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

OCT 26 1982

CIRCULAR NO. A-119

REVISED

Transmittal Memorandum No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Federal Participation in the Development and Use of
Voluntary Standards.

1. Purpose. This Circular establishes policy to be followed by executive agencies in working with voluntary standards bodies. It also establishes policy to be followed by executive branch agencies in adopting and using voluntary standards.

2. Rescissions. This Circular supersedes OMB Circular No. A-119, dated January 17, 1980, which is rescinded.

3. Background. Many Governmental functions involve products or services that must meet reliable standards. Many such standards, appropriate or adaptable for the Government's purposes, are available from private voluntary standards bodies. Government participation in the standards-related activities of these voluntary bodies provides incentives and opportunities to establish standards that serve national needs, and the adoption of voluntary standards, whenever practicable and appropriate, eliminates the cost to the Government of developing its own standards. Adoption of such standards also furthers the policy of reliance upon the private sector to supply Government needs for goods and services, as enunciated in OMB Circular No. A-76.

4. Applicability. This Circular applies to all executive agency participation in voluntary standards activities, domestic and international, but not to activities, carried out pursuant to treaties and international standardization agreements.

5. Definitions. As used in this Circular:

a. Executive agency (hereinafter referred to as "agency") means any executive department, independent commission, board,

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bureau, office, agency, Government-owned or controlled corporation or other establishment of the Federal Government, including regulatory commission or board. It does not include the legislative or judicial branches of the Federal Government.

b. Standard means a prescribed set of rules, conditions, or requirements concerned with the definition of terms; classification of components; delineation of procedures; specification of dimensions, materials, performance, design, or operations; measurement of quality and quantity in describing materials, products, systems, services, or practices; or descriptions of fit and measurement of size.

c. Voluntary standards are established generally by private sector bodies and are available for use by any person or organization, private or governmental. The term includes what are commonly referred to as "industry standards" as well as "consensus standards", but does not include professional standards of personal conduct, institutional codes of ethics, private standards of individual firms, or standards mandated by law, such as those contained in the United States Pharmacopeia and the National Formulary, as referenced in 21 U.S.C. 351.

d. Government standards include individual agency standards and specifications as well as Federal and Military standards and specifications.

e. Voluntary standards bodies are private sector domestic or multinational organizations -- such as nonprofit organizations, industry associations, professional and technical societies, institutes, or groups, and recognized test laboratories -- that plan, develop, establish, or coordinate voluntary standards.

f. Standards-developing groups are committees, boards, or any other principal subdivisions of voluntary standards bodies, established by such bodies for the purpose of developing, revising, or reviewing standards, and which are bound by the procedures of those bodies.

g. Adoption means the use of the latest edition of a voluntary standard in whole, in part, or by reference for procurement purposes and the inclusion of the latest edition of a voluntary standard in whole, in part, or by reference in regulation(s).

h. Secretary means the Secretary of Commerce or that Secretary's designee.

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6. Policy. It is the policy of the Federal Government in its procurement and regulatory activities to:

a. Rely on voluntary standards, both domestic and international, whenever feasible and consistent with law and regulation pursuant to law;

b. Participate in voluntary standards bodies when such participation is in the public interest and is compatible with agencies' missions, authorities, priorities, and budget resources; and

c. Coordinate agency participation in voluntary standards bodies so that (1) the most effective use is made of agency resources and representatives; and (2) the views expressed by such representatives are in the public interest and, as a minimum, do not conflict with the interests and established views of the agencies.

7. Policy Guidelines. In implementing the policy established by this Circular, agencies should recognize the positive contribution of standards development and related activities. When properly conducted, standards development can increase productivity and efficiency in industry, expand opportunities for international trade, conserve resources, and improve health and safety. It also must be recognized, however, that these activities, if improperly conducted, can suppress free and fair competition, impede innovation and technical progress, exclude safer and less expensive products, or otherwise adversely affect trade, commerce, health, or safety. Full account shall be taken of the impact on the economy, applicable Federal laws, policies, and national objectives, including, for example, laws and regulations relating to antitrust, national security, small business, product safety, environment, technological development, and conflicts of interest. It should also be noted, however, that the provisions of this Circular are intended for internal management purposes only and are not intended to (1) create delay in the administrative process, (2) provide new grounds for judicial review, or (3) create legal rights enforceable against agencies or their officers. The following policy guidelines are provided to assist and govern implementation of the policy enunciated in paragraph 6.

a. Reliance on Voluntary Standards.

(1) Voluntary standards that will serve agencies' purposes and are consistent with applicable laws and regulations

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should be adopted and used by Federal agencies in the interests of greater economy and efficiency, unless they are specifically prohibited by law from doing so.

(2) Voluntary standards should be given preference over non-mandatory Government standards unless use of such voluntary standards would adversely affect performance or cost, reduce competition, or have other significant disadvantages. Agencies responsible for developing Government standards should review their existing standards at least every five years and cancel those for which an adequate and appropriate voluntary standard can be substituted.

(3) In adopting and using voluntary standards, preference should be given to those based on performance criteria when such criteria may reasonably be used in lieu of design, material, or construction criteria.

(4) Voluntary standards adopted by Federal agencies should be referenced, along with their dates of issuance and sources of availability, in appropriate publications, regulatory orders, and related in-house documents. Such adoption should take into account the requirements of copyright and other similar restrictions.

(5) Agencies should not be inhibited, if within their statutory authorities, from developing and using Government standards in the event that voluntary standards bodies cannot or do not develop a needed, acceptable standard in a timely fashion. Nor should the policy contained in this Circular be construed to commit any agency to the use of a voluntary standard which, after due consideration, is, in its opinion, inadequate, does not meet statutory criteria, or is otherwise inappropriate.

b. Participation in Voluntary Standards Bodies.

(1) Participation by knowledgeable agency employees in the standards activities of voluntary standards bodies and standards-developing groups should be actively encouraged and promoted by agency officials when consistent with the provisions of paragraph 6b.

(2) Agency employees who, at Government expense, participate in standards activities of voluntary standards bodies and standards-developing groups should do so as specifically authorized agency representatives.

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(3) Agency participation in voluntary standards bodies and standards-developing groups does not, of itself, connote agency agreement with, or endorsement of, decisions reached by such bodies and groups or of standards approved and published by voluntary standards bodies.

(4) Participation by agency representatives should be aimed at contributing to the development of voluntary standards that will eliminate the necessity for development or maintenance of separate Government standards.

(5) Agency representatives serving as members of standards-developing groups should participate actively and on a basis of equality with private sector representatives. In doing so, agency representatives should not seek to dominate such groups. Active participation is intended to include full involvement in discussions and technical debates, registering of opinions and, if selected, serving as chairpersons or in other official capacities. Agency representatives may vote, in accordance with the procedures of the voluntary standards body, at each stage of standards development, unless specifically prohibited from doing so by law or their agencies.

(6) The number of individual agency participants in a given voluntary standards activity should be kept to the minimum required for effective presentation of the various program, technical, or other concerns of Federal agencies.

(7) The providing of Agency support to a voluntary standards activity should be limited to that which is clearly in furtherance of an agency's mission and responsibility. Normally, the total amount of Federal support should be no greater than that of all private sector participants in that activity except when it is in the direct and predominant interest of the Government to develop a standard or revision thereto and its development appears unlikely in the absence of such support. The form of agency support, subject to legal and budgetary authority, may include:

(a) Direct financial support; e.g., grants, sustaining memberships, and contracts;

(b) Administrative support; e.g., travel costs, hosting of meetings, and secretarial functions;

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(c) Technical support; e.g., cooperative testing for standards evaluation and participation of agency personnel in the activities of standards-developing groups; and

(d) Joint planning with voluntary standards bodies to facilitate a coordinated effort in identifying and developing needed standards.

(8) Participation by agency representatives in the policymaking process of voluntary standards bodies, in accordance with the procedures of those bodies, is encouraged -- particularly in matters such as establishing priorities, developing procedures for preparing, reviewing, and approving standards, and creating standards-developing groups. In order to maintain the private, nongovernmental nature of such bodies, however, agency representatives should refrain from decisionmaking involvement in the internal day-to-day management of such bodies (e.g., selection of salaried officers and employees, establishment of staff salaries and administrative policies).

(9) This Circular does not provide guidance concerning the internal operating procedures that may be applicable to voluntary standards bodies because of their relationships to agencies under this Circular. Agencies should, however, carefully consider what laws or rules may apply in a particular instance because of these relationships. For example, these relationships may involve the Federal Advisory Committee Act, as amended (5 U.S.C. App. I), or a provision of an authorizing statute for a particular agency. Agencies are best able to determine what laws and policies should govern particular relationships and to assess the extent to which competition may be enhanced and cost-effectiveness increased. Questions relating to anti-trust implications of such relationships should be addressed to the Attorney General.

8. Responsibilities.

a. The Secretary will:

(1) Coordinate and foster executive branch implementation of the policy in paragraph 6 of this Circular, and may provide administrative guidance to assist agencies in implementing paragraph 8.b. (5) of this Circular;

(2) Establish an interagency consultative mechanism to advise the Secretary and agency heads in implementing the policy

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contained herein. That mechanism shall provide for participation by all affected agencies and ensure that their views are considered; and

(3) Report to the Office of Management and Budget concerning implementation of this Circular:

b. The heads of agencies concerned with standards will:

(1) Implement the policy in paragraph 6 of this Circular in accordance with the policy guidelines in paragraph 7 within 120 days of issuance;

(2) Establish procedures to ensure that agency representatives participating in voluntary standards bodies and standards-developing groups will, to the extent possible, ascertain the views of the agency on matters of paramount interest and will, as a minimum, express views that are not inconsistent or in conflict with established agency views;

(3) Endeavor, when two or more agencies participate in a given voluntary standards body or standards-developing group, to coordinate their views on matters of paramount importance so as to present, whenever feasible, a single, unified position.

(4) Cooperate with the Secretary in carrying out his responsibilities under this Circular; and

(5) Consult with the Secretary, as necessary, in the development and issuance of, internal agency procedures and guidance implementing this Circular, and submit, in response to the request of the Secretary, summary reports on the status of agency interaction with voluntary standards bodies.

9. Reporting Requirements. Three years from the date of issuance of this Circular, and each third year thereafter, the Secretary will submit to the Office of Management and Budget a brief, summary report on the status of agency interaction with voluntary standards bodies. As a minimum, the report will include the following information:

a. The nature and extent of agency participation in the development and utilization of voluntary standards; and

b. An evaluation of the effectiveness of the policy promulgated in this Circular and recommendations for change.

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10. Policy Review. The policy contained in this Circular shall be reviewed for effectiveness by the Office of Management and Budget three years from the date of issuance.

11. Inquiries. For information concerning this Circular, contact the Office of Management and Budget, Office of Federal Procurement Policy, telephone 202/395-7207.


Director

(No. A-119)



U.S. Department of Justice

Antitrust Division

Office of the Assistant Attorney General

Washington, D.C. 20530

JUN 22 1982

Mr. Donald E. Sowle
Administrator for Federal
Procurement Policy
Office of Management and Budget
Washington, D.C. 20503

Dear Mr. Sowle:

I am writing to express the views of the Department of Justice on competition policy issues raised by the Revised OMB Circular No. A-119, "Federal Participation in the Development and Use of Voluntary Standards" published for comment in the Federal Register on April 20, 1982 (47 Fed. Reg. 16, 919).

In our comments on previous drafts of the Circular, dated December 26, 1976 and June 13, 1978, we have supported a policy of federal adoption of privately developed standards when appropriate. Through participation in, and support for, private standards making activities, agencies may benefit greatly from private expertise and will avoid the wasteful duplication of cost and effort involved in developing their own in-house standards. The Department of Justice is not opposed to the policy announced in Revised OMB Circular A-119, which would eliminate the rigid "due process" precondition to federal participation in private standards activities. Such a precondition is overly restrictive, since as a practical matter federal agencies will often be required to adopt the standards developed regardless of federal participation in their development. Thus, in our view, the better solution is to participate in standards setting bodies and work within them to assure that appropriate procedures are adopted.

The Department believes that federal participants should encourage the adoption of procedures to foster access to standard setting activities and transparency in such activities. Such procedures facilitate the development of standards acceptable to the entire affected industry as well as to consumers. In particular, notice and opportunity for comment help assure that standards will be based on adequate information as to their utility and consequences. Moreover, it is especially important that performance criteria be given a prominent, perhaps predominant, place in any standards activity. Federal agency representatives, therefore, should advocate, as strongly as possible, procedures designed to assure that a broad range of information is solicited, and that performance criteria are central elements of the resulting standards.

In addition to the practical advantages of open standards proceedings, such safeguards would mitigate the substantial anticompetitive potential inherent in private standards groups. The importance of assuring adequate consideration of competition in the work of private standards bodies was noted recently by the Supreme Court in American Society of Mechanical Engineers, Inc. v. Hydrolevel Corp. The case involved a product standard which had been adopted in 46 states and all but one of the Canadian provinces. The Court observed that organizations creating such standards could be "rife with opportunities for anticompetitive activity." Federal agencies ought to strongly encourage these private groups to ensure consideration of all relevant viewpoints and interests including those of consumers, and potential or existing industry participants.

This country's international obligations and policy, as expressed in the Standards Code negotiated during the Tokyo Round of the Multilateral Trade Negotiations, see the Agreement on Technical Barriers to Trade, codified at 19 U.S.C.A. 2531 et seq. (1980), provide another important reason for federal agency participants to encourage the adoption of open procedures for private standards groups. This Code, approved by Congress as well as by our leading trading partners, seeks to prevent the creation of product standards which discriminate against import competition. It requires central governmental bodies to provide notice and opportunity to comment in their own standards making activities, and encourages governments to take reasonable measures to ensure that non-governmental bodies provide similar protection. Where the federal government is in fact involved in the private group, the obligations of the Standards Code would appear even stronger. Open procedures, specifically adequate notice and opportunity to comment, would further the objectives of the Standards Code, and would substantially reduce the possibility that discriminatory, anticompetitive standards will be developed.

The Circular would encourage use of voluntary standards for regulatory and other purposes. Although we applaud this expansion of the scope of the Circular, we believe that broadened federal use of privately developed standards should be accompanied with broad federal awareness of the practical and competitive advantages of industry-wide access to private standards bodies. Such access is an asset to federal participation in private standards activities, but it is also of great importance when federal agencies, without participation in the process, merely adopt standards for procurement or regulatory use.

As we indicated in our previous comments, private activity is not, by virtue of governmental participation or approval, shielded from the antitrust laws. Federal agency participation in a standards body, however, may imply federal approval of the process and of the resulting standard, and perhaps lead private participants to become lax in their own antitrust scrutiny. To dispel any false impressions, federal agency representatives should inform private participants that federal participation does not remove antitrust concerns, as well as advocate that appropriate procedures be employed in the standards proceedings.

Sincerely yours,



Ronald G. Carr
Acting Assistant Attorney General
Antitrust Division



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

October 12, 1982

BULLETIN NO. 83-4

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Agency Implementation of OMB Circular No. A-76

1. Purpose. This Bulletin provides instructions for preparing and submitting information on each agency's implementation of OMB Circular No. A-76 and its impact on budget estimates.
2. Authority. The Budget and Accounting Act of 1921 (31 U.S.C. 1, et. seq.), and the Office of Federal Procurement Policy Act Amendments of 1979 (41 U.S.C. 401, et. seq.).
3. Rescission. OMB Bulletin 81-15, dated April 8, 1981.
4. Background. OMB Circular No. A-76 (Revised), dated March 29, 1979, requires agencies to review their commercial activities in accordance with policies and procedures in the Circular and its Cost Comparison Handbook. Agencies are also required to assure that their budget estimates reflect the probable impact of decisions based on implementation of OMB Circular No. A-76, as prescribed by sections 13.2 and 13.3 of OMB Circular No. A-11 (Revised).

OMB Bulletin No. 81-15, dated April 8, 1981, required agencies to report on their progress in complying with these requirements during fiscal year 1980. This Bulletin requires agencies to submit a similar report for fiscal year 1981.

5. Action Requirements. No later than November 30, 1982, agencies listed in Attachment A will submit to the Office of Federal Procurement Policy a report on implementation of OMB Circular No. A-76, in accordance with instructions in Attachment B and in the format of the Exhibits. Agencies will prepare the Exhibits, consistent with the definitions listed in Attachment C. Attachment D specifies the codes needed to complete the Exhibits.

6. OMB Responsibilities. OMB will review the reports required by this Bulletin to assess agency implementation of OMB Circular No. A-76 and to insure that the economies that will be realized through A-76 implementation are reflected in agency budget estimates.
7. Information Contact. Questions should be directed to the Office of Federal Procurement Policy, Office of Management and Budget, telephone (202) 395-3254.
8. Sunset Date. This Bulletin expires as soon as the action required is completed.



David A. Stockman
Director

Attachments

Attachment A
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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
Consumer Product Safety Commission
Environmental Protection Agency
Federal Communications Commission
Federal Emergency Management Agency
Federal Home Loan Bank Board
Federal Trade Commission
General Services Administration
International Communication Agency
International Development Cooperation Agency
International Trade Commission
Interstate Commerce Commission
National Aeronautics and Space Administration
National Credit Union Administration
Nuclear Regulatory Commission
Office of Personnel Management
Pension Benefit Guaranty Corporation
Railroad Retirement Board
Small Business Administration
Veterans Administration
Entities within the Executive Office of the President

INSTRUCTIONS ON PREPARING THE EXHIBITS

The information required in Exhibits 1,2,3 and 4 will be prepared on 8½ x 11 paper as described below using the format shown in the Exhibits.

Exhibit 1. Provide summary status and planning information relating to in-house activities, contracts, and proposed new starts.

Heading. Enter the name of the agency and the preparer's name, title, and telephone number. Enter the date the report was completed.

Section I - Parts A, B and C. Parts A and B should include summary data concerning the agency inventory. The data in Part C should be found in the agency review schedule.

Column 1. Enter summary data from the inventory and review schedule.

Column 2. Enter the full-time equivalent (FTE) of total personnel allocated to the in-house activities covered. Include the FTE of appointments that are expected to be filled during the fiscal year and to be allocated to an in-house activity.

Section II. Provide data from the review schedule.

Columns 1 and 2. Enter summary data from the agency review schedule. Annual cost refers to the yearly (i.e., 12 month) cost of the contracts.

Column 3. For each fiscal year, indicate the number of contracts scheduled for review.

Section III. Parts A and B. Provide data on proposed new starts. Exclude those that result from review of contracts. Include in this section only those activities for which the agency has decided that in-house performance is feasible.

Column 1. Indicate the number of proposed new requirements included in the fiscal year 1983 budget estimate and planned for fiscal year 1984.

Column 2. Enter the total number of FTE's of total personnel that would be required if the activity were to be performed in-house.

Exhibit 2. Provide backup detail to support the entries in Exhibit 1.

Section I - Parts A and B. These parts contain two unique entries. The "reason code" identifies the reason that an activity is retained in-house. These codes are defined in Attachment D. Use only one code from the codes listed in Attachment D. The "year of next review" identifies the fiscal year

Attachment B
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in which the activity will be reviewed for possible private sector performance.

Section I - Part C. Provide a narrative description on how future reviews are reflected in fiscal year 1983 and 1984 budget estimates, as required by Section 13 of OMB Circular No. A-11.

Section II. Relate the budget impacts pertaining to review of contracts for possible in-house performance. Provide a narrative description on how this affects the fiscal year 1983 and 1984 budget estimates.

Section III. In this section, provide a detailed list of proposed new starts not resulting from contracts that have been included in the fiscal year 1983 budget estimates and are planned for fiscal year 1984. Include only those where a determination has been made that in-house performance is feasible.

Exhibit 3. Document the results of fiscal year 1981 reviews of in-house activities, contracts, and proposed new starts.

Section I - Part A. Include the summary data for those activities that remain in-house after cost study.

Column 1. Enter the total number of activities.

Columns 2 and 3. Enter the total FTE of personnel allocated that was reduced through reorganizations associated with cost studies and the resultant personnel cost savings (Column 2). To determine this, take the number of FTE of personnel allocated to the activity before the cost study minus the number of FTE of personnel shown in the study. The difference is the number of personnel reduced. The personnel savings is the difference between personnel related costs before the cost study minus personnel related costs shown in the cost study (Column 3).

Section I - Part B. Include summary data on those activities that converted to contract as a result of cost studies.

Column 1. Enter the total number of activities.

Column 2. Enter the total annual cost savings for activities converted to contract on the basis of cost. This is obtained by dividing the total of line 35 of each cost study by the total months covered by the study. This figure is then multiplied by twelve to arrive at annual cost savings. The results for all cost studies are then summed to arrive at the total annual cost avoidance.

Column 3. Show the FTE of personnel allocated that were affected. Count vacancies in this number.

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Column 4. Show the numbers of actual persons (not FTE) that fall in each category listed under this column.

Section I - Part C. Show the total number of activities continued in-house on a basis other than cost.

Section II. Provide summary data on those contracts reviewed for possible in-house performance.

Column 1(a). Enter the number of formal cost studies conducted.

Column 1(b). Enter the number of informal reviews conducted as defined in paragraph 10.c.(2) of the Circular.

Column 2(a). Enter the number converted to in-house operation.

Column 2(b). Enter the total annual cost savings.

Section III - Part A. Include summary data from cost studies on proposed new starts not resulting from review of contracts.

Column 1(a). Enter the total number of activities initiated in-house on the basis of a cost comparison.

Column 1(b). Enter the total FTE personnel allocated to operate the in-house activities.

Column 1(c). Enter the total annual cost savings.

Section III - Part B. Include summary data on new starts initiated in-house on a basis other than cost.

Column 1(a). Enter the total number of activities initiated in-house on a basis other than cost.

Column 1(b). Enter the total FTE of personnel allocated to operate the in-house activities.

Exhibit 4. Provide backup detail to support the entries in Exhibit 3.

Section I - Parts A and B. The source of this data is the cost comparison forms prepared in accordance with the instructions in the Cost Comparison Handbook. For each cost study, enter the total for the required line from the form. Enter the period of time covered by the study.

Section I - Part C. Make the appropriate entry for each activity continued in-house on a basis other than cost.

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Section II. The source of this data is the cost comparison forms prepared in accordance with instructions in the Cost Comparison Handbook. For each cost study, enter the total for the required line from the form. Enter the period of time covered by the study.

Section III - Part A. The source of this data is the cost comparison forms. For each cost study, enter the total for the required line from the form. Enter the period of time covered by the study.

Section III - Part B. Make the appropriate entry for each activity initiated in-house on a basis other than cost.

DEFINITIONS

For purposes of this Bulletin, the following definitions apply:

1. Contracts -- Contracts for private sector performance of commercial activities for services which the agency determines could reasonably be performed in-house. Includes any activities that have been converted from in-house to contract performance.
2. Government Commercial Activity -- One which is operated and managed by a Federal executive agency and which provides a product or service that could be competitively obtained from a private source. A representative, but not comprehensive, listing of such activities is provided in Attachment A to OMB Circular No. A-76 (Revised). An activity may be identified with an organization or a type of work, but must be (1) separable from other functions so as to be suitable for performance either in-house or by contract and (2) a regularly needed activity of an operational nature, not a one-time activity of short duration associated with support of a particular project.
3. Informal Cost Study of a Contract -- An initial review of contract costs to determine whether it is likely that the work can be performed in-house at a cost that is less than contract performance by 10 percent of Government personnel related costs plus 25 percent of the cost of ownership of equipment and facilities. (Paragraph 10.c.(2) of the Circular) When this is determined to be likely, a formal cost comparison is conducted following the provisions of OMB Circular No. A-76 (Revised) and Supplement No. 1 to the Circular, the "Cost Comparison Handbook."
4. New Start -- A newly established Government commercial activity; this includes a transfer of work from contract to in-house performance. Also included is an expansion which would increase capital investment or annual operating cost by 100 percent or more.
5. FTE of Total Personnel Allocated -- The full-time equivalent (FTE) of in-house personnel resources (i.e., the workyears associated with full-time permanent appointments and other appointments subject to the FTE total employment ceilings assigned by OMB) that are allocated to the performance of an activity during a fiscal year.

Attachment D
Bulletin No. 83-4REASON CODES
FOR IN-HOUSE OPERATIONS

<u>CODE</u>	<u>EXPLANATION</u>
A	Indicates that the activity provides intermediate or depot level maintenance support of mission-essential equipment. (For Department of Defense use only.)
B	Indicates that the activity is operated by military personnel and the activity or military personnel assigned are utilized in or subject to deployment in a direct combat support role, the activity is essential for training in skills exclusively military in nature, or the activity is needed to provide appropriate work assignments for a rotation base for overseas assignments.
C	Indicates procurement of a product or service from a private, commercial source would cause an unacceptable delay or disruption of an essential program. (Note: An individual Determination and Findings in accordance with paragraph 8.a.(3) of the Circular must accompany this report for every activity using this code.)
D	Indicates that there is no satisfactory private, commercial source capable of providing the product or service needed.
E	Indicates that based on a cost study the Government is providing the product or service at a lower total cost than if it were acquired from a private commercial source.
F	Indicates function is being performed in-house now, but decision to continue in-house or contract is pending the results of a scheduled cost comparison analysis.
G	Indicates function is being performed in-house now, but will be converted to contract because of cost comparison analysis results.
H	Indicates function is being performed in-house now, but a decision has been made to convert to contract for reasons other than cost. A list of functions and reasons for converting to contract must accompany this report for all instances where this code is used.
I	Indicates method of performance has never been reviewed.
J	Indicates function is being performed in-house now, and conduct of a cost study is specifically precluded by law (Note: A justification for using this code must accompany this report or each activity using this code).

Note: No other reason codes may be used.



Bulletin No. 83-4
Exhibit 1
(Page 1 of 2)

Preparer's Name _____
Title _____
Telephone _____
Completion Date _____

Department of _____
Summary
Status Report on Inventory and Scheduled Reviews for
In-House Commercial Activities, Contracts and New Starts

	<u>Total Number of Activities</u> (1)	<u>FTE of Total Personnel Allocated</u> (2)
I. Government commercial activities:		
A. 1982 activities with FTEs of over 10 ¹	_____	_____
B. 1982 activities with FTEs of 10 or less ¹	_____	_____
Total A and B.....	=====	=====
C. Activities scheduled for review, by fiscal year of review. ²		
1982	_____	_____
1983	_____	_____
1984	_____	_____
1985	_____	_____

	<u>Total Number</u> (1)	<u>Total Annual Cost</u> (2)	<u>Number Scheduled for Review²</u> (3)			
			1982 (a)	1983 (b)	1984 (c)	1985 (d)
II. Contracts scheduled for review:	_____	_____				

	<u>Number</u> (1)	<u>FTE of Total Personnel Required</u> (2)
		III. Proposed new requirements:
A. Included in fiscal year 1983 budget. ³		
B. Planned for fiscal year 1984 budget. ³		

1/ Provide separate detailed list per Exhibit 2.
2/ Provide separate explanation on the effects of these reviews on the fiscal years 1983 and 1984 budget estimates per Exhibit 2.
3/ Provide separate detailed list of proposed new requirements per Exhibit 2.



Bulletin No. 83-4
Exhibit 2
(Page 1 of 2)

Department of _____
Detailed List
Fiscal Year 1981 Status Report on Inventory and Scheduled Reviews
for
In-House Commercial Activities and Contracts

I. Government commercial activities:

A. Activities with FTEs of over 10.

<u>Location</u>	<u>Name of Activity</u>	<u>FTE of Total Personnel Allocated</u>	<u>Reason¹ Code</u>	<u>Year of Next Review</u>
(Provide data for each 1982 activity.)				

B. Activities with FTEs of 10 or less.

<u>Location</u>	<u>Name of Activity</u>	<u>FTE of Total Personnel Allocated</u>	<u>Reason¹ Code</u>	<u>Year of Next Review</u>
(Provide data for each 1982 activity.)				

1/ Use reason code specified in Attachment D.

- C. For in-house activities that are scheduled for review, provide an explanation of the effect of these reviews on the fiscal years 1983 and 1984 budget estimates. Show the effect on FTE of personnel resources required, compensation and other objects of expenditure by specifying the potential reductions in or reallocation of personnel, decreases in the cost of agency operation, or changes in investment in capital equipment:

- II. For contracts that are scheduled for review, provide an explanation of the effect of these reviews on the fiscal years 1983 and 1984 budget estimates:

- III Proposed new requirements included in fiscal year 1983 budget estimate and planned for the fiscal year 1984 budget estimate:

<u>Location</u>	<u>Activity</u>	<u>FTE of Total Personnel Required</u>
-----------------	-----------------	--



Department of _____
Summary
 Fiscal Year 1981 A-76 Reviews Conducted On Cost or Other Basis
 On Government Commercial Activities and Contracts
 (And New Starts Initiated)

I. Government commercial activities:

A. Continued in-house on basis of cost.

<u>Number of¹ Activities</u> (1)	<u>FTE of Personnel Allocated That Were Reduced</u> (2)	<u>Annual Personnel Cost Savings</u> (3)
--	--	---

B. Converted to contract on basis of cost.

<u>Number of¹ Activities</u> (1)	<u>Line 35 Annual Cost Avoidance</u> (2)	<u>FTE of Personnel Allocated That Were Affected</u> (3)	<u>Employees Impacted</u> (4)		
			<u>Reassigned</u> (a)	<u>Terminated</u> (b)	
					<u>Retired</u>
				<u>Granted Severance Pay</u>	
			<u>Employed by Contractor</u>		

C. Number of activities continued in-house on basis other than cost.²

<u>Number of Activities</u> (1)
--

II. Contracts reviewed and converted to in-house operation:

<u>Cost Studies Performed</u>		<u>Converted To In-House Operation</u>	
(1)		(2)	
<u>Formal</u>	<u>Informal Review</u>	<u>No.</u>	<u>Line 35¹ Annual Cost Avoidance</u>
(a)	(b)	(a)	(b)

III. New starts.

A. Cost studies performed.

(1)

<u>No.</u>	<u>FTE of Total Personnel Allocated</u>	<u>Line 35¹ Annual Cost Avoidance</u>
(a)	(b)	(c)

B. Initiated in-house on basis other than cost.

(2)

<u>No.</u>	<u>FTE of Total Personnel Allocated</u>
(a)	(b)

1/ Provide backup detail on individual activities and their costs as shown on the cost comparison forms per Exhibit 4.
2/ Provide separate detailed list of activities showing reasons per Exhibit 4.



Bulletin No. 83-4
Exhibit 4
(Page 1 of 2)

Department of _____
Detailed List
Fiscal Year 1981 A-76 Reviews Conducted on Cost or Other Basis
On Government Commercial Activities and Contracts
(and New Starts Initiated)

I. Government commercial activities reviewed:

A. Continued in-house on basis of cost.

<u>Location</u>	<u>Name of Activity</u>	<u>Amounts on Cost Comparison Form</u>				<u>Period of Study</u>
		<u>Line 31</u>	<u>Line 33</u>	<u>Line 34</u>	<u>Line 35</u>	
(Provide data for each activity.)						

B. Converted to contract on a cost basis.

<u>Location</u>	<u>Name of Activity</u>	<u>Amounts on Cost Comparison Form</u>				<u>Period of Study</u>
		<u>Line 31</u>	<u>Line 33</u>	<u>Line 34</u>	<u>Line 35</u>	
(Provide data for each activity.)						

C. Activities continued on basis other than cost.

<u>Location</u>	<u>Name of Activity</u>	<u>FTE of Personnel Allocated</u>	<u>Reason¹ Code</u>
(Provide data for each activity.)			

II. Contracts reviewed and converted to in-house operation.

<u>Location</u>	<u>Name of Activity</u>	<u>Amounts on Cost Comparison Form</u>				<u>Period of Study</u>
		<u>Line 31</u>	<u>Line 33</u>	<u>Line 34</u>	<u>Line 35</u>	

(Provide data for each activity.)

III. New starts.

A. Cost studies performed -- initiated in-house.

<u>Location</u>	<u>Name of Activity</u>	<u>Amounts on Cost Comparison Form</u>				<u>Period of Study</u>
		<u>Line 31</u>	<u>Line 33</u>	<u>Line 34</u>	<u>Line 35</u>	

(Provide data for each activity.)

B. Initiated in-house on basis other than cost.

<u>Location</u>	<u>Name of Activity</u>	<u>In-House Personnel Allocated</u>	<u>Reason¹ Code</u>
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(Provide data for each activity.)

^{1/} Use reason code specified in Attachment D.