



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

October 6, 1982

Bulletin No. 83-3

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Excess and Near Excess Foreign Currencies

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

2. Rescission. This Bulletin supersedes and rescinds OMB Bulletin No. 82-2 of October 9, 1981. The provisions contained in this Bulletin remain in effect until September 30, 1984, unless superseded or rescinded at an earlier date.

3. Policy. Specific guidance on the utilization of excess and near excess foreign currencies is contained in Office of Management and Budget (OMB) Circular No. A-20, Revised. In general, full utilization of excess and near excess foreign currencies in lieu of U.S. dollars--consistent with international agreements and availability of the currencies--must be an objective of every agency with transactions in the respective countries. In that connection, agencies are reminded that section 13.2(f) of OMB Circular No. A-11 provides instructions for the submission of appropriations estimates for special foreign currency programs. Such amounts do not affect overall budget totals; therefore, requests need not be constrained to meet budget goals.

4. Excess currencies. Currencies of the following countries are excess to the Government's normal requirements for fiscal years 1983 and 1984.

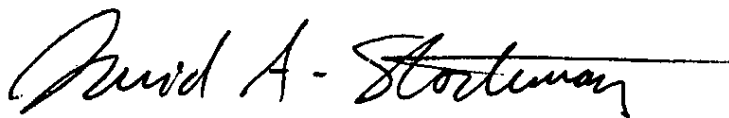
Burma	Pakistan
Guinea	Poland
India	

5. Near excess currencies. Supplies of currencies available for U.S. programs for fiscal year 1982 in the following places are above immediate needs, but are not sufficient to be declared excess.

Taiwan
Yugoslavia

6. Effective date. This Bulletin is effective immediately.

7. Inquiries. Inquiries and requests for assistance should be addressed to the Office of Management and Budget, Budget Review Division, telephone 395-3830.

A handwritten signature in cursive script that reads "David A. Stockman". The signature is written in black ink and is positioned above the printed name and title.

David A. Stockman
Director

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

October 5, 1982

BULLETIN NO. 83-2

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Apportionment Under The 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. 97-276.

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. 97-276. The Act requires the Director of the Office of Management and Budget (OMB) to apportion all appropriations made available to Executive Branch agencies except those exempted by law.

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

3. Background. The use of continuing resolutions to cover more programs and for longer periods of time requires formal procedures for the apportionment of amounts made available in this manner.

a. Amounts appropriated by P.L. 97-276 are provided:

-- as specific amounts, e.g., (1) the lower of the amount provided in the House or the Senate appropriations bill; (2) an amount specified in the Continuing Resolution; or (3) the amount provided in the Conference Report;

-- at the current rate, defined (in accordance with the Comptroller General's decision of May 14, 1979) as equivalent to the total funds that were available for obligation for a program during the previous fiscal year; or

2.

-- at the rate to maintain current operating levels, defined as an amount necessary to cover the anticipated full year cost of entitlement programs and the anticipated participation rates of a few non-entitlement programs that provide benefits to individuals, i.e., the current services amount for entitlement programs or programs with specified participation levels. All other accounts in the appropriations bills to which the "maintain current operating levels" rule applies will be apportioned at the current rate.

b. Appropriations and funds under the Continuing Resolution are available for different periods of time. Those for Executive Branch departments and agencies that are subject to the provisions of section 102 of P.L. 97-276 shall remain available until:

- enactment into law of an appropriation for any project or activity provided for in the joint resolution;
- enactment of the applicable appropriation act by both Houses without any provision for such project or activity; or
- December 17, 1982, whichever first occurs.

4. Policies on Apportionment Requirements and Warrant Requests. Amounts provided under the Continuing Resolution will be apportioned whenever such amounts would be apportioned under a regular appropriation. In many cases, the apportionment will be automatic; in other cases, the agency will be required to request formal apportionment.

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

b. For appropriations or funds that are subject to section 102, a pro-rata share of 22% of the annualized level of appropriations will be deemed to be realized and no formal apportionment request is required, unless otherwise determined by OMB, or when the following conditions apply:

(1) If in the view of the agency, the appropriations estimated to be available would exceed 22% of the annualized level specified by P.L. 97-276, the agency will request a formal apportionment, i.e., will submit to OMB an Apportionment and Reapportionment Schedule (S.F. 132).

The formal apportionments submitted to OMB will include a written justification for the higher amount. This justification will identify the annual amount. Examples of such a justification could be that obligation rates are seasonal and/or have occurred for comparable time periods of prior years.

(2) Also, formal apportionments are required when amounts are provided for at the current rate and end-of-year operations differ from the annualized level provided during that year. This applies specifically to cases where the Congress has required a program to begin, expand, or reduce operations during fiscal year 1982. An explanation of the basis for such an apportionment request will accompany the S.F. 132.

c. Where appropriations are not subject to section 102, agencies will determine the amount of appropriations realized from the language of P.L. 97-276 and will submit a request for apportionment for that amount whenever such amounts would be apportioned under a regular appropriation, unless exempted by OMB.

d. The agency requests for warrants from Treasury may not exceed the amount apportioned by OMB. They will be shown on line 1A, Budget Authority: Appropriations realized, of the S.F. 132. Unobligated balances of amounts warranted by Treasury and apportioned under the Continuing Resolution 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).

5. Agency responsibilities. Agencies provided with appropriations or funds made available and authority granted pursuant to the Continuing Resolution will:

a. Estimate the appropriations and funds made available and authority granted by the Resolution.

b. Submit in accordance with the provisions of this Bulletin apportionment requests to OMB not later than October 15, 1982.

c. Provide a copy of each approved apportionment request (S.F. 132) to the Department of the Treasury as soon as possible after approval by OMB.

d. Seek appropriation warrants from the Treasury in amounts that do not exceed the amounts apportioned by OMB.

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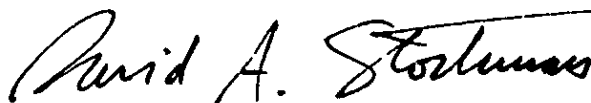
6. Obligation of Funds Prior to Approval of Formal Apportionment by OMB. Agencies may obligate funds necessary to continue normal operations prior to OMB approval of initial apportionments made under the Continuing Resolution but only up to the amount that would have been apportioned as per paragraph 4 above.

If an agency obligates in excess of the amount automatically apportioned or in excess of the amount approved by OMB, whichever applies, the head of the agency will furnish to the President, through the Director of OMB, and to the Congress a report on an Antideficiency Act violation in the form required by section 71 of OMB Circular No. A-34.

7. Timing. For automatic apportionments specified under paragraph 4b of this Bulletin, no further action is needed unless specifically required by OMB. In all other cases, agencies will furnish OMB with formal apportionment requests not later than October 15, 1982.

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

9. Sunset date. This Bulletin expires December 17, 1982.



David A. Stockman
Director



OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

October 5, 1982

BULLETIN NO. 83-1

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS

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

1. Purpose. This Bulletin contains instructions concerning the initial submission of current services estimates for fiscal years 1983 through 1988. The information is needed to provide a reference baseline for the 1984 budget. Current services data will need to be revised in late December to reflect final budget economic assumptions and final Congressional action.

2. Background. Section 605 of the Congressional Budget Act of 1974 (P.L. 93-344) defines current services estimates as the outlays and budget authority that would be required if all programs and activities were carried on at the same level as the fiscal year in progress and without policy changes. The law requires that such estimates of outlays and budget authority be submitted to the Congress for the budget year. However, the experience of the past year suggests strongly that the Administration needs to collect five-year current services projections for use as a reference base in preparing the 1984 budget. The Administration will also want to publish such projections in the budget document. This Bulletin is concerned with the projections needed now; guidance on the projections to be submitted for inclusion in the budget will be provided later.

Sections 27.1-27.3 of OMB Circular No. A-11 provide instructions for the preparation and submission of current services estimates that are normally published in the budget document. These A-11 instructions should be referred to in preparing the estimates required by this Bulletin, as well as those to be prepared for the budget document.

3. Basis for the estimates.

a. Current services base estimates for fiscal year 1983. For the current year, the current services base will reflect revised economic assumptions and completed Congressional action. In particular, the effects of the Omnibus Reconciliation Act of 1982 (P.L. 97-253), the Tax Equity and

Fiscal Responsibility Act of 1982 (P.L. 97-248), and enacted appropriations are to be incorporated into the 1983 current services base. In the absence of enacted appropriations, the 1983 current services base should be derived from the annualized rates of budget authority and the outlay levels implicit in the recently enacted Continuing Appropriations for Fiscal Year 1983 (P.L. 97-276).

Amounts for the four percent October 1, 1982, pay raise should be reflected in the agency estimates through the use of the appropriate pay supplemental line entries. However, agency estimates should not reflect the amounts for future pay raises. A separate Government-wide allowance will be developed by OMB for this purpose.

Agency 1983 base totals should reflect the absorption of 50% of the October 1982 pay raise. Final guidance on pay absorption rates related to the October 1, 1982, pay raise will be provided by OMB at a later date.

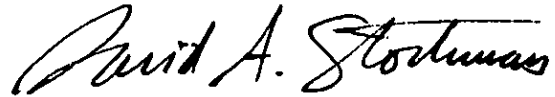
b. Current services estimates for fiscal years 1984-1988. In general, the current services estimates of budget authority, outlays, and receipts for 1984 through 1988 should reflect the anticipated costs--consistent with future price levels contained in the economic assumptions provided by OMB (for nonpay items)--of continuing ongoing Federal programs and activities at the current year, current services base levels without policy changes.

4. Materials required. OMB will provide the agencies with new economic assumptions for 1983 through 1988 and copies of current services computer listings for recording the current services estimates. Agencies will complete these listings and prepare the necessary supporting materials that are required by section 27.3 of OMB Circular No. A-11, including a summary table that shows a bridge between the current year, current services base estimates and the budget year current services estimates.

Agencies furnishing automated budget data to OMB via computer terminals will use these terminals to enter the requested information. 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.

5. Timing. Agencies will submit two (2) copies of the required materials to OMB no later than October 18, 1982.

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



David A. Stockman
Director



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

October 10, 1984

BULLETIN NO. 82-17, Supplement No. 2

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Budget Execution Procedures for Federal Credit Programs

This Supplement extends OMB Bulletin No. 82-17, Budget Execution Procedures for Federal Credit Programs, dated September 17, 1982, to September 30, 1985.

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

David A. Stockman
Director



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

October 11, 1983

BULLETIN NO. 82-17, Supplement No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Budget Execution Procedures for Federal Credit Programs

This Supplement extends OMB Bulletin No. 82-17, Budget Execution Procedures for Federal Credit Programs, dated September 17, 1982, containing instructions on budget execution for all Federal credit programs that are subject to enacted annual limitations in fiscal year 1983 to cover annual credit limitations for fiscal year 1984.

A handwritten signature in black ink that reads "David A. Stockman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David A. Stockman
Director



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

October 5, 1983

CIRCULAR A- 126

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Improving the Management and Use of Government Aircraft

1. Purpose. This Circular prescribes policies to be followed by executive agencies in acquiring, managing, using, accounting for the costs of, and disposing of aircraft configured to carry passengers or cargo. It is being issued to improve the management of government aviation resources. It shall not restrict the use of specially configured or equipped mission aircraft by those responsible for their use for bona fide mission purposes.

2. Background. Reports by the General Accounting Office and by several Inspectors General indicate the need to improve the management of government-owned and leased aircraft. Specific attention has been drawn to agencies acquiring aircraft which exceed their mission requirements in both numbers and capabilities and the use of these aircraft in situations where use of commercial airlines or other commercially available services would be more cost effective. The Office of Management and Budget has concluded that clear government-wide policy guidance in this area is necessary to address this problem effectively.

3. Scope and Coverage. This Circular applies to all government-owned, leased, chartered and rental aircraft configured to carry passengers and cargo and related services operated by Federal executive branch agencies, within the continental United States.

4. General Policies. The following general policies apply to the acquisition, management and administrative use of agency owned or operated aircraft:

- a. Agencies are responsible for establishing clear accountability for aircraft management at a senior management level.

- b. The number of aircraft and their capacity to carry passengers and cargo shall not exceed that required for mission purposes.
- c. Government aircraft shall be used only when such use is more economical than commercial aircraft or airline services in carrying out the government's mission, or when commercial service is not available to effectively meet the agency's transportation need.
- d. The transportation of passengers on government aircraft shall be limited in accordance with law and as authorized by an official agency travel policy.
- e. Agencies shall at least annually review the continuing need for aircraft and the cost effectiveness of aircraft operations. When not fully justified, agencies shall release underutilized aircraft.

5. Specific Policies. The following policies apply to the operation of agency owned, leased or chartered aircraft for administrative support purposes:

- a. Allowable administrative support purposes - Agency owned or operated aircraft shall only be used to transport agency employees, government authorized cargo, other official government passengers, and others whose transportation on these aircraft is permitted by statute or an official agency directive or policy.
- b. Types of aircraft used - Wherever possible, agencies shall use their most cost effective aircraft to satisfy administrative support requirements. Exceptions to this usage shall be documented in writing.
- c. Approval - Only an agency head or officials designated by the agency head may approve the use of agency aircraft for administrative support purposes.
- d. Justification - Agencies may justify the use of aircraft for administrative support purposes if any of the following criteria are met:
 - (1) The aircraft was scheduled to perform a bona fide mission or training activity, and the minimum mission or training requirements have not been exceeded.

- (2) Failure to use the aircraft for administrative support purposes would result in the failure to meet the minimum mission or training requirements.
- (3) No commercial aircraft or airline service was reasonably available to effectively fulfill the transportation requirement.
- (4) The variable cost of using a government-operated aircraft (as defined by the providing agency) is not more than the cost of using commercial aircraft or airline service. The cost of using commercial aircraft or airline service includes the costs of any additional travel and lost employees' work time (computed at gross hourly costs to the government). When the flight is being made to meet mission or training requirements, secondary use of the flight for transportation would in effect be a cost savings and cost comparisons would not be appropriate.

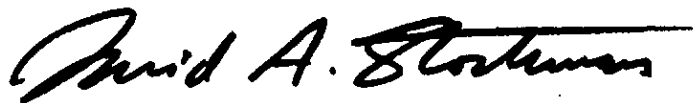
6. Responsibilities.

- a. All executive branch officials with statutory authority to procure aircraft will assure that their procurement policies and procedures are consistent with the requirements of OMB Circular A-76.
- b. The Secretaries of Defense and State and the Administrator of General Services will incorporate the applicable policies in this Circular in the travel regulations which they promulgate for uniformed service, foreign service, and civilian employees, respectively. Travel on government aircraft must be justified to and approved by an agency official designated by the agency head. All official travel on government aircraft must be properly authorized.
- c. Except for provisions of this Circular which specify their own implementation dates, each agency head shall issue internal agency directives to implement this Circular no later than 120 days from the date of the Circular. These internal agency directives must include all policies contained in this Circular, but may also contain additional policies unique to the agency. Responsibility for these policies shall be assigned to a senior management official who has the authority and resources to implement them.

7. Accounting for Aircraft Costs. Agencies must maintain systems for their aircraft operations which will permit them to: (1) justify the use of government aircraft in lieu of commercially available aircraft, or the use of one government aircraft in lieu of another; (2) recover the costs of operating government aircraft when appropriate; (3) determine the cost effectiveness of various aspects of their aircraft programs; and (4) conduct the cost comparisons required by OMB Circular A-76 to justify in-house operation of government aircraft versus procurement of commercially available aircraft services.

8. Effective Date. This Circular is effective on publication.

9. Information Contact. All questions or inquiries should be addressed to the Management Reform Division, Office of Management and Budget, telephone number 202/395-6903.



David A. Stockman
Director

OMB BULLETIN NO. 82-17

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

September 17, 1982

BULLETIN NO. 82-17

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Budget Execution Procedures for Federal Credit Programs

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

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

2. Rescission. OMB Bulletin No. 80-12, dated July 30, 1980, is hereby rescinded.

3. Background. Since fiscal year 1981, many Federal credit programs have been controlled by separate annual limitations enacted through the appropriations process. As prescribed by section 31.5 of OMB Circular No. A-11, for each appropriation or fund account that covers a direct loan or guaranteed loan program, limitations on the amounts of those credit programs for the budget year must be proposed for inclusion in appropriation language, unless specifically exempted by OMB.

OMB Bulletin No. 80-12 provided the initial instructions on budget execution procedures for all credit programs that are subject to annual limitations. The instructions reflected the treatment of guaranteed loans at the time. Specifically, where the principal amount of the loan was only partially guaranteed by the Government, only the amount of the Government's contingent liability was counted.

Beginning with fiscal year 1983, amounts for guaranteed loan limitations will be stated in terms of the full principal amount of loans guaranteed, whether guaranteed in full or in part. This Bulletin provides revised instructions that reflect the change in treatment of guaranteed loans.

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

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

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

- direct Federal participation in loans privately made or held; and
- purchase of private loans through secondary market operations.

A direct loan is counted against the annual limitation when the principal amount is obligated. (See Section 6.b.)

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

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

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

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

6. Apportionments and reapportionments.

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

Initial apportionment requests for direct loan and guaranteed loan limitations will be submitted to OMB within 10 calendar days after the enactment of the appropriation containing the limitation. They will be consistent with and will accompany the apportionment or reapportionment request for the related appropriation or fund account, except in those cases where the related appropriation or fund account is not apportioned.

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

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

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

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

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

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

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

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

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

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

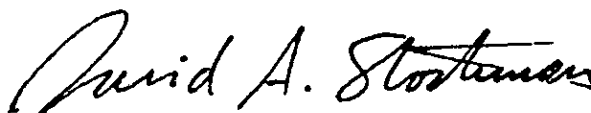
b. enable the agency head to fix responsibility for the creation of or the making of any direct loan obligation or

guaranteed loan commitment in excess of the apportioned or reapportioned amounts.

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

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

11. Effective date. This Bulletin is effective upon issuance and applies to fiscal year 1983 credit limitations.



David A. Stockman
Director

Attachments

Attachment A
Bulletin No.

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

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

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

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

Amounts for guaranteed loan limitations will be the full principal amounts of loans guaranteed, whether guaranteed in full or part.

DIRECT LOAN OR GUARANTEED LOAN LIMITATIONS

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

Line Entry

Explanation

APPLICATION OF LIMITATION

Line 2. Apportionments.....

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

CONSIDERING THE LIMITATION

APPLICABLE TO THE APPLICABLE LIMITATION

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

APPLICABLE TO THE APPLICABLE LIMITATION

APPLICABLE TO THE APPLICABLE LIMITATION

APPLICABLE TO THE APPLICABLE LIMITATION

APPLICABLE TO THE APPLICABLE LIMITATION

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

APPLICABLE TO THE APPLICABLE LIMITATION

<u>Line Entry</u>	<u>Explanation</u>
	Where the balance available includes both category A and B amounts, this entry should equal the sum of these balances.
Line 4. Balance of limitation not available:	
A. Apportionment of limitation for subsequent periods.....	For direct loan and guaranteed loan limitations, enter the amount apportioned by time periods (in both categories A and B) that will not become available until later in the fiscal year, as approved on the most recent apportionment or reapportionment schedule for the limitation.
B. Unapportioned balance of limitation.....	Enter the amount that is reported on line 3 of the most recently approved apportionment schedule for the limitation.
Line 5. Total direct loan or guaranteed loan limitation.....	Enter the sum of the amounts on lines 2 through 4. This amount should be identical to the amount on line 1.

When required by OMB, more detailed information will be provided on any or all of the above items, e.g., showing a distribution of obligations or commitments between category A and category B apportionments or the amount of the Government's contingent liability for new guaranteed loan commitments.

Exhibit 1
Bulletin No.

Fiscal Year 83

APPORTIONMENT AND REAPPORTIONMENT SCHEDULE
FOR CREDIT LIMITATIONS

Agency Department of the Government	Appropriation or Fund Title and Symbol		
Bureau Bureau of Loans	88X4437		
Description	Amount on Latest Credit Apportion- ment Schedule	Agency Request	Action by OMB
<u>DIRECT LOAN LIMITATION</u>			
1. Limitation on direct loan obligations.....		1,500,000	
<u>APPLICATION OF LIMITATION</u>			
Memorandum: Obligations incurred			
2. Apportionments: Category A: (1) First quarter.. (2) Second quarter.. (3) Third quarter.. (4) Fourth quarter.		275,000 275,000 275,000 275,000	
Category B: (1) Project XYZ.... (2) (3) (4)		200,000	
3. Unapportioned balance of limitation.....		200,000	
4. Total, limitation on direct loan obligations.....		1,500,000	
Submitted <u>N. Williams</u> (Authorized Officer)	<u>10/9/82</u> (Date)	Apportioned _____ (Date)	

Exhibit 2
Bulletin No.

Fiscal Year 83

APPORTIONMENT AND REAPPORTIONMENT SCHEDULE
FOR CREDIT LIMITATIONS

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

Submitted N. Williams 10/9/82 Apportioned _____
(Authorized Officer) (Date) (Date)

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

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

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

Amounts for guaranteed loan limitations will be the full principal amounts of loans guaranteed, whether guaranteed in full or in part.

DIRECT LOAN OR GUARANTEED LOAN LIMITATION

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

STATUS OF LIMITATION

Line 2. New loan obligations or new guaranteed loan commitments...	Enter the amount of obligations incurred or commitments made from the beginning of the current fiscal year to the end of the period covered by the report.
--	--

Line Entry

Explanation

Line 3. Balance of limitation
available.....

In the parentheses (), enter the amount of obligations incurred or commitments made since the last report.

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

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

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

Line Entry

Explanation

Category A

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

Category B

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

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

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

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

For direct loans, this amount may reflect a restrictive withholding (proposed rescission or deferral) in the related appropriation or fund; it may reflect a lack

Line Entry

Explanation

of budgetary resources in the related appropriation or fund; or it may be part of the unapportioned balance of the related revolving fund.

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

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

Exhibit 3
Bulletin No.Period ended:
December 31, 1982

REPORT ON CREDIT BUDGET EXECUTION

Agency	Appropriation or Fund
Department of Government	Title and Symbol
Bureau	88X4437
Bureau of Loans	
Description	
<u>DIRECT LOAN LIMITATION</u>	
1. Limitation on direct loan obligations....	1,500,000
<u>STATUS OF LIMITATION</u>	
2. New loan obligations (\$83,000).....	250,000
3. Balance of limitation available.....	225,000
4. Balance of limitation not available:	
A. Apportionment of limitation for subsequent periods.....	825,000
B. Unapportioned balance of limitation...	<u>200,000</u>
5. Total, limitation on direct loan obligations.....	1,500,000

<u>N. Williams</u>	<u>1/10/83</u>
(Authorized Officer)	(Date)

Exhibit 4
Bulletin No.

Period ended:
December 31, 1982

REPORT ON CREDIT BUDGET EXECUTION

Agency	Appropriation or Fund
Department of Government	Title and Symbol
Bureau	88X4439
Bureau of Guarantees	
Description	
<u>GUARANTEED LOAN LIMITATION</u>	
1. Limitation on guaranteed loan commitments.....	100,000,000
<u>STATUS OF LIMITATION</u>	
2. New guaranteed loan commitments (\$8,000,000).....	24,000,000
3. Balance of limitation available.....	2,000,000
4. Balance of limitation not available:	
A. Apportioned for subsequent periods.....	72,000,000
B. Unapportioned balance of limitation..	2,000,000
5. Total, limitation on guaranteed loan commitments.....	100,000,000

N. Williams 1/10/83
(Authorized Officer) (Date)



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

July 22, 1982

BULLETIN NO. 82-16

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 adhere to 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 being conducted or reviewed during the succeeding 12 months by the agency, except for those 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 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 section(s) of the Code of Federal Regulations which authorize(s) 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, 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.

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, 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 will include all regulations designated for priority development or review by the agency head, all regulations that are "major rules" under Section 1(b) of Executive Order 12291, and all regulations designated for review by the Presidential Task Force on Regulatory Relief.

7. Publication of the Unified Agenda of Federal Regulations.

Agencies will submit one signed original and two certified copies of their Agendas to OMB. Agendas will meet the normal requirements for publication in the Federal Register. OMB will compile the Agendas and forward them 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. Agencies will be able to obtain reprint copies of their individual Agendas.

8. Effective Date.

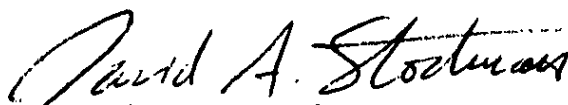
This Bulletin applies to Regulatory Agendas to be published in October 1982. Agencies shall submit their agendas to OMB's Office of Information and Regulatory Affairs, Regulatory Policy Branch, Room 3228, New Executive Office Building, not later than September 24, 1982.

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 the information requirements, format, completion, and submission of agency agendas, contact the Regulatory Information Service Center, telephone 653-7240.

10. Sunset Date.

OMB will review the requirements of this Bulletin after publication of the October 1982 Agenda. After making any changes needed to ensure minimum agency burden and maximum availability of regulatory information, OMB will issue a Circular providing for the publication of a Unified Agenda twice annually, in April and October of each succeeding year.



David A. Stockman
Director

OMB BULLETIN No. 82-15

Declassified in Part - Sanitized Copy Approved for Release 2013/08/01 : CIA-RDP06M00944R000200150001-9
19 JULY 1982

Copies distributed to AO/DCI and OGC Library 7/26/82



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

BULLETIN NO. 82-15

July 19, 1982

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Consultation with State and Local Governments on
Federally Assisted Programs and Projects

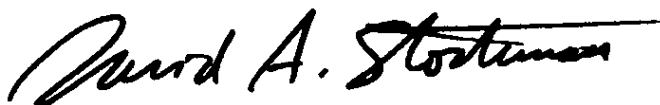
1. Purpose. This Bulletin provides interim policy guidance governing consultation with state and local governments prior to adoption of new regulations implementing Executive Order No. 12372.
2. Authority. Executive Order No. 12372 and the Intergovernmental Cooperation Act.
3. Background. The President has issued an Executive Order entitled "Intergovernmental Review of Federal Programs." The Order institutes a new policy providing elected officials of state and local governments the opportunity to establish their own process for review of Federal financial assistance or direct Federal development activities undertaken by the agencies. It also provides that all Federal agencies shall continue to comply with the requirements of A-95 and their own rules and regulations until new regulations are adopted.
4. Policy.
 - (a) Agencies are directed by Executive Order No. 12372 to retain their existing A-95 implementing procedures and regulations until new implementation rules and regulations are issued not later than April 30, 1983.
 - (b) Until new regulations are issued, Federal agencies shall continue to require applicants for Federal assistance to seek reviews through existing state and local review mechanisms established pursuant to Circular A-95, unless a state sets up alternative interim intergovernmental review processes. OMB will inform the agencies of instances where states have made changes in the present A-95 clearinghouse system if such changes occur before the new regulations are issued.
 - (c) Rules, regulations, procedures, and program guidances for state and local review of direct Federal development projects shall likewise remain in effect. This shall include any memorandums of agreement between agencies, states, and areawide organizations established under Part II of OMB Circular A-95.

(d) Between now and April 30, 1983, the agencies will work with OMB in developing rules and regulations implementing Executive Order No. 12372.

5. Timing. Agencies shall submit proposed rules and regulations for OMB review during the next several months.

6. Inquiries. For further information, contact James F. Kelly, Deputy Associate Director for Intergovernmental Affairs (202-395-3774).

7. Sunset Date. This Bulletin expires on April 30, 1983.



DAVID A. STOCKMAN
DIRECTOR

OMB BULLETIN No. 82-14

Declassified in Part - Sanitized Copy Approved for Release 2013/08/01 : CIA-RDP06M00944R000200150001-9
10 JUNE 1982

Copies distributed to AO/DCI & OGC Library 6/29/82



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

June 16, 1982

Bulletin No. 82-14

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Information required for the Mid-Session Review of the 1983 Budget

1. Purpose. This Bulletin provides instructions for the preparation and submission of revised estimates of budget authority, outlays, and receipts data for 1982 through 1987; revised estimates of Federal credit activity for 1982 and 1983; and estimates of the spendout during 1984-87 of balances of budget authority of controllable programs available at the end of 1983. This information will be used to prepare the Mid-Session Review of the 1983 Budget and to update the multi-year budget planning base.

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 Government-owned entities outside the budget totals. 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. They will also assist the Congress with its budget scorekeeping responsibilities. OMB plans to transmit the Mid-Session Review to the Congress no later than July 15, 1982, as required by statute.

3. Materials Required.

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

- Supplementary Source Data. This computer listing, by budget account, contains budget authority and outlays for 1982-1987 and a distribution of outlays for 1982 and 1983.
- Receipt Account Data File Listing. This computer listing contains receipt account information for 1981 through 1987. Since the 1981 data are for the last actual year, only the 1982 through 1987 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 1982 and 1983.

The data in these computer listings are based on the estimates developed for the April 9 Revision of the 1983 Budget, as adjusted by OMB for supplemental pay requests requiring direct appropriations. Agencies will revise estimates in accordance with the guidelines indicated in section 4 of this Bulletin. Agencies furnishing automated budget data to OMB via computer terminals will use these terminals to make the changes contained in Attachment A. (These agencies should notify OMB as soon as possible of new accounts that need to be added to the Master Account and Receipt Account Title Files.) All other agencies will mark up and return 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 in red.) Agencies should follow the guidelines shown on Attachment A in entering/processing revised data for the computer file.

b. Estimated spendout for 1984-1987 from balances of budget authority estimated for controllable programs at the end of 1983. OMB will provide three (3) copies of a computer listing at the account level containing estimates of unexpended balances of controllable programs, as reflected in the 1983 February Budget, to agencies that have balances at the end of 1983 in excess of \$100 million. These agencies will revise the amounts for 1983, estimate the spendout of these balances in future years in accordance with the instructions in Attachment B and submit 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 [one showing budget authority (net) and the other showing outlays (net)] to explain major changes to the estimates. Minor changes may be combined in an "Other changes" category. A memorandum entry will be included for changes in governmental receipts and for changes in direct loan obligations or guaranteed loan commitments. 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 9 Revision estimates to the current estimates for 1982-1987.

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 estimates. Amounts for 1982-1987 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 such as spending trends, demographic data, or other factors that may require technical reestimates.

c. Publicly announced Presidential decisions or initiatives. Estimates should be revised to reflect changes since the April 9 Revision due to:

- budget amendments and supplementals transmitted to the Congress or approved and pending in OMB (the final compilation of estimates will be adjusted by OMB to include only those items that have been approved by the President).
- deferral or rescission proposals transmitted.
- releases by the Executive Branch of amounts previously reserved under the Impoundment Control Act that were not anticipated in the April 9 Revisions.
- legislative proposals transmitted, approved, or publicly supported by the President.
- other initiatives approved by the President.

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

- enacted substantive legislation (i.e., entitlement and other legislation that has a direct impact on the planning base).
- enacted appropriations.

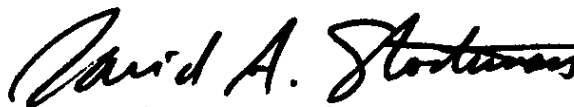
- final action or inaction on deferrals or proposed rescissions and deferrals initiated by the Administration or the Congress.
- delays in acting on Administration-sponsored legislation (where earlier Congressional action had been assumed in the April 9 Revision estimates). In preparing revised estimates for legislative proposals not yet enacted by the Congress, agencies should assume an effective date of October 1, 1982, 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. It is likely that the estimates will be prepared during Congressional consideration of the First Concurrent Resolution for 1983. The Administration may wish to support or disagree with various alternatives of the resolution. However, agency estimates should not reflect the resolution process or the Administration's positions 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. Timing. Agencies will submit two (2) copies of each of the required materials to OMB no later than June 23, 1982.

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. 82-14

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 9 Revision will be reflected in the computer materials by adjusting the 1983 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 9 Revision of the 1983 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.

INSTRUCTIONS FOR REPORTING
ESTIMATED SPENDOUT OF BALANCES OF CONTROLLABLE PROGRAMS

1. Purpose. This attachment provides instructions for preparing the report on estimated spendout of 1983 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 1983 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 1983 of more than \$1 billion;

b. appropriation accounts with 1983 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 1983 balances in each of the fiscal years 1984-1987, the following assumptions should be used:

a. Obligated balances carried forward at the end of 1983 generally will be spent out in 1984. 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 1984 and each year thereafter.

4. Required information. Affected agencies will be furnished information from computer listings based on data in the 1983 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 1981, 1982, and 1983. (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 if deemed desirable, for clarity.

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

Current estimate (col. 3).--The latest estimate of 1983 balances is equal to the February 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 1982 or 1983 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 1983 balances in 1984-87 (cols. 4-7).--- Enter the amount of spendout of 1983 year-end balances, estimated for each of the fiscal years 1984-1987.

1983 balances as of September 30, 1987 (col. 8).---The amount of 1983 balances remaining unexpended at the end of 1986 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.

1983 balances expiring in the 1984-1987 period (col. 9).---Enter any amounts of 1983 unobligated balances that are expected to lapse unused in any of the fiscal years 1984-1987. Footnotes will be included to explain any such balances over \$50 million.

DEPARTMENT OF HUMAN SERVICES
 ESTIMATED SPENDOUT OF BALANCES OF CONTROLLABLE PROGRAMS
 FROM 1983 END-OF-YEAR UNEXPENDED BALANCES OF BUDGET AUTHORITY

(in millions of dollars)

Description (1)	1983 ending balances		Spendout from 1983 balances in:				1983 balances as of 9/30/87 (8)	1983 unobligated balances lapsing in the 1984-87 period (9)
	February budget estimate (2)	Current estimate (3)	1984 (4)	1985 (5)	1986 (6)	1987 (7)		
Construction, general.....	700	1,200	821	156	93	40	90 <u>1/</u>	---
Revolving fund..	151	151	151	---	---	---	---	---
Emergency fund..	47	47	---	---	---	---	47 <u>2/</u>	---
All other.....	<u>23</u>	<u>23</u>	<u>23</u>	---	---	---	---	---
Total.....	921	1,421	995	156	93	40	137	---

1/ Balance remaining to be spent on fully funded FY 83 new construction starts.

2/ Stand-by authority.

DEPARTMENT OF HUMAN SERVICES
 ANALYSIS OF CHANGES
 BUDGET AUTHORITY 1/

(in millions of dollars)

	1982	1983	1984	1985	1986	1987
April 9 Revision estimate.....	4,563	4,985	5,307	5,538	5,705	6,100
Changes resulting from:						
<u>Presidential initiatives</u>						
Waste water treatment plant supplemental (transmitted 4/15/82).....	60	---	---	---	---	---
Highway Safety Program: Revised vehicle emission standards--publicly supported legislative proposal.....	---	-85	-45	-45	-45	-45
<u>Completed Congressional action or inaction</u>						
Solid waste planning grants--mandatory authorization (P.L. 97-XXX).....	150	125	100	75	50	25
Inaction on higher education grant consolidation cost-saving legislation (change in effective date).....	70	60	50	40	30	30
<u>Revised economic assumptions</u>						
Lower than expected inflation has resulted in a lower Social Security cost-of-living adjustment.....	-300	-1,000	-1,000	-1,000	-1,000	-1,000
<u>Technical reestimates</u>						
Increased number of social security beneficiaries.....	100	110	120	130	140	150
Current estimate.....	4,643	4,195	4,532	4,738	4,880	5,260

1/ A separate exhibit will be prepared for outlays.

Exhibit 2
Bulletin No. 82-

OMB Bulletin No. 82-13

Declassified in Part - Sanitized Copy Approved for Release 2013/08/01 : CIA-RDP06M00944R000200150001-9

30 APR 11 1982

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

BULLETIN NO. 82-13

April 30, 1982

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Fiscal Year 1983 Information Collection Budget Request

1. Purpose. This Bulletin provides instructions and materials for the submission of FY 1983 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 or recordkeeping).

For the purposes of this budget, information collection means the obtaining or soliciting of facts or opinions by an agency through the use of written report forms, application forms, schedules, questionnaires, reporting or recordkeeping requirements, or other similar methods calling for either--

- (A) answers to identical questions posed to, or identical reporting or recordkeeping requirements imposed on, ten or more persons, other than agencies, instrumentalities, or employees of the United States; or
- (B) answers to questions posed to agencies, instrumentalities, or employees of the United States which are to be used for general statistical purposes.

"Burden" means the total time and financial resources required to respond to an information collection request, including that to read or hear instructions; to develop, modify, construct, or assemble any materials or equipment; to conduct tests, inspections, polls, observations, or the like necessary to obtain the information; to organize the information into the requested format; and to maintain, disclose, or report the information.

3. Objectives. The ICB serves not only as a major tool to implement the burden reduction goals in P.L. 96-511 and the administration's paperwork reduction program, but also as a planning and management tool to assist agencies in efficient information resource management.

4. Coverage. The requirement for an FY 1983 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 (incl. Pension Benefit Guaranty Corp.)
- 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 Aeronautics and Space Administration
- 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. Goals for Reducing Paperwork Burdens. Section 3505 of P.L. 96-511 requires that OMB establish a goal to reduce the existing information collection burden 15 percent by the end of FY 1982 and an additional 10 percent by the end of FY 1983. OMB has formally adopted and fully intends to meet these goals.

Progress toward these goals will be measured against the reporting burden known to OMB to have been in effect when P.L. 96-511 was passed. This base figure is 1,349.7 million hours, including 1,276.3 million for agencies covered by the 1981 ICB and 73.4 million for other agencies. This base will be utilized through the end of FY 1983. Progress toward the goals will be measured by adding net increases or decreases resulting from program changes to information collections in the base. Adjustments for change in use and corrections, including information collections discovered ex post to have been in existence in the base period, will be excluded from measurement of progress toward reaching the goals.

6. Planning Levels for 1983. Agencies listed in Table 3 of the FY 1982 ICB publication that have not achieved a 25 percent reduction in paperwork from the 1980 base, will still be expected to do so by the end of FY 1983. All agencies are expected to reduce the paperwork burden from their FY 1982 adjusted base in FY 1983 and should not request an allowance greater than their FY 1982 adjusted base.

7. Required Materials. This year OMB will provide a listing of all information collections that were in OMB's inventory during the last part of April 1982, plus information collections that have expired or were discontinued after September 30, 1981. Activities that have expired or were discontinued are marked with an asterisk. This listing will serve as the basis for the FY 1983 ICB submission. Total burden hours for FY 1982, therefore, should be the total of information collections included on the listing plus new approvals anticipated prior to September 30, 1982.

Agencies will be required to submit four exhibits:

- (1) Exhibit 1 is a narrative that addresses specific questions regarding the agency's planning and management of information resources;
- (2) Exhibit 2 consists of the OMB provided listing modified to reflect changes in burden during FY 1982 and 1983 (Exhibit 2A) and information on new data collection activities anticipated in FY 1983 (Exhibit 2B).

- (3) Exhibit 3 is a summary of total reporting burden hours for the department or agency, its sub-components and, when requested by the desk officer, major program areas, for FY 1982 and estimated for FY 1983.
- (4) Exhibit 4 is a listing of program increases and decreases to the FY 1980 base that have already occurred or will occur in FY 1983. This is to verify that the 25 percent goal will be met by the end of FY 1983.

Attachment A provides instructions for preparing each exhibit.

In addition to the materials described above, the agency desk officer, at any point during this process, may request additional information necessary in analyzing the agency's request. Agencies should consult their desk officers early in the development of their submissions, to obtain agreement on the subcomponents, functional units or program categories to be used in Exhibits 2 and 3, additional supporting materials and data requirements that may be necessary.

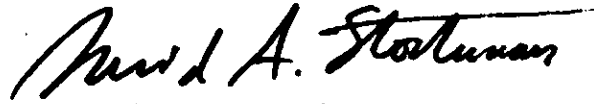
The head of each covered department or agency, or the senior official appointed pursuant to 44 U.S.C. 3506(b), should transmit the submission.

8. Periodic Data Collections. Agencies are encouraged to substitute periodic data collections (e.g. biennial or triennial) for more frequent collections whenever feasible. The reporting burden for periodic collections will be reviewed separately from the burden imposed by other agency reporting requirements. To the extent that agencies adopt periodic collections as a burden reduction strategy, OMB will take steps to ensure that the allowance for each activity is carried over to each year in which the data collection will occur.

9. Submission Dates. 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, no later than July 16, 1982.

10. OMB Actions on Submissions. The Office of Management and Budget will hold hearings with agencies on their requests in August. 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 by the Director, Office of Management and Budget. Allowances will be given to agencies immediately thereafter. Allowances will generally be made for the agency as a whole, except where more specific guidance is warranted.

11. 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 82-13

EXHIBIT 1

Prepare a narrative answering the following questions (where appropriate):

1. What is the agency's justification for the level of request?
2. What is the agency's strategy for reducing paperwork burden on the public in FY 1983?
3. What are the agency's specific plans for attaining the goals and planning levels described in paragraphs 5 and 6 of the bulletin?
4. How does the ICB request relate to the agency's FY 1983 enacted (or, if applicable, President's proposed) budget?
5. How does the ICB request relate to the agency's regulatory relief program?

Your answers will serve as the nucleus of the narrative discussion in the FY 1983 ICB publication.

EXHIBIT 2

Exhibit 2A consists of a computer printout of your department's/ agency's information collections that were in OMB's inventory during the last part of April plus information collections that have expired or were discontinued after September 30, 1981. Activities that have expired or were discontinued are marked with an asterisk. Make changes or deletions to the items listed as appropriate. At the end of the exhibit, add in items that are missing from the inventory and were active during FY 1982, or items that the agency expects to have in place prior to the close of FY 1982.

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 number of burden hours actually in use during FY 1982. Include all adjustments and program changes. Be sure to include any 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 reason for any change in burden between columns 3 and 4 according to the following guide:

Adjustments

CE (correction-error) - change in burden from that formerly recorded because of administrative error. Include information collections now in use without OMB approval.

CR (correction-reestimate) - change in burden resulting from a reestimate based on actual agency experience or additional investigation.

CU (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

I (increase) - is a 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.

D (decrease) - is a 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. For example, an agency may both reestimate the number of hours it takes to complete a form and identify a change in use in the number of applicants.

- Column 6 Enter the number of burden hours requested for FY 1983.
- Column 7 Enter the number of responses (e.g. 100 companies submit forms quarterly = 400 responses) associated with the FY 1983 burden.
- Column 8 Enter the letter code that explains the increase, decrease or change in use. Corrections or reestimates may not be included in this column to explain 82A-83 changes. Note - This is a significant departure from previous ICB's in that we are asking agencies to project changes in use for FY 1983.

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

Remember in columns 6 and 8, if one type of change is involved, indicate one letter code only. If more than one type of change is involved, indicate all letter codes and corresponding response burden.

Exhibit 2B should include a separate page for each new item proposed to be introduced in FY 1983. 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.

Periodic data collections (data collections conducted less frequently than annually) should be identified by inserting the letter "P" (for "periodic") and a number indicating the cycle in years in the left margin of Exhibits 2A and 2B (e.g. "P2" = periodic collections conducted biennially).

EXHIBIT 3

Provide total reporting burden for all collections of information for the department or agency and its subcomponents, functional units, or major program categories for FY 1982 and requests for FY 83. The 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 and 2B. For explanation of changes, use multiple codes as necessary, following instructions for Exhibit 2.

EXHIBIT 4

List in Exhibit 4 the OMB number, title, and all program increases and decreases that have occurred or will occur to items included in the FY 1980 base.

FY 80 base figures for individual items must correspond to those reported as FY 1980 adjusted figures in the FY 1981 ICB submission.

Adjustments (i.e., changes in use, reestimates, etc.) cannot be considered as burden reductions. 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 will occur 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. See this and other examples on Exhibit 4.

Exhibit 2A

1983 Information Collection Budget - Supporting Exhibit: Department of Government

Assistant Secretary for Trade and Travel

<u>OMB Number</u> (1)	<u>Title</u> (2)	<u>Estimated Burden Hours</u>			<u>FY 1983 Estimate</u> (6)	<u>FY 1983 Responses</u> (7)	<u>Explanation of Change (82A-83)</u> (8)
		<u>FY 1982</u> (3)	<u>FY 1982 Adjusted</u> (4)	<u>Explanation of Change (82-82A)</u> (5)			

Exhibit 2B

1983 Information Collection Budget - Supporting Exhibit: New Information Collections

Agency Functional Unit or Program: _____

<u>Agency Form No.</u> (1)	<u>Title</u> (2)	<u>FY 1983 Responses</u> (3)	<u>FY 1983 Estimated Hours</u> (4)
-------------------------------	---------------------	---------------------------------	---------------------------------------

Abstract:

Exhibit 3

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

	<u>FY 82</u> (1)	<u>FY 82</u> <u>adjusted</u> (2)	<u>Explanation</u> <u>of Change</u> <u>(82-82A)</u> (3)	<u>FY 83</u> <u>estimate</u> (4)	<u>Explanation</u> <u>of Change</u> <u>(82A-83)</u> (5)
Total Department of Government					
Assistant Secretary for Trade and Travel					
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 (D)	-100
XXX5	" " Needs	1,200	400 (D)	400	-800
Total		<u>3,400</u>	<u>2,600</u>	<u>2,290</u>	<u>-1,110</u>

Total 80-83 Burden Change for Dept. of Government is $-1,110/3.400 = 32$ percent

OMB Bulletin No. 82-12

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JU APR 11 1982

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

BULLETIN NO. 82-12

April 30, 1982

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

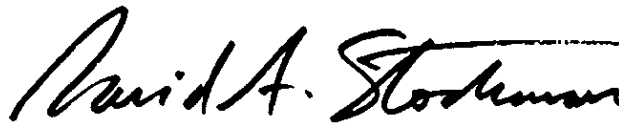
SUBJECT: Information on Voluntary Contributions to
International Organizations

1. Purpose. This Bulletin provides instructions for the preparation of information for a semiannual report to the Congress listing all voluntary contributions to international organizations by all agencies of the United States Government.
2. Background and Authority. Section 306(b)(1) of the Foreign Assistance Act of 1961, as amended, (see Attachment A) requires the President to transmit to the Congress semiannual reports listing all voluntary contributions, cash and in kind, by the United States Government to international organizations. Section 306(b)(2) requires that agencies making such contributions provide information on them to the Office of Management and Budget.
3. Coverage. This Bulletin applies to all Federal agencies, including those of the Legislative and Judicial Branches.
4. Definitions. For the purposes of this Bulletin, the following definitions apply:
 - (a) Voluntary contribution means contribution of any kind that is not assessed under a binding international agreement including the furnishing of funds or other financial support, services of any kind (including the use of experts or other personnel), or commodities, equipment, supplies, or other material.
 - (b) International organization means any public international organization that is composed principally of governments.

5. Required Materials. Agencies that make voluntary contributions to any international organization will forward to the Office of Management and Budget information on those contributions in accordance with the attached instructions and in the format of the attached exhibit. Separate information will be prepared for each international organization receiving voluntary contributions. Materials will be sent to the International Affairs Division, Office of Management and Budget, Room 8225, New Executive Office Building, Washington, D.C. 20503.

6. Timing. Agencies will provide information separately on contributions made in the first half of fiscal year 1981, in the second half of fiscal year 1981, and in the first half of the fiscal year 1982 no later than June 15, 1982. Information on contributions made in the second half of fiscal year 1982 will be forwarded no later than November 15, 1982.

7. Information Contact. Inquiries concerning this Bulletin may be addressed to Patricia Schlueter, International Affairs Division, Office of Management and Budget (telephone 395-4580).



David A. Stockman
Director

Attachments
Exhibit

Attachment A
Bulletin No. 82-12

FOREIGN ASSISTANCE ACT OF 1961, AS AMENDED (22 U.S.C. 2226)

"Section 306(b)(1) The President shall submit semiannual reports to the Congress listing all voluntary contributions by the United States Government to international organizations. One of the semiannual reports shall be submitted no later than July 1 and shall list all contributions made during the first six months of the then current fiscal year. The other semiannual report shall be submitted no later than January 1 and shall list all contributions made during the last six months of the preceding fiscal year. Each such report shall specify the Government agency making the voluntary contribution, the international organization to which the contribution was made, the amount and form of the contribution, and the purpose of the contribution. Contributions shall be listed on both an agency-by-agency basis and an organization-by-organization basis.

(2) In order to facilitate the preparation of the reports required by paragraph (1), the head of any Government agency which makes a voluntary contribution to any international organization shall promptly report that contribution to the Director of the Office of Management and Budget.

(3) As used in this subsection, the term "contribution" means any contribution of any kind, including the furnishing of funds or other financial support, services of any kind (including the use of experts or other personnel), or commodities, equipment, supplies, or other material."

Attachment B
Bulletin No. 82-12

INSTRUCTIONS ON PREPARING INFORMATION ON VOLUNTARY
CONTRIBUTIONS TO INTERNATIONAL ORGANIZATIONS

Information on voluntary contributions to international organizations will be prepared on 8 1/2"x11" paper, as described below.

Enter the name of the agency making the contribution, the name of the international organization receiving the contribution, and the six month period for which contributions are being reported, as indicated in the Exhibit. Information will be entered in each column as indicated below.

Column (1). Enter the title of the appropriation or fund account that financed the contribution.

Column (2). Enter the amount of each contribution. Amounts for cash contributions will be outlays. The value of in kind contributions (services; commodities, equipment, supplies, or other material) will be the cost to the agency of providing the services or goods. The value of in kind contributions should be determined by the contributing agency.

Column (3). Enter the form as received by the international organization of each contribution made during each reporting period. The form should be one or more of the following:

- a. financial support
- b. services
- c. material

Column (4). Enter the primary purpose for which the contribution was made. Make the explanation brief. Do not provide attachments.

Exhibit
Bulletin No. 82-12

VOLUNTARY CONTRIBUTIONS TO INTERNATIONAL ORGANIZATIONS
Period: October 1980 - March 1981

Agency: Department of Government

International Organization: World Health Organization

(1) <u>Account Title</u>	(2) <u>Amounts</u> (Dollars in thousands)	(3) <u>Form</u>	(4) <u>Purpose</u>
Research and development, Bureau of Health Sciences	250	Financial support	Cholera research
Research and development, Bureau of Health Sciences	500	Services, Material	Advice and testing equipment on water purification

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Supplement No. 2
1 March 1983

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EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20003

March 1, 1983

BULLETIN No. 82-11, Supplement No. 2

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Strengthening Travel Authorization Policies and
Procedures to Eliminate Wasteful Spending on Travel

This Supplement extends OMB Bulletin No. 82-11, Strengthening
Travel Authorization Policies and Procedures to Eliminate
Wasteful Spending on Travel, to December 31, 1983.

A handwritten signature in black ink that reads "David A. Stockman".

David A. Stockman
Director

OMB BULLETIN No. 82-11

Supplement No. 1

22 June 1982

Copies sent to AO/DCI and OGC Library.



OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

June 22, 1982

BULLETIN NO. 82-11, Supplement No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Strengthening Travel Authorization Policies and
Procedures to Eliminate Wasteful Spending on Travel

This Supplement extends the reporting requirement in OMB Bulletin No. 82-11 from the period ending June 30, 1982, to the period ending September 30, 1982. The report submission date is extended to November 15, 1982.

The heading of Exhibit 2 is changed to read "Report on Agency Travel Authorization Policies and Procedures as of September 30, 1982."

A copy of a revised Table A of Exhibit 2 is attached.

A handwritten signature in black ink that reads "David A. Stockman".

David A. Stockman
Director

Attachment

Summary of Agency Travel Authorization Coverage
and Review Practices

Department/Agency: _____ Prepared By: _____ Date: _____

Authorization Type	1981 ^{(1) (2)}		1982 ⁽²⁾		How Frequently	
	No. of Employees Covered ⁽³⁾	Estimated Percent of Total Agency Trips	No. of Employees Covered ⁽³⁾	Estimated Percent of Total Agency Trips	Reviewed	Reissued
General travel authorization (Covers entire organization and groups of employees)						
Unlimited open authorizations (Permits an individual to travel for any purpose without further authorization)						
Limited open authorizations (Permits an individual to travel without further authorization under certain specified conditions)						
Trip-by-trip authorization ⁽³⁾ (Permits an individual or group of individuals to take one or more specific trips identified as to purpose, itinerary and estimated cost)					Not Applicable	Not Applicable
Other (define type of authorizations used by the agency that differ from the types previously listed)						
Total	_____	<u>100%</u>	_____	<u>100%</u>		

Notes: (1) Use calendar year 1981 data or fiscal year 1981 data, whichever is most readily available.

(2) Please provide this data by authorization type and indicate the basis of these estimates

(3) For trip by trip authorizations, please indicate the number of such authorizations issued over the reporting period.

(4) For 1981 and 1982, indicate the appropriate number of persons covered by your travel regulations.

	1981 (check as appropriate)	1982		1981	1982
Management reports	_____	_____	Employees	_____	_____
Sample of trips made	_____	_____	Others	_____	_____
Estimate by management	_____	_____	Total	_____	_____
Other, please specify	_____	_____			

OMB Bulletin No. 82-11

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O/Finance to prepare data and brief Keith Hall
sometime before 30 July 82

Copies sent to AO/DCI & OGC Library



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

April 19, 1982

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Curbing Excessive Federal Travel

Last July, the President directed several changes to travel policies and practices including a tightening of travel authorization policies. In several Cabinet meetings and in a December, 1981 memorandum to agency heads, the President reiterated his determination to curb excessive travel and asked agencies to report the actions they had taken in that regard. Most agency responses confirmed the importance of the travel authorization process in eliminating unnecessary travel. Accordingly, I am issuing the attached OMB Bulletin to provide more vigorous standards for authorizing government travel.

The need to control wasteful Federal expenditures has never been greater. I know I can count on your cooperation in assuring that this guidance is observed throughout your department or agency.

A handwritten signature in black ink that reads "David A. Stockman".

David A. Stockman
Director

Attachment



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 82-11

April 19, 1982

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Strengthening Travel Authorization Policies and
Procedures to Eliminate Wasteful Spending on
Travel

1. Purpose. This Bulletin provides guidance for eliminating unnecessary Federal spending on travel by strengthening agency controls over the authorization of travel at Government expense.

2. Background. Recent studies by several agency Inspectors General, the General Accounting Office and the Interagency Travel Management Improvement Project have identified weaknesses in agency travel authorization policies and procedures and indicated a need for improved controls. On July 30, 1981, the President directed the heads of Executive departments and agencies to tighten travel authorization policies, including reducing the use of general travel authorizations. On December 16, 1981, the President directed the heads of Executive departments and agencies to report to him on steps taken to assure that excessive travel does not occur. The agency reports confirm prior studies' findings that excessive travel is prevented most effectively by increasing management attention to the need for each trip.

3. Policy. Each Executive Branch agency shall authorize only that travel necessary to accomplish the purposes of the Government effectively and economically. Each agency head shall promptly communicate this policy throughout all operating and staff units of his/her agency and establish internal controls to assure that only travel which is essential to the purposes of the Government is authorized.

4. Coverage. The guidance applies to both foreign and domestic travel of all Government personnel, military and civilian, and to other persons whose travel expenses are reflected in costs paid by the Government.

5. General Guidelines. Travel policies and practices of each Executive Branch agency shall reflect, but not be limited to, the following guidelines:

- a. The use of general travel authorizations for entire agencies or groups of employees shall be discontinued. To assure adequate managerial and supervisory attention to the need for all travel, each employee's travel shall be authorized separately under one of the following types of travel authorization:

Unlimited open authorization - permits an individual to travel for any purpose without further authorization.

Limited open authorization - permits an individual to travel without further authorization under certain specified conditions, which may include: specific purpose(s) of travel and geographic areas; limitations on trip costs; effectiveness for a certain period of time, then must be renewed.

Trip-by-trip authorization - permits an individual or group of individuals to take one or more specific trips identified as to purpose(s), itinerary and estimated cost.

- b. To minimize administrative costs and provide for necessary flexibility while maintaining essential controls, use of open authorizations shall be as follows:
 - Unlimited open authorizations for travel shall be permitted only for department or agency heads, their deputies, other principal assistants and managers as approved by the agency head or deputy, and managers of major subunits where no supervisor is present.
 - Limited open authorizations may be provided for employees whose work requires frequent repetitive travel, but should be revalidated no less often than quarterly and should specify realistic limitations on purposes, geographic area, trip duration and costs; travel not covered in an open authorization shall be separately authorized on a trip-by-trip basis.

- Both unlimited and limited open authorizations shall include an estimate of the travel costs to be incurred over the period covered by the authorization. Agencies shall use those estimates to obligate those funds necessary to carry out that travel and thereby improve their travel budgetary controls.
- c. Because of the relatively high costs associated with certain kinds of travel, such travel shall be authorized on a trip by trip basis and reviewed at a level of authority sufficient to provide policy approval. The types of travel covered by this requirement are:
 - 1. All conference attendance, training, entitlement, and relocation travel. In the case of conferences, the approving official shall assure that the numbers of attendees from the agency are necessary and justified. In addition, the need for conferences and meetings for which total travel and per diem estimates exceed \$5000, shall be certified by a level of authority sufficient to provide policy approval as designated by the head of the agency scheduling the conference or meeting. Relocations may be authorized on a move by move basis.
 - 2. Overseas and foreign travel for all employees, except those whose work requires repetitive foreign travel or emergency foreign travel without advance notification. In addition, U.S. Government representatives and attendees at international intergovernmental conferences must be accredited by the State Department.

Authorization of other travel should be delegated to the lowest management level which has responsibility for both program accomplishment and obligation or commitment of funds.

- d. Each travel authorization and the associated travel vouchers shall specify clearly the purpose of the travel. To promote uniformity in the way that travel purposes are specified, agencies should adopt travel purpose categories that conform as much as possible with the illustrative travel purpose categories listed in Exhibit 1.

- e. Authorizing officials should be cognizant of travel plans, including plans to take annual leave in conjunction with travel, and should assure appropriate consideration of the need for the travel, use of travel substitutes (mail, teleconferencing etc.), and the most cost-effective routing and means of accomplishing travel.
- f. A travel advance shall only be issued in conjunction with a travel authorization and the amount of the advance shall be kept to the minimum out of pocket expenses that the employee is expected to incur prior to reimbursement. This applies both to advances issued on a trip by trip basis and to so-called permanent advances issued in conjunction with open authorizations. The need for a permanent advance and the amount of the advance shall be reviewed and justified when the corresponding open authorization is reviewed and justified.
- g. Agency heads should assure that the appropriate personnel receive adequate training in travel management techniques. Agencies may seek assistance for such training from the Office of Personnel Management, the General Services Administration and, in the case of the uniformed services, the Department of Defense.

6. Reporting Requirements.

To assess its own improvements in travel authorization policies and procedures and to provide the data necessary to demonstrate compliance with the President's directives, each Department and agency will submit a Report on Agency Travel Authorization Policies and Procedures as of June 30, 1982, using the format set forth in the attached Exhibit 2; also a brief summary narrative report of agency travel authorization improvement actions taken between January 1, 1982, and June 30, 1982. These reports will be submitted by August 13, 1982.

7. Information Contact. Inquiries concerning this guidance or reporting requirements should be addressed to the Management Improvement and Evaluation Division, Room 10208, NEOB, Washington, D. C. 20503.

8. Sunset Date. This Bulletin will expire on January 31, 1983.



David A. Stockman
Director

Attachments

Illustrative Travel Purpose Categories

<u>Purpose Category</u>	<u>Definition</u>
Site visit	Visit to a particular site in order to personally perform operational or managerial activities; e.g., oversee programs, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; provide technical assistance.
Information meeting	Attend a meeting to discuss general Agency operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be Site Visit.
Training attendance	To receive training.
Speech or Presentation	To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
Conference attendance	To attend a conference, convention, seminar or symposium for purposes of observation or education only with no formal role in the proceedings.
Relocation	To move from one official duty station to another (same as a Permanent Change of Station or PCS move).
Entitlement travel	Travel to which an employee (or dependent) is entitled as a result of an assignment; e.g., official vacation or home leave; medical, emergency, and education travel.
Special mission travel	To carry out a special Agency mission; e.g., non-combat military unit movements; provide security to a person or a shipment (such as a diplomatic pouch); move witnesses from residence to other locations; cover travel by Federal beneficiaries and other non-employees.
Other travel	To travel for reasons (purposes) which are not shown in one of the other eight (8) categories.

**Report on Agency Travel Authorization Policies and
Procedures as of June 30, 1982**

Department/Agency: _____

Prepared By: _____

Date: _____

1. Does your Department/Agency publish regulations which specify procedures under which travel must be authorized?

___ No.

___ Yes. Please cite regulation(s), date(s), the originating office(s), and summarize content of regulation(s) on a separate sheet of paper.

2. Please list the types of travel authorization your Department/Agency utilizes and, for 1981 and 1982, show the numbers of employees covered by each type and the percentage of your agency's trips authorized under each type.(1) Also indicate the frequency with which each type of authorization is reviewed and reissued under current agency procedures. This information should be provided on the Summary of Agency Travel Authorization Coverage and Review Practices attached as Table A.

3. For each type of travel authorization listed on Table A, please list on a separate sheet of paper the criteria considered prior to issuing an authorization of that type. These criteria should include, but not be limited to the level of employee to whom such an authorization would be given, the nature of the travel covered, etc.

4. Please indicate below for the following purposes the number of reviews required to authorize travel and the title or responsibilities of employee conducting each review (use a separate sheet of paper, if necessary):

<u>Purpose</u>	<u>No. of Reviews</u>	<u>Titles or Responsibilities of Reviewers(2)</u>
----------------	-----------------------	---

Domestic Travel:

- conference attendance
- training attendance
- entitlement
- relocation
- other

Notes: (1) For 1981, use calendar year 1981 data or fiscal year 1981 data, whichever is most readily available. For 1982, use the period between the ending date of the period used for 1981 and June 30, 1982.

(2) Be certain to indicate the highest level of review.

4. cont.

<u>Purpose</u>	<u>No. of Reviews</u>	<u>Titles or Responsibilities of Reviewers (2)</u>
Overseas and Foreign Travel: ⁽³⁾		

- conference attendance
- training attendance
- entitlement
- relocation
- other

5. Does your Department/Agency provide travel management training to those officials empowered to authorize travel?

No.

Yes. Briefly describe type of training provided.

6. Does the travel authorization form require identification of the specific purpose(s) of the travel?

Yes.

No. Please explain briefly departures from such practice. _____

7. Does the travel voucher require identification of the specific purpose(s) of the travel?

Yes.

No. Please explain briefly departures from such practice. _____

8. If either the travel authorization form or the travel voucher requires identification of trip purpose, please list the purpose categories and definitions used and attach on a separate sheet of paper.

Notes: (2) Be certain to indicate the highest level of review.

(3) For purposes of this report, "overseas" includes travel to Alaska, Hawaii and overseas U.S. territories and possessions. If approvals for such travel are different than for foreign travel, please so indicate.

Table A

Summary of Agency Travel Authorization Coverage
and Review Practices

Department/Agency: _____ Prepared By: _____ Date: _____

Authorization Type	1981 ^{(1) (2)}		1982 ⁽²⁾		
	No. of Employees Covered ⁽⁴⁾	Estimated Percent of Total Agency Trips	No. of Employees Covered ⁽⁴⁾	Estimated Percent of Total Agency Trips	How Frequently Reviewed
General travel authorization (Covers entire organization and groups of employees)					
Unlimited open authorizations (Permits an individual to travel for any purpose without further authorization)					
Limited open authorizations (Permits an individual to travel without further authorization under certain specified conditions)					
Trip-by-trip authorization ⁽²⁾ (Permits an individual or group of individuals to take one or more specific trips identified as to purpose, itinerary and estimated cost)					
Other (define type of authorizations used by the agency that differ from the types previously listed)					
Total				<u>100%</u>	

- Notes: (1) Use calendar year 1981 data or fiscal year 1981 data, whichever is most readily available.
- (2) Please provide this data by authorization type and indicate the basis of these estimates
- (3) For trip by trip authorizations, please indicate the number of such authorizations issued over the reporting period.
- (4) For 1981 and 1982, indicate the appropriate number of persons covered by your travel regulations.

	1981	1982		1981	1982
Management reports	___	___	Employees Others Total	___	___
Sample of trips made	___	___		___	___
Estimate by management	___	___		___	___
Other, please specify	___	___		___	___

Date

ROUTING AND TRANSMITTAL SLIP

27 July 1982

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Comptroller	<i>[Handwritten initials]</i>	7/27
2. DC/AG	<i>[Handwritten initials]</i>	7/27
3. <i>[Handwritten: Originals]</i>		
4. <i>[Handwritten: S+T, FGA, EIE, jmc]</i>		
5.		

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

REMARKS

SUBJECT: OMB BRIEFING ON AGENCY TRAVEL POLICIES & PRACTICES

OMB's 82-11, 19 April 1982, provided guidelines to curb excessive federal travel and required a report back on Agency travel policies and procedures by mid August. OMB agreed to an oral response from CIA--this was presented by Ed Sherman to Keith Hall on 26 July. Ed Sherman's notes that were passed to [redacted] are attached, along with a copy of Keith's memo that specified points to be covered.

The briefing went extremely well and Keith seemed to be fully satisfied by Agency administration and control of travel practices. He questioned how we would rate our approach to travel vis-a-vis State and was told resoundingly that CIA is more conservative

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

STAT	(Name, office symbol, room number, building, Agency/Post)	Room No.—Bldg.
	DC/AG	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA

and exercises considerably more oversight. Leaving the subject slightly, Keith tried to elicit opinions about the adequacy of Agency travel funds, suggesting an excess of riches in this area. Ed Sherman stood pat against being drawn into evaluating travel fund adequacy except to note that we are better off now than several years ago, but that programs are continuing to grow and that travel must as well. Keith left the point concluding that conference travel--which he seemed to view as a measure of fat, did not seem unreasonable for a [] member Agency.

STAT You should be aware that as a result of Keith's recommendation last year our 1983 request for travel was ~~part~~ed back. From his probing, I would guess he will take a hard look again this year.

Question Number 1

Are current CIA policies and practices in conformance with the general guidelines listed in paragraph 5 of the bulletin? If not, what actions will CIA take to achieve conformance? (NOTE: Please discuss each individual guideline and applicable CIA policies.)

Para 5a. Guidelines

General travel authorizations for entire agencies or groups of employees shall be discontinued. Each employee's travel shall be authorized separately under one of the following types of authorizations:

1. Unlimited Open authorization. May travel for any purpose without further authorization.
2. Limited Open authorization. May travel without further authorization under certain specified conditions; specific purposes of travel and geographic areas; limitation of trip costs; effectiveness for a certain period of time; then renewed.
3. Trip-by-trip authorization.

RESPONSE

The three (3) above types of travel authorizations are currently in use by CIA and have been in the past. The vast majority (95% or more) of all our authorizations are on a trip-by-trip basis. CIA has never issued general travel authorizations for the entire Agency or groups of employees.

Para 5b. Guidelines

Use of open ("blanket") travel authorizations shall be as follows:

Unlimited Open - Permitted only for department or agency heads, their deputies, other principal assistants and managers as approved by the agency head or deputy, and managers of major subunits where no supervisor is present.

Limited Open - Provided for employees whose work requires frequent repetitive travel, but should be revalidated no less often than quarterly and should specify realistic limitations on purposes, geographic area, trip duration and costs.

(Both unlimited and limited open authorizations shall include an estimate of the travel costs to be incurred

over the period covered by the authorization. Agencies shall use these estimates to carry out that travel and thereby improve their travel budgetary controls.)

RESPONSE

Unlimited Open travel orders are confined to very senior officers. There exist a total of twenty-nine (29) such authorizations as follows:

DCI Area	7
Operations	17
Intelligence	1
Science & Technology	1
Administration	3

These blanket travel orders are renewed each fiscal year and are utilized as required by the mission and function of the position. Trip advances are made upon the officer's request on an individual trip basis. No travel revolving funds are held by any CIA officer. The same number of authorizations existed for 1981 and 1982.

Limited Open travel orders are confined to more junior level personnel and are outlined as follows:

DDS&T	45	Couriers for the National Program Project
DDS&T	4	Supervisor/Couriers National Program Project
DDA	25	Commercial Contract Auditors
DDA	10	Security Investigators
DCI	4	Personnel Recruiters
DDO	3	Roving Secretaries

All of the above authorizations, except the three (3) roving secretaries are limited to travel with CONUS. All are for specific purposes which is evident from the titles. The secretaries are limited to travel within the AF area. These orders are renewed on a fiscal year basis and advances are made on a trip-by-trip basis. The same number of authorizations existed for 1981 and 1982.

Para 5c. Guidelines

Because of the relatively high costs associated with certain kinds of travel, such travel shall be authorized on a trip-by-trip basis and reviewed at a level of authority sufficient to provide policy approval. The types of travel covered by this requirement are:

1. All conference attendance, training, entitlement, and relocation travel. In the case of conferences, the approving official shall assure that the numbers of attendees from the agency are necessary and justified. In addition, the need for

conferences and meetings for which total travel and per diem estimates exceed \$5000, shall be certified by a level of authority sufficient to provide policy approval as designated by the head of the agency scheduling the conference or meeting. Relocations may be authorized on a move-by-move basis.

2. Overseas and foreign travel for all employees, except those whose work require repetitive foreign travel or emergency foreign travel without advance notification. In addition, U.S. Government representatives and attendees at international intergovernmental conferences must be accredited by the State Department.

REPOSE

All above travel is authorized on a trip-by-trip basis. All international intergovernmental trips are accredited by the State Department. Moreover, all agency foreign travel, either PCS or TDY, is subject to the advance concurrence by the site to be visited (Mission or Station). Approval levels for all travel are held no lower than the Heads of Independent Offices or Chiefs of Area Divisions by authorities delegated to Admin and Support Officers. Agency officers do not initiate their own travel requests. These are generally made by Branch/Desk Chief

supervisors and authorized and approved by officers of support elements. This effectively controls our travel and brings agency policy to bear on all travel. We do not specifically isolate conference in excess of \$5000 for special approval given the controls we already have.

Para 5d. Guidelines

Each travel authorization and the associated travel vouchers shall specify clearly the purpose of the travel. Agencies should adopt travel categories to conform with such as these:

OMB Categories

Site Visit
Information Meeting
Training Attendance
Speech or Presentation
Conference Attendance
Relocation
Entitlement Travel
Special Mission Travel
Other Travel

Basically, the Agency categorizes travel as either TDY, PCS, or other travel. Following is a list of the travel subobject classes currently used by the Agency:

1. TDY within U.S.
2. TDY outside U.S.
3.
4. PCS within CONUS
5. PCS outside CONUS
6.
7. TRAVEL OTHER

All Agency travel orders show the specific purpose of the travel and exact planned itinerary. Mode and class of travel is specified as well as duration of trip. Other authorizations such as authority for rental cars, are also contained in the travel order. While this information exists on the travel order itself, all Agency travel expenses are charged to the seven (7) travel subobject classes listed above. For instance, home leave in connection with a PCS move to CONUS from a field station would be authorized and reflected on a travel order prepared at Headquarters and forwarded to the station. Following submission of the travel voucher for the move and leave, the entire cost of the trip is charged to the appropriate PCS subobject class with no data concerning the home leave entitlement being recorded for data storage.

Para 5e. Guidelines

Authorizing officials should be cognizant of travel plans, including plans to take A/L in connection with travel, and should assure appropriate consideration of the need for travel, use of travel substitutes (mail, teleconferencing, etc.) and the most cost effective routing and means of accomplishing travel.

RESPONSE

As stated before, it is the traveler's supervisor who initiates the request for travel and he also has the ability to approve or disapprove leave plans of the traveler. All leave plans are known in advance. Use of travel substitutes is made difficult by the nature of CIA in most instances. Travelers process through CPB who ensure cost effective routing and travel plans. All costs considered indirect travel or costs attributable to taking A/L are costs born by the traveler with no advances made for these purposes.

Para 5f. Guidelines

A travel advance shall only be issued in conjunction with a travel authorization and the amount of the advance shall be kept to the minimum out of pocket expenses that the employee is expected to incur prior to reimbursement. This applies both to advances issued on a trip-by-trip basis and

to so-called permanent advances issued in conjunction with open authorizations.

RESPONSE

All Agency travelers have always been held to minimum advances. Great care is given to advance computations. As stated before, no Agency personnel have permanent advances for travel. Recruiters and investigators have revolving funds but they are not dedicated to travel alone, but to all types of expenses.

Para 5g. Guidelines

Agency heads should ensure that appropriate personnel receive adequate training in travel management techniques. Assistance can be had from OPM, GSA, and DOD.

RESPONSE

The various career services within the Agency provide in-house training. In the travel discipline, the MF and MG Career Services develop fully trained support and finance officers knowledgeable in both federal and agency travel techniques. Agency in frequent contact with GSA concerning all types of travel related matters.

Question Number 2

What actions has CIA taken since July 1, 1981, to curb excessive travel and/or eliminate excessive travel? How are these actions reflected in Agency regulations? Specifically, what if any changes have been made to regulations governing travel authorization policies?

STAT dated 5 January 1982, was issued as a reminder to employees and managers of the need to hold travel costs to a minimum. No specific regulatory changes on authorizations have been made. Agency regulations are continually updated to reflect federal policy and are in general conformance with the FTR's for domestic travel and the SR's for foreign travel. The uniqueness of the Agency's mission and its necessary response to uncontrolled world events largely preclude our addressing specific travel limitations in any given area.

Question Number 3

Provide concrete examples of how Agency actions have reduced travel costs to include comparable data before and after Agency action was taken.

RESPONSE

Procedures for expanded use of GTR's developed in 1981 have

resulted in estimated savings of from October 1981 to ^{STAT} March 1982.

Question Number 4

How many employees by major office are currently covered by unlimited travel authorization? How many were covered in 1981? Under what circumstances are such authorizations approved?

RESPONSE

DCI Area	7
Operations	17
Intelligence	1
Science & Technology	1
Administration	<u>3</u>
Total	29

Number of travel authorizations was the same for 1981 and 1982. Such authorizations are given to senior officials based upon the position and its function and approved at the directorate level.

Question Number 4 (Continued)

Same as above but for limited open travel authorizations.

RESPONSE

DCI Area	4
Operations	3
Intelligence	0
Science & Technology	50
Administration	35

Question Number 4 (Continued)

By directorate, how many employees were given travel authorizations in 1981 and 1982 (to date) for conference attendance? Provide examples of the types of conferences attended and the employees authorized to attend.

RESPONSE

<u>Directorate</u>	<u>No. of Travel Authorizations</u>
DCI Area	60
Operations	0
Intelligence	662
Science & Technology	113
Administration	<u>294</u>
TOTAL	1,129

DCI Area - The sixty (60) people attending conferences, conventions, and symposiums did so singly and thus sixty (60) different conferences, etc., were attended. The types of conferences attended were directly related to the mission of that area. A sampling of the types follow:

Intelligence in Electronic Warfare

Speechwriting

NAACP Conventions

International Law Conference

Law of the Sea Conference

Harvard Seminar on Intelligence in Foreign Policy

Intelligence Area - Here were the largest number of employees (662) attending conventions, symposiums, workshops, meetings, seminars, and conferences. This is predictable by the very nature of the work of DDI analysts. All conventions, etc., were directly connected with the specialty of the individual involved and served to keep that analyst abreast of the "state of the art". Approximately 200 different types of affairs were attended. Nine employees attended one conference with the preponderant number being two (2) to an affair. Following are some representative types:

Council of Mining and Metal

National Convention for Slavic Studies

Machine Processing of Remotely Sensed Data

International Symposium on Undustrial Robots

World and Latin American Econometric Projections
MIT Lincoln Labs, Workshop
USDA Rice Technology Working Group Meeting
MIT Strategic Defense and Offense Seminar
Impact of Money in the Arab World Seminar
The Church in Latin America Conference
CANUKUS Soviet Maritime Conference
Offshore Petroleum Conference

Science and Technology Area - The 113 people attending conferences, etc., for this area did so at the rate of one (1) per event. The types of events were largely highly technical relating to computer, electro-chemical, electronics, and optics research. Following are some representative types:

Government Activities and Photogrammetry
Integrated Circuits
Office Automation
Chemical Analysis

Administration Area - Here 294 people attended 294 separate events directly related to their field of endeavor. Following are some representative types.

Communications and Satellite Equipment Conference
ADP Data User/Security Conference
Printing Services and Graphics Conference
Disaster Planning/Medical

Workshop on Audio/Visual Material
Innovative Teamwork Program
American Records Management Association

Question Number 4 (Continued)

At what level is first class travel approved? How many first class air authorizations were issued in 1981 and 1982? (to date) What guidelines are used for determining when to approve first class accommodations?

RESPONSE

Figures given reflect FY 1981 through 31 March 1982. No other figures available due to time constraint.

FY 81 - 154 first class authorizations

FY 82 - 92 first class authorizations

First class air may be approved by DD's, ADD's, and Heads of Independent Offices. Is also approved when less than first class air is not available.

GUIDELINES FOR APPROVAL

1. Space not available less than first class and mission of travel cannot be accomplished.

2. Physical handicap or impairment substantiated by the Director of Medical Services.
3. Less than first class air on foreign airlines do not provide adequate sanitation or health standards.
4. Travel by ADD's or higher level officials on transoceanic or other international flight segments where segment is larger than seven (7) hour duration.
5. When first class is required for security, operational, or other exceptional circumstances essential to the mission of the travel.
6. When first class air results in overall savings to the Government. Avoidance of extra per diem, O/T, or lost productive time.
7. Strike or civil disturbance.

Question Number 4 (Continued)

What regulations exist governing the granting of A/L in conjunction with TDY? At what level are authorizations for TDY which include A/L approved?

RESPONSE



These regulations deal generally with the taking of leave while in a travel status and how it affects allowable costs and when leave begins and ends. It does not address approval levels. All Agency travel is mission oriented and in response to a requirement not self generated by the traveler. The leave may be approved or disapproved by either the supervisor requestor or the authorizing official. The travel order spells out the provision for taking the leave.

STAT



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

MEMORANDUM

June 9, 1982

TO: O/Compt, CIA

FROM: Keith Hall, NSD/Intel, OMB *KR Hall*

SUBJECT: OMB Bulletin 82-11

OMB Bulletin 82-11 establishes general guidelines for government travel policies and practices applicable to all agencies. In lieu of a formal report as requested in the Bulletin, please provide a briefing from appropriate CIA officials to discuss the following:

1. Are current CIA policies and practices in conformance with the general guidelines listed in paragraph 5 of the bulletin? If not, what actions will CIA take to achieve conformance? (NOTE: please discuss each individual guideline and applicable CIA policies).

2. What actions has CIA taken since July 1, 1981 to curb excessive travel and/or eliminate excessive travel? How are these actions reflected in Agency regulations? Specifically, what if any changes have made to regulations governing travel authorization policies?

3. Provide concrete examples of how Agency actions have reduced travel costs to include comparative data before and after Agency action was taken.

4. Answer the following specific questions:

- How many employees by major office are currently covered by unlimited open travel authorizations? How many were covered in 1981? Under what circumstances are such authorizations approved?
- Same as above, but for limited open travel authorizations.
- By Directorate, how many employees were given travel authorizations in 1981 and 1982 (to date) for conference attendance? Provide examples of the types of conferences attended and the employees authorized to attend.
- At what level is first class air travel approved? How many first class travel authorizations were issued in 1981 and 1982 (to date)? What guidelines are used for determining when to approve first class travel authorizations.?
- What regulations exist governing the granting of annual leave in conjunction with TDY? At what level are authorizations for TDY which include annual leave approved?

UNCLASSIFIED

BMG
BMC Chrono

10 MAY 1982

MEMORANDUM FOR: Deputy Director for Administration
FROM: Maurice Lipton
Comptroller
SUBJECT: OMB Request for Travel Information (U)

1. Attached is a recent OMB Bulletin relating to travel authorization policy and procedures. The bulletin requests considerable information, including summaries of internal Agency regulations, numbers of employees covered by specific types of travel authorizations, and review mechanisms. While I am somewhat inclined to ask for relief from the reporting requirement from Keith Hall, I would appreciate the assessment of the Director of Finance and/or the Travel Policy Committee as to the difficulty and manhours required to respond to the request. As you know, Keith recommended the reduction of travel funds in our 1983 request, and no doubt has a continuing interest in the subject. We may not be able to obtain an exemption from the reporting requirement. (U)

2. If you or your staff have any questions on this matter, please contact [redacted] of our Budget Management Group, [redacted] (U)

[redacted signature box]

Maurice Lipton

Attachment:
As Stated

STAT
STAT

~~CONFIDENTIAL~~

DDA 82-1170/1

25 MAY 1982

MEMORANDUM FOR: Comptroller

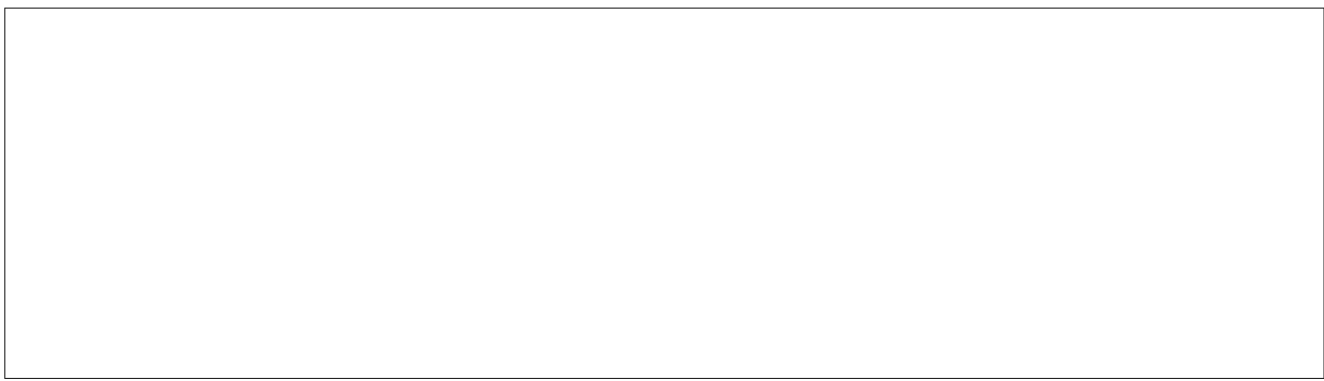
FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: OMB Request for Travel Information

REFERENCE: Memo to DDA from Comptroller, dtd 10 May 82
same Subject

25X1

25X1

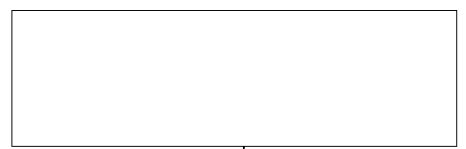
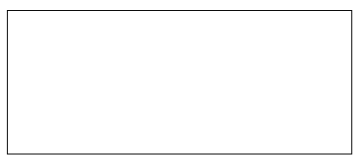


2. Most of the requirements stemming from OMB regarding controls over travel are not applicable to the Agency. Approximately 95 percent of all Agency travel is approved on a trip-by-trip basis. The number of blanket travel orders which we have is minimal. Even when blanket travel orders are utilized each individual travel advance and accounting is approved at a higher level. Further, our travel orders are probably reviewed and authorized by a higher level of officers than other agencies, with the grades of Agency officials generally at the SIS rank. Finally, the purpose of our travel is not only contained in the standard travel order, but also must be included in messages to the Agency installations being visited, either domestic or foreign.

25X1

3. Within the past six months we have issued an Agencywide notice which, among other items, calls for reviewing all blanket travel authorizations, minimizing participation in conferences and meetings requiring travel expenses, and reducing the number of domestic and foreign TDY trips whenever possible. In addition, we are examining the further use of commuted rate travel procedures, the installation of a computer-assisted airline reservation and ticketing capability to take advantage of discount air fares, and we are looking into the feasibility of using commercial travel agency services to realize additional discounts.

25X1



25X1
STAT

~~CONFIDENTIAL~~

COMPT

COPY

~~CONFIDENTIAL~~

25X1

SUBJECT: OMB Request for Travel Information

4. In view of the above, we recommend that the Director of Finance provide an oral briefing on the management of Agency travel to appropriate OMB officers rather than provide incomplete data, with a host of caveats, in response to the attachment to reference.

25X1

STAT

Harry E. Fitzwater

cc: D/OF

8

00

CONFIDENTIAL



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

April 19, 1982

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Curbing Excessive Federal Travel

Last July, the President directed several changes to travel policies and practices including a tightening of travel authorization policies. In several Cabinet meetings and in a December, 1981 memorandum to agency heads, the President reiterated his determination to curb excessive travel and asked agencies to report the actions they had taken in that regard. Most agency responses confirmed the importance of the travel authorization process in eliminating unnecessary travel. Accordingly, I am issuing the attached OMB Bulletin to provide more vigorous standards for authorizing government travel.

The need to control wasteful Federal expenditures has never been greater. I know I can count on your cooperation in assuring that this guidance is observed throughout your department or agency.

A handwritten signature in black ink that reads "David A. Stockman".

David A. Stockman
Director

Attachment



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 82-11

April 19, 1982

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Strengthening Travel Authorization Policies and
Procedures to Eliminate Wasteful Spending on
Travel

1. Purpose. This Bulletin provides guidance for eliminating unnecessary Federal spending on travel by strengthening agency controls over the authorization of travel at Government expense.
2. Background. Recent studies by several agency Inspectors General, the General Accounting Office and the Interagency Travel Management Improvement Project have identified weaknesses in agency travel authorization policies and procedures and indicated a need for improved controls. On July 30, 1981, the President directed the heads of Executive departments and agencies to tighten travel authorization policies, including reducing the use of general travel authorizations. On December 16, 1981, the President directed the heads of Executive departments and agencies to report to him on steps taken to assure that excessive travel does not occur. The agency reports confirm prior studies' findings that excessive travel is prevented most effectively by increasing management attention to the need for each trip.
3. Policy. Each Executive Branch agency shall authorize only that travel necessary to accomplish the purposes of the Government effectively and economically. Each agency head shall promptly communicate this policy throughout all operating and staff units of his/her agency and establish internal controls to assure that only travel which is essential to the purposes of the Government is authorized.
4. Coverage. The guidance applies to both foreign and domestic travel of all Government personnel, military and civilian, and to other persons whose travel expenses are reflected in costs paid by the Government.

5. General Guidelines. Travel policies and practices of each Executive Branch agency shall reflect, but not be limited to, the following guidelines:

- a. The use of general travel authorizations for entire agencies or groups of employees shall be discontinued. To assure adequate managerial and supervisory attention to the need for all travel, each employee's travel shall be authorized separately under one of the following types of travel authorization:

Unlimited open authorization - permits an individual to travel for any purpose without further authorization.

Limited open authorization - permits an individual to travel without further authorization under certain specified conditions, which may include: specific purpose(s) of travel and geographic areas; limitations on trip costs; effectiveness for a certain period of time, then must be renewed.

Trip-by-trip authorization - permits an individual or group of individuals to take one or more specific trips identified as to purpose(s), itinerary and estimated cost.

- b. To minimize administrative costs and provide for necessary flexibility while maintaining essential controls, use of open authorizations shall be as follows:
 - Unlimited open authorizations for travel shall be permitted only for department or agency heads, their deputies, other principal assistants and managers as approved by the agency head or deputy, and managers of major subunits where no supervisor is present.
 - Limited open authorizations may be provided for employees whose work requires frequent repetitive travel, but should be revalidated no less often than quarterly and should specify realistic limitations on purposes, geographic area, trip duration and costs; travel not covered in an open authorization shall be separately authorized on a trip-by-trip basis.

- Both unlimited and limited open authorizations shall include an estimate of the travel costs to be incurred over the period covered by the authorization. Agencies shall use those estimates to obligate those funds necessary to carry out that travel and thereby improve their travel budgetary controls.
- c. Because of the relatively high costs associated with certain kinds of travel, such travel shall be authorized on a trip by trip basis and reviewed at a level of authority sufficient to provide policy approval. The types of travel covered by this requirement are:
1. All conference attendance, training, entitlement, and relocation travel. In the case of conferences, the approving official shall assure that the numbers of attendees from the agency are necessary and justified. In addition, the need for conferences and meetings for which total travel and per diem estimates exceed \$5000, shall be certified by a level of authority sufficient to provide policy approval as designated by the head of the agency scheduling the conference or meeting. Relocations may be authorized on a move by move basis.
 2. Overseas and foreign travel for all employees, except those whose work requires repetitive foreign travel or emergency foreign travel without advance notification. In addition, U.S. Government representatives and attendees at international intergovernmental conferences must be accredited by the State Department.

Authorization of other travel should be delegated to the lowest management level which has responsibility for both program accomplishment and obligation or commitment of funds.

- d. Each travel authorization and the associated travel vouchers shall specify clearly the purpose of the travel. To promote uniformity in the way that travel purposes are specified, agencies should adopt travel purpose categories that conform as much as possible with the illustrative travel purpose categories listed in Exhibit 1.

- e. Authorizing officials should be cognizant of travel plans, including plans to take annual leave in conjunction with travel, and should assure appropriate consideration of the need for the travel, use of travel substitutes (mail, teleconferencing etc.), and the most cost-effective routing and means of accomplishing travel.
- f. A travel advance shall only be issued in conjunction with a travel authorization and the amount of the advance shall be kept to the minimum out of pocket expenses that the employee is expected to incur prior to reimbursement. This applies both to advances issued on a trip by trip basis and to so-called permanent advances issued in conjunction with open authorizations. The need for a permanent advance and the amount of the advance shall be reviewed and justified when the corresponding open authorization is reviewed and justified.
- g. Agency heads should assure that the appropriate personnel receive adequate training in travel management techniques. Agencies may seek assistance for such training from the Office of Personnel Management, the General Services Administration and, in the case of the uniformed services, the Department of Defense.

6. Reporting Requirements.

To assess its own improvements in travel authorization policies and procedures and to provide the data necessary to demonstrate compliance with the President's directives, each Department and agency will submit a Report on Agency Travel Authorization Policies and Procedures as of June 30, 1982, using the format set forth in the attached Exhibit 2; also a brief summary narrative report of agency travel authorization improvement actions taken between January 1, 1982, and June 30, 1982. These reports will be submitted by August 13, 1982.

7. Information Contact. Inquiries concerning this guidance or reporting requirements should be addressed to the Management Improvement and Evaluation Division, Room 10208, NEOB, Washington, D. C. 20503.

8. Sunset Date. This Bulletin will expire on January 31, 1983.



David A. Stockman
Director

Attachments

Illustrative Travel Purpose Categories

<u>Purpose Category</u>	<u>Definition</u>
Site visit	Visit to a particular site in order to personally perform operational or managerial activities; e.g., oversee programs, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; provide technical assistance.
Information meeting	Attend a meeting to discuss general Agency operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be Site Visit.
Training attendance	To receive training.
Speech or Presentation	To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
Conference attendance	To attend a conference, convention, seminar or symposium for purposes of observation or education only with no formal role in the proceedings.
Relocation	To move from one official duty station to another (same as a Permanent Change of Station or PCS move).
Entitlement travel	Travel to which an employee (or dependent) is entitled as a result of an assignment; e.g., official vacation or home leave; medical, emergency, and education travel.
Special mission travel	To carry out a special Agency mission; e.g., non-combat military unit movements; provide security to a person or a shipment (such as a diplomatic pouch); move witnesses from residence to other locations; cover travel by Federal beneficiaries and other non-employees.
Other travel	To travel for reasons (purposes) which are not shown in one of the other eight (8) categories.

Report on Agency Travel Authorization Policies and
Procedures as of June 30, 1982

Department/Agency: _____

Prepared By: _____

Date: _____

1. Does your Department/Agency publish regulations which specify procedures under which travel must be authorized?

___ No.

___ Yes. Please cite regulation(s), date(s), the originating office(s), and summarize content of regulation(s) on a separate sheet of paper.

2. Please list the types of travel authorization your Department/Agency utilizes and, for 1981 and 1982, show the numbers of employees covered by each type and the percentage of your agency's trips authorized under each type. (1) Also indicate the frequency with which each type of authorization is reviewed and reissued under current agency procedures. This information should be provided on the Summary of Agency Travel Authorization Coverage and Review Practices attached as Table A.
3. For each type of travel authorization listed on Table A, please list on a separate sheet of paper the criteria considered prior to issuing an authorization of that type. These criteria should include, but not be limited to the level of employee to whom such an authorization would be given, the nature of the travel covered, etc.
4. Please indicate below for the following purposes the number of reviews required to authorize travel and the title or responsibilities of employee conducting each review (use a separate sheet of paper, if necessary):

<u>Purpose</u>	<u>No. of Reviews</u>	<u>Titles or Responsibilities of Reviewers(2)</u>
----------------	-----------------------	---

Domestic Travel:

- conference attendance
- training attendance
- entitlement
- relocation
- other

Notes: (1) For 1981, use calendar year 1981 data or fiscal year 1981 data, whichever is most readily available. For 1982, use the period between the ending date of the period used for 1981 and June 30, 1982.

(2) Be certain to indicate the highest level of review.

4. cont.

<u>Purpose</u>	<u>No. of Reviews</u>	<u>Titles or Responsibilities of Reviewers (2)</u>
Overseas and Foreign Travel: (3)		

- conference attendance
- training attendance
- entitlement
- relocation
- other

5. Does your Department/Agency provide travel management training to those officials empowered to authorize travel?

No.

Yes. Briefly describe type of training provided.

6. Does the travel authorization form require identification of the specific purpose(s) of the travel?

Yes.

No. Please explain briefly departures from such practice. _____

7. Does the travel voucher require identification of the specific purpose(s) of the travel?

Yes.

No. Please explain briefly departures from such practice. _____

8. If either the travel authorization form or the travel voucher requires identification of trip purpose, please list the purpose categories and definitions used and attach on a separate sheet of paper.

Notes: (2) Be certain to indicate the highest level of review.

(3) For purposes of this report, "overseas" includes travel to Alaska, Hawaii and overseas U.S. territories and possessions. If approvals for such travel are different than for foreign travel, please so indicate.

Table A

Summary of Agency Travel Authorization Coverage
and Review Practices

Department/Agency: _____ Prepared By: _____ Date: _____

Authorization Type	1981 ^{(1) (2)}		1982 ⁽²⁾		
	No. of Employees Covered ⁽⁴⁾	Estimated Percent of Total Agency Trips	No. of Employees Covered ⁽⁴⁾	Estimated Percent of Total Agency Trips	How Frequently Reviewed
General travel authorization (Covers entire organization and groups of employees)					
Unlimited open authorizations (Permits an individual to travel for any purpose without further authorization)					
Limited open authorizations (Permits an individual to travel without further authorization under certain specified conditions)					
Trip-by-trip authorization ⁽²⁾ (Permits an individual or group of individuals to take one or more specific trips identified as to purpose, itinerary and estimated cost)					
Other (define type of authorizations used by the agency that differ from the types previously listed)					
Total			<u>100%</u>		

- Notes: (1) Use calendar year 1981 data or fiscal year 1981 data, whichever is most readily available.
- (2) Please provide this data by authorization type and indicate the basis of these estimates
- (3) For trip by trip authorizations, please indicate the number of such authorizations issued over the reporting period.
- (4) For 1981 and 1982, indicate the appropriate number of persons covered by your travel regulations.

	1981	1982		1981	1982
Management reports	---	---	Employees	---	---
Sample of trips made	---	---	Others	---	---
Estimate by management	---	---	(Total	---	---
Other, please specify	---	---		---	---

.....
OMB BULLETIN No. 82-10

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12 APR 11 1982

Copies distributed to AO/DCI & OGC Library.

No action required.



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20003

BULLETIN NO. 82-10

April 12, 1982

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Apportionment of 1982 Funds Under the Further
Continuing Resolution

1. Purpose. This Bulletin provides instructions for the preparation and submission of requests for apportionment of amounts appropriated under the further continuing resolution for fiscal year 1982, P.L. 97-161.

2. Background and Authority. This Bulletin is issued pursuant to the Antideficiency Act, section 3679 of the Revised Statutes, as amended (31 U.S.C. 665).

P.L. 97-161 provides appropriations and funds for the remainder of fiscal year 1982 for those projects and activities that do not have enacted appropriations.

3. Policy.

a. Agencies will adhere to procedures in accordance with OMB Circular No. A-34, as amended by this Bulletin.

b. Amounts provided under this further continuing resolution will be formally apportioned whenever such amounts would be apportioned under a regular appropriations act.

c. To avoid the back-to-back submission of reapportionment requests, amounts for increased pay costs as approved by the Office of Management and Budget will also be included in the reapportionment request.

d. The following requirements supersede the instructions in OMB Circular No. A-34.

-- Amounts requested for warranting through the expiration of the continuing resolution will be shown on line 1A, Budget authority: Appropriation realized, of the S.F. 132; and

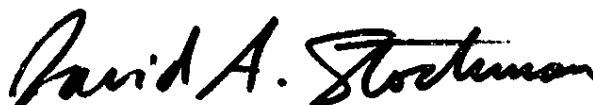
-- Unobligated balances of amounts warranted by Treasury and apportioned under the continuing resolution will be included on line 9.a., Unobligated balances available (Apportioned,

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. Timing. Agencies shall submit apportionment requests of amounts made available under this resolution to OMB not later than April 20, 1982.

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

6. Sunset Review Date. This Bulletin expires at the end of fiscal year 1982.



David A. Stockman
Director

OMB Bulletin No. 82-9

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

Bulletin No. 82-9

March 24, 1982

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Federal Agency Reimbursement to Saint Elizabeths Hospital in the District of Columbia

1. Purpose. This Bulletin provides instructions for the reimbursement of and budgeting for costs incurred for care provided Federal beneficiaries at Saint Elizabeths Hospital in the District of Columbia starting October 1, 1982.

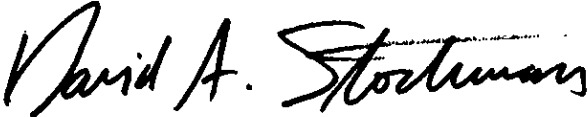
2. Authority. The statute establishing Saint Elizabeths Hospital as a Federal entity, 24 U.S.C. 161 et. seq., requires reimbursement of costs incurred for Federal beneficiaries.

3. Background. A number of Federal agencies are authorized to send certain persons to Saint Elizabeths Hospital in the District of Columbia for care. Federal beneficiaries are defined as those individuals who, pursuant to statutory authority, have been referred to the hospital by any Federal agencies for care. These agencies are required to reimburse the hospital for the cost of care provided.

4. Policy. Beginning October 1, 1982, Federal agencies will be required to reimburse Saint Elizabeths Hospital for the cost of care provided to beneficiaries referred to the hospital, whether referral was prior or subsequent to October 1, 1982. These reimbursements will be paid from existing budget allowances. Payment will be made promptly upon receipt of a bill from the Superintendent. Requests for additional funds for this purpose will not be considered.

Federal agencies will be provided guidance by the Department of Health and Human Services on the charges and reimbursement procedures.

5. Information contact. For information and amounts to be paid, contact the Office of the Superintendent, Saint Elizabeths Hospital, Department of Health and Human Services (telephone: 574-7166).

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

OMB Bulletin No. 82-8

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29 January 1982

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

BULLETIN No. 82-8

January 29, 1982

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Information on 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 for periodicals, pamphlets, and audiovisual products for fiscal years 1981, 1982, and 1983.

2. Authority. Pages 11 and 12 of the Senate Committee report on the Treasury, Postal Service, and General Government Appropriation Bill, 1982 (excerpt attached), and the Budget and Accounting Act of 1921, as amended.

3. Background. The Senate Appropriations Committee required that the Office of Management and Budget (OMB) transmit by March 15, 1982 reports on the level of funding for consulting and related services, for periodicals, pamphlets, and audiovisual products, and for debt collection activities.

The Committee also directed the head of each agency to provide detailed tables and narratives for these categories as part of the agency's budget justification submitted to Congress.

Previously, agencies provided the level of funding in the 1983 Budget for consulting and related services and for debt collection activities. Now an update of the level of funding in the 1983 Budget for periodicals, pamphlets, and audiovisual products is needed.

4. Coverage. This Bulletin applies to all Executive Branch agencies.

5. Required actions. Each agency will submit to OMB information on the level of funding in the 1983 Budget, with subtotals for each, for periodicals, pamphlets, and audiovisual products as defined in OMB Bulletin No. 81-16 for fiscal years 1981, 1982, and 1983 (Exhibit attached). The level of funding reported to OMB must be consistent with the amounts included in agency budget justifications presented to the Congress. The information shall be submitted to OMB by February 15, 1982.

Also, agencies are reminded that the amounts previously reported to OMB for consulting and related services, and for debt collection activities for the 1983 Budget must also be consistent with the amounts in agency budget justifications. Agencies should be prepared to provide explanations of any differences between the two.

6. Information contact. Further information may be obtained from the Management Improvement and Evaluation Division (395-3692) or the OMB examiner responsible for handling the agency's budget.

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



David A. Stockman
Director

Attachments

EXCERPT FROM PAGES 11 AND 12 OF THE
SENATE COMMITTEE REPORT ON THE TREASURY, POSTAL SERVICE,
AND GENERAL GOVERNMENT APPROPRIATION BILL, 1982

* * * * *

.....Therefore, the Committee directs the Director of the Office of Management and Budget to do the following:

1. In reports to be transmitted by March 15, 1982, provide the level of funding for the following categories of administrative expenses for each department, agency, and instrumentality of the executive branch of Government:

- (a) Consultant services, management and professional services, and special studies and analyses for fiscal years 1981, 1982, and 1983;
- (b) Periodicals, pamphlets, and audiovisual products for fiscal years 1981 and 1982; and
- (c) Debt collection activities for fiscal years 1981, 1982, and 1983.

2. Provide the following information in annual reports on debt collection activities for fiscal years 1981, 1982, and 1983:

- (a) Outstanding debt owed each agency, department, or instrumentality;
- (b) Amount of debt collected by each agency, department, or instrumentality; and
- (c) Aggregate data on the overall Government effort in collecting overpayments, delinquencies, and other indebtedness.

Furthermore, the Committee directs the head of each agency, department, and instrumentality of the Government to provide tables and narratives in the individual agency budget justifications submitted to the Congress on these categories.

* * * * *

Exhibit
OMB Bulletin No. 82-8

Date: _____
Agency _____
Contact: _____
(name and phone)

Department of Government

Periodicals, Pamphlets, and Audiovisuals in the 1983 Budget
(Dollars in thousands)

	FY 1981 <u>Actual</u> <u>Obliga-</u> <u>tions</u>	FY 1982 <u>Estimate</u> <u>Obliga-</u> <u>tions</u>	FY 1983 <u>Estimate</u> <u>Obliga-</u> <u>tions</u>
(A) Periodicals	\$100	\$ 80	\$ 60
(B) Pamphlets	50	40	30
(C) Audiovisuals	<u>800</u>	<u>600</u>	<u>400</u>
Totals	\$950	\$720	\$490

OMB BULLETIN NO. 82-7

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20 January 1982

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

JAN 20 1982

BULLETIN NO. 82-7

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: 1982 Limitations on Loan Guarantee Commitments

1. Purpose. This Bulletin provides instructions on treatment of 1982 limitations on loan guarantee commitments in the 1983 Budget, where the level of commitments is estimated to be less than the enacted limitation.

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

3. Background. In the 1981 Budget, a system for controlling Federal direct loans and loan guarantees through the enactment of limitations in appropriations acts was established. Under this system, annual ceilings are recommended to the Congress on credit programs that in most cases are limited otherwise only by provisions in authorizing statutes. Authorizing statutes generally specify eligibility criteria and in some cases the amount of direct loans or loan guarantees that may be outstanding at any time. Limitations in appropriations acts specify the maximum amount of Federal credit that may be extended during the year. Other factors, such as the absence of qualified applicants, may result in a lesser amount of credit actually being extended.

On November 5, 1981, the President directed the heads of certain agencies to prepare plans for achieving reductions in 1982 new commitments for Federal loan guarantees (see attachment). One of the President's objectives was to promote administrative practices to ensure that only qualified applicants receive Federal loan guarantees. Consistent with this objective, applicants should be required to meet those criteria dictated by sound financial management principles that can be applied within the bounds of the pertinent legal authority. The criteria, among other things, should preclude Federal guarantees when credit can be obtained without them and establish equity, collateral, and coinsurance requirements. Because of the importance of achieving the reductions quickly and because the appropriations process was already far advanced, the President requested that administrative action to achieve the reductions be taken whenever possible. In the further continuing resolution for 1982 (P.L. 97-92,

section 136), the Congress expressed its agreement with the President's policy that guarantees or insurance should be extended only to qualified applicants.

In furtherance of his policy, the President will request that the Congress enact revised loan guarantee limitations for 1982. The amounts proposed will be lower, but will be sufficient to fulfill the purpose of the guarantee programs under rigorously applied criteria.

4. Coverage. This Bulletin applies to all loan guarantee programs for which limitations were enacted either specifically in appropriations acts or in effect in the further continuing resolution (P.L. 97-92).

5. Definitions. The terms commitment and loan guarantee are defined in OMB Circular No. A-11 (revised), section 33.2.

6. Policy. Supplemental appropriation language proposing a lower limitation for 1982 guarantee programs will be transmitted with the 1983 Budget where the amount of new commitments in 1982 is estimated to be less than the amount of the limitation described in paragraph 4 and the lesser amount is expected to result for reasons other than the absence of qualified applicants. OMB approval is required for exceptions.

7. Action required. For each affected budget account, the responsible agency will accomplish the following actions (references are to sections of OMB Circular No. A-11, revised):

a. Submit proposed appropriations language (as prescribed in section 31.5) to be printed in Part III of the Appendix to the budget that includes the revised amount (underscore language, to be printed in italics).

b. Ensure that the schedule on status of loan guarantees appearing in Part I of the Appendix includes the amount of the reduction on line 2190, Unused balance of limitation, expiring, and that line 2110, Limitation on commitments, is footnoted to read "A limitation in the amount of \$xxx thousand is proposed for FY 1982; see Part III for additional information." (The footnote, "See Part III for additional details" should also follow the appropriation language in Part I.)

8. Timing. The above actions must be completed concurrently with the next submission of Budget Appendix galley proofs or page proofs to be submitted to OMB subsequent to the date of this Bulletin.

9. Information contact. Agencies should contact their OMB budget examiner.

10. Sunset review date. This Bulletin expires concurrently with the transmittal to Congress of the 1983 Budget.

A handwritten signature in black ink that reads "David A. Stockman". The signature is written in a cursive style with a long horizontal line extending to the right.

David A. Stockman
Director

Attachment

Attachment

THE WHITE HOUSE
WASHINGTON

November 5, 1981

MEMORANDUM FOR: Secretary of Defense
Secretary of the Treasury
Secretary of Agriculture
Secretary of Commerce
Secretary of Health and Human Services
Secretary of Housing and Urban Development
Secretary of Transportation
Administrator, Small Business Administration
President, Export-Import Bank of the United States

SUBJECT: Reductions in 1982 New Commitments
for Federal Loan Guarantees

Federal budget policies are having a serious adverse impact on the nation's credit markets because of the virtual explosion in recent years of Federal and federally-assisted borrowing.

For example, in the fiscal year just ended, the Federal government borrowed \$78.8 billion to finance its on and off-budget deficits and stimulated an additional \$48.0 billion in borrowing for loan guarantees and \$27.7 billion for government sponsored enterprises. In sum, funds raised under Federal auspices in 1981 absorbed 43 percent of the capital raised in the nonfinancial sector of the U.S. credit markets.

This direct government and government assisted borrowing has contributed to record interest rates, disorder in financial markets, and inadequate economic growth. The escalation of interest rates in recent years has made it impossible for many families to buy homes and has discouraged investment by business and industry.

At my request, the Cabinet Council on Economic Affairs has completed a thorough review of Federal loan guarantee programs and has recommended that action be taken immediately to reduce unnecessary credit demands. After reviewing the Council's recommendations, I have concluded that reductions in new commitments should be made in the programs and in the amounts listed in the attachment to this memorandum.

Accordingly, I am asking each of you to prepare and submit to the Director of the Office of Management and Budget within 15 days a specific plan for achieving the reductions identified

for the programs listed for your department or agency. You should consider all matters within your discretion for achieving the reduction, including changes in credit standards and loan criteria. To hasten the implementation of this policy, administrative action would be preferred wherever possible. In the event you conclude that the reductions cannot be achieved administratively, you should submit draft legislation that you believe necessary to achieve the reduction.

Ronald Reagan

Attachment

REDUCTIONS IN 1982 NEW COMMITMENTS FOR LOAN GUARANTEES
(in billions of dollars)

<u>Department or Agency and Program</u>	<u>Previously Planned 1982 Level</u>	<u>Reduction to be Achieved</u>
Department of Agriculture		
- Rural Electrification and Telephone Revolving Fund	\$ 5.20	\$ 1.00
- Farmers Home Administration	13.40	.30
Department of Commerce		
- NOAA Fishing vessel financing	.08	.02
- Trade adjustment assistance	.04	.01
Department of Defense		
- Defense Production Guarantees	.03	.03
Department of Housing and Urban Development		
- GNMA Mortgage backed-securities	64.00	16.00
- Section 108 community development	.25	.25
Department of Health and Human Services		
- Health Professions guaranteed student loans	.10	.02
Department of Transportation		
- Maritime Administration Federal Ship Financing Fund	.90	.22
- Section 511 rail rehabilitation	.27	.14
- FAA Aircraft Purchase loan guarantees	.10	.05
Department of Treasury		
- Biomass energy development	.05	.05
Small Business Administration		
- Business Loan and Investment Fund, Surety Guarantees and Pollution Control Equipment Contract Revolving Fund	5.00	1.00
Export-Import Bank		
- Guarantees and Insurance	8.20	1.20
		<hr/> <u>\$20.29</u>

OMB Bulletin No. 82-6

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STAT No action required by CIA. C/BMG

Ex Sec assigned O/Comp action on this bulletin, 12/28/81

Un. Ad. Ex Sec on 12/29/81 no action required.

STAT
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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

Bulletin No. 82-6

December 23, 1981

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Apportionment of 1982 Funds Under the Further
Continuing Resolution

1. Purpose. This Bulletin provides instructions for the preparation and submission of requests for apportionment of amounts appropriated under the further continuing resolution for fiscal year 1982, P.L. 97-92.

2. Background and Authority. This Bulletin is issued pursuant to the Antideficiency Act, section 3679 of the Revised Statutes, as amended (31 U.S.C. 665).

OMB Bulletin No. 82-1 provided instructions on apportionment under the first continuing resolution for 1982, P.L. 97-51. Subsequently, the Director of OMB, in a memorandum dated December 3, 1981, provided supplementary guidance with respect to the apportionment of funds under the extension of that continuing resolution, P.L. 97-85.

3. Rescissions.

- a. OMB Bulletin No. 82-1, Apportionment Under Continuing Resolutions, dated October 7, 1981.
- b. Memorandum to The Heads of Executive Departments and Agencies, subject: Apportionment Under the Temporary Continuing Resolution, dated December 3, 1981.

4. Policy.

a. Requirement for Apportionment.

- Amounts provided under this further continuing resolution will be formally apportioned whenever such amounts would be apportioned under a regular appropriations act. Agencies will request apportionment or reapportionment in accordance with OMB Circular No. A-34, as amended by this Bulletin.
- If regular appropriations bills are enacted or if appropriations for any project or activity are provided for the full year, the amounts

should be apportioned under the procedures established by OMB Circular No. A-34.

- Reapportionment of actual amounts of unobligated balances brought forward will be requested at the same time that the request to apportion the amounts appropriated under this continuing resolution is made.
- For the accounts for which appropriations have been provided until March 31, 1982, requests for apportionment that would indicate a need for supplemental appropriations, such as a pay raise or any other legally permitted deficiency apportionment, will also be made at the same time as the request to apportion the amounts appropriated under this continuing resolution.

b. Determination of appropriations realized under P.L. 97-92.

- (1) The annualized level of appropriations provided will be determined from the language in P.L. 97-92.
- (2) Unless otherwise required by OMB, for appropriations made available through March 31, 1982, a pro-rata share of 51% of the annualized level of appropriations will be deemed to be realized. When apportionment is required, the amount of appropriations realized will be shown on line 1A of the Apportionment and Reapportionment Schedule (S.F. 132). If it is determined that an amount in excess of 51% has been realized, the agency will submit to OMB both an S.F. 132 and a written justification in support of the higher figure. This justification must demonstrate that an amount in excess of the above percentage is appropriate.

c. Withholdings pursuant to the Antideficiency Act and the Impoundment Control Act.

All amounts provided under P.L. 97-51 and P.L. 97-85 have been superseded by regular enacted appropriations bills or by the further continuing resolution, P.L. 97-92. Likewise, previous deferrals under the continuing resolution and its extension are hereby released.

For accounts in which amounts have been enacted for the full fiscal year (including those provided in regular enacted appropriations bills), the previous deferrals made to preserve the option of the Congress to achieve the President's revised (September) request are no longer in effect. As is usual, these accounts will be reviewed in the normal apportionment process to determine whether withholdings for other purposes should be made and reported to the Congress in accordance with the Impoundment Control Act.

Specifically, whenever it is determined that all or part of any budget authority will not be needed to carry out the full objectives or scope of programs for which authority was provided, or whenever all or part of any budget authority limited to a fiscal year is to be reserved from obligation for the entire year, a proposed rescission is required to be reported. Deferrals are required to be reported whenever amounts are reserved for contingency under the Antideficiency Act or temporarily withheld for other purposes.

For accounts in which amounts have been provided only through March 31, 1982, the levels provided by the Congress in the further continuing resolution generally preserve the option of the Congress to achieve the President's revised request without the need for a new deferral report. In any event, each account should be reviewed on a case-by-case basis to determine whether temporary withholdings are needed or desirable for the new period of availability (December 16, 1981 through March 31, 1982). Whenever it is determined that withholdings during the new period of availability are needed, new reports are required.

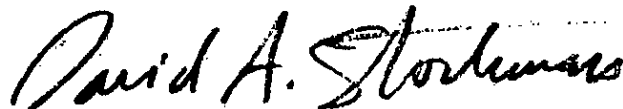
d. Variances with OMB Circular No. A-34. The following requirements supersede the instructions in OMB Circular No. A-34.

- Amounts requested for warranting through the expiration of the continuing resolution will be shown on line 1A, Budget authority: Appropriation realized, of the S.F. 132; and
- Unobligated balances of amounts warranted by Treasury and apportioned under the continuing resolution 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).

5. Timing. Agencies shall submit apportionment requests of amounts made available under this resolution to OMB not later than December 31, 1981.

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

7. Sunset Review Date. This Bulletin expires at the end of fiscal year 1982.



David A. Stockman
Director

OMB BULLETIN No. 82-5

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

December 8, 1981

BULLETIN NO. 82-5

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Report on Impact of Limitations on 1981 Fourth Quarter Obligations in Certain Agencies

1. Purpose. This Bulletin provides instructions for the submission of information on the impact of a statutory limitation on 1981 fourth quarter obligations in certain agencies.

2. Authority. Section 320 of the Department of Transportation and Related Agencies Appropriation Act, 1981 (P.L. 96-400), and section 414 of the Department of Housing and Urban Development - Independent Agencies Appropriation Act, 1981 (P.L. 96-526).

3. Background. The agencies covered by these appropriations were required to:

- limit obligations in the fourth quarter of 1981 to no more than 30 per centum of total budget authority available to the agency; and
- limit obligations for any month in the last quarter of 1981 to no more than 15 per centum of total budget authority available to the agency.

The affected agencies were required to submit quarterly status reports to the Committees on Appropriations and to the Director of the Office of Management and Budget (OMB). In addition, the Director of OMB was authorized to waive the limitations whenever he determined in writing that a waiver was necessary to avoid a serious disruption in carrying out programs or activities. OMB Bulletin No. 81-12 provided instructions for preparing and processing the quarterly reports and for requesting waivers.

Moreover, OMB is required to submit a report to the Committees on Appropriations on the results and impact of the limitation and actions taken, including the effects upon the procurement and apportionment processes, together with any appropriate recommendations.

4. Coverage. This Bulletin applies to the agencies listed in the Attachment.

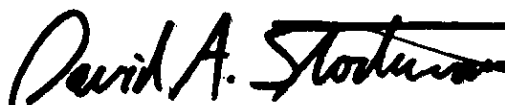
5. Action requirements. Agencies will prepare a brief paper summarizing the impact of compliance with the aforementioned provisions. Specifically, the paper should address the effects on the agency's procurement and apportionment processes, other effects of the limitations, and any recommendations the agency considers appropriate concerning such limitations that might be proposed in the future. The summary should be limited to one or two pages, if possible.

Agencies that have not yet submitted their fourth quarter reports (due to OMB by November 15, 1981 pursuant to OMB Bulletin No. 81-12) are required to submit those reports with their summaries.

6. Timing. The summaries will be submitted to OMB by c.o.b. December 18, 1981.

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

8. Sunset date. This Bulletin will expire as soon as action is completed.



David A. Stockman
Director

Attachment

**Attachment
Bulletin No. 82-5**

Agencies Included in the Department of Transportation and Related Agencies Appropriation Act, 1981 (P.L. 96-400) and the Department of Housing and Urban Development-Independent Agencies Appropriation Act, 1981 (P.L. 96-526)

Department of Transportation
National Transportation Safety Board
Civil Aeronautics Board
Interstate Commerce Commission
Panama Canal Commission

Treasury:

Office of the Secretary - Investment in Fund Anticipation Notes
U.S. Railway Association
Washington Metropolitan Area Transit Authority

Department of Housing and Urban Development
American Battle Monuments Commission
Consumer Product Safety Commission
Council on Environmental Quality and Office of Environmental
Quality

Disaster Relief

DOD-Civil: Cemeterial Expenses, Army
Environmental Protection Agency

Federal Emergency Management Agency:

Emergency Planning, Preparedness, and Mobilization
Hazard Mitigation and Disaster Assistance

National Flood Insurance Fund Administrative Provision

GSA: Consumer Information Center

HHS: Office of Consumer Affairs

National Aeronautics and Space Administration

National Commission on Air Quality

National Consumer Cooperative Bank

National Credit Union Administration

National Institute of Building Sciences

National Science Foundation

Neighborhood Reinvestment Corporation

Office of Science and Technology Policy

Selective Service System

Treasury:

Payments to State and Local Government Fiscal Assistance
Trust Fund

Office of Revenue Sharing Salaries and Expenses

New York City Loan Guarantee Program

Investment in National Consumer Cooperative Bank

Veterans Administration

OMB Bulletin No. 82-4 Supplemental No. 1

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

BULLETIN NO. 82-4, Supplement No. 1

January 7, 1982

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Increased Pay Costs for Fiscal Year 1982

1. Purpose. This Supplement provides revised instructions for the submission of an analysis of increased pay costs for fiscal year 1982. It also provides revised guidance on the absorption of such costs, and on the pay supplementals required.

2. Background. OMB Bulletin No. 82-4 specified that supplementals for 1982 pay increase costs requiring additional budget authority would be transmitted with the 1983 Budget. It is now necessary to change that policy and to postpone the transmittal of pay supplementals until after the budget has been sent to the Congress for the following reasons.

- ° First, congressional action on most 1982 appropriations was not completed until mid-December 1981.
- ° Second, appropriations for many agencies are provided in a continuing resolution that expires on March 31, 1982.
- ° Third, the continuing resolution and some of the recently enacted appropriations bills have provisions that require time to interpret and to administer.

Consequently, only after the 1983 Budget has been transmitted will there be sufficient time to permit the kind of review that is necessary to assure the most effective and economical use of available resources to meet the cost of the pay raise.

3. Policy. The basic policy established in OMB Bulletin No. 82-4 is continued; agencies are expected to absorb a minimum of 50 percent of the total increased pay costs. Because the pay supplemental will not be transmitted until the spring of 1982, however, opportunities for greater absorption should be identified, using the guidance provided by Section 5.b(2) of OMB Bulletin No. 82-4. Agencies should endeavor to identify opportunities for full absorption where this would not reduce available resources in an account to a level below the President's September budget request.

Among the ways suggested by Section 5.b(2) to achieve additional absorption is to seek transfer authority between appropriations accounts within the same agency. Because pay supplementals will not be transmitted until the spring, requests for such authority will not be made in the 1983 Budget for purposes of absorbing pay costs. Similarly, the 1983 Budget will not contain proposals to increase limitations or transfer from trust funds for the purpose of absorbing pay costs.

Where there is uncertainty as to whether all the available resources in an account can be used prudently for their intended purpose, deferrals should be submitted with the 1983 Budget in order to preserve for later the options of using those funds for other purposes, including pay absorption, or proposing that they be rescinded. In such cases, the deferral reports should indicate clearly that deferral of any one-year funds are not expected to be continued beyond the expiration of the continuing resolution, its extension, or June 30, 1982, at the latest.

4. Revised action requirements.

a. Prior to the transmittal of the 1983 Budget, agencies will review their needs and submit the following:

- Revised budget schedules. Increased pay costs as a result of the October 1981 pay raise will be reflected for 1982 in the budget schedules only to the extent that they are being absorbed without further congressional action. Obligations in anticipation of proposing supplementals for the October 1981 pay raise will not be shown for 1982 in the program and financing schedules nor in the amount for personnel compensation in the object class schedules. Agencies will adjust their budget schedules, as necessary.
- Deferrals. Agencies will submit deferrals if funds that may not be needed for the purpose for which they were appropriated are being withheld to preserve for later the options of transmitting proposed transfer authority to use those funds for other purposes, including pay absorption, or proposing rescission of the funds.
- Apportionment/reapportionment requests. Agencies will request apportionment or reapportionment in accordance with OMB Circular No. A-34 for enacted regular appropriations or OMB Bulletin No. 82-6 for continuing appropriations made available by P.L. 97-92.

Since pay supplementals for fiscal year 1982 that require additional budget authority will not be transmitted with the 1983 Budget, deficiency apportionments for pay generally will not be approved. However, deficiency

apportionments for pay will be considered in those cases where the agency head certifies necessity. Agencies are reminded that section 43.2 of OMB Circular No. A-34 provides that action on the deficiency apportionment request does not commit OMB to the amount of the supplemental that will be recommended subsequently to the President or transmitted to the Congress.

b. After transmittal of the 1983 Budget, each agency will review all enacted appropriations with the goal of fully absorbing 1982 increased pay costs. By March 1, 1982, each agency will submit to OMB:

- The analysis of increased pay costs. A revised analysis will be prepared in accordance with the instructions in OMB Bulletin No. 82-4. Column 8 of the Exhibit will generally be blank.
- Narrative of the analysis. A revised narrative explanation of the methods used in computing and absorbing the increased pay costs will be prepared and submitted with the analysis of increased pay costs. This should include a statement of the effects of the absorption that is being proposed.
- Transfer authority language proposals. Rather than proposing supplementals that require additional budget authority, agencies will propose transfer authority whenever possible. Where new transfer authority is approved, language will be proposed as follows and submitted to OMB:

For an additional amount for "(name of account to be transferred to)," \$(dollar amount) to be derived by transfer from "(name of account to be transferred from)."

- Deferrals and proposed rescissions. Agencies will submit deferrals and proposed rescissions, as appropriate, following the guidelines in paragraph 6.b(3) of OMB Bulletin No. 82-4.
- Pay supplemental proposals. Pay supplementals that require additional budget authority will be proposed only in rare instances. That is, exceptions may be considered for sensitive activities; e.g., to maintain personnel levels for Inspectors General and VA medical care.

6. Effective and sunset date. This Supplement is effective immediately and expires as soon as action is completed.

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

David A. Stockman

David A. Stockman
Director

OMB Bulletin No. 82-4

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2 NOVEMBER 1981

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Keith Hall indicated no submission necessary - 16 Nov 81

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

BULLETIN NO. 82-4

November 2, 1981

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Increased Pay Costs for Fiscal Year 1982

1. Purpose. This Bulletin provides instructions for the submission of an analysis of increased pay costs for fiscal year 1982. It also provides guidance on the absorption of such costs and on the pay supplementals required.

2. Authority.

- P.L. 91-656, cited as the Federal Pay Comparability Act of 1970, authorizes the President to adjust the rates for statutory pay systems for civilians (i.e., General Schedule, Foreign Service, and Department of Medicine and Surgery of Veterans Administration).
- P.L. 97-60, October 14, 1981, Uniformed Services Pay Act of 1981.
- P.L. 94-82, the Executive Salary Cost-of-Living Adjustment Act, provides for adjustments in rates of pay and salaries for employees under the Executive, Legislative and Judicial schedules.
- Section 1701 of the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35) provides for a 4.8 percent pay cap on both general schedule and wage board pay increases as follows:
 - (a) Notwithstanding any other provision of law, the overall percentage of the adjustment of the rates of pay under the General Schedule or any other statutory pay system under section 5305 of title 5, United States Code, which is to become effective with the first applicable pay period commencing on or after October 1, 1981, shall not exceed 4.8 percent.
 - (b)(1) Notwithstanding any other provision of law, in the case of a prevailing rate employee described in section 5342(a)(2) of title 5, United States Code, or an employee covered by section 5348 of that title--

(A) any increase in the rate of pay payable to such employee which would result from the expiration of the limitation contained in section 114(a)(2) of Public Law 96-369 shall not take effect, and

(B) any adjustment under subchapter IV of chapter 53 of such title to any wage schedule or rate applicable to such employee which results from a wage survey and which is to become effective during the fiscal year beginning October 1, 1981, shall not exceed the amount which is 4.8 percent above the schedule or rate payable on September 30, 1981 (determined with regard to the limitation contained in section 114(a)(2) of Public Law 96-369).

(2) Notwithstanding the provisions of section 9(b) of Public Law 92-392 or section 704(b) of the Civil Service Reform Act of 1978, the provisions of paragraph (1) shall apply (in such manner as the Office of Personnel Management shall prescribe) to prevailing rate employees to whom such section 9(b) applies, except that the provisions of paragraph (1) shall not apply to any increase in a wage schedule or rate which is required by the terms of a contract entered into before the date of the enactment of this Act.

-- P.L. 97-51, Continuing Resolution, provides continuing appropriations for activities of the Federal Government through November 20, 1981.

-- Executive Order No. 12330 dated October 15, 1981, issued pursuant to the above statutes.

3. Background. Office of Management and Budget (OMB) Circular No. A-11 (sections 13.4(d) and 32.7(b)) instructed agencies to include amounts for the October 1981 pay raise in their 1982 and 1983 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 should include in their budget schedules the additional 1982 and 1983 amounts required for the October 1981 pay raise when they are informed by OMB of their 1983 budget allowances.

The information submitted pursuant to this Bulletin will provide the basis for requests to the Congress in the 1983 Budget for the 1982 pay supplementals.

4. Coverage. These instructions apply to the fiscal year 1982 increased pay costs of all agencies.

5. Policy.

a. Calculation of Increased Pay Costs. Since the pay increase is effective with the first pay period beginning on or after October 1, 1981 and the pay periods vary from agency to agency, computations shall be based on the actual number of workdays in fiscal year 1982 that will be subject to the pay raise. Agencies shall compute the amount of the 1982 pay increase costs specified above on the basis of the latest approved 1982 program levels. In the absence of enacted appropriations, agencies will base their computations on the fiscal year 1982 program levels as they will be reflected in the 1982 (current year) entry of the 1983 Budget.

Guidance will be provided later on the budget presentation for unenacted appropriations. The methods used to make the computations shall be provided in the narrative explanation of the analysis.

b. Absorption of Increased Pay Costs.

- (1) Agencies are expected to absorb a minimum of 50 percent of total increased pay costs.
- (2) Agencies are expected to absorb increased pay costs in the following manner:
 - (a) Use all available resources within the account to cover increased pay costs. This shall include savings and revenues resulting from:
 - Lower than anticipated personnel levels;
 - Continuing efforts to minimize travel and reductions in other operating costs, e.g., in the use of consulting and related services or in the production of periodicals, pamphlets and audiovisual products (as required by OMB Bulletin No. 81-16 and Supplement No. 1 thereto); and
 - Economies achieved through cost reduction, position management, and other management improvement programs as set forth in OMB Circulars No. A-117 and A-64.
 - (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.
- (2) To the various types of increased pay costs (i.e., 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.

d. Proposal of Pay Supplementals. Pay supplementals should be proposed only when the head of the agency has determined that full absorption is not possible.

6. Action Requirements.

a. By November 13, 1981, 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) Narrative of the Analysis. A narrative explanation of the methods used in computing the increased pay costs will be prepared and submitted.
- (3) Proposed Appropriation Language. Guidelines to be used in drafting proposed appropriation language are presented in Attachment B. Proposed appropriation language may include changes in limitations or, for multiple and no-year accounts, extended availability of funds that are to be transferred, consistent with the corresponding accounts.

b. After approval of the supplemental for pay by OMB, submit to OMB the following information:

(1) Revised Budget Schedules. Agency heads shall adjust their budget schedules, as necessary. (Note: Program supplementals will be handled separately, in accordance with sections 39.1-39.6 of OMB Circular No. A-11.)

(2) Apportionment/Reapportionment Requests.

(a) Each agency that requests apportionment or reapportionment to reflect increased pay costs for fiscal year 1982 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.

(b) Agency heads that request "deficiency" apportionments--those that anticipate a need 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 107 of P.L. 97-51."

(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 the supplemental appropriations to be requested in the 1983 Budget.

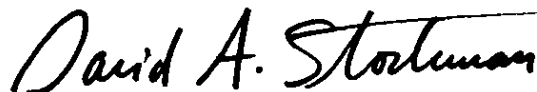
(3) Deferral and Rescission Proposals. If an agency is seeking a supplemental to be derived by transfer between appropriation accounts that involves:

- (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 preparing the pay supplemental package 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

Instructions for Preparing the
Analysis of Increased Pay Costs for
Fiscal Year 1982

Each agency shall submit by November 13, 1981, an analysis of increased pay costs for fiscal year 1982 resulting from the pay raises specified in this Bulletin. An original and two copies of this analysis shall be prepared for fiscal year 1982 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 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 13, 1981, 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 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 the narrative explanation.

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

Column 3. 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, and other payments that are based on employees' salaries.

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

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. 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 or the authority to increase the limitation on administrative expenses or personal services of an account.

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 appropriation considered necessary for the account as a result of the pay raises reported.

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 narrative explanation and appropriation language as required in section 6 of this Bulletin.

Guidelines for Drafting Proposed Appropriation Language
for Pay Supplementals for Fiscal Year 1982

Indentation, punctuation, and capitalization will conform with the presentation used in Part III, Section II of the 1982 Budget Appendix (pp. III-57 - III-62).

Organization titles and breaks, including the appropriation account title will generally conform to the fiscal year 1982 appropriation bills as enacted.

All new items not included in the 1982 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, 1983;

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

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

EXHIBIT
 Bulletin No. 82-4

ANALYSIS OF 1982 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 admin- istrative 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/	. . .	79,700	170,870
Wage board.....	31,500	2,950	. . .)				
Bureau of Economic Development:							
Salaries and expenses.....	949,160	89,220	. . .)	723,500	. . .	723,500	314,880
Inspection Services.....	176,000	16,540	21,050	213,590
Development Trust Fund.....	1,240,000	111,600	. . .	21,600	1,330,000	1,351,600	. . .
Government Corporation:							
ABC Revolving Fund (adm. action).	1,065,000	100,110	. . .	865,110	300,000	1,165,110	. . .
<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	1,701,600	6,948,260	4,623,970

1/ The 1982 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)

OMB BULLETIN No. 82-3

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15 OCTOBER 1981

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" " " " " " 12/27/82

supplement #1



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

December 6, 1982

BULLETIN NO. 82-3, Supplement No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Unvouchered Expenditures

1. Purpose. This Supplement revises and extends OMB Bulletin No. 82-3, Unvouchered Expenditures, dated October 15, 1981, to cover preparation and submission of information on unvouchered expenditures for fiscal year 1983. This information will be used to prepare the annual report on accounts containing unvouchered expenditures that are potentially subject to audit by the Comptroller General.

2. Revised Action Requirements.

a. Change the reporting date in section 7.c. to read: December 10, 1982.

b. Change the first sentence of section 7.d. to read: The list shall be transmitted to OMB in a sealed envelope marked: "TO BE OPENED ONLY BY THE SECURITY OFFICER, EXECUTIVE OFFICE OF THE PRESIDENT, ROOM 477, OLD EXECUTIVE OFFICE BUILDING."

c. Replace the Attachment and Exhibit to OMB Bulletin No. 82-3, dated October 15, 1981, with the attached.


David A. Stockman
Director

Attachments

Attachment
Bulletin No. 82-3
Supplement No. 1

Instructions for Information on
Unvouchered Expenditures

Each agency will submit by December 10, 1982, a list of accounts containing unvouchered expenditures that are potentially subject to audit by the General Accounting Office (GAO) as required by the Supplement 1 to OMB Bulletin No. 82-3. The list will be prepared for fiscal year 1983 in the format of the Exhibit. Unvouchered expenditures are any expenditures accounted for solely on the approval, authorization, or certificate of the President or an official of an executive agency. (NOTE: Where 1983 appropriations have not been enacted, provide information that is based on the enacted 1982 appropriation.)

The information will be prepared on 8 1/2" X 11" paper, as described below:

List of Accounts Potentially Subject to
Audit by GAO

Heading. Enter the date of submission and the name of the department and/or agency. Enter the name and telephone number of the person most knowledgeable about the list.

List of accounts. Enter the title of the appropriation account(s) in which unvouchered expenditures were permitted in fiscal year 1983.

Exhibit 1
Bulletin No. 82-3
Supplement No. 1

**List of 1983 Accounts Containing Unvouchered Expenditures
that are Potentially Subject to Audit by GAO**

Date: December 10, 1982

Agency: Department of Government

Information Contact: John Brown Telephone: 958-4237

Department of Government

**Operations and Maintenance
Salaries and Expenses
Contingencies**



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 82-3

October 15, 1981

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Unvouchered Expenditures

1. Purpose. This Bulletin provides instructions for the preparation and submission of information on unvouchered expenditures. The information will be used to prepare the annual report on accounts containing unvouchered expenditures which are potentially subject to audit by the Comptroller General.

2. Definition. An "unvouchered expenditure" is any expenditure accounted for solely on the approval, authorization, or certificate of the President or an official of an executive agency.

3. Authority. Section 117(f) of the Budget and Accounting Procedures Act of 1950, as amended (31 U.S.C. 67(f)(4)).

4. Background. The GAO Act of 1980 provides that not later than sixty days after the beginning of each fiscal year, the Director of the Office of Management and Budget shall submit a report listing every account containing unvouchered expenditures which is potentially subject to audit by the Comptroller General.

The President has the authority to exempt from audit financial transactions that relate to certain sensitive foreign intelligence or counterintelligence activities or sensitive law enforcement investigations. Exemptions shall be requested through the White House Counsel's office.

Exemptions for individual financial transactions or for a class or category of financial transactions will be considered if they relate to:

- (1) Sensitive foreign intelligence or counterintelligence activities.
- (2) Sensitive law enforcement investigations in which an audit proceeding would expose the identifying details of an active investigation or endanger the safety of investigative or domestic intelligence sources involved in such law enforcement investigations.

5. Policy. Each agency head will ensure the timeliness, accuracy and completeness of information on unvouchered expenditures required to be submitted by this Bulletin. In addition, all executive departments and establishments subject to this Bulletin will maintain records of their unvouchered expenditures in a manner similar to those maintained for regular financial transactions and accounts in order to insure proper accountability.

6. Coverage. These instructions apply to the accounts of all executive agencies. Funds used under Section 8(b) of the CIA Act of 1949 are exempt from this GAO audit and are not to be covered in the report required by this Bulletin.

7. Action Requirements.

a. The head of each executive department and establishment shall submit to the Office of Management and Budget a list of all of the agency's accounts that contain unvouchered expenditures.

b. The list shall be prepared in accordance with the attached instructions.

c. The list shall be submitted to OMB by November 2, 1981.

d. The list shall be transmitted to OMB in a sealed envelope marked: "TO BE OPENED ONLY BY THE OMB SECURITY OFFICER, ROOM 425, OLD EXECUTIVE OFFICE BUILDING." The envelope shall be placed inside an envelope that is sealed and addressed to the Director of the Office of Management and Budget.

8. OMB Responsibilities. The Director of OMB will prepare and submit the report to certain congressional committees and to the General Accounting Office no later than 60 days after the beginning of each fiscal year.

9. Information Contact. Further information may be obtained from the OMB examiner responsible for handling the agency's budget.

10. Sunset Review Date. This Bulletin expires as soon as action is completed.



David A. Stockman
Director

Attachment

**Attachment
Bulletin No. 82-3**

**Instructions for Information on
Unvouchered Expenditures**

Each agency will submit by November 2, 1981, a list of accounts containing unvouchered expenditures which are potentially subject to audit by the General Accounting Office (GAO) as required by OMB Bulletin No. 82- 3 . The list will be prepared for fiscal year 1982 in the format of the Exhibit. Unvouchered expenditures are any expenditures accounted for solely on the approval, authorization, or certificate of the President or an official of an executive agency. (NOTE: Where 1982 appropriations have not been enacted, provide information that is based on the enacted 1981 appropriation.)

The information will be prepared on 8 1/2" X 11" paper, as described below:

**List of Accounts Potentially Subject to
Audit by GAO**

Heading. Enter the date of submission and the name of the department and/or agency. Enter the name and telephone number of the person most knowledgeable about the list.

List of accounts. Enter the title of the appropriation account(s) in which unvouchered expenditures were permitted in fiscal year 1982.

Exhibit 1
Bulletin No. 82-3

List of 1982 Accounts Containing Unvouchered Expenditures
which are Potentially Subject to Audit by GAO

Date: October 28, 1981

Agency: Department of Government

Information Contact: John Brown Telephone: 958-4237

Department of Government

Operations and Maintenance
Salaries and Expenses
Contingencies

OMB BULLETIN No. 82-2

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

October 9, 1981

Bulletin No. 82-2

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Excess and Near Excess Foreign Currencies

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

2. Rescission. This Bulletin supersedes and rescinds OMB Bulletin No. 81-4 of December 19, 1980. The provisions contained in this Bulletin remain in effect until September 30, 1983, unless superseded or rescinded at an earlier date.

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

4. Excess currencies. Currencies of the following countries are excess to the Government's normal requirements for fiscal years 1982 and 1983.

Burma	India
Guinea	Pakistan

5. Near excess currencies. Supplies of currencies available for U.S. programs for fiscal year 1982 in the following places are above immediate needs, but are not sufficient to be declared excess.

Egypt	Taiwan
Morocco	Tunisia
Poland	Yugoslavia

6. Effective date. This Bulletin is effective immediately.

7. Inquiries. Inquiries and requests for assistance should be addressed to the Office of Management and Budget, Budget Review Division, telephone 395-3830.

A handwritten signature in black ink that reads "David A. Stockman". The signature is written in a cursive style with a prominent horizontal stroke across the top of the name.

David A. Stockman
Director

OMB BULLETIN No. 82-1

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

October 7, 1981

BULLETIN NO. 82-1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Apportionment Under Continuing Resolutions

1. Purpose. This Bulletin provides instructions for the preparation and submission of requests for apportionments for amounts appropriated under a continuing resolution or a series of resolutions for fiscal year 1982. This Bulletin also provides guidance for the withholding of amounts otherwise available under the 1982 Continuing Resolution (P.L. 97-51) and the development of associated deferrals under the Impoundment Control Act of 1974.

2. Authority and coverage. This Bulletin is issued pursuant to the Antideficiency Act, section 3679 of the Revised Statutes, as amended (31 U.S.C. 665) and applies to amounts provided in P.L. 97-51 and any extensions of continuing resolution authority provided subsequently in 1982. Except as amended by this Bulletin, instructions on budget execution provided in OMB Circular No. A-34 will continue to apply.

3. Policy. The policy with respect to operations pursuant to this or any other continuing resolution is to provide for the continued operation of the government in a manner that does not preclude Congressional options in formulating final appropriations actions for the fiscal year. The Congress has stated on many occasions that rates of operation under continuing resolutions are to be interpreted as ceilings and not as mandatory spending levels. The Congress and the President expect departments and agencies to avoid the obligation of funds under continuing resolutions at rates that would impinge on discretionary decisions otherwise available to the Congress while the Congress is considering its options, including the President's budget request and its own spending targets established in the first concurrent budget resolution for fiscal year 1982.

This expectation by the Congress was reaffirmed explicitly in Senate floor discussion and the House report on the 1982 Continuing Resolution.

4. Background. The use of continuing resolutions to cover more programs and for longer periods of time requires formal procedures for the apportionment of amounts made available in this manner. The funding levels provided by P.L. 97-51 exceed the level of the President's revised budget request in many cases. In other than exceptional cases, where the levels allowed are excessive, a deferral will be reported to the Congress and the associated funds will be reserved under the Antideficiency Act or the Impoundment Control Act. Supplemental guidance on extensions of the 1982 continuing resolution will be issued later, as necessary.

a. Amounts appropriated by a continuing resolution may be provided:

- as specified amounts, i.e., in the form of (1) a regular appropriation amount, or (2) a specified program level (e.g., as approved in the House or Senate version of an appropriation bill); or
- at rate for operations not exceeding the "current rate." Generally, in accordance with the Comptroller General's decision of May 14, 1979, the annual amount provided has been defined as equivalent to the total funds that were available for obligation for a program during the previous fiscal year.

b. Appropriations and funds made available by this continuing resolution are available for different periods of time. Those for Executive Branch departments and agencies, which are subject to the provisions of section 102 of the continuing resolution, shall remain available until:

- enactment into law of an appropriation for any project or activity provided for in the joint resolution, or
- enactment of the applicable appropriation act by both Houses without any provision for such project or activity, or
- November 20, 1981, whichever first occurs.

5. Policies on apportionment requirements, withholdings pursuant to the Antideficiency Act and the Impoundment Control Act, and warrant requests.

a. Bases for apportionment. Under the following circumstances, agencies will request a formal apportionment (i.e., will submit to OMB an Apportionment and Reapportionment Schedule (S.F. 132)) for appropriations or funds that are subject to the provisions of section 102 whenever such amounts would be apportioned under a regular appropriation:

- (1) when--in the agency's view--the appropriations realized would exceed 14 percent of the annual amount provided by P.L. 97-51 (see paragraph 5(b)(2));
- (2) when an amount is to be deferred (see paragraph 5(c)); or
- (3) when otherwise required by OMB.

In all other cases, the amounts made available by P.L. 97-51 will be considered to be apportioned automatically.

b. Determination of appropriations realized under P.L. 97-51.

- (1) Where appropriations are not subject to section 102, the amount of appropriations realized will be ascertained from the language of P.L. 97-51.
- (2) Where appropriations are subject to section 102, the appropriations realized will be determined by the agency. Unless an agency can justify that the appropriation realized exceeds 14 percent of the annual amount provided by the resolution, that percentage of the annual amount will be deemed to be realized. When apportionment is required under the conditions described above (paragraph 5(a)), the amount of appropriations realized will be listed as line 1A of the Apportionment and Reapportionment Schedule (S.F. 132). If an agency determines that an amount in excess of 14 percent has been realized, the agency will submit to OMB both an S.F. 132 and a written justification in support of the higher figure. This justification will demonstrate that an amount in excess of the above percentage is appropriate. Examples of such a justification could be that obligation rates are seasonal and occurred in like periods of prior years, that major administrative or personnel problems would be caused, or that serious disruption of an agency's mission would result.

c. Withholdings pursuant to the Antideficiency Act and the Impoundment Control Act. Obligation rates shall be maintained at a level that will preserve the options of the Congress to achieve the President's revised (September) request. Amounts requested for apportionment on line 8 of the S.F. 132 will not exceed 14 percent of the President's revised budget request for 1982 unless an agency justification for a higher amount accompanies the S.F. 132. Where line 1A is greater than the corresponding figure based on the President's revised request, the difference will be listed on line 10 as deferred.

Relief will be considered by OMB if strict application of this rule would, in the opinion of the agency head, conflict with the objective of providing for the operation of programs in a manner that would reserve the options of the Congress during the period of the continuing resolution and would require a significant number of reductions in force. Relief will be considered only to the extent that the difference between the rate established by the continuing resolution and the President's revised request cannot be absorbed through:

- a freeze on hiring for the activities financed by the account,
- reallocation of funds from areas other than personnel compensation and benefits (e.g., travel, consultants, supplies and materials, equipment), and
- other actions that do not require the initiation of reductions in force during the period of the continuing resolution.

Special consideration will be given to accounts in which personnel compensation and benefits account for 70 percent or more of total obligations.

Specifically, with respect to personnel actions:

- Reductions in force should not be made below those required to achieve the spending rates of the continuing resolution.
- Reductions in force necessary to achieve the following objectives may be initiated:
 - . program reductions implied by Congressional action to date, and
 - . efficiencies in program operations (e.g., reduction of the production of audiovisual products).
- Reductions in force may also be considered to achieve the Administration's employment targets.

Should reductions in force be considered, the Office of Personnel Management should be consulted prior to the initiation of any agency action to insure compliance with pertinent regulations.

If a project or activity was zero-funded in the September budget revision but was provided with funding via the continuing resolution, the project or activity is to be maintained for the duration of the resolution. However, the total funding for the account that funds the project or activity is to be limited to the level of the President's revised request. Zero-funded accounts will be considered on an individual basis.

d. Warrant requests. Agency requests for warrant from Treasury should be consistent with the agency determinations of appropriations realized, as modified by OMB. The policy reductions associated with deferrals are not to be considered in the warranting process.

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

6. Agency responsibilities. Agencies provided with appropriations or funds made available and authority granted pursuant to a continuing resolution will:

a. Make a determination of the appropriations and funds made available and authority granted by the resolution.

b. Submit apportionment requests and associated deferral reports required by this Bulletin to OMB not later than Wednesday, October 14, 1981.

c. Provide a copy of each approved apportionment request (S.F. 132) to the Department of the Treasury as soon as possible after approval by OMB.

7. OMB Responsibilities. OMB will act on each apportionment request submitted pursuant to the requirements of this Bulletin.

8. Obligation of funds prior to approval of formal apportionment by OMB.

Agencies may obligate funds necessary to continue normal operations prior to OMB approval of initial apportionments made under a continuing resolution but only up to the amount that would have been apportioned following the guidelines in paragraph 5 above.

If an agency obligates amounts in excess of the amount approved by OMB, the head of the agency will furnish to the President, through the Director of OMB, and to the Congress a report on the Antideficiency Act violation in the form required by section 71 of OMB Circular No. A-34.

9. Instructions in OMB Circular No. A-34. The requirements under section 5 of this Bulletin supersede the instructions in OMB Circular No. A-34. Specifically:

-- the amounts requested for warranting pursuant to a continuing resolution will be included on line 1A of the "Apportionment and Reapportionment Schedule" (S.F. 132); and

-- the unobligated balances of amounts warranted by Treasury and apportioned under a continuing resolution will be included on lines 9.a. or 9.b. of the "Report on Budget Execution" (S.F. 133), and not on line 9.c.

10. Timing. Agencies will furnish OMB with the apportionment requests and associated deferral reports not later than Wednesday, October 14, 1981.

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

12. Sunset Date. This Bulletin expires November 20, 1981.



David A. Stockman
Director