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**EXECUTIVE OFFICE OF THE PRESIDENT**

**OFFICE OF MANAGEMENT AND BUDGET**

WASHINGTON, D.C. 20503

September 28, 1984

**BULLETIN NO. 84-18**

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

**SUBJECT: Information for a Report to the Congress on the Status of Recommendations made by the President's Private Sector Survey on Cost Control**

1. Purpose. This Bulletin provides instructions for the submission of information on the status of the recommendations made by the President's Private Sector Survey on Cost Control.

2. Background. During the past year, OMB, affected departments and agencies, and the White House's Office of Cabinet Affairs (OCA) have been reviewing the reports issued by the President's Private Sector Survey on Cost Control (PPSSCC). The OCA reviews are continuing, as are follow-on reviews by the Cabinet Council on Management and Administration (CCMA) and the Defense Resources Board (DRB) for recommendations that are within their areas of responsibility.

Section 2903 of the Deficit Reduction Act of 1984 requires the President to transmit a report with the 1986 Budget on the status of the cost savings that have resulted or will result from management improvement recommendations. The report will contain a listing of the recommendations made by PPSSCC that have been reviewed by the President, along with the actions taken or proposed to be taken, and will contain savings associated with the proposals for fiscal years 1985, 1986, and 1987.

The information collected under this Bulletin will be used to respond to the requirements of the Act, and for other analyses of savings from management initiatives.

3. Methodology.

a. Issues and recommendations. The PPSSCC made 2478 recommendations associated with 784 explicit issues. The information collected for this Bulletin will be reported as follows:

-- at the "issue" level when a single decision is made for all the recommendations within an issue;

- at the "recommendation" level when a single decision is made for a single recommendation that is different from decisions made for one or more other recommendations within the issue; or
- at an aggregated recommendation level within an issue when a single decision is made for a group of recommendations within an issue. (In such cases, all remaining recommendations within that issue to which a single decision applies may be included in a single worksheet.)

The issues and related recommendations or individual recommendations (when a decision applies to a single recommendation) will be identified by the numbering system contained in the individual reports (e.g. Treas-2 (for an issue), Asset 4-06 (for a recommendation), Asset 4-01 to 4-05 and 4-07 (for an aggregate of recommendations), etc.). Information will be reported on all issues and related recommendations, including items where no savings were identified by PPSSCC.

- b. Savings, revenue enhancements, and cash accelerations. The PPSSCC reports identify cost reduction measures as savings, revenue enhancements, or cash accelerations. However, the savings estimates announced by the PPSSCC are a combination of savings estimates and revenue enhancements. Cash accelerations were excluded since they represent a compressed timeframe for the collection of receipts rather than a change in total receipts collected over a longer period. For data submissions under this Bulletin, no distinction will be made between savings and revenue enhancements other than whether the issue will result in a reduction in outlays or an increase in receipts levels (see 5a below). No information on cash accelerations will be reported.
- c. Employment reductions. If the implementation of an issue will result in a reduction of full-time equivalent employment (FTE), the FTE savings will be stated in terms of reductions from a benchmark defined as the latest 1985 FTE ceiling. Reductions in FTE for FY 1986 and 1987 will be reported as incremental additional reductions from the benchmark for each respective year.

4. Responsibilities. Attachment A contains a listing of issues for which each agency is responsible. In certain cases, an agency has been assigned the lead to coordinate the information with other agencies. The lead agency is listed first in Attachment A, followed by other affected agencies that should

contribute the required data for completing the worksheets described below. However, other interested agencies not identified with a particular issue in the Attachment may supply additional views through the lead agency.

5. Material required. Two copies of data submission worksheets for each PPSSCC issue for which each agency is responsible will be provided under separate cover. A sample worksheet is shown in Exhibit 1. If a separate worksheet is needed to report information related to a specific recommendation within an issue, the issue worksheet should be duplicated for the recommendation, and numbered "1 of 3", etc., to indicate the number of worksheets submitted for each issue.

Each worksheet will be completed with the following information.

- a. Account number or numbers. Each issue worksheet will identify the budget account(s) in which the savings associated with that issue will be realized. In most cases, the report will indicate an appropriation or fund account where a reduction to outlays will occur due to reduced obligations or increased offsetting collections credited to the account. The appropriation or fund account symbol will be the 11-digit symbol, including the subfunction(s), as described in section 21.3 of OMB Circular No. A-11. When more than one account is involved, each account will be listed.

Implementation of certain issues will result in increased receipts. These receipts will be credited to Treasury receipt accounts and should be reported by the 2-digit Treasury agency code and the 4-digit Treasury receipt account symbol code, along with the decimal suffixes as appropriate, as described in section 28 of OMB Circular No. A-11.

- b. Issue category (or recommendation category, when the worksheet covers only one of several recommendations within an issue) and savings estimates. The issues (or recommendations) will be assigned to one of the three following categories. Savings estimates will not be required for category 3.

- (1). Issues (or recommendations) that have already been put into effect, whether by law or administrative process. This group includes all issues put into effect before and during the period that the PPSSCC was drafting the reports, as well as those proposals put into effect that were reflected in the 1985 Budget or previous budgets, regardless of

the year(s) in which the savings would be realized. Outlay and FTE reductions reported for this group of issues should reflect the increases to the 1985 and earlier budget levels that would have been necessary if the issues had not been implemented. Savings should be allocated to specific years and accounts on the worksheets. In cases where more than one account is involved, separate savings estimates will be made for each. If years prior to 1985 are affected, report those savings by year and account on a separate sheet attached to the worksheet. Explanatory comments should be provided where necessary.

- (2). Issues (or recommendations) that were proposed in the 1985 or previous budgets but that were not put into effect, and issues that will be reflected for the first time in the 1986 Budget. The savings will be reported as reductions in FTE from 1985 ceilings and reductions to outlays for fiscal years 1985-1990 from the latest current services levels for those years as reflected in or, for 1990, consistent with the Mid-Session Review of the 1985 Budget for each account. In cases where more than one account is involved, separate savings estimates will be made for each account for each year on the same worksheet. (For further information on the concept of current services, see section 27 of OMB Circular No. A-11.) The savings identified in this category will be consistent with the decisions made through the PPSSCC forum chaired by the White House's Office of Cabinet Affairs (OCA).

The review status of the decision on each issue (or recommendation) will be indicated on each worksheet as:

- review completed by OCA/CCMA/DRB and final decisions made;
- review completed, but decisions pending (e.g. level of savings to be achieved each year, timing of implementation); or
- review pending. In cases where review or a necessary decision is pending, the savings estimates should reflect preliminary evaluations and should be discussed with OMB representatives.

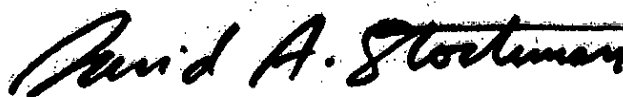
In addition to the FTE and outlay reduction estimates for 1985-1990, worksheets for category 2 will include an identification of whether legislation, including appropriations language, is required. Explanatory comments should be provided where necessary.

3. All other PPSSCC issues (or recommendations). These issues (or recommendations) are not being considered at this time because they appear to be legislatively or programmatically infeasible or because further study of them is needed before a decision can be made on them. The worksheet will be completed to identify the account(s) in which the savings would occur. No repricing or allocation to a specific year of dollar and personnel saving is necessary at this time. Explanatory comments should be provided where necessary.

6. Timing. Reports will be submitted to OMB on the following schedule:

- Category 1 issues (or recommendations) that were included in the 1985 or prior budgets and that have already been put into effect. not later than Friday, October 19, 1984.
- Category 2 issues (or recommendations):
  - included in 1985 or previous budgets but not put into effect; and proposed for the first time in the 1986 Budget with all decisions final. not later than Friday, October 19, 1984.
  - proposed for the first time in the 1986 Budget for which decisions will be made later. Preliminary evaluation not later than October 19, with final reports, not later than 3 working days after decision.
- Category 3 issues (or recommendations), i.e., those judged legislatively or programmatically infeasible or for which further study is needed. Preliminary evaluations, not later than October 19, with final reports, not later than 3 working days after decision.

7. Inquiries. Inquiries on this Bulletin should be directed to your OMB representative.



David A. Stockman  
Director

Attachments

Attachment A

PPSSCC Status Report  
AGENCY ISSUE RESPONSIBILITY LISTING

Bulletin No. 84-18

Issue No.	Responsible Agency
-----	-----
<b>01 Department of Agriculture</b>	
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USDA all	Department of Agriculture
<b>02 Department of the Air Force</b>	
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USAF all	Department of Defense
<b>03 Department of the Army</b>	
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ARMY all	Department of Defense
<b>04 Automatic Data Processing (ADP)</b>	
-----	
ADP all	Office of Management and Budget
<b>05 Boards/Commissions -- Banking</b>	
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BANK 01	Department of Labor
BANK 02	Department of Labor
BANK 03	Department of Labor
BANK 04	Department of Labor
BANK 05	Department of Labor
BANK 06	Export-Import Bank
BANK 07	Export-Import Bank
BANK 08	Export-Import Bank
BANK 09	Export-Import Bank
BANK 10	Railroad Retirement Board
BANK 11	Railroad Retirement Board
BANK 12	Railroad Retirement Board
BANK 13	Railroad Retirement Board
BANK 14	Railroad Retirement Board
BANK 15	Railroad Retirement Board
BANK 16	Department of Health and Human Services
BANK 17	Railroad Retirement Board
BANK 18	Department of Health and Human Services
BANK 19	Federal Home Loan Bank Board
BANK 20	Federal Home Loan Bank Board
BANK 21	Federal Home Loan Bank Board
BANK 22	Federal Home Loan Bank Board
BANK 23	National Credit Union Administration
BANK 24	National Credit Union Administration
BANK 25	National Credit Union Administration
BANK 26	National Credit Union Administration
BANK 27	Department of the Treasury
BANK 28	Department of the Treasury
BANK 29	Department of the Treasury
BANK 30	Department of the Treasury



Issue No.	Responsible Agency
<b>05 Boards/Commissions -- Banking, cont.</b>	
BANK 31	Department of the Treasury
BANK 32	Federal Deposit Insurance Corporation
BANK 33	Federal Deposit Insurance Corporation
BANK 34	Federal Home Loan Bank Board
BANK 35	Federal Home Loan Bank Board
BANK 36	Government National Mortgage Association
BANK 37	Government National Mortgage Association
BANK 38	Farm Credit Administration
BANK 39	Farm Credit Administration
BANK 40	Office of Management and Budget
BANK 41	Synthetic Fuel Corporation
<b>06 Boards/Commissions -- Business</b>	
CAB all	Civil Aeronautics Board
CFTC all	Commodity Futures Trading Commission
CPSC all	Consumer Product Safety Commission
FCC all	Federal Communications Commission
FMC all	Federal Maritime Commission
FTC all	Federal Trade Commission
ICC all	Interstate Commerce Commission
INS 01	Overseas Private Investment Corporation
INS 02	Overseas Private Investment Corporation
INS 03	Federal Emergency Management Administration
INS 04	Federal Emergency Management Administration
INS 05	Federal Emergency Management Administration
INS 06	Department of Agriculture
INS 07	Department of Agriculture
INS 08	Department of Agriculture
INS 09	Department of Housing and Urban Development
INS 10	Department of Housing and Urban Development
INS 11	Department of Housing and Urban Development
INS 12	Department of Housing and Urban Development
INS 13	Department of Housing and Urban Development
INS 14	Office of Management and Budget
INS 15	Department of Agriculture
OSHRC all	Occupational Safety and Health Review Commission
TVA all	Tennessee Valley Authority
USPS all	Postal Service

<u>Issue No.</u>	<u>Responsible Agency</u>
<b>07 Department of Commerce</b>	
COMM all	Department of Commerce
<b>08 Office of the Secretary of Defense</b>	
OSD all	Department of Defense
<b>09 Department of Education</b>	
ED all	Department of Education
<b>10 Department of Energy</b>	
DOE 01	Department of Energy
DOE 02	Department of Energy
DOE 03	Department of Energy
DOE 04	Department of Energy
DOE 05	Department of Energy
DOE 06	Department of Energy
DOE 07	Department of Energy
DOE 08	Department of Energy
DOE 09	Department of Energy
DOE 10	Department of Energy
DOE 11	Department of Energy
DOE 12	Department of Energy
DOE 13	Department of Energy
DOE 14	Department of Energy
DOE 15	Department of Energy
DOE 16	Department of Energy
DOE 17	Department of Energy
DOE 18	Department of Energy
DOE 19	Department of Energy
DOE 20	Department of Energy
DOE 21	Nuclear Regulatory Commission
<b>11 EPA/SBA/FEMA</b>	
EPA all	Environmental Protection Agency
FEMA all	Federal Emergency Management Agency
SBA all	Small Business Administration
<b>12 Federal Construction Management</b>	
CONST 01	Council on Environmental Quality
CONST 02	Council on Environmental Quality
CONST 03	Council on Environmental Quality
CONST 04	Council on Environmental Quality

Issue No. -----	Responsible Agency -----
<b>12 Federal Construction Management, cont.</b>	
CONST 05	Council on Environmental Quality
CONST 06	Department of the Interior
CONST 07	Department of the Interior
CONST 08	Department of the Interior
CONST 09	Department of Transportation
CONST 10	Federal Emergency Management Agency
CONST 11	Environmental Protection Agency
CONST 12	Department of the Interior
CONST 13	Department of Transportation
CONST 14	Corps of Engineers
CONST 15	Environmental Protection Agency
CONST 16	Department of the Interior
CONST 17	Office of Federal Procurement Policy
CONST 18	General Services Administration
CONST 19	General Services Administration
CONST 20	Environmental Protection Agency
CONST 21	General Services Administration
CONST 22	Environmental Protection Agency
CONST 23	General Services Administration

**13 Federal Feeding**

FF 01	Office of Management and Budget
FF 02	Office of Management and Budget
FF 03	Department of Agriculture
FF 04	Office of Management and Budget
FF 05	Department of Defense
FF 06	Office of Management and Budget

**14 Federal Hospital Management**

HOSP 01	Department of Defense
HOSP 02	Veterans Administration
HOSP 03	Department of Defense
HOSP 04	Veterans Administration
HOSP 05	Veterans Administration
HOSP 06	Veterans Administration
HOSP 07	Veterans Administration
HOSP 08	Veterans Administration
HOSP 09	Veterans Administration
HOSP 10	Department of Defense
HOSP 11	Veterans Administration
HOSP 12	Veterans Administration
HOSP 13	Veterans Administration

**15 Federal Management Systems**

FMS all	Office of Management and Budget
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Issue No.

Responsible Agency

## 16 Financial Asset Management

Issue No.	Responsible Agency
ASSET 01	Department of the Treasury
ASSET 02	Department of the Treasury
ASSET 03	Department of the Treasury
ASSET 04	Department of the Treasury
ASSET 05	Department of Agriculture
ASSET 06	Department of the Treasury
ASSET 07	Department of the Treasury
ASSET 08	Department of the Treasury
ASSET 09	Department of the Treasury
ASSET 10	Department of the Treasury
ASSET 11	Office of Management and Budget
ASSET 12	Office of Management and Budget
ASSET 13	Office of Management and Budget
ASSET 14	Office of Management and Budget
ASSET 15	Office of Management and Budget
ASSET 16	Office of Management and Budget
ASSET 17	Office of Management and Budget
ASSET 18	Office of Management and Budget
ASSET 19	Office of Management and Budget
ASSET 20	Office of Management and Budget
ASSET 21	Office of Management and Budget
ASSET 22	Office of Management and Budget
ASSET 23	Office of Management and Budget
ASSET 24	Department of the Treasury
ASSET 25	Department of the Treasury
ASSET 26	Department of the Treasury
ASSET 27	Department of the Treasury
ASSET 28	Department of the Treasury
ASSET 29	Department of the Treasury
ASSET 30	Department of Housing and Urban Development
ASSET 31	Department of the Treasury
ASSET 32	Department of the Treasury
ASSET 33	Department of the Treasury
ASSET 34	Department of the Treasury
ASSET 35	Department of the Treasury

## 17 Department of Health and Human Services -- Management

Issue No.	Responsible Agency
HHS 01	ACTION
HHS 02	Department of Health and Human Services
HHS 03	Department of Health and Human Services
HHS 04	Department of Health and Human Services
HHS 05	Department of Health and Human Services
HHS 06	Department of Health and Human Services
HHS 07	Department of Health and Human Services
HHS 08	Department of Health and Human Services

<u>Issue No.</u>	<u>Responsible Agency</u>
<b>18 Department of Health and Human Services -- PHS/HCFA</b>	
HCFA all	Department of Health and Human Services
PHS all	Department of Health and Human Services
<b>19 Health and Human Services -- Social Security Administration</b>	
SSA all	Department of Health and Human Services
<b>20 Department of Housing and Urban Development</b>	
HUD all	Department of Housing and Urban Development
<b>21 Department of the Interior</b>	
INT all	Department of the Interior
<b>22 Department of Justice</b>	
JUST all	Department of Justice
<b>23 Department of Labor</b>	
LABOR all	Department of Labor
<b>24 Land/Facilities/Personal Property</b>	
LAND 01	Department of the Interior
LAND 02	General Services Administration
LAND 03	General Services Administration
LAND 04	General Services Administration
<b>25 Low Income Standards and Benefits</b>	
LISAB 01	Department of Health and Human Services
LISAB 02	Department of Health and Human Services
LISAB 03	Office of Management and Budget
LISAB 04	Department of Health and Human Services
LISAB 05	Department of Health and Human Services
LISAB 06	Department of Health and Human Services
LISAB 07	Department of Health and Human Services
LISAB 08	Department of Health and Human Services
LISAB 09	Department of Health and Human Services
<b>26 Department of the Navy</b>	
NAVY all	Department of Defense

Issue No.

Responsible Agency

**27 Personnel Management**

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 PERS all Office of Personnel Management

**28 Privatization**

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 PRIVAT 01 Office of Management and Budget  
 PRIVAT 02 Department of Energy  
 PRIVAT 03 National Aeronautics and Space Administration  
 PRIVAT 04 Veterans Administration  
 PRIVAT 05 Department of Defense  
 PRIVAT 06 Department of Transportation  
 PRIVAT 07 General Services Administration  
 PRIVAT 08 Department of Transportation  
 PRIVAT 09 Department of Health and Human Services

**29 Procurement/Contracts/Inventory Management**

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 PROC all Office of Federal Procurement Policy

**30 Real Property Management**

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 PROP 01 General Services Administration  
 PROP 02 General Services Administration  
 PROP 03 General Services Administration  
 PROP 04 General Services Administration  
 PROP 05 General Services Administration  
 PROP 06 General Services Administration  
 PROP 07 General Services Administration  
 PROP 08 General Services Administration  
 PROP 09 General Services Administration  
 PROP 10 General Services Administration, DOD

**31 Research and Development**

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 RAD 01 Department of Defense, NASA, DOE  
 RAD 02 Department of Defense, NASA, DOE  
 RAD 03 Department of Defense, NASA, DOE  
 RAD 04 Office of Science and Technology Policy  
 RAD 05 Office of Science and Technology Policy  
 RAD 06 Office of Science and Technology Policy  
 RAD 07 National Aeronautics and Space Administration

**32 State/AID/USIA**

-----  
 STATE 01 Department of State  
 STATE 02 Department of State  
 STATE 03 Department of State  
 STATE 04 Department of State  
 STATE 05 Department of State  
 STATE 06 Agency for International Development

Issue No. -----	Responsible Agency -----
<b>32 State/AID/USIA, cont.</b>	
STATE 07	Agency for International Development
STATE 08	Department of State
STATE 09	Agency for International Development
STATE 10	United States Information Agency
<b>33 Department of Transportation</b>	
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DOT all	Department of Transportation
<b>34 Department of the Treasury</b>	
-----	
TREAS all	Department of the Treasury
<b>35 User Charges</b>	
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USER 01	Office of Management and Budget
USER 02	Corps of Engineers
USER 03	Department of the Interior
USER 04	Department of the Interior
USER 05	Department of Energy
USER 06	Department of the Interior
USER 07	Department of Agriculture
USER 08	Department of Agriculture
USER 09	Department of Agriculture
USER 10	Department of Defense
USER 11	Department of Agriculture
USER 12	Department of Agriculture
USER 13	Department of Housing and Urban Development
USER 14	Federal Communications Commission
USER 15	Department of Energy
USER 16	Department of Transportation
USER 17	Office of Management and Budget
USER 18	Department of the Treasury
USER 19	Corps of Engineers
USER 20	Corps of Engineers
USER 21	Department of Transportation
<b>36 Veterans Administration</b>	
-----	
VA all	Veterans Administration
<b>37 Publishing, Printing, Reproduction, and Audiovisual Activities</b>	
-----	
PPAV all	Office of Management and Budget
<b>38 Travel and Traffic Management</b>	
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TTM all	General Services Administration

<u>Issue No.</u>	<u>Responsible Agency</u>
<b>39 Financial Management in the Federal Government</b>	
FMFG all	Office of Management and Budget
<b>40 Wage Setting Laws: Impact on the Federal Government</b>	
WSL all	Department of Labor
<b>41 Anomalies in the Federal Work Environment</b>	
ANOMAL all	Office of Management and Budget
<b>42 Federal Retirement Systems</b>	
FRS 01	Office of Personnel Management
FRS 02	Office of Personnel Management
FRS 03	Office of Personnel Management
FRS 04	Office of Personnel Management
FRS 05	Office of Personnel Management
FRS 06	Office of Personnel Management, DOD
FRS 07	Office of Personnel Management, DOD
FRS 08	Office of Personnel Management
FRS 09	Office of Personnel Management, DOD
<b>43 Information Gap in the Federal Government</b>	
INFO G all	Office of Management and Budget
<b>44 The Cost of Congressional Encroachment</b>	
CCE 01	Department of Defense
CCE 02	Department of Transportation
CCE 03	Department of the Interior
CCE 04	Department of Energy
CCE 05	Department of Labor
CCE 06	Department of Commerce
CCE 07	Department of the Treasury
CCE 08	Department of Agriculture
CCE 09	Department of Justice
CCE 10	Department of Education
CCE 11	Environmental Protection Agency
CCE 12	General Services Administration
CCE 13	Office of Management and Budget
CCE 14	Veterans Administration
CCE 15	Department of Health and Human Services
CCE 16	Office of Management and Budget
<b>45 Federal Health Care Costs</b>	
FHCC all	Department of Health and Human Services



**Issue No.****Responsible Agency****46 Opportunities beyond PPSSCC**

EX	01	Office of Federal Procurement Policy
EX	02	Department of the Treasury
EX	03	Department of Defense
EX	04	Department of Defense
EX	05	Department of Labor
EX	06	Small Business Administration
EX	07	Department of State
EX	08	Department of Agriculture, State, DOT
EX	09	Department of Defense
EX	10	Department of Defense
EX	11	Department of Defense

**47 Federally Subsidized Programs**

FSP	all	Office of Management and Budget
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**PPSSCC STATUS REPORT**  
**Data Submission Worksheet**  
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Task Force Report: Department of Agriculture

Issue Number: USDA 01

Promote loan graduation for each new FmHA loan booked

3-Year PPSSCC Issue Total, Dollar Savings (\$M): 767.9

- Issue Category (check one):
1.  in 1985 or prior budgets that have been put into effect  
 (list affected accounts and fill in savings below)
  2.  in 1985 or prior budgets but not adopted, or shown for the first time in the 1986 Budget  
 (list affected accounts and fill in savings below)
  3.  all other (list affected accounts below)

- Review/Decision Status (check one):
1.  review and decisions final
  2.  review completed, decisions pending
  3.  review and decisions pending

**ACCOUNT DETAIL INFORMATION**

\* Savings estimates are not required for Issue Status 3 (see above) items.  
 \* Show 11 digit code for appropriations accounts, 8 digit code for receipt accounts; \$ in tenths of millions.

ACCOUNT ID CODE	1985	1986	1987	1988	1989	1990
a. _____						
	Outlay Savings:	_____	_____	_____	_____	_____
	FTE Reduction:	_____	_____	_____	_____	_____
b. _____						
	Outlay Savings:	_____	_____	_____	_____	_____
	FTE Reduction:	_____	_____	_____	_____	_____
c. _____						
	Outlay Savings:	_____	_____	_____	_____	_____
	FTE Reduction:	_____	_____	_____	_____	_____
d. _____						
	Outlay Savings:	_____	_____	_____	_____	_____
	FTE Reduction:	_____	_____	_____	_____	_____
e. _____						
	Outlay Savings:	_____	_____	_____	_____	_____
	FTE Reduction:	_____	_____	_____	_____	_____
f. _____						
	Outlay Savings:	_____	_____	_____	_____	_____
	FTE Reduction:	_____	_____	_____	_____	_____

Legislation required (if any)/Comments (show savings prior to 1985 here or on separate sheet):

DATE

**TRANSMITTAL SLIP**

**TO:**

**ROOM NO.**

**BUILDING**

**REMARKS:**

*Copy to OGC Library*

*3 Jun 85*

**FROM:**

**ROOM NO.**

**BUILDING**

**EXTENSION**



**EXECUTIVE OFFICE OF THE PRESIDENT**

**OFFICE OF MANAGEMENT AND BUDGET**

WASHINGTON, D.C. 20503

December 20, 1984

BULLETIN NO. 84-17, Supplement No. 2

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Section 2901 Savings

1. Purpose. This Supplement provides instructions on submission of materials on section 2901 rescission proposals that will be used to prepare the 1986 Budget and related publications. It also instructs agencies to submit the usual information for other rescission proposals. In addition, guidance is provided on implementing the requirements of section 515 of the Treasury-Postal Service Appropriations Act, 1985.

2. Background. Section 2901 of the Deficit Reduction Act of 1984 (P.L. 98-369) requires Executive Branch agencies to achieve savings in specific categories (e.g., travel, consulting services, etc.) and requires the Director of OMB to transmit a report to the Congress on the savings achieved. The report providing information on these savings will be transmitted at about the same time as the 1986 Budget.

Previous issuances (OMB Bulletin No. 84-17, dated August 8, 1984, and Supplement 1 to OMB Bulletin No. 84-17, dated November 8, 1984) provided guidance to agencies on establishing baseline estimates and applying pro-rata reductions to these estimates.

Earlier instructions (Supplement 1) indicated that materials on section 2901 savings would be prepared after final decisions are made on these savings. As prescribed by paragraph 9, the timing of submissions has been changed. Information is required after initial passback of budget decisions on section 2901, and will be revised as necessary after final decisions are made.

These materials are needed to prepare the 1986 Budget, a special message on the section 2901, and the required report to the Congress.

Earlier instructions did not take into account the requirements of section 515 of the Treasury-Postal Service Appropriations Act, 1985 (Attachment A), enacted by reference in the Continuing Resolution for 1985 (P.L. 98-473). This section requires that certain agencies withhold from obligation 10 percent of the amount intended for consulting services, management and professional services, and special studies and analyses for fiscal year 1985 in the President's budget, as amended. Guidance on these requirements is included in this Supplement.

3. Coverage. These instructions apply to the agencies listed in Attachment A of Supplement 1 to OMB Bulletin No. 84-17.

4. Definitions. For the purposes of this Supplement, the definitions in OMB Bulletin No. 84-17 apply.

5. Required materials. For rescissions not involving section 2901 savings, agencies are required to submit the usual information required for the Budget Appendix and special messages to the Congress. Required materials for section 2901 rescission proposals are specified in paragraphs 6, 7, and 8.

6. Budget Appendix and budget data base. All proposed rescissions will be printed in Part II of the Budget Appendix and included in the budget data base. New print materials for these proposals will be coded as rescission proposals (transmittal code 5).

a. Section 2901 rescission proposals. For each section 2901 rescission proposal, agencies are required to provide a:

- program and financing (P&F) schedule;
- object classification schedule;
- summary of budget authority and outlays schedule; and
- supplementary sources data (sections A, B, C, and D).

(1) Program and financing schedule. No detail should be provided for the program by activity section of the P&F schedule; line 10.00 should be the first entry on the schedule.

(2) Object classification schedule. Agencies will prepare object classification schedules in accordance with OMB Circular No. A-11.

(3) Narrative. Agencies will not need to prepare a narrative statement for section 2901 rescission proposals because OMB will prepare a standard narrative statement for them.

(4) Summary of Budget Authority and Outlays Schedule. Each rescission proposal will be reflected in the "Summary of Budget Authority and Outlays" schedule that is printed in Part I of the Appendix for each account that includes a rescission proposal. Agencies will ensure that the total amount of the reduction in budget authority and outlays associated with the proposals shown in Part II is included in the rescission proposal line of the "Summary of Budget Authority and Outlays schedule."

(5) Supplementary Source Data. Agencies will also ensure that proposed rescissions are included in the supplementary source data (sections A, B, C, and D) in the BPS data base. Changes will be input directly into the computer data file by agencies linked to the OMB/agency network; otherwise OMB will enter the data based on SSD data submitted by the agencies.

b. Other rescission proposals. For these proposals, agencies are required to submit print materials, computer data and narrative statements in accordance with OMB Circular No. A-11. The "Summary of Budget Authority and Outlays" in Part I will also reflect these rescission proposals.

These requirements also apply to rescission proposals involving both section 2901 and other savings, except that the narrative statement is required to cover only the portion of the rescission proposal that does not involve section 2901 savings. OMB will combine this narrative with the standard section 2901 narrative for the Part II Appendix presentation of these rescission proposals. In addition, OMB will prepare a text table distinguishing between these amounts for Part II.

c. Section 515 withholdings. Agencies will determine the accounts affected by section 515 of the Treasury-Postal Service Appropriations Act, 1985 and withhold from obligation 10 percent of the amount intended for consulting services for 1985. For accounts subject to apportionment, amounts reserved pursuant to section 515 will be reported on line 5 of the S.F. 132 (Portion not available pursuant to law). (The legal authority cited on line 5 will be P.L. 98-473.) In addition, these amounts will be reported on line 5 of the S.F. 133 for all affected accounts, whether or not they are apportioned.

(NOTE: Amounts reserved pursuant to section 515 will be excluded from section 2901 amounts proposed for rescission. However, they will be identified in the report to the Congress along with amounts proposed for rescission as section 2901 savings.)

7. Special messages on rescission proposals. Two special messages will be transmitted to the Congress in conjunction with the 1986 Budget. The first will contain only proposed rescissions of section 2901 savings; the second will reflect all other proposed rescissions and deferrals associated with the 1986 Budget.

a. Rescission proposals involving only section 2901 savings. For the special message on section 2901, agencies are required to submit information by account and category, identifying the amounts to be rescinded. This information will be submitted in the format of Exhibit 1 and in accordance with the Attachment B.

Agencies are also required to submit a reapportionment request that reflects the amount withheld pending rescission (on line 9 of the S.F. 132). In addition, any amount reserved pursuant to section 515 will be reported on line 5 of the S.F. 132, as described in paragraph 6.c. of this Supplement.

Rescission reports and proposed rescission language will not be required for section 2901 rescission proposals. These materials will be prepared centrally by OMB, using data submitted in response to this Supplement.

b. Rescission proposals involving both section 2901 and other savings. In cases where section 2901 savings and other amounts are proposed for rescission in the same account, agencies will submit:

- information in the format of the Exhibit 1 on the portion of the proposed rescission involving section 2901 savings;
- a revised rescission report and supplementary report that reflects the impact of both section 2901 and other savings, and proposed rescission language for the portion of the rescission proposal not involving section 2901 savings; and
- a reapportionment request that reflects the total amount withheld pending rescission on line 9 of the S.F. 132, and any amount reserved pursuant to section 515 on line 5 of the S.F. 132.

In these cases, the portion of the rescission proposal in an account associated with section 2901 will be included in the special message on these proposals; the remaining portion of a rescission proposal involving the same account will be reflected in supplementary and revised reports in a second special message.

c. Other rescission proposals. For the special message on other rescission proposals, agencies will prepare information in the normal manner. Therefore, agencies will be required to submit rescission reports, proposed rescission language, and reapportionments for these proposed rescissions (see OMB Bulletin No. 75-15).

8. Report to Congress on section 2901 savings. If the savings targets specified in law are not achieved, section 2901 specifies that the report to the Congress provide an explanation of the reasons why higher savings were not achieved.

To comply with these requirements, each agency is required to submit a summary of section 2901 savings, in accordance with instructions in Attachment C and in the format of Exhibit 2. Two

copies of a worksheet will be provided under separate cover, with the first column completed. Agencies are required to complete the remaining columns and provide a written justification whenever the full amount of the total reduction targets assigned to the agency by OMB (in Supplement 1 to OMB Bulletin No. 84-17) is not equal to total section 2901 savings reported. (NOTE: Section 515 withholdings will be counted as a part of total savings.) The justification should explain briefly the specific reasons why higher savings were not achievable. In addition to other data provided to OMB, these materials will be used as the basis for the report to the Congress.

9. Timing of submissions. Within three days after initial passback of budget decisions on any rescission proposals, including those with section 2901 savings, agencies will submit information for the Budget Appendix and data base, as specified in paragraph 6.

For section 2901 rescission proposals, agencies will also submit reports (in the format of Exhibits 1 and 2) as required by paragraphs 7 and 8.

Within three days after final decisions are made on any rescission proposal, including those involving section 2901 savings, agencies will adjust affected entries in the BPS data base for the 1985 rescission proposals to be reflected in the Budget Appendix.

For section 2901 rescission proposals, agencies will also submit revised Exhibits 1 and 2, as necessary.

Within ten days after final decisions, agencies will submit reapportionment requests reflecting amounts withheld pending action on rescission proposals and section 515 withholdings.

If an agency is also requesting a reapportionment of an account on a deficiency basis for increased pay costs, the agency will submit a reapportionment reflecting all actions. In these cases, the reapportionment is due within ten days after final OMB approval of proposed supplemental appropriations for 1985 increased pay costs or within ten days after final decisions on proposed rescissions, whichever is later.

At this time, for rescission proposals that do not involve section 2901 savings, agencies will submit rescission reports and proposed rescission language. In addition, for rescission proposals involving both section 2901 and other savings, agencies will submit:

- revised rescission reports and supplementary reports that include the impact of the section 2901 rescission proposals; and



-- proposed rescission language covering the portion of the proposal that does not cover section 2901 savings.

10. Information contact. Further information may be obtained from the OMB person responsible for examining the agency's budget.

11. Sunset review date. This Supplement expires as soon as the required actions are completed.



David A. Stockman  
Director

Attachments

Attachment A  
OMB Bulletin No. 84-17  
Supplement No. 2

SECTION 515 OF THE TREASURY-POSTAL SERVICE  
APPROPRIATIONS ACT, 1985

SEC. 515. Of the total amount of budget authority provided for fiscal year 1985 by this or any other Act that would otherwise be available for consulting services, management and professional services, and special studies and analyses, 10 per centum of the amount intended for such purposes in the President's budget for 1984, as amended, for any agency, department, or entity subject to apportionment by the Executive shall be placed in reserve and not made available for obligation or expenditure: *Provided*, That this section shall not apply to any agency, department, or entity whose budget request for 1985 for the purposes stated above did not amount to \$5,000,000.

(NOTE: The reduction specified in section 515 applies to amounts for 1985 in the President's budget transmitted in calendar year 1984, as amended.)

Attachment B  
OMB Bulletin No. 84-17  
Supplement No. 2

Instructions for Preparing Exhibit  
on Accounts with Section 2901 Savings

After initial passback agencies will submit an original and one copy of a report in the format of Exhibit 1 showing all accounts for which section 2901 rescissions are proposed. (To avoid excessive paperwork, reductions may be allocated so that proposed rescissions total more than \$500,000 per account.) In addition, agencies will report any amounts for consulting services withheld pursuant to section 515 of the Treasury-Postal Service Appropriations Act, 1985.

As prescribed by paragraph 9, agencies are required to submit the reports within three days of initial passback on section 2901 proposals and to revise them, as necessary, within three days after final decisions are made. (Agencies should mark revisions on the original report, rather than retyping it.) The information on rescission proposals will be used in a special message to the Congress.

Column 1. List each account for which a section 2901 rescission is proposed or an amount for consulting services is being withheld, as required by section 515. Include the 11-digit identification code assigned by OMB (as defined by section 21.3 of OMB Circular No. A-11).

Columns 2-5. For each account, report section 2901 proposed rescissions for each category listed. (The definitions of the categories in OMB Bulletin No. 84-17, dated August 8, 1984, apply.)

Column 6. For each account, report separately: (a) amounts proposed for rescission for consulting services, and (b) amounts for consulting services that are being withheld from obligation pursuant to section 515.

Column 7. For each account, report the sum of amounts reported in columns 2 through 6. Report the total amount for each rescission proposal separately from the section 515 withholding identified in column 6.

All columns. As a final entry, enter totals for each column. For columns 6 and 7, also include memorandum entries (in parentheses) for totals for: (a) section 2901 rescission proposals and (b) section 515 withholdings.

Instructions for Preparing Exhibit  
on Summary of Section 2901 Savings

Agencies will submit an original and one copy of a summary of section 2901 savings in the format of Exhibit 2. This summary will show the total obligations for section 2901 rescission proposals and section 515 withholdings by category for the agency as a whole. Agencies are also required to provide a written justification whenever total section 2901 savings (including section 515 withholdings) are not equal to the full reductions specified by OMB.

Agencies will submit this information within three days after initial passback of decisions on section 2901 rescission proposals, and will revise it, as necessary, within three days after final decisions are made. (Agencies should mark revisions on the original report, rather than retyping it.)

Part A

Data for column 1 will be included on worksheets provided under separate cover.

Column 1 - Pro-rata reduction targets. Column 1 provides the dollar reduction targets assigned by OMB. These amounts are identical to those provided to the agencies for use in meeting the requirements of Supplement 1 to OMB Bulletin No. 84-17. No adjustments to the targets are permitted.

Agencies are required to enter data for columns 2, 3, and 4.

Column 2 - Sec. 2901 proposed rescission. Report the amounts proposed for rescission for each category for the agency as a whole, and the sum of the amounts entered for the five categories. The total in column 2 should be the same as the total for rescission proposals reported in a memorandum entry in column 7 Exhibit 1.

Column 3 - Sec. 515 withholding. For the consulting services category only, report amounts that are being withheld from obligation pursuant to section 515. (No amounts will be reported for categories I-IV). The total in column 3 should be the same as the total for section 515 withholdings reported in a memorandum entry in column 7 of Exhibit 1.

Column 4 - Total section 2901 savings. For categories I-IV, report amounts proposed for rescission for the agency as a whole. For category V, enter the total of: (a) amounts proposed for

rescission (column 2) and (b) section 515 withholdings (column 3). As a final entry, enter the sum of amounts reported in column 4. The final entry should equal the total section 2901 savings reported in column 7 of Exhibit 1.

Part B

Justification: If total section 2901 savings shown (column 4) are not equal to the full amount of the reduction targets assigned by OMB (column 1), provide a concise written justification keyed to the categories affected. These explanations will be used in preparing the report to the Congress on section 2901 savings.

EXHIBIT 1  
 OMB Bulletin No. 84-17  
 Supplement No. 2

Agency Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_

Accounts with Section 2901 Savings  
 Department of Agrarian Affairs  
 (Obligations in thousands)

Account Title and OMB Identification Code (1)	Category I Motor Vehicles (2)	Category II Travel (3)	Category III Public Affairs (4)	Category IV Publish- ing (5)	Category V Consul- tants (6)	Total All Categories (7)
Office of Secretary Salaries and Expenses: 12-0111-0-1-352						
Sec. 2901 Proposed Rescission.....	47	849	7	657	1,226	2,786
Sec. 515 Withholding.	N.A.	N.A.	N.A.	N.A.	575	575
Office of Public Affairs Salaries and Expenses: 12-0112-0-1-352						
Sec. 2901 Proposed Rescission.....	0	19	135	625	0	779

---

Total Sec. 2901 Savings:      100                      1,400                      325                      1,582                      3,001                      6,408

MEMORANDUM:  
 Sec. 2901 Proposed Rescissions: (2,426)      (5,833)  
 Sec. 515 Withholdings:                      (575)                      (575)

EXHIBIT 2  
OMB Bulletin No. 84-17  
Supplement No. 2

Agency contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

Summary of Section 2901 Savings  
Department of Agrarian Affairs  
(Obligations in thousands)

Part A

<u>Category</u>	<u>Pro-rata Reduction Targets</u> (1)	<u>Sec. 2901 Proposed Rescission</u> (2)	<u>Sec. 515 Withholding</u> (3)	<u>Total Sec. 2901 Savings</u> (4)
I. Motor vehicles.....	100	100	N.A.	100
II. Travel and transportation of personnel and things for personnel.....	1,400	1,400	N.A.	1,400
III. Public affairs, public relations and advertising activities.....	325	325	N.A.	325
IV. Publishing, printing, reproduction and audiovisual activities.....	1,582	1,582	N.A.	1,582
V. Consultant services.....	<u>3,001</u>	<u>2,426</u>	<u>575</u>	<u>3,001</u>
Total.....	6,408	5,833	575	6,408

Part B

Justification

When column 4 is less than column 1, provide justification keyed to the categories affected.7

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**EXECUTIVE OFFICE OF THE PRESIDENT**

**OFFICE OF MANAGEMENT AND BUDGET**

WASHINGTON, D.C. 20503

November 8, 1984

BULLETIN NO. 84-17, Supplement No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Section 2901 Reductions

1. Purpose. This Supplement provides the pro-rata reduction targets necessary for agencies to achieve the savings targets specified by section 2901 of the Deficit Reduction Act of 1984. It also provides instructions for submission of information on section 2901 savings for use in the 1986 budget review process.

2. Background. Section 2901 of the Deficit Reduction Act of 1984 requires Executive Branch agencies to achieve savings in specific categories (e.g., travel, consulting services, etc.) and requires the Director of OMB to transmit a report to the Congress on the savings achieved. The report providing information on these savings will be transmitted at about the same time as the 1986 Budget.

As an initial step in complying with section 2901, OMB Bulletin No. 84-17, dated August 8, 1984, instructed agencies to provide baseline data on the savings categories. Based on these data, pro-rata reduction targets have been established by agency for each of the categories. This Supplement informs agencies of the assigned targets and instructs them to submit information to OMB for use in the 1986 budget review process.

3. Coverage. This Supplement applies to the Executive Branch agencies listed in Attachment A.

4. Definitions. For the purposes of this Supplement, the definitions in OMB Bulletin No. 84-17 apply.

5. Pro-rata reduction targets. To achieve the reduction targets specified by section 2901 of the Deficit Reduction Act, each agency covered by this Supplement is assigned the following pro-rata reduction targets for 1985 from 1985 baseline estimates:

- 24.1% for operation, maintenance, management, leasing, acquisition, and disposal of motor vehicles;
- 15.2% for travel of personnel (object class 21) and transportation of things for personnel (a subset of object class 22);

- 37.4% for public affairs, public relations, and advertising activities;
- 25.9% for publishing, printing, reproduction, and audiovisual activities; and
- 31.3% for use of consultant services.

These targets have been used as the basis for allocating the section 2901 reduction targets among agencies. The resulting amounts provide the initial basis for deciding the section 2901 savings to be included in the 1986 Budget and to be proposed for rescission in a special message that will be transmitted with the 1986 Budget.

6. Policy. Agencies listed in Attachment A are required to reduce obligations for 1985 from the 1985 baseline estimates for motor vehicles, travel, public affairs, publishing, and consulting services categories, in accordance with section 2901 of the Deficit Reduction Act. The percentage reduction targets required to comply with this section are specified in section 5, above. Copies of the Exhibit to this Supplement with the resulting amounts in them will be transmitted to each agency by the OMB person responsible for examining the agency's budget.

Information required by this Supplement will be considered in the 1986 review process. Appeals related to reduction targets will be considered with other 1986 budget appeals.

After passback of final budget decisions for amounts of section 2901 savings for all or any part of an agency, each agency may, to avoid excessive paperwork, allocate reductions among its affected accounts so that proposed rescissions total more than \$500,000 per account. Agencies will submit materials, by account and category, identifying the amounts to be rescinded. These materials, including rescission schedules (for the Budget Appendix), data for the BPS data base, and apportionment forms, will be used to prepare: (a) the 1986 Budget; (b) a special message on section 2901 rescission proposals; and (c) the required report to the Congress. A later supplement will provide specific instructions on the preparation and submission of this information.

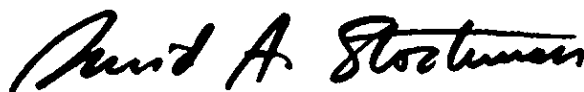
7. Required actions. Two copies of data submission worksheets for each agency listed in Attachment A will be provided under separate cover, with the first three columns completed. A sample worksheet is shown in the attached Exhibit. These worksheets will show the effect of applying the assigned percentage reductions to the agency 1985 baseline estimates that were submitted in response to OMB Bulletin No. 84-17. Each agency is

required to indicate whether the assigned reduction targets are feasible. If a department or agency believes that the full amount of the reductions cannot be accomplished without having seriously debilitating effects on the agency's ability to carry out its basic programs, an adjustment may be requested. Information on requests for adjustments, including a complete explanation and detailed justification, must be provided in the report.

The report should be submitted in accordance with the instructions in Attachment B and in the format of the attached Exhibit, by c.o.b. Friday, November 16, 1984.

8. Information contact. Further information may be obtained from the OMB person responsible for examining the agency's budget.

9. Sunset Review date. This Supplement expires as soon as the required action is completed.



David A. Stockman  
Director

Attachments

Attachment A  
OMB Bulletin No. 84-17  
Supplement No. 1

AGENCIES SUBJECT TO SECTION 2901 REDUCTIONS

Funds Appropriated to the President:  
Agency for International Development  
Peace Corps  
Overseas Private Investment Corporation  
Department of Agriculture  
Department of Commerce  
Department of Defense-Military  
Corps of Engineers-Civil  
Department of Education  
Department of Energy  
Department of Health and Human Services  
Department of Housing and Urban Development  
Department of Interior  
Department of Justice  
Department of Labor  
Department of State  
Department of Transportation  
Department of the Treasury  
Environmental Protection Agency  
General Services Administration  
National Aeronautics and Space Administration  
Office of Personnel Management  
Small Business Administration  
Veterans Administration  
Other independent agencies:  
Action  
Equal Employment Opportunity Commission  
Federal Emergency Management Agency  
Federal Home Loan Bank Board  
National Credit Union Administration  
National Labor Relations Board  
National Science Foundation  
Nuclear Regulatory Commission  
Panama Canal Commission  
Tennessee Valley Authority  
United States Information Agency

Attachment B  
OMB Bulletin No. 84-17  
Supplement No. 1

Instructions for Preparing Exhibit on  
Section 2901 Reductions

Each agency listed in Attachment A will submit, by Friday, November 16, 1984, an original and one copy of a report in the format of the Exhibit. Agencies are required to report their views on the effect of applying the assigned percentage reductions to the 1985 baseline estimates. If an agency believes that the full amount of the reduction will have seriously debilitating effects on basic programs, an adjustment may be requested. A complete explanation and detailed justification of the request must be provided in the report.

Data for each category will be reported for the agency as a whole. Supporting account level detail will be provided for the November submission upon request by the OMB program division with responsibility for reviewing the agency's budget.

After passback of final budget decisions, agencies will also be required to submit account level detail, by category, on any amounts proposed for rescission. A later supplement will provide instructions on this requirement.

- a. Data for columns 1, 2, and 3 will be included on the worksheets provided under separate cover.

Column 1 - 1985 Base. Column 1 provides the 1985 base for each category consistent with the 1985 baseline estimates submitted in response to OMB Bulletin No. 84-17, dated August 8, 1984. (OMB Bulletin No. 84-17 required that a supplementary report be submitted within 20 days following enactment of 1985 appropriations in either a regular appropriations bill or the first continuing resolution. Since that deadline has passed, no further adjustments to baseline estimates will be permitted.)

Pro-rata Reduction Targets

Column 2 - Percentage Reduction. Column 2 provides the percentage reductions for each category, as specified in section 5 of this Supplement.

Column 3 - Dollar Reduction. Column 3 provides the dollar reductions for each category that result from multiplying the 1985 base (column 1) by the percentage reduction target (column 2).

- b. Agencies are required to enter data only for column 4.

Column 4 - Agency Position. Agencies will report, by category, the total amount of reduction (reported in thousands of dollars) that the agency believes it can make without having seriously debilitating effects on the operations of basic programs. These amounts should be the same as those in column 3 unless the agency is requesting an adjustment in the reduction to be made. Where adjustments are being requested, agencies will submit a complete explanation and detailed justification for the adjustment keyed to the categories on the Exhibit that are affected. As the final entry in column 4, report the sum of the amounts entered for the five categories.

Agency Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

Department of \_\_\_\_\_  
Reduction in Section 2901 Categories  
(obligations in thousands)

Category	1985 Base	Pro-rata Reduction Targets		Agency Position
		%	\$	
	(1)	(2)	(3)	(4)
I. Motor Vehicles.....		-24.1		
II. Travel and transportation of personnel and things for personnel.....		-15.2		
III. Public affairs, public relations, and advertising activities.....		-37.4		
IV. Publishing, printing, reproduction and audiovisual activities.....		-25.9		
V. Consultant Services.....		-31.3		
Total.....				

(NOTE: For each line where column 4 differs from column 3, provide a complete explanation and detailed justification of the difference, keyed to the categories affected.)

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

August 8, 1984

BULLETIN NO. 84-17

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Baseline Estimates for Cost Savings Report

1. Purpose. This Bulletin provides instructions for submission of baseline data for 1984 and 1985 in certain management improvement categories for a report on cost savings that is required by section 2901 of the "Deficit Reduction Act of 1984." (Copies of section 2901 and the report language are at Attachments A and B.)

2. Background. Cost Savings Report by Administrative Action. Section 2901 of the Deficit Reduction Act of 1984 requires Executive Branch management improvements in the six areas listed below. Within six months of enactment, the Director of OMB is to submit a report to the Congress on the savings achieved. For each of the six management improvement areas, the report is required to describe baseline costs, savings estimates, methods used to achieve savings, draft legislation (when necessary), and if savings estimates are less than the amounts shown below, the report must specify why the higher savings cannot be achieved. The savings targets and the categories specified by the provision are:

- \$750 million for travel of personnel and transportation of things for personnel;
- \$1,000 million for the use of consultant services;
- \$100 million for public affairs, public relations, and advertising activities;
- \$250 million for publishing, printing, reproduction, and audiovisual activities;
- \$2,100 million for identification, recovery, and collection of Federal overpayments, delinquencies, and indebtedness; and
- \$160 million for the operation, maintenance, management, leasing, acquisition, and disposal of motor vehicles.

The reductions are to be made in 1985 from a 1984 base. In most instances, this will result in larger reductions from the 1985 baseline than from the 1984 baseline.

For debt collection, a \$2.1 billion saving is already reflected in the 1985 Budget. Therefore, only data for the other five categories are required to be submitted in response to this Bulletin. After the baseline data are submitted, agencies will be instructed to make reductions in these areas and reflect them in the 1986 Budget. A report providing information on the cost savings will be transmitted to the Congress with the 1986 Budget.

3. Coverage. This Bulletin applies to all Executive Branch departments and establishments.

4. Definitions. For the purposes of this Bulletin, the definitions in Attachments C, D and E apply.

5. Policy. After the baseline data are established, reduction targets will be established by OMB for each agency. Instructions on the reductions required, appeals process, and application of the savings will be issued later.

6. Required Actions. Each agency will submit a report to OMB on 1984 and 1985 estimated obligations for travel and transportation, consultant services, public affairs, publishing, and motor vehicles. The report should be submitted, in accordance with instructions in Attachments C, D and E and in the format of the Exhibit, by Friday, August 24, 1984.

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

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



David A. Stockman  
Director

Attachment A  
Bulletin No. 84-17

TITLE IX--MISCELLANEOUS PROVISIONS

Cost Savings by Administrative Action

SEC. 2901. (a) It is the sense of the Congress that--

(1) departments, agencies, and instrumentalities of the executive branch of government can continue to make significant management improvements in--

(A) the travel and transportation of personnel and transportation of things for personnel;

(B) the use of consultant services;

(C) public affairs, public relations, and advertising activities;

(D) publishing, printing, reproduction, and audio visual activities;

(E) identification, recovery, and collection of Federal overpayments, delinquencies, and indebtedness; and

(F) the operation, maintenance, management, leasing, acquisition, and disposal of motor vehicles; and

(2) such improvements can result in better use of funds and reductions in expenditures for such activities.

(b) Within six months after the date of enactment of this Act, the Director of the Office of Management and Budget shall prepare and transmit to the Committees on Appropriations and Budget of the Senate and House of Representatives and the Senate Governmental Affairs and House Government Operations Committees a report describing for each of the categories specified in subparagraphs (A) through (F) of subsection (a)(1)--

(1) the baseline cost (or best estimate thereof) for fiscal year 1984;

(2) the savings (below such baseline cost or estimate) that can reasonably be expected to be achieved for fiscal year 1985 by improved management;

(3) an explanation of how such savings will be achieved; and

(4) if necessary, draft legislation to achieve such savings.

(c) If the expected savings described pursuant to subsection (b)(2) are--

(1) less than \$750,000,000 for the category specified in subparagraph (A) of subsection (a)(1),

(2) less than \$1,000,000,000 for the category specified in subparagraph (B) of such subsection.

(3) less than \$100,000,000 for the category specified in subparagraph (C) of such subsection.

(4) less than \$250,000,000 for the category specified in subparagraph (D) of such subsection.

(5) less than \$2,100,000,000 for the category specified in subparagraph (E) of such subsection, or

(6) less than \$160,000,000 for the category specified in subparagraph (F) of such subsection,

the report shall state the reasons why the amount specified in paragraph (1), (2), (3), (4), (5), or (6) is not achievable.

**TITLE IX—MISCELLANEOUS PROVISIONS****Section 2901. Cost Savings by Administrative Action***House amendment*

The House amendment contains no provision relating to reduction of obligations for various types of administrative activities.

*Senate amendment*

Section 1603 of the Senate amendment requires that the total amount which may be obligated for various administrative purposes in FY 1985 be reduced by specified amounts below the total appropriated for such purposes for FY 1984. These purposes and amounts are:

Section 1603(a)—Certain Travel and Transportation .....	\$750 million.
Section 1603(b)—Consultant Services .....	\$1 billion.
Section 1603(c)—Public Affairs, Public Relations, Public Information and Advertising.....	\$100 million.
Section 1603(d)—Publishing, Printing, Reproduction, and Audiovisual Activities.....	\$250 million.
Section 1603(f)—Certain Motor Vehicle Operations .....	\$160 million.

Section 1603(e) requires OMB to "effect savings of \$2,100,000,000 through enhanced identification and recovery and collection of Federal overpayments, delinquencies, and indebtedness . . . most recently considered to be uncollectible." This is the amount that the President's FY 1985 budget estimated would be collected through increased efforts.

The provisions of Section 1603 of the Senate amendment were designed to reduce the costs of administrative activities by providing that total FY 1985 obligations for those activities would be reduced by certain amounts below comparable levels in FY 1984 appropriations. All reductions would be allocated by the Director of the Office of Management and Budget among the agencies, but, in some instances, certain key functions, such as law enforcement and emergency national defense activities, would be exempt from bearing a share of the allocated reductions.

*Conference agreement*

The conferees agreed to the Senate provision with an amendment.

The conferees agree that significant savings can be achieved in these areas of Federal expenditures. However, the conferees are concerned that there is insufficient data to implement the provision, that the amounts of the reductions may be inappropriate, and that the language of the provision would probably not result in savings to the government.

There are no firm estimates concerning the baseline costs to the government of the categories of expenditures specified in the amendment. The government accounts do not separately identify the specific costs of administrative components such as travel and transportation, consultant services, public affairs, public relations and advertising, publishing, and motor vehicle operations. Without a firm, agreed upon base from which to measure the costs of these activities, it would be nearly impossible to determine the real savings which might result from the provisions of section 1603 (a) through (f) of the Senate amendment.

While monies for travel and transportation are not separately appropriated and obligated, statistics on these expenditures have been developed. These statistics suggest that the size of the reduction required in this area by the Senate amendment could severely hamper important government activities. Evidence supplied by OMB in a letter to Chairman Roth suggests that the travel and transportation activities not exempted in the Senate provision would have to be reduced by about 26 percent to carry out the requirements of the provision. OMB went on to conclude that if other

important activities such as transportation of Commodity Credit Corporation commodities, coal for TVA's power plants, stockpile commodities, and travel for VA beneficiaries, FAA and other transportation safety staff, audit staff, diplomatic officials and staff, and Department of Defense staff, are also excluded from the reduction, the reduction required for remaining activities would be about two-thirds.

Furthermore, the conferees agree with OMB that the provision would not result in savings to the government. This is because the language does not reduce appropriated funds, but rather limits expenditures for specific activities such as public affairs of reproduction expenses. According to OMB, any "savings" resulting from reductions in expenditures for those administrative activities, would by law have to be made available for other purposes. Otherwise, the funds would be withheld from obligation contrary to the provisions of the Impoundment Control Act.

To solve these problems, the conferees agreed on an amendment that would require the development by OMB of baseline data, a determination of possible savings, and a plan to achieve these savings.

Section 2901(a) expresses the sense of Congress that costs for administrative activities can be reduced and that better management of such activities must remain a high priority of the Congress and the executive branch.

Subsection (b) of section 2901 includes provisions designed to provide Congress and the public with more substantial and clearly defined information on the baseline costs for administrative activities. This subsection requires the Director of the Office of Management and Budget to report to Congress baseline estimates of the costs for each of the specified administrative activities in FY 1984. In addition, OMB would be required to explain what savings can reasonably be expected in these areas in FY 1985 through management improvements and how those savings would be achieved. OMB is also directed to submit draft legislation where necessary to achieve savings in the costs of these administrative activities.

Subsection (c) requires that in the event OMB estimates of possible savings are less than that required in the Senate provision, then the report to Congress must include an explanation of why the higher figure is not achievable.

As agreed to by the conferees, section 2901(a)(1)(C) no longer refers to "public information activities" as one of the areas in which reductions are to be identified. Conferees concluded that reductions are appropriate in the areas of public relations and advertising by agencies. However, they agreed that providing information on the operations of government generally, or pursuant to the Freedom of Information Act specifically, should not be affected by this section.

Attachment C  
Bulletin No. 84-17

Instructions for Preparing Baseline  
Estimates for Management Improvement Categories

Each agency will submit, by Friday, August 24, 1984, an original and one copy of a report in the format illustrated by the Exhibit showing total obligations for the agency for 1984 and 1985 for the management improvement categories listed below. Also, submit an attachment presenting detailed backup for each line. The detail should present obligations by bureau and account (or other subdivisions required by the OMB program division with responsibility for reviewing the agency's budget). The categories are intended to be mutually exclusive; obligations for the designated activities should be included in only one category to avoid double counting.

The obligations data for 1984 and 1985 will be consistent with enacted appropriations and other budgetary resources available as of the date of this bulletin. If 1985 appropriations have not been enacted, the obligations data will be consistent with the 1985 appropriations request (as reflected in the Mid-Session Review, if feasible) and other budgetary resources available as of the date of this bulletin.

Also, if 1985 appropriations have not been enacted as of the date of this bulletin, a supplementary report will be submitted within 20 days following the enactment of 1985 appropriations in either a regular appropriations bill or the first continuing resolution. The supplementary report will contain 1985 obligations data for the management improvement categories listed below consistent with enacted appropriations (in either the regular appropriations bill or the first continuing resolution) and other budgetary resources available as of the date of enactment. If the amounts made available in later enacted regular appropriations or the first continuing resolution do not differ from the amounts reported previously, a letter stating that fact will suffice for the supplementary report.

The data will be submitted in accordance with the following instructions keyed to the lines in the Exhibit.

- I. Motor vehicles. The term motor vehicles refers to any non-tactical vehicle that is self-propelled or drawn by mechanical means and designed to be operated principally on

highways for the transport of persons or cargo. Motor vehicles used by the U.S. Postal Service are excluded. Enter obligations for operation, maintenance, management, leasing, acquisition, and disposal of motor vehicles. Exclude obligations included on line II for the lease or rental of passenger vehicles from private companies and GSA that are used in transporting personnel or the transportation of things related to a permanent change of station, if any. (These obligations will be included in the amounts reported for travel of personnel and transportation of things for personnel.)

- II. (a) Travel and transportation of personnel. Enter obligations for travel classified in object class 21 (travel and transportation of persons). Include obligations for the lease or rental of passenger vehicles from private companies and GSA that are used in transporting personnel.
- (b) Transportation of things for personnel. Enter obligations for the transportation of household goods for permanent change of station in object class 22 (transportation of things).
- (c) Total. Enter the sum of the amounts on lines II(a) and II(b).
- III. Public affairs, public relations, and advertising. Enter obligations for activities designed to publicize or promote the objectives, operations, facilities, specific programs, or regulations of an agency. This category covers activities that are conducted directly by the agency (including obligations for personnel, supplies, materials, and equipment) and by contract. It includes, but is not limited to, activities related to broadcasting, advertising, press contacts, exhibits, films, publications, and speeches used for public affairs and public relations purposes. The conference report specifies that information on the operations of the Government generally, or pursuant to the Freedom of Information Act specifically, are excluded from this category. Also, exclude obligations for publishing, printing, reproduction, and audiovisual activities reported on lines IV (a) through (e) and obligations for public relations services classified in the consultant services category and reported on line V.
- IV. Publishing, printing, reproduction, and audiovisual activities.

Enter the total of obligations for periodicals produced in-house or obtained by contract; for pamphlets produced in-house or obtained by contract; for audiovisual products that are produced in-house or obtained by contract; obligations, excluding those already included for periodicals and pamphlets, for printing and reproduction obtained on a contractual or reimbursable basis and classified in object class 24 (printing and reproduction); and those conducted directly by the agency (including personnel, supplies, materials, and equipment).

(Use the definitions in OMB Bulletin No. 83-12 (Attachment D) for periodicals, pamphlets, and audiovisual products.)

- V. Consultant services. Enter obligations for advisory and assistance services, as defined by the Cabinet Council on Management and Administration (CCMA). The CCMA definition is comprised of specific data items in the Federal Procurement Data System and personnel appointments of consultants, experts, and advisory committee members (personnel compensation only). The data to be included are listed in Attachment E.

Agencies have recently reported preliminary estimates for 1984 and 1985. If the amounts reported on the exhibit differ from the amounts recently reported to OMB, provide a cross-walk between the two amounts.



Attachment D  
Bulletin No. 84-17

PERIODICALS, PAMPHLETS, AND AUDIOVISUAL PRODUCTS

Report obligations for all direct and indirect costs (salaries, benefits, overhead, space, materials, equipment, etc.) involved in producing publications, including editing, graphics, layout, composition, printing, duplication, distribution, mailing, postage, and storage for:

- Periodicals: all agency publications, including journals, magazines, periodicals, and similar publications that are issued semiannually or more often for the purpose of disseminating information, and that have an established policy as to format, specification, content, and purpose. The term periodical does not apply to strictly administrative reports, memoranda, and similar materials, or to strictly statistical materials and information required exclusively for the official use of the issuing office in the transaction of its routine business.
- Pamphlets: all agency publications of 50 copies or more for distribution to the public that are printed and bound, generally fewer than 80 pages in length, and usually enclosed in paper covers. Pamphlets obtained through contract with printers, consultants, and others are included.
- Audiovisual Products: material containing sound or visual imagery for conveying a message; includes slide sets, film strips, motion pictures, television (including spot announcements on film, video-tape and disc), audio recording (including spot announcements on tape and disc), and mixed media (any combination of two or more media) productions.

The preceding definitions were provided in OMB Bulletin No. 83-12.

Attachment E  
OMB Bulletin No. 84-17**Consulting Services**

Use CCMA definition of advisory and assistance services

**Federal Procurement Data System (FPDS) items**o **Management and Professional Services**

<u>Description</u>	<u>FPDS Codes</u>
Management Data Collection Services	R 402
Policy Review/Development Services	R 406
Program Evaluation Services	R 407
Program Management/Support Services	R 408
Program Review/Development Services	R 409
Systems Engineering Services	R 414
Personal Services	R 497
Other Professional Services	R 498
Other Management Services	R 499
Other Management Support Services	R 799

o **Management and Support Services for R&D**

<u>Description</u>	<u>FPDS Codes</u>
All management and support services for research and development activities. (This does not include administrative, maintenance, or custodial services contracts; see page 5 of the "Federal Procurement Data System, Product and Service Codes")	A _ _ 6

o **Special Studies and Analyses**

<u>Description</u>	<u>FPDS Codes</u>
Air Quality Analyses	R 502
Archeological/Paleontological Studies	R 503
Chemical/Biological Studies and Analyses	R 504
Cost Benefit Analyses	R 505
Data Analyses (other than scientific)	R 506
Economic/Socio-Economic and Labor Studies	R 507
Endangered Special Studies - Plant & Animal	R 509

Environmental Assessments	R 510
Environmental Baseline Studies	R 511
Environmental Impact Studies	R 512
Feasibility Studies (non-construction)	R 513
Animal and Fisheries Studies	R 516
Geological Studies	R 517
Geophysical Studies	R 518
Geotechnical Studies	R 519
Grazing/Ranges Studies	R 520
Historical Studies	R 521
Legal/Litigation Studies	R 522
Mathematical/Statistical Analyses	R 524
Natural Resource Studies	R 525
Oceanological Studies	R 526
Recreation Studies	R 527
Regulatory Studies	R 528
Scientific Data Studies	R 529
Seismological Studies	R 530
Soils Studies	R 532
Water Quality Studies	R 533
Wildlife Studies	R 534
Medical and Health Studies	R 537
Intelligence Studies	R 538
Aeronautic/Space Studies	R 539
Building Technology Studies	R 540
Defense Studies	R 541
Educational Studies and Analyses	R 542
Energy Studies	R 543
Technology Studies	R 544
Housing & Community Development Studies	R 545
Security Studies (Physical & Personal)	R 546
Accounting/Financial Management Studies	R 547
Trade Issue Studies	R 548
Foreign Policy/Nat'l Sec. Policy Studies	R 549
Organization/Admin./Personnel Studies	R 550
Mobilization/Preparedness Studies	R 551
Manpower Studies	R 552
Communications Studies	R 553
Acquisition Policy/Procedures Studies	R 554
Other Special Studies and Analyses	R 599

o Training

<u>Description</u>	<u>FPDS Codes</u>
Lectures for Training	U 001
Personnel Testing	U 002
Scientific and Management Education	U 004
Vocational/Technical	U 006
Other Training	U 009

o Management Reviews of Program-Funded Organizations

<u>Description</u>	<u>FPDS Codes</u>
Financial/Auditing Services	R 403
Auditing Services	R 704

o Public Relations

<u>Description</u>	<u>FPDS Codes</u>
Public Relations Services	R 708

o Personnel Appointments

<u>Description</u>	
Consultants, experts and advisory committee members	(See Federal Personnel Manual, Chapter 304)

Exhibit  
Bulletin No. 84-17

Agency Contact: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone: \_\_\_\_\_

Department of \_\_\_\_\_

Baseline Estimates for Management Improvement Categories  
(obligations in thousands)

<u>Category</u>	<u>1984</u>	<u>1985</u>
I. Motor vehicles.....		
II. Travel and transportation:		
(a) of personnel (object class 21).....		
(b) of things for personnel (part of object class 22)..		
(c) Total.....		
III. Public affairs, public relations, and advertising activities.....		
IV. Publishing, printing, reproduction and audiovisual activities.....		
V. Consultant services.....		

(Note: For each line, provide in an attachment obligations by account and subtotals by bureau, unless other arrangements are approved by the OMB program division with responsibility for reviewing the agency's budget. Clearly identify each bureau and account.)



**EXECUTIVE OFFICE OF THE PRESIDENT**

**OFFICE OF MANAGEMENT AND BUDGET**

WASHINGTON, D.C. 20503

June 22, 1984

**BULLETIN NO. 84- 16**

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

**SUBJECT: Unified Agenda of Federal Regulations**

**1. Purpose.**

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

**2. Background of Authority.**

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

**3. Coverage.**

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

**4. General Requirements.**

This Bulletin establishes the mechanism by which agencies will report information concerning regulatory actions under development or review. Regulatory Agendas shall include information on all regulatory activities (not just "major" activities) that the

agency plans to conduct or review during the 12 months succeeding publication. At a minimum, the agenda shall include all regulations that an agency expects to issue in proposed or final form that are covered by Section 1 of EO 12291. An agency need not include those regulations that are excluded by Section 1(a) of the Order nor any additional regulations which OMB has agreed may be omitted.

5. Information Required in the Agendas.

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

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

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

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

6. Structure of the Agenda.

Each Agenda will be structured as follows:

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

7. Publication of the Unified Agenda of Federal Regulations.

Agencies shall publish their October 1984 Agendas in a uniform format. Independent agencies are urged to continue to use the uniform format.

The Regulatory Information Service Center (RISC) will place information, supplied by the agency on specially designed forms, into a computer system. The computer will produce a tape which the Government Printing Office (GPO) will use to print the



agendas in a uniform format. Agencies will submit to OMB the RISC forms along with one signed original and two certified copies of their preamble. The preamble shall meet the normal requirements for printing in the **Federal Register**, including the agency's Billing Code and a list of CFR parts affected. In addition, the agency will submit to OMB a letter addressed to the Office of the Federal Register authorizing RISC to assemble the agency's agenda and authorizing GPO to bill the agency for printing its portion of the Unified Agenda.

If any independent agencies choose not to use the uniform format they should submit one signed original and two certified copies of their entire agenda to OMB.

RISC will ensure that all agency agendas are compiled and forwarded as a complete group to the Office of the Federal Register, which will have the Government Printing Office print them in a single day's issue of the **Federal Register**. All agencies will be able to obtain reprint copies of their individual agendas.

#### 8. Effective Date.

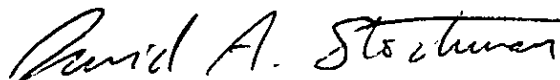
This Bulletin applies to Regulatory Agendas to be published in October 1984. Agencies shall submit all completed agenda materials to OMB's Office of Information and Regulatory Affairs, Regulatory Policy Branch, Room 3228, New Executive Office Building, not later than August 27, 1984.

#### 9. Information Contact.

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

#### 10. Sunset Date.

OMB will review the requirements of this Bulletin after publication of the October 1984 Agenda. After assessing the implementation of this Bulletin, OMB will issue guidance for the April 1985 Agenda.



David A. Stockman  
Director

**TO:**

**ROOM NO.**

**BUILDING**

**REMARKS:**

*Copy Sent to  
OGC Library  
7-18-84*

**FROM:**

**ROOM NO.**

**BUILDING**

**EXTENSION**

**FORM NO. 241**

**REPLACES FORM 36-8**

(47)



**EXECUTIVE OFFICE OF THE PRESIDENT**

**OFFICE OF MANAGEMENT AND BUDGET**

WASHINGTON, D.C. 20503

July 12, 1984

Bulletin No. 84-15, Supplement No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Additional information required for the Mid-Session Review of the 1985 Budget

1. Purpose and background. This supplement provides instructions for the submission of information needed to include the effects of the Deficit Reduction Act of 1984 (hereafter referred to as the "Act") in the Mid-Session Review of the 1985 Budget. The Act, which was recently passed by the Congress, contains many provisions that affect spending and revenues. The required information is limited to revisions that result from the Act and from delays in the adoption of spending reduction and other legislative proposals.

2. Additional basis for the revised estimates. In addition to the guidance provided in OMB Bulletin No. 84-15:

- Both Presidential policy and current services estimates of budget authority, outlays, and receipts will be revised, as appropriate, to reflect the effects of changes to entitlement programs, e.g., Medicare, Medicaid, SSI, etc., resulting from the Act;
- Presidential policy proposals requiring changes in substantive law or in authorizations will be as follows:
  - o Spending reduction proposals that were not adopted in the Act will be retained but will assume a one-year delay in the effective date;
  - o New program initiatives (e.g., Central America Democracy, Peace, and Development Initiative, Compact of Free Association) will be retained with no change in assumed effective dates of October 1 or later; earlier assumed effective dates will be changed to October 1, 1984 unless there is a high probability of earlier enactment;
- Presidential policy and current services estimates will be revised to reflect completed Congressional action on the 1984 Urgent Supplemental Appropriations Act (P.L. 98-332);

- Presidential policy -- but not current services -- estimates will be revised to reflect completed Congressional action on three 1985 appropriations bills. These bills are: HUD-Independent Agencies, Energy and Water Development, and Legislative Branch; and
- Both Presidential policy and current services estimates also will be revised, as appropriate, to reflect the effects of Sections 2651-2653 of the Act (copies attached). These sections provide for:
  - o Section 2651 (Attachment A) - Income and eligibility verification under which the Secretary of the Treasury is required to disclose information on income tax withholding on unearned income upon request of specified Federal, State, and local agencies in order to determine eligibility for certain assistance programs.
  - o Section 2652 (Attachment B) - Expediting the deposit in the Treasury of payments to executive agencies. Generally, this provision reduces from 30 days to three the statutory period for timely deposit of funds.
  - o Section 2653 (Attachment C) - Increasing the collection of non-tax debts owed to the Federal Government by providing for any Internal Revenue Service refund payable during calendar years 1986 and 1987 to be reduced by the amount of past-due legally enforceable debt owed by a named person.

In the Mid-Session Review, these data related to Section 2653 will not be reflected in estimates of agency totals. An undistributed government-wide adjustment will be made based on an aggregation of individual agency estimates to be reported as non-add items on the analysis of change sheets. Accordingly, reasonable estimates of such collections will suffice. Estimates will be developed in the manner shown on Exhibit 2A continued.

- Administration tax proposals not adopted in the Act should be retained. An effective date of January 1, 1985 should be assumed for all proposals that had earlier effective dates.

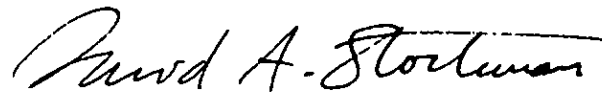
3. Material required.

a. Basic data. Estimates of budget authority, outlays, receipts, and Federal credit data submitted under OMB Bulletin No. 84-15 will be revised to reflect the effects of the Act, in the manner prescribed by Section 3 of the Bulletin.

b. Analysis of change submissions. Agencies with accounts affected by the Act will submit two copies of tables in the form of the revised Exhibit 2 to explain changes in program estimates for budget authority, outlays, and receipts from those included in the April Update for Presidential policy estimates and from the February Budget for current services estimates. These analyses will be submitted for any change resulting from the effects of the Act as well as for other changes of \$50 million or more. In those cases where aggregations are submitted, all changes resulting from the Act must be identified at the account level. The effects of the tax refund offset for non-tax debt provision (Section 2653 of the Act) will be derived as shown on Exhibit 2A continued and displayed in the form of Exhibit 2A. (See section 2 of this supplement.)

4. Timing. Agencies will submit the required data and material to OMB no later than Wednesday, July 18, 1984.

5. Inquiries. Inquiries should be directed to the Office of Management and Budget representative responsible for reviewing the agency's budget estimates.

  
David A. Stockman  
Director

Attachment

**Subtitle C—Implementation of Grace Commission Recommendations****INCOME AND ELIGIBILITY VERIFICATION PROCEDURES**

**SEC. 2651.** (a) Part A of title XI of the Social Security Act (as amended by section 2630 of this Act) is further amended by adding at the end thereof the following new section:

**"INCOME AND ELIGIBILITY VERIFICATION SYSTEM**

**"SEC. 1136.** (a) In order to meet the requirements of this section, a State must have in effect an income and eligibility verification system under which—

"(1) the State shall require, as a condition of eligibility for benefits under any program listed in subsection (b), that each applicant for or recipient of benefits under that program furnish to the State his social security account number (or numbers, if he has more than one such number), and the State shall utilize such account numbers in the administration of that program so as to enable the association of the records pertaining to the applicant or recipient with his account number;

"(2) wage information from agencies administering State unemployment compensation laws available pursuant to section 3304(a)(16) of the Internal Revenue Code of 1954, wage information reported pursuant to paragraph (3) of this subsection, and wage, income, and other information from the Social Security Administration and the Internal Revenue Service available pursuant to section 6103(1)(7) of such Code, shall be requested and utilized to the extent that such information may be useful in verifying eligibility for, and the amount of, benefits available under any program listed in subsection (b), as determined by the Secretary of Health and Human Services (or, in the case of the unemployment compensation program, by the Secretary of Labor, or, in the case of the food stamp program, by the Secretary of Agriculture);

"(3) employers in such State are required, effective September 30, 1988, to make quarterly wage reports to a State agency (which may be the agency administering the State's unemployment compensation law) except that the Secretary of Labor (in consultation with the Secretary of Health and Human Services and the Secretary of Agriculture) may waive the provisions of this paragraph if he determines that the State has in effect an alternative system which is as effective and timely for purposes of providing employment related income and eligibility data for the purposes described in paragraph (2);

"(4) the State agencies administering the programs listed in subsection (b) adhere to standardized formats and procedures established by the Secretary of Health and Human Services (in consultation with the Secretary of Agriculture) under which—

"(A) the agencies will exchange with each other information in their possession which may be of use in establishing or verifying eligibility or benefit amounts under any other such program;

"(B) such information shall be made available to assist in the child support program under part D of title IV of

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*this Act, and to assist the Secretary of Health and Human Services in establishing or verifying eligibility or benefit amounts under titles II and XVI of this Act, but subject to the safeguards and restrictions established by the Secretary of the Treasury with respect to information released pursuant to section 6103(l) of the Internal Revenue Code of 1954; and*

*"(C) the use of such information shall be targeted to those uses which are most likely to be productive in identifying and preventing ineligibility and incorrect payments;*

*"(5) adequate safeguards are in effect so as to assure that—*

*"(A) the information exchanged by the State agencies is made available only to the extent necessary to assist in the valid administrative needs of the program receiving such information, and the information released pursuant to section 6103(l) of the Internal Revenue Code of 1954 is only exchanged with agencies authorized to receive such information under such section 6103(l); and*

*"(B) the information is adequately protected against unauthorized disclosure for other purposes, as provided in regulations established by the Secretary of Health and Human Services, or, in the case of the unemployment compensation program, the Secretary of Labor, or, in the case of the food stamp program, the Secretary of Agriculture, or in the case of information released pursuant to section 6103(l) of the Internal Revenue Code of 1954, the Secretary of the Treasury;*

*"(6) all applicants for and recipients of benefits under any such program shall be notified at the time of application, and periodically thereafter, that information available through the system will be requested and utilized; and*

*"(7) accounting systems are utilized which assure that programs providing data receive appropriate reimbursement from the programs utilizing the data for the costs incurred in providing the data.*

*"(b) The programs which must participate in the income verification system are—*

*"(1) the aid to families with dependent children program under part A of title IV of this Act;*

*"(2) the medicaid program under title XIX of this Act;*

*"(3) the unemployment compensation program under section 3304 of the Internal Revenue Code of 1954;*

*"(4) the food stamp program under the Food Stamp Act of 1977; and*

*"(5) any State program under a plan approved under title I, X, XIV, or XVI of this Act.*

*"(c)(1) In order to protect applicants for and recipients of benefits under the programs identified in subsection (b), or under the supplemental security income program under title XVI, from the improper use of information obtained from the Secretary of the Treasury under section 6103(1)(7)(B) of the Internal Revenue Code of 1954, no Federal, State, or local agency receiving such information may terminate, deny, suspend, or reduce any benefits of an individual until*

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such agency has taken appropriate steps to independently verify information relating to—

"(A) the amount of the asset or income involved,

"(B) whether such individual actually has (or had) access to such asset or income for his own use, and

"(C) the period or periods when the individual actually had such asset or income.

"(2) Such individual shall be informed by the agency of the findings made by the agency on the basis of such verified information, and shall be given an opportunity to contest such findings, in the same manner as applies to other information and findings relating to eligibility factors under the program."

(b)(1) Section 402(a)(25) of the Social Security Act is amended to read as follows:

"(25) provide that information is requested and exchanged for purposes of income and eligibility verification in accordance with a State system which meets the requirements of section 1137 of this Act."

(2) Section 402(a)(29) of such Act is repealed.

(3) Section 411 of such Act is repealed.

(c) Section 1902(a) of the Social Security Act (as amended by section 2367 of this Act) is further amended—

(1) by striking out "and" at the end of paragraph (44);

(2) by striking out the period at the end of paragraph (45) and inserting in lieu thereof "; and"; and

(3) by inserting after paragraph (45) the following new paragraph:

"(46) provide that information is requested and exchanged for purposes of income and eligibility verification in accordance with a State system which meets the requirements of section 1137 of this Act."

(d) Section 303 of the Social Security Act is amended by adding at the end thereof the following new subsection:

"(f) The State agency charged with the administration of the State law shall provide that information shall be requested and exchanged for purposes of income and eligibility verification in accordance with a State system which meets the requirements of section 1137 of this Act."

(e) Section 2(a) of the Social Security Act is amended—

(1) by striking out the period at the end of paragraph (10) and inserting in lieu thereof "; and"; and

(2) by adding at the end thereof the following new paragraph:

"(11) provide that information is requested and exchanged for purposes of income and eligibility verification in accordance with a State system which meets the requirements of section 1137 of this Act."

(f) Section 1002(a) of the Social Security Act is amended—

(1) by striking out "and" at the end of clause (12); and

(2) by inserting before the period at the end thereof the following: "; and (14) provide that information is requested and exchanged for purposes of income and eligibility verification in accordance with a State system which meets the requirements of section 1137 of this Act".

(g) Section 1402(a) of the Social Security Act is amended—



(1) by striking out "and" at the end of clause (11); and  
 (2) by inserting before the period at the end thereof the following: "; and (13) provide that information is requested and exchanged for purposes of income and eligibility verification in accordance with the State system which meets the requirements of section 1137 of this Act".

(h) Section 1602(a) of the Social Security Act (as in effect with respect to Puerto Rico, Guam, and the Virgin Islands) is amended—

(1) by striking out "and" at the end of paragraph (13);  
 (2) by striking out the period at the end of paragraph (14) and inserting in lieu thereof "; and"; and  
 (3) by inserting after paragraph (14) the following new paragraph:

"(15) provide that information is requested and exchanged for purposes of income and eligibility verification in accordance with a State system which meets the requirements of section 1137 of this Act."

(i) Section 11(e)(19) of the Food Stamp Act of 1977 is amended to read as follows:

"(19) that information is requested and exchanged for purposes of income and eligibility verification in accordance with a State system which meets the requirements of section 1137 of the Social Security Act and that any additional information available from agencies administering State unemployment compensation laws under the provisions of section 303(d) of the Social Security Act shall be requested and utilized by the State agency (described in section 3(n)(1) of this Act) to the extent permitted under the provisions of section 303(d) of the Social Security Act;"

(j) Section 1631(e)(1)(B) of the Social Security Act is amended by adding at the end thereof the following: "For this purpose and for purposes of federally administered supplementary payments of the type described in section 1616(a) of this Act (including payments pursuant to an agreement entered into under section 212(a) of Public Law 93-66), the Secretary shall, as may be necessary, request and utilize information available pursuant to section 6103(1)(7) of the Internal Revenue Code of 1954, and any information which may be available from State systems under section 1137 of this Act, and shall comply with the requirements applicable to States (with respect to information available pursuant to section 6103(1)(7)(B) of such Code) under subsections (a) (6) and (c) of such section 1137."

(k)(1) Section 6103(1)(7) of the Internal Revenue Code of 1954 is amended to read as follows:

"(7) DISCLOSURE OF RETURN INFORMATION TO FEDERAL, STATE, AND LOCAL AGENCIES ADMINISTERING CERTAIN PROGRAMS UNDER THE SOCIAL SECURITY ACT OR THE FOOD STAMP ACT OF 1977. —

"(A) RETURN INFORMATION FROM SOCIAL SECURITY ADMINISTRATION.—The Commissioner of Social Security shall, upon written request, disclose return information from returns with respect to net earnings from self-employment (as defined in section 1402), wages (as defined in section 3121(a) or 3401(a)), and payments of retirement income, which have been disclosed to the Social Security Administration as provided by paragraph (1) or (5) of this subsec-

tion, to any Federal, State, or local agency administering a program listed in subparagraph (D).

**"(B) RETURN INFORMATION FROM INTERNAL REVENUE SERVICE.**—The Secretary shall, upon written request, disclose current return information from returns with respect to unearned income from the Internal Revenue Service files to any Federal, State, or local agency administering a program listed in subparagraph (D).

**"(C) RESTRICTION ON DISCLOSURE.**—The Commissioner of Social Security and the Secretary shall disclose return information under subparagraphs (A) and (B) only for purposes of, and to the extent necessary in, determining eligibility for, or the correct amount of, benefits under a program listed in subparagraph (D).

**"(D) PROGRAMS TO WHICH RULE APPLIES.**—The programs to which this paragraph applies are:

"(i) aid to families with dependent children provided under a State plan approved under part A of title IV of the Social Security Act;

"(ii) medical assistance provided under a State plan approved under title XIX of the Social Security Act;

"(iii) supplemental security income benefits provided under title XVI of the Social Security Act, and federally administered supplementary payments of the type described in section 1616(a) of such Act (including payments pursuant to an agreement entered into under section 212(a) of Public Law 93-66);

"(iv) any benefits provided under a State plan approved under title I, X, XIV, or XVI of the Social Security Act (as those titles apply to Puerto Rico, Guam, and the Virgin Islands);

"(v) unemployment compensation provided under a State law described in section 3304 of this Code;

"(vi) assistance provided under the Food Stamp Act of 1977; and

"(vii) State-administered supplementary payments of the type described in section 1616(a) of the Social Security Act (including payments pursuant to an agreement entered into under section 212(a) of Public Law 93-66)."

(2) Section 6103(a)(2) of such Code is amended by striking out "or of any local child support enforcement agency" and inserting in lieu thereof "any local child support enforcement agency, or any local agency administering a program listed in subsection (1)(7)(D)".

(1)(1) The amendments made by subsections (j) and (k) shall become effective on the date of the enactment of this Act.

(2) Except as otherwise specifically provided, the amendments made by subsections (a) through (i) shall become effective on April 1, 1985. In the case of any State which submits a plan describing a good faith effort by such State to come into compliance with the requirements of such subsections, the Secretary of Health and Human Services (or, in the case of the State unemployment compensation program, the Secretary of Labor, or, in the case of the food stamp program, the Secretary of Agriculture) may by waiver grant a delay

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*in the effective date of such subsections, except that no such waiver may delay the effective date of section 1137(c) of the Social Security Act (as added by subsection (a) of this section), or delay the effective date of any other provision of or added by this section beyond September 30, 1986.*

**COLLECTION AND DEPOSIT OF PAYMENTS TO EXECUTIVE AGENCIES**

**SEC. 2652. (a)(1)** Subchapter II of chapter 37 of title 31, United States Code, is amended by adding at the end thereof the following new section:

**"§ 3720. Collection of payments:**

"(a) Each head of an executive agency (other than an agency subject to section 9 of the Act of May 18, 1933 (48 Stat. 63, chapter 32; 16 U.S.C. 831h)) shall, under such regulations as the Secretary of the Treasury shall prescribe, provide for the timely deposit of money by officials and agents of such agency in accordance with section 3302, and for the collection and timely deposit of sums owed to such agency by the use of such procedures as withdrawals and deposits by electronic transfer of funds, automatic withdrawals from accounts at financial institutions, and a system under which financial institutions receive and deposit, on behalf of the executive agency, payments transmitted to post office lockboxes. The Secretary is authorized to collect from any agency not complying with the requirements imposed pursuant to the preceding sentence a charge in an amount the Secretary determines to be the cost to the general fund caused by such noncompliance.

"(b) The head of an executive agency shall pay to the Secretary of the Treasury charges imposed pursuant to subsection (a). Payments shall be made out of amounts appropriated or otherwise made available to carry out the program to which the collections relate. The amounts of the charges paid under this subsection shall be deposited in the Cash Management Improvement Fund established by subsection (c).

"(c) There is established in the Treasury of the United States a revolving fund to be known as the 'Cash Management Improvements Fund'. Sums in the fund shall be available without fiscal year limitation for the payment of expenses incurred in developing the methods of collection and deposit described in subsection (a) of this section and the expenses incurred in carrying out collections and deposits using such methods, including the costs of personal services and the costs of the lease or purchase of equipment and operating facilities."

(2) The analysis of subchapter II of chapter 37 of title 31, United States Code, is amended by adding at the end thereof the following new item:

**"3720. Collection of payments."**

(3) The Secretary of the Treasury shall prescribe regulations, including regulations under section 3720 of title 31, United States Code, designed to achieve by October 1, 1986, full implementation of the purposes of this subsection.

(b)(1) Subsection (c) of section 3302 of title 31, United States Code, is amended—

(A) by inserting "(1)" after the subsection designation;

(B) by striking out "; but not later than the 30th day after the custodian receives the money,";

(C) by inserting after the first sentence the following new sentence: "Except as provided in paragraph (2), money required to be deposited pursuant to this subsection shall be deposited not later than the third day after the custodian receives the money,"; and

(D) by adding at the end thereof the following new paragraph:

"(2) The Secretary of the Treasury may by regulation prescribe that a person having custody or possession of money required by this subsection to be deposited shall deposit such money during a period of time that is greater or lesser than the period of time specified by the second sentence of paragraph (1)."

(2) The amendments made by this subsection shall become effective

**COLLECTION OF NON-TAX DEBTS OWED TO FEDERAL AGENCIES**

**SEC. 2653. (a)(1)** Subchapter II of chapter 37 of title 31, United States Code, as amended by section 2652(a)(1) of this Act, is further amended by adding at the end thereof the following new section:

**"§ 3721. Reduction of tax refund by amount of debt**

**"(a)** Any Federal agency that is owed a past-due legally enforceable debt (other than any OASDI overpayment and past-due support) by a named person shall, in accordance with regulations issued pursuant to subsection (d), notify the Secretary of the Treasury of the amount of such debt.

**"(b)** No Federal agency may take action pursuant to subsection (a) with respect to any debt until such agency—

**"(1)** notifies the person incurring such debt that such agency proposes to take action pursuant to such paragraph with respect to such debt;

**"(2)** gives such person at least 60 days to present evidence that all or part of such debt is not past-due or not legally enforceable;

**"(3)** considers any evidence presented by such person and determines that an amount of such debt is past due and legally enforceable; and

**"(4)** satisfies such other conditions as the Secretary may prescribe to ensure that the determination made under paragraph (3) with respect to such debt is valid and that the agency has made reasonable efforts to obtain payment of such debt.

**"(c)** Upon receiving notice from any Federal agency that a named person owes to such agency a past-due legally enforceable debt, the Secretary of the Treasury shall determine whether any amounts, as refunds of Federal taxes paid, are payable to such person. If the Secretary of the Treasury finds that any such amount is payable, he shall reduce such refunds by an amount equal to the amount of such debt, pay the amount of such reduction to such agency, and notify such agency of the individual's home address.

**"(d)** The Secretary of the Treasury shall issue regulations prescribing the time or times at which agencies must submit notices of past-due legally enforceable debts, the manner in which such notices must be submitted, and the necessary information that must be contained in or accompany the notices. The regulations shall specify the minimum amount of debt to which the reduction procedure established by subsection (c) may be applied and the fee that an agency must pay to reimburse the Secretary of the Treasury for the full cost of applying such procedure. Any fee paid to the Secretary pursuant to the preceding sentence may be used to reimburse appropriations which bore all or part of the cost of applying such procedure.

**"(e)** Any Federal agency receiving notice from the Secretary of the Treasury that an erroneous payment has been made to such agency under subsection (c) shall pay promptly to the Secretary, in accordance with such regulations as the Secretary may prescribe, an amount equal to the amount of such erroneous payment (without regard to whether any other amounts payable to such agency under such subsection have been paid to such agency).

"(f) For purposes of this section—

"(1) the term 'Federal agency' means a department, agency, or instrumentality of the United States (other than an agency subject to section 9 of the Act of May 18, 1933 (48 Stat. 63, chapter 32; 16 U.S.C. 831h)), and includes a Government corporation (as such term is defined in section 103 of title 5, United States Code);

"(2) the term 'past-due support' means any delinquency subject to section 464 of the Social Security Act; and

"(3) the term 'OASDI overpayment' means any overpayment of benefits made to an individual under title II of the Social Security Act".

(2) The analysis of subchapter II of chapter 37 of title 31, United States Code, as amended by section 2652(a)(2) of this Act, is further amended by adding at the end thereof the following new item:

**"3721. Reduction of tax refund by amount of debt".**

(b)(1) Section 6402 of the Internal Revenue Code of 1954 (relating to authority to make credits or refunds) is amended by adding at the end thereof the following new subsections:

"(d) COLLECTION OF DEBTS OWED TO FEDERAL AGENCIES.—

"(1) IN GENERAL.—Upon receiving notice from any Federal agency that a named person owes a past-due legally enforceable debt (other than any OASDI overpayment and past-due support subject to the provisions of subsection (c)) to such agency, the Secretary shall—

"(A) reduce the amount of any overpayment payable to such person by the amount of such debt;

"(B) pay the amount by which such overpayment is reduced under subparagraph (A) to such agency; and

"(C) notify the person making such overpayment that such overpayment has been reduced by an amount necessary to satisfy such debt.

"(2) PRIORITIES FOR OFFSET.—Any overpayment by a person shall be reduced pursuant to this subsection after such overpayment is reduced pursuant to subsection (c) with respect to past-due support collected pursuant to an assignment under section 402(a)(26) of the Social Security Act and before such overpayment is credited to the future liability for tax of such person pursuant to subsection (b). If the Secretary receives notice from a Federal agency or agencies of more than one debt subject to paragraph (1) that is owed by a person to such agency or agencies, any overpayment by such person shall be applied against such debts in the order in which such debts accrued.

"(3) DEFINITIONS.—For purposes of this subsection the term 'OASDI overpayment' means any overpayment of benefits made to an individual under title II of the Social Security Act.

"(e) REVIEW OF REDUCTIONS.—No court of the United States shall have jurisdiction to hear any action, whether legal or equitable, brought to restrain or review a reduction authorized by subsection (c) or (d). No such reduction shall be subject to review by the Secretary in an administrative proceeding. No action brought against the United States to recover the amount of any such reduction shall be considered to be a suit for refund of tax. This subsection does not preclude any legal, equitable, or administrative action against the Federal agency to which the amount of such reduction was paid.

"(f) FEDERAL AGENCY.—For purposes of this section, the term 'Federal agency' means a department, agency, or instrumentality of the United States (other than an agency subject to section 9 of the Act of May 18, 1933 (48 Stat. 63, chapter 32; 16 U.S.C. 831h)), and includes a Government corporation (as such term is defined in section 103 of title 5, United States Code).

"(g) **CROSS REFERENCE.**—For procedures relating to agency notification of the Secretary, see section 3721 of title 31, United States Code."

(2) Subsection (a) of section 6402 of such Code is amended by striking out "subsection (c)" and inserting in lieu thereof "subsections (c) and (d)".

(3XA) Subsection (l) of section 6103 of such Code (relating to confidentiality and disclosure of returns and information), as amended by section 453 of this Act, is further amended by adding at the end thereof the following new paragraph:

"(10) **DISCLOSURE OF CERTAIN INFORMATION TO AGENCIES REQUESTING A REDUCTION UNDER SECTION 6402(C) OR 6402(D).**—

"(A) **RETURN INFORMATION FROM INTERNAL REVENUE SERVICE.**—The Secretary may, upon receiving a written request, disclose to officers and employees of an agency seeking a reduction under section 6402(c) or 6402(d)—

"(i) the fact that a reduction has been made or has not been made under such subsection with respect to any person;

"(ii) the amount of such reduction; and

"(iii) taxpayer identifying information of the person against whom a reduction was made or not made.

"(B) **RESTRICTION ON USE OF DISCLOSED INFORMATION.**— Any officers and employees of an agency receiving return information under subparagraph (A) shall use such information only for the purposes of, and to the extent necessary in, establishing appropriate agency records or in the defense of any litigation or administrative procedure ensuing from reduction made under section 6402(c) or section 6402(d)."

(BXi) Section 6103(p)(3XA) of such Code (relating to procedure and recordkeeping), as so amended, is amended by striking out "or (9)" and inserting in lieu thereof "(9), or (10)".

(ii) Section 6103(p)(4) of such Code, as so amended, is amended by striking out "(1) (1), (2), (3), or (5)" and inserting in lieu thereof "(1) (1), (2), (3), (5), or (10)".

(iii) Section 6103(p)(4)(FXii) of such Code, as so amended, is amended by striking out "(1) (1), (2), (3), or (5)" and inserting in lieu thereof "(1) (1), (2), (3), (5), or (10)".

(4) Section 7213(a)(2) of such Code (relating to unauthorized disclosure of information), as so amended, is amended by striking out "(1) (6), (7), (8), or (9)" and inserting in lieu thereof "(1) (6), (7), (8), (9), or (10)".

(c) The amendments made by this section shall apply with respect to refunds payable under section 6402 of the Internal Revenue Code of 1954 after December 31, 1985, and before January 1, 1988.

Revised Exhibit 2  
Bulletin No. 84-15

On-and-Off-Budget Changes  
to the 1985 Budget  
(In millions of dollars)

Department: \_\_\_\_\_  
Contact: \_\_\_\_\_ (phone number) \_\_\_\_\_  
Program or Account (title and ID code(s)): \_\_\_\_\_  
Date: \_\_\_\_\_

	1984		1985		1986		1987		1988		1989	
	BA	O	BA	O	BA	O	BA	O	BA	O	BA	O

Presidential policy

April Update estimate....

Change due to:

- Technical reestimates.....
- Revised economic assumptions.....
- Deficit Reduction Act:
- Entitlement revisions.....
- Income verification Accelerated deposits.....
- Other Congressional action or inaction.....
- Presidential initiatives.....

(NOTE: If the change is for two or more reasons, show the amounts attributable to each reason separately.)

All changes resulting from the Deficit Reduction Act or from completed appropriations action, regardless of size, will be shown at the account level. Other changes in excess of \$50 million should be reported, unless a lesser level is deemed more appropriate. Major changes in offsetting receipts should also be reported here.]

Mid-Session Presidential policy estimate.....

Explanation of change



Revised Exhibit 2  
Bulletin No. 84-15

On-and-Off-Budget Changes  
to the 1985 Budget  
(In millions of dollars)

Department: \_\_\_\_\_  
 Contact: \_\_\_\_\_ (phone number)  
 Program or Account (title and ID code(s)): \_\_\_\_\_  
 Date: \_\_\_\_\_

	1984		1985		1986		1987		1988		1989
	BA	O	BA	O	BA	O	BA	O	BA	O	BA

Presidential policy

April Update estimate....

Change due to:

- Technical reestimates.....
- Revised economic assumptions.....
- Deficit Reduction Act:
  - Entitlement revisions.....
  - Income verification Accelerated deposits.....
  - Other Congressional action or inaction.....
  - Presidential initiatives.....

[NOTE: If the change is for two or more reasons, show the amounts attributable to each reason separately.]

All changes resulting from the Deficit Reduction Act or from completed appropriations action, regardless of size, will be shown at the account level. Other changes in excess of \$50 million should be reported, unless a lesser level is deemed more appropriate. Major changes in offsetting receipts should also be reported here.]

Mid-Session Presidential policy estimate.....

Explanation of change

Effects of Tax Refund Offset  
(Dollars in millions)

Department: \_\_\_\_\_  
Contact: \_\_\_\_\_ (phone number) \_\_\_\_\_  
Program or Account (title and ID code(s)): \_\_\_\_\_  
Date: \_\_\_\_\_

	<u>1986</u>		<u>1987</u>		<u>1988</u>		<u>1989</u>
	BA	O	BA	O	BA	O	BA

Presidential Policy

Estimate of tax refund  
offset effect.....

[Note: Provide agency totals in addition  
to account level information. Also include  
all changes in receipts.]

Current Services

Estimate of tax refund  
offset effect.....

DERIVATION OF ESTIMATES OF TAX REFUND OFFSETS

Agency: \_\_\_\_\_

Program: \_\_\_\_\_

(References are to Schedule 9 of the SF 220 for September 30, 1983)

<u>Base period</u>	<u>Amount</u> <u>(thousands of dollars)</u>
1. Total delinquent receivables on 9-30-83 (Section II).....	_____
2. Total amount of delinquent receivables 180 days to 360 days old on 9-30-83 (Section II, line 1 (b) (4)).....	_____
3. Total amount of delinquent receivables more than 360 days old on 9-30-83 (Section II, line 1 (b) (5)).....	_____
4. Delinquent receivables more than 180 days old on 9-30-83 (line 2 plus line 3).....	_____
5. Amount of delinquent receivables in litigation or agency appeal process on 9-30-83.....	_____
6. Subtotal (line 4 minus line 5)...	_____
7. Line 6 times assumed recovery rate of 36 percent.....	_____
8. Total receivables due during fiscal year 1984.....	_____
9. Line 7 divided by line 8.....	_____ 8

FY 1986

10. Total receivables expected to be  
due during fiscal year 1986.....

\_\_\_\_\_

11. Anticipated tax refund offset in  
fiscal year 1986 (line 10 times  
line 9).....

\_\_\_\_\_

FY 1987

12. Total receivables expected to be  
due during fiscal year 1987.....

\_\_\_\_\_

13. Anticipated tax refund offset in  
fiscal year 1987 (line 12 times  
line 9).....

\_\_\_\_\_

**TO:**

**ROOM NO.**

**BUILDING**

**REMARKS:**

*Copy sent to O&C*

*Library 17 July 84*

**FROM:**

**ROOM NO.**

**BUILDING**

**EXTENSION**

**FORM NO. 241**

**REPLACES FORM 36-B**

(47)



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

June 20, 1984

Bulletin No. 84- 15

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Information required for the Mid-Session Review of the 1985 Budget

1. Purpose. This Bulletin provides instructions for the preparation and submission of revised estimates of budget authority, outlays, and receipts (on both a current services and Presidential policy basis); and revised estimates of Federal credit data for 1984 through 1989. Instructions are also included for the development and submission of estimates of the spendout during 1986-89 of balances of budget authority for controllable programs available at the end of 1985. This information will be used to prepare the Mid-Session Review of the 1985 Budget.

2. Background. The Mid-Session Review, required under section 601 of the Congressional Budget Act of 1974, will present the current status of the President's Budget, including estimates for off-budget Federal entities. Current services estimates will also be provided. The information published in the Review, together with supporting data, will provide the Congress with data needed to evaluate the President's budget, as revised, and to assist the Congress with its budget scorekeeping responsibilities.

3. Materials Required.

a. Revised estimates of budget authority, outlays, receipts, and Federal credit data. Data will be entered as changes to the Budget Preparation System (BPS) computer file, which currently contains 1984-1989 supplementary source data collected for the April update of the 1985 Budget for Presidential policy estimates of budget authority and outlays (SSD-A/D and B), Federal credit data (SSD-G/H), and analyses of cost-of-living adjustments and administrative expenses for certain trust funds (SSD-V/W). The BPS data file also contains 1984-1989 current services estimates (SSD-S/T) from the February Budget. This data file, along with the receipt account data file (sections R/L, Presidential policy; sections K/M, current services) will be available for changes. No changes should be made to 1983 data contained in the data files.

Agencies linked to the OMB/agency computer network will order copies of the appropriations account data (AAD) and receipt account data (RAD) computer listings, as needed, by means of remote job entry. For those agencies not linked to the OMB/agency computer network, copies of the computer listings will be provided by the OMB representative responsible for reviewing the agency's budget estimates. Agencies will revise estimates in accordance with the guidelines contained in section 4 of this Bulletin. Agencies furnishing automated budget data to OMB via computer terminals will use this method to transmit revised estimates. (These agencies should notify OMB as soon as possible of transmittal code changes and requests for new accounts that need to be added to the Master Account and Receipt Account Title Files.) All other agencies will mark up and return two copies of the computer listings. (Changes will be made by drawing a single line through any amount to be changed and entering the revised amount above it.) Agencies should follow the guidelines shown in Attachment A in entering and processing revised data for the computer file.

b. Estimated spendout during 1986-1989 of unexpended balances of budget authority for controllable programs at the end of 1985. OMB will provide four (4) copies of a computer listing at the account level containing estimates of unexpended balances of budget authority for controllable programs, as reflected in the 1985 January Budget, to agencies with balances shown at the end of 1985 in excess of \$100 million. These agencies will revise the amounts for 1985, as appropriate; estimate the spendout of these balances in future years, in accordance with the instructions in Attachment B; and submit two copies of this information in the format of Exhibit 1.

c. Analysis of change. Agencies will submit two (2) copies of tables in the form of Exhibit 2 to explain major changes (\$50 million or more) in program estimates for budget authority, outlays, and offsetting receipts. Minor changes may be combined in an "Other changes" category. In general, the changes will be addressed at the account level. However, when account detail complicates the explanation unnecessarily, changes may be explained as they relate to a major program area (e.g., Unemployment compensation, Civil service retirement, Railroad retirement, Social Security, and Medicare). A memorandum entry will be included for comparable data for the period 1984-1989 for reestimates of governmental receipts. Agencies also will submit two (2) copies of tables in the form of Exhibits 3 and 4 for changes in direct loan obligations or guaranteed loan commitments, respectively. For purposes of reporting, a major change is defined as being one in excess of \$50 million in any one year. These tables will provide a bridge from the April update estimates to the current estimates for 1984-1989, except that current services estimates will be reflected as a bridge between the February budget and the current estimates.

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

d. Revised outlay plans. Under OMB Circular No. A-112, agencies are required to submit to OMB, by July 1, revised forecasts of 1984 spending (reflecting actuals for October through May and projections for June through September) and estimates of first quarter 1985 spending. The revised outlay plans should be consistent with the Mid-Session Review estimates and are to be submitted as soon as an agency's 1984 and 1985 outlay estimates for the Mid-Session Review have become final, whether that occurs shortly before or shortly after July 1. Timely development of these plans is essential for both OMB's and Treasury's outlay monitoring functions.

4. Basis for the revised Presidential policy estimates. Amounts for 1984-1989 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. The planned release date is Monday, June 25. Estimates for programs sensitive to these assumptions should be revised accordingly.

b. Technical reestimates. Agencies should adjust the estimates to reflect changes in spending trends, demographic data, or other technical factors that may generate reestimates. Particular emphasis should be placed on a thorough review of 1984 outlay estimates. Actual experience to date strongly suggests that, in the aggregate, the 1984 outlay estimates published in the April update are too high by a significant amount. An intensive review of these outlay estimates must be made to reduce all 1984 outlay estimates that show any sign of being excessive. The effect of reestimates of 1984 outlays on the 1985-1989 estimates should also be taken into account.

c. Publicly announced Presidential decisions or initiatives. Presidential policy estimates should be revised to reflect changes since the April update due to:

- budget amendments and supplementals transmitted to the Congress or approved and pending in OMB (the final compilation of estimates will be adjusted by OMB to include only those items that have been approved by the President);



- deferral or rescission proposals transmitted to the Congress;
- releases by the Executive Branch of amounts shown as reserved under the Impoundment Control Act in the April update; and
- legislative proposals transmitted, approved, or publicly supported by the President.

d. Congressional action or inaction. Presidential policy estimates should be revised to reflect the effects of legislation enacted prior to the July 4 Congressional recess. This includes:

- enacted substantive legislation (i.e., entitlement and other legislation that has a direct impact on the planning base);
- enacted appropriations (including rescissions);
- enacted legislation that changes deferrals proposed by the President; and
- delays in action on Administration-sponsored legislation (where earlier Congressional action had been assumed in the April update estimates). In preparing revised estimates for legislative proposals not yet enacted by the Congress, agencies should assume an effective date of October 1, 1984, 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. Questions concerning the status of Congressional action and/or proper incorporation of completed Congressional action in the revised estimates should be addressed to the OMB representative responsible for reviewing the agency's estimates.

5. Basis for the revised current services estimates. Current services estimates of budget authority, outlays, and receipts for 1984-89 will be revised to reflect:

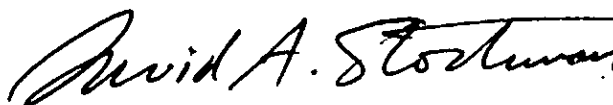
- substantive legislation enacted since the transmittal of the budget and before the July 4 Congressional recess. Enacted fiscal year 1985 appropriations should not be reflected in the current services estimates at this time;

- significant technical reestimates; and
- reestimates due to revised economic assumptions. These reestimates should be made only for entitlement and other programs directly affected by economic variables. Adjustments should not be made to discretionary programs for revised inflation assumptions.

Basic guidance on the development of current services estimates is provided in section 27 of OMB Circular No. A-11.

6. Timing. Agencies will submit each of the required data and supporting materials to OMB no later than June 29, 1984 for those agencies not affected by economic assumptions, and July 5, 1984 for those programs affected by economic assumptions.

7. 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. 84-15

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 should be made 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 and the rescission account should be deleted. Pending rescission proposals should continue to be treated as separate accounts.
- Amendments transmitted since the April update will be reflected in the data files by adjusting the 1985 budget authority request or receipt estimate appropriately and adjusting the outlays in the years affected, to reflect the effect of the amendment.
- Enacted legislation will be reflected by adjusting 1984 and/or 1985 budget authority and outlay requests to reflect the effect of the enacted legislation.
- 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 file and code "L" (legislation) under the "PL" (proposed legislation) column of the receipt data file) 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 but the appropriation request has not been transmitted to the Congress, 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) in the supplementary source data file. For the receipt data file, if the authorizing legislation has been enacted, the "L" code should be deleted 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.

4. Section B of the supplementary source data should be revised when necessary to agree with section A.

5. For appropriation or fund accounts not currently reflected in the data files, and for supplementals and pending rescission proposals transmitted since the April update of the 1985 Budget, and still pending before the Congress prior to the update of the 1985 Budget, agencies will contact their OMB representatives to establish these accounts on the data files. For new receipt accounts, the new accounts and related data should be entered directly onto the computer listings.

Attachment B  
Bulletin No. 84-15

INSTRUCTIONS FOR REPORTING  
ESTIMATED SPENDOUT OF BALANCES OF CONTROLLABLE PROGRAMS

1. Purpose. This attachment provides instructions for preparing the report on estimated spendout of 1985 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 1985 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 1985 of more than \$1 billion;

b. appropriation accounts with 1985 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 1985 balances in each of the fiscal years 1986-1989, the following assumptions should be used:

a. Obligated balances carried forward at the end of 1985 generally will be spent out in 1986. 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 1986 and each year thereafter.

4. Required information. Affected agencies will furnish information based on data in the 1985 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 1983, 1984, and 1985. (See sections 25 and 32 of OMB Circular No. A-11.) Specific instructions for completing the report in the format of Exhibit 1 are set forth below:

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

February Budget estimates (col. 2).--This column should contain the applicable amount provided in the data base.

Current estimate (col. 3).--The latest estimate of 1985 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 1984 or 1985 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 1985 balances in 1986-9 (cols. 4-7).--Enter the amount of spendout of 1985 year-end balances, estimated for each of the fiscal years 1986-1989.

1985 balances as of September 30, 1989 (col. 8).--The amount of 1985 balances remaining unexpended at the end of 1989 will include the balances of stand-by and back-up authority that will not be used in the foreseeable future. All amounts of stand-by and back-up authority must be footnoted as such. Expiring balances will be excluded. Footnotes will be included to explain any balances in excess of \$50 million.

1985 balances expiring in the 1986-1989 period (col. 9).--Enter any amounts of 1985 unobligated balances that are expected to lapse in any of the fiscal years 1986-1989. Footnotes will be included to explain any such balances over \$50 million.

Exhibit 1  
Bulletin No. 84-15

DEPARTMENT OF GOVERNMENT  
ESTIMATED SPENDOUT OF BALANCES OF CONTROLLABLE PROGRAMS  
FROM 1985 END-OF-YEAR UNEXPENDED BALANCES OF BUDGET AUTHORITY  
(in millions of dollars)

Description	1985 ending balances		Spendout from 1985				1985 balances as of 9/30/89	1985 unobligated balances lapsing in the 1986-89 period
	February budget estimate	Current estimate	1986	1987	1988	1989		
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
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 85 new construction starts.

2/ Stand-by authority.



On-and-Off-Budget Changes  
to the 1985 Budget  
(in millions of dollars)

Department: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Program or Account (title and ID code(s)): \_\_\_\_\_  
Date: \_\_\_\_\_

1984            1985            1986            1987            1988            1989  
BA            0            BA            0            BA            0            BA            0            BA            0            BA            0

Presidential policy

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

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

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

Mid-Session Presidential Policy Estimate.....

Explanation of change

Current Services Estimates

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

Mid-Session Current Services Estimates.....

Explanation of change

MEMORANDUM: [Include major changes to governmental receipts.]

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

Contact: \_\_\_\_\_  
Date: \_\_\_\_\_

Department: \_\_\_\_\_  
Account title and ID code: \_\_\_\_\_

Limitation on direct loan obligations (line 1110):

	<u>1984</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>
April update estimate.....						
Change due to:						
Presidential initiatives.....						
Congressional action or inaction.....						
Technical reestimates... Revised economic assumptions.....						
Current estimate.....						

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

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

Explanation of change

New direct loan obligations (lines 1151 and 1152):

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

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

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

Explanation of change

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

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

Contact: \_\_\_\_\_  
Date: \_\_\_\_\_

Department:  
Account title and ID code:

Limitation on guaranteed loan commitments (lines 2111 and 2112):  
1984 1985 1986 1987 1988 1989

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

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

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

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

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

Explanation of change

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

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**EXECUTIVE OFFICE OF THE PRESIDENT**  
**OFFICE OF MANAGEMENT AND BUDGET**  
WASHINGTON, D.C. 20503  
December 19, 1984

**BULLETIN NO. 84-14, Supplement No. 2**

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

**SUBJECT:           FY 1986 Management Reviews--Preparation of Agency Management Improvement Plans**

1. Purpose.       This supplement to Bulletin 84-14 provides instructions for the preparation, submission, and execution of Management Improvement Plans (MIPs) by participating Federal departments and agencies (see Attachment B).

2. General.     A Management Improvement Plan represents a results-oriented approach to the development and implementation of a department's or agency's management improvement program. In effect, the MIP is a contract between OMB and the department or agency to complete selected management improvement initiatives within a given period of time. Each department or agency head will be expected to prepare a Management Improvement Plan that includes:

- an objective for each initiative identified and approved by OMB;
- milestones for implementing each initiative;
- performance measures to assess the agency's effectiveness in reaching an objective; and
- a distribution, by appropriation or receipt account, of the 1985-1990 budget savings identified by OMB.

3. Definitions.   The following definitions will be used in formulating management improvement plans:

- (a) An initiative is a management improvement action that provides the opportunity to streamline, simplify, or improve the delivery of Federal Government services or the use of resources.
- (b) An objective is a concise statement of the results that the department or agency plans to achieve through the implementation of a management improvement initiative.
- (c) Milestones are descriptions, including timing, of the major actions to be taken by the department or agency to ensure the achievement of an objective.

- (d) Current services is the current services baseline for 1985 - 1990. For FTEs, it is the department's or agency's most current employment ceiling for 1985 and 1986 approved by OMB.
- (e) Implementation resources are the resources (budget authority, outlays, FTE) that would be needed to develop and implement a specific management improvement initiative.
- (f) Savings are reductions from the current services level that will result from the implementation of a management improvement initiative. Savings also include reductions from the department's or agency's most current employment ceiling approved by OMB, as well as increases to revenue or offsetting receipts due to the management initiative. Savings are net of required implementation resources.
- (g) Performance measures are quantitative or qualitative indices used to assess a department's or agency's effectiveness in reaching a management improvement objective.

4. Distribution of Savings. Agency passbacks for the 1986 budget will identify savings, by year, for each management initiative. Agencies will be required to reflect the savings in appropriate schedules as part of the preparation of budget print materials and related information required by OMB Circular No. A-11. Agencies also will be required to submit summary information on the distribution of management savings by account. Directions and formats will be provided by OMB at the time of passback. This information on the distribution of savings by account will be updated by the agencies at the completion of the budget process and will be included in their Management Improvement Plans submitted to OMB.

5. Management Improvement Plans. Each department and agency will prepare a Management Improvement Plan in the format shown in Attachment A. Initiatives to be included will be identified in agency passbacks or subsequent communication from OMB. Each agency also will be notified of the due date for its Management Improvement Plan. Completed Management Improvement Plans should be submitted to:

Mr. John Merck  
 Deputy Associate Director  
 for Planning and Communications Management  
 Office of Management and Budget  
 New Executive Office Building, Room 10208  
 726 Jackson Place, N.W.  
 Washington, D. C. 20503

6. Reporting and Monitoring. All participating departments and agencies will report on the status of initiatives every two months starting March 1985 and, if necessary, quarterly meetings will be held between the agencies and OMB to ensure that all initiatives are being implemented according to the approved MIP. Any changes to a MIP will require prior approval by OMB.

7. Inquiries. Any questions regarding this supplement should be directed to your management representative in the OMB Planning and Communications Division (see list in Attachment B).



David A. Stockman  
Director

Attachments

Date:

Attachment A  
 OMB Bulletin No. 84-14  
 Supplement No. 2

(Department/Agency Name)  
 -----

\* INITIATIVE TITLE: (list the initiative title, limit is 50 characters)  
 -----

RELATIONSHIP TO  
 PPSSCC RECOMMENDATIONS: (list the report title and issue number, if appropriate; see OMB Bulletin 84-18)  
 -----

\* OBJECTIVE: (give a concise statement of the results that the department or agency wishes to achieve through the implementation of this management improvement initiative; limit is 200 characters)  
 -----

IMPLEMENTATION STRATEGY  
 AND RESOURCES:  
 -----

a. STRATEGY: (describe the general approach or strategy to be used in implementing the initiative, including anticipated problems, need for legislation, etc.)  
 -----

b. IMPLEMENTATION RESOURCES: (describe the resources to be used to implement the initiative; display by year for 1985 - 1990 if available)  
 -----

\* MILESTONES: (list the major actions that will be taken by the department or agency to ensure the achievement of this initiative's objective; they are to be listed in chronological order reflecting the logical sequence of activity to be pursued; limit of 75 characters per milestone description)  
 -----

Completion Date  
 -----

Milestone Description -----	Completion Date		
	Beginning Date ----- (day/month/year)	Planned ----- (day/month/year)	Actual ----- (day/month/year)
1. ----- -----	-----	-----	-----
2. ----- -----	-----	-----	-----
3. ----- -----	-----	-----	-----
(continue numbering as necessary)			

\* Data will be entered into computerized tracking system; please observe specified limits on the number of characters



Dept/Agency: \_\_\_\_\_  
 Initiative: \_\_\_\_\_

+ PERFORMANCE MEASURES: (describe quantitative or qualitative indices to be used to assess the agency's effectiveness in reaching the desired objective; limit of 75 characters per performance measure)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_  
 (continue numbering as necessary)

INITIATIVE SAVINGS

a. TOTAL SAVINGS (to be supplied by OMB)

Savings (-)**	FY 85	FY 86	FY 87	FY 88	FY 89	FY 90
Budget Authority (\$ thousands)						
Outlays (\$ thousands)						
FTEs (work years)						

\*\* Will be "+" if an increase to the current services level has been approved to provide, or partially provide, implementation resources.

Dept/Agency: \_\_\_\_\_  
 Initiative: \_\_\_\_\_

**b. DISTRIBUTION BY ACCOUNT (to be supplied by the agency)**

1. Appropriation or Fund      Receipt Account  
 Account Number (11)\*\*\*    or Number (08)\*\*\*\*

Savings (-)**	FY 85	FY 86	FY 87	FY 88	FY 89	FY 90
Budget Authority (\$ thousands)						
Outlays/Receipts (\$ thousands)						
FTEs (work years)						

2. Appropriation or Fund      Receipt Account  
 Account Number (11)\*\*\*    or Number (08)\*\*\*\*

Savings (-)**	FY 85	FY 86	FY 87	FY 88	FY 89	FY 90
Budget Authority (\$ thousands)						
Outlays/Receipts (\$ thousands)						
FTEs (work years)						

3. Appropriation or Fund      Receipt Account  
 Account Number (11)\*\*\*    or Number (08)\*\*\*\*

Savings (-)**	FY 85	FY 86	FY 87	FY 88	FY 89	FY 90
Budget Authority (\$ thousands)						
Outlays/Receipts (\$ thousands)						
FTEs (work years)						

4. Provide distribution to additional accounts as necessary.

\*\*\* Appropriation accounts - report the 11-digit Treasury code, as defined in Section 21.3 of OMB Circular A-11.  
 \*\*\*\* Receipt accounts - report an 8-digit code. The 2-digit Treasury agency code, followed by the 4-digit receipt account symbol, followed by the 2-digit decimal suffix (where there is not a suffix assigned enter zeros).  
 (Refer to Section 2B of OMB Circular A-11.)

## Attachment B

**OMB CONTACTS  
FOR  
PREPARATION OF MANAGEMENT IMPROVEMENT PLANS**

<u>Contact</u>	<u>Agencies</u>
Ed Chase (395-6911)	Justice Treasury Federal Emergency Management Agency General Services Administration Office of Personnel Management
Bill Cramer (395-6911)	Commerce Housing and Urban Development Transportation Small Business Administration
Bill McQuaid (395-6911)	Defense
Frank Lewis (395-6911)	Education Health and Human Services Labor Veterans Administration
Walter Groszyk (395-6911)	Agriculture Energy Interior State Agency for International Development Corps of Engineers Environmental Protection Agency National Aeronautics and Space Administration United States Information Agency

1/26/84

**TO:**

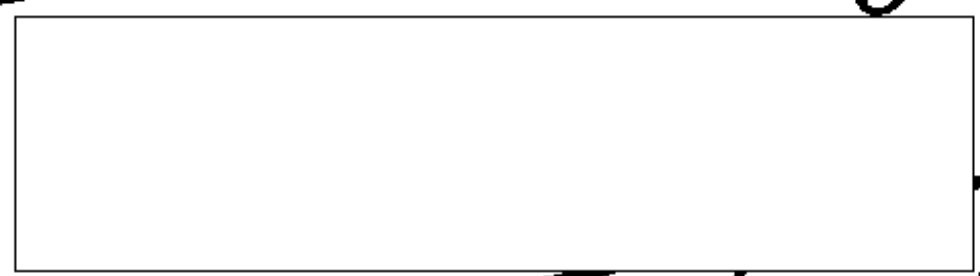
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**EXTENSION**



**EXECUTIVE OFFICE OF THE PRESIDENT**

**OFFICE OF MANAGEMENT AND BUDGET**

WASHINGTON, D.C. 20503

July 18, 1984

**BULLETIN NO. 84-14, SUPPLEMENT NO. 1**

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

**SUBJECT: Agency FY 1986 Management Review Options Analyses**

1. Purpose. This supplement to Bulletin 84-14 provides additional instructions regarding the preparation for and conduct of the FY 1986 Management Reviews. It prescribes the format and requirements for agency-specific options analyses to be prepared by the participating departments and agencies (as listed in attachment A of Bulletin 84-14), indicates how the timetable will be set for submitting results of the options analyses to OMB, and identifies and describes the Government-wide (multi-agency) administrative support activities that will be analyzed by OMB. (Bulletin 84-14 transmitted a four-part data call, the responses to which will be used by OMB in its analysis of administrative support activities.)

2. Background. As noted in Bulletin 84-14, two types of analyses will be performed during the FY 1986 Management Reviews. OMB will analyze Government-wide administrative support activities. Departments and agencies will develop options analyses of management activities that specifically relate to a department or agency. As an initial step in preparing for both these analyses, participating departments and agencies, the Cabinet Council on Management and Administration, the President's Council on Integrity and Efficiency, the Office of Federal Procurement Policy (OFPP), the Office of Information and Regulatory Affairs (OIRA), and other OMB staff were asked to identify both program delivery and administrative support activities in which management improvements could be made. The suggestions that were received are being reviewed by OMB for the purpose of selecting those activities that will be the subject of analysis by either OMB or the departments and agencies. The agenda for the FY 1986 Management Reviews will be derived, in part, from the issues and recommended management improvement actions that result from these analyses.

3. Definitions. The following definitions apply to the management review process.

- (a) Government-wide Areas of Analysis cover operations or functions that are common to several or all of the departments and agencies, i.e., multi-agency, and generally encompass administrative support activities. Analyses of these activities result in issues being identified, with the recommended resolution of an issue in the form of a

proposed management improvement action, when approved, becoming an initiative.

- (b) Agency-specific Analyses (options analyses) present alternative means for addressing the concern, problem, or shortcoming associated with the activities that are being analyzed and for achieving the management improvements that are sought. These analyses cover potential management improvement opportunities in program delivery or administrative support activities but apply only to a particular agency. The issues resulting from these analyses, and their recommended resolution in the form of proposed management improvement actions, when approved, become initiatives.
- (c) Program Delivery Activities relate to efforts associated with the direct mission of a department or agency, such as providing services, supplying benefits, or making grants or loans. When analyzing the management aspects of these activities, departments and agencies will address only the non-policy aspects of program delivery.
- (d) Administrative Support Activities relate to administrative operations, such as payroll and personnel systems, property management, procurement policies and procedures, library services, and mail.
- (e) An Initiative is a management improvement action that has been agreed upon by the department or agency and approved by OMB. Initiatives provide the opportunity to streamline, simplify, or improve the delivery of Federal Government services or the use of resources.

4. Government-wide Areas of Analysis. OMB will undertake analyses of Government-wide (multi-agency) administrative support activities, including the following six areas:

- (a) Financial Management. The main financial management focus will be on departmental and agency credit management practices as related to (1) credit management policies, including those being considered as part of a revised Circular No. A-70; (2) the Debt Collection Act of 1982; and, (3) agency debt collection plans approved by OMB last year.
- (b) Administrative Support Systems (including accounting, payroll/personnel, and property management systems). OMB will review department and agency plans for the development of administrative systems and develop proposals for the consolidation of systems within departments or agencies, cross servicing between departments or agencies, or for interdepartmental or interagency development of generic systems, as appropriate.

- (c) Administrative Staffing and Organizational Structures. OMB will focus on staffing and resource levels for the provision of common administrative functions, and the organizational arrangements for such functions. The objective will be to consolidate support functions within or across bureaus or offices, thus eliminating widely scattered small administrative centers and reducing costs through economies of scale.
- (d) Payment Integrity. This effort will identify program-specific approaches for improving the accuracy of federally funded payments, based on proven techniques.
- (e) Federal Information Technology. This analysis will be based on agency responses to OMB Bulletin No. 84-9, "Information Technology Planning", as well as responses to OMB Bulletin No. 84-14. The analysis will highlight five areas: end user computing, software management, telecommunications, electronic filing, and information resources management. A concurrent effort, as outlined in Bulletin No. 84-9, will be studying Federal information technology planning. In addition to contributing to specific management improvement actions, results of the information technology analysis will also serve as a basis for development of Federal information resources management policy and the revision of four OMB Circulars announced last September.
- (f) A-76 Productivity Enhancement. The emphases will be: (1) selecting the government operated commercial activities to be cost studied; (2) instituting a performance-based management system within the Federal Government; (3) establishing performance standards for governmental commercial activities; (4) providing management with a systematic formal surveillance system for monitoring performance standards; (5) conducting comprehensive management efficiency studies of government operations; and, (6) comparing competing government operations with the private sector to select the most cost effective operation.

The analyses of activities in these six areas will result in management improvement actions being proposed by OMB for specific departments or agencies. However, not every department or agency would necessarily have a management improvement action proposed for each of the six areas. The results of the analyses as they pertain to a particular department or agency will be communicated directly as OMB's analysis is completed, and will be reflected in the agenda for the management review meetings.

5. Analyses to be Prepared by Departments and Agencies. OMB will advise each department or agency by separate letter of the particular agency-specific management-related activities that are to be subject to a departmentally or agency prepared options analysis. (In some instances, OMB will identify this analysis by framing it in the form of an issue.) The letter may also include additional instructions for a particular analysis.

Each options analysis will include an estimate of expected costs and savings for each option that is set forth. A suggested format and general instructions for preparing the options analyses are provided in the attachment to this supplement. For some issues, OMB will recognize the need for and approve appropriate deviations from the suggested format.

The following guidance on pricing will be used by departments and agencies when preparing an options analysis.

Effects on Resources. Not all management improvement initiatives will produce benefits that are easily measurable in dollar and FTE savings. Some will produce intangible, but nonetheless real, benefits that derive from better management, more effective delivery of services, and improved planning and performance measurement systems. The classification of these achievements will vary, depending largely upon the time at which they are measured. For purposes of the analyses requested by this supplement, potential budget savings will be measured as reductions from the level of current services that would occur in the absence of the specific management initiative. The concept of current services is explained in OMB Circular No. A-11, Section 27.

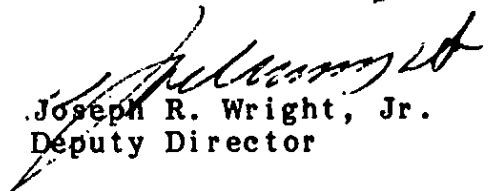
Estimates of "cost avoidance" will not be included. Good management practices must constantly be applied to hold down unnecessary expenses if the level of efficiency assumed in the current services baseline and in the budget is to be achieved. Achievements from these practices, such as audits that encourage the efficient use of funds, result in cost avoidance, not budget savings. They are assumed in both current services projections and the President's budget savings.

The department or agency will submit three copies of each options analysis to the Deputy Associate Director for Planning and Communications Management, Office of Management and Budget, Room 10208, New Executive Office Building, 726 Jackson Place N.W., Washington, D.C. 20503.

6. Management Review Meetings. OMB will schedule management review meetings this summer to discuss the results of both the OMB and the department and agency analyses.

7. Timing. A timetable for completing the options analyses will be specified in the letter to the department or agency which identifies the activities (or issues) that are to be subject to an options analysis.

8. Inquiries. Questions on this supplement should be directed to Bill Cramer (395-6913).

  
Joseph R. Wright, Jr.  
Deputy Director

Attachment



Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

DEPARTMENT OF GOVERNMENT  
FY 1986 MANAGEMENT REVIEW  
OPTIONS ANALYSIS

- A. ISSUE TITLE: (Briefly set forth the issue that is being addressed by this analysis. The issue should be stated in the form of a question, e.g., Should the agency develop a standardized software package for all Program X grantees to use in accounting for Federal funds?)
- B. BACKGROUND: (Describe the nature of the activity that was analyzed, summarizing the current operating mode of the activity and indicating whether the activity is agency-wide or relevant only for certain parts (programs) of the department or agency. Briefly describe any on-going efforts related to the issue that are reflected in the FY 1985 Budget or your operating plans.)
- C. SUMMARY OF THE OPTIONS: (Summarize the key feature of each option in 1 or 2 sentences and clearly differentiate one option from another. Each option should present an alternative approach or a different level of commitment for the same approach. While the total number of options is a matter of agency choice, one of the options described should be the status quo.)
  - OPTION 1:
  - OPTION 2:
  - OPTION 3:
  - OPTION 4:
- D. RECOMMENDATION: (Identify which option is recommended and briefly give the reasons why the option is recommended.)

Issue Title: \_\_\_\_\_  
Agency: \_\_\_\_\_

E. BUDGETARY EFFECTS: (in thousands of dollars)

		<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>
Current Services Level	BA.....	(The most recent approved current services level should be displayed for the appropriation account(s) affected by the management initiative. For the definition of current services, see OMB Circular No. A-11, section 27.)				
	O.....					
Current FTE Level	FTE.....	NA	NA	NA	NA	NA

Changes from Current Services and Current FTE Levels

- Option 1:
  - BA..... (For each option, display any change (plus or minus) in resources from the current services and current FTE level for the appropriation account(s) that would be required if the option is implemented. FTE changes for FY 1986-1989 should be compared against the FY 1985 level. Compare BA and O for 1990 against the 1989 level if a 1990 level is unavailable.)
  - O.....
  - FTE.....
  
- Option 2:
  - BA..... (Please indicate which option is recommended by placing an asterisk by the option number.)
  - O.....
  - FTE.....
  
- Option 3:
  - BA.....
  - O.....
  - FTE.....
  
- Option 4:
  - BA.....
  - O.....
  - FTE.....

Issue Title: \_\_\_\_\_  
Agency: \_\_\_\_\_

OPTION No. --: (Unless an option is particularly complex, options should be presented on one page or less.)

OPTION DESCRIPTION: (Briefly describe the option and the concern, problem, or shortcoming that is being addressed. For the status quo option, write NA.)

DESCRIPTION OF THE PROPOSED IMPROVEMENT(S): (Outline the scope and nature of the management improvement action(s) that would be taken if this option is approved. Include a proposed timetable for implementation, indicate the need for any major procurement(s) of facilities or equipment, and whether statutory or regulatory change(s) is required.)

EXPECTED RESULTS: (Indicate the effects or outcomes (including any disadvantages) that the agency anticipates would occur if the management improvement action(s) in this option is implemented. Indicate whether the action(s) are applicable to all or part of the agency and whether they are applicable to other Federal agencies. Where appropriate, compare the extent of the action(s) in this option with the action(s) proposed in other options.)

EFFECT ON RESOURCES                      1985                      1986                      1987                      1988                      1989                      1990

Improvement Costs

BA..... (Provide an estimate of any increase in funds and FTEs that are required above the current services or FTE level to carry out this option. Provide an estimate of any savings in funds and FTEs that should occur if the management improvement action(s) in this option were implemented. If more than one budget account is affected, provide a separate estimate for each of the affected accounts. If there are no changes from current services or current FTE level, i.e., no increased costs or savings, write NA.)  
O.....  
FTE.....

Savings

BA.....  
O.....  
FTE.....

Issue Title: \_\_\_\_\_  
Agency: \_\_\_\_\_

APPENDIX TO OPTION No. --:

- METHODOLOGY: (Provide the assumptions and methodology used in preparing the estimated effects on resources table.)
- WORKLOAD MEASURES: (Provide any workload measures or standards that were used in determining the effect on FTEs of this option.)
- ADDITIONAL INFORMATION: (Provide any additional information, supporting analysis, or calculations that were summarized in previous tables and entries and that would be helpful to a further understanding of this option.)

**TO:**

**ROOM NO.**

**BUILDING**

**REMARKS:**

*22 June 84*

*Copy to OGC Library*

**FROM:**

**ROOM NO.**

**BUILDING**

**EXTENSION**



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

June 18, 1984

BULLETIN NO. 84-14

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Data Call for FY 1986 Management Reviews

1. Purpose. This bulletin transmits a four-part data call to the departments and agencies listed in Attachment A. OMB staff will analyze department and agency responses to the questions contained in the data call in conjunction with the FY 1986 Management Reviews. This data call may be supplemented in the future by further requests for information.

2. Background. Two types of analysis will be performed during the FY 1986 Management Reviews. OMB will undertake the government-wide (multi-agency) analyses of administrative-support activities. A department or agency will prepare options analyses of those administrative-support and program delivery activities that specifically relate only to the department or agency. The analytical findings of both efforts will form much of the agenda for the management review meetings to be held between OMB and the departments and agencies. These meetings will subsequently result in OMB guidance on the proposed management improvement initiatives that a department or agency will append in a management improvement plan to its FY 1986 budget request. The information provided by the departments and agencies responding to this data call will aid OMB staff in their analysis of these administrative-support activities.

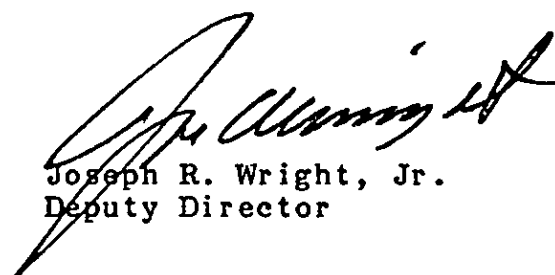
Departments and agencies should expect to receive two additional bulletins covering the conduct of the FY 1986 Management Reviews. One of these bulletins will address the format and content of the analyses that will be prepared by the departments and agencies. The other bulletin will cover the requirements for a department's or agency's management improvement plan.

3. Materials required. The four-part data call is transmitted as Attachment B to this bulletin. All departments and agencies listed in Attachment A will submit responses for the first three parts of the data call which are respectively titled: "Organization, Management, and Staffing of Selected Administrative Support Functions," "Information Technology," and "Circular A-76." All departments and agencies listed in Attachment A other than the United States Information Agency and

the Agency for International Development will submit responses to three series of questions in the fourth part of the data call titled "Payment Integrity Project." The Departments of Agriculture, Education, Health and Human Services, Housing and Urban Development, Labor, as well as the Small Business Administration, and the Veterans Administration will submit responses to those questions in the fourth part of the data call that are specifically directed to the department or agency. All agency responses must be submitted by COB July 13, 1984 to Mr. John Merck, Acting Deputy Associate Director for Planning and Communications Management, Room 10208, New Executive Office Building, Washington, D.C. 20503.

4. Inquiries. Inquiries on the data call should be directed respectively to the following individuals: For part 1, Mr. Blair Ewing (395-6911); for part 2, Mr. Ed Springer (395-4814); for part 3, Mr. Dave Muzio (395-6810); for part 4, Mr. Dennis Corriveau (395-4977).

Attachments



Joseph R. Wright, Jr.  
Deputy Director

Attachment A  
Bulletin No. 84-14

MANAGEMENT REVIEW AGENCIES

Department of Agriculture  
Department of Commerce  
Department of Defense  
Department of Education  
Department of Energy  
Department of Health and Human Services  
Department of Housing and Urban Development  
Department of the Interior  
Department of Justice  
Department of Labor  
Department of State  
Department of Transportation  
Department of the Treasury  
Agency for International Development  
Corps of Engineers  
Environmental Protection Agency  
Federal Emergency Management Agency  
General Services Administration  
National Aeronautics and Space Administration  
Office of Personnel Management  
Small Business Administration  
United States Information Agency  
Veterans Administration



**Attachment B**  
Bulletin No. 84-14

**PART ONE: DATA CALL ON ORGANIZATION, MANAGEMENT, AND STAFFING  
OF ADMINISTRATIVE SUPPORT FUNCTIONS**

**ORGANIZATION, MANAGEMENT AND STAFFING OF SELECTED  
ADMINISTRATIVE SUPPORT FUNCTIONS**

Improved management of administrative support functions is one of the objectives of the President's Management Improvement Program. These functions generally fall under the purview of the Assistant Secretary for Management (or counterpart). During the Management Review process this summer, OMB will review with each agency its plans and strategies for improving and streamlining administrative functions.

1. Describe the agency's plan for achieving further efficiency in the management of administrative functions throughout the agency. The plan should include both the new initiatives that would be undertaken in fiscal years 1986-1988 as well as initiatives agreed on last year during the FY 1985 Management Review. The plan should include initiatives that would implement the management-related recommendations resulting from PPSSCC report(s), the Cabinet Council on Management and Administration's study of Federal Field Structure, the management improvement recommendations emanating from Reform 88 and any other similar governmentwide studies. Examples of initiatives that should be included in an agency plan are organizational realignments of administrative operations, automation of administrative processes, and consolidation of functions. (Please note that this plan is not the same as the agency's Management Improvement Plan which is to be submitted as an addendum to the fall budget submission.)
  
2. For each new or previously agreed-on initiative that the agency proposes to begin in fiscal years 1985-1988, please describe the initiative and its objective(s), indicate why the initiative is necessary, identify the timetable for its implementation, note whether its applicability will be agency-wide or limited to certain agency components, and describe the expected result(s). For each of the initiatives that are described, also provide the following information, arraying it by fiscal year (1985 - 1988, as applicable):
  - The estimated cost (as represented by Budget Authority) of the initiative both by fiscal year and as a total cost.
  - The current services budget level for the activity in which the initiative is to be undertaken and any increases to or decreases from this level that would result from the initiative. (The level and any increases or decreases should be extrapolated through FY 1988.)
  - The number of FTEs allocated to performing the activity and any increases or decreases in the FTE number that would result from the initiative.

3. The format that follows requests staffing information. Complete the following items and duplicate this format for each separate Bureau or Service within your Department/Agency.

- a) Name of Department/Agency: \_\_\_\_\_
- b) Name of Bureau/Service: \_\_\_\_\_  
(e.g., Internal Revenue Service)
- c) Total number of FTEs allocated to Bureau/Service for FY 1984  
(use FY 1984 FTE ceiling): \_\_\_\_\_
- d) Total number by Category of Full-Time Permanent employees (FTP) and Others on Board during the last pay period in June (pay period ending June 23), 1984 in the following occupational series:

	<u>FTP</u> s	<u>OTHERS</u>
<u>CATEGORY I:</u>		
201 Personnel management		
203 Personnel clerical		
212 Personnel staffing		
221 Personnel classification		
222 Occupational analysis		
223 Salary and wage administration		
230 Employee relations		
233 Labor relations		
235 Employee development		
260 Equal employment opportunity		
<u>CATEGORY II:</u>		
501 Financial administration		
503 Financial clerical		
505 Financial management		
510 Accounting		
525 Accounting technician		
<u>CATEGORY III:</u>		
1102 Contract and procurement		
1105 Purchasing		
1106 Procurement clerical and assistance		

	<u>FTPs</u>	<u>OTHERS</u>
<u>CATEGORY IV:</u>		
330		
332		
334		
335		
346		
350		
357		
388		
<u>CATEGORY V:</u>		
382		
385		
389		
390		
391		
392		
393		
394		
<u>CATEGORY VI:</u>		
301		
303		
312		
313		
316		
318		
322		
341		
342		
350		
355		
<u>CATEGORY VII:</u>		
343		

**PART TWO: DATA CALL ON INFORMATION TECHNOLOGY**

INFORMATION TECHNOLOGY  
DATA CALL

One of the major objectives of the President's Management Improvement Program is to ensure the effective management and use of information technology throughout the Federal Government. Therefore, as part of the FY 1986 Management Review, OMB will review with each agency its information technology strategies and plans.

In response to OMB Bulletin 84-9, agencies have already provided their information technology plans and an inventory of their major information systems. That information will be utilized during the Management Review both to identify agency specific issues for further analysis by the agencies, as well as background for OMB analysis of government-wide information technology issues.

Issue-specific Data

1. Telecommunications - What is the Agency's strategy for dealing with the changing communications environment? This should include:

- o The steps that have been taken to develop an inventory of customer premises equipment. What is in the inventory (PBX's, telephones, voice and/or data networks, etc.).
- o Have any entities been set up to monitor legislative, judicial, executive, regulatory and technological changes?
- o The major problems you are currently confronting.
- o The short and long term strategies for dealing with these issues.
- o Anticipated resource and benefit implications of changes in the telecommunications environment.

Agencies should describe the steps they have taken to ensure interconnectivity and optimal sizing of networks, compatibility between networks and equipment, and system redundancy.

2. End user computing - End user computing means the software, hardware, telecommunications, personnel and related resources used to provide automated data processing capability under the direct control of program officials. End user computing includes, but is not limited to, office automation systems, personal computers and microcomputers, whether stand alone or integrated. This would exclude innovative applications in fundamental scientific research.

DATA CALL ON CIRCULAR A-76

NOTE: A form is appended to assist departments and agencies in responding to the questions or items 1, 2, 3, 5, 6, and 7 below.

1. (A response to question 1 is required only from those departments and agencies which have not submitted their annual A-76 report to OFPP, or which have revisions to their report.)  
For fiscal years 1984, 1985, 1986, and 1987, what is your present estimate for each fiscal year of the number of A-76 reviews that are to be conducted and how many FTEs would be included in these reviews?
2. In your department's or agency's FY 1985 Budget Allowance Letter, what is the number of A-76 reviews that are scheduled for fiscal years 1984, 1985, 1986, and 1987, and how many FTEs would be included in these reviews?
3. If there is a difference in the responses to questions 1 and 2 regarding either the number of annual reviews or in how many FTEs would be included in these reviews, please provide an explanation of the difference(s).
4. (A response to item 4 is required only from those departments and agencies which have not submitted an inventory with their annual report, or which have revisions to their inventory.)  
Please provide a copy of the department's or agency's current A-76 inventory.
5. Please provide a listing of A-76 studies by title and location that have been completed in FY 1984, with summary information on each completed study covering the number of FTEs reduced, the cost of government operation before the A-76 review, the cost of government operation after the review or the winning contractor bid (whichever is lower), and the difference in costs from the original operation (savings). (Note: This corresponds to block 4 on the form.)
6. Please provide a listing of A-76 studies by title and location that are planned to be completed in FY 1984, along with current FTE strength and dollar cost of the activity covered by each study. (Note: This corresponds to block 5.)
7. Please provide the following information:
  - the number of FTEs assigned in headquarters to the department's or agency's A-76 staff,
  - the number of FTEs assigned in the field to the departments's or agency's field A-76 staff,
  - the number of staff included in the FTE totals above for headquarters and the field that are assigned full-time to the department's or agency's A-76 effort. (Note: This corresponds to block 6.)

Identify agency data collection and dissemination functions that are not presently automated or candidates for automation, but which would benefit from automation.

Should government-wide standards be developed governing the automation of these processes?

Information Technology Investment Data (for September 15 Submission)

In addition, it is necessary to track major information technology investments in the FY 1986 budget. Therefore, by September 15, each agency should provide a listing of those budget decision units where the estimates for information technology resources to support the decision unit exceed \$10 million in the budget year, or where the information technology resources represent more than 25% of the total estimate for the decision unit. For each unit, identify the information technology resources for FYs 84, 85 and 86. Include in the listing, a one line total of all other information technology requirements for the remainder of the agency. (If no decision unit meets the above threshold, the listing would consist of the one line total for FYs 84, 85 and 86.)

For those items on the listing, include in the justification for the decision unit, a discussion of whether the resources being sought are to improve public services, increase productivity, implement a new program, achieve economies, or for some other reason. Support the reason cited by evidence, preferably quantified, that summarizes both the costs and benefits of the proposal.



Identify the obligations, in FY 1984, FY 1985 and FY 1986, your agency is spending and plans to spend on end-user computing. In general terms describe who in your agency has end user computing capability and for what purposes?

- o Provide a description of the approach used in your agency to manage end-user computing and provide copies of any policies and procedures dealing specifically with end user computing.
- o Describe your agency's planning process for end-user computing. Identify any agency-wide objectives and criteria that have been promulgated regarding the acquisition and use of end user computing capability. Provide copies of any plans specifically addressed to end-user computing.
- o Identify the criteria used by your agency to justify proposed investments in end-user computing.
- o Describe your agency's policies regarding software development and acquisition in support of end-user computing.
- o Describe the procedures established by your agency to ensure that information systems developed by program officials with end user computing capability are compatible with other agency information systems and are responsive to the corporate information needs of the agency.
- o What policies and procedures have been established to ensure the security and integrity of end user computer systems (security includes both protection against unauthorized use, preparation of back-up files, etc.)? How are these policies and procedures enforced?
- o Describe your agency's current capability and any plans for implementing networks or other communications systems among end-user computers?

3. Software management - For each major program area or organizational subunit (bureau) provide an estimate for FY 84, 85 and 86 of:

- o The total dollars obligated for software, including in-house development, contractor development, and fees for commercial software. Exclude innovative applications in fundamental scientific research.
- o Estimates of what portion of the above is allocated for new development (i.e., to perform new functions) and for maintenance (i.e., correcting errors, as well as adapting the system to new external requirements that do not add functionality).

For each major system (as defined by the agency) provide a brief assessment of the expected life of current software and agency plans for replacement.

4. Information management - Describe the agency's strategy for improving information resources management.

- o How does the agency ensure that information collection activities are designed to take into account consequent data processing demands, privacy protection, security and integrity of information, publications and other dissemination, and records storage.
- o How does the agency ensure that its decisionmakers are getting that information and only that information they need to properly manage the agency?
- o How does the agency decide to acquire and apply new information technology? How does the agency systematically evaluate manual systems to assess opportunities for automation?
- o What policies and mechanisms are used to assure information is managed cost effectively (e.g., intragovernmental and extragovernmental user charges)?

5. Electronic Filing - Is the agency presently automating or has it automated any of its data collection and dissemination functions? If yes:

- o Identify the function(s).
- o Describe how the function is being automated (or submit a copy of the RFP).
- o Explain the rights and responsibilities of the submitters of information after automation, e.g., will electronic data submission be mandatory; will submitters be offered incentives to submit data on-line?
- o Explain how the process is to be funded, e.g., by user fees, by direct appropriations, etc.
- o If the process is to be contractor operated, describe the role and responsibilities of the contractor, e.g.,
  - Will the contractor have the right to require submitters to purchase specific hardware or software.
  - Will the contractor have a monopoly over the dissemination of the data, and, if so, to what extent will this interfere with the operations of existing sellers and distributors of information.

**PART THREE: DATA CALL ON CIRCULAR A-76**

## DATA INPUT ON OMB CIRCULAR A-76 COMPLIANCE

Preparer's Name:

Title:

Agency:

Telephone No.:

1. Check one of the following statements and provide information as attachments as necessary.

- Commercial activities inventory was provided to OFPP in our annual report. There have been no changes. No attachment is necessary.
- Commercial activities inventory was provided to OFPP in our annual report. The attachment represents revisions made since that time.
- This agency did not submit commercial activities inventory and/or annual report to OFPP. The missing materials are attached.

2. This agency has scheduled the following number of A-76 activities and full-time equivalents (FTEs) for A-76 studies in the years indicated.

FY 84	FY 85	FY 86	FY 87
_____ A-76 Activities	_____ A-76 Activities	_____ A-76 Activities	_____ A-76 Activities
_____ FTEs	_____ FTEs	_____ FTEs	_____ FTEs

3. Please explain any differences between the A-76 review schedule reflected in item 2 above and the number and schedule of activities and FTEs to be reviewed as specified in the agency's 1985 budget allowance letter.

4. Fill in the following information on those A-76 studies that have been completed to date in FY 1984:

Activity Title and Location	FTEs Reduced		Annual Cost of Government Operation Before A-76 Review	Annual Low Contractor Cost or Most Efficient In-house Cost
	Contract	In-house		

June 1984

4. Continued (Use additional sheets as necessary.)

Activity Title and Location	FTEs Reduced		Annual Cost of Government Operation Before A-76 Review	Annual Low Contractor Cost or Most Efficient In-house Cost
	Contract	In-house		

5. Fill in the following information on those A-76 studies yet to be completed in FY 1984: (Use additional sheets as necessary.)

Activity Title and Location	Current FTE Strength	Annual Cost of Activity

6. Describe resources devoted to the A-76 program:

Strength of A-76 Headquarters staff \_\_\_\_\_ FTEs

Strength of A-76 field staff \_\_\_\_\_ FTEs

Number of persons devoted full-time to A-76 \_\_\_\_\_

Organizational location: \_\_\_\_\_

Other Comments:

**PART FOUR: DATA CALL ON PAYMENT INTEGRITY**

## PAYMENT INTEGRITY PROJECT DATA CALL

Special projects and individual agency initiatives have recently demonstrated the potential for improving the accuracy of processes by which Federally funded payments are awarded or issued. Techniques for improving payment integrity have been identified in entitlement, loan, grant, and procurement operations. Computer matching, error-prone profiling, quality control, pre-award screening, and detection of fraudulent identification are some of the areas that can contribute to improvements in payment operations. The purpose of this survey is to determine the extent to which payment integrity techniques are being integrated into eligibility determination, award, and payment operations.

### Questions to be asked of all agencies excluding USIA and AID:

1. Describe any major operational changes for which implementation began in FY 84, or is planned to begin before the end of FY 86, which will significantly affect payment integrity-related activities, e.g., operational and/or organizational changes to accommodate major new computer matching processes, new error measurement systems, new pre- or post-screening systems, or new computer security systems. Provide copies of any documents describing these changes.
2. Describe any major opportunities which have been identified for improving the agency's payment integrity efforts. Describe any constraints which inhibit taking advantage of these opportunities, e.g., legislative changes required, resource unavailability, systems changes necessary, or interagency cooperation needed. Provide any available information regarding indicators or estimates of potential savings that would result from the successful implementation of these techniques.

### Questions to be asked regarding the procurement and grant activities of all agencies excluding USIA and AID:

1. Does the agency check awards for existing debarment and suspension actions, citations for poor performance, delinquencies in debt to the Government, audit findings or pending audits, or any other reasons which could influence the decision to make the award? What is the source of the information used for the screening activity? Describe the way the information is used, including the degree of automation of activities. Are credit reports used and, if so, how? Is information regarding grantee or contractor performance reported to other potential users of the information either inside or outside the agency? If so, to whom and how? Are review boards used for the screening activity? If so, what is their membership, what is their specific function, what is the basis of their authority, and what is the

impact of their decisions? What are the results of their screening activities in terms of the number or percentage of awards which are withheld or modified? Indicate whether total program costs are decreased as a result of activities or whether the same amount of funds are used more effectively under program standards. (For the questions included under item 1, if grants are made to State and local governments so that funds can then be awarded to private sector organizations, answers should reflect the State or local practices in disbursing these funds.)



DEPARTMENT OF AGRICULTURE

1. Have any assessments been made concerning the accuracy of data elements in the case record data bases maintained by the assistance or benefit programs administered by your agency? Have any initiatives been undertaken, or are any planned, that would improve the accuracy or completeness of case record information that is maintained in automated systems?

2. Are loans that are issued or guaranteed by the agency screened to ascertain the existence of conditions such as delinquencies in debt to the Government, duplication with loans already made with other agencies, or credit reports, which would influence the decision to make the award? If so, how is the screen conducted? Are automated techniques used? Are risk assessments conducted and, if so, how?

DEPARTMENT OF AGRICULTURE, Food Stamp Program

3. What is being done or is planned to detect duplicate entitlements--the same person or persons receiving benefits in more than one case?

4. Have recoveries of overpayments increased substantially over the past year, or are they projected to increase substantially by the end of FY 1986? How are increases being achieved?

5. As in AFDC and Medicaid, quality control error rates measure certain overpayments and payments to ineligible. What would the Food Stamp error rate be if all errors, including those which are not counted (e.g. errors below \$5/month were all taken into account?

6. Numerous special projects or initiatives concerning payment integrity techniques have been undertaken or are underway in Food Stamp agencies. We believe that the Food Stamp program offers an excellent setting for demonstrating a comprehensive payment integrity approach that integrates many of these techniques into the primary service delivery operations. The results from such a project would provide valuable guidance for payment integrity improvement efforts in other agencies. We, therefore, propose to engage the Food and Nutrition Service and a number of States in an early Payment Integrity Project pilot. Interagency and private sector resources may be made available to assist in planning and implementing such a project. What is your assessment of such an approach? What would be your general strategy for planning and implementing such an approach?

DEPARTMENT OF EDUCATION

1. For each active loan program, are loans that are issued or guaranteed by the agency screened to ascertain the existence of conditions such as delinquencies in debt to the Government, duplication with loans already made with other agencies, or credit reports, which would influence the decision to make the award? If so, how is the screen conducted? Are automated techniques used? Are risk assessments conducted and, if so, how? What specific rules are applied to guarantee agencies, student aid officers, and lenders to assure adherence to proper loan techniques?
2. When will the Department promulgate GSL due diligence and subrogation rules to help address the growing student loan default problem? What other activities are planned for addressing this severe problem?
3. What overall strategy is the Department pursuing to address student aid payment error? What specific plans are there for dealing with the 25% error rate in Pell grant awards? What plans are there for identifying the rates and causes of error in the other student aid programs? What sanctions are applied to schools with high error rates?

DEPARTMENT OF HEALTH AND HUMAN SERVICES

1. Have any assessments been made concerning the accuracy of data elements in the case record data bases maintained by the assistance or benefit programs administered by your agency? Have any initiatives been undertaken, or are any planned, that would improve the accuracy or completeness of case record information that is maintained in automated systems?

2. Are loans that are issued or guaranteed by the agency screened to ascertain the existence of conditions such as delinquencies to the government, duplication with loans already made with other agencies, or credit reports, which would influence the decision to make the award? If so, how is the screen conducted? Are automated techniques used? Are risk assessments conducted and, if so, how?

HHS, HEALTH CARE FINANCING ADMINISTRATION (Medicaid)

3. The reported Quality Control error rates measure payments made for those who are ineligible. What are the error rates and dollar amounts involved with all errors that are not currently counted, including payment of claims for services that are not covered, claims that are calculated incorrectly, provider errors, provider fraud, and failure to identify third party liability? What are the error rates and dollars involved for persons who receive Medicaid under Section 1634 of the Social Security Act (i.e. because they are SSI recipients)? What is the potential third party liability amount associated with SSI recipients that could accrue to the program?

4. Among the payment integrity techniques that are applicable to the medicaid program are: computer matching and screening, error-prone profiling, quality control measurement, methods to detect and enforce third-party liability and medical support obligations of absent parents, and methods to detect and eliminate the use of fraudulent identification. To what extent are these and related techniques used by the States? Are they used in all jurisdictions? Are they used only during special projects, or are they used routinely as an integral part of the eligibility determination and payment issuance processes? Would it be possible for a State, or a group of States, to demonstrate a comprehensive approach to integrating and increasing the use of established payment integrity techniques in primary service delivery operations? The results from such a project could provide valuable information concerning the interrelationships of the techniques, their cost-effectiveness, and guidance for payment integrity improvement efforts in other agencies. If such a project were to be undertaken, what would be your general strategy for planning and implementing it?

HHS, SOCIAL SECURITY ADMINISTRATION

5. SSA has had a long-standing commitment stemming from a 1980 GAO study to develop the capacity to annotate its records to indicate social security numbers which have been obtained fraudulently. What is the status of the project to implement this system? What is SSA's strategy for using this information in administering its programs and for making this information available for other programs? Provide a detailed description of how the system will be developed and operated, a discussion of the options for how the data could potentially be used by other programs, a description of any factors that may inhibit use by other programs, and a detailed description of implementation plans.

HHS, SSA (AID TO FAMILIES WITH DEPENDENT CHILDREN)

6. As in Medicaid, quality control error rates measure certain overpayments and payments to ineligibles. What would the error rate be if all errors, including those which are not currently counted (e.g. implementation errors related to new legislation, errors below \$5/month) were all taken in account?

7. We are considering conducting Payment Integrity pilot projects in a number of States to demonstrate comprehensive approaches to integrating payment integrity techniques into the primary service delivery operations of agencies that administer several Federal programs. What is your assessment of the prospects for State agencies to conduct such a pilot project? What would be your general strategy for planning and implementing such an approach? Are any projects already underway that are examining the coordinated integration of techniques such as computer matching, error-prone profiling, identification verification, and third-party liability along with associated operational or organizational changes in the State agencies?

HHS, SSA (SUPPLEMENTAL SECURITY INCOME)

8. Are any initiatives underway or planned that would improve the identification of unreported assets owned by applicants or recipients? If so, are processes being integrated into the primary service delivery operations? What operational or organizational changes are involved and how are resources allocated for this purpose?

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

1. Have any assessments been made concerning the accuracy of data elements in the case record data bases maintained by the assistance or benefit programs administered by your agency? Have any initiatives been undertaken, or are any planned, that would improve the accuracy or completeness of case record information that is maintained in automated systems?

2. Are loans that are issued or guaranteed by the agency screened to ascertain the existence of conditions such as delinquencies in debt to the Government, duplication with loans already made with other agencies, or credit reports, which would influence the decision to make the award? If so, how is the screen conducted? Are automated techniques used? Are risk assessments conducted and, if so, how?

DEPARTMENT OF LABOR

1. Have any assessments been made concerning the accuracy of data elements in the case record data bases maintained by the assistance or benefit programs administered by your agency? Have any initiatives been undertaken, or are any planned, that would improve the accuracy or completeness of case record information that is maintained in automated systems?
  
2. Special computer matching projects have identified possible duplicate billing withing programs such as Black Lung and FECA, and between these programs and programs administered by other agencies. Have such matches been integrated into the primary service delivery operations or is integration planned? If so, what operational and/or organizational modifications are involved?
  
3. What is the status of the new Internet system for processing interstate uninsurance employment claims and payments? Is the system being used for benefit/wage cross-matching or matching to detect duplicate benefits?

DEPARTMENT OF LABOR

1. Have any assessments been made concerning the accuracy of data elements in the case record data bases maintained by the assistance or benefit programs administered by your agency? Have any initiatives been undertaken, or are any planned, that would improve the accuracy or completeness of case record information that is maintained in automated systems?
  
2. Special computer matching projects have identified possible duplicate billing withing programs such as Black Lung and FECA, and between these programs and programs administered by other agencies. Have such matches been integrated into the primary service delivery operations or is integration planned? If so, what operational and/or organizational modifications are involved?
  
3. What is the status of the new Internet system for processing interstate uninsurance employment claims and payments? Is the system being used for benefit/wage cross-matching or matching to detect duplicate benefits?

SMALL BUSINESS ADMINISTRATION

1. Are loans that are issued or guaranteed by the agency screened to ascertain the existence of conditions such as delinquencies in debt to the Government, duplication with loans already made with other agencies, or credit reports, which would influence the decision to make the award? If so, how is the screen conducted? Are automated techniques used? Are risk assessments conducted and, if so, how?



VETERANS ADMINISTRATION

1. Have any assessments been made concerning the accuracy of data elements in the case record data bases maintained by the assistance or benefit programs administered by your agency? Have any initiatives been undertaken, or are any planned, that would improve the accuracy or completeness of case record information that is maintained in automated systems?

2. Numerous special computer matching projects have identified specific cases for which overpayments or improper payments had been made. Have any of these matches been integrated, or do you plan to integrate any prior to the end of FY 1986, into the primary service delivery operations within your agency? What operational and/or organizational changes have been made or are planned to accomplish such integration?

3. We believe that a comprehensive approach to integrating established payment integrity techniques into primary service delivery operations could be demonstrated by the Veterans Administration programs. The results from such a project would provide valuable guidance for payment integrity improvement efforts in other agencies. Computer matching and screening, quality control, error-prone profiling, and third party liability are areas whose interrelationships and cost-effectiveness can be well examined in these programs. We, therefore, propose to engage the agency in an early Payment Integrity Project pilot. Interagency and private sector resources may be made available to assist in planning and implementing such a project. What is your assessment of such an approach? What would be your general strategy for planning and implementing such an approach?

MAIL 5-21

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

May 17, 1984

BULLETIN NO. 84- 13

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Fiscal Year 1985 Information Collection Budget Request

1. Purpose. This Bulletin provides instructions and materials for agency submission of the FY 1985 Information Collection Budget (ICB).

2. Background. Pursuant to the Paperwork Reduction Act of 1980, the Office of Management and Budget (OMB) issued the regulation "Controlling Paperwork Burdens on the Public", which requires designated agencies to prepare an annual information collection budget, including an estimate of the total number of hours required of the public to comply with Federal Government requests for information (reporting, recordkeeping, labeling, disclosure, etc.).

For the purpose of developing their budget submissions, agencies should use the definitions of "information," "collection of information," and "burden" contained in 5 CFR 1320.7. Agencies are once again reminded that the definition of "collection of information" includes items such as procurement, disclosure, labeling, and testing requirements.

3. Objectives. The Paperwork Reduction Act stipulates that the Director of the Office of Management and Budget shall develop and implement Federal information policies, principles, standards and guidelines and provide direction to, and oversight of the efforts to reduce the Federal paperwork burden. The ICB serves as a mechanism to implement the Administration's paperwork reduction program, and to assist agencies in efficient information resource management.

4. Coverage. The requirement for an FY 1985 Information Collection Budget applies to the following 35 Executive Branch departments and agencies:

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

Department of Transportation  
 Department of the Treasury  
 Civil Aeronautics Board  
 Commodity Futures Trading Commission  
 Consumer Product Safety Commission  
 Environmental Protection Agency  
 Equal Employment Opportunity Commission  
 Federal Communications Commission  
 Federal Deposit Insurance Corporation  
 Federal Emergency Management Agency  
 Federal Home Loan Bank Board  
 Federal Reserve Board  
 Federal Trade Commission  
 General Services Administration  
 Interstate Commerce Commission  
 National 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. Planning Levels for 1985. Each Agency is expected to reduce the paperwork burden contained in its estimated September 30, 1984 inventory five percent by the end of FY 1985. In addition, each agency should focus its FY 1985 burden reductions in areas that would 1) seek opportunities to benefit small businesses and 2) continue efforts initiated in FY 1984 to reduce procurement-related paperwork.

6. Required Materials. This year OMB will provide a listing of all information collections that were in OMB's inventory on March 31, 1984. This listing serves as the base for the FY 1985 ICB submission. Total burden hours for FY 1984 (the estimated 9/84 inventory) are the total of: 1) information collections included on this listing that will be in use as of September 30, 1984, plus 2) new information collections anticipated to be approved and in use before September 30, 1984, plus 3) non-OMB-approved information collections that the agency knows to be in use now, and expects to remain in use at the close of the fiscal year.

Each agency is required to submit three exhibits:

- a. Exhibit 1 is a narrative that should address specific questions regarding the agency's planning for and management of information resources. (This exhibit is to be submitted separately after agency receipt of ICB passback; see paragraph 7.)

- b. Exhibit 2 contains three listings: 2A, 2B and 2C. Exhibit 2A consists of the OMB provided listing modified to 1) reflect changes in burden during FY 1984, 2) reflect expected changes in burden for FY 1985, 3) provide data on new information collection activities proposed for use for the remainder of FY 1984, and 4) list collections that are unapproved and in use in FY 1984 including procurement, disclosure, labeling, and testing requirements.

Exhibit 2B provides data on new information collection activities anticipated for FY 1985.

Exhibit 2C is a summary of anticipated total reporting burden hours for the department or agency, and, when requested by the Office of Information and Regulatory Affairs (OIRA) Desk Officer, its sub-components and major program areas, for FY 1984 and FY 1985.

Burden estimates for agency use of General Services Administration (GSA) approved Standard Forms should not be included in these exhibits. Instead, OMB will utilize estimates of Standard Forms usage developed by GSA.

- c. Exhibit 3 consists of two lists of program changes. One list should reflect the program increases and decreases to items in the "FY 1983 Base" that have occurred between October 1, 1983 and September 30, 1984 (Exhibit 3A); the other list will reflect the program increases that have occurred due to the introduction of new information collections between October 1, 1983 and September 30, 1984 (Exhibit 3B). This exhibit will permit the assessment of each agency's achievement of allowed program changes, listed in Table 3 of the FY 1984 Information Collection Budget. (This exhibit is to be submitted separately; see paragraph 7.)

Attachment A provides instructions for preparing each exhibit. In addition to the materials described above, the OIRA Desk Officer may request additional information necessary to analyze the agency's request. Agencies should consult their OIRA Desk Officers early in the development of their request to obtain agreement on the sub-components, functional units or program categories to be used in Exhibits 2 and 3, and any additional supporting materials required.

The head of each department or agency, or the senior official appointed pursuant to 44 U.S.C. 3506(b), should transmit the request. The transmittal letter, which should not normally exceed five pages in length, should summarize the highlights of the agency's ICB. It should describe the major program changes and adjustments proposed, justify the FY 1985 burden level sought, and identify the broad policies proposed and the objectives and program plans on which the request is based. In addition, it should specifically describe the major changes that would affect small businesses and procurement-related paperwork.

7. Submission Dates. The transmittal letter and Exhibit 2 must be submitted no later than August 10, 1984. Exhibit 1 shall be submitted shortly after the agency receives the ICB passback from OMB. Each agency will be notified regarding the specific submission date by its OIRA Desk Officer. Exhibit 3 shall be submitted by October 12, 1984. Each agency should submit an original and two copies of all the required materials, addressed to the Director, Office of Management and Budget, and mailed or delivered to Room 3002, New Executive Office Building.

8. OMB Actions on Submissions. OMB will hold hearings with agencies on their requests in August or September 1984. There will be hearings with each designated agency, unless OMB and the agency mutually agree otherwise. Hearings will be scheduled by OIRA staff and will include participation by other OMB staff. The senior official for the agency, or other policy spokesperson for the agency, must be present at the hearing. Agency proposals and staff recommendations will be reviewed and final actions on agency ICB requests will be made by the Director, Office of Management and Budget.

9. Disclosure of ICB Material. ICB material must not be disclosed in any form, until OMB releases the Information Collection Budget for FY 1985. Agencies are reminded of the confidential nature of agency ICB requests, recommendations, supporting materials and related communications. This confidentiality must be maintained, since these documents are an integral part of the decisionmaking process by which the Director resolves ICB issues and develops recommendations for the President. The Director's ICB decisions are not final until the ICB itself is released to the public via the ICB publication. The head of each agency or senior official is responsible for preventing premature disclosure of this budgetary information.

All budgetary material issued subsequent to OMB decisions must reflect the decisions of the Director and when aggregated, comport with the final budget allowance targets as published in the ICB. For additional guidance, see OMB Circular No. A-10, revised, Responsibilities for Disclosure with Respect to the Budget.

10. Inquiries. General inquiries regarding the ICB process (e.g., accounting or submission requirements) should be addressed to Robert Neal, Office of Information and Regulatory Affairs (202) 395-7316. Inquiries regarding specific department or agency concerns should be directed to the appropriate OIRA Desk Officers.

  
David A. Stockman  
Director

Attachments

Attachment A  
OMB Bulletin 84-13

### INSTRUCTIONS FOR EXHIBIT 1

Prepare a single-spaced narrative following the format of the attached example that is not less than 1 1/2 nor more than 2 pages in length, answering the following questions; (Each agency will be notified by its OIRA Desk Officer as to the exact submission date. Generally, submission of this Exhibit will follow the agency's receipt from OMB of the ICB passback):

1. What is the agency's paperwork burden control strategy for FY 1985? Specifically, how will this strategy reduce the burden of information collections affecting small business?
2. What specific reductions and increases in paperwork burden are anticipated for FY 1985 and how do they relate to the President's programs (e.g., budget and legislative)?
3. How does the ICB request relate to the agency's specific regulatory relief program for FY 1985?

Note: Each agency must ensure that the quality of its exhibit is comparable, in terms of substance and specificity, to that in the attached example. This exhibit will form the basis of the OMB description of agency activity in the Information Collection Budget for FY 1985.

### INSTRUCTIONS FOR EXHIBIT 2

Exhibit 2A consists of a computer printout of your department's/ agency's information collections that were in OMB's inventory of approved information collections on March 31, 1984. In completing this Exhibit, please provide the appropriate estimate of burden.

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

Columns 1-2            Verify that these items are correct as currently found in the OMB inventory and delete items not expected to be in place on September 30, 1984.

Column 3            Enter the FY 1984 burden estimate as it appeared in the FY 1984 ICB.

Column 4

Enter the estimated burden anticipated to be in place on September 30, 1984. These estimates should reflect all adjustments and program changes anticipated to occur by the end of the fiscal year.

Column 5

Enter the appropriate letter code to indicate the reasons for any change in burden between columns 3 and 4 according to the following guide:

Adjustments are coded "A" and include the following:

"Correction-error" is defined as a change in burden from that formerly recorded because of administrative error.

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

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

Program Changes are coded "PC", and include the following:

"Increase" is defined as 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.

"Decrease" is defined as 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 both an "adjustment" or "program change" occurred during the year, please indicate each type of change and the corresponding burden hours in column 5.

Column 6

Enter the number of burden hours requested for FY 1985.

Column 7

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

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

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

Exhibit 2A should also be annotated to include those items that are expected to be approved by OMB and in use by September 30, 1984 and collections that are currently in use but not approved by OMB. Items should be listed sequentially, beginning with No. 1. In addition to the items in the columnar headings, an abstract should be provided. The abstract should be a statement of the need for and the uses to be made of any information collected. The agency should contact its OIRA Desk Officer if modification of this requirement is desired.

Exhibit 2B consists of new information collections for which OMB approval will be sought and for which OMB approval is not expected until FY 1985. These information collections should be listed sequentially, beginning with No. 1. In addition to the items in the columnar headings, an abstract should be provided. The abstract should be a statement of the need for and the uses to be made of any information collected.

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

### INSTRUCTIONS FOR EXHIBIT 3

Because of the need for all actual program changes through September 30, this exhibit will not be expected until October 12, 1984. (Exhibit 3 is similar to last year's Exhibit 5 with modifications.)

List in Exhibit 3A the OMB number, title, and all program changes (both "increases" and "decreases" that have occurred to items included in the "FY 1983 Base" through September 30, 1984).

The "FY 1983 Base" consists of the information collections listed in Exhibits 2A, B, and C from the 1984 ICB. Note that only items for which a program change occurred during FY 1984 are to be identified on Exhibit 3A. For these items, enter the burden figure in the "FY 1983 Base" column on Exhibit 3A as it appeared in column 4 of your FY 1984 Exhibit 2A or column 3 of your FY 1984 Exhibits 2B and 2C. The "FY 1983 Base" figures on Exhibit 3A must correspond to those reported in the FY 1984 ICB submission. The agency total must also comport with that reported in OMB's 1984 ICB publication.

Next, enter in the "9/84 Inventory" column the burden as it appears in column 3 of Exhibit 2A of your FY 1985 ICB submission. Finally, enter only the program change in the last column. Agencies will only be credited with achieving reductions that are thoroughly documented in the OMB public files. Note that the difference between columns 1 and 3 may not always be totally due to a program change - i.e., both an "adjustment" and a program change may account for the difference.

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 in FY 1984, the adjusted burden should be listed in column 2 and the proportionate program change should be applied to the base figure. For example: In the agency's FY 1984 ICB submission, an information collection was allocated 100 burden hours in the FY 1983 base. During FY 1984, the burden was changed to 1,000 hours because of an adjustment. Later in FY 1984, a burden reduction of 400 hours occurred through elimination of some data elements. This 40 percent burden reduction should be applied to the base of 100 hours for a 40 hour reduction. See this and other examples on the attached sample format.

Exhibit 3B consists of all new information collections for which OMB approval was obtained during FY 1984.

## EXHIBIT 1

## DEPARTMENT OF THE TREASURY

FY 1983 Adjusted Base	592,489,000
Reductions from Base	-21,482,000
New Collections	+632,000

Treasury's Paperwork Control Strategy for Fiscal Year 1984

Major burden reduction efforts in FY 1984 will continue to focus on the Internal Revenue Service. Plans are underway to simplify existing tax forms by reformatting or by reducing the amount of information required; to restructure reporting methods where possible; and to raise threshold filing requirements for the submission of detailed information. A significant long-term research effort has begun which will provide more accurate data on the paperwork burden imposed by administration of the tax laws. This study will replace the present methodology for estimating the burden developed in 1977 and expand it to include a broader range of requirements on the taxpayer. Another qualitative research effort will ascertain the concerns, suggestions, and practices of individuals who have a direct interest in filing Federal income tax forms. The core of this effort will be focus group interviews with taxpayers in various sections of the country. Additionally, the Office of the Assistant Secretary (Administration) is planning to conduct a third paperwork conference in Los Angeles in mid-year. This conference will be attended by representatives of the Treasury bureaus and will solicit burden reduction ideas from business, trade and consumer groups.

As a result, Treasury's Information Collection Budget (ICB) includes an overall burden reduction by the end of FY 1984 of approximately 21 million burden hours, i.e., a net -3.5 percent burden reduction. Treasury is to accomplish this by effecting a 21.5 million burden hour reduction (-3.6 percent) in "old" information collections while holding the burden of "new" information collections to be introduced in FY 1984 to approximately 600 thousand hours (+0.1 percent).

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1984 and their Relationship to the President's Programs

For FY 1984, Treasury is considering the introduction of a short version of the corporate tax form (1120A) which would reduce the burden by approximately 6 million hours. Many more form 1040 filers will be permitted to file form 1040A by allowing the child care credit and IRA deductions to be claimed on 1040A. The possibility of allowing taxpayers to claim certain itemized deductions and report taxable pensions on form 1040A is being studied. The partnership tax form (1065) will be simplified to decrease the reporting for small partnerships. The simplification will permit small partnerships to complete only 2 pages of the form in place of the present 4 pages required, which will result in a total burden reduction of over 1 million hours.

In the bank regulatory area, a change in Federal law will permit the Comptroller of the Currency to reduce burden hours on a report by banks on loans to insiders. However, proposed increases to three reports reflect continued concern among bank regulatory agencies about the ability of banks to operate in less-regulated markets and Congressional concern about bank loans to foreign countries.

A new Customs bond form and revised bond structure is being proposed to reduce the number of bond forms in use and simplify transactions. Simplification of the documentation and procedures for the entry of merchandise is also proposed which would involve radical revision of Customs form 7501 and reduce use of three associated forms. Paperwork burden would also decrease under proposed legislative changes to raise the informal entry limit; to permit free entry of personal effects and equipment of Olympics' participants; and to raise currency reporting requirements.

Changes to the term of the firearms license from one to three years will reduce paperwork to the firearms industry and Federal government in excess of \$1 million annually when fully implemented.

Relationship of Treasury's Paperwork Reduction Program to the Department's Regulatory Relief Program for FY 1984

The regulatory relief program is an integral part of the effort to reduce burden. The Comptroller of the Currency is reviewing regulations which require national banks to keep detailed records on securities transactions effected for customers to determine possible modifications. A proposal to rescind or modify regulations regarding the Home Loan Data System dealing with the home mortgage aspect of banking will be reviewed this year. Also, regulations regarding requirements for corporate applications are under extensive review to determine reductions in burden associated with chartering, branching, and merging.

The Customs Service published a notice to implement a revised entry form for the assessment of duty and collection of import statistics. The proposed form would simplify procedures for the entry of imported merchandise. A significant burden reduction of 360,000 hours is expected. A proposal to revise the Customs bond structure and reduce the number of bond forms in use would simplify transactions for the importing public.

EXHIBIT 2A

1985 Information Collection Budget - Supporting Exhibit: Information Collections Currently in Existence

Department of Government

Assistant Secretary for Tourism and Travel

<u>OMB Number</u> (1)	<u>Title</u> (2)	<u>FY 1984</u> <u>ICB</u> (3)	<u>Estimated Burden Hours</u>		<u>9/85</u> <u>Estimate</u> (6)	<u>Explanation of</u> <u>Change: (6)-(4)</u> (7)
			<u>Estimated 9/84</u> <u>Inventory</u> (4)	<u>Explanation of</u> <u>Change: (4)-(3)</u> (5)		
9999-0001	Beach Umbrella Utilization Survey	20,000,000	20,000,000	0	22,000,000	+2,000,000 PC
9999-0002	Snow Depth Certification	80,000	90,000	+7,000 PC +3,000 A	95,000	+2,000 PC +3,000 A
1	U.S. Tourist Office User Survey Form	975,000	975,000	0	0	-975,000 PC
<u>Abstract:</u>	Form is used by U.S. Tourist Offices to assess satisfaction of foreign nationals using their services. Suggestions are used to improve services. Survey to be completed by close of FY 1985.					
<u>TOTALS</u>		21,055,000	21,065,000	+7,000 PC +3,000 A	22,095,000	+1,027,000 PC +3,000 A

EXHIBIT 2B

1985 Information Collection Budget - Supporting Exhibit: New Information Collections Proposed in 1985

Department of Government

Assistant Secretary for Tourism and Travel

<u>ICB Form No.</u> (1)	<u>Title</u> (2)	<u>9/85 Estimate</u> (3)
1	Highway Rest Stop Survey	100,000

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

TOTALS 100,000

EXHIBIT 2C

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

	<u>Estimated 9/84</u> <u>Inventory</u> (1)	<u>9/85</u> <u>Estimate</u> (2)	<u>Explanation of</u> <u>Change: (2)-(1)</u> (3)
Total Department of Government	18,000,000	17,000,000	-500,000 PC -500,000 A
Existing (2A)	18,000,000	16,000,000	
New (2B)	—	1,000,000	
Assistant Secretary for Travel and Trade	12,000,000	10,000,000	-1,750,000 PC -250,000 A
Existing	12,000,000	9,000,000	
New	—	750,000	
Trade Program			
Existing			
New			
Travel Program			
Existing			
New			
Assistant Secretary for Management	6,000,000	7,000,000	+1,250,000 PC -250,000 A
Existing	6,000,000	6,750,000	
New		250,000	

EXHIBIT 3A

FY 1983-84 Changes to Existing Burden for the Department of Government

<u>OMB #</u>	<u>Title</u>	<u>FY 1983 Base</u> (1)	<u>Adjusted Burden</u> (2)	<u>9/84 Inventory</u> (3)	<u>Program Change (83-84)</u> <u>+ or (-)</u> (4)
XXX1	Survey of Activities	100	1,000	600	-40
XXX2	Survey of Projects	1,000	100	90	-100
XXX3	Survey of Finances	1,000		900	-100
XXX4	Survey of Problems	100		0	-100
XXX5	Survey of Needs	1,200		400	-800
<u>TOTAL</u>		<u>8,000</u>		<u>6,000</u>	<u>-1,140</u>

Total 83-84 Burden Change for Department of Government is  $-1,140/8,000 = -14$  percent



EXHIBIT 3B

FY 1984 New Information Collections for the Department of Government

<u>OMB Number</u>	<u>Title</u>	<u>FY 1984 Burden</u>
9999-0010	Survey of Camper Sites	125,000
9999-0017	Survey of Tourist Traps	<u>75,000</u>
<b>TOTAL</b>		<b>200,000</b>

5-17-84

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

May 14, 1984

BULLETIN NO. 84-12

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

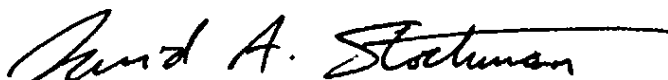
SUBJECT: Information on Voluntary Contributions to  
International Organizations

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. Section 306(b) was enacted in 1980, and agencies have reported under this requirement previously. This Bulletin continues the reporting requirement and provides the necessary instructions.
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 on contributions made in the first half of fiscal year 1984 no later than June 15, 1984. Information on contributions made in the second half of fiscal year 1984 will be forwarded no later than November 15, 1984.

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



David A. Stockman  
Director

Attachments  
Exhibit

Attachment A  
Bulletin No. 84-12

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. 84-12

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 of each contribution made to the international organization 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. 84-12

VOLUNTARY CONTRIBUTIONS TO INTERNATIONAL ORGANIZATIONS  
Period: October 1983 - March 1984

Agency: Department of Government      International Organization: World Health Organization

<u>(1)</u> <u>Account Title</u>	<u>(2)</u> <u>Amounts</u> (Dollars in thousands)	<u>(3)</u> <u>Form</u>	<u>(4)</u> <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



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

BULLETIN NO. 84-11

April 19, 1984

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Proposed Revisions to Regulations and Budgetary  
Procedures Applicable to the Procurement of Long  
Distance Telecommunications Services

1. Purpose. This bulletin informs the departments and agencies of the intent of the General Services Administration and the Office of Management and Budget to revise regulations and budgetary procedures that apply to the procurement of long distance telecommunications services in order to provide agencies greater latitude to choose among competing providers of such services beginning in FY 1986. It is intended to inform departments and agencies only of the direction of contemplated changes. Changes in specific procurement regulations and budget procedures will be announced through the normal GSA and OMB channels.
2. Policy. In light of changes in the regulatory, competitive, and technological environment for telecommunications, the General Services Administration and the Office of Management and Budget have developed new procurement and budget mechanisms that will allow civilian agencies greater flexibility in obtaining long distance telephone services. These mechanisms will provide agencies with the information necessary to choose among competing vendors of long distance services based on actual market prices rather than accounting costs averaged across the entire government. They will also improve centralized budget review of Federal long distance telecommunications expenditures. The changes will be implemented with the participation of interested Federal agencies and in time for inclusion in the FY 1986 budget process. GSA will continue to operate the Federal Telecommunications System. However, the current cost allocation mechanism used to charge Federal agencies for their long distance services will be modified.

The following specific actions are contemplated:

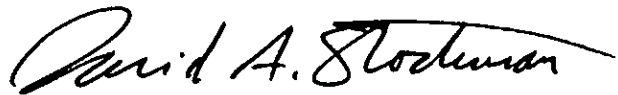
- o GSA will develop and publish market determined rates for specific long distance services provided by FTS to large Federal agencies by June 15, 1984 and for all other Federal agencies by July 31, 1984.
- o By June 15, 1984, GSA will prepare proposed amendments to all telecommunications procurement regulations and other



relevant regulations to allow agencies to procure long distance services directly from competing vendors beginning in FY 1986. To assure continued oversight of significant telecommunications expenditures, the new regulations will require agencies to receive OMB approval of any major equipment purchase or change in service provider.

- o Private vendors will be informed of this initiative through notices in the Federal Register and Commerce Business Daily. They will be alerted that, if they intend to compete for the government market, they will have to propose tariffs or in other ways prepare bids for the provision of specific long distance telephone services to individual Federal agencies in time for agencies to make tentative decisions in their September 1984 budget submissions (for FY 1986).
- o Any civilian agency that proposes to procure some or all of its long distance services from a provider other than GSA in FY 1986 must include in its budget submission an explicit accounting of the expected cost savings from such a move. Any related planned equipment expenditures must be included in the cost comparison. Expected cost savings for both FY 1986 and outyears must be included.
- o An interagency task force, chaired by OMB and with a deputy from GSA, will be formed as soon as possible to help implement and monitor these changes in Federal telecommunications procurement regulations and procedures. The task force will (1) serve as a forum for the discussion of telecommunications developments and agencies' needs; (2) develop methodologies for agencies to use to forecast their telecommunications needs and to plan their telecommunications procurements; (3) assist OMB and GSA in the development of methodologies for estimating the total direct and indirect costs to the Federal government of agencies procuring their long distance telecommunications services from GSA or from alternative sources; (4) assist OMB in the development of simple procedures for the presentation and review of agencies' telecommunications budget requests; and (5) review the aggregate impact of agencies' proposals to procure long distance services from non-GSA providers on total Federal expenditures and on the quality of telecommunications services.
- o GSA will continue its consulting function. Agencies will submit all major equipment and long distance service procurement proposals to GSA for review. GSA will provide a recommendation to OMB on such proposals within 30 days.

- o GSA will develop by October 1, 1984, a 10-year strategic plan covering all aspects of Federal telecommunications. The plan will provide a useful framework that agencies, GSA, OMB, and the interagency task force can use in their proposals, recommendations, and budget decisions involving long distance telecommunications services.
3. Inquiries and Participation: Agencies that wish to participate in the task force should contact Chuck Goldfarb, Special Studies Division, Economics and Government, Office of Management and Budget, Room 9201, New Executive Office Building, Washington, D.C. 20503; telephone (202) 395-7234. In order to keep the task force manageable, it will be limited in size to about ten members. Preference will be given to agencies with substantial telecommunications needs and expertise. However, an attempt will be made to include agencies with diverse needs. Agency representatives should be senior level staff with telecommunications expertise.



David A. Stockman  
Director





**EXECUTIVE OFFICE OF THE PRESIDENT**

**OFFICE OF MANAGEMENT AND BUDGET**

**WASHINGTON, D.C. 20503**

**BULLETIN NO. 84-10**

**March 28, 1984**

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

**SUBJECT: Reducing Executive Branch Reports to the Congress**

1. Purpose: This Bulletin provides instructions for the identification of recurring reports to Congress for potential elimination, consolidation, reduction in frequency, or other modification. This activity is designed to achieve cost savings and improve program efficiencies by reducing existing reporting requirements upon executive branch agencies and streamlining executive branch communication with the Congress. It is a follow-on to the review process which resulted in P.L. 96-470, the Congressional Reports Elimination Act of 1980 and P.L. 97-375, the Congressional Reports Elimination Act of 1982.

2. Background: In its report entitled The Cost of Congressional Encroachment, the President's Private Sector Survey on Cost Control stated:

"There is no question that Congress is entitled to information from agencies on Federal programs so as to properly discharge its Constitutional responsibilities. Unfortunately many of the reports Congress requires of the Executive Branch are: not useful, excessively costly to produce, no longer relevant, and not even read or used by their intended audience, as will be shown. Worse, the number of reports Congress requires has been rising."

The report contained an explicit recommendation that OMB "seek legislation that would eliminate requirements for the Executive Branch to produce reports for Congress that are expensive and unnecessary."

Together the "Congressional Reports Elimination Act of 1980" and the "Congressional Reports Elimination Act of 1982" discontinued or modified about 150 recurring reporting requirements to Congress. This was accomplished after a review of over 2,000 congressionally mandated reports by all Federal agencies, OMB, and the General Accounting Office (GAO). These efforts resulted in a substantial reduction in the reporting burden on executive branch agencies, with a cost savings estimated by GAO and the Congressional Budget Office of over \$12 million annually.

Since all agencies continue to work under personnel and budget restrictions and since the number of congressionally mandated reports continues to grow by several hundred per year (a recent estimate is that at least 2,800 recurring reports must be submitted to the Congress), OMB believes that developing another legislative proposal in this area is desirable. In addition, a number of agencies have requested that OMB prepare another legislative proposal.

**3. Action Required.** Agencies are requested to provide recommendations to eliminate, simplify, or consolidate existing legislatively mandated reports. GAO maintains an inventory of reporting requirements for all agencies and has recently requested data to update the inventory. This request included a listing of agencies' current requirements, and should be a useful document in preparing recommendations. Agencies should consider all existing recurring requirements to fall within the scope of this exercise, with particular attention to those previously recommended for termination or modification (Attachment 1) but not enacted as part of P.L. 96-470 or P.L. 97-375.

Suggested criteria for identifying reports for elimination or modification include:

- a. Duplication and overlap with other reports (i.e., information provided to Congress by the agency in another form, or information provided by other agencies or the public);
- b. Reporting burden and other costs (i.e., cost and reporting burden to the reporting agency and other Federal agencies, or cost and reporting burden of collecting information from outside the Federal Government);
- c. Original rationale for requiring report (i.e., is this rationale still valid?);
- d. Uses (i.e., use to the reporting agency, and use to Congress in the opinion of the agency).

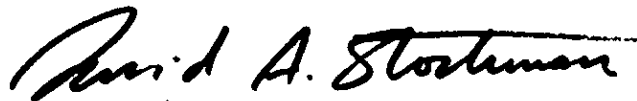
After OMB review of agency recommendations and consultations with the GAO, the Administration will propose an omnibus bill similar to P.L. 96-470 and 97-375. Upon its introduction all agencies will be asked to contact relevant congressional committees to discuss their individual legislative recommendations.

**4. Material To Be Submitted.** Recommendations should be submitted in accordance with the format in Attachment 2. Statutory references must be as complete as possible, following precisely this format. All eliminations should be given Section 100 numbers. All consolidations, reductions in frequency, or other modifications should be given Section 200 numbers. In addition, a section-by-section analysis and justification for each recommendation should be provided as shown in Attachment 2.

Agencies are requested to provide the principal reason for the recommendation, and to the extent possible, estimates of cost savings associated with each recommendation. An explanation should be provided in instances in which reports previously included in the 1982 bill, but not enacted, are not included in this year's list.

Material should be sent within 45 days of issuance of this Bulletin to the Director, Office of Management and Budget, c/o Office of Information and Regulatory Affairs, Room 3208, New Executive Office Building, Washington, D.C. 20503.

5. Notification and Inquiries. Upon receipt of this Bulletin, please notify the Office of Information and Regulatory Affairs (395-7316) to identify the officials in your agency who will be responsible for this review. Inquiries concerning this Bulletin may also be directed to this Office.



David A. Stockman  
Director

Attachments

- Attachment 1 - 1982 bill identifying those sections not enacted as part of P.L. 97-375
- Attachment 2 - Sample format for required material

97TH CONGRESS  
2D SESSION

# S. 2258

To discontinue or amend certain requirements for agency reports to Congress.

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## IN THE SENATE OF THE UNITED STATES

MARCH 23 (legislative day, FEBRUARY 22), 1982

Mr. DANFORTH (for himself, Mr. ROTH, Mr. CHILES, and Mr. EAGLETON) introduced the following bill; which was read twice and referred to the Committee on Governmental Affairs

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## A BILL

To discontinue or amend certain requirements for agency reports to Congress.

1 *Be it enacted by the Senate and House of Representa-*  
2 *tives of the United States of America in Congress assembled,*  
3 That this Act be cited as the "Congressional Reports Elimi-  
4 nation Act of 1982".

### 5 TITLE I—ELIMINATIONS

#### 6 REPORTS BY MORE THAN ONE AGENCY

7 SEC. 101. (a) Section 3104(b) of title 5, United States  
8 Code, is repealed.

9 (b) Section 4396 of the Revised Statutes (16 U.S.C.  
10 744; 24 Stat. 523) is amended by striking out "He shall

1 submit annually to Congress a detailed statement of expendi-  
2 tures under all appropriations for 'propagation of food  
3 fishes.'''.

ENACTED 4 (c)(1) Section 616(b) of the Act of December 15, 1980,  
5 entitled "An Act making appropriations for Agriculture,  
6 Rural Development and Related Agencies programs for the  
7 fiscal year ending September 30, 1981, and for other pur-  
8 poses" (94 Stat. 3117) is repealed.

9 (2) Section 307(b) of the Supplemental Appropriations  
10 and Rescission Act, 1980 (94 Stat. 928) is repealed.

11 (3) Section 309(c) of the Department of the Interior and  
12 Related Agencies Appropriations for fiscal year 1981 (94  
13 Stat. 2984) is repealed.

ENACTED 14 (4) Section 126(b) of the Military Construction Act of  
15 1981 (94 Stat. 1869) is repealed.

16 (5) Section 323(c) of the Department of Transportation  
17 and Related Agencies Appropriations Act, 1981 (94 Stat.  
18 1699) is repealed.

19 (d)(1) Section 309(b) of the Act of December 12, 1980  
20 (Public Law 96-514) is repealed.

21 (2) Section 126(a) of the Act of October 13, 1980  
22 (Public Law 96-436) is repealed.

23 (3) Section 323(b) of the Act of October 9, 1980 (Public  
24 Law 96-400) is repealed.



1 (4) Section 307(a) of the Act of July 8, 1980 (Public  
2 Law 96-304) is repealed.

3 (e) Section 3(e)(4) of the Privacy Act of 1974 (5 U.S.C. ENACTED  
4 552a) is amended by deleting the words "at least annually"  
5 and inserting in lieu thereof "upon establishment or  
6 revision".

7 REPORTS BY THE EXECUTIVE OFFICE OF THE PRESIDENT

8 SEC. 102. (a) Section 552a(p) of title 5, United States MODIFIED  
9 Code, is repealed.

10 (b) Section 8(a) of Public Law 93-400 (41 U.S.C.  
11 407(a)) is amended to strike everything after the word  
12 "Policy" and to insert in lieu thereof a period.

13 (c) Section 6002(g) of Public Law 89-272, as added by ENACTED  
14 Public Law 94-580 (42 U.S.C. 6962(g)), is amended to  
15 strike everything after the word "resources" and to insert in  
16 lieu thereof a period.

17 (d) Section 202(f) of the Legislative Reorganization Act  
18 of 1970, as amended (31 U.S.C. 1152(f)), is repealed.

19 (e) Section 117(f) of the Budget and Accounting Proce-  
20 dures Act of 1950 (31 U.S.C. 67(f)) is repealed.

21 (f) Section 1117 of the Drug Abuse Prevention, Treat-  
22 ment, and Rehabilitation Act (21 U.S.C. 1117) is repealed.

1           REPORTS BY THE DEPARTMENT OF AGRICULTURE

ENACTED 2           SEC. 103. (a) Section 1303(d) of the Food and Agricul-  
3           ture Act of 1977 (7 U.S.C. 2011, note; 91 Stat. 980) is  
4           repealed.

ENACTED 5           (b) Paragraph (a) of the Act of March 4, 1913, entitled  
6           "An Act making appropriations for the Department of Agri-  
7           culture for the fiscal year ending June thirtieth, nineteen  
8           hundred and fourteen" (16 U.S.C. 502; 37 Stat. 843), is  
9           amended by striking out the second sentence.

ENACTED 10          (c) Section 9 of the Soil Conservation and Domestic Al-  
11          lotment Act (16 U.S.C. 590i; 50 Stat. 329) is amended by  
12          striking out the second sentence.

13           REPORT BY THE DEPARTMENT OF COMMERCE

ENACTED 14          SEC. 104. Section 8 of the Fair Packaging and Labeling  
15          Act (15 U.S.C. 1457) is amended by striking the following:  
16          ". . . or to participate in the development of voluntary prod-  
17          uct standards with respect to any consumer commodity under  
18          procedures referred to in section 1464(d) of this title . . ."

19           REPORTS BY THE DEPARTMENT OF DEFENSE

ENACTED 20          SEC. 105. (a) Section 1081 of title 10, United States  
21          Code, is amended by striking out the second sentence.

22          (b) Subtitle A of title 10, United States Code, is amend-  
23          ed by:

24                  (1) Striking out the following item in the chapter  
25                  analysis and the chapter analysis of part IV:

                "161. Property Records ..... 2701"

1 and

2 (2) Repealing chapter 161.

3 (c) Section 2208(i) of title 10, United States Code, is  
4 repealed.

5 (d) Section 203 of Public Law 91-441 (84 Stat. 906; 10  
6 U.S.C. 2358 note) is amended—

7 (1) by striking out subsection (c); and

8 (2) by redesignating subsection (d) as subsection  
9 (c).

10 (e) Section 138 of title 10, United States Code, is  
11 amended by striking out subsection (c)(3)(C) and by redesignig-  
12 nating subsection (c)(3)(D) as subsection (c)(3)(C).

13 (f) Section 2687 of title 10, United States Code, is re-  
14 pealed.

15 (g) Section 2662 of title 10, United States Code, is re-  
16 pealed.

17 (h) Section 2675b of title 10, United States Code, is  
18 repealed.

19 (i) Section 2672a of title 10, United States Code, is  
20 amended by striking out the following sentence: "The Secre-  
21 tary of a military department contemplating action under this  
22 provision will provide notice, in writing, to the Armed Serv-  
23 ices Committees of the Senate and House of Representatives  
24 at least 30 days in advance of any action being taken."

1 (j) Section 410 of the Act of November 19, 1969 (50  
2 U.S.C. 1436; 83 Stat. 210), is repealed.

3 (k) Section 612 of the Military Construction Authoriza-  
4 tion Act, 1975 (88 Stat. 1765), is amended by striking out:  
5 "The Secretary of each military department shall make an  
6 annual report to Congress on the operation of the program."

ENACTED 7 (l) Section 2677(c) of title 10, United States Code, is  
8 repealed.

ENACTED 9 (m) Section 2110(b) of title 10, United States Code, is  
10 amended by striking out "The Secretary of each military de-  
11 partment shall report to Congress in April of each year on  
12 the progress of the flight instruction program".

13 (n) Section 502(a)(2) of Public Law 96-342 (94 Stat.  
14 1086; 10 U.S.C. 2304 note) is amended by inserting: "with  
15 respect to a commercial or industrial type function that is  
16 being performed by fifty or more Department of Defense ci-  
17 vilian personnel" before "unless."

18 REPORTS BY THE DEPARTMENT OF EDUCATION

19 SEC. 106. (a)(1) Section 342(a)(2)(A) of the Higher  
20 Education Act of 1965 (20 U.S.C. 1067) as amended by the  
21 Education Amendments of 1980 (Public Law 96-374, sec.  
22 301; 94 Stat. 1398) is repealed.

23 (2) Section 342(a)(2)(B) is amended by striking "and in-  
24 clude a statement of reasons for such determination."

1 (b) Section 653(c) of the Education of the Handicapped  
2 Act (20 U.S.C. 1453; Public Law 91-230, sec. 653; 84 Stat.  
3 187; Public Law 94-142, sec. 6(b); 89 Stat. 795) is repealed.

4 (c) Section 553(c) of the Higher Education Act of 1965  
5 (20 U.S.C. 1119c-2) as amended by the Education Amend-  
6 ments of 1980 (Public Law 96-374, sec. 506; 94 Stat. 1464)  
7 is repealed.

8 (d) Section 14(c) of the Rehabilitation Act of 1973 (29  
9 U.S.C. 713) as amended by the Rehabilitation, Comprehen-  
10 sive Services, and Developmental Disabilities Amendments  
11 of 1978 (Public Law 95-602; 92 Stat. 2986) is repealed.

12 (e) Section 112(b)(3) of the Rehabilitation Act of 1973  
13 (29 U.S.C. 723(b)(3); Public Law 93-112; 87 Stat. 372) is  
14 repealed.

ENACTED

15 (f) Section 117(d) of the Higher Education Act of 1965  
16 (20 U.S.C. 1017) as amended by the Education Amendments  
17 of 1980 (Public Law 96-374, sec. 101(a); 94 Stat. 1382) is  
18 repealed.

19 REPORTS UNDER THE DEPARTMENT OF ENERGY

20 SEC. 107. (a) Section 18 of the Federal Energy Admin-  
21 istration Act of 1974 (15 U.S.C. 777) is amended by—

22 (1) striking subsection (d); and

23 (2) redesignating subsection (e) as subsection (d).

1 (b) Section 7(b)(7) of the Federal Nonnuclear Energy  
2 Research and Development Act of 1974 (42 U.S.C.  
3 5906(b)(7)) is amended by—

4 (1) striking subparagraph (A); and

5 (2) striking the subparagraph designator "(B)".

6 (c) Section 314 of the Energy Research and Develop-  
7 ment Administration Appropriation Authorization for Fiscal  
8 Year 1976 Act (89 Stat. 1076) is amended by striking the  
9 colon and all that follows, and by inserting a period in its  
10 place.

11 (d) Section 908 of the Surface Mining Control and Rec-  
12 lamation Act of 1977 (30 U.S.C. 1328) is amended by—

13 (1) striking subsection (d); and

14 (2) redesignating subsection (e) as subsection (d).

15 (e) The Energy Security Act is amended by—

16 (1) repealing section 106 (50 U.S.C. App. 2096a);

17 (2) repealing title III (42 U.S.C. 7361-64); and

18 (3) striking the items relating to section 106 and  
19 title III in the table of contents.

20 (f) The Department of the Interior and Related Agen-  
21 cies Appropriations for Fiscal Year 1980 Act is amended by  
22 striking the last paragraph under the heading "Department  
23 of Energy Alternative Fuels Production" in title II (93 Stat.  
24 971).

1 (g) Section 11 of the Energy Supply and Environmental  
2 Coordination Act of 1974 (15 U.S.C. 796) is amended by—

3 (1) striking subsection (c); and

4 (2) redesignating subsections (d), (e), (f), and (g) as  
5 (c), (d), (e), and (f) respectively.

6 (h) The Powerplant and Industrial Fuel Use Act of  
7 1978 is amended by—

8 (1) repealing section 801 (42 U.S.C. 8481); and

9 (2) striking the item relating to section 801 in the  
10 table of contents.

11 (i) The Department of Energy Organization Act is  
12 amended by—

13 (1) striking section 205(h) (42 U.S.C. 7135(h));

14 (2) repealing title VIII (42 U.S.C. 7321-22); and

15 (3) striking the items relating to title VIII in the  
16 table of contents.

17 (j) Section 203 of the Clean Air Act Amendments of  
18 1977 (42 U.S.C. 7551) is amended by—

ENACTED

19 (1) striking subsection (b); and

20 (2) striking the subsection designator "(a)".

21 (k) Section 506 of the Housing and Urban Development  
22 Act of 1970 (12 U.S.C. 1701z-5) is amended by striking  
23 subsection (c).

24 (l) The Electric and Hybrid Vehicle Research, Develop-  
25 ment and Demonstration Act of 1976 is amended by—

ENACTED

S 2258 IS—2

ENACTED 1 (1) striking the last sentence of section 7(e)(1) (15  
2 U.S.C. 2506(e)(1)); and  
3 (2) striking section 13(c)(3) (15 U.S.C. 2512(c)(3)).  
4 (m) Section 7 of the Act of July 7, 1960 (Public Law  
5 86-599; 74 Stat. 337) is repealed.

ENACTED 6 (n) The Methane Transportation Research, Develop-  
7 ment, and Demonstration Act of 1980 is amended by—

- 8 (1) striking “; and” in section 4(c)(7) (15 U.S.C.  
9 3803(c)(7)) and inserting a period in its place;  
10 (2) striking section 4(c)(8) (15 U.S.C. 3803(c)(8));  
11 and  
12 (3) repealing section 9 (15 U.S.C. 3808).

13 (o) Section 57(a) of the Federal Energy Administration  
14 Act of 1974 (15 U.S.C. 790f(a)) is amended by—

- 15 (1) striking “; and” in paragraph (1) and inserting  
16 a period in its place;  
17 (2) striking the paragraph designator (1); and  
18 (3) striking paragraph (2).

19 (p) Section 242(a)(2) of the Emergency Energy Conser-  
20 vation Act of 1979 (42 U.S.C. 8532(a)(2)) is amended by—

- 21 (1) striking “; and” in subparagraph (A) and in-  
22 serting a period in its place;  
23 (2) striking the subparagraph designator (A); and  
24 (3) striking subparagraph (B).



1 (q) Section 742 of Public Law 95-620, November 9, ENACTED  
2 1978, is repealed.

3 REPORTS BY THE DEPARTMENT OF HEALTH AND HUMAN  
4 SERVICES

5 SEC. 108. (a) Section 311(c) of title 37, United States  
6 Code, is repealed.

7 (b) Section 203(o) of the Federal Property and Adminis-  
8 trative Services Act of 1949 (40 U.S.C. 484(o)) is amended  
9 in the first sentence by striking out “; and the head of each  
10 executive agency disposing of real property under subsection  
11 (k) of this section,”.

12 (c) Section 26(e)(2) of the Toxic Substances Control Act  
13 (15 U.S.C. 2625(e)(2)) is amended to read as follows:

14 “(2) The Administrator and the Secretary shall—

15 “(A) define the term ‘known financial interests’  
16 for purposes of paragraph (1), and

17 “(B) establish the methods by which the require-  
18 ment to file written statements specified in paragraph  
19 (1) will be monitored and enforced, including appropri-  
20 ate provisions for review by the Administrator and the  
21 Secretary of such statements.”.

22 (d) Section 402(c) of the Social Security Act (42 U.S.C.  
23 602(c)) is repealed.

24 (e) Section 1114(f) of the Social Security Act (42 U.S.C.  
25 1314) is amended by striking out the second sentence.

ENACTED '1 (f) Section 1120(b) of the Social Security Act (42 U.S.C.  
'2 1320) is amended by repealing subsection (b) and by striking  
'3 out "(a)":

'4 (g) Section 1172 of the Social Security Act (42 U.S.C.  
5 1320c-21) is repealed.

'6 (h) Section 1881(c)(6) of the Social Security Act (42  
7 U.S.C. 1395rr(c)(6)) is amended by striking out the last sen-  
8 tence.

'9 (i) Section 505(a)(3) of the Social Security Disability  
10 Amendments of 1980 (42 U.S.C. 1310 note) is amended by  
11 striking out everything that follows the first sentence.

12 (j) Section 308(a) of the Public Health Service Act (42  
13 U.S.C. 242m(a)) is amended—

14 (1) by striking out paragraph (1),

15 (2) in paragraph (3), by striking out "or (2)", and

16 (3) by renumbering paragraphs (2) and (3) as (1)  
17 and (2), respectively.

18 (k) Section 317(h) of the Public Health Service Act (42  
19 U.S.C. 247b(h)) is repealed.

ENACTED 20 (l) Section 329(f)(5) of the Public Health Service Act  
21 (42 U.S.C. 254b(f)(5)) is amended by striking out the last  
22 sentence.

23 (m) Section 338A(i) of the Public Health Service Act  
24 (42 U.S.C. 254(i)) is repealed.

1 (n) Section 357 of the Public Health Service Act (42  
2 U.S.C. 263e) is repealed.

3 (o) Section 360D of the Public Health Service Act (42  
4 U.S.C. 2631) is repealed.

5 (p)(1) Section 511 of the Public Health Service Act (42  
6 U.S.C. 229) is repealed.

7 (2) The first sentence of section 383(b) of that Act (42  
8 U.S.C. 277(b)) is amended by striking out “, and the Secre-  
9 tary shall include in his annual report to the Congress a  
10 statement covering the recommendations made by the Board  
11 and the disposition thereof”.

12 (q) Section 771(b)(2)(C) of the Public Health Service  
13 Act (42 U.S.C. 295f-1(b)(2)(C)) is amended in the last sen-  
14 tence by striking out “and to the Committee on Interstate  
15 and Foreign Commerce of the House of Representatives and  
16 to the Committee on Labor and Public Welfare of the  
17 Senate”.

18 (r) Section 1009 of the Public Health Service Act (42  
19 U.S.C. 300a-6a) is repealed.

20 (s) Section 1122 of the Public Health Service Act (42  
21 U.S.C. 300c-12) is amended to read as follows:

22 “SUDDEN INFANT DEATH SYNDROME RESEARCH

23 “SEC. 1122. From the sums appropriated to the Nation-  
24 al Institute of Child Health and Human Development under  
25 section 441, the Secretary shall assure that there are applied

1 to research which relates specifically to sudden infant death  
2 syndrome, and to research which relates generally to sudden  
3 infant death syndrome, including high-risk pregnancy and  
4 high-risk infancy research which directly relates to sudden  
5 infant death syndrome, such amounts each year as will be  
6 adequate, given the leads and findings then available from  
7 such research, in order to make maximum feasible progress  
8 toward identification of infants at risk of sudden infant death  
9 syndrome and prevention of sudden infant death syndrome.”.

10 (t) Section 1315 of the Public Health Service Act (42  
11 U.S.C. 300e-14) is repealed.

12 (u) Section 1318(e) of the Public Health Service Act (42  
13 U.S.C. 300e-17(e)) is repealed.

14 (v) Section 5(h) of the International Health Research  
15 Act of 1970 (22 U.S.C. 2103(h)) is repealed.

16 (w) Section 102 of the Comprehensive Alcohol Abuse  
17 and Alcoholism Prevention, Treatment, and Rehabilitation  
18 Act of 1970 (42 U.S.C. 4552) is amended—

19 (1) by striking out paragraph (1), and

20 (2) by renumbering paragraphs (2) through (4) as  
21 (1) through (3), respectively.

22 (x) Section 27(c) of the Toxic Substances Control Act  
23 (15 U.S.C. 2626(c)) is repealed.

24 (y) Section 154(e) of the Clean Air Act (42 U.S.C.  
25 7454(e)) is amended by striking out the last sentence.

1 (z) Section 1200 of the Comprehensive Drug Abuse  
2 Prevention and Control Act of 1980 (42 U.S.C. 3509) is re-  
3 pealed.

4 (aa) Section 640(d) of the Head Start Act (42 U.S.C.  
5 9835) is amended by striking out the second sentence.

6 (bb) Section 315 of the Runaway and Homeless Youth  
7 Act (42 U.S.C. 5715) is repealed.

8 **REPORTS BY THE DEPARTMENT OF HOUSING AND URBAN**  
9 **DEVELOPMENT**

10 **SEC. 109.** (a) Title III of the Energy Conservation and **ENACTED**  
11 Production Act (42 U.S.C. 6801; 90 Stat. 1125) is amended  
12 by striking out section 311.

13 (b) Section 505 of the Housing and Urban Development  
14 Act of 1970 (12 U.S.C. 1701z-4; 84 Stat. 1787) is amended  
15 by striking out subsection (f).

16 (c) The Housing and Community Development Act of  
17 1977 (42 U.S.C. 3540; 91 Stat. 1149) is amended by strik-  
18 ing out section 904.

19 **REPORTS BY THE DEPARTMENT OF THE INTERIOR**

20 **SEC. 110.** (a) Section 8 of the Act of August 18, 1970  
21 (84 Stat. 825), as amended, title 16, United States Code,  
22 sections 1a through 5, is deleted and replaced by the follow-  
23 ing: "The Secretary is directed to transmit annually to the  
24 Speaker of the House of Representatives and to the Presi-  
25 dent of the Senate, at the beginning of each fiscal year, a

1 complete and current list of all areas included on the Registry  
2 of Natural Landmarks and those areas of national signifi-  
3 cance listed on the National Register of Historic Places  
4 which areas exhibit known or anticipated damage or threats  
5 to the integrity of their resources, along with notations as to  
6 the nature and severity of such damage or threats. The  
7 annual listing shall be printed as a House document. For the  
8 purpose of monitoring the welfare and integrity of the nation-  
9 al landmarks, there are authorized to be appropriated annual-  
10 ly not to exceed \$1,500,000.”.

11 (b) Section 665 of title 16, United States Code, entitled  
12 the “Fish and Wildlife Cooperation Act”, is amended in the  
13 first sentence thereof by striking out “and to make reports to  
14 the Congress concerning such investigations and of recom-  
15 mendations for alleviating dangerous and undesirable effects  
16 of such pollution”.

ENACTED 17 (c) Section 673f of title 16, United States Code (90  
18 Stat. 1189) of the Act of August 14, 1976, is deleted.

19 (d) Section 673g of title 16, United States Code (90  
20 Stat. 1189) of the Act of August 14, 1976, is revised by  
21 deleting the final sentence thereof.

22 (e) Section 313(b)(2) of the Federal Land Policy and  
23 Management Act of 1976 (43 U.S.C. 1743; 90 Stat. 2769) is  
24 repealed.

1 (f) Section 13(b)(2) of the National Park System—  
 2 Mining Activity Act (16 U.S.C. 1912; 90 Stat. 1345) is re-  
 3 pealed.

4 (g) Section 522(b)(2) of the Energy Policy and Conser-  
 5 vation Act (42 U.S.C. 6392; 89 Stat. 962) is repealed.

6 (h) Section 605(b)(2) of the Outer Continental Shelf  
 7 Lands Act Amendments of 1978 (43 U.S.C. 1864; 92 Stat.  
 8 695) is repealed.

9 (i) Section 2 of the Act of September 22, 1961 (75 Stat.  
 10 584; 25 U.S.C. 165) is repealed.

11 (j) The Act of September 22, 1961 (75 Stat. 577; 25  
 12 U.S.C. 15) is amended by striking out the last sentence  
 13 thereof.

14 (k) Section 3 of the Act of August 21, 1951 (65 Stat. ENACTED  
 15 195; 25 U.S.C. 673) is repealed.

16 REPORTS BY THE DEPARTMENT OF JUSTICE

17 SEC. 111. (a) Section 4352(b) of the Juvenile Justice ENACTED  
 18 and Delinquency Prevention Act of 1974, chapter 319. Na-  
 19 tional Institute of Corrections (5 U.S.C. 5332; 88 Stat.  
 20 1141) is repealed.

21 (b) Section 203 of the Truth in Lending Act (82 Stat. ENACTED  
 22 162) is repealed.

23 (c) Section 114 of title I of the Consumer Credit Protec- MODIFIED  
 24 tion Act (15 U.S.C. 1613; 82 Stat. 151) is repealed.

1           **REPORTS BY THE DEPARTMENT OF LABOR**

2           **SEC. 112. (a)** Section 602(a)(1) of the Comprehensive  
3 Employment and Training Act (sec. 2 of Public Law 95-524;  
4 92 Stat. 2006; 29 U.S.C. 962(a)(1)) is repealed.

**ENACTED** 5           **(b)** Section 6(f) of Public Law 90-83 (81 Stat. 221; 29  
6 U.S.C. 606) is repealed.

7           **(c)** Section 5(b) of the Comprehensive Employment and  
8 Training Act Amendments of 1978 (Public Law 95-524; 92  
9 Stat. 2019; 29 U.S.C. 829a) is repealed.

10           **(d)** Section 182(a)(3) of the Vocational Education Act of  
11 1963 (as amended by the Education Amendments of 1976)  
12 (Public Law 94-482; 90 Stat. 2169; 20 U.S.C. 2412(a)(3)) is  
13 repealed.

**ENACTED** 14           **(e)** Section 41(b)(1) of the Longshoremen's and Harbor  
15 Workers' Compensation Act, as amended by Public Law 85-  
16 742 (72 Stat. 835; 33 U.S.C. 941(b)(1)), is amended by de-  
17 leting the following words from that section: "and from time  
18 to time make to Congress such recommendations as he may  
19 deem proper as to the best means of preventing such inju-  
20 ries".

21           **(f)** Section 4(e) of the Fair Labor Standards Act of  
22 1938, as added by section 3 of the Fair Labor Standards  
23 Amendments of 1961 (Public Law 87-30; 75 Stat. 66; 29  
24 U.S.C. 204(e)) is repealed.



1 (g) Section 127 of the Comprehensive Employment and  
2 Training Act (sec. 2 of Public Law 95-524; 92 Stat. 1945;  
3 29 U.S.C. 829) is repealed.

4 (h) The second sentence of section 19(b), of the Occupa- ENACTED  
5 tional Safety and Health Act of 1970 (84 Stat. 1590; 29  
6 U.S.C. 651) is repealed.

7 (i) Section 440 of the Social Security Act (42 U.S.C.  
8 640) is repealed.

9 REPORTS BY THE DEPARTMENT OF TRANSPORTATION

10 SEC. 113. (a) Section 110 of the Surface Transportation  
11 Assistance Act of 1978 (23 U.S.C. 104(h); 92 Stat. 2696) is  
12 repealed.

13 (b) Section 144(i) of title 23, United States Code (92  
14 Stat. 2704) is repealed and subsections (j), (k), (l), and (m) of  
15 section 144 of title 23, United States Code, are relettered as  
16 (i), (j), (k), and (l) respectively, including any references to  
17 such subsections.

18 (c) Section 151(g) of title 23, United States Code (87 ENACTED  
19 Stat. 285), is amended by striking the third and fourth sen-  
20 tences and inserting in lieu thereof, "No State shall submit  
21 any such report to the Secretary for any year after the  
22 second year following completion of the pavement marking  
23 program in that State."

MODIFIED 1 (d) Section 152(g) of title 23, United States Code (92  
2 Stat. 2723) is amended by striking the third, fourth, and fifth  
3 sentences.

4 (e) Section 163(o) of the Federal-Aid Highway Act of  
5 1973, as amended (87 Stat. 280) is repealed and subsections  
6 (p) and (q) of section 163 of the Federal Aid Highway Act of  
7 1973, as amended, are relettered as (o) and (p) respectively,  
8 including any references to such subsections.

9 (f) Section 203(e) of the Highway Safety Act of 1973  
10 (87 Stat. 283) is amended by striking the third, fourth, and  
11 fifth sentences.

12 (g) Subsections (a), (b), and (c) of section 123 of the  
13 Federal-Aid Highway Act of 1978 (92 Stat. 2701) are  
14 repealed.

15 (h) Section 209 of the Highway Safety Act of 1978 (92  
16 Stat. 2732) is repealed.

17 (i) Section 107(b) of the Federal Aviation Act of 1958,  
18 as amended (49 U.S.C. 1307(b); 92 Stat. 1709), is repealed.

19 (j) Section 107(c) of the Federal Aviation Act of 1958,  
20 as amended (49 U.S.C. 1307(c); 92 Stat. 1709), is repealed.

ENACTED 21 (k) Section 602 of the Regional Rail Reorganization Act  
22 of 1973 (45 U.S.C. 79; 87 Stat. 1022; Public Law 93-236)  
23 is repealed.

1 (l) The Mineral Leasing Act of 1920, as amended (30  
2 U.S.C. 185), is amended by striking out sections 28(w)(3) and  
3 28(w)(4).

4 (m) Section 475 of title 14, United States Code, is  
5 amended by deleting subsections (e) and (f).

6 (n) Section 311(a) of the Magnuson Fisheries Conserva-  
7 tion and Management Act of 1976 (16 U.S.C. 1861; 90 Stat.  
8 358) is amended by deleting the third full sentence.

9 (o) Section 391a(19) of title 46, United States Code as **ENACTED**  
10 amended, is repealed.

11 **REPORTS BY THE DEPARTMENT OF THE TREASURY**

12 **SEC. 114.** (a) Section 208(e)(1) of the Airport and  
13 Airway Revenue Act of 1970 (49 U.S.C. 1742(e); 84 Stat.  
14 250), is amended to read as follows:

15 "(1) **MANAGEMENT.**—It shall be the duty of the  
16 Secretary of the Treasury to hold the trust fund."

17 (b) Section 402 of the Act of November 13, 1966, enti-  
18 tled "An Act to provide equitable tax treatment for foreign  
19 investment in the United States, to establish a Presidential  
20 Election Campaign Fund to assist in financing the costs of  
21 Presidential election campaigns, and for other purposes" (31  
22 U.S.C. 757f; 80 Stat. 1590), is repealed.

23 (c) Section 209(2)(1) of the Highway Revenue Act of  
24 1956 (23 U.S.C. 120 note (e)(1); 70 Stat. 399), is amended  
25 to read as follows:

1           “(1) IN GENERAL.—It shall be the duty of the  
2           Secretary of the Treasury to hold the Trust Fund.”.

3           (d) Section 3(c)(1) of the Black Lung Benefits Revenue  
4           Act of 1977 (30 U.S.C. 934a(c)(1); 92 Stat. 13), is amended  
5           to read as follows:

6           “(c)(1) It shall be the duty of the Secretary of the Treas-  
7           ury to hold the fund.”.

8           (e) Section 223(b)(1) of the Hazardous Substance Re-  
9           sponse Revenue Act of 1980 (42 U.S.C. 9633; 94 Stat.  
10          2802), is amended to read as follows:

11          “(1) TRUSTEE.—The Secretary shall be the  
12          trustee of the Response Trust Fund.”.

13          (f) Section 203(c)(1) of Public Law 95-502 (33 U.S.C.  
14          1801(c)(1); 92 Stat. 1697), is amended to read “It shall be  
15          the duty of the Secretary to hold the Trust Fund.”.

16          (g) Section 303(c)(1) of Public Law 96-451 (16 U.S.C.  
17          1606a; 94 Stat. 1991), is amended to read as follows: “It  
18          shall be the duty of the Secretary of the Treasury to hold the  
19          Trust Fund.”.

20          (h) Chapter 3 of Public Law 91-599 (84 Stat. 1658) is  
21          amended by striking out the numeral “(1)”, striking out the  
22          comma following the word “country” and inserting a period  
23          in lieu thereof, and by striking out the remainder of the provi-  
24          sion.

1 (i)(a) Section 30 of the Bretton Woods Agreements Act,  
2 as amended (22 U.S.C. 286e-9; 92 Stat. 1052) is amended  
3 by striking out "(a)".

4 (b) Section 30(b) of the Bretton Woods Agreements Act,  
5 as amended (22 U.S.C. 286e-9; 92 Stat. 1052) is repealed.

6 (j) Subsection 602(c) of Public Law 96-259 (22 U.S.C. **ENACTED**  
7 262j; 94 Stat. 433) is repealed.

8 **REPORTS BY THE AGENCY FOR INTERNATIONAL**  
9 **DEVELOPMENT**

10 **SEC. 115.** (a) Section 620(s)(2) of the Foreign Assist-  
11 ance Act of 1961, as amended (22 U.S.C. 2370(s)(2); 83  
12 Stat. 820) is repealed.

13 (b) Section 634(a)(2)(B) of the Foreign Assistance Act of  
14 1961, as amended (22 U.S.C. 2394(a)(2)(B); 92 Stat. 957) is  
15 repealed.

16 (c) Sections 634 (a)(6) and (a)(7) of the Foreign Assist-  
17 ance Act of 1961, as amended (22 U.S.C. 2394 (a)(6) and  
18 (a)(7); 92 Stat. 957) are repealed.

19 **REPORT BY THE CIVIL AERONAUTICS BOARD**

20 **SEC. 116.** Section 205 of the Federal Aviation Act of  
21 1958, as amended (49 U.S.C. 1325; 72 Stat. 744), is re-  
22 pealed.



1 with such recommendations as may appear to be appropriate  
2 or necessary to promote the purposes of such compact.”.

3 (b) Section 4(d) of the Federal Power Act (16 U.S.C.  
4 797(d); 41 Stat. 1065; 46 Stat. 798; 49 Stat. 840; 16 U.S.C.  
5 797(d)) is amended by deleting the sentence stating “Such  
6 report shall contain the names and show the compensation of  
7 the persons employed by the Commission.”.

8 (c) Section 4(d) of the Federal Power Act (16 U.S.C.  
9 797(d); 41 Stat. 1065; 46 Stat. 798; 49 Stat. 840) is amend-  
10 ed by deleting the sentence stating “The Commission, on or  
11 before the third day of January of each year, shall submit to  
12 Congress for the fiscal year preceding a classified report  
13 showing the permits and licenses issued under this Part, and  
14 in each case the parties thereto, the terms prescribed, and the  
15 moneys received, if any, on account thereof.”.

16 **REPORTS BY THE GENERAL SERVICES ADMINISTRATION**

17 **SEC. 118.** (a) Section 10 of Public Law 94-519 of Octo-  
18 ber 17, 1976 (90 Stat. 2457; 40 U.S.C. 493) is repealed.

19 (b) Section 202(e) of the Federal Property and Adminis-  
20 trative Services Act of 1949 (40 U.S.C. 483; 90 Stat. 2455)  
21 is repealed.

22 **REPORT BY THE INTERSTATE COMMERCE COMMISSION**

23 **SEC. 119.** The last two sentences of section 1 of the  
24 Interstate Commerce Act (Public Law 95-473; 92 Stat.  
25 1350; 49 U.S.C. 10327(j)) are repealed.

**ENACTED**

1     **REPORTS BY THE NATIONAL AERONAUTICS AND SPACE**

2                                     **ADMINISTRATION**

**ENACTED** 3           **SEC. 120.** (a) Section 2304(e) of title 10, United States  
4 Code, is repealed.

5           (b) Section 2476 of title 42, United States Code, is re-  
6 pealed.

7     **REPORTS BY THE NUCLEAR REGULATORY COMMISSION**

**ENACTED** 8           **SEC. 121.** (a) Section 11 of the Fiscal Year 1979 Nucle-  
9 ar Regulatory Commission Authorization Act (Public Law  
10 95-601; 42 U.S.C. 2205(a); 92 Stat. 2953), is repealed.

11          (b) Section 201(h) of the Energy Reorganization Act of  
12 1974 (Public Law 93-438; 42 U.S.C. 5841; 88 Stat. 1233),  
13 is repealed.

14          (c) Section 4 of the Price-Anderson Act (Public Law  
15 85-256, 71 Stat. 579) is repealed.

16     **REPORT BY THE OFFICE OF PERSONNEL MANAGEMENT**

17           **SEC. 122.** Sections 5114 (a) and (b) of title 5, United  
18 States Code (80 Stat. 456), are repealed.

19     **REPORTS BY THE SMALL BUSINESS ADMINISTRATION**

20           **SEC. 123.** (a) Section 10 of the Small Business Act (88  
21 Stat. 746; 15 U.S.C. 639) is amended by striking out para-  
22 graph (g)(1) and redesignating paragraph (2) as paragraph  
23 (1).

24          (b) Section 303 of the Small Business Economic Policy  
25 Act of 1980 (94 Stat. 849; 15 U.S.C. 631(b)), is amended by



1 striking out subsection (b) and redesignating subsections (c)  
2 and (d) as subsections (b) and (c), respectively.

3           REPORTS BY THE VETERANS' ADMINISTRATION

4           SEC. 124. (a) Section 102(b)(1)(C) of Public Law 96-22  
5 of June 13, 1979, entitled "Veterans Health Care Amend-  
6 ments of 1979," (38 U.S.C. 612(b)) is amended by striking  
7 out the paragraph beginning with "In any year in which the  
8 President's Budget for the fiscal year . . ." and ending with  
9 "Any report submitted pursuant to this subsection shall in-  
10 clude a comment by the Administrator on the effect of the  
11 application of the criteria prescribed in the second sentence of  
12 section 610(c) of this title for furnishing incidental dental care  
13 to hospitalized veterans."

14           (b) Section 201(b) of Public Law 96-22 of June 13,  
15 1979, entitled "Veterans Health Care Amendments of  
16 1979" (38 U.S.C. 601, Note 1) is amended by striking out all  
17 of Note 1.

18           (c) Section 1001 of title 38, United States Code, is  
19 amended by striking out "and to Congress" in the last sen-  
20 tence thereof.

21           TITLE II—MODIFICATIONS

22           REPORTS BY THE EXECUTIVE OFFICE OF THE PRESIDENT

23           SEC. 201. (a) Section 305 of the Drug Abuse Office and  
24 Treatment Act of 1972 (21 U.S.C. 1165; 86 Stat. 70) is

1 amended by striking out "of each year" and inserting "1982  
2 and every other year thereafter" in lieu thereof.

3 (b)(1) Subsection 3679(c)(2) of the Revised Statutes (31  
4 U.S.C. 665(c)(2)) is amended to change the last sentence to  
5 read as follows: "Reserves established pursuant to this sub-  
6 section other than temporary withholdings associated with  
7 routine financial management objectives, shall be reported to  
8 the Congress in accordance with the Impoundment Control  
9 Act of 1974.

10 (2) Section 1011(l) of Public Law 93-344 (31 U.S.C.  
11 1401(l)), is amended to read as follows:

12 "(1) deferral of budget authority includes—

13 "(A) withholding or delaying the obligation  
14 or expenditure of budget authority, except for  
15 temporary withholdings associated with routine fi-  
16 nancial management objectives, (whether by es-  
17 tablishing reserves or otherwise), provided for  
18 projects or activities; or

19 "(B) any other type of Executive action or  
20 inaction, other than temporary reserves estab-  
21 lished for routine financial management objectives,  
22 which effectively precludes the obligation or ex-  
23 penditure of budget authority, including authority  
24 to obligate by contract in advance of appropri-  
25 ations as specifically authorized by law;"

1 (c) Subsection 605(a) of Public Law 93-344 (31 U.S.C.  
2 11a) is amended to change the first sentence as follows:  
3 "Concurrent with the transmittal of the Budget, the Presi-  
4 dent shall . . .".

5 REPORT BY THE DEPARTMENT OF AGRICULTURE

6 SEC. 202. Title I of the "Agriculture, Rural Develop-  
7 ment, and Related Agencies Appropriations Act, 1981"  
8 (Public Law 96-528, December 15, 1980) (15 U.S.C. 713a-  
9 10; 94 Stat. 3104) is amended by striking out "quarterly"  
10 and inserting in lieu thereof, "annual."

11 REPORTS BY THE DEPARTMENT OF COMMERCE

12 SEC. 203. (a) Section 302(d) of the Marine Protection,  
13 Research, and Sanctuaries Act of 1972 (title III) (16 U.S.C.  
14 1432), is amended to read: "The Secretary shall submit a  
15 biennial report to the Congress, on or before March 1 of  
16 every other year beginning in 1984, setting forth a compre-  
17 hensive review of his actions during the previous two fiscal  
18 years undertaken pursuant to the authority of this section,  
19 together with appropriate recommendation for legislation  
20 considered necessary for the designation and protection of  
21 marine sanctuaries."

ENACTED

22 (b) Section 5(d)(9) of the National Climate Program Act  
23 of 1978 (15 U.S.C. 2904) is amended by striking out "that  
24 shall be revised and extended biennially" and inserting in lieu

1 thereof "that shall be reviewed every year and revised as  
2 appropriate."

ENACTED 3 (c) Section 7 of the National Climate Program Act of  
4 1978 (15 U.S.C. 2906) is amended by striking out "not later  
5 than January 30 of each year" and inserting in lieu thereof  
6 "not later than March 31 of each year."

ENACTED 7 (d) Section 4(a) of the National Ocean Pollution Plan-  
8 ning Act of 1978 (33 U.S.C. 1703(a)) is amended by striking  
9 out "and a revision of the Plan shall be prepared and so  
10 submitted by September 15 of each odd-numbered year oc-  
11 ccurring after 1979" "and inserting in lieu thereof" "and a  
12 revision of the Plan shall be prepared and so submitted by  
13 September 15 every three years after 1979."

14 REPORTS BY THE DEPARTMENT OF DEFENSE

ENACTED 15 SEC. 204. (a)(1) Section 808(a) of the Department of  
16 Defense Appropriation Authorization Act, 1978 (50 U.S.C.  
17 1520(a); 91 Stat. 334) is amended by striking out clause (1)  
18 and by redesignating clauses (2) and (3) as clauses (1) and (2),  
19 respectively.

ENACTED 20 (2) Section 409(a) of Public Law 91-121, November 19,  
21 1969 (50 U.S.C. 1511(a); 83 Stat. 209) is amended by  
22 adding the following sentence at the end thereof: "The report  
23 shall include a full accounting of all experiments and studies  
24 conducted by the Department of Defense in the preceding  
25 year, whether directly or under contract, which involve the

1 use of human subjects for the testing of chemical or biological  
2 agents.”.

3 (b) Section 201 of the Federal Voting Assistance Act of **ENACTED**  
4 1955 (42 U.S.C. 1973cc-11; 69 Stat. 585) is amended by  
5 striking out “odd-numbered years” and inserting in place  
6 thereof “the first odd-numbered year following the year in  
7 which the Presidential election is held.”.

8 (c) Section 2455(b) of title 10, United States Code, is **ENACTED**  
9 amended by striking out “yearly period ending with the pre-  
10 ceding December 31” and inserting “preceding fiscal year.”.

11 **REPORT BY THE DEPARTMENT OF EDUCATION**

12 **SEC. 205.** Section 605(b) of the Higher Education Act **ENACTED**  
13 of 1965 (20 U.S.C. 1125; Public Law 89-329, sec. 605; 79  
14 Stat. 1264; amended by Public Law 90-575, sec. 242; 82  
15 Stat. 1041; amended by Public Law 96-374, sec. 601; 94  
16 Stat. 1467) is amended by striking out “which shall include  
17 an index and analysis” and inserting instead “listing”.

18 **REPORTS UNDER THE DEPARTMENT OF ENERGY**

19 **SEC. 206.** Section 166(b)(1) of the Energy Policy and  
20 Conservation Act (42 U.S.C. 6245(b)(1)) is amended by strik-  
21 ing “fifteenth” and inserting “forty-fifth” in its place.

22 **REPORTS BY THE DEPARTMENT OF HEALTH AND HUMAN**  
23 **SERVICES**

24 **SEC. 207.** (a) Section 2(d) of Public Law 97-135 (25  
25 U.S.C. 472a(d)) is amended—

1 (1) by striking out "following the close of each  
2 fiscal year",

3 (2) by striking out "which they took in such fiscal  
4 year" and inserting instead "which they have taken",  
5 and

6 (3) by inserting "biennial" before "report".

7 (b) Section 2(e)(2) of Public Law 96-135 (25 U.S.C.  
8 472a(e)(2)) is amended—

9 (1) by striking out "following the close of each  
10 fiscal year",

11 (2) by striking out "which they took in such fiscal  
12 year" and inserting instead "which they have taken",  
13 and

14 (3) by inserting "biennial" before "report".

15 (c) Section 26 of the Occupational Safety and Health  
16 Act of 1970 (29 U.S.C. 675 is amended by striking out  
17 "Within one hundred and twenty days following the conven-  
18 ing of each regular session of each Congress, the Secretary  
19 and the Secretary of Health, Education, and Welfare shall  
20 each" and inserting instead "the Secretary and the Secretary  
21 of Health and Human Services shall each biennially".

22 (d) Section 1875(b) of the Social Security Act (42  
23 U.S.C. 1395(b)) is amended by striking out "a validation of  
24 the accreditation process of the Joint Commission on the Ac-  
25 creditation of Hospitals,".

1 (e) Section 1881(g) of the Social Security Act is amend-  
2 ed in the material preceding paragraph (1) by striking out "to  
3 the Congress on July 1, 1979, and July 1 of each year there-  
4 after" and inserting instead "annually to the Congress".

5 (f) Section 405(b) of the Drug Abuse Prevention, Treat-  
6 ment, and Rehabilitation Act (21 U.S.C. 1172(b)) is amend-  
7 ed—

8 (1) in the matter preceding paragraph (1) by in-  
9 serting "biennially" after "transmit", and

10 (2) by striking out the last sentence.

11 (g) Section 301(b)(4) of the Public Health Service Act  
12 (42 U.S.C. 241(b)(4)) is amended—

13 (1) in the matter preceding subparagraph (A), by  
14 striking out "an annual" and inserting instead "a bi-  
15 ennial", and

16 (2) in subparagraph (D), by striking out "year"  
17 and inserting instead "period".

18 (h) Section 336 of the Public Health Service Act (42  
19 U.S.C. 254i) is amended in the matter preceding paragraph  
20 (1) by striking out "on May 1 of each year".

ENACTED

21 (i) Section 434(e) of the Public Health Service Act (42  
22 U.S.C. 289c-1(e)) is amended—

23 (1) in the first sentence, by striking out " , as soon  
24 as practicable, but not later than sixty days, after the  
25 end of each fiscal year,"

1           (2) in the first sentence, by striking out "an  
2           annual" and inserting instead "a biennial", and

3           (3) in the matter in the last sentence preceding  
4           paragraph (1), by striking out "annual" and inserting  
5           instead "biennial".

6           (j) Section 435(b) of the Public Health Service Act (42  
7           U.S.C. 289c-2(b)) is amended by striking out "an annual"  
8           and inserting instead "a biennial" and by striking out "(on or  
9           before November 30 of each year)".

10          (k) Section 439(e) of the Public Health Service Act (42  
11          U.S.C. 289c-6(e)) is amended by striking out "an annual"  
12          and inserting instead "a biennial" and by striking out "on or  
13          before November 30 of each year".

14          (l) The first sentence of section 701 of the Indian Health  
15          Care Improvement Act (25 U.S.C. 1671) is amended by  
16          striking out "annually" and inserting instead "biennially".

17          (m) Section 22(f) of the Occupational Safety and Health  
18          Act of 1970 (29 U.S.C. 671(f)) is amended—

19                 (1) by inserting "biennially" after "submit", and

20                 (2) by striking out "an annual report" and insert-  
21                 ing instead "a report".

ENACTED 22          (n) Section 8 of the Fair Packaging and Labeling Act  
23          (15 U.S.C. 1457) is amended by striking out the last two  
24          sentences and inserting instead the following: "All agencies  
25          except the Department of Health and Human Services and



1 the Federal Trade Commission shall submit their reports in  
2 January of each year. The Department of Health and Human  
3 Services shall include this report in its annual report to Con-  
4 gress on activities under the Federal Food, Drug, and Cos-  
5 metic Act, and the Federal Trade Commission shall include  
6 this report in the Commission's annual report to Congress.".

7 (o) Section 204 of Public Law 94-505 (42 U.S.C. 3524)  
8 is amended to read as follows:

ENACTED

9 "REPORTS

10 "SEC. 204. (a) The Inspector General shall, not later  
11 than April 30 and October 31 of each year, prepare semian-  
12 nual reports summarizing the activities of the Office during  
13 the immediately preceding six-month periods ending March  
14 31 and September 30. Such reports shall include, but need  
15 not be limited to—

16 "(1) a description of significant problems, abuses,  
17 and deficiencies relating to the administration of pro-  
18 grams and operations of the Department disclosed by  
19 such activities during the reporting period;

20 "(2) a description of the recommendations for cor-  
21 rective action made by the Office during the reporting  
22 period with respect to significant problems, abuses, or  
23 deficiencies identified pursuant to paragraph (1);

24 "(3) an identification of each significant recom-  
25 mendation described in previous reports under this sec-

1       tion on which corrective action has not been complet-  
2       ed;

3               “(4) a summary of matters referred to prosecutive  
4       authorities and the prosecutions and convictions which  
5       have resulted;

6               “(5) a summary of each report made to the Secre-  
7       tary under section 205(b)(2) during the reporting  
8       period; and

9               “(6) a listing of each audit report completed by  
10      the Office during the reporting period.

11              “(b) Semiannual reports of the Inspector General shall  
12      be furnished to the Secretary not later than April 30 and  
13      October 31 of each year and shall be transmitted by the Sec-  
14      retary to the appropriate committees or subcommittees of the  
15      Congress within thirty days after receipt, together with a  
16      report by the Secretary containing any comments he deems  
17      appropriate.

18              “(c) Within sixty days of the transmission of each semi-  
19      annual report to the Congress, the Secretary shall make  
20      copies of such report available to the public upon request and  
21      at a reasonable cost.

22              “(d) The Inspector General shall report immediately to  
23      the Secretary whenever the Inspector General becomes  
24      aware of particularly serious or flagrant problems, abuses, or  
25      deficiencies relating to the administration of programs and

1 operations of the Department. The Secretary shall transmit  
2 any such report to the appropriate committees or subcommit-  
3 tees of Congress within seven calendar days, together with a  
4 report by the Secretary containing any comments he deems  
5 appropriate.”.

6 (p)(1) Section 308(a) of the age discrimination Act of  
7 1975 (42 U.S.C. 6106a(a)) is amended by striking out all  
8 that precedes “a report” and inserting instead “Not later  
9 than December 31 of 1979 and of each succeeding year  
10 through 1983, and not later than December 31 of each year  
11 after 1983 in which the Secretary of Health and Human  
12 Services requires such a report, the head of each Federal  
13 department or agency shall submit to the Secretary of Health  
14 and Human Services”.

15 (2) Section 308(b) of that Act (42 U.S.C. 6106a(b)) is  
16 amended by striking out all that precedes “shall compile”  
17 and inserting instead “Not later than March 31 of 1980 and  
18 of each succeeding year through 1984, and not later than  
19 March 31 of each succeeding year following a year in which  
20 he requires reports under subsection (a), the Secretary of  
21 Health and Human Services”.



## 1       REPORTS BY THE DEPARTMENT OF THE INTERIOR

2       SEC. 209. (a)(1) Section 6 of the Act of June 22, 1936  
 3 (49 Stat. 1804), as amended (25 U.S.C. 389e), is further  
 4 amended to read as follows: "Adjustments, deferrals, and  
 5 cancellations of charges pursuant to this Act shall be effec-  
 6 tive only after following the procedure prescribed by the Act  
 7 of July 1, 1932 (47 Stat. 564; 25 U.S.C. 386e)."

8       (2) The second proviso of the Act of July 1, 1932 (47       ENACTED  
 9 Stat. 564; 25 U.S.C. 386a) is amended to read as follows:  
 10 "*Provided further*, That the Secretary shall report such ad-  
 11 justments and eliminations to the Congress not later than  
 12 sixty calendar days following the end of the fiscal year in  
 13 which they are made;"

14       (3) The last proviso of said Act of July 1, 1932, is       ENACTED  
 15 amended by deleting the phrase "sixty legislative days" each  
 16 place where it appears and, in each instance, inserting in lieu  
 17 thereof the phrase, "ninety calendar days".

18       (b)(1) Section 1136 of the Education Amendments of       ENACTED  
 19 1978 (92 Stat. 2327; 25 U.S.C. 2016) is amended by adding  
 20 the following at the end thereof: "Such report shall also in-  
 21 clude the current status of tribally controlled community col-  
 22 leges. The annual budget submission for the Bureau's educa-  
 23 tion programs shall, among other things, include (1) informa-  
 24 tion on the funds provided previously private schools under  
 25 section 208 of the Indian Self-Determination and Education

1 Assistance Act (88 Stat. 2216; 25 U.S.C. 458d); (2) the  
 2 needs and costs of operation and maintenance of tribally con-  
 3 trolled community colleges eligible for assistance under the  
 4 Tribally Controlled Community College Assistance Act of  
 5 1978 (92 Stat. 1325; 25 U.S.C. 1801 et seq.); and (3) the  
 6 plans required by section 1121(f), and 1122(c); and 1125(b) of  
 7 this Act (25 U.S.C. 2001(f), 2002(c) and 2005(b)).”

8 (2) The following provisions are hereby repealed:

ENACTED 9 (i) Subsection (e) of section 106 and the last sen-  
 10 tence of subsection (c)(2) of section 107 of the Tribally  
 11 Controlled Community College Assistance Act of 1978  
 12 (92 Stat. 1327; 25 U.S.C. 1807(e) and 1808(c)(2)); and

ENACTED 13 (ii) The last sentence of section 208 of the Indian  
 14 Self-Determination and Education Assistance Act (88  
 15 Stat. 2216; 25 U.S.C. 458d).

16 REPORTS BY THE DEPARTMENT OF JUSTICE

ENACTED 17 SEC. 210. (a) Section 918(a) of the Financial Institu-  
 18 tions Regulatory and Interest Rate Control Act of 1978 (15  
 19 U.S.C. 1693p(a); 92 Stat. 3740) is amended by striking out  
 20 the first and fourth sentences thereof and inserting in lieu of  
 21 the first sentence the following: “Not later than twelve  
 22 months after the effective date of this title and at one-year  
 23 intervals thereafter, the Board shall make reports to the Con-  
 24 gress concerning the administration of its functions under this

1 title, including such recommendations as the Board deems  
2 necessary and appropriate.”.

3 (b) Section 252(i) of the Energy Policy and Conserva-  
4 tion Act (42 U.S.C. 6272(i); 89 Stat. 898) is amended by  
5 striking out “6 months” and inserting in lieu thereof, “year.”

6 (c) Section 8B of the Federal Coal Leasing Act of 1976  
7 (30 U.S.C. 208-2; 90 Stat. 1089) is amended by striking out  
8 . . . “Each submission shall also contain a report by the  
9 Attorney General of the United States on competition in the  
10 coal and energy industries, including an analysis of whether  
11 the antitrust provisions of this Act and the antitrust laws are  
12 effective in preserving or promoting competition in the coal  
13 or energy industry.”.

14 REPORTS BY THE DEPARTMENT OF TRANSPORTATION

15 SEC. 211. (a) Section 515 of the Railroad Revitalization **ENACTED**  
16 and Regulatory Reform Act of 1976, Public Law 94-210 (90  
17 Stat. 82; 45 U.S.C. 835), is repealed.

18 (b) Section 10 of the Emergency Rail Services Act of **ENACTED**  
19 1970, Public Law 91-663 (84 Stat. 1978; 45 U.S.C. 669), is  
20 repealed.

21 (c) Section 409 of the Staggers Rail Act of 1980 (Public **ENACTED**  
22 Law 96-448; 94 Stat. 1948), is amended by adding at the  
23 end thereof: “In each report the Secretary shall advise the  
24 Congress on the past and anticipated financial condition and  
25 operations during the fiscal year of the Railroad Rehabilita-

1 tion and Improvement Fund established under section 502(a)  
 2 of the Railroad Revitalization and Regulatory Reform Act of  
 3 1976, Public Law 94-210, and of the Obligation Guarantee  
 4 Fund established under section 511(b) of that Act. In addi-  
 5 tion, the Secretary shall include in the report information on  
 6 the financial condition of each railroad having a loan guaran-  
 7 teed under the Emergency Rail Services Act of 1970, Public  
 8 Law 91-663, throughout the existence of such loan.”.

9       **REPORTS BY THE DEPARTMENT OF THE TREASURY**

10       **SEC. 212.** (a) Section 33(c) of the Bretton Woods  
 11 Agreements Act, as amended (94 Stat. 1552), is amended by  
 12 deleting the period at the end thereof and inserting in lieu  
 13 thereof the following “, including an overall assessment, to  
 14 the extent feasible, of the effects of economic policies, adopt-  
 15 ed as part of Fund standby arrangements, on basic human  
 16 needs.”.

**ENACTED** 17       (b) Subsection (c)(1) of section 701 of the International  
 18 Financial Institutions Act, as amended (91 Stat. 1609; 94  
 19 Stat. 431) is amended by inserting immediately before the  
 20 word “including” the following: “excluding section 704  
 21 and”.

22       **REPORT BY THE NATIONAL LABOR RELATIONS BOARD**

**ENACTED** 23       **SEC. 213.** Section 3(c) of the National Labor Relations  
 24 Act (29 U.S.C. 153(c); 61 Stat. 139) is amended by striking  
 25 out “stating in detail the cases it has heard, the decisions it



1 has rendered, and an account of all moneys it has disbursed"  
2 and inserting in lieu thereof "summarizing significant case  
3 activities and operations for that fiscal year."

4 **REPORTS BY THE NATIONAL SCIENCE FOUNDATION**

5 **SEC. 214. (a)** Subsection 4(j) of the National Science **MODIFIED**  
6 Foundation Act of 1950, as amended, is amended to read as  
7 follows:

8 "(j)(1) The Board shall periodically render to the Presi-  
9 dent, for submission to the Congress, a report on indicators of  
10 the state of science and engineering in the United States.

11 "(2) The Board shall render to the President for submis-  
12 sion to the Congress reports on policy matters related to re-  
13 search and education in science and engineering, as the  
14 Board, the President, or the Congress determines the need  
15 for such reports."

16 **(b)** The National Science and Technology Policy, Orga- **ENACTED**  
17 nization, and Priorities Act of 1976 (Public Law 94-282) is  
18 amended as follows:

19 (1) section 209 is deleted; and

20 (2) section 206 is amended to read as follows:

21 "SEC. 206. (a) The President shall transmit not less fre-  
22 quently than biennially to the Congress, beginning on Febru-  
23 ary 15, 1983, a Science and Technology Report and Outlook  
24 (hereinafter referred to as the "Report") which shall be pre-  
25 pared under the guidance of the Office and with the coopera-

1 tion of the Director of the National Science Foundation, with  
2 appropriate assistance from other Federal departments and  
3 agencies and such consultants and contractors as the Office  
4 or the Director of the National Science Foundation deems  
5 necessary. The Report may include—

6           “(i) a review of developments of national signifi-  
7           cance in science and technology;

8           “(ii) a description of major Federal decisions and  
9           actions related to science and technology that have oc-  
10          curred since the previous such report;

11          “(iii) a discussion of currently important national  
12          issues in which scientific or technical considerations are  
13          of major significance;

14          “(iv) a forecast of emerging issues of national sig-  
15          nificance resulting from, or identified through, scientific  
16          research or in which scientific or technical consider-  
17          ations are of major importance; and

18          “(v) a discussion of opportunities for, and con-  
19          straints on, the use of new and existing scientific and  
20          technological information and capabilities to make sig-  
21          nificant contributions to the achievement of Federal  
22          program objectives and national goals.

23          “(b) The Office shall insure that the Report, in the form  
24          approved by the President, is printed and made available as a  
25          public document.”

45

1           REPORT BY THE VETERANS' ADMINISTRATION

2           SEC. 215. Section 4142(h)(4) of Title 38, United States       ENACTED

3 Code, is amended by striking out the following "together  
4 with a summary of the reasons that such scholarships were  
5 not accepted." and inserting a period in lieu thereof.

○

○

S 2258 IS

BULLETIN NO. 84-10

REPORT BY THE OFFICE OF SCIENCE AND TECHNOLOGY POLICY

SEC. 215. The National Science and Technology Policy, Organization, and Priorities Act of 1976 (42 U.S.C. 6601, et seq.; Public Law 94-282) is amended as follows:

- (1) section 209 is deleted; and
- (2) in section 205(a)(11), strike out "section 209" and insert in lieu thereof "section 206";
- (3) section 206 is amended to read as follows:

Section-by-Section Analysis

*Section 215*

Amends the National Science and Technology Policy Organization and Priorities Act of 1976 to consolidate the Science and Technology Report and the Five Year Outlook Report.

The consolidated report will be issued biennially and is required to be submitted to the Congress.

Reason for Recommendation

These two reports are costly and often contain overlapping and redundant information with annual turn-around times too short to provide for any meaningful and reflective changes. The proposed merger of the two reports, to be issued not less frequently than biennially, would cut costs by at least one-half, eliminate duplication, and provide for a single report on Federal and national matters related to science and technology.

Costs for the two reports currently total approximately \$450,000 per year. Consolidation of the reports will save approximately \$250,000 per year.

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

March 27, 1984

BULLETIN NO. 84-9

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Information Technology Planning

1. Purpose. This bulletin requests data that will provide the basis for an OMB review of agency information technology planning to:

- (1) Identify and begin analysis of information technology issues that will be addressed in review of agency FY 1986 budget proposals; and
- (2) assess the current state of information technology planning in the Executive Branch.

2. Authority. Statutory authorities for this Bulletin are the Paperwork Reduction Act of 1980, the Budget and Accounting Act of 1921, as amended, and Reorganization Plan No. 2 of 1970.

3. Coverage. The requirements of this Bulletin apply only to the departments and agencies listed in Attachment A. Certain information technology systems involving intelligence activities, cryptologic activities, or direct command and control of military forces, and those which are integral to a weapons system, or are critical to the fulfillment of military or intelligence missions, (as described in P.L. 96-511) are excluded from the requirements of this Bulletin.

4. Policy. Agency information systems shall be designed, implemented, and operated to support the programmatic mission of the agency in an efficient, cost-effective manner. Therefore, information systems should take maximum advantage of economies and efficiencies offered by newer information technology.

5. Action Requirements. Each department and agency listed in Attachment A will provide materials concerning information technology plans currently in existence for OMB review and evaluation, as follows (materials should include, but not necessarily be limited to):

- a. A copy of the department or agency's current plan(s) for use of information technology. (Some departmental or agency plans may consist of plans for major systems or

organizational components.) Where not included in the plan(s), provide a brief description explaining how the plan(s) were developed and are being implemented, along with copies of any agency directives that prescribe procedures for planning information technology systems. Also describe how the plan(s) are tied to the agency's FY 1985 budget and the major acquisition plan required by Section 43 of OMB Circular No. A-11 (exhibit 43B).

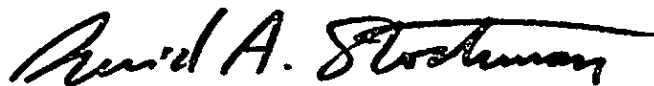
- b. A list of the major information systems in the inventory being maintained in accordance with Section 3506 of the Paperwork Reduction Act of 1980. Also provide a description of the criteria used by the agency for including a system in that inventory.

After review of the material, OMB will notify agencies of those systems that will be of particular interest in its upcoming fiscal budget review. Additionally, an overall assessment of agency planning activities will be performed.

6. Submission to OMB. The information required by this Bulletin should be submitted in triplicate to the Director, OMB (Attn: Appropriate Budget Division for your agency), no later than April 30, 1984.

7. Information Contact. Inquiries should be directed to John P. McNicholas in the Office of Information and Regulatory Affairs (202-395-3785).

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



David A. Stockman  
Director

Attachment

**Affected Departments and Agencies**

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



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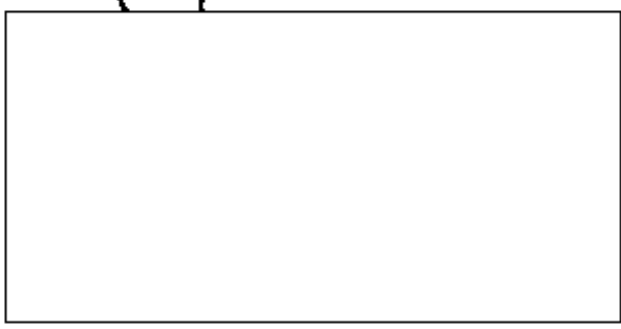
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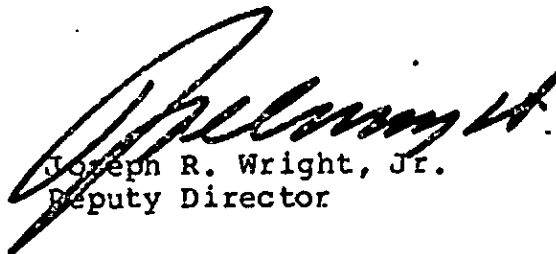
Bulletin No. 84-8, Supplement No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: 1984 Summer Olympics

1. Purpose. This supplement reminds affected agencies to provide OMB with all report materials concerned with carrying out their responsibilities during the 1984 Summer Olympics. The information is required to assure effective coordination of Government support for Games.

2. Required materials. Bulletin No. 84-8 requires agencies to submit certain financial reports to William Sittman, Special Assistant to the President, the White House. These reports describe changes to previously approved amounts included in the 1984 Budget for the Olympics. In addition, that Bulletin asks that agencies update the status of funding in the bi-weekly reports that they are providing to Bill Sittman. Agencies also will provide copies of all reports and related materials to the Deputy Director, Office of Management and Budget at the same time that originals are sent to Bill Sittman.

  
Joseph R. Wright, Jr.  
Deputy Director

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

March 26, 1984

BULLETIN NO. 84-8

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: 1984 Summer Olympics

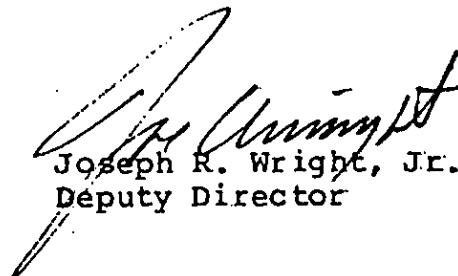
1. Purpose. We are all in the final stages of preparing for carrying out the various Federal responsibilities during the 1984 Los Angeles Olympics. This bulletin lays out the specific process following the meeting of Agency Summer Olympics contacts on Wednesday, February 29, 1984, for reporting on and monitoring obligations of funds in support of the 1984 Summer Olympics. We want to make sure that we carry out the President's direction to properly carry out the responsibilities of the Federal government for these Olympics, but that we do so in an organized manner.

2. Action Requirements. We have received reports from all agencies reflecting approved agency amounts included in the FY 1984 enacted budget. These amounts are summarized in Attachment 1. Agencies which have approved funding for Olympic support not accurately reflected or projected in Attachment 1 should submit a change report as soon as possible to William F. Sittman, Special Assistant to the President, the White House, with a copy to Deputy Director, Office of Management and Budget. In reporting such changes:

- (1) indicate whether the change has already been made or is being proposed, and
- (2) indicate whether any additional funding is required, or if additional funds have been made available by reprogramming.
- (3) then, update the status of funding in the biweekly White House Olympic Task Force report now being submitted every second Monday to Bill Sittman. Use the format in Attachment 2 for this update. Note: The next regular report is due April 9, 1984.

Remember -- any planned obligation of \$100,000 or more for a non-personnel item (based on the data in Attachment 1) will require prior approval from the White House. Requests for this approval should also be submitted to Bill Sittman in the format of Attachment 3 at least two weeks prior to the planned obligation. The first request for approval should include a summary of obligations which have already been made or approved by the agency.

In August 1984, the Inspectors General will conduct audits of all obligations by Federal agencies in support of the Summer Olympics. It is important, therefore, that each agency has effective internal controls and documentation to assure that appropriate obligations in support of the legal and required Federal role be made.



Joseph R. Wright, Jr.  
Deputy Director

Attachments

Bulletin No. 84-8

Attachment 1

Olympics  
FY 1984 Projected Obligations  
(\$ thousands)

	<u>Personnel Related</u>	<u>Non-Personnel</u>	<u>Total</u>
<u>DOD</u>	0	50,000	50,000
<u>Agriculture</u>			
APHIS	579	221	800
<u>Commerce</u>			
EDA	100	59	159
NOAA	120	60	180
<u>Justice</u>			
DEA	235	15	250
FBI	7,765	1,271	9,036
INS	615	25	640
U.S. Marshalls	70	5	75
U.S. Attorney	51	0	51
<u>State</u>	2,000	1,039	3,039
<u>Transportation</u>			
Coast Guard	2,000	2,812	4,812
FAA	2,037	1,494	3,531
BATF	2,873	140	3,013
Customs	4,030	1,621	5,651
Secret Service	5,105	40	5,145
<u>Veterans Administration</u>	50	104	154
<u>HHS</u>			
Center for Disease Control	60	15	75
<u>FCC</u>	20	5	25
<u>USIA</u>	479	522	1,001
Grand Total	28,189	59,448	87,637

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Attachment 2

Change in Projected Obligations or Plans  
For Support of 1984 Olympics

AGENCY: \_\_\_\_\_

AMOUNT OF PROJECTED OBLIGATIONS: (From Att. #1).. \_\_\_\_\_

CHANGE:..... \_\_\_\_\_

REVISED AMOUNT:..... \_\_\_\_\_

REASON FOR CHANGE: State briefly the reason for the change.

Source of Additional Funds: If funds are derived by reprogramming, state source of funds and reason for availability. If a supplemental appropriation is required, indicate briefly why reprogramming is not feasible.

CHANGES IN PLANS FOR SUPPORT OF OLYMPICS: Describe briefly any changes in plans for support of Olympics which do not involve changes in projected obligations.

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Attachment 3

Proposed Non-Personnel Obligation Above \$100,000

Agency: \_\_\_\_\_

Obligation Amount: \_\_\_\_\_

Description of Obligation: Briefly describe nature of the obligation, e.g. service contract, structure, equipment type, etc.

Purpose of Obligation: State briefly why the obligation is required for support of the Olympics.

Use of Obligation After Olympics: State what will be done with equipment, structure, etc. after Olympic Games.

OMB Recommendation: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Other \_\_\_\_\_  
(explain below)

White House Action: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Other \_\_\_\_\_

Summary of Obligations Already Made or Approved

Total Obligations: Approved \_\_\_\_\_  
Incurred \_\_\_\_\_

Amount

Purpose

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Enter amounts</li> <li>2. for discrete items or</li> <li>3. packages of items</li> <li>4. already approved</li> <li>5. _____</li> </ol> | <p>Briefly state purpose of each item.</p> |
|---|--|

Total \_\_\_\_\_



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EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

December 29, 1983

BULLETIN NO. 84-7

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS AND  
INDEPENDENT AGENCIES

SUBJECT: **Unified Agenda of Federal Regulations**

1. Purpose.

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

2. Background of Authority.

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

3. Coverage.

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

4. General Requirements.

This Bulletin establishes the mechanism by which agencies will report information concerning regulatory actions under development or review. Regulatory Agendas shall include information on all regulatory activities (not just "major" activities) that the

agency plans to conduct or review during the 12 months succeeding publication. Regulations excluded by Section 1(a) of E.O. 12291 or by the Director of OMB, routine regulations, and those that relate to internal agency management need not be included.

5. Information Required in the Agendas.

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

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

- h. Timetable -- The dates and citations (if available) for all past and at least the next future stage of rulemaking. Whenever applicable, the following standard terms should be used: Advance Notice of Proposed Rulemaking (ANPRM), Notice of Proposed Rulemaking (NPRM), Final Action.

6. Structure of the Agenda

Each Agenda will be structured as follows:

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

7. Publication of the Unified Agenda of Federal Regulations.

Agencies shall publish their April 1984 Agendas in a uniform format. Independent agencies are urged to adopt this uniform format.

The Regulatory Information Service Center (RISC) will place information, supplied by the agency on specially designed forms, into a computer system. The computer will produce a tape which the Government Printing Office (GPO) will use to print the agendas in a uniform format. Agencies will submit to OMB the RISC forms along with one signed original and two certified copies of their preamble. The preamble shall meet the normal requirements for printing in the Federal Register, including the agency's Billing

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Code and a list of CFR parts affected. In addition, the agency will submit to OMB a letter addressed to the Office of the Federal Register authorizing RISC to assemble the agency's agenda and authorizing GPO to bill the agency for printing its portion of the Unified Agenda.

If any independent agencies choose not to use the uniform format they should submit one signed original and two certified copies of their entire agenda to OMB.

RISC will ensure that all agency agendas are compiled and forwarded as a complete group to the Office of the Federal Register, which will have the Government Printing Office print them in a single day's issue of the **Federal Register**. All agencies will be able to obtain reprint copies of their individual agendas.

8. Effective Date.

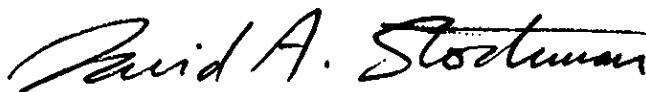
This Bulletin applies to Regulatory Agendas to be published in April 1984. Agencies shall submit all completed agenda materials to OMB's Office of Information and Regulatory Affairs, Regulatory Policy Branch, Room 3228, New Executive Office Building, not later than February 27, 1984.

9. Information Contact.

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

10. Sunset Date.

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



David A. Stockman  
Director