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TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Finance		
2			
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6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks:			
<p>Attached for your information is a copy of OMB Bulletin No. 78-18 which deals with the President's request for a 20% reduction in administrative travel.</p> <p>You will recall that we discussed this matter at the 13 September Comptroller Meeting. We plan to meet with representatives from each of the Directorates on 4 October at 1400 hrs. in Room 4-E-05 to address the problem. You are invited to attend or to send someone to the meeting if you feel this would be useful. It seems likely that your office will become involved in this before we are through.</p>			
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		PHONE NO.	DATE
James H. Taylor, Comptroller			9/27/78
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TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Administration		
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	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
<p>Attached is OMB Bulletin No. 78-18 which provides implementing instructions for the 20% reduction in administrative travel directed by the President in his memo of 1 September 1978 (a copy of which was forwarded to you on 11 September).</p> <p>You will recall that this matter was discussed at the Comptroller Meeting on 13 September. At that time you were asked to designate a senior officer to work with this office in defining and qualifying "administrative travel." We would like to meet with your designee on 4 October at 1400 hrs in Room 4-E-05 to get this effort underway.</p>			
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TO	NAME AND ADDRESS	DATE	INITIALS
1	Director, NFAC		
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ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

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<i>for</i> James H. Taylor, Comptroller		9/27/78
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OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Science and Technology		
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6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
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		LINE NO.	DATE
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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Administrative Officer, O/DCI		
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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Attached is OMB Bulletin No. 78-18 which provides implementing instructions for the 20% reduction in administrative travel directed by the President in his memo of 1 September 1978 (a copy of which was forwarded to you on 11 September).

We would like to meet with (along with representatives from the Directorates) on 4 October at 1400 hrs. in Room 4-E-05 to address the problem at hand.

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 78-18

September 20, 1978

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Reduction in 1979 administrative travel

1. Purpose. This Bulletin provides instructions to carry out a Government-wide reduction in administrative travel during fiscal year 1979. It also requires an initial agency report on the planned reductions in administrative travel and a follow-up report on the results of the reduction.

2. Background. OMB Bulletin No. 78-13 instructed the agencies to minimize travel costs, particularly by reducing trips to conferences and avoiding first class air travel. In a further effort to help the fight against inflation, the President has directed a 20% reduction in administrative travel in fiscal year 1979 (Attachment A). He has also reiterated the need to hold all travel, including travel for program purposes, to essential needs.

3. Coverage. The 20% reduction in administrative travel applies to each agency that has been provided funds for travel and transportation of persons (object class 21). It covers all administrative travel of Executive Branch personnel, military and civilian, and other persons when travel expenses are paid by the U.S. Government.

4. Definition. For the purposes of this Bulletin, administrative travel includes all travel that is not directly related and essential to the performance of a Federal program or mission. Examples of administrative travel are:

- attendance or participation at conferences, meetings, or symposia of organizations;
- attendance at training courses that are not specific requirements for job performance;
- visits to field offices for general surveillance of their operations;

- routine or periodic trips to attend staff meetings;
- familiarization trips for new employees; and
- travel to staff retreats.

Administrative travel that is paid from program funds, such as the travel of overhead personnel when charged to specific projects, is included in the definition of administrative travel.

5. Reporting requirements. As soon as possible after 1979 appropriations are enacted, but no later than November 17, 1978, agencies will submit a report on their initial plans to reduce administrative travel by 20 percent. Information will be reported in the format of Exhibit 1 including:

- the total dollar amount of administrative travel included in object class 21 (in terms of obligations) for 1978 and the amount planned for 1979;
- the dollar amount that represents at least a 20% reduction in administrative travel in 1979; and
- a discussion of the adjustments made to 1979 travel plans to achieve the reduction identifying:
 - o the specific types of administrative travel that will be reduced or foregone; and
 - o the types of programmatic travel exempted from the reduction.


Agencies should be prepared to provide information on the status of the reduction during the fiscal year. At the end of fiscal year 1979 and no later than November 16, 1979, agencies will submit a follow-up report on the actual results of the travel reduction in the format of Exhibit 2.

6. Use of savings realized from the travel reduction effort. Each agency will use the savings from the reduction in administrative travel to meet increased costs of fiscal year 1979 civilian and military pay raises effective in October 1978 and wage board pay raises effective in fiscal year 1979.

However, where travel reductions result in withholding of appropriations from obligation, the reporting requirements

prescribed by the Impoundment Control Act of 1974 apply, as set forth in OMB Circular No. A-34 and OMB Bulletin No. 75-15. In such cases, rescission proposals or deferral reports will be prepared and submitted to OMB for inclusion in a special message on rescissions and deferrals to be transmitted with the President's 1980 Budget in January, 1979.

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


James T. McIntyre, Jr.
Director

Attachments

THE WHITE HOUSE

WASHINGTON

SEP 1 1978

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Reduction in 1979 Administrative Travel Costs

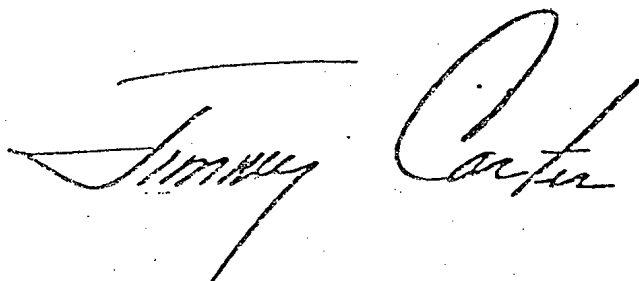
It is extremely important at this time, when we are trying to hold down inflation, that every effort be made to reduce Government travel costs. All travel must be limited to the absolute minimum necessary to carry out your programs.

Specifically, I ask that you reduce fiscal year 1979 administrative travel costs by 20% below the amount estimated in the 1979 budget transmitted to the Congress. Administrative travel is defined to include all travel that is not directly related and essential to the performance of a Federal program.

While I am not directing that travel for program purposes be reduced by a specific amount, I do ask that you limit all travel to purposes that are clearly necessary and cannot be accomplished effectively in any other way. The proper management of travel should permit reduction in travel budgets for program as well as for administrative purposes.

I am asking the Director of the Office of Management and Budget to provide Government-wide instructions to achieve this reduction.

I count on your full cooperation in directing your agency to help reduce the amounts spent for Government's travel.

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

DEPARTMENT OF GOVERNMENT

Planned Reductions in 1979 Administrative Travel
(In thousands of dollars)

Total amount (obligations) of travel in object class 21.0 in the 1979 Budget	\$ _____
Amount (obligations) of administrative travel in object class 21.0:	
-- that occurred in 1978.....	\$ _____
-- planned for 1979.....	\$ _____
Amount for 1979 that represents at least a 20% reduction.....	\$ _____

Discussion of the adjustments made to 1979 travel plans to achieve the reduction.

(Note: Identify separately (a) specific types of administrative travel to be reduced or foregone; and (b) types of programmatic travel to be exempted.)

DEPARTMENT OF GOVERNMENT

Actual Reductions in 1979 Administrative Travel
(In thousands of dollars)

Amount (obligations) of administrative travel reduced..... \$ _____

Discussion of adjustments made to 1979 travel plans to achieve the reduction.

(Note: Identify separately (a) specific types of administrative travel reduced or foregone; and (b) types of programmatic travel that were exempted from reduction.)