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

OFFICE OF FEDERAL
PROCUREMENT POLICY

November 28, 1979

1979 DEC 3
WH-117

POLICY LETTER NO. 79-4

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Contracting for Motion Picture Productions and Videotape
Productions

1. Purpose. This Policy Letter directs the establishment of a uniform Government-wide system for contracting for motion picture and videotape productions. It replaces Policy Letter 78-5 issued by the Office of Federal Procurement Policy (OFPP) on August 28, 1978.
2. Background. Beginning in the early 1970's, various management studies were made of the Government's audiovisual contracting programs. These studies indicated widespread dissatisfaction with the policies and procedures followed by Federal agencies and departments in contracting for the production of audiovisuals, particularly motion pictures. OFPP Policy Letter 78-5 corrected many of the motion picture contracting problems noted in the studies and established a Government-wide system for contracting for motion pictures. Since the issuance of Policy Letter 78-5, members of the audiovisual industry, Congress, and individual Federal agencies have urged OFPP to develop a similar system for videotape productions. This policy letter responds to those suggestions and establishes a Government-wide system for both motion picture and videotape productions.
3. Policy. Executive agencies and departments shall use the uniform Government-wide system described in paragraph 7 below in contracting for motion picture and videotape productions. The uniform system is intended to:
 - a. Reduce waste and inefficiency inherent in many existing departmental and agency contracting procedures;
 - b. Ensure that the Government obtains quality motion picture and videotape productions at fair, competitive prices;
 - c. Provide a central point within the Government where producers can obtain information on motion picture and videotape contracting procedures and opportunities; and
 - d. Increase competition for Government contracts.

4. Implementation. The General Services Administration and the Department of Defense shall make such changes to the Federal Procurement Regulations and the Defense Acquisition Regulation as are necessary to make the uniform contracting system operational on March 31, 1980. The motion picture contracting system required by this policy letter was initially implemented on March 30, 1979, by Policy Letter 78-5. That system shall continue in effect until March 31, 1980, when solicitations and awards for both motion pictures and videotape productions shall be in accordance with the herein prescribed system. The Executive Agent shall take immediate steps to assure that the prescribed system is fully functional on March 31, 1980.

5. 8(a) Contracts. Contracts made pursuant to Section 8(a) of the Small Business Act will be handled in accordance with existing regulations and use of the uniform system is not required.

6. Definitions. As used in this Policy Letter:

a. "Motion picture production" refers to those productions in which the majority of the photographic and editorial work was accomplished in 8-mm, 16-mm, 35-mm, or 70-mm sound-on-film. It does not include videotape, sound slide, multi-media productions, or separate media services.

b. "Videotape production" refers to those productions in which the majority of the recording and editorial work was accomplished in magnetic videotape, videocassette, or videodisc. It does not include motion picture film, sound slide, or multimedia productions or separate media services.

c. "Federal Audiovisual Committee" refers to an interagency committee chaired by OFPP. The Committee is made up of representatives from more than 20 Federal agencies. Its purpose is to advise and assist in the formulation of Government-wide audiovisual policy.

d. "Executive Agent" refers to the Directorate for Audiovisual Management Policy of the Department of Defense. The Executive Agent is designated by OFPP and is responsible for administering and maintaining the motion picture and videotape contracting system. The Executive Agent also serves as the central information source about the system.

e. "Interagency Audiovisual Review Board" refers to a sub-group of the Federal Audiovisual Committee. It is chaired by the Executive Agent and is used to evaluate motion picture and videotape productions submitted by producers interested in obtaining Government contracts for motion picture and videotape work.

7. Uniform System.

a. Open Invitation. All persons and firms interested in producing Government motion picture or videotape productions are required to submit samples of their work to the Executive Agent. The Executive Agent will place notices, at least semi-annually, in the Commerce Business

Daily inviting the submission of such work samples. Similar notices will be placed in the trade press where feasible.

b. Submission of Work Samples.

(1) Producers interested in motion picture work must submit a 16-mm sound sample film that they have produced within the previous three years.

(2) Producers interested in videotape work must submit a sample program on 3/4 inch, U-format videocassette that they have produced during the previous three years.

(3) Each sample film and videotape must be accompanied by a statement explaining its purpose, the sponsor, production medium, the contract price, and/or production cost.

c. Review of Work Samples. Work samples submitted to the Executive Agent will be reviewed and evaluated by the Interagency Audiovisual Review Board (IARB). A minimum of five IARB members must participate in the evaluation of each work sample. The public may attend meetings of the IARB during which sample motion picture and videotape productions are viewed. The public may not, however, be present nor participate in the formal evaluation of the productions.

d. Criteria for Evaluating Work Samples. Films and videotapes reviewed by the IARB will be evaluated on the basis of the following criteria:

(1) Achievement of Purpose(s):

Did the production accomplish its stated purpose?
Was it appropriate for the intended audience?

0-20 Points

(2) Creativity:

Did the production provide a fresh or innovative way of conveying the message? Was the manner of presentation appropriate?

0-20 Points

(3) Continuity:

Did the subject develop in a logical or understandable manner?

0-10 Points

(4) Technical Quality:

Did the following elements, if included in the production, exhibit technical competence?

Direction
Writing
Photography/Camera Work
Editing
Artwork/Animation
Narration/Dialogue
Music and Sound
Special Effects

0-50 Points

e. Obtaining Contracts and Placement on Qualified Producers Lists.

(1) Contracting with the Executive Agent. The Executive Agent will offer contracts to all producers whose films and/or videotapes receive an average composite score of 70 or more from the IARB. The contracts will contain standard provisions covering Government motion picture or videotape work. Orders for production and other work will be awarded under these contracts. The authority for the contracts is this Policy Letter and 41 U.S.C. 252(c)(10).

(2) Placement on the Qualified Lists. Producers who sign contracts with the Executive Agent will be placed on a Qualified Film Producers List (QFPL) or a Qualified Videotape Producers List (QVPL). Producers, who qualify on the basis of motion picture and videotape work samples, may be placed on both lists.

(3) Continuous Qualification. The QFPL and QVPL will remain open and producers may submit work samples to the Executive Agent at any time. Producers whose initial films and/or videotapes do not receive a score of 70 or more may continue to submit samples until they qualify. All samples will be reviewed on a first-in, first-out basis. Producers who initially qualified for the QFPL under the "grandfather arrangement" in Policy Letter 78-5 must still submit a work sample to the Executive Agent within one year of the date of their original contracts.

(4) Removal from the QFPL or QVPL. A producer will remain on the QFPL or QVPL until an agency complains of unsatisfactory work on a specific production or until the producer requests removal. If an agency complains of unsatisfactory work, the IARB will review the production and the complaint. When warranted, the IARB may recommend that the Executive Agent terminate the producer's contract and remove the producer from the QFPL or QVPL. Also, producers not responding to five consecutive solicitations will be asked if they wish to be removed from the list(s).

(5) Structure and Distribution of the QFPL and QVPL. Firms placed on the QFPL or QVPL will not be classified by subject matter or geographic area unless they so request. Copies of the qualified lists will be distributed by the Executive Agent to all using agencies and to persons requesting them.

f. Agencies' Use of QFPL and QVPL.

(1) Contacting the Executive Agent. When an agency is prepared to contract for the production of a motion picture or videotape, the contracting officer will contact the Executive Agent and request the names of a specific number of producers from the QFPL or QVPL. The Executive Agent will furnish names in increments of five. The names furnished will be selected from the QFPL or QVPL on a random number, rotational basis. For every increment of five names requested, the procuring agency may select a maximum of two additional names from the appropriate list. The names provided by the Executive Agent will be placed at the bottom of the list for future use.

(2) Use of Names. The agency will solicit proposals from all firms referred by the Executive Agent and from those appropriately selected by the agency itself. Proposals must be solicited from at least five producers for each requirement (unless a noncompetitive acquisition is justified in accordance with agency regulations). Agencies will determine in light of the specific film or videotape to be produced whether more than five proposals should be solicited. As a general guide, however, agencies should not request more than two increments of producers from the Executive Agent for productions estimated to cost less than \$100,000.

g. Soliciting Proposals.

(1) Use of Solicitation Formats. Agencies shall use the solicitation formats developed by the Federal Audiovisual Committee in soliciting proposals for specific productions. The contracts between the producers on the qualified lists and the Executive Agent contain standard terms and conditions and those terms and conditions will not be repeated in each solicitation or award. The solicitation formats developed by the Federal Audiovisual Committee may be obtained from the Executive Agent.

(2) Two Approaches. When using the solicitation formats obtained from the Executive Agent, agencies must first determine whether scripting will be separated from production. This is a matter of judgment involving two approaches to production. The first approach holds that a clear separation can be made in some instances between scripting and production and that any producer can produce a satisfactory motion picture or videotape production from a completed script. The second approach

holds that production of some films and videotapes (from initial research through treatment, scripting, and production) is a continuous process which requires the continuous involvement of one creative individual from start to finish. Solicitation formats have been developed for each of these approaches and the proper format must be used depending on the approach selected.

h. Scripting Separated from Production.

(1) Obtaining Scripts. When an agency determines that scripting for a particular film or videotape should be separated from production, the agency will obtain and approve a script. Generally, scripts may be obtained directly from writers under existing small purchase procedures.

(2) Obtaining Production Proposals. Once the script has been acquired it will be included in the production specifications and used by the agency in soliciting competitive proposals from the firms on the QFPL or QVPL. Proposals will be solicited in the appropriate format, in accordance with paragraph g.(1) above.

(3) Evaluation Criteria.

(a) Motion picture and videotape production proposals, submitted by producers when scripting has been separated from production, will be evaluated on the basis of:

- Qualifications and relevant experience of proposed production team members.
- Creativity as demonstrated in sample production.
- Technical quality of sample production.

(4) Production Awards. The production award will be made to the responsible producer submitting the best proposal, price and other factors considered.

i. Scripting Included with Production.

(1) Obtaining Treatments. Where scripting is to be included as part of the production effort, agencies will solicit treatment proposals from firms on the QFPL or QVPL. The appropriate solicitation format must be used in accordance with paragraph g.(1) above.

(2) Evaluation Criteria. Proposals for treatments will be evaluated by the agency on the basis of:

- Qualifications and relevant experience of proposed production team members.
- Creativity as demonstrated in sample production and sample treatment.
- Technical quality of sample production.
- Offeror's understanding of the production's purpose and subject matter.

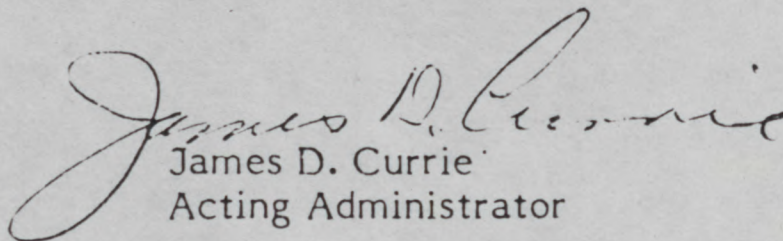
(3) Awards for Treatments. Awards for the development of treatments should generally be made to at least two producers submitting proposals. These awards will be made at a preestablished fixed price determined by the agency and included in the solicitation. Subsequent awards for the development of multiple scripts (not treatments) should be made only in unusual cases.

(4) Production Awards. The treatments will be evaluated together with technical and price proposals for the production, and the award for the scriptwriting and production work will be made to the responsible producer whose proposal is most advantageous to the Government, price and other factors considered.

j. Responsibility Determinations. The evaluation criteria contained in paragraphs h. and i. will be used by agencies in evaluating producer proposals. Agency contracting officers, however, will determine a particular offeror's responsibility prior to making an award. For this purpose, financial and other data may be requested.

8. Effective Date. This Policy Letter shall be effective January 1, 1980.

9. Concurrence. The Director of the Office of Management and Budget concurs in the issuance of this policy directive.


James D. Currie
Acting Administrator



EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

WASHINGTON, D.C. 20506

November 29, 1979

1979 DEC -4 PM 10:37

WH-116

Honorable Paul A. Volcker
Chairman
Board of Governors of the Federal Reserve System
20th & Constitution Ave., N.W.
Washington, D.C. 20551

Dear Chairman Volcker:

On June 29, 1979 Eleanor Holmes Norton, Chair of the Equal Employment Opportunity Commission, (EEOC), sent a Survey of Agency EEO Activities with an attached memorandum to you. The purpose of that survey is to ascertain the scope of your agency's equal employment opportunity (EEO) programs and authority that affect non-Federal employees. Ms. Norton requested that your agency respond within 45 calendar days of receipt.

EEOC's Office of Interagency Coordination is currently reviewing the survey submissions of responding agencies. Our records indicate that we have not received a submission from your agency. If a completed survey was sent by your agency to EEOC, please inform me immediately so that my staff can locate it. However, if a completed survey has not been submitted, I am urging you to submit a completed survey within the next two weeks. I have taken the liberty of enclosing a copy of the survey form in case the original was misplaced.

Should your staff have any questions regarding information solicited by this survey, please don't hesitate to have them contact Arthur Jefferson on my staff. He will be available to answer any questions. Mr. Jefferson can be reached at 653-5490.

Your detailed answers to these questions will be of immeasurable assistance to the EEOC as we seek to fulfill the coordination mandate of Executive Order 12057.

Very sincerely yours,

Francesta E. Farmer

Director

Office of Interagency Coordination

Enclosure



EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
WASHINGTON, D. C. 20506

June 29, 1979

OFFICE OF THE CHAIR

M E M O R A N D U M

TO: All Agency Heads
Directors of Civil Rights Policy and/or
Enforcement Offices
General Counsels

FROM: Eleanor Holmes Norton, Chair *EHN*

RE: Survey of Agency Programs and Activities Under Executive Order 12067

Enclosed is a survey to ascertain the scope of your agency's equal employment opportunity programs and authority. The survey is being conducted by the Equal Employment Opportunity Commission ("EEOC") pursuant to its coordination authority under Executive Order 12067, and is being sent to all Federal departments, agencies and Commissions. A copy of the Executive Order is attached to this letter for your convenience.

Executive Order 12067 requires the EEOC to provide leadership and coordination to Federal EEO activities, in order to "maximize effort, promote efficiency, and eliminate conflict, competition, duplication and inconsistencies among the operations, functions and jurisdictions of the Federal departments" with EEO responsibilities. Further, 1-301 of the Order requires the EEOC to develop consistent and effective standards and procedures in the following areas:

- regulations, guidelines and orders
- training
- investigations and compliance reviews
- enforcement actions
- record-keeping and reporting
- sharing of compliance or investigative findings
- publications
- other cooperative programs to achieve the goals of E.O. 12067.

You will note that the survey seeks information on all of these areas. The results of this government-wide survey will be used to target areas of maximum overlap and duplication, and to provide vital information that will be used to develop a comprehensive coordination program. The EEOC is only concerned about data and information on agency EEO authority and programs as they relate to non-Federal employers, grantees or institutions. Therefore, please exclude any data on internal EEO programs, regulations, directives, guidelines, policies or orders. Where the data are aggregated in your agency's records, please report only data relating to these non-Federal entities.

We seek your cooperation in compiling the necessary data:

- Answer all questions completely and in detail. Where an item is not applicable, please so indicate. In any case, you must answer questions 1, 2, 3, 5, 8, 9, 10 and 13.
- Attach all requested documents, and indicate the question, by number, to which documents relate. Documents that are unusually lengthy may be sent under separate cover, so long as the question to which they relate is clearly indicated.
- Use separate sheets as necessary, but indicate clearly the question to which they relate.
- Complete the survey within 45 calendar days of receipt.
- Designate a contact person for the survey. This person may be designated in a letter or by phone.

The Office of Interagency Coordination will answer any questions or provide any technical assistance in order to assist you in completing the survey. You may call Francesta E. Farmer, Director of EEOC's Office of Interagency Coordination, at 653-5490 if assistance is needed.

The detailed answers to these questions will be of immeasurable assistance to the EEOC in conducting an effective coordination program. Coordination of Federal EEO activities is one of the highest priorities of the Administration and the Commission. While your agency may have supplied portions of these data to other Federal agencies or task forces, we believe that a complete, and descriptive, information base on Federal EEO activities is critical if we are to achieve the worthwhile goals of Executive Order 12067.

SURVEY OF AGENCY EEO ACTIVITIES

1.0 PROGRAM OVERVIEW

According to Federal sources your agency enforces the following statutes or Executive Orders (item 1.0) containing equal employment opportunity (EEO) provisions. To the extent that this list is inaccurate, please make the appropriate corrections, additions or deletions. Also please indicate the effective dates of any changes in item 1.0. Items 1.1 and 1.2 provide for a listing of EEO programs and the regulations and guidelines under which they operate. Please note that this survey covers only EEO programs involving private employers, state and local governments, and other organizations not part of the Federal government. Inter-agency programs are not covered by the survey. Please use the space provided at the bottom of this page for any additional clarifying information.

| 1.1 Statutory Authority and/or Executive Orders (Make any necessary corrections, additions, or deletions) | 1.2 Program Title and Brief statement of Purpose. Key to language of 1.1. (Match items to those in Col. 1.1) | 1.3 Cite Title and Date of Regulations, Guidelines and Policy Issuances your agency (Please attach copies of these documents. Match items to those in |
|--|---|--|
| | | |

1.4 COMMENTS:

2.0 POLICY DEVELOPMENT

Please use this format to describe all EEO issuances, i.e., regulations, program guidelines, policy directives and/or orders (except those involving the agency's internal EEO program) currently under development by your agency (e.g., not yet promulgated or published in the Federal register as final document). Use additional sheets if needed.

| 2.1 Title of Issuance Under Development | 2.2 Statutory Authority | 2.3 Programs Affected | 2.4 Purpose | 2.5 Lead Development Office | 2.6 Contact Person and Tele. No. | 2.7 Status <u>1/</u> (Check appropriate codes, and include applicable dates) |
|---|-------------------------|-----------------------|-------------|-----------------------------|----------------------------------|--|
| | | | | | | <input type="checkbox"/> P <input type="checkbox"/> CA <input type="checkbox"/> C <input type="checkbox"/> FP <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> FR |
| | | | | | | <input type="checkbox"/> P <input type="checkbox"/> CA <input type="checkbox"/> C <input type="checkbox"/> FP <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> FR |
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2.8 COMMENTS:

Code: P-Preliminary development stage; C-Submitted to other agencies for comment; R-Submitted to EEOC for review; FR-Published in the Federal Register for public comment (cite date); CA-Comment period closed, comments being analyzed; FP-Ready for final publication; O-Other (Specify).

3.0 PROGRAM IMPLEMENTATION

Please specify the type of EEO programs implemented by your agency, the types of investigation (if any), and the procedural order of activities. (Note that information regarding your agency's internal EEO program activity should be excluded). If additional space is needed to clarify your agency's responses, use item 3.4.

3.1 Type of EEO program activities (check one or more categories as appropriate)

3.11 Complaint Processing

- ☐ Defer to State or local agencies
- ☐ Fact Finding
- ☐ Investigation
- ☐ Conciliation
- ☐ Litigation

3.12 Affirmative Action

- ☐ Technical Assistance
- ☐ Require AAP's
- ☐ Review of AAP's
- ☐ Sanctions for Non-compliance

3.13 Adjudicatory

- ☐ Hearings
- ☐ Cease and Desist
- ☐ Power to obtain Court Orders

3.14 Remedial

- ☐ Individual Remedies (e.g. Backpay, reinstatement, etc.)
- ☐ Sanctions for non-compliance (e.g. fund termination, etc.).

3.15 Other: (speci

- ☐ _____
- ☐ _____
- ☐ _____

3.2 Type of EEO Investigation (check one or more as appropriate).

- ☐ Individual Complaints
- ☐ Class Complaints
- ☐ Self Initiated Compliance Reviews
- ☐ Pattern & Practice Reviews
- ☐ Other Systemic Reviews

3.3 Please attach all documents that describe the major procedural steps followed by your agency in conducting its EEO compliance and enforcement program. Where more than one program is conducted by your agency, please provide separate documents for each program citing the statutory authority for each. Where appropriate documents are fragmented or excessively lengthy, please supply a summary of agency procedures, and attach a flow chart outlining the major procedural steps.

3.4 COMMENTS:

4.0 COMPLIANCE STATISTICS

For each activity listed, please cite authority and provide data for the fiscal years indicated. If your agency does not conduct one or more of the listed activities, please enter "Not Applicable" in the space designated as Statutory Authority. (Exclude information on the agency's internal EEO compliance activities).

| Statutory Authority and Status of Actions | Number of Actions | | | | | |
|---|------------------------------|-------------------------|---|--|-------------------------|-------------------------|
| | 4.1 Individual Complaints | 4.2 Class Complaints | 4.3 Agency- initiated Compliance Reviews | 4.4 Systemic or Pattern of Practive Reviews | 4.5 Other (describe) | 4.6 Other (describe) |
| Statutory Authority | | | | | | |
| On Hand Beginning: | | | | | | |
| FY 78 | | | | | | |
| FY 79 | | | | | | |
| Received or Initiated: | | | | | | |
| FY 78 | | | | | | |
| 1st half FY 79 | | | | | | |
| Completed Investigation: | | | | | | |
| FY 78 | | | | | | |
| 1st half FY 79 | | | | | | |
| Findings Made: | | | | | | |
| FY 78 | | | | | | |
| 1st half FY 79 | | | | | | |
| Cases Closed: | | | | | | |
| FY 78 | | | | | | |
| 1st half FY 79 | | | | | | |
| Cases Pending: | | | | | | |
| End of FY 78 | | | | | | |
| On 3/31 FY 79 | | | | | | |

5.0 INVESTIGATION

Please indicate the kinds of investigations of employment discrimination being conducted in your agency. Additional information needed to clarify your agency's responses to the information requested may be entered at the bottom of this form (continuation sheets may be appended). Please exclude information regarding internal agency EEO activity.

5.1 Does your agency conduct EEO investigations? ☐ yes ☐ no
(If "no", skip the rest of Item 5.0)

5.2 Cite the authority and relevant sections therein which provide for conducting investigations of employment discrimination (whether such investigations are self-initiated or based upon complaints submitted to your agency):

Check the descriptions that best describe the types of investigations conducted by your agency.

5.3 Type of Investigations

- ☐ On-Site Investigations
- ☐ Desk Audits (based on reports, EEO profile data, etc.)
- ☐ Investigation by Written Interrogatory
- ☐ Fact Finding Conferences (attended by employer and employee)
- ☐ Other (describe)

5.4 Basis for Investigations

- ☐ Receipt of Complaints
- ☐ Agency-Initiated Complaints
- ☐ Agency-Initiated Compliance Reviews
- ☐ Other (describe)

5.5 Relationship to Other Agencies

- ☐ Referred from Other Federal Agencies
- ☐ Deferral of Authority to Other Federal Agencies
- ☐ Referred from State or Local FEP Agencies
- ☐ Deferral to State or Local FEP Agencies

Number of
Investigations

5.6 COMMENTS:

6.0 DEFERRAL ACTIVITIES

In addition to completing item 6.5 below, please attach a list of any agencies; Federal, State and local, with which agreements are under development. Also attach copies of all memoranda of understanding (MOU), delegation agreements and deferral authority agreements entered into by your agency.

6.1 Does your agency defer LEO complaints to other Federal agencies? ☐ yes ☐ no

6.2 Does your agency defer EEO complaints to State and local agencies? ☐ yes ☐ no

(If the answer is "no" to both 6.1 and 6.2, skip the rest of this Section)

6.3 Indicate the number of complaints deferred to

| | In FY 78 | In FY 79 (Thru 3/31/79) |
|-------------------------------|----------|----------------------------|
| 6.30 Other Federal agencies | | |
| 6.31 State and local agencies | | |

6.4 Do you notify State and local agencies when you

6.40 Investigate individual complaints? ☐ yes ☐ no

6.41 Investigate class complaints? ☐ yes ☐ no

6.42 Undertake compliance reviews? ☐ yes ☐ no

6.5 Does your agency share findings based upon investigations or compliance reviews with State and local governments? ☐ yes ☐ no

6.6 Complaints Deferred to Federal, State, or Local Agencies

| Name of Agency | Type of Agency ^{1/} | Date of Agreement and Amendment, if any | CFR or FR Citation | No. of Complaints filed | |
|----------------|------------------------------|---|--------------------|-------------------------|---------------------|
| | | | | FY 1978 | FY 1979 (thru 3/31) |
| | | | | | |
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| | | | | | |
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^{1/} F - Federal; S - State; L - Local.

6.7 COMMENTS:

7.0 AFFIRMATIVE ACTION PROGRAMS (AAP's)

Please provide the following information regarding Affirmative Action Programs required by your agency. Exclude internal agency HRD activities. In addition to answering the questions, please include all documents requested on the form.

7.1 Does your agency require employers to develop AAP's? ☐ yes ☐ no
(If "no", skip the rest of this section)

7.2 Are written AAP's required? ☐ yes ☐ no
How often must they be prepared? ☐ Annually ☐ Biennially
☐ Other (specify) _____

7.3 Do you require that AAP's be submitted to your agency? ☐ yes ☐ no

7.4 Give the legal bases, including citation of regulations and guidelines for "yes" answers in 7.1, 7.2, and 7.3, respectively.

7.5 Does your agency review
All AAP's? ☐ yes ☐ no
A sample? ☐ yes ☐ no

If "yes", please describe sampling method _____

7.6 Number of AAP's

Reviewed in FY 1978 _____

Reviewed in FY 1979 as of 3/31/79 _____

Total estimated to be reviewed in FY 1979 _____

7.7 Does your agency use written criteria to select AAP's for reviews?
☐ yes ☐ no

If yes, submit a copy of the criteria.

7.8 Does your agency use AAP's as a basis for initiating investigations?
☐ yes ☐ no

7.9 Does your agency provide technical assistance or policy guidance in the development of AAP's? ☐ yes ☐ no

If yes, state under what authorities, and attach copies of all such technical assistance and policy documents.

7.10 Do you require AAP's to contain a utilization analysis or goals and timetables? ☐ yes ☐ no

If yes, please cite the relevant authorities.

7.11 Does your operating authority provide for sanctions for
Failure to develop AAP's? ☐ yes ☐ no

Failure to comply with provisions of AAP's? ☐ yes ☐ no

If yes to either or both, please cite relevant sanction authority.

(continued)

7.12 Please indicate frequency of the use of sanctions by your agency.

Type of Sanction

No. of Times Used
FY 1978 | FY 1979

Debarment

Funds Termination

—
Cease and Desist

Other

7.13 COMMENTS:

8.0 LEGAL ACTIVITIES

(Include internal EEO legal activities)

8.1 Type of Program (check all legal activities in which your agency is engaged)

☐ Represents agency in court when agency sues.

☐ Selects litigation targets.

☐ Develops and files amicus curiae

☐ No court activity (advisory or policy development only)

☐ Mediation; conciliation.

☐ Other: (specify) _____

8.2 Is your agency a party to any court decrees or court orders that affect the conduct of your EEO program or EEO policy development?

☐ yes ☐ no

8.3 If yes, list each case from which decrees or orders are derived and attach a copy of each order or decree.

8.4 Narrative (attach additional sheets if necessary)

9.0 EEO TRAINING
(Exclude agency internal EEO activities)

In addition to answering the following questions, please attach copies of all EEO training materials, exclusive of internal EEO programs. Where EEO training is a part of a more comprehensive training course, attach only those portions of training materials dealing with the conduct of EEO program activities. If there are no training materials, briefly describe in item 9.9 the EEO program training components or other methods used to train EEO personnel. Please add any additional comments your agency may deem helpful to clarifying your responses to the information requested.

- 9.1 Does your agency train its employees who conduct EEO programs? yes ☐ no ☐
- 9.2 If "yes", does your agency need to make changes in existing EEO training programs? yes ☐ no ☐
- 9.20 Are such changes needed because of changes in EEO program authority? yes ☐ no ☐
- 9.21 Are such changes needed because of inadequate employee performance? yes ☐ no ☐
- 9.3 If yes to item 9.2, briefly indicate (narrative) the changes to be made and schedule for implementing changes.
-
-
-
- 9.4 Is your agency in the process of developing new programs or changes in existing training programs? yes ☐ no ☐
- 9.5 Indicate the number of training courses: Held in FY 78 _____ Planned for FY 79 _____
- 9.6 Does your agency train persons other than employees of your agency in EEO programs? yes ☐ no ☐
- 9.7 If yes to item 9.6, indicate the source of such trainees (e.g., agency and/or program) _____
- 9.8 Does your agency conduct joint training with other agencies? yes ☐ no ☐ If yes, identify the agencies _____
-
- 9.9 COMMENTS:

10.0 EEO REPORTING AND RECORDKEEPING
(Exclude agency internal EEO program)

10.1 Does your agency require employers and/or other organizations to submit reports containing statistics of employment, apprenticeship, union membership, etc.? ☐ yes ☐ no

If "yes", please attach a copy of each form and applicable instructions, orders, and other issuances related to it.

If "no", skip the rest of this section.

INFORMATION ABOUT REPORTS

10.2 Title of Report

10.3 Identification Number of Report

10.4 Expiration Date, OMB or GAO

10.5 Frequency of Filing (e.g. annual, biennial)

10.6 Period for which data must be retained by respondent (if none, so indicate)

10.7 Describe type of respondents

10.8 Sampling used, yes or no (If yes, attach explanation)

10.9 Frequency of agency analysis of the data

10.10 In what agency programs are the data utilized?

| I | II | III | IV |
|---|----|-----|----|
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(continued)

- 10.11 Does the report require statistics on applicants?
(Indicate yes or no)
- 10.12 Give approximate number of respondents
- 10.13 Are data shared with other agencies? (Indicate yes
or no)
- 10.14, If "yes", specify agencies
- 10.15 Are OMB ethnic categories used? (Indicate yes or no)
- 10.16 Cite authority for requiring each report, and
specify basis, e.g., law, executive order, court
order, AAP requirement, etc.

| I | II | III | IV |
|---|----|-----|----|
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11.0 LEGISLATIVE PROPOSALS
(To 96th Congress)
(Exclude internal EEO activities)

Please provide the requested information on legislative proposals submitted or currently being developed for submission to the 96th Congress below. Also, attach copies of all proposals already submitted to the 96th Congress.

11.1 Proposals Submitted to 96th Congress

| Proposal Title | Sections of Existing Legislation Affected. If none, so indicate | Fraser's Implications |
|----------------|--|-----------------------|
| | | |
| | | |
| | | |

11.2 Proposals in Process to be Submitted to 96th Congress

| | | |
|--|--|--|
| | | |
| | | |
| | | |

11.3 If officials of your agency have testified before the 95th Congress on EEO issues, please attach copies of the testimony. If copies are not available, cite the appropriate committee report.

| Report Title | Official Testifying | Date |
|--------------|---------------------|------|
| | | |
| | | |
| | | |

11.4 COMMENTS:

12.0 OTHER PROGRAM SUPPORT ACTIVITIES
(Exclude internal agency EEO programs)

- 12.1 Does your agency produce publications for the general public on the agency's EEO programs or policies? ☒ yes ☐ no

If "yes" please send copies of such publications. If EEO issues are discussed in publications on other matters, please supply the titles, and send relevant EEO component.

- 12.2 Does your agency contract with independent consultants, public interest groups, or other vendors, for the study of EEO issues? ☒ yes ☐ no

- 12.3 If yes, please give the name of the contractors, the topics of the contracts let or under current consideration in FY '78 and '79.

13.0 PROGRAM BUDGET

Please provide the following information regarding your agency's program budget (do not include information related to your agency's internal management activities). If your agency's FY '79 budget submission differs from total monies allocated by OMB, please submit a copy of both the request and the allocation. If new statutory authority has been added to your agency's EEO program by the 96th Congress, also attach a copy of your agency's budget submission reflecting the changes in statutory authority.

| Budget Category | FY 1978 | FY 1979 | FY 1980 |
|---|---------|---------|---------|
| <u>Summary of Costs</u> <u>1/</u> | | | |
| 13.1 Total Program Obligation <u>2/</u> | | | |
| 13.2 Total EEO Program Obligation <u>3/</u> | | | |
| 13.20 Investigation | | | |
| 13.21 Compliance Enforcement, | | | |
| 13.22 Litigation | | | |
| 13.23 Training | | | |
| 13.24 Publications | | | |
| 13.25 Data Program -- Collection, Processing, Analysis | | | |
| 13.26 All other | | | |
| 13.3 Total Personnel Compensation <u>4/</u> | | | |
| <u>Personnel Utilization (positions)</u> | | | |
| 13.4 Full-Time | | | |
| 13.40 Professional & Administrative | | | |
| 13.41 Clerical | | | |
| 13.5 Other Than Full-Time | | | |
| 13.50 Professional & Administrative | | | |
| 13.51 Clerical | | | |
| 13.6 Program Activities | | | |
| 13.60 Investigation | | | |
| 13.61 Compliance Enforcement | | | |
| 13.62 Litigation | | | |
| 13.63 Training | | | |
| 13.64 Publications | | | |
| 13.65 Data Collection | | | |
| 13.66 Other Services | | | |

1/ Round to nearest \$1,000.

2/ Enter totals in item 13.1 only if EEO program is a part of larger program. In that event, enter program name or title and a brief description of the larger program in item 13.7.

3/ Include personnel costs.

4/ Include benefits as a part of total personnel costs.

13.7 COMMENTS:



BOARD OF GOVERNORS OF THE
FEDERAL RESERVE SYSTEM

Sandy

To: Joe Daniels
From: Edward T. Mulrenin

Date: 11/30/79

TY COMMISSION

0506

1979

WH-115

eral Agencies
Directors

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Opportunity

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f Handicap Discrimination
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Opportuntiy Commission
.W.
20506

10, 1979, in order to
are published in the
comments are received,

these regulations will be publisnea in their present form on
December 14, 1979.

Attachment

W H - 115 - No resp. recy
per J. Daniels and
E T Mulvenin



EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
WASHINGTON, D.C. 20506

November 27, 1979

WH-115

MEMORANDUM

TO: Heads of All Federal Agencies
All Federal EEO Directors

FROM: Eleanor Holmes Norton *EHN*
Chair
Equal Employment Opportunity
Commission

SUBJ: Interim Amendments to the Procedures
for Complaints of Handicap Discrimination
in the Federal Sector

Pursuant to Executive Orders 12106 and 12067, the Equal Employment Opportunity Commission submits the attached interim regulations to all Federal agencies for comment and coordination. Comments on the attached regulations should be addressed to:

John Rayburn
Director
Technical Guidance Division
Equal Employment Opportunity Commission
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-6855

Comments must be received by December 10, 1979, in order to be considered before the regulations are published in the Federal Register. If no substantive comments are received, these regulations will be published in their present form on December 14, 1979.

Attachment

TITLE 29 - LABOR

CHAPTER XIV - EQUAL EMPLOYMENT
OPPORTUNITY COMMISSION

PART 1613 - EQUAL EMPLOYMENT
OPPORTUNITY IN THE
FEDERAL GOVERNMENT

COMPLAINTS OF HANDICAP DISCRIMINATION

AGENCY: Equal Employment Opportunity Commission.

ACTION: Interim regulations with comments invited for consideration in final rulemaking.

SUMMARY: The Equal Employment Opportunity Commission is amending its regulations concerning complaints of handicap discrimination in order to authorize awards of back pay to applicants for Federal employment. The regulations are also being amended to make clear that a complainant has the right to file suit in Federal court if dissatisfied with final agency action, or failure to act, on a complaint of handicap discrimination. These changes are necessary in order to conform to the 1978 amendments to the Rehabilitation Act of 1973.

DATES: Effective Date: These interim regulations will be effective upon publication in the Federal Register and will remain in effect until final regulations are issued.

Comment date: Written comments will be considered if received within 60 days from the date of publication

of this notice in the Federal Register.

ADDRESS: Comments should be addressed to Marie Wilson, Executive Secretariat, Equal Employment Opportunity Commission, 2401 E Street, N.W., Washington, D.C. 20506.

FOR FURTHER INFORMATION CONTACT: John Rayburn, Director, Technical Guidance Division, Equal Employment Opportunity Commission, 2401 E Street, N.W., Washington, D.C. 20506, telephone number (202) 634-6855.

SUPPLEMENTARY INFORMATION: As part of Reorganization Plan #1 of 1978, the responsibility for enforcing equal employment opportunity in the Federal Government for handicapped individuals was transferred from the Civil Service Commission to the Equal Employment Opportunity Commission (EEOC). To provide continuity during the transfer of functions, EEOC adopted the procedures for complaints of handicap discrimination which had previously been issued by the Civil Service Commission. See 43 F.R. 60900 (December 29, 1978). (These procedures originally appeared at 43 F.R. 12293 (March 24, 1978) and are now codified at 29 C.F.R. §§1613.701 through 1613.710.) Changes in these procedures are now necessary in order to comply with the 1978 amendments to the Rehabilitation Act of 1973.

The 1978 amendments added a new section (§505) to

the Rehabilitation Act of 1973. See Public Law 95-602, §120, 92 Stat. 2982 (November 6, 1978). Section 505 makes available to individuals complaining of handicap discrimination the same remedies, procedures and rights as are provided under Section 717 of Title VII of the Civil Rights Act of 1964. The legislative history of this amendment demonstrates that Congress intended it to apply at the administrative as well as the judicial level. See Senate Report #95-890, 95th Cong., 2d Sess., 18-19 (1978); 124 Cong. Rec. S15591 (September 20, 1978).

In order to implement this statutory amendment, it is necessary to delete Section 1613.710 of the Commission's regulations. This section currently prohibits awards of back pay to applicants for employment aggrieved by handicap discrimination. At the time the Civil Service Commission adopted this regulation, the only statutory authority for awards of back pay in handicap discrimination cases was the Back Pay Act, 5 U.S.C. §5596. See 43 F.R. 12293, 12294 (March 24, 1978). Since the Back Pay Act applies to employees only, the Civil Service Commission prohibited awards of back pay to applicants for employment. This restriction is no longer either necessary or permissible. Section 505 of the Rehabilitation Act now extends to complainants in

handicap discrimination cases the same right to administrative awards of back pay as is provided by Section 717(b) of the Civil Rights Act of 1964. As a result, back pay is now available to both applicants for Federal employment and Federal employees.

Section 505 of the Rehabilitation Act also entitles persons complaining of handicap discrimination to file suit in Federal court once they have met the prerequisites set forth in section 717(c) of the Civil Rights Act of 1964. This new right is reflected in the amendment to Section 1613.708 of the Commission's regulations. As amended, this section makes the Commission's regulations concerning the right to file a civil action (§§1613.281 - 1613.283) applicable to complaints of handicap discrimination.

These interim changes to the handicap discrimination complaint procedures are being made effective immediately as they are essential in order to bring the Commission's regulations into compliance with the 1978 amendments to the Rehabilitation Act. Comments on these regulations are encouraged and will be considered before the regulations are adopted in final form.

For the reasons stated above, the Commission finds, pursuant to 5 U.S.C. §553(d)(3), that good

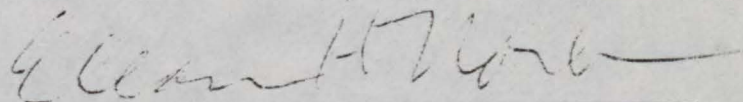
cause exists for making these regulations effective in less than 30 days. In addition, 5 U.S.C. §553(d)(1) permits the Commission to make the amendments effective in less than 30 days as these amendments relieve a restriction upon the rights of complainants.

The Commission has determined that these regulations do not require a regulatory analysis under Section 3 of Executive Order 12044.

By virtue of the authority vested in the Commission under Sections 501 and 505 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. §§791 and 794a, Reorganization Plan No. 1 of 1978 (43 F.R. 19807), and Executive Order 12106 (44 F.R. 1053), the Equal Employment Opportunity Commission hereby publishes the following amendments to its regulations on Equal Employment Opportunity in the Federal Government.

Signed this _____ day of _____ 1979.

For the Commission



ELEANOR HOLMES NORTON
Chair

Accordingly, 29 C.F.R. Part 1613 is amended by revising Sections 708 and 710, as explained below:

1. 29 C.F.R. §1613.708 is revised to read as follows:

§1613.708 General

An agency shall provide regulations governing the acceptance and processing of complaints of discrimination based on a physical or mental handicap which comply with the principles and requirements in §§1613.213 through 1613.283 and §§1613.601 through 1613.643. Nothing in the foregoing shall be construed to postpone the effective date of this rule.

2. 29 C.F.R. §1613.710 is deleted.

United States of America
Office of
Personnel Management

Washington, D.C. 20415-73
1079

In Reply, Refer To

November 21, 1979

Your Reference

MEMORANDUM TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

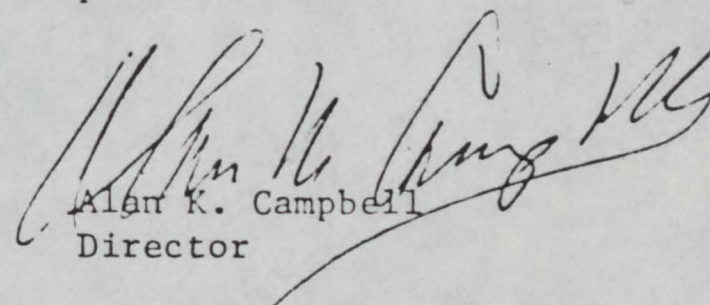
SUBJECT: Agency Federal Equal Opportunity Recruitment Program
Reports

WH-114

This memorandum transmits the format for agencies to report the progress of their Federal Equal Opportunity Recruitment Programs. As indicated in paragraph 4 of our issuance on the Governmentwide Program (FPM Letter 720-2) dated September 19, 1979, OPM intended to use information on agency program plans provided by the Equal Employment Opportunity Commission in lieu of requesting a formal agency report for this initial program year. However, the date for submission of agency plans to EEOC has been postponed, leaving an insufficient amount of time for OPM to prepare its required report to Congress on program results by January 31, 1980. Consequently, OPM must use its authority under 5 CFR 720.207 to require agencies to report on the status of their programs.

Agency reports must be submitted to the Assistant Director of the Office of Personnel Management for Affirmative Employment Programs, Room 7530, 1900 E Street, N.W., Washington, D.C. 20415, by December 15, 1979, in the format provided in the attachment.

In addition, OPM will schedule a limited number of technical assistance visits to agency headquarters during the month of December to assess the problems encountered in implementing FEORP plans.


Alan K. Campbell
Director

Attachment

OPM 114-114
11/21/79

1979 FEORP REPORT

AGENCY:

LOCATION:

1. 5 CFR 720.205(a) states that each agency must have an up-to-date Federal Equal Opportunity Recruitment Program plan. When did your agency plan become operational?
2. Attach a list of agency components, indicating geographical location, designated responsible FEORP officials, and the dates component plans became operational.
3. Were any instructions sent to components regarding FEORP? If so, attach copies.
4. Identify the principal designated official responsible for FEORP, including position title and grade level.
5. Indicate the total resources allocated to FEORP for FY 80 (both dollars and staff years). What portion is reserved for external recruitment activities? What portion is reserved for internal recruitment activities?

Note: Inquiries may be addressed to the Minority Programs, Outreach and Upward Mobility Programs Office at 202-632-6256.

This report has been cleared in accordance with FPMR 101-11.11 and assigned interagency report control number 0233-OPM-OT.



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

OFFICE OF FEDERAL
PROCUREMENT POLICY

NOV 21 1979

WH-113

MEMORANDUM TO HEADS OF DEPARTMENTS AND ESTABLISHMENTS
SUBJECT: Implementation of Public Law 95-507

Public Law 95-507, amendments to the Small Business Act and the Small Business Investment Act of 1958, was enacted October 24, 1978. Section 211 of the Act establishes a program for small and small socially and economically disadvantaged subcontractors under Federal prime contracts of \$500,000 or more (\$1,000,000 for construction).

Office of Federal Procurement Policy regulations implementing section 211 were published on April 20, 1979, and agency implementing regulations were published in the Federal Procurement Regulations (FPR) and the Defense Acquisition Regulation (DAR) on July 2, 1979, and July 27, 1979, respectively.

By letter dated October 19, 1979, in response to a Congressional inquiry, the Comptroller General stated his opinion that contracts of the requisite size awarded after the issuance of the FPR and DAR implementing regulations should have contained the section 211 subcontracting program provisions. He also stated his opinion that those contracts required to contain the subcontracting provisions, but awarded without those provisions, were "legally deficient." We believe that, although the implementing regulations technically were effective on July 2 and July 27, a reasonable time is required for their distribution and implementation through the system. However, it seems that in some cases the time for implementation has exceeded reasonable bounds. We understand that at the present time there are a substantial number of contracts and contract solicitations that should, but do not, contain required subcontracting provisions.

We recognize that Public Law 95-507 is a complex and difficult law to implement, and for that reason it merits special attention in each agency to assist contracting officers to comply with implementing regulations. Accordingly, I request each agency to review its contracts and contract

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
Office of Workers' Compensation Programs
Office of the Director

1979 NOV 20 PM 1:12

Washington, D.C. 20210

File No.

WH-111



NOV 14 1979

MEMORANDUM FOR: ALL FEDERAL AGENCIES

FROM: RALPH M. HARTMAN
Director, Office of
Workers' Compensation Programs

SUBJECT: Right of Agencies to Have Employees
Examined

The Office of Workers' Compensation Programs has received several agency inquiries as to the appropriateness of agency arranged disability examinations for employees. This memorandum is to explain the difference between "fitness of duty" examinations and examinations which agencies arrange under their administrative responsibility to maintain optimal use of personnel resources.

We have been informed by the Office of Personnel Management that when the Office refers to a "fitness of duty examination" it means a type of examination which is conducted when an agency has reason to believe that an employee may no longer be capable (because of physical or mental disability) of performing usual employment. In order to arrange for such an examination, agencies must, of course, follow the procedures set forth by OPM.

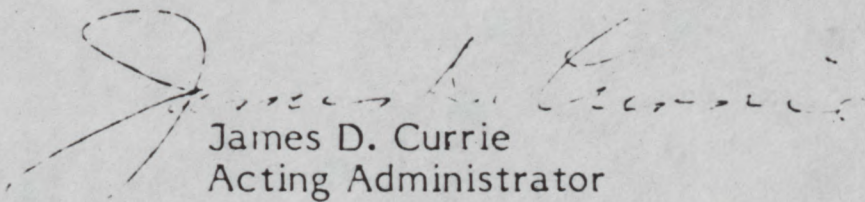
The aforementioned type of examination is not usually used by agencies in the case of a claimant under the Federal Employees' Compensation Act (FECA). In such a case, an agency may arrange for an examination (in connection with possible short term disability) to determine if the injury is still causing total disability or if there is any type of work which can be performed in spite of the disability. Such an examination is not performed for retirement purposes. The OPM has advised that they encourage agencies to arrange for such examinations because agencies have an administrative obligation to maintain an optimum work force.

solicitations issued since the FPR and DAR implementing regulations were published, and:

- (1) amend all outstanding solicitations that should, but do not contain the subcontracting provisions, to include those provisions; and
- (2) where feasible, modify all contracts awarded that should, but do not, contain the subcontracting provisions, where modification to include the subcontracting provisions would lead to a greater utilization of small and small disadvantaged subcontractors.

So that we may evaluate the extent of non-compliance with the implementing regulations, and seek ways to avoid such problems in the future, I also request that each agency provide this Office by January 15, 1980, a report of (1) the number and dollar amount of contracts and solicitations requiring the subcontracting provisions that were issued without the provisions; and (2) the number and dollar amount of those subsequently modified to include the provisions.

Should you have any questions about this matter, contact Thomas F. Williamson, Associate Administrator for Acquisition Law, on 395-3455.


James D. Currie
Acting Administrator

H-111 - No resp necessary
cc: Denbler
Shannon

WH-110 - No response
necessary - E T M.
Orig to Joe Daniels



EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
WASHINGTON, D. C. 20506

November 15, 1979

1979 NOV 15 11:17

OFFICE OF THE CHAIR

WH-110

OFFICE OF THE CHAIR

MEMORANDUM

TO: Heads of All Federal Agencies
All Federal EEO Directors

FROM: Eleanor Holmes Norton
Chair
Equal Employment Opportunity Commission

SUBJ: Proposed Amendments to the Regulations on Equal
Employment Opportunity in the Federal Government

Pursuant to Executive Orders 12106 and 12067, the Equal Employment Opportunity Commission submits the attached proposed regulations to all Federal agencies for comment and coordination. These regulations amend the Federal equal employment opportunity complaint procedures in order to make clear that back pay and other appropriate relief is available as part of an informal adjustment of a complaint of discrimination.

The Commission wishes to call to your attention the recent decision by the U.S. District Court for the District of Columbia in Shaw v. Library of Congress, _____ F. Supp. _____, 20 FEP Cases 1483 (No. 79-0325, September 14, 1979). This case holds that Federal agencies have authority to award back pay and a retroactive promotion to an individual complaining of employment discrimination, without formally deciding the merits of the claim. Thus, agencies need not await the final adoption of the attached regulations in order to enter into informal settlements which include back pay. The Commission strongly urges agencies to make use of this authority and to attempt to resolve as many complaints as possible through voluntary settlement.

Comments on the attached regulations should be addressed to:

John Rayburn
Director
Technical Guidance Division
Equal Employment Opportunity Commission
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-6855

Comments must be received by November 28, 1979 in order to be considered before the regulations are published in the Federal Register for notice and comment. If no substantive comments are received, these regulations will be published in their present form on Tuesday, December 4.

Attachment

TITLE 29 - LABOR

CHAPTER XIV - EQUAL EMPLOYMENT
OPPORTUNITY COMMISSION

PART 1613 - EQUAL EMPLOYMENT
OPPORTUNITY IN THE
FEDERAL GOVERNMENT

INFORMAL SETTLEMENTS

AGENCY: Equal Employment Opportunity Commission.

ACTION: Proposed rulemaking.

SUMMARY: The Equal Employment Opportunity Commission is amending its regulations to make clear that back pay and other appropriate relief may be awarded by an agency as part of an informal settlement of an equal employment opportunity complaint brought by a Federal employee or applicant for Federal employment.

COMMENT DATE: Written comments will be considered if received within 60 days from the date of publication of this notice in the Federal Register.

ADDRESS: Comments should be addressed to Marie Wilson, Executive Secretariat, Equal Employment Opportunity Commission, 2401 E Street, N.W., Washington, D.C. 20506.

FOR FURTHER INFORMATION CONTACT: John Rayburn, Director, Technical Guidance Division, Equal Employment Opportunity Commission, 2401 E Street, N.W., Washington, D.C. 20506, telephone number (202) 634-6855.

SUPPLEMENTARY INFORMATION: As part of Reorganization Plan #1 of 1978, the responsibility for enforcing equal employment opportunity in the Federal Government

was transferred from the Civil Service Commission to the Equal Employment Opportunity Commission (EEOC). To provide continuity, EEOC adopted, on an interim basis, the equal employment opportunity complaint procedures issued by the Civil Service Commission. See 43 F.R. 60900 (December 29, 1978). (These complaint procedures have been transferred from 5 C.F.R. Part 713 to 29 C.F.R. Part 1613.) EEOC is now studying possible revisions in these complaint procedures in order to reduce processing delays and provide for a more effective means of remedying instances of discrimination.

One feature of the present complaint procedures which the Commission intends to preserve and strengthen is the emphasis on early resolution of complaints through informal settlement. Under the current regulations, the parties to a complaint are required to consider a voluntary settlement of the matter both during precomplaint counseling and at the close of the investigation, prior to the issuance of a proposed disposition by the agency. See 29 C.F.R. §§1613.213 and 1613.217. One factor which has inhibited informal settlements is the uncertainty, on the part of many agencies, as to their authority to award back pay prior to a formal finding of discrimination. EEOC has studied this question and concluded that such awards

may be made under existing regulations and statutory authority. However, to resolve all uncertainty on this question, EEOC is amending its regulations to expressly authorize awards of back pay and other appropriate relief as part of an informal settlement of a complaint.

AUTHORITY FOR AMENDMENT

The authority for this amendment to the regulations is found in Section 717 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e-16. This statute bans discrimination in Federal employment on the basis of race, color, sex, religion or national origin. The statute authorized the Civil Service Commission to enforce this prohibition through appropriate remedies, including back pay, and through such rules, regulations or orders as the Commission considered necessary. 42 U.S.C. §2000e-16(b). Thus, the statute gave the Civil Service Commission broad authority to determine when and under what circumstances back pay and other relief could be awarded in Federal employment discrimination cases. This broad authority has now been transferred to EEOC pursuant to Reorganization Plan #1 of 1978.

By authorizing awards of back pay as part of informal settlements, EEOC will be carrying out the spirit of both Title VII of the Civil Rights Act and the recent

Reorganization plan. Since the enactment of Title VII, conciliation and voluntary settlement have been the means preferred by Congress for enforcing the right to equal employment opportunity. See, Alexander v. Gardner-Denver Co., 415 U.S. 36 (1974). In the private sector, EEOC encourages the parties to a charge of discrimination to consider a "no fault" settlement of the matter soon after the charge is filed. Efforts at conciliation continue at every subsequent stage of charge processing. By amending its regulations to facilitate voluntary settlements in the Federal sector, EEOC hopes to further the Congressional policy of eliminating discrimination through conciliation. The amendment will also promote the goals of Reorganization Plan #1 of 1978 as it will make the procedures used to enforce Title VII in the Federal Government more consistent with those used in the private sector.

EEOC's interpretation of Title VII as authorizing back pay awards as part of informal settlements is supported by the recent decision of the United States District Court for the District of Columbia in Shaw v. Library of Congress, ___ F.Supp. ___, 20 FEP Cases 1483 (No. 79-0325, September 14, 1979). The Court in that case held that a Federal agency does have authority to award back pay to an individual complaining of employment discrimination, without formally deciding the merits

of the claim. In reaching this conclusion, the Court relied on the broad remedial authority given to Federal agencies by Title VII and the policy favoring voluntary resolution of complaints.

It is important to note that the statutory authority for award of back pay in Federal employment discrimination cases is Section 717 of Title VII of the Civil Rights Act of 1964, as amended. Agencies need not rely on the Back Pay Act, 5 U.S.C. §5596, for authority for such awards. Unlike the Back Pay Act, Section 717 does not limit awards of back pay to situations where there has been a finding of unjustified or unwarranted personnel action. Thus, there is no statutory impediment to an award of back pay as part of an informal settlement, without a finding of discrimination.

SETTLEMENTS BEFORE THE EFFECTIVE DATE OF THE REGULATION.

In the spirit of Executive Order 12044, the Commission is soliciting public comments on this proposed regulation for a period of 60 days. The regulation will not be adopted in final form until all comments received during the comment period have been given careful consideration. The Commission is of the opinion, however, that there is sufficient authority under existing statutes and regulations to support informal settlements with back pay even before this proposed

amendment takes effect.

As discussed above, the United States District Court for the District of Columbia has already held that Title VII itself authorizes back pay awards as part of informal settlements of complaints of discrimination. In addition, the equal employment opportunity regulations currently in effect can be interpreted as authorizing settlements which include back pay. The complaint procedures are designed to encourage settlement. Agencies are required to consider informal settlement both at the precomplaint counseling stage and at the close of an investigation, before the issuance of a proposed disposition by the agency. 29 C.F.R. 1613.211 and 1613.217(a). Implicit in this emphasis on settlement is the authority for the agency to provide appropriate relief, including back pay, as part of any informal adjustment of a complaint. If the regulations are not read as implicitly authorizing agencies to provide remedial relief without making findings of discrimination, the regulatory provisions for informal settlement discussions are largely futile.

One section of the current regulations can be read as explicitly authorizing awards of back pay without findings of discrimination. Section 1613.221(c) of the regulations provides:

The decision of the agency shall require

any remedial action authorized by law determined to be necessary or desirable to resolve the issues of discrimination and to promote the policy of equal opportunity, whether or not there is a finding of discrimination. (Emphasis added.)

This section has been cited by the Comptroller General as authority for the award of back pay as part of an informal settlement of a complaint, without a finding of discrimination. 58 Comp. Gen. 5 (1973); Comp. Gen. #B-167015 (DAF). Thus, agencies may continue to enter into settlement agreements which include back pay without awaiting the effective date of the regulation proposed in this notice.

AGE AND HANDICAP COMPLAINTS

By operation of 29 C.F.R. §§1613.711 and 1613.701, this regulation will also be applicable to complaints of age and handicap discrimination. Authority for this amendment as it relates to complaints of age discrimination comes from Section 15(b) of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §631a(b). That statute gave the Civil Service Commission authority to enforce the prohibition against age discrimination in Federal employment through appropriate remedies, including back pay, and through such rules, regulations and orders as the Commission considered necessary.

This authority has now been transferred to EEOC pursuant to Reorganization Plan #1 of 1978. As far as complaints of handicap discrimination are concerned, authority for this regulation is derived from Section 505(a)(1) of the Rehabilitation Act of 1973, which was added by Section 121 of Public Law 93-612, 92 Stat. 2981 (November 6, 1978). That section extends to persons complaining of handicap discrimination the same remedies, procedures, and rights as are provided under Section 717 of Title VII of the Civil Rights Act of 1964.

OTHER FORMS OF RELIEF

The focus of this discussion has been on awards of back pay because of the past uncertainty concerning such awards. Of course, other appropriate forms of relief may also be included in a settlement agreement. Agencies should look to case law and EEOC decisions and regulations for guidance as to what types of relief are appropriate in discrimination cases.

The Commission has determined that these regulations do not require a regulatory analysis under Section 3 of Executive Order 12041.

By virtue of the authority vested in the Commission under Section 717 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C.

12106-16, Section 15 of the Age Discrimination
in Employment Act of 1967, as amended, 29 U.S.C.
§633a, Section 505 of the Rehabilitation Act of
1973, as amended, 29 U.S.C. §794a, Reorganization
Plan No. 1 of 1978 (43 F.R. 19807) and Executive
Order 12106 (44 F.R. 1053), the Equal Employment
Opportunity Commission hereby publishes the
following proposed amendments to its regulations
on Equal Employment Opportunity in the Federal
Government.

Signed this _____ day of _____, 1979.

For the Commission:

ELEANOR HOLMES MERTON
Chair

Accordingly, it is proposed to amend 29 C.F.R. Part 1613 by revising Section 217 as explained below:

1. 29 C.F.R. Section 1613.217 is deleted and replaced by the following:

§1613.217 Adjustment of complaint and offer of hearing.

(a) The agency and the complainant may, by mutual agreement, enter into an informal adjustment of a complaint at any time from the initiation of precomplaint counseling until the issuance of a final agency decision on the complaint. An informal adjustment of a complaint may include an award of back pay and other appropriate relief.

(b) Whenever an adjustment of the complaint is arrived at, the terms of the adjustment shall be reduced to writing, with a copy of the terms of the adjustment provided the complainant. A copy of the terms of the adjustment shall also be made a part of the complaint file.

(Where the adjustment is arrived at during precomplaint counseling, a complaint file shall be established and the terms of the adjustment made part of it.) If the agency

does not carry out, or rescinds, any action specified by the terms of the adjustment for any reason not attributable to acts or conduct of the complainant, the agency shall, upon the complainant's written request, reinstate the complaint for further processing from the point processing ceased under the terms of the adjustment.

(c) If the parties have not entered into an informal adjustment by the conclusion of the investigation, the agency must provide an opportunity for adjustment of the complaint on an informal basis after the complainant has reviewed the investigative file. For this purpose, the agency shall furnish the complainant or his representative a copy of the investigative file promptly after receiving it from the investigator, and provide opportunity for the complainant to discuss the investigative file with appropriate officials.

(d) If the discussions referred to in subsection (c) do not result in an adjustment of the complaint, the complainant shall be notified in writing: (1) of the proposed disposition of the complaint, (2) of his

right to a hearing and decision by the agency head or his designee if he notifies the agency in writing within 15 calendar days of receipt of the notice that he desires a hearing, and (3) of his right to a decision by the head of the agency or his designee without a hearing.

(e) If the complainant fails to notify the agency of his wishes within the 15-day period prescribed in paragraph (d) of this section, the appropriate Equal Employment Opportunity Officer may adopt the disposition of the complaint proposed in the notice sent to the complainant under paragraph (d) of this section as the decision of the agency on the complaint when delegated the authority to make a decision for the head of the agency under those circumstances. When this is done, the Equal Employment Opportunity Officer shall transmit the decision by letter to the complainant and his representative which shall inform the complainant of his right of appeal to the Commission and the time limit applicable thereto and of his right to file a civil action as described in §1613.281. If the Equal Employment Opportunity Officer does not issue

a decision under this paragraph, the complaint, together with the complaint file, shall be forwarded to the head of the agency, or his designee, for decision under §1613.221.

November 23, 1979

Ms. Esther Peterson
Special Assistant to the President
for Consumer Affairs
The White House
Washington, D. C. 20500

Dear Ms. Peterson:

I am writing in response to Mr. Jack Watson's November 15, 1979 memorandum to agency heads on the subject of the implementation of Executive Order 12160.

Although the Federal Reserve, as an independent agency, is not subject to the requirements of Executive Order 12160, we believe that the Board is already in substantial conformity with its provisions. I understand that Ms. Janet Hart, Director of our Division of Consumer and Community Affairs, has already been in contact with your office on this matter. Also, for your information, the Federal Reserve intends to publish a statement describing its practices with regard to this matter in the Federal Register shortly.

Sincerely,

(Signed) John M. Denkler

John M. Denkler

cc: Ms. Hart
Mrs. Mallardi ✓
Mr. Mulrenin
Mr. Allison

ETMulrenin:mhw
WH-#109

THE WHITE HOUSE
WASHINGTON
November 15, 1979

WH-109

MEMORANDUM FOR: ALL AGENCY HEADS
FROM: JACK WATSON *Jack*
SUBJECT: Implementation of Executive Order 12160

On September 26, the President signed Executive Order 12160, which strengthens Federal consumer programs. A copy of the President's remarks at the signing ceremony is attached.

There are two items which require your immediate attention:

1. Draft plans for compliance with the Order are to be completed and forwarded to Esther Peterson at the White House by November 23. It is important that this deadline be met.
2. The Order requires that the head of each agency designate a senior-level official, who reports directly to the agency head, to work full-time on oversight of consumer affairs activities. Please move as expeditiously as possible in appointing your designee. The person you appoint will represent you in working with the Consumer Affairs Council created by the Executive Order.

Agencies not subject to the requirements of the Executive Order are invited, and strongly encouraged, to comply with the Order on a voluntary basis. It is equally important that such agencies submit their draft plans to Esther Peterson by November 23.

If you have any questions, please call Esther Peterson, the President's Special Assistant for Consumer Affairs, at 456-6590.

Thank you for your attention to these matters.

Attachment

SO: [unclear] 61 NOV 26 1979

SEPTEMBER 26, 1979

Office of the White House Press Secretary

THE WHITE HOUSE

REMARKS OF THE PRESIDENT
UPON
SIGNING OF EXECUTIVE ORDER ON
COORDINATION OF FEDERAL CONSUMER PROGRAMS

Room 450
Old Executive Office Building

11:50 A.M. EDT

THE PRESIDENT: Thank you.

Congressman Rosenthal and Esther Peterson, distinguished representatives of consumer groups from all over the Nation: I have just signed an Executive Order entitled "Providing For Enhancement and Coordination of Federal Consumer Programs."

This is a result of a lot of work by me and by 50 leaders in our Government who represent the major agencies, by many consumer groups throughout the country, by Members of Congress, who have been in the forefront of the fight for consumer rights, and I think above everyone else, by Esther Peterson who deserves, and who has, the gratitude of everyone here.

The longer I have been in the White House as President, the more I have recognized the importance of each individual person in our country. Traveling around the Nation during the long campaign years and since then, it has been a striking thing for me to have brief encounters with, and conversations with, Americans. Quite often, as they touch a President's hand, or pass me in a corridor, or on the street, that they impart to me in that brief, rare moment their deepest thoughts. And quite often I am struck with how distant they are from Government and how many of the decisions of Government that are made that impact that person's life are never known or understood by them. They have no direct representative within an agency or within a decision-making body that is relatively obscure but vital.

I think it is particularly important that their voices be heard in Government on a continuing, sustained basis. And that is the reason for this Executive Order.

As you know, the first year I was in office I proposed to the Congress, and we fought to the last vote, to get an independent agency established, an independent office established, to protect consumers' rights. We have not yet been able to get that legislation passed. It is still absolutely important. And this Executive Order does not supplant the need

MORE

for a coordinated, single Consumer Protection Agency. It is important for all of us to remember that.

But at the same time, I have had to turn to alternative means by which I as President could help protect consumers' interests in the most effective way.

I asked Esther Peterson to join my staff. She is at my right hand. She works with other members of the White House staff and with every agency in this Government, in the most highly effective way. She has been assisted by large numbers of volunteers who have confidence in her and who share her determination to protect the consumers in our Government.

We have now come to a point of realization that her presence in the White House, no matter how effective, is not enough. There are so many agencies in the Government. And I asked her a few months ago to consult with the Office of Management and Budget, with the agencies themselves, to see how we could expand her influence. And the result of all that work is this Executive Order which is now effective.

It prescribes a standard for the protection of consumer interests throughout Government, a single, carefully drafted, comprehensible standard that will provide coherence and unity and a better understanding of the purposes that we want to accomplish. And it also establishes a strong leader within each agency who will be designated by the head of each agency to protect consumer interests.

Esther, of course, will continue to represent me directly in these relationships. But in this process of evolving the Executive Order, I think we have aroused to a high pitch of interest the leaders throughout Government who will be affected by the Order itself.

OMB is extremely reluctant to expand the bureaucracy or to make an ineffective Government effort possible. And they are extremely important to save taxpayers' funds. They are enthusiastic supporters of this Executive Order because they see that this is a contribution to the efficiency of Government and does not create additional bureaucracy nor delay decisions in their final judgments.

MORE

I might add one other thing, and that is that recent trends in government have been very disturbing to me, particularly on Capitol Hill. The attacks that are being made against the Federal Trade Commission, the recent effort in the Senate to have every regulatory decision be subjected to proof in court before it can go into effect, the efforts to block sections of bills that would directly give consumers a stronger voice in Government, the trend toward increasing one-House vetoes over decisions made by agencies responsible for protecting consumers' rights, these kinds of trends are a bad omen. And I would like to ask all of you to monitor very carefully what goes on in Government to prevent these unwarranted encroachments on the basic rights of every American citizen.

We have worked together in the past. Many of you have been in the forefront of battles to make the Civil Service System more effective. You have helped me greatly in the progress that we have made so far in hospital cost containment to reduce the inflationary pressures on American citizens. And, of course, you helped me with the evolution of the concepts of the cooperative bank, and many other items on which we share a major interest.

We are in this fight together. And I welcome your support and the partnership that we share. And I am particularly grateful to your leader and to my leader, Esther Peterson, who will continue the fight with us as her army. And I am very grateful to serve in this capacity under one of the greatest leaders in Government. And now I would like to introduce to you Esther Peterson. (Applause)

END

(AT 12:00 Noon EDT)

Sandy

WH-108 = No resp. necessary
etc

cc Denbler, Shannon

United States of America
**Office of
Personnel Management**

Washington, D.C. 20415

In Reply Refer To

November 9, 1979

Your Reference:

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: Federal Employee Attitude Survey

WH-
#108

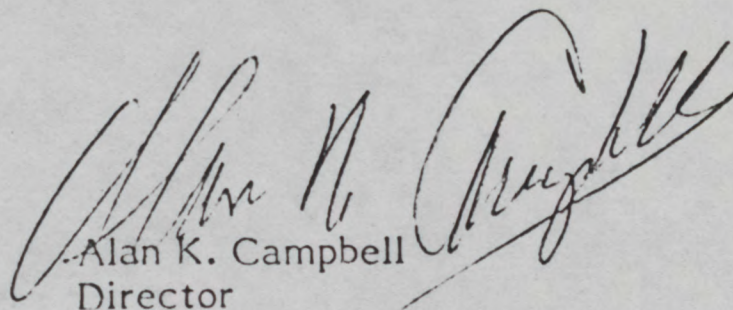
As one of the Office of Personnel Management's responsibilities under the Civil Service Reform Act of 1978, we are undertaking a detailed evaluation of the impact of civil service reform. I believe that our plan represents one of the most thorough and carefully designed evaluations of a new public policy ever attempted.

Part of that evaluation will measure Federal employee reactions to various aspects of the legislation as it is implemented. In order to do that, it is necessary to know employee attitudes before the implementation actually occurs. Therefore, we conducted a survey in May, prior to implementation of provisions of the legislation. The preliminary results of that survey are enclosed with this memorandum.

The most significant finding is that the Civil Service Reform Act indeed addresses the problems with which the employees themselves are concerned. For example, the responses to questions about performance appraisal are consistent with the legislative requirement that the Federal performance appraisal system be completely overhauled. Also, there is a clear desire by managers and supervisors to have an effective mechanism for rewarding outstanding performance with pay.

The detailed analysis of the survey results is now under way, and we will provide you with a final report early next year.

If you have any comments or questions about this survey, please let me know.


Alan K. Campbell
Director

Enclosure

*
SINGLE ITEMS - PART I

| | <u>General Organization</u> | Disagree | Undecided | Agree |
|----|---|----------|-----------|-------|
| 16 | New employees in this organization are well qualified to perform their jobs. | 39 | 23 | 38 |
| 24 | Management is flexible enough to make changes when necessary. | 31 | 18 | 51 |
| 29 | In general, disciplinary actions taken in this organization are fair and justified. | 23 | 27 | 50 |
| | <u>General Groups</u> | | | |
| 42 | I have confidence and trust in my co-workers. | 12 | 11 | 77 |

* Items listed in this section are grouped into content areas, but, do not constitute scales and will be analyzed on an individual basis.

| <u>General Performance Contingencies</u> | | Disagree | Undecided | Agree |
|--|---|----------|-----------|-------|
| 3 | Under the present system, it is very difficult to motivate employees with financial rewards. | 34 | 16 | 50 |
| 8 | I am not sure what determines how I can get a promotion in this organization. | 48 | 7 | 45 |
| 14 | Under the present system, supervisors here get few tangible rewards for excellent performance. | 31 | 24 | 45 |
| 20 | This organization moves its marginal and unsatisfactory workers to positions where they can be ignored. | 46 | 22 | 32 |
| 97 | Working hard leads to pressure from co-workers not to work so hard. | 74 | 9 | 17 |
| 102 | Working hard on my job leads to good job performance. | 15 | 11 | 74 |
| 103 | Working hard leads to gaining respect from co-workers. | 15 | 14 | 71 |
| 104 | I will be demoted or removed from my job if I perform my job poorly. | 36 | 29 | 35 |
| 105 | I will be given more routine work or less work if I perform my job poorly. | 44 | 27 | 29 |

| <u>General Satisfaction</u> | | | | |
|-----------------------------|--|----|----|----|
| 49 | All in all, I am satisfied with my work group. | 15 | 11 | 74 |
| 115 | I am satisfied with my chances for getting a promotion. | 54 | 10 | 36 |
| 116 | I am satisfied with the amount of job security I have. | 14 | 9 | 77 |
| 117 | I am satisfied with the chances I have to accomplish something worthwhile. | 21 | 12 | 67 |
| 118 | I am satisfied with the respect I receive from the people I work with. | 10 | 10 | 80 |
| 119 | I am satisfied with the recognition I receive for public service. | 30 | 25 | 45 |

General Performance Contingencies

| | Not At All Likely | Somewhat Likely | Very Likely |
|---|----------------------|--------------------|----------------|
| 121 I can get the things I want from performing my job especially well. | 45 | 32 | 23 |

Equal Employment Opportunity

| | Worse | About the Same | Much Better |
|--|-------|-------------------|----------------|
| 142 Compared to older employees, younger employees are treated. | 8 | 75 | 17 |
| 143 Compared to other employees, handicapped persons are treated | 3 | 78 | 19 |
| 144 Compared to male employees, female employees are treated | 12 | 64 | 24 |
| 145 Compared to other employees, minority employees are treated | 10 | 58 | 32 |

General Performance Appraisal

| | | Disagree | Undecided | Agree |
|----|--|----------|-----------|-------|
| 23 | There is a tendency for supervisors here to give the same performance rating regardless of how well people perform their jobs. | 32 | 13 | 55 |
| 26 | I understand the performance appraisal system being used in this organization. | 25 | 14 | 61 |
| 38 | Performance appraisals <u>do</u> influence personnel actions taken in this organization. | 22 | 19 | 59 |
| 58 | My supervisor and I agree on what "good performance" on my job means. | 18 | 17 | 65 |
| 59 | My job performance is carefully evaluated by my supervisor. | 23 | 19 | 58 |
| 63 | My supervisor gives me adequate information on how well I am performing. | 30 | 13 | 57 |
| 92 | The standards used to evaluate my performance have been fair and objective. | 20 | 26 | 54 |
| 96 | In the past I have been aware what standards have been used to evaluate my performance. | 24 | 16 | 60 |

General Supervision

| | | | | |
|----|---|----|----|----|
| 30 | Supervisors here cooperate with each other for the attainment of the organization's goals. | 30 | 17 | 53 |
| 36 | Supervisors in this organization take the time to help marginal and unsatisfactory workers improve their performance. | 36 | 19 | 45 |
| 56 | My supervisor maintains high standards of performance for his/her employees. | 20 | 12 | 68 |
| 66 | My supervisor and I jointly set my performance objectives. | 46 | 15 | 39 |
| 69 | My supervisor helps me solve work related problems. | 18 | 8 | 74 |
| 74 | My supervisor evaluates my performance on things not related to my job. | 60 | 24 | 16 |

| <u>General Job Characteristics</u> | | Disagree | Undecided | Agree |
|------------------------------------|---|----------|-----------|-------|
| 12 | I have the authority I need to accomplish my work objectives. | 21 | 9 | 70 |
| 77 | I don't have enough work to do to keep me busy. | 85 | 3 | 12 |
| 82 | On my job, tasks are set up so that I know what I will be doing from day to day. | 32 | 5 | 63 |
| 83 | I have too much work to do everything well. | 68 | 8 | 24 |
| 85 | I have control over how I spend my time working. | 19 | 6 | 75 |
| 87 | I have all the skills I need in order to do my job. | 11 | 8 | 81 |
| 95 | My job is pretty much of a one person job-- there is little need for meeting or checking with others. | 72 | 3 | 25 |
| 99 | I have to depend on the work performed by co-workers in order to get the materials or information I need to do my work. | 41 | 6 | 53 |

Whistleblower Provisions

| | | Disagree | Undecided | Agree |
|----|--|----------|-----------|-------|
| 35 | I am not afraid to "blow the whistle" on things I find wrong with my agency. | 21 | 19 | 60 |
| 73 | I am confident that my supervisor would not take action against me if I were to bring to his/her attention cases of inefficiencies or waste. | 17 | 20 | 63 |

Equal Employment Opportunity

| | | | | |
|----|--|----|----|----|
| 18 | Affirmative action policies have helped advance employment opportunities of women and minorities in this organization. | 18 | 22 | 60 |
| 27 | Affirmative action policies have not had an adverse impact on the overall productivity of this organization. | 23 | 28 | 49 |
| 34 | Affirmative action is not as important an issue in this organization now as it was several years ago. | 39 | 37 | 24 |

General Importance

How important was the following factor in your decision to work for the Federal Government?

| | | Not Important At All | Somewhat Important | Very Important |
|-----|---|-------------------------|-----------------------|-------------------|
| 141 | Only job opportunity available at time. | 59 | 19 | 22 |

SINGLE ITEMS - PART II

6

Executive Development

| | Disagree | Undecided | Agree |
|---|-------------------------|-----------------------|-------------------|
| 11 I am given adequate opportunity to participate in training and development programs. | # 22 * 18 | 10 12 | 68 70 |
| 24 Senior executives receive adequate training to improve areas in which their performance has been evaluated as less than satisfactory? | 22 35 | 61 39 | 17 26 |
| 1 I understand how individuals are selected for senior executive positions in my agency. | 38 14 | 18 14 | 44 72 |
| 13 In my agency, individuals from outside the Federal Government are selected for senior executive positions over better qualified career civil servants. | 42 63 | 38 20 | 20 17 |
| How important is each of the following factors in selecting individuals for Senior Executive positions in your agency? | Not Important At All | Somewhat Important | Very Important |
| 50 Technical and professional qualifications | 8 2 | 28 16 | 64 82 |
| 51 Ability to manage people | 14 10 | 23 18 | 63 72 |
| 52 Program management experience | 10 9 | 29 26 | 61 65 |
| 53 Personal favoritism | 47 64 | 22 19 | 31 17 |

Top figures indicate GS-13 - 15 manager responses.

* Bottom figures indicate executive responses.

Determinants of Executive/Supervisory Performance
(answered by supervisors only)

Please indicate the importance of each of the following job factors in determining your own performance rating.

| | Not Important At All | Somewhat Important | Very Important |
|---|-------------------------|-----------------------|-------------------|
| 39 Willingness to take action against ineffective employees. | 19 25 | 27 28 | 54 47 |
| 40 Development of your employees | 9 11 | 18 19 | 73 70 |
| 41 Achievement of Equal Employment Opportunity (EEO) objectives | 16 15 | 29 31 | 55 54 |
| 42 Achievement of greater efficiency in operations | 6 5 | 12 14 | 82 81 |
| 43 Achievement of program objectives | 3 1 | 5 4 | 92 95 |
| 44 Ability to obtain resources needed to achieve program objectives | 10 11 | 19 15 | 71 74 |

Equal Employment Opportunity

| | | Less Qualified | As Qualified | More Qualified |
|----|---|-------------------|-----------------|-------------------|
| 45 | Compared to other employees hired into or promoted into Senior Executive positions, minorities in this agency are: | 34 32 | 64 67 | 2 1 |
| 46 | Compared to other employees hired into or promoted into Senior Executive positions, handicapped persons in this agency are: | 10 11 | 87 87 | 3 2 |
| 47 | Compared to other employees hired into or promoted into Senior Executive positions, women in this agency are: | 19 15 | 75 79 | 6 6 |
| 48 | What do you believe is the biggest problem associated with the process of hiring minorities in your agency? | | | |
| | (1) Not enough qualified minority candidates | 71 | 72 | |
| | (2) No effective "mechanism" to identify potential candidates | 15 | 15 | |
| | (3) General management resistance | 4 | 3 | |
| | (4) Other | 10 | 10 | |

Equal Employment Opportunity - Continued

49 Which area in your agency offers the greatest job opportunities to minorities over the next five years?

| | | |
|--------------------|----|----|
| (1) Personnel | 6 | 6 |
| (2) Clerical | 23 | 23 |
| (3) Administrative | 15 | 16 |
| (4) Technical | 39 | 37 |
| (5) Financial | 2 | 3 |
| (6) Other | 15 | 15 |

Paperwork

| | Disagree | Undecided | Agree |
|---|----------|-----------|----------|
| 19 Personnel actions rewarding employees for good performance are avoided in my agency because of the paperwork that is required. | 56 63 | 14 18 | 30 19 |
| 28 It takes too long to process the paperwork needed to fill vacancies here. | 16 22 | 8 7 | 76 71 |

Executive Mobility

| | To A Little Extent | To Some Extent | To A Great Extent |
|--|-----------------------|-------------------|----------------------|
| 74 To what extent has your agency benefited from its job mobility provisions? | 31 25 | 40 40 | 29 35 |
| 75 To what extent has the internal reassignment of senior executives impaired the continuity of agency programs? | 49 54 | 37 34 | 14 12 |
| 76 To what extent are there obstacles that impede executive mobility <u>within</u> your agency? | 36 36 | 41 42 | 23 22 |
| 77 To what extent are there obstacles that make it difficult to move from one agency to another? | 25 23 | 34 37 | 41 40 |

Importance of Pay Determinants

How important is each of the following in determining your pay?

| | Not Important At All | Somewhat Important | Very Important |
|--|-------------------------|-----------------------|-------------------|
| 54 your length of service? | 22 38 | 40 32 | 38 30 |
| 57 the amount of responsibility on your job? | 7 10 | 16 9 | 77 81 |
| 60 the amount of effort you expend on the job? | 23 20 | 32 32 | 45 48 |

Preferred Importance of Pay Determinants

How important should each of the following be in determining your pay?

| | | | |
|--|----------|----------|----------|
| 63 your length of service? | 37 47 | 45 36 | 18 17 |
| 66 The amount of responsibility on your job? | 0 1 | 3 3 | 97 96 |
| 69 the amount of effort you expend on the job? | 10 12 | 24 28 | 66 60 |

MISCELLANEOUS

| | Disagree | Undecided | Agree |
|---|----------|-----------|----------|
| 2 Senior executives are responsive in implementing top management's policy changes. | 11 6 | 19 10 | 70 84 |
| 3 There are insufficient incentives to retain highly competent senior executives in my agency. | 36 35 | 27 18 | 37 47 |
| 9 In this organization, it is unclear what has to be done to remove or demote an employee for unacceptable performance. | 60 53 | 9 14 | 31 33 |
| 6 My agency recognizes supervisors who take the time to develop their subordinates' knowledge, skills, and abilities. | 35 23 | 24 27 | 41 50 |
| 10 The personnel office in this agency helps me perform my job effectively | 46 44 | 16 16 | 38 40 |
| 12 In my agency, it is difficult to attract competent personnel for senior executive positions. | 34 50 | 42 19 | 24 31 |
| 14 Top management generally supports the personnel decisions made by supervisors in this agency. | 14 7 | 19 20 | 67 73 |
| 18 A senior executive in the private sector has the same or greater responsibility as a senior executive in the Federal sector. | 29 41 | 32 24 | 39 35 |
| 26 If I think of an idea that will benefit my agency I make a determined effort to implement it. | 7 6 | 6 3 | 87 91 |

MISCELLANEOUS - Continued

| | | Disagree | Undecided | Agree |
|----|--|----------|-----------|----------|
| 27 | Supervisors here feel their ability to manage is restricted by unnecessary rules and regulations. | 30 31 | 10 17 | 60 52 |
| 29 | I am satisfied with my chances for getting a performance award. | 39 26 | 15 24 | 46 50 |
| 33 | Senior executives are removed from their positions when they perform poorly. | 37 38 | 50 39 | 13 23 |
| 34 | The procedures necessary to remove ineffective senior executives deter the initiation of such actions. | 14 25 | 58 41 | 28 34 |
| 78 | In general, career appointment senior executives perform their jobs: | | | |

| | | |
|--------------------|--|-------------------|
| somewhat better | the same as noncareer senior executives | somewhat worse |
| 59 58 | 37 39 | 4 3 |



United States
Office of
Personnel
Management
1900 E St., NW
Washington, D.C. 20415
News Unit, Room 5F10
(202) 632-5491

NEWS

FOR IMMEDIATE RELEASE
Friday, November 9, 1979

FOR INFORMATION
Tom Kell

OPM RELEASES ATTITUDE SURVEY RESULTS

(Washington, D.C.) The Office of Personnel Management (OPM) today released preliminary findings of the first Government-wide attitude survey of Federal employees.

The survey was administered last May to establish a baseline of employee attitudes about their jobs and work environment prior to implementation of the 1978 Civil Service Reform Act. The results of this survey will be compared with future annual surveys to determine and measure attitude changes resulting from changes in personnel policy, i.e., establishment of new performance appraisal systems and merit pay.

For comparative purposes, results of the Federal employee attitude survey were matched with results of a survey of workers in the private sector conducted by the University of Michigan in 1977. Comparison of survey results reveal that both Federal and private sector employees have similar attitudes toward their jobs.

The survey questionnaire was completed by 14,000 Federal employees who were randomly selected to ensure a representative cross section. Groupings included Federal agencies, pay levels, pay systems, and supervisory and nonsupervisory personnel. The survey will be analyzed in detail and then published in a final report early in 1980.

The survey contained 147 questions which were answered by all respondents, and an additional 79 which were answered only by those GS-13 or equivalent and above to probe attitudes of mid- and senior-level managers and supervisors.

Commenting on the survey results, OPM Director Alan K. Campbell noted that Federal employees reflect many of the same concerns OPM has with personnel management.

-more-

"No single aspect of personnel management receives as great an emphasis in civil service reform legislation as performance appraisal," Campbell said. "This survey demonstrates that Congress was right in giving it that emphasis. Later surveys will tell us whether Federal departments and agencies are succeeding in making appraisal processes more helpful and fair."

Campbell pointed out that half of those surveyed felt their performance ratings accurately represented their job performance and accomplishments and that only 25 percent found their performance ratings helpful in determining their contributions to the organization.

Preliminary findings of the survey are summarized in the attached document.

#

NOTE: A copy of the complete survey with responses grouped by subject is available on request from the Office of Public Affairs, Office of Personnel Management.

United States of America
**Office of
Personnel Management**

Washington, D.C. 20415

1979 FEDERAL EMPLOYEE ATTITUDE SURVEY

PRELIMINARY FINDINGS

The Civil Service Reform Act of 1978 introduces far-reaching changes in Federal personnel management. As part of a five-year evaluation of the impact of these reforms, the Office of Personnel Management undertook an opinion survey in May (before the reform changes had been put in place) of a representative sample of 20,000 Federal workers nationwide, asking about their attitudes toward their jobs and workplaces. It will be repeated periodically to determine whether and how attitudes change as reform is implemented.

The responses are of particular interest because this is the first systematic survey ever undertaken of the entire Federal civilian workforce. Of the 20,000 questionnaires sent out, 14,000 were returned, for an unusually high return rate of 70%. We can be 95 percent confident that workers' attitudes are within five percentage points of what is reported in the survey results.

This report summarizes those findings from the survey which relate to the problems which the civil service reforms address. In addition, the survey enables us to draw some comparisons between the attitudes of the Federal and private sector workforces. These comparisons contradict many of the stereotypes of the Federal worker.

Implications of Federal Survey Results for Civil Service Reform

The civil service reform legislation has as one of its primary goals the improvement of management of the Federal workforce, through emphasis on performance feedback and the strengthening of the relationship between performance and all personnel actions such as pay increases, promotions or demotions.

The information which the survey provides on the attitudes of Federal employees today on such issues as the quality of supervision, the usefulness of performance feedback, and the link between good performance and financial rewards underscores the need for these changes.

Attitudes Toward Supervisor

When asked generally about the competence of their supervisors, Federal employees respond quite positively. About three-quarters of the sample feel their supervisors help them solve work-related problems. Employees say their supervisors generally know the technical parts of their jobs, are adept administratively and, to a lesser extent, deal well with their subordinates.

Although employees also rate supervisors high on defining job duties, they rate them lower on setting goals:

| My job duties are clearly defined by my supervisor. | | My supervisor sets clear goals for me in my present job. | |
|---|-----|--|-----|
| Disagree | 20% | Disagree | 32% |
| Undecided | 5 | Undecided | 13 |
| Agree | 75 | Agree | 55 |

In general, workers are dissatisfied with performance feedback from their supervisors -- the method of giving it, the feedback itself, and the usefulness of it.

Federal employees would like much more feedback from their supervisors than they now receive. Only 19% receive such feedback often or always, while 68% would like to receive it that frequently.

| How often do you receive feedback from your supervisor that helps you to improve your performance? | | How often would you like to receive feedback from your supervisor that helps you to improve your performance? | |
|--|-----|---|----|
| Never/Rarely | 46% | Never/Rarely | 3% |
| Sometimes | 35 | Sometimes | 29 |
| Often/Always | 19 | Often/Always | 68 |

One form of feedback is provided by the current performance appraisal system, and there is substantial dissatisfaction with it. Only half call their performance appraisals fair and accurate. And over half say that supervisors give the same rating regardless of performance.

The current usefulness of performance feedback is questionable at best. Almost half of the employees said their performance ratings are not useful in assessing their strengths and weaknesses, improving their performance, or determining their contribution to the organization. Even more say that feedback is not helpful either in planning for or receiving needed training.

In your opinion how much did your last performance appraisal help you to...

| | Not Helpful | Somewhat Helpful | Very Helpful |
|--|-------------|------------------|--------------|
| Assess your strengths and weaknesses in performing your job? | 44% | 32% | 24% |
| Establish a plan for your training and development? | 60 | 25 | 15 |
| Receive needed training? | 68 | 20 | 12 |
| Determine your contribution to the organization? | 44 | 31 | 25 |
| Improve your performance? | 46 | 30 | 24 |

Consequences of Performance

One of the major goals of reforming the Federal civil service is to tie rewards to good performance. Most employees do not believe there is such a tie at present, nor do they believe that poor performance is likely to lead to any adverse consequences.

How likely is it that I will be promoted or given a better job if I perform especially well?

| | |
|-----------------|-----|
| Unlikely | 56% |
| Somewhat likely | 27 |
| Very likely | 17 |

How likely is it that I will get a cash award or pay increase if I perform especially well?

| | |
|-----------------|-----|
| Unlikely | 62% |
| Somewhat likely | 22 |
| Very likely | 16 |

When an employee continues to do his/her job poorly, supervisors here will take the appropriate corrective action.

| | |
|-----------|-----|
| Disagree | 43% |
| Undecided | 12 |
| Agree | 40 |

I will be demoted or removed from my position if I perform my job poorly.

| | |
|-----------|-----|
| Disagree | 36% |
| Undecided | 29 |
| Agree | 35 |

It is interesting to compare responses of the Federal sector on this topic to responses of the private sector in a 1977 University of Michigan survey.

PRIVATE SECTOR:

When you do your job well, are you likely to be offered a better job at the place where you work?

| | |
|-------|-----|
| No | 63% |
| Maybe | 10 |
| Yes | 27 |

PRIVATE SECTOR:

When you do your job well, are you likely to get a bonus or pay increase?

| | |
|-------|-----|
| No | 65% |
| Maybe | 9 |
| Yes | 26 |

A similar percentage of people in each survey doubt they will be rewarded for good performance. Approximately 60% in both sectors say good performance is unlikely to result either in a promotion or in increased pay.

Executive Pay and Selection

Civil service reform offers new pay incentives for managers* and senior executives*. The Federal survey asked them how satisfied they are with their pay. More managers than senior executives are satisfied with their pay -- 56% compared to 45%. This result is not surprising in view of the pay cap for senior executives.

All in all, I am satisfied with my pay.

| | Managers | Executives |
|-----------|----------|------------|
| Disagree | 36% | 48% |
| Undecided | 8 | 7 |
| Agree | 56 | 45 |

Managers and executives were asked about the way executives are chosen. Only 9% of the senior executives (and 26% of the managers) feel selection of executives is primarily a matter of partisan politics.

The assignment of individuals to senior executive positions in my agency is more a function of partisan politics than of any other factor.

| | Managers | Executives |
|-----------|----------|------------|
| Disagree | 36% | 74% |
| Undecided | 38 | 17 |
| Agree | 26 | 9 |

*Managers are employees at grades GS 13-15 and equivalent who earn from just under \$30,000 to about \$50,000 per year. Senior executives are top-level management above grade level GS-15. There are over 10,000 senior executives in the Federal government, mostly in Washington, D. C., and they earn from about \$48,000 to \$50,000 per year. Most senior executives are now members of the new Senior Executive Service.

The procedures used to select people for senior executive positions are fair.

| | Managers | Executives |
|-----------|----------|------------|
| Disagree | 21% | 15% |
| Undecided | 53 | 29 |
| Agree | 26 | 56 |

Here again executives indicate that senior executive selection is fair while managers are largely undecided.

Future Uses of the Survey Data

Analysis is presently proceeding on the responses of subgroups within the workforce. When completed, it will show whatever differences exist in responses by agency, grade level, race and sex. Information on workforce attitudes toward equal employment opportunity, which can only be meaningfully interpreted by looking at subgroup responses, will be made available at that time.

But the most important application of this survey data will occur when results are available from future surveys. It will then be possible to determine whether the attitudes expressed by the workforce in last May's survey have indeed changed as a result of reforming the Federal civil service.

Comparison of Federal and Private Sector Responses

Although not designed for this purpose, the survey of Federal workers permits us to make some comparisons between the attitudes of Federal workers and workers in the private sector.*

The questions in the Michigan survey are worded somewhat differently from those in the Federal survey. This may account for some of the differences in responses found in the two surveys; therefore, comparisons must be made cautiously. Nevertheless, the questions are close enough to provide insight into employees' views of quality of working life in the Federal and private sectors.

Both surveys ask questions about overall attitudes toward the job.** Although there are some differences in the responses of Federal and private sector workers, they are not dramatic. If different wording is taken into account, it is clear that the two questionnaires do not reveal substantial differences in Federal and private sector job satisfaction.

*The data on the private sector workforce are taken from Quinn, Robert P. and Graham, L. Staines, The 1977 Quality of Employment Survey, The University of Michigan Ann Arbor, Michigan 1977.

**For ease in comparing Federal workers with private sector workers, all five categories of answers to each question in the Federal survey are given. However, when presenting the Federal survey data alone, we combined five responses into three in order to simplify the results.

FEDERAL SECTOR:

In general, I am satisfied with my job.

| | | | |
|-------------------|----|---|-----|
| Strongly disagree | 4 | } | 15% |
| Disagree | 11 | | |
| Undecided | 9 | | |
| Agree | 58 | } | 76 |
| Strongly agree | 18 | | |

In general, I like working here.

| | | | |
|-------------------|----|---|----|
| Strongly disagree | 2 | } | 8% |
| Disagree | 6 | | |
| Undecided | 7 | | |
| Agree | 56 | } | 85 |
| Strongly agree | 29 | | |

PRIVATE SECTOR:*

All in all, how satisfied would you say you are with your job?

| | | | |
|----------------------|----|---|-----|
| Not at all satisfied | 3 | } | 12% |
| Not too satisfied | 9 | | |
| Somewhat satisfied | 42 | } | 89 |
| Very satisfied | 47 | | |

One outcome of job dissatisfaction is the intent to look for a new job elsewhere. Results in the Federal and private sector are similar.

FEDERAL SECTOR:

During the next year, I will probably look for a new job outside this organization.

| | | | |
|-------------------|----|---|-----|
| Strongly disagree | 25 | } | 60% |
| Disagree | 35 | | |
| Undecided | 17 | | |
| Agree | 13 | } | 23 |
| Strongly agree | 10 | | |

PRIVATE SECTOR:

Taking everything into account, how likely is it that you will make a genuine effort to find a new job with another employer within the next year?

| | |
|-------------------|-----|
| Not at all likely | 68% |
| Somewhat likely | 16 |
| Very likely | 16 |

*Numbers do not sum to 100% due to rounding.

Both surveys also asked about commitment to the organization. Once again the question wording is different, but in this case there is a substantial difference between Federal and private sector employees, with Federal workers showing a greater commitment to their organizations.

FEDERAL SECTOR:

I care little about what happens in this organization as long as I get a paycheck.

| | | | |
|-------------------|----|---|-----|
| Strongly disagree | 45 | } | 90% |
| Disagree | 45 | | |
| Undecided | | | 3 |
| Agree | 4 | } | 7 |
| Strongly agree | 3 | | |

What happens to this organization is really important to me.

| | | | |
|-------------------|----|---|----|
| Strongly disagree | 2 | } | 7% |
| Disagree | 5 | | |
| Undecided | | | 8 |
| Agree | 49 | } | 85 |
| Strongly agree | 36 | | |

PRIVATE SECTOR:

My main interest in my work is to get enough money to do the other things I want to do.

| | | | |
|-------------------|----|---|-----|
| Strongly Disagree | 11 | } | 53% |
| Disagree | 42 | | |
| Agree | 35 | } | 47 |
| Strongly agree | 12 | | |

In a question asked identically on both surveys on whether employees feel their work is meaningful, the responses are virtually the same:

FEDERAL SECTOR:

The work I do on my job is
meaningful to me.

| | | | |
|-------------------|----|---|-----|
| Strongly disagree | 2 | } | 10% |
| Disagree | 8 | | |
| Undecided | 7 | | |
| Agree | 57 | } | 83 |
| Strongly agree | 26 | | |

PRIVATE SECTOR:*

Same question.

| | | | |
|-------------------|----|---|-----|
| Strongly disagree | 4 | } | 16% |
| Disagree | 12 | | |
| Agree | 60 | } | 85 |
| Strongly agree | 25 | | |

But when asked how hard they work, Federal workers are more likely to say they work hard than their private sector counterparts. Nine out of ten Federal workers think that they work hard, compared with 75% in the private sector. The difference in the wording of the questions may account for part of this difference.

FEDERAL SECTOR:

I work hard on my job.

| | | | |
|-------------------|----|---|----|
| Strongly disagree | 1 | } | 5% |
| Disagree | 4 | | |
| Undecided | 5 | | |
| Agree | 56 | } | 90 |
| Strongly agree | 34 | | |

PRIVATE SECTOR:*

My job requires that I work very hard.

| | | | |
|-------------------|----|---|-----|
| Strongly disagree | 3 | } | 28% |
| Disagree | 25 | | |
| Agree | 50 | } | 71 |
| Strongly agree | 21 | | |

*Numbers do not sum to 100% due to rounding.

How do employees in the two sectors rate the people with whom they work?

While both groups are positive, Federal employees judge their co-workers a little more positively than privately-employed workers do.

FEDERAL SECTOR:

The people I work with generally do a good job.

| | | | |
|-------------------|----|---|----|
| Strongly disagree | 1 | } | 6% |
| Disagree | 5 | | |
| Undecided | 3 | | |
| Agree | 70 | } | 91 |
| Strongly agree | 21 | | |

PRIVATE SECTOR:

The people I work with are competent in doing their job.

| | | | |
|-----------------|----|---|-----|
| Not at all true | 3 | } | 17% |
| Not too true | 14 | | |
| Somewhat true | 44 | } | 83 |
| Very true | 39 | | |

Both Federal and private-sector workers are happy with the amount of job security they have.

FEDERAL SECTOR:

I am satisfied with the amount of job security I have.

| | | | |
|-------------------|----|---|-----|
| Strongly disagree | 4 | } | 14% |
| Disagree | 10 | | |
| Undecided | 9 | | |
| Agree | 63 | } | 77 |
| Strongly agree | 14 | | |

PRIVATE SECTOR:*

The job security is good.

| | | | |
|-----------------|----|---|-----|
| Not at all true | 9 | } | 25% |
| Not too true | 16 | | |
| Somewhat true | 34 | } | 76 |
| Very true | 42 | | |

*Numbers do not sum to 100% due to rounding.

In sum, then, responses of public and private sector employees to the Federal and University of Michigan surveys indicate a substantial similarity in attitudes toward their jobs and places of work. Both groups seem generally satisfied with their jobs and job security, and a majority of each group is apparently content to stay where it is, at least for the coming year. Both groups feel they work hard, and both respect their co-workers. These findings differ with the oft-heard popular view that there is considerable workforce dissatisfaction -- in short the surveys present substantial evidence that morale is high.

THE FEDERAL EMPLOYEE ATTITUDE SURVEY

SCALES

SEPTEMBER 1979

Prepared by:
Productivity Research Branch
Office of Productivity Programs
Workforce Effectiveness and
Development Group
Office of Personnel Management

Number appearing next to each item
represents that item's placement in
the 1979 FEAS.

PART I - GENERAL SECTIONS

SUPERVISORY CHARACTERISTICS/PERFORMANCE APPRAISAL

| S1 | OVERALL SUPERVISION/COMPETENCE | Disagree | Undecided | Agree |
|----|--|----------|-----------|-------|
| | | | | |
| 62 | My supervisor deals with subordinates well. | 25 | 16 | 59 |
| 65 | My supervisor knows the technical parts of his or her job well. | 16 | 11 | 73 |
| 70 | My supervisor handles the administrative parts of his or her job well. | 17 | 15 | 68 |
| S2 | DELEGATION | | | |
| | | | | |
| | | | | |
| | | | | |
| 55 | My supervisor encourages me to help in developing work methods and job procedures. | 27 | 8 | 65 |
| 61 | My supervisor encourages subordinates to participate in important decisions. | 37 | 16 | 47 |
| 71 | My supervisor asks my opinion when a problem related to my work arises. | 21 | 6 | 73 |

| S3 | INDEX OF QUALITY OF PERFORMANCE APPRAISAL | Disagree | Undecided | Agree |
|-----|--|----------|-----------|-------|
| 72 | My supervisor discusses with me the specific reasons for the performance rating that I receive. | 26 | 15 | 59 |
| 106 | Information that I receive about my performance usually comes too late for it to be of any use to me. | 55 | 22 | 23 |
| 80 | My performance appraisal takes into account the most important parts of my job. | 20 | 21 | 59 |
| 107 | My performance rating presents a fair and accurate picture of my actual job performance. | 29 | 22 | 49 |
| S4 | IMPORTANCE OF PERFORMANCE APPRAISALS | | | |
| 68 | This organization considers performance appraisal to be an important part of a supervisors' duties. | 19 | 24 | 57 |
| 57 | My supervisor considers the performance appraisal of his subordinates to be an important part of his/her duties. | 21 | 22 | 57 |
| S5 | TASK ORIENTATION | | | |
| 64 | My supervisor insists that subordinates work hard. | 22 | 20 | 58 |
| 67 | My supervisor demands that subordinates do high quality work. | 19 | 17 | 64 |

| | | 3 | | |
|-----|--|--------|-----------|-------|
| S6 | FREQUENCY OF PERFORMANCE FEEDBACK | Rarely | Sometimes | Often |
| 125 | How often do you receive feedback from your supervisor for good performance? | 39 | 37 | 24 |
| 127 | How often do you receive feedback from your supervisor that helps you improve your performance? | 46 | 35 | 19 |
| S7 | PREFERRED FREQUENCY OF PERFORMANCE FEEDBACK | | | |
| 126 | How often would you like to receive feedback from your supervisor for good performance? | 2 | 40 | 58 |
| 128 | How often would you like to receive feedback from your supervisor that helps you improve your performance? | 3 | 29 | 68 |

| | | Not Helpful at all | Somewhat Helpful | Helped a Great Deal |
|-----|---|-----------------------|---------------------|------------------------|
| S8 | OVERALL HELPFULNESS OF PERFORMANCE EVALUATION | | | |
| | In your opinion, how much did your last performance rating help you to... | | | |
| 129 | assess your strenghts and weaknesses in performing your job? | 44 | 32 | 24 |
| 130 | establish a plan for your training and development? | 60 | 25 | 15 |
| 131 | receive needed training? | 68 | 20 | 12 |
| 132 | improve your performance? | 44 | 31 | 25 |
| 133 | determine your contribution to the organization? | 46 | 30 | 24 |
| S9 | WORK FACILITATION/GOAL SETTING | Disagree | Undecided | Agree |
| 54 | My job duties are clearly defined by my supervisor. | 20 | 5 | 75 |
| 60 | My supervisor sets clear goals for me in my present job. | 32 | 13 | 55 |

SYSTEMIC CHARACTERISTICS

| | | Disagree | Undecided | Agree |
|----|---|----------|-----------|-------|
| 01 | ORGANIZATIONAL COMMUNICATION | | | |
| 2 | The information that I get through formal channels helps me perform my job effectively. | 26 | 12 | 62 |
| 11 | I am told promptly when there is a change in policy, rules, or regulations that affects me. | 38 | 7 | 55 |
| 02 | ORGANIZATIONAL AUTHORITY | | | |
| 7 | In this organization it is often unclear who has the formal authority to make a decision. | 58 | 5 | 37 |
| 32 | In this organization authority is clearly delegated. | 27 | 13 | 60 |
| 37 | It takes too long to get decisions made in this organization. | 31 | 14 | 55 |
| 03 | ORGANIZATIONAL EFFECTIVENESS | | | |
| 6 | Overall, this organization is effective in accomplishing its objectives. | 13 | 12 | 75 |
| 31 | This organization is responsive to the public interest. | 13 | 18 | 69 |

| | | Not At All Likely | Somewhat Likely | Very Likely |
|-----|--|----------------------|--------------------|----------------|
| 04 | GOOD PERFORMANCE OUTCOMES | | | |
| 120 | How likely is it that you will be promoted or given a better job if you perform especially well? | 56 | 27 | 17 |
| 122 | How likely is it that your own hard work will lead to recognition as a good performer? | 20 | 29 | 51 |
| 123 | How likely is it that you will get a cash award or unscheduled pay increase if you perform your job especially well? | 62 | 23 | 15 |
| 124 | How likely is it that you will have better job security if you perform especially well? | 45 | 28 | 27 |
| 05 | PERFORMANCE CONTINGENCIES | Disagree | Undecided | Agree |
| 22 | Under the present system, financial rewards are seldom related to employee performance. | 37 | 15 | 48 |
| 17 | Promotions or unscheduled pay increases usually depend on how well a person performs on his/her job. | 48 | 13 | 39 |

| 06 | ORGANIZATIONAL TRUST | | | |
|----|---|----------|-----------|-------|
| | | Disagree | Undecided | Agree |
| 15 | Employees here feel you can't trust this organization. | 38 | 16 | 46 |
| 33 | People in this organization will do things behind your back. | 27 | 19 | 54 |
| 07 | CHANGE ORIENTATION | | | |
| | | | | |
| | | | | |
| | | | | |
| 21 | Employees do not have much opportunity to influence what goes on in this organization. | 30 | 12 | 58 |
| 9 | It's really not possible to change things around here. | 41 | 14 | 45 |
| 4 | When changes are made in this organization, the employees usually lose out in the end. | 38 | 21 | 41 |
| 08 | ADEQUACY OF GRIEVANCE PROCEDURES | | | |
| | | | | |
| | | | | |
| | | | | |
| 19 | There are adequate procedures to get the performance rating that I receive reconsidered, if necessary. | 20 | 26 | 54 |
| 39 | If I were subject to an involuntary personnel action, I believe my agency would adequately inform me of my grievance and appeal rights. | 23 | 16 | 61 |
| 40 | I am aware of the specific steps I must take to have a personnel action taken against me reconsidered. | 40 | 14 | 46 |

| | | Disagree | Undecided | Agree |
|-----|--|----------|-----------|-------|
| 09 | POOR PERFORMANCE CONTINGENCIES | | | |
| 5 | When an employee continues to do his/her job poorly, supervisors here will take the appropriate corrective action. | 48 | 12 | 40 |
| 13 | Disciplinary actions in this organization are avoided because of the paperwork that is required. | 43 | 24 | 33 |
| 010 | INTENT TO TURNOVER | | | |
| 25 | I often think about quitting. | 61 | 9 | 30 |
| 101 | During this next year I will probably look for a new job outside of this organization. | 59 | 18 | 23 |

JOB CHARACTERISTICS

Disagree

Undecided

Agree

J1 CHALLENGE

| | | | | |
|----|--|----|---|----|
| 75 | My job is challenging. | 19 | 5 | 76 |
| 84 | My job makes good use of my abilities. | 25 | 8 | 67 |

J2 GENERAL JOB SATISFACTION

| | | | | |
|----|---|----|----|----|
| 1 | In general, I like working here. | 8 | 6 | 86 |
| 81 | In general, I am satisfied with my job. | 15 | 9 | 76 |
| 94 | All in all, I am satisfied with the work on my present job. | 15 | 10 | 75 |

J3 INTRINSIC MOTIVATION

| | | | | |
|-----|---|---|---|----|
| 86 | Doing my job well gives me a feeling that I've accomplished something worthwhile. | 5 | 3 | 92 |
| 98 | Doing my job well makes me feel good about myself as a person. | 2 | 2 | 96 |
| 100 | I enjoy doing my work for the personal satisfaction it gives me. | 8 | 8 | 84 |

| | | 10 | | |
|-----|---|-----------|-------------|----------------|
| | | Disagree | Undecided | Agree |
| J4 | MEANING/IMPORTANCE | | | |
| 78 | The work I do on my job is meaningful to me. | 10 | 7 | 83 |
| 90 | The things I do on my job are important to me. | 6 | 6 | 88 |
| J5 | FREEDOM | | | |
| 79 | I have a great deal of say over what has to be done on my job. | 31 | 9 | 60 |
| 93 | I have a great deal of say over decisions concerning my job. | 39 | 17 | 44 |
| 88 | My job gives me the opportunity to use my own judgement and initiative. | 10 | 6 | 84 |
| J6 | EFFORT | | | |
| 89 | I work hard on my job. | 5 | 5 | 90 |
| 146 | Please rate the amount of effort you put out in the performance of work activities during an average workday. | No Effort | Some Effort | Extreme Effort |
| | | 1 | 10 | 89 |

| | | 11 | | |
|----|---|----------|-----------|-------|
| J7 | ROLE CLARITY | Disagree | Undecided | Agree |
| 91 | On my job I know exactly what is expected of me. | 11 | 12 | 77 |
| 76 | Most of the time I know what I have to do on my job. | 3 | 2 | 95 |
| J8 | ORGANIZATIONAL INVOLVEMENT | | | |
| 28 | I care little about what happens to this organization as long as I get a pay check. | 90 | 3 | 7 |
| 10 | What happens to this organization is really important to me. | 7 | 8 | 85 |

GROUP FUNCTIONING

Disagree

Undecided

Agree

| | | | | |
|----|---|----|----|----|
| G1 | GROUP CONESIVENESS | | | |
| 44 | I feel I am really part of my work group. | 11 | 8 | 81 |
| 46 | There are feelings among members of my work group which tend to pull the group apart. | 51 | 13 | 36 |
| G2 | GROUP EFFECTIVENESS | | | |
| 41 | The people I work with generally do a good job. | 6 | 3 | 91 |
| 43 | My group works well together. | 12 | 9 | 79 |
| 48 | My co-workers encourage each other to give their best effort. | 27 | 17 | 56 |
| G3 | GROUP DECISION-MAKING | | | |
| 47 | In my group, everyone's opinion gets listened to. | 29 | 11 | 60 |
| 45 | If we have a decision to make everyone is involved in making it. | 46 | 12 | 42 |
| G4 | INTERGROUP RELATIONS | | | |
| 50 | In this organization conflict that exists between groups gets in the way of getting the job done. | 48 | 11 | 41 |
| 51 | Because of the problems that exist between groups, I feel a lot of pressure on the job. | 64 | 10 | 26 |
| 52 | Coordination among work groups is good in this organization. | 35 | 16 | 49 |
| 53 | In this organization, competition between work groups creates problems in getting work done. | 58 | 15 | 27 |

INDIVIDUAL ATTITUDES

| | | Not Important At All | Somewhat Important | Very Important |
|-----|---|-------------------------|-----------------------|-------------------|
| A1 | IMPORTANCE - EXTRINSIC | | | |
| 112 | How important are your chances for getting a promotion? | 6 | 18 | 76 |
| 113 | How important is the amount of job security you have? | 4 | 15 | 81 |
| 114 | How important are your chances for receiving a performance reward? | 17 | 29 | 54 |
| A2 | IMPORTANCE OF EXTRINSIC REWARDS IN REASONS FOR EMPLOYMENT | | | |
| | How important was each of the following factors in your decision to work for the Federal Government? | | | |
| 134 | Salary | 9 | 34 | 57 |
| 135 | Fringe benefits | 8 | 26 | 66 |
| 137 | Promotional opportunities | 10 | 27 | 63 |
| 139 | Job security | 6 | 20 | 74 |
| A3 | IMPORTANCE OF WORK ITSELF IN REASONS FOR EMPLOYMENT | | | |
| | How important was each of the following factors in your decision to work for the Federal Governments? | | | |
| 136 | Challenging work responsibilities | 10 | 27 | 63 |
| 138 | Opportunity to have an impact on public affairs | 43 | 31 | 26 |
| 140 | Opportunity for public service | 33 | 32 | 35 |

| | | Not Important At All | Somewhat Important | Very Important |
|-----|--|-------------------------|-----------------------|-------------------|
| A4 | IMPORTANCE - INTRINSIC | | | |
| 109 | How important is it to get a feeling of accomplishment from your job? | 1 | 5 | 94 |
| 111 | How important are the chances you have to accomplish something worthwhile? | 1 | 9 | 90 |
| A5 | IMPORTANCE - SOCIAL FACTORS | | | |
| 108 | How important is the friendliness of the people you work with? | 3 | 22 | 75 |
| 110 | How important is the respect you receive from the people you work with? | 2 | 13 | 85 |

PART II, GS-13 AND ABOVE SECTION

| SES1 | FAIRNESS OF EXECUTIVE SELECTION | Disagree | Undecided | Agree |
|------|---|--------------|-----------|----------|
| 5 | The procedures used to select people for senior executive positions are fair. | # 21 * 15 | 53 29 | 26 56 |
| 4 | When an individual is hired or promoted into a career senior executive position, one can feel assured that the decision was based on merit. | 41 23 | 34 27 | 25 50 |
| 20 | Individuals are selected for senior executive positions on the basis of job performance. | 26 13 | 43 26 | 31 61 |
| 17 | The assignment of individuals to senior executive positions in my agency is more a function of partisan politics than of any other factor. | 36 74 | 38 17 | 26 9 |
| SES2 | EXECUTIVE RESPONSIVENESS TO CHANGE | | | |
| 16 | Senior executives are reluctant to express opposing views to top management in this agency. | 32 55 | 35 16 | 33 29 |
| 22 | Senior executives in this agency are reluctant to try new ideas and approaches. | 47 66 | 33 16 | 20 18 |
| SES3 | DEVELOPMENT OF POTENTIAL EXECUTIVES | | | |
| 15 | Training that individuals in grades GS-13 and above receive helps prepare them for executive positions. | 35 21 | 23 26 | 42 53 |
| 7 | There are adequate programs in my agency that focus on the development of <u>future</u> senior executives. | 40 30 | 27 23 | 33 47 |

Top figure indicates GS-13 - 15 manager responses.

* Bottom figure indicates GS- 16 - 18 executive responses.

| | | Disagree | Undecided | Agree |
|------|---|-------------------------|-----------------------|-------------------|
| SES4 | EXECUTIVE AUTHORITY | | | |
| 31 | I do not have enough authority to determine how I get my job done. | 70 77 | 7 8 | 23 15 |
| 32 | I do not have enough authority to carry out decisions which fall within the realm of established policy without consulting my supervisor. | 72 77 | 6 7 | 22 16 |
| 12* | I have the authority I need to accomplish my work objectives. | 26 19 | 6 7 | 68 74 |
| | * Item 12 is from part 1 FEAS | | | |
| SES5 | CAREER - NONCAREER COOPERATION | | | |
| 25 | Senior executives and noncareer executives work well together toward the attainment of agency objectives. | 12 12 | 53 27 | 35 61 |
| 30 | Lack of cooperation between senior career and noncareer executives gets in the way of getting the work done. | 37 62 | 51 26 | 12 12 |
| 21 | Political appointees in this agency respect the ability of career employees. | 20 22 | 55 30 | 25 48 |
| SES6 | IMPORTANCE OF PAY DETERMINANTS (BACKGROUND FACTORS) | Not Important At All | Somewhat Important | Very Important |
| 55 | For the purpose of determining your pay, how important <u>is</u> your education? | 20 18 | 37 30 | 43 52 |
| 56 | your training and experience? | 9 7 | 24 20 | 67 73 |
| SES7 | PREFERRED IMPORTANCE OF PAY DETERMINANTS (BACKGROUND FACTORS) | | | |
| | For the purpose of determining your pay, how important <u>should be</u> . . . | | | |
| 64 | your education? | 13 14 | 41 41 | 46 45 |
| 65 | your training and experience? | 3 3 | 15 19 | 82 78 |

| SES8 | IMPORTANCE OF PAY DETERMINANTS (PERFORMANCE FACTORS) | Not Important At All | Somewhat Important | 17 Very Important |
|-------|---|-------------------------|-----------------------|-------------------------|
| | | | | |
| 58 | For the purpose of determining your pay how important <u>is</u> the quality of your job performance? | 13 | 23 | 64 |
| 59 | your productivity? | 14 | 17 | 69 |
| | | 17 | 26 | 57 |
| | | 14 | 24 | 62 |
| SES9 | PREFERRED IMPORTANCE OF PAY DETERMINANTS (PERFORMANCE FACTORS) | | | |
| | For the purpose of determining your pay how important <u>should be . . .</u> | | | |
| 67 | the quality of your job performance? | 1 | 2 | 97 |
| | | 0 | 1 | 99 |
| 68 | your productivity? | 2 | 11 | 87 |
| | | 1 | 8 | 91 |
| SES10 | IMPORTANCE OF PAY DETERMINANTS (WORK GROUP FACTORS) | | | |
| | For the purpose of determining your pay how important <u>is. . .</u> | | | |
| 61 | the quality of your work group's performance? | 20 | 24 | 56 |
| | | 20 | 19 | 61 |
| 62 | the productivity of your work group? | 20 | 25 | 55 |
| | | 20 | 21 | 59 |
| SES11 | PREFERRED IMPORTANCE OF PAY DETERMINANTS (WORK GROUP FACTORS) | | | |
| | For the purpose of determining your pay how important <u>should be . . .</u> | | | |
| 70 | the quality of your work group's performance? | 5 | 8 | 87 |
| | | 5 | 8 | 87 |
| 71 | the productivity of your work group? | 5 | 12 | 83 |
| | | 5 | 11 | 84 |

| SES12 | AUTHORITY OVER PERSONNEL ACTIONS | Disagree | Undecided | Agree |
|-------|---|------------|----------------|------------------------|
| 35 | I do not have enough authority to remove people from their jobs if they perform poorly. | 39 | 8 | 53 |
| | | 41 | 8 | 51 |
| 36 | I do not have enough authority to promote people. | 34 | 5 | 61 |
| | | 44 | 5 | 51 |
| 37 | I do not have enough authority to hire people. | 40 | 5 | 55 |
| | | 52 | 7 | 41 |
| 38 | I do not have enough authority to determine my employee's pay. | 19 | 8 | 73 |
| | | 22 | 11 | 67 |
| SES13 | EXECUTIVE REMOVAL | | | |
| 33 | Senior executives are removed from their positions when they perform poorly. | 37 | 50 | 13 |
| | | 38 | 39 | 23 |
| 34 | The procedures necessary to remove ineffective senior executives deter the initiation of such actions. | 14 | 58 | 28 |
| | | 25 | 41 | 34 |
| SES14 | SATISFACTION WITH PAY | | | |
| 23 | All in all, I am satisfied with my pay. | 36 | 8 | 56 |
| | | 48 | 7 | 45 |
| 8 | Considering my skills and the effort I put into my work, I am satisfied with my pay. | 39 | 10 | 51 |
| | | 48 | 9 | 43 |
| SES15 | INDIVIDUAL BENEFITS FROM EXECUTIVE MOBILITY | Not At All | To Some Extent | To a Very Great Extent |
| 72 | To what extent has your career benefited from job mobility in your agency? | 46 | 21 | 33 |
| | | 50 | 16 | 34 |
| 73 | To what extent does an individual's advancement in your agency depend upon his/her willingness to change positions? | 19 | 33 | 48 |
| | | 25 | 40 | 35 |

WH-106

No resp. necy

cc Denbler

Kreiman

W H - 105

No resp.

recy - Per etm

cc: Anderson

Kakolec

Livingston

WH-104-Mo

resp. mem

per Bill Stovall

(agreees)

WH-104 - No resp.

neey - per ~~per~~
Personnel.

cc: Shannon
Kakalec

W H - 104 - cc Kokales

Sent to Shannon

for resp.

THE WHITE HOUSE

WASHINGTON

1979 NOV -9 10:37

November 6, 1979

WH-106

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

There are only two weeks remaining in the 1980 Combined Federal Campaign (CFC) and we have reached a crucial point.

Secretary Bergland, this year's Chairman of the CFC of the National Capital Area, has advised me that the campaign is doing quite well in terms of an increased level of personal giving, but that the overall pace is behind that of a year ago. To speed up the pace and insure we reach this year's goal of \$12,875,000 your personal and visible attention is required.

The voluntary agencies supported by the CFC provide essential services to the young, the aged, the sick and handicapped, but they can meet their commitments throughout the year only if we meet our commitment now.

Thank you for giving this very important and deserving cause your personal attention.

Jimmy Carter



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

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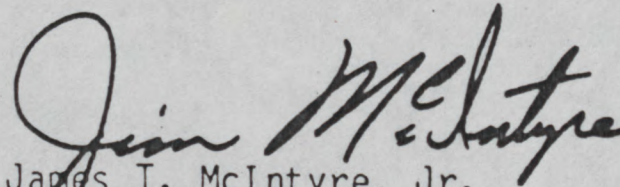
OFFICE

WH-105

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Inventory of the Four Commodity Classes of Furniture

Recent events have demonstrated the need to improve the management of office furniture by Federal agencies. As a result, the Inspectors General of the Federal agencies have launched an audit of inventory and management practices of the four furniture commodity classes under the leadership of the General Services Administration's Inspector General, Kurt Muellenberg. The inventory required by this review should be conducted as expeditiously and accurately as possible so that the General Services Administration can proceed with necessary procurements. I urge your prompt attention to this matter to ensure that appropriate priority and emphasis have been placed on early completion of this inventory.


James T. McIntyre, Jr.
Director

United States of America
**Office of
Personnel Management**

Washington, D.C. 20415

In Reply Refer To

Handwritten: #H-104

Stamp: JUN 29 1979

Stamp: Your Reference 55

Stamp: OFFICE OF PERSONNEL MANAGEMENT

MEMORANDUM FOR THE HEADS OF ADMINISTRATION OF EXECUTIVE DEPARTMENTS
AND ESTABLISHMENTS

SUBJECT: REPORTING OF EMPLOYMENT BY FULL-TIME EQUIVALENT

Five agencies (Environmental Protection Agency, Export-Import Bank, Federal Trade Commission, General Services Administration, and Veterans Administration) are currently participating in an experiment involving reporting employment by full-time equivalent (FTE). This experiment is to determine whether full-time equivalent (i.e., work-year) employment controls, rather than the "head count" ceilings, can: (1) increase employment opportunities for permanent part-time workers, and (2) improve personnel and position management, and overcome some of the criticisms directed at the existing end-of-year ceiling control system, while maintaining the size of the Federal work force within acceptable limits.

A copy of this memo is being provided for comment under separate cover to the agency members of the Interagency Advisory Group (IAG) Committee on Federal Personnel Management Information Systems. Agencies not represented on that IAG Committee are invited to provide comments also.

In view of the likelihood that a full-time equivalent (FTE) ceiling system will be implemented government-wide within the next few years, we are providing for your comment a copy of the reporting instructions currently used for this system (Attachment 1). We are requesting that you review these instructions and provide the following input to OPM by November 16, 1979: (1) your agency's lead time requirements for implementing the FTE (work-year) reporting system; (2) difficulties or problems that have to be overcome in order to move to an FTE reporting system; (3) brief description of the internal mechanics/system for your agency's current SF 113-A reports to OPM; (4) comments on the attached reporting requirements, instructions and formats; and (5) any other comments your agency wishes to make regarding the FTE reporting system.

We are aware that this new reporting requirement will necessitate the establishment of close coordination between agency line management, personnel and budget offices, and agency accounting functions and systems. We ask that Heads of Administration make a personal effort to insure that such coordination occurs effectively. As a matter of interest in your impact evaluation for your own agency, the five agencies in the experiment established an effective FTE reporting capability within six months of receiving the requirements from OPM.

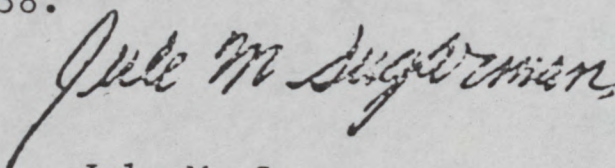
Comments should be sent to:

Dr. Philip A. D. Schneider
Deputy Assistant Director for Work Force Information
Agency Compliance and Evaluation
U.S. Office of Personnel Management (Room 6410D)
Washington, D.C. 20415

Once we have received and analyzed your comments, we will proceed to finalize the reporting formats and instructions and formally establish a maximum feasible lead time schedule for implementing this new reporting system. Appropriate adjustments in SF 113-A reporting will also be announced at that time.

It should be noted that these requirements apply to a full-time equivalent ceiling system covering all employees which will not begin before FY 1982. This is separate and apart from a requirement in P.L. 95-437, the Federal Employees Part-time Career Employment Act of 1978, that agencies begin counting permanent part-time employees on an FTE basis beginning in FY 1981 (See Attachment 2). OPM instructions will be issued on this requirement in the near future.

Questions regarding the full-time equivalent experiment or the requirements of P.L. 95-437 may be directed to Mr. Ron Byers at (202) 254-6546 or Ms. May Eng at (202) 254-7638.



Jule M. Sugarman
Deputy Director

Attachments

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Attachment 1

INSTRUCTIONS FOR PREPARING THE REPORT OF FULL-TIME EQUIVALENCY (SF 113-C)

1. General

Effective for the period September 20, 1981 to October 31, 1981, (and for subsequent reporting periods as shown in Attachment 6), all agencies will be required to report Federal civilian employment on a full-time equivalent (FTE) basis, using the Monthly Report of Full-time Equivalency (SF 113-C).

This FPM Letter issues instructions to agencies for collecting and reporting Federal civilian employment data on a full-time equivalent basis. The detailed instructions which define the line items on the reporting form are in Attachment 2. The reporting form SF 113-C (Report of Full-time Equivalency) is at Attachment 3. Attachment 4 is a completed form with illustrative data; Attachment 5 explains how the figures shown in Attachment 3 were obtained.

One report is required from each department and agency which submits the SF 113-A Monthly Report of Federal Civilian Employment to the Office of Personnel Management (OPM). (Reports are not required for bureaus or suborganizations within an agency.) Agencies employing non-U.S. citizens in U.S. territories and foreign countries are to submit separate SF 113-C reports for:

- (1) Total Work Year Ceiling Employment (including direct hire nationals of foreign countries and U.S. territories) and
- (2) Total Direct Hire Nationals (only in Foreign Countries and U.S. Territories).

Revisions to the current and any previous month's SF 113-C report should be provided to OPM as soon as possible. Minor revisions to reports can be handled by phone; extensive corrections should be made by submitting a revised report.

2. Time Schedule for Reporting and Submitting FTE Data

The starting date for collecting full-time equivalent employment data for Fiscal Year 1982 is September 20, 1981. These data are to be collected within each agency over the 26 biweekly pay periods from September 20, 1981 through September 18, 1982. Attachment 6 is a schedule for FY 1982 showing the period to be covered by each

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Attachment 1 (2)

report, and the date the report is due at OPM. Each report to OPM is to cover at least two biweekly pay periods ending closest to the end of the month. (Most reports will cover 2 biweekly pay periods; a few reports will cover 3 biweekly pay periods.)

The Report of Full-time Equivalency is due along with the SF 113-A on or before the 15th of the month which follows the end of the reporting period (e.g., the January report is due February 15), and is to be submitted to:

Office of Personnel Management
Work Force Analysis and Statistics Branch
Surveys and Information Section
1900 E Street, N. W.,
Washington, D. C. 20415
Attention: SF 113-C, Room 6441

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Attachment 2

DEFINITION OF LINE ITEMS ON THE MONTHLY REPORT OF
FULL-TIME EQUIVALENT EMPLOYMENT (SF 113-C)

Definition of Lines

Line 1a. Total Ceiling Employment

Show data for employees (including direct hire nationals of foreign countries and U.S. territories) covered by Office of Management and Budget work-year ceiling, who receive pay for any part of the pay periods reported, including those on paid vacation, paid sick leave, and persons who have separated from the agency during the current reporting period.

Exclude persons and hours worked by those in nonceiling programs and other OMB-approved exemptions. Nonceiling employees include the following:

- (1) Summer Aids appointed under Schedule A authority, section 213.3102 (v);
- (2) The Stay-in-School Program, employees appointed under Schedule A, section 213.3102 (w);
- (3) The Federal Junior Fellowship Program, employees appointed under Schedule B, section 213.3202 (f);
- (4) Persons in the Worker-Trainee Opportunity Program who are in developmental jobs (for a twelve-month period from date of appointment) who were selected from the Worker-Trainee register, appointed under the Veterans Readjustment Appointment (VRA) authority, or appointed under the Worker Trainee Temporary Appointment Pending Establishment of a Register (TAPER) authorization.
- (5) Employees on leave with pay pending separation by disability retirement who meet all of the following criteria:
 - (a) their application for disability retirement has been approved by the U.S. Office of Personnel Management; and
 - (b) their use of sick leave actually exceeds, or is scheduled to exceed 30 calendar days.

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(6) Employees on leave with pay pending separation by optional retirement who meet all of the following criteria:

- (a) Employee has to retire because of ill health.
- (b) Employee is on sick leave and the employing agency has received a licensed physician's certificate covering the entire period for which the employee has requested sick leave.
- (c) Employee meets age and service requirements for optional retirement.
- (d) SF 2801, Application for Retirement, has been submitted for retirement to become effective when sick leave expires.
- (e) The employee's use of sick leave exceeds or is scheduled to exceed 30 calendar days.

(7) Those employees covered by any official exemptions granted by OMB to the agency.

Any employee who changes status from one pay period to the next (e.g., from temporary to permanent) during a report period will be recorded (hours and employee count) in the line item reflecting his status during the last pay period.

Lines (b) and (c)

As shown with each of the 7 employment categories (i.e., with lines 1a, 2a, 3a, etc.), straight time means hours of work performed by employees at their rate of basic pay. Include hours paid for annual, sick, holiday, and other paid leave.

Overtime is hours of work in excess of 8 hours in a day or in excess of 40 hours in an administrative work-week. For reference on hours of duty, pay and leave, see Federal Personnel Manual Supplement 990-2.

Note that the straight time and overtime lines should include both (1) hours worked by employees comprising the current active work force and (2) hours worked by employees who separated from the agency during the current reporting period.

Line 2a. Full-Time With Permanent Appointments

Show on line 2a, data for employees (including direct hire nationals in foreign countries and U.S. territories) included in line 1a who are full-time and are in tenure group 1, 2, 4, 5, 6, or 7. The definition for employees with permanent appointments is shown below. (Also see FPM Supplements 292-1, 296-31, and FPM Letter 296-55 for specific use and definitions of Tenure Group codes.)

Tenure Group 1: Competitive Service - Tenure Group 1 includes employees serving under career appointments who either have completed probation or are not required to serve probation, and who are not serving in obligated positions (i.e., positions to which another employee has statutory restoration rights after military duty or reemployment rights under sub-part B of part 352 of OPM's regulations).

Excepted Service - Tenure Group 1 includes employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period.

Tenure Group 2: Competitive Service - Tenure Group 2 includes employees serving under career-conditional appointments, and those under career appointments who are serving probation or who are in obligated positions.

Excepted Service - Tenure Group 2 includes employees who are serving trial periods, who are indefinite solely because they are serving in obligated positions, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that have that type of appointment (for example, excepted appointment-conditional).

Tenure Groups 4, 5, 6, and 7: Include employees in the Senior Executive Service (SES) serving under SES career appointments (4, 5, or 6) and SES noncareer appointments (7).

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Attachment 2 (4)

For purposes of this report, "permanent appointments" consist of Tenure Groups 1, 2, 4; 5, 6, and 7.

Line 3a. Other Employment

Include entries for: full-time employees (not in tenure group 1, 2, 4, 5, 6, or 7) with temporary or indefinite appointments; part-time employees with either permanent, temporary, or indefinite appointments; and intermittent employees with either permanent, temporary, or indefinite appointments. Lines 2a plus 3a should add to 1a. Lines 4a, 5a, 6a, and 7a should add to 3a.

Line 4a. Part-Time With Permanent Appointments

Show data for employees (including direct hire nationals of foreign countries and U.S. territories) included in line 3a who are part-time and have permanent appointments (i.e., are in tenure group 1, 2, 4, 5, 6, or 7) as defined in line 2a.

Line 5a. Part-Time with Temporary and Indefinite Appointments

Show data for employees included in line 3a who are part-time and have temporary or indefinite appointments (i.e., in tenure group 0, 3, 8, or 9). The sum of lines 4a and 5a should equal the total number of part-time employees.

Line 6a. Full-Time with Temporary and Indefinite Appointments

Show data for employees included in line 3a who are full-time and have temporary or indefinite appointments. Lines 2a and 6a should equal the total number of full-time employees who are subject to ceiling.

Line 7a. Intermittent

Show data for employees (regardless of type of appointment) included in line 3a who have no prescheduled tour of duty (i.e., usually employed on an irregular or occasional basis).

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Attachment 2 (5)

Definition of Columns

Column 1. Employment/Hours

In column 1, each line (a) entry will show the number of employees in the specified category (e.g., full-time with permanent appointments) who contributed to the hours worked during the current reporting period.

Each line (b) entry, i.e., straight time, will show the number of hours worked by the specified category of employees at their rate of basic pay during the current reporting period. This includes hours paid for as annual, sick, holiday, and other paid leave.

Each line (c) entry, i.e., overtime, will show the number of hours worked by the specified category of employees in excess of 8 hours in a day or in excess of 40 hours in an administrative work-week during the current reporting period. Since FTE reporting to OPM is structured around two (or occasionally three) biweekly pay periods, those agencies conducting alternative work schedule experiments should report in the same manner outlined herein. For reference on hours of duty, pay and leave, see Federal Personnel Manual Supplement 990-2.

Column 2. Full-Time Equivalent for Current Reporting Period

The full-time equivalent is the number of full-time employees it would take to work the total number of hours worked by all employees during the current reporting period regardless of work schedules.

In column 2, each line (a) entry is the sum of the line (b) and (c) entries immediately following.

Each entry (b) is obtained by dividing the corresponding line (b) entry in column 1 by the number of hours in the full-time work schedule for the current reporting period (e.g., 160 hours for 2 biweekly pay periods consisting of 40-hour administrative work-weeks).

Each line (c) entry is obtained by dividing the corresponding line (c) entry in column 1 by the number of hours in the full-time work schedule for the current reporting period.

When computing entries for column 2, round to the nearest whole number. See the example for line 1b of column 2 in Attachment 5.

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Attachment 2 (6)

Column 3. Work-Years, Current Reporting Period

These entries represent the number of work-years performed by ceiling employees during the current reporting period.

In column 3, each line (a) entry is the sum of the line (b) and (c) entries immediately following. Each line (b) entry is obtained by dividing the corresponding line (b) entry in column 1 by 2,080; the line (c) entries for column 3 are obtained similarly.

When computing entries for column 3, carry the divisions to 3 decimal places and round to 2 places. See the example for line 1b of column 3 in Attachment 5.

Column 4. Cumulative Work-Years to End of Current Period

These entries represent the number of work-years performed by ceiling employees since the start of the first reporting period to the end of the current reporting period. (Show the cumulative number of pay periods covered by the current period on the report.)

Entries in column 4 on lines 1b and 2b are the only amounts reported that are subject to the Office of Management and Budget work-year ceilings.

When computing entries for column 4, carry the divisions to 3 decimal places and round to 2 places. See the example for line 1b of column 4 in Attachment 5.

Column 5. Work-Year Ceiling

In column 5, entries will be shown only on lines 1b and 2b. These figures, which are the work-year ceilings assigned by the Office of Management and Budget, will remain constant for each reporting period unless a change has been approved by the Office of Management and Budget.

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Reporting Form for Report of Full-Time Equivalency (SF 113-C)

Department or Agency:
 Report Period:
 Employment Coverage:

| Employment/Hours Category | Employment and Hours (1) | Full-Time Equivalent for Current Period (2) | Work-Years | | |
|--|--------------------------------|--|--|---|----------------|
| | | | Current Period (X Pay Periods) (3) | Cumulative To End of Current Period (X Pay Periods) (4) | Ceiling (5) |
| 1a. Total Paid Ceiling Employees | | | | | xxxxxx |
| b. Straight Time | | | | | xxxxxx |
| c. Overtime | | | | | xxxxxx |
| 2a. Full-time with Permanent Appt. | | | | | xxxxxx |
| b. Straight Time | | | | | xxxxxx |
| c. Overtime | | | | | xxxxxx |
| 3a. Other Employment | | | | | xxxxxx |
| b. Straight Time | | | | | xxxxxx |
| c. Overtime | | | | | xxxxxx |
| 4a. Part-time with Permanent Appt. | | | | | xxxxxx |
| b. Straight Time | | | | | xxxxxx |
| c. Overtime | | | | | xxxxxx |
| 5a. Part-time with Temporary and Indefinite Appt. | | | | | xxxxxx |
| b. Straight Time | | | | | xxxxxx |
| c. Overtime | | | | | xxxxxx |
| 6a. Full-time with Temporary and Indefinite Appt. | | | | | xxxxxx |
| b. Straight Time | | | | | xxxxxx |
| c. Overtime | | | | | xxxxxx |
| 7a. Intermittent | | | | | xxxxxx |
| b. Straight Time | | | | | xxxxxx |
| c. Overtime | | | | | xxxxxx |

Certified _____ Official Position _____ Location _____ Date _____

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Attachment 4

Reporting Form for Report of Full-Time Equivalency (SF 113-C)

Department or Agency: Department of Government
 Report Period: February 21 - March 20, 1982
 Employment Coverage: Total Agency Employment

| Employment/Hours Category | Employment And Hours (1) | Full-Time Equivalent for Current Period (2) | Work-Years | | |
|--|--------------------------------|--|--|--|----------------|
| | | | Current Period (2 Pay Periods) (3) | Cumulative To End of Current Period (13 Pay Periods) (4) | Ceiling (5) |
| 1a. Total Paid Ceiling Employees | 120,511 | 120,800 | 9,292.29 | 55,769.23 | xxxxxxx |
| b. Straight Time | 18,834,800 | 117,718 | 9,055.19 | 54,807.69 | 118,600 |
| c. Overtime | 493,172 | 3,082 | 237.10 | 961.54 | xxxxxxx |
| 2a. Full-time with Permanent Appt. | 81,328 | 83,727 | 6,440.57 | 38,269.23 | xxxxxxx |
| b. Straight Time | 13,012,480 | 81,328 | 6,256.00 | 37,500.00 | 81,600 |
| c. Overtime | 383,904 | 2,399 | 184.57 | 769.23 | xxxxxxx |
| 3a. Other Employment | 39,183 | 37,073 | 2,851.72 | 17,500.00 | xxxxxxx |
| b. Straight Time | 5,822,320 | 36,390 | 2,799.19 | 17,307.69 | xxxxxxx |
| c. Overtime | 109,268 | 683 | 52.53 | 192.31 | xxxxxxx |
| 4a. Part-time with Permanent Appt. | 3,576 | 1,971 | 151.61 | 923.07 | xxxxxxx |
| b. Straight Time | 286,080 | 1,788 | 137.54 | 865.38 | xxxxxxx |
| c. Overtime | 29,268 | 183 | 14.07 | 57.69 | xxxxxxx |
| 5a. Part-time with Temporary and Indefinite Appt. | 2,011 | 1,006 | 77.35 | 463.94 | xxxxxxx |
| b. Straight Time | 160,880 | 1,006 | 77.35 | 461.54 | xxxxxxx |
| c. Overtime | ----- | ----- | ----- | 2.40 | xxxxxxx |
| 6a. Full-time with Temporary and Indefinite Appt. | 10,523 | 10,523 | 809.46 | 4,907.70 | xxxxxxx |
| b. Straight Time | 1,683,680 | 10,523 | 809.46 | 4,903.85 | xxxxxxx |
| c. Overtime | ----- | ----- | ----- | 3.85 | xxxxxxx |
| 7a. Intermittent | 23,073 | 23,573 | 1,813.31 | 11,205.29 | xxxxxxx |
| b. Straight Time | 3,691,680 | 23,073 | 1,774.85 | 11,076.92 | xxxxxxx |
| c. Overtime | 80,000 | 500 | 38.46 | 128.37 | xxxxxxx |

Certified _____ Official Position Director of Personnel Location Washington, D. C. Date 4/10/82

Procedures for Calculating Figures for Full-Time Equivalency Report Form Shown at Attachment 4

| Employment/Hours, FTE, and Work-Years for Current Reporting Period | | | | |
|--|--|--|---|--|
| Employment/Hours Category Line | Employment and Hours (1) | Full-Time Equivalent (2) | Work-Years (3) | Work-Years Cumulative to End of Current Period <u>c/</u> (4) |
| 1a. Total Paid Ceiling Employees | 120,511 equals total number paid during current reporting period, including persons who separated during current period | 120,800 equals the sum of lines 1b and 1c of this column | 9,292.29 equals the sum of lines 1b and 1c of this column | 55,769.23 equals the sum of lines 1b and 1c of this column |
| 1b. Straight Time | 18,834,800 equals hours of work performed by full-time, part-time, and intermittent employees at their rate of basic pay | 117,718 equals <u>line 1b, column 1 or</u> <u>160 <u>a/</u></u> $\frac{18,834,800}{160 \text{ a/}}$ | 9,055.19 equals <u>line 1b, column 1 or</u> <u>2,080 <u>b/</u></u> $\frac{18,834,800}{2,080 \text{ b/}} = 9,055.192$ (rounded to two decimal places) | 54,807.69 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period (in this example 6 months) by employees in 1a divided by 2,080 |
| 1c. Overtime | 493,172 equals hours of work in excess of 8 hours in a day, or 40 hours in an administrative work- week | 3,082 equals <u>line 1c, column 1 or</u> <u>160 <u>a/</u></u> $\frac{493,172}{160 \text{ a/}}$ | 237.10 equals <u>line 1c, column 1 or</u> <u>2,080 <u>b/</u></u> $\frac{493,172}{2,080 \text{ b/}}$ | 961.54 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 1a divided by 2,080 |

a/ 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods.

b/ 2,080 equals the number of hours in one work-year.

c/ Time span since the start of the first reporting period to the end of the current reporting period is six months.

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Procedures for Calculating Figures for Full-Time Equivalency Report Form Shown at Attachment 4

| Employment/Hours, FTE, and Work-Years for Current Reporting Period | | | | |
|--|--|---|---|--|
| Employment/Hours Category Line | Employment and Hours (1) | Full-Time Equivalent (2) | Work-Years (3) | Work-Years Cumulative to End of Current Period <u>c/</u> (4) |
| 2a. Full-time With Permanent Appointment | 81,328 equals number of full-time employees with tenure codes 1, 2, 4, 5, 6, and 7 who contributed to hours worked during current reporting period | 83,727 equals the sum of lines 2b and 2c of this column | 6,440.57 equals the sum of lines 2b and 2c of this column | 38,269.23 equals the sum of lines 2b and 2c of this column |
| 2b. Straight Time | 13,012,480 equals hours of work performed at their rate of basic pay by employees in 2a | 81,328 equals <u>line 2b, column 1 or</u> <u>160 <u>a/</u></u> <u>13,012,480</u> <u>160 <u>a/</u></u> | 6,256.00 equals <u>line 2b, column 1 or</u> <u>2,080 <u>b/</u></u> <u>13,012,480</u> <u>2,080 <u>b/</u></u> | 37,500.00 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 2a divided by 2,080 |
| 2c. Overtime | 383,904 equals overtime hours of employees in line 2a as defined in line 1c, column 1 | 2,399 equals <u>line 2c, column 1 or</u> <u>160 <u>a/</u></u> <u>383,904</u> <u>160 <u>a/</u></u> | 184.57 equals <u>line 2c, column 1 or</u> <u>2,080 <u>b/</u></u> <u>383,904</u> <u>2,080 <u>b/</u></u> | 769.23 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 2a divided by 2,080 |

- a/ 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods.
- b/ 2,080 equals the number of hours in one work-year.
- c/ Time span since the start of the first reporting period to the end of the current reporting period is six months.

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Procedures for Calculating Figures for Full-Time Equivalency Report Form Shown at Attachment 4

| Employment/Hours, FTE, and Work-Years For Current Reporting Period | | | | |
|--|--|--|--|---|
| Employment/Hours Category Line | Employment and Hours (1) | Full-Time Equivalent (2) | Work-Years (3) | Work-Years Cumulative to End of Current Period <u>c/</u> (4) |
| 3a. Other Employment | 39,183 equals number of: part-time employees with permanent appointments; part-time employees with temporary and indefinite appointments; full-time employees with temporary and indefinite appointments; and intermittent employees who contributed to hours worked during current reporting period | 37,073 equals the sum of lines 3b and 3c of this column | 2,851.72 equals the sum of lines 3b and 3c of this column | 17,500.00 equals the sum of lines 3b and 3c of this column |
| 3b. Straight Time | 5,822,320 equals hours of work performed at their rate of basic pay by employees in 3a. The sum of lines 4b, 5b, 6b, and 7b should equal line 3b | 36,390 equals <u>line 3b, column 1 or</u> <u>160 <u>a/</u></u> <u>5,822,320</u> <u>160 <u>a/</u></u> | 2,799.19 equals <u>line 3b, column 1 or</u> <u>2,080 <u>b/</u></u> <u>5,822,320</u> <u>2,080 <u>b/</u></u> | 17,307.69 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 3a divided by 2,080. |
| 3c. Overtime | 109,268 equals overtime hours of employees in line 3a as defined in line 1c, column 1. Line 4c, 5c, 6c, and 7c should equal line 3c | 683 equals <u>line 3c, column 1 or</u> <u>160 <u>a/</u></u> <u>109,268</u> <u>160 <u>a/</u></u> | 52.53 equals <u>line 3c, column 1 or</u> <u>2,080 <u>b/</u></u> <u>109,268</u> <u>160 <u>a/</u></u> | 192.31 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 3a divided by 2,080. |

- a/ 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods.
- b/ 2,080 equals the number of hours in one work-year.
- c/ Time span since the start of the first reporting period to the end of the current reporting period is six months.

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Procedures for Calculating Figures for Full-Time Equivalency Report Form Shown at Attachment 4

| Employment/Hours, FTE, and Work-Years for Current Reporting Period | | | | |
|--|---|---|--|---|
| Employment/Hours Category Line | Employment and Hours (1) | Full-Time Equivalent (2) | Work-Years (3) | Work-Years Cumulative to End of Current Period <u>c/</u> (4) |
| 4a. Part-time with Permanent Appoint- ment | 3,576 equals number of part- time employees with tenure codes 1, 2, 4, 5, 6, and 7 who contributed to hours worked during current reporting period | 1,971 equals the sum of lines 4b and 4c of this column | 151.61 equals the sum of lines 4b and 4c of this column | 923.07 equals the sum of lines 4b and 4c of this column |
| 4b. Straight Time | 286,080 equals hours of work performed at their rate of basic pay by employees in 4a | 1,788 equals <u>line 4b, column 1 or</u> <u>160 <u>a/</u></u> <u>286,080</u> <u>160 <u>a/</u></u> | 137.54 equals <u>line 4b, column 1 or</u> <u>2,080 <u>b/</u></u> <u>286,080</u> <u>2,080 <u>b/</u></u> | 865.38 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 4a divided by 2,080 |
| 4c. Overtime | 29,268 equals overtime hours of employees in line 4a as defined in line 1c, column 1 | 183 equals <u>line 4c, column 1 or</u> <u>160 <u>a/</u></u> <u>29,268</u> <u>160 <u>a/</u></u> | 14.07 equals <u>line 4c, column 1 or</u> <u>2,080 <u>b/</u></u> <u>29,268</u> <u>2,080 <u>b/</u></u> | 57.69 equals the total over- time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 4a divided by 2,080 |

a/ 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods.

b/ 2,080 equals the number of hours in one work-year.

c/ Time span since the start of the first reporting period to the end of the current reporting period is six months.

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Procedures for Calculating Figures for Full-Time Equivalency Report Form Shown at Attachment 4

| Employment/Hours, FTE, and Work-Years For Current Reporting Period | | | | |
|--|--|--|--|---|
| Employment/Hours Category Line | Employment and Hours (1) | Full-Time Equivalent (2) | Work-Years (3) | Work-Years Cumulative to End of Current Period c/ (4) |
| 5a. Part-time with Temporary and Indefinite Appointment | 2,011 equals number of part-time employees with tenure codes 0, 3, 8, and 9 who contributed to hours worked during current reporting period. Lines 4a and 5a should equal the total number of employees with a part-time work schedule | 1,006 equals the sum of lines 5b and 5c of this column | 77.35 equals the sum of lines 5b and 5c of this column | 463.94 equals the sum of lines 5b and 5c of this column |
| 5b. Straight Time | 160,880 equals hours of work performed at their rate of basic pay by employees in 5a | 1,006 equals line 5b, column 1 or $\frac{160,880}{160 \text{ a/}}$ | 77.35 equals line 5b, column 1 or $\frac{160,880}{2,080 \text{ b/}}$ | 461.54 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 5a divided by 2,080 |
| 5c. Overtime | None | None | None | 2.40 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 5a divided by 2,080 |

- a/ 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods.
- b/ 2,080 equals the number of hours in one work-year.
- c/ Time span since the start of the first reporting period to the end of the current reporting period is six months.

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Procedures for Calculating Figures for Full-Time Equivalency Report Form Shown at Attachment 4

| Employment/Hours, FTE, and Work-Years for Current Reporting Period | | | | |
|--|---|--|--|---|
| Employment/Hours Category Line | Employment and Hours (1) | Full-Time Equivalent (2) | Work-Years (3) | Work-Years Cumulative to End of Current Period <u>c/</u> (4) |
| 6a. Full-time with Temporary and Indefinite Appointment | 10,523 equals number of full-time employees with tenure codes 0, 3, 8, and 9 who contributed to hours worked during current reporting period. Lines 2a and 6a should equal the total number of employees with a full-time work schedule | 10,523 equals the sum of lines 6b and 6c of this column | 809.46 equals the sum of lines 6b and 6c of this column | 4,907.70 equals the sum of lines 6b and 6c of this column |
| 6b. Straight Time | 1,683,680 equals hours of work performed at their rate of basic pay by employees in 6a | 10,523 equals <u>line 6b, column 1 or</u> $\frac{1,683,680}{160 \text{ a/}}$ | 809.46 equals <u>line 6b, column 1 or</u> $\frac{1,683,680}{2,080 \text{ b/}}$ | 4,903.85 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 6a divided by 2,080 |
| 6c. Overtime | None | None | None | 3.85 equals the total over-time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 6a divided by 2,080 |

- a/ 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods.
- b/ 2,080 equals the number of hours in one work-year.
- c/ Time span since the start of the first reporting period to the end of the current reporting period is six months.

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Procedures for Calculating Figures for Full-Time Equivalency Report Form Shown at Attachment 4

| Employment/Hours, FTE, and Work-Years For Current Reporting Period | | | | |
|--|---|---|--|--|
| Employment/Hours Category Line | Employment and Hours (1) | Full-Time Equivalent (2) | Work-Years (3) | Work-Years Cumulative To End of Current Period c/ (4) |
| 7a. Intermittent | 23,073 equals number of employees (regardless of type of appointment) with no prescheduled tour of duty who contributed to hours worked during current reporting period | 23,573 equals the sum of lines 7b and 7c of this column | 1,813.31 equals the sum of lines 7b and 7c of this column | 11,205.29 equals the sum of lines 7b and 7c of this column |
| 7b. Straight Time | 3,691,680 equals hours of work performed at their rate of basic pay by employees in 7a | $\frac{\text{line 7b, column 1 or } 3,691,680}{160 \text{ a/}}$ | $\frac{\text{line 7b, column 1 or } 2,080 \text{ b/}}{2,080 \text{ b/}}$ | 11,076.92 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 7a divided by 2,080 |
| 7c. Overtime | 80,000 equals overtime hours of employees in line 7a as defined in line 1c, column 1 | $\frac{\text{line 7c, column 1 or } 80,000}{160 \text{ a/}}$ | $\frac{\text{line 7c, column 1 or } 2,080 \text{ b/}}{2,080 \text{ b/}}$ | 120.37 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 7a divided by 2,080 |
| a/ | 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. | | | |
| b/ | 2,080 equals the number of hours in one work-year. | | | |
| c/ | Time span since the start of the first reporting period to the end of the current reporting period is six months. | | | |

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Attachment 6

FY 82 Time Schedule for the Monthly
Report of Full-time Equivalent Employment (SF 113-C)

| Report Number | Period Covered | Date Due |
|---------------|--------------------------------------|--------------------|
| 1 | September 20 - October 31, 1981* | November 15, 1981 |
| 2 | November 1 - November 28, 1981 | December 15, 1981 |
| 3 | November 29 - December 26, 1981 | January 15, 1982 |
| 4 | December 27, 1981 - January 23, 1982 | February 15, 1982 |
| 5 | January 24 - February 20, 1982 | March 15, 1982 |
| 6 | February 21 - March 20, 1982 | April 15, 1982 |
| 7 | March 21 - April 17, 1982 | May 15, 1982 |
| 8 | April 18 - May 29, 1982* | June 15, 1982 |
| 9 | May 30 - June 26, 1982 | July 15, 1982 |
| 10 | June 27 - July 24, 1982 | August 15, 1982 |
| 11 | July 25 - August 21, 1982 | September 15, 1982 |
| 12 | August 22 - September 18, 1982 | October 15, 1982 |

*Covers 3 biweekly pay periods.

Note: The first report for FY 1983 is to cover the period September 19 - October 30, 1982. The second report is to cover October 31 - November 27, 1982 and so on. Each report is to cover at least two biweekly pay periods ending closest to the end of the month. (Most reports will cover 2 biweekly pay periods; a few reports will cover 3 biweekly pay periods.)

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

BULLETIN NO. 79-11

July 18, 1979

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Executive Branch Employment Ceilings

1. Purpose. This Bulletin provides guidelines for a modification of the employment ceiling control system for agencies and establishments of the Executive Branch. It establishes new procedures for fiscal year 1981 under which part-time permanent employees will be counted against employment ceilings established in accordance with paragraph 4 of OMB Circular No. A-64.

2. Background. The Federal Employees Part-Time Career Employment Act of 1978 (P.L. 95-437) was enacted to provide increased part-time career employment opportunities throughout the Federal Government. The Act defines part-time career employment, i.e., part-time permanent employment, as scheduled employment of 16-32 hours a week. Part-time permanent employment does not include employment on a temporary or intermittent basis (5 U.S.C. 3391).

Effective on October 1, 1980, part-time career employment, under personnel ceilings applicable to an agency, must be counted as a fraction determined by dividing 40 hours into the number of hours of such employee's regularly scheduled workweek (5 U.S.C. 3394).

The possibility of moving to a full-time equivalent control system for all employees in fiscal year 1982 or later will be considered during the next 12 months. No decision on this possibility will be made before next year.

3. Coverage. This Bulletin applies to all Executive Branch departments and establishments subject to employment ceilings determined by the President and assigned by the Office of Management and Budget.

4. Employment ceilings for fiscal year 1981. End-of-year employment ceilings will continue to be established for the same components as in the past and will exclude disadvantaged youth and personnel participating in the Worker-Trainee Opportunity Program (WTOP). (The basis for the 1979 and 1980 employment ceilings will remain unchanged.)

a. Full-time employment in permanent positions. This ceiling remains unchanged and represents the upper limit of full-time employees in permanent positions for September 30 of each year.

b. Total employment. This ceiling will represent the sum of:

(1) Full-time employment in permanent positions (as described above).

(2) All part-time permanent employment regardless of length of scheduled workweek (i.e., all such employees with tenure codes 1 or 2). These employees will be counted as a fraction that is determined by dividing 40 hours into the number of hours of such employee's regularly scheduled workweek during the last pay period of the fiscal year. (NOTE: These are not the actual hours worked, but the hours of the regularly scheduled workweek.)

(3) All other employment, i.e., personnel employed on a temporary (full-time or part-time) or intermittent basis. The actual number of these employees will continue to be counted, as in the past, as prescribed for the "Monthly Report of Federal Civilian Employment" (SF 113A).

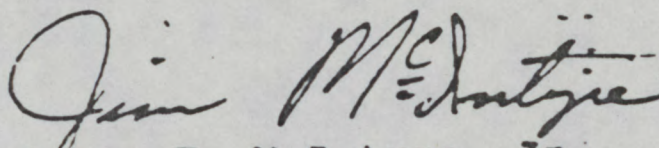
5. Agency compliance and reporting. The basis for determining agency compliance with established employment ceilings will be the data submitted to the Office of Personnel Management on the "Monthly Report of Federal Civilian Employment" (SF 113A).

Reporting on actual total end-of-year employment will continue to be necessary to meet information requirements of the President and the Congress, including the requirements of section 311 of the Civil Service Reform Act of 1978 (P.L. 94-454). The Office of Personnel Management will issue revised reporting requirements, consistent with the employment ceiling definitions listed in this Bulletin.

As a part of the 1981 budget submissions, agencies should be prepared to furnish, for the budget year, an estimate of part-time permanent employment in the fractional terms described in paragraph 4.b.(2) and also an estimate of the actual number of such employees.

6. Effective date. This Bulletin remains in effect until rescinded.

7. Inquiries. Questions regarding these instructions should be addressed to the OMB representatives responsible for the agency's budget estimates.


James T. McIntyre, Jr.
Director

Sandy

W H - 103 - no resp.

per E T M

cc: Weis

103 - No

response reg.

per J. Weiss

United States of America
**Office of
Personnel Management**

Washington, D.C. 20415-05

1979 NOV -1

In Reply Refer To

Your Reference:

WH-103

October 22, 1979

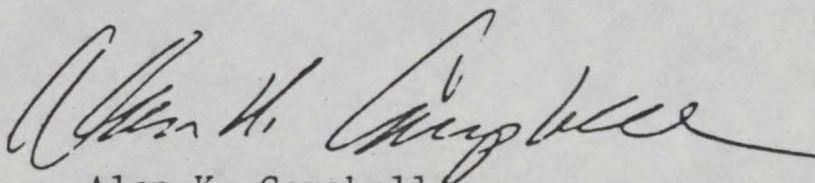
MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

The Harry S. Truman Scholarship Foundation, established by the Congress as the official memorial to the 33rd President, administers an outstanding scholarship program for American college students who have long range career interest in Government.

To support the Foundation's program for students selected through nationwide competition as Truman Scholars, the Office of Personnel Management has approved, under provisions of E.O. 12015, a career related work-study program. Truman Scholars who complete academic requirements and who perform satisfactorily during work-study assignments may be converted to positions in the career service. Our instructions and other guidance for participation are published in chapter 308 of the Federal Personnel Manual.

Each year the Foundation selects 53 Truman Scholars from among the Nation's top students. These scholars are selected at the end of their sophomore year and may receive Foundation support through 2 years of graduate study. These students also represent an additional resource for meeting the Government's recruitment goals.

The Civil Service Reform Act emphasized that it is the national policy of the Federal Government to recruit a competent, honest, and productive work force reflective of the Nation's diversity, and to improve the quality of public service. We, in the Office of Personnel Management are dedicated to providing the necessary tools needed by agencies to meet this objective, but their full value will not be realized unless agencies make active use of them. I encourage your personal support and request that you urge your management and personnel staff to utilize this staffing method. OPM staff, in the Student Programs Section, telephone: (202) 632-5678 and the Executive Secretary of the Truman Scholarship Foundation, telephone: (202) 395-4831, are available to work with your staff in the development of work-study assignments.


Alan K. Campbell
Director

Sandy
October 24, 1979

Mr. John Carr
Executive Director
White House Conference on Families
Executive Office Building
Washington, D. C. 20506

Dear Mr. Carr:

I am writing in response to the Presidential Memorandum of October 15, 1979 to Executive Departments and Agencies requesting appointments to the Interagency Task Force for the White House Conference on Families.

The Federal Reserve Board, as an independent regulatory agency, has no programs which impact family life as anticipated by the work of the White House Conference on Families. Therefore, we do not think it appropriate to make an appointment to the Interagency Task Force. However, we fully support the objectives of the Conference and indeed may find it helpful to observe Conference activities from time to time. Toward this end, we request that you inform Mr. Jerauld C. Kluckman, Associate Director, Division of Consumer and Community Affairs, about Conference activities. Mr. Kluckman serves as the official staff member with primary responsibility for community affairs activities and, as such, is in the best position to identify Board interests in the area of family life.

Sincerely,

(Signed) John M. Denkler

John M. Denkler

cc: Mr. Mulrenin
Mr. Kluckman
Mrs. Mallardi

ETMulrenin:mhw
#WH-102

THE WHITE HOUSE
WASHINGTON

October 15, 1979

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OFFICE

WH-102

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS
AND AGENCIES

In July, the National Advisory Committee of the White House Conference on Families held its first meeting. The Committee adopted a plan of action for the Conference, which includes hearings, state activities, and White House Conferences at several sites throughout the country.

A major goal of the White House Conference on Families, which I called for in my campaign for the Presidency, is to identify public policies which strengthen and support families as well as those which harm or neglect family life, and to recommend appropriate changes. To accomplish this goal, the Conference must have the support and assistance of every Department and Agency within the government.

I am, therefore, directing Department and Agency heads to cooperate fully with the staff of the White House Conference on Families. Such cooperation should include, but not be limited to, the following: Identifying and cataloging programs, policies and research studies which impact on family life; analyzing the impact of selected policies and programs; publishing studies, reports and other informational materials relating to families; providing detailees, logistical assistance, meeting facilities and other resources for Conference activities; earmarking discretionary funds for projects which support the goals of the White House Conference on Families, and informing employees and constituent groups about Conference activities.

To demonstrate this Administration's commitment to the goals of the WHCF, I am requesting Agency and Department heads to be available to make presentations at the hearings which will be held this fall and at the White House Conferences scheduled for June and July of next year. To coordinate government-wide participation in the Conference, an Interagency Task Force will be established. Please designate one of your Special Assistants or an Assistant or Deputy Assistant Secretary for Policy or

Planning who has knowledge of family-related programs and a capacity to draw on the resources within your Department to serve on this Task Force. Notification of this appointment should be sent to John Carr, Executive Director of the White House Conference on Families (472-4393) by October 25, and your designee should plan to attend the first meeting of the Interagency Task Force scheduled for November 1.

Thank you for your assistance in helping strengthen and support our nation's families.

Jimmy Carter



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

OCT 02 1979

WH-101

MEMORANDUM FOR HEADS OF SELECTED DEPARTMENTS AND AGENCIES

SUBJECT: Compliance with Executive Order 12044 --
Improving Federal Regulations

One of the highest priorities of this Administration is the streamlining of the Federal regulatory system. The President has placed great emphasis on the responsibility of department and agency heads to assume responsibility and to exercise oversight over their regulatory processes, so that Federal regulations can be made simpler, more effective and far less burdensome on the public and the economy.

The Office of Management and Budget has responsibility for evaluating progress under the President's program -- a program laid out in large measure by Executive Order 12044. Our report to the President on agency compliance with the Order is attached.

The report sets out several steps to be taken by agencies and OMB to improve our performance, and my staff will work with yours to address specific recommendations and situations.

I urge you to continue to give these matters your serious attention. Your support for the President's program is vital to its success.

Jim McIntyre
James T. McIntyre, Jr.
Director

Attachment

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
Office of Workers' Compensation Programs
Office of the Director

Washington, D.C. 20210

SEP 28 1979

File No.

WH-100



MEMORANDUM FOR: ALL FEDERAL AGENCIES

FROM: RALPH M. HARTMAN
Director, Office of
Workers' Compensation Programs

Print

SUBJECT: New Policy in Regard to Releasing Form Letter
CA-1038, Notice of Approval of Continuation
of Pay, or Request Additional Evidence while
COP Continues

It has been found that the release of a Form Letter CA-1038 in each case involving continuation of pay (COP) was not serving a useful purpose for employing agencies or the OWCP. The preparation and release of that letter consumed resources which could be put to more productive use in other areas of case development and adjudication.

Therefore, in order to service cases more efficiently and expeditiously, Form Letter CA-1038 will no longer be released in COP cases when the claim is not controverted by the employing agency. It will, however, be released when additional development information is required by the adjudicating District Office or when an employing agency specifically requests verification of the COP payment.

Therefore, if an agency wishes such specific verification of a payment, a request should be submitted to the adjudicating office along with the report of injury.

Steps to Improve Compliance with E.O. 12044

The Office of Management and Budget has just completed its first, formal review of agency compliance with Executive Order 12044. Based on our assessment of agency performance and public views on needed improvements, agencies should adopt the following measures to assure effective implementation of the Order.

1. Since predictability is important to the users of the semiannual agendas, agencies that do not meet their originally scheduled date for publication should: 1) publish a notice on the scheduled date, explaining the need for postponement; and 2) set a revised date for publication.
2. A basic purpose of the semiannual agendas is to inform the public when to expect agency regulatory action. At a minimum, all agendas should include a more accurate estimate of when the public can expect the agency to take the next step in the rulemaking or review process. It is particularly important that agencies develop specific schedules for their sunset reviews. These schedules should include all key steps to be taken in the review process.
3. In Federal Register notices, the summary paragraph is particularly helpful to members of the public who are monitoring regulatory activities in a number of agencies. The summary paragraph should include mention of both the classification of the regulation (non-significant, significant, or major) and the availability of a regulatory analysis if it is a major regulation.
4. In order to assist us in evaluating the quality of regulatory analyses, agencies should establish a procedure for sending to the Office of Management and Budget's Regulatory Policy and Reports Management Division a copy of all draft and final regulatory analyses as soon as they are made available to the public.

In addition to the above steps, the report indicates actions to be taken by OMB to improve overall performance. We will:

- conduct a seminar for agency managers on management techniques to improve policy oversight of regulations;
- provide model regulatory analyses to agencies and seek methods to combine the analytic requirements of various impact statements into a single analysis;
- investigate with the General Services Administration possible problems created by the Federal Advisory Committee Act;
- establish with the Office of the Federal Register and the Office of Personnel Management Programs to improve the clarity of regulations; and
- take steps to increase the participation of State and local interest groups and officials.



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

OCT 1 1979

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OFFICE

WH-99

MEMORANDUM FOR HEADS OF EXECUTIVE BRANCH DEPARTMENTS
AND AGENCIES

SUBJECT: President's Paperwork Reduction Program

We have recently completed another in the series of reports to the President and Congress on cutting the paperwork imposed on the public by Federal agencies. A copy is attached.

We have made substantial progress. Since President Carter took office, we have reduced the amount of time the public spends each year in filling out Federal forms by more than 125 million hours.

But our rate of progress has slowed, and potential paperwork requirements associated with new programs and laws are threatening to reverse the trend.

Because of the importance of this effort to the Administration, we will shortly be issuing new guidance and procedures for managing Federal information requirements. In view of the forthcoming guidance, the effective date of the fiscal year 1979 deadline for paperwork reduction is extended to October 22, 1979.

James T. McIntyre, Jr.

James T. McIntyre, Jr.
Director

Attachment

WH - 100

No response

necessary per

J. Weis.



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

October 1, 1979

1979 OCT -4 10:10

OFFICE OF MANAGEMENT AND BUDGET

WH-97

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

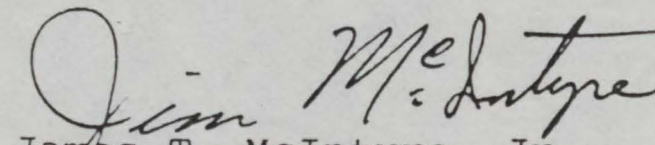
SUBJECT: Urban and Community Impact Analysis (UCIA)

In his urban policy message to the Congress just over a year ago, the President promised to establish a process that would keep him advised of the potential impacts of major Administration proposals on our cities and rural areas. This process was set in motion by Executive Order 12074, and by Office of Management and Budget Circular A-116, which provides you with detailed implementing instructions.

At this time, I request that you review the procedures within your own agency to make sure they are adequate to carry out this requirement in a timely fashion. I also request that you inform me within the next two weeks who the responsible official for this process is in your agency and who the day-to-day contact is.

I intend to see that the results of urban and community impact analyses are fully considered during my reviews of budget and legislative proposals and appreciate your assistance in this effort.

The information requested in this memorandum should be addressed to Harrison Wellford, Executive Associate Director for Reorganization and Management, Office of Management and Budget. Detailed questions may be directed to John Helmer, 395-5017.


James T. McIntyre, Jr.
Director

JOHN H. DUNSTON
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Sandy

WH 96 Kakale

97 Denkle
"no action"



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

OFFICE OF FEDERAL
PROCUREMENT POLICY

1979 OCT -5 PM 9:21
OCT 1 1979
RECEIVED
OFFICE OF THE
WH-98

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Interagency Committee on Implementation of Circular A-76

OMB Circular A-76, "Policies for Acquiring Commercial or Industrial Products or Services Needed by the Government," was revised and issued on March 29, 1979 to clarify the Government's policy of reliance on the private sector for goods and services, and provide more specific guidelines for agency implementation. Each agency is required to take actions to implement the revised circular and to submit reports to the Office of Federal Procurement Policy (OFPP).

Submissions received to date by OFPP indicate that many agencies are encountering difficulty in complying with these requirements. To facilitate such compliance, I am responding to suggestions from agencies to provide a means for exchanges of information by establishing an "Interagency Committee on Implementation of Circular A-76." This Committee, to be chaired by William D. Russell, Deputy Assistant Administrator for Logistics, OFPP, will have as its principal objective assistance to agencies in their efforts to achieve consistent, effective, equitable, and expedient implementation of the revised policy.

Specific requirements of Circular A-76 imposed on each agency include:

1. Designate an official at the Assistant Secretary or equivalent level to have overall responsibility for implementation.
2. Establish an office as a central point of contact to respond to all requests concerning inventories and reviews.
3. Issue internal instructions for implementation of the Circular, within 90 days, providing a copy to the Office of Federal Procurement Policy (OFPP).
4. Prepare a complete inventory of all Government commercial and industrial activities in the agency and a schedule for review of each activity within the next three years, publishing the schedule and providing a copy to OFPP within 120 days.



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

BOARD OF GOVERNORS
FEDERAL RESERVE BANK
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September 27, 1979

RECEIVED
OFFICE OF THE ATTORNEY GENERAL

WH-96

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

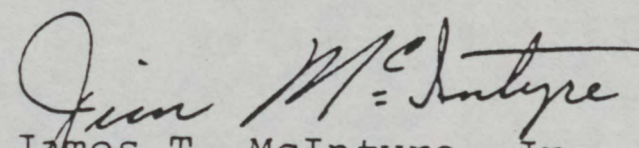
SUBJECT: Inflation and Budget Restraint

As we review your budget proposals, I want to clarify the revision made this year to OMB pricing policy to take into account anticipated inflation.

A number of questions have been raised about the revised policy indicating some feeling that additional resources are available to offset the effects of inflation. This is not the case. The revision recognizes that realistic planning in this period of higher inflation requires that we consider its eroding effect on your capability to carry out your programs. At the same time, I do not want to raise expectations that your planning ceilings will be revised upward to compensate for that erosion. The Federal Government cannot and should not immunize itself against higher costs. Like the public, we will have to tighten our belts and limit our expectations.

Separate indicators have been provided for indexed programs because benefit levels for these programs are established in law. The indexed programs should be treated precisely as they have been in the past. In addition, as a basis for determining the effects of inflation on your programs, OMB has informally provided your staff with two general indicators of assumed future price levels--one for Federal nonpay purchases, and one for a State and local purchase index. The deflators are intended as general guides and are not applicable to your entire budget. For example, Federal payrolls are not affected by the deflators because we budget for Federal pay increases separately. There may be reasons to use alternative adjustments. In many instances, prices for specific programs should not be expected to rise in the same amount as the general deflator. However, I will expect OMB examiners to be familiar with whatever measures are used and the justification for them. All those involved in development of the budget need to exercise judgments necessary to reach appropriate program totals within constrained budget levels. These judgments should take into account, as best we can, an assessment of the effects of inflation on program levels and resulting priorities within the budget ceilings.

The constraints that we face in the 1981 budget are real. You are already aware that the planning targets the President approved represent real restraint. Neither the recent change in our pricing policy nor any other developments have changed this policy. I am confident, however, that together we can prepare a budget that meets both national needs as well as the overall need for serious constraint.


James T. McIntyre, Jr.
Director



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

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM

1979 OCT -1 AM 11:48

September 27, 1979

RECEIVED
OFFICE OF THE CHAIRMAN

WH-95

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: The Civil Service Reform Act of 1978

The Civil Service Reform Act of 1978 provides management with the opportunity, challenge and tools to direct the government's work force in the most efficient and economical manner. Equally important, the Act furnishes substantially greater protections for Federal employees against unwarranted and improper actions on the part of management. The statute clearly spells out prohibited personnel practices and the safeguards available to employees who "blow the whistle" on fraud, abuse of authority, waste and mismanagement.

The responsibility for ensuring that employees are protected against unauthorized personnel practices is assigned to the Office of the Special Counsel of the Merit Systems Protection Board. Your organization's full cooperation with the Special Counsel is essential to its success. It is important that investigations be conducted promptly and thoroughly; that reports be submitted to the Special Counsel in a timely fashion; and that the Special Counsel's recommendations for corrective measures be given prompt consideration and speedy action.

I am pleased with the general cooperation you have given to the Special Counsel's office during the past several months. The actions of that office, the work of the Inspectors General and the provisions of the Civil Service Reform Act can do much to assist you in our efforts to reduce fraud, waste and mismanagement in Federal programs. I welcome your continued support.

James T. McIntyre, Jr.
Director

THE WHITE HOUSE
WASHINGTON

September 26, 1979

BOARD OF GOVERNORS
FEDERAL RESERVE SYSTEM
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OFFICE OF THE CHAIRMAN

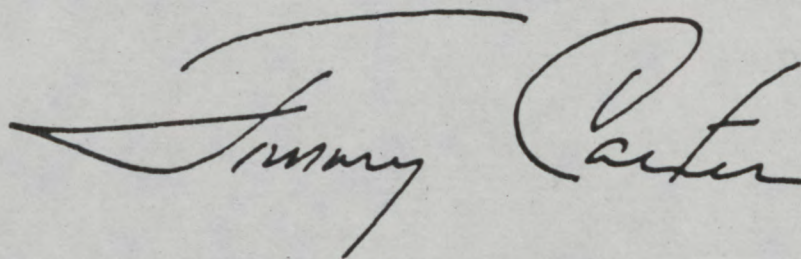
WH-94

To Chairman Paul Volcker

I am today issuing an Executive Order designed to improve the management, coordination, and effectiveness of agency consumer affairs activities. The Order requires Executive agencies to develop plans and procedures for the effective performance of five major consumer functions, and it establishes a Consumer Affairs Council to enhance interagency coordination of these efforts.

I am requesting that independent regulatory agencies voluntarily comply with the Order. The activities of these agencies substantially affect the health, safety, and economic well-being of consumers. Implementation of the provisions of the Order will help to ensure that these activities are informed by a heightened awareness of consumer needs and interests.

Sincerely,



The Honorable Paul A. Volcker
Chairman
Board of Governors of the
Federal Reserve System
20th Street and Constitution Avenue, N.W.
Washington, D.C. 20551

THE WHITE HOUSE
WASHINGTON

September 26, 1979

BOARD OF GOVERNORS
FEDERAL RESERVE SYSTEM
1979 SEP 27 PM 9:38
OFFICE OF THE
TREASURER

WH-93

MEMORANDUM FOR THE HEADS OF
EXECUTIVE DEPARTMENTS AND AGENCIES

I hereby designate Esther Peterson, my Special Assistant for Consumer Affairs, to be Chairperson of the Consumer Affairs Council established by Executive Order 12160, which I issued today.

Jimmy Carter

THE WHITE HOUSE

WASHINGTON

September 25, 1979

BOARD OF GOVERNORS
FEDERAL RESERVE BANK
1979 SEP 27 PM 9:37
OFFICE OF THE
PRESIDENT

WH-92

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Reducing U.S. Employment Abroad

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

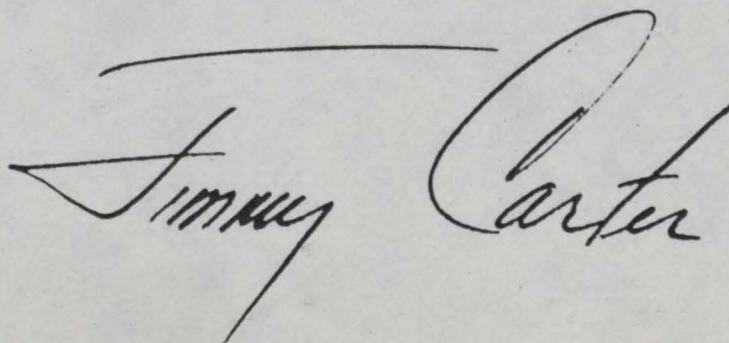
Teams visited 12 of our largest diplomatic missions and prepared a report which indicates that there are opportunities for reductions in our missions overseas by consolidating or eliminating functions, basing activities on U.S. territory or other means. I am directing the Secretary and the Director,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

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

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

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

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

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink on a light-colored background.

October 5, 1979

Dear Jim:

This is to confirm conversations between our staffs to the effect that Mr. Elliott McEntee of the Division of Federal Reserve Bank Operations will serve on the inter-agency Task Force on Debt Collection. Mr. McEntee and his associates have been involved with related studies of government debt collection and payment practices in conjunction with the Treasury and the General Accounting Office. This experience will, I am sure, be useful in the context of the current study.

Sincerely,

The Honorable James T. McIntyre, Jr.
Director
Office of Management and Budget
Executive Office of the President
Washington, D. C. 20503

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

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RECEIVED
OFFICE OF THE SECRETARY

WH-91

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

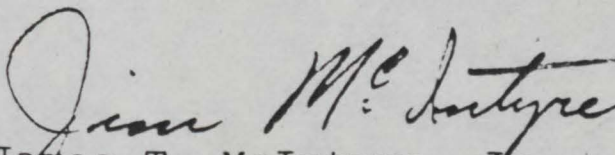
SUBJECT: Debt Collection

The amount of overdue debts owed the Government is a matter of increasing concern. Since I last wrote you in March, our recognition of the issue has been matched by a growing awareness in Congress and the media.

While we have included debt collection in the Financial Priorities Program, we believe stronger measures are required to collect the monies owed. Toward that end, we have created a Debt Collection Project under the newly formed President's Management Improvement Council. Following the lines of the successful President's Cash Management Project, the Debt Collection Project will seek answers to individual agency problems while pursuing solutions at the general government-wide level as well. The project is intended to build on initiatives already planned and underway, including those mentioned in responses to my March memorandum.

Mr. Wayne Granquist, our Associate Director for Management and Regulatory Policy will be responsible for the Debt Collection Project. In order to coordinate this joint effort, we request you designate a representative to help us in developing specific plans, coordinating the work in your agency and keeping you informed as the work progresses.

To begin early consideration of the work plan, we would appreciate receiving word of your representative designee during the next two weeks. For any additional information, please call Jerry Bridges at 395-3967.


James T. McIntyre, Jr.
Director

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

SEP 19 1979

1979 SEP 20 11:03

OFFICE OF

WH-90

Honorable Paul A. Volcker
Chairman
Board of Governors of the
Federal Reserve System
Washington, D.C. 20551

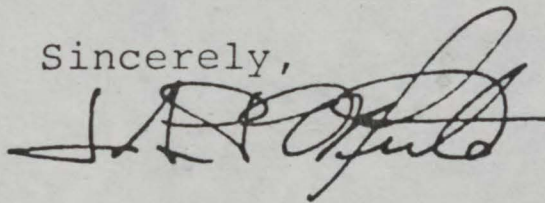
Dear Mr. Chairman:

The Office of Management and Budget, in accordance with Reorganization Plan No. 4 of 1978, is preparing a report for the President to submit to the Congress by January 31, 1980, regarding the administration of the Employee Retirement Income Security Act of 1974 (ERISA). This report will evaluate (1) the effectiveness of the Reorganization Plan in alleviating administrative problems under the Act; and (2) legislative proposals for a long-term organizational structure for the administration of ERISA.

The report is being developed with the help of an advisory task force comprised of representatives from the Departments of Labor and the Treasury, and the Pension Benefit Guaranty Corporation and a number of part-time consultants experienced in the employee benefit field. Because your agency may also be concerned with the ERISA program, and because the report will be submitted to the Congress by the President, if you would like to participate, we would like you to designate someone to meet with study team members to provide information regarding your agency's interests and later to review and comment on draft materials, and to coordinate on the completed document.

The January 31, 1980, reporting date necessitates an extremely tight schedule. Would you please inform John McGruder at OMB (tel. 395-3714) of the name of your designee as soon as possible, and no later than September 28, 1979. Your cooperation is appreciated.

Sincerely,



John P. White
Deputy Director

called 10/15/79 - CM
X 3433

November 8, 1979

Mr. Kenneth Baker
Planning, Evaluation and Information Division
Office of Program Planning and Evaluation
Equal Employment Opportunity Commission
2401 E Street, N.W.
Washington, D. C. 20506

Dear Mr. Baker:

I am writing in response to Ms. Eleanor H. Norton's recent memorandum to Heads of Federal Departments and Agencies requesting budget and related data on the federal government's internal equal employment opportunity program required by Office of Management and Budget (OMB) Circular A-11.

As you may know, the Federal Reserve Board is not part of the federal government's appropriation process and, as such, is not subject to the requirements of OMB Circular A-11. Our annual budget data is printed in the Federal Budget as an annexed budget without substantive review by OMB and without inclusion in the budget totals. Since this data is aggregated at a high level, there is no separate break-out of resources dedicated to our Equal Employment Opportunity (EEO) Program. However, mention is made of those resources in our EEO Affirmative Action Program which has been sent in the past to the Office of Personnel Management. I am enclosing a copy for your information.

Please call me on 452-3766 if I can answer any questions regarding this matter.

Sincerely,

ES/ETM

Edward T. Mulrenin
Assistant Staff Director

Enclosure

cc: Mrs. Mallardi ✓

Mr. Denkler

WH-#89 Mr. Daniels

ETMulrenin:mh

89 - c c Denbker
Daniels



EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
WASHINGTON, D.C. 20506

1979 SEP 20 10:22

WH-89

MEMORANDUM

TO: Heads of Federal Departments and Agencies

FROM: Eleanor Holmes Norton *EHN*
Chair

SUBJ: Preparation and Submission of Data for Special
Analysis of Federal Civil Rights Activities
(Federal Service Equal Employment Opportunities)

Report Due: 11/02/79

The Equal Employment Opportunity Commission this year for the first time is serving as the lead agency in collecting budget and related data on the Federal Government's internal equal employment opportunity program (Federal Service Equal Employment Opportunities), as required by the Office of Management and Budget in OMB Circular No. A-11 entitled "Preparation and Submission of Budget Estimates."

For this purpose, each department or agency is required to prepare and submit to the Equal Employment Opportunity Commission a two-part report as outlined in sections 53.1 through 53.4 of OMB Circular No. A-11. Composite data, based on agency submissions, are then submitted by the Commission to OMB and are reflected in OMB's Special Analysis of Federal Civil Rights Activities (excerpts from the President's Budget).

Part I of this report, the narrative statement, should include:

- (a) a concise description of the program, new directions in the program, and any significant cost-effectiveness or other analytic findings which have implications for the conduct of the program. Include comments on the effectiveness of the program in meeting its goals;

- (b) comments concerning the reliability of the data, explanation of data sources and estimating procedures, and the actions planned to improve data collection in subsequent fiscal periods. Data not supported by the agency's internal reporting system should be indicated as such;
- (c) other program indicators or data that provide additional information on program level and progress (e.g., discrimination complaints processed, and evaluation reviews conducted); and
- (d) indicators of achievement (EEOC Form 353 is to be completed for this portion of the report.).

The format for the data required in Part II, the program classification schedule, is somewhat different from but largely consistent with that of past years. The general activity category "Program Direction and Research" has been broken down into four categories so that more descriptive and refined data may be obtained. Further, you are being asked to apportion the costs of management/administrative and clerical personnel among all the various program activities as appropriate rather than including them in a single category as in the past.

As your agency's FY'81 budget has not been approved by OMB, data from your budget request may be used. However, this data is to be updated after your budget has been approved by OMB and again when approved by Congress.

Because many of the activities reflected in this report are not identifiable as specific budgeted items, sampling techniques may be used to develop data where applicable; but samples should be sufficiently large and representative to be reliable. To assure the greatest possible accuracy, this report should be prepared in conjunction with your budget office. Your planning should allow sufficient lead time to obtain any necessary internal clearances. EEOC Form 353A is to be used to provide the requested staffing and budget data.

In order to improve the accuracy, timeliness, and consistency of submissions, we urge all agencies to adhere to the instructions set forth in this memorandum. We are attaching the following for preparation of your report:

- EEOC Form 353 (Attachment A)
- Definitions For Reporting "Federal Service
Equal Employment Opportunities"
Budget Data Under OMB Circular
No. A-11. (Attachment B)
- EEOC Form 353A (Attachment C)

We are asking each agency to submit its report to the Equal Employment Opportunity Commission no later than November 2, 1979. If you have any questions or need further information please contact Kenneth Baker (634-6800) or Edison Elkins (634-6855) at EEOC Headquarters, Washington, D.C.

OMB Circular No. A-11 is exempt from the clearance provisions of OMB Circular No. A-40; therefore, the interagency reporting requirement outlined in this memorandum does not require clearance under A-40.

Please address your response to:

Planning, Evaluation and Information
Division
Office of Program Planning and Evaluation
Equal Employment Opportunity Commission
2401 E Street, N.W.
Washington, D.C. 20506

ATTENTION: Kenneth Baker

Attachments

Copies to: Directors of Equal Employment Opportunity

| FEDERAL EQUAL EMPLOYMENT OPPORTUNITY RESOURCE REPORT | | | | | | AGENCY OR DEPARTMENT | |
|---|-------|-------------------------------------|------------------------------|-----------------|--------------|----------------------------|---------------|
| PROGRAM TYPE | | STAFF (Work-Years) | | | | BUDGET DATA (in thousands) | |
| | | MANAGEMENT ADMINISTRATION (a) | OTHER PROFESSIONAL (b) | CLERICAL (c) | LEGAL (d) | OBLIGATION (e) | OUTLAY (f) |
| EEO COUNSELING | FY 79 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | ACTL. | TOTAL WORK YRS. | | | | | |
| | FY 80 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | EST. | TOTAL WORK YRS. | | | | | |
| | FY 81 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | EST. | TOTAL WORK YRS. | | | | | |
| COMPLAINT INVESTIGATION | FY 79 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | ACTL. | TOTAL WORK YRS. | | | | | |
| | FY 80 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | EST. | TOTAL WORK YRS. | | | | | |
| | FY 81 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | EST. | TOTAL WORK YRS. | | | | | |
| UPWARD MOBILITY | FY 79 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | ACTL. | TOTAL WORK YRS. | | | | | |
| | FY 80 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | EST. | TOTAL WORK YRS. | | | | | |
| AFFIRMATIVE ACTION | FY 81 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | EST. | TOTAL WORK YRS. | | | | | |
| | FY 80 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | ACTL. | TOTAL WORK YRS. | | | | | |
| FEDERAL WOMEN'S PROGRAM | FY 79 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | ACTL. | TOTAL WORK YRS. | | | | | |
| | FY 80 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | EST. | TOTAL WORK YRS. | | | | | |
| HISPANIC EMPLOY- MENT PROGRAM | FY 81 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | EST. | TOTAL WORK YRS. | | | | | |
| | FY 80 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | ACTL. | TOTAL WORK YRS. | | | | | |
| OTHER EEO ACTIVITIES | FY 79 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | ACTL. | TOTAL WORK YRS. | | | | | |
| | FY 80 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | EST. | TOTAL WORK YRS. | | | | | |
| TOTAL | FY 81 | FULL TIME | | | | | |
| | | PART TIME | | | | | |
| | ACTL. | TOTAL WORK YRS. | | | | | |

| DATA | CONTRACTED INVESTIGATIONS | | | HEARINGS | | | |
|--|---------------------------|---------------------------------|-----------------------------------|-----------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| | | <i>FY 76</i> <i>(Actual)</i> | <i>FY 80</i> <i>(Estimate)</i> | <i>FY 81</i> <i>(Estimate)</i> | <i>FY 79</i> <i>(Actual)</i> | <i>FY 80</i> <i>(Estimate)</i> | <i>FY 81</i> <i>(Estimate)</i> |
| NUMBER | * EEOC | | | | | | |
| | ** OTHER | | | | | | |
| OBLIGATIONS <i>in</i> <i>(thousands)</i> | * EEOC | | | | | | |
| | ** OTHER | | | | | | |
| OUTLAYS <i>in</i> <i>(thousands)</i> | * EEOC | | | | | | |
| | ** OTHER | | | | | | |

* Include investigations conducted by CSC/OPM
* * List below each contractor and give financial data.

Definitions for Reporting "Federal Service Equal Employment Opportunities" Budget Data under OMB Circular No. A-11

I Staff Categories

- A. Management and Administration - includes all supervisory and administrative professional staff (e.g., EEO Directors and Assistants, Supervisors) and pro-rated overhead administrative staff (Budget Analysts, Computer Programmers, Accountants, Personnel Specialists, etc.).
- B. Other Professionals - includes line staff responsible for performing EEO functions (e.g., Counseling, Investigation, Special Programs, Upward Mobility).
- C. Clerical Support - includes clerical staff who provide direct support to EEO activities as well as overhead support (e.g., duplicating and word processing machine operators, time and attendance clerks, voucher examiners, etc.).
- D. Legal Support - includes legal staff who provide input and guidance in both the development and implementation of the agency's EEO activities.

Note: Staff resources are divided between full-time and part-time.

The total work years include both full time staff and full time equivalents (FTE) for part-time staff.

Management/administration, other professional, legal support and clerical support personnel work years and costs associated with the agency EEO program are to be apportioned among the program categories as appropriate, e.g. if an EEO Director spends approximately 45% of his/her time in reviewing complaints files and preparing agency decisions, 35% in the counseling process, and 20% in planning and managing the agency's affirmative action program, those percentages of his/her personnel costs should be shown in the appropriate categories. Where EEO program officials and staff are part-time, salary and other costs should be prorated.

A person who is employed full time in the EEO program, but whose time is divided between more than one program category would be shown as part time in each of those categories, but would be shown as full time in the summary or "total" category. Only those persons who worked in the EEO program on less than a full time basis should be accounted for in the part-time section of this last category.

II Program Categories

A. EEO Counseling

All costs (salaries, benefits, travel, training, supplies and equipment, etc.) incurred in the performance of equal employment opportunity counseling duties. This includes all time spent discussing problems with employees, supervisors and managers, making inquiries, reviewing records, attempting informal resolutions, and writing reports on counseling.

B. Complaint Investigation (Processing Formal Complaints of Discrimination)

All costs incurred for discrimination complaint processing (investigations, hearings, and preparing and rendering decisions). Costs should include: scheduling investigations, salary, benefits costs, and travel expenses of investigators and clerical support personnel; costs to agencies for the services and expenses of examiners, reporters, transcripts, outside contractors, and training of complaint investigators; costs of time spent by management representatives and employee representatives (when employee representative is another agency employee on official time) in presentation of the complaint; and time spent writing reports, reviewing hearing transcripts and preparing and issuing agency decisions.

C. Upward Mobility Programs

All costs incurred for programs specifically designed to provide maximum career opportunity for lower-level employee (generally, below GS-9 or equivalent) who are in positions or occupational series in which they are unable, without program assistance, to realize their full work potential.

In reporting costs figures for upward mobility, agencies should include:

- (1) Formal classroom training - tuition, fees and supplies charged by government and non-government facilities, trainee salary while enrolled, and if training is in-house, instructor salary, space, and supplies.
- (2) On-the-job-training - trainer and trainee salary for percentage of time devoted to training only.

Do not include costs of time during which services or goods are produced by the trainee.

3. Administrative/support costs - counseling, manpower planning, skills survey and analysis, trainee selection, job restructuring, training plan development, program coordination, monitoring, and evaluation.

Training and developmental efforts designed to improve current occupational performance and traditional career intern, cooperative education, worker-trainee, or student employment programs are not considered as upward mobility programs for this report.

D. Affirmative Action

All costs (salaries, benefits, travel, printing, supplies and equipment, etc.) incurred in the development and implementation of affirmative action plans.

Also included in this category are costs of training courses and conferences specifically related to and identified with implementation of the affirmative action plan (i.e. trainee and instructor salaries, course costs, travel, etc.)

E. Federal Women's Program

All costs (salaries, benefits, travel, training, supplies equipment, etc.) incurred in the administration of this program.

F. Hispanic Employment Program

All costs (salaries, benefits, travel, training, supplies, equipment, etc.) incurred in the administration of this program.

G. Other EEO Activities

Any general program direction costs and all other costs not otherwise accounted for in categories A-F expended in the agency's internal EEO program.

H. Total

The total of all the above categories.

Other Definitions for Reporting
"Federal Service Equal Employment Opportunities"
Budget Data under OMB Circular No. A-11

| <u>Term</u> | <u>Definition</u> |
|-------------------|--|
| Obligations | The dollar value of orders placed, contracts awarded, services received, goods purchased, salaries incurred, travel, and other similar transactions during the fiscal year that will require payment during the same or future period. |
| Outlays | The actual expenditure of funds to pay for obligations. |
| Federal Workyears | The amount of paid time worked in <u>any</u> category of employment, or full or part-time (include overtime as well as regular hours). Report this time in terms of workyears (2080 hours = 1 workyear). |

| | | | | | | | | | | | | | |
|---|--|--------|----------|--|--------------------------------|-------|--|---------------------------------|--|----------------------|---|------------------|-------|
| FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICS REPORT FOR FY 79 | | | | | | | | | | AGENCY OF DEPARTMENT | | | |
| WORKLOAD | | | | | | | | | | | | | |
| 1 BASIS OF DISCRIMINATION ALLEGED | | | | 2 ISSUES ALLEGED | | | NO. | 3 COMPLAINT DETAILS OF CLOSURES | | NO. | AVG. PROCESS TIME | | |
| RACE/ COLOR | | | | APPOINTMENT PROMOTION REASSIGNMENT SEPARATION | | | | REJECTIONS | | UNTIMELY | | | |
| | | | | | | | | | | | | | |
| RELIGION | | | | SUSPENSION REPRIMAND | | | | WITHDRAWALS | | OUTSIDE PURVIEW | | | |
| | | | | | | | | | | | | | |
| SEX FEMALE | | | | EVALUATION/APPRaisal DUTY HOURS | | | | TOTAL | | | | | |
| | | | | | | | | | | | | | |
| NATL ORGN HIS-PANIC | | | | TRAINING TIME AND ATTENDANCE | | | | WITH CORRECTIVE ACTION | | | | | |
| | | | | | | | | | | | | | |
| OTHER (Specify) | | | | RETIREMENT ASSIGNMENT OF DUTIES | | | | WITHOUT CORRECTIVE ACTION | | | | | |
| | | | | | | | | | | | | | |
| | | | | EXAMINATION/TEST WORK CONDITIONS | | | | TOTAL | | | | | |
| | | | | | | | | | | | | | |
| AGE | | | | HARRASSMENT REPRISAL | | | | SETTLEMENT PRIOR TO DECISION | | | | | |
| | | | | | | | | | | | | | |
| HANDI-CAP | | | | PAY INCLUDING OVERTIME CONVERSION TO FULLTIME/CC | | | | DISCRIMINATION FOUND | | | | | |
| | | | | | | | | | | | | | |
| | | | | REINSTATEMENT AWARDS | | | | NO DISCRIMINATION FOUND | | | | | |
| | | | | | | | | | | | | | |
| | | | | OTHER (Specify) | | | | TOTAL | | | | | |
| | | | | | | | | | | | | | |
| 4 OFFICIALS FOUND TO BE DISCRIMINATING | | | | 5 DISCIPLINARY ACTION | | | NO. | INVESTIGATIONS | | | | | |
| WE GRADE | | NUMBER | GS GRADE | NUMBER | SEPARATION | | | | PROPOSED DISPOSITION | | | | |
| | | | | | SUSPENSION | | | | HEARINGS | | | | |
| | | | | | SUPERVISORY TO NON-SUPERVISORY | | | | OF REJECTIONS | | | | |
| | | | | | LATERAL | | | | OF DECISIONS ON MERIT | | | | |
| | | | | | INVOLUNTARY DOWNGRADE | | | | TOTAL | | | | |
| | | | | | WRITTEN REPRIMAND | | | | 6 NUMBER OF CASES WITH CORRECTIVE ACTION TAKEN | | NUMBER | | |
| | | | | | ORAL REPRIMAND | | | | IN COUNSELING STAGE | | | | |
| | | | | | TRAINING | | | | IN COMPLAINT STAGE | | | | |
| | | | | | COUNSELING | | | | PRIOR TO DECISION | | | | |
| | | | | | OTHER (Specify) | | | | WITH DECISION | | | | |
| 7 COUNSELING SUMMARY | | | | ACTL. FY 79 | PROJECTNS. FY 80 | FY 81 | 8 COMPLAINTS SUMMARY | | | | ACTL. FY 79 | PROJECTNS. FY 80 | FY 81 |
| COUNSELING SUMMARY | | | | EEC COUNSELORS TRAINED | | | COMPLAINTS SUMMARY | | | | TOTAL ACTIVE COMPLAINTS ON HAND AS OF OCTOBER 1, 1978 | | |
| | | | | TOTAL REQUESTS FOR COUNSELING AS OF 10/1/78 | | | | | | | COMPLAINTS FILED | | |
| | | | | TOTAL REQUESTS RECEIVED FOR COUNSELING | | | | | | | COMPLAINTS CLOSED | | |
| | | | | TOTAL INDIVIDUALS COUNSELED | | | | | | | COMPLAINTS INVESTIGATED | | |
| | | | | COUNSELING SESSIONS | | | | | | | AGENCY FINAL DECISIONS | | |
| | | | | INFORMAL RESOLUTIONS | | | | | | | COMPLAINTS APPEALED TO: | | |
| 9 STATUS OF ACTIVE COMPLAINTS AS OF 9-30-79 | | | | NO. | AVG. # DAYS | | OFFICE OF REVIEW AND APPEALS (Formerly A.R.B.) | | | | | | |
| PENDING ACCEPTANCE | | | | | | | COURT | | | | | | |
| PENDING ASSIGNMENT TO INVESTIG. | | | | | | | CHARGES OF REPRISAL: | | | | | | |
| PENDING INVESTIG. REPORT | | | | | | | FILED | | | | | | |
| PENDING PROPOSED DISPOSITION | | | | | | | RESOLVED | | | | | | |
| PROPOSED DISPOSITION ISSUED | | | | | | | | | | | | | |
| PENDING HEARING | | | | | | | | | | | | | |
| PENDING DECISION FOLLOWING COMPLAINT EXAMINERS REPORT | | | | | | | | | | | | | |
| OTHER (Specify) | | | | | | | | | | | | | |

| 10 TYPES OF CORRECTIVE ACTION | | COUNSELING | | COMPLAINTS PRIOR TO DECISIONS | | COMPLAINTS AFTER DECISION | |
|--|--|------------|---------|-------------------------------|---------|---------------------------|---------|
| | | NO. | DOLLARS | NO. | DOLLARS | NO. | DOLLARS |
| PERFORMANCE RE-EVALUATED | | | | | | | |
| COMPLAINTS SATISFIED | | | | | | | |
| COMPLAINTS NOT SATISFIED | | | | | | | |
| ADVERSE MATERIAL REMOVED FROM OFF | | | | | | | |
| AGENCY IMPROVE CORRECT WORKING CONDITIONS | | | | | | | |
| AGENCY IMPROVE CORRECT PERSONNEL PRACTICES | | | | | | | |
| OTHER (Specify) | | | | | | | |
| | | | | | | | |
| REASSIGNMENT | WITH BACKPAY | | | | | | |
| | WITHOUT BACKPAY | | | | | | |
| | TOTAL | | | | | | |
| | AMOUNT OF BACKPAY | | | | | | |
| PROMOTION | WITH BACKPAY | | | | | | |
| | WITHOUT BACKPAY | | | | | | |
| | TOTAL | | | | | | |
| | AMOUNT OF BACKPAY | | | | | | |
| ADVERSE ACTION | WITH BACKPAY | | | | | | |
| | WITHOUT BACKPAY | | | | | | |
| | TOTAL | | | | | | |
| | AMOUNT OF BACKPAY | | | | | | |
| BACKPAY AWARDED OTHER THAN ABOVE | | | | | | | |
| REASSIGNMENT | SAME DUTY STATION | | | | | | |
| | ANOTHER DUTY STATION | | | | | | |
| | TOTAL | | | | | | |
| PRIORITY CONSIDERATION | EMPLOYEE SELECTED | | | | | | |
| | EMPLOYEE NOT SELECTED | | | | | | |
| | PRIORITY CONSIDERATION STILL BEING GIVEN | | | | | | |
| | TOTAL | | | | | | |
| TOTAL ALL CASES _____ | | | | | | | |
| TOTAL BACKPAY _____ | | | | | | | |

REMARKS: (If additional space is needed, attach extra sheets)

88 -

No resp reg.

cc Denbeler
Shannon

THE WHITE HOUSE
WASHINGTON

September 19, 1979

1979 SEP 20 11:24

OFFICE

WH-88

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: The Selection and Development of the Senior
Executive Service

The Senior Executive Service, the keystone of the Civil Service Reform Act, was inaugurated on July 13. The SES offers one of the most promising avenues for improving the management of the Federal government. I know that you share my satisfaction and pleasure that over 96 percent of those eligible to join the Senior Executive Service did so. It is essential that we take advantage of this demonstration of confidence in the Service and maintain the momentum which it has created.

I know that you will take a continuing interest in the SES and in the development of those who will join the Service in the future. One of the most important ways of accomplishing this is by establishing a strong Executive Resources Board in your organization to oversee the administration of the Senior Executive Service. This Board will also direct executive development systems to identify and train candidates for future membership in the SES.

The people who serve on these Boards hold the key to the future of the SES. It is imperative that you impress upon the Chairperson and members of your Executive Resources Board the importance this Administration places upon executive selection and development.

The Office of Personnel Management has established criteria for executive selection and development programs. I believe these criteria provide the flexibility you need to devise a system which meets the specific characteristics and needs of your organization. Central to every program must be the identification and selection, in advance, of top performers who have executive potential and whose talents should be developed to enable them to take top-level responsibilities. This will involve both wide competition and a very careful selection for the executive development programs required by the Reform Act. I also want to make certain that women, the handicapped, and members of minority groups are given full consideration when selections are made.

We have the opportunity, now, to establish systems that will provide an effective, motivated, and exemplary corps of career executives to serve the needs of our Nation in the years to come. There are no more important actions we can take to provide long-term benefit to Government and more efficient delivery of services to the public.

Jimmy Carter

THE WHITE HOUSE

WASHINGTON

September 14, 1979

1979 SEP 17 PM 11:45

RECEIVED
OFFICE OF THE ATTORNEY GENERAL

WH-87

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS
AND AGENCIES

SUBJECT: President's Management Improvement Council

One of the highest priorities of my Administration has been, and remains, improving the management and performance of the Federal government. Together we have made some significant progress toward that end. Civil Service Reform, regulatory reform, cash management improvements, paperwork reduction, Federal grant reform, and our efforts to prevent fraud and waste are producing substantial improvements in the operations of the Federal government.

I recognize that you are already doing many things to improve management in your departments or agencies. Yet as I meet and talk with individual citizens and groups, I am constantly reminded that there continues to be widespread distrust of government, and widespread dissatisfaction with how well the Federal government does its job. I believe that there are further management improvements which need to be undertaken, and I seek your commitment to take a fresh look at management problems in your agency.

I would urge you to give special attention to the problems of delivery of service to the public. There continue to be many instances throughout government of slow response to client needs, backlogs of work, overly complicated procedures, and insensitivity or indifference in dealing with the public. In many cases improvements can be made in practical, down-to-earth ways by line managers and supervisors, if they have your strong backing to do so.

As part of this renewed commitment to Federal management, I have, by Executive Order, established the President's Management Improvement Council. This Council, co-chaired by the Directors of the Office of Management and Budget and the Office of Personnel Management, consists of representatives from Federal agencies and State and local government, executives from the private sector and labor organizations, and academic leaders. Its purpose is to work with you in a renewed effort to bring all of our collective expertise, experience, and knowledge to bear to generate the highest level of performance in the Federal government.

cc; Kobaler
Shannon

No response
necessary - ETM

I am convinced that there is much that we can learn -- and must learn -- from sources outside the Federal government to improve the efficiency of our operations and our delivery of public services. The Council brings us an added dimension to help identify and solve the difficult and persistent problems of managing complex government institutions. I have asked the Council to focus its attention especially on the more practical problems affecting the delivery of services to the public. In turn, I am asking you to view the Council as a resource to advise and assist you in addressing your critical management problems.

The Council will keep me informed of its activities and will bring significant problem areas to my attention. I urge you to seize the opportunity which the Council represents and renew your commitment to an efficient and responsive Federal government.

Jimmy Carter

THE WHITE HOUSE

WASHINGTON

September 13, 1979

1979 SEP 17 10 33

WH-86

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: The Human Rights of Undocumented Aliens

Protection of the basic rights of all persons in our land is a vital part of our commitment to a just and humane society. This Administration's policy on human rights can only be effective if we assure the rights of all persons in the United States, whether or not they are citizens of this country.

I will continue to enforce vigorously this nation's immigration laws. Those found in violation will be dealt with as the law prescribes. But persons accused of being undocumented aliens must be treated fairly and humanely. No one in our country should be vulnerable to mistreatment or exploitation because he or she is afraid to secure protection of the law.

Since many of the problems in this area are under state and local jurisdiction, I sent letters to the Nation's Governors on May 4, asking for their concern, assistance and advice in dealing with these problems. In those letters, a copy of the text of which is attached, I also described some of the significant efforts the Federal Government has made in this area.

The work of each of your departments and agencies touches upon some aspects of the treatment of undocumented aliens in the United States. I will not dwell on all Government activities in this message but will mention some issues of particular importance.

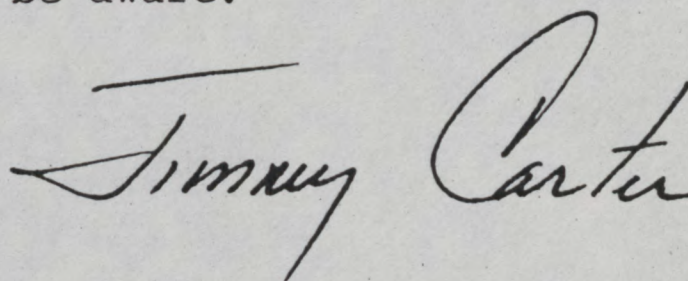
A number of Federal, or Federally-assisted, social welfare and medical programs by law must exclude specifically persons who are not citizens or legal permanent residents of the United States. In such cases, I ask that the concerned agencies review their policies and practices in implementing these requirements to ensure that they are clear, equitable, adequately disseminated and understood and compassionately

86 - No resp reg.
cc Doubler
Shannon

applied within the limits of the law, and that they are carried out with respect for the basic dignity and privacy of all persons concerned.

I urge you to give full cooperation to Consular and other officials of Mexico and other countries who, in the discharge of their duties in the United States, seek your help in investigating possible incidents of abuse involving their citizens. I also ask you to work closely with the Department of State and the working groups of the U.S.-Mexico Consultative Mechanism.

I urge you to continue to keep this Administration's commitments in mind as you develop and carry out your programs and I would particularly welcome your recommendations of possible remedies for additional problems in this area of which you may be aware.

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink and is positioned to the right of the main body of text.

Attachment:

Letter to the State Governors,
Dated May 4, 1979

MAY 4, 1979

Office of the White House Press Secretary

THE WHITE HOUSE

The following is the text of a letter from the President to the 50 governors following conversations with Mexican President Lopez Portillo:

During my visit to Mexico City in mid-February, I had a frank and useful discussion with President Lopez Portillo on the complex issue of border law violations and particularly the problem of undocumented workers. We agreed to cooperate closely to explore the question in the context of the social and economic problems involved--a solution that also respects the dignity and human rights of those concerned. One aspect of this question, the treatment of undocumented workers in the United States, has been of particular concern to me and to President Lopez Portillo.

As I stated in Mexico, it is my responsibility to enforce our immigration laws. Those individuals who violate the law will be dealt with as the law prescribes. But it is also our responsibility to deal fairly and humanely with any persons accused of being undocumented workers.

For some time we have been making a special effort at the Federal level to ensure their fair treatment under the law. The Immigration and Naturalization Service has steadily improved the conditions under which undocumented workers are temporarily confined and has adopted a number of measures to prevent mistreatment and to allow apprehended aliens time to settle their affairs before departure. The Department of Labor is making a special effort in those areas believed to have a sizeable presence of undocumented workers to enforce wage, hour, safety and health standards and to assure that workers who are apprehended and removed from the country receive all wages due them.

Since many of the problems that undocumented aliens experience are under state and local jurisdiction, I ask that you give these concerns your close personal interest. I, in turn, would welcome your suggestions of areas you might suggest in which further Federal action would be useful.

The Department of Justice is giving special attention to investigating and, where warranted, prosecuting, possible civil rights violations against any persons of Hispanic origin.

Our country's deep commitment to standards of justice and humaneness requires us to protect the basic rights of all people who find themselves in this nation.

JIMMY CARTER

#

EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
722 JACKSON PLACE, N. W.
WASHINGTON, D. C. 20006

1979 SEP 17 9:12

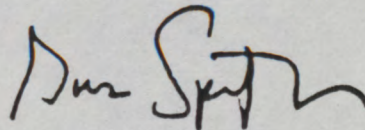
September 14, 1979

WH-85

MEMORANDUM FOR HEADS OF AGENCIES

I am pleased to send you a copy of the President's 1979 Environmental Program. This booklet contains President Carter's August 2 Message on the Environment, the President's directives to agency heads on the twelve new initiatives contained in his Message, and the detailed White House Fact Sheet.

The Council looks forward to your assistance in implementing the President's program.



GUS SPETH
Chairman

WH-84

cc Denkler
Anderson

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



1979 SEP 14 AM 10:08

RECEIVED
OFFICE OF THE DIRECTOR

WH-84

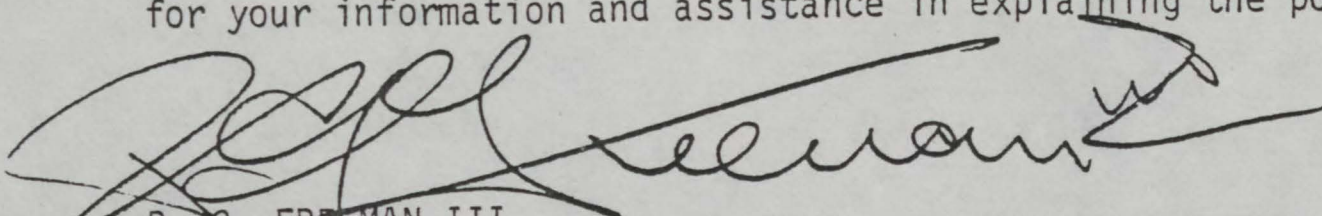
MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: Use of Portable Fans

There has been considerable controversy over the use of portable fans within space controlled by the General Services Administration since the issuance of the Department of Energy's Standby Conservation Plan No. 2, Emergency Building Temperature Restrictions.

I have reviewed the situation and decided to limit the use of portable fans to those areas where the temperature levels prescribed by the President (78 degrees) cannot be attained with our central ventilation systems. This decision is necessary to assist us in achieving energy goals established by the President. The slight increase in personal comfort achieved with portable fans is not justified by the energy requirements when the prescribed 78 degree temperature already exists. It should be noted that Federal buildings of the Executive Branch have maintained summer temperatures in the 78-80 degree range since 1974.

I need your support in informing employees of your department of this decision. I have enclosed the point paper which led to this decision for your information and assistance in explaining the policy.


R. G. FREEMAN III
Administrator

Enclosure

Keep Freedom in Your Future With U.S. Savings Bonds

POINT PAPER

DECISION
NEEDED

: Policy on Use of Portable Fans in GSA Buildings

BACKGROUND

: GSA discontinued the use of portable fans in GSA operated buildings years ago when buildings generally were provided with integrated heating, ventilating and air-conditioning (HVAC) systems. With adequate cooling and controlled, filtered ventilation, it was felt that there was no need for fans. The use of fans in large private-sector buildings diminished greatly about the same time. Current GSA policy on fans (from Federal Property Management Regulations, 101-20.116.3) is as follows: "The operation of threshold heaters, portable space heaters, and portable electric fans in Government-owned or -leased space is prohibited."

RECENT DOE
ACTIONS

: The draft "Standby Conservation Plan No. 2, Emergency Building Temperature Restrictions," published June 1, 1979 in the Federal Register by the Department of Energy (DOE), for consideration at public hearings and for comment, permitted the use of free-standing fans within rooms. GSA strongly recommended that the statement on fans "be restructured to be quite restrictive -- limiting fan use to valid needs." However, the final version of Standby Plan No. 2 includes no limitations on the use of fans, both central and portable type. In fact, fan use is encouraged to circulate air for more comfort. This can be, and is, accomplished by the central fan system. Standby Plan No. 2 is now in effect for both public and private sector buildings, since President Carter recently proclaimed an energy supply emergency.

EMPLOYEE AND
MEDIA ACTIONS

: Employees, and employee groups and the media have shown great interest in the use of portable fans. The use of portable fans is being seen by many as an "employee right," based on the provision of Standby Plan No. 2.

ADVANTAGES OF
PORTABLE FANS

- : (1) The circulation of air by a portable fan provides improved comfort for most individuals subjected to higher ambient temperature (say above 78 degrees F).
- (2) Employees hear and see fan operation and most react favorably.

DISADVANTAGES OF
PORTABLE FANS :

*(1) The purchase of a great number of portable fans for GSA buildings would be costly -- in the order of \$6 million if installed in only 20 percent of the space.

(2) The use of portable fans will not lower the temperature level in the space where they are operated. In fact, the heat from the motor adds to the heat load on the air-conditioning system.

(3) The general use of portable fans would introduce safety and fire hazards. Fan cords are a tripping hazard. Fans knocked or tipped over create an injury hazard. Frayed fans create a fire hazard.

(4) Unless left in place year around (and possibly a large number of fans operated year around), the collection and storage of fans in the fall and the return of fans in the spring would be a costly operation.

(5) Ceiling type fans, if used instead of portable fans, would be very expensive to install on the usual suspended ceiling. Also, ceiling fans could prove quite hazardous in areas with the normal 8-9 foot ceiling height. (One manufacturer placed a full page ad in the Washington Post recently urging the installation of ceiling fans in all Federal buildings.)

*(6) The general usage of portable fans in GSA controlled space would increase the energy use for HVAC by approximately 6 to 9 percent. This increased energy usage results from the electrical energy to operate the fans plus the extra cooling load to offset the heat added to the space by the fan motors. This estimate is based on the knowledge that the building HVAC system would still have to be operated during the cooling season in almost all buildings. This increase in energy use should be avoided if at all possible since GSA, and other Federal agencies, were recently directed by the President to reduce overall energy use by 5 percent for the period April 1, 1979 through March 31, 1980.

*Backup information on cost of fans and the energy cost to operate fans is attached.

GENERAL
COMMENTS

: (1) Any decision not to permit the general use of portable fans will undoubtedly bring on a great outcry from employees and the media.

(2) An informal telephone conversation with Mr. Henry Bartholomew (primary author of Standby Plan No. 2 we understand) of DOE on July 23, 1979, resulted in his off-hand agreement that it seemed sensible to limit fan use to problem areas in buildings, only.

(3) Under our energy conservation program in existence since 1973, GSA has operated buildings in the 78-80 degree F range during the cooling season without the need for portable fans.

(4) Open windows, or open windows with fan operating in the room, will not permit the non-operation of the HVAC during the peak cooling months in GSA buildings generally. Open windows are helpful only for a short period in the spring and fall and then only to those employees having offices on the perimeter of the building. Open windows are always an overall disadvantage in large block type buildings with large interior office areas.

ALTERNATE DECISIONS

: (1) Adopt a policy of providing (or permitting) portable electric fans in GSA controlled buildings generally.

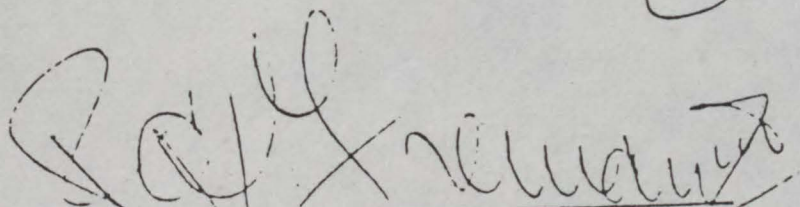
(2) Adopt a policy of providing (or permitting) portable fans only at specific locations in specific buildings where there is a problem situation and the proper temperature level cannot be provided during the cooling season. Example, the west corner of a building having large windows and an inadequate HVAC system. Approval to use fans would be granted only on a case-by-case basis after full justification, only in locations where it was not possible to provide the proper temperature with the existing HVAC system.

(3) Prohibit the use of portable electric fans in GSA owned or leased space, thus continuing the present GSA policy.

(The merits and disadvantages of these three alternates are covered in the preceding portions of Decision Paper.)

RECOMMENDATION: It is recommended that Alternate Decision 2 be adopted.

ACTION : Alternate (1) (2) (3) is adopted.


Administrator of General Services

7/27/79
Date

BACKUP INFORMATION

INITIAL COST AND OPERATING COST FOR FANS IN GSA BUILDINGS

The impact of adding fans to Federal buildings will be increased energy use - not a reduction. The portable fans are operated in addition to the building ventilating and air-conditioning system, not in lieu of the building ventilating and air-conditioning system. The Standby Conservation Plan No. 2 encourages the use of fans, central or portable, to circulate air.

INITIAL COST

There are five fans listed in the Federal Supply Catalog. They range from 30" pedestal fans to small hassock fans and include the standard 12" and 16" desk fans which can be mounted on the wall.

The average cost per fan is \$48. We estimate the cost of portable fans, if used throughout the building, would be \$120 per 1,000 square feet of occupant space.

For example, if portable fans were permitted in the GSA building in all the occupied areas the purchase cost of the fans would be \$58,000. The increased energy use would be approximately 7,500 BTU's per square feet annually.

ENERGY CONSUMPTION

If additional fans are added throughout a building, the direct increased electrical connected load for the fans would be .3 watts per square foot or 1,000 watts for each 3,300 square feet of space. (Based on fan having 1/6 horsepower motor serving an area of 400 square feet.)

The additional cooling load added to the space by the portable fan motor would be approximately .3 watts per square foot or approximately 1 BTU/SF. The Federal buildings have been designed for a load of approximately 30 BTU's per square foot. The 1 BTU per square foot added for portable fans then would be an increase in heat load of approximately 3.0 percent of the design load.

Since our buildings have reduced lighting and ventilating for energy conservation, the systems never operate at the original maximum design of 30 BTU's per square feet. Therefore, the actual increased electrical energy use for the portable fans for approximately four to six months each year would be between 6.0 percent and 9.0 percent depending on the number of portable fans in the building.

SUMMARY INFORMATION

GSA controlled total occupiable space is 252,143,586 square feet. If fans were purchased for 20 percent of this space the cost would be \$6,051,360. The additional cost for electricity to operate the fans and the additional cooling load imposed on the building from the heat rejected from the fan motors based on 1,000 hours of operation per year would be approximately \$403,200. The extensive use of portable fans in GSA buildings will have a significant adverse impact on the Energy Conservation Program, making it even more difficult to meet the President's energy conservation goals.

PBE:R. E. SIMMERS

566-1735

7/25/79

SPECIAL REPORT

56625 7/11/79
11/10/79 7/10
DF 6/26/79
DATE June 22, 1979
B 7/3

TO: ADMINISTRATOR - A

SUBJECT: Three Suspicious Fires

BUILDING Regional Office Building

LOCATION 7th & D Streets, S.W., Washington, DC

NET SQ. FT. _____ NO. OF OCCUPANTS _____

GOV'T OWNED _____ X _____ LEASED _____ JURISDICTION _____

MESSAGE: During the night of June 21, and early morning of June 22, 1979, three suspicious fires occurred in the subject building.

At approximately 2100 hours on June 21, an investigation of smoke in the 3500 corridor determined a fan in Room 3523, occupied by HEW, had apparently been left running. This fan was in bad repair with the power cord having several breaks in its insulation. A coffee pot and another fan were also found left on. The only damage was that to the fan. The office occupants were questioned regarding the normal routine as it concerned the fan. They stated that all appliances were turned off at the end of each work day.

At 0029 hours on June 22, a waterflow alarm was received at the Regional Control Center. The investigating FPO found smoke and water coming from Room 2319, occupied by 3PC. Sprinklers had controled a fire involving a table top with papers placed on it. There was a coffee maker near the table, but it was not damaged by fire and therefore, most likely not the cause of the fire. Damage from the fire was limited to the table and papers, plus two movable partitions. This fire has been determined to be arson.

A short while later, at 0225 hours a report of smoke on the fifth floor was received. A trash can was found burning under a desk in Room 5707, occupied by HEW. Reports by office occupants revealed that someone had moved the trash can from across the room and placed it under the desk. Papers, apparently from on top of the desk, were placed in the trash can and set afire. This fire, too, has been labeled as arson. Damage was only to the trash can and the unidentified documents it contained.

COMMISSIONER, PBS

RECEIVED FROM: Mike Thompson - WPOA

RECEIVED BY: Donald Bathurst - PBAD

TIME: 9:00 a.m., 6/22/79

gm CONTACT: DIRECTOR, ACCIDENT AND FIRE PREVENTION DIVISION, 560-1460

PB

No official estimates have been issued on these fires, and the exact causes are still under investigation. The Federal Bureau of Investigation has been called to assist on the two fires that have been determined to be arson by GSA and the D.C. Fire Department.

W H - 83 - No resp reg.

cc Denbster
Anderson

THE WHITE HOUSE
WASHINGTON

September 11, 1979

BOARD OF GOVERNORS
FEDERAL RESERVE SYSTEM
1979 SEP 13 AM 11:45
RECEIVED
OFFICE OF THE ATTORNEY GENERAL

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS
AND AGENCIES

SUBJECT: Federal Law Enforcement Coordination,
Policy and Priorities

WH-83

A comprehensive review of Federal law enforcement, police and investigative activities was completed by my Reorganization Project and a copy furnished to you by Jim McIntyre on January 4, 1979. The review documented the need for better coordination and management of existing Federal resources.

As you know, Executive Order No. 11396 directs the Attorney General to "coordinate ... the criminal law enforcement activities and crime prevention programs of all Federal departments and agencies." I have asked the Attorney General to place more emphasis on this responsibility, and, specifically, to initiate additional efforts to develop and coordinate Federal law enforcement policies, focusing our capabilities and resources on national priorities.

The Attorney General and his staff will be meeting with the heads of the primary law enforcement agencies to determine ways that existing resources of Federal law enforcement and prosecution can be more efficiently and effectively focused on the priority areas of white collar crime, public corruption, narcotics trafficking, and organized crime.

I consider this to be a most important matter. I know that I can count on your providing the Attorney General with your full cooperation and assistance.

Jimmy Carter



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

OFFICE OF FEDERAL
PROCUREMENT POLICY

SEP 1979

1979 SEP 11 PM 9:55

OFFICE OF THE

WH-82

Policy Letter 79-3

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Subject: Goal Setting

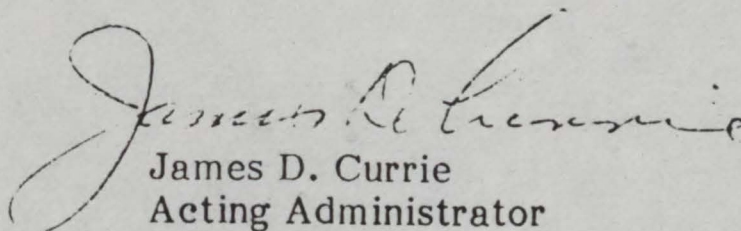
On October 24, 1978, the President signed into law Public Law 95-507 amending the Small Business Act and the Small Business Investment Act of 1958. Section 221 of Public Law 95-507 requires the head of each Federal agency after consultation with the Small Business Administration to establish realistic goals and report their achievement in awarding contracts of \$10,000 or more to small business concerns and to small business concerns owned and controlled by socially and economically disadvantaged individuals.

As provided in P.L. 95-507, the goals shall be jointly established by the Head of the Agency and SBA and whenever they fail to agree on established goals, the disagreement shall be submitted to the Administrator of the Office of Federal Procurement Policy for final determination.

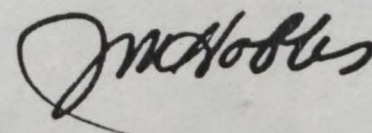
The purpose of this Policy Letter is to transmit uniform policy guidance, set out in the attachment issued by the Small Business Administration, for establishing such goals.

This policy is effective immediately. For further information, contact:

Edward Odell, Deputy Director
Office of Procurement and Technical Assistance
Small Business Administration
Washington, DC 20416
(202) 653-6332


James D. Currie
Acting Administrator

No response required





EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
WASHINGTON, D. C. 20506

1979 SEP 10 PM 9:19

OFFICE

WH-81

OFFICE OF THE CHAIR

MEMORANDUM

TO : All Agency Heads
All Agency Directors of Personnel
All Agency Directors of EEO

FROM : Eleanor Holmes Norton, Chair
Equal Employment Opportunity Commission

SUBJECT : Proposed EEOC Instructions for Affirmative Action
Plans Required by Section 717 of Title VII and
Section 501 of the Rehabilitation Act of 1973, as
Amended

The attached Instructions for the FY '80 transition year have been revised based on agency comments submitted in response to the EEOC memorandum of June 8, 1979. The incorporation of many comments received has been extremely helpful. Additional agency comments are now solicited; revisions and suggestions will be incorporated in the final Instructions in a manner consistent with our focus on ensuring a results-oriented approach to affirmative action. As required by Executive Order 12067, these proposed Instructions are hereby submitted for comment for 15 working days. Written comments are to be submitted by COB October 1, 1979, and should be addressed to:

Mr. Alfredo Mathew, Jr., Director
Office of Government Employment
Equal Employment Opportunity Commission
2401 "E" Street, N.W., Room 4208
Washington, D.C. 20506

There were some structural and content revisions which should be noted. These include:

- o The integration of Phases I and II, so that there is now a two Phase process with two submissions required.
- o The addition of an implementation process for affirmative action planning which is data driven, goal directed and provides a step-by-step methodology, and
- o The establishment of affirmative action goals for a minimum of two targeted occupations.

Page 2

There were additional modifications recommended on September 4, 1979, when the proposed Instructions received formal Commission review and approval. These recommendations will be incorporated into the final document. Other revisions will be considered and included during the 15 day formal comment period including some changes based on comments received from agency personnel who attended the September 5th working conference sponsored by EEOC where these Instructions were discussed in detail. In addition, the management directive for affirmative action plans covered under Section 717 of Title VII will be put in the same format as the affirmative action plans covered under Section 501, of the Rehabilitation Act.

Should you have any questions regarding the above, please feel free to contact Mr. Richard Dickerson, Director, Federal Affirmative Action, OGE (telephone number 634-6915).

Attachment



BOARD OF GOVERNORS OF THE
FEDERAL RESERVE SYSTEM

To:

From: Edward T. Mulrenin

Date:

Concur
b

Blm,

I recommend that we (give
(not answer) the request since:

(1) it is not addressed
specifically to us;

(2) we are not an executive
department and we have
the strength of the recent GAO
ruling now behind us;

(3) I understand we did not
respond to previous requests on
this subject;

(4) we still have yet to formulate
our policies and procedures.

ed



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

OFFICE OF FEDERAL
PROCUREMENT POLICY

BOARD OF GOVERNORS
FEDERAL RESERVE SYSTEM
1979 SEP -6 AM 9:48
RECEIVED
OFFICE OF THE CHAIRMAN

SEP 04 1979

WH-80

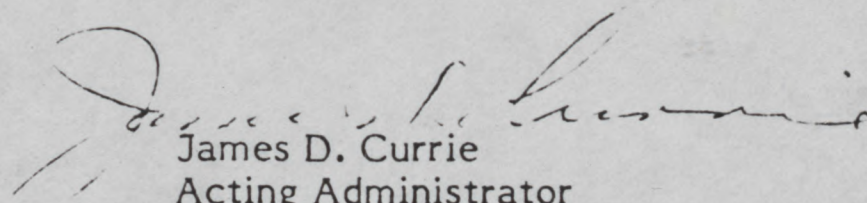
MEMORANDUM TO THE HEADS OF EXECUTIVE DEPARTMENTS
AND ESTABLISHMENTS

SUBJECT: Implementation of OMB Bulletin No. 78-11, Use of Consulting
Services

In a memorandum to you dated May 22, 1979, OMB Director McIntyre reemphasized the President's concern regarding agency use of consulting services and requested that you give special consideration to further reducing the use of those services. As pointed out in the memorandum the President's concerns prompted issuance on May 5, 1978 of OMB Bulletin No. 78-11, "Guidelines for the Use of Consulting Services."

In order that we may be responsive to the Congress in the preparation of testimony for hearings in early October, we would appreciate information regarding your implementing actions. Please furnish by September 21, 1979, a copy of the directives and instructions issued by your agency to implement the guidance contained in OMB Bulletin 78-11 for carrying out the President's request to reduce the use of consulting services.

The requested copies should be forwarded to the Office of Management and Budget attention OFPP. Inquiries may be directed to Herman Shipley, telephone 395-6810.


James D. Currie
Acting Administrator

GENERAL OF THE UNITED STATES
WASHINGTON, D.C. 20548

August 17, 1979

AGENCIES:

issued a report to the Congress on the
to contractors. That report ("The Federal
Performance Is Good But Should Be Better,"
though the Government's bill paying perfor-
ad, lengthy delays sometimes occur. We
that could be taken to improve the timeliness

report, the Office of Management and Budget
nts and agencies to improve the timeliness of
ased on our recommendations. I am writing at
n on the actions, if any, that have been taken
a result of that guidance. Specifically, I
of any actions your department or agency
ing areas:

in contracts and purchase orders.

for paying bills without waiting
is in hand.

or certifying and paying invoices
---ing services (such as utilities, data processing
time sharing, and building and equipment rent).

- Increasing the use of imprest funds to pay small bills.
- Reviewing payment center procedures for scheduling payments
in accordance with due dates or discount dates.

In addition, I would be interested in learning of any other actions
taken within your department or agency that will improve the timeliness with
which its bills are paid. I would also be interested in any information you
might have concerning the timeliness with which your department's or agency's
bills are being paid at the present time.

I would appreciate receiving the requested information, if possible, by
September 15, 1979. If you find it difficult to meet this date or if you
have any questions about this request, please call Mr. James Wright on
275-5108.

Thank you for your cooperation in this matter.

James B. Smith
Comptroller General
of the United States

John -
I wouldn't
think we
needed to
respond to this
in anyway?
cc: Kahalea for
info?
Joan

yes!

WH-79

OFFICE OF THE COMPTROLLER

1979 AUG 31 PM

RECEIVED

RECEIVED



COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON, D.C. 20548

WH-79

B-160725

August 17, 1979

HEADS OF ALL DEPARTMENTS AND AGENCIES:

On February 24, 1978, we issued a report to the Congress on the timeliness of Federal payments to contractors. That report ("The Federal Government's Bill Payment Performance Is Good But Should Be Better," FGMSD-78-16) concluded that although the Government's bill paying performance is more often good than bad, lengthy delays sometimes occur. We recommended specific actions that could be taken to improve the timeliness of Federal payments.

Since the issuance of that report, the Office of Management and Budget has issued guidance to departments and agencies to improve the timeliness of their payments to contractors based on our recommendations. I am writing at this time to request information on the actions, if any, that have been taken in your department or agency as a result of that guidance. Specifically, I would be interested in learning of any actions your department or agency has taken in each of the following areas:

- Including payment terms in contracts and purchase orders.
- Implementing procedures for paying bills without waiting until a receiving report is in hand.
- Simplifying procedures for certifying and paying invoices for recurring services (such as utilities, data processing time sharing, and building and equipment rent).
- Increasing the use of imprest funds to pay small bills.
- Reviewing payment center procedures for scheduling payments in accordance with due dates or discount dates.

In addition, I would be interested in learning of any other actions taken within your department or agency that will improve the timeliness with which its bills are paid. I would also be interested in any information you might have concerning the timeliness with which your department's or agency's bills are being paid at the present time.

I would appreciate receiving the requested information, if possible, by September 15, 1979. If you find it difficult to meet this date or if you have any questions about this request, please call Mr. James Wright on 275-5108.

Thank you for your cooperation in this matter.

James B. Atch
Comptroller General
of the United States



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

1979 AUG 29 PM 12:50

AUG 28 1979

RECEIVED
OFFICE OF THE CHAIRMAN

WH-78

MEMORANDUM FOR THE HEADS OF SELECTED AGENCIES

SUBJECT: Government in the Sunshine Act

On June 9, 1978, the President directed the Office of Management and Budget to monitor agency compliance with the Government in the Sunshine Act. For the first six months of fiscal year 1979, our review shows that:

- . Fifty agencies held a total of 1,031 meetings under the Act.
- . Of those meetings, 454 (44 percent) were open to the public, 378 (37 percent) were closed, and 199 (19 percent) were partially-open and partially-closed.
- . Thirteen agencies had no closed, or partially-closed meetings:

Copyright Royalty Tribunal
Federal Farm Credit Board
Foreign Claims Settlement Commission
Inter-American Foundation
Interstate Commerce Commission
Mississippi River Commission
National Council on Educational Research
National Mediation Board
National Museum Services Board
National Neighborhood Reinvestment Corporation
Postal Service Board of Governors
Tennessee Valley Authority
Uniformed Services University of Health Sciences

- . Two agencies (Board for International Broadcasting and the Export-Import Bank) had no open or partially-open meetings.

- Five other agencies had no meetings that were entirely open:

Federal Home Loan Mortgage Corporation
National Railroad Passenger Corporation
Overseas Private Investment Corporation
Postal Rate Commission
Railroad Retirement Board

This data indicates that a greater percentage of meetings were held open to public observation than during the Act's first year. During that first year, 38 percent of the meetings were open (compared to 44 percent currently), and 26 percent were partially-closed (compared to 19 percent currently). However, the percentage of closed meetings has remained about the same (35 percent versus 37 percent). A copy of the summary data is attached as Exhibit A.

Although this trend is favorable, each agency should review its procedures and practices to ensure that meetings are closed only when absolutely necessary.

In addition, Exhibit B attached, provides guidance on notice and meeting procedures which we believe will further the purposes and meaningfulness of the Act. These procedures will be a subject of our future monitoring of agency compliance.

Wayne G. Granquist, Associate Director for Management and Regulatory Policy, is providing a copy of this memorandum to your agency's Sunshine Act "contact person." He is indicating to that individual our intention to continue a vigorous monitoring activity, including reviewing meeting notices, attending "open" meetings to observe agency practices, and periodically requesting reports from covered agencies. In case of any questions, please contact William E. Bonsteel of Mr. Granquist's office, telephone (202) 395-5193.


James T. McIntyre, Jr.
Director

Attachments

NUMBER OF MEETINGS

| | <u>October - December 1978</u> | | | <u>January - March 1979</u> | | |
|---|--------------------------------|---------------|-----------------------------|-----------------------------|---------------|-----------------------------|
| | <u>Open</u> | <u>Closed</u> | <u>Part Open/Closed</u> | <u>Open</u> | <u>Closed</u> | <u>Part Open/Closed</u> |
| Board for International Broadcasting | 0 | 1 | 0 | 0 | 1 | 0 |
| Civil Aeronautics Board | 14 | 4 | 1 | 9 | 5 | 4 |
| Commission on Civil Rights | 4 | 0 | 0 | 3 | 0 | 2 |
| Commodity Credit Corporation | 1 | 0 | 1 | 1 | 0 | 1 |
| Commodity Futures Trading Commission | 11 | 32 | 0 | 11 | 42 | 0 |
| Consumer Product Safety Commission | 6 | 0 | 5 | 17 | 5 | 3 |
| Copyright Royalty Tribunal | 1 | 0 | 0 | 0 | 0 | 0 |
| Council on Environmental Quality | 0 | 0 | 0 | 2 | 1 | 0 |
| Equal Employment Opportunity Commission | 6 | 0 | 9 | 4 | 0 | 10 |
| Export-Import Bank | 0 | 27 | 0 | 0 | 27 | 0 |
| Federal Communications Commission | 15 | 9 | 6 | 11 | 1 | 7 |
| Federal Deposit Insurance Corporation | 0 | 4 | 8 | 1 | 6 | 7 |
| Federal Election Commission | 6 | 8 | 5 | 3 | 2 | 10 |
| Federal Energy Regulatory Commission | 17 | 3 | 0 | 15 | 7 | 0 |
| Federal Farm Credit Board | 2 | 0 | 0 | 1 | 0 | 0 |
| Federal Home Loan Bank Board | 11 | 0 | 14 | 9 | 16 | 0 |
| Federal Home Loan Mortgage Corporation | 0 | 1 | 2 | 0 | 1 | 1 |
| Federal Labor Relations Authority | - | - | - | 0 | 0 | 0 |
| Federal Maritime Commission | 4 | 2 | 8 | 3 | 3 | 10 |
| Federal Mine Safety and Health Review Commission | 12 | 1 | 1 | 10 | 4 | 3 |
| Federal Reserve System | 1 | 15 | 11 | 7 | 15 | 7 |
| Federal Trade Commission | 4 | 14 | 4 | 5 | 15 | 2 |
| Foreign Claims Settlement Commission | 1 | 0 | 0 | 14 | 0 | 0 |
| Harry S. Truman Scholarship Foundation | 0 | 0 | 0 | 0 | 0 | 0 |
| Inter-American Foundation | 1 | 0 | 0 | 1 | 0 | 0 |
| International Trade Commission | 2 | 0 | 12 | 2 | 0 | 13 |
| Interstate Commerce Commission | 8 | 0 | 0 | 6 | 0 | 0 |
| Legal Services Corporation | 3 | 0 | 1 | 3 | 0 | 1 |
| Merit System Protection Board | - | - | - | 1 | 1 | 0 |
| Metric Board | 0 | 0 | 2 | 2 | 0 | 0 |

| | NUMBER OF MEETINGS | | | | | |
|--|-------------------------|--------|---------------------|----------------------|--------|---------------------|
| | October - December 1978 | | | January - March 1979 | | |
| | Open | Closed | Part Open/Closed | Open | Closed | Part Open/Closed |
| Mississippi River Commission | 4 | 0 | 0 | 0 | 0 | 0 |
| National Commission on Libraries and Information Sciences | 3 | 0 | 1 | 3 | 1 | 0 |
| National Council on Educational Research | 1 | 0 | 0 | 2 | 0 | 0 |
| National Labor Relations Board | 0 | 5 | 0 | 1 | 7 | 0 |
| National Mediation Board | 3 | 0 | 0 | 3 | 0 | 0 |
| National Museum Services Board | 1 | 0 | 0 | 1 | 0 | 0 |
| National Neighborhood Reinvestment Corporation | 1 | 0 | 0 | 2 | 0 | 0 |
| National Railroad Passenger Corporation | 0 | 0 | 2 | 0 | 0 | 3 |
| National Science Board | 1 | 1 | 0 | 3 | 3 | 0 |
| National Transportation Safety Board | 3 | 1 | 2 | 8 | 0 | 5 |
| Nuclear Regulatory Commission | 53 | 32 | 0 | 50 | 19 | 0 |
| Occupational Safety and Health Review Commission | 1 | 8 | 1 | 3 | 10 | 0 |
| Overseas Private Investment Corporation | 0 | 0 | 2 | 0 | 0 | 1 |
| Parole Commission | 1 | 7 | 0 | 1 | 6 | 0 |
| Postal Rate Commission | 0 | 1 | 1 | 0 | 1 | 1 |
| Postal Service | 5 | 0 | 0 | 3 | 0 | 0 |
| Railroad Retirement Board | 0 | 0 | 2 | 0 | 2 | 0 |
| Railway Association | 2 | 1 | 3 | 0 | 0 | 4 |
| Securities and Exchange Commission | | | | | | |
| Tennessee Valley Authority | 9 | 0 | 0 | 11 | 0 | 0 |
| Uniformed Services University of Health Sciences | 3 | 0 | 0 | 1 | 0 | 0 |
| Total | 221 | 177 | 104 | 233 | 201 | 95 |

Total Open: 454; Total Closed: 378; Total Part Open/Closed: 199.

Notice and Meeting Guidelines

Meeting Notices. If a notice of a meeting subject to the Sunshine Act is not made in a timely manner, or in places where those who may wish to attend a meeting may see it, or if a meeting is too often changed, the purposes of the Act are not met.

- A notice should be published for each meeting. Even though the regulations of an agency may provide that meetings will be held at regular, specified times (e.g., the first and third Thursday of each month), a notice should be given for each of these meetings so that someone who may have missed the publication of those regulations in the Federal Register, and does not have ready access to them, may learn of the meeting.
- Notices should be published sufficiently in advance of a scheduled meeting to enhance public attendance. During the first six months of fiscal year 1979, although more than 85% of the notices in the Federal Register appeared on or before the date of the meeting, only about 20% were published seven or more days before the meeting.
- The meeting notice should provide much more information about the matters to be discussed at meetings than is generally now provided. Listing docket numbers, and indicating that the matter to be discussed will concern "personnel", are not adequately informative. Enough information should be provided to permit the public to reasonably understand what the meeting will concern so that an informed decision as to whether to attend can be made.
- When a meeting is to be closed or partly-closed to public observation, the notice should, in an understandable fashion, refer to and discuss the exemption(s) which permit the meeting to be closed and why the subject of the meeting requires that it be closed. For example, a notice stating that a meeting will be "closed -- personnel matter", is far less informative than one stating that:

"This meeting will concern the Board's views of the appropriate United States response to certain offers made by the Republic of China. Premature public disclosure of the options, plans, and opinions of the Board could seriously compromise the interests of the United States. Accordingly, the following Members are voted to bar public observation of this meeting, because the premature disclosure of the matters to be discussed would be likely to frustrate implementation of the proposed agency action. This action is taken within the meaning of the exemption provided under 5 U.S.C. 552b(c)(9)(B) and 14 CFR Section 310b.5(B)...."

- Once a notice has been given for a meeting, it should not be changed or amended except in the most compelling of situations. During the first six months of this fiscal year 993 meeting notices were published -- and 426 notices of changes. Changes may not be observed by those who are interested in attending meetings and may result in substantial inconveniences. Nonetheless, when it is necessary to issue notices to change meetings notices, such notices should be given as soon as possible, and should refer clearly to all pending notices of the same meeting. We frequently find it difficult to match change notices with the original, or to determine exactly what change is being made.
- For most agencies, publishing notices in the Federal Register constitutes the sole means of informing the public of upcoming meetings. This publication should not be the sole effort to notify the public. Many agencies now also post notices at their various offices. Additional efforts should be used to inform the public of upcoming meetings, including the publication of notices in newspapers, newsletters and the trade press, and by utilizing mailing lists and "hot lines."

Meeting Procedures. The manner in which "open" meetings are conducted vary widely. The following practices have been used by some agencies and have facilitated public access to, and understanding of, meetings.

- Identifying the principals. Many agencies have name plates for members and commissioners; one agency distributes a seating chart to observers, and other required speakers (staff, and members or commissioners) to identify themselves.

- Providing a meaningful description and detailed explanation of discussion topics. A number of agencies distribute background materials and staff papers which summarize the issues in each agenda item. Some agencies have a staff member, or the chairman, summarize each item, and the issues and options for discussion. Agencies should make every effort to enhance the public's ability to observe meetings. The public should be provided with complete information, including tools (staff memoranda, reports, and other background materials) to enable the public to follow discussions and better understand the decision-making process.
- Ensuring that the discussions are audible to the public observers.
- Prominently displaying copies of meeting notices, and directions to meeting rooms, in agency reception areas, elevator lobbies, etc.
- Indicating public seating areas in the meeting rooms, and providing copies of agendas, background papers, and guidelines for observers.
- Clearly providing guidelines for the use of cameras, tape recorders, etc. The public should be permitted to use cameras and recorders in a non-obtrusive manner. Agency requirements of prior notice or advance permission with respect to the use of cameras or recorders act as unnecessary barriers to public observation of open meetings.

Agencies should use these and other methods to ensure that the meetings which are open to the public are as meaningful as possible to those who attend. While the business to be conducted at these meetings may often be of an urgent nature, care should be taken to avoid the use of agency jargon and acronyms that could make it meaningless for the public to attend.

United States of America
**Office of
Personnel Management**

Washington, D.C. 20415

AUG 22 1979

In Reply Refer To

WH-77

RECEIVED
OFFICE OF THE CHIEF OF BUREAU

1979 AUG 27 AM 11:05

BOARD OF GOVERNORS
GENERAL INVESTIGATIVE
Your Reference:

TO: Heads of Departments and Independent Establishments

Blacks in Government (BIG), a national non-profit organization concerned with the professional and cultural development of Black government employees, will hold its first national conference October 18-20, 1979 at the Shoreham Americana Hotel in Washington, D. C.

With its theme "Unite for Action," the conference provides a forum for discussing major problems Black Americans face today. The conference will surely attract individuals from Federal, State and local governments, and from national Black organizations. The conference has the promises for providing a unique experience.

You may wish to encourage the participation, of your employees in this conference as part of your agency's training activities.

Registration forms can be requested by contacting Norman R. Seay, conference chairman at (202) 436-7211.

Jule M. Sugarman

Jule M. Sugarman
Deputy Director

WH-77

Bankler
Daniels
Shannon



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

BOARD OF GOVERNORS
FEDERAL RESERVE SYSTEM
1979 AUG 27 AM 9:24

AUG 22 1979

RECEIVED
OFFICE OF THE CHAIRMAN

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS
AND ESTABLISHMENTS

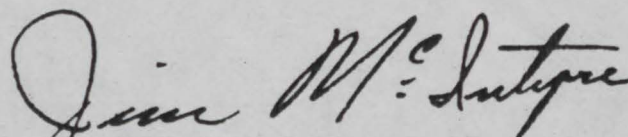
SUBJECT: National Supply System

WH-76

On August 9, 1979, President Carter approved my recommendation to establish a National Supply System. Specifically, the President approved a preliminary system definition and an implementation schedule which were developed under the joint auspices of the National Supply System Advisory Board and the Administrative Services Reorganization Project. As you will note in the attached memorandum, the President strongly supports this effort and assigns to it a high priority.

This project to develop and implement a uniform, integrated, Government-wide supply system, which has been under consideration for many years, will be a substantial undertaking. Success will require your full cooperation and assistance, particularly in the support and staffing of the necessary interagency work groups. The Administrator for Federal Procurement Policy, who is assigned the leadership role in concert with the National Supply System Advisory Board, will be contacting many of you for assistance and support in the process of accomplishing this project. I encourage you to respond as affirmatively as your resources permit. I intend to maintain a close interest in this project and am committed to give immediate attention to the resolution of difficult issues which may arise.

If you have any questions regarding this matter, please contact Mr. James D. Currie, Acting Administrator for Federal Procurement Policy, at 395-7207.


James T. McIntyre, Jr.
Director

Attachment

76 - no reply neg - as procurement

THE WHITE HOUSE

WASHINGTON

August 9, 1979

MEMORANDUM FOR: THE HONORABLE JAMES T. MC INTYRE, JR.
DIRECTOR
OFFICE OF MANAGEMENT AND BUDGET

SUBJECT: National Supply System

I have approved your recommendation for the establishment of a National Supply System, as described in the attached documents.

Steps planned to fully describe and implement the system should be taken promptly under the leadership of the Administrator for Federal Procurement Policy, acting in concert with the National Supply System Advisory Board. To support this action, I am requesting that you advise the heads of executive departments and agencies of the priority which I assign to this project. Their full cooperation and assistance will be vital in the development, implementation and direction of the National Supply System.

Jimmy Carter

NATIONAL SUPPLY SYSTEM

PHASE I — PRELIMINARY DEFINITION AND DESCRIPTION

I. PREAMBLE

The purpose of this document is to provide a definition of a National Supply System (NSS), along with a brief description of the principal features and characteristics of that System.

II. DEFINITION

The National Supply System (NSS) is a uniform, integrated Federal-wide system for the acquisition, supply, and distribution of personal property and related services, with authority to establish, enforce, and monitor policies and procedures, world-wide in scope and application.

III. OBJECTIVES

The System will be one which is designed to accommodate both normal peacetime, as well as emergency and defense-wartime requirements. The System will seek to:

- A. Eliminate overlap and duplication, improve cost-effectiveness and provide for more effective utilization of existing Executive Branch personnel in the management of acquisition and supply programs.
- B. Establish a coherent, predictable, and responsive process for use by Executive Branch agencies in acquiring supplies and related services necessary for mission performance with flexibility essential to accommodate the diverse needs and capabilities of the participants.
- C. Provide for a greater degree of reliance on the private sector in meeting supply and logistics needs so that:
 1. Government duplication of private sector capabilities can be minimized; and
 2. The Government's potential for benefiting from competition within the private sector can be enhanced.
- D. Establish a Government-wide comprehensive approach to the resolution of acquisition and supply problems in the Executive Branch.
- E. Create a body of complementary procedures for use by manufacturers and suppliers in responding to the supply and service needs of Executive Branch agencies.
- F. Facilitate the implementation, in a more rapid fashion, of technical and systems improvements on a Government-wide basis.
- G. Assure that policies associated with acquisition and supply reflect and respond to the national security and other national interests, as directed by the President.

IV. FUNCTIONS

The System would encompass the following:

- A. A unified body of supply policies, program directives, and related central management activity.
- B. A cataloging system for the identification, specification, and standardization of items.
- C. A standard system for the acquisition of material.
- D. An item management system for designating managers for individual items and/or classes of items which will optimize the one item/one manager concept.
- E. A standardized requisitioning and issue procedure with automated and manual capabilities, and an order status tracking capability.
- F. A standardized logistics communications system.
- G. A system of contract administration to include quality assurance.
- H. An integrated distribution system to accommodate the receipt, inspection, storage, issue, and movement of material in which the depot facilities will be used on a common-use basis.
- I. An integrated system for the reutilization and disposal of excess and surplus property.
- J. A system for collecting, developing, communicating, and disseminating acquisition and property management data which takes into account the needs of the Congress, the Executive Branch, and the private sector.
- K. A supply management system to include requirements computation, initial provisioning, and inventory management.
- L. Continuous close cooperation with central personnel management authority to promote programs for improved qualification and position classification standards and similar activities towards improving the recruitment, training, career development, motivation and performance evaluation of acquisition and supply personnel.

V. STRUCTURE

- A. The System will be applicable to each department, agency, committee, commission, and board of the Federal Government. Each entity will participate in the system as a manager, operator, or user, or in a combination of these roles. Executive Branch entities will participate under a mandatory charter; the Legislative and Judicial Branches may participate on a voluntary basis; however, if they choose to participate, they will do so within the same parameters and restrictions as the Executive Branch. NATO and other friendly foreign countries may also participate in selected aspects of the System. Contractors and quasi-governmental agencies may become users of the System when sponsored by participants.

B. The System will include:

1. A single, top level, central executive policy authority, designated by and reporting to the President;
2. Full and continuing representation in major policy and program formulation and key decision making by system participants, at the level of department/agency head, and in relation to the size and significance of such participants' contributions to, and reliance on the System;
3. Consultative mechanisms to assure continuing advisory and supportive inputs from recognized, knowledgeable private sector expertise to assure that full consideration is given to commercial, industrial, and socio-economic aspects and impacts of Federal supply activities; and
4. A policy and management structure to assure fulfillment of statutory and Executive Branch requirements by developing standardized policies, procedures and management standards governing the operation of the System, and to provide for evaluation and compliance. Operational mechanisms will assure that implementation of National Supply System policies and programs associated with the acquisition and control of principal end—and related depot-level repairable—items of personal property which are mission-unique to a single department or agency will be the responsibility of that department or agency unless specifically excepted by law or Presidential direction. Implementation of operational mechanisms associated with the acquisition and control of items of personal property, other than those indicated above, will be the responsibility of an agency or agencies designated by the central executive policy authority described in V.B.I. above.

Approved: August 9, 1979

NATIONAL SUPPLY SYSTEM

PHASE II — PLAN AND SCHEDULE FOR COMPLETING PRELIMINARY DEFINITION AND DESCRIPTION

I. INTRODUCTION

The purpose of this document is to provide a recommended plan and schedule for completing the Preliminary Definition and Description of the National Supply System.

II. SCOPE OF PLAN AND SCHEDULE

Completion of the definition and description of the National Supply System (NSS) will include:

- A. The further definition and delineation of the NSS, description of its functions and their components, and, upon approval by the NSSAB, development of the respective roles and responsibilities of the participants, proposed policy setting authority, and organizational structures;
- B. The development of the implementing charter, policy statements, orders and similar directives for bringing the National Supply System into existence;
- C. The clearance and coordination of such implementing documents with all participants and other interested parties, including publication in the Federal Register;
- D. Revisions to such implementing documents, as required, on the basis of comments received; and
- E. The development and coordination of all transition plans, schedules and other arrangements for phasing into the new National Supply System.

For each of the functions described in Part IV of this report, there has been included a listing of examples of a number of significant components. Also noted are known projects or studies toward the enhancement of the National Supply System objectives. In addition, specific reference is made to some activities uniquely required to further define, describe and implement that function with respect to the National Supply System. These should all become part of, and integrated into, the plan and schedule of work for the development of the National Supply System, and should be coordinated by the National Supply System Implementation Task Force.

Unified policies, programs, directives, procedures and standard forms are required for all of the functions, as referenced in IV, A below, so these will not be repeated as a required item under each function.

III. NATIONAL SUPPLY SYSTEM IMPLEMENTATION TASK FORCE (NSSITF)

The organization through and by which the work of completing the definition and description of the National Supply System will be accomplished, will be known as the National Supply System Implementation Task Force (NSSITF). This Task Force should be staffed by personnel from Executive departments and agencies. Details of personnel would be based on the cooperation and concurrence of the agencies affected, and with regard to the relative degree of participation of each department or agency in the National Supply System, as well as on the need for top level, functional expertise and analytical ability. The Task Force will consist of a senior level Director, a Functional Coordinator for each major function identified in the National Supply System Definition, and Work Groups for each function and/or major sub-function.

The Task Force Director and the Functional Coordinators, to the extent practicable, should be collocated to assure close coordination in development of unified National Supply System plans and policies.

In addition to the staffing requirements referenced above, a budget allocation should be provided for the operation of the National Supply System Implementation Task Force, for adequate support staff, and for all logistical and travel requirements.

IV. FUNCTIONS

The specific functions, components, related ongoing and scheduled projects, and activities uniquely required for each function, are indicated below:

A. *A Unified Body of Supply Policies, Program Directives, and Other Central Management Activity.*

Components:

- Policies
- Program Directives
- Plans and Schedules
- System-Subsystem Designs
- Standard Forms
- Participant Role Definitions
- Management Concepts
- Organizational Structures
- Budget and Accounting System Design
- Evaluation Plan
- Public Information Program
- Transition/Phasing Arrangements

1. Currently Underway:

See listings of specific projects associated with Functions B through L, below.

2. Scheduled:

See listings associated with Functions B through L below.

3. Required:

In addition to those National Supply System projects currently underway, or scheduled, as identified for Functions B through L below, it is necessary to develop:

- (a) Unified, Federal-wide policies, programs, systems, directives, procedures, and standard forms for each of the functions, in consonance with Section III, Objectives, of the Preliminary Definition and Description of the National Supply System;

- (b) Specific plans and policy and program directives to assure a fully integrated and consistent, phased implementation of each system, program and procedure, as described in Functions B through L.
- (c) Unified Government-wide budget, finance and accounting policies and procedures to assure orderly funds transfers, property accountability, and other requirements associated with common service acquisition and supply;
- (d) Programs to improve understanding of Federal acquisition and supply policies, both within the Service, and by organizations and individuals doing business with the Government;
- (e) Programs for identifying, evaluating and correcting, on a continuing basis, overlappings, duplications, inadequacies, inconsistencies, inefficiencies, and other errors or omissions in Government supply policies, procedures, regulations and directives, and in other policies, regulations, and laws affecting supply;
- (f) A detailed transition plan for the orderly phasing of sub-systems into the National Supply System, and for reviewing such sub-systems to identify excess system resources (facilities, equipment, personnel, software).

B. A Cataloging System for the Identification, Specification and Standardization of Items.

Components:

- Identification of items
- Assignment of National Stock Numbers
- Registration of all National Supply System participants in the Federal Catalog System
- An integrated data base of cataloging data for common use by National Supply System participants
- Item Management data
- Control of the entry and exit of items
- Standardization of items
- Cataloging publications to satisfy user needs
- NATO and other friendly foreign government participation

1. Currently Underway:

Office of Federal Procurement Policy/DoD/GSA joint project for development of specification management improvement program.

2. Scheduled:

National Supply System Task Group #3 is to develop programs and procedures to assure systematic entry and control of items into the NSS, and NSS Task Group #4 is to develop means to maximize Civil Agency participation in the Federal Catalog System.

3. Required:

Development of a program to require registration of items in the Federal Catalog System.

C. *A Standard System for the Acquisition of Material.*

Components:

- Includes all functions associated with acquisition of material, other than those listed elsewhere, ie:
- Requirements Forecasting
- Source Determination
- Centralized/Decentralized Procurement
- Schedules
- Local Purchase
- Advertising
- Solicitation
- Negotiation
- Evaluation
- Award

1. Currently Underway:

- (a) A single, unified acquisition regulation (Federal Acquisition Regulation). Also, see Function J.
- (b) Unified policy guidelines for implementation of the Commercial Products Acquisition/Distribution Program.
- (c) Improved Multiple Award Schedule Contract Program.
- (d) Market Research and Analysis Programs.
- (e) Implementation of Major System Acquisitions policy (OMB Circular No. A-109).

2. Required:

Specific procurement assignment criteria as required for Functions C and D.

D. *An Item Management System for Designating Managers for Individual Items or Classes Which Will Optimize the One Item/One Manager Concept.*

Components:

- Standard Inventory management systems
- Inventory Management Assignments
- Supply Support Assignments

1. Currently Underway:

An effort by OFPP/DoD/VA/GSA/DHEW to establish a single government-wide system to procure and assure quality of medical and nonperishable subsistence items.

2. Required:

Specific item and procurement assignment criteria as required for Functions C and D.

E. *Standardized Requisitioning and Issue Procedures with Automated and Manual Capabilities and An Order Status Tracking Capability.*

Components:

- Requisitioning and Issue System
- Uniform Priority System

- Reporting System
- Transportation System
- Intransit Item Visibility System

F. A Standardized Logistics Communications System.

Components:

- System-wide automated digital network
- System-wide automated addressing capability
- Standard Input/Output Codes and formats
- Communications systems dedicated to logistics traffic transmission
- Manual and mechanical Interface with the Digital Network

G. A System of Contract Administration to Include Quality Assurance.

Components:

- Standard quality assurance procedures
- Adherence to specifications, contract delivery dates, and production schedules
- Pre-award and post-award audit of contractors
- Contractor compliance with affirmative action and socio-economic program requirements

1. Currently Underway:

- (a) Consolidation of contractor affirmative action compliance within the Department of Labor
- (b) Development of the Federal Procurement Data System (See Function J).

H. An Integrated Distribution System to Accommodate the Receipt, Inspection, Storage, Issue and Movement of Material in which the Depot Facilities will be Used on a Common-use Basis.

Components:

- | | |
|---|--------------------------------|
| • Depot Operating Systems | • Depot Transportation Systems |
| • Receiving | • Expediting and monitoring |
| • Issuing | • Material marking |
| • Packing/Crating/Handling | • Consolidation/Staging |
| • Stock Control | • Material Movement |
| • Storage (Physical Inventory, Warehousing, and Preservation) | • Traffic Management |
| • Retail Stores Operations | • Positioning/Repositioning |

1. Currently Underway:

- (a) National Supply System Task Group #2: development of criteria and data base for consolidating wholesale government supply distribution facilities.
- (b) The preliminary efforts of DoD in reviewing their thirty-four general purpose depots for potential consolidation.

(c) The preliminary effort and plans of GSA/FSS to reduce their depots.

I. *An Integrated System for the Reutilization and Disposal of Excess and Surplus Property.*

Components:

- Utilization Screening
- Reporting
- Repair, Rehabilitation and Reclamation
- Reutilization and Reassignment
- Donation
- Sales

J. *A System for Collecting, Developing, Communicating, and Disseminating Acquisition and Property Management Data Which Takes Into Account the Needs of the Congress, the Executive Branch, and the Private Sector.*

Components:

- National Supply Data System
- Ability to provide required and recurring reports
- Additional related systems to program plans, budgets, costs, personnel data and other information as required

1. Currently Underway:

A Federal Procurement Data System, including a Federal Data Procurement Center, for assembling, organizing and presenting contract placement data for the Federal Government, is to commence operation October 1, 1978.

2. Required:

- (a) An advisory group to recommend additions, deletions and changes to the National Supply Data System.
- (b) An interagency committee to determine required programs and data elements, and to test, implement and oversee the development of programs for the National Supply Data System.

K. *A Supply Management System to Include Requirements Computation, Initial Provisioning and Inventory Management.*

Components:

- Demand history/program data
- Economic order quantities
- Requirements Determination (peacetime, wartime, emergency)
- Source selection of repairs parts
- Registration of items in Federal Cataloging System
- Establishment of method of supply
- Item accounting—National inventory records

- Establishment of stock levels
- Inventory, shelf life: surveys, adjustments and reconciliation
- Credit returns/excess/disposition

L. Continuous Close Cooperation with Central Personnel Management Authority to Promote Programs for Improved Qualification and Position Classification Standards and Similar Activities Towards Improving the Recruitment, Training, Career Development, Motivation, and Performance Evaluation Of Acquisition and Supply Personnel.

Components:

- Classification standards
- Qualification and performance standards and appraisal methods
- Analysis and development of recruitment sources for qualified personnel
- Training and career development programs
- Recognition and awards programs
- Certification and Licensing programs

1. Currently Underway:

Federal Acquisition Institute is developing career programs for acquisition and contracting personnel. These should be expanded, in cooperation with GSA and CSC, to include all supply personnel.

2. Required:

A task group to develop a code of ethics, examination, licensing and certification programs, and to develop an awards and recognition program, for special achievements of supply, and acquisition personnel.

V. SCHEDULE

Note: Actions are to be taken with full input and consultation with agencies affected, and approval by National Supply System Advisory Board. The schedule also envisions continuing coordination with other related projects, studies and cost-benefit analyses, underway elsewhere in the Federal Service, in the development of the products needed to complete the definition and description of the NSS. The dates listed are initial targets and are subject to adjustment, when necessary, to assure quality products.

A. August 1, 1979

- Approval of the National Supply System Project Summary by the President
- Charter for Task Force and appointment of Task Force Director
- Appointment of Functional Coordinators
- Organization of Work Groups including necessary administrative support

B. December 1, 1979

- Development of completed, formal National Supply System definition, and of *initial* drafts of major policy and program directives

- Coordination of the above with NSS participants and other interested parties
- Negotiation and resolution of comments by the National Supply System Advisory Board

C. March 1, 1980

- Development of *initial drafts* of comprehensive descriptions and of policy and program directives for each of the *functional areas*
- Coordination of the above with NSS participants and other interested parties
- Approval by the National Supply System Advisory Board of completed, formal National Supply System definition, and final drafts of major policy and program directives

D. June 1, 1980

Approval by the National Supply System Advisory Board, of *final drafts* of comprehensive descriptions, and of policy and program directives for each of the *functional areas*.

E. August 1, 1980

Subsequent to completion and approval by NSSAB, of comprehensive functional descriptions, policy and programs directives, as per D above, delineation of roles and responsibilities of NSS participants, and of management authorities and organizational structures. Coordination with all interested parties, negotiation and resolution of comments and approval by the National Supply System Advisory Board.

F. December 1, 1980

Issuance of all policy, program and management directives, establishing the National Supply System, with *phased implementation to begin March 1, 1981*—this gives a seven month lead in, transition period for actions to be effected at the beginning of FY 82, ie October 1, 1981.

Approved: August 9, 1979

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

1979 AUG 27 AM 9:25

AUG 21 1979

RECEIVED
OFFICE OF THE CLERK

WH-75

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Debt Collection

The amount of overdue debts owed the Government is a matter of increasing concern. Since I last wrote you in March, our recognition of the issue has been matched by a growing awareness in Congress and the media.

While we have included debt collection in the Financial Priorities Program, we believe stronger measures are required to collect the monies owed. Toward that end, we have created a Debt Collection Project under the newly formed President's Management Improvement Council. Following the lines of the successful President's Cash Management Project, the Debt Collection Project will seek answers to individual agency problems while pursuing solutions at the general government-wide level as well. The project is intended to build on initiatives already planned and underway, including those mentioned in responses to my March memorandum.

Mr. Wayne Granquist, our Associate Director for Management and Regulatory Policy will be responsible for the Debt Collection Project. In order to coordinate this joint effort, we request you designate a representative to help us in developing specific plans, coordinating the work in your agency and keeping you informed as the work progresses.

To begin early consideration of the work plan, we would appreciate receiving word of your representative designee during the next two weeks. For any additional information, please call Jerry Bridges at 395-3967.

James T. McIntyre, Jr.
James T. McIntyre, Jr.
Director

*Ans.
10/5/79*

See #91

Sandy

WH-74

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Procurement

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

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OFFICE OF FEDERAL
PROCUREMENT POLICY

RECEIVED
August 10, 1979 OFFICE OF THE CHAIRMAN

WH-74

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

Subject: Federal Procurement Data System Reports

Enclosed are the first and second quarterly reports and selected special analyses as initial publications of the Federal Procurement Data System. This System, which became operational in Fiscal Year 1979, implements a provision of the Office of Federal Procurement Policy Act, Public Law 93-400, requiring the establishment of a ".... system for collecting, developing, and disseminating procurement data which takes into account the needs of the Congress, the executive branch, and the private sector."

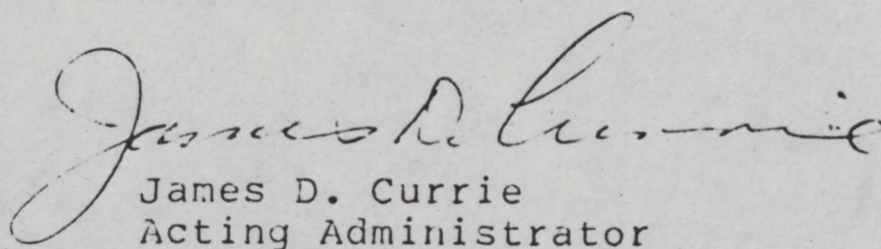
The Federal Procurement Data System will provide quarterly reports and an annual report covering all executive agency acquisition. The quarterly reports contain total procurement dollars and number of transactions distributed by agency and by state. In addition to the three special analyses enclosed, the quarterly report will list and describe in Appendix I, other special analyses as subsequently developed for publication on a quarterly basis.

The quarterly reports, for the periods ending December 31, 1978, and March 31, 1979, have been delayed due to difficulties associated with establishing a data collecting activity of this magnitude. These reports are still preliminary, since all agencies have not fully reported, but the data should serve general information needs. An initial set of all subsequent quarterly reports will be sent to each agency approximately sixty days after the end of the reporting period. Additional copies may be acquired on a reimbursable basis from the:

Director
Federal Procurement Data Center
1815 North Lynn Street, Suite 320
Arlington, Virginia 22209
Telephone: (202) 696-5069

For your information, members of the public will be able to acquire the reports individually or through subscription from:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402


James D. Currie
Acting Administrator

Enclosure

Sandy

WH-73

no reply necessary

cc Kakalec

24



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

1979 AUG 13 AM 8:51

August 7, 1979

RECEIVED
OFFICE OF THE MANAGER

WH-73

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Controlling Year-End Buying

As we enter the last quarter of fiscal year 1979, I ask you to make sure that we continue to use public funds wisely by avoiding unnecessary year-end buying. I cannot overemphasize that prevention of unneeded or unwise Federal Government spending is an essential part of our efforts to control inflation. Public funds should be used only for necessary program purposes, and should not be obligated solely to commit funds before they lapse.

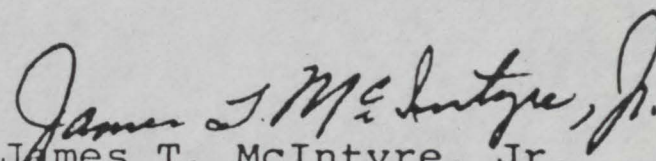
Please issue instructions to your contract and program offices assuring that:

- Obligations for the fourth quarter of the fiscal year are no higher than for the third quarter, except where seasonal requirements, essential program objectives, or procurement lead-times justify a higher level, or where more money is needed to restore program slippages to approved levels;
 - Purchases are not made to avoid what otherwise would be an outlay shortfall;
 - Grants are subjected to rigorous review and are not made just to keep funds from lapsing; and
 - Orders for services, supplies, materials, and equipment are no more than are needed to meet approved program objectives.
- (1) The need for the following should be closely controlled and reevaluated:

- ° Procurement of additional hours of service or items of supply or equipment that were not in the original procurement request with funds that would otherwise lapse.
 - ° Purchase of additional items not contained in the original procurement request or contractor proposal with funds negotiated out of contractors' proposals or those available because estimated needs were in excess of the funds actually required.
 - ° Exercise of options, orders against basic ordering agreements or requirements-type contracts, or the funding of the latter years of a multi-year contract.
- (2) Funds obligated to cover unpriced items, such as spare parts, should not be in excess of the current best estimate of need for those items. In addition, those in excess of the original procurement request should be clearly justified.
 - (3) Letter contracts should be closely monitored and funds should not be obligated in excess of that allowed by regulations, nor should letter contracts be used as a vehicle to obligate funds that would otherwise lapse.
 - (4) When contracts are modified or change orders issued to increase level of effort or procure additional items or services, the additional requirements must be validated.
 - (5) The procurement of consultant services and modifications of current consultant contracts should be reviewed for compliance with OMB Bulletin 78-11, May 5, 1978.
 - (6) Purchases or orders for administrative supplies or services, such as office furniture, supplies, or renovation, should not be approved unless planned in advance or needed to meet an emergency.
 - (7) Purchases by or orders from central procurement offices, such as the General Services Administration and the Defense Logistics Agency, should not be in excess of current utilization factors and optimal inventory levels.

Those responsible for review of procurement and grant actions (e.g., contracting officers, program officers, legal counsel, auditors and Inspector General personnel) should consider noncompliance with this memorandum as an indication of waste.

I count on your full cooperation and personal attention to save the taxpayers as much money as possible in support of the President's fiscal objectives.


James T. McIntyre, Jr.
Director

THE WHITE HOUSE

WASHINGTON

H2 - no reply necessary -

WH-72

MEMORANDUM FOR THE HEADS OF

DEPARTMENTS AND AGENCIES

In my Environmental Message of August 2, 1979, I recognized the important natural, historic, and recreational values of our Nation's river corridors. It is important for the federal agencies to set an example of sound management for state, local, and private landowners by taking an aggressive role in protecting Wild and Scenic Rivers which flow through public lands.

In addition, I recognized that the 1968 National Trails System Act is designed to promote the development of recreational, scenic, and historic trails for persons of diverse interests and abilities -- including the young, the handicapped, and the aged -- and that the National Trails System is in its fledgling stage. The Act provides for designating trails on state, local and private lands, but only 130 trails have been established since enactment of the Act. In my Environmental Message I stressed the importance of expanding the National Trails System.

Therefore, I am directing that each of you take the following actions:

- ° Each federal agency shall encourage states, localities and private land holders to designate trails on their lands and to participate with federal agencies and trail users in designing and creating an overall National Trails System which will provide more fully for the trail needs of America.
- ° Each federal agency shall, as part of its normal planning and environmental review processes, take care to avoid or mitigate adverse effects on rivers identified in the Nationwide Inventory, prepared by the Heritage Conservation and Recreation Service in the Department of the Interior. Agencies

OFFICE OF THE
DIRECTOR

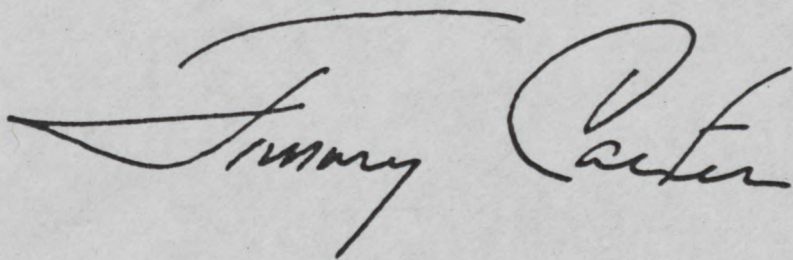
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BOARD OF GOVERNORS
FEDERAL RESERVE BANK OF ST. LOUIS

shall, as part of their normal environmental review process, consult with the Heritage Conservation and Recreation Service prior to taking actions which could effectively foreclose wild, scenic, or recreational river status on rivers in the Inventory.

- ° Each Federal agency with responsibility for administering public lands shall, as part of its ongoing land use planning and management activities and environmental review processes, make an assessment of whether the rivers identified in the Nationwide Inventory and which are on their lands are suitable for inclusion in the Wild and Scenic Rivers System. If an agency determines that a river would be suitable for inclusion in the System, the agency shall, to the extent of the agency's authority, promptly take such steps as are needed to protect and manage the river and the surrounding area in a fashion comparable to rivers already included in the Wild and Scenic Rivers System. In addition, the agency is encouraged, pursuant to the revised Guidelines, to work with the Agriculture and Interior Departments to prepare legislation to designate the river as part of the Wild and Scenic Rivers System if appropriate.

Please give these assignments your immediate attention.

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.

For your information: Board Members
Mr. Axilrod
Mr. Denkler
Mr. Kichline
Mr. Kakalec

THE WHITE HOUSE
WASHINGTON

August 2, 1979

WH-71

MEMORANDUM FOR THE HEADS OF
EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: The Administration's Budgetary Policy

OFFICE OF MANAGEMENT AND BUDGET

1979 AUG -6 PM 1:53

Speculation about changes in the Administration's budgetary policy and proposals to deviate from existing budget restraints are undesirable and tend to undermine the anti-inflationary purpose of our budgetary policy. The following four points should be clearly understood:

1. Economic conditions do not require a change in budgetary policy this year, including any tax reduction program, and I do not contemplate proposing any such change.
2. I remain committed to a policy of fiscal and monetary restraint as a centerpiece of this Administration's anti-inflation program.
3. Any suggestions for deviation from this Administration's budgetary policies or proposals are to be cleared with the Director of the Office of Management and Budget.
4. We will, of course, continue to monitor the course of the economy as we consider our economic policies.

Jimmy Carter