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THE WHITE HOUSE
WASHINGTON

September 30, 1981

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM

1981 OCT -5 AM 10:06

RECEIVED
OFFICE OF THE CHAIRMAN

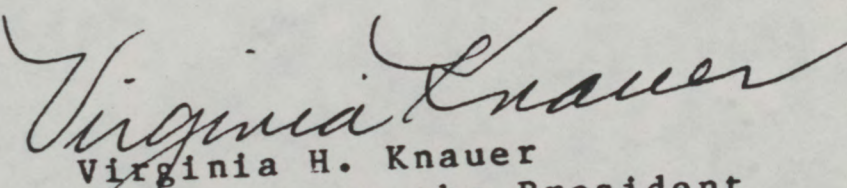
Dear Mr. Volcker:

I want to thank you and the personnel from your agency that so ably participated in our Constituent Resource Exposition on September 14. Once again, this highly successful event was possible because of your cooperation and participation.

As I went around the Caucus Room meeting people, it was evident from their comments that the verbal exchanges and resource materials were greatly beneficial.

I look forward to working with you in the future on other events of this nature.

Sincerely,


Virginia H. Knauer
Special Assistant to the President
and
Director
U.S. Office of Consumer Affairs

The Honorable Paul A. Volcker
Chairman
Federal Reserve Board
Washington, D.C. 20551

cc: Susan Potkai



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

#49

Bulletin No. 82-6

December 23, 1981

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Apportionment of 1982 Funds Under the Further
Continuing Resolution

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

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

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

3. Rescissions.

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

4. Policy.

a. Requirement for Apportionment.

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

Mr. Kakabe

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

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

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

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

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

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

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

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

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

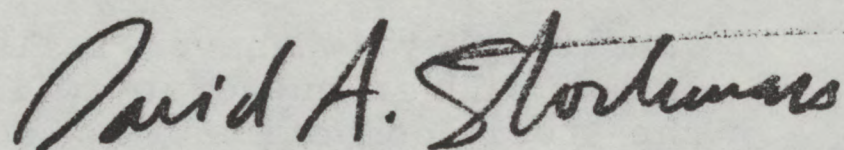
d. Variances with OMB Circular No. A-34. The following requirements supersede the instructions in OMB Circular No. A-34.

- Amounts requested for warranting through the expiration of the continuing resolution will be shown on line 1A, Budget authority: Appropriation realized, of the S.F. 132; and
- Unobligated balances of amounts warranted by Treasury and apportioned under the continuing resolution will be included on line 9.a., Unobligated balances available (Apportioned, category A) or line 9.b., Unobligated balances available (Apportioned, category B) of the "Report on Budget Execution" (S.F. 133), and not on line 9.c., Unobligated balances available (Other balances available).

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

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

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



David A. Stockman
Director

THE WHITE HOUSE

WASHINGTON

1981 DEC 28 AM 9:53

December 21, 1981

WH-48

MEMORANDUM FOR HEADS OF EXECUTIVE AGENCIES

FROM:

CRAIG L. FULLER
ASSISTANT TO THE PRESIDENT
FOR CABINET AFFAIRS

CS

SUBJECT:

Travel by Government Officials,
Including Foreign Travel

The President's Memorandum of December 16, 1981, expressed his concern about government travel practices and costs and directed that departments and agencies submit reports on the actions that would be taken to reduce unnecessary travel and expenses.

We are extending the deadline for submission of the report from agencies until February 15, 1982, so that you will have adequate time to review travel matters, develop and implement corrective actions, and to submit the required reports.

Enclosure

1/11/82

Sandy:

WH-48

NR N per
Kakalec

THE WHITE HOUSE
WASHINGTON
December 16, 1981

BOARD OF GOVERNORS
FEDERAL RESERVE SYSTEM
24
1981 DEC 20 AM 9:53

OFFICE OF THE CHAIRMAN

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Travel by Government Officials,
Including Foreign Travel

WH-48

Few government expenditures are more annoying to taxpayers than travel by government officials when the travel appears not to be necessary. I recognize that most of the \$4 billion spent each year for travel by government employees, military dependents and patients at Veterans Administration hospitals is necessary and fully justified. However, there are repeated instances of travel by government officials that raise questions, both as to whether all the travel really is essential and whether the official involved should be away from his usual place of work at the time of the travel. This is particularly true in the case of foreign travel.

As we discussed at a recent Cabinet meeting, I would like to have each of you review the travel policies and practices of your department or agency and report back to me on steps that you have taken to assure that excessive travel does not occur. Please forward a report on your department's efforts to reduce excessive travel to Craig Fuller. The report should cover both foreign and domestic travel. Each department should address the following areas:

1. Documentation of the purpose for trips.
2. Review to determine reasons for more than one person traveling to a particular event.
3. Review to determine the degree to which a trip is devoted to official business versus personal business/pleasure.
4. Explanation of why resort meetings which may involve unnecessary costs and raise legitimate questions of unnecessary expenditures cannot be avoided.
5. Review of the extent to which meetings and conferences are funded by contracts and grants.

I would like to have your report on the findings from your review and the changes you are making in policies and practices by December 30, 1981.

extending
2/15/82 *Ronald Reagan*

BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM

Date 2/11/82

To: Catherine Mallardi

From: Janet Hart

- ☐ Per Conversation ☐ For comments and suggestions
☐ For your information ☐ Phone me re attached

After consulting Joe Coyne, I called Mr. Cook today and explained to him that because of its unique independent status, the Board has traditionally not contributed to this or similar reports. Mr. Cook said that he quite understood that the independent agencies had been asked to contribute on a voluntary basis and that some had done so, but it was entirely up to us. He seemed quite friendly. I pointed out that we have a representative who attends meetings of the Consumer Affairs Council as an observer and reports back to us and that we find that quite helpful.

JH

BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM

Date 1/4/82

To: Sandy Wolfe

From: Janet Hart

- ☐ Per Conversation ☐ For comments and suggestions
☐ For your information ☐ Phone me re attached

I would suggest that we ignore this White House request, since the Board as an independent agency is not subject to President Carter's order which established the Consumer Affairs Council and is not a member. So far as we can determine, no request for information came to us last year, and we are not mentioned in their last report to the President.

JT

Call
Fred Cook
634-4271

1981 DEC 22 11:19

THE WHITE HOUSE
WASHINGTON

December 17, 1981

WH-47

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: Virginia H. Knauer, Chairperson
Consumer Affairs Council

Virginia Knauer

SUBJECT: Request for Agency Contributions
to 1981 Report to the President
on Federal Consumer Activities

Early next year, I will be submitting an annual report to the President on government-wide progress in the field of consumer affairs. Indeed, 1981 has been an eventful year for consumers. Thanks to the President's economic program, consumers can look forward to a future of lower inflation and interest rates, and to an economy less burdened by unnecessary government regulation. The annual report gives a chance to show how these benefits are being achieved in terms of specific agency programs, particularly in areas where restructuring has occurred in line with specific Administration priorities.

I would like to ask your help in preparing this report and would appreciate having your contribution by January 29, 1982. Reports can be concise--less than 10 single-spaced pages would be desirable. I would ask that the report contain at least the following sections:

1. The organization and staffing structure of your agency consumer programs, highlighting any changes made during 1981.
2. Chief accomplishments in consumer-related programs.
3. Examples of consumer benefits from regulatory relief activities.
4. Primary areas of consumer complaints and agency actions taken to address these.
5. Major meetings, activities, or contacts with consumers and consumer related organizations.

I do know you will join me in demonstrating to the public how the Administration's program is designed to, and will, benefit consumers. Thank you for your help in this area, and to give you a better idea of what we are accomplishing--with your help--on the Consumer Affairs Council I am attaching a copy of the minutes of our November 19 meeting.

CC: Cabinet Council

Received CAC
Log No.
Date Ack.
Date Out

DEC 23 1981

MI-10666
NRN

CONSUMER AFFAIRS COUNCIL MINUTES

MEETING OF NOVEMBER 19, 1981

The Consumer Affairs Council met on November 19, 1981, chaired by Mrs. Virginia H. Knauer, Special Assistant to the President and Director of the U.S. Office of Consumer Affairs. The meeting took place in the Treaty Room of the Executive Office Building, Washington, D.C.

Attending the meeting were consumer affairs directors of 20 cabinet departments and executive agencies, representatives of 15 independent regulatory agencies, and a number of invited observers and staff members.

The meeting was addressed by three Administration officials: Dr. Manley Johnson, Deputy Assistant Secretary of the Treasury for Economic Policy; Mr. Steven Saunders, Assistant U.S. Trade Representative for Congressional, Public, and Intergovernmental Affairs; and Mr. James Rosebush, Special Assistant to the President, and Executive Director, Task Force on Private Sector Initiatives. Each speaker related policies and actions within his sphere of responsibility, analyzing the impact of the President's program on consumers, and answering questions from attendees.

Mrs. Knauer called the meeting to order and extended a special welcome to new CAC representatives. She noted that the recently completed small group meetings with agency representatives helped people to get to know each other better and produced a clearer idea of specific actions members are taking and the problems they face.

Mrs. Knauer then discussed the priorities of the Reagan Administration's consumer program. She said that the emphasis of consumer protection is changing--changing away from direct Federal policing of industry towards more commonsense marketplace approaches. She noted that while we will not have government intrusion into the marketplace where it is not justified, the Administration will act forcefully to protect the consumer in those critical areas where the consumer cannot be expected to possess the information or expertise to make an appropriate determination. (Text of remarks available from U.S. Office of Consumer Affairs, 1009 Premier Building, Washington, D.C. 20201.)

Mrs. Knauer discussed ways that consumer representatives can improve the quality of agency services by encouraging agency staffs to deal with the public in a sensitive and understanding way; joining the battle to simplify procedures and eliminate unnecessary regulations and paperwork; assuring that citizens

are informed about what agencies are doing; and improving complaint systems so that managers know of consumer concerns. She urged the formation of cooperative programs with business and the use of low-cost conferences and consumer publications. She also informed attendees that agency heads would soon be asked to contribute to her annual report to the President on government-wide consumer efforts.

Finally, Mrs. Knauer discussed National Consumers Week, to be held on April 25 through May 1, 1982. The emphasis of this activity will be on consumer and economic education. She said that a National Consumers Week Task Force has been established, chaired by Dr. Lillian Mohr of the U.S. Office of Consumer Affairs, and that the committee's first meeting will be on December 3, 1981.

Following her remarks, Mrs. Knauer introduced the three speakers who shared the program with her.

Dr. Manley Johnson, Deputy Assistant Secretary of the Treasury for Economic Policy, discussed the President's economic program and its expected benefits for consumers. He said the program addresses the interrelated problems of inflation and interest rates. While this is a savings-oriented, not consumption-oriented program, it is not anti-consumer. Rather it is pro-consumer because it will produce more real income and reduce the relative purchase price of goods and services. Past government policies since the 1930's have stimulated the economy by deficit spending financed through the purchase of government securities by the Federal Reserve. The result has been stagflation--high unemployment and inflation--which would be replaced under the President's program by real economic growth.

Dr. Johnson said that the program had four primary components: reduced Federal spending and a return of resources to the private sector; tax incentives for savings and investment; monetary restraint to bring down interest rates; and regulatory reform to reduce the costs of producing consumer goods and services.

Dr. Johnson said these measures would stimulate the economy and produce more job opportunities. Because of reduced income tax rates, people will be more willing to earn additional income and to put money into interest-bearing savings accounts. By increasing depreciation allowances for plant and equipment, new plant investments by industry will be encouraged. Dr. Johnson added that the program will not bear fruit as soon as expected. The Administration had predicted a mild recession early in 1981, but it took longer than expected for higher interest rates to affect the economy. This shifted the anticipated recovery a little further into the future. We now expect to see rapid recovery in the latter part of 1982 extending out through 1985. He added that the Administration is encouraged to see interest rates and inflation presently going down.

Next, Mr. Steven Saunders, Assistant U.S. Trade Representative for Congressional, Public and Intergovernmental Affairs, discussed the impact of Administration trade policies on consumers. Mr. Saunders noted that in July, Ambassador Brock, U.S. Trade Representative, articulated the first U.S. trade policy statement since World War II. (Text of statement available from U.S. Office of Consumer Affairs, 1009 Premier Building, Washington, D.C. 20201.) Mr. Saunders said that for exports to gain, strong, non-inflationary growth in the American economy must occur so that long-term capital investment and re-tooling would occur within industry.

Mr. Saunders said that foreign trade has become much more important to the U.S. in recent years. Imports have more than doubled in the last 10 years. Without exports, we cannot pay our petroleum bills, for instance, because conservation cannot keep up with inflationary OPEC price trends.

Mr. Saunders analyzed several additional elements of trade policy: reducing self-imposed export disincentives, such as a stiff tax on income earned by Americans working abroad resulting in lost exports relating to engineering projects; effectively enforcing trade laws and insisting that rights given to trading partners be reciprocated; providing effective approaches to structural readjustments by domestic industries adversely affected by foreign competition; and reducing trade and investment barriers at home and abroad, especially non-tariff barriers.

Mr. Saunders discussed the recent footwear industry case where the President rejected proposals for additional relief for domestic industry. He said that in his opinion, American shoes were of superior quality precisely because they have had to compete with foreign products. He encouraged consumer representatives to bring a consumer perspective to trade questions they encounter in their agencies and noted that so far as we succeed in expanding exports, we will be aiding the President's economic program. He added that consumer groups usually do not pay enough attention to trade legislation because it is so arcane.

Finally, Mr. James Rosebush, Special Assistant to the President and Executive Director, Task Force on Private Sector Initiatives, addressed the group. He cited the President's dedication to inspiring and encouraging the return of social responsibility to localities. He added that an aim of the private sector initiatives program was to help restore the proper balance between public and private sector responsibilities.

Mr. Rosebush said the program would attempt to identify regulatory barriers to private sector initiative and would

urge people to do more in localities to encourage leadership. He said the Administration will not abandon its social responsibilities but would seek better solutions. He noted that in such areas as renovation of low-cost housing the private sector may often give more satisfying solutions to local problems than government and that the program would encourage the replication of models that have worked. He said that high expectations exist for the solution of social problems. This is evident in the consumer area where people believe that the problems deserve to be solved.

Mr. Rosebush emphasized that the program is not asking the private sector to fill funding gaps resulting from budgetary reductions but to seek better ways of doing things. He said the President would be speaking out more in this area and would highlight examples for replication. The program will also be coordinated with other areas of Administration policy.

Mr. Rosebush noted that names of the 40 members of the Task Force on Private Sector Initiatives will be announced on December 2 and that federal agencies will participate in identifying impediments to innovation in their areas. He said that the business community will not be pressed to participate but rather will be helped to see how addressing the interest of stockholders, employees and residents of communities is to their advantage. He said that the biggest incentive for business will be the fact that the American people are watching to see what the results of their efforts will be.

Mrs. Knauer conducted a brief discussion relating to the program before closing the meeting. It was decided to include Ambassador Brock's trade policy statement, as well as USOCA's new directory of toll-free telephone numbers as attachments to the minutes. It was also decided to explore continuation of the agency small group meetings that have been conducted by Mrs. Knauer in her office for general discussion and mutual sharing of ideas.

The meeting was then adjourned.

THE WHITE HOUSE
WASHINGTON

December 17, 1981

WH-46

MEMORANDUM FOR THE VICE PRESIDENT

THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE
THE ATTORNEY GENERAL
THE SECRETARY OF THE INTERIOR
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF COMMERCE
THE SECRETARY OF LABOR
THE SECRETARY OF HEALTH AND HUMAN SERVICES
THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT
THE SECRETARY OF TRANSPORTATION
THE SECRETARY OF ENERGY
THE SECRETARY OF EDUCATION
THE COUNSELLOR TO THE PRESIDENT
THE DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET
THE DIRECTOR OF CENTRAL INTELLIGENCE
THE CHIEF OF STAFF TO THE PRESIDENT
THE DEPUTY CHIEF OF STAFF TO THE PRESIDENT
THE ASSISTANT TO THE PRESIDENT FOR NATIONAL
SECURITY AFFAIRS
THE ASSISTANT TO THE PRESIDENT FOR POLICY DEVELOPMENT
THE ASSISTANT TO THE PRESIDENT FOR CABINET AFFAIRS
THE ASSISTANT TO THE PRESIDENT AND DEPUTY TO
THE CHIEF OF STAFF
THE CHAIRMAN, JOINT CHIEFS OF STAFF
THE DIRECTOR, OFFICE OF SCIENCE AND TECHNOLOGY POLICY
THE ADMINISTRATOR OF GENERAL SERVICES
THE ADMINISTRATOR OF VETERANS' AFFAIRS
THE ADMINISTRATOR, ENVIRONMENTAL PROTECTION AGENCY
THE DIRECTOR, FEDERAL EMERGENCY MANAGEMENT AGENCY
THE POSTMASTER GENERAL
THE DIRECTOR OF SELECTIVE SERVICE
THE CHAIRMAN OF THE BOARD OF GOVERNORS OF THE
FEDERAL RESERVE SYSTEM
THE CHAIRMAN, FEDERAL COMMUNICATIONS COMMISSION
THE DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT

SUBJECT: Emergency Mobilization Preparedness Board

You are aware of the top priority that this Administration has given to strengthening our national defense. We are making important progress now in improving our armed forces. One of the most compelling tasks still facing us is the development

of a credible and effective capability to harness the mobilization potential of America in support of the armed forces, while meeting the needs of the national economy and other civil emergency preparedness requirements. With the establishment today of the Emergency Mobilization Preparedness Board, I am formalizing my commitment to achieving this objective.

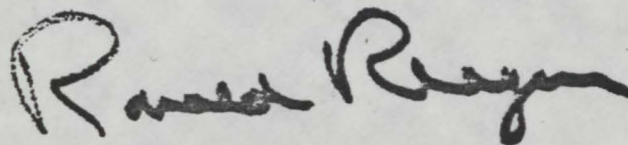
In August, I instructed the Director of the Federal Emergency Management Agency to proceed with the establishment of eleven functional Working Groups and a coordinating Secretariat. The establishment of the Board is the final step in the development of the structure through which to attain our objectives.

Because of the vital contribution that this effort will make to national security, I have directed that the Assistant to the President for National Security Affairs shall be Chairman of the Board. The Board will consist of senior officials of major federal agencies, each of whom will hold the rank of deputy secretary or undersecretary. The Board has the authority to resolve mobilization preparedness issues within the framework of current Administration policy. Any issue which cannot be resolved through this process will be referred to the National Security Council for resolution and Presidential decision.

The Board is to prepare for my review a draft Presidential decision document to include a statement of national policy on emergency mobilization preparedness and a plan of action consistent with this policy. Both are to reflect an integration of military and civilian objectives and capabilities, and to specify the level of resources required to attain the Administration's objectives.

These materials are to be developed in accordance with the attached operational guidance.

When a coordinated National Security Decision Directive is ready, Presidential Directive NSC-57 (Mobilization Planning) will be rescinded.



Attachment

OPERATIONAL GUIDANCE FOR EMERGENCY MOBILIZATION PREPAREDNESS

OBJECTIVE

The objective of the emergency mobilization preparedness effort is an improved national capability to respond to major peacetime and wartime emergencies. Associated with this objective are the following principal goals:

- To produce a Presidential statement of national policy on emergency mobilization.
- To develop a plan of action to improve emergency mobilization preparedness consistent with this policy.

POLICY

The proposed policy on national emergency mobilization preparedness shall be consistent with the Administration's policies for the economy and national defense. It should call for preparedness programs and activities that will provide for the maximum civilian contribution to the military operations which may be required to cope with the emergencies for which the Department of Defense is now preparing as well as for the continuation of essential civilian services. It shall also provide for effective utilization of military resources to assist civilian authorities in responding to peacetime and wartime emergencies.

The proposed policy and plan for national emergency mobilization preparedness should be formulated in light of the fiscal constraints operative through FY 83. Improvements in our preparedness capabilities should be accomplished through more effective use of existing resources and through their reallocation from less important programs. Individual agencies will be responsible for implementing the plans and programs. After consultation with the Office of Management and Budget, periodic assessments on strengths and limitations of each agency's plans and programs will be prepared by the EMPB. These assessments will be used for future planning purposes.

STRUCTURE

THE EMERGENCY MOBILIZATION PREPAREDNESS BOARD

Chairman: The Assistant to the President for National Security Affairs

Membership:

Department of State	Department of Energy
Department of Treasury	Department of Education
Department of Defense	Office of Management & Budget
Department of Justice	Central Intelligence Agency
Department of Interior	National Security Council Staff
Department of Agriculture	Office of Policy Development
Department of Commerce	Organization of the Joint Chiefs of Staff
Department of Labor	Office of Science & Technology Policy
Department of Health & Human Services	Federal Emergency Management Agency
Department of Housing & Urban Development	Office of Personnel Management
Department of Transportation	Deputy Counsellor to the President

And such others as the President may designate from time to time.

Representatives will be at the Deputy Secretary/Under Secretary level.

Functions

- o Formulation of recommendations concerning policy for emergency mobilization preparedness.
- o Development of policy guidance documents for working groups and agencies to implement approved policies and plans of action.
- o Resolution of mobilization preparedness issues within the framework of current Administration policy.

Tasks

- o Formulation for Presidential review of a proposed statement of national policy on emergency mobilization preparedness.
- o Development of a recommended plan of emergency mobilization preparedness improvements consistent with the proposed statement of policy.

WORKING GROUPS

<u>Area</u>	<u>Agency Chairman</u>
Economic Stabilization and Public Finance	Department of Treasury
Military Mobilization	Department of Defense
Emergency Communications	Departments of Defense/Commerce
Law Enforcement and Public Safety	Department of Justice
Food - Agriculture	Department of Agriculture
Industrial Mobilization	Department of Commerce
Human Resources	Department of Labor
Social Services	Department of Health & Human Services
Health	Department of Health & Human Services
Government Operations	Federal Emergency Management Agency
Civil Defense	Federal Emergency Management Agency

Membership

Working Group membership will be determined by each Working Group Chairman, subject to approval of the Board. The Chairman of each Working Group will be at the Assistant Secretary level or equivalent. Agency representatives to the Working Groups will be at the Deputy Assistant Secretary level or higher.

Functions

- o Provide a mechanism for interdepartmental coordination of emergency mobilization policies and plans.
- o Advise the Board on national policy for emergency mobilization preparedness.
- o Advise the Board on activities to be included in the plan of action to improve emergency mobilization preparedness.
- o Assist the Board in monitoring and assessing the implementation of guidance on policy and the plan of action.
- o Report to the Board emergency mobilization preparedness measures undertaken by member agencies.

Policy

Due to the fiscal constraints through FY 83 the Working Groups are to concentrate on the identification of preparedness measures that will enable the government to make more effective use of existing national resources. Therefore the Groups should give attention to the following:

- o Clarification and rationalization of the emergency mobilization roles, responsibilities and authorities of Federal agencies.
- o Improvement in mobilization response procedures.
- o Development of measures to facilitate the smooth transition from routine to emergency operations.
- o Attainment of better coordination between civilian and military mobilization planners.

Initial Tasks

- o Identify emergency mobilization preparedness activities programmed by agencies in FY 82 and 83.
- o Determine the resources devoted to these activities in FY 82 and 83.
- o Prepare an inventory of legislation/regulations impacting on emergency mobilization capabilities subject to approval of the EMPB.

SECRETARIAT

Chairman

The Secretariat will be chaired by a senior official of FEMA, who will be designated by the Director of FEMA and will be referred to as the Executive Secretary of the EMPB.

Membership

Members of the Secretariat will come from FEMA and other Federal agencies represented on the Board (detailees). The Executive Secretary will select the members and determine the proper mix of FEMA and other agency representatives.

Functions

- o Provide staff support to the Chairman and members of the EMPB.
- o Coordinate activities of the Working Groups.
- o Provide a liaison between EMPB and the Working Groups.

W # Kalkatec
#45 NRN

THE WHITE HOUSE
WASHINGTON
December 16, 1981

#45

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Travel by Government Officials,
Including Foreign Travel

1981 DEC 17 AM 10:13
OFFICE OF THE SECRETARY
FEDERAL RESERVE BANK
BOARD OF GOVERNORS

Few government expenditures are more annoying to taxpayers than travel by government officials when the travel appears not to be necessary. I recognize that most of the \$4 billion spent each year for travel by government employees, military dependents and patients at Veterans Administration hospitals is necessary and fully justified. However, there are repeated instances of travel by government officials that raise questions, both as to whether all the travel really is essential and whether the official involved should be away from his usual place of work at the time of the travel. This is particularly true in the case of foreign travel.

As we discussed at a recent Cabinet meeting, I would like to have each of you review the travel policies and practices of your department or agency and report back to me on steps that you have taken to assure that excessive travel does not occur. Please forward a report on your department's efforts to reduce excessive travel to Craig Fuller. The report should cover both foreign and domestic travel. Each department should address the following areas:

1. Documentation of the purpose for trips.
2. Review to determine reasons for more than one person traveling to a particular event.
3. Review to determine the degree to which a trip is devoted to official business versus personal business/pleasure.
4. Explanation of why resort meetings which may involve unnecessary costs and raise legitimate questions of unnecessary expenditures cannot be avoided.
5. Review of the extent to which meetings and conferences are funded by contracts and grants.

I would like to have your report on the findings from your review and the changes you are making in policies and practices by December 30, 1981.

Ronald Reagan

WH-44-Kakale

NRN



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

DEC 3 1981

WH-44

M-82-1

MEMORANDUM TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: David A. Stockman
Director

DAS

SUBJECT: Apportionment of Funds Under the Temporary
Continuing Resolution

OMB Bulletin No. 82-1 provided instructions for apportionment under continuing resolutions. This memorandum provides supplementary guidance with respect to the apportionment of funds under the temporary continuing resolution (P.L. 97-85).

General Policy

During the period in which P.L. 97-85 is in effect (i.e., through December 15, 1981 or until regular appropriations bills are enacted, whichever comes first), unless otherwise required by OMB, the appropriations and funds made available under the resolution and its predecessor (P.L. 97-51) are hereby apportioned, subject to these guidelines:

- (1) In determining the total of appropriations realized under P.L. 97-85 and P.L. 97-51, a pro-rata share of 21 percent of the annualized level of appropriations provided will replace the 14 percent pro-rata share that was deemed to be realized (either formally or automatically) under P.L. 97-51.
- (2) In those instances where apportionment documents were approved by OMB indicating that appropriations realized under P.L. 97-51 exceeded 14 percent, the appropriation realized shall equal 150 percent of the amount realized under P.L. 97-51 (not to exceed the total annualized amount available under the resolution). In the event that apportionment under this 150 percent formula would indicate a subsequent need for supplemental appropriations, your staff should contact your OMB representative for further guidance.

For illustrations of these formulae, see the Attachment.

COMPUTATION OF APPROPRIATIONS
REALIZED UNDER P.L. 97-85

Example A (Guideline 1; 14% pro-rata share realized under P.L. 97-51.)

(1) Annualized Appropriations available under P.L. 97-85	(2) Pro-rata share	(3) Appropriations realized under P.L. 97-51 & P.L. 97-85
\$150 M	21%	\$32 M

Example B (Guideline 2; amount realized under P.L. 97-51 exceeded a 14% pro-rate share.)

(1) Annualized appropriations available under P.L. 97-85	(2) Appropriation realized under P.L. 97-51	(3) Appropriations realized under P.L. 97-51 & P.L. 97-85
\$200 M	\$40 M (equal in this example to 20 percent of the annualized amount provided by P.L. 97-51)	\$60 M (150% of column 2)



PRESIDENT'S COMMISSION ON EXECUTIVE EXCHANGE
THE WHITE HOUSE

November 12, 1981

WH-43

BOARD OF GOVERNORS
FEDERAL RESERVE BANK
1981 NOV 19 PM 9:58
OFFICE OF THE CLERK

MEMORANDUM FOR THE HEADS OF DEPARTMENTS & AGENCIES

FROM:

JAMES A. BAKER, III
CHIEF OF STAFF

JAB

SUBJECT: The President's Executive Exchange Program

There is increased need for understanding between government and business, and The President's Executive Exchange Program is an excellent vehicle through which to fulfill this need. It arranges a one-year exchange in the opposite sector for outstanding mid-level career executives from the Federal Government and from private industry.

The President has asked me to transmit the following to you regarding your organization's participation in the Executive Exchange.

- Seek nomination of high-potential candidates for participation from within your department or agency. Nominations are due to the President's Commission on Executive Exchange on March 1.
- Host executives from business within your organization. The executives should report to the highest possible level, preferably on your personal staff. Assignments generally begin in September.
- In addition, in order to meet your immediate needs, the Commission is initiating a year-round program to fill key positions as they become vacant. Candidates for such positions, with backgrounds tailored to your specific needs, will serve for one year.

June Walker, Executive Director of the Commission, will be contacting you shortly to discuss your department's participation. As you know, the President strongly supports this program. Our goal is to have dual participation by each department and agency.

WH 41
WH-42 } NRN

THE WHITE HOUSE
WASHINGTON

November 16, 1981

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
1981 NOV 17 PM 12:51

RECEIVED
OFFICE OF THE SECRETARY

WH-42

MEMORANDUM FOR THE HEADS OF
DEPARTMENTS AND AGENCIES

One of the most important promises made by this Administration is our pledge to seek the advice and counsel of organized labor on public policy issues.

Through the years, the American labor movement has played a major role in the American economic miracle. Unions are among our most valued institutions and serve as some of our best examples of participatory democracy. I want to ensure that their views are fully heard and considered by my Administration.

Throughout last year's election campaign, in meetings with representatives of organized labor, I noted my own labor background and frequently noted that while some areas of disagreement may exist between us, my Administration would be anxious to hear and carefully consider their views.

You should adopt such an open-door policy towards organized labor and where appropriate give full consideration to organized labor's interest and concerns.

I am asking the Secretary of Labor, as this Administration's primary intermediary with labor groups, to keep informed on the policy issues that cover labor in your departments and agencies. I would also hope that you will keep him fully informed on those issues.

Ronald Reagan

THE WHITE HOUSE
WASHINGTON

November 12, 1981

1981 NOV 16 PM 9:23

WH-41

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: 1983 Budget

During the next six weeks, I expect to make final decisions on nearly all aspects of the 1983 budget that I must submit to the Congress in January. This budget will reflect my firm commitment to hold down government spending and reduce the serious adverse effect that government spending and government-stimulated borrowing is having on the national economy.

In September, you were advised of the outlay ceilings for 1983 and 1984 that I approved for your department or agency for the purpose of guiding the development of the request that you have submitted to the Office of Management and Budget. There will be very few, if any, cases where it will be possible for us to exceed those outlay ceilings. In some cases, it will be necessary to go even lower.

The Office of Management and Budget is reviewing your requests, and you will begin receiving the results of these reviews. I hope that there will be very few appeals but, if you find that an appeal is absolutely necessary, you should submit that appeal within 72 hours of the time you are notified of the initial decision. I have instructed Dave Stockman and his staff to work with you to resolve as many appeals as possible.

If some unresolved issues remain, I will look to the Budget Review Board that I established last July (consisting of Ed Meese, Jim Baker and Dave Stockman) to meet with you to consider any remaining appeal. You should be prepared to submit any matter unresolved at that level to me within 24 hours after you are advised of the Board's decision.

We have made good progress in bringing the size and cost of government under control, but we have a long way to go. Your continued cooperation in this effort is sincerely appreciated.

Ronald Reagan



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

OFFICE OF FEDERAL
PROCUREMENT POLICY

NOV 10 1981

WH-40

MEMORANDUM TO: Heads of Executive Departments and Agencies
FROM: *Donald E. Sowle*
Donald E. Sowle
SUBJECT: Changes to the Federal Procurement Data System

The Administrator for Federal Procurement Policy, by memorandum dated February 3, 1978, (Enclosure 1) established the Federal Procurement Data System (FPDS) and the FPDS Policy Advisory Board. The FPDS Policy Advisory Board is composed of representatives of the major procuring agencies, in addition to any other agency desiring representation, and is charged to consider proposed additions, deletions, or other changes to the Federal Procurement Data System and make its recommendations to the Administrator for Federal Procurement Policy.

Enclosure 2 contains the FPDS Policy Advisory Board's recommended changes to the FPDS. Pursuant to the authority of P.L. 93-400, as amended by P.L. 96-83, these changes are hereby established. The General Services Administration, as executive agent of the OFPP will implement these changes through its Federal Procurement Data Center.

Enclosures

BOARD OF GOVERNORS
FEDERAL RESERVE BANK
1981 NOV 13 PM 11:54
OFFICE OF THE SECRETARY

1 WH-40 = NRN - hopey



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

OFFICE OF FEDERAL
PROCUREMENT POLICY

FEB 3 1978

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Subject: Establishment of the Federal Procurement Data System

Pursuant to the authority vested in the Administrator for Federal Procurement Policy by Public Law 93-400, August 30, 1974, there is hereby established the Federal Procurement Data System (FPDS). Section 6(d)(5), Public Law 93-400, requires the Administrator for Federal Procurement Policy to establish 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 Department of Defense is designated as the executive agent of the Office of Federal Procurement Policy to establish and operate the Federal Procurement Data System, including a Federal Procurement Data Center.

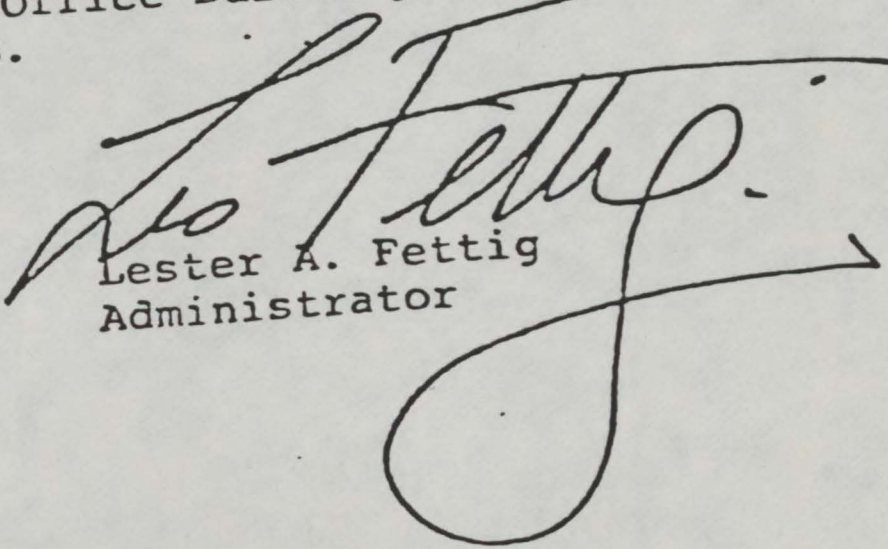
A FPDS Policy Advisory Board is established which will operate under the chairmanship of the Office of Federal Procurement Policy and will function in a policy advisory capacity on Federal Procurement Data System matters. The Departments of Energy; Agriculture; Commerce; Defense; Interior; Health, Education, and Welfare; Transportation; and the General Services Administration; National Aeronautics and Space Administration and Veterans Administration are requested to designate an official representative to serve as a member of the Policy Advisory Board. In addition, the Director of the Federal Procurement Data Center will be a Board member. Any other agency desiring representation on the Board may also designate a member. It is requested that each agency designation be made to the Administrator for Federal Procurement Policy by February 17, 1978.

The FPDS Policy Advisory Board will meet at the call of the Chairman to consider proposed additions, deletions, or other changes to the Federal Procurement Data System and make its recommendations to the Administrator for Federal Procurement Policy.

Enclosure (1)

The basic FPDS design and reporting manual is enclosed for agency planning purposes. The Federal Procurement Data Center will issue additional procedures and operational instructions to be followed by executive departments and agencies in providing the Center with data required by the Federal Procurement Data System. The procedures shall provide for the collection of data by executive departments and agencies to begin effective October 1, 1978. Individual executive departments and agencies will bear the cost of providing data to the Federal Procurement Data Center and any equipment they may deem necessary to access data in the System. Prior to issuance, these procedures will be reviewed by the FPDS Policy Advisory Board and approved by the Administrator for Federal Procurement Policy. The Federal Procurement Data Center will also provide data on Federal procurements in response to requirements of the legislative branch, the executive branch, and the private sector.

All agencies are requested to provide the name, office, address, and telephone number of an individual, who will provide day-to-day operational contact with the Federal Procurement Data Center and the FPDS Policy Advisory Board as necessary. Written designation should be provided by February 17, 1978 to Mr. William W. Thybony, Assistant Administrator for Regulations, Office of Federal Procurement Policy, New Executive Office Building, Room 5002, Washington, D.C. 20503.


Lester A. Fettig
Administrator

Enclosure

The FPDS action items discussed below were formally passed by the Policy Advisory Board and approved by OMB/OFPP on October 22, 1981. Detailed implementation plans will be issued by the FPDC as appropriate.

FOREIGN TRADE DATA: Item 27C on the SF-279 is being revised to read "Country of Manufacturer." If the product is manufactured, mined, or grown in a foreign country or U.S. outlying area, enter the code from NBS-LC-1067 of that country/area. In the case of a service - if the service is performed by a foreign contractor (including U.S. outlying area contractors) - enter the code from NBS-LC-1967 of that country/area. If the product is manufactured, mined, or grown in the U.S.A. (the 50 states and the District of Columbia), or the service is performed by a U.S. contractor, leave these boxes blank.

Effective Date: The Data Center plans to distribute revised forms (SF-279) by July 1, 1982. Reporting agencies will begin reporting this data to the FPDC with their first quarter FY 83 submission (due to FPDC by February 15, 1983).

SUBCONTRACTING DATA: Reporting agencies will collect, summarize at the agency level, and submit the following data elements to the FPDC quarterly for "other than commercial products" and annually for "commercial products":

1. Agency name and the four-digit agency organization designation code.
2. The applicable report period.
3. Agency totals for Items 9-13 from the SF-295.
4. The total number of prime contractors reporting for the report period.
5. The total number of unique prime contractors reporting for the fiscal year-to-date.

This data will be submitted to the FPDC on a single form each quarter (preferably in the format of the SF-295), except in the fourth quarter when an additional form for the annual report on "commercial products" will be required. These subcontracting reports will be due to the FPDC 45 days following the end of each quarter for the first three quarters and 60 days following the end of the fourth quarter, each fiscal year. This data negates the utility of Part III of the SF-281. Therefore, this reporting requirement will be rescinded.

Effective Date: Reporting agencies will begin submitting this data to the FPDC with first quarter FY 82 (due to FPDC by February 15, 1982). Part III of the SF-281 is rescinded effective with first quarter FY 82.

FPDS EDITS: The FPDC has made several revisions in their edits in order to ensure that only "essential" data is being checked. The Center plans to make edit

Enclosure (2)

reviews an on-going process and invites suggestions and/or comments regarding the FPDS edits. Information regarding current FPDS edits can be obtained directly from the Data Center.

Effective Date: The FPDS policy has been, and remains to be, that any record which fails to pass all edits will be rejected and must be corrected and re-submitted by the reporting activity.

REPORTING DEADLINES: The deadlines for submitting data to the FPDC are 45 days following the end of the first, second, and third quarters and 60 days following the end of the fourth quarter. The FPDC will be enforcing these deadlines. Additionally, a 30-day period for error correction (beginning with FPDC's notification to reporting agencies of their errors) will be adhered to. Any data submitted to FPDC late, but within the error correction period, will be accepted only if it does not adversely impact the FPDC's processing schedule. A "report card" detailing each agency's reporting performance for that quarter will be published in the FPDC standard report. Performance to be measured will include each agency's total dollars reported, total valid dollars, the percent valid, and total invalid dollars. Any data not submitted or errors not corrected within the established timeframes must be submitted/re-submitted to the FPDC by the agency in the next report period with their regular quarterly submission.

Effective Date: The procedures/policies set forth above will be implemented beginning with the first quarter of FY 82.

WOMEN-OWNED BUSINESS DATA: The SF-281, Part II, is being revised to provide for collection of Women-Owned Business data (number of actions and net dollar amount).

Effective Date: The FPDC plans to distribute revised forms (SF-281) to all reporting agencies by July 1, 1982. Agencies will begin reporting this data to the FPDC in the first quarter of FY 83 (due to the FPDC by February 15, 1983).

AWARDS UNDER ANOTHER AGENCY'S CONTRACT: The SF-279, Item 14, Code 6 is being revised. The term "GSA Schedule" replaces "Federal Supply Schedules." The SF-281, lines 6, 6a, and 6b are being revised to reflect the following changes:

Line 6 - "Orders Under Indefinite Quantity Contracts and BOA's" is being changed to "Procurement Under Another Agency's Contracts."

Line 6a - "Federal Supply Schedules" is being changed to "GSA Schedules."

Line 6b - "Other Indefinite Quantity Contracts" is being changed to "Another Agency's Contracts."

Effective Date: The FPDC plans to distribute revised forms (SF-279 and SF-281) by July 1, 1982.

ACTION DATE: All FPDS standard reports will be generated based on action date rather than the current report period concept. This means that data contained in the standard reports will reflect only those contract actions consummated during the applicable period. The FPDC will have the capability to produce special reports by action date or report period.

Effective Date: The FPDC plans to begin generating the standard reports by action date with their first quarter FY 82 reports.

AUDIT TRAIL: The FPDC will no longer maintain an audit trail of all corrections/changes made to records by reporting agencies. Rather, only the latest record/correction submitted will be maintained in the data base. This will enable the FPDC to "roll-up" all records pertaining to the same contract action so that only a single correct record will exist in the FPDS. Agencies will be given a print-out detailing all corrections/changes made to their data so that each reporting agency can maintain a hardcopy audit trail of revisions. The FPDC also plans to simplify the current reversing/correcting procedure whereby corrections will be accomplished through a single submission, rather than the current requirement of two forms for each change. Agencies continuing to submit both forms to correct/change a record will also be accommodated.

Effective Date: The FPDC plans to implement/accommodate the changes discussed above commencing with first quarter FY 82 data submission.

AFFIRMATIVE ACTION, COST ACCOUNTING STANDARDS, AND COMPLETION DATE: Items 13a, 13b, 25, and 26 on the SF-279 are being designated for "agency use only" and will no longer be collected by the FPDC. Agencies can either continue to complete these items or leave them blank. The FPDC will not edit or retain any data submitted in these blocks by reporting agencies. Space must be allowed for these fields in the input record even if no data is provided. These fields may be blank filled.

Effective Date: The FPDC will discontinue collecting these data elements commencing with the first quarter FY 82 submission.



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

WH 39

OFFICE OF FEDERAL
PROCUREMENT POLICY

OCT 30 1981

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

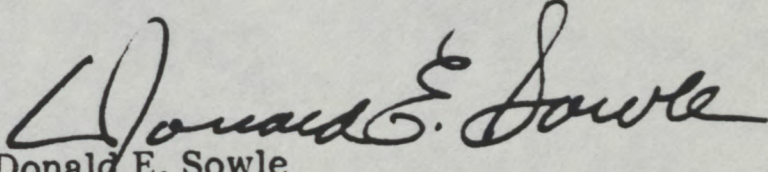
SUBJECT: Proposal for a Uniform Federal Procurement System

With the enactment of Public Law 96-83 in October 1979, OMB's Office of Federal Procurement Policy was required to develop and submit to Congress a proposal for a procurement system by October 1980; and proposals for a procurement management system and procurement legislation by this fall. Enclosed for your review and comment is a draft proposal which integrates all three elements and which supersedes OFPP's proposal of last October. It does not represent a coordinated executive branch position.

Although a full 30-day public and comment period has been scheduled for the review of this draft, I would encourage you to provide your comments as soon as possible to ensure that they are thoroughly considered. I also ask that your comments be concisely stated and reference specific pages and paragraphs, where appropriate, to facilitate our analysis and to expedite our revision of the proposal.

Please be assured that your views as well as those of the public will be carefully considered and that appropriate modifications will be made to the proposal. We intend to make available to the Congress a copy of your response to this request for comment, at the time of submission of the final proposal.

Thank you for your cooperation and assistance in reviewing the enclosed draft.


Donald E. Sowle
Administrator

WH 39 - NRN

BOARD OF GOVERNORS
FEDERAL RESERVE SYSTEM
OCT 22 PM 9:30
1981
OFFICE OF THE CHAIRMAN

THE WHITE HOUSE

WASHINGTON

September 17, 1981

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM

1981 SEP 21 PM 1:01

RECEIVED
OFFICE OF THE CHAIRMAN

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS
AND AGENCIES

WH-38

This year marks both the beginning of my Administration and the celebration, throughout the world, of the "International Year of the Disabled." In my proclamation of February 6, 1981, I stated in part that "today there are 35 million disabled Americans who represent one of our most underutilized national resources." According to the most recent statistics available, the Federal Government employs 134,000 physically or mentally impaired persons.

Our challenge as a nation today is to ensure that each person within that larger total of 35 million is provided the opportunity to develop and use his or her knowledge, skills, and abilities to his or her maximum potential, and at the same time be treated with the respect and dignity which the founders of this country proclaimed as each citizen's birthright.

As Federal employers we must communicate with disabled individuals and with disabled veterans, those persons who have served their country at great personal sacrifice. We must let them know that we welcome them as applicants and employees, and that we need the valuable insights, persistence, and ingenuity which they have used in overcoming or solving seemingly impossible obstacles. In this year of celebration and in succeeding years, I want the Federal Government to serve as a model for employers throughout the United States. //

Ronald Reagan

Message

WH-38 = NR N



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

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM

1981 SEP 16 AM 11:46

RECEIVED
OFFICE OF THE CHAIRMAN
September 11, 1981

M-81-14

MEMORANDUM TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Federal Information Centers

WH-37

Many Federal agencies operate or sponsor "information centers," or similar activities such as clearinghouses, information analysis centers, and resource centers. These activities collect, maintain, and make available information, usually on particular subjects or disciplines. Most are established in response to statutory requirements or program needs, and their information services are usually available to both the public and private sectors.

Many of these information centers serve a legitimate government function and provide benefits to many sectors of our society. For example, the dissemination of research information fosters the application of scientific achievements to society's needs. Similarly, the development of an informed consumer public through the dissemination of accurate and timely information can sometimes provide an alternative to greater government regulation of the marketplace.

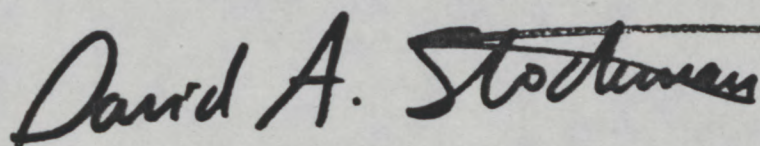
Federal agencies have a responsibility to ensure that Federal information resources are efficiently and effectively managed. The General Accounting Office and others have identified instances where the Federal Government is providing information services which are available from the private sector. In other cases, the government provides information services without charge or at less than full cost, thereby impeding the ability of the private sector to provide such services. Finally, there is evidence which suggests the existence of unnecessary duplication and overlap among centers sponsored or operated by Federal agencies.

In accordance with the Paperwork Reduction Act of 1980 and OMB Bulletin No. 81-21, your staff is now preparing a plan for implementing information resources management. The plan will include a schedule for periodic reviews of agency information activities by your agency's senior official for information resources management. In preparing this plan and schedule, I ask that you pay special attention to the major information centers operated or sponsored by your agency. In particular, you should evaluate each center with significant resource or programmatic implications. Among the criteria that should be considered in such an evaluation are the following:

- Does the center serve a legitimate and necessary government function?
- Does the information service duplicate similar services provided by other public or private organizations?
- Could the private sector provide the same or similar information services?
- Can the center be consolidated with similar services provided by other Federal organizations?
- Is the information service provided on a full-cost recovery basis? If not, what are the benefits to the public, or the government, of providing the service at less than full cost?

If your September 1 plan for implementing information resources management does not include a schedule for reviewing your agency's information centers, you should submit an addendum. Please let us know when it will be available.

My staff will be in touch with your agency's senior official for information resources management shortly to discuss this issue in further detail.



David A. Stockman
Director



BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON

EMMETT J. RICE
MEMBER OF THE BOARD

October 21, 1981

Mr. David A. Stockman
Director
Office of Management and Budget
Washington, D. C. 20503

Dear Mr. Stockman:

As the senior official designated to carry out the responsibilities of the Board of Governors under the Paperwork Reduction Act, I am submitting three copies of a plan for conducting periodic reviews of the Board's information management activities. The plan is submitted to you in accordance with paragraph 8 of OMB Bulletin No. 81-21.

Sincerely,

Emmett J. Rice

Attachments

Board of Governors of the Federal Reserve System

This Statement on the Board's plan for conducting periodic reviews of its information management activities is submitted to OMB in fulfillment of the requirement stated in paragraph 8 of OMB Bulletin No. 81-21 dated June 8, 1981 (as amended by the Director's memorandum of September 11 to Heads of Executive Departments and Agencies). The statement describes the main features of: (1) the general organization of the review procedures, including scheduling and resource allocation; (2) the procedures for the evaluation and approval of information collections; (3) the procedures for collecting and processing the information submitted to the Board; (4) the procedures for disseminating the information collected; and (5) the Board's objectives and evaluation criteria in the area of information activities.

1. In the exercise of his responsibilities for reviewing information management activities, the Board's designated senior official under the Paperwork Reduction Act (Board Member Governor Emmett J. Rice) is supported by the Operations Review Committee, which consists of senior staff from the Board's various organizational units. This Committee administers the Board's Operations Review Program (ORP) which was set up, after consultation and discussion with GAO, to ensure that Board operating programs are effectively and efficiently administered, to provide the Board with an independent evaluation of operating policies and procedures, and to ensure compliance with applicable laws, regulations, and Board policies. The reviews of information management activities required by the Act will, in general, take place within the regular operations reviews of the Board's divisions and offices conducted under the

Operations Review Program and on the schedule set for such reviews. Each year the ORP conducts two full-scope divisional or office reviews, and two follow-up reviews to determine the nature of actions taken in response to the major findings of previous divisional and office reviews. The portions of each of these reviews relating to those information management activities coming within the scope of the responsibilities of the designated senior official--including those focusing on the management of activities and resources devoted to the initiation, clearance, collection, storage, processing, and dissemination of information covered by the Act--will be submitted as special reports to the designated senior official.

The current schedule of divisional and follow-up reviews to be conducted under the Operations Review Program is as follows (the dates shown are for the initiation of reviews; the submission of the review report on the relevant information activities to the designated senior official will follow by a few months):

- Division of Research and Statistics - September 1981
- Division of Data Processing--follow-up review to 1978 review and subsequent reorganization - December 1981
- Division of International Finance - March 1982
- Division of Personnel--follow-up to the March 1980 review - May 1982
- Office of the Secretary - July 1982
- Division of Support Services--follow-up to the September 1980 review - October 1982
- Other offices and functions will follow but no specific dates have been set at this time.

This review schedule is subject to periodic reevaluation by the Operations Review Committee and the Vice Chairman of the Board and may be changed to meet the evolving management needs of the Board.

The resources used in these reviews usually consist of teams of four to fifteen qualified staff professionals drawn from the Board and the Federal Reserve Banks, who conduct the reviews under the immediate supervision of the Manager of the Operations Review Program. Each review is under the general oversight of the Operations Review Committee.

In addition to these standard review procedures, special ad hoc reviews are conducted, from time to time as appropriate, of particular aspects of the Board's information activities. For example, in the first half of this year, an intensive review was conducted of the Board's procedures for evaluating and approving information collections (see section 2 below); as a result of that review, significant changes were made in those procedures. (Since implementation of the review results has just been completed, another review in this area is not anticipated within the time horizon of this review planning statement.) Similarly, beginning in the fall of 1981, an ad hoc review will be made of certain aspects of the procedures disseminating information requested by the public (see section 4 below).

2. The Board's procedures for the evaluation and approval of information collections are extremely searching, rigorous, and demanding. Under the standard procedures, all reporting proposals, which are initiated by the divisions with subject matter responsibilities, must go through the set of clearance

mechanisms described below. The clearance procedures must be followed whether the proposal is for a new report, for the revision of an existing report, or for the extension of an existing report. Detailed procedures of this type were established by the Board of Governors in 1975. Recently, after the passage of the Paperwork Reduction Act, the procedures were intensively reviewed by the Board. As a result of that review, the procedures were revised to streamline them and to enhance the quality of the clearance process.

The major steps of the report clearance procedures are as follows:

(a) Each report proposal as approved by the initiating division is given a preliminary review by the deputies of the Board Member serving as the Designated Senior Official under the Paperwork Reduction Act and by the Financial Reports Section. This preliminary review deals with questions of need, duplication, burden, effectiveness of design and description, and compliance with agency guidelines for report proposals.

(b) The proposal, which may have been amended in step (a), is submitted to the System Steering Committee for Report Review. The members of this Committee are from the subject matter functions, the data collection and processing functions, respondent relations functions, and clearance functions. The Steering Committee subjects the proposal to searching and critical questioning with respect to need, duplication, burden, and efficacy, looking both at the general purpose and the details of the proposal.

(c) The proposal, which may have been amended in step (b), is submitted, along with a report of evaluation and recommendation from step (b), to the Presidents of the Federal Reserve Banks for their critical review of need, burden, and efficacy.

(d) The proposal, along with reports and recommendations from the preceding steps, is submitted to the appropriate Committee of Governors with subject matter responsibility and to the Board Committee on Research and Statistics, which consists of three Members of the Board of Governors and is chaired by the Board Member who is the Designated Senior Official under the Act, where it is again subjected to detailed and critical questioning on need, burden, and efficacy.

(e) The proposal, amended as appropriate, is submitted, along with recommendations from the preceding steps, to the full Board for final discussion, determination, and approval.

(f) Only after approval by the Board of Governors is the proposal, as amended through these procedures, submitted to OMB.

Evaluative contact with outside groups, as appropriate, will ordinarily occur either prior to step (a) or in the preparation for the evaluative discussions of steps (b) and (c). In step (e), the Board may, as appropriate, decide to publish the proposal for public comment before reaching its final decision.

There will be instances where the appraisal and clearance procedures differ somewhat from the standard procedures described above. For example, the procedures described refer to those reports for which the Board is solely responsible. In the case of Board reports mandated by the Federal Financial Institutions Examination Council, the steps may be somewhat different, including discussion within the Council's Task Force on Reports and appraisal and decision by the Council. Recordkeeping requirements that are part of regulatory proposals do not ordinarily go through step (b) but are subjected to review by the Board's Regulatory Improvement Project.

Where there is a time pressure for the information proposed, the initiator of a proposal can submit a request, including specific justification, to the Board Member who is the Designated Senior Official under the Act for permission to by-pass one or more of the steps prior to step (d). Such a by-pass is possible only with the express approval of the Designated Senior Official.

3. The collection of approved reports is ordinarily conducted by the Federal Reserve Banks acting as agents for the Board. The Reserve Banks also

perform the initial processing and editing of the collected data and transmit the data to the Board for further processing and editing by the Division of Data Processing. In this processing and editing, the deputies of the designated senior official, the Statistical Management and Control Section of the Division of Research and Statistics, the Division of Data Processing, and the various subject matter and user divisions are all involved in the process of setting the standards of data quality and of supervising and administering these standards.

4. The information collected is disseminated and made available both for Board use and for the use of others in a great variety of forms--computer data files and banks and associated terminals and printouts, computer tapes, copies of hard copy returns, press releases, monthly and annual statistical publications, special studies, etc. In addition to filling requests for information from information collections in the form of available tapes, publications, and releases, the Board also, where appropriate, prepares ad hoc responses to such requests. These are established policies covering the pricing of all forms of information dissemination and the handling of any requests for information that impinge on confidentiality, privacy, and freedom of information issues.

The establishment of policies and guidelines with respect to these various dissemination activities and the execution of the activities involve a wide range of elements within the agency, including the Board itself, the designated senior official, his deputies, a senior staff Publications Committee, the editorial staff, the various subject matter and user divisions, the Statistical Management and Control Section, and the Division of Data Processing.

5. In the area of information activities, the Board has long had, and will continue to have, the objective of minimizing the burden of information collection on the public consistent with the Board's needs for information for carrying out its statutory responsibilities. Similarly, it is the Board's objective to provide for the most effective internal use of that information and to make the information available to the public, to the extent consistent with statutory and policy restrictions, in convenient and useful forms. It is also the Board's objective to carry out these information activities efficiently and with the minimum use of resources consistent with the effective policy role of the information. To further these objectives the Board has adopted a number of policy and administrative procedures. Examples of these procedures are the report clearance mechanism described above, the Operations Review Program referred to above, the office of Reports Coordinator (supported by the Financial Reports Section and the Statistical Management and Control Section), and other procedures that support the designated senior official as described in our submission of July 23, 1981 to OMB.

The criteria used to evaluate the effectiveness, efficiency, and appropriateness of Board information activities are the extent to which information activities contribute to the carrying out of the Board's statutory responsibilities in the areas of monetary policy and of supervision and regulation of the financial system, and the impact of the information activities on public burden and on Federal Reserve System costs.

NRN

WH-36



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

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM

1981 SEP 16 AM 11:46

M-81-15

September 14, 1981

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

FROM: David A. Stockman, Director

DAS

SUBJECT: Timely Payment

WH-36

1. Purpose: To request a special effort to improve the Government's bill paying practices.

2. Background: Generally the Government is a timely bill payer. A 1978 GAO report showed that 70 percent of Government bills amounting to 82 percent of the total dollars paid, were paid early or on time. However, we are still receiving persistent complaints, especially from small firms, and there is obviously much room for improvement.

Delays may occur for several reasons, but at least two are clearly the Government's responsibility. First, Federal payment centers are often slow in obtaining and processing all the paperwork necessary to make payment (e.g. receiving reports, acceptance forms, invoices, etc.). Secondly, contracts or purchase orders often do not include explicit payment terms.

These can both be corrected by improved administrative practices and by better adherence to OMB and Treasury standards. First, OMB requires clear payment terms in all contracts or purchase orders. Secondly, Treasury's Fiscal Requirements Manual, I.TFRM 6-8000 "Cash Management," provides guidelines for agencies in establishing effective cash management procedures to expedite the flow of funds into the Treasury and to control the timeliness of disbursements.

3. Action

I ask that you first review the record of timeliness in payments made by your agency and furnish a copy of your findings to the Office of Federal Procurement Policy by December 31, 1981. In addition, I ask that you take such action as is necessary to:

- a. Include specific payment terms in each contract or purchase order. Please use standard 30-day payment terms as a norm.
- b. Designate an individual who is responsible for payments. Please make sure that responsibility for making payments and answering related inquiries is clear.
- c. Include clear payment instructions and reference to any necessary standard payment forms in each contract.
- d. Improve compliance with Treasury Fiscal Requirements Manual, I.TFRM 6-8000.
- e. Make timely bill payment a criterion in employee performance appraisals.