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

MAY 24 1982

WH-23

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1982 MAY 26 PM 11:32

BOARD OF GOVERNORS  
OF THE  
FEDERAL RESERVE SYSTEM

MEMORANDUM TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Joseph R. Wright, Deputy Director

*Joseph R. Wright*

SUBJECT: Implementation of Executive Order No. 12352

Executive Order No. 12352 requires the heads of executive agencies engaged in the procurement of products and services from the private sector to:

"Designate a Procurement Executive with agency-wide responsibility to oversee development of procurement systems, evaluate system performance in accordance with approved criteria, enhance career management of the procurement work force and certify to the agency head that procurement systems meet approved criteria."

In essence, the Procurement Executive should be the individual whom you will use to provide management direction of your agency's procurement system including the procurement work force. As your representative, the Procurement Executive will also work actively with the Administrator for Federal Procurement Policy who is responsible for providing broad policy guidance and overall leadership necessary to achieve the procurement reforms outlined in the Executive Order.

Enclosed is a proposed model charter which sets forth the scope of a Procurement Executive's responsibilities. It was developed by an interagency task group representing eighteen agencies. Recognizing that procurement systems must vary to some degree because of different agency mission needs, the suggested charter provides sufficient flexibility to tailor the Procurement Executive position to fit your management concepts and, where necessary, to create more than one position. The appointment of Procurement Executives is a key milestone in implementing Executive Order No. 12352, because they are to play a fundamental role in accomplishing procurement reform.

To facilitate implementation of the Executive Order, an Executive Committee on Federal Procurement Reforms has been established which is comprised of the Procurement Executives from the eight largest procuring agencies and the Small Business Administration, and chaired by the Administrator



for Federal Procurement Policy. A copy of the Executive Committee's charter is enclosed. This Committee will review and provide counsel with respect to the recommendations of interagency task groups which will be established to develop guidance for agency use in implementing the Executive Order. The Committee's initial agenda will include providing advice which will enable completion of the Model Charter for Procurement Executives.

The Executive Committee's first meeting will be held June 1, 1982. Because one of its first agenda items will be consideration of the proposed Model Charter, I encourage you to furnish any comments you may have to the Administrator for Federal Procurement Policy by that date.

I also encourage you to appoint a Procurement Executive within your agency without waiting for the Model Charter to be completed. While I am sure some of the detailed responsibilities of the Procurement Executive will change, the proposed Charter does fairly represent the Procurement Executive concept.

Thank you for your assistance in this matter. With your continued support, we will realize our goal of a more efficient and responsive procurement system.



MODEL CHARTER

FOR

PROCUREMENT EXECUTIVES

Developed by the Procurement Executive  
Task Group of the Federal Procurement Council

Interagency Task Group Leader: LeRoy E. Hopkins

OFPP Contact: LeRoy J. Haugh



## PROCUREMENT EXECUTIVE

Executive Order No. 12352 of March 17, 1982, titled "Federal Procurement Reforms," provides in Section 1 as follows:

"To make procurement more effective in support of mission accomplishments, the heads of executive agencies engaged in the procurement of products and services from the private sector shall: Designate a Procurement Executive with agency-wide responsibility to oversee development of procurement systems, evaluate system performance in accordance with approved criteria, enhance career management of the procurement work force, and certify to the agency head that procurement systems meet approved criteria."

### Procurement Executive

Under the Executive Order, the responsibility for designating a Procurement Executive responsible for the development and oversight of agency-wide procurement systems is placed on the head of the procuring agency.

The purpose of this task group is to draft a charter suitable for use by agencies as a model. It contains what the task group considers to be the appropriate placement of the Procurement Executive within an agency's organizational structure, sets out primary duties and responsibilities and lists functions appropriate for delegation to subordinate procurement organization heads and contracting officers. It is intended as a guide and may be adopted or modified to the extent necessary so long as it is consistent with the purpose and scope of the Executive Order.

### Organizational Placement

#### Background

The importance of organizational placement was highlighted in the findings of the Report of the Commission on Government Procurement (COGP), Volume 1, Chapter 5, page 43.

"Technical personnel tend to dominate personnel engaged in the procurement process. Procurement personnel do not receive the management support they must have in order to bring their professional expertise into play in awarding and administering contracts and, as a consequence, they must often bow to the desires of requisitioners who do not have expertise in procurement."



As a result of its study, the COGP stated the need to reevaluate the place of procurement in each agency whose program goals require substantial reliance on procurement. Under the general oversight of the OFPP, each agency should ensure that the business aspects of procurement and the multiple national objectives to be incorporated in procurement actions receive appropriate consideration at all levels in the organization. (COGP Recommendation No. 12)

### Placement

The head of each Federal agency will appoint a Procurement Executive which should normally be a full-time position or a primary function of that position. Since this official will be responsible for management direction of the agency's procurement system, the Executive should be an experienced procurement professional and be at, or report directly to, no lower than the assistant secretary or assistant administrator level. Procurement Executives of large agencies may designate subordinate Procurement Executives, as needed, in sub-agency elements.

To effectively carry out his/her responsibilities, the Executive must be placed at a sufficiently high level in the organization to ensure:

- Direct access to the head of the major organizational element served;
- Sufficient status to deal with contractor executives; and
- Comparative equality with major mission and program organizational elements.

### Procurement Executive Responsibilities

1. Delegation. The Procurement Executive is delegated authority from the agency head to oversee development and provide management direction of the agency's procurement system in accordance with applicable laws and regulations. Specifically, the Procurement Executive is authorized to:
  - a. Prescribe and publish agency procurement policies, regulations and procedures. (When the Federal Acquisition Regulation (FAR) becomes effective, agency policies, regulations and procedures will be limited to those unique to the agency or



otherwise necessary to implement the FAR. Repeating or paraphrasing the FAR will not be permitted.);

- b. Enter into, make determinations and decisions, and take other actions, consistent with appropriate policies, regulations and procedures with respect to purchases, contracts, leases, sales agreements, and other transactions, except those required by law or regulation to be made by other authority;
- c. Designate contracting officers and representatives thereof;
- d. If appropriate, exercise priorities authority on behalf of the agency, in accordance with the provisions of the Defense Production Act of 1950 (50 U.S.C. App. 2071, et seq.), Department of Defense Delegation of Priorities Authority, dated October 21, 1958, and applicable policies and regulations;
- e. Evaluate and monitor the agency's procurement system performance;
- f. Manage and enhance career development of the procurement work force;
- g. Examine, in coordination with the OFPP, the procurement system to determine specific areas where Government-wide performance standards should be established and applied and participate in the development of Government-wide procurement policies, regulations and standards. (The standards will be the criteria used for measuring operational effectiveness; i.e., time, cost, quality, accuracy, quantity, qualifications, etc.);
- h. Be the advocate for competition; and
- i. Certify to the agency head that the procurement system meets approved standards.

## 2. Redelegation

- a. The authority delegated in paragraph 1.a. may be redelegated only with respect to agency internal procurement policies, procedures, and regulations.



- b. None authorized with respect to paragraph 1.e. and 1.i.
- c. The authority delegated in paragraphs 1.b., c., d., f., g., and h. may be redelegated in writing with the power of further redelegation.



## EXECUTIVE COMMITTEE ON FEDERAL PROCUREMENT REFORMS

### I. Establishment:

The Executive Committee on Federal Procurement Reforms is established effective May 18, 1982. It is under the leadership of the Office of Management and Budget and chaired by the Administrator for Federal Procurement Policy.

### II. Purpose:

The purpose of this Committee is to assist in implementation of the procurement reforms set forth in Executive Order No. 12352 by providing broad policy review and counsel with respect to proposed implementing actions. Interagency task groups will be appointed as set forth in Section V to develop guidance that will enable agency heads to fully accomplish their responsibilities under the Executive Order. One of the functions of the Committee will be to review and evaluate these task group recommendations.

### III. Membership:

The Committee is composed of one Procurement Executive from each of the following organizations:

- Department of Agriculture
- Department of Defense
- Department of Energy
- Department of Interior
- Department of Transportation
- General Services Administration
- National Aeronautics and Space Administration
- Veterans Administration

Membership will also include a representative from the Small Business Administration. In addition, the Office of Personnel Management will be invited to participate whenever personnel related issues are reviewed.

A member may not be represented by an alternate at the meetings, but may send an observer after prior coordination with the Chairperson.

Notice will be given at least two weeks prior to a meeting.



#### IV. Activities:

The Executive Committee will:

- o Provide advice with respect to the organization of interagency task groups and the nominations of individuals selected to chair task groups.
- o Review and provide advice with respect to each task group's charter.
- o Review task group plans to ensure they encompass all the areas needed to fully implement the Executive Order.
- o Review and evaluate the progress of task group efforts.
- o Resolve questions raised by task groups and otherwise provide guidance to task groups.
- o Advise and counsel OMB/OFPP on content of periodic reports to the President on the accomplishments and progress in implementing the Executive Order.

#### V. Task Groups:

Interagency task groups will be established to develop guidance which will facilitate agency accomplishment of the specific objectives of Executive Order 12352. Each task group will be chaired by a General or Flag Officer, or civil service equivalent. Responsibilities of the Chairperson include:

- o Ensuring a balanced membership in terms of perspective and agency mission responsibilities.
- o Developing a charter and presenting it to the Committee for review.
- o Developing a plan of areas and issues to be examined by the task group.
- o Briefing the Committee on progress.



- o Developing and presenting to the Committee recommended actions.
- o Ensuring all actions are completed.

VI. Meetings:

Meetings of the Executive Committee will be held as necessary at the call of the Administrator for Federal Procurement Policy. Meetings will be held, on the average, once a month.

VII. Staff Support:

Staff support to the Chairperson will be provided by OFPP. The Administrator will designate an Executive Secretary to plan, coordinate, prepare the agenda, and maintain minutes of each meeting.



PROPOSED AGENDA

EXECUTIVE COMMITTEE ON PROCUREMENT REFORM

JUNE 1, 1982

- o Comprehensive review of the proposed organization and planning for implementation of the Executive Order including:
  - oo Executive Committee's charter
  - oo Interagency Task Groups proposed
  - oo Review of proposed Task Group assignments
  - oo Review of sample Task Group Charter
  - oo Development of mechanism for reporting to the President on agency and overall progress
- o Review of proposed Model Charter on Procurement Executives
- o Identification of topics and date for next meeting





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

WH-22

M-82-5

May 11, 1982

MEMORANDUM FOR THE EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

FROM: David A. Stockman  
Director

SUBJECT: Revised Supplemental Guidance for Conducting  
Matching Programs

I am attaching a copy of our revised Guidelines on conducting computerized matching programs. This revision updates and simplifies earlier guidance issued on March 30, 1979. It is effective immediately.

The revision is the result of our evaluation of agencies' operating experiences under the original Guidelines. The new Guidelines incorporate many agency recommendations for clarifications and changes. In addition, they greatly simplify the notice and reporting requirements of the earlier version.

Direct comments or questions on these Guidelines to OMB's Office of Information and Regulatory Affairs.

Attachment

#/WH-22 Mulrenin  
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BOARD OF GOVERNORS  
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1982 MAY 17 PM 1:48  
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## Matching Guidelines

1. Purpose - These Guidelines supplement and should be used in conjunction with the "OMB Guidelines on the Administration of the Privacy Act of 1974," issued on July 1, 1975 and supplemented on November 21, 1975. They replace earlier guidance on conducting computerized matching programs issued on March 30, 1979. They are intended to help agencies relate the procedural requirements of the Privacy Act to the operational requirements of computerized matching. They are designed to address the concerns expressed by the Congress in the Privacy Act of 1974 that "the increasing use of computers and sophisticated information technology, while essential to the efficient operations of the Government, has greatly magnified the harm to individual privacy that can occur from any collection, maintenance, use, or dissemination of personal information." These Guidelines do not authorize activities which are not permitted by law; nor do they prohibit activities expressly required to be performed by law. Complying with these Guidelines, however, does not relieve a Federal agency of the obligation to comply with the provisions of the Privacy Act, including any provisions not cited in these Guidelines.
2. Scope - These guidelines apply to all agencies subject to the Privacy Act of 1974 (5 U.S.C. 552a), and to all matching programs:
  - a. Performed by a Federal agency, whether the personal records used in the match are Federal or non-Federal.
  - b. For which a Federal agency discloses any personal records for use in a matching program performed by any other Federal agency or any non-Federal organization.
3. Effective Date - These guidelines are effective on their date of issuance - May 11, 1982.
4. Definitions - For the purposes of these Guidelines:
  - a. All the terms defined in the Privacy Act of 1974 apply.
  - b. A "personal record" means any information pertaining to an individual that is stored in an automated system of records, e.g., a data base which contains information



about individuals that is retrieved by name or some other personal identifier.

- c. A "matching program" is a procedure in which a computer is used to compare two or more automated systems of records or a system of records with a set of non-Federal records to find individuals who are common to more than one system or set. The procedure includes all of the steps associated with the match, including obtaining the records to be matched, actual use of the computer, administrative and investigative action on the hits, and disposition of the personal records maintained in connection with the match. It should be noted that a single matching program may involve several matches among a number of participants.

Matching Programs do not include the following:

- (1) Matches which do not compare a substantial number of records, e.g., comparison of the Department of Education's Defaulted Student Loan data base with the Office of Personnel Management's Federal Employee data base would be covered; comparison of six individual student loan defaulters with the OPM file would not be covered.
  - (2) Checks on specific individuals to verify data in an application for benefits done reasonably soon after the application is received.
  - (3) Checks on specific individuals based on information which raises questions about an individual's eligibility for benefits or payments done reasonably soon after the information is received.
  - (4) Matches done to produce aggregate statistical data without any personal identifiers.
  - (5) Matches done to support any research or statistical project where the specific data are not to be used to make decisions about the rights, benefits, or privileges of specific individuals.
  - (6) Matches done by an agency using its own records.
- d. A "matching agency" is the Federal agency which actually performs the match.
- e. A "source agency" is the Federal agency which discloses records from a system of records to be used in the match. Note that in some circumstances, a source agency may be the instigator and ultimate beneficiary of the matching program, as when an agency lacking computer resources uses another agency to perform the match. The disclosure



of records to the matching agency and any subsequent disclosure of "hits" (by either the matching or the source agencies) must be done in accordance with the provisions of paragraph (b) of the Privacy Act.

f. A "hit" is the identification, through a matching program, of a specific individual.

5. Guidelines for Agencies Participating in Matching Programs - Agencies should acquire and disclose matching records and conduct matching programs in accordance with the provisions of this section and the Privacy Act.

a. Disclosing Personal Records for Matching Programs

(1) To Another Federal Agency - source agencies are responsible for determining whether or not to disclose personal records from their systems and for making sure they meet the necessary Privacy Act disclosure provisions when they do. Among the factors source agencies should consider are:

- (a) Legal authority for the match;
- (b) Purpose and description of the match;
- (c) Description of the records to be matched;
- (d) Whether the record subjects have consented to the match; or whether disclosure of records for the match would be compatible with the purpose for which the records were originally collected, i.e., whether disclosure under a "routine use" would be appropriate; whether the soliciting agency is seeking the records for a legitimate law enforcement activity - whichever is appropriate; or any other provision of the Privacy Act under which disclosure may be made;
- (e) Description of additional information which may be subsequently disclosed in relation to "hits";
- (f) Subsequent actions expected of the source (e.g., verification of the identity of the "hits" or follow-up with individuals who are "hits").
- (g) Safeguards to be afforded the records involved, including disposition.

If the agency is satisfied that disclosure of the records would not violate its responsibilities under the Privacy Act, it may



proceed to make the disclosure to the matching agency. It should ensure that only the minimum information necessary to conduct the match is provided. If disclosure is to be made pursuant to a "routine use" (Section (b)(3) of the Privacy Act), it should ensure that the system of records contains such a use, or it should publish a routine use notice in the Federal Register. The agency should also be sure to maintain an accounting of the disclosures pursuant to Section (c) of the Privacy Act.

- (2) To a Non-Federal Entity - Prior to disclosing records to a non-Federal entity for a matching program to be carried out by that entity, a source agency should, in addition to all of the considerations in 5a(1) above, also make reasonable efforts, pursuant to Section (e)(6) of the Privacy Act, to "assure that such records are accurate, complete, timely, and relevant for agency purposes."
- b. Written Agreements - Prior to disclosing to either a Federal or non-Federal entity, the source agency should require the matching entity to agree in writing to certain conditions governing the use of the matching file, e.g.: that the matching file will remain the property of the source agency and be returned at the end of the matching program (or destroyed as appropriate); that the file will be used and accessed only to match the file(s) previously agreed to; that it will not be used to extract information concerning "non-hit" individuals for any purpose; and that it will not be duplicated or disseminated within or outside the matching agency unless authorized in writing by the source agency.
- c. Performing Matching Programs -
- (1) Matching agencies should maintain reasonable administrative, technical and physical security safeguards on all files involved in the matching program.
  - (2) Matching agencies should insure that they have appropriate systems of records including those containing "hits," and that such systems and any routine uses have been appropriately noticed in the Federal Register and reported to OMB and the Congress as appropriate.
- d. Disposition of Records -
- (1) Matching agencies will return or destroy source matching files (by mutual agreement) immediately after the match.



- (2) Records relating to hits will be kept only so long as an investigation, either criminal or administrative, is active and will be disposed of in accordance with the requirements of the Privacy Act and the Federal Records Schedule.

e. Publication Requirements -

- (1) Agencies, prior to disclosing records outside the agency, will publish appropriate "routine use" notices in the Federal Register, if necessary.
- (2) If the matching program will result in the creation of a new or the substantial alteration of an existing system of records, the agency involved should publish the appropriate Federal Register notice and submit the requisite report to OMB and the Congress pursuant to OMB Circular No. A-108.

f. Reporting Requirements -

- (1) As close to the initiation of the matching program as possible, matching agencies shall publish in the Federal Register a brief public notice describing the matching program. The notice should include:
- (a) The legal authority under which the match is being conducted;
  - (b) A description of the matching program including whether the program is one time or continuing, the organizations involved, the purpose(s) for which the program is being conducted, and the procedures to be used in matching and following up on the "hits";
  - (c) A complete description of the personal records to be matched, including the source(s), system of records identifying data, date(s) and page number(s) of the most recent Federal Register full text publication where appropriate;
  - (d) The projected start and ending dates of the program;
  - (e) The security safeguards to be used to protect against unauthorized access or disclosure of the personal records; and
  - (f) Plans for disposition of the source records and "hits."

Agencies should send a copy of this notice to the Congress and to the Office of Management and Budget at the same time it is sent to the Federal Register.



- (2) Agencies should report new or altered systems of records as described in e (2) above as necessary.
- (3) Agencies should also be prepared to report on matching programs pursuant to the reporting requirements of either the Privacy Act or the Paperwork Reduction Act. Reports will be solicited by the Office of Information and Regulatory Affairs and will focus on both the protection of individual privacy and the government's effective use of information technology. Reporting instructions will be disseminated to the agencies as part of either the reports required by Section (p) of the Privacy Act or Section 3514 of P.L. 96-511.

g. Use of Contractors - Matching programs should, as far as practicable, be conducted "in-house" by Federal agencies using agency personnel, rather than by contract. When contractors are used, however,

- (1) The matching agency should, consistent with subsection (m) of the Privacy Act, cause the requirements of that Act to be applied to the contractor's performance of the matching program. The contract should include the Privacy Act clause required by FPR Amdt. 155, 41 CFR 1-1.337-5;
- (2) The terms of the contract should include appropriate privacy and security provisions consistent with policies, regulations, standards and guidelines issued by OMB, GSA, and the Department of Commerce;
- (3) The terms of the contract should preclude the contractor from using, disclosing, copying, or retaining records associated with the matching program for the contractor's own use;
- (4) Contractor personnel involved in the matching program should be made explicitly aware of their obligations under the Act, and of these guidelines, agency rules and any special safeguards in relation to each specific match performed.
- (5) Any disclosures of records by the agency to the contractor should be made pursuant to a "routine use" (Section (b)(3) of 5 U.S.C. 552a).

6. Implementation and oversight - the Office of Management and Budget will oversee the implementation of these Guidelines and shall interpret and advise upon agency proposals and actions within their scope, consistent with Section 6 of the Privacy Act.





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

WH-21

M-82-4

April 29 1982  
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 OFFICE OF THE CHAIRMAN  
 BOARD OF GOVERNORS  
 OF THE  
 FEDERAL RESERVE SYSTEM  
 APR 29 AM 11:54

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

FROM: David A. Stockman  
 Director

SUBJECT: Improper Uses of Federal Funds

As the Administration seeks to reduce Federal spending because of increasingly severe budgetary constraints, every opportunity must be taken to assure that monies are appropriately spent. In particular, care must be exercised that Federal funds are not used for partisan or political purposes.

In this regard, three areas of concern merit your careful attention:

- A. For agencies covered by of the Labor-HHS-Education-Related Agencies Appropriations Act ["the Act"], enforcement of the bar against the use of Federal funds by grant or contract recipients, or their agents, for the purpose of attempting to influence legislation or appropriations;
- B. Careful examination of agency payment of organizational dues; and
- C. Establishment and enforcement of standards to assure that no Federal funds are used by contract or grant recipients for partisan or political advocacy purposes.

A. Enforcement of the Act

Although no FY 82 Labor-HHS-Education-Related Agencies Appropriations Act has been enacted, the Continuing Resolution carries forward section 407 of the 1979 Appropriations Act. That provision reads as follows:

"No part of any appropriation contained in this Act shall be used to pay the salary or expenses of any grant or contract recipient or agent acting for such recipient to engage in any activity designed to influence legislation or appropriations pending before the Congress."

*per Mr. Kakalec*



The Department of Justice has issued two formal opinions regarding the Act. The findings may be summarized as follows:

- o Grant and contract recipients funded by affected agencies are clearly barred from using appropriated funds for any activities designed to influence legislation pending before Congress. Justice distinguished the Act from other, less restrictive anti-lobbying laws such as section 1913 of Title 18 of the United States Code, and section 607 of the Treasury, Postal Service, and General Government Appropriations Act that merely bar "grass roots" legislative campaigns, i.e., appeals to the public to in turn contact Members of Congress with respect to pending legislation.
- o In addition to such other enforcement powers as they may have, affected agencies have the inherent authority to terminate the grants or contracts of, and/or achieve the return of all unexpended funds, from parties who violate the Act. Such actions can be taken pursuant to agency regulations.

Affected agencies should, accordingly, review their regulations and enforcement procedures to assure full compliance with the Act.

B. Payment of Private Organizational Dues:

Review of the scope and magnitude of agency payment of organizational membership dues can have several significant benefits, including:

- o clarifying the degree to which agencies are working closely with various groups and identifying areas in which agency objectivity, impartiality, and judgment may be affected;
- o subjecting relationships that have evolved among some government programs and special interest groups to management scrutiny; and
- o identifying funds that can be re-directed to more constructive uses.

Agencies should, accordingly, take all necessary steps to ensure that dues payments to private organizations are clearly justified and provide necessary and specific agency benefit.

C. Federally Financed Advocacy:

Use of Federal grant or contract funds for partisan or political advocacy purposes is inappropriate and should not



be permitted, and agencies should review existing procedures and standards to assure that Federal funds are not so utilized. The integrity of the grant and contract process is contingent on the use of government funds for non-partisan, non-political purposes, and your particular attention to this matter is a high Administration priority.

In this regard, it should be noted that the Administration will continue to award grants and contracts to those parties who are most effective in fulfilling statutory purposes. Thus, political advocacy groups may continue to receive grant and contract awards. At the same time, however, meticulous attention should be paid to ensure that if and when awards are made to such groups, that Federal funds are only used to fulfill specific grant and contract purposes.

It is also important to assure even-handed enforcement of the policy against use of federal funds for advocacy purposes. Thus, the policies called for by this memorandum should not be based on agency assessments of the particular views of contract or grant recipients.

D. Further Questions:

Questions concerning the matters described in this memorandum should be addressed to Howard M. Messner, Assistant Director for Management Improvement and Evaluation, OMB (395-4960). Legal questions should be addressed to Richard M. Irby, Assistant General Counsel, OMB (395-5600).

The Administration places an exceedingly high priority on achieving the above-indicated reforms, and your particular attention will be appreciated.





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

April 12, 1982

BOARD OF GOVERNORS  
OF THE  
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WH-20

M-82-3

MEMORANDUM FOR THE HEADS OF NON-DEFENSE DEPARTMENTS AND AGENCIES

FROM: DAVID A. STOCKMAN *AS*

SUBJECT: Staffing Reductions

OMB has provided you firm staffing and budgetary ceilings for fiscal years 1982, 1983, and 1984. In the case of many agencies, these involved reductions from earlier ceilings. It is important to the Administration that you stay within these ceilings. I am sure that you have already required detailed plans to be made by your operating components to achieve and stay within these ceilings, and that you have established a control system to see that the plans are working.

We would like to receive by April 30 a detailed statement of your plans for accomplishing the staffing cutbacks necessary to reach your total full time equivalent (FTE) personnel ceilings for FY 1982, 1983, and 1984. These plans should be broken down by Bureau or other operating component, and should provide the following information:

- (1) Total number of employees on board 1-31-81  
(end of month figure)
- (2) Total FTE ceilings for FY 1982, 1983, 1984
- (3) Total FTE usage for FY 1982 through Feb. 20, 1982<sup>1</sup>
- (4) Anticipated RIF's for remainder of FY 1982
- (5) Anticipated furloughs for remainder of FY 1982  
(in terms of person-days)
- (6) An indication of the extent to which items (4) and (5) are due to (a) dollar ceilings and (b) personnel ceilings
- (7) Probable RIF's and furloughs in FY 1983 and FY 1984, to the extent you can forecast those years.

The above figures should assume enactment of all supplementals approved by OMB.

These plans are for our information only, so you should not wait for our approval to implement them. Furthermore, you should revise them to meet shortfalls or other problems as your judgment indicates, simply supplying copies of the revision for our continuing information. The President is relying upon you--rather than OMB--and upon your loyalty and managerial judgment, to meet the goals he has set.

1/ See OPM-FPM Letter 298-11, September 23, 1980.

*Mr. Kahala*



I want to remind you also of the President's request of last August that you aid RIFed employees to the maximum extent feasible. In view of recent allegations that some agencies are not doing as much as they should, we urge that managerial task forces be set up in each agency to counsel employees likely to be RIFed, and to help them with their outplacement efforts. The Office of Personnel Management can give these task forces assistance and information on successful techniques already being used by some agencies. While we must cut vigorously wherever such action is justified, we must also try to alleviate the human consequences to the extent we can.





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

OFFICE OF FEDERAL  
PROCUREMENT POLICY

APR 2 1982

WTT-19

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES  
FROM: *Donald E. Sowle*  
DONALD E. SOWLE  
SUBJECT: Assistance to Small Business

Recent hearings of the Senate Small Business Committee on S. 1947 focused attention on the question of timely publication of proposed procurements in the Commerce Business Daily (CBD). The Committee was also concerned about the time allowed to small business concerns to prepare and submit bids ("bidding time").

Publication in the CBD is an important means by which small business learns of, and thus is able to compete for, Federal procurement. It is essential, therefore, that publication in the CBD be made at the earliest possible time, consistent with orderly procurement processes. In this regard, section 8(e) of the Small Business Act provides for publication in the CBD "immediately after the necessity for the procurement is established." To the extent that current procurement regulations do not appear to reflect the necessity and importance of prompt publication, we will shortly request that they be revised and improved.

It is also important, as noted by the Committee, to give small concerns the benefit of the longest possible bidding time. Regulations provide that, as a general rule, bidding time shall not be less than thirty calendar days. We again share the Committee's concern and ask that you make every possible effort, consistent with the needs of the Government, to meet the needs of small concerns by allowing in your solicitations a minimum of 30 days bidding time.

Prompt publication in the CBD and full bidding periods will, we believe, assist small concerns in receiving their fair share of Federal Government contracts.

*Mr. Lopez*





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

*WH-18*

OFFICE OF FEDERAL  
 PROCUREMENT POLICY

MAR 30 1982

MEMORANDUM TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES  
 AND TO OFPP AGENCY AND DEPARTMENTAL CONTACTS

SUBJECT: Procurement of Architect-Engineer Services

My memorandum of January 18, 1982, copy attached, was issued to clarify existing policy with respect to procurement of professional A-E services pursuant to the procedures of the Brooks Act (P.L. 92-582). Since issuance of the memorandum, a number of comments and questions have been received which indicate the need for additional guidance in this area. Accordingly, I request that any changes in agency and departmental procurement regulations resulting from the January 18 memorandum be held in abeyance until further information is developed to clarify this matter. In this regard, Federal agencies and other parties interested in the procurement of A-E services are invited to submit comments concerning the application of the Brooks Act and my January 18, 1982 memorandum. Comments should be submitted to the Office of Federal Procurement Policy, attention Mr. Charles Clark by June 30, 1982.

*Donald E. Sowle*  
 Donald E. Sowle  
 Administrator

Attachment

*Mr Lopez*

BOARD OF GOVERNORS  
 OF THE  
 FEDERAL RESERVE SYSTEM  
 1982 APR 12 AM 9:47  
 RECEIVED  
 OFFICE OF THE CHAIRMAN



WH-17

THE WHITE HOUSE  
WASHINGTON

APR 6 1982

MEMORANDUM FOR: HEADS OF ALL EXECUTIVE AGENCIES AND DEPARTMENTS  
FROM: EDWIN L. HARPER  
CHAIRMAN, PROPERTY REVIEW BOARD  
SUBJECT: Federal Real Property

President Reagan has initiated a major new program to: (1) review the real property holdings of the Federal Government; (2) improve the management of this property; (3) expedite the sale of unneeded property; and (4) use the proceeds to begin reducing the National Debt.

On February 25, 1982, the President signed Executive Order 12348 which established a Property Review Board with responsibility for the direction of this national initiative. An immediate goal of the Board is the identification of all Federal real property which is not utilized, is under-utilized, or is not being put to optimum use. The Executive Order requires a report to the Board of all such real property held by your agency or department. This report should be sent to me and the Administrator of General Services by April 26, 1982.

Each agency has an existing responsibility to maintain an up-to-date inventory of real property holdings, in accordance with General Services Administration regulations. The report to the Board should be based on a review of your inventory to identify new properties that have not already been reported as excess to the General Services Administration. A standard format for your report is attached.

Your review should identify, in particular, properties that are not being put to optimum use. This includes properties that, while currently used for program purposes, could be put to significantly higher economic use if agency operations were relocated and the property were sold to the public.

The cooperation of you and your agency officials is essential if the President's goals are to be achieved. If you have questions about this report, contact Bruce Selfon, Acting Executive Director, at 395-5090 as soon as possible.

Edwin L. Harper





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

OFFICE OF FEDERAL  
PROCUREMENT POLICY

January 18, 1982

MEMORANDUM TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES AND  
TO OFPP AGENCY AND DEPARTMENTAL CONTACTS

SUBJECT: Procurement of Architect-Engineer Services

A recent review of the synopses appearing in Section R of the Commerce Business Daily (the Architect-Engineer section) indicates that several agencies are using the Public Law 92-582 (Brooks Bill) process to procure professional services other than professional architect-engineer services.

The statutory definition of professional architect-engineer services contained in Public Law 92-582 has been further defined in Comptroller General Decision B-184770 of March 9, 1977, as those services that generally require performance by a licensed architect or engineer and which concern Federal construction and related programs such as alterations and renovation projects. The use of the Public Law 92-582 procurement process should be limited to those services meeting the Comptroller General's definition. Such services normally involve or are incident to the preparation or submission of designs, plans, drawings or specifications for construction projects.

Services performed by architects or engineers other than those defined in the Comptroller General's decision as "professional architect-engineer services" should be procured pursuant to standard procurement procedures; i.e., price should be considered in the selection process. The amount or degree of consideration given to price in the selection process will, of course, vary depending on the nature of the procurement and should be clearly specified in the selection and evaluation criteria formulated by the contracting officer.

Donald E. Sowle  
Administrator



**Memo**

Board of Governors  
of the Federal Reserve System

Date 5/13/82 Time 4:57 PM

To ~~DONNA~~ *Sandy*

From: MR. ANDERSON

Tel. No./Ext.

- |   |  |
|---|--|
| <input type="checkbox"/> Please call                | <input type="checkbox"/> As per conversation           |
| <input type="checkbox"/> Returned your call         | <input type="checkbox"/> For your information/approval |
| <input type="checkbox"/> Will call again            | <input type="checkbox"/> Note and return               |
| <input type="checkbox"/> See (phone) me re attached | <input type="checkbox"/> For comments and suggestions  |
|   | <input type="checkbox"/> Preparation of reply          |

Message

IN RESPONSE TO INQUIRY  
 CONCERNING WH-17, HE IS  
 CERTAIN THAT THEY RESPONDED,  
 BUT CANNOT FIND COPY IN  
 FILE. HOWEVER, IN SPEAKING  
 WITH <sup>THE</sup> PARTY\* TODAY, THEY\* ALSO

CONFIRMED RECEIPT SO

FR 468 (4/79)

MR. ANDERSON IS SENDING THEM →



ANOTHER FOLLOW-UP LETTER  
TOMORROW.



# PROPERTY REVIEW BOARD SURVEY

**IMPORTANT: Read attached instructions carefully, before completing this form.**

1A. NAME OF INSTALLATION	1B. NAME OF HOLDING AGENCY	1C. GSA CONTROL NUMBER										
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>										

2. ZIP CODES	3. DATE SF 118 TO BE SUBMITTED ON THIS PROPERTY	4A. CHECK WHETHER PROPERTY IS: <i>(Note: After checking one, give percent in Item 4B and brief reason why in Item 4C)</i>	4B. PERCENT										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">A.</td> <td style="width: 50%;">B.</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>	A.	B.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">MONTH</td> <td style="width: 33%;">DAY</td> <td style="width: 33%;">YEAR</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>	MONTH	DAY	YEAR				<input type="checkbox"/> NOT UTILIZED <input type="checkbox"/> UNDER-UTILIZED <input type="checkbox"/> NOT OPTIMALLY USED	%
A.	B.												
MONTH	DAY	YEAR											

4C. BRIEF REASON WHY?

5. DESCRIPTION OF PROPERTY

A. LOCATION <i>(County, City and State)</i>	B. DISTANCE TO NEAREST POPULATION CENTER <i>(More than 2,500 people)</i>	C. NAME OF POPULATION CENTER
	MILES	D. IS PROPERTY <i>(Check)</i>
		<input type="checkbox"/> RURAL <input type="checkbox"/> URBAN

6. CLASSIFICATION DESCRIPTION

(✓)	CODE	BUILDINGS (A)	ACRES OR SQ. FT.	(✓)	CODE	OTHER STRUCTURES AND FACILITIES (C)	ACRES OR SQ. FT.
	10	OFFICE			12	AIRFIELD PAVEMENTS	
	21	HOSPITAL			13	HARBOR AND PORT FACILITIES	
	22	PRISON			15	POWER DEVELOPMENT AND DISTRIBUTION	
	23	SCHOOL			16	RECLAMATION AND IRRIGATION	
	29	OTHER INSTITUTIONAL USES			18	FLOOD CONTROL AND NAVIGATION	
	30	HOUSING			40	STORAGE <i>(Other than buildings)</i>	
	40	STORAGE			50	INDUSTRIAL <i>(Other than buildings)</i>	
	50	INDUSTRIAL			60	SERVICE <i>(Other than buildings)</i>	
	60	SERVICE			70	RESEARCH AND DEVELOP. <i>(Other than buildings)</i>	
	70	RESEARCH AND DEVELOPMENT			71	UTILITY SYSTEMS	
	80	ALL OTHER			72	COMMUNICATIONS SYSTEMS	
	99	TRUST BUILDINGS			73	NAVIGATION AND TRAFFIC AIDS	
		(B) LAND			76	ROADS AND BRIDGES	
	01	FEE			77	RAILROADS	
	02	LEASED			78	MONUMENTS AND MEMORIALS	
	03	OTHER			79	MISCELLANEOUS MILITARY FACILITIES	
	04	TOTAL			80	ALL OTHER	
					99	TRUST	

7. CHECK ENVIRONMENTAL/GEOGRAPHICAL CONSTRAINTS WHICH MAY LIMIT ALTERNATIVE USE OR RESALE OF THIS PROPERTY

<input type="checkbox"/> FLOOD PLAIN/WET LAND	<input type="checkbox"/> MINERAL DEPOSITS	<input type="checkbox"/> PROXIMITY TO AIRPORT
<input type="checkbox"/> PROXIMITY TO SOURCE OF AIR/WATER POLLUTION	<input type="checkbox"/> TOXIC/RADIOACTIVE SUBSTANCE CONTAMINATION	<input type="checkbox"/> OTHER <i>(Specify)</i>

8. CHECK LEGAL CONSTRAINTS WHICH MAY LIMIT ALTERNATIVE USE OR RESALE OF PROPERTY

<input type="checkbox"/> EASEMENTS	<input type="checkbox"/> OUTLEASE	<input type="checkbox"/> USE RESTRICTIONS <i>(Specify)</i>
<input type="checkbox"/> LIMITATION ON TITLE TRANSFER	<input type="checkbox"/> LOCAL ZONING	<input type="checkbox"/> OTHER <i>(Specify)</i>

9. CHECK EXISTING ZONING OF SURROUNDING PROPERTY

<input type="checkbox"/> AGRICULTURE	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> RESIDENTIAL <i>(High density)</i>
<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> RESIDENTIAL <i>(Single family)</i>	<input type="checkbox"/> UNKNOWN OR OTHER <i>(Specify)</i>

10. CHECK PRESENT USE OF SURROUNDING PROPERTY

<input type="checkbox"/> FARMING/TIMBER	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> PUBLIC USE <i>(Specify)</i>
<input type="checkbox"/> GRAZING	<input type="checkbox"/> INDUSTRIAL	
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> OTHER <i>(Specify)</i>	

11. COMMERCIAL VALUE OF SURROUNDING PROPERTY			12. NUMBER OF EMPLOYEES ON PROPERTY		13. ESTIMATED ANNUAL COST FOR THE PROTECTION OR MAINTENANCE IF THE PROPERTY IS NOT UTILIZED
A. PER ACRE <i>(Land)</i>	B. RENT PER SQ. FT. <i>(Buildings)</i>	C. RENT INCLUDES OPERATING EXPENSES?	A. CIVILIAN	B. MILITARY	
\$	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO			

Digitized for FRASER  
<https://fraser.stlouisfed.org>  
 Federal Reserve Bank of St. Louis



14. ESTIMATED FAIR MARKET VALUE

DESCRIPTION	AMOUNT <i>(In thousands)</i>	APPRAI- SAL <i>(W)</i>	DATE <i>(Month, day, year)</i>	ESTI- MATE <i>(W)</i>	SLUC	E. STATE THE POTENTIAL PROPERTY USE ASSUMED
A. LAND	\$				\$	F. IF APPRAISED, BY WHOM
B. BUILDINGS						
C. OTHER						
D. TOTAL	\$				\$	

15. PUBLIC USE ALTERNATIVES

- PRISON
- EDUCATION/HEALTH
- HISTORICAL/LANDMARK
- WILDLIFE
- PARK/RECREATION
- UNKNOWN

16. PRIVATE SECTOR USE ALTERNATIVES

- RESIDENTIAL
- COMMERCIAL/INDUSTRIAL
- AGRICULTURE
- OTHER  
*(Specify)*
- GRAZING
- MINING/TIMBER
- UNKNOWN

17. IDENTIFY ANY STATE OR LOCAL GOVERNMENT OR PRIVATE ENTITY OR PERSON THAT MAY BE INTERESTED IN PURCHASE OF THE PROPERTY, IF KNOWN

18. ANY ADDITIONAL COMMENTS/INFORMATION CONCERNING REUSE OF THIS PROPERTY *(Attach additional sheets, if necessary)*

19A. NAME OF AGENCY CONTACT FOR THIS PROPERTY

19B. TELEPHONE NUMBER OF CONTACT



INSTRUCTIONS FOR COMPLETING  
PROPERTY REVIEW BOARD SURVEY

- Item 1 — Provide the name of the property or installation (A) in 25 characters or less, the name of your Agency (B), and the GSA control number (C) using the nine-digit code already assigned for the property.
- Item 2 — Use Block A to provide the zip code of the installation. If there is more than one zip code for the property, use Block B to indicate the zip code for the property adjacent to the main entrance to the installation.
- Item 3 — Estimate the date when the SF 118 will be completed for the property. If it is more than 90 days from the submission of this form, provide the reasons under Item 18.
- Item 4A — Use as a guideline, the definition in GSA regulations 41 CFR 101-47.801. Give percentage in Item 4B. Give reasons, if known, in Item 4C.
- Item 5A — Give county, city and State where property is located.
- 5B — Measure the distance from the nearest boundary of the property.
- 5C — Name of nearest population center.
- 5D — Urban or rural designation. (By urban property, we mean within the border of a community of more than 2,500 persons or on the fringe of a community of more than 50,000.)
- Item 6A — Check type of building(s) and indicate size.
- 6B — Indicate and describe the total land, including any associated with building(s).
- 6C — Indicate and describe significant improvements other than buildings. As improvements, you should include runways, swimming pools, roads, etc., that are outside of any buildings.
- Item 7 — You may check more than one, if you consider the constraints significant.
- Item 8 — Specify use or other restrictions under Item 18.
- Item 9 — If the surrounding property is zoned in more than one category then you may check more than one box.
- Item 10 — You may check more than one, if applicable. Public use means schools, hospitals, parks, etc.
- Item 11 — Provide, if known, the approximate value and rental rate of surrounding commercial property. It is important to indicate if the rental rate given for surrounding commercial buildings includes or excludes operating expenses.
- Item 12 — This should be full-time employees. If a significant seasonal peak occurs, please explain under Item 18.
- Item 13 — Estimate the annual protection/maintenance cost if the property is not used at present.
- Item 14 — You should indicate whether the fair market value was arrived at by appraisal or estimate. If an appraisal was used, please give the date of the appraisal and the name of the appraiser. Indicate what potential use was contemplated as the basis for the estimate or appraisal (e.g., residential, farming, industrial). In making an estimate you may want to consider the value of surrounding property, recent sales of similar parcels, and possible zoning restrictions, etc. (If the property consists of, or includes, GSA-managed space, give SLUC Rate.)
- Item 15 — If you are aware of local proposals/plans for future public use of the property, use this item to indicate these non-commercial use possibilities. If there is more than one, you may check more than one box.
- Item 16 — Check what you think is the most likely highest and best commercial use for the property if sold.
- Item 17 — This item is only intended to identify known potential purchasers. Do not solicit purchasers at this time.
- Item 18 — Use this item to highlight any obstacle to sale or any particular commercial value not clear from the previous items. Also indicate if the proceeds from the sale must be returned to the holding agency.
- Item 19 — This should be someone personally familiar with the property, not necessarily the senior department official responsible for property management or disposal.

**IMPORTANT** — Questions about this form may be directed to \_\_\_\_\_, Acting Executive  
Director of the PRB at 395-5090.



# Memo

Board of Governors  
of the Federal Reserve System

Date

Time

To

*Sandy*

From

*Jane*

Tel. No./Ext.

Please call

Returned your call

Will call again

See (phone) me re attached

As per conversation

For your information/approval

Note and return

For comments and suggestions

Preparation of reply

Message

*Have made a copy for our files.*

*No reply necessary at this time.*

*Thanks*

*Stan Sigel*





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

*from Bill Jones*

MAR 23 1982

*#11  
WH-15*

RECEIVED  
OFFICE OF THE CHAIRMAN  
1982 MAR 30 AM 9:01  
BOARD OF GOVERNORS  
OF THE  
FEDERAL RESERVE SYSTEM

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

Dear Mr. Chairman:

This letter is to provide you with your Information Collection Budget allowance for Fiscal Year 1982 and a copy of the budget document that President Reagan released to the public on February 4, 1982.

Your allowance for 1982 is for 5.8 million hours as shown in Table 2, page 13, in the enclosed Information Collection Budget...Fiscal Year 1982. More detailed guidance about your Agency's allowance is provided in Section III of the Budget where major program changes are summarized.

The President has stated that the 1982 budget is an excellent start toward achieving the administration's goal of minimizing the intrusion of the Federal government into the daily lives of Americans. However, the Paperwork Reduction Act requires us, by the close of Fiscal Year 1983, to achieve a reduction in burden of 25 percent from the 1980 base shown on table 3, page 14 of the ICB publication. Since your agency has not yet achieved a reduction of 25 percent from its 1980 base, further reductions in your agency in 1983 will be necessary in order to comply with requirements of the Act. Specifically, for 1983 the Federal Reserve Board should seek to reduce its paperwork requirements by at least 679,734 hours, or 9.9 percent of your 1980 base.

OMB will be providing additional detailed information to assist you in preparing your 1983 budget request. We expect to have the guidance completed in sufficient time for your agency to submit its budget to OMB by July 15, 1982.

Sincerely,

Christopher DeMuth  
Administrator for Information  
and Regulatory Affairs

Enclosure





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

OFFICE OF FEDERAL  
PROCUREMENT POLICY

MAR 8 1982

*WH-14*

BOARD OF GOVERNORS  
OF THE  
FEDERAL RESERVE SYSTEM  
1982 MAR 17 AM 11:10  
RECEIVED  
OFFICE OF THE CHAIRMAN

POLICY LETTER 80-8  
Transmittal Memorandum No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Establishment of Procurement Data Reporting Requirements to Comply  
with Public Law 96-39

This transmittal memorandum revises the administrative instructions for satisfying the procurement data reporting requirements established by OFPP Policy letter 80-8 dated December 11, 1980. It eliminates administrative details from the Policy letter. Such detail makes the directive susceptible to obsolescence and revision each time an administrative change is made by the Federal Procurement Data Center. It limits the Policy Letter to broad policy direction and control by the Administrator, OFPP, and leaves the administrative details to the executive agent, GSA.

The following paragraph is substituted for the second paragraph of the Policy Letter:

"The Agreement on Government Procurement imposes requirements on the Federal Government agencies listed in Annex I to the Agreement. (The list is available from the Federal Procurement Data Center.) The procurement data, described below, will be collected for ultimate use by all parties to the Agreement in evaluating the operation of the Agreement and considering the furtherance of its objectives."

The paragraph beginning "The 'Letter Report ...'" is replaced by the following paragraph:

"The 'Letter Report of Total Procurement of Supplies and Equipment' shall be submitted by covered agencies in reporting the total dollars obligated by all contracts, regardless of their individual dollar amounts, for goods purchased with either appropriated or nonappropriated funds. This report has been cleared in accordance with Federal Property Management Regulation (FPMR) 101-11.11 and assigned interagency report control number 0260-GSA-QU."

*Mr Lopez*





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

OFFICE OF FEDERAL  
PROCUREMENT POLICY

DEC 11 1980

OFPP POLICY LETTER 80-8

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Establishment of Procurement Data Reporting Requirements  
to Comply with Public Law 96-39

Government procurement policy should be uniform and consistent in application. This Policy Letter provides the uniform policy for the implementation of section 2 of Public Law 96-39, which formally committed the United States to implementing the international Agreement on Government Procurement. The Defense Acquisition Regulation (DAR), the Federal Procurement Regulations (FPR), and the National Aeronautics and Space Administration Procurement Regulation (NASAPR) shall be amended to conform to this policy.

The Agreement on Government Procurement imposes procurement data reporting requirements on the federal government agencies listed in enclosure 1. The procurement data, described below, will be collected for ultimate use by all parties to the Agreement in evaluating the operation of the Agreement and considering the furtherance of its objectives.

The data requirements are:

1. The total dollars obligated by contracts for goods purchased by agencies covered by the agreement using either appropriated or nonappropriated funds.
2. The total number of and dollars obligated by individual contracts over \$175,000 for goods purchased by covered agencies. (This data must be available by agency, Federal Supply Classification (FSC) and the country of origin of the product purchased.)
3. The total number of and dollars obligated by individual contracts over \$175,000 for goods purchased by agencies covered by the agreement through solicitation of a single source. The justification for each sole source contract must be tied to one of the exceptions to the use of competitive procedures specifically described in the international Agreement on Government Procurement.
4. The total number of and dollars obligated by individual contracts over \$175,000 for goods purchased by covered agencies under small business set-asides and special "8(a)" procedures. (This data must be available by FSC.)

The Federal Procurement Data System (FPDS) Policy Advisory Board unanimously recommended that these statutory data elements be collected by the Federal Procurement Data Center (FPDC) as prescribed in this Policy Letter.



List of Agencies Required to Report  
Data In Accordance with Public  
Law 96-39 (Trade Agreements Act of 1979)

1. ACTION
2. Administrative Conference of the United States
3. American Battle Monuments Commission
4. Board for International Broadcasting
5. Civil Aeronautics Board
6. Commission on Civil Rights
7. Commodity Futures Trading Commission
8. Community Services Administration
9. Consumer Product Safety Commission
- Department of —
10. Agriculture<sup>a</sup>
11. Commerce
12. Defense<sup>b</sup>
13. Education
14. Health and Human Services
15. Housing and Urban Development
16. Interior<sup>c</sup>
17. Justice
18. Labor
19. State
20. Treasury
  
21. Environmental Protection Agency
22. Equal Employment Opportunity Commission
23. Executive Office of the President
24. Export-Import Bank of the United States
25. Farm Credit Administration
26. Federal Communications Commission
27. Federal Deposit Insurance Corporation
28. Federal Home Loan Bank Board
29. Federal Maritime Commission
30. Federal Mediation and Conciliation Service
31. Federal Trade Commission
32. General Services Administration<sup>d</sup>
33. Indian Claims Commission
34. Inter-State Commerce Commission
35. Merit Systems Protection Board
36. National Aeronautics and Space Administration
37. National Credit Union Administration
38. National Labor Relations Board
39. National Mediation Board
40. National Science Foundation
41. National Transportation Safety Board
42. Nuclear Regulatory Commission
43. Office of Personnel Management
44. Overseas Private Investment Corporation
45. Panama Canal Company and Canal Zone Government
46. Railroad Retirement Board
47. Renegotiation Board

Enclosure 1



## Reporting Instructions

- I. Agency consolidated submission of data collected on the "Individual Contract Report for Contracts Exceeding \$175,000 for the Purchase of Supplies and Equipment" (Standard Form 279A).
  - A. Nature of Report. Each agency covered by the Agreement on Government Procurement shall consolidate all SF 279A's on contracts awarded during the reporting period, and submit consolidated data directly to the Federal Procurement Data Center (FPDC). (A SF 279A is to be completed each time a contract exceeding \$175,000 is awarded for the purchase of supplies or equipment with either appropriated or nonappropriated\* funds.)
  - B. Reporting Period. Each quarter of each fiscal year is a reporting period. For any one fiscal year, the reporting periods are:
    - October 1 through December 31
    - January 1 through March 31
    - April 1 through June 30
    - July 1 through September 30The first reporting period is January 1 through March 31, 1981.
  - C. Report Due Date. Each report is due 45 calendar days after the end of the reporting period it represents. The first report is due May 15, 1981.
  - D. Negative Reports. Negative reports are required in the form of a letter from the responsible agency official to the FPDC whenever a covered agency did not award any contracts meeting the reporting criteria during a reporting period.
  - E. Report Format.
    - I. For submissions on magnetic tape or punched card, this format shall be used.

\* Note that purchases made with nonappropriated funds of supplies or equipment for resale should not be reported. However, all purchases of supplies or equipment for the Government's use are to be reported.



<u>ITEM #</u>	<u>DATA ELEMENT</u>	<u>TYPE DATA</u>	<u>NUMBER CHARACTERS</u>	<u>TAPE POSITIONS OR CARD COLUMNS</u>
1	Reporting Agency	AN	4	1-4
2	Contract Number	AN	15	5-19
3A	Total Dollars Obligated or De-obligated (in thousands of dollars)	N	8	20-27*
4	Principal Product	AN	4	28-31
5	Preference Action	N	1	32
6	Reason for Single Source	N	1	33
7	Country of Origin of Foreign Components of Products Manufactured in the United States	A	2	34-35
8	Country of Origin of Imported Product	A	2	36-37

\* Deobligations must be signed as negative in position 27.



reels shall have an external label identifying the contents as Report of Contracts Exceeding \$175,000 for the Purchase of Supplies and Equipment and the name and mailing address of the office to which the reel is to be returned. Enclosed with the tape reel shall be a summary showing the number of records and the total dollar amount in the tape. Tape labels shall be in accordance with ANS X3.27-1977. The data records shall follow the header labels and tape mark. Length of each data record is 37 characters.

4. Punched Card. FIPS Pub 14 (Hollerith Punched Card Code) applies. Cards shall be securely wrapped and identified by agency, report title, and period.

## II. "Letter Report of Total Procurement of Supplies and Equipment"\*

- A. Nature of Report. Each agency covered by the Agreement on Government Procurement shall report the total dollars obligated by all contracts awarded during the reporting period, regardless of their individual dollar amounts, for goods purchased with either appropriated or nonappropriated\* funds.
- B. Reporting Period. Each quarter of each fiscal year is a reporting period. The first reporting period is January 1 through March 31, 1981.
- C. Report Due Date. Each report is due 45 calendar days after the end of the reporting period it represents. The first report is due May 15, 1981.
- D. Negative Reports. Every agency must enter into contracts on a continuing basis to maintain operating capabilities. Therefore, every covered agency will have something to report.
- E. Report Format. All reports shall be submitted by letter to the FPDC. The required data shall be presented as follows:

For the period \_\_\_\_\_ through \_\_\_\_\_, 198\_\_.  
Total Dollars Obligated:

\* Note that purchases made with nonappropriated funds of supplies or equipment for resale should not be reported. However, all purchases of supplies or equipment for the Government's use are to be reported.



**FPDS-INDIVIDUAL CONTRACT REPORT FOR CONTRACT EXCEEDING  
\$175,000 FOR THE PURCHASE OF SUPPLIES AND EQUIPMENT  
(Both appropriated and nonappropriated funds)**

**DATA ELEMENT**

1. Reporting Agency

1	2	3	4

2. Contract Number

5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						

3. Total Dollars Obligated or Deobligated (in thousands of dollars)

20	21	22	23	24	25	26	27													

3.a. Type of Obligation


4. Principal Product

28	29	30	31		

5. Preference Action

32

6. Reason for Single Source

33

7. Country of Origin of Foreign Components of Products Manufactured in the United States

34	35

8. Country of Origin of Imported Product

36	37

**CODING INSTRUCTIONS**

- Enter the appropriate code from the Federal Procurement Data System (FPDS) Organization Designation Code Manual.
- Enter the contract number, placing the first letter or digit in the box numbered "5". If the contract number does not fill all available boxes, leave the unnecessary boxes blank. Do not include any dashes or blank spaces which may ordinarily appear in the contract number. For example, a contract number N00023-80-C-1234 should be entered as N0002380C1234, leaving boxes 18 and 19 blank.
- Enter the appropriate number, representing thousands of dollars, so that the last digit is in the box numbered "27". Do not use any commas or other punctuation marks in the dollar amount entered. If any of the boxes on the left are unnecessary, enter zeros in them. For example, an award of \$950,125 should be entered as 00000950.
- a. Enter a "1" if the action obligated dollars; enter a "2" if the action deobligated dollars.
- Enter the appropriate code from the FPDS Product and Service Codes Manual, Section 1, Part C, Supplies and Equipment.
- Determine whether the procurement involved the use of any preference program(s), and enter the appropriate code from the following list:

Code	Preference Action
1	Small business (SB) set-aside
2	Labor Surplus Area (LSA) set-aside
3	Combined LSA/SB set-aside
4	Award to a disadvantaged 8(a) firm through the Small Business Administration
5	Other preference
6	None of the above

6. Reason for Single Source: (These phrases identify specific exceptions to the use of competitive procedures in the international trade agreement on government procurement. Read the full description of each on the back of this form before assigning a code.)

Code	Reason for Single Source
1	Not applicable (i.e., competitive)
2	No Other Offers Received or Acceptable
3	Exclusive Rights
4	Extreme Urgency
5	Standardization/Interchangeability
6	Prototype or First Product

7. If the product is manufactured in the U.S. and 50% or more of the cost of all its components is for foreign components, enter the code from NBS-LC-1067 of the country providing the greatest part of the foreign components. In all other cases, leave these boxes blank.

8. If the product is imported from a foreign country, enter the code from NBS-LC-1067 of the country of origin of the imported product. If the product is not imported, leave these boxes blank.

Contracting Officer or Representative	Telephone No.	Date Submitted
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NOTICE: CODING SOURCES AND INSTRUCTIONS ARE CONSISTENT WITH THOSE USED IN THE REPORTING MANUAL OF THE FEDERAL PROCUREMENT DATA SYSTEM. CURRENT EDITIONS OF THE MANUAL ARE AVAILABLE FROM: General Services Administration (GSA-ADTS), Federal Procurement Data Center, 1815 N. Lynn St., Room 320, Arlington, VA 22209.

Instructions for Data Element 6:

If competition was not obtained in the process leading to award of the contract, you must indicate the reason by entering in coding Box 33 (on the front of the form) the number of the item below that best describes the circumstances.

1. Not applicable. The procurement was competitive.
2. No Other Offers Received or Acceptable.

There were no offers in response to a competitive solicitation, or the offers submitted were either collusive or did not conform to the essential requirements in the solicitation or were from suppliers who did not comply with the solicitation's conditions for participation in the procurement. The requirements of the initial solicitation are not substantially modified in the contract as awarded.

3. Exclusive Rights.

For works of art or for reasons connected with protection of exclusive rights, such as patents or copyrights, the products can be supplied only by a particular supplier and no reasonable alternative or substitute exists.

4. Extreme Urgency.

For reasons of extreme urgency brought about by events unforeseeable by the agency, the products could not be obtained in time by means of competitive procedures.

5. Standardization/Interchangeability.

The contract is for additional deliveries by the original supplier which are intended either as replacement parts for existing supplies or installations, or as the extension of existing supplies or installations where a change of supplier would compel the agency to purchase equipment not meeting requirements of interchangeability with already existing equipment.

6. Prototype or First Product - Part of Larger Effort.

The agency is purchasing a prototype or a first product which is developed at the agency's request in the course of, and for a particular contract for research, experiment, study, or original development.



March 18, 1982

Ms. Virginia Knauer  
Special Assistant to the President  
and Director U.S. Office of  
Consumer Affairs  
The White House  
Washington, D. C.

Dear Ms. Knauer:

Thank you for your letter of March 10 regarding  
Federal Reserve participation in the White House sponsored  
consumer exhibition on the Mall on April 26.

We will be pleased to set up a display of consumer  
education materials produced by the System and look forward  
to taking part in this event.

You may contact Naomi Salus (452-3128) or Ann  
Marie Bray (452-2412) regarding details of the program.

Sincerely,

Paul A. Volcker

cc: Mr. Coyne  
Ms. Hart  
Ms. Bray

PAV:NPS:jc

WH-13



THE WHITE HOUSE

WASHINGTON

March 10, 1982

BOARD OF GOVERNORS  
OF THE  
FEDERAL RESERVE SYSTEM

1982 MAR 15 AM 11:00

RECEIVED  
OFFICE OF THE CHAIRMAN

WH-13

Dear Chairman Volcker:

The U.S. Office of Consumer Affairs is sponsoring an exposition on the Mall entitled, "You and the Federal Government: A Special Consumer Affair" on April 26, 1982, during National Consumers Week as proclaimed by President Reagan.

The objective of this event is to inform consumers about the various programs and materials available from the Federal government and let them know how and when to use these services.

We are asking 35 Executive and Independent agencies to set up exhibition booths. Each booth should have relevant information on your agency's major programs and should be staffed with personnel that can discuss these programs and answer a wide variety of consumer concerns and inquiries. We are expecting to have extensive media coverage, and we are encouraging agencies to display working models, exhibits, kiosks, or present a program that the public would find informative as well as entertaining.

We believe that your agency can make a great contribution to this worthwhile consumer event, and we would appreciate an early response to our request that you participate in our exposition. If you have any questions, please do not hesitate to phone me or Roger Goldblatt at 634-4329.

Sincerely,

*Virginia Knauer*

Virginia 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





EXECUTIVE OFFICE OF THE PRESIDENT BOARD OF GOVERNORS  
OFFICE OF MANAGEMENT AND BUDGET OF THE  
WASHINGTON, D.C. 20503 FEDERAL RESERVE SYSTEM

1982 MAR -9 AM 11:42  
MAR 8 1982  
OFFICE OF THE CHAIRMAN

WH-12

MEMORANDUM FOR THE HEADS OF SELECTED EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

FROM:

Hal Steinberg *HS*

SUBJECT:

OMB Guidelines for the Evaluation and Improvement of Internal Control Systems in the Federal Government

Enclosed is a draft copy of the OMB Guidelines for the Evaluation and Improvement of Internal Control Systems in the Federal Government for your review and comment. We believe that this document will be very useful to agencies in developing and implementing their plans for compliance with OMB Circular A-123.

We ask that you give it a close look and forward any comments that you have to me or Mitch Laine (395-3122) by March 17, 1982. Please pay particular attention to Appendix B as we would like to provide as complete a list of transaction cycles and control objectives as possible.

Also enclosed is a "Question and Answer" brochure on OMB Circular A-123 that was prepared in response to questions from officials responsible for implementation of the Circular.

Thank you for your assistance.

Enclosures

*Mr. Kabanec*



THE WHITE HOUSE  
WASHINGTON

March 2, 1982

BOARD OF GOVERNORS  
OF THE  
FEDERAL RESERVE SYSTEM

1982 MAR -9 AM 8:51

RECEIVED  
OFFICE OF THE CHAIRMAN

WH-11

MEMORANDUM FOR THE HEADS OF  
EXECUTIVE DEPARTMENTS AND AGENCIES

I have just designated the month of March as Red Cross Month in a Presidential Proclamation. It is a period when we should reflect on the vital role the American Red Cross plays in this nation. We count upon the Red Cross for vital health and safety knowledge, the collection and distribution of blood, services to members of the Armed Forces, veterans and their families, and training our young people to undertake leadership responsibilities.

There are three things we can do to help the Red Cross during March:

1. Become a Red Cross volunteer
2. Donate blood
3. Support your Red Cross chapter's membership and enrollment efforts.

Within the Federal Government, the Red Cross is a part of the Combined Federal Campaign, but more than half of its 3,000 chapters raise all their funds in March. All chapters use the month to inform the public of Red Cross services and to recruit new blood donors and volunteers.

As President of the United States and Honorary Chairman of the American Red Cross, I urge all civilian employees of the Federal Government and members of the Armed Forces to support this voluntary effort to the best of their ability.

Ronald Reagan

*[Handwritten signature in red ink]*





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*Paul A. Volcker*

WH-9  
hopey  
NRN





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

WH-10

FEB 12 1982

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

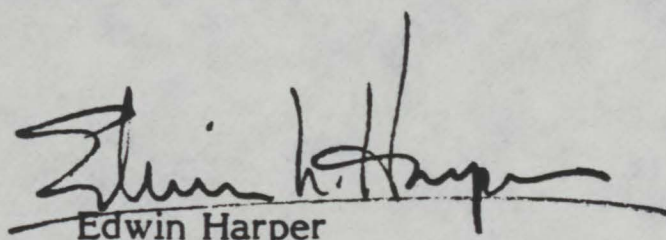
SUBJECT: Proposal for a Uniform Federal Procurement System

Public Law 96-83 requires that the Administrator for Federal Procurement Policy submit to the Congress a proposal for a uniform procurement system, management structure, and necessary implementing legislation.

That proposal - which has been under development for two years and on which you had the opportunity to comment late last year - is attached for your final review. This final draft contains many changes resulting from your previous comments since we have made a sincere effort to accommodate all concerns that have been brought to our attention. As a result, the document represents, I believe, a reasonable, thorough, and comprehensive blueprint for making needed improvements in Federal procurement practices.

Because of our commitment to submit this proposal, in its entirety, to the Congress by the end of this month, it is necessary to ask for your response to the attached draft by Friday, February 19. We will not be able to accommodate comments received after that date. Agency reviews should be conducted in accordance with OMB Circular No. A-19, which governs Administration review and coordination of legislative proposals. Questions should be referred to the Administrator, Don Sowle, at 395-5802.

Thank you for your help.

  
Edwin Harper  
Deputy Director

Attachment

Mr  
Anderson  
Lopez





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

OFFICE OF FEDERAL  
PROCUREMENT POLICY

FEB 20 1982

1982 FEB 24 AM 9:23

OFFICE OF THE ASSISTANT

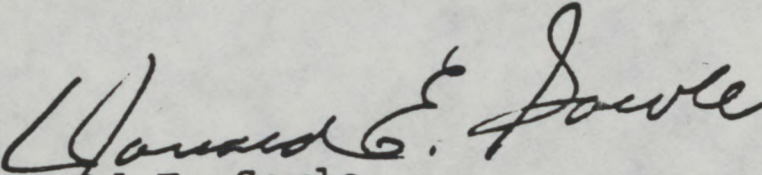
WH-9

MEMORANDUM FOR THE HEADS OF EXECUTIVE AGENCIES AND ESTABLISHMENTS

SUBJECT: Indemnification of Government Contractors for Risk of Catastrophic Accidents Resulting from Activities Under Government Contracts -- Request for Comments

An Interagency Task Force, co-sponsored by this office and NASA, has reviewed the question of providing indemnification to Government contractors and recommended an amendment to Executive Order 10789.

You are requested to review the attached report and draft Executive order and provide your agency's views to this office not later than March 1, 1982. This limited review period is necessitated by the need to support space shuttle activities.

  
Donald E. Sowle  
Administrator

Enclosures:

Task Force Report, dated January 28, 1982  
Draft Amended Executive Order 10789



BOARD OF GOVERNORS  
1982 FEB 23 PM 12:48  
OFFICE

THE WHITE HOUSE  
WASHINGTON  
February 22, 1982

WH-8

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Foreign Travel by U. S. Officials

Foreign travel by high level U. S. officials is essential to the conduct of our nation's business. Such travel, however, is in itself a part of our foreign policy.

Any such foreign travel should be for specific reasons which are consistent with our overall national security policy and should be conducted by a delegation as small as possible.

You have already reviewed your general travel policies and practices as directed in my memorandum of December 16, 1981. This directive establishes procedures for foreign travel by senior officials of the Executive Branch.

Foreign travel proposals of officials at or above the rank of Assistant Secretary (or equivalent rank) of Executive Departments and Agencies are to be submitted to the Assistant to the President for National Security Affairs for my approval.

With as much advance notice as possible, the Assistant to the President for National Security Affairs should be furnished the following information:

- Objectives of the trip
- Names of senior participants
- Itinerary
- List of major events, meetings and appearances

Upon the completion of such trips or, if appropriate, while they are in progress, a report should be submitted to me through my Assistant for National Security Affairs, noting the response of host governments to U. S. proposals and other significant information.

Ronald Reagan

Mr  
Lakales



March 2, 1982

Ms. Virginia Knauer  
Special Assistant to the President  
The White House  
1600 Pennsylvania Avenue, N.W.  
Washington, D.C. 20500

Dear Ms. Knauer:

Thank you for your letter of February 12, 1982 concerning the success of the International Year of Disabled Persons (IYDP).

The programs initiated in observance of the IYDP have served as an impetus for continuing activities at the Federal Reserve Board in 1982. The Board's efforts to ensure equal employment opportunity for the disabled are guided by the Affirmative Action Plan for the Handicapped Including Disabled Veterans for 1982. This Plan includes a detailed workforce analysis, special recruiting strategies, numerical placement goals, and goals and timetables for facility accessibility.

In addition, we plan to offer at least two programs designed to enhance employee awareness of both the needs and capabilities of disabled persons. These educational activities will supplement the equal employment opportunity training regarding handicapped employment provided to our managers in a special segment of the Equal Employment Opportunity Training Course for Managers and Supervisors.

Portia W. Thompson, Manager of Board EEO Programs, is responsible for managing, tracking, and evaluating post-IYDP activities. Please feel free to contact her for any additional information on the Board's program for the handicapped.

Sincerely,

(Signed) John M. Denkler

John M. Denkler

cc: Mrs. Mallardi (2)  
WH-7

SKF:eh



# D. 11.

THE WHITE HOUSE  
WASHINGTON

BOARD OF GOVERNORS  
FEDERAL RESERVE SYSTEM  
1982 FEB 16 AM 9:13  
OFFICE OF THE SECRETARY

February 12, 1982

WH-1

MEMORANDUM FOR THE HONORABLE PAUL A. VOLCKER  
CHAIRMAN, BOARD OF GOVERNORS OF THE  
FEDERAL RESERVE SYSTEM

SUBJECT: Follow-up to the International Year of Disabled  
Persons (IYDP)

I would like to thank you for the work your agency did to make the International Year of Disabled Persons (IYDP) a success in the United States during 1981. The Federal family responded well to the President's Proclamation; indeed, more individuals, organizations, and groups formed partnerships and set goals with disabled persons than ever before. You were a part of creating a new renaissance of opportunity which will continue to permit disabled persons to have both the privilege and responsibility for shaping their own destiny. The Year's activities would have been in vain if we allow this momentum to dissipate. Over 113 new initiatives were undertaken by Federal agencies to commemorate the International Year. These need to be continued, other actions taken, and old programs evaluated.

On behalf of President Reagan, I am asking that you forward to me your agency's plans for continuing IYDP initiatives. What are the objectives, programs, and activities which will be continued, initiated, and/or expanded? This information along with identification of the key person who will be responsible for managing, tracking, and evaluating post-IYDP activities should be made available to me by March 12. Based upon this data, we will formulate a government-wide IYDP follow-up objective which will continue to reflect the Administration's commitment to America's 35 million disabled citizens.

Mr. Harold O'Flaherty, Executive Director, Federal Interagency Committee/IYDP, and his staff will be available to provide technical assistance in areas you deem appropriate until March 31, 1982. I look forward with great anticipation to reviewing and sharing with the President your plans for continuing the IYDP thrust.

*Virginia Knauer*

Virginia H. Knauer  
Special Assistant to the President



WH-5 = NR N George  
happy

Donna





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

BOARD OF GOVERNORS  
OF THE  
GENERAL ACCOUNTING OFFICE  
1982 FEB 12 PM 2:03  
RECEIVED  
OFFICE OF THE CHAIRMAN

B-200230

HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Subject: Awards for Disclosures of Fraud,  
Waste, and Mismanagement

*WH-6*

Section 1703 of the Omnibus Budget Reconciliation Act of 1981 established the authority under which Federal agencies may grant their employees cash awards for the disclosure of fraud, waste, and mismanagement in the Government. This legislation amends chapter 45 of title 5, United States Code, to incorporate this program into the Incentive Awards authority. Under the Act, the Inspector General or other employee designated under 5 U.S.C. 4512(b) is required to submit documentation to the Comptroller General substantiating any cash awards made under this program. Agencies should report all such awards to the General Accounting Office as follows:

- (1) Forward a copy of the award justification within 30 days of the actual date of each award approval to the Director, Federal Personnel and Compensation Division, Room 4001, GAO Building, 441 G Street, NW., Washington, D.C. 20548.
- (2) The justification should include
  - the amount of the award,
  - action taken by the agency as a result of the disclosure, and
  - the actual or estimated cost savings to the Government.
- (3) Agencies shall retain full documentation of awards granted for employee disclosures for at least 5 years or until GAO reviews each award.

Any questions should be addressed to the Associate Director of the Civilian Group, Federal Personnel and Compensation Division, on 202-275-0304.

*Charles A. Bowsher*

Comptroller General  
of the United States

*W. Weis / K. Kales*



WH-3

NRN

Anderson

WH-4

NRN

Kakalec

To: Sandy

From: Danna





EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BOARD OF GOVERNORS

1982 FEB -3 PM 10:16

OFFICE OF FEDERAL  
PROCUREMENT POLICY

JAN 18 1982

OFFICE OF

WH-5

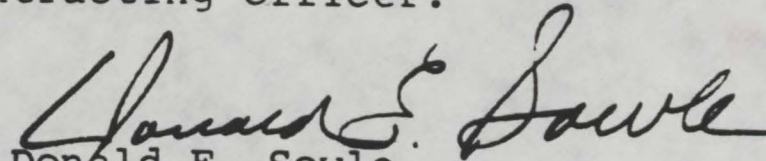
MEMORANDUM TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES AND  
TO OFPP AGENCY AND DEPARTMENTAL CONTACTS

SUBJECT: Procurement of Architect-Engineer Services

A recent review of the snyopses appearing in Section R of the Commerce Business Daily (the Architect-Engineer section) indicates that several agencies are using the Public Law 92-582 (Brooks Bill) process to procure professional services other than professional architect-engineer services.

The statutory definition of professional architect-engineer services contained in Public Law 92-582 has been further defined in Comptroller General Decision B-184770 of March 9, 1977, as those services that generally require performance by a licensed architect or engineer and which concern Federal construction and related programs such as alterations and renovation projects. The use of the Public Law 92-582 procurement process should be limited to those services meeting the Comptroller General's definition. Such services normally involve or are incident to the preparation or submission of designs, plans, drawings or specifications for construction projects.

Services performed by architects or engineers other than those defined in the Comptroller General's decision as "professional architect-engineer services" should be procured pursuant to standard procurement procedures; i.e., price should be considered in the selection process. The amount or degree of consideration given to price in the selection process will, of course, vary depending on the nature of the procurement and should be clearly specified in the selection and evaluation criteria formulated by the contracting officer.

  
Donald E. Sowle  
Administrator





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

OFFICE OF FEDERAL  
PROCUREMENT POLICY

JAN 22 1982

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND  
ESTABLISHMENTS

SUBJECT: Management, Control Over the Acquisition,  
Management, and Use of Consulting and Other,  
Similar Related, but Non-consulting, Services

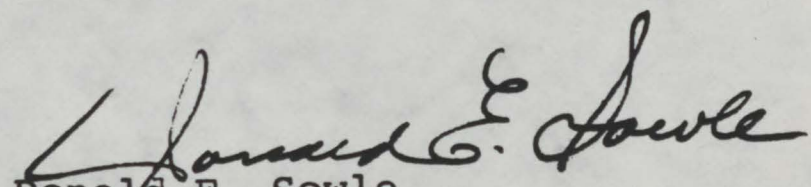
I am enclosing for your review and comment two proposed new OMB directives which were published for agency and public comment in the Federal Register, January 11, 1982.

The first directive revises and adds to the provisions of OMB Circular No. A-120, "Guidelines for the use of Consulting Services." The second, a new Bulletin, extends similar management controls employed by OMB Circular No. A-120 to the acquisition of certain management and professional services, special studies and analyses and management and support services for research and development activities. The requirements in this new Bulletin are completely compatible with the requirements of A-76.

The purpose of the new directives is to further tighten internal agency management controls over the use of the prescribed services, while demonstrating that the OMB will take whatever actions are deemed necessary to ensure that only those services that are necessary, justified, and appropriate will be procured and thereby negate the need for legislative controls.

We have scheduled a full 30-day review and comment period for these directives and I encourage you to provide your comments as soon as possible to assure that they are thoroughly considered. In order to further facilitate our analysis of your comments, I ask that they be concisely stated, and reference specific pages and paragraphs in the draft, where appropriate.

Your review of the new directives will be appreciated, and I look forward to receiving your comments. Questions concerning the drafts should be addressed to Fred Dietrich, Associate Administrator for Systems and Technology. He can be reached on 395-6810.

  
Donald E. Sowle  
Administrator

Enclosures

BOARD OF GOVERNORS  
FEDERAL RESERVE BANK  
1983 JAN 26 AM 10:45  
RECEIVED  
OFFICE OF THE CHAIRMAN  
WHT-4





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

OFFICE OF FEDERAL  
PROCUREMENT POLICY

OFFICE OF MANAGEMENT AND BUDGET  
OFFICE OF FEDERAL PROCUREMENT POLICY

Invitation for Public Comment

Agency: Office of Federal Procurement Policy (OFPP), Office of Management and Budget.

Action: Request for comments on proposed revision to OMB Circular No. A-120, "Guidelines for the Use of Consulting Services."

Summary: The Office of Federal Procurement Policy is requesting public and Government agency review and comment on a proposed revision to OMB Circular No. A-120.

OMB Circular No. A-120, published April 14, 1980, established policy and guidelines to be followed by Executive Branch agencies in determining and controlling the appropriate use of consulting services. Agency management plans for controlling the use of consulting services, as required by the July 2, 1980, memorandum from the Director of OMB, include specific checks and balances to ensure adherence to the provisions of the Circular.

Analysis of implementation of the Circular and the management plans revealed that even tighter controls are needed to ensure that only those consulting services that are necessary, appropriate and justified are acquired.

This proposed revision revises certain sections of OMB Circular No. A-120 and establishes additional policy and guidelines to be followed by Executive Branch agencies in determining and controlling the appropriate acquisition, management and use of consulting services.

As a related action, a proposed OMB Bulletin adopting the management controls in the Circular to similar services is also being published for comment in this issue of the Federal Register.

Date: Comments must be received on or before (30 calendar days after publication in the Federal Register).

Address: Submit comments to the Office of Federal Procurement Policy, Office of Management and Budget, Room 9013, New Executive Office Building, 726 Jackson Place, N.W., Washington, D. C. 20503.

For further information contact: Mr. Fred H. Dietrich, Associate Administrator for Systems and Technology, (202) 395-6810.

Donald E. Sowle  
Administrator



TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

Subject: Guidelines for the use of Consulting Services

Transmitted herewith is an addition to Office of Management and Budget (OMB) Circular No. A-120, dated April 14, 1980.

1. Purpose: This transmittal memorandum revises certain sections of OMB Circular No. A-120 and establishes additional policy and guidelines to be followed by Executive Branch agencies in determining and controlling the appropriate acquisition, management and use of consulting services.

2. Background. OMB Circular No. A-120 establishes policy and guidelines to be followed by Executive Branch agencies in determining and controlling the appropriate use of consulting services. Agency management plans for controlling the use of consulting services, as required by the July 2, 1980 memorandum from the Director of OMB, include specific checks and balances to ensure adherence to the provisions of OMB Circular No. A-120.

3. Definitions:

a. Governmental functions. Certain functions are inherently governmental in nature being so intimately related to the public interest as to mandate performance by Federal employees. A "Governmental function" is a function which must be performed in-house due to a special relationship in executing governmental responsibilities. Such governmental functions can fall into several categories:

- (1) Discretionary application of Government authority, as in investigations, prosecutions and other judicial functions; in management of Government programs requiring value judgments, as in directing the national defense; management and direction of the Armed Services; conduct of foreign relations; selection of program priorities; direction of Federal employees; regulation of the use of space, oceans, navigable rivers and other natural resources; direction of intelligence and counter-intelligence operations; and regulation of industry and commerce, including food and drug.
- (2) Monetary transactions and entitlements, as in Government benefit programs; tax collection and revenue disbursements by the Government; control of the public treasury, accounts, and money supply; and the administration of public trusts.



5. Action Requirements:

- a. Agency heads shall be responsible for ensuring the policy in this transmittal memorandum is implemented.
- b. Agencies listed at Attachment A shall update their management control plans for consulting services, as required by the July 2, 1980, memorandum, "Management Control of Consulting Service Contracts and Improvement of Agency Procurement Practices," to include checks and balances to ensure adherence to the additional policy in this transmittal memorandum.
- c. The Secretary of Defense and the Administrator for General Services are directed to incorporate Section 4 into the Defense Acquisition Regulation and the Federal Procurement Regulations, respectively, within ninety (90) days of the date of this memorandum.

6. Effective Date: This transmittal memorandum is effective immediately.

7. Information Contact: Inquiries should be directed to the Office of Federal Procurement Policy, Office of Management and Budget, telephone (202)395-6810.



Attachment A

OMB Circular A-120

Transmittal Memorandum No. 1

Department of Agriculture  
Department of Commerce  
Department of Defense  
Department of Education  
Department of Energy  
Department of Health and Human Services  
Department of Housing and Urban Development  
Department of the Interior  
Department of Justice  
Department of Labor  
Department State  
Department Transportation  
Department of the Treasury  
Environmental Protection Agency  
General Services Administration  
National Aeronautics and Space Administration  
Veterans Administration



Attachment A

OMB Circular A-120

Transmittal Memorandum No. 1

Department of Agriculture  
Department of Commerce  
Department of Defense  
Department of Education  
Department of Energy  
Department of Health and Human Services  
Department of Housing and Urban Development  
Department of the Interior  
Department of Justice  
Department of Labor  
Department State  
Department Transportation  
Department of the Treasury  
Environmental Protection Agency  
General Services Administration  
National Aeronautics and Space Administration  
Veterans Administration





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

OFFICE OF FEDERAL  
PROCUREMENT POLICY

OFFICE OF MANAGEMENT AND BUDGET  
OFFICE OF FEDERAL PROCUREMENT POLICY

Invitation for Public Comment

Agency: Office of Federal Procurement Policy (OFPP), Office of Management and Budget.

Action: Request for comments on proposed OMB Bulletin.

Summary: The Office of Federal Procurement Policy is requesting public and Government agency review and comment on a proposed OMB Bulletin relating to controls over certain management and professional services, special studies and analyses and management and support services for research and development activities.

OMB Circular No. A-120, "Guidelines for the Use of Consulting Services," issued on April 14, 1980, established uniform Government-wide policy and guidelines to be followed by Executive Branch agencies in determining and controlling the appropriate use of consulting services. A July 2, 1980, memorandum from the Director of the Office of Management and Budget to the heads of selected Executive Departments and Establishments directed agencies to develop two management control systems: one for procurement in general, and one for consulting services in particular, to ensure that the requirements of OMB Circular No. A-120 are in fact, carried out in day-to-day operations.

In reviewing agency implementation of the Circular, the management control plans for consulting services, and examination of data from the Federal Procurement Data System (FPDS), it has been determined that many of the management problems associated with consulting services contracts are also prevalent in contracts for certain management and professional services, special studies and analyses, and management and support services for research and development activities. Accordingly, this Bulletin proposes that the management controls in OMB Circular No. A-120 and the agency management control plans for consulting services be adopted in these services.

As a related action, a revision to OMB Circular No. A-120 is also being published for public and Government agency comment in this issue of the Federal Register.

Date: Comments must be received on or before (30 calendar days after publication in the Federal Register).

Address: Submit comments to the Office of Federal Procurement Policy, Office of Management and Budget, Room 9013, New Executive Office Building, 726 Jackson Place, N.W., Washington, D. C. 20503.

For further information contact: Mr. Fred H. Dietrich, Associate Administrator for Systems and Technology, (202) 395-6810.

Donald E. Sowle  
Administrator



TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Management Controls for the Procurement of Certain Management and Professional Services, Special Studies and Analyses, and Management and Support Services for Research and Development Activities.

1. Purpose. This Bulletin establishes management controls to be followed by Executive departments and agencies when contracting for certain management and professional services, special studies and analyses, and management and support services for research and development activities.

2. Background.

a. OMB Circular No. A-120, "Guidelines for the Use of Consulting Services," issued on April 14, 1980, established uniform Government-wide policy and guidelines to be followed by Executive Branch agencies in determining and controlling the appropriate use of consulting services. A July 2, 1980, memorandum from the Director of the Office of Management and Budget to the heads of selected Executive Departments and Establishments directed agencies to develop two management control systems: one for procurement in general, and one for consulting services to ensure that the requirements of OMB Circular No. A-120 are in fact, carried out in day-to-day operations.

b. In reviewing agency implementation of OMB Circular No. A-120, the management control plans for consulting services, and examination of data from the Federal Procurement Data System (FPDS), it has been determined that many of the management problems associated with consulting services contracts are also prevalent in contracts for certain management and professional services, special studies and analyses, and management and support services for research and development activities. Accordingly, this Bulletin requires that the management controls in OMB Circular No. A-120 and the agency management control plans for consulting services be applied to these services.

3. Definitions:

a. Governmental functions. Certain functions are inherently governmental in nature being so intimately related to the public interest as to mandate performance by Federal employees. A "Governmental function" is a function which must be performed in-house due to a special relationship in executing governmental responsibilities. Such governmental functions can fall into several categories:

- (1) Discretionary application of Government authority, as in investigations, prosecutions and other judicial functions; in



## MANAGEMENT AND PROFESSIONAL SERVICES

<u>FPDS Code</u>	<u>Description</u>
R406	Policy Review/Development Services
R407	Program Evaluation Services
R408	Program Management/Support Services
R409	Program Review/Development Services
R498	Other Professional Services
R499	Other Management Services

- b. Special studies and analyses are those procurement actions coded in the Product and Service Codes Manual of the Federal Procurement Data System as R501 through R599. The management controls in this Bulletin apply only to the following R500 procurement actions that are not identified as consulting services on the agency's data collection form, or Optional Form 279, for input into the FPDS.

## SPECIAL STUDIES AND ANALYSES

<u>FPDS Code</u>	<u>Description</u>
R505	Cost Benefit Analyses
R506	Data Analyses (Other than scientific)
R507	Economic Studies and Analyses
R523	Legislative Studies
R528	Regulatory Studies
R531	Socio-economic Studies
R599	Other Special Studies and Analyses

- c. Management and Support Services for research and development activities are those services which meet the description of management and professional services (4.a.) and special studies and analyses (4.b.), but are funded with research and development (R&D) funds, and coded as research and development in the FPDS. For further information, see pp. 4 through 14 of the Product and Service Codes Manual of the Federal Procurement Data System, April 1980.



- h. Written approval of procurement requests for the services in paragraph 4 will be required at a level above the organization sponsoring the activity, up to agency head. In the fourth fiscal quarter, such approval will be required at two levels above the organization sponsoring the activity, up to agency head. Proposed procurement actions over \$100,000 shall be approved at the level of an Assistant Secretary or a designee.

6. Action requirements.

- a. Agency heads shall be responsible for ensuring the policy in this Bulletin is implemented.
- b. Contracting officers shall ensure that the appropriate FPDS code for the services in paragraph 4 is written in the Determinations and Findings (D&F) document prior to approval of the D&F.
- c. Contracting officers shall ensure that the documentation required by this Bulletin (5.a.(1)(2) (4), and 5.h.) is accomplished and included in the official contract file.
- d. To implement the new policy in this Bulletin, the Secretary of Defense and the Administrator for General Services are directed to incorporate the provisions in paragraph 5 of this Bulletin into the Defense Acquisition Regulation and the Federal Procurement Regulations, respectively, within ninety (90) days of the date of this Bulletin.

7. Effective Date. This Bulletin is effective immediately.

8. Information Contact. Inquiries should be directed to the Office of Federal Procurement Policy, Office of Management and Budget, telephone (202)395-6810.

9. Sunset Review Date. This Bulletin will expire on (one year from publication date of final Bulletin).





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

OFFICE OF FEDERAL  
PROCUREMENT POLICY

JAN 21 1982

BOARD OF DIRECTORS  
1983 JAN 26 AM 10:45

OFFICE OF THE SECRETARY

WH-3

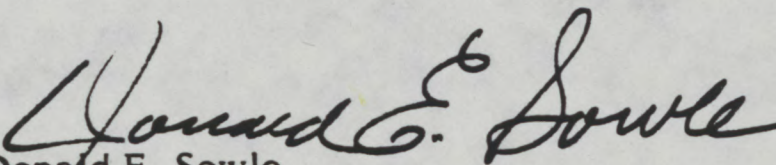
MEMORANDUM TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Subject: Proposed Policy Letter on Public Participation in Development  
of Federal Procurement Policies and Regulations

Enclosed is the text of a notice appearing in the Federal Register on December 30, 1981 (46 FR 250, 63158-59), inviting comments on a proposed OFPP Policy Letter.

The Policy Letter will establish uniform criteria and procedures for executive agencies to follow in soliciting the views of interested parties in the development of procurement policies, regulations, and forms.

Your written comments on this proposal are invited.

  
Donald E. Sowle  
Administrator

Enclosure





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

OFFICE OF FEDERAL  
PROCUREMENT POLICY

December 23, 1981

OFFICE OF MANAGEMENT AND BUDGET  
Office of Federal Procurement Policy

PROPOSED POLICY LETTER; OPPORTUNITY FOR REVIEW AND COMMENT

AGENCY: Office of Federal Procurement Policy; Office of Management and Budget

ACTION: Solicitation of views.

SUMMARY: Section 6(d)(3) and 14(b) of the Office of Federal Procurement Policy Act, Public Law 93-400, as amended by Public Law 96-83 (41 U.S.C. 407(d)(3), 412(b)), require the Administrator for Federal Procurement Policy to:

- Establish criteria and procedures for an effective and timely method of soliciting the viewpoints of interested parties in the development of procurement policies, regulations, procedures, and forms.

- Require by regulation that formal meetings of the Office of Federal Procurement Policy, as designated by the Administrator, for the purpose of developing procurement policies and regulations, shall be open to the public, and that public notice of each such meeting shall be given not less than ten days prior thereto.

The proposed Policy Letter would implement these statutory requirements by establishing uniform procedures for all agencies issuing procurement policies, regulations, procedures, and forms, and by publicizing the procedures of the Office of Federal Procurement Policy for the conduct of public hearings and open meetings.

DATE: Comments must be received by February 28, 1982.

ADDRESS: Send comments to Mr. LeRoy J. Haugh, Associate Administrator for Regulatory Policies and Practices, Office of Federal Procurement Policy, Office of Management and Budget, 726 Jackson Place, N.W., Washington, D.C. 20503.

FOR FURTHER INFORMATION CONTACT: Mr. LeRoy J. Haugh, address as above, telephone (202) 395-6166.

Donald E. Sowle  
Administrator





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

OFFICE OF FEDERAL  
PROCUREMENT POLICY

December 23, 1981

OFPP POLICY LETTER NO. 82-

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Public Participation in the Development of Federal Procurement  
Policies and Regulations

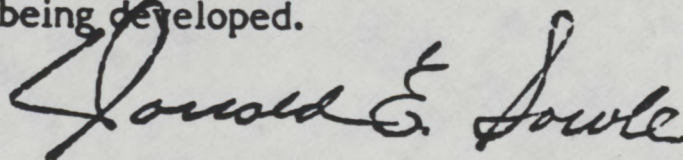
1. Purpose. The purpose of this Policy Letter is to establish uniform criteria and procedures for soliciting the views of all interested parties in the development of Federal procurement policies, regulations, procedures and forms.
2. Authority. This Policy Letter is issued pursuant to Section 6(d)(3) and Section 14(b) of the Office of Federal Procurement Policy Act, Public Law 93-400, as amended by Public Law 96-83 (41 U.S.C. 407(d)(3), 412(b)).
3. Policy. The views of all interested parties, including Government agencies, private organizations and associations, business firms, educational institutions and individuals are to be obtained and considered by any executive agency proposing to develop or amend a procurement policy, regulation, procedure, or form.
4. Criteria. The policy applies to all significant proposed procurement policies, regulations, procedures and forms. A proposal is considered to be significant if it has any affect beyond the internal operating procedures of the issuing agency.
5. Waiver. The solicitation of views from outside the Government may be waived, by the heads of executive departments or establishments or their deputies when circumstances make such solicitation impracticable, such as an emergency or a requirement to implement a new statute in a relatively short time.
6. Procedures. All significant proposed procurement policies, regulations, procedures, and forms shall be published in the Federal Register for public comment. The views of Government agencies shall be solicited by letters addressed to the agencies. The normal comment period shall be 60 days, but in no case less than 30 days. When new material is being developed on a coordinated uniform basis for the Defense Acquisition Regulation, the Federal Procurement Regulations, and the National Aeronautics and Space Administration Procurement Regulation, publication and receipt of comments should be handled by only one agency, to be agreed upon by the Department of Defense, the General Services Administration, and the National Aeronautics and Space Administration. Matters which have been through a public comment period by one agency, including the Office of Federal Procurement Policy, and are being adopted or implemented without significant change by another agency, need not be published again for comment.



make a brief oral presentation, provided a written statement is submitted to OFPP by the day preceding the hearing or meeting. Only one representative of any organization may make an oral presentation, and the Administrator may require that such presentations be limited to summarizing the main points of written submissions. If time permits, others in attendance may be allowed to comment briefly on matters under discussion. Hearings and meetings will not ordinarily be recorded by OFPP; anyone attending may record the proceedings provided that OFPP be furnished a copy of any transcript made.

10. Effective Date. This Policy Letter is effective  
\_\_\_\_\_.

11. Expiration. This Policy Letter shall expire upon the effective date of the Federal Acquisition Regulation, now being developed.



Donald E. Sowle  
Administrator



THE WHITE HOUSE

WASHINGTON 15 JAN 1982 9:58

January 8, 1982

WH-2

Dear Mr. Volcker:

President Reagan has set the week of April 25, 1982, as National Consumers Week. This White House initiative will enable us to focus attention on consumers as the center of economic activity, on the importance of lifelong consumer education and greater understanding of institutions and nations as they relate to our ability to earn, save, spend and invest to improve the quality of our lives.

We are grateful to your agency for the designation of Ann Marie Fray to assist us in planning and coordination of activities. Although we may be working with limited resources, I think we can make National Consumers Week an important event with sustaining impact. Not only do we expect Governors and Mayors to proclaim the Week in their areas, but we feel certain many community organizations, schools, unions and businesses will contribute in their own ways to various aspects of National Consumers Week.

Lillian H. Mohr of my office will serve as chairperson of the Federal Agency Task Force. Do call her at 634-4213 if you have any questions.

Sincerely,



Virginia H. Knauer  
Special Assistant to the President

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

cc: Ann Marie Fray





EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

January 11, 1982

*WH-#1*

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES  
RESPONSIBLE FOR ADMINISTERING FEDERAL GOVERNMENT PENSION PLANS

FROM: EDWIN L. HARPER  
DEPUTY DIRECTOR

*Edwin L. Harper*

SUBJECT: Annual Reports of Federal Pension Plans Required by  
Public Law 95-595

1982 JAN 13 PM 9:41

The Office of Management and Budget and the General Accounting Office have agreed upon the instructions to be used in preparing the annual reports on Government pension plans, as required by Public Law 95-595 (92 Stat. 2541). The reports are for plan years beginning after September 30, 1980. As defined by law, the term "plan year" means the calendar, policy, or fiscal year on which the records of the plan are kept.

The General Accounting Office will transmit the instructions for your use. The principal changes from last year's requirements are specified in the transmittal letter from the General Accounting Office.

The reports are required by my office for review no later than 150 days after the close of the plan year. Reports should be addressed to:

Mr. Thomas Cuny  
Office of Management and Budget  
Budget Review Division, Room 6025  
New Executive Office Building  
726 Jackson Place, N.W.  
Washington, D.C. 20503

Upon approval by OMB, agencies will transmit the reports via transmittal letter to the addressees listed in the instructions.

Questions concerning preparation of the report should be directed to Mr. Thomas Cuny (202-395-3930).

*WH-1 --- NRN Wally Wood*