



Comptroller General  
of the United States

Washington, D.C. 20548

B-259610

December 15, 1994

The Honorable Robert C. Byrd  
Chairman  
The Honorable Mark O. Hatfield  
Ranking Minority Member  
Committee on Appropriations  
United States Senate

The Honorable David Obey  
Chairman  
The Honorable Joseph M. McDade  
Ranking Minority Member  
Committee on Appropriations  
House of Representatives

This is the first report required by sections 307 and 308 of the 1994 Legislative Branch Appropriations Act, P.L. 103-69, as amended by P.L. 103-283. Section 307 requires each legislative branch entity to reduce positions by 4 percent on a full-time equivalent (FTE) basis by September 30, 1995, and complete at least 62.5 percent of the reduction by September 30, 1994. Section 308 requires each entity to achieve a reduction in administrative expenses of at least 3 percent for fiscal year 1994 and a cumulative 14-percent reduction by fiscal year 1997.

Entities are to report annually on their compliance with these provisions to the Comptroller General who, in turn, is to compile the compliance information and submit a compliance report to the Committees on Appropriations. The entities submitted reports as required, and all certified compliance with sections 307 and 308. Their reports are enclosed. Compliance information is also enclosed for the General Accounting Office, and I certify that the General Accounting Office has achieved the FTE and administrative expense reductions required by sections 307 and 308.

Charles A. Bowsher  
Comptroller General  
of the United States

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ENCLOSURE I

ENCLOSURE I

ARCHITECT OF THE CAPITOL



Washington, DC 20515  
November 30, 1994

The Honorable Charles A. Bowsher  
Comptroller General  
General Accounting Office  
441 G Street, N.W.  
Washington, D.C. 20548

Dear Mr. Bowsher:

I am writing with respect to certain requirements enacted in Public Law 103-69, the Legislative Branch Appropriations Act, 1994.

In accordance with Sections 307 and 308 of Public Law 103-69, as amended by Public Law 103-283, the Legislative Branch Appropriations Act, 1995, I certify that the Architect of the Capitol has fully complied with the mandated fiscal year 1994 FTE and Administrative Expense reductions.

I have enclosed summary schedules and accompanying documentation related to these reductions.

I shall, of course, be pleased to provide you with any additional information on this matter you may deem desirable.

Cordially,

A handwritten signature in cursive script that reads 'George M. White'.

George M. White, FAIA  
Architect of the Capitol

Enclosures

ARCHITECT OF THE CAPITOL  
 REPORT ON FTE AND ADMINISTRATIVE EXPENSES REDUCTIONS  
 AS REQUIRED BY SECTIONS 307 AND 308 OF PUBLIC LAW 103-69,  
 AS AMENDED BY SECTION 305 OF PUBLIC LAW 103-283

FTE REDUCTIONS REQUIRED BY SECTION 307

FTE Base (1) <u>as of</u>	<u>FY 1994 Reductions</u>	
	<u>Mandated</u>	<u>Actual (2)</u>
2,407 (FY 92)	2,347	2,238

(1) The FY 1992 FTE base was developed by using employment figures submitted to OMB as of 9/30/92 and the most recent data available on temporary employment at that time (4/92). The Architect's Office has contracted the National Finance Center for payroll services and is now receiving Standard Form 113G, a monthly report on full-time equivalent employment. This report is used for monitoring FTE levels.

(2) The Office of the Administrative Assistant to the Architect of the Capitol monitors the FTE levels on a monthly basis to assure compliance with the FTE ceiling mandate. This reduction has been met through a combination of not filling existing authorized positions and eliminating temporary positions as the work programs are completed.

ARCHITECT OF THE CAPITOL  
 ADMINISTRATIVE EXPENSES REDUCTIONS  
 REQUIRED BY SECTION 308 OF PUBLIC LAW 103-69

	<u>AMOUNT</u> <u>\$ in 000's</u>
FY 1993 Appropriation	\$169,752
Less Exclusions (1):	<u>-167,474</u>
Administrative Expenses Base Year - 1993	2,278
Plus Inflation	<u>62</u>
Administrative Expenses Adjusted for Inflation to 1994	2,340
Mandated Reductions through 1994	<u>-70</u>
Administrative Expenses with Mandated Reductions - 1994	2,270
Administrative Expenses 1994 - Actual	2,261
Net Admin. Expenses Reductions from 1993 Base - 1994 Mandated	-8
Net Admin. Expenses Reductions from 1993 Base - 1994 Actual	-17

(1) Mission-related categories and exclusions include Personnel Compensation & Benefits; Benefits for Former Personnel; Mission-related operating costs; Supplies, services, repairs and alterations; Contingent expenses; Miscellaneous Improvements; Annual and No Year Projects (except for 1/4 of 1 percent estimated administrative expenses); lease costs; equipment; land & structures; utility costs; Power Plant costs; Reimbursements and annual non-recurring projects.

The Baseline for Administrative Expenses consists of Travel; Transportation; Communications; Mail; Computer services (except contractual support); Stationery, Books, Supplies, Office Supplies and Materials; Bicentennial of the Capitol; and 1/4 of one percent of total cost of no year projects.

CAPITOL POLICE



PHONE: 224-9808

UNITED STATES CAPITOL POLICE

OFFICE OF THE CHIEF  
119 D STREET, NE  
WASHINGTON, DC 20510-7218

December 1, 1994

Comptroller General  
441 G Street, N.W.  
Washington, D.C. 20548

Dear Sir:

In accordance with sections 307 and 308 of P.L. 103-69, as amended by Public Law 103-283, I certify that the United States Capitol Police has fully complied with the mandated Fiscal Year 1994 FTE and Administrative Expense Reductions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gary L. Abrecht", with a long horizontal line extending to the right.

Gary L. Abrecht  
Chief of Police

GLA:mm:1717

## UNITED STATES CAPITOL POLICE

Report on FTE and Administrative Expenses Reductions as required by Sections 307 and 308 of P.L. 103-69, as amended by Section 305 of Public Law 103-283.

FTE REDUCTIONS REQUIRED BY SECTION 307

<u>FTE BASE</u> <u>AS OF 9/30/92</u>	<u>FY 1994</u> <u>MANDATED</u>	<u>REDUCTIONS</u> <u>ACTUAL</u>
1335	34	54
<u>AS OF 10/1/94</u>		
1281		

1. The FTE Base for 1992 was calculated by taking the total number of employees working for all of FY'92 and multiplying by 2080 hours. The number of employees hired during the year, multiplied by the number of hours worked were then added to the calculations. The number of employees that terminated their employment, multiplied by the number of hours not worked were then subtracted from the calculation. That figure was then divided by 2080 hours to determine the number of FTE's.
2. Reductions were achieved through post reductions and realignments as personnel terminated through normal attrition.
3. All reductions were achieved through normal attrition. No adverse personnel actions will be required to obtain the mandated FTE base of 1281.

**U.S. Capitol Police  
Administrative Expenses**

Category	FY93 Base Amount	FY94 Estimate	FY95 Estimate
<b>Calculation of Administrative Expenses:</b>			
Total Budget Object Class 20 Series	\$2,229,000	\$1,977,000	\$2,000,000
Less: Rental Expenses		\$105,000	\$148,000
Programmatic, Mission-Essential Expenses			
Reimbursable Expenses			
Legally Mandated Expenses			
Administrative Expenses	\$2,229,000	\$1,872,000	\$1,852,000
<b>Calculation of Maximum Administrative Expenses:</b>			
Base Year (FY93) Base Amount		\$2,229,000	\$2,229,000
Adjustment for Inflation		\$60,183	\$119,702
Adjusted Base Year Expenses		\$2,289,183	\$2,348,702
Required Reduction		\$68,675	\$140,922
Maximum Administrative Expenses		\$2,220,508	\$2,207,780

1. All of the General Expense Appropriation except Rent is considered Administrative Expense.
2. No further reductions were necessary.



CONGRESSIONAL BUDGET OFFICE



CONGRESSIONAL BUDGET OFFICE  
U.S. Congress  
Washington, DC 20515

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Robert D. Reischauer  
Director

December 1, 1994

Honorable Charles A. Bowsher  
Comptroller General of the United States  
U.S. General Accounting Office  
441 G Street, N.W.  
Washington, DC 20548

Dear Mr. Bowsher:

Public Law 103-69, the Legislative Branch Appropriations Act of 1994, requires legislative branch entities, including the Congressional Budget Office, to make a 4% reduction in staff levels and a 14% reduction in administrative expenses over several years. In addition, we are required to report to the General Accounting Office our progress in making these reductions and to certify our compliance with the law.

The attached schedules provide the necessary information regarding CBO's implementation of the reductions required by Sections 307 and 308. In accordance with Sections 307 and 308 of Public Law 103-69, as amended by Public Law 103-283, I certify that the Congressional Budget Office has fully complied with the mandated Fiscal Year 1994 FTE and administrative expenses reductions.

Sincerely,

A handwritten signature in black ink, appearing to read 'RDR', with a long horizontal flourish extending to the right.

Robert D. Reischauer

Attachments

## CONGRESSIONAL BUDGET OFFICE

Report on FTE and administrative expenses reductions as required by sections 308 and 308 of P.L. 103-69, as amended by section 305 of Public Law 103-283.

FTE Reductions Required by Section 307:

FTE Base <sup>1/</sup> as of FY 1993	<u>FY 1994 Reductions</u>	
	<u>Mandated</u>	<u>Actual <sup>2/</sup></u>
230	6	12

- 1/ The FTE base was calculated using the definition of FTEs in the Office of Management and Budget (OMB) Circular A-11 and the hours worked provided by CBO payroll data.

The use of September 30, 1993 as an alternative base period was approved by both appropriations subcommittees. (see attached correspondence).

- 2/ The reductions were achieved by canceling the regular summer intern program and through attrition in permanent positions.

## CONGRESSIONAL BUDGET OFFICE

Administrative Expenses Reductions Required by Section 308 of P.L. 103-69:

## Calculation of Administrative Expenses:

	<u>Amount</u> ((\$000's))
Object Class 20 Series	3,780
Less Expenses:	
--Programmatic, Mission Essential 1/	2,726
--Reimbursable	0
--Required by Law	0
--Rent	0
--Other	<u>0</u>
Administrative Expenses Base as of-FY 1993 Appropriation	1,054
Administrative Expenses Adjusted for Inflation	1,082
Administrative Expenses Reductions for FY 1994	
--Mandated	32
--Actual 2/	214

- 1/ The division of object code 20 expenses between mission essential and administrative categories relied on the cost accounting information available. Expenses charged directly to an analytical or programmatic division were considered mission essential with the exception of travel to professional meetings and conferences. All of the costs charged to an administrative or support account were considered administrative except for the printing, postage, storage, and handling of CBO studies and reports, and certain ADP software licenses and data purchases directly associated with the budget data base and econometric models.
- 2/ While all administrative areas saw reductions in FY 1994, the areas with significant decreases included ADP commercial timesharing, ADP software, miscellaneous contracts, and printing.

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**Congress of the United States  
 House of Representatives  
 Committee on Appropriations  
 Washington, DC 20515-6015**

January 7, 1994

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 CLERK AND STAFF DIRECTOR  
 FREDERICK S. MCHERRAN  
 TELEPHONE  
 (202) 225-2771

Honorable Robert D. Reischauer  
 Director  
 Congressional Budget Office  
 U.S. Congress  
 Washington, DC 20515

Dear Bob:

We have your request of December 6, 1993, to use an alternative date upon which to establish the FTE employment base for purposes of carrying out Section 307 of Public Law 103-69. Section 307 authorizes the Committees on Appropriations to approve such an adjustment.

The Committee has no objection to this adjustment.

Sincerely,

Vic Fazio, Chairman  
 Subcommittee on Legislative

ROBERT C. BYRD, WEST VIRGINIA, CHAIRMAN

DANIEL G. BUMPUS, MISSISSIPPI	MARK E. BATFIELD, OREGON
EDWYD F. HOLLINGS, SOUTH CAROLINA	TED STUTZMAN, ALABAMA
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**United States Senate**  
 COMMITTEE ON APPROPRIATIONS  
 WASHINGTON, DC 20510-6025

JAMES H. ENGLISH, STAFF DIRECTOR  
 J. KEITH KENNEDY, MINORITY STAFF DIRECTOR


January 26, 1994


Dr. Robert D. Reischauer  
 Director  
 Congressional Budget Office  
 Washington, DC 20515

Dear Dr. Reischauer:

The subcommittee has no objection to your request to use September 30, 1993, as the employment base for purposes of the four percent reduction in full-time equivalent employment required by Section 307 of P.L. 103-69, the Legislative Branch Appropriations Act, fiscal 1994.

Sincerely,

  
 Connie Mack  
 Ranking Member  
 Subcommittee on the  
 Legislative Branch

  
 Harry Reid  
 Chairman  
 Subcommittee on the  
 Legislative Branch

GENERAL ACCOUNTING OFFICE

**GAO**

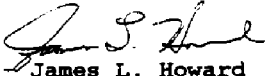
United States  
General Accounting Office

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**Memorandum**

**Date:** DEC 01 1994

**To:** Comptroller General

**From:** ACG, Operations  James L. Howard

**Subject:** Report on FTE and Administrative Expenses  
Reductions

In accordance with Sections 307 and 308 of P.L. 103-69, as amended by Public Law 103-283, I certify that GAO has fully complied with the mandated fiscal year 1994 FTE and administrative expense reductions.

Attached are the required schedules illustrating the base year data, and the mandated and actual reduction.

Attachment

## U.S. General Accounting Office

Report on FTE reductions as required by section 307 of P.L. 103-69, as amended by section 305 of public law 103-263.

FTE Reductions Required By Section 307

<u>FTE Base</u> <u>as of 9/30/92</u>	<u>FY 1994 Reductions</u>	
	<u>Mandated</u>	<u>Actual</u>
5,204	130	208 1/

GAO's FY 1992 FTE base was calculated using the actual hours of personnel compensation for all permanent, parttime permanent, intermittent, and temporary staff divided by the number of hours in the work year (2,096). The reduction in FTEs was achieved through attrition resulting from a hiring freeze that began in February 1992.

1/ This represents the required 4% reduction in FTEs.

**US GENERAL ACCOUNTING OFFICE**  
**Administrative Expenses Reductions Required**  
**By Section 308 of P.L. 103-69**  
**(Dollars in Thousands)**

	Amount
<b>Calculation of Administrative Expenses: 1/</b>	
<b>Object Class 20 Series</b>	88,569
<b>Less: Programmatic, Mission -Essential</b>	28,812
<b>Reimbursable</b>	500
<b>Required by Law</b>	0
<b>Rent</b>	31,675
<b>Administrative Expenses Base as of 9/30/93</b>	35,346
<b>Plus: Inflation</b>	954
<b>Administrative Expenses, Adjusted For Inflation</b>	36,300
<b>Administrative Expense Reduction For FY 1994</b>	
<b>Mandated</b>	1,089
<b>Actual 2/</b>	4,612

1/ The attached Calculation of Administrative Expense Reduction explains how costs were identified as mission vs. administrative expenses.

2/ Reductions were achieved in travel, printing and contract services.



## U.S. GENERAL ACCOUNTING OFFICE

## CALCULATION OF ADMINISTRATIVE EXPENSE REDUCTION

August 1, 1994

**INTRODUCTION:** Legislative agencies are required to reduce administrative expenses, net of inflationary increases, in accordance with Section 307 of the 1994 appropriations act.

OMB Bulletin No. 93-09 provides the following guidance to Executive departments and establishments:

- FY 1994 - no less than a 3% reduction from the FY 1993 amount;
- FY 1995 - no less than a 6% reduction from the FY 1993 amount;
- FY 1996 - no less than a 9% reduction from the FY 1993 amount;
- FY 1997 - no less than a 14% reduction from the FY 1993 amount;
- Administrative reductions may be taken from any object class, as appropriate;
- Dollar savings in personnel compensation and benefits (object class 10 series) due to FTE reductions may not be counted as administrative savings unless 1) the agency's total FTE level is reduced below the OMB-approved FTE level, ... and 2) the dollar savings are greater than the dollar savings from the personnel reduction dollar savings.

This document describes the method by which GAO 1) identified administrative expenses and 2) calculated the required reduction for fiscal years 1993 - 1995.

**CALCULATION OF COMPONENTS OF ADMINISTRATIVE ITEMS** - The reduction in administrative expenses for FY 1993 - 1995 was reported in the FY 1995 Justification of Estimates. (Attachment 1)

Fiscal Year 1993 Base: data was obtained from the revised FY 1993 estimates shown in the FY 1994 Justification of Estimates, unless otherwise stated.

Fiscal Year 1994 Estimate: data was obtained from the revised FY 1994 estimates shown in the FY 1995 Justification of Estimates.

Fiscal Year 1995 Estimate: data was obtained from the FY 1995 estimates shown in the FY 1995 Justification of Estimates.

**Object Class 20 Series:** Represents the sum of object class 2100 through object class 2600.

**U.S. GENERAL ACCOUNTING OFFICE**

**CALCULATION OF ADMINISTRATIVE EXPENSE REDUCTION**

FY 93 - See Attachment 2.

FY 94 and 95 - See Attachment 3.

**Less Rental Expenses:** Represents the total of object class 23, Rent, Communications and Utilities.

FY 93 - See Attachment 2. Note: The FY 1992 amount of \$32,882 was used inadvertently, instead of the FY 1993 amount of \$33,918

FY 94 and 95 - See Attachment 3.

**Less Programmatic, Mission - Essential Expenses**

**Methodology:**

For each account or budget object class, we determined whether the account should be classified as administrative, mission-essential, or both. Where an account contains both administrative and mission-essential costs, we then determined the ratio of mission costs to the total fiscal year 1993 budget. This ratio was then applied to the fiscal year 1994 and 1995 budget estimates.

A description of the methodology used for each account is listed below.

**1) Composition of Agency Staff:**

o Source: Report BW-104-H, GAO Employee Types, by Organization. (Attachment 5)

We determined that 90% of the staff in the program and technical divisions and regional offices are classified as "professional" staff, and considered them to be directly in support of the agency's mission.

We also determined that these staff represent 73.8% of total agency staff.

**2) Temporary Duty Travel (BOC 2110):**

o Source: Funds Status Report by Program, dated 6/25/93. (Attachment 6)

## U.S. GENERAL ACCOUNTING OFFICE

## CALCULATION OF ADMINISTRATIVE EXPENSE REDUCTION

This report segregates the original FY 93 budget by category, i.e., management, support, mission (program and technical divisions) and regional offices. Using the composition of staff determined in step 1, we categorized 90% of the FY 93 budget for mission and regional offices as mission-essential. This represents 82% of the total budget for TDY travel.

82% was applied to the FY 94 and FY 95 estimated costs for TDY travel to determine the amount considered mission-essential.

3) Transportation (BOC 2200):

The total of object class 2210, Transportation of Household Goods, is considered to be mission-essential since these funds are used primarily in support of evaluator staff. The total of object class 2220, Transportation of Things, is considered to be administrative support. (Attachment 7)

4) External Training (BOC 2512):

o Source: Funds Status Report by Program, dated 6/25/93. (Attachment 8)

Using the composition of staff determined in step 1, we categorized 90% of the FY 93 budget for mission and regional offices as mission-essential. This amount accounts for 66% of the external training budget.

66% was applied to the FY 94 and FY 95 estimated costs for this category to determine the amount considered mission-essential.

5) Contractual Training (BOC 2514):

We categorized the contracts within this program as either administrative or mission essential. The administrative items account for 12% of the total budget, while mission items account for 88% of the budget for this category. (Attachment 9)

88% was applied to the FY 94 and FY 95 estimated costs to determine the amount considered mission-essential.

6) Government ADP Services (BOC 2521):

**U.S. GENERAL ACCOUNTING OFFICE**

**CALCULATION OF ADMINISTRATIVE EXPENSE REDUCTION**

- o Source: BOC Funds Usage Report, dated 9/8/93. (Attachment 10)

We identified the contracts within this program used for administrative systems and purposes. The administrative contracts account for 66% of the costs in this category.

66% was applied to the FY 94 and FY 95 estimated costs for this category to determine the amount considered administrative.

7) Non-Government ADP Services (BOC 2522):

- o Source: BOC Funds Usage Report, dated 9/8/93 (Attachment 11)

We identified the contracts within this program used for administrative systems and purposes. The administrative contracts account for 56% of the costs in this category.

56% was then applied to the FY 94 and FY 95 estimated costs for this category to determine the amount considered administrative.

8) Government Contracts (BOC 2535):

- o Source: Funds Status Report by Program, dated 6/25/93. (Attachment 12)

Using the composition of staff determined in step 1, we categorized 90% of the FY 93 budget for mission and regional offices as mission-essential. These costs represent 6% of the total budget for government contracts.

6% was then applied to the FY 94 and FY 95 estimated costs for this category to determine the amount considered mission-essential.

9) Non-Government Contracts (BOC 2540):

- o Source: Funds Status Report by Program, dated 6/25/93. (Attachment 13)

Using the composition of staff determined in step 1, we categorized 90% of the FY 93 budget for mission and regional offices as mission-essential. The Information Handling Support Facility contract was added to this amount. These costs represent 52% of the total budget for non-government contracts.

## U.S. GENERAL ACCOUNTING OFFICE

## CALCULATION OF ADMINISTRATIVE EXPENSE REDUCTION

52% was applied to the FY 94 and FY 95 estimated costs for this category to determine the amount considered mission-essential.

10) Imprest Fund (BOC 2690):

- Source: Funds Status Report by Program, dated 6/25/93. (Attachment 14)

Using the composition of staff determined in step 1, we categorized 90% of the FY 93 budget for mission and regional offices as mission-essential. These costs represent 59% of the total budget for imprest fund purchases.

59% was then applied to the FY 94 and FY 95 estimated costs for this category to determine the amount considered mission-essential.

11) Other Training:

The total of BOC 2510, (Memberships), 2513, (Managerial Development), and 2515, (Executive Development) is considered to be mission-essential since these funds are used primarily in support of the agency's mission. (Attachment 15)

12) Other Object Classes

- Subscriptions - Source: Funds Status Report by Program, dated 6/25/93. (Attachment 16)
- Temporaries - Source: Funds Status Report by Program, dated 6/25/93. (Attachment 17)
- Consultants - Source: Funds Status Report by Program, dated 6/25/93. (Attachment 18)
- Furniture - Source: Funds Status Report by Program, dated 6/25/93. (Attachment 19)

Using the composition of staff determined in step 1, we categorized 90% of the FY 93 budget for mission and regional offices in each category as mission-essential. The percent of the mission costs to the total budget was determined for each account and applied to the FY 94 and FY 95 estimated costs to determine the amount considered

## U.S. GENERAL ACCOUNTING OFFICE

## CALCULATION OF ADMINISTRATIVE EXPENSE REDUCTION

mission-essential.

13) Other Services:

We identified the accounts which were either wholly administrative or mission-essential. (Attachment 20)

Administrative Accounts

- Health Services
- Foreign Affairs Administrative Support
- Utility Services
- Building Operations and Maintenance
- GSA Contract Services

Mission

- Storage of Household Goods

For the remaining accounts, we applied 73.8%, which represents the percentage of mission staff agency-wide (see step 1) to the total budgeted amount to determine the mission-essential costs for each of the following categories:

- Printing (o/c 2400)
- Non-Government Telecommunications Services
- Security Investigations
- Credit Reports
- Maintenance of Computer and ADP Equipment
- Maintenance of ADP Software
- Maintenance of Telecommunications Equipment
- Maintenance of Equipment Other Than ADP
- Maintenance of Photocopiers

**SUMMARY**

A summary of the FY 1994 estimates used to derive the mission related expenses, by BOC, is included as attachment 21.

A summary of the FY 1995 estimates used to derive the mission related expenses, by BOC, is included as attachment 22.

**U.S. GENERAL ACCOUNTING OFFICE  
CALCULATION OF ADMINISTRATIVE EXPENSE REDUCTION**

A revised schedule of Administrative Expenses is also attached.

14) Less Reimbursable Expenses

Attachment 23 provides a listing of FY 93 earned reimbursements.

GOVERNMENT PRINTING OFFICE



United States Government Printing Office  
Washington, DC 20401

OFFICE OF THE PUBLIC PRINTER

December 1, 1994

Honorable Charles A. Bowsher  
Comptroller General of the United States  
General Accounting Office  
Washington, DC 20548

Dear Mr. Bowsher:

Enclosed are schedules for reporting the U.S. Government Printing Office's (GPO's) compliance with Sections 307 and 308 of Public Law (P.L.) 103-69, as amended by P.L. 103-283.

In accordance with Sections 307 and 308 of P.L. 103-69, as amended by P.L. 103-283, I hereby certify that GPO has fully complied with the mandated Fiscal Year 1994 Full Time Equivalent and administrative expense reductions.

Sincerely,

A handwritten signature in cursive script that reads "Michael F. DiMario".

MICHAEL F. DIMARIO  
Public Printer

Enclosure



U.S. Government Printing Office  
 North Capitol and H Streets, NW  
 Washington, DC 20401  
 September 30, 1994

1 of 3

FTE Reductions required by Section 307

<u>FTE Base</u> as of <u>Sept 30, 1992</u>	<u>FY 1994 Reductions</u>	
	<u>Mandated</u>	<u>Actual</u>
4,830	121	466

1. Explain how you calculated your FTE base? List any assumptions, exclusions, and associated rationale?

The base was calculated in accordance with Section 307.a of Public Law 103-69 which reads:

"The number of employee positions, on a full-time equivalent basis, for each covered entity shall be reduced by at least 4 percent from the level, other than those supported by gift and trust funds, as of September 30, 1992, ...."

Accordingly, the computation was made as follows:

FTE Base as of September 30, 1992	4,830
Multiplied by mandated percentage reduction	<u>*4%</u>
Total reduction required	193
Achievement required by September 30, 1994	<u>62.5%</u>
Total mandated by September 30, 1994	<u>121</u>

2. Provide information on how the reductions were achieved?

The reductions were achieved with a separation incentive program and a partial hiring freeze.

3. Explain how you plan to achieve them?

The total mandated FTE reduction has been achieved.

U.S. Government Printing Office  
 North Capitol and H Streets, NW  
 Washington, DC 20401  
 September 30, 1994

2 of 3

Administrative Expense Reductions Required by Section 308 of P.L.  
 103-69

	<u>AMOUNT</u> (000 Omitted)
Object Class 20 Series	\$719,993
Less Expenses:	
Programmatic, Mission-Essential	99,448
Reimbursable	618,850
Required by Law	-0-
Rent	57
Other	<u>-0-</u>
Administrative Expense Base as of September 30, 1993	1,638
Plus inflation	<u>44</u>
Administrative expenses adjusted for inflation	1,682
Required reduction percentage	<u>*3%</u>
Mandated Reduction for FY 1994	<u>\$50</u>
Actual Reduction for FY 1994	<u>\$50</u>

1. Explain how you segregated costs into mission verses administrative categories?

Mission expenses include primarily costs associated with Depository Printing, International Exchange Printing, cataloging, and distribution within the Salaries and Expenses Appropriation. It also includes printing and binding expenses which are funded by the Printing and Binding Appropriation.

Administrative expenses include expenses of contractual services and supplies, other than rental payments, programmatic mission-essential expenses, reimbursable expenses, and expenses required by law.

Expenses associated with the revolving fund are considered neither mission nor administrative since they are all reimbursable.

U.S. Government Printing Office  
North Capitol and H Streets, NW  
Washington, DC 20401  
September 30, 1994

3 of 3

2. Categorize areas in which reductions were made including savings achieved in other object classes?

Savings were accomplished in both administrative areas and personnel compensation and benefits.

HOUSE OF REPRESENTATIVES

Randall B. Medlock  
Acting Director

Michael Heny, Chief  
Office of Finance

Office of the Director  
Non-Legislative and Financial Services  
Office of Finance  
U.S. House of Representatives  
Washington, DC 20515-6604

December 1, 1994

Honorable Charles A. Bowsher  
Comptroller General of the United States  
U. S. General Accounting Office  
441 G Street, NW  
Suite 7100  
Washington, D. C. 20548

Dear Mr. Bowsher:

Pursuant to Sec. 308, Public Law 103-69, the U. S. House of Representatives has analyzed the FY '94 administrative expenses and actual Full Time Equivalent positions (FTE's).

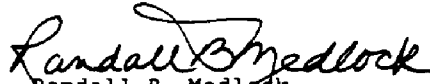
The required FY '94 administrative expenses savings is \$2.12 million. After itemizing all expenditures through October and estimating outstanding obligations, the House has achieved an estimated administrative expenses savings of \$8.6 million.

The House has also achieved additional savings in FY '94 personnel compensation of \$7.8 million.

Sec. 307, Public Law 103-69, required a four percent (4%) reduction from the FTE level as of September 30, 1992. The FTE base for that period was 11,291. A four percent reduction of 455 FTE positions is required by September 30, 1995. The House was required to reduce its FTE employment level to 11,008 positions by September 30, 1994. The actual FTE level for the House as of September 30, 1994, was 10,948, an actual savings of 60 FTE positions.

You may contact Mr. Michael Heny at (202)225-6514 should you have any questions.

Sincerely,

  
Randall B. Medlock  
Acting Director

RBM:mjd

December 1, 1994

UNITED STATES HOUSE OF REPRESENTATIVES

	<u>AMOUNT</u> <u>"(000)</u>
<b>CALCULATION OF ADMINISTRATIVE EXPENSES:</b>	
Object Class 20 series.....	\$144,256
Less: Expenses	
Programmatic Mission essential.....	\$51,300
Reimbursable.....	\$10,716
Required by law.....	\$55
Rent.....	\$13,347
Administrative Expense Base as of September 30, 1993.....	\$68,838
Plus inflation 2.7% .....	\$1,859
Administrative Expenses adjusted for inflation.....	\$70,697
Administrative Expenses Reductions for FY 1994.....	
Mandated FY '94 reductions (savings).....	\$2,121
FY '94 estimated administrative expenses through Oct 1994..	\$62,101
Actual FY '94 reductions (savings).....	\$8,596

LIBRARY OF CONGRESS



THE LIBRARIAN OF CONGRESS  
WASHINGTON, D.C. 20540-1000

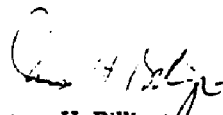
November 30, 1994

Dear Mr. Bowsher:

Enclosed are the schedules for reporting compliance with Sections 307 and 308 of P.L. 103-69. In accordance with Sections 307 and 308 of P.L. 103-69, as amended by Public Law 103-283, I certify that the Library of Congress has fully complied with the mandated fiscal year 1994 Full-Time Equivalent (FTE) and Administrative Expense reductions.

If you have any questions please contact me.

Sincerely,

  
James H. Billington  
The Librarian of Congress

Enclosures

The Honorable  
Charles A. Bowsher  
Comptroller General of the United States  
General Accounting Office  
441 G Street, N.W.  
Washington, D.C. 20548

The Library of Congress  
 Washington, D.C. 20540

November 25, 1994  
 Page 1 of 2

Report on FTE and Administrative Expenses reductions as required by sections 307 and 308 of P.L. 103-69,  
 as amended by Section 305 of Public Law 103-283.

FTE REDUCTIONS REQUIRED BY SECTION 307

<u>FTE BASE 1/ AS OF 09/30/92</u>	<u>FY 1994 REDUCTIONS</u>	
	<u>MANDATED</u>	<u>ACTUAL 2/</u>
4,730	(118)	(315)

1/ Actual FTE FY 1992	4,794
Less: Gift & Trust	(36)
Copyright Licensing	<u>(28)</u>
Revised FTE Base	4,730

2/ Reduction was achieved via a Retirement Incentive Program and a limited hiring freeze.

**The Library of Congress**  
Washington, D.C. 20540

November 25, 1994  
Page 2 of 2

Report on FTE and Administrative Expenses reductions as required by sections 307 and 308 of P.L. 103-69, as amended by Section 305 of Public Law 103-283.

**ADMINISTRATIVE EXPENSES REDUCTIONS REQUIRED BY SECTION 308 OF P.L. 103-69**

**Calculation of Administrative Expenses:**

	<b>Amount</b>
<b>Object Class 20 Series</b>	<b>\$25,556,916</b>
<b>Less Expenses: 1/</b>	
--Programatic. Mission-Essential	13,601,708
--Reimbursable	N/A
--Required by Law	N/A
--Rent	2,590,485
--Other	N/A
<b>Administrative Expenses Base as of 09/30/93</b>	<b>\$9,364,723</b>
--Plus: Inflation	252,849
<b>Administrative Expenses Base Adjusted for Inflation</b>	<b>\$9,617,572</b>
<b>Administrative Expenses Reductions for FY 1994</b>	
--Mandated	\$288,527
--Actual 2/	\$288,527

- 1/ The Library classified all of the applicable management support services allotments as administrative expenses, except for the programatic portion of the automation area.
- 2/ The Library met its reduction requirements in object class 20; therefore, had no need to reduce other object classes.



OFFICE OF TECHNOLOGY ASSESSMENT

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---	---

ROGER C. HERDMAN

ROGER C. HERDMAN  
DIRECTOR

Congress of the United States  
OFFICE OF TECHNOLOGY ASSESSMENT  
WASHINGTON, DC 20510-8025

October 28, 1994

The Honorable Charles A. Bowsher  
Comptroller General of the United States  
General Accounting Office  
Room 700  
441 G Street, N.W.  
Washington, D. C. 20548

Dear Chuck:

As required by P.L. 103-69, attached are fiscal year 1994 reports on full-time equivalent positions and administrative expenses reductions for the Office of Technology Assessment. In accordance with Sections 307 and 308 of P.L. 103-69, as amended by P. L. 103-283, I certify that the Office of Technology Assessment has fully complied with the mandated fiscal year 1994 full-time equivalent position and administrative expense reductions.

Sincerely,

  
Roger C. Herdman

## OFFICE OF TECHNOLOGY ASSESSMENT

REPORT ON FTE AND ADMINISTRATIVE EXPENSES REDUCTIONS AS REQUIRED BY SECTIONS 307 AND 308 OF P.L.103-69, AS AMENDED BY SECTION 305 OF P.L. 103-283

FTE REDUCTIONS REQUIRED BY SECTION 307

<u>FTE BASE</u> <u>AS OF 9/30/93</u>	<u>FISCAL YEAR 1994 REDUCTIONS</u>	
	<u>MANDATED</u>	<u>ACTUAL</u>
210	5	13

## NOTES:

As provided by Sec. 307, OTA requested the approval of the Appropriations Committees to use the fiscal year ending September 30, 1993 as its base year. Approval was received from the House Subcommittee on Legislative on September 29, 1993 and from the Senate Subcommittee on Legislative Branch on November 23, 1993 (letters attached).

The FTE base was calculated by summing the total hours worked by permanent staff for the pay period beginning on October 4, 1992 through the pay period ending on October 2, 1993 and dividing by 2,080 ( $296,834/2080=143$ ) and performing the same calculation for temporary staff ( $138,662/2080=67$ ) and summing the two FTE numbers.

Reductions were achieved by a reorganization and by only allowing the highest priority vacancies to be filled. Actual reductions were calculated in the same manner for the pay period beginning on October 3, 1993 through the pay period ending on October 1, 1994.

OFFICE OF TECHNOLOGY ASSESSMENT

ADMINISTRATIVE EXPENSES REDUCTIONS REQUIRED BY SECTION 308

	AMOUNT <u>(\$000)</u>
CALCULATION OF ADMINISTRATIVE EXPENSES:	
OBJECT CLASS 20 SERIES	7,265
Less Expenses:	
Programmatic, Mission-Essential	-4,228
Reimbursable	...
Required by Law	...
Rent	-1,799
Other	.....
ADMINISTRATIVE EXPENSES BASE AS OF SEPTEMBER 30, 1993	<u>1,238</u>
Plus: Inflation	<u>33</u>
ADMINISTRATIVE EXPENSES ADJUSTED FOR INFLATION	1,271
 FY 1994 ACTUAL ADMINISTRATIVE EXPENSES	 1,038
 ADMINISTRATIVE EXPENSES REDUCTIONS FOR FY 1994	
MANDATED (-3%)	38
ACTUAL	233

NOTES:

OTA budgets and tracks cost by its two operating divisions and by its general and administrative support offices. All object class 20 series cost for the general and administrative support offices, excluding rent, were categorized as administrative expenses. All operating division cost were considered Programmatic, Mission-Essential.

Reductions were made in the object class 20 series, primarily in miscellaneous services, in the general and administrative support offices.

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**United States Senate**  
COMMITTEE ON APPROPRIATIONS  
WASHINGTON, DC 20510-6025


November 23, 1993


Dr. Roger C. Herdman  
Director  
Office of Technology Assessment  
Washington, DC 20515

Dear Dr. Herdman:

The subcommittee has no objection to your request to use September 30, 1993, as the employment base for purposes of the four percent reduction in full-time equivalent employment required by Section 307 of P.L. 103-69, the Legislative Branch Appropriations Act, fiscal 1994.

Sincerely,

  
Connie Mack  
Ranking Member  
Subcommittee on the  
Legislative Branch

  
Harry Reid  
Chairman  
Subcommittee on the  
Legislative Branch

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 CARNE P. BEEK, FLORIDA

**Congress of the United States**  
**House of Representatives**  
**Committee on Appropriations**  
**Washington, DC 20515-6015**

September 29, 1993

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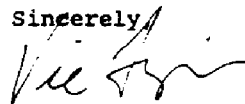
TELEPHONE:  
 (202) 225-2771

Dr. Roger C. Herdman  
 Congress of the United States  
 Office of Technology Assessment  
 Washington, DC 20510-8025

Dear Dr. Herdman:

We have reviewed your September 1, 1993, request to use September 30, 1993, as the base period to calculate the four percent full-time equivalent reduction, as required by Section 307 of P.L. 103-69, the Legislative Branch Appropriations Act, 1994.

The Committee has no objection to this request.

Sincerely,  


Vic Fazio, Chairman  
 Subcommittee on Legislative

UNITED STATES SENATE

STUART F. BALDERSON  
FINANCIAL CLERK

**United States Senate**

OFFICE OF THE SECRETARY  
DISBURSING OFFICE  
WASHINGTON, DC 20510-7104

December 1, 1994

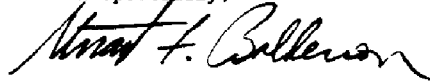
Honorable Charles A. Bowsher  
Comptroller General of the United States  
General Accounting Office  
441 G Street, N. W.  
Washington, D. C. 20548

Dear Mr. Bowsher:

In accordance with Sections 307 and 308 of Public Law 103-69, dated August 11, 1993, as amended by Public Law 103-283, dated July 22, 1994, I hereby certify that the United States Senate has fully complied with the mandated Fiscal Year 1994 staff and administrative expense reductions.

Attached please find a report detailing the United States Senate's compliance with the provisions of Public Law 103-69.

Respectfully,



Stuart F. Balderson  
Financial Clerk of the Senate

Attachment

UNITED STATES SENATE

Report on FTE and administrative expense reductions as required by Sections 307 and 308 of Public Law 103-69, as amended by Section 305 of Public Law 103-283.

FTE REDUCTIONS REQUIRED BY SECTION 307

FTE BASE 1/	FISCAL YEAR 1994 REDUCTIONS	
AS OF: 9/30/92	MANDATED	ACTUAL 2/
7,487	188	218

- 1/ The United States Senate does not budget for, or plan by full-time equivalent positions. Attempts to convert employment figures into FTE equivalents yielded inconsistent results due to the administrative structure of the Senate. Therefore, the basis of the reductions was determined from the active employee count of the Senate as of September 30, 1992.

The active employee count consists of all Senate employees, with the exception of the President of the Senate and Senators, and those employees paid at a daily rate. The total employee count after exclusions as of September 30, 1992 was 7,487. The total employee count after exclusions as of September 30, 1994 was 7,269.

- 2/ Staffing levels in the United States Senate are determined primarily by the individual offices, operating within an allowance structure. The allowance is a dollar amount for compensation that the office cannot exceed, rather than a set number of staff positions per office.

Senate budget authority for compensation contained in the Legislative Branch Appropriation Bills from Fiscal Year 1992 to Fiscal Year 1994 increased less than one half of one percent. Adjusting for inflation, the budget authority actually declined by 5.2%. The Senate's fiscal restraint has imposed strict staffing limitations. Consequently, as staff members have retired or pursued other employment opportunities, they have not been replaced. The Senate has achieved the required reductions through staff attrition resulting from self-imposed budget limitations.

ADMINISTRATIVE EXPENSE REDUCTION REQUIRED BY SECTION 308CALCULATION OF BUDGET AUTHORITY FOR ADMINISTRATIVE EXPENSES

	Amount (000 omitted)
Total Senate Budget Authority (BA) Fiscal Year 1993 1/	491,629
Less:	
BA for compensation (Object Class 11-12 Series)	(368,041)
BA for capital assets (Object Class 31 Series)	(26,404)
BA for Object Class 20 Series 2/	97,184
Less:	
Programmatic, Mission-Essential 3/	(71,501)
Required by law	(4,544)
Rent	(13,211)
BA for administrative expenses base of:	7,928
Add:	
Inflation (2.6%)	206
BA for administrative expenses adjusted for inflation	8,134
BA for administrative expense reductions for FY 1994	
Mandated (3.0%)	(244)
Actual (5.1%) 4/	(413)

- 1/ The United States Senate currently utilizes a cash basis accounting system and does not track expenditures by the Office of Management and Budget's object classification codes. Under our present accounting environment, it is not possible to determine obligations until they are paid. Consequently, utilizing actual Fiscal Year 1993 expenditures as a basis for calculating the required reduction might understate the reduction, due to unpaid outstanding obligations. A more conservative approach was chosen utilizing the Fiscal Year 1993 budget authority for administrative expenses as the basis for the reduction.
- 2/ To determine the amount included in the Fiscal Year 1993 BA for object classification series 20, compensation (object class 11-12) and capital assets (object class 31) were deducted from the total BA of the United States Senate for Fiscal Year 1993. The remaining balance of BA after these deductions was BA for object classification 20 series expenses.
- 3/ Fiscal Year 1993 budget authority for administrative expenses for the Senate was divided between programmatic mission essential and non-mission essential. Programmatic mission essential budget authority relates directly to Senators, Committees, and floor proceedings and operations. All other budget authority for expenses was considered non-mission essential and subject to the reduction criteria contained in Section 308 of Public Law 103-69. The analysis of Fiscal Year 1993 budget authority of Senate appropriation accounts yielded a \$7,927,878 non-mission essential base subject to reduction.
- 4/ All reductions were taken from object classification series 20.

(966642)