

EXECUTIVE OFFICE OF THE PRESIDENT



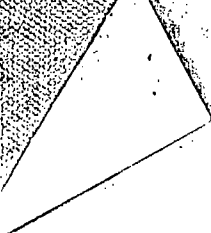
OFFICE OF POLICY DEVELOPMENT

FISCAL YEAR 1996 BUDGET

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Office of Policy Development

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GENERAL STATEMENT

Executive Office of the President Office of Policy Development

In fiscal year 1996, the Office of Policy Development (OPD) will be composed of two permanent policy groups: the National Economic Council and the Domestic Policy Council. These two groups are responsible for advising and assisting the President in the formulation, coordination, and implementation of economic and domestic policy. The Office of Policy Development also provides support for other policy development and implementation initiatives as directed by the President.

The two permanent policy groups are responsible for ensuring coordination in the development and implementation of executive branch policy. While each group is distinct in its organization and operating methodology, both serve as a forum in which policy advice to the President can be considered and refined. The small size of the staff and the collegial environment encourage communication among policy experts, allowing issues particular to each group to be included in policy deliberations being led elsewhere in the Executive Office of the President or in executive branch departments or agencies.

Funds appropriated to this account provide for necessary expenses of the Office of Policy Development, including services as authorized by 5 U.S.C. § 3109 and 3 U.S.C § 107.

SUMMARY OVERVIEW

Executive Office of the President Office of Policy Development

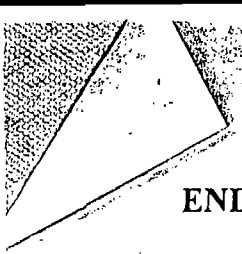
The fiscal year (FY) 1996 budget request for the Office of Policy Development (OPD) is \$3,867,000 and 31 full-time equivalent (FTE) positions. This request is a decrease of \$1,191,000 and 9 FTEs from the FY 1995 enacted level.

This budget request reflects the effect of the transfer of the Office on Environmental Policy (OEP) to the Council on Environmental Quality (CEQ). OPD was authorized to transfer up to \$800,000 during FY 1995 under the terms of P.L. 103-329 § 537. The transfer's effect on FY 1996 is twofold:

- a decrease associated with the actual transfer of \$790,000 and 6 FTEs in the second quarter of FY 1995; and
- since the transfer occurred well into FY 1995, additional reductions from the FY 1995 level are taken to represent the annualized cost of the transfer.

This budget request will provide full funding for payroll and other expenses necessary to support the two policy groups. Due to the nature and responsibilities of OPD, 73 percent of the total budget is for personnel costs. Compensation and benefits total \$2,831,000, a decrease of \$988,000 from the FY 1995 enacted level. This amount will provide resources for the compensation and benefits of 31 FTEs, as well as necessary special services payments.

In the non-pay areas, increases and decreases have been taken in accordance with the President's initiative to reduce administrative overhead, minor inflationary adjustments, and reductions to display the transfer of OEP to CEQ. In addition, OPD is non-recurring \$77,000 in funds made available in FY 1995 for short-term projects not expected to continue during FY 1996.



END-OF-YEAR SPENDING REVIEW

As directed by the House of Representatives Treasury, Postal and General Government Appropriations Subcommittee, OPD has established procedures to review and plan end-of-year spending. In past years, OPD has undertaken a review of year-end spending to ensure that funds are obligated not only for necessary items but also for those items proposed in the annual budget justification. This review typically begins early in the third quarter of each fiscal year with a review of needs and requirements for equipment, supplies, and services. A year-end spending plan is developed by the OPD Administrator and approved by all OPD directors. The OPD Administrator is accountable for all expenditures and is charged with the end-of-year spending review.

SUMMARY OVERVIEW (FINANCIAL)

Executive Office of the President Office of Policy Development

Fiscal Year 1995 Appropriation \$5,058,000

Fiscal Year 1995 Transfer of OEP

Personnel Compensation and Benefits	(\$682,000)
Travel	(\$36,000)
Rental Payments to GSA	(\$55,000)
Supplies	(\$2,000)
Equipment	(\$15,000)
<u>TOTAL Transfer</u>	<u>(\$790,000)</u>

Fiscal Year 1996 Adjustments

Additional Reduction to Annualize OEP Transfer to CEQ

Personnel Compensation and Benefits	(\$281,000)
Travel	(\$14,000)
Rental Payments to GSA	(\$19,000)
Other Services	(\$19,000)
Supplies	(\$7,000)
<u>TOTAL Estimate of Annualized Cost</u>	<u>•(\$340,000)</u>

Current Services Increases \$29,000

Administrative Reduction (\$13,000)

Non-Recurring Costs (\$77,000)

Fiscal Year 1996 Request Level \$3,867,000

SUMMARY OVERVIEW (FINANCIAL)

Executive Office of the President Office of Policy Development

Personnel Summary

FY 1995 Authorization - FTE	40
Transfer to CEQ	<u>(6)</u>
Current FY 1995 Authorization - FTE	34
Adjustment for Full Year Effect of FTE Transfer	<u>(3)</u>
FY 1996 Request - FTE	<u>31</u>
Difference¹	(9)

¹ This decrease reflects the full year effect of the personnel transfer from OPD to CEQ in January, 1995. The transfer took place after the President's Budget was printed.

APPROPRIATION LANGUAGE

**Executive Office of the President
Office of Policy Development**

Salaries and Expenses

For necessary expenses of the Office of Policy Development, including services as authorized by 5 U.S.C. 3109 and 3 U.S.C. 107; [\$5,058,000] \$3,867,000. (*Executive Office Appropriations Act, 1995.*)

PROGRAM AND PERFORMANCE

**Executive Office of the President
Office of Policy Development**

The Office of Policy Development supports the National Economic Council and the Domestic Policy Council in carrying out their responsibilities to advise and assist the President in the formulation, coordination, and implementation of economic and domestic policy. The Office of Policy Development also provides support for other domestic policy development and implementation activities as directed by the President.

Executive Office of the President
Office of Policy Development
Program and Financing Schedule
(In Thousands of Dollars)

	FY 1994	FY 1995	FY 1996
	Actual	Estimated	Estimated
Identification Code 11-2200-0-1-802			
<u>Program by Activities</u>			
00.01 Direct Program	4,902	5,058	3,867
01.01 Reimbursable Program	1,496	70	0
10.00 Total Obligations	6,398	5,128	3,867
<u>Financing</u>			
25.00 Unobligated balance expiring	220	0	0
39.00 Budget Authority (gross)	6,618	5,128	3,867
<u>Budget Authority</u>			
40.00 Appropriation	5,122	5,058	3,867
68.00 Spending Authority from offsetting collections	1,496	70	0
<u>Relation of Obligations to Outlays</u>			
71.00 Total Obligations	6,398	5,128	3,867
72.40 Obligated Balance, start of year	1,105	1,892	2,186
74.40 Obligated Balance, end of year	-1,892	-2,186	-1,889
77.00 Adjustments in Expired Accounts	-25	0	0
87.00 Outlays (gross)	5,586	4,834	4,164
<u>Adjustments to Gross Budget Authority and Outlays</u>			
88.00 Offsetting collections from:			
Federal Funds	-1,496	-70	0
89.00 Budget Authority (net)	5,122	5,058	3,867
90.00 Outlays (net)	4,090	4,764	4,164

**Executive Office of the President
Office of Policy Development
Personnel Summary**

	FY 1994 Actual³	FY 1995² Estimated	FY 1996 Estimated
Ungraded Positions, FTP	39	31	31
Total Employment, end of year, FTE	40	34	31

Detail of Positions

Direct

Total Compensable Workyears:

Full-time Equivalent Employment	40	34	31
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Reimbursable

Total Compensable Workyears:

Full-time Equivalent Employment	1	0	0
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Average Salary of Ungraded Positions	\$63,474	\$63,825	\$65,357
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² FY 1995 estimates differ from the Presidents Budget because they reflect the FY 1995 transfer of OEP to CEQ, which occurred after the President's Budget was printed.

³ As of September 30, 1994

Executive Office of the President
Office of Policy Development
Object Classification
(In Thousands of Dollars)

	FY 1994 ⁵ Actual	FY 1995 ⁶ Estimated	FY 1996 ² Estimated
Personnel Compensation:			
11.1 Full-time Permanent	2,583	2,753	2,018
11.3 Other Than Full-time Permanent	0	20	20
11.8 Special Personal Services Payments	134	485	385
11.9 Total Personnel Compensation	2,717	3,258	2,423
12.1 Civilian Benefits	625	551	408
13.0 Benefits for Former Personnel	92	10	0
21.0 Travel & Transportation of Persons	210	225	175
22.0 Transportation of Things	1	1	1
23.1 Rental Payments to GSA	684	575	495
23.3 Communications, Utilities, & Misc. Charges	185	134	119
24.0 Printing & Reproduction	37	40	36
25.2 Other Services	131	100	75
26.0 Supplies and Materials	88	75	60
27.0 Equipment	132	89	75
99.0 Subtotal, Direct Obligations	4,902	5,058	3,867
99.1 Reimbursable Obligations	1,496	70	0
99.9 Total Obligations	6,398	5,128	3,867

**DETAILED EXPLANATION OF CHANGES
REQUESTED FOR FY 1996**

**Justification of Changes
by Object Class
(In Thousands of Dollars)**

FY '95	FY '96	Net Change
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Personnel Compensation and Benefits

\$3,819	\$2,831
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(\$988)

The personnel category provides funding for all salaries, special services payments, and benefits. This net reduction of \$988 consists of non-recurring personnel costs associated with short-term projects in FY 1995, the transfer of OEP to CEQ, and an adjustment for the full year cost of OEP.

- 9FTE

Travel and Transportation of Persons

\$225	\$175
--------------	--------------

(\$50)

Travel resources are used to provide for the transportation and per diem of essential staff and invitational travel. The decrease of \$50 is the result of the transfer of OEP resources from OPD to CEQ.

FY '95 FY '96

Net Change

Transportation of Things

\$1

\$1

\$0

This is an allowance for delivery charges and shipments. No increase is requested.

Rental Payments to GSA (RENT)

\$575

\$495

(\$80)

Funds in this category are used to pay GSA for office space. The net decrease of \$80 reflects an increase for the rates charged by GSA, a decrease associated with the non-recurring costs for FY 1995 short-term projects, a reduction for the transfer of space to CEQ, and a decrease to annualize the cost of the CEQ transfer.

Rent, Communications and Utilities (RCU)

\$134

\$119

(\$15)

This line item provides for telephone service, utilities, and equipment leases. Included in the net reduction of \$15 is an increase for minor inflationary adjustments, a decrease consistent with the President's initiative to reduce administrative overhead, and a decrease for non-recurring costs associated with the telecommunications requirements of short-term projects in FY 1995.

FY '95 FY '96

Net Change

Printing and Reproduction

\$40

\$36

(\$4)

Printing and reproduction resources are used for necessary printing, reproduction, binding, and related composition operations.

This decrease of \$4 is comprised of an increase for minor inflationary adjustments and a reduction for non-recurring costs associated with FY 1995 short-term projects.

Other Services

\$100

\$75

(\$25)

This category provides funding for contractual services, maintenance contracts, repairs, computer services, and database subscriptions.

The net decrease of \$25 is comprised of an increase for minor inflationary adjustments, a reduction for non-recurring costs associated with FY 1995 short-term projects, a decrease consistent with the President's initiative to reduce administrative overhead, and a decrease to reflect the annualized cost of the OEP transfer to CEQ.

FY '95 FY '96

Net Change

Supplies and Materials

\$75

\$60

(\$15)

These funds are used to provide office supplies, subscriptions, and other specialized materials.

The net reduction of \$15 includes an increase for minor inflationary adjustments, a decrease for non-recurring costs associated with FY 1995 short-term projects, a decrease consistent with the President's initiative to reduce administrative overhead, a decrease for the transfer of resources to CEQ for OEP, and a reduction to reflect the annualized cost of the transfer to CEQ.

Equipment

\$89

\$75

(\$14)

The equipment category provides for the equipment needs of the two policy groups.

This net reduction of \$14 contains an increase for minor inflationary adjustments, a decrease consistent with the President's initiative to reduce administrative overhead, and a reduction for the transfer of OEP to CEQ.

\$5,058

\$3,867

TOTAL FOR ALL OBJECT CLASSES

(\$1,191)

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Office of Policy Development

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GENERAL STATEMENT

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Executive Office of the President Office of Policy Development

In fiscal year 1997, the Office of Policy Development (OPD) will be composed of two policy groups: the National Economic Council and the Domestic Policy Council. These two groups are responsible for advising and assisting the President in the formulation, coordination, and implementation of economic and domestic policy. The Office of Policy Development also provides support for other policy development and implementation initiatives as directed by the President.

The two policy groups are responsible for ensuring coordination in the development and implementation of executive branch policy. While each group is distinct in its organization and operating methodology, both serve as a forum in which policy advice to the President can be considered and refined. The small size of the staff and the collegial environment encourage communication among policy experts, allowing issues particular to each group to be included in policy deliberations being led elsewhere in the Executive Office of the President or in executive branch departments or agencies.

The Domestic Policy Council oversees development and implementation of the President's domestic policy agenda. Established on August 16, 1993, by Executive Order 12859, the Council ensures coordination and communication between the heads of relevant federal offices and agencies.

The Domestic Policy Council provides a forum through which:

- Cabinet agencies with responsibility for components of the domestic agenda coordinate their work on key cross-cutting issues;**
- decisions on policy of critical importance to the President can be debated, focused, and ultimately brought before the President for decision;**
- communication is fostered on initiatives and issues affecting multiple agencies and;**
- implementation of key Presidential initiatives is monitored.**

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The National Economic Council was established on January 25, 1993, by Executive Order 12835.

The principal functions of the National Economic Council are to:

- **coordinate the economic policy-making process with respect to the domestic and international economic issues;**
- **coordinate economic policy advice to the President;**
- **ensure that the economic policy decisions and programs are consistent with the President's stated goals, and to ensure that those goals are being effectively perused and;**
- **monitor implementation of the President's economic policy goals.**

Funds appropriated to this account provide for necessary expenses of the Office of Policy Development, including services as authorized by 5 U.S.C. § 3109 and 3 U.S.C § 107.

END-OF-YEAR SPENDING REVIEW

As directed by the House of Representatives Treasury, Postal and General Government Appropriations Subcommittee, OPD has established procedures to review and plan end-of-year spending. In past years, OPD has undertaken a review of year-end spending to ensure that funds are obligated not only for necessary items but also for those items proposed in the annual budget justification. This review typically begins early in the third quarter of each fiscal year with a review of needs and requirements for equipment, supplies, and services. A year-end spending plan is developed by the OPD Administrator and approved by all OPD directors. The OPD Administrator is accountable for all expenditures and is charged with the end-of-year spending review.

SUMMARY OVERVIEW**Executive Office of the President
Office of Policy Development**

The fiscal year (FY) 1997 budget request for the Office of Policy Development (OPD) is \$3,867,000 and 31 full-time equivalent (FTE) positions. This request reflects no change from the FY 1996 enacted level.

This budget request will provide full funding for payroll and other expenses necessary to support the two policy groups. Due to the nature and responsibilities of OPD, 72 percent of the total budget is for personnel costs. Compensation and benefits total \$2,801,000, a decrease of \$30,000 from the FY 1996 enacted level. This amount will provide resources for the compensation and benefits of 31 FTEs, as well as necessary special services payments.

Based on square foot usage, adjustments to joint-use costs and GSA rates, FY 1997 rent costs have been increased \$45,000. Travel funding has been decreased \$15,000 in order to meet administrative reductions and absorb increases in other object classes. No increases are requested for full-time permanent; other than full-time permanent; benefits for former personnel; transportation of things; communications, utilities, and miscellaneous charges; printing and reproduction; other services; supplies and materials; and equipment.

SUMMARY OVERVIEW (FINANCIAL)

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Executive Office of the President Office of Policy Development

Fiscal Year 1996 Appropriation	\$3,867,000
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Fiscal Year 1997 Increases/Decreases

Personnel Compensation and Benefits	(\$30,000)
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Increase in Rental Payments to GSA	\$45,000
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Other Current Services Level Decreases	(\$7,000)
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Administrative Reduction	<u>(\$8,000)</u>
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Fiscal Year 1997 Request Level	<u>\$3,867,000</u>
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Personnel Summary

FY 1995 Actual - FTE	32
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FY 1996 Authorization - FTE	31
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FY 1997 Request - FTE	31
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APPROPRIATION LANGUAGE

**Executive Office of the President
Office of Policy Development**

Salaries and Expenses

For necessary expenses of the Office of Policy Development, including services as authorized by 5 U.S.C. 3109 and 3 U.S.C. 107; [~~\$3,867,000~~] \$3,867,000.

(Executive Office Appropriations Act, 1996.)

PROGRAM AND PERFORMANCE

The Office of Policy Development supports the Domestic Policy Council and the National Economic Council in carrying out their responsibilities to advise and assist the President in the formulation, coordination, and implementation of economic and domestic policy. The Office of Policy Development also provides support for other domestic policy development and implementation activities as directed by the President.

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**Executive Office of the President
Office of Policy Development
Program and Financing Schedule
(In Thousands of Dollars)**

	FY 1995	FY 1996	FY 1997
	Actual	Estimated	Estimated
Identification Code 11-2200-0-1-802			
<u>Obligations by program activity</u>			
00.01 Direct Program	3,932	3,867	3,867
01.01 Reimbursable Program	85	318	0
10.00 Total Obligations	4,017	4,185	3,867
<u>Budgetary resources available for obligation</u>			
22.00 New budget authority (gross)	4,341	4,185	3,867
22.30 Unobligated balance expiring	(324)	0	0
23.90 Total budgetary resources available for obligation	4,017	4,185	3,867
23.95 New obligations	(4,017)	(4,185)	(3,867)
<u>New Budget Authority (gross)</u>			
40.00 Appropriation	5,058	3,867	3,867
40.35 Appropriation rescinded	(12)	--	--
41.00 Transferred to other accounts (11-1453) (790)		--	--
68.90 Spending Authority from offsetting collections (total)	85	318	0
70.00 Total new budget authority (gross)	4,341	4,185	3,867
<u>Change in unpaid obligations</u>			
72.40 Obligated Balance, start of year	1,892	1,146	838
73.10 New obligations	4,017	4,185	3,867
73.20 Outlays (gross)	(4,626)	(4,493)	(4,015)
73.40 Adjustments in Expired Accounts	(137)	--	--
74.40 Obligated Balance, end of year	1,146	838	690

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**Executive Office of the President
Office of Policy Development
Program and Financing Schedule (Continued)
(In Thousands of Dollars)**

	FY 1995	FY 1996	FY 1997
	Actual	Estimated	Estimated
Identification Code 11-2200-0-1-802			
<u>Outlays (gross)</u>			
86.90 Outlays from new current authority	3,651	3,837	3,519
86.93 Outlays from current balances	975	656	496
87.00 Outlays (gross)	4,626	4,493	4,015
<u>Offsets</u>			
88.00 Federal sources	85	318	0
88.90 Total offsetting collections	85	318	0
<u>Net budget authority and outlays</u>			
89.00 Budget Authority	4,256	3,867	3,867
90.00 Outlays (net)	4,541	4,175	4,015

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**Executive Office of the President
Office of Policy Development
Object Classification
(In Thousands of Dollars)**

	FY 1995 Actual	FY 1996 Estimated	FY 1997 Estimated
Personnel Compensation:			
Full-time Permanent	2,036	2,018	2,018
Other Than Full-time Permanent	0	20	20
Special Personal Services Payments	170	385	313
Total Personnel Compensation	2,206	2,423	2,351
Civilian Benefits	484	408	450
Benefits for Former Personnel	5	0	0
Travel & Transportation of Persons	112	175	160
Transportation of Things	2	1	1
Rental Payments to GSA	628	495	540
Communications, Utilities, & Misc. Charges	151	119	119
Printing & Reproduction	43	36	36
Other Services	147	75	75
Supplies and Materials	95	60	60
Equipment	59	75	75
 Subtotal, Direct Obligations	 3,932	 3,867	 3,867
 Reimbursable Obligations	 85	 318	 0
 Total Obligations	 4,017	 4,185	 3,867

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**DETAILED EXPLANATION OF CHANGES
REQUESTED FOR FY 1996**

**Justification of Changes
by Object Class
(In Thousands of Dollars)**

FY '96	FY '97	Net Change
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Personnel Compensation and Benefits

\$2,831	\$2,801	(\$30)
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The personnel category provides funding for all salaries, special services payments, and benefits. This will provide for staff of 31 FTE's and anticipated detailees.

Travel and Transportation of Persons

\$175	\$160	(\$15)
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Travel resources are used to provide for the transportation and per diem of essential staff and invitational travel. Travel funding was reduced in order to meet administrative reductions and absorb increases in other object classes.

Transportation of Things

\$1	\$1	\$0
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This is an allowance for delivery charges and shipments. No increase is requested.

FY '96 FY '97

Net Change

Rental Payments to GSA (RENT)

\$495 \$540

\$45

Funds in this category are used to pay GSA for office space. The net increase of \$45 is based on square foot usage, adjustments to joint-use costs and GSA rates.

Rent, Communications and Utilities (RCU)

\$119 \$119

\$0

This line item provides for telephone service, utilities, and equipment leases. No increase is requested.

Printing and Reproduction

\$36 \$36

\$0

Printing and reproduction resources are used for necessary printing, reproduction, binding, and related composition operations. No increase is requested.

Other Services

\$75 \$75

\$0

This category provides funding for contractual services, maintenance contracts, repairs, computer services, and database subscriptions. No increase is requested.

FY '96 FY '97**Net Change****Supplies and Materials****\$60****\$60****\$0**

These funds are used to provide office supplies, subscriptions, and other specialized materials. No increase is requested.

Equipment**\$75****\$75****\$0**

The equipment category provides for the equipment needs of the two policy groups. No increase is requested.

\$3,867**\$3,867****TOTAL FOR ALL OBJECT CLASSES****\$0**

OPD FY 1996 Personnel Cost Projection
July 10, 1996

	PP# U		PP#V		PP# W		PP# X		PP# Y
	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary
<i>Domestic Policy Council - J102A</i>									
Drye, Elizabeth	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fine, Deborah	\$1,437.20	\$410.53	\$1,724.80	\$479.70	\$1,724.80	\$479.70	\$1,724.80	\$479.70	\$1,724.80
Fortuna, Diana	\$2,875.20	\$832.02	\$2,875.20	\$832.02	\$2,875.20	\$793.83	\$2,875.20	\$653.76	\$2,875.20
Hogan, Lyn (Fine replacement)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Karayannis, Dorothy	\$1,149.60	\$221.64	\$1,149.60	\$282.64	\$1,149.60	\$282.64	\$1,149.60	\$282.64	\$1,149.60
Klein, Jennifer	\$2,492.00	\$560.64	\$2,492.00	\$560.64	\$2,492.00	\$560.64	\$2,492.00	\$560.64	\$2,492.00
Mays, Cathy	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00
Miller, Rosalyn	\$1,724.80	\$410.71	\$1,724.80	\$410.71	\$1,724.80	\$410.71	\$1,724.80	\$410.71	\$1,724.80
Ricketson, Denise	\$1,820.80	\$549.25	\$1,820.80	\$549.25	\$1,820.80	\$549.25	\$1,820.80	\$549.25	\$1,820.80
Schmidt, Michael	\$2,492.00	\$739.03	\$2,492.00	\$739.03	\$2,492.00	\$739.03	\$2,492.00	\$739.03	\$2,492.00
Waldman, Michael	\$3,258.40	\$722.99	\$3,258.40	\$722.99	\$3,258.40	\$723.00	\$3,258.40	\$722.99	\$3,258.40
Warnath, Stephen	\$2,300.00	\$614.76	\$2,492.00	\$661.34	\$2,492.00	\$661.34	\$2,492.00	\$661.34	\$2,492.00
Weinstein, Paul	\$2,492.00	\$655.81	\$2,683.20	\$701.80	\$2,683.20	\$701.80	\$2,683.20	\$701.80	\$2,683.20
Schmidt replacement 7/23 Start									
Lump sum leave:									
Schmidt, Michael									
DPC TOTAL	\$23,518.00	\$5,845.49	\$24,188.80	\$6,068.23	\$24,188.80	\$6,030.05	\$24,188.80	\$5,889.97	\$24,188.80

1 Debbie Fine moved from OPD payroll to WHO payroll effective June 23, 1996

Benefits	PP# Z Salary	Benefits	PP# A Salary	Benefits	PP# B Salary	Benefits	PP# C Salary	Benefits	PP# D Salary	Benefits	PP# E Salary	Benefits
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,437.60	\$345.76	\$2,875.20	\$691.48
\$479.70	\$1,724.80	\$479.70	\$1,724.80	\$479.70	\$1,724.80	\$479.70	\$1,724.80	\$480.21	\$1,724.80	\$480.21	\$1,724.80	\$480.21
\$653.76	\$2,875.20	\$193.43	\$2,875.20	\$832.02	\$2,875.20	\$832.02	\$2,875.20	\$829.85	\$2,781.41	\$786.66	\$2,875.20	\$829.85
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$282.64	\$1,149.60	\$282.64	\$1,149.60	\$282.64	\$1,149.60	\$282.64	\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$1,149.60	\$283.15
\$560.64	\$2,492.00	\$560.64	\$2,492.00	\$560.64	\$2,492.00	\$499.64	\$2,492.00	\$499.64	\$2,875.20	\$576.47	\$2,875.20	\$576.47
\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11
\$410.71	\$1,724.80	\$410.71	\$1,724.80	\$410.71	\$1,724.80	\$410.71	\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$1,724.80	\$411.22
\$549.25	\$1,820.80	\$549.25	\$1,820.80	\$549.25	\$1,820.80	\$549.25	\$1,820.80	\$547.08	\$1,820.80	\$547.08	\$1,820.80	\$561.89
\$670.93	\$2,492.00	\$584.53	\$2,492.00	\$739.03	\$2,492.00	\$739.03	\$2,492.00	\$731.55	\$2,492.00	\$731.55	\$2,492.00	\$731.55
\$722.99	\$3,258.40	\$722.99	\$3,258.40	\$925.01	\$3,833.60	\$1,063.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$661.34	\$2,492.00	\$661.34	\$2,492.00	\$661.34	\$2,492.00	\$661.34	\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$2,492.00	\$663.60
\$586.26	\$2,683.20	\$535.44	\$2,683.20	\$701.80	\$2,683.20	\$701.80	\$2,683.20	\$704.06	\$2,779.20	\$727.15	\$2,875.20	\$750.23
\$5,706.33	\$24,188.80	\$5,108.78	\$24,188.80	\$6,270.25	\$24,764.00	\$6,347.59	\$20,930.40	\$5,278.47	\$22,753.41	\$5,680.96	\$24,380.80	\$6,107.76

PP#F		PP#G		PP#H		PP#I		PP#J		PP#K	
Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits
\$2,875.20	\$752.99	\$2,875.20	\$752.99	\$2,875.20	\$752.99	\$2,875.20	\$752.99	\$2,875.20	\$752.99	\$1,437.60	\$376.52
\$1,724.80	\$480.21	\$1,724.80	\$480.21	\$1,724.80	\$480.21	\$1,724.80	\$480.21	\$1,724.80	\$480.21	\$862.40	\$240.10
\$2,875.20	\$829.85	\$2,875.20	\$829.85	\$2,875.20	\$829.85	\$3,018.96	\$864.41	\$2,875.20	\$829.85	\$1,437.60	\$414.95
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$574.80	\$141.58
\$2,875.20	\$576.47	\$2,875.20	\$576.47	\$2,875.20	\$576.47	\$2,875.20	\$576.47	\$2,875.20	\$576.47	\$1,437.60	\$288.25
\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$738.00	\$64.06
\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$862.40	\$205.60
\$1,820.80	\$561.89	\$1,820.80	\$561.89	\$1,820.80	\$561.89	\$1,820.80	\$561.89	\$1,820.80	\$561.89	\$910.40	\$281.20
\$2,492.00	\$731.55	\$2,492.00	\$731.55	\$2,492.00	\$731.55	\$2,492.00	\$731.55	\$2,492.00	\$731.55	\$1,246.00	\$365.78
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$1,246.00	\$331.81
\$2,875.20	\$750.23	\$2,875.20	\$750.23	\$2,875.20	\$750.23	\$2,875.20	\$750.23	\$2,875.20	\$750.23	\$1,437.60	\$375.14
\$24,380.80	\$6,169.27	\$24,380.80	\$6,169.27	\$24,380.80	\$6,169.27	\$24,524.56	\$6,203.83	\$24,380.80	\$6,169.27	\$12,190.40	\$3,084.99

PP#L		PP#M		PP#N		PP#O		PP#P		PP#Q	
Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits
\$2,875.20	\$752.99	\$2,875.20	\$752.99	\$2,875.20	\$752.99	\$2,875.20	\$752.99	\$2,875.20	\$752.99	\$2,875.20	\$752.99
\$1,724.80	\$480.21	\$1,724.80	\$480.21	\$1,724.80	\$480.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$2,875.20	\$829.85	\$2,875.20	\$829.85	\$2,875.20	\$829.85	\$2,875.20	\$829.85	\$2,875.20	\$829.85	\$2,875.20	\$829.85
\$0.00	\$0.00	\$0.00	\$0.00	\$958.40	\$186.87	\$1,916.80	\$430.95	\$1,916.80	\$430.95	\$1,916.80	\$430.95
\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$1,149.60	\$283.15
\$2,875.20	\$576.47	\$2,875.20	\$576.47	\$2,875.20	\$576.47	\$2,875.20	\$576.47	\$2,875.20	\$576.47	\$2,875.20	\$576.47
\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11
\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$1,724.80	\$411.22
\$1,820.80	\$561.89	\$1,820.80	\$561.89	\$1,820.80	\$561.89	\$1,820.80	\$561.89	\$1,820.80	\$561.89	\$1,820.80	\$561.89
\$2,492.00	\$731.55	\$2,492.00	\$731.55	\$1,246.00	\$366.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$2,492.00	\$663.60
\$2,875.20	\$750.23	\$2,875.20	\$750.23	\$2,875.20	\$750.23	\$2,875.20	\$750.23	\$2,875.20	\$750.23	\$2,875.20	\$750.23
				\$7,413.70	567.15						
\$24,380.80	\$6,169.27	\$24,380.80	\$6,169.27	\$31,506.90	\$6,558.44	\$22,080.80	\$5,388.46	\$22,080.80	\$5,388.46	\$22,080.80	\$5,388.46

PP#R		PP#S		PP#T		PP#U		Salary	Benefits
Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Total	Total
\$2,875.20	\$752.99	\$2,875.20	\$752.99	\$2,875.20	\$752.99	\$1,725.12	\$451.79	\$47,728.32	\$12,407.41
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,346.00	\$9,290.84
\$2,875.20	\$829.85	\$2,875.20	\$829.85	\$2,875.20	\$829.85	\$1,725.12	\$497.91	\$75,092.69	\$20,634.54
\$1,916.80	\$430.95	\$1,916.80	\$430.95	\$1,916.80	\$430.95	\$1,150.08	\$258.57	\$13,609.28	\$3,031.14
\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$689.76	\$169.89	\$30,004.56	\$7,325.14
\$2,875.20	\$576.47	\$2,875.20	\$576.47	\$2,875.20	\$576.47	\$1,725.12	\$345.88	\$71,593.92	\$14,781.41
\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$885.60	\$76.87	\$38,523.60	\$3,343.68
\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$1,034.88	\$246.73	\$45,017.28	\$10,728.75
\$1,820.80	\$561.89	\$1,820.80	\$561.89	\$1,820.80	\$561.89	\$1,092.48	\$337.13	\$47,522.88	\$14,534.84
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,348.00	\$13,737.62
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,642.40	\$6,326.31
\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$1,495.20	\$398.16	\$64,849.20	\$17,255.31
\$2,875.20	\$750.23	\$2,875.20	\$750.23	\$2,875.20	\$750.23	\$1,725.12	\$450.14	\$73,027.52	\$18,796.45
\$6,896.55	\$1,724.14	\$6,896.55	\$1,724.14	\$6,896.55	\$1,724.14	\$4,137.93	\$1,034.48	\$24,827.59	\$6,206.90
						Total Lump Sum		\$7,413.70	\$567.15
\$28,977.35	\$7,112.60	\$28,977.35	\$7,112.60	\$28,977.35	\$7,112.60	\$17,386.41	\$4,267.56	\$646,546.94	\$158,967.49
						<i>FY96 Budget</i>		\$650,812.00	\$150,536.00

IF BENEFIT COSTS CONTINUE AT CURRENT RATE, OPD WILL EXCEED ITS REPROGRAMMING THRESHOLD

Major Object Class		FY 1995 Actuals	Appropriation	Anticipated Reimb.	Received Reimb.	Total Resources	Gross Obligations Thru June	Commitments Remainder of Year	Projected Obligations Remainder of Year	Total Expenses	Available Balance
Full-time permanent	11.1	\$2,036,459	\$2,018,000	\$0	\$0	\$2,018,000	\$1,425,304	\$475,498	\$409 A	\$1,901,211	\$116,789
Other than full-time	11.3	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other personnel comp	11.5	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$0	\$200	(\$200)
Special personal svces	11.8	\$169,792	\$402,000	\$0	\$0	\$402,000	\$167,561	\$70,510	(\$35,050) B	\$203,021	\$198,979
Civilian benefits	12.1	\$484,196	\$408,000	\$0	\$0	\$408,000	\$346,606	\$121,691	(\$1,086) C	\$467,211	(\$59,211)
Former personnel	13.0	\$5,240	\$0	\$0	\$0	\$0	\$7,480	\$0	\$0	\$7,480	(\$7,480)
Travel	21.0	\$112,307	\$175,000	\$0	\$1,724	\$176,724	\$104,653	\$0	\$34,884 D	\$139,537	\$37,187
Trans. of Things	22.0	\$1,441	\$1,000	\$0	\$0	\$1,000	\$780	\$0	\$260 E	\$1,040	(\$40)
Office Rent (GSA)	23.1	\$627,845	\$495,000	\$0	\$0	\$495,000	\$540,000	\$0	(\$54) F	\$539,946	(\$44,946)
Rent, Comm, Utilities	23.3	\$147,095	\$119,000	\$0	\$0	\$119,000	\$116,470	\$0	\$0	\$116,470	\$2,530
Printing	24.0	\$42,997	\$36,000	\$0	\$0	\$36,000	\$35,000	\$0	\$0	\$35,000	\$1,000
Other Services	25.2	\$147,224	\$75,000	\$0	\$0	\$75,000	\$90,062	\$0	(\$10,000) G	\$80,062	(\$5,062)
Supplies	26.0	\$94,531	\$60,000	\$0	\$0	\$60,000	\$89,150	\$0	\$0	\$89,150	(\$29,150)
Equipment	31.0	\$58,076	\$75,000	\$0	\$0	\$75,000	\$3,251	\$0	\$0	\$3,251	\$71,749
Recommended Lapse									\$20,000	\$20,000	(\$20,000)
Totals		\$3,927,353	\$3,864,000	\$0	\$1,724	\$3,865,724	\$2,926,517	\$667,699	\$9,363	\$3,603,579	\$262,145

NOTES:

Payroll projections are based on the pay period ending June 22

Number of pay periods projected to the end of the year = 7.1

Travel obligations reflect authorizations received in FMD as of June 30

Italicized Projections require action or paperwork from Fund Manager

Explanation of Projections

A: Separation of Schmidt & Fine - (\$19,368); Accession of Hogan & Diamond - \$19,777

B: McCown amendment - (\$35,050)

C: Separation of Schmidt & Fine - (\$5,533); Accession of Hogan & Diamond - \$4,447

D: Travel projected based on June 30 gross obligations - \$34,884

E: Federal Express projected based on June 30 gross obligations - \$260

F: Rent is based on GSA rates and OA Facilities projected square footage - (\$54)

G: Deob RWA - (\$10,000)

REPROGRAMMING THRESHOLD:

\$50,000 or 10% whichever is greater

Areas of Concern:

Benefits, Rent, Supplies

OA IAG Expenses Thru June 30

	Estimated	Expensed
Printing	\$35,000	\$20,056
Supplies	\$55,000	\$35,008
Subscriptions	\$9,000	\$5,815

FY97

<i>DPC Reimbursable Details</i>	<i>Salary</i>	<i>Reimb. Sal.</i>	<i>Benefits</i>	<i>Reimb. Total</i>
Janet Abrams		\$31,850	\$8,281	\$40,131
Bublick-Max, Sandra (PMI)	\$36,174	\$0	\$0	\$0
Burke, Dennis	\$80,834	\$40,262	\$10,066	\$50,328
Cohen, Michael	\$120,886	\$60,211	\$15,053	\$75,264
Demeo, Julie	\$38,330	\$19,092	\$4,773	\$23,864
Regas, Diane	\$83,284	\$41,482	\$10,371	\$51,853
Smartt, Jeanine (PMI)	\$30,658	\$0	\$0	\$0
DPC TOTAL	\$390,166	\$192,898	\$48,543	\$241,440
			<i>FY97 Budget</i>	\$234,750

FY1997 Personnel Cost Projection
July 11, 1996

	PP#T			Total	Total	Salary	Benefits	Total
	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>	<u>Salary</u>	<u>Benefits</u>	<u>Increases</u>	<u>Increases</u>	<u>Increase</u>
<i>Domestic Policy Council - J102A</i>								
Drye, Elizabeth	\$2,875.20	\$752.99	\$3,628.19	\$75,042.72	\$19,653.04			
Fortuna, Diana	\$2,875.20	\$829.85	\$3,705.05	\$75,042.72	\$21,659.09			
Hogan, Lyn (Fine replacement)	\$1,916.80	\$373.74	\$2,290.54	\$50,028.48	\$9,754.61			
Karayannis, Dorothy	\$1,149.60	\$283.15	\$1,432.75	\$30,004.56	\$7,390.22			
Klein, Jennifer	\$2,875.20	\$576.47	\$3,451.67	\$75,042.72	\$15,045.87			
Mays, Cathy	\$1,476.00	\$128.11	\$1,604.11	\$38,523.60	\$3,343.67			
Miller, Rosalyn (?replacement)	\$1,724.80	\$411.22	\$2,136.02	\$45,017.28	\$10,732.84			
Ricketson, Denise	\$1,820.80	\$561.89	\$2,382.69	\$47,522.88	\$14,665.33			
Warnath, Stephen	\$2,492.00	\$663.60	\$3,155.60	\$65,041.20	\$17,319.96			
Weinstein, Paul	\$2,875.20	\$750.23	\$3,625.43	\$75,042.72	\$19,581.00			
Schmidt replacement	\$1,915.71	\$478.93	\$2,394.64	\$50,000.00	\$12,500.00			
			\$0.00					
	\$23,996.51	\$5,810.18	\$29,806.69	\$626,308.88	\$151,645.63			\$777,954.51
			<i>FY97 Budget</i>					

OPD Total	\$1,971,899.60	\$483,296.50	\$3,929.41	\$1,100.22	\$5,029.62	\$2,459,125.51	\$8,874.49
OPD FY 97 Budget	\$2,018,000.00	\$450,000.00				\$2,468,000.00	

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

08-Jul-1996 06:25pm

TO: Jeremy D. Benami
TO: Elizabeth E. Drye

FROM: Lyndell Hogan
 Domestic Policy Council

SUBJECT: A Couple of Admin Questions

- 1) I need to purchase a book on child welfare, recent release. Trover bookstore has it--how do I handle payment? (Should I have them send a bill, or does White House even cover this expense?)
- 2) When we invite out-of-town folks to the welfare chat sessions (or other meetings) do we reimburse them, pay for hotel, etc? I imagine no, but what do we say to them--that we invite them at their own expense?
- 3) If I am invited to speak somewhere, do we have a process to approve it?
- 4) The DLC (yes them again) would like to fly me out to Chicago for the convention to give a general talk to a group of state elected officials and donors on values in politics, using welfare reform as an example. I'd like to do this and could/would keep the talk very general (and obviously I know I'd be wearing my Administration hat).

That's it. Thanks.

FY 1996

DPC Reimbursable Details		Salary
Janet Abrams		
Burke, Dennis		\$80,834
Demeo, Julie		\$38,330
McCown, Gaynor		\$73,486
Regas, Diane		\$83,284
OGE Slot (begin June 1)		\$100,000
OGE Slot (begin June 1)		\$100,000

DPC TOTAL \$475,934

Reimb. Sal.	Benefits	Reimb. Total	Auth. DPC Budget
\$31,850	\$8,281	\$40,131	
\$40,262	\$10,066	\$50,328	
\$19,092	\$4,773	\$23,864	
\$8,447	\$2,112	\$10,558	
\$41,482	\$10,371	\$51,853	
\$52,966	\$6,226	\$59,192	
\$32,950	\$8,238	\$41,188	
\$207,033	\$52,077	\$259,110	\$262,000

FY 1997

DPC Reimbursable Details		Salary
Janet Abrams		
Burke, Dennis		\$80,834
Demeo, Julie		\$38,330
Regas, Diane		\$83,284
OGE Slot (begin June 1)		\$100,000
OGE Slot (begin June 1)		\$100,000
OGE Slot (begin June 1)		\$40,000

DPC TOTAL \$442,448

Reimb. Sal.	Benefits	Reimb. Total	Auth. OPD Budget **
\$31,850	\$8,281	\$40,131	
\$40,262	\$10,066	\$50,328	
\$19,092	\$4,773	\$23,864	
\$41,482	\$10,371	\$51,853	
\$49,808	\$12,452	\$62,261	
\$49,808	\$12,452	\$62,261	
\$19,923	\$4,981	\$24,904	
\$252,226	\$63,375	\$315,601	\$313,000 (\$2,601)

** Whole figure for OPD. Detailee object class has not yet been broken down into operating budgets for DPC and NEC.

DPC Reimbursable Details		Salary
Janet Abrams		
Burke, Dennis		\$80,834
Demeo, Julie		\$38,330
Regas, Diane		\$83,284
OGE Slot (begin June 1)		\$100,000
OGE Slot (begin June 1)		\$80,000
OGE Slot (begin June 1)		\$70,000

DPC TOTAL \$452,448

Reimb. Sal.	Benefits	Reimb. Total	Auth. OPD Budget **
\$31,850	\$8,281	\$40,131	
\$40,262	\$10,066	\$50,328	
\$19,092	\$4,773	\$23,864	
\$41,482	\$10,371	\$51,853	
\$49,808	\$12,452	\$62,261	
\$39,847	\$9,962	\$49,808	
\$34,866	\$8,716	\$43,582	
\$29,885	\$7,471	\$37,356	
\$257,207	\$64,620	\$321,828	\$313,000 (\$8,828)

DPC Reimbursable Details		Salary
Janet Abrams		
Burke, Dennis		\$80,834
Demeo, Julie		\$38,330
Regas, Diane		\$83,284
OGE Slot (begin June 1)		\$80,000
OGE Slot (begin June 1)		\$70,000
OGE Slot (begin June 1)		\$60,000

DPC TOTAL \$412,448

Reimb. Sal.	Benefits	Reimb. Total	Auth. OPD Budget **
\$31,850	\$8,281	\$40,131	
\$40,262	\$10,066	\$50,328	
\$19,092	\$4,773	\$23,864	
\$41,482	\$10,371	\$51,853	
\$39,847	\$9,962	\$49,808	
\$34,866	\$8,716	\$43,582	
\$29,885	\$7,471	\$37,356	
\$237,284	\$59,639	\$296,923	\$313,000 \$16,077

DPC Reimbursable Details		Salary
Janet Abrams		
Burke, Dennis		\$80,834
Demeo, Julie		\$38,330
Regas, Diane		\$83,284
OGE Slot (begin June 1)		\$50,000
OGE Slot (begin June 1)		\$50,000
OGE Slot (begin June 1)		\$50,000

DPC TOTAL \$352,448

Reimb. Sal.	Benefits	Reimb. Total	Auth. OPD Budget **
\$31,850	\$8,281	\$40,131	
\$40,262	\$10,066	\$50,328	
\$19,092	\$4,773	\$23,864	
\$41,482	\$10,371	\$51,853	
\$24,904	\$6,226	\$31,130	
\$24,904	\$6,226	\$31,130	
\$24,904	\$6,226	\$31,130	
\$207,399	\$52,168	\$259,567	\$313,000 \$53,433

DPC Reimbursable Details		Salary
Janet Abrams		
Burke, Dennis		\$80,834
Demeo, Julie		\$38,330
Regas, Diane		\$83,284
OGE Slot (begin June 1)		\$100,000
OGE Slot (begin June 1)		\$0
OGE Slot (begin June 1)		\$0

DPC TOTAL \$302,448

Reimb. Sal.	Benefits	Reimb. Total	Auth. OPD Budget **
\$31,850	\$8,281	\$40,131	
\$40,262	\$10,066	\$50,328	
\$19,092	\$4,773	\$23,864	
\$41,482	\$10,371	\$51,853	
\$49,808	\$12,452	\$62,261	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$182,495	\$45,942	\$228,437	\$313,000 \$84,563

DPC Reimbursable Details		Salary
Janet Abrams		
Burke, Dennis		\$80,834
Demeo, Julie		\$38,330
Regas, Diane		\$83,284
OGE Slot (begin June 1)		\$70,000
OGE Slot (begin June 1)		\$60,000
OGE Slot (begin June 1)		\$0

DPC TOTAL \$332,448

Reimb. Sal.	Benefits	Reimb. Total	Auth. OPD Budget **
\$31,850	\$8,281	\$40,131	
\$40,262	\$10,066	\$50,328	
\$19,092	\$4,773	\$23,864	
\$41,482	\$10,371	\$51,853	
\$34,866	\$8,716	\$43,582	
\$29,885	\$7,471	\$37,356	
\$0	\$0	\$0	
\$197,437	\$49,678	\$247,115	\$313,000 \$65,885

PS 72

27 72 70 50

313 125 188

70/30

313 70

313 70

313 70 219 10 222 23

OPD: Detailee budget by 72
benefits by 42
Travel by NEC (15)

Kevin Varney

313 \$ 228 90,000

85,000 over

62,000

23,000

10,000

38,000 over

25

13,000

90,000

50,000

40,000



70/30



Office of Policy Development
Proposed FY 1997 Budget Request by Object Class

	<u>FY 1995</u> <u>Actual</u>	<u>FY 1996</u> <u>Estimate</u>	<u>FY 1997</u> <u>Request</u>	<u>Net</u> <u>Change</u>
Personnel compensation:				
11.1 Full-time permanent	2036	2018	1,946	(72)
11.3 Other than full-time permanent	0	20	20	0
11.8 Special personal services payments	<u>170</u>	<u>385</u>	<u>340</u>	(45)
11.9 Total personnel compensation	2,206	2,423	2,306	(117)
12.1 Civilian personnel benefits	484	408	450	42
13.0 Benefits for former personnel	5	0	0	0
21.0 Travel and transportation of persons	112	175	175	0
22.0 Transportation of things	2	1	1	0
23.1 Rental payments to GSA	628	495	540	45
23.3 Communications, utilities, and misc. charges	147	119	119	0
24.0 Printing and reproduction	43	36	36	0
25.2 Other services	147	75	95	20
26.0 Supplies and materials	95	60	70	10
31.0 Equipment	59	75	75	0
Subtotal, Direct Obligations	3,928	3,867	3,867	
Reimbursable obligations	89	318	0	
Total Obligations	4,017	4,185	3,867	

P

Paul

FY97

	PP#G		Salary	Benefits
<i>Domestic Policy Council - J102A</i>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>	<u>Total</u>
Drye, Elizabeth	\$2,875.20	\$752.99	\$75,042.72	\$19,653.04
Fine replacement @ \$60,000	\$2,298.85	\$574.71	\$60,000.00	\$15,000.00
Fortuna, Diana	\$2,875.20	\$829.85	\$75,042.72	\$21,659.09
Karayannis, Dorothy	\$1,149.60	\$283.15	\$30,004.56	\$7,390.22
Klein, Jennifer	\$2,875.20	\$576.47	\$75,042.72	\$15,045.87
Mays, Cathy	\$1,476.00	\$128.11	\$38,523.60	\$3,343.67
Miller, Rosalyn	\$1,724.80	\$411.22	\$45,017.28	\$10,732.84
Ricketson, Denise	\$1,820.80	\$561.89	\$47,522.88	\$14,665.33
Schmidt, Michael	\$2,492.00	\$731.55	\$65,041.20	\$19,093.46
Warnath, Stephen	\$2,492.00	\$663.60	\$65,041.20	\$17,319.96
Weinstein, Paul	\$2,875.20	\$750.23	\$75,042.72	\$19,581.00

\$24,954.85 \$6,263.77
FY97 Budget

\$651,321.60 \$163,484.47
\$650,812.00 \$150,536.00

+ ~15

Office of Policy Development Employees:

Drye, Elizabeth	\$75,000
Fine, Deborah	\$45,000
Fortuna, Diana	\$75,000
Karayannis, Dorothy	\$30,000
Klein, Jennifer	\$75,000
Mays, Cathy	\$38,500
Miller, Rosalyn	\$45,000
Ricketson, Denise	\$47,500
Schmidt, Michael	\$65,000
Warnath, Stephen	\$65,000
Weinstein, Paul	\$75,000

TOTAL	\$636,000
Total Current FTE's	11

FY 1996 Authorized Personnel Budget	\$650,812
FY 1996 Authorized FTE's	11

White House Office Employees:

Ben-Ami, Jeremy	\$100,000
Brostrom, Molly	\$60,000
Cicetti, Parnela	\$50,000
Fleming, Patricia	\$112,000
Jennings, Christopher	\$95,000
Levi, Jeffrey	\$82,000
Magaziner, Ira	\$110,000
Rasco, Carol	\$125,000
Reed, Bruce	\$100,000
Romani replacement	\$31,500

TOTAL	\$865,500
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	PP#G		Salary	Benefits
<i>Domestic Policy Council - J102A</i>	Salary	Benefits	Total	Total
Drye, Elizabeth	\$2,875.20	\$752.99	\$75,042.72	\$19,653.04
Fine replacement @ \$50,000	\$1,915.71	\$478.93	\$50,000.00	\$12,500.00
Fortuna, Diana	\$2,875.20	\$829.85	\$75,042.72	\$21,659.09
Karayannis, Dorothy	\$1,149.60	\$283.15	\$30,004.56	\$7,390.22
Klein, Jennifer	\$2,875.20	\$576.47	\$75,042.72	\$15,045.87
Mays, Cathy	\$1,476.00	\$128.11	\$38,523.60	\$3,343.67
Miller, Rosalyn	\$1,724.80	\$411.22	\$45,017.28	\$10,732.84
Ricketson, Denise	\$1,820.80	\$561.89	\$47,522.88	\$14,665.33
Schmidt, Michael	\$2,492.00	\$731.55	\$65,041.20	\$19,093.46
Warnath, Stephen	\$2,492.00	\$663.60	\$65,041.20	\$17,319.96
Weinstein, Paul	\$2,875.20	\$750.23	\$75,042.72	\$19,581.00
	\$24,571.71	\$6,167.99	\$641,321.60	\$160,984.47
		<i>FY97 Budget</i>	<i>\$650,812.00</i>	<i>\$150,536.00</i>



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

THE DIRECTOR

April 26, 1996

BULLETIN NO. 96-05

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Rescissions of Administrative and Personal Services and Contractual Services and Supplies Expenses

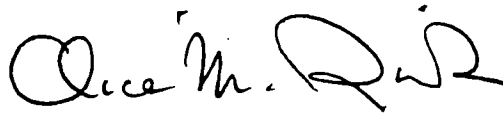
1. Purpose. This Bulletin provides guidance on the rescission of amounts for administrative and personal services and contractual services and supplies required by Section 31002 of the Omnibus Consolidated Rescissions and Appropriations Act, FY 1996 (H.R. 3019).

2. Background and coverage. Section 31002 of H.R. 3019 rescinds \$500 million of the funds available to Executive Branch agencies in 1996. The bill specifies that the rescissions are to be "taken only from administrative and personal services and contractual services and supplies accounts ... on a pro-rata basis from funds available to every Federal agency, department, and office". The bill also requires that, "Within 30 days of the enactment of this Act, the Director of the Office of Management and Budget shall submit to the Committees on Appropriations of the House and Senate a listing of the amounts by account of the reductions"

3. Required actions. Agencies will be separately provided with their pro-rata rescission amount in the format of the Attachment to this Bulletin by their OMB representative. Agencies have the discretion to determine the allocation of their required rescission amount by budget account and within accounts, provided that the reduction is applied only to administrative and personal services and contractual services and supplies accounts within object classes 11.1-12.2 and 21.0-26.0.

Each agency must report the budget account(s) in which the rescission is applied in the format of the Attachment. This report should be submitted to the OMB representative with primary budget responsibility for the agency no later than c.o.b. Wednesday, May 15, 1996.

4. Contact. Questions regarding this Bulletin should be directed to the relevant agency's OMB representative.

A handwritten signature in black ink, appearing to read "Alice M. Rivlin". The signature is stylized, with a large initial "A" and a cursive "M".

Alice M. Rivlin
Director

Attachment

4/25/96

Attachment

1996 ADMINISTRATIVE AND PERSONAL SERVICES EXPENSES RESCISSION

{ AGENCY NAME }

FY 1996 (dollars in thousands)

TOTAL RESCISSION AMOUNT: _____

ALLOCATION BY ACCOUNT:

**Account Identification Code
(OMB agency/bureau code & account symbol)**

Account Title

FY 1996 (dollars in thousands)

DPC Reimbursable Detailees

	FY 1996 Base Salary	FY 1996 Reimbursement	FY 1996 Benefits	FY 1996 Total Reimb.	FY 1997 Base Salary **	FY 1997 Reimbursement	FY 1997 Benefits	FY 1997 Total Reimb.
Abrams, Janet		\$31,850	\$8,281	\$40,131		\$31,850	\$8,281	\$40,131 ✓
Burke, Dennis	\$78,385	\$39,042	\$9,761	\$48,803	\$78,385	\$39,042	\$9,761	\$48,803 ✓
Demeo, Julie	\$38,330	\$19,092	\$4,773	\$23,864	\$38,330	\$19,092	\$4,773	\$23,864
McCown, Gaynor	\$73,486	\$36,602	\$9,151	\$45,753	\$73,486	\$36,602	\$9,151	\$45,753
Regas, Diane	\$83,284	\$5,106	\$1,276	\$6,382	\$83,284	\$41,482	\$10,371	\$51,853
TOTAL				\$164,933				\$210,404
2 OGE slots *	\$156,000	\$77,701	\$19,425	\$97,126	\$156,000	\$77,701	\$19,425	\$97,126
TOTAL		\$209,393	\$52,667	\$262,060		\$245,770	\$61,761	\$307,531 -
		FY 1996 DPC Estimate		\$262,000		FY 1997 OPD Total Request		\$340,000 313

* Figures are used as an estimate for projection purposes

** These salaries do not have locality pay increases included.

- March 29th '97 pay would start
for any detailee brought on
in April '96 -

* reprogramming

- Room 400 -

FY 1997 Personnel Compensation and Benefits
Proposed FY 1997

	<i>Pay Period C</i>		<i>Annual</i>		<i>Annual</i>
<i>Domestic Policy Council - J102A</i>	<i>Salary</i>	<i>Benefits</i>	<i>Salary</i>	<i>Benefits</i>	<i>Total</i>
Drye, Elizabeth (estimate)	\$2,885	\$721	\$75,000	\$18,750	\$93,750
Fine, Deborah	\$1,725	\$480	\$45,017	\$12,533	\$57,551
Fortuna, Diana	\$2,875	\$830	\$75,043	\$21,659	\$96,702
Karayannis, Dorothy	\$1,150	\$283	\$30,005	\$7,390	\$37,395
Klein, Jennifer	\$2,874	\$575	\$75,000	\$15,000	\$90,000
Mays, Cathy	\$1,476	\$128	\$38,524	\$3,344	\$41,867
Miller, Rosalyn	\$1,725	\$411	\$45,017	\$10,733	\$55,750
Ricketson, Denise	\$1,821	\$547	\$47,523	\$14,279	\$61,802
Schmidt, Michael	\$2,492	\$732	\$65,041	\$19,093	\$84,135
Warnath, Stephen	\$2,492	\$664	\$65,041	\$17,320	\$82,361
Weinstein, Paul	\$2,874	\$747	\$75,000	\$19,500	\$94,500
DPC TOTAL	\$24,387	\$6,118	\$636,211	\$159,601	\$795,812

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<i>DPC Reimbursable Details</i>	<i>Salary</i>	<i>Reimb. Sal.</i>	<i>Benefits</i>	<i>Reimb. Total</i>
Burke, Dennis	\$78,385	\$48,803	\$12,201	\$61,004
Demeo, Julie	\$38,330	\$23,864	\$5,966	\$29,831
McCown, Gaynor	\$73,486	\$45,753	\$11,438	\$57,191
OGE Slot	\$0	\$0	\$0	\$0
OGE Slot	\$0	\$0	\$0	\$0
OGE Slot	\$0	\$0	\$0	\$0
DPC TOTAL	\$190,201	\$118,420	\$29,605	\$148,025

14422

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

14-Feb-1996 03:08pm

TO: Elizabeth E. Drye
TO: David J. Lane

FROM: Ashley L. Raines
 Office of Administration

SUBJECT: FY 1997 Budget Request

Thank you both very much for taking time out to meet with me on FY 1997 budget issues. I feel that I have a much better feel for what will be going on in both of your organizations over the next two years.

Based on our discussions, we have three object classes that will be over our requested amount in FY 1996 - GSA rent, Other services, and Supplies and Materials. Following are the only changes to the FY 1997 budget request compared to the FY 1996 request.

- The GSA rent figure was underestimated for FY 1996 and the actual expense for FY 1996 and 1997 will be the same - \$540,000 (This is 45,000 over our FY 1996 request).
- After analyzing our current and expected expenses over the next two years, I am increasing
 - "other services" from \$75,000 to \$95,000 and
 - "supplies and materials" from \$60,000 to \$70,000
- Due to these three increases, I will have to decrease "special personal services payments" (reimbursable detailee category) from \$385,000 to \$310,000. We have a reprogramming threshold of \$50,000 in the personnel compensation category that would be able to absorb any additional costs incurred in reimbursing details.

I will be speaking with Frank this afternoon before I turn this over to Financial Management and will let you know if anything changes. Thanks again for your help!

APPORTIONMENT AND REAPPORTIONMENT SCHEDULE

AGENCY Executive Office of the President		APPROPRIATION OR FUND TITLE AND SYMBOL	
BUREAU Office of Policy Development		1162200 Salaries & Expenses	
Description	Amount on Latest S.F. 132	Agency Request	Action by OMB
BUDGETARY RESOURCES			
1. Budget authority:			
A. Appropriations realized P.L. 104-31; P.L. 104-52	\$3,867,000	\$3,867,000	
B. Appropriations anticipated (indefinite).....			
C. Other new authority ().....			
D. Net transfers (+ or -).....			
2. Unobligated balance:			
A. Brought forward October 1.(Est.).....			
B. Net transfers (+ or -).....			
3. Reimbursements and other income:			
A. Earned.....	\$318,140	\$318,140	
B. Change in unfilled customers' orders (+ or -).....			
C. Anticipated for rest of year.....			
4. Recoveries of prior year obligations:			
A. Actual.....			
B. Anticipated for rest of year.....			
5. Portion not available pursuant to P.L. 104-31.....	(\$3,426,120)		
6. Restorations (+) and writeoffs (-).....			
7. Total Budgetary Resources.....	\$759,020	\$4,185,140	
APPLICATION OF BUDGETARY RESOURCES			
Memorandum:			
8. Apportioned:	Obligations incurred		
Category A:			
(1) First quarter.....	\$759,020	\$2,120,440	
(2) Second quarter.....	\$0	\$691,300	
(3) Third quarter.....	\$0	\$691,300	
(4) Fourth quarter.....	\$0	\$682,100	
9. Withheld pending recision.....			
10. Deferred.....			
11. Unapportioned balance of revolving fund.....			
12. Total Budgetary Resources.....	\$759,020	\$4,185,140	

SUBMITTED

Ashley Raines
Funds Manager, OPD

12/14/95
(Date)

APPORTIONED

(Date)

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF POLICY DEVELOPMENT
TOTAL OPD \$3,867,000

FISCAL YEAR 1996

Transmittal No. 1

Agency Approval (Signature)

William R. Raine 12/4/95

Appropriation Authority P. L. 104-52
Date of latest S.F. 132: N/A
1st Quarter \$2,120,440
2nd Quarter \$691,300
3rd Quarter \$691,300
4th Quarter \$682,100

TOTAL \$4,185,140

Object Classification	Annual Appropriation	Estimated Reimbursables	Total Resources	First Quarter	Second Quarter	Cumulative Amount	Third Quarter	Cumulative Amount	Fourth Quarter	Fiscal Year Total
11 Salaries--Full-time	1,993,000	0	1,993,000	498,250	498,250	996,500	498,250	1,494,750	498,250	1,993,000
11 Salaries--Part-time	0	0	0	0	0	0	0	0	0	0
11 Salaries--Intermittent	0	0	0	0	0	0	0	0	0	0
11 Salaries--Full/Limit	0	0	0	0	0	0	0	0	0	0
11 Terminal Leave	25,000	0	25,000	25,000	0	25,000	0	25,000	0	25,000
11 Premium Pay	0	0	0	0	0	0	0	0	0	0
11 Reimbursable Detail	385,000	0	385,000	385,000	0	385,000	0	385,000	0	385,000
11 Consultants	20,000	0	20,000	20,000	0	20,000	0	20,000	0	20,000
11 Cash Awards	0	0	0	0	0	0	0	0	0	0
Subtotal Compensation	2,423,000	0	2,423,000	928,250	498,250	1,426,500	498,250	1,924,750	498,250	2,423,000
12 Personnel Benefits	408,000	0	408,000	102,000	102,000	204,000	102,000	306,000	102,000	408,000
13 Unemployment	0	0	0	0	0	0	0	0	0	0
13 Severance Pay	0	0	0	0	0	0	0	0	0	0
Total Personnel	2,831,000	0	2,831,000	1,030,250	600,250	1,630,500	600,250	2,230,750	600,250	2,831,000
21 Travel of Persons	175,000	25,000	200,000	68,750	43,750	112,500	43,750	156,250	43,750	200,000
22 Trans. of Things	1,000	200	1,200	450	250	700	250	950	250	1,200
23 Rent, Comm., & Util.	119,000	29,140	148,140	148,140	0	148,140	0	148,140	0	148,140
23 Rental Payments to GSA	495,000 546,000	194,000	689,000	689,000	0	689,000	0	689,000	0	689,000
24 Printing	36,000	24,000	60,000	33,000	9,000	42,000	9,000	51,000	9,000	60,000
25 Other Services	75,000	26,000	101,000	95,000	2,000	97,000	2,000	99,000	2,000	101,000
26 Supplies	60,000	4,800	64,800	22,100	17,300	39,400	17,300	56,700	8,100	64,800
31 Equipment	75,000	15,000	90,000	33,750	18,750	52,500	18,750	71,250	18,750	90,000
TOTAL ALL OBJECT CLASSES	3,867,000	318,140	4,185,140	2,120,440	691,300	2,811,740	691,300	3,503,040	682,100	4,185,140

Domestic Policy Council J102A

Object Classification	Annual Appropriation	Estimated Reimbursables	Total Resources	First Quarter	Second Quarter	Cumulative Amount	Third Quarter	Cumulative Amount	Fourth Quarter	Fiscal Year Total
11 Salaries--Full-time	650,812	0	650,812	162,703	162,703	325,406	162,703	488,109	162,703	650,812
11 Salaries--Part-time	0	0	0	0	0	0	0	0	0	0
11 Salaries--Intermittent	0	0	0	0	0	0	0	0	0	0
11 Salaries--Full/Limit	0	0	0	0	0	0	0	0	0	0
11 Terminal Leave	0	0	0	0	0	0	0	0	0	0
11 Premium Pay	0	0	0	0	0	0	0	0	0	0
11 Reimbursable Detail	262,000	0	262,000	262,000	0	262,000	0	262,000	0	262,000
11 Consultants	0	0	0	0	0	0	0	0	0	0
11 Cash Awards	0	0	0	0	0	0	0	0	0	0
Subtotal Compensation	912,812	0	912,812	424,703	162,703	587,406	162,703	750,109	162,703	912,812
12 Personnel Benefits	150,536	0	150,536	37,634	37,634	75,268	37,634	112,902	37,634	150,536
13 Unemployment	0	0	0	0	0	0	0	0	0	0
13 Severance Pay	0	0	0	0	0	0	0	0	0	0
Total Personnel	1,063,348	0	1,063,348	462,337	200,337	662,674	200,337	863,011	200,337	1,063,348
21 Travel of Persons	50,000	0	50,000	12,500	12,500	25,000	12,500	37,500	12,500	50,000
22 Trans. of Things	0	0	0	0	0	0	0	0	0	0
23 Rent, Comm., & Util.	0	0	0	0	0	0	0	0	0	0
23 Rental Payments to GSA	0	0	0	0	0	0	0	0	0	0
24 Printing	0	0	0	0	0	0	0	0	0	0
25 Other Services	0	0	0	0	0	0	0	0	0	0
26 Supplies	0	0	0	0	0	0	0	0	0	0
31 Equipment	0	0	0	0	0	0	0	0	0	0
TOTAL ALL OBJECT CLASSES	1,113,348	0	1,113,348	474,837	212,837	687,674	212,837	900,511	212,837	1,113,348

Interdepartmental Task Force on AIDS (J108E)

Object Classification	Annual Appropriation	Estimated Reimbursables	Total Resources	First Quarter	Second Quarter	Cumulative Amount	Third Quarter	Cumulative Amount	Fourth Quarter	Fiscal Year Total
11 Salaries--Full-time	0	0	0	0	0	0	0	0	0	0
11 Salaries--Part-time	0	0	0	0	0	0	0	0	0	0
11 Salaries--Intermittent	0	0	0	0	0	0	0	0	0	0
11 Salaries--Full/Limit	0	0	0	0	0	0	0	0	0	0
11 Terminal Leave	0	0	0	0	0	0	0	0	0	0
11 Premium Pay	0	0	0	0	0	0	0	0	0	0
11 Reimbursable Detail	0	0	0	0	0	0	0	0	0	0
11 Consultants	0	0	0	0	0	0	0	0	0	0
11 Cash Awards	0	0	0	0	0	0	0	0	0	0
Subtotal Compensation	0	0	0	0	0	0	0	0	0	0
12 Personnel Benefits	0	0	0	0	0	0	0	0	0	0
13 Unemployment	0	0	0	0	0	0	0	0	0	0
13 Severance Pay	0	0	0	0	0	0	0	0	0	0
Total Personnel	0	0	0	0	0	0	0	0	0	0
21 Travel of Persons	0	25,000	25,000	25,000	0	25,000	0	25,000	0	25,000
22 Trans. of Things	0	200	200	200	0	200	0	200	0	200
23 Rent, Comm., & Util.	0	21,000	21,000	21,000	0	21,000	0	21,000	0	21,000
23 Rental Payments to GSA	0	129,000	129,000	129,000	0	129,000	0	129,000	0	129,000
24 Printing	0	24,000	24,000	24,000	0	24,000	0	24,000	0	24,000
25 Other Services	0	26,000	26,000	26,000	0	26,000	0	26,000	0	26,000
26 Supplies	0	4,800	4,800	4,800	0	4,800	0	4,800	0	4,800
31 Equipment	0	15,000	15,000	15,000	0	15,000	0	15,000	0	15,000
TOTAL ALL OBJECT CLASSES	0	245,000	245,000	245,000	0	245,000	0	245,000	0	245,000

EXECUTIVE OFFICE OF THE PRESIDENT

04-Mar-1996 07:08pm

TO: Elizabeth E. Drye
FROM: Ashley L. Raines
Office of Administration
SUBJECT: Budget questions

The following are some questions that came up in the OPD budget briefing last week that may be posed to Frank during his hearing.

- OPD was budgeted \$225,000 in FY95 for travel but only used \$112,000. DPC used \$42,916 of this total. Are there any specific examples of conferences DPC was planning on attending that fell through which would explain the difference in the amount spent vs. requested? There also may be some examples of conferences scheduled in FY96 that were cancelled and be re-scheduled for FY97 which would explain why we are asking for the same amount in FY97 (maybe during the furlough?).

- I also need some examples of conferences/meetings/programs DPC is participating in and will be participating in this year and next. These examples will not be listed in the justification but will be included in "fast facts" for Frank to give examples verbally if asked what OPD spends its money on.

This information will be very helpful for Frank in preparing for the budget hearings. Thanks for your help!

	FY95	FY96	FY97
	Actual	Est	Est / Req
OPD	112	175	175
DPC	42,900		

Domestic Policy Council

Mission

The Domestic Policy Council oversees development and implementation of the President's domestic policy agenda. Established on August 16, 1993, by Executive Order 12859, the Council ensures coordination and communication between the heads of relevant federal offices and agencies.

The Council provides a forum through which:

- Cabinet agencies with responsibility for components of the domestic agenda coordinate their work on key cross-cutting issues;
- decisions on policy of critical importance to the President can be debated, focused, and ultimately brought before the President for decision;
- communication is fostered on initiatives and issues affecting multiple agencies;
- implementation of key Presidential initiatives is monitored.

The Council, headed by the Assistant to the President for Domestic Policy, also works with legislators, advocacy groups, constituent communities and all levels of government to ensure that a full range of voices participates throughout the policy making process. The Council functions through committees, task forces, and interagency working groups which facilitate the development of national policy on such issues as health care reform, welfare reform, crime, immigration, and Americans with disabilities.

Members

The President
(Chairman)

Vice President
Attorney General
Secretary of Veterans Affairs
Secretary of Education
Secretary of Agriculture
Secretary of Commerce
Secretary of the Treasury
Secretary of the Interior
Secretary of Labor
Secretary of Energy
Secretary of Transportation
Secretary of Health & Human Services

Secretary of Housing and Urban Development
Assistant to the President for Domestic Policy
Assistant to the President for Economic Policy
Chair of the Council of Economic Advisors
Director, Office of Management and Budget
Senior Advisor to the President, Policy Development
CEO, Corporation for National & Community Service
Director, Office of National Drug Control Policy
Director, Office of National AIDS Policy
Administrator, Environmental Protection Agency
Director, Office of Science & Technology Policy
Commissioner of the Social Security Administration

(Revised April 11, 1995)

DPC TRAVEL EXPENSES - FY96					Estimated	Est. Amt.	Need Travel
TA#	Traveler's Name	Destination	Dates of travel	Who is reimbursing?	cost on TA	Reimbursable	Vouchers
TA000353	Molly B. Brostrom	Chicago, IL	11/2/95 - 11/3/95		\$312.00		
TA000367	Ira C. Magaziner	Philadelphia, PA and Providence, RI	10/23/95-10/24/95		\$688.00		
TA000371	Jennifer L. Klein	New York City, NY	10/21/95-10/23/95		\$149.00		X
TA000413	Dennis Burke	Phoenix, AZ	1/12/96 - 1/14/96		\$559.00		X
TA000440	Dennis Burke	Tampa, FL	2/14/96 - 2/15/96		\$482.00		
XD6A0001	Carol H. Rasco	Charleston, W VA and Chicago, IL	10/27/95-10/29/95	Women's Campaign Research Fund-roundtrip	\$740.00	\$247.75	
XD6A0004	Gaynor McCown	Columbus, Ohio	10/19/95-10/20/95		\$327.00		
XD6A0008	Carol H. Rasco	Miami, FL	11/16/95-11/17/95	***TRIP CANCELED***	\$0.00		
XD6A0010	Carol H. Rasco	Philadelphia, PA, New York City & Buffalo NY	11/27/95-11/28/95		\$1,040.00		
XD6A0011	Julie E. Demeo	New York City, NY	11/28/95-11/28/95		\$150.00		
XD6A0012	Carol H. Rasco	Philadelphia, PA and Phoenix, AZ	11/29/95 -12/1/95	Western Regional Council is to pay airfare, hotel and ground transportation in AZ	\$1,788.50	\$504.78	
XD6A0014	Carol H. Rasco	Boston, MA	12/6/95 -12/7/95	Casey Family Services	\$583.00	\$543.00	
XD6A0016	Carol H. Rasco	Miami, FL and Seattle, WA	12/10/95 -12/14/95		\$1,378.00		X
XD6A0017	Dennis K. Burke	Miami, FL	12/10/95 - 12/11/95		\$479.00		X
XD6A0019	Dennis Burke	Phoenix, AZ	1/19/96 - 1/21/96	*** TRIP CANCELLED ***	\$0.00		
XD6A0020	Carol H. Rasco	Charleston, SC	1/26/96 - 1/28/96	Teresa Hoover United Methodist Church - hotel (in-kind); airfare (reimburse)	\$495.00	\$365.00	X
XD6A0022	Carol H. Rasco	Nasville, TN	2/6/96 - 2/8/96		\$719.00		X
XD6A0021	Carol H. Rasco	New York, NY; San Luis Obispo, CA	1/29/96 - 2/1/96	CA Agricultural Leadership Alumni - hotel (in-kind); airfare (reimburse)	\$1,612.82	\$451.00	X
XD6A0023	Jeremy Ben-Ami	New York, NY	1/29/96 - 1/30/96		\$292.00		X
XD6A0024	Julie E. Demeo	New York, NY; San Luis Obispo, CA	1/29/96 - 2/1/96		\$1,021.00		
XD6A0025	Julie E. Demeo	Nashville, TN	2/6/96 - 2/8/96		\$611.00		
XD6A0026	Janet Abrams	New York, NY	1/29/96 - 1/30/96		\$292.00		X
XD6A0028	Carol H. Rasco	Dallas, TX	2/15/96 - 2/16/96		\$641.00		X
				Annual DPC Travel Budget Appropriation	Total Est. Costs	Total Est. Reimb.	Budget Avail.
				\$50,000.00	\$14,359.32	\$2,111.53	\$37,752.21

Office of Policy Development
Object Class Breakdown of Other Services and Supplies
February 14, 1996

FY 1996 Request

Other Services:

\$75,000.00

Deob. Poss.		<u>FY 1996 Obligation</u>	<u>Expenses As of 2/14</u>
X	United Business Machines (DPC copier repair)	\$10,965.60	\$116.00
	Canon (Copier repair contract)	\$4,380.00	\$0.00
? -	OA/IAG - PC Maintenance	\$7,250.00	\$2,580.50
	Sign Language Associates (Sign Language Interp. Svcs.)	\$2,000.00	\$92.25
	CCSS, Inc. (NEC expense)	\$500.00	\$500.00
	Deafcan (Sign Language Interpreter Svcs.)	\$411.00	\$411.00
X	GSA non-recurring work authorizations	\$15,000.00	\$0.00
	Cartridge Technologies (Xerox fax repair contract)	\$2,000.00	\$0.00
	C artridge Technologies (Canon fax repair contract)	\$3,000.00	\$0.00
	Xerox (Copier repair contract)	\$1,479.70	\$106.35
X	GE Information Services (NEC Database Svcs.)	\$3,500.00	\$80.25
X	Lexis/Nexis (Research Services)	\$80,000.00	\$6,378.73
	TOTAL	\$130,486.30	\$10,265.08
	DIFFERENCE	(\$55,486.30)	

FY 1996 Request

Supplies and Materials:

\$60,000.00

		<u>FY 1996 Obligation</u>	<u>Expenses As of 2/14</u>
	Rocky Mountain Bankcard (Supply card)	\$5,000.00	\$429.70
X	OA/IAG - Office supplies	\$55,000.00	\$13,823.00
	POE (Supply company)	\$54.00	\$54.00
	IAG/OA - Newspapers and magazines	\$9,000.00	\$1,921.25
	Subscriptions	\$8,572.45	\$2,623.00
	News Media Yellowbook	\$235.00	
	Federal Yellowbook	\$1,060.20	
	State Yellowbook	\$235.00	
	Forbes, Inc.	\$57.00	
	National Journal	\$4,460.25	
	Fortune	\$57.00	
	Business Week	\$46.95	
	Environmental Energy Study	\$75.00	
	EESI - Pulse Reports	\$245.00	
	Congressional Quarterly	\$1,099.00	
	National Urban League	\$35.00	
	Inside Washington	\$890.00	
	EPA Watch	\$135.00	
	NCGIA - Univ. of Maine	\$35.00	
	Telephony	\$47.00	
	Federal Directory	\$1,610.00	
	GPO Printing Office	\$15.00	\$0.00
	GPO - Reform of the Superfund	\$15.00	\$0.00
	TOTAL	\$77,656.45	\$18,850.95
	DIFFERENCE	(\$17,656.45)	

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

04-Mar-1996 07:08pm

TO: Elizabeth E. Drye

FROM: Ashley L. Raines
 Office of Administration

SUBJECT: Budget questions

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This information will be very helpful for Frank in preparing for the budget hearings. Thanks for your help!

Elizabeth

EXECUTIVE OFFICE OF THE PRESIDENT POLICY ON THE LOSS OR DAMAGE OF GOVERNMENT-OWNED EQUIPMENT

Government-owned equipment is issued to White House and Executive Office of the President employees and staff support personnel only to facilitate the cost-effective conduct of official government business. Administrative Officers or designated Department Managers must sign a Statement of Responsibility for government property provided for use by interns and volunteers.

Employees taking temporary possession of government property shall be required to sign a Statement of Responsibility for the property. By signing the Statement of Responsibility, the employee acknowledges that he/she is assuming personal liability for the loss or damage to property. Personal responsibility remains with the employee regardless of whether acceptance of the equipment is voluntary or required by the employee's supervisor.

In general, employees should not loan their government equipment to other persons. In instances where the temporary loan of government equipment is absolutely necessary, liability for the equipment must be transferred in writing to the new recipient of the equipment. If a new Statement of Responsibility is not executed, the employee who originally took possession of the property will remain responsible for the property.

These policies also extend to volunteers, interns, and temporary personnel on a per diem basis who must take temporary possession of government equipment. Such individuals will be asked by a representative of the EOP office issuing the equipment to sign a Statement of Responsibility and assume liability for the equipment. If the office representative fails to obtain a signed Statement of Responsibility, liability remains with the office representative who issued the equipment.

White House and EOP employee liability for government equipment is as follows:

1. Loss of Government Equipment: Persons taking temporary possession of government equipment must take every reasonable precaution to prevent loss of the property. Whether or not a person elects to obtain personal insurance for the equipment, he/she is liable to fully reimburse the government for the loss of all equipment specified in the signed Statement of Responsibility. Equipment no longer operable may not be discarded by the employee. All broken equipment must be returned to the telecommunications office for repair and/or excess evaluation.

2. Damage to Government Equipment: Persons who are loaned government property must take every reasonable precaution to protect the equipment entrusted to them. Persons taking responsibility for government property are liable for damage due to carelessness and negligence, but are exempt from damage incurred from normal wear and tear. If an item is damaged beyond repair and must be replaced, both the new and the old items remain the property of the government.

3. Recovery of Previously Lost Government Equipment: In the event that any government equipment in an employee's care is lost, he/she is personally responsible for the replacement cost of the equipment. Upon recovery of lost items, the individual will be fully reimbursed for any personal expenses incurred in the replacement of lost equipment. However, even if the lost item is replaced in the interim, neither the recovered item nor the newly replaced item will be considered the property of the individual, items in either situation will continue to remain under the ownership and responsibility of the government.

4. Request for Waiver of Liability: If property loaned out to an employee under the conditions listed above is lost or damaged due to extenuating circumstances, the employee may appeal his/her financial responsibility for those items. A written request for exemption may be made to the Deputy Assistant to the President for Management and Administration.

Guidelines for the Use of Communications Equipment

- 1. Government-issued cellular telephones are to be used for official business only.** Each month, cellular telephone users will be asked to certify that all calls made on the phones they were issued were placed or received for official government business. Should a government-issued cellular phone be used for anything other than official business, the employee to whom the phone was issued will be required to reimburse the government for those calls. Do not use cellular phones to make calls within the Executive Office of the President complex--landline phones are available throughout the complex. Good judgement and prudence should be used when utilizing cellular phones within the EOP complex if landline phones are accessible. Events within the complex, out of doors, may justify the use of the cellular phone capability.
- 2. For security reasons, a cellular telephone should not be used when there are landline or other "regular" telephones available.** It is extremely easy to eavesdrop on cellular calls. Use extreme caution when talking on the cellular phone, and do not discuss sensitive issues over the cellular line. Business Sensitive or Classified information may not be discussed over cellular phones.
- 3. It is your responsibility to protect government-owned equipment from breakage, misuse, or loss.** Therefore, it is necessary that you take personal responsibility for its security. In the event the equipment is damaged or lost, the individual to whom the equipment was issued is financially liable for its replacement or repair as deemed appropriate by the department that issued the equipment. The approximate cost of equipment issued at the EOP is listed on attachment A. While equipment is in your care, keep it out of sight and securely stored. When traveling, keep equipment in your hand-carry luggage. Do not leave equipment in the pockets of suit jackets or overcoats.
- 4. The communications equipment that you have been issued must be returned upon demand to the issuing agency/department, or at the conclusion of the business for which its use was required or requested.**
- 5. If you lose equipment, you must report the loss to the agency/department that has issued it to you immediately upon realizing the loss and/or misplacement.** A memo stating the circumstances, addressed to Sheryl Hall in the Office of Administration, c/o the Telecommunications Office, NEOB, Room 5233 must be filed, (along with a copy of the police report, if the equipment was stolen) and a report to U.S.S.S. must be initiated.
- 6. In the event you lose or damage equipment in your care, you must reimburse the issuing agency/department by bringing a check or money order made payable to the U. S. Treasury to the Administrative Officer of your issuing agency in full for its cost as indicated in attachment A.**

ATTACHMENT A

Fiscal Year 1995 Costs

Cellular Telephone.....	\$ 324.50
Bravo Pager.....	181.77
SkyTel Pager.....	205.00
Sabre Radio.....	\$2,900.00

THE WHITE HOUSE
OFFICE OF DOMESTIC POLICY

CAROL H. RASCO
Assistant to the President for Domestic Policy

To: 1000
25102

Draft response for POTUS
and forward to CHR by: _____

Draft response for CHR by: _____

Please reply directly to the writer
(copy to CHR) by: _____

Please advise by: _____

Let's discuss: _____

For your information: _____

Reply using form code: _____

File: _____

Send copy to (original to CHR): _____

Schedule ? : ☐ Accept ☐ Pending ☐ Regret

Designee to attend: _____

Remarks: _____

THE WHITE HOUSE
WASHINGTON

April 26, 1996

MEMORANDUM FOR WHITE HOUSE SENIOR STAFF

FROM: JODIE R. TORKELSON
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: REMINDER ON ENTERTAINMENT FUND EXPENDITURE

This memorandum is a reminder about expenses that properly can be paid for out of the limited appropriations for the Entertainment Fund. Government regulations require that the following criteria be met when expending these funds:

- * the entertainment will further a valid function of the White House Office; and
- * the function could not be accomplished as effectively from the government's standpoint without the expenditure.

Entertainment funds are intended for the benefit of, and typically only may be used for, non-government guests. These funds cannot be used to pay for food (e.g., coffee, pastries, cookies, soft drinks) or expenses related to regular official meetings with government employees.

Entertainment funds also may not be used for political events nor may these funds be used to pay for staff parties, employee birthday parties, and the like.

Prior to committing to the use of the entertainment fund, you must obtain approval. At least 48 hours in advance, your office should send a written request to Room 145 (Management and Administration) describing the nature and date of the event and requirements for food and/or beverage. Events occurring without prior approval may not be paid for with the entertainment fund.

THE WHITE HOUSE

WASHINGTON

RASCO, CAROL H.
WHITE HOUSE OFFICE

DOMESTIC POLICY COUNCIL

WH

~~2EL/WH~~

213

	PP# U		PP#V		PP# W		PP# X		PP# Y	
	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits
<i>Domestic Policy Council - J102A</i>										
Drye, Elizabeth	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fine, Deborah	\$1,437.20	\$410.53	\$1,724.80	\$479.70	\$1,724.80	\$479.70	\$1,724.80	\$479.70	\$1,724.80	\$479.70
Fortuna, Diana	\$2,875.20	\$832.02	\$2,875.20	\$832.02	\$2,875.20	\$793.83	\$2,875.20	\$653.76	\$2,875.20	\$653.76
Karayannis, Dorothy	\$1,149.60	\$221.64	\$1,149.60	\$282.64	\$1,149.60	\$282.64	\$1,149.60	\$282.64	\$1,149.60	\$282.64
Klein, Jennifer	\$2,492.00	\$560.64	\$2,492.00	\$560.64	\$2,492.00	\$560.64	\$2,492.00	\$560.64	\$2,492.00	\$560.64
Mays, Cathy	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11
Miller, Rosalyn	\$1,724.80	\$410.71	\$1,724.80	\$410.71	\$1,724.80	\$410.71	\$1,724.80	\$410.71	\$1,724.80	\$410.71
Ricketson, Denise	\$1,820.80	\$549.25	\$1,820.80	\$549.25	\$1,820.80	\$549.25	\$1,820.80	\$549.25	\$1,820.80	\$549.25
Schmidt, Michael	\$2,492.00	\$739.03	\$2,492.00	\$739.03	\$2,492.00	\$739.03	\$2,492.00	\$739.03	\$2,492.00	\$670.93
Waldman, Michael	\$3,258.40	\$722.99	\$3,258.40	\$722.99	\$3,258.40	\$723.00	\$3,258.40	\$722.99	\$3,258.40	\$722.99
Warnath, Stephen	\$2,300.00	\$614.76	\$2,492.00	\$661.34	\$2,492.00	\$661.34	\$2,492.00	\$661.34	\$2,492.00	\$661.34
Weinstein, Paul	\$2,492.00	\$655.81	\$2,683.20	\$701.80	\$2,683.20	\$701.80	\$2,683.20	\$701.80	\$2,683.20	\$586.26
Fine replacement @ \$60,000										
DPC TOTAL	\$23,518.00	\$5,845.49	\$24,188.80	\$6,068.23	\$24,188.80	\$6,030.05	\$24,188.80	\$5,889.97	\$24,188.80	\$5,706.33

PP# Z		PP# A		PP# B		PP# C		PP# D		PP# E		PP# F
Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,437.60	\$345.76	\$2,875.20	\$691.48	\$2,875.20
\$1,724.80	\$479.70	\$1,724.80	\$479.70	\$1,724.80	\$479.70	\$1,724.80	\$480.21	\$1,724.80	\$480.21	\$1,724.80	\$480.21	\$1,724.80
\$2,875.20	\$193.43	\$2,875.20	\$832.02	\$2,875.20	\$832.02	\$2,875.20	\$829.85	\$2,781.41	\$786.66	\$2,875.20	\$829.85	\$2,875.20
\$1,149.60	\$282.64	\$1,149.60	\$282.64	\$1,149.60	\$282.64	\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$1,149.60	\$283.15	\$1,149.60
\$2,492.00	\$560.64	\$2,492.00	\$560.64	\$2,492.00	\$499.64	\$2,492.00	\$499.64	\$2,875.20	\$576.47	\$2,875.20	\$576.47	\$2,875.20
\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00	\$128.11	\$1,476.00
\$1,724.80	\$410.71	\$1,724.80	\$410.71	\$1,724.80	\$410.71	\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$1,724.80	\$411.22	\$1,724.80
\$1,820.80	\$549.25	\$1,820.80	\$549.25	\$1,820.80	\$549.25	\$1,820.80	\$547.08	\$1,820.80	\$547.08	\$1,820.80	\$561.89	\$1,820.80
\$2,492.00	\$584.53	\$2,492.00	\$739.03	\$2,492.00	\$739.03	\$2,492.00	\$731.55	\$2,492.00	\$731.55	\$2,492.00	\$731.55	\$2,492.00
\$3,258.40	\$722.99	\$3,258.40	\$925.01	\$3,833.60	\$1,063.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$2,492.00	\$661.34	\$2,492.00	\$661.34	\$2,492.00	\$661.34	\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$2,492.00	\$663.60	\$2,492.00
\$2,683.20	\$535.44	\$2,683.20	\$701.80	\$2,683.20	\$701.80	\$2,683.20	\$704.06	\$2,779.20	\$727.15	\$2,875.20	\$750.23	\$2,875.20
\$24,188.80	\$5,108.78	\$24,188.80	\$6,270.25	\$24,764.00	\$6,347.59	\$20,930.40	\$5,278.47	\$22,753.41	\$5,680.96	\$24,380.80	\$6,107.76	\$24,380.80

[illegible]

[illegible]

Benefits	PP#T Salary	Benefits	PP#U Salary	Benefits	Salary Total	Benefits Total
\$752.99	\$2,875.20	\$752.99	\$1,725.12	\$451.79	\$49,165.92	\$12,783.88
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,758.80	\$8,570.53
\$829.85	\$2,875.20	\$829.85	\$1,725.12	\$497.91	\$76,386.53	\$21,014.88
\$283.15	\$1,149.60	\$283.15	\$689.76	\$169.89	\$30,579.36	\$7,466.71
\$576.47	\$2,875.20	\$576.47	\$1,725.12	\$345.88	\$73,031.52	\$15,069.63
\$128.11	\$1,476.00	\$128.11	\$885.60	\$76.87	\$39,261.60	\$3,407.73
\$411.22	\$1,724.80	\$411.22	\$1,034.88	\$246.73	\$45,879.68	\$10,934.37
\$561.89	\$1,820.80	\$561.89	\$1,092.48	\$337.13	\$48,433.28	\$14,815.53
\$731.55	\$2,492.00	\$731.55	\$1,495.20	\$438.93	\$66,287.20	\$19,296.47
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,642.40	\$6,326.31
\$663.60	\$2,492.00	\$663.60	\$1,495.20	\$398.16	\$66,095.20	\$17,587.10
\$750.23	\$2,875.20	\$750.23	\$1,725.12	\$450.14	\$74,465.12	\$19,171.54
\$574.71	\$2,298.85	\$574.71	\$2,298.85	\$574.71	\$20,689.66	\$5,172.41
\$6,263.77	\$24,954.85	\$6,263.77	\$15,892.45	\$3,988.15	\$647,676.27	\$161,617.10
			FY96 Budget		\$650,812.00	\$150,536.00

Net - 8,000