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Folder Title:
Admin - ONAP [Office of National AIDS/HIV Policy] - Budget - FY96

Stack:	Row:	Section:	Shelf:	Position:
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FY99 Proposed ONAP Budget

	FY96 Actual	FY97 Actual	FY98 Request	FY98 as of April 30, 1998	FY98 Proj.	FY99 Proj.		
Travel	**$28,286**	**$9,623**	**$28,000**	**$13,659**	**$25,000**	**$25,000**		
Transportation of Things	**$1,440**	**$500**	**$500**	**$229**	**$500**	**$500**		
Federal Express		$500						
Rent, Communications & Utilities	**$6,910**	**$10,454**	**$15,000**	**$1,389**	**$15,015**	**$10,000**		
Bell Atlantic		$4,661			$5,000			
AT&T LD		$1,012		$157	$300			
Skytel		$504		$306	$988			
Capitol Connection		$595						
Bell Atlantic Mobile		$614		$313	$1,192			
AT&T T&M (OA3C11)		$2,289		$135	$1,000			
Postage		$779			$500			
Misc. Telephone costs				$110	$250			
IAG (switch cost)					$2,261			
Bell Atlantic Centrex					$974			
Bell Atlantic Tariff & Message Units					$850			
FTS					$900			
International					$200			
Federal Express				$368	$600			
Printing	**$3,069**	**$19,348**	**$20,000**	**$640**	**$3,000**	**$5,000**		
OA Printing		$2,204		$577	$3,000			
GPO Printing		$17,144			????????????			
Misc. Printing				$63				
Other Services	**$14,461**	**$46,983**	**$41,500**	**$566**	**$45,083**	**$25,000**		
Jeff Kamen		$20,030			$40,000			
Michael Iskowitz		$10,000						
Reupholster		$4,500						
Fax repair		$592		$233	$500			
Copier repair		$1,058			$1,000			
Software maintenance		$303			????????????			
OA/IAG - PC maintenance		$10,500			$2,250			
GSA RWA				$333	$1,333			
Supplies	**$10,690**	**$5,809**	**$10,000**	**$4,335**	**$12,491**	**$10,000**		
OA/IAG - supplies		$4,815		$2,295	$5,000			
Misc. supplies		$405		$60				
Supplies purchased w/ credit card					$5,000			
OA/IAG - subscriptions		$542		$135	$600			
Books and other subscriptions		$47		$1,826	$1,871			
Budget				$20	$20			
Equipment	**$50,699**	**$19,377**	**$15,000**		**$15,000**	**$10,000**		
Canon fax		$2,415						
TV		$338						
Furniture		$1,700			????????????			
Lamps		$917						
Misc. Equipment		$45						
Laptop Computer		$2,319						
Computers		$4,784			????????????			
Color printer		$4,650						
Scanner		$1,138						
Software		$1,071			????????????			
TOTAL	**$115,555**	**$112,094**	**$130,000**	**$20,819**	**$116,089**	**$85,500**	**$85,500**	
GSA Rent	***$129,000***	***$129,000***	***$129,000***		***$118,380***	***$111,105***		Total cost if
			* 808 17th Street would have been $182,429 in FY99 (diff. $71,324)				$182,429	didn't move
Grand Total	**$244,555**	**$241,094**	**$259,000**	**$20,819**	**$234,469**	**$196,605**	**$267,929**	to 736 J.P.

$62,395 Difference b/t FY98 and FY99 w/ dec. in rent and overall budget

THE WHITE HOUSE

WASHINGTON

March 7, 1995

MEMORANDUM FOR CAROL RASCO

FROM: Patsy Fleming PF

SUBJECT: Funding needs

It appears we still have not resolved the issues of funding and staffing for this office. This is posing some short-term problems and requires some medium-term planning or we will have both practical and political problems with carrying out the functions of this office.

Immediate budgetary needs:

(1) Travel. I understand that I must find funding sources other than the White House for travel, but we need some mechanism whereby the White House can pay for a ticket in advance and have the organization I am visiting reimburse the White House. This is easier at this end and less expensive for the sponsoring organization. Sponsoring groups generally do not pay a per diem, so that meals, taxis, etc. are not covered. This is simply an administrative issue with minimal budgetary impact.

(2) Supplies. We no longer have a source of funds for reimbursing for supplies. At some point soon we are going to need the basics for keeping the office running. At a minimum, we need to have access to White House funds for supplies, such as paper, toner, message pads, etc. This is a small amount per year (about $7,500) -- but essential.

Medium-term budgetary needs:

(1) Adolescents report. We cannot fulfill this commitment to the President (and the growing expectation in the community) without some funds to hire a writer and pay for the production of the final report. Again, we are talking about a relatively small amount of money (about $15,000), but it is an important promise made to the community about an issue that is of great importance in terms of our response to the epidemic.

(2) Advisory Council. We are getting increasing pressure from the community to name the Advisory Council. This is both a budgetary and a staffing matter. But we need to resolve both issues soon -- or the criticism is going to become louder and more public. We either need a good explanation to the public for delaying (or not delivering) on this campaign promise or we need to take the necessary steps to address it. We will have to have a staff person dedicated to serving the Council and/or the funds to hire a contractor to set up the meeting(s). I feel strongly that both staffing and funding issues for the Council must be resolved before we can announce it.

Long-term concerns:

(1) Rent and phones. Given how long it is taking us to address the current budgetary situation, it seems none too soon to begin thinking about how we are going to resolve the matter of rent and telephone payments after August 10, 1995, when the HHS lease on this office space expires.

(2) In addition to the funding situation, we have only made small progress with staffing issues. It appears that the Energy Department has helped us identify an executive assistant, and I believe that will work out. Energy is the only cabinet department, however, that responded seriously to Leon Panetta's appeal. USAID has called and is trying to locate someone for us. And in spite of good intentions, we still have no one from the Public Health Service.

Carol, I cannot tell you how much I appreciate your efforts in trying to resolve these matters, but we have made little progress. Our capacity to focus on our mission -- fighting the epidemic -- is diminished by these problems.

Yesterday
→ Rent & phones obligated in FY94
→ Aug 10, 1994

1 yr

required to carry out
including phone bill
&
computer connection

→ ASMB: interp no FY95 funds for
support of WH office —
date of letter = date obsew
no temps
no details
no supplies

Today
→ Bonfford — meet w/
PF / JR / PHS →
how to work this

→ reconnect phones?

Key (related) issues:

- Staffing
  - Lance
  - Alex
  - Advisory Council
  - Other agency reps (Jane Sanville, research; Angela Powell, services; Marsha Martin, housing, etc.)
  - *support staff* (after Friday, we have a temp for four more weeks with only the outside possibility that HHS will send us a replacement for Gus)

- Adolescents Report
  - How can we proceed (e.g., hiring writer)? Can we move even without full resolution of rest of budget?

- Advisory Council
  - When can we announce?
    - Dependent on staff
  - Meet once this fiscal year; shortly after October 1 for second meeting

- Do we reimburse HHS for first half of year?

Note: If there is a need to cut the budget, the following would be possible -- though definitely not easy:

- Reduce travel by $5,000. (The $54,000 was based on last year's travel by Gebbie. You have not spent anything near $25,000 so far this year. But we may need some of that travel budget for the adolescents report.)

- Reduce consultants by $10,000. This is *totally dependent* on resolving the staffing situation.

- The Advisory Council cost assumes how NIH does things (hiring a contractor to do everything from soup to nuts). If the White House has its own mechanism for handling a group of 30 for travel and expenses that costs less, we can use their figure.

THE SECRETARY OF HEALTH AND HUMAN SERVICES
WASHINGTON, D.C. 20201

NOV 18 1994

The Honorable Neal Smith
Chairman Subcommittee on
Labor, Health and Human Services,
Education and Related Agencies
Committee on Appropriations
House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

I am writing to inform you of our plans to use $350,000 of FY 1995 funds appropriated for the National AIDS Program Office to partially support the National AIDS Policy Coordinator (NAPC). These funds were included within the appropriation account for the Office of the Assistant Secretary for Health.

I am fully aware that in your deliberations on the budget for this Office, a concern about the level of resources needed for directing and coordinating HIV/AIDS activities emerged. The Conference agreement specifies that $1,750,000 is available for these purposes. As noted in our justification to the Committees, funding was requested to provide support to both the Assistant Secretary and the NAPC.

The $350,000 identified for NAPC will be used to cover such expenses as rental of office space, communications, travel, supplies and equipment, and other support and contractual services. During FY 1995 the NAPC has been asked by the President to establish a new Interdepartmental Task Force on AIDS to ensure that HIV related activities of all Federal agencies are better coordinated and that inconsistencies in strategies and duplication of effort are eliminated.

I appreciate the Committee's continued interest in, and support of, this Department's response to the HIV/AIDS epidemic.

Sincerely,

Donna E. Shalala

THE WHITE HOUSE

WASHINGTON

January 5, 1996

MEMORANDUM FOR JEFF LEVI

FROM: ASHLEY RAINES Ashley Raines

SUBJECT: AIDS Policy Travel Budget

I have attached the AIDS Policy FY96 travel expenses to date. I sent a copy to Jeremy Ben-Ami per his request. Please review and call me with any questions.

If the furlough should end while I'm away, please do not hesitate to contact Nelson Cunningham at x 52273 to discuss the MOU with HUD. I hope the furlough ends while I'm gone so we can get the MOU signed and your office running more efficiently.

I'll be in touch when I return!

Office of National AIDS Policy
Proposed Full Year Current Services Level

By Object Class (in thousands)

02-May-95
10:03 AM

Office of National AIDS Policy				Estimate
COMP. & BENEFITS	2 FTEs funded by WHO; with agency representatives and interns.			$0
TRAVEL	Travel funding based on an average $2.5/trip @ 10 trips.			$25
TRANSP. OF THINGS	Transp. of Things funds express packages and couriers.			$2
RENT	SLUC - 2,600 sq.ft./$31.09; current cost of 750 17th St. is $124.			$81
RENT; COMM: & UTIL.	Telephone and postage estimates are based on CEQ's FY 1994 actual costs.			
	Telephones			
	OA/IAG	$3		
	Bell Atlantic	$5		
	ATT	$8		
	FTS	$2	$18	
	Postage		$10	
				$28
PRINTING	Printing funds a number of reports and is based on CEQ's FY 1994 actual costs.			$10
OTHER SERVICES	Misc. Other Services, Repairs & Alterations (discretionary unbudgeted services)		$10	
	Maintenance Contracts		$10	
	Service Contracts - Consultants; est. based on AIDS Policy requirements		$60	
	PC Maintenance - OA/ 10 PCs @ $250.00		$3	$83
SUPPLIES	Supplies funding compared with CEQ's FY 1994 expenses.			$6
EQUIPMENT	Equip. for misc. equip. replacement (i.e., copy/fax machines, telephones, PCs, software).			$10
Subtotal				**$245**
Advisory Council	NOTE: Charter estimates Advisory Council cost @ $100 25 people; 3 meetings/yr; plus subcommittee mtgs; overnight.			
PRINTING	Printing est. funds 1 large printing and misc. smaller printings.			$10
OTHER SERVICES	Meeting Facilitator; funds travel, meeting site, logistics: avg. 4 @ $75/meeting.			$300
Subtotal				**$310**
TOTAL				**$555**

Expense	**Full year**	**6 months (through FY 1995)***	**w/o fixed HHS costs (through FY 1995)***	**Comments**
Rent	$124,000	$62,000		HHS holds lease on 17th St. office space. *The lease expires* ~~*Aug. 10*~~. Nov 2
Phones	$50,000	$25,000	$10,000	$10,000 is estimate for actual calls; $15,000 is estimate for leases; length of leases is unknown.
Travel	$54,000	$25,000	$25,000	
Administrative	$15,000	$7,500	$7,500	Misc. supplies, etc.
Consultants	$107,000	$60,000	$60,000	Includes consultants for adolescents report and similar activities.
Advisory Council	$150,000	$75,000	$75,000	This assumes only one meeting in FY 95; this is travel, meeting planner costs -- need staff for document prepartion and support functions.
Total	**$500,000**	**$254,506**	**$177,500**	

* This assumes costs for second half of FY 1995, from the time of notification by the Labor-HHS subcommittee.

AIDS POLICY TRAVEL EXPENSES - FY96

TA#	Traveler's Name	Destination	Dates of travel	Who is reimbursing?	Estimated cost on TA	Est. Amt. Reimbursable	Need Travel Vouchers
TA000318	Patricia S. Fleming	NYC, NY and Atlanta, GA	10/3/95-10/6/95		$787.00		
TA000319	Patricia S. Fleming	Portland/Jay, IN	10/12/95-10/13/95	Jay County AIDS Task Force - In kind ?	$575.73	$286.73	
XD6A0002	Patricia S. Fleming	Los Angeles, CA	10/19/95-10/21/95		$681.00		
XD6A0003	Jeffrey Levi	Denver, CO	11/5/95-11/7/95	***TRIP CANCELLED***	$0		
XD6A0005	Patricia S. Fleming	NYC, NY	10/26/95-10/27/95		$356.00		
XD6A0006	Patricia S. Fleming	Boston, MA	11/8/95-11/10/95	Public Responsibility in Medicine & Research	$578.00	$229.00	
XD6A0007	Patricia S. Fleming	Geneva, Switzerland	11/11/95-11/16/95		$3,169.85	$0.00	X 1700
XD6A0009	Jeffrey Levi	San Francisco,CA	11/18/95-11/20/95	***TRIP CANCELED***	$0.00	$0.00	
XD6A0013	Patricia S. Fleming	Chicago, IL	11/30/95 - 12/2/95		$503.50	$0.00	X
XD6A0015	Patricia S. Fleming	Entebee, Uganda/Kempale, Uganda/Entebee	12/11/95 - 12/15/95		$5,030.95	$0.00	X
XD6A0018	Jeffrey Levi	Denver, CO	1/7/96-1/8/96		$564.00		
				Annual AIDS Policy Travel Budget Appropriation	Total Est. Costs	Total Est. Reimb.	Budget Avail.
				$25,000.00	$12,246.03	$515.73	$13,269.70

18,300.65

Boston ?

Uganda ✓

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

16-Jan-1996 06:33pm

TO: Ashley L. Raines

FROM: Jeffrey Levi
AIDS Policy Council

CC: Patsy Fleming
CC: Jeremy D. Benami

SUBJECT: travel expenses

Ashley--

Thanks for the travel expenses statement. It looks accurate...we will get you the missing vouchers as soon as possible. The Uganda trip will be paid for through HHS/USAID, and so will ultimately be reimbursed -- giving us a healthier balance for the rest of the year.

Expense	Full year	6 months	w/o fixed HHS costs	Comments
Rent	$124,000	$60,000		HHS holds lease on 17th St. office space.
Phones	$50,000	$25,000	$10,000	Equipment contract is fixed; presumably actual calls are separable
Travel	$54,000	$25,000	$25,000	
Administrative	$15,000	$7,500	$7,500	Misc. supplies, etc.
Consultants	$107,000	$60,000	$60,000	Includes temps, Gus's pay, adolescents report
Advisory Council	$150,000	$75,000	$75,000	This assumes only one meeting in FY 95; this is travel, meeting planner costs -- need staff to support substance.
Total	**$500,000**	**$252,506**	**$177,500**	Will we need to reimburse HHS for first half costs?

Office of National AIDS Policy

Total annual operating budget estimate	$245,000	as developed by White House Office of Administration
Less rent	$ 81,000	This is paid for by HHS under contract for the rest of FY 1995 (until Nov. 2)
Annual budget without rent	$164,000	
Balance needed in FY 1995	$ 55,000	June 1 - Sept. 30, 1995

President's HIV/AIDS Advisory Council

Annual operating estimate	$310,000	OA estimate
Balance needed in FY 1995	$150,000	one meeting in FY 1995; cost of one meeting and related expenses

Response from Cabinet Agencies to Request for Staff

Department of Health and Human Services

Richard Sorian has been working half time since November.
Requests for two other staff have been pending since November.

Department of Energy

Carmena Parris has started in an executive assistant capacity.

USAID

An offer has been made of an employee working for one of their contractors.

FY 96?

FY 97?

What if Lewis says no

Cmte.

Jodie
Nelson Cunningham
Steve Newmark
Jeremy
Nancy Ann
HUD – Nelson Diaz – genl. counsel
AIDS Hsg issues one of impt focuses

1) Ex Order – creating Adv. Cncl
2) InterAgency contract – $ to OPD – reimburse for support. OPD provides

If below 250K not required to notify
Leon – wants to notify anyway
HUD → OMB → Hill
Leon to Jerry Lewis
(1570 EOP)

Istook wants all interagency agreements

? agency w/ gift authority → Fdn $?

1) Fin Mgt tighten budget
2) Panetta a) do it b) Lewis c) no – what then

private fdn created @ WH ceremony –
create AIDS "war" room – supported by home agencies

VA - HUD $\rightarrow$ who could go to Lewis

Trng
Service Contracts
Fax
Supplies
$473 Sec. fdr.

Rent
Phones
Postage

Travel
Consults
FedEx

PCs/repairs
Xerox
OA printing

11/17/92

Executive Office of the President
Accounting System
Detail Object Code Classifications and Definitions

1100 PERSONNEL COMPENSATION

Comprises gross compensation (before deductions) for services of individuals including terminal leave, premium pay, cash awards, reimbursable details and consultants. Excluded are costs of service contracts (personal, special studies, R&D) which provide a definite product (use Other Services object code).

1110 Full-Time Permanent Positions. Those occupied by full-time employees, including associated terminal leave costs.

111000 Salaries -- Permanent Full-Time. The basic pay of all employees identified as occupying full-time permanent positions including merit pay.

111001 Terminal Leave -- Permanent Full-Time. The gross amount of lump sum payments for accrued annual leave.

1130 Other Than Full-Time Permanent Positions. Those occupied by part-time,intermittent, or temporary employees, including associated terminal leave costs.

113100 Salaries -- Permanent Part-Time. Regular pay for employment in positions that require work on a prearranged schedule of less than the hours or days of work prescribed for full-time employees (Tenure = Permanent and Work Schedule = Part Time).

113101 Terminal Leave -- Permanent Part-Time. Terminal Leave for Permanent Part-Time employees.

113200 Salaries -- Permanent Intermittent. Regular pay for employment of consultants and others in positions that require work on an irregular or occasional basis, with hours or days of work not based on a prearranged schedule.(Tenure = Permanent and Work Schedule = Intermittent).

113201 Terminal Leave -- Permanent Intermittent. Terminal

Leave for Permanent Intermittent employees.

113300 Salaries -- Temporary Full-Time. Regular pay for employment of full-time employees with limitations, e.g., full-time summer employment.Tenure = Temporary and Work Schedule = Full-Time).

113301 Terminal Leave -- Temporary Full-Time. Terminal Leave for Temporary Full-Time employees.

113400 Salaries -- Temporary Part-Time. Regular pay for employment of part-time employees with limitations. (Tenure = Temporary and Work Schedule = Part-Time).

113401 Terminal Leave -- Temporary Part-Time. Terminal Leave for Temporary Part-Time employees.

113500 Salaries -- Temporary Intermittent. Regular pay for employment of Intermittent employees with limitations. (Tenure = Temporary and Work Schedule = Intermittent).

113501 Terminal Leave -- Temporary Intermittent. Terminal Leave for Temporary Intermittent employees.

113600 Salaries -- Consultant Regular pay for employment of experts. (Tenure = Permanent or Temporary and Work Schedule = Permanent, Part-Time or Intermittent and Pay Plan = Expert). Please note for 118200 and 2500.

113601 Terminal Leave -- Consultant. Terminal Leave for consultants.

1150 Other Personnel Compensation. All personnel compensation above the basic rates paid directly to civilian employees. Excludes cash allowances for higher cost of living areas which are classified in the benefits area.

115100 Premium Pay.

115101 Overtime. Payments above the basic rate for services in excess of the established work period usually a 40-hour week or an 8-hour day.

115102 Holiday Pay. Payments for services of 8 hours or less on holidays or days observed as holidays.

115103 Sunday Pay. Payments above the basic rate for 8 hours or less of regularly scheduled work performed on Sundays.

115104 Night Differential. Payments above the basic rate for regularly scheduled night work (i.e., work performed between 6:00 p.m. and 6:00 a.m.).

115105 Hazardous Duty Pay. Payments above the basic rate because of assignments involving irregular or intermittent performance of duties that subject the employee to unusual hazardous or physical hardship.

115200 Post Differential-Pay and Allowances Overseas Posts. Salary payments above the basic rate for service at hardship posts abroad that are based upon conditions of environment differing substantially from those in Washington, DC.

115300 Cash Awards. The special pay to employees for special service such as awards for work improvement suggestions, outstanding work performance, etc. This type of pay is subject to withholding of income taxes.

1180 Special Personal Services Payments.

118100 Reimbursable Details -- Pay and Benefits/Annuitants. Payments (wages and benefit costs) to other agencies for services of civilian employees and military personnel on reimbursable detail.

118200 Consultants - Taxable. Pay of persons on a contractual basis for services of a purely advisory nature relating to the governmental functions of agency administration and management which do not involve other considerations such as furnishing of materials or use of equipment. Excluded are costs of service contracts (personal, special studies, R&D) which provide a definite product (use other services object code). These individuals are not reported as Federal employees and are issued a 1099 tax form at the completion of the calendar year. (The individuals are not processed through APCAPS the payroll system).

118300 Rehired Annuitants. EOP agency reimbursement to the Civil Service retirement and disability fund for annuity paid to that employee.

1190 TOTAL PERSONNEL COMPENSATION. Total of 111000 through 118999.

1200 PERSONNEL BENEFITS Benefits for currently employed Federal Civilian, Military, and certain non-Federal personnel.

1210 Civilian Personnel Benefits. Includes charges paid to Federal civilian employees and to other funds for the benefits of these employees, and benefits authorized by statute to be paid, including those to non-Federal civilian employees.

121100 Regular Benefits.

121101 Life Insurance. Includes the employer's share of life Insurance.

121102 FICA. Includes the employer's share paid under the Federal Insurance Contribution Act (FICA).

121103 Health Insurance. Includes the employer's share of health insurance.

121104 Medicare. Includes the employer's share of Medicare taxes for all employees.

121105 CSRS Retirement. Includes the employer's contributions to the Civil Service Retirement Fund.

121106 FERS Retirement. Includes the employer's contributions to the Federal Employees Retirement System.

121107 Thrift Savings Plan (TSP)-- Basic. Includes the employer's 1% share paid into the Thrift Savings Plan for all employees hired after January 1984.

121108 Thrift Savings Plan (TSP) -- Matching. Includes the employer's matching of funds deposited into TSP by employees hired after January 1984.

121200 Recruitment and Retention Incentives. Includes the expenses attributable to recruitment and retention expenses.

121300 Relocation and Other Expenses Related to Permanent Change of Station (PCS). Includes authorized allowances for expenses related to the relocation of an employee. Includes: expenses in connection with the sale of a residence, or settlement of an unexpired lease, subsistence while occupying temporary quarters and miscellaneous moving expenses. Other PCS expenses are identified under object classes 2100, 2200, or 2500 as appropriate.

121400 Foreign Transfer Allowance. The additional expense attributable to establishment at a new foreign service assignment abroad and covering those extra costs primarily incidental to climate change.

121500 Supplemental Post Allowance. The additional allowance for food, laundry and other normal household services during periods of temporary lodging. This code is a companion to object code 121800 Temporary Lodging Allowances.

121600 Dependent Educational Allowance. The extra entitlement for providing schooling of dependents through the 12th grade. Does not include travel of dependents to and from schools.

121700 Living Quarters Allowance. The extra allowances covering rental of housing, furnishings, garage, utilities, and mandatory taxes or assessments.

121800 Temporary Lodging Allowance. The additional allowances for housing costs in foreign areas during periods between vacating permanent quarters and departure from post or between arrival at post and occupancy of permanent quarters.

121900 Workman's Compensation. EOP agency's contribution to the Workman's Compensation Fund for employee accident compensation payments.

1220 Military Personnel Benefits.

1300 BENEFITS FOR FORMER EMPLOYEES

Pensions, annuities, and other benefits due to former employees or their survivors on the basis of (at least part) the length of service to the Government. Excludes benefits funded from employer and/or employee contributions such as hospital and medical care. Also, excludes indemnities for the disability or death of former employees.

130100 Unemployment. Payments to the Department of Labor for unemployment compensation for former employees.

130200 Severance Pay. Payments made to former employees involuntarily separated. Does not include lump sum payments for accrued annual leave.

2100 TRAVEL AND TRANSPORTATION OF PERSONS

1500 x 20 =
$25,000

Charges incurred for transportation of Government employees or others, their per diem allowances while in an authorized travel status, and other expenses incidental to travel that are to be paid by the Government either directly or by reimbursing the traveler. This object class includes local travel and transportation of persons in and around the official duty station of an employee. It also includes auto leasing costs.

210100 Transportation Requests. All costs associated with transportation of individuals on official travel status away from duty station excluding per diem, permanent change of station (PCS), travel, auto rentals (commercial and GSA), and local D.C. area travel. Costs included in this object code are: commercial transportation charges (airplanes, trains, buses, vessels), mileage allowances for use of privately owned vehicles (POV) and related charges specifically authorized (such as highway and ferry tolls), and bus, subway, streetcar, and taxi fares (including tips) for travel away from designated duty station.

210200 Commercial Auto Rental (In Travel Status). Rental of commercial vehicles on short term basis while on travel status.

210300 GSA Auto Rental. Rental of GSA vehicles while either on or off travel status.

210400 Auto Leases for Persons. Leasing of fleet vehicles from commercial sources. For the lease of vehicles for the transportation of freight see Object Class 220400.

210500 Local Transportation. Includes fares for taxi, bus, subway, etc. including tips, and POV mileage for official business in the Washington, D.C. metropolitan area.

210600 Subsistence Expenses.

210601 Subsistence/Per Diem -- Domestic. Payments to travelers of per diem allowances or reimbursement of actual expenses for subsistence while traveling in the United States.

210602 Subsistence/Per Diem -- Foreign. Payments to travelers of per diem allowances or reimbursement of actual expenses for subsistence while traveling outside of the United States.

210603 Staff Travel (White House). The subsistence expenses of persons in the Government service while traveling on official business in connection with the travel of the President. (3 U.S.C. 105 (d) (5))

210604 Presidential Travel. Traveling expenses for or on account of the President of the United States. (3 U.S.C. 103).

210605 Staff Travel (VP). The subsistence expenses of persons in the Government service while traveling on official business in connection with the travel of the Vice President. (3 U.S.C. 106 (b) (3) and 3 U.S.C. 106 (c)).

210700 Transportation Expenses Related to Permanent Change of Station (PCS). Includes transportation expenses and per diem allowances or reimbursement of actual travel expenses related to a PCS. Charges for other PCS expenses are identified under object class 1210, 2200, or 2500, as appropriate.

210800 Incidental Travel Expenses. Other expenses related directly to official travel, such as baggage transfer, and telephone and telegraph expenses, as authorized by travel regulations.

210900 Miscellaneous Travel Expenses. Travel expenses not elsewhere classified.

2200 TRANSPORTATION OF THINGS.

The costs of movement of property, privately-owned or Government-owned, including parcel post shipments, rental of trucks and other transportation equipment, and reimbursements to Government personnel for the authorized movement of household effects or house trailers. It excludes transportation paid by vendor, regardless of whether or not the cost thereof is itemized on the bill for the commodities sold.

220200 Freight and Express. Charges by common carrier and contract carrier, including freight and express, demurrage, switching, crating, refrigerating, and other incidental expenses.

220300 Trucking and Other Local Transportation. -- Charges for hauling, handling, and other services incidental to local transportation, including contractual transfers of supplies and equipment. Cost includes cost of moving office furniture and equipment.

220400 Truck/Car Rentals. Rental of vehicles for the transportation of freight. For the transportation of persons see Object Class 210400.

220500 Mail Transportation. -- Postage used in Parcel Post and charges for express package service (i.e. charges for transporting freight.) It excludes other postage and charges classified under object class 2330.

220600 Transportation of Household Goods. Payments to federal employees for transportation of household goods and effects or house trailers for transfer of personnel from one official duty station to another.

220700 Miscellaneous Transportation of Things. Costs of transporting things not elsewhere classified

2300 RENT, COMMUNICATIONS, AND UTILITIES

The rental of equipment (except for vehicles), rental of space including cost of water, gas, electricity, etc. Purchase of communication services including cost of postage (except parcel post), telephone and telegraph.

2310 Standard Level User Charge (SLUC). Charges for rental of space and related services assessed by the General Services Administration as standard level user charge (SLUC) including utilities. Excludes charges associated with higher levels of service than normally provided by SLUC {e.g., extra cleaning, extra protection, or extra alterations) should be classified under object class 233301. For after hour utility charges use 233201.

2320 Rental Payments to Others. Charges for rental of space, land, and structures leased from non-federal sources. Rental payments to agencies other than GSA for space, land, and structures that are sub-leased or occupied by permits, regardless of whether the space is owned or leased will be classified under object class 2500.

2330 Communications, Utilities, and Miscellaneous Charges

233100 Communications.

233101 <u>Telephone and Teletype -- Commercial</u>. Charges for telephone, teletype, telegraph, cable, UPI wire service, radio service, includes rental of lines and equipment installation costs.

233102 <u>Telephone and Teletype -- Government (Including FTS)</u>. Charges for communications services provided by a federal agency, (e.g., GSA-FTS charges, White House switchboard service charge).

233200 <u>Utility Services</u>.

233201 <u>GSA Recurring RWAs (After Hours Utilities)</u>. GSA charges for after hours utilities which are not included in the GSA rental charges.

233220 <u>Commercial Utilities</u>.

233221 <u>Electricity</u>. Includes charges for electric utilities which are not included in the lease.

233222 <u>Gas</u>. Includes charges for gas utilities which are not included in the lease.

233223 <u>Heat.</u> Includes charges for heating services which are not included in the lease.

233224 <u>Water</u>. Includes charges for water utilities which are not included in the lease.

233225 <u>Oil</u>. Includes charges for oil utilities when not included in the lease.

233226 <u>Other Utilities</u>. Includes other commercial utilities not elsewhere classified, which are not included in the lease.

233300 <u>Miscellaneous Charges</u>.

233301 <u>Other GSA Recurring Charges</u>. GSA charges for extra services including additional SLUC charges for after hours operation. For after hour utilities see Object Class 233201.

233302 <u>Postage</u>. Charges for postage, postage stamps, contractual mail (including express mail service for letters) or messenger service; fees, metered mail, box rentals, etc. Does not include parcel post (use object code 2200).

233303 Other Communications and Utilities. Includes charges for communications and utilities not elsewhere classified.

233400 Rent.

maint. contracts?

233401 Rental of Copying Equipment (Printing/Reproduction-Xerox). Charges for rental of reproduction type equipment and related copy services, (e.g., Xerox, Savin, machines). Excludes payments under lease-purchase agreements, which are classified under object class 3100.

233402 ADP Hardware Rentals. Rental charges for ADP hardware. Includes Central Processing Units (CPUs), printers, tape and disk drives, and other ADP equipment. Contractual services involving the use of hardware in the possession of others such as computer time-sharing will be classified under object class 2500. Includes periodic charges under purchase rental agreements for hardware. (Payments subsequent to the acquisition of title to the hardware should be classified under object class 3100). Excludes payments under lease-purchase agreements, which are classified under object class 3100.

233403 ADP Equipment Rentals (Software). Rental charges for ADP software. Includes rental of software that is unique to the support of ADP (e.g., proprietary software). Contractual services involving the use of software in the possession of others such as computer time-sharing will be classified under object class 2500. Includes periodic charges under purchase rental agreements for software. (Payments subsequent to the acquisition of title to the software should be classified under object class 3100). Excludes payments under lease-purchase agreements, which are classified under object class 3100.

233404 Miscellaneous Rental Charges. Other rent, communications, utilities, and equipment rentals not otherwise classified, (e.g., adding machines, calculators, graphics equipment, typesetting equipment, and rental of office or working space from commercial sources and related utility charges). Includes periodic charges under purchase rental agreements for equipment. (Payments subsequent to the acquisition of title to the equipment should be classified under object class 3100). Excludes payments under lease-purchase agreements, which are classified under object class 3100.

2400 PRINTING AND REPRODUCTION

Charges incurred for printing and reproduction, and the related composition and binding operations performed by the Defense Printing Service, Government Printing Office, and commercial companies. Also includes cost of entering information in the Federal Register, engraving, microform services, and miscellaneous printing and reproduction items.

240100 Printing -- OA (Defense Printing Service Contract). Charges for printing and reproduction including related composition and binding operations performed by the Defense Printing Service.

240200 Printing and Binding GPO. Charges for printing and reproduction including related composition and binding operations performed by the Government Printing Office (GPO). Excluded are charges for:

(1) Printing of Presidential Budget (use object code 240400).

(2) Printing of information in the Federal Register (use object code 240300).

(3) Government publications printed by GPO (use object code 260302).

240300 Federal Register -- GPO. GPO charges for the printing of information in the Federal Register. Included are charges for printing and reproduction including related composition and binding operations.

240400 Printing Presidential Budget -- GPO. Charges for printing and reproduction including related composition and binding operations of the Presidential Budget by GPO. This object code is reserved for OMB use only.

240500 Printing and Binding -- Commercial. Charges for printing and reproduction including related composition and binding operations performed by commercial sources.

240600 Engraving. Charges associated with engraving of envelopes, stationery, plaques, trophies, etc.

240700 Microform Services. Processing charges for microfilming of materials, microfiche, etc. Excludes cost of rental (use object class 2300) or purchase (use object class 3100) of microfilm related equipment.

240800 Miscellaneous Printing and Reproduction. Charges for miscellaneous printing and reproduction activities not elsewhere classified. Photo, slide and film processing, graphics and art work service, calligraphic services.

2500 OTHER SERVICES

Charges for contractual services and other miscellaneous noncontractual services not elsewhere classified. Supplies and materials furnished by the contractor in connection with such services are included in this classification even though they may be separately itemized on the voucher. Excludes charges for services in connection with the installation and shipment of purchased equipment, furniture, and furnishings which are included with the cost of the item.

250101 Miscellaneous Services.

250101 Storage and Maintenance. Charges for contractual services for storage and care of vehicles and storage of household goods, including those associated with permanent change of Station (PCS). Charges for other PCS expenses are classified under object class 1210, 1220, 2100, and 2200.

250102 Subsistence and Support Persons. Charges for contractual services for board, lodging, and care of persons, including hospital care. Excludesthose items classified under object class 2100.

250103 Subsistence and Support Persons -- Taxable. Taxable charges for contractual services for board, lodging, and care of persons, including hospital care. Excludes those items classified under object class 2100.

250104 Typing and Stenographic Service Contracts.

250105 Publication of Notices, Advertising, and Radio and Television Time.

250107 Training/Tuition/Conference Fees/Investigations. Cost of employee training including tuition, books and materials, conference fees, etc. Does not include travel costs applicable to training (use object code 20 series). This object code also includes costs of employee background investigations.

250108 Fees and Other Charges. Fees for abstracting land titles, premiums on insurance, and surety bonds.

250109 Custom Software. Charges for contracts covering development of software of $25,000 or less. Excludes custom software classified under object class 3100.

250110 Health Services. Charges for contractual services for health facilities.

250111 Guard Services. Charges for GSA or commercial guard services. Excludes normal services provided under object class 2310 (GSA Rent).

250112 Service Contracts. Charges for other service type contracts which will produce a definite product, study, or service. 60K

250113 Service Contracts -- Taxable. Taxable charges for other service type contracts which will produce a definite product, study, or service. Contractor will be provided a 1099 tax form at year end. Social Security Number should be included on requisitions for obligational document.

250114 Research and Development Contracts. Cost of personal, special studies, research and development contracts which will produce a definite product, or study.

250115 Research and Development Contracts -- Taxable. Taxable charges for personal, special studies, research and development contracts which will produce a definite product, or study. Contractor will be provided a 1099 tax form at year end. Social Security Number should be included on requisitions for obligational document.

250116 Miscellaneous Services NEC. . Cost applicable to other miscellaneous services not elsewhere classified (NEC).

250117 Miscellaneous Services NEC -- Taxable. Taxable charges for miscellaneous services not elsewhere classified (NEC). Contractor will be provided a 1099 tax form at year end. Social Security Number should be included on requisitions for obligational document.

Repairs $10K
Maint $10K

250200 Repairs and Alterations.

250201 Commercial Repairs and Alterations. Includes charges for the repair and alterations to buildings, equipment , and like items , when done by contract.

250202 Commercial Repairs and Alterations -- Taxable. Includes charges for the repair and alterations to buildings, equipment , and like items , when done by contract. Contractor will be provided a 1099 tax form at year end. Social Security Number should be included on requisitions for obligational document.

250203 GSA Non recurring work authorizations. Includes charges for repairs and alterations to buildings, equipment, and the like, when done by GSA.

250300 Maintenance.

250301 Maintenance Contracts -- General. Contractual charges for the maintenance, repair, overhaul or rework of general non-ADP equipment. Includes maintenance contracts for typewriters, word processors, copiers, adding machines, calculators, graphics equipment, time recorders, safes, Diebold files, and other non-ADP equipment.

250302 Maintenance Contracts -- Software and Hardware. Contractual charges for the maintenance, repair, overhaul or rework of ADP type equipment. Includes maintenance contracts, CPU terminals, data entry equipment, data storage equipment, printers, software and other ADP equipment. Also included are maintenance contracts on non-ADP equipment used exclusively by the computer room, e.g., emergency power system for the computer room.

250400 Computer Services.

250401 Operation of Facilities or Service Contracts. Charges for the operations of a facility such as a computer data center.

250402 Computer Services -- OA. Charges for computer services provided by OA including facility management, data entry, ADP technical assistance, software development, and other computer related services.

250403 Computer Services -- Other Government Agencies. Charges for computer services provided by another government agency including facility management, data entry, ADP technical assistance, software development, and other computer related services.

250405 Computer Services -- Commercial. Charges for computer services provided by a commercial firm including facility management, data entry, ADP technical assistance, software development, and other computer related services.

250406 Computer Services -- Commercial -- Taxable. Charges for computer services provided by a commercial firm including facility management, data entry, ADP technical assistance, software development, and other computer related services. Contractor will be provided a 1099 tax form at year end. Social Security Number should be included on requisitions for obligational document.

250500 Timesharing/database Subscriptions.

250501 Timesharing -- OA. Charges for timesharing and data base subscriptions provided by the Office of Administration.

250502 Timesharing -- Other Government Agencies. Charges for timesharing and data base subscriptions provided by other government agencies.

250502 Timesharing -- Commercial. Charges for commercial timesharing and data base subscriptions.

2600 SUPPLIES AND MATERIALS

260101 Printing and Reproduction Supplies (Non-ADP). Paper, inks, ribbons, mats, diskettes and other supplies used for producing printed documents and copies using typewriters, word processors, copying machines, duplicating equipment, and other non-ADP equipment.

260102 ADP Supplies and Materials. ADP supplies, paper, type disk, ribbons, cards, modems, cables, connectors and other ADP component parts for use within ADP equipment.

260103 Software Purchases or Licenses of $25,000 or less. Includes the purchase or license of ADP software which is $25,000 or less. Excludes off-the-shelf software classified under object class 3100.

260104 Other Supplies and Materials.

260105 Fuels. Cost of gasoline and oil for leased and government-owned vehicles used by EOP agencies.

260106 Specialized Supplies. Those supplies and equipment components which are not self-contained and unique to a specific operation/program and are not classified elsewhere under the category of Supplies and Materials.

260107 Clothing and Clothing Supplies. Includes charges for articles of clothing, together with materials and sewing supplies used in the manufacture of wearing apparel.

260108 Materials and Parts. Includes charges for commodities (including building materials) used in construction, repair, or production of supplies, equipment, machinery, buildings, and other structures. (also see object classes 3100 and 3200).

260109 Miscellaneous Supplies. Includes charges for supplies and materials not elsewhere classified.

260200 Office Supplies.

260201 Office Supplies -- OA. Purchases from the OA Supply Store.

260202 Office Supplies -- GSA. Purchases from GSA supply stores for pencils, paper, calendar pads, stenographic notebooks, blank books and pads, standard forms (except when specially printed or assembled to order), unprinted envelopes, other office supplies, and property of little monetary value, such as desk trays, pen sets, and calendar stands. Does not include printing and reproduction supplies, (e.g., Xerox paper use object code 260101 or ADP supplies use object code 260102).

260203 Office Supplies -- Commercial. Charges from commercial firms that are incurred for pencils, paper, calendar pads, standard forms (except when specially printed or assembled to order), unprinted envelopes, other office supplies, and property of little monetary value, such as desk trays, pen sets, and calendar stands. Does not include printing and reproduction supplies, (e.g., Xerox paper use object code 260102 or ADP supplies use object code 260101). Nor does it include supplies purchased from GSA supply stores (use object code 260202). Does not include engraving and printing of envelopes and paper (use object code 240200 if by GPO;

use object code 240600 if commercial).

260300 Publications.

260301 Subscriptions -- Magazines, Newspapers, Microform. Charges for subscriptions of magazines, newspapers, periodicals, microform, microform services and other printed materials.

260302 Government Publications. Charges for the purchase of GPO printed pamphlets, books, documents, etc. This object code is used when government publications are purchased rather than printed by, or at the request of, the agency.

260303 Books -- Non-permanent Collection. Cost of purchase of books, manuals, and other publications not considered part of the EOP Library's permanent collection.

260400 Household Supplies.

260401 Provisions (Food and Beverages). Includes charges for food and beverages incurred for official functions.

260402 Cleaning Materials and Supplies. Includes charges for cleaning materials and supplies incurred for official functions.

260403 Miscellaneous Household Supplies and Materials. Includes charges for household supplies, not elsewhere classified, incurred for official functions.

3100 EQUIPMENT

OK

Property which may be expected to have a period of service of 1 year or more after put into use, without material impairment of its physical condition. It includes charges for services in connection with initial installation of equipment when performed under contract and includes applicable shipping costs. Included are both capitalized equipment (established in property accounts) and non-capitalized equipment (not established in property accounts). Equipment is considered capitalized if the total value per equipment item, including installation and shipping costs, is more than $25,000. If the total value is less than $25,000, the equipment is considered non-capitalized. NOTE: Equipment acquired under an "Alternate Purchase Plan" should be classified under the appropriate equipment classification code.

310101 Transportation Equipment - Capitalized. Purchases of vehicles, including passenger carrying automobiles, motor trucks etc. with a total value per item of greater than or equal to $25,000.

310102 Transportation Equipment - Non Capitalized. Includes charges for vehicles, including passenger carrying automobiles, motor trucks etc at a total value of less than $25,000.

310103 Furniture and Fixtures - Capitalized. Furniture and furnishing purchased at a total value of greater than or equal to $25,000 including installation and shipping charges. Includes such items as desks, chairs, tables, carpet, draperies, lamps, lampshades, partitions, refrigerators (employee use), and fabrics ordered for furniture items.

310104 Furniture and Fixtures - Non Capitalized. Furniture and furnishing purchased at a total value of less than $25,000 including installation and shipping charges. Includes such items as desks, chairs, tables, carpet, draperies, lamps, lampshades, partitions, refrigerators (employee use), and fabrics ordered for furniture items.

310105 Specialized Equipment -- (Non-ADP Capitalized). Purchases of non-ADP specialized equipment with a total value per item of greater than or equal to $25,000 including installation and shipping charges. Includes such items as typewriters, word processors, graphics equipment, tools, machinery, adding machines, calculators, reproduction equipment, time and date stamp clocks, and acoustical hoods for printers.

310106 Specialized Equipment (Non-ADP Non-Capitalized). Purchases of non-ADP specialized equipment with a total value per item of less than $25,000 including installation and shipping charges. Includes such items as typewriters, word processors, graphics equipment, tools, machinery, adding machines, calculators, reproduction equipment, time and date stamp clocks, and acoustical hoods for printers.

310107 Publications for Permanent Collection. Books, manuals and other documents or records considered by the EOP Library as part of the permanent collection.

310108 Tools and Implements - Capitalized. Includes charges for tools and implements with a total value per item of greater than or equal to $25,000.

310109 Tools and Implements - Non Capitalized. Includes charges for tools and implements with a total value per item of less than $25,000.

310110 Machinery - Capitalized. Includes Charges for engines, generators, manufacturing machinery, transformers, pumps, and other construction and production machinery having a total value per item of greater than or equal to $25,000.

310111 Machinery - Non Capitalized. Includes Charges for engines, generators, manufacturing machinery, transformers, pumps, and other construction and production machinery having a total value per item of less than $25,000.

310112 Instruments and Apparatus - Capitalized. Includes charges for scientific instruments, measuring and weighing devices, photographic equipment, and picture projection equipment having a total value per item of greater than or equal to $25,000.

310113 Instruments and Apparatus - Non Capitalized. Includes charges for scientific instruments, measuring and weighing devices, photographic equipment, and picture projection equipment having a total value per item of less than $25,000.

310114 Capitalized Leases. Includes charges for any lease agreement where transfer of ownership of the property to the government by the end of the lease. The only exception will be Alternate Payment Plans (APP;s) which will continue to be classified under the appropriate object code in 3100.

310115 Miscellaneous Equipment - Capitalized. Other unusual equipment purchases not elsewhere classified, e.g., umbrellas, flags, flag poles, tools, TV antenna, atopen template having a total value per item of greater than or equal to $25,000.

310116 Miscellaneous Equipment - Non Capitalized. Other unusual equipment purchases not elsewhere classified, e.g., umbrellas, flags, flag poles, tools, TV antennae, autopen templates having a total value per item of less than $25,000.

310200 ADP and Telecommunications Equipment.

310201 ADP Hardware - Capitalized. Purchases of ADP equipment with a total value per item greater than or equal to $25,000 including installation and shipping charges.

Includes such items as Central Processing Units (CPUs), terminals, printers, tape and disk drives, and other ADP equipment. Includes purchases of equipment that is unique to the support of ADP (e.g. data entry or keypunch/key-verify equipment, terminals used primarily in support of data processing, bursters, decollaters, magnetic tape cleaners, special purpose furniture, etc.). Also includes personal (mini- or micro-) computers, disk drive equipment, printers, monitors, etc.

310202 ADP Hardware (Non-Capitalized). Purchases of ADP equipment with a total value per item of less than $25,000 including installation and shipping charges. Includes such items as Central Processing Units (CPUs), terminals, printers, tape and disk drives, and other ADP equipment. Includes purchases of equipment that is unique to the support of ADP (e.g. data entry or keypunch/key-verify equipment, terminals used primarily in support of data processing, bursters, decollaters, magnetic tape cleaners, special purpose furniture, etc.). Also includes personal (mini- or micro-) computers, disk drive equipment, printers, monitors, etc.

310203 ADP Software (Capitalized). Purchases of operating and application software and off-the-shelf software with a total value per item of greater than or equal to $25,000 including installation and shipping charges.

310204 ADP Software (non-Capitalized). Purchases of operating and application software and off-the-shelf software with a total value per item of less than $25,000 including installation and shipping charges.

3200 LAND AND STRUCTURES

320100 Land. Includes charges for the purchase of land and interest in lands, including easements and right of ways.

320200 Buildings and Other Structures. Includes charges for construction of buildings and structures, and additions thereto, when acquired under contract. Includes principal payments under lease-purchase contracts for construction of buildings.

320300 Nonstructural Improvements. Includes charges for improvement of land, such as landscaping, fences, sewers, wells, and reservoirs, when acquired under contract.

320400 Fixed Equipment. Includes charges for fixtures and equipment that become permanently attached to, or are a part of, buildings or structures, such as elevators, plumbing, power-plant boilers, fire-alarm systems, lighting or heating systems, and air-conditioning or refrigerating systems (whether an addition or a replacement), when acquired under a contract. Includes service charges for the initial installation.

3300 INVESTMENTS AND LOANS

330100 Investment in Securities. Includes payments for the purchase of stocks, bonds, debentures, and other securities in which money is invested temporarily or permanently.

330200 Loans. Includes loans to states and local governments; loans to other government agencies; and loans to corporations, associations, and individuals.

4100 GRANTS AND FIXED CHARGES

410100 Grants, subsidies, and contributions. Includes grants, subsidies, and other aid for which cash payments are made to states, counties, corporations, associations, and individuals. Obligations under grant programs that involve furnishing of services, supplies, materials, and the like, rather than cash are not charged to this object class but rather to the object class representing the nature of the services, articles, or other items that are purchased.

4200 INSURANCE CLAIMS AND INDEMNITIES

420100 Insurance Claims and Indemnities. Includes payments of claims and judgments arising from court decisions or abrogation of contracts; indemnities for destruction, damage to or loss of property under the Federal Tort Claims Act and the Military Personnel and Civilian Employees' Act.

4300 INTEREST AND DIVIDENDS

430000 Interest and Dividends. Payments to creditors for the use of monies loaned, deposited, overpaid, or otherwise made available and the distribution of earnings to owners of trust or other funds. Includes interest payments under lease-purchase contracts for the construction of buildings. If payment of claims under a contract has been delayed by the government, the interest will be recorded under the same object class used for the original contract, and not this object class.

4400 REFUNDS

440000 Refunds. Payments made from an appropriation or fund account to refund amounts previously received by the government to correct errors in computations, erroneous billing and other factors. In the account receiving the refund, previously recorded obligations will be reduced in the appropriate object class(es) by the amount of the refund.

9100 UNVOUCHERED

910000 Unvouchered. Charges that may be incurred lawfully for confidential purposes, not subject to detailed vouchering or reporting, will be recorded under this object class.

9200 UNDISTRIBUTED

920000 Undistributed. Charges that cannot be distributed in the classes listed above. This object class will be used for reporting purposes only with prior approval of OMB.

9300 LIMITATION ON EXPENSES

930000 Limitations on Expenses.This object class is used when there is an annual limitation on administrative or non administrative expenses for revolving and trust, total obligations applicable to the limitation are reported as a lump sum entry without any distribution under object class 9300. Sums are obligated in object class 1100-4400 and a negative offsetting entry is posted to 9300. No amount will be shown in subtotal line 99.0.

9900 TOTAL OBLIGATIONS

990000 Total Obligations. The sum of all object classes 119000-930000.

File Name: Object
Disk: Homework
Date: 10/16/92

Adv Cncl

2 mtgs + 2 subs

Executive Office of the President
Interagency Agreement
Fiscal Year 1995

Agreement #:

I5BBAID01A0

Agreement between *(hereinafter Customer Agency)*:

OFFICE OF AIDS POLICY
and

WHITE HOUSE OFFICE

(Hereinafter Servicing Agency):

Authority: This agreement is entered into under the authority of Section 601 of the Economy Act of June 30, 1932, as amended by 31 U.S.C. §1535 and §1536, and the authorizing legislation of the agencies involved.

Goods and Services to be Performed: The Servicing Agency agrees to provide goods and services as reflected on the attached schedule, as requested by the Customer Agency. The initial estimated amount of this agreement is as follows:

Non-ADP Services	$0
ADP Services	$0
Telephone System	$0
TOTAL	**$0**

Period of Agreement: This agreement will commence on October 1, 1994 and will remain in effect until September 30, 1995. The paragraphs delineate the understandings and terms of this agreement. This agreement is renewable upon mutual written agreement of the parties concerned and is subject to the availability of funds. If renewal is desired, the parties shall discuss it prior to the termination of the original agreement. This agreement may be modified with the consent of all participating units. Notification must be made immediately to the Office of Administration, Financial Management Division, Room 4005 NEOB, Washington, D.C., 20503, if any alterations, due to renewal or modification, are made.

Financial Provisions: The Customer Agency has established an estimated amount of $0 for goods/services provided under this agreement. The Office of Administration, Financial Management Division, has assigned a document control number to this agreement. Payment for services will be made upon receipt of billing, in advance, or as agreed upon by the parties identified herein.

Termination: If termination of services is desired prior to the expiration of this agreement the Customer Agency will request, in writing, deactivation of the account, citing the appropriate account numbers and date of termination.

Billing Instruction: Requests for payment will be made by an itemized Standard Form 1081 and charged via the On-line Payment and Collection system (OPAC). Requests for reimbursement will be submitted to the Customer Agency Project Officer by itemized SF-1081 and will cite the number of this agreement, appropriation symbol and other accounting ID codes.

Description of Services: Stationary/ supplies- $

Interagency Agreement
Schedule of Services

Original

Customer Agency: AIDS Policy	Vendor Number:	Agreement #: I5BBAID01A0
Customer Agency Liaison: Name Address Phone	Customer Agency Appropriation Symbol:	Servicing Agency Appropriation Symbol: 11 5 0038
	Customer Agency Location Code:	Servicing Agency Location Code: 11 01 0005

	Object Class	Index Code	Amount	Changes	New Total
Administrative Office					
Stationary/ Supplies	260000	B115E	$0		$0
		IAG Total	**$0**	**$0**	**$0**

	Management and Administration Approval
Customer Agency Approval:	**Administrative Office Approval**
	(Date)
AIDS Policy Office	Administraive Office

	FY95	FY96
Consultants	60,000	100,000
Travel	30,000	55,000
Adm	7,500	15,000
	97,500	170,000
Rent	?	
Phones	?	
Advisory Cncl	150,000 or 75,000	150,000

DRAFT

Revised Budget for Office of the National AIDS Policy Coordinator
(October 28, 1994)

Funding from Department of Health and Human Services

Rent	$124,000	Fixed cost of lease on 17th Street, already signed by OASH
Phones	$50,000	Already direct billed to OASH
Travel	$54,000	
Administrative	$15,000	
Consultants	$107,000	
Total	**$350,000**	

Staffing:

Coordinator and Deputy Coordinator as White House FTEs.

Remaining personnel will be agency representatives.

Budget for the President's Advisory Council on AIDS

Meeting contract	$175,000	This should cover two meetings per year; travel and per diem of council members; meeting space; contract with meeting planners.
Consultants	$ 75,000	To support work of Council (writer/editors, etc.)
Total	**$250,000**	

Source of funding to be determined. (If HUD is the source, then in addition to the Coordinator and the Deputy Coordinator, the HUD agency representative could work directly with Council members. We might also get an administrative assistant from HUD as an agency representative to assist with the Council.)

The primary mission of the Office of the National AIDS Policy Coordinator is to ensure coordination of the HIV-related activities of the federal agencies. This will be accomplished through provision of advice on policy and budget issues to the President and through the work of an Interdepartmental Task Force on AIDS. The task force will include relevant cabinet departments. The task force will have subcommittees addressing the various aspects of the nation's response to the epidemic (research, prevention, services, etc.). The subcommittees will work to coordinate activities of the relevant agencies, develop a consistent strategic plan across agencies, and discuss budgetary development to ensure coordination and eliminate duplication, among other things.

It is our intention to ask individual agencies (e.g., NIH, HRSA, etc.) to provide agency representatives on site to assist the Office of the National AIDS Policy Coordinator on issues related to the work of their agencies, especially in staffing the Interdepartmental Task Force subcommittees. The work performed by these representatives will be related to the mission of their agency in furtherance of a national AIDS policy. For example, the NIH agency representative will be asked to staff the research subcommittee, since NIH represents 90% of federal spending on HIV-related research. A small support staff in aid of the agency representatives will also be on site to manage supplies and equipment as well as to support the other agency employees.

October 27, 1994

EOP – OPD – Office of National AIDS Policy

Business Continuity and Contingency Plan

Agency/Office Annex

Prepared By: ***Todd Summers, Deputy Director***

Approved By:

Date: 12/9/99

Agency

Office of National AIDS Policy (ONAP)

9.1.1 Core Business Process

ONAP supports the President by:

- assessing and improving the federal government's response to the AIDS epidemic;
- advising the President and other OPD, OVP, OFL, OMB, NSC, and other Executive Office of the President staff on policy issues;
- facilitating communication between government agencies to implement the President's policy agenda;
- interacting with community-based organizations and advocates to communicate the administration's policies and to understand their concerns to incorporate into policies.

9.1.1.1 System Dependency

ONAP depends on the EOP network to perform its day-to-day functions. Among its most critical systems are computer network access, Microsoft Word, Lotus Notes email, Lotus Organizer scheduling, and internet browsing.

9.1.1.2 Threats

Various components of the network could fail, making sharing of files and information difficult.

The EOP relies on the Internet for e-mail outside of the White House Complex. ONAP could effectively lose it connection to the internet in a number of different ways. The internet is a very complex system and there is little authoritative information about the Y2K compliance of routers and other critical components. Since the advent of the year 2000 has generated such intense public interest, traffic on the Internet could multiply beyond the capacity of its pipelines. In addition, any one of a number of failures within the EOP network could prevent its users from connecting to the Internet.

9.1.1.3 Notification Process

ONAP maintains a list of all of its staff, agency representatives, detailees, volunteers, and interns. In the event that the ONAP Director or Deputy Director determine that notification of all staff is needed (e.g., emergency office closings), the Associate Director (currently Cheryl Bauerle) will call all staff by telephone. Should telephone service be unavailable, staff will be advised to heed any general announcements pertaining to federal workers made over radio or television.

9.1.1.4 Incident Response – Liaison and Management

In the event that systems failures are identified, Todd Summers (ONAP) will notify IS&T by calling the IS&T Help Line. Should telephone service be unavailable, the notification will be made by hand delivering a memorandum detailing the problems to the IS&T offices in the NEOB.

9.1.1.5 Mitigation Strategies

9.1.1.5.1 High Criticality Quick Response

Presidential briefings and policy memoranda will be accomplished by analyzing data available in hard copy, and conducting meetings and briefings administered by ONAP staff. Written memoranda will, if necessary, be produced using designated computers, electric typewriters, or manually by handwriting.

9.1.1.5.2 Loss of Internet Access

The EOP relies on the internet for e-mail communication outside of the White House Complex and research and also for news and data research.

For rapid communication, alternatives are telephone and fax. ONAP maintains a list of current telephone and fax numbers for key outside contacts. These are available in written format should computer service be unavailable.

For research, alternatives include radio and television news broadcasts, print media, libraries, and telephone contact with news and information sources.

9.1.1.5.3 Partial Network Failure

9.1.1.5.3.1 Loss of Application Server

ONAP uses MS Office as its main application suite for creating documents. In addition, each of its desktops has MS Office loaded locally and are therefore capable of operating independent of network access.

9.1.1.5.3.2 Loss of Local Hard Drive

If a local hard drive fails and access to data files is lost as a result, the Office will first identify another workstation from which the application can be run and load the data files onto the hard drive on that workstation. To facilitate the recovery of these files, ONAP will copy them to network file servers and removable storage media or CD-ROM discs.

9.1.1.5.3.3 Loss of File Server

To guard against the possibility of a failure of the network server on which user-created files are stored, ONAP will copy these files to local hard drives and removable storage media on the last business day of December, or earlier. It will then restore the files to the original drives, as necessary.

9.1.1.5.4 Total Network Failure

If neither the application nor the data files are available, ONAP will ask IS&T to permit ONAP staff to log on to workstations independently of the network. This will allow staff to use MS Office. ONAP will copy critical files that have been backed up to local hard drives.

9.1.1.6 Staff Responsibilities

Paragraph	Task	Responsible office	Responsible Person	Completion Date
Loss of Internet Access	Collection of telephone and fax numbers	ONAP	Cheryl Bauerle x 62959	12/1/99
Loss of Application Server	Copy Lotus Organizer schedules and critical Lotus Notes attachments or emails	ONAP	Todd Summers x 62444	12/15/99
Loss of Local Hard Drive	Copying files to network drives, removable media, CD-ROMS	ONAP IS&T	Todd Summers IS&T Liaison	12/15/99
Loss of File Server	Backing up files to alternative locations	ONAP	Todd Summers	12/15/99
Total Network Failure	Copying backed up files onto alternative workstation	ONAP IS&T	Todd Summers IS&T Liaison	12/15/99

9.1.1.7 Requirements for Office Supplies

ONAP will order through supply:

1. adequate floppy disks for backing up critical files
2. 100mb Zip Disks for use in a Zip drive currently installed on one of its desktops (OPD 00000819)
3. three flashlights (one for each floor).
4. *Insert number of stand-alone computers, printers and printer cables needed. List the barcodes and actual physical location of each computer/printer to be made stand-alone.*

Office of National AIDS Policy
Summary of Critical Resources

Resource	How Many Do You Need One Day Later?	How Many Do You Need One Week Later?	How Many Do You Need Two Weeks Later?
Administrative staff	0	1	3
Other staff	0	0	0
Personal PCs	0	1	1
Secure PCs	0	0	0
Printers	0	1	1
Telephone lines	0	1	2
Secure telephone lines	0	0	0
Copy machines	0	0	1
Faxes	0	0	1
Pagers/cell phones	0	1	1

Office of National AIDS Policy
Checklist of Y2K Preparation Tasks

Item	Responsibility	Due Date	Completed?
Prepare Y2K Plan	Todd Summers	11/10/99	✓
Obtain Supplies			
◆ Purchase "Zip" disks for backup	Todd Summers	12/14/99	
◆ Purchase floppy disks for backup	Todd Summers	12/14/99	
◆ Purchase flashlights	Todd Summers	12/14/99	
Critical Files Preparation			
◆ copy critical files to network drive folder	All ONAP staff, agency representatives, detailees, and volunteers with computer accounts – coordinated by Cheryl Bauerle	12/15/99	
◆ back up files onto Zip disks	Todd Summers	12/17/99	
◆ print computerized schedules	Cheryl Bauerle	12/24/99	
Emergency Notification			
◆ Prepare list of all staff, agency representatives, detailees, and volunteers with home contact information	Mary May	12/15/99	
◆ Distribute notification list to all staff	Mary May	12/15/99	
Y2K Preparation Packet			
◆ Prepare memo on procedures to be followed in the event of various Y2K-related problems	Cheryl Bauerle	12/17/99	
◆ Distribute and review at all-staff meeting	Todd Summers	12/17/99	

U.S. Department of Housing and Urban Development

Award/Modification of Interagency Agreement (IAA)

1. Type of Action: Award ☐ Modification

2. Control Number: R-2000-FA-00030

3. IAA Number: a. HUD I-OPC-21749 b. Other Agency

4. Modification Number:

5. Effective Date: JUN 13 2000

6. Name and Address of Other Agency:
Executive Office of the President
Attn: Courtland Willman
Office of Policy Development
Washington, DC 20502

EOP 20503

7a. HUD Administering Office:
Office of Procurement and Contracts
451 7th Street, SW, Rm. 5266
Washington, DC 20410

7b. Name of Administrator: Mr. Richard Melrose

7c. Phone No. (202) 708-1772

8. Name and Phone No. of HUD Government Technical Representative:
Mr. David Vos
(202) 708-0614 Ext. 4620

9. Name and Phone No. of Other Agency's Project Monitor:

10. IAA Amount ☐ Incoming to HUD ☐ Outgoing from HUD

11. Other Agency Accounting and Appropriation Data

a. Appropriation Symbol	b. Reservation No.	c. Agency Locator Code

12. HUD Accounting and Appropriation Data

a. Appropriation Symbol	b. Reservation No.	c. Agency Locator Code
86-0143/92536	R-2000-FA-00030	86-010300

13. IAA Amount

Previous Amount	$
Amount this Action Increase (Decrease)	$
Total Amount	$

14. Obligated Amount

Amount Previously Obligated	$ 0
Obligation by this Action Increase (Decrease)	$ 100,000
Total Obligation	$ 100,000

15. Payment. HUD agrees to advance/reimburse funds up to the dollar amount obligated by this agreement, upon receipt of a properly executed Standard Form 1080 or 1081. The appropriate form must be executed in original and three carbon copies, be identified with agreement number and accounting data as shown in blocks 11 and 12 above, and transmitted to the office indicated below for payment. Any funds not utilized for the performance of the work described in this agreement must be returned to HUD.

U. S. Department of Housing and Urban Development
CFO Accounting Center
P. O. Box 901013
Ft. Worth, TX 76101

16. Project Objective/Description of Modification

Interdepartmental Task Force on AIDS to provide administrative support on HUD's behalf.

See Page(s) for project/modification description

17. Period of Performance of IAA/Modification

Date of award through September 30, 2000.

18. Pursuant to the Authority of:

x Agency Agreements (31 USC 1535) ☐ Basic Agreement (for modifications) ☐ Other (specify)

19a. Authorized Signature (Other Agency): Elizabeth Gelfer — Date: 6-13-00

20a. Authorized Signature (HUD): Amelia McCormick — Date: JUN 13 2000

b. Name and Title (Other Agency):
Elizabeth Gelfer
Budget Officer

b. Name and Title (HUD):
Amelia McCormick
Contracting Officer

ACCOUNTING AND APPROPRIATION DATA

Line No.	BFYs Obligation No. Reservation No.	Fund Program Budget Organization	Cost Org. Code Budget Obj. Code Job Number	Reporting Cat. Amd No. Closed BFYs/Fund	Obligated Amt.
	00	0143	F		
001	0CI21749000	2500	2536	0	$100,000
001	2000FA0030	F			
		TOTAL OBLIGATION:			**$100,000**

THE WHITE HOUSE

WASHINGTON

SUBJECT TO THE AVAILABILITY OF FUNDS

MEMORANDUM OF UNDERSTANDING
Between
THE OFFICE OF POLICY DEVELOPMENT
EXECUTIVE OFFICE OF THE PRESIDENT
And
THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

The White House established in 1995 an interdepartmental team responsible for coordinating policy development and public outreach on HIV/AIDS Policy. This group is referred to as the Interdepartmental Task Force on AIDS.

The Department of Housing and Urban Development (HUD) is actively involved in this interdepartmental effort and has a substantial stake in the success of the Task Force's work. HUD is the only agency contributing financial support to the Task Force during Fiscal Year 1996. The office of Policy Development (OPD), Executive Office of the President, will provide administrative services to the Task Force on HUD's behalf.

II. AUTHORITY:

This agreement is entered into under the authority of 31 U.S.C. §1346 (b).

III. THE UNDERTAKING:

Under this interagency agreement, OPD agrees to provide administrative supports on HUD's behalf, to the Task Force. The cost of such support, shall not exceed $100,000 in fiscal year 2000. HUD agrees to make advances to OPD up to the foregoing amount for its expenditures for providing such support. Administrative services include but are not limited to: requisitioning of goods and services, funds management, and liaison with other agencies in the Executive Office of the President.

HUD will be billed directly through OPAC by GSA for the costs associated with the space occupied by the Interdepartmental Task Force on AIDS. HUD will be represented on the Interdepartmental team by the Secretary or his or her designee(s).

IV. PERIOD OF AGREEMENT:

This agreement commences October 1, 1999, and shall remain in effect until September 30, 2000. The paragraphs herein memorialize the understandings, terms and agreements pursuant to which each involved organization shall act. This agreement may be modified with the advance written consent of both parties.

V. NOTICE:

All acquisitions made under this agreement shall comply with the Competition in Contracting Act, Pub. L. 98-369.

All capitalized equipment (equipment with a per item value in excess of $1,000 and a useful life exceeding one year), including computer hardware, telefax machines, and other equipment purchased for this project with HUD funds will be returned to HUD at the end of this agreement unless the parties enter into a follow-on agreement that provides otherwise.

No portion of these funds will be used to support publicity or propaganda activities prohibited by section 507 of Public law 103-123, the Treasury, Postal Service, and General Government Appropriations Act, 1995; by the Anti-Lobbying Act, 18 U.S.C. §1913; or by any other applicable law.

VI. PROGRAM/TECHNICAL LIAISON OFFICERS:

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

David Vos, Director
Office of HIV/AIDS Housing
US Dept. of Housing & Urban Development
Washington, DC 20410
(202) 708-1934

OFFICE OF POLICY DEVELOPMENT

Courtland Willman
Administrator/Fund Manager
Office of Policy Development
Executive Office of the President
Washington, DC 20502
(202) 456-2009

Liz Gelfer
Acting Director, Financial Mgt. Division
Office of Administration
Executive Office of the President
Washington, DC 20503
(202) 395-7244

VII. FINANCIAL PROVISIONS:

With the approval of the agreement, OPD will bill HUD for an advance of funds not to exceed an annual amount of $100,000 via the On-Line Payment and Collection System (OPAC). Such request will cite the number of this agreement, appropriation symbol and other accounting identification codes.

Each quarter, OPD will provide HUD with itemized charges to support the use of the advances. The total amount of expenditures under this agreement shall not exceed $100,000, in fiscal year 2000. Upon submission of the final quarterly list of itemized charges under this agreement, OPD will provide to HUD a final reconciliation of the advances to the actual costs. OPD will then refund via OPAC any resulting outstanding balances.

Customer Agency: US Dept. of Housing & Urban Development David Vos, Director Office of HIV/AIDS Housing US Dept. of Housing & Urban Development Washington, DC 20410 ALC: 86-010300 Appropriation Symbol: 8690143	Servicing Agency: Executive Office of the President Courtland Willman Administrator/Fund Manager Office of Policy Development Washington, DC 20502 ALC: 11010003 Appropriation Symbol: 1102200
Customer Agency Approvals: 06-13-00 Signature Date Director Office of Budget ~~Assistant Secretary for~~ Resource ~~Management and Operations~~ US Dept. of Housing & Urban Development	Servicing Agency Approvals: Signature Date Courtland Willman Administrator/Fund Manager Office of Policy Development
	Signature Date Liz Gelfer Acting Director, Financial Management Division Office of Administration Executive Office of the President