

SECTION 95 -- EXPLANATION OF PRINT MATERIALS

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95.1 General information about the Budget Appendix and print materials.

The Budget Appendix contains detailed information on the various appropriations and funds that constitute the budget. It is designed for use by the Appropriations Committee and contains more detailed financial information on the individual programs and appropriation accounts than any of the other budget documents.

The term *print materials* refers to the information that is included in the detailed account level budget estimates presented in the main part of the Budget Appendix, as well as materials for supplemental requests and rescission proposals, and information on Government-sponsored enterprises. Print materials include the following:

- C The appropriations language proposed for enactment by Congress on each item for which congressional action in an appropriations bill is required.
- C Budget schedules generated from information in the MAX database and formatted for printing. These are called *generated schedules*.
- C Narrative statements and tabular materials (not generated from MAX) that explain the work to be performed and the funds needed.

95.2 Organization of the Budget Appendix and sequence of accounts.

(a) The main part of the Budget Appendix contains detailed budget estimates by agency. It consists of chapters that reflect cabinet departments and larger non-departmental agencies and chapters composed of multiple agencies, such as the Executive Office of the President and Other Independent Agencies. This part includes the regular account presentations (transmittal code 0), as well as legislative proposals and other later

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transmittals (transmittal codes 2, 3, and 4). The legislative proposals and other later transmittals follow directly after the regular account presentation for the affected account. Legislative proposals include budget schedules and narrative statements but normally do not include appropriations language.

Within the main part of the Budget Appendix, the chapter for a large agency is organized by major subordinate organizations within the agency (usually bureaus) or by major program area. The bureau and account sequence in the Budget Account Title (BAT) file determines the order in which bureaus and accounts will appear in the Budget Appendix (see section 79.1). The following is the normal sequence of accounts within a bureau. Keep this sequence in mind when requesting the establishment of new accounts or changes in the sequence of existing accounts.

- C General fund accounts, which should be listed in the following order:
 - < Accounts for which appropriations are requested for the BY.
 - < Accounts for which appropriations were made in the CY but not requested for the BY.
 - < Other unexpired accounts.
 - < Expired accounts.

- C Special fund accounts, which should be listed in the following order:
 - < Accounts for which appropriations are requested for the BY.
 - < Accounts for which appropriations were made in the CY but not requested for the BY.
 - < Other unexpired accounts.
 - < Expired accounts.

- C Public enterprise funds.

- C Intragovernmental revolving funds and management funds.

- C Credit reform accounts, with related accounts grouped together in the following order:
 - < Program account.
 - < Financing account.
 - < Liquidating account.

- C Trust funds.

- C Trust revolving funds.

Limitation schedules generally follow the schedules for the related revolving or trust fund. A heading and a note for allocations from other accounts is shown at the end of the bureau (see section 82.16).

(b) Another part of the Budget Appendix contains supplemental requests and rescission proposals (transmittal codes 1 and 5). Supplemental requests include appropriations language, budget schedules, and narrative statements. Rescission proposals include budget schedules showing the effect of any rescission proposals

being made in conjunction with the budget and narrative statements. The language proposing the rescission is not included in the Budget Appendix, but rather in a special message on rescissions and deferrals sent to Congress.

(c) The Budget Appendix also contains:

- A list of amendments and revisions to budget authority transmitted since the previous budget;
- A list of accounts with advance appropriations, advance funding, and forward funding;
- Budget information on Government-sponsored enterprises; and
- General provisions in appropriations acts.

95.3 Materials required for the Budget Appendix and relationship to the MAX database.

The following table lists the materials that are included in the detailed budget estimates by agency portion of the Budget Appendix and indicates which materials are generated from information in the MAX database. These materials will be printed, as applicable, by account, in the sequence shown below:

BUDGET APPENDIX MATERIALS

Type of material	Applicability	A-11 section	Relationship to MAX database
Appropriations language	Required for each account with language for the current or budget year. <i>(Not applicable to legislative or rescission proposals -- transmittal codes 2, 4, or 5.)</i>	96	Not applicable
Schedule on unavailable collections	Required for all special and non-revolving trust fund accounts and for other types of accounts when amounts are precluded from obligation. <i>(Only applicable to regular budget schedules--transmittal code 0.)</i>	86.7	Generated from MAX schedule N
Program and financing schedule	Required for all accounts and for annual limitations on certain revolving or trust funds	82	Generated from MAX schedule P, except for limitation schedules
Distribution of budget authority and outlays	Required for merged and consolidated accounts	82.14	Not applicable
Budget plan	Required for selected accounts in the Department of Defense	86.3	Generated from MAX schedule D
Summary of budget authority and outlays	Required for each regular account that also has a supplemental request, legislative proposal, or rescission proposal. <i>(Only applicable to regular budget schedules -- transmittal code 0.)</i>	86.9	Generated from information in MAX schedule A

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Type of material	Applicability	A-11 section	Relationship to MAX database
Status of contract authority	Required for each account that has contract authority in the PY, CY, or BY. <i>(Only applicable to regular budget schedules -- transmittal code 0.)</i>	86.8	Generated from MAX schedule I
Status of direct loans	Required for all credit liquidating and financing accounts with direct loan activity, including Government-sponsored enterprises.	85.10	Generated from MAX schedule G
Status of guaranteed loans	Required for all credit liquidating and financing accounts with guaranteed loan activity, including Government-sponsored enterprises.	85.10	Generated from MAX schedule H
Summary of loan levels, subsidy budget authority, and outlays by program	Required for all credit program accounts with direct loan or loan guarantee subsidies.	85.9	Generated from MAX schedule U
Narrative statement	Required for all accounts.	97	Not applicable
Schedule on the status of funds	Required for major trust funds and certain other accounts specified in section 36.5. <i>(Only applicable to regular budget schedules -- transmittal code 0.)</i>	86.6	Generated from MAX schedule J
Statement of operations	Required for Government-sponsored enterprises and credit liquidating accounts. For noncredit revolving funds, optional at the discretion of OMB.	86.2	Generated from MAX schedule E
Balance sheet	Required for Government-sponsored enterprises and credit liquidating accounts. For noncredit revolving funds, optional at the discretion of OMB.	86.2	Generated from MAX schedule F
Object classification	Required for all accounts and annual limitations.	83	Generated from MAX schedule O
Personnel summary	Required for each account that reports personnel compensation in object class 11.1 or 11.3. Also required when FTE are funded by allocations from other accounts	86.1	Generated from MAX schedule Q

95.4 Overview of the printing process.

In December, OMB will provide you with copies of galley proofs reprinted from the detailed budget estimates included in last year's *Budget Appendix*. These are known as *reprinted galleys*. You must revise the reprinted galleys and return three copies to OMB, along with any additional print materials required for the budget. You must also update the data in MAX. (Please note that when MAX is opened for changes, it will contain a mix of data from the last budget and the last Mid-Session Review). OMB will send the revised galleys and the

additional print materials to the Government Printing Office (GPO) for processing. GPO will use data from MAX to generate budget schedules and merge them with the revised galleys. OMB and the agencies will review the new galley proofs produced by GPO and make final changes. OMB will then send the budget materials to GPO for final printing.

95.5 Revising reprinted galleys and submitting new print materials.

(a) Reprinted galleys.

The reprinted galleys provided by OMB in the fall will include:

- C Updated year headings;
- C Generic changes to stub entries in generated schedules;
- C No amounts in the generated schedules and narrative tables; and
- C The appropriations language enacted for the current year, if appropriations are enacted before the reprinted galleys are prepared.

The reprinted galleys are the basis for submitting print materials. You will use them to submit revised appropriations language and narrative statements for inclusion in the Budget Appendix. You should provide new print materials in the form of inserts to the reprinted galleys.

Mark all revisions, except changes to generated schedules, directly on the reprinted galleys or on inserts to the galleys, using the guidelines in exhibit 95A. Enter all changes to generated budget schedules directly into MAX; as a general rule, changes to the stub entries or amounts marked on the reprinted galleys will not be picked up in the printing process. Consult with your OMB representative for exceptions to standard stub titles.

OMB will notify you when the revised reprinted galleys are due. Return three sets (including at least one original), along with all the inserts as a single package for the agency, taking care to keep the galley proofs in order. Do not reduce the size of the reprinted galleys, cut them apart, or obliterate any GPO identifiers.

(b) Changes to appropriations language.

Make changes to the enacted language to reflect the budget year request following the instructions in section 96. If appropriations language is not included in the reprinted galleys, follow the instructions in section 96 and attach the material as inserts to the reprinted galleys.

(c) Changes to narrative statements, footnotes, and tabular materials.

Update these materials by marking changes on the reprinted galleys following the instructions in section 97. Be sure to revise footnotes containing dollar amounts or references to other accounts involved in transfers to reflect the current status of the account. Update narratives to address budget year activities. Type new narratives and tables, as well as extensive revisions to existing narratives on additional sheets and attach the materials as inserts to the reprinted galleys.

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(d) *Preparing inserts to the reprinted galleys.*

Use inserts to the reprinted galleys to provide new print materials for accounts or transmittal codes not included in the reprinted galleys (such as legislative proposals, supplemental requests, and rescission proposals), as well as for extensive revisions to existing accounts. Type the information on letter-size paper. The insert should indicate the name of the department or agency, the bureau (if applicable), the title of the account, and the account identification code. The insert should also indicate where the new print material is to be inserted on the reprinted galleys by identifying the appropriate galley extension and frame number (see exhibit 95B).

When you prepare print materials for new accounts or transmittal codes, be sure to follow the account sequence in MAX and the sequence of materials specified in section 95.3. If you have computer terminal access to MAX, you do not need to submit detailed information for any of the generated schedules. However, you must indicate on the insert each type of generated schedule that is being added.

95.6 Style considerations.

(a) *Titles for stub entries in generated schedules.*

As a general rule, the titles for all stub entries will conform to those provided in the relevant sections of A-11. Consult with your OMB representative if you want to use a non-standard title.

(b) *Capitalization.*

As a general rule, the guidelines of the *Government Printing Office Style Manual* will be used for standard capitalization in budget materials. However, references to budget accounts and program and activities conducted by an account will use initial capitalization of only the first word of the title, unless the title also contains proper nouns that would otherwise be capitalized.

(c) *Numbers and amounts.*

Leaders (...) will be used in columns of figures in place of zeros (0). Dollar signs will be omitted from schedules. Generally, minus signs will not be shown in the stub entry of schedules submitted to OMB for printing. Minus signs (-) will precede figures in amount columns when the entry is a deduction or the amount is negative. Except where otherwise specified, amounts shown on schedules and tabular statements will be stated in millions of dollars and rounded to the nearest million. Where an amount falls exactly halfway between, it will be rounded to the nearest *even* figure. (For example, both \$11,500,000 and \$12,500,000 would be rounded to \$12). Amounts of \$500,000 or less will not be identified. In footnotes and narrative statements, amounts will also be rounded and followed by the word "million" (for example, \$314 million).

Reprinted Galley—Print Material Submission

Complete sets of these numbered proofs must be returned to OMB, whether they print or not.

GALLEY PROOF

GOV APPENDIX Part 1 J. 000-000 GOV .000
F3623

DEPARTMENT OF GOVERNMENT

BUREAU OF WATER QUALITY

Federal Funds

General and special funds:

WATER RESOURCES CONTROL

~~**[A separate language sheet will be prepared for this account (if there is language for the current year or budget year) in accordance with section 31 of the Office of Management and Budget Circular No. A-11 and attached to this reprinted galley.]**~~

Appropriations language will be prepared in accordance with section 96. When possible, OMB will try to include the enacted CY appropriations language on the reprinted galley.

Delete any material or line entries no longer applicable by striking out with a single black line.

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S3643

All amounts will be stated in millions of dollars.

Program and Financing (in millions of dollars)

Identification code 09-2650-0-1-301	PY actual	CY est.	BY est.
Obligations by program activity:			
00.01 Assistance and training			
00.02 Enforcement programs			
00.03 Standards setting program			
00.04 Research and analysis			
10.00 Total obligations			
Budgetary resources available for obligation:			
21.40 Unobligated balance available, start of year:			
22.00 New budget authority (gross)			
22.10 Resources available from recoveries of prior year obligations ..			
23.90 Total budgetary resources available for obligation			
23.95 New obligations			
23.98 Unobligated balance expiring			
24.40 Unobligated balance available, end of year			
New budget authority (gross), detail:			
40.00 Appropriation			
41.00 Transferred to other accounts			
43.00 Appropriation (total, discretionary)			
Change in unpaid obligations:			
72.40 Unpaid obligations, start of year: Obligated balance			
73.10 New obligations			
73.20 Total outlays (gross)			
73.40 Adjustments in expired accounts			
73.45 Adjustments in unexpired accounts			
74.40 Unpaid obligations, end of year: Obligated balance			
Outlay (gross), detail:			
86.90 Outlays from new discretionary authority			
86.93 Outlays from discretionary balances			
87.00 Total outlays (gross)			
Net budget authority and outlays:			
89.00 Budget authority			
90.00 Outlays			

Note: None of the print materials furnished to OMB will be reduced in size from the original.

For generated schedules, MAX data will be printed automatically; no amounts should be entered on the reprinted galleys. For non-generated tables, amounts must be marked on the galleys (see section 95.5).

"Frame" number

"Extension" number

Reprinted Galley—Print Material Submission

Narrative statements on program and performance will be reviewed and revised in accordance with section 97.

Corrections involving more than two lines should be marked on the reprinted galley (if space is available) and arrowed to proper insertion point or typed on a separate sheet of paper and keyed to the proper insertion point. Inserts on separate sheets should identify the appropriate galley extension and frame numbers.

INSERT A to extension GOV.000, frame 0005

- Assistance and training. The PY amendments to the Environmental Control Act increased the Federal portion of funds provided for water pollution control projects to 75 percent of the project estimates in BY. Additional training will accompany the increased project funding to provide for a more comprehensive review of future project plans and alternatives. In BY, amounts provided for training will increase 190.4 percent.

Water Pollution Program Activities (in millions of dollars)			
	PY	CY	BY
Total project costs	37	53	46
Federal share	25	31	34
Projects completed	21	33	31
Training program costs	1	1	2
Number of persons trained	7,732	8,496	10,340

- Enforcement programs. An 11 percent funding increase for BY will provide for additional monitoring of industrial pollutants in the Great Lakes Region. Ongoing programs

Title I of the Environmental Control Act of 1968 (88 U.S.C. 2102 et seq.) authorized water resource control programs through the promulgation of standards, enforcement of controls, and assistance to State governments for pollution control programs.

1. Assistance and training. Funds are provided for assisting States in financing up to 60% of the cost of pollution control projects, in accordance with plans submitted and approved by the Secretary. The projects are required to meet the criteria developed by the Water Resources Control Board, including the preparation of development plans for water-related recreational facilities. Training is provided for the review of water pollution control programs and studies.

2. Enforcement programs. The enforcement program is directed toward achieving compliance with standards.

——— INSERT A

Object Classification (in millions of dollars)			
Identification code 09-2650-0-1-301	PY act.	CY est.	BY est.
Personnel compensation:			
11.1 Full-time permanent.....			
11.3 Other than full-time permanent.....			
11.5 Other personnel compensation.....			
11.9 Total personnel compensation.....			
12.1 Civilian personnel benefits.....			
13.0 Benefits for former personnel.....			
21.0 Travel and transportation of persons.....			
22.0 Transportation of things.....			
23.1 Rental payments to GSA.....			
23.3 Communications, utilities, and miscellaneous charges.....			
24.0 Printing and reproduction.....			
25.2 Other services.....			
26.0 Supplies and materials.....			
31.0 Equipment.....			
41.0 Grants, subsidies, and contributions.....			
42.0 Insurance claims and indemnities.....			
99.9 Total obligations.....			

Personnel Summary			
Identification code 09-2650-0-1-301	PY act.	CY est.	BY est.
Total compensable workers:			
1001 Full-time equivalent employment.....		"Frame" number	"Extension" number

Proof Corrections

GALLEY PROOF

Complete sets of these numbered proofs must be returned to OMB, whether they print or not.

GOV APPENDIX Part 1 J. 162-001 GOV.000
F3623

DEPARTMENT OF GOVERNMENT

THE BUDGET FOR FISCAL YEAR BY

Indicate or attach all changes to proofs in margin closest to insertion point.

DEPARTMENT OF GOVERNMENT

OFFICE OF THE SECRETARY

Federal Funds

General and special funds:

SALARIES AND EXPENSES

For expenses necessary for the Office of the Secretary, including not to exceed [S110,000], ~~\$90,000~~ for expenses of travel; purchase (not to exceed [one] ~~four~~ of which two shall be for replacement only) and hire of passenger motor vehicles, and services as authorized by 5 U.S.C. 3109; [S3,220,000: Provided, That to exceed \$20,000 of the amount appropriated under this head in the Department of Government Appropriation Act, 19PY, shall remain available during the current year.] and uniforms or allowances therefor, as authorized by 5 U.S.C. 4901-5902; S3,225,000.

\$100.00
0
[/]
not

Point of insertion of new material, corrections, or deletions should be indicated by a caret (^) or crossout.

For appropriations language, new material should be underlined and proposed deletions bracketed in accordance with section 96.3.

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fiscal
5

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S3643

(10 U.S.C. 3624; 31 U.S.C. 9602; P.L. 92-926; The Act of June 21, 1970, 82 Stat. 898; Department of Government Appropriations Act, CY.)

Program and Financing (in millions of dollars)

Identification code 16-1166-0-1-755 PY actual CY est. BY est.

Obligations by program activity:

00.01	General administration	1	1	1
00.02	Personnel administration	2	2	2
10.00	Total obligations	3	3	3

Budgetary resources available for obligation:

22.00	New budget authority (gross)	3	3	3
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B

S3623

1. *General administration.*—This activity includes the cost of policy development and coordinating functions necessary for the overall planning and direction of the Department. It covers the immediate secretarial offices as well as those of the assistant secretaries and the general counsel. It provides services to all organizations financed from this appropriation.

liaison with the Executive Office of the President and members of Congress on all matters pertaining to Agricultural policy.

For generated schedules, no changes in amounts should be entered on the galley proofs.

For changes to narrative materials, strike out information to be deleted and insert corrections; do not use brackets to indicate deletions or italics to indicate new materials. Corrections involving more than two lines should be typed on proof (if space is available) and arrowed to proper insertion point or typed on a separate sheet of paper and keyed to proper insertion point. Inserts on separate sheets of paper should identify the appropriate galley extension and frame numbers.