

SECTION 100 -- ADDITIONAL INFORMATION REQUIRED AFTER PASSBACK

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Summary of Changes

Requires agencies to report on official international travel during the PY (section 100.4).

100.1 Information on grants to State and local governments.

If your agency has a Federal formula grants program to State or local governments, you must provide information on the obligations for PY through BY and the percentage share for BY allocated to:

- Each State;
- The District of Columbia;
- Territories; and
- Indian tribe set-asides, when applicable.

Submit this information promptly after final budget decisions. OMB will provide separate instructions at a later date. The submissions are used to develop the annual Budget Information for States report.

100.2 Information on motor vehicles.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (Public Law 99-272) requires certain agencies to submit information on motor vehicles in their budget submissions to OMB. This information is used to prepare a report that the President is required by law to transmit to the Congress.

(a) Reporting threshold.

Agencies, as defined in 5 U.S.C. 105, that operate at least 300 motor vehicles must report data on acquisition, operation, maintenance, leasing, and disposal of motor vehicles. The following agencies are exempt from these requirements:

- Tennessee Valley Authority.
- Postal Service.
- Postal Rate Commission.

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(b) *Definitions.*

Motor vehicles means any vehicles that are self-propelled or drawn by mechanical power. The term does not include any vehicle designed or used for military field training, combat, or tactical purposes, or any other special purpose vehicle exempted by the Administrator of GSA.

Special purpose vehicles and equipment means vehicles and equipment used and designed for specialized functions. This definition includes, but is not limited to, the following types of vehicles and equipment:

- Trailers.
- Semi-trailers and other types of trailing equipment.
- Trucks with permanently-mounted equipment (such as aerial ladders).
- Construction and other types of equipment included in Federal Supply Class (FSC) 38.
- Material handling equipment in FSC 39.
- Fire-fighting equipment in FSC 42.

Cost of privately-owned vehicles (POVs) while on official business means the mileage cost reimbursed by the Government to the owner or operator of such a vehicle, except when a POV is used:

- In a permanent change of station move;
- In lieu of a common carrier; or
- To commute between an employee's residence and a common carrier terminal or facility.

(c) *Materials required.*

After final budget decisions are made, submit a report on total obligations and outlays for motor vehicle activities for PY through BY and a narrative statement on the use of the GSA's Interagency Fleet Management System and other fleet management systems. Amounts will include costs of motor vehicle acquisition, operation, maintenance, leasing, and disposal, including Government-owned, leased, and privately-owned vehicles used for official business. You do not need to separately identify the various categories (e.g. operation and maintenance) of motor vehicle activities.

As a general rule, report agency totals only. However, supporting account level detail may be required by OMB. Report data in millions of dollars using the stub entries shown below.

Entry	Description
Obligations	Report total obligations for the agency for motor vehicle acquisition, operation, maintenance, leasing, and disposal for PY, CY, and BY.

Entry	Description
Outlays	Report total outlays (net) for the agency for motor vehicle acquisition, operation, maintenance, leasing, and disposal for PY, CY, and BY. Report outlay totals as separate entries even if total obligations and outlays for motor vehicle activities are identical.

Provide a narrative statement with each report on obligations and outlays. This statement will explain why existing and new motor vehicle acquisition, operation, maintenance, leasing, and disposal activities cannot be met through one of the following means:

- Use of a qualified private fleet management firm or other private contractor.
- Increased reliance on the Interagency Fleet Management System operated by the General Services Administration.
- Other existing motor vehicle management systems.

Identify both the report and narrative as "Submission on Motor Vehicles" and include, in the lower right-hand corner, the date of preparation, and the name and telephone number of an individual responsible for answering questions concerning the submission.

100.3 Information on relocation expenses.

All Federal departments and agencies must report to OMB on total obligations for the agency's expenses of employee relocation for PY through BY. OMB uses this information to prepare a table on total agency relocation expenses that is provided to Congress as a part of the Object Class Analysis report.

Employee relocation expenses means obligations incurred for payments to Federal employees for costs related to a permanent change in workstation, i.e., when the Federal Government pays a person to move to a new residence because he or she is assigned to work in a different place; for example, city, State, or country. These expenses are normally reported as part of the following object classes:

- Travel and transportation of persons (object class 21).
- Transportation of things (for example, movement of household goods, except for storage costs in object class 22).
- Civilian personnel benefits (for example, various relocation allowances, expenses associated with sale of residence, breaking a lease in object class 12.1).
- Military personnel benefits (object class 12.2).

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- Operation and maintenance of equipment (e.g., contractual services for storage and care of vehicles and storage of household goods; but only those associated with relocation in object class 25.7).

You must provide this information, for the agency as a whole, no later than five days after the MAX database is locked. Ensure that the data are consistent with MAX Schedule O. Report data in millions of dollars. Include the name and phone number of the individual responsible for preparing the submission.

100.4 Information on international travel.

All Federal departments and agencies who had expenditures for official international travel during the previous fiscal year (i.e., the PY) must report, for the agency as a whole:

- Total obligations in PY for official international travel (in thousands of dollars); and
- Total number of individuals engaged in such international travel in PY.

Use the following definitions to prepare this report:

- **International travel** means all travel between the United States and other nations, and travel between or within other nations. United States refers to the continental United States, Alaska, Hawaii, and all territories.
- **Expenditures** means the total obligations incurred and reported in object class 21, travel and transportation of persons, for international travel in PY. This includes all instances when an agency pays directly or reimburses the traveler. This does not include payments by contractors or grantees. In addition, this does not include expenses related to the relocation of Federal employees (for example, permanent change of station).
- **Individuals** means the total number of people (not full-time equivalents) who engaged in international travel in PY. This specifically refers to the number of individuals, as opposed to the number of trips individuals take (for example, a person who takes two international trips is one individual).

Submit this information to your OMB representative no later than five days after the data base locks. Include the name and phone number of the individual responsible for preparing the submission.

OMB will use this information to prepare a report for Congress that describes total Federal expenditures for official international travel and the total number of individuals in each agency who engaged in such travel.

100.5 Materials in support of baseline estimates.

After final budget decisions are made, submit two copies of an agency summary table that provides a bridge between the current year baseline estimates and the budget year baseline estimates (see sections 80 and 81). This table should identify, as separate stub entries, major budget authority or outlay differences (\$50 million or more) between the current year and budget year baseline estimates. These differences should be explained in terms of:

- C Effects of enacted appropriations and other legislation;

- C Inflation and pay-related costs;
- C Prior year contracts and obligations; and
- C Anticipated changes in relatively uncontrollable programs or receipts (including offsetting receipts).

You must also submit a table showing the impact on the baseline estimates of:

- Major regulations;
- Expiring provisions;
- Caseloads for major mandatory programs;
- Management initiatives;
- Administrative actions; and
- Other major program assumptions included in the baseline.

The budgetary impact of each major assumption should be shown separately. For example, the change in outlays as a result of a regulation should be shown separately from the impact of an assumption about the expiration of a provision. Affected agencies should consult with their OMB representative for the format and content of this table.

You should also be prepared to furnish, upon request, caseload estimates and other additional information.

100.6 Updates to information provided in the initial submission.

If final budget decisions result in changes to the materials you provided with the initial submission, submit revised materials promptly after such decisions are made for:

- Information on violent crime control programs (see section 57).
- Information on drug control programs (see section 56).
- Information on energy costs and alternative-fueled vehicle acquisitions (see section 55).
- Report on resources for financial management activities (see section 52.3).
- Information on information technology (IT) reporting (see section 53).

In addition, your OMB representative may require you to update other materials after final decisions are made.