

## Explanation of Print Materials

### 30.1. Processing of print materials and related information.

(a) **The detailed estimates for agency presentations in the budget.**—The print materials described in this section are used to prepare the detailed account level budget estimates presented in the *Budget Appendix*. This portion of the budget contains the following information.

One part consists of chapters that reflect cabinet departments, larger nondepartmental agencies and chapters composed of multiple agencies, such as the Executive Office of the President and Other Independent Agencies. This part contains the regular account presentations (transmittal code 0) and legislative proposals and other later transmittals (transmittal codes 2, 3, and 4). The legislative proposals follow directly after the affected account and do not include appropriations language, unless OMB specifies otherwise.

Another part contains supplemental requests and rescission proposals. Supplemental requests include both the appropriations language and account schedules. Rescission schedules are shown in this part and present the effect of rescission proposals being made in conjunction with the budget. The language proposing the rescission is not included in the budget, but rather in the special message for the rescission proposals sent to Congress.

The *Budget Appendix* also includes a list of amendments and revisions to budget authority transmitted between the previous and current budgets; a list of accounts with advance appropriations, advance funding, and forward funding; and budget information on Government-sponsored enterprises (see Appendix C). These enterprises are sponsored by a Government agency but are privately owned and generally privately financed.

(b) **General.**—In the fall, agencies are provided with copies of galley proofs reprinted from the

previous year's budget. Agencies revise the reprinted galleys, provide the additional materials required for the budget and update the data in MAX. OMB sends the reprinted galleys and the additional print materials to the Government Printing Office (GPO). The computer data is used to generate schedules that are merged with the revised print material. OMB and the agencies review the materials processed by GPO and make final changes. OMB then sends the budget materials to GPO for final printing.

(c) **Definitions.**—The following terms are used to describe the printing process.

*Reprinted galleys* are galley proofs modified to update the year headings; omit amounts in tables and schedules; and omit appropriations language from the previous year's budget. (CY appropriations language will be included, if enacted before the reprinted galleys are prepared.) Revised reprinted galleys, along with any inserts to the galleys, constitute the basic form of the agency submission of print materials.

*New print materials* include materials for new budget accounts (e.g., legislative proposals) not included in the reprinted galleys and new materials for existing accounts, including materials for supplemental requests and rescission proposals.

*Generated schedules* include data extracted from the MAX database formatted for printing.

*The print material submission* is a complete package of print materials (revised reprinted galleys, inserts to the galleys, and new print materials) for all accounts of an agency.

The following table lists the print materials that will be included in the detailed budget estimates by agency. These materials will be printed, as applicable, by account, in the sequence shown below.

Type of Material	Relationship to MAX data base	A-11 Section
Appropriations language	Not applicable	31
Schedule on unavailable collections	Generated from MAX schedule N	36.6
Program and financing schedule	Generated from MAX schedule P	32.1-32.7
Distribution of budget authority and outlays	Not applicable	32.6
Budget plan	Generated from MAX schedule D	36.7
Summary of budget authority and outlays	Generated from information in MAX schedule A	36.2
Status of contingent emergency funding	Generated from MAX schedule V	36.9
Status of contract authority	Generated from MAX schedule I	36.4
Status of direct loans	Generated from MAX schedule G	33.7
Status of guaranteed loans	Generated from MAX schedule H	33.8
Summary of loan levels, subsidy BA, and outlays by program	Generated from MAX schedule U	33.9
Narrative statement	Not applicable	34
Schedule on the status of funds	Generated from MAX schedule J	36.5

Type of Material	Relationship to MAX data base	A–11 Section
Statement of operations	Generated from MAX schedule E	36.3
Balance sheet	Generated from MAX schedule F	36.3
Object classification	Generated from MAX schedule O	35
Personnel summary	Generated from MAX schedule Q	36.1

(d) **Processing.**—OMB provides agencies with five copies of the reprinted galleys for the materials presented in the “Detailed Budget Estimates” of the previous year’s budget. Along with the reprinted galleys, agencies are notified of the dates that the print material submissions are due to OMB (generally following receipt of budget decisions (see section 10.3)).

All revisions to reprinted galleys, except changes to generated schedules, will be marked either on the galleys or on inserts to the galleys. New print material will also be prepared as inserts to the galleys. The reprinted galleys will be revised following the guidelines in exhibit 30A. The reprinted galleys must be returned as a complete package and must not be reduced in size or cut apart. The information being revised and any GPO identifiers must not be obliterated.

Three sets of the print materials (including at least one original) will be submitted as a single package, sequenced by account in accordance with sections 30.1(c) above and 30.2. This submission will be printed in the form of revised galley proofs and returned to the agencies for review.

Revised galley proofs should be returned to OMB according to the schedule provided by OMB with corrections noted in black, following the guidelines in exhibit 30B.

*Appropriations language* will be included in the reprinted galleys if appropriations have been enacted before the reprinted galleys are prepared. Changes to the enacted language to reflect the budget year request will be made in accordance with section 31.3. If appropriations language is not included in the reprinted galleys, agencies will prepare appropriations language in accordance with section 31 and attach the materials as inserts to the appropriate reprinted galleys.

*Generated schedules* are provided in the reprinted galleys with blank amount fields, the year headings updated, and with the stub entries from the previous year’s budget. In some cases, the stub entries for these schedules may already be modified in the galleys to reflect generic changes. *All changes to generated budget schedules should be entered directly into*

*MAX. No changes to stub entries or amounts should be entered on the reprinted galleys for these schedules.*

*Special schedules (other than generated schedules), footnotes, narrative statements and tabular materials pertaining to performance indicators, performance goals, number of beneficiaries and recipients, etc., will be updated by marking changes on the reprinted galleys. These materials are provided in reprinted galleys with blank amount fields and must be updated. Footnotes containing dollar amounts for certain activities or transfers, and references to other accounts involved in transfers, must be revised to reflect the current status of the account. Narratives must be revised in conformance with section 34, addressing in particular budget year activities along with supporting quantitative information. New tables, extensive revisions, and new narratives will be typed on additional sheets and attached as inserts to the reprinted galleys.*

### 30.2. Sequence of materials.

The budget submissions will be arranged by bureaus or other subordinate organizations within the agency. The order of the agency presentation is determined by the bureau and account sequence in MAX.

As a general rule, within each bureau, accounts are sequenced in MAX as follows:

- general fund accounts with current budget authority, in the following order: accounts for which appropriations are requested for the budget year; accounts for which appropriations were made in the current year but not requested in the budget year; other unexpired accounts; expired accounts;
- permanent general fund appropriations;
- special fund accounts with current budget authority, in the following order: accounts for which appropriations are requested for the budget year; accounts for which appropriations were made in the current year but not requested in the budget year; other unexpired accounts; expired accounts;
- permanent special fund appropriations;
- public enterprise funds;
- intragovernmental revolving funds and management funds;

- credit reform accounts, in the following order:
  - program account, financing account, and liquidating account;
- trust funds;
- 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 appropriations will be shown at the end of the bureau (see section 32.8(g)).

### 30.3. Submitting new print materials.

When new print materials are required, the information should be submitted on letter-size paper and double-spaced. The submission should indicate the name of the department or agency, the bureau (if applicable), the title of the account, and the account identification code (see section 20.3). The sheet should also indicate where the new print material is to be inserted on the reprinted galleys. All inserts to reprinted galleys should be clearly marked as to the galley number (extension and frame number) on which they are to be inserted (see exhibit 30B).

As a general rule, agencies with computer terminal access to the MAX data system are not required to submit a complete set of budget schedules for *generated schedules* (see section 30.1(c)). However, agencies should indicate on the sheet of paper they submit each type of schedule that is being added for each account.

### 30.4. Style of presentation.

**Account identification codes on print materials.**—The identification code described in section 20.4 will be printed for each generated schedule.

**Stub entries on generated schedules.**—As a general rule, the titles for stub entries will conform to those provided in the relevant sections of A–11. Agencies should consult with their OMB representatives for exceptions to the standard titles. When non-standard stub titles are approved by OMB and cannot be input directly into MAX, they should be clearly marked on the galley proofs.

**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 programs 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.

**Presentation of numbers.**—Leaders (...) will be used in the columns of figures in place of zeros (–0–). Dollar signs will be omitted on schedules.

As a general rule, 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 will be 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 explanations, amounts will also be rounded and followed by the word “million” (e.g., \$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 31 and attached to the reprinted galley.

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

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All amounts will be stated in millions of dollars.

Program and Financing (in millions of dollars)

Table with columns: Identification code 09-2650-0-1-301, 19PY actual, 19CY est., 19BY est. Rows include Obligations by program activity, Budgetary resources available for obligation, New budget authority (gross), detail, Change in unpaid obligations, Outlay (gross), detail, and Net budget authority and outlays.

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

For generated schedules (see section 30.1), 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.

"Frame" number

"Extension" number

## Reprinted Galley—Print Material Submission

Narrative statements on program and performance will be reviewed and revised in accordance with section 34.

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

1. Assistance and training. The 19PY 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 19BY. Additional training will accompany the increased project funding to provide for a more comprehensive review of future project plans and alternatives. In 19BY, amounts provided for training will increase 190.4 percent.

Water Pollution Program Activities (dollars in millions)	19PY	19CY	19BY
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

2. Enforcement programs. An 11 percent funding increase for 19BY 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	19PY act.	19CY est.	19BY est.
<b>Personnel compensation:</b>			
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	19PY act.	19CY est.	19BY est.
<b>Total compensable workers:</b>			
1001 Full-time equivalent employment.....			

"Frame" number

"Extension" number

VerDate 22-Nov-94 09:50 Jan 15, 1994 Jkt 162001 PO 00000 Frm 0005 Fmt 3619 Sfmt 3643 E:\BUDGET\GOV.000 pfm01

# 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 19BY

### 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 ~~[\$110,000]~~, ~~\$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; [~~\$3,220,000: 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. 1901-5902; \$3,225,000.~~

\$100,000

[ / ]

not

(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, 19CY.)

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#### Program and Financing (in millions of dollars)

Identification code 16-1166-0-1-755      19PY actual      19CY est.      19BY est.

#### Obligations by program activity:

Direct program:		19PY actual	19CY est.	19BY est.
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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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 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.