



**Comptroller General  
of the United States**

Washington, D.C. 20548

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B-259610

December 15, 1995

The Honorable Mark O. Hatfield  
Chairman

The Honorable Robert C. Byrd  
Ranking Minority Member  
Committee on Appropriations  
United States Senate

The Honorable Bob Livingston  
Chairman

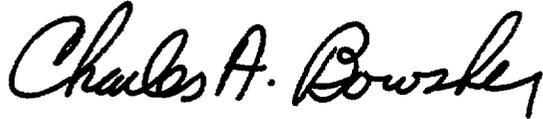
The Honorable David Obey  
Ranking Minority Member  
Committee on Appropriations  
House of Representatives

This is the second report required by sections 307 and 308 of the 1994 Legislative Branch Appropriations Act, P.L. 103-69, as amended by P.L. 103-283. Section 307 requires each legislative branch entity to reduce positions by 4 percent on a full-time equivalent (FTE) basis by September 30, 1995. Section 308 requires each entity to achieve a reduction in administrative expenses of at least 3 percent annually in fiscal years 1994, 1995, and 1996, as well as a cumulative 14-percent reduction by fiscal year 1997.

Entities are to report annually on their compliance with these provisions to the Comptroller General who, in turn, is to compile the compliance information and submit a compliance report to the Committees on Appropriations. The entities have submitted their 1995 reports, and all have certified compliance with sections 307 and 308. Their reports are enclosed.

B-259610

Compliance information is also enclosed for the General Accounting Office, and I certify that the General Accounting Office has achieved the FTE and administrative expense reductions required by sections 307 and 308.

A handwritten signature in black ink that reads "Charles A. Bowsher". The signature is written in a cursive style with a large initial "C".

Charles A. Bowsher  
Comptroller General  
of the United States

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ARCHITECT OF THE CAPITOL



Washington, DC 20515  
November 28, 1995

The Honorable Charles A. Bowsler  
Comptroller General  
General Accounting Office  
441 G Street, N.W.  
Washington, D.C. 20548

Dear Mr. Bowsler:

I am writing with respect to certain requirements enacted in Public Law 103-69, the Legislative Branch Appropriations Act, 1994.

In accordance with Sections 307 and 308 of Public Law 103-69, as amended by Public Law 103-283, the Legislative Branch Appropriations Act, 1995, I certify that the Architect of the Capitol has fully complied with the mandated fiscal year 1995 FTE and Administrative Expense reductions.

I have enclosed summary schedules and accompanying documentation related to these reductions.

I shall, of course, be pleased to provide you with any additional information on this matter you may deem desirable.

Cordially,

*William L. Ensign*  
William L. Ensign, FAIA  
Acting Architect of the Capitol

Enclosures

ARCHITECT OF THE CAPITOL  
 REPORT ON FTE AND ADMINISTRATIVE EXPENSES REDUCTIONS  
 AS REQUIRED BY SECTIONS 307 AND 308 OF PUBLIC LAW 103-69,  
 AS AMENDED BY SECTION 305 OF PUBLIC LAW 103-283

FTE REDUCTIONS REQUIRED BY SECTION 307

FTE Base (1) <u>as of</u>	FY 1995 Reductions	
	Mandated	Actual (2)
2,407 (FY 92)	2,311	2,151

(1) The FY 1992 FTE base was developed by using employment figures submitted to OMB as of 9/30/92 and the most recent data available on temporary employment at that time (4/92). The Architect's Office has contracted the National Finance Center for payroll services and is now receiving Standard Form 113G, a monthly report on full-time equivalent employment. This report is used for monitoring FTE levels.

(2) The Office of the Administrative Assistant to the Architect of the Capitol monitors the FTE levels on a monthly basis to assure compliance with the FTE ceiling mandate. This reduction has been met through a combination of not filling existing authorized positions and eliminating temporary positions as the work programs are completed.

11/22/95

ARCHITECT OF THE CAPITOL Administrative Expenses (including Senate items) (Dollars in Thousands)	FY 1995 Certification		
	FY 1993 Approp.	FY 1994 Approp.	FY 1995 Approp.
<b>Calculation of Administrative Expenses:</b>			
Appropriated or Estimated	\$169,752	\$164,398	\$175,403
Less Exclusions	-167,474	-162,137	-173,319
Baseline Actual, Administrative Expenses <i>(including 1/4 of 1% of No Year Projects)</i>	2,278	2,261	2,084
<b>Calculation of Maximum Administrative Expenses</b>			
Base Year (Fiscal Year 1993)		2,278	2,278
Adjustment for Inflation (Est. 2.7% FY 94; 3% per year thru FY 97)		62	130
Adjusted Base Year Expenses		2,340	2,408
Required Reduction (14% through FY 1997)		-70	-144
New Baseline, Administrative Expenses		2,269	2,263
Target, Cumulative Net Reduction, Administrative Expenses		-9	-15
Actual, Cumulative Net Reduction, Administrative Expenses		-17	-194
Difference Actual v. Target		-8	-179

Exclusions include Personnel Compensation & Benefits; Benefits for Former Personnel; Mission-related operating costs; Supplies, services, repairs and alterations; Contingent expenses; Miscellaneous improvements; Annual and No Year Projects (except for 1/4 of 1 percent estimated administrative expenses); lease costs; equipment; land & structures; utility costs; Power Plant costs; Reimbursements and annual non-recurring projects.

The Baseline for Administrative Expenses consists of Travel; Transportation; Communications; Mail; Computer Services; (except contractual support); Stationery, Books, Supplies, Office Supplies and Materials; Bicentennial of the Capitol; and 1/4 of one percent of total cost of no year projects.

CONGRESSIONAL BUDGET OFFICE

CONGRESSIONAL BUDGET OFFICE  
U.S. CONGRESS  
WASHINGTON, D.C. 20515

June E. O'Neill  
Director

December 5, 1995

Honorable Charles A. Bowsher  
Comptroller General of the United States  
U.S. General Accounting Office  
441 G Street, N.W.  
Washington, DC 20548

Dear Mr. Bowsher:

Public Law 103-69, the Legislative Branch Appropriations Act of 1994, requires legislative branch entities, including the Congressional Budget Office, to make a 4% reduction in staff levels and a 14% reduction in administrative expenses over several years. In addition, we are required to report to the General Accounting Office our progress in making these reductions and to certify our compliance with the law.

The attached schedules provide the necessary information regarding CBO's implementation of the reductions required by Sections 307 and 308. In accordance with Sections 307 and 308 of Public Law 103-69, as amended by Public Law 103-283, I certify that the Congressional Budget Office has fully complied with the mandated Fiscal Year 1995 FTE and administrative expenses reductions.

Sincerely,

June E. O'Neill

Attachments

## CONGRESSIONAL BUDGET OFFICE

Report on FTE and administrative expenses reductions as required by sections 307 and 308 of P.L. 103-69, as amended by section 305 of Public Law 103-283.

FTE Reductions Required by Section 307:

<u>FTE Base 1/</u> <u>as of FY 1993</u>	<u>FY 1995 Reductions</u>	
	<u>Mandated</u>	<u>Actual 2/</u>
230	9	16

- 1/ The FTE base was calculated using the definition of FTEs in the Office of Management and Budget (OMB) Circular A-11 and the hours worked provided by CBO payroll data.

The use of September 30, 1993, as an alternative base period was approved by both appropriations subcommittees (see attached correspondence).

- 2/ The reductions were achieved by canceling the regular summer intern program and through attrition in permanent positions.

CONGRESSIONAL BUDGET OFFICE

Administrative Expenses Reductions Required by Section 308 of P.L. 103-69:

Calculation of Administrative Expenses:

	Amount (\$000's)
Object Class 20 Series	3,780
Less Expenses:	
--Programmatic, Mission Essential 1/	2,726
--Reimbursable	0
--Required by Law	0
--Rent	0
--Other	<u>0</u>
Administrative Expenses Base as of-FY 1993 Appropriation	1,054
FY 1995 Administrative Expenses Adjusted for Inflation	1,111
Administrative Expenses Reductions for FY 1995	
--Mandated	67
--Actual 2/	145

1/ The division of object code 20 expenses between mission essential and administrative categories relied on the cost accounting information available. Expenses charged directly to an analytical or programmatic division were considered mission essential with the exception of travel to professional meetings and conferences. All of the costs charged to an administrative or support account were considered administrative except for the printing, postage, storage, and handling of CBO studies and reports, and certain ADP software licenses and data purchases directly associated with the budget data base and econometric models.

2/ While most administrative areas saw reductions in FY 1995, the areas with significant decreases included ADP commercial timesharing, ADP software, miscellaneous contracts, and periodical subscriptions.

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**United States Senate**  
COMMITTEE ON APPROPRIATIONS  
WASHINGTON, DC 20510-8025

January 26, 1994

Dr. Robert D. Reischauer  
Director  
Congressional Budget Office  
Washington, DC 20515

Dear Dr. Reischauer:

The subcommittee has no objection to your request to use September 30, 1993, as the employment base for purposes of the four percent reduction in full-time equivalent employment required by Section 307 of P.L. 103-69, the Legislative Branch Appropriations Act, fiscal 1994.

Sincerely,

  
\_\_\_\_\_  
Connie Mack  
Ranking Member  
Subcommittee on the  
Legislative Branch

  
\_\_\_\_\_  
Harry Reid  
Chairman  
Subcommittee on the  
Legislative Branch

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Congress of the United States  
 House of Representatives  
 Committee on Appropriations  
 Washington, DC 20515-6015

January 7, 1994

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CLERK AND STAFF DIRECTOR  
 FREDERICK S. MONTGOMERY  
 TELEPHONE  
 (202) 225-3771

Honorable Robert D. Reischauer  
 Director  
 Congressional Budget Office  
 U.S. Congress  
 Washington, DC 20515

Dear Bob:

We have your request of December 6, 1993, to use an alternative date upon which to establish the FTE employment base for purposes of carrying out Section 307 of Public Law 103-69. Section 307 authorizes the Committees on Appropriations to approve such an adjustment.

The Committee has no objection to this adjustment.

Sincerely,

Vic Fazio, Chairman  
 Subcommittee on Legislative

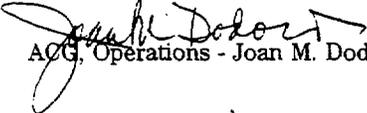
GENERAL ACCOUNTING OFFICE**GAO**United States  
General Accounting Office

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**Memorandum**

**Date:** December 1, 1995

**To:** Comptroller General

**From:**   
ACG, Operations - Joan M. Dodaro

**Subject:** Report on Administrative Expense Reduction

In accordance with Sections 307 and 308, P.L. 103-69, as amended by Public Law 103-283, I certify that GAO has fully complied with the mandated fiscal year 1995 FTE and administrative expense reductions.

Attached are the required schedules illustrating the base year data, and the mandated and actual reductions.

Attachment

## U.S. General Accounting Office

Report on FTE reductions as required by section 307 of P.L. 103-69, as amended by section 305 of public law 103-283.

FTE Reductions Required By Section 307

<u>FTE Base</u> <u>as of 9/30/92*</u>	<u>Cumulative Reduction</u>	
	<u>Mandated</u>	<u>Actual</u>
5,325	213	213 1/

GAO's FY 1992 FTE base was calculated using the actual hours of personnel compensation for all permanent, parttime permanent, intermittent, and temporary staff divided by the number of hours in the work year (2,096). The reduction in FTEs was achieved through attrition resulting from a hiring freeze that began in February 1992.

1/ This represents the required 4% reduction in FTEs.

\* Revised

US GENERAL ACCOUNTING OFFICE  
 Administrative Expenses Reductions Required  
 By Section 308 of P.L. 103-69  
 (Dollars In Thousands)

	Amount
Calculation of Administrative Expenses:	
Object Class 20 Series	89,530
Less: Programmatic, Mission -Essential	29,665
Reimbursable	6,671
Required by Law	0
Rent	29,665
Administrative Expenses Base as of 9/30/93	35,346
Plus: Inflation	1,909
Administrative Expenses, Adjusted For Inflation	37,255
Administrative Expense Reduction For FY 1995	
Mandated	1,118
Actual <sup>1/</sup>	2,167

<sup>1/</sup> Reductions were achieved in travel, printing and contract services.

GOVERNMENT PRINTING OFFICE



United States Government Printing Office  
Washington, DC 20401

OFFICE OF THE PUBLIC PRINTER

December 12, 1995

Mr. Charles A. Bowsher  
Comptroller General  
General Accounting Office  
441 G Street NW.  
Washington, DC 20548

Dear Mr. Bowsher:

Enclosed are schedules for reporting the U.S. Government Printing Office's (GPO) compliance with Sections 307 and 308 of Public Law (P.L.) 103-69, as amended by P.L. 103-283.

In accordance with Sections 307 and 308 of P.L. 103-69, as amended by P.L. 103-283, I certify that GPO has fully complied with the mandated Fiscal Year 1995 Full Time Equivalent and administrative expense reductions.

Sincerely,

*Michael F. DiMario*  
MICHAEL F. DIMARIO  
Public Printer

Enclosure

U. S. Government Printing Office  
North Capitol and H Streets NW.  
Washington, DC 20401  
September 30, 1995

1 of 2

FTE Reductions required by Section 307 of P.L. 103-69

<u>FTE Base</u> <u>as of Sept. 30, 1992</u>	<u>Total FTE Reductions</u> <u>as of Sept. 30, 1995</u>	
	<u>Mandated</u>	<u>Actual</u>
4,830	193	466

The base was calculated in accordance with Section 307 of Public Law 103-69 which reads:

"The number of employees positions, on a full-time equivalent basis, for each covered entity shall be reduced by at least 4 percent from the level, other than those supported by gift and trust funds, as of September 30, 1992, ...."

Accordingly, the computation was made as follows:

FTE Base as of September 30, 1992	4,830
Multiplied by mandated percentage reduction	<u>X 4%</u>
Total reduction mandated by Sept. 30, 1995	<u>193</u>

The reductions were achieved with a separation incentive program, a partial hiring freeze, and an early-out offering.

U. S. Government Printing Office  
 North Capitol and H Streets NW.  
 Washington, DC 20401  
 September 30, 1995

2 of 2

Administrative Expenses Reductions required by Section 308 of P.L. 103-69

	<b>AMOUNT</b> (000 Omitted)
<b>Object Class 20 Series</b>	<b>\$719,993</b>
<b>Less Expenses:</b>	
Programmatic, Mission-Essential	99,448
Reimbursable	618,850
Required by Law	0
Rent	57
Other	0
<b>Administrative Expenses Base</b> as of September 30, 1993	<b>1,838</b>
Plus inflation	<b>101</b>
<b>Administrative Expenses as of September 30, 1995,</b> adjusted for inflation	<b>1,739</b>
Required reduction percentage	<b>8%</b>
<b>Mandated Reduction for FY 1995</b>	<b>\$104</b>
<b>Actual Reduction for FY 1995</b>	<b>\$104</b>

Mission expenses include primarily costs associated with Depository printing, International Exchange printing, cataloging, and distribution within the Salaries and Expenses Appropriation. It also includes printing and binding expenses which are funded by the Printing and Binding Appropriation.

Administrative expenses include expenses of contractual services and supplies other than rental payments, programmatic mission-essential expenses, reimbursable expenses, and expenses required by law.

Expenses associated with the revolving fund are considered neither mission nor administrative since they are all reimbursable. Savings were accomplished in both administrative areas and personnel compensation and benefits areas.

HOUSE OF REPRESENTATIVES

Scot M. Faulkner  
Chief Administrative Officer

Associate Administrator  
Office of Finance

Office of the  
Chief Administrative Officer  
U.S. House of Representatives  
Washington, DC 20515-6604

December 1, 1995

Honorable Charles A. Bowsher  
Comptroller General of the United States  
U.S. General Accounting Office  
441 G. Street N.W.  
Suite 7100  
Washington D.C. 20548

Dear Mr. Bowsher:

Pursuant to Sections 307 and 308 of Public Law 103-69, the U.S. House of Representatives has analyzed the actual FY '95 House FTE and administrative expenses. Attached to this letter are the individual summaries of FTE and administrative expenses estimated obligations compared with required targets

Sec. 307 required a four percent reduction of 455 FTE's from the 11,291 FTE base as of September 30, 1992 with at least 62.5% of the reduction achieved by September 30, 1994. You were notified one year ago of the House achieving its FTE required goal as of September 30, 1994. The FY '95 FTE ceiling for the House was 10,839. The actual FY '95 FTE usage for the House as of September 30, 1995 was 9,909. The House has more than met its required 4% FTE reductions of 455 over the two year period with actual FTE reductions of 1,382. This translates into a 12.24% FTE reduction compared with the 4% required by law.

Sec. 308 required the House to reduce administrative expenses. The FY '95 administrative expense ceiling was \$72,535 million. The actual FY '95 expenditures and estimated administrative expense obligations total \$62,441 million for a savings of \$10,091 million.

Please refer any questions to Tom Anfinson, the Associate Administrator for the Office of Finance at (202) 225-6514.

Sincerely,

  
Scot M. Faulkner  
Chief Administrative Officer

December 1,1995

**UNITED STATES HOUSE OF REPRESENTATIVES**

	AMOUNT "(000)
<b>CALCULATION OF ADMINISTRATIVE EXPENSES:</b>	
Object Class 20 series.....	\$144,256
Less: Expenses	
Programmatic Mission essential.....	\$51,300
Reimbursable.....	\$10,716
Required by law.....	\$55
Rent.....	\$13,347
Administrative Expense Base as of September 30, 1993.....	\$68,838
Plus FY '94 inflation 2.7% .....	\$1,859
Plus FY '95 inflation 2.6% .....	\$1,838
Administrative Expenses adjusted for inflation.....	\$72,535
Administrative Expenses Reductions for FY 1995.....	
Mandated FY '95 reductions (savings).....	\$4,352
FY '95 estimated administrative expenses through Oct 1995..	\$62,444
Actual FY '95 reductions (savings).....	\$10,091

*timeline*

**U.S. HOUSE OF REPRESENTATIVES  
SEC. 307 (PL 103-69) SUMMARY  
FULL TIME EQUIVALENT POSITIONS  
AS OF DECEMBER 1, 1995**

<b>FISCAL YEAR</b>	<b>REQUIRED TARGET</b>	<b>ACTUAL USAGE</b>	<b>FISCAL YEAR SAVINGS</b>	<b>REDUCTIONS FROM FY 93 BASE*</b>	<b>% AGE REDUCTIONS</b>
1993 BASE	11,291				
1994	11,008	10,948	-60	-343	-3.04%
1995	10,839	9,909	-930	-1,382	-12.24%

\* The reductions from FY 93 base are cumulative.

*timeline*

**U.S. HOUSE OF REPRESENTATIVES  
SEC. 308 (PL 103-69) SUMMARY  
ADMINISTRATIVE EXPENSES  
AS OF DECEMBER 1, 1995**

<b>FISCAL YEAR</b>	<b>ADM EXP BASELINE \$(MIL)</b>	<b>REQUIRED SAVINGS \$(MIL)</b>	<b>EST. FY USAGE \$(MIL)</b>	<b>EST. FY SAVINGS \$(MIL)</b>	<b>EST. VS. REQUIRED SAVINGS</b>
1993 BASE	\$68,838				
1994	\$70,697	\$2,121	\$62,101	\$8,596	\$6,475
1995	\$72,535	\$4,352	\$62,441	\$10,094	\$5,742
1996	\$74,348	\$6,691			
1997	\$76,207	\$10,669			

NOTE: The baseline is adjusted for inflation each year.

LIBRARY OF CONGRESS



THE LIBRARIAN OF CONGRESS  
WASHINGTON, D.C. 20540-1000

December 1, 1995

Dear Mr. Bowsher:

Enclosed are the schedules for reporting compliance with Sections 307 and 308 of P.L. 103-69. In accordance with Sections 307 and 308 of P.L. 103-69, as amended by Public Law 103-283, I certify that the Library of Congress has fully complied with the mandated fiscal year 1995 Full-Time Equivalent (FTE) and Administrative Expense reductions.

If you have any questions please contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "James H. Billington".

James H. Billington  
The Librarian of Congress

Enclosures

The Honorable  
Charles A. Bowsher  
Comptroller General of the United States  
General Accounting Office  
441 G Street, N.W.  
Washington, D.C. 20548

**The Library of Congress**  
 Washington , D.C. 20540

December 1, 1995  
 Page 1 of 2

Report on FTE and Administrative Expenses reductions as required by sections 307 and 308 of P.L. 103-69,  
 as amended by Section 305 of Public Law 103-283.

**FTE REDUCTIONS REQUIRED BY SECTION 307**

<u>FTE BASE 1/ AS OF 09/30/92</u>	<u>FY 1994/95 REDUCTIONS</u>	
	<u>MANDATED</u>	<u>ACTUAL 2/</u>
4,730	(189)	(326)
1/ Actual FTE FY 1992	4,794	
Less: Gift & Trust	(36)	
Copyright Licensing	<u>(28)</u>	
Revised FTE Base	4,730	

2/ Reduction was achieved via a Retirement Incentive Program and a limited hiring freeze.

**The Library of Congress**  
 Washington , D.C. 20540

December 1, 1995  
 Page 2 of 2

Report on FTE and Administrative Expenses reductions as required by sections 307 and 308 of P.L. 103-69, as amended by Section 305 of Public Law 103-283.

**ADMINISTRATIVE EXPENSES REDUCTIONS REQUIRED BY SECTION 308 OF P.L. 103-69**

**Calculation of Administrative Expenses:**

	<u>Amount</u>
Object Class 20 Series	\$25,556,916
Less Expenses: 1/	
--Programatic, Mission-Essential	13,601,708
--Reimbursable	N/A
--Required by Law	N/A
--Rent	2,590,485
--Other	<u>N/A</u>
Administrative Expenses Base as of 09/30/93	\$9,364,723
--Plus: Inflation	<u>531,758</u>
Administrative Expenses Base Adjusted for Inflation	\$9,896,481
<b>Administrative Expenses Reductions for FY 1995</b>	
--Mandated	\$593,790
--Actual 2/	\$593,790

- 1/ The Library classified all of the applicable management support services allotments as administrative expenses, except for the programatic portion of the automation area.
- 2/ The Library met its reduction requirements in object class 20; therefore, had no need to reduce other object classes.

OFFICE OF TECHNOLOGY ASSESSMENT

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DIRECTOR

Congress of the United States  
OFFICE OF TECHNOLOGY ASSESSMENT  
WASHINGTON, DC 20510-8025

November 30, 1995

The Honorable Charles A. Bowsher  
Comptroller General of the United States  
General Accounting Office  
Room 700  
441 G Street, N.W.  
Washington, D. C. 20548

Dear Chuck:

As required by P.L. 103-69, attached are fiscal year 1995 reports on full-time equivalent positions and administrative expenses reductions for the Office of Technology Assessment. In accordance with Sections 307 and 308 of P.L. 103-69, as amended by P. L. 103-283, I certify that the Office of Technology Assessment has fully complied with the mandated fiscal year 1995 full-time equivalent position and administrative expense reductions.

\*

Sincerely,

  
Roger C. Herdman

OFFICE OF TECHNOLOGY ASSESSMENT

REPORT ON FTE AND ADMINISTRATIVE EXPENSES REDUCTIONS AS REQUIRED BY SECTIONS 307 AND 308 OF P.L.103-69, AS AMENDED BY SECTION 305 OF P.L. 103-283

FTE REDUCTIONS REQUIRED BY SECTION 307

<u>FTE BASE AS OF 9/30/93</u>	<u>REDUCTIONS THROUGH FY 1995</u>	
	<u>MANDATED</u>	<u>ACTUAL</u>
210	8	27

NOTE:

As provided by Sec. 307, OTA requested the approval of the Appropriations Committees to use the fiscal year ending September 30, 1993 as its base year. Approval was received from the House Subcommittee on Legislative on September 29, 1993 and from the Senate Subcommittee on Legislative Branch on November 23, 1993.

## OFFICE OF TECHNOLOGY ASSESSMENT

ADMINISTRATIVE EXPENSES REDUCTIONS REQUIRED BY SECTION 308

	AMOUNT (\$000)
CALCULATION OF ADMINISTRATIVE EXPENSES:	
OBJECT CLASS 20 SERIES	7,265
Less Expenses:	
Programmatic, Mission-Essential	-4,228
Reimbursable	...
Required by Law	...
Rent	-1,799
Other	.....
ADMINISTRATIVE EXPENSES BASE AS OF SEPTEMBER 30, 1993	<u>1,238</u>
Plus: Inflation	<u>66</u>
ADMINISTRATIVE EXPENSES ADJUSTED FOR INFLATION	1,304
FY 1995 ACTUAL ADMINISTRATIVE EXPENSES	862
ADMINISTRATIVE EXPENSES REDUCTIONS FOR FY 1995	
MANDATED (-6%)	78
ACTUAL	442

## NOTE:

OTA budgets and tracks cost by its two operating divisions and by its general and administrative support offices. All object class 20 series cost for the general and administrative support offices, excluding rent, were categorized as administrative expenses. All operating division cost are considered Programmatic, Mission-Essential.

SENATE

STUART F. BALDERSON  
FINANCIAL CLERK

**United States Senate**

OFFICE OF THE SECRETARY

DISBURSING OFFICE

WASHINGTON, DC 20510-7104

December 1, 1995

Honorable Charles A. Bowsher  
Comptroller General of the United States  
General Accounting Office  
441 G Street, N. W.  
Washington, D. C. 20548

Dear Mr. Bowsher:

In accordance with Sections 307 and 308 of Public Law 103-69, dated August 11, 1993, as amended by Public Law 103-283, dated July 22, 1994, I hereby certify that the United States Senate has fully complied with the mandated Fiscal Year 1995 staff and administrative expense reductions.

Attached please find a report detailing the United States Senate's compliance with the provisions of Public Law 103-69.

Respectfully,



Stuart F. Balderson  
Financial Clerk of the Senate

Attachment

cc: Committee on Appropriations  
Secretary of the Senate

UNITED STATES SENATE

Report on FTE and administrative expense reductions as required by Sections 307 and 308 of Public Law 103-69, as amended by Section 305 of Public Law 103-283.

FTE REDUCTIONS REQUIRED BY SECTION 307

FTE BASE 1/ AS OF: 9/30/92	FISCAL YEAR 1994 REDUCTIONS	
	MANDATED	ACTUAL 2/
7,487	188	218

ACTUAL 1/ AS OF: 9/30/94	FISCAL YEAR 1995 REDUCTIONS	
	MANDATED	ACTUAL 2/
7,269	82	411

- 1/ The United States Senate does not budget for, or plan by full-time equivalent positions. Attempts to convert employment figures into FTE equivalents yielded inconsistent results due to the administrative structure of the Senate. Therefore, the basis of the reductions was determined from the active employee count of the Senate as of September 30, 1992.

The active employee count consists of all Senate employees, with the exception of the President of the Senate and Senators, and those employees paid at a daily rate. The total employee count after exclusions as of September 30, 1992 was 7,487. The total employee count after exclusions as of September 30, 1994 was 7,269. The employee count as of September 30, 1994 was used as a basis for the additional reductions in Fiscal Year 1995. Mandated reductions from the September, 30, 1992 base employee count of 7,487, total 300, leaving a employee count of 7,187. The total employee count after exclusions as of September 30, 1995 was 6,858.

- 2/ Staffing levels in the United States Senate are determined primarily by the individual offices, operating within an allowance structure. The allowance is a dollar amount for compensation that the office cannot exceed, rather than a set number of staff positions per office.

Senate budget authority for compensation contained in the Legislative Branch Appropriation Bills from Fiscal Year 1992 to Fiscal Year 1994 increased less than one half of one percent. Adjusting for inflation, the budget authority actually declined by 5.2%. The Senate's fiscal restraint has imposed strict staffing limitations. Consequently, as staff members have retired or pursued other employment opportunities, they have not been replaced. The Senate has achieved the required reductions through staff attrition resulting from self-imposed budget limitations.

ADMINISTRATIVE EXPENSE REDUCTION REQUIRED BY SECTION 308

CALCULATION OF BUDGET AUTHORITY FOR ADMINISTRATIVE EXPENSES

	Amount (000 omitted)
Total Senate Budget Authority (BA) Fiscal Year 1993 1/	491,629
Less:	
BA for compensation (Object Class 11-12 Series)	(368,041)
BA for capital assets (Object Class 31 Series)	(26,404)
BA for Object Class 20 Series 2/	97,184
Less:	
Programmatic, Mission-Essential 3/	(71,501)
Required by law	(4,544)
Rent	(13,211)
BA for administrative expenses base of:	7,928
Add:	
Fiscal Year 1994 Inflation Factor (2.6%)	206
Fiscal Year 1995 Inflation Factor (2.7%)	236
BA for administrative exp. adjusted for inflation FY 1994	8,134
BA for administrative exp. adjusted for inflation FY 1995	8,360
BA for administrative expense reductions for FY 1994	
Mandated (3.0%)	(244)
Actual (5.1%) 4/	(413)
BA for administrative expense reductions for FY 1995	
Mandated (6.0%)	(502)
Actual (10.0%) 4/	(838)

- 1/ The United States Senate currently utilizes a cash basis accounting system and does not track expenditures by the Office of Management and Budget's object classification codes. Under our present accounting environment, it is not possible to determine obligations until they are paid. Consequently, utilizing actual Fiscal Year 1993 expenditures as a basis for calculating the required reduction might understate the reduction, due to unpaid outstanding obligations. A more conservative approach was chosen utilizing the Fiscal Year 1993 budget authority for administrative expenses as the basis for the reduction.
  
- 2/ To determine the amount included in the Fiscal Year 1993 BA for object classification series 20, compensation (object class 11-12) and capital assets (object class 31) were deducted from the total BA of the United States Senate for Fiscal Year 1993. The remaining balance of BA after these deductions was BA for object classification 20 series expenses.

- 3/ Fiscal Year 1993 budget authority for administrative expenses for the Senate was divided between programmatic mission essential and non-mission essential. Programmatic mission essential budget authority relates directly to Senators, Committees, and floor proceedings and operations. All other budget authority for expenses was considered non-mission essential and subject to the reduction criteria contained in Section 308 of Public Law 103-69. The analysis of Fiscal Year 1993 budget authority of Senate appropriation accounts yielded a \$7,927,878 non-mission essential base subject to reduction.
- 4/ All reductions were taken from object classification series 20.

CAPITOL POLICE



PHONE 224-9806

**UNITED STATES CAPITOL POLICE**

OFFICE OF THE CHIEF  
119 O STREET NE  
WASHINGTON, DC 20510-7218

December 14, 1995

Comptroller General  
441 G Street, N.W.  
Washington, D.C. 20548

Dear Sir:

In accordance with section 307 of P.L. 103-69, as amended by Public Law 103-283, I certify that the United States Capitol Police has fully complied with the mandated Fiscal Year 1995 FTE reductions.

The appropriated level for Administrative Expenses was reduced in accordance with Section 308 of P.L. 103-69. Due to unforeseen circumstances related to the mission-essential function of the Capitol Police, funds were reprogrammed and transferred from the Salary Account into the General Expense Account upon authority of the House and Senate Appropriations Committees.

If you have any questions concerning the above, please do not hesitate to contact me or Mr. J. Bruce Holmberg, Director of Financial Management at (202) 228-5313. Thank you for your attention to this matter.

Sincerely,



Gary L. Abrecht  
Chief of Police

GLA;jbh:1717

**United States Capitol Police**

Report on FTE and Administrative Expenses  
 Reduction as required by Sections 307 and  
 308 of P.L. 103-69, as amended by Section  
 305 of Public Law 103-283.

<b><u>FTE Reductions Required by Section 307</u></b>		
<b>FTE Base As Of 9/30/92</b>	<b><u>FY 1994 Base</u></b>	<b>FY 1995 <u>Mandated</u></b>
1335	1281	0
<hr/>		
<b><u>As of 9/30/95</u></b>	<b><u>As of 10/1/95</u></b>	
1281	<u>1299*</u>	
<hr/>		
<b>NOTE:*</b>		
1. Thirteen positions were transferred from the Sergeant at Arms, U.S. House of Representatives effective 10/1/95.		
2. Five positions were transferred from the Architect of the Capitol effective 10/1/95.		

**U.S. Capitol Police  
Administrative Expenses**

Category	FY 93 Base Amount	FY 94 Amount	FY 95 Amount
<b>Calculation of Administrative Expenses:</b>			
Total Budget Object Class 20 Series	\$2,229,000	\$1,977,000	\$2,371,000
Less: Rental Expenses		\$105,000	\$148,000
Programmatic, Mission Essential Expenses			\$371,000
Reimbursable Expenses			
Legally Mandated Expenses			
Administrative Expenses	<u>\$2,229,000</u>	<u>\$1,872,000</u>	<u>\$1,852,000</u>
<b>Calculation of Maximum Administrative Expenses:</b>			
Base Year (FY 93 Amount)		\$2,229,000	\$2,229,000
Adjustment for Inflation		\$60,183	\$119,702
Adjusted Base Year Expenses		\$2,289,000	\$2,348,702
Required Reduction		\$68,675	\$140,922
Maximum Administrative Expenses		<u>\$2,220,508</u>	<u>\$2,207,708</u>

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