




EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

June 8, 2006

PERFORMANCE AND MANAGEMENT DATA REQUEST 2006-02

TO: OMB PROGRAM ASSOCIATE DIRECTORS
OMB PROGRAM DEPUTY ASSOCIATE DIRECTORS
AGENCY BUDGET AND PERFORMANCE INTEGRATION LEADS
AGENCY PROGRAM ASSESSMENT RATING TOOL CONTACTS

FROM: Diana Espinosa 
Deputy Assistant Director for Management

SUBJECT: Guidance for Completing Fiscal Year 2005 Efficiency Measures Reports

1. Purpose. This memorandum provides OMB Resource Management Offices (RMOs) and their agency counterparts with guidance for completing the Fiscal Year 2005 Efficiency Measures Report. For the report, each agency will explain how efficiency measures included in PARTs relate to overall spending levels and quantifiable savings. The final report is due on Tuesday, August 15, 2006 and is a scorecard deliverable for the fourth quarter.

2. Background. To achieve green status for the Budget and Performance Integration Initiative, each PARTed program must have at least one efficiency measure. Starting with Proud to Be 4, “green” agencies must also demonstrate improved efficiency against their target each year in order to maintain green status. This data request is intended to help agencies and OMB RMOs arrive at a baseline efficiency savings level to which comparisons can be drawn in future years.

3. Actions. Agencies should complete the table listing efficiency measures and accompanying narrative and send it to their OMB RMO for review. By August 15, OMB RMOs should save final reports at J:\Management\BPI\Efficiency Measure Report\FY 2005 Report. Indicate the agency in the file name.

4. Report Requirements. There are two components.

a. Table listing efficiency measures. Attachment A provides the reporting format. All efficiency measures included in PARTs are to be reported in Attachment A. (Note: Efficiency measures approved following the completion of the PART should be reported even if they are not yet in PARTWeb.)

For each measure, the table should include the relevant information.

- PART Identification Number (the eight-digit reference number)
- Organizational Unit – the bureau or agency
- Program Name

- Measure Text – should be the same text as in PARTWeb
- Type (*dropdown*) – select from “Outcome” and “Output”
- Cost Per Unit – insert actual FY 2005 cost data or for the most recent year available
- Annual Savings – when possible, quantify the savings in this column. Time savings should be translated into dollar savings as well. Most efficiency measures relate to a cost per unit of outcome or output. For the most recent year you have actual financial and performance data (prefer FY 2005 data), translate that into an overall figure (e.g., saved \$X million overall).
- Savings Category (*dropdown*) – select the option that best explains any savings. If there are none, leave this column blank.
 - Reduced per unit cost (outcome)
 - Reduced per unit cost (output)
 - Administrative cost savings
 - Time savings
 - Cost avoidance
 - Other – provide justification in Explanation column (e.g., most efficient use of resources, etc.)
- Explanation – include additional information. For example, the explanation could include specific information on what the program did to achieve the annual savings, how savings were used, how time savings were translated into dollars, if the most recent actual financial and performance data are from FY 2004 instead of FY 2005, etc.

This table was created to help avoid the need to write a narrative for each measure, as well as to standardize responses governmentwide. Measures may be grouped in the table anyway that makes sense for the agency.

b. Narrative summary of the findings. In addition, each agency should summarize the findings. Content should include:

- Brief explanation of how it is using efficiency measures to control or reduce costs, citing a few examples. There is no need to address how each individual measure is used.
- Other relevant information, such as the percent of PARTed programs with efficiency measures.

For green agencies to maintain green in Proud to Be 4, they must increase efficiency each year according to a “green” plan. If citing specific strategies to improve efficiency, this efficiency measures report may serve as a component of that plan.

5. Inquiries. Agency staff should contact their OMB RMO counterparts.

[Attachment A: Table to report efficiency measures](#)