



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

February 23, 2006

PROGRAM ASSESSMENT RATING TOOL GUIDANCE NO. 2006-01

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   
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SUBJECT: Initial Guidance and Schedule for 2006 PART Process

**1. Purpose.** This memorandum provides OMB Resource Management Offices (RMOs) and their agency counterparts with this year's initial guidance on using the Program Assessment Rating Tool (PART) and a schedule of PART-related activities and deadlines.

**2. Required actions.**

By **Friday, March 3rd**, RMOs and Agencies should agree to a list of programs to be assessed or reassessed this year, and Agencies should have initiated work on those PARTs. (BPM 884, FY 2007 Budget: Guidelines for Discretionary Passback dated November 22, 2005, noted this deadline.)

By **Tuesday, March 7th**, RMOs should complete Attachment A, 2006 Program List Template. (See section 5 below for more detail.)

**3. Schedule.** Attachment B provides a schedule of PART-related activities. Key deadlines are described below.

*Initiate 2006 PARTs (March 3)* – RMOs and Agencies should agree to the list of programs to be assessed (either for the first time or reassessed) and begin those assessments. This year there is the option of completing an abbreviated reassessment in specific cases. You must receive prior approval to conduct an abbreviated PART reassessment. See section 4 and Attachment D for more information.

*2006 PART guidance available (March 10)* – There will be few changes to the guidance for answering the PART questions, so you can begin to complete your PARTs using the 2005 guidance (see [www.whitehouse.gov/omb/part/fy2005/2005\\_guidance.pdf](http://www.whitehouse.gov/omb/part/fy2005/2005_guidance.pdf)). Once the 2006 guidance is available, it will be posted on at [www.omb.gov/part](http://www.omb.gov/part).

*PART training (several dates in March)* – OMB will offer three different types of PART training this year: an introductory course, a refresher course, and PARTWeb training. A description of each of the courses is included in Attachment C. To register for training, visit [https://www.cio.gov/registration/web/dsp\\_regform.cfm](https://www.cio.gov/registration/web/dsp_regform.cfm).

*Draft PARTs due to OMB (April 14)* – Agencies should complete a full draft of their PARTs and give OMB access to the draft. The draft must have all the questions answered along with explanations and evidence, as well as include the proposed performance measures and data. As it was last year, meeting this deadline will be a deliverable for the Budget and Performance Integration Initiative and will be considered when determining an agency's progress score for the third quarter of FY 2006.

*PARTs ready for consistency check (June 23)* – PARTs should be substantially complete and meet all requirements of the guidance. For instance, for questions with multiple elements, the answer must address all elements if a yes is given. To earn a "yes" to question 3.4, an efficiency measure with a baseline and targets should be listed in the measures section. Likewise, the answers to questions 4.1 – 4.3 should be consistent with the data provided in the measures section.

*OMB RMOs revise PARTs in response to consistency check and passback to Agencies (by July 21)* – As necessary, PART answers, explanation, and evidence are revised to respond to issues identified in the consistency check. In some cases, performance measures may also need to be modified.

*Agencies submit remaining appeals for consideration (August 4)* – Following passback of PARTs, OMB RMOs and Agencies should work to resolve open issues. If any disagreements remain, Agencies have the opportunity to submit appeals on individual PART questions to a high level appeals board. Additional guidance on the appeals process will be provided later.

*OMB RMOs revise PARTs to reflect appeals board decisions (August 25)* – As necessary, PART explanations and evidence are revised to reflect appeals board decisions.

*First draft of PART summaries completed (September 15)* – OMB RMOs and Agencies should begin drafting PART summaries shortly after PARTs are finalized. During the process of the developing the summaries, the agency and RMO should agree to the PART improvement plan. Follow-up actions relating to policies in the FY 2008 President's Budget will be added later.

*Fall Updates* – Agencies update performance information for measures included in PARTs, provide funding information for PARTed programs, and update the status of their follow-up actions (improvement plans). Answers to select PART questions for PARTs completed during 2006 may be updated as appropriate to reflect this new data. Additional guidance on fall updates will be provided later.

**4. Abbreviated reassessments.** Since many programs that were previously rated Results Not Demonstrated have developed and implemented new performance measures, this year abbreviated reassessments will be permitted in specific cases. See Attachment D for detailed information on the abbreviated reassessment process.

**5. Program list.** This is the fifth year in a five-year cycle to assess all programs at least once, so programs that have not yet been assessed using the PART should be assessed this year.

In addition, programs may be reassessed when there is evidence of significant change. Examples of significant changes include those that would warrant changing the answers of multiple PART questions and implementation of improved performance measures (i.e., new measures meet the standards of the PART and there are adequate data to set targets and demonstrate results).

When requesting a reassessment, Agencies must provide both of the following for the questions they believe show significant improvement:

- draft text for the explanation and evidence
- copy of or link to the relevant evidence to support their request

OMB RMOs should save the final list of programs at [J:\PART\\_PET\2006 Program List](#) using the template provided on Attachment A by March 7th. Please indicate the name of the department in the file name.

For each program you will be asked to provide the following information:

- Program ID number for PART reassessments. This field should not be completed if the scope of the program has changed for the reassessment. For new programs, we will provide you with a program ID number.
- Department name
- Agency/bureau name (if applicable)
- Program name. Remember to use program names that can stand alone (without the Department name), are independently understood, and avoid the use of acronyms.
- Funding information for FY 2006 enacted and FY 2007 President's Budget
- Assessment type – new assessment, full reassessment, or abbreviated reassessment
- OMB contact name
- OMB contact telephone number
- Comments explaining program redefinitions, if necessary. For instance, if a reassessment will incorporate two programs that were previously assessed, the comment field should note "Reassessment will cover programs 1000xxxx and 1000xxxy that were previously assessed separately."

There should be one list per division or branch and the document should include the division or branch name. After you submit this list, you will be provided program ID numbers for the new programs.

**6. Inquiries.** OMB RMOs with questions about this guidance should contact their Performance Evaluation Team (PET) representative. Agency staff should contact their OMB RMO counterparts.

Attachment A: 2006 Program List Template

Attachment B: 2006 PART Schedule

Attachment C: 2006 PART Training Information

Attachment D: Requirements for Abbreviated PART Reassessments

**2006 PROGRAM LIST TEMPLATE**

**(Separate Excel spreadsheet)**

**2006 PART SCHEDULE**

OMB and Agencies agree to list of 2006 PARTs and initiate PARTs .....	March 3
OMB RMOs save completed Attachment A to OMB shared drive.....	March 7
PARTWeb Training (several dates).....	March 2 – 23
Revised guidance on answering PART questions available .....	by March 10
Introductory PART Training.....	March 13, 16, 17
PART Refresher Training.....	March 28, 29, 30
Agencies give OMB RMOs access to complete PART draft .....	April 14
PARTs ready for consistency check .....	June 23
Consistency check and review of performance measures.....	June 26 – July 11
OMB RMOs receive feedback on consistency check and performance measures .....	July 12
OMB RMOs revise PARTs, as necessary, to address consistency issues .....	by July 21
OMB RMOs pass back PARTs to Agencies.....	July 21
OMB RMOs and Agencies work out issues; Agencies submit any remaining appeals.....	by August 4
Appeals board meets .....	August 11*
Appeals board provides decisions.....	August 15*
PARTs updated to reflect appeals board decisions.....	August 25
RMOs draft summaries and agree to improvement plans.....	September 15

\* Tentative; additional guidance will be provided later.

## 2006 PART TRAINING

*Three PART training courses are being offered this year. You may register for an individual course or any combination of courses. These courses are intended for individuals who will be completing a PART or entering data into PARTWeb this year. This training is reserved for Federal employees.*

To register for a course visit [https://www.cio.gov/registration/web/dsp\\_regform.cfm](https://www.cio.gov/registration/web/dsp_regform.cfm).

### Introductory Training – PART 101

Location: American Institute of Architects  
1735 New York Avenue, NW  
Boardroom

Dates/times: March 13, 2006 9:00 am – 12:00 pm  
March 13, 2006 1:30 pm – 4:30 pm  
March 16, 2006 9:00 am – 12:00 pm  
March 16, 2006 1:30 pm – 4:30 pm  
March 17, 2006 9:00 am – 12:00 pm  
March 17, 2006 1:30 pm – 4:30 pm

This course is geared toward individuals who will be completing a PART for the first time this year. Topics that will be covered include:

- Overall PART process and schedule
- Requirements to earn “Yes” for PART questions
- Developing and reporting on performance measures
- Developing and reporting on improvement plans

Because the course covers a great deal of material, the format is mostly lecture with some time for question and answer. Participants should read the 2006 PART guidance prior to the training session and bring their copy of the guidance with them to the session. The 2006 PART guidance will be posted at [www.omb.gov/part](http://www.omb.gov/part) by March 10th. Copies of the guidance will not be distributed at the session.

## PART Refresher Course

Location: American Institute of Architects  
1735 New York Avenue, NW  
Boardroom

Dates/times: March 28, 2006 9:00 am – 10:15 am  
March 28, 2006 10:30 am – 11:45 am  
March 29, 2006 1:30 pm – 2:45 pm  
March 29, 2006 3:00 pm – 4:15 pm  
March 30, 2006 9:00 am – 10:15 am  
March 30, 2006 10:30 am – 11:45 am

This course is geared toward individuals who have completed a PART in the past, are familiar with the guidance, and are completing a PART this year. Topics that will be covered include:

- Overall PART process and schedule
- Review of PART guidance
- Developing and reporting on improvement plans

This course will be primarily a discussion session. Participants should read the 2006 PART guidance prior to the training session and bring their copy of the guidance with them to the session. The 2006 PART guidance will be posted at [www.omb.gov/part](http://www.omb.gov/part) by March 10th. Copies of the guidance will not be distributed at the session.

Participants are encouraged to submit their questions and/or identify their areas of interest when they register.



## PARTWeb Training

Location: New Executive Office Building  
725 17<sup>th</sup> Street, NW  
Room 8103

Dates/times: March 2 10:00 am - 11:30 am  
March 7 10:00 am - 11:30 am  
March 7 2:00 pm - 3:30 pm  
March 9 10:00 am - 11:30 am  
March 14 2:00 pm - 3:30 pm  
March 16 10:00 am - 11:30 am  
March 16 2:00 pm - 3:30 pm  
March 21 10:00 am - 11:30 am  
March 23 10:00 am - 11:30 am  
March 23 2:00 pm - 3:30 pm

This course is geared toward individuals with limited or no familiarity with PARTWeb and who will be completing a PART or updating PART information this year. Topics to be covered include:

- How to create a new PART
- Editing PART information in PARTWeb
- Updating performance data and follow-up actions

The PARTWeb User Manual will guide the training. The PARTWeb User Manual is available at [www.omb.gov/part](http://www.omb.gov/part). Participants should review the manual prior to the training and should bring a copy with them to the training.

To participate in the training, you will need access to PARTWeb. If you do not currently have a PARTWeb ID, please submit a request to establish an ID through the following link: <https://max.omb.gov/maxportal/register.jsp>. Requests should be submitted at least one week prior to your training date.

Because access to the New Executive Office Building is limited, individuals will need to provide their social security number and date of birth to register for this course.

## REQUIREMENTS FOR ABBREVIATED PART REASSESSMENTS

The PART aims to ensure that every program has:

- identified the outcomes it works to achieve,
- implemented clear, quantifiable long-term and annual performance measures to monitor its success, and
- collected data on whether it is achieving results.

Many programs that received Results Not Demonstrated ratings have been working to develop performance measures. Agencies would like to get credit for these measures and begin using them to track performance. Allowing for abbreviated reassessments in specific cases may provide an opportunity for programs to begin using and reporting on better performance measures sooner than if a full reassessment were required.

While some portions of the reassessment process can be abbreviated, the overall process will maintain the standards of the PART. To improve from a Results Not Demonstrated rating, a program must have acceptable long term and annual performance measures in place (i.e., receive “Yes” to questions 2.1 and 2.3). This program must also have performance data documenting some results (i.e., receive credit – “Yes,” “Large Extent,” or “Small Extent” – for at least question 4.1 or 4.2).

### General requirements for reassessments

The requirements below apply to both full and abbreviated reassessments:

- Programs may be reassessed when there is evidence of significant change. Examples of significant changes include those that would warrant changes to the answers of multiple PART questions and implementation of improved performance measures (i.e., new measures meet the standards of the PART and there are adequate data to set targets and demonstrate results).

When requesting reassessments, Agencies must provide both of the following for the questions they believe show significant improvement:

- draft text for the explanation and evidence
  - copy of or link to the relevant evidence to support their request
- Current information on program performance should be presented whenever possible. A full reassessment is preferred over an abbreviated one since it involves updating information in the entire PART.
  - Every program must be reassessed (either full or abbreviated) at least once every five years.

### **Requirements for completing an abbreviated PART reassessment:**

- Abbreviated PART reassessments may only be completed for programs that are currently rated Results Not Demonstrated.
- You must receive prior approval from the BPI lead to complete an abbreviated reassessment. See section below for more information on the approval process.
- All of the following questions must be answered: 2.1 – 2.4, 3.4, and 4.1 – 4.3. No additional questions should be answered. If there is evidence of significant change in areas covered by other questions, a full reassessment should be completed.
- An abbreviated PART reassessment cannot be completed for a program that was last assessed in 2002 or one that was last reassessed in 2003 using the 2002 PART questions. For these programs, only full reassessments can be completed.
- A program must have trend data for 4.1, 4.2, and 4.3 to get credit for these questions. A program must have at least two years of actual data to earn credit, including data for the most recent year available.
- An abbreviated PART reassessment can only be used for the same exact program configuration that was assessed the first time. For example, if two programs that were previously assessed separately are combined for reassessment, a full reassessment must be completed. Likewise, if the reassessment will cover a larger scope than the original program reviewed, a full reassessment must be completed.

### **Approval process for completing abbreviated PART reassessments**

All requests to complete abbreviated PARTs must be approved by the Budget and Performance Integration Lead, Robert Shea. The OMB RMO's submission of its program list (Attachment A) will trigger the review process. **This is the only opportunity to request approval to conduct abbreviated reassessments.** OMB RMOs and agency staff should agree to those programs for which they would like to complete an abbreviated reassessment and make sure it is noted on the list.

The approval process involves reviewing the current version of the PART to ensure that it is consistent with the PART guidance. If inconsistencies are detected, an abbreviated reassessment will not be permitted.

You should expect to receive a response to your request for an abbreviated reassessment within a week. If your request is not approved, the OMB RMO and Agency will have approximately one week to determine if they want to proceed with an full PART reassessment for the program.

PART reassessments, both full and abbreviated, are subject to the same deadlines as other PARTs. While the approval process may delay initiating a PART reassessment by one or two weeks, it is anticipated that a reassessment will not take as long to complete as a new PART since drafts of some answers and supporting evidence had already been submitted by the agency.

### **Modifications to PARTWeb**

PARTWeb is currently being modified to facilitate the completion of abbreviated reassessments. Users will only have access to selected portions of the PART in PARTWeb (as is the case with fall updates).

While these modifications are being made, we recommend that you prepare your answers in Word or another type of software that would allow you to later copy and paste the answers into PARTWeb.