

Reclamation Manual

Directives and Standards

Subject: Instructions on the Process to Make Program Revisions

Purpose: To establish the requirement for a process to allow program revisions to take place during the fiscal year based on the programming, budgeting, and scheduling of all program activities in Reclamation receiving funding from all appropriations sources.

Authority: The Budget and Accounting Act of 1921, as amended by Public Law 101-508. Annual rules and time schedules issued by the Office of Management and Budget (OMB) in OMB Circulars, such as the A-11, and Bulletins, and supplemental instructions from the Department of the Interior.

Contact: Program, Budget, and Liaison Group, W-6300

1. **Introduction.** A program system must be flexible enough to permit prompt changes at any time. Frequent review is essential to determine whether revision is necessary. It is not possible to foresee all future circumstances, events, and emergencies that may require a change. These changes in plans, schedules, funds, or objectives must adhere to an established procedure so that all employees may be aware of decisions and so that all factors may be considered by the officials responsible for approving the change. A high degree of discernment must be applied to distinguish real program changes from mere lack of accomplishment or lack of ability to perform work. The latter demand administrative action and not a program change. Recommendations by operating officials for a change in a program should have the same careful consideration that led to the adoption of the original schedule.
 - A. **Scope.** This chapter is concerned with revisions that take place within the current budget year which change the current year, or, in exceptional cases, with changes in the budget year, or long-range program, that cannot be deferred until the next budget formulation process. Depending on the amounts involved the change will either be designated: (1) fund transfer, which can be accomplished within Reclamation or; (2) reprogramming actions, which will require the concurrence of the Department, OMB, and Appropriation Subcommittee staff.
 - B. **Responsibility.** Program revisions may be sponsored at any time by the appropriate Reclamation program manager. In the regional offices, program revisions may be initiated at any time by appropriation managers and approved by the Regional Directors or his/her designees and forwarded to the Chief, Program, Budget, and Liaison Group, Operations Office, Washington D.C., for review and recommended approval/disapproval. In the Reclamation Service Center, the need or justification for a fund transfer or reprogramming request is identified by program managers. These requests are initiated by the Leader, Budget Division, routed through the appropriate

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Office Director or his/her designee for concurrence, and forwarded to the Chief, Program, Budget, and Liaison Group, Operations Office, Washington D.C., for review and recommended approval/disapproval. In the Commissioner's Office located in Denver, the need or justification for a fund transfer or reprogramming request is identified by program managers. These requests are initiated by the Office Director or program manager or his/her designee and forwarded to the Chief, Program, Budget, and Liaison Group, Operations Office, Washington D.C., for review and recommended approval/disapproval. Approval/denial of the proposed fund transfer is signed by the Commissioner or his/her designee.

- C. **Submission of Requests for Change.** The controlling document for the allocation of funds by appropriation, project, region or activity is the Program and Finance (P&F) Table which is maintained in the Program and Budget System (PABS) database. The P&F Table is the responsibility of the Chief, Program, Budget and Liaison Group, Operations Office, Washington D.C., and may only be changed upon approval by the Commissioner (or his/her designee) of a fund transfer or upon agreement by the Congress if a reprogramming action is required. Actual obligations may not exceed the amounts shown on the current year P&F Table at year end; otherwise, a violation of the Anti-deficiency Act will occur.
 - D. **Control.** Upon determination by the Region or Office that a change in the funding is necessary, a faxogram or memorandum shall be sent to the Commissioner, attention W-6300, from the Regional Director or Office Head describing the project name and appropriation, the amount needed, the justification of need, the source of funds, a contact for additional information, and the critical date by which the funds are needed.
 - E. **Requests for Reprogramming.** In the case of a reprogramming action, a draft letter to the Congress will also be submitted by the requesting office.
 - F. **Program and Budget Handbook.** Guidelines and illustrations reflecting these requirements are found in the Program and Budget Handbook.
2. **Processing of Change Requests.** The appropriation manager in W-6300 will review the request for change and recommend approval/disapproval. If funds are needed from another region, a search for surplus funds will be made. If funds are located in another office, that office will submit a faxogram or memorandum declaring the funds surplus. In any event the appropriation manager will prepare a response to the requesting office and to any other office involved notifying them of the action to be taken on the change. In the event of a reprogramming action, the appropriation manager will prepare the letter notifying the Congress of the proposed change. Only after congressional concurrence will the office be notified of the approval of the fund transfer.

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- A. **Obligation of Additional Funds.** Even after the request for additional funds is submitted to the Commissioner's Office, the requesting office must take all necessary steps to ensure that obligations will not exceed the allocation on the FUND732 P&F Table. Only after all approvals are received by the Commissioner's Office may the office obligate the additional funds.
 - B. **Process After Approval.** After the faxogram or memorandum is signed approving the fund transfer or the reprogramming request, Reclamation's official PABS database (FUND732) is updated to reflect such change. The regions change the appropriate database file to provide for continuity in the preparation of budget documents for Budget Estimates and Justifications submittals. The B-21 expenditure file on PABS is also updated to reflect the change to enable the B-21 to run without a variance.
 - C. **Fund Utilization Reports.** To adequately forecast surplus or shortage of funds throughout the current year, fund utilization reports are prepared on each active project and the funds available are updated accordingly. Monthly surplus/shortage reports are due in W-6320 starting in April and containing the March data. A sample report can be found in the Program and Budget Handbook. Appropriate Project Managers are notified of the fund transfer or reprogramming approval.
 - D. **Fund Transfer Limits.** Reclamation's current authority to transfer funds between projects without prior notice to the Appropriation Committees (Submittal of Reprogramming Requests), is based on language contained in House and Senate reports accompanying the Energy and Water Development Appropriation Bills. Current funding limits available to Reclamation are based on policy guidance received from the Department, OMB, and the Congressional Appropriation Subcommittees reports. The Commissioner's Office will publish, as needed, policy guidance to Reclamation stating the existing fund limits by appropriation. Additional guidance and procedures for the processing of fund transfers can be found in the Program and Budget Handbook. With some exceptions, the correct transfer dollar ceiling is shown on the official P&F Table.
3. **Program Coordination.** The Program, Budget, and Liaison Group, in the Commissioner's Office, is responsible for implementing Reclamation's Program Revision Process, and for administration and oversight of the program.