



U.S. Department of Justice

Office of the Deputy Attorney General

The Deputy Attorney General

Washington, D.C. 20530

November 21, 2011

MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS

FROM: JAMES M. COLE 
DEPUTY ATTORNEY GENERAL

SUBJECT: Cost Controls and Executive Order on Promoting Efficient Spending

On behalf of the Attorney General, I want to underscore the importance of the President's recent Executive Order on Promoting Efficient Spending, and remind you of the existing Departmental guidance that remains in effect in support of the new Order.

President Obama signed an Executive Order on November 9th that directed agencies to cut waste and promote more efficient spending. The Executive Order is very explicit with regard to the programmatic and discretionary areas of spending that must be curtailed. I have attached a copy of the Executive Order, not only for your reference, but more importantly, for your action. I do not need to remind you that we are living under severe funding constraints within the Department, and every taxpayer dollar must be spent wisely and for core mission requirements.

Please review the Executive Order in its entirety. Your component should take appropriate action to achieve the required savings in travel, conference, technology, printing, fleet, and promotional item spending. Please pay particular attention to Section 7 regarding promotional items, i.e. plaques, clothing and commemorative items, or, in Department of Justice terms, the purchasing of "trinkets," logo-supplies, and message-related items. You will recall that I suspended all purchasing of such items in my October 5, 2011 guidance to Component Heads (attached).

The Executive Order and the continued emphasis on responsible spending should not come as a surprise to anyone in the Department of Justice. We have already issued Departmental guidance and training on many of the spending categories referenced in the Executive Order. The Justice Management Division developed specialized appropriations training on proper use of funds for trinkets, travel, conferences, and government vehicles. Over 400 staff attended the training sessions earlier this year, and attendees included representatives from virtually every Department component. This training and outreach culminated in formal guidance issued by the Justice Management Division on August 12, 2011 (see P&P 11-04 for reference).

On January 21, 2011, the Attorney General announced a hiring freeze. In addition to the hiring freeze, the Attorney General also directed that components limit travel, training, and conference spending to only essential needs. This memo requested that components be very restrictive on the use of government funds and asked that Component Heads "suspend" all non-essential discretionary spending. My October 5, 2011 memorandum continued the Attorney General's restrictions into this fiscal year.

We recognize that there are now a multitude of new policies and related efforts all seeking to ensure effective, and reduced, federal spending: the attached Executive Order on efficient spending; Office of Management and Budget (OMB) Memorandum M-11-35 regarding the Campaign to Cut Waste and eliminating excessive conference spending; the longstanding activities of the Department's SAVE Council; our own recent restrictions on conference approvals; and the numerous other Department communications on the travel spending, the hiring freeze, and overall prudent spending. While numerous, these efforts all point in the same direction – ensuring our scarce resources are wisely spent towards those core mission activities that make this Department so important to the nation.

The Executive Order on promoting efficient spending provides a 45 day window in which the Department must submit plans to OMB to reduce our spending by not less than 20 percent below Fiscal Year 2010 levels. You should take immediate action to comply with the Executive Order. The Justice Management Division will work with your appropriate budget personnel in developing the consolidated Departmental submission to OMB.

I know you have all been taking the steps needed to put these requirements into action. I want to thank you for those efforts and the savings they have produced so far. I know it has caused some disruption to how we have run our operations in the past, but I have been impressed by how you have risen to the challenge. As we continue to find more opportunities to save money, please do not hesitate to come to me with questions and suggestions.

Attachments

Presidential Documents

Title 3—**Executive Order 13589 of November 9, 2011****The President****Promoting Efficient Spending**

By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to further promote efficient spending in the Federal Government, it is hereby ordered as follows:

Section 1. *Policy.* My Administration is committed to cutting waste in Federal Government spending and identifying opportunities to promote efficient and effective spending. The Federal Government performs critical functions that support the basic protections that Americans have counted on for decades. As they serve taxpayers, executive departments and agencies (agencies) also must act in a fiscally responsible manner, including by minimizing their costs, in order to perform these mission-critical functions in the most efficient, cost-effective way. As such, I have pursued an aggressive agenda for reducing administrative costs since taking office and, most recently, within my Fiscal Year 2012 Budget. Building on this effort, I direct agency heads to take even more aggressive steps to ensure the Government is a good steward of taxpayer money.

Sec. 2. *Agency Reduction Targets.* Each agency shall establish a plan for reducing the combined costs associated with the activities covered by sections 3 through 7 of this order, as well as activities included in the Administrative Efficiency Initiative in the Fiscal Year 2012 Budget, by not less than 20 percent below Fiscal Year 2010 levels, in Fiscal Year 2013. Agency plans for meeting this target shall be submitted to the Office of Management and Budget (OMB) within 45 days of the date of this order. The OMB shall monitor implementation of these plans consistent with Executive Order 13576 of June 13, 2011 (Delivering an Efficient, Effective, and Accountable Government).

Sec. 3. *Travel.* (a) Agency travel is important to the effective functioning of Government and certain activities can be performed only by traveling to a different location. However, to ensure efficient travel spending, agencies are encouraged to devise strategic alternatives to Government travel, including local or technological alternatives, such as teleconferencing and videoconferencing. Agencies should make all appropriate efforts to conduct business and host or sponsor conferences in space controlled by the Federal Government, wherever practicable and cost-effective. Lastly, each agency should review its policies associated with domestic civilian permanent change of duty station travel (relocations), including eligibility rules, to identify ways to reduce costs and ensure appropriate controls are in place.

(b) Each agency, agency component, and office of inspector general should designate a senior-level official to be responsible for developing and implementing policies and controls to ensure efficient spending on travel and conference-related activities, consistent with subsection (a) of this section.

Sec. 4. *Employee Information Technology Devices.* Agencies should assess current device inventories and usage, and establish controls, to ensure that they are not paying for unused or underutilized information technology (IT) equipment, installed software, or services. Each agency should take steps to limit the number of IT devices (e.g., mobile phones, smartphones, desktop and laptop computers, and tablet personal computers) issued to employees, consistent with the Telework Enhancement Act of 2010 (Public Law 111–292), operational requirements (including continuity of operations), and initiatives designed to create efficiency through the effective implementation of technology. To promote further efficiencies in IT, agencies should

consider the implementation of appropriate agency-wide IT solutions that consolidate activities such as desktop services, email, and collaboration tools.

Sec. 5. *Printing.* Agencies are encouraged to limit the publication and printing of hard copy documents and to presume that information should be provided in an electronic form, whenever practicable, permitted by law, and consistent with applicable records retention requirements. Agencies should consider using acquisition vehicles developed by the OMB's Federal Strategic Sourcing Initiative to acquire printing and copying devices and services.

Sec. 6. *Executive Fleet Efficiencies.* The President's Memorandum of May 24, 2011 (Federal Fleet Performance) directed agencies to improve the performance of the Federal fleet of motor vehicles by increasing the use of vehicle technologies, optimizing fleet size, and improving agency fleet management. Building upon this effort, agencies should limit executive transportation.

Sec. 7. *Extraneous Promotional Items.* Agencies should limit the purchase of promotional items (e.g., plaques, clothing, and commemorative items), in particular where they are not cost-effective.

Sec. 8. *General Provisions.* (a) Nothing in this order shall be construed to impair or otherwise affect:

(i) authority granted by law to a department or agency, or the head thereof;

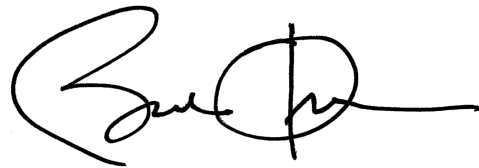
(ii) functions of the Director of OMB related to budgetary, administrative, or legislative proposals; or

(iii) the authority of inspectors general under the Inspector General Act of 1978, as amended.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) Independent agencies are requested to adhere to this order.

(d) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.



THE WHITE HOUSE,
November 9, 2011.