

THE OMB PROCESS

VOLUME III (CHAPTER 4) - APPENDIX B

WORKSHEETS

Assumptions shown in the worksheets are for illustrative purposes only.

APPENDIX B - WORKSHEETS AND TABLES FOR SUBMISSION TO THE OFFICE OF MANAGEMENT AND BUDGET

Assumptions shown in exhibits are for illustrative purposes only.

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DEPARTMENT OF COMMERCE
OPERATING UNIT OF COMMERCE
ACCOUNT:
FY 20BY ----- 3.9%
EMPLOYMENT COST INDEX (ECI) PAY RAISE
(dollars in thousands)

SUBJECT TO PAY RAISE:	ASSUMPTIONS				PAY RAISE/BENEFITS			
	REGULAR	FOREIGN SERVICE	LAW ENFORCEMENT	TOTAL	REGULAR	FOREIGN SERVICE	LAW ENFORCEMENT	TOTAL
11.1 Salaries subject to retirement.	6,708	-	-	6,708	262	-	-	262
11.3 Salaries subject to retirement.	-	-	-	-	-	-	-	-
Subtotal.....	6,708	-	-	6,708	262	-	-	262
11.3 Not subject to retirement.....	-	-	-	-	-	-	-	-
Total Salaries.....	6,708	-	-	6,708	262	-	-	262
BENEFITS:								

CSRS Participation Rate.....	61.7%	0.0%	0.0%					
CSRS Contribution Rate.....	7.1%	7.5%	0.0%		12	-	-	12
FERS Participation Rate.....	38.3%	0.0%	0.0%					
FERS Contribution Rate.....	10.7%	24.3%	0.0%		11	-	-	11
TSP Contribution Rate.....	2.0%	2.0%	0.0%		2	-	-	2
FICA Cap Rate (OASDI).....	93.7%	93.7%	93.7%					
OASDI Contribution Rate.....	6.2%	6.2%	6.2%		6	-	-	6
Medicare Contribution Rate.....	1.5%	1.5%	1.5%		4	-	-	4
Life Insurance Percentage.....	0.1%	0.1%	0.0%		-	-	-	-
Total Benefits.....					35	-	-	35
Subtotal, Pay Raise.....					296	-	-	296
Payment to WCF (BRCD will provide #)					1	-	-	1
Total Pay Raise (Full year).....					297	-	-	297
X .75 (Nine Months).....	75.0%	75.0%	75.0%		223	-	-	223
Pay Raise Rate.....	3.9%	3.9%	3.9%					

* Note: Columns may not add due to rounding.

DEPARTMENT OF COMMERCE
OPERATING UNIT OF COMMERCE
ACCOUNT:
FY 20BY+1 ----- 3.9%
EMPLOYMENT COST INDEX (ECI) PAY RAISE
(dollars in thousands)

SUBJECT TO PAY RAISE:	ASSUMPTIONS				PAY RAISE/BENEFITS			
	REGULAR	FOREIGN SERVICE	LAW ENFORCEMENT	TOTAL	REGULAR	FOREIGN SERVICE	LAW ENFORCEMENT	TOTAL
11.1 Salaries subject to retirement.	6,970	-	-	6,970	272	-	-	272
11.3 Salaries subject to retirement.	-	-	-	-	-	-	-	-
Subtotal.....	6,970	-	-	6,970	272	-	-	272
11.3 Not subject to retirement.....	-	-	-	-	-	-	-	-
Total Salaries.....	6,970	-	-	6,970	272	-	-	272
BENEFITS:								
CSRS Contribution Rate.....	61.7%	0.0%	0.0%					
CSRS Contribution Rate.....	7.1%	7.5%	0.0%		12	-	-	12
FERS Participation Rate.....	38.3%	0.0%	0.0%					
FERS Contribution Rate.....	10.7%	24.3%	0.0%		11	-	-	11
TSP Contribution Rate.....	2.0%	2.0%	0.0%		2	-	-	2
FICA Cap Rate (OASDI).....	93.7%	93.7%	93.7%					
OASDI Contribution Rate.....	6.2%	6.2%	6.2%		6	-	-	6
Medicare Contribution Rate.....	1.5%	1.5%	1.5%		4	-	-	4
Life Insurance Percentage.....	0.1%	0.1%	0.0%		-	-	-	-
Total Benefits.....					35	-	-	35
Subtotal, Pay Raise.....					307	-	-	307
Payment to WCF (BRCD will provide #)					1	-	-	1
Total Pay Raise (Full year).....					307	-	-	307
X .75 (Nine Months).....	75.0%	75.0%	75.0%		230	-	-	230
Pay Raise Rate.....	3.9%	3.9%	3.9%					

* Note: Columns may not add due to rounding.

DEPARTMENT OF COMMERCE
OPERATING UNIT OF COMMERCE
ACCOUNT:
FY 20BY+2 ----- 3.9%
EMPLOYMENT COST INDEX (ECI) PAY RAISE
(dollars in thousands)

SUBJECT TO PAY RAISE:	ASSUMPTIONS				PAY RAISE/BENEFITS			
	REGULAR	FOREIGN SERVICE	LAW ENFORCEMENT	TOTAL	REGULAR	FOREIGN SERVICE	LAW ENFORCEMENT	TOTAL
11.1 Salaries subject to retirement.	7,242	-	-	7,242	282	-	-	282
11.3 Salaries subject to retirement.	-	-	-	-	-	-	-	-
Subtotal.....	7,242	-	-	7,242	282	-	-	282
11.3 Not subject to retirement.....	-	-	-	-	-	-	-	-
Total Salaries.....	7,242	-	-	7,242	282	-	-	282
BENEFITS:								

CSRS Participation Rate.....	61.7%	0.0%	0.0%					
CSRS Contribution Rate.....	7.1%	7.5%	0.0%		12	-	-	12
FERS Participation Rate.....	38.3%	0.0%	0.0%					
FERS Contribution Rate.....	10.7%	24.3%	0.0%		12	-	-	12
TSP Contribution Rate.....	2.0%	2.0%	0.0%		2	-	-	2
FICA Cap Rate (OASDI).....	93.7%	93.7%	93.7%					
OASDI Contribution Rate.....	6.2%	6.2%	6.2%		6	-	-	6
Medicare Contribution Rate.....	1.5%	1.5%	1.5%		4	-	-	4
Life Insurance Percentage.....	0.1%	0.1%	0.0%		-	-	-	-
Total Benefits.....					36	-	-	36
Subtotal, Pay Raise.....					318	-	-	318
Payment to WCF (BRCD will provide #)					1	-	-	1
Total Pay Raise (Full year).....					319	-	-	319
X .75 (Nine Months).....	75.0%	75.0%	75.0%		239	-	-	239
Pay Raise Rate.....	3.9%	3.9%	3.9%					

* Note: Columns may not add due to rounding.

DEPARTMENT OF COMMERCE
OPERATING UNIT OF COMMERCE
ACCOUNT:
FY 20BY+3 ----- 3.9%
EMPLOYMENT COST INDEX (ECI) PAY RAISE
(dollars in thousands)

SUBJECT TO PAY RAISE:	ASSUMPTIONS				PAY RAISE/BENEFITS			
	REGULAR	FOREIGN SERVICE	LAW ENFORCEMENT	TOTAL	REGULAR	FOREIGN SERVICE	LAW ENFORCEMENT	TOTAL
11.1 Salaries subject to retirement.	7,524	-	-	7,524	293	-	-	293
11.3 Salaries subject to retirement.	-	-	-	-	-	-	-	-
Subtotal.....	7,524	-	-	7,524	293	-	-	293
11.3 Not subject to retirement.....	-	-	-	-	-	-	-	-
Total Salaries.....	7524	0	0	7524	293	0	0	293
BENEFITS:								

CSRS Participation Rate.....	61.7%	0.0%	0.0%					
CSRS Contribution Rate.....	7.1%	7.5%	0.0%		13	-	-	13
FERS Participation Rate.....	38.3%	0.0%	0.0%					
FERS Contribution Rate.....	10.7%	24.3%	0.0%		12	-	-	12
TSP Contribution Rate.....	2.0%	2.0%	0.0%		2	-	-	2
FICA Cap Rate (OASDI).....	93.7%	93.7%	93.7%					
OASDI Contribution Rate.....	6.2%	6.2%	6.2%		7	-	-	7
Medicare Contribution Rate.....	1.5%	1.5%	1.5%		4	-	-	4
Life Insurance Percentage.....	0.1%	0.1%	0.0%		-	-	-	-
Total Benefits.....					38	-	-	38
Subtotal, Pay Raise.....					331	-	-	331
Payment to WCF (BRCD will provide #)					1	-	-	1
Total Pay Raise (Full year).....					331	-	-	331
X .75 (Nine Months).....	75.0%	75.0%	75.0%		248	-	-	248
Pay Raise Rate.....	0.039	0.039	0.039					

* Note: Columns may not add due to rounding.

DEPARTMENT OF COMMERCE
OPERATING UNIT OF COMMERCE
ACCOUNT:
FY 20BY+4 ----- 3.9%
EMPLOYMENT COST INDEX (ECI) PAY RAISE
(dollars in thousands)

SUBJECT TO PAY RAISE:	ASSUMPTIONS				PAY RAISE/BENEFITS			
	REGULAR	FOREIGN SERVICE	LAW ENFORCEMENT	TOTAL	REGULAR	FOREIGN SERVICE	LAW ENFORCEMENT	TOTAL
11.1 Salaries subject to retirement.	7,817	-	-	7,817	305	-	-	305
11.3 Salaries subject to retirement.	-	-	-	-	-	-	-	-
Subtotal.....	7,817	-	-	7,817	305	-	-	305
11.3 Not subject to retirement.....	-	-	-	-	-	-	-	-
Total Salaries.....	7817	0	0	7817	305	0	0	305
BENEFITS:								

CSRS Participation Rate.....	61.7%	0.0%	0.0%					
CSRS Contribution Rate.....	7.1%	7.5%	0.0%		13	-	-	13
FERS Participation Rate.....	38.3%	0.0%	0.0%					
FERS Contribution Rate.....	10.7%	24.3%	0.0%		12	-	-	12
TSP Contribution Rate.....	2.0%	2.0%	0.0%		2	-	-	2
FICA Cap Rate (OASDI).....	93.7%	93.7%	93.7%					
OASDI Contribution Rate.....	6.2%	6.2%	6.2%		7	-	-	7
Medicare Contribution Rate.....	1.5%	1.5%	1.5%		4	-	-	4
Life Insurance Percentage.....	0.1%	0.1%	0.0%		-	-	-	-
Total Benefits.....					38	-	-	38
Subtotal, Pay Raise.....					343	-	-	343
Payment to WCF (BRCD will provide #)					1	-	-	1
Total Pay Raise (Full year).....					343	-	-	343
X .75 (Nine Months).....	0.75	0.75	0.75		257	-	-	257
Pay Raise Rate.....	0.039	0.039	0.039					

* Note: Columns may not add due to rounding.

DEPARTMENT OF COMMERCE
OPERATING UNIT OF COMMERCE
ACCOUNT:
Calculation of Pay Raise for FY 2003 and Outyears

Pay Related	20BY	20BY+1	20BY+2	20BY+3	20BY+4
20BY Pay Raise	223	296	296	296	296
20BY+1 Pay Raise		230	307	307	307
20BY+2 Pay Raise			239	318	318
20BY+3 Pay Raise				248	331
20BY+4 Pay Raise					257
Total	223	526	842	1169	1509
Working Capital Fund	20BY	20BY+1	20BY+2	20BY+3	20BY+4
20BY Pay Raise		1	1	1	1
20BY+1 Pay Raise			1	1	1
20BY+2 Pay Raise				1	1
20BY+3 Pay Raise					1
20BY+4 Pay Raise					1
Total		1	2	3	4
Total Pay Raise	20BY	20BY+1	20BY+2	20BY+3	20BY+4
20BY Pay Raise	224	297	297	297	297
20BY+1 Pay Raise		231	308	308	308
20BY+2 Pay Raise			240	319	319
20BY+3 Pay Raise				249	332
20BY+4 Pay Raise					258
Total	224	528	845	1173	1514

* Note: Columns may not add due to rounding.

DEPARTMENT OF COMMERCE
OPERATING UNIT OF COMMERCE
Full-cost in 20BY of positions financed for part year in 20CY

Improvements to advance retail sales estimates, pg.26

	<u>Rates</u>	<u>FTE</u>	<u>Amount</u>
Annual salary of new positions in 20CY budget..		4	218,428
Less lapse.....	5.00%	<u>0</u>	<u>-10,921</u>
Full-year cost of personnel compensation.....		4	207,507
Less personnel compensation included in the 20CY budget.....		<u>-3</u>	<u>-163,821</u>
Subtotal, personnel compensation.....		1	43,686
Adjustment for 20BY pay raise for 3/4 of year..	4.70%	<u>0</u>	<u>1,540</u>
Amount required for personnel compensation.....		1	45,226
20BY personnel benefits:			
FERS.....	10.70%		4,839
Thrift Savings Plan.....	2.00%		905
OSADI.....	6.20%		2,804
Medicare.....	1.45%		656
Health Insurance.....	6.00%		2,714
Life Insurance.....	0.10%		<u>45</u>
Amount required for benefits.....			11,963
Total amount required.....		<u>1</u>	<u>57,189</u>

DEPARTMENT OF COMMERCE
Operating Unit of Commerce
Calculation of Turnover Rate
for FY 20BY

April 1999 - March 2000	Line 1:	Line 25:
	Total Employment	Separations
April	100	-
May	101	1
June	102	-
July	103	2
August	102	1
September	101	2
October	104	1
November	104	-
December	103	1
January	106	1
February	105	-
March	105	1
<hr/>		
	1,236	10
<hr/>		
April 2000- March 2001		
April	104	1
May	105	1
June	103	2
July	102	2
August	102	3
September	98	4
October	100	-
November	99	-
December	97	3
January	93	6
February	94	3
March	92	1
Total	1,189	26
Total 2 years	2,425	36
No. of months	24	24
Average per month	101	2
Annualize separations*		12
		18
Percentage of separations of total employment or turnover rate	17.8%	

* 36/24x12 =18

DEPARTMENT OF COMMERCE
Operating Unit of Commerce
Computation of One Additional Compensable Day in FY 20BY

Object Class Activity	20CY Congressional Budget	
11.1 Full-time permanent	6,708,000	
11.3 Other than full-time permanent	0	
11.5 Overtime*	0	
	<hr/>	
Total, personnel compensation	6,708,000	
Divided by number of days in FY 20CY	261	
	<hr/>	
ATB for personnel compensation		25,701
12.1 CSRS	336,000	
FERS	245,000	
TSP	35,000	
FICA	167,000	
Life insurance	8,000	
Medicare	0	
COLA	0	
	<hr/>	
Total benefits	791,000	
Divided by number of days in FY 20CY	261	
	<hr/>	
		<hr/> 3,031
ATB		28,732

This represents the cost increase of one compensable day. If in a future year, there should be a difference of two compensable day, the above result would be multiplied by two.

DEPARTMENT OF COMMERCE
Operating Unit of Commerce
Calculation of 20BY Health Costs ATB

	Payroll Data Prior to Rate Increase	Payroll Data After Rate Increase	Difference
Annualized health cost	\$259,209	\$301,144	\$41,935
Number of participants	81	85	4
Average cost per participant	\$3,200	\$3,543	\$343
Percentage increase/decrease			10.7%
<hr/>			
20CY Congressional estimate			
Health benefits	\$366,000		
Average rate increase	10.7%		
Health benefits ATB	\$39,162		

Calculation for determining health benefit rate for 20BY

(Use in other budget calculations requiring health estimates, such as annualization or program increases/decreases.)

20CY Congressional request		
11.1 Personnel compensation		\$6,708,000
Health benefit estimate	\$366,000	
20BY Health benefit ATB	<u>39,162</u>	
Total 20BY Health benefits		<u>\$405,162</u>
Health benefit rate for 20BY		6.0%

DEPARTMENT OF COMMERCE
Operating Unit of Commerce
Calculation of 20BY Per Diem ATB

Destination	Travel Days per Year	Before Rate Increase		After Rate Increase		Cost Difference
		Per Diem	Cost	Per Diem	Cost	
California						
Los Angeles	63	114	\$7,182	120	\$7,560	\$378
Colorado						
Denver	57	94	\$5,358	95	\$5,415	\$57
Georgia						
Atlanta	141	106	\$14,946	108	\$15,228	\$282
Illinois						
Chicago	129	117	\$15,093	123	\$15,867	\$774
Massachusetts						
Boston	65	115	\$7,475	121	\$7,865	\$390
New York						
Manhattan	154	141	\$21,714	147	\$22,638	\$924
Total			\$71,768		\$74,573	2,805
						3.9%
20CY Congressional estimate						
Per diem			\$117,000			
Rate increase			3.9%			
Per diem ATB			\$4,563			

Inventory of Departmental Components with Authorities for Other Materials Contained in the Initial OMB Submission ("Other Materials" from OMB Circular A-11, Section 25.5)

<u>Subject</u>	<u>Exhibit</u>	<u>Section</u>	<u>Due Date</u>	<u>Area of Responsibility</u>	<u>Contact Information</u>	<u>Position/Title</u>
Information on Motor Vehicles	33	33.9	w/initial submission	Procurement and Administrative Services, Office of Administrative Operations	202-482-6070	Director for Administrative Services
Information on financial management resources	52A & B	52	w/initial submission and after passback, if affected by decisions	Office of Financial Management	202-482-0753	Director for Financial Management
Report on Information Technology	53	53	w/initial submission and after passback, if affected by decisions by 9/9/03	Office of the Chief Information Officer Office of Information Planning and Review	202-482-4797	Director, Office of Policy Planning and Review
Rental payments for space and land	54	54	w/initial submission (must support by request to GSA and OMB)	Procurement and Administrative Services, Office of Administrative Operations	202-482-3721	Director for Administrative Services
Energy and transportation efficiency management	55	55	w/initial submission (part of 33.9)	Procurement and Administrative Services, Office of Administrative Operations	202-482-2345/202-482-6070	Director for Administrative Services
Information on drug control programs		56	w/initial submission	Office of Human Resources Management, Office of Workforce Programs Division	202-482-0022	Director, Office of Human Resources Management
Information on erroneous payments	57	57	w/initial submission (include contact name and number)	Office of Financial Management	202-482-0753	Director for Financial Management
Information on overseas staffing		58	w/initial submission	Office of Budget	202-482-4648	Director, Office of Budget
Information on consulting services		83.7		Federal Assistance and Mgmt. Support, Executive Budgeting & Assistance	202-482-4115	Director, Executive Budgeting & Assistance Mgmt.
Information on research and development	84 A & B	84	After passback in MAX	Office of Budget, Budget Coordination and Reports Division	202-482-4891	Chief, Budget Coordination and Reports Division
Initial Annual performance plan		Part 6	w/initial submission	Office of Budget, Systems and Policies Division	202-482-4648	Chief, Systems and Policies Division
Performance and Accountability Report			November 15, 2004	Office of Budget, Systems and Policies Division	202-482-4648	Chief, Systems and Policies Division
Strategic Plan			September, 2003	Office of Budget, Systems and Policies Division	202-482-4648	Chief, Systems and Policies Division
Capital asset plan		Part 7 - 300	w/initial submission and after passback, if affected by decisions	Office of the Chief Information Officer Office of Information Planning and Review	202-482-0753	Director, Office of Policy Planning and Review
Information on asset management		800	w/initial submission	Office of Financial Management	202-482-1207	Deputy Director for Financial Management
Data on credit management activities and guaranteed loans	185A-W	185		Office of Financial Management	202-482-0753	Deputy Director for Financial Management