

Fiscal Year 2016 Sequestration and Implementation Planning Office Instructions

I. Identifying Potential Fiscal Year 2016 Budget Reductions

The program targets and areas prioritized for reduction are captured in the spreadsheet titled, “FY 2016 Sequestration and Implementation Planning,” available on the fiscal year (FY) 2016 Budget Formulation site in SharePoint ([link](#)). Proposed reductions are defined in terms of full-time equivalents (FTE) and contract support.

Action for Business/Product Line Lead Offices

Business and product line lead offices (lead offices) should validate the information on the list, provide missing information, and make any necessary adjustments to the proposed reductions. Lead offices will work with their partners to detail the list of potential reductions and associated impacts, and to capture the impacts of planned reductions by business line. This includes identifying the full budget string (business line/product line/product/office) where each reduction would be taken. Contract support and FTE reductions already planned for FY 2016 will be credited toward meeting the program and Corporate Support targets.

Lead offices are responsible for submitting plans that are realistic and can be executed in FY 2016 to achieve the proposed reductions. The “Sequestration Planning Guidance” (Agencywide Document and Access Management System Accession No. [ML15139A426](#)) issued by the Office of the Chief Financial Officer (OCFO) provides general guidance on how to develop, evaluate, and prioritize potential reductions to meet the targets.

- Lead offices should round dollar amounts where possible and avoid fractional FTE. The sum total of the proposed reductions must be within \$100K of the stated target.
- Lead offices for the major program business lines may substitute alternative items to meet the reduction target for the program, and may make trade-offs between dollars and FTE to meet the target. Lead program offices may also propose revisions to the initial prioritization. However, changes to the activities on the list of potential reductions or changes to the prioritization of the potential reductions must be coordinated with staff in the Office of the Executive Director for Operations (OEDO) prior to the submission deadline. For example, if the lead office wants to propose a different reduction than the one on the list, or if the lead office wants to move an item from the bottom third of the list to the middle or top third of the list, then this change must be discussed with OEDO prior to the August 10th deadline.
- The Executive Director for Operations (EDO) and the Chief Financial Officer (CFO) will prioritize the Corporate Support reductions at the agency level, but lead offices for the Corporate Support product lines may substitute alternative items with equal resource value for EDO and CFO consideration.
- As necessary, proposed reductions should be split into multiple line items to fully define the budget string for each component of the reduction. In such cases, all components of the reduction should be assigned the same 1-n priority.

Open communication and collaboration between the lead and partner offices, and between lead offices within the major programs, is essential to ensure that proposed reductions are prioritized

appropriately and program impacts are fully and accurately described. Lead offices are responsible for ensuring that partner offices are engaged throughout the planning process and that business line reductions have been coordinated with the appropriate office directors prior to submission of the plan.

Consistent with the recent budget centralization decisions, analysis of potential reductions to program resources in the Training and International Activities Product Lines and the Mission Information Technology Product will be led by the Office of the Chief Human Capital Officer, the Office of International Programs, and the Office of the Chief Information Office, respectively.

Submission Process

Budget execution staff in the lead offices will lead the FY 2016 planning effort for their business or product line(s). Lead office staff should coordinate closely with budget execution staff in partner offices and with their assigned OCFO analysts, who will provide additional support as needed.

To report the necessary information, lead offices will complete the individual templates for each major program and for Corporate Support posted in SharePoint ([link](#)):

- FY 2016 Sequestration and Implementation Planning – Reactors
- FY 2016 Sequestration and Implementation Planning – Materials and Waste
- FY 2016 Sequestration and Implementation Planning – Corporate-Office Support

The major program and Corporate Support templates require that lead offices—

- Detail potential contract dollar and FTE reductions by business line/product line/product/office.
- As needed, provide or review/revise impact statements for each reduction.
- Review and, as appropriate, revise the 1-n priorities for major program business line reductions, with 1 being the highest priority and last to be cut.

Business lines are requested to provide the approximate timing of impact as part of their impact statements. For example, if a combined operating license review is cut, the impact statement should indicate when the business line was scheduled to begin utilizing FY 2016 funds for that review (Month/Year).

To assist in FY 2016 implementation planning, offices are encouraged to identify “no-impact” FY 2016 reductions. These are resource reductions for FY 2016 only that, due to fact-of-life changes, will have no programmatic impact in the coming execution year. No-impact reductions should be clearly identified as such in the planning template.

Due Date: August 10, 2015

Lead office input to the major program and Corporate Support templates must be completed in SharePoint ([link](#)) by close of business on August 10, 2015.

II. Fiscal Year 2016 Appropriation Implementation Planning

Offices may propose to make FY 2016 changes with no net resource impact as part of the broader FY 2016 implementation planning process. Changes to FTE or contract support resources in the budget are allowed under the following circumstances:

- resource reductions have no impact (no commensurate resource increase); and
- the changes are required to support Commission policy; or
- the changes are required to support Congressional direction; or
- the changes reflect major workload changes anticipated in the execution year; or
- resource changes exceed \$0.5M (combined contract resources and/or FTE).

OCFO will not make FY 2016 changes for corrections or routine fact-of-life workload adjustments with no significant budget impact. Those types of changes should be made during the execution year.

Submission Process

OCFO has developed a template ([link](#)) that offices should populate with FY 2016 changes that meet the criteria above. Partner offices should send their request for changes from one business line/product line (product line/product for Corporate Support) to another through the gaining and losing lead offices with an explanation of the rationale for the change. The lead offices must then approve the resource movements as consistent with programmatic priorities. OCFO will then confirm that the shift in resources has a commensurate decrease elsewhere (i.e., nets to zero). While offices may swap FTE for contract resources, they may not increase FTE by reducing contract resources. The request for resource movements must be accompanied by a narrative justification for all changes in the template and must be achievable in FY 2016 if approved.

Implementation plan changes may not duplicate potential reductions submitted on the FY 2016 sequestration planning template.

Due Date: August 10, 2015

Requests for changes are due in SharePoint ([link](#)) by close of business on **August 10, 2015**.

III. Points of Contact

Budget execution staff may direct questions to their assigned OCFO analyst, or to one of the points of contact listed below.

FY 2016 Planning Process:	Victoria Voytko, OCFO	301-415-6970
Prioritization of Potential Reductions:	Maria Schofer, OEDO	301-415-1244
FY 2016 Implementation Planning:	Jamie Green, OCFO	301-415-5924