

A2003,017003 YG BD



# Memorandum

U.S. Department of  
Transportation  
Office of the Secretary  
of Transportation

Subject: **ACTION:** Spending Guidance Under  
A Continuing Resolution

Date: October 16, 2003

From: *Phyllis F. Scheinberg*  
Phyllis F. Scheinberg  
Acting Assistant Secretary for Budget and Programs/CFO

Reply to  
Attn. of:

To: Heads of Operating Administrations

OFFICE OF THE  
ADMINISTRATOR  
2003 OCT 17 A 10:55  
EXECUTIVE SECRETARIAT

## Background

On October 1, 2003, the Department of Transportation began fiscal year 2004 operating under a 31-day Continuing Resolution (CR) in the absence of a signed appropriations bill. Under this CR, and any subsequent CR, each operating administration needs to exercise fiscal restraint to ensure that mission-critical operations continue within the level of funds provided.

## Spending Plans and Controls

Each operating administration should put in place a spending plan and appropriate spending controls to enable the agency to continue programs at the FY 2003 level within the amount of funds provided under the CR. Your spending plan should ensure that all direct obligations during the CR are absolutely necessary to carry out the responsibilities of your respective organizations. Please submit to me a written report by COB Wednesday, October 15, 2003, that describes the controls and processes you have put in place to ensure that spending is well-managed during the remainder of the CR.

In addition, please focus on restricting or freezing activities in the following areas:

- Hiring of personnel, other than those necessary to ensure the operation of essential government functions such as those affecting safety, health or national security;
- All overseas travel;
- All non-operational travel (e.g., travel to attend conferences, give speeches or presentations, or gather information);
- Conferences and offsite meetings;

- Employee training, unless the training is essential to the agency's core mission and directly relates to the performance of official duties;
- Printing and graphics, especially color printing; and,
- Space alterations and purchases of office furniture, equipment and supplies.

#### **Conferences and Offsite Meetings**

Regarding conferences and offsite meetings, it is imperative that the purpose clearly relates to the Department's core mission and that attendance is limited to those with a clear need to attend. You are encouraged to have field staff represent the Department at industry conferences and public meetings, thereby minimizing the need for headquarters personnel to travel. You are also encouraged to use telecommunications equipment when possible to limit the need for travel.

#### **Space Alterations and Purchases of Office Furniture, Equipment and Supplies**

All space alterations should be consistent with the General Services Administration guidelines and should be done in the most economical fashion practicable. New furniture should only be purchased when absolutely necessary. Purchases of office equipment and supplies should be restricted to what is necessary to conduct normal business during the remainder of the CR.

If you have questions concerning this guidance, please contact Lana Hurdle, Director, Office of Budget and Program Performance, at (202) 366-4594. Thank you.

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