

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET


Release No. 178

August 16, 1990

SUBJECT: Administrative Series
Part 381 Origination of Records and Information
Chapter 4 Reports Management Program

EXPLANATION OF MATERIAL TRANSMITTED:

The basic manual is reissued to update the authorities and responsibilities. Appendix 1, List of Recurring Administrative Reports (Interagency and Internal Reports), is reissued to reflect the current reporting requirements.


for Director

FILING INSTRUCTIONS:

REMOVE:

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>	<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
381	4	1-6 7-24	80 136	381	4	1-32	178

OPR: Records and Mail Management Section
Support Services Branch
Financial and Support Services Division
Office of Administration
Office of Management and Budget

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Administrative Series

Part 381 Origination of
Records and Information

Chapter 4 Reports Management Program

381.4.1

1. Purpose. This chapter establishes policy and responsibilities for the Minerals Management Service (MMS) Reports Management Program. The Reports Management Program provides a system for the control, evaluation, and improvement of reporting requirements to ensure compliance with applicable laws and regulations.

2. Objectives. It is the objective of the program to maintain management control over the promulgation, use, and cancellation of reporting requirements and to avoid the imposition of invalid or inefficient reporting requirements.

3. Authority.

A. Paperwork Reduction Act of 1980, as amended
(44 U.S.C. 3501 et seq.).

B. Federal Information Resources Management Regulation
(41 CFR 201-45.103).

C. Office of Management and Budget (OMB) Regulation,
"Controlling Paperwork Burdens on the Public" (5 CFR 1320).

D. Departmental Manual (381 DM 6, Reports Management
Program).

E. Departmental Manual (381 DM 8, Statutory and Other
Reports to Congress).

F. Departmental Manual (381 DM 9, Internal Reports).

G. Departmental Manual (381 DM 11, Information Collection
Program Requirements).

H. Departmental Manual (381 DM 12, Clearance Procedures for
Information Collections).

4. Definitions.

A. Interagency Report is any requirement that involves a
report to an Agency from one or more Agencies.

B. Internal Report is any reporting requirement originated
and used completely within the Department.

OPR: Records and Mail Management Section
Office of Administration

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C. Public Use Reporting (Information Collection) is the compilation of answers to identical questions from any non-Federal Government business, institution, group, or individual which is subject to the provisions of the Paperwork Reduction Act of 1980 and 5 CFR 1320. (See MMS Manual 381.5, Information Collection Requirements.)

D. Recurring Report is a report that is required and submitted for update at least annually.

E. Recurring Administrative Report is a name commonly applied to most internal and interagency reports because of their general administrative nature.

F. Report is data or information which is transmitted for use in determining policy; planning, controlling, and evaluating; operations and performance; making administrative determinations; establishing and maintaining official records; or preparing other reports. This data or information may be a narrative or in a statistical, graphical, or other form and may be displayed on paper, magnetic tape, or other media.

G. Reporting Requirement is the statement, directive, or request which contains the imposition of a report to be submitted from one official or organization to another.

H. Report Control Symbol (RCS) is an alphanumeric identification assigned to reports that have been approved by a reports control unit.

I. Statutory Report is a report required by law, i.e., one imposed by Congress or the Code of Federal Regulations directly on a particular Agency, group of Agencies, or a Bureau.

5. Policy. It is the policy of the MMS to comply with all laws and regulations governing the promulgation, use, and cancellation of reports.

6. Recurring Administrative Reports Listing. Appendix 1 to this chapter provides a listing of approved recurring administrative reports. The composition of the listing and its exclusions are as follows.

A. Reports are listed by office of primary responsibility (OPR) and frequency (FR) of submission.

B. Interagency RCS's have been assigned to those reports with General Services Administration (GSA) clearance; all others have been issued a departmental RCS.

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C. To indicate the sources of requests for the reports or the source of the requirement to maintain certain information, ultimate users are shown within the RCS, whether they are Bureaus or the Secretarial office to which the reports are submitted or whether they are Agencies outside the Department (e.g., 1045-OPM-QU, OMB-82-110, DOI-83-079).

D. References to the Departmental Manual, OMB Circulars, and other sources of information are given for full details on reports preparation, when needed.

E. The departmental offices responsible for preparation of the reports, dates due, and number of copies are given, as well as the MMS office responsible for coordination/submission of the MMS input.

F. Excluded from the listing are:

- (1) One-time reports, and
- (2) Program operating reports.

7. Statutory and Other Reports to Congress should be prepared in accordance with 381 DM 8 and submitted through the MMS Office of Congressional and Legislative Affairs. A list of statutory reports is appended to 381 DM 8.

8. Public Use Reports require approval of OMB if they affect 10 or more respondents. For example, if 10 persons are required to report or keep records, even though no form is prescribed, that requirement must be approved by OMB.

A. When first considering a requirement, the initiating office should contact the MMS Information Collection Clearance Officer (ICCO) to ensure that legal requirements are met. All requests for OMB approval of information collection requirements should be included in the annual Information Collection Budget (ICB). All approved collections appear on the List of Active Reports Approved Under the Federal Reports Act, which is issued by the Department on a monthly basis. The list is available from the ICCO Liaison Officers in the program areas.

B. When reports include the use of a form, the same requirements apply with the addition that the form, too, is approved. (See "Forms" below.)

9. Forms are related to a report when the form is required for filling in information required in a report. The Records Management Section, Office of Administration, controls forms.

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381.4.9

Specific instructions for their use are covered in MMS Manual 381.2, Forms Management.

10. Standards.

A. Required reports must be written so that the information is easily understood and is in a usable format.

B. Reports must be consistent with established policies and procedures.

C. Directives which prescribe a report must contain a paragraph outlining the reporting requirement (MMSM 381.1-H, Chapter 2).

11. Responsibilities.

A. All Associate and Regional Directors, the Chiefs of the Offices of Congressional and Legislative Affairs, Public Affairs, and Equal Employment Opportunity, and the Administrative Service Center Managers:

(1) Ensure that all reports are developed and managed in their areas of responsibility in accordance with the policy and procedures outlined in this chapter and detailed in the Departmental Manual; and

(2) Appoint a Reports Liaison Officer to coordinate the inventories of recurring reports.

B. The Associate Director for Management and Budget manages the Reports Management Program and designates the Records Manager as the reports control officer to carry out this responsibility.

C. Chief, Office of Congressional and Legislative Affairs:

(1) Clears statutory and other reports submitted to Congress; and

(2) Coordinates the inventory of statutory and other reports to Congress.

D. The Records Manager:

(1) Identifies existing and proposed information collections, specifically called "public use reports," after consultation with the MMS ICCO and program officials;

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- (2) Develops and maintains an MMS-wide inventory of recurring administrative reports;
- (3) Analyzes and determines the value of reports proposed for inclusion in or deletion from the inventory of recurring administrative reports;
- (4) Issues adequate instructions on reports management;
- (5) Develops procedures to provide for proper approval and clearance of interagency, internal, and public use reports; and
- (6) Conducts and/or maintains annual inventories of statutory and other reports to Congress and internal, inter-agency, and public use reports.

E. The Reports Liaison Officers coordinate the inventories of reports for their areas of responsibility. The coordination includes:

- (1) Identifying recurring reports to be included in or deleted from the inventories; and
- (2) Submitting requests for review of special reports (e.g., to OMB for a public use report or to GSA for an inter-agency report) through normal channels of clearance.

INDEX TO LIST OF
RECURRING ADMINISTRATIVE REPORTS

Described below are the acronyms and titles of the Bureaus and offices of primary responsibility (OPR), with their page locations in Appendix 1.

<u>ACRONYM</u>	<u>DOI BUREAU/OFFICE TITLE</u>	<u>PAGE</u>
DESM	Division of Enforcement and Security Management	11
IG	Office of Inspector General	11
OBC	Office of Historically Black College and University Programs and Job Corps	12
OEO	Office of Equal Opportunity	12
OPA	Office of Public Affairs	13
OSD	Office of Small Disadvantaged Business Utilization	13
PAM	Office of Acquisition and Property Management	14
PAS	Office of Aircraft Services	17
PMB	Assistant Secretary - Policy, Management and Budget	17
PEP	Office of Environmental Project Review	18
PFM	Office of Financial Management	18
PIR	Office of Information Resources Management	21
PMI	Office of Management Improvement	22
PMO	Office of Administrative Services	24
POB	Office of Budget	25
PPM	Office of Personnel	27
S	Office of the Secretary	31
TIA	Assistant Secretary - Territorial and Internal Affairs	31
WBM	Bureau of Mines	31
WBR	Bureau of Reclamation	31

<u>ACRONYM</u>	<u>MMS OPR SYMBOLS</u>
OCLA	Office of Congressional and Legislative Affairs
OPA	Office of Public Affairs
EEO	Office of Equal Employment Opportunity
AD/OMM	Associate Director for Offshore Minerals Management
AD/PP	Associate Director for Policy and Planning
DAD/A	Deputy Associate Director for Administration
BUD	Budget Division
FSSD	Financial and Support Services Division
IRM	Information Resources Management Division
PER	Personnel Division
PPM	Procurement and Property Management Division
SEC	Security Officer

MMSM 381.4
Appendix 1
(Cont.)ACRONYMFREQUENCY (FR) OF SUBMISSION

AN	Annually
AR	As Required
MO	Monthly
QU	Quarterly
SA	Semiannually

The notation "EXEMPT" in the "Instructions on Preparation" column indicates that the reporting requirement is exempt from GSA clearance.

NOTE: "*" identifies reports that are submitted by responding Bureaus/offices directly to the requiring Agency. No DOI OPR is required on these reports.

INTERAGENCY AND INTERNAL REPORTS

<u>DOI OPR</u>	<u>REPORT CONTROL SYMBOL</u>	<u>FR</u>	<u>REPORT TITLE</u>	<u>PREPARER</u>	<u>DOI OPR DUE DATE</u>	<u>INSTRUCTIONS ON PREPARATION</u>	<u>MMS OPR</u>
*	0341-TD-AN	AN	REPORT OF CASH FLOW	ALL BUREAUS *DIRECT TO TD	NOV. 15	ITFM 2-4100, SF 222	FSSD
*	0342-TD-AN	AN	REPORT ON RECONCILIATION	ALL BUREAUS *DIRECT TO TD	NOV. 15	ITFM 2-4100, SF 223	FSSD
*	1178-TD-AN	AN	REPORT ON FINANCIAL CONDITION	ALL BUREAUS *DIRECT TO TD COPY TO PFM	NOV. 15	ITFM 2-4100, SF 220	FSSD
*	1196-TD-AN	AN	YEAR-END CLOSING STATEMENT	ALL BUREAUS *DIRECT TO TD COPY TO PFM	NOV.	ITFM 2-4200, AND ANNUAL TFRM BULLETIN, TFS FORM 2108, 3 COPIES	FSSD
*	PS-60-001	AN	ESTIMATE MAILINGS REPORT (FISCAL YEAR COST ESTIMATES)	ALL BUREAUS & PMO *DIRECT TO USPS	ON REQUEST	USPS INST. ON "PAYMENT FOR OFFICIAL MAIL," PS FORM 1952, 2 COPIES (EXEMPT)	FSSD
*	0120-GSA-AR	AR	REPORT OF EXCESS STRATEGIC & CRITICAL MATERIALS	APPLICABLE BUREAU *DIRECT TO GSA	ON OCCASION	FPMR 101-14.103, 32A CFR 111	AD/ OMM
*	0345-GSA-AR	AR	INFORMATION ON ADP SHARING AVAILABILITY	ALL BUREAUS *DIRECT TO GSA	ON OCCASION	FIRMR BULLETIN #8, REVISED	IRM
*	1177-TD-MO	MO	STATEMENT OF ACCOUNTABILITY	BUREAU WITH DISBURSING OFFICERS *DIRECT TO TD	--	ITFM 2-3100, SF 1218, 1219	FSSD

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<u>DOI OPR</u>	<u>REPORT CONTROL SYMBOL</u>	<u>FR</u>	<u>REPORT TITLE</u>	<u>PREPARER</u>	<u>DOI OPR DUE DATE</u>	<u>INSTRUCTIONS ON PREPARATION</u>	<u>MMS OPR</u>
*	1587-DOC-MO	MO	MONTHLY CONSTRUCTION PROGRESS	ALL BUREAUS WITH CONST./INFRASTRUCTURE PROJ. *DIRECT	18TH	13 U.S.C. 141, 181	PPM
*	OMB-71-015	MO	REPORT ON BUDGET EXECUTION FOR DOL	BUREAU REPORT CENTER ACT. *DIRECT TO DOL	20TH	OMB CIRCULAR A-34, SF 133, 1 COPY (EXEMPT)	FSSD
*	OMB-71-015A	MO	REPORT ON BUGET EXECUTION	ALL BUREAUS *DIRECT TO OMB, COPY TO PFM	20TH	OMB CIRCULAR A-34, FAM 76-34, 3/18/76, SF 133, 2 COPIES + 1 EXTRA WITH QUARTERLY REPORT	FSSD
*	0228-OPM-QU	QU	DELEGATION OF EXAMINING AUTHORITY AGREEMENT	ALL BUREAUS & OFFICES WITH AGREE. *DIRECT TO OPM	--	OPM DELEGATION AGREEMENT, NARRATIVE	PER
*	1183-TD-QU	QU	REPORT ON GROSS OBLIGATIONS BY OBJECT CLASS	ALL BUREAUS *DIRECT TO TD COPY TO PFM	20 DAYS AFTER END OF QUARTER	ITFM 2-4400, SF 225, 1 COPY	FSSD
*	DOI-82-069	QU	CASH ACCOUNTABILITY INTERNAL REVIEW REPORT	ALL BUREAUS & OFF. WITH COLL. OFF. *TO HEAD OF ACT.	JAN. 31 APR. 30 JULY 31 OCT. 31	331 DM 2.4B, NARRATIVE	FSSD

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<u>DOI</u> <u>OPR</u>	<u>REPORT</u> <u>CONTROL SYMBOL</u>	<u>FR</u>	<u>REPORT TITLE</u>	<u>PREPARER</u>	<u>DOI OPR</u> <u>DUE DATE</u>	<u>INSTRUCTIONS</u> <u>ON PREPARATION</u>	<u>MMS</u> <u>OPR</u>
*	OMB-76-005	QU	REPORT ON APPLIED COSTS AND ACCURED EXPENDITURES	ALL BUREAUS *DIRECT TO OMB, COPY TO PFM	AS REQUESTED	SECTION 51.2, OMB CIRCULAR A-34, 5 COPIES (EXEMPT)	FSSD
DESM	0230-GSA-AN	AN	AGENCY INFORMATION SECURITY PROGRAM DATA	ALL BUREAUS & PSD	END OF FY	E.O. 12356, SF 311 AND INSTRUCTIONS	SEC
DESM	DOI-79-025	SA	INVENTORY OF CLASS. MATERIAL (TOP SECRET, SECRET, & CONFIDENTIAL)	ALL BUREAUS	APR. 5 OCT. 5	442 DM 5.4 ILL. 1, FORMAT, 1 COPY	SEC
DESM	DOI-83-080	AN	DERIVATIVE CLASS. REPORT	ALL BUREAUS & OFFICES	SEPT. 30	442 DM 5.6	SEC
DESM	DOI-83-081	AN	SECURITY INSP. REPORT	ALL BUREAUS & OFFICES	WITHIN 30 DAYS AFTER REVIEW	442 DM 4.9	SEC
IG	DOI-80-044	AN	AUDIT PLANS	ALL BUREAUS & OFFICES	ON REQUEST	360 DM 3.5	AD/ PP
IG	0302-DOJ-AR	AR	FRAUD & CORRUPTION TRACKING (FACT) SYSTEM	ALL BUREAUS & OFFICES	AS OCCURS	DOJ FORM CRM-162, FACT SYSTEM REVIEW PACKAGE	--

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IG	DOI-76-030	XX	COMPLAINTS OF SERIOUS NATURE (INITIAL INTELLIGENCE)	ALL BUREAUS & OFFICES	UPON OCCUR- RENCE OR RECEIPT OF COMPLAINT	355 DM 2	DAD/A
IG	DOI-80-075	XX	CONTRACT AUDITS	ALL BUREAUS & OFFICES	AS REQUIRED	360 DM 3.7, DI 1902	DAD/A
OBC	ED-89-001	AN	REPORT ON ASSISTANCE TO HISTORICALLY BLACK COLLEGES AND UNIVERSITIES	ALL BUREAUS & OFFICES	WHEN REQUESTED	EO 12677, WHITE HOUSE INITIATIVE ON HBCU'S LETTER	PER
OBC	ED-89-002	AN	PLAN ON ASSISTANCE TO HISTORICALLY BLACK COLLEGES AND UNIVERSITIES	ALL BUREAUS & OFFICES	JAN. 15	EO 12677, WHITE HOUSE INITIATIVE ON HBCU'S LETTER	PER
OEO	0310-EEO-AN	AN	ACCOMPLISHMENT REPORT & UPDATES OF AFFIRMATIVE ACTION (EEO) PROGRAM FOR MINORITIES & WOMEN	ALL BUREAUS & OFFICES	APR. 15	EEO MANAGEMENT DIR. 714	EEO
OEO	0279-EEO-XX	XX	MULTI-YEAR EMPLOYMENT PROGRAM PLANS FOR MINORITIES AND WOMEN FOR FY 1988 THROUGH 1992	ALL BUREAUS & OFFICES	APR. 15	EEOC MANAGEMENT DIRECTIVE 714	EEO
OEO	0288-EEO-AN	AN	ANNUAL REPORT ON FEDERAL EMPLOYMENT OPPORTUNITY PRE-COMPLAINT COUNSELING AND COMPLAINTS PROCESSED	ALL BUREAUS & OFFICES	OCT. 31	EEO MD 107, EEOC FORM 462	EEO

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OPA	0152-NAR-AN	AN	AUDIOVISUAL ACTIVITY REPORT	ALL BUREAUS & OFFICES & OPA	DEC. 3	36 CFR 12326, SF 203, OMB CIRC. A-114 (R), INSTRUCTIONS ON BACK OF FORM	OPA
OPA	OMB-81-022	AN	PUBLICATION EXPENDITURE REPORT	ALL BUREAUS & OPA	MAY 15	OMB CIRC. A-3, OMB BUL. 81-16, 85-14, & 471 DM 4.6	PPM
OPA	0151-NAR-XX	XX	FEDERAL AUDIOVISUAL INFORMATION	ALL BUREAUS & OFFICES AFTER PROD.	AS OCCURS	36 CFR 1232.6, SF 202	OPA
OPA	GSA-77-040	XX	AUTHORIZATION REQ. FOR MOTION PICTURE OR VIDEO TAPE RECORDING	ALL BUREAUS & OFFICES	AS OCCURS	FPMR 101-11.1304, DI 551 (2), SF 282 (2), INSTRUC- TIONS ON BACK OF FORM, OMB CIRC. A-114(R), (EXEMPT)	OPA
OSD	DOI-87-097	AR	BUSINESS AND ECONOMIC DEVEL- OPMENT PROGRAM MANAGEMENT REVIEW REPORT	ALL BUREAUS BUDS OR OSDDBU	45 DAYS AFTER REVIEW	405 DM 1.3E	PPM
OSD	DOI-89-098	MO	MONTHLY REPORT ON CONTRACT AWARDS OVER THE SUBCON- TRACTING THRESHOLD	ALL BUREAUS & OFFICES	10 DAYS AFTER END OF MONTH	OSD MEMO	PPM
OSD	1561-DOC-QU	QU	MINORITY BUSINESS DEVELOPMENT PLAN AND QUARTERLY REPORT	ALL BUREAUS & OFFICES	JAN. 30 APR. 30 JULY 30 OCT. 30	DIAR 1419, MBDA 91 (1 COPY), EO 12432, 505 DM 3.6E & 505 DM 5.6E	PPM

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OSD	DOC-88-001	QU	MBE/WBE UTILIZATION UNDER FEDERAL GRANTS, COOPERATIVE AGREEMENTS, AND OTHER FEDERAL ASSISTANCE	ALL BUREAUS & OFFICES	JAN. 30 APR. 30 JULY 30 OCT. 30	EO 12432, 505 DM 3.6E2, SF 334	PPM
PAM	0015-GSA-AN	AN	UTILIZATION & DISPOSAL OF EXCESS & SURPLUS PERSONAL PROPERTY	ALL BUREAUS, PMO, SOL, PAS, OBC	NOV. 15	FPMR 101-43.4701(A), IPMR 114-43.4701(A)(3), SF 121, 3 COPIES	PPM
PAM	0031-GSA-AN	AN	DESIGN, CONSTRUCTION, OR ALTERATIONS OF BUILDING ACC. FOR PHYSICALLY HANDICAPPED	ALL BUREAUS & OFFICES	SEPT. 10	IPMR 114-19.607, FPMR 101-19.607, GSA #2974, 2 COPIES	FSSD
PAM	0154-GSA-AN	AN	REPORT OF PERSONAL PROPERTY FURNISHED TO RECIPIENT OTHER THAN A FEDERAL AGENCY (P.L. 94-519)	ALL BUREAUS & PMO, SOL, PAS, OBC	DEC. 15	FPMR 101-43.4701(C), PAM/PM FORMAT, IPMR 114-43.4701(C), 2 COPIES	PPM
PAM	0162-GSA-AN	AN	MOTOR VEHICLE ACQUISITION PLAN FOR PASSENGER AUTO-MOBILES & LIGHT TRUCKS	ALL BUREAUS & OFFICES	DEC. 15	FPMR 101-38.101, FORMAT	PPM
PAM	0216-DOS-AN	AN	REPORT OF FOREIGN GIFTS AND DECORATIONS	ALL BUREAUS	JAN. 31	PL 95-105, SECTION 515	PPM
PAM	0315-GSA-AN	AN	WORLDWIDE REAL PROPERTY INVENTORY REPORTING SYSTEM	ALL BUREAUS	NOV. 21	41 CFR 101-2, GSA FORMS 1166, 1166A, & 1209	FSSD
PAM	0324-DOS-AN	AN	REPORT OF GIFTS GIVEN TO FOREIGN INDIVIDUALS	ALL BUREAUS & PMO	OCT. 15	STATE DEPARTMENT FORMAT	PPM

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<u>OPR</u>	<u>CONTROL SYMBOL</u>	<u>AN</u>			<u>DUE DATE</u>	<u>ON PREPARATION</u>	<u>OPR</u>
PAM	1102-GSA-AN	AN	MOTOR VEHICLE REPORT	ALL BUREAUS & OFFICES	DEC. 1	FPMR 101-38.9, SF 82, 3 COPIES, 412 DM 10.3	PPM
PAM	1528-GSA-AN	AN	REPORT ON EXCHANGE SALE PROPERTY	ALL BUREAUS & PMO, SOL, PAS, OBC	DEC. 15	FPMR 101-46.407, IPMR 114-46.407, LETTER, 2 COPIES	PPM
PAM	1529-GSA-AN	AN	REPORT OF ACTIVITIES GENERATING PRECIOUS METALS	ALL BUREAUS & OFFICES	NOV. 1	FPMR 101-42.302-02, IPMR 114-42.301, SF 291, 2 COPIES	PPM
PAM	CON-83-454	AN	REPORT ON COMPETITION IN CONTRACTING	ALL BUREAUS & PAM	DEC. 15	48 CFR 6.502(A)(3), 48 CFR 1406.502(A)(6), SEC- TION 2732 OF PL 98-369	PPM
PAM	DOE-79-002	AN	REPORT ON ENERGY MANAGEMENT	BUREAU (BIA, FNP, FWS, LLM, WBR, WBM, WGS, & LMS)	JUNE 29	EO 12003, FORMAT FROM DOE, 1 COPY	PPM
PAM	DOI-79-023	AN	REAL PROPERTY UTILIZATION REPORT	ALL BUREAUS	NOV. 21	IPMR 114-47.802-54, APP. I, II, & III OF IPMR 114-47.8, 2 COPIES	FSSD
PAM	DOI-81-051	AN	A SUMMARY OF ADVANCE ACQUISITION PLANS	ALL BUREAUS PMO & OAS	NOV. 15	404 DM 6.1, FORMAT	PPM
PAM	DOI-81-056	AN	REPORT ON ADMIN. OF THE UNIFORM RELOCATION ASSIS- TANCE & REAL PROPERTY ACQUISITION POLICIES ACT OF 1970	ALL BUREAUS & OFFICES	NOV. 1	IPMR 114-50.1200, GSA #2997, 1 COPY	FSSD

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<u>DOI</u> <u>OPR</u>	<u>REPORT</u> <u>CONTROL SYMBOL</u>	<u>FR</u>	<u>REPORT TITLE</u>	<u>PREPARER</u>	<u>DOI OPR</u> <u>DUE DATE</u>	<u>INSTRUCTIONS</u> <u>ON PREPARATION</u>	<u>MMS</u> <u>OPR</u>
PAM	NAS-84-001	AN	NATIONAL ACADEMY OF SCIENCE REPORT ON WAIVER OF SYNOPSIS REQUIREMENTS	ALL BUREAUS & OFFICES	OCT. 15	DIAPR 84-24	PPM
PAM	DOI-85-094	AN	REPORT ON PROPERTY SURVEYED & EMPLOYEE RESPONSIBILITY	ALL BUREAUS PMO, SOL, OBC	NOV. 15	410 DM (IPMR 114-60.813),	PPM
PAM	0206-GSA-QU	QU	FPDS-INDIVIDUAL ACQUISITION ACT REPORT	ALL BUREAUS & PMO	AS OCCURS	PL 93-400, SEC.6(D)(5), FPDS REP. MAN., DIAR 1404.6, FAR 4.6, SF 279 (REV. 4-85), OPTIONAL MO. COMPUTER TAPE	PPM
PAM	0208-GSA-QU	QU	FPDS-QRTR. SUMMARY OF ACQ. ACTIONS OF \$25,000 OR LESS & SUBCONTRACTING REPORTS ON SELECTED PRIME CONTRACTS	ALL BUREAUS & PMO	15 DAYS AFTER EACH FY QRTR.	PL 93-400, SEC.6(D)(5), FPDS REP. MAN., DIAR 1404.6, FAR 4.6, SF 281 (REV. 10-82)	PPM
PAM	0252-DOC-QU	QU	FEDERAL ASSISTANCE AWARD DATA SYSTEM (FAADS)	ALL BUREAUS & OFFICES WITH FEDERAL ASSIST- ANCE	JAN. 31 APR. 30 JULY 31 NOV. 3	FAADS REP. MANUAL FOR FY 1987, SF 424	PPM
PAM	1492-DOE-QU	QU	FEDERAL PROPERTY ENERGY USAGE	ALL BUREAUS & OFFICES	FEB. 15 MAY 15 AUG. 15 NOV. 15	FPMR AMENDMENT D-84, 41 CFR 101-20 SECTION 101-20,116	PPM

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DOI OPR	REPORT CONTROL SYMBOL	FR	REPORT TITLE	PREPARER	DOI OPR DUE DATE	INSTRUCTIONS ON PREPARATION	MMS OPR
PAM	DOI-76-022	QU	MAN-HOUR & MILEAGE REPORT	ALL BUREAUS & PMO	JAN. 30 APR. 30 JULY 30 OCT. 30	485 DM 5.11A, BUREAU FORMAT, 1 COPY	FSSD
PAM	1482-DOL-SA	SA	LABOR STANDARDS ENFORCEMENT UNDER DAVIS-BACON & RELATED STATUTES	ALL BUREAUS & OFFICES	APR. 15 OCT. 15	29 CFR 5.7 (B)	PPM
PAM	GSA-78-005	SA	CATALOG OF FEDERAL ASSISTANCE AND UPDATE	ALL BUREAUS	WHEN REQUESTED	PL 95-220 AS AMENDED BY PL 98-169. INSTRUCTIONS FROM GSA	PPM
PAS	0322-GSA-AN	AN	CIVILIAN EXECUTIVE AGENCY AIR- CRAFT INFORMATION SYSTEM (AIS)	ALL BUREAUS	DEC. 15	FPMP TEMP. REG. A-27 REV. #1, DTD 2/24/87	FSSD
PAS	DOI-77-070	AR	AIRCRAFT ACCIDENT/INCIDENT REPORT	ALL BUREAUS & OFFICES	WITHIN 5 WORKING DAYS AFTER ACCIDENT/ INCIDENT	352 DM 6, OAS-34A	FSSD
PMB	CON-87-474	AN	DEVELOPMENTS IN AGING	ALL BUREAUS & PPM	NOV.	MEMO FROM PBA	PER
PMB	OGE-89-001	AN	COMPREHENSIVE REPORT TO THE OFFICE OF GOVERNMENT ETHICS ON DOI'S ETHICS PROGRAM	ALL BUREAUS & OFF. DEPUTY ETHICS COUNC.	WHEN REQUESTED	PL 100-598, SEC. 6	PER
PMB	OMB-82-010	AR	SIGNIFICANT INTERNAL CONTROL BREAKDOWN & FINANCIAL LOSSES THRU A/S-PBA	ASSISTANT SECRE- TARIES & ODO'S AFTER OC- CURRENCES	20 DAYS AFTER OC- CURRENCES	340 DM 2.6D, OMB CIRC. A-123 (EXEMPT)	FSSD

INTERAGENCY AND INTERNAL REPORTS

<u>DOI</u>	<u>REPORT</u>	<u>FR</u>	<u>REPORT TITLE</u>	<u>PREPARER</u>	<u>DOI OPR</u>	<u>INSTRUCTIONS</u>	<u>MMS</u>
<u>OPR</u>	<u>CONTROL SYMBOL</u>	<u>FR</u>	<u>REPORT TITLE</u>	<u>PREPARER</u>	<u>DUE DATE</u>	<u>ON PREPARATION</u>	<u>OPR</u>
PMB	DOI-76-032	MO	STATISTICAL REPORT-CONFLICT OF INTEREST	ALL BUREAUS & OFFICE DEPUTY ETHICS COUNSELORS	15TH OF EA. MO. UNTIL ALL STATEMENTS ARE APPROVED	PROCEDURAL MANUAL FOR ETHICS COUNSELORS, FORMAT, 1 COPY	PER
PMB	DOI-84-083	SA	CORRECTIVE ACTIONS ACCOMPLISHED	ALL BUREAUS & OFFICES	APR. 15 OCT. 15	361 DM 1, APP. 2	FSSD
PMB	0304-GSA-XX	XX	FEDERAL ADVISORY COMMITTEE REPORTING SYSTEM	ALL BUREAUS	WHEN REQUESTED	FEDERAL ADVISORY COMMITTEE ACT, 41 CFR 101-6, GSA FORM T-820B	--
PEP	DOI-71-020	MO	ENVIRONMENTAL STATEMENTS REPORT	ALL BUREAUS	1ST	AS PRESCRIBED IN PEP ES 81-7, 1 COPY	AD/ OMM
PEP	OMB-74-002	SA	REPORT OF POLLUTION ABATEMENT AT FEDERAL FACILITIES	ALL BUREAUS	JUNE 30 DEC. 31 TO EPA	EO 12088, OMB CIRC. A-106, EPA 40 FR 3037, EXH. 1, FORMAT, 5 COPIES, EXH. 2, PRINTOUT, 2 COPIES (EXEMPT)	FSSD
PFM	1156-NSF-AN	AN	FED. SUPPORT SURVEY (REPORTING OF FED. OBLIGATIONS FOR ACADEMIC & SELECTED NONPROFIT INSTITUTIONS)	ALL BUREAUS	FEB. 15	REP. INST. OF NSF & IMPLEMENTING INST. ISSUED BY DIVISION OF FINANCIAL ADMIN., 1 COPY	BUD
PFM	1168-DOS-AN	AN	RETAIL PRICE SCHEDULE & HOTEL & RESTAURANT PRICES SURVEY	ALL BUREAUS	AS REQUESTED	DOS STANDARD REGULATIONS, GOV'T CIVILIANS, FOREIGN AREAS, SUB. 070 OF 173, DSP 23W, 1 COPY	FSSD

INTERAGENCY AND INTERNAL REPORTS

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PFM	1180-TD-AN	AN	REPORT ON OPERATIONS	ALL BUREAUS	NOV.	ITFM 2-4100, TSF FORMS 220, 221,	FSSD
PFM	1184-TD-AN	AN	REPORT ON FEDERAL AID PAYMENTS TO STATE & LOCAL GOVERNMENT	ALL BUREAUS	NOV.	ITFM 2-7000, TD CIRC. 1014, FAM, 3 COPIES	FSSD
PFM	1200-TD-AN	AN	REPORT ON UNFUNDED FOREIGN CURRENCY RESERVATION ACCOUNTS	ALL BUREAUS	NOV.	TD CIRC. 930 ITFM 2-3200, APP. 2, FAM, 2 COPIES	FSSD
PFM	1202-TD-AN	AN	REPORT ON ESTIMATED FOREIGN CURRENCY COLLECTIONS & EXPENDITURES	ALL BUREAUS	NOV.	ITFM 2-3200, APP. 1, FAM, 2 COPIES	FSSD
PFM	1557-DOC-AN	AN	CASH PAYMENTS TO STATE & LOCAL GOVERNMENT	ALL BUREAUS	NOV.	COMMERCE/BUR. OF CENSUS LETTER, 1 COPY	FSSD
PFM	DOI-80-045	AN	REVIEW OF CASH MANAGEMENT PRACTICES	ALL BUREAUS	WHEN REQUESTED	ITFM 6-8000, 338 DM 1, 1 COPY	FSSD
PFM	DOI-82-062	AN	COST RECOVERY REPORT	ALL BUREAUS	DEC. 30	346 DM 1.6, 1 COPY	FSSD
PFM	GAO-75-001	AN	REPORT ON WAIVER OF CLAIMS FOR ERRONEOUS PAYMENTS OF PAY & ALLOWANCES	ALL BUREAUS	NOV.	4 CFR 92.7, FAM, 344 DM 9.1, 2 COPIES (EXEMPT)	FSSD
PFM	OMB-82-011	AN	PROMPT PAYMENT	ALL BUREAUS	NOV.	OMB CIRCULAR A-125, REVISED	FSSD
PFM	OMB-83-023	AN	FEDERAL MANAGERS "FINANCIAL INTEGRITY ACT" ANNUAL STATEMENT & REPORT	ALL BUREAUS THROUGH EACH A/S	AS REQUESTED	OMB CIRC. A-123, A-130, 340 DM 1 & 2, 1 COPY	--

<u>INTERAGENCY AND INTERNAL REPORTS</u>									
DOI OPR	REPORT CONTROL SYMBOL	FR	REPORT TITLE	PREPARER	DOI OPR DUE DATE	INSTRUCTIONS ON PREPARATION	MMS OPR		
PFM	OMB-84-024	AN	FINANCIAL MANAGEMENT SYSTEM 5-YEAR PLAN	ALL BUREAUS THROUGH EACH A/S	AS REQUESTED	OMB CIRC. A-127, 341 DM 1, 1 COPY	FSSD		
PFM	DOI-81-047	AR	DEBT COLLECTION	ALL BUREAUS	AS REQUESTED	344 DM, 1 COPY	FSSD		
PFM	OMB-85-025	AR	FINANCIAL MANAGEMENT IMPROVEMENT PROJECT	ALL BUREAUS THROUGH EACH A/S	AS REQUESTED	OMB BUL. 85-15, 1 COPY	FSSD		
PFM	0102-TD-QU	QU	GRANTS, LOANS, CREDITS, & CONTINGENT LIABILITIES INVOLVING FOREIGNERS	ALL BUREAUS AS APPROPRIATE	25 DAYS AFTER END OF QUARTER	ITFM 2-4500; TFS FORMS 4501, 4501A, 4502, 4502A, 4502B, 4503, 4504, 4505A, 4506, 2 COPIES	FSSD		
PFM	0104-TD-QU	QU	CURRENT STATUS OF ACTIVE CREDITS - STATEMENT OF ARREARAGES	ALL BUREAUS AS APPROPRIATE	20 DAYS AFTER END OF QUARTER	TFM PART II CHAPTER 4500	FSSD		
PFM	0105-TD-QU	QU	CURRENT STATUS OF ACCOUNTS RECEIVABLE (ORIGINAL MATURITY OF LESS THAN 90 DAYS) FROM OBLIGORS	ALL BUREAUS AS APPROPRIATE	20 DAYS AFTER END OF QUARTER	TFM PART II CHAPTER 4500	FSSD		
PFM	OMB-82-013	QU	CREDIT MANAGEMENT REPORT	ALL BUREAUS	20 DAYS AFTER END OF QUARTER	OMB/TREASURY LETTER, 2 COPIES (EXEMPT)	FSSD		
PFM	OMB-86-027	QU	INTERNATIONAL TRANSACTIONS	ALL BUREAUS AS APPROPRIATE	30 DAYS AFTER END OF QUARTER	OMB CIRC. A-65, SF 13, 3 COPIES (EXEMPT)	FSSD		

<u>INTERAGENCY AND INTERNAL REPORTS</u>									
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<u>OPR</u>	<u>CONTROL SYMBOL</u>				<u>DUE DATE</u>	<u>ON PREPARATION</u>			
PFM	TD-84-005	QU	REVIEW OF ADVANCES	ALL BUREAUS	45 DAYS AFTER END OF QUARTER	ITFM 6-2000, 339 DM 3.5, 1 COPY	FSSD		
PFM	TD-86-007	SA	CASHMAN	ALL BUREAUS AS APPROPRIATE	WHEN REQUESTED	TFM 6-8000	FSSD		
PFM	1210-TD-SA	SA	STATUS OF CONTRACT AUTHORITY	ALL BUREAUS	APR. 20 OCT. 20	ITFM 2-6100, TFS FORM 7304, 2 COPIES	FSSD		
PFM	TD-84-006	XX	DAILY STATUS OF FEDERAL FUNDS	ALL BUREAUS	AS REQUESTED	ITFM 6-2000, 339 DM 3.4, 2 COPIES	FSSD		
PIR	1106-GSA-AN	AN	REPORT OF SHARING ADP SERVICES	ALL BUREAUS & OFFICES	NOV. 1	FIRMR 201-31.006(A), FORM GSA 2068A	IRM		
PIR	DOI-82-078	AN	IRM STRATEGIC PLAN	ALL BUREAUS	SEE 375 DM 4, APPENDIX 1	375 DM 4	IRM		
PIR	DOI-84-086	AR	MAJOR INFORMATION SYSTEMS INVENTORY	ALL BUREAUS & OFFICES	WHEN REQUESTED	PL 96-511, 376 DM 11, APP. 1	IRM		
PIR	DOI-84-087	AN	ANNUAL BUREAU SECURITY PLAN	ALL BUREAUS & O/S	DEC. 15	375 DM 19.11A	IRM		
PIR	DOI-85-090	AN	ADP COST ACCOUNTING, COST RECOVERY, & SHARING REPORT	ALL APPLICABLE BUREAUS	OCT. 15	376 DM 6.7	IRM		

INTERAGENCY AND INTERNAL REPORTS

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PIR	DOI-82-071	AR	MAINTAINED OBSTACLES TO METRIC CONVERSION	ALL BUREAUS	AS OCCURS	758 DM 4.2C	IRM
PIR	0333-DOC-BI	B1	FEDERAL METRIC STATUS REPORT	ALL BUREAUS	WHEN REQUESTED	PL 94-168	IRM
PIR	0312-GSA-SA	SA	ADP EQUIPMENT DATA SYSTEM	ALL BUREAUS & OFFICES	WHEN REQUESTED	41 CFR 201-26.206 376 DM 11, APP. 1	IRM
PIR	0326-GSA-XX	XX	INFORMATION RESOURCES MANAGEMENT REVIEW PLAN & REVIEW SYNOPSIS	ALL BUREAUS & OFFICES	NOV. 1	41 CFR 201-19, FIRMR TEMP. REG. 10, PL 96-511	IRM
PMI	DOI-85-091	AN	SUMMARY OF RECORDS HOLDING REPORT	ALL BUREAUS & PMO	DEC. 15	384 DM 1.10	FSSD
PMI	GSA-66-004	AN	INVENTORY OF REPORTS TO CONGRESS	ALL BUREAUS & OFFICES	WHEN REQUESTED	381 DM 8, CHANGES ON COMPUTER PRINTOUT	OCLA
PMI	GSA-66-013	AN	LIST OF RECURRING ADMIN. REPORTS	ALL BUREAUS & OFFICES	WHEN REQUESTED	381 DM 9, CHANGES ON COMPUTER PRINTOUT	FSSD
PMI	OMB-80-007	AN	INFORMATION COLLECTION BUDGET	ALL BUREAUS & OFFICES	WHEN REQUESTED	CURRENT ANNUAL OMB BUL., 5 CFR 1320, FORMAT (EXEMPT)	FSSD
PMI	0309-GSA-AN	AN	SF & OF USED FOR COLLECTIONS OF INFORMATION FROM THE PUBLIC	ALL BUREAUS & OFFICES	WHEN REQUESTED	5 CFR 1320, GSA FORM T-843	FSSD

INTERAGENCY AND INTERNAL REPORTS

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PMI	0153-NAR-AR	AR	AGENCY ACTION PLANS & IMPLEMENTATION PROGRESS REPORT (RECORDS MANAGEMENT ASSESSMENTS)	ALL BUREAUS & OFFICES	WHEN REQUESTED	36 CFR 1220.52	FSSD
PMI	0285-NAR-AR	AR	DAMAGE TO & UNAUTHORIZED DISPOSAL OF RECORDS	ALL BUREAUS & OFFICES	AS OCCURS	36 CFR 1228.104, 384 DM 3.6	FSSD
PMI	0301-RIS-AR	AR	REGULATORY INFORMATION DATA FORM	ALL BUREAUS & OFFICES	AUG. FEB.	5 U.S.C. 601, EO 12291, 318 DM 9, OMB BUL., PRINTOUT UPDATE, & NEW MATERIAL	FSSD
PMI	CON-74-013	AN	ACTIVITIES UNDER FOIA	ALL BUREAUS	FEB. 1	5 USC(D), FORMAT (EXEMPT)	FSSD
PMI	1095-NAR-AN	AR	EMERGENCY DISPOSAL OF RECORDS	ALL BUREAUS & OFFICES	AS OCCURS	44 USC 331, 36 CFR 1228.92	FSSD
PMI	CON-74-014	XX	NOTICE OF ANY PROPOSAL FOR NEW OR ALTERED PRIVACY ACT RECORDS SYSTEM OR MATCHING PROGRAM	ALL BUREAUS & OFFICES	90 DAYS BEFORE IMPLEMENTATION	OMB CIRC. A-130, 383 DM 5 PL 100-503, SEC. 3	FSSD
PMI	OMB-75-017	AN	REPORT ON IMPLEMENTATION OF THE PRIVACY ACT	ALL BUREAUS & OFFICES	WHEN REQUESTED	OMB CIRC. A-130, 383 DM 10, FORMAT, 2 COPIES (EXEMPT)	FSSD
PMI	OMB-88-032	AN	PRIVACY ACT MATCHING ACTIVITIES	ALL BUREAUS & OFFICES	WHEN REQUESTED	PL 100-503, SEC. 4	FSSD

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PMI	OMB-87-030	AN	ANNUAL REPORT ON PRODUCTIVITY AND QUALITY IMPROVEMENT	ALL BUREAUS & OFFICES	DEC. 1	OMB CIRCULAR A-132	FSSD
PMI	OMB-87-029	QU	PROGRESS REPORT ON PERFORM- ANCE OF COMMERCIAL ACTIVITIES	ALL BUREAUS & OFFICES	WHEN REQUESTED	E.O. 12615, OMB CIRCULAR A-76	FSSD
PMI	OMB-87-031	QU	QUARTERLY REPORT ON PRODUCTIVITY AND QUALITY IMPROVEMENT	ALL BUREAUS & OFFICES	10 DAYS AFTER EACH QUARTER	OMB CIRCULAR A-132	FSSD
PMI	DOI-87-096	SA	PRODUCTIVITY ENHANCEMENT FUNDING PROJECT STATUS REPORT	ALL BUREAUS & OFFICES WITH PROJECTS	APR. 30 OCT. 30	368 DM 5.1 DI 1943	FSSD
PMI	0169-DOL-AN	AN	FEDERAL PRODUCTIVITY MEASURE- MENT SYSTEM	ALL BUREAUS & OFFICES	AS REQUESTED	ANNUAL MEMO, EXHIBITS A-F, 1 COPY	FSSD
PMO	0258-GSA-AN	AN	FEDERAL FACILITY RIDESHARING PROGRAM	ALL BUREAUS & PMO	MARCH	FPMB, 41 CFR 101-6.3	FSSD
PMO	CON-68-015	AR	ACQUISITION OF POWER OPER- ATED COLLATORS FOR USE IN FACILITIES OTHER THAN PRINTING PLANTS	ALL BUREAUS & OFFICES FOR JCP	30 DAYS AFTER ACQUISITION	TITLE IV - PARA. 50, GOV'S PRINTING & BINDING REGS., JCP-3, 2 COPIES (EXEMPT)	PPM
PMO	GPO-46-001	MO	PRINTED & PROCESSED PUBLICATIONS	ALL BUREAUS & OFFICES EXCEPT WBM	26TH	TITLE 44 USC 1902, DI-39, 3 COPIES (EXEMPT)	PPM

INTERAGENCY AND INTERNAL REPORTS

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PMO	CON-68-085	QU	DUPLICATING PRODUCTION	ALL BUREAUS & OFFICES FOR JCP	30 DAYS AFTER CLOSE OF EACH FISCAL QUARTER	TITLE 1, PARA. 2-2 GOV'T PRINTING & BINDING REGS., MEMO 2 COPIES, 314 DM 10.9B (EXEMPT)	PPM
PMO	CON-68-066	SA	COMMERCIAL PRINTING REPORT	ALL BUREAUS & OFFICES FOR JCP	NOV. 30 MAY 30	TITLE IV, PARA. 49, GOV'T. PRINTING & BINDING REGS., JCP-2, 2 COPIES (EXEMPT)	PPM
PMO	0323-GSA-XX	XX	WORK SPACE MANAGEMENT PLAN & BUDGET JUSTIFICATION	ALL BUREAUS TIA, OIG, SOL, OHA & POB	AUG. 15	FPMR TEMP. REG. D-73, 101-17.007, OMB CIRCULAR A-11	FSSD
POB	1155-NSF-AN	AN	NSF SURVEY: FEDERAL FUNDS FOR RESEARCH & DEVELOPMENT	LLM, WBR, FWS, FNP, LSM, WGS, O/S, WBM	APR. 1 OR WHEN REQUESTED	PL 81-507, AS AMEND., PL 85-864, EO 10807, AN INST. FROM NSF, NSF 819, 4 COPIES	BUD
POB	CON-84-455	MO	MONTHLY REPORT OF FISCAL YTD RECEIPTS BY SOURCE CATEGORY	ALL BUREAUS & OFFICES	30TH DAY FOLLOWING REPORTING MONTH	BUDGET HANDBOOK, PART V, CH. 6	BUD
POB	DOI-87-098	MO	INTERIOR EMPLOYMENT/FTE STATUS REPORT	ALL BUREAUS, TIA, OIG, SOL	2 WEEKS AFTER RE- PORT PERIOD	BUDGET HANDBOOK PART V, CHAPTER 6	FSSD
POB	DOI-87-099	MO	REPORT OF TRAVEL OBLIGATIONS	ALL BUREAUS, TIA, OIG, SOL, & PMO	20TH DAY FOLLOWING REPORTING MONTH	POB MEMO	FSSD

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POB	CON-78-094	QU	QUARTERLY REPROGRAMMING REPORT	ALL BUREAUS	JAN. 20 APR. 20 JULY 20 OCT. 20	BUDGET HANDBOOK, PART IV, CH. 5	BUD
POB	OMB-72-004	QU	OUTLAYS BY MONTH	ALL BUREAUS & PMO	OCT. 1 & WHEN REQUESTED	POB MEMO, OMB CIRC. A-34, REV., 2 COPIES (EXEMPT)	BUD
POB	DOI-77-004	SA	REPORT ON EMPLOYMENT OF CONSULTANTS SEMI AN. AS OF MAR 31; & AN. AS OF SEPT. 30	ALL BUREAUS, TIA, SOL, & PMO	APR. 15 OCT. 15	POB MEMO, 2 COPIES	PER
POB	DOI-77-034	SA	STATUS OF APPROPRIATION, BY ACTIVITIES OR PROJECTS	ALL BUREAUS, TIA, SOL, & PMO	APR. 15 OCT. 15	POB MEMO, DI 552, 2 COPIES	BUD
POB	DOI-77-003	XX	REVISION OF ACTIVITY OR PROJECT ALLOTMENTS	ALL BUREAUS, TIA, SOL, & PMO	WITH SF 132 OR AS NEEDED	POB MEMO, DI 521, 2 COPIES	BUD
POB	DOI-77-021	XX	ACTIVITY ALLOTMENTS	ALL BUREAUS, TIA, SOL, & PMO	WITH SF 132 OR AS NEEDED	POB MEMO, DI 520, 2 COPIES	BUD
POB	OMB-76-001	XX	APPORTIONMENT & REAPPORTIONMENT SCHEDULE	ALL BUREAUS, TIA, & SOL	5 DAYS AFTER APPROVAL OF APPROX. ACT OR AS NEEDED	OMB CIRC. A-34, REV., SF-132, 4 COPIES, 1 EXTRA WITH REFERRAL OR RESCISSION (EXEMPT)	BUD

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<u>OPR</u>	<u>CONTROL SYMBOL</u>	<u>AN</u>	<u>ABUSE</u>	<u>PPM</u>	<u>DUE DATE</u>	<u>ON PREPARATION</u>	<u>OPR</u>
PPM	0058-OPM-AN	AN	OCC. HEALTH, ALCOHOL & DRUG ABUSE	ALL BUREAUS & PPM	WHEN REQUESTED	370 DM 792, OMB CIRC. A-72, FORMAT, OPM FORM 1210	PER
PPM	0080-OPM-AN	AN	REVIEW OF SPECIAL SALARY RATES	ALL BUREAUS & PPM	JULY 30	ANNUAL FPM BUL.	PER
PPM	0192-DOD-AN	AN	SCREENING OF KEY EMPLOYEES WHO ARE MEMBERS OF MILITARY READY RESERVE	ALL BUREAUS & PPM FOR OEP & PPM	AUG. 31	ANNUAL DOD LETTER	PER
PPM	0234-EEO-XX	AN	REPORT OF HIRING, PLACEMENT, & ADVANCEMENT FOR HANDICAPPED INDIVIDUALS	ALL BUREAUS & PMS	NOV. 30	ANNUAL EEOC MD (SEE EEO DM)	PER
PPM	0268-OPM-AN	AN	FED. EQUAL OPP. RECRUITMENT PROGRAM REPORT	ALL BUREAUS & PMS	OCT. 15	ANNUAL PM BUL., FORMAT 5 CFR 720.207(A)	PER
PPM	0270-OPM-AN	AN	ANNUAL REPORT OF STUDENT VOLUNTEER SERVICE	ALL BUREAUS	NOV. 30	ANNUAL FPM BUL., OPM FORM 1428	PER
PPM	0305-OPM-AN	AN	REPORT OF DISABLED VETS. AFF. ACTION PROGRAM PLAN AND ACCOMPLISHMENTS	ALL BUREAUS & PMS	DEC. 15	FPM LETTER 720-7	PER
PPM	0314-OPM-AN	AN	ANNUAL EVALUATION OF PERSONNEL MOBILITY PROGRAMS	ALL BUREAUS	WHEN REQUESTED	FPM CH. 334, SUBCH. 2 (2-5)	PER
PPM	1051-OPM-AN	AN	COOPERATIVE EDUCATION	ALL BUREAUS & PPM	WHEN REQUESTED	FPM 308, APP. A, 370 DM 213, APP. H	PER

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<u>OPR</u>	<u>CONTROL SYMBOL</u>				<u>DUE DATE</u>	<u>ON PREPARATION</u>	<u>OPR</u>
PPM	1056-OPM-AN	AN	TRAINING REPORT	ALL BUREAUS & PPM	AS DETERMINED	FPM 410.9, 370 DM 410.9, PMB FROM PPM, OPM 1186, 1524, 1306, 1307 3 COPIES	PER
PPM	1059-OPM-AN	AN	INCENTIVE AWARDS (FISCAL YEAR)	ALL BUREAUS & PPM	OCT. 23	370 DM 451, OPM 1465, 1 COPY	PER
PPM	1060-OPM-AN	AN	LISTINGS OF RECOGNITIONS AND AGREEMENTS	ALL BUREAUS & PPM	NOV. 16	FPM BUL., LMR 4	PER
PPM	DOI-70-008	AN	PERSONNEL MANAGEMENT EVALUATION ACTIVITIES SCHEDULE	ALL BUREAUS	SEPT. 1	370 DM 275 1.3, MEMO, 1 COPY	PER
PPM	DOI-74-015	AN	ANNUAL POSITION MANAGEMENT ANALYSIS	ALL BUREAUS	NOV. 15	370 DM 312, OMB CIRC. A-64, REV., MEMO, 1 COPY	PER
PPM	DOI-81-054	AN	PERSONNEL MANAGEMENT EVALUATION ACTIVITY REPORT	ALL BUREAUS	OCT. 30	370 DM 275, NARRATIVE	PER
PPM	DOI-81-057	AN	NAMES OF CONSULTATIVE RELATIONSHIPS WITH ASSO.	ALL BUREAUS	NOV. 16	370 DM 251, FORMAT	PER
PPM	DOI-85-093	AN	RENEGOTIATION DATES--LABOR MANAGEMENT RELATIONS	ALL BUREAUS	OCT. 1	ANNUAL PMN	PER
PPM	DOI-88-100	AN	PLANS FOR AIDS EDUCATION	ALL BUREAUS	WHEN REQUESTED	370 DM 792.8.3B	PER
PPM	DOI-89-102	AN	MONITORING EXECUTIVE AND MANAGEMENT DEVELOPMENT	ALL BUREAUS & POS-F	JANUARY	ANNUAL PMB	PER

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DOI OPR	REPORT CONTROL SYMBOL	FR	REPORT TITLE	PREPARER	DOI OPR DUE DATE	INSTRUCTIONS ON PREPARATION	MMS OPR
PPM	DOI-89-103	AN	FOLLOW-UP ON DMDP GRADUATES	ALL BUREAUS	JULY 1	ANNUAL PMB	PER
PPM	GAO-81-005	AN	OFFICIAL TIME REPORTS--LABOR MANAGEMENT RELATIONS	ALL BUREAUS	JAN. 15	PML 81-34 (711)	PER
PPM	OPM-81-006	AN	REPORT ON DELEGATED AGREE- MENTS	ALL BUREAUS	AS REQUESTED	370 DM 230, NARRATIVE	PER
PPM	0064-DOS-AN	MO	FEDERAL EMPLOYEES SERVING ON DETAIL OR TRANSFER TO PUBLIC INTERNATIONAL ORGANIZATIONS	ALL BUREAUS	AS REQUESTED	50 USC SECT. 3343 & 3581- 3584, STATE DEPARTMENT LETTER	PER
PPM	0250-OPM-MO	MO	FULL-TIME EQUIVALENCY REPORT	ALL BUREAUS	4 DAYS AFTER RECEIPT	PL 95-437, FPM LETTERS, SF 113G	PER
PPM	1032-OPM-MO	MO	FEDERAL CIVILIAN EMPLOYMENT SF-113A	ALL BUREAUS & PPM	4 DAYS AFTER RECEIPT	FPM SUP. 298-2, 370 DM 298.2	PER
PPM	CON-84-445	MO	INTERBUREAU AND INTERAGENCY DETAILS	ALL BUREAUS	5TH OF EACH MONTH	HOUSE REQUEST, PBA LETTER	PER
PPM	GAO-87-006	MO	NONCAREER APPOINTEES RE- CEIVING CAREER APPOINTMENTS	ALL BUREAUS AND PMS-P	15TH	PERSONNEL MANAGEMENT BULLETIN NO. 87-107 (315)	PER
PPM	0115-OPM-QU	QU	REPORTS FOR SCHEDULE C	PPM	JAN. APR. JULY OCT.	OPM LETTER DATED 3/29/76	PER

INTERAGENCY AND INTERNAL REPORTS

<u>DOI OPR</u>	<u>REPORT CONTROL SYMBOL</u>	<u>FR</u>	<u>REPORT TITLE</u>	<u>PREPARER</u>	<u>DOI OPR DUE DATE</u>	<u>INSTRUCTIONS ON PREPARATION</u>	<u>MMS OPR</u>
PPM	1045-OPM-QU	QU	WAGE ADJUSTMENTS	ALL BUREAUS & PPM	JAN. 15 APR. 15 JULY 15 OCT. 15	FPM 532, APP. U, 4 COPIES	PER
PPM	DOI-75-038	QU	TORT CLAIM PAYMENTS & THIRD PARTY RECOVERY	ALL BUREAUS & PMO	JAN. 30 APR. 30 JULY 30 OCT. 30	FAM 75-155 III(B), BUREAU FORMAT 1 COPY	FSSD
PPM	DOI-76-074	QU	CONSULTANTS WHO WORK MORE THAN 10 DAYS IN A QUARTER	ALL BUREAUS & OFFICES	JAN. 20 APR. 20 JULY 20 OCT. 20	370 DM 304.1.10, DI 1908	FSSD
PPM	DOI-81-050	QU	DEPARTMENT REPORT OF DELEGATION OF EXAM. AUTHORITY AGREEMENT	ALL BUREAUS & PPM	MAR. 15 JUNE 15 SEPT. 15 DEC. 15	370 DM 331.41B(3), FORMAT	PER
PPM	OPM-87-001	QU	QUARTERLY OUTPLACEMENT PROGRESS REPORT	ALL BUREAUS	JAN. 30 APR. 30 JULY 30 OCT. 30	OPM LETTER	PER
PPM	0218-OPM-SA	SA	PART-TIME EMPLOYMENT PROGRESS REPORT	ALL BUREAUS & PMS	APR. 15 NOV. 15	PL 95-437, FPM BUL. 340.1, FORMAT	PER
PPM	1169-DOS-XX	XX	POST DIFFERENTIAL QUESTIONNAIRE	ALL BUREAUS	AS REQUIRED	DOS STAND. REG., GOV'T CIVIL., FOR. AREAS, SUB. 070, DS 1733	PER

INTERAGENCY AND INTERNAL REPORTS

<u>DOI OPR</u>	<u>REPORT CONTROL SYMBOL</u>	<u>FR</u>	<u>REPORT TITLE</u>	<u>PREPARER</u>	<u>DOI OPR DUE DATE</u>	<u>INSTRUCTIONS ON PREPARATION</u>	<u>MMS OPR</u>
PPM	DOI-82-077	XX	BUREAU UPWARD MOBILITY PLAN	ALL BUREAUS & OFFICES	WHEN REQUESTED	370 DM 380 2.1B, MEMO	PER
S	DOI-89-101	QU	ANALYSIS/ASSESSMENT OF EEO DATA	ALL BUREAUS & OFFICES, IG, SOL & A/S	10 DAYS AFTER PAY/ PERS REPORT	SECRETARY'S MEMO DATED 5/1/89	EEO
TIA	DOI-75-073	AR	FOREIGN TRIP REPORT	TRAVELER THRU HEAD OF BUREAU OR OFFICE	WITHIN 1 MONTH OF TRAVEL	347 DM 8.4B, FORMAT	--
TIA	DOI-75-072	QU	REPORT ON FOREIGN TRAVEL	ALL BUREAUS & OFFICES THRU ASSISTANT SECRETARY	JAN. 15 APR. 15 JULY 15 OCT. 15	347 DM 8.4A	FSSD
TIA	OMB-82-021	SA	VOLUNTARY CONTRIBUTIONS TO INTERNATIONAL ORGANIZATIONS	ALL BUREAUS	JUNE 1 NOV. 1	OMB BUL. 87-11	FSSD
WBM	1087-DOD-SA	SA	STOCKPILE REPORT TO THE CONGRESS	WBM, WGS, LMS	OCT. APR.	EO 12626, SEC. 1	AD/ OMM
WBR	1146-DOL-AN	AN	SAFETY PROGRESS REPORT	ALL BUREAUS AND PMO	JAN. 1	485 DM 5.10B AND "GUIDE" EO 12194, MEMO	FSSD
WBR	DOI-79-036	AN	BUREAU SAFETY PROGRAM ACTION PLANS	ALL BUREAUS, PMO, PAS, & OBC	AUG. 31	485 DM 7.2B, MEMO	FSSD

INTERAGENCY AND INTERNAL REPORTS

<u>DOI</u> <u>OPR</u>	<u>REPORT</u> <u>CONTROL SYMBOL</u>	<u>FR</u>	<u>REPORT TITLE</u>	<u>PREPARER</u>	<u>DOI OPR</u> <u>DUE DATE</u>	<u>INSTRUCTIONS</u> <u>ON PREPARATION</u>	<u>MMS</u> <u>OPR</u>
WBR	DOI-79-036A	QU	SAFETY ACTION PLAN STATUS REPORT	ALL BUREAUS & OFFICES	FEB. 15 MAY 15 AUG. 15 NOV. 15	485 DM 7.3A, 45 DAYS AFTER EACH FY QUARTER	FSSD
WBR	1146-DOL-XX	XX	REPORT OF ACCIDENT/INCIDENT	ALL BUREAUS & OFFICES	AS THEY OCCUR	485 DM 5.2, DI 134, 1 COPY 485 DM 5.3, DI 134C, 1 COPY	FSSD