



AUG 17 2011

ASVET MEMORANDUM NO: 1-11

FOR: All VETS Staff (Headquarters and Regions)

From: Ismael Ortiz Jr.

A handwritten signature in black ink, appearing to read "Ismael Ortiz Jr.", is written over the printed name.

Subject: Budget Management Procedures

This memo will outline procedures to be followed by all Veterans' Employment and Training Service (VETS) staff with regard to expenditure of VETS appropriations. The procedures are in effect as of the date of this memo. They may be supplemented with further guidance as we come to the end of Fiscal Year 2011, and start Fiscal Year 2012.

In general, all actions which result in an expenditure of appropriated and allotted funds, must have prior clearance of the Director of the Office of Agency Management and Budget, (OAMB). Detailed instructions for how this directive is to be implemented are as follows:

1. **Regions:** Regional allocations of Federal Administration funding for specific object classes are provided to each Region at the beginning of each calendar year. Any requests for deviation from these allocations must be cleared with the Director of OAMB. The Director of OAMB and the Deputy Assistant Secretary (DAS) for Operations and Management will be reviewing these allocations in the next week.
2. **Personnel Actions:** (Regional or Headquarters) No action may be initiated without clearance from the Director of OAMB, regardless of other factors such as whether a position is on an approved staffing pattern.
3. **Travel:** (Other than allocations made to Regions) Travel authorizations should be signed off by the Director of OAMB. Office directors should be prepared to discuss travel plans for the remainder of this fiscal year, and the first three months of FY 2012, as baseline information for OAMB on expenditures in this object class. OAMB will prepare a template to be used to do these plans, and will provide dates on when they are due.

4. **Contracts:** No shopping carts against new or existing contracts will be accepted in OAMB without the written approval of the Director of OAMB. OAMB will issue guidance on how this approval is to be obtained and reflected in contract records. No procurement actions may be sent to OASAM, or to other agencies/entities doing procurement of goods or services for VETS without a similar approval, and stipulation of availability of funds from the Director of OAMB.

OAMB will be issuing guidance soon on the development of an Annual Procurement Plan for VETS which will include all planned procurements for FY 2012. This guidance will necessitate information on how activities to be procured were budgeted and managed in previous years, or if they are anticipated new procurements.

5. **Grants:** Guidance will be issued by OAMB on development of spending plans for both formula and competitive grants against overall availability of grant funds. In the interim, any spending action which obligates either formula or competitive grant funds must be cleared by the Director of OAMB.

I know that I can count on your cooperation in working with Maria Temiquel and her staff in complying with these procedures.