Agency Summary

Office of Personnel (BE0)

FY 2004 Recommended Baseline Budget

Fund Type	(A) Proposed 2003 Budget	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F) OBP Recommended Baseline	(G)=(F)-(B) Net Baseline Adjustment
Personal Services	$6,384,484	$6,390,095	$0	$0	$0	$6,390,095	$0
Non Personal Services	$2,761,858	$2,755,903	$0	$0	($62,429)	$2,693,474	($62,429)
Local Fund	$9,146,342	$9,145,998	$0	$0	($62,429)	$9,083,569	($62,429)
Personal Services	$487,791	$637,940	$47	$0	$0	$637,987	$47
Non Personal Services	$324,200	$120,200	$0	$0	$0	$120,200	$0
cial Purpose Revenue Fund	$811,991	$758,140	$47	$0	$0	$758,187	$47
Personal Services	$1,680,790	$1,531,330	($6,446)	$0	$0	$1,524,884	($6,446)
Non Personal Services	$0	$200,000	$0	$0	$0	$200,000	$0
Intra-District Fund	$1,680,790	$1,731,330	($6,446)	$0	$0	$1,724,884	($6,446)
Total for PS	$8,553,065	$8,559,365	($6,399)	$0	$0	$8,552,966	($6,399)
Total for NPS	$3,086,058	$3,076,103	$0	$0	($62,429)	$3,013,674	($62,429)
Gross Total	$11,639,123	$11,635,468	($6,399)	$0	($62,429)	$11,566,640	($68,828)
FULL TIME EQUIVALENTS							
Local Fund	110.25	102.35	0.00	0.00	0.00	102.35	0.00
Special Purpose Revenue Fu	11.00	3.00	0.00	0.00	0.00	3.00	0.00
Intra-District Fund	36.00	26.65	0.00	0.00	0.00	26.65	0.00
TOTAL	157.25	132.00	0.00	0.00	0.00	132.00	0.00

Agency Summary
Office of Personnel (BE0)

Revised Budget Recommendation

SUMMARY:
OBP recommends an overall funding level of $11,566,640 for the D.C. Office of Personnel in FY 2004. The major adjustments included in the OBP recommendation are outlined below:

OBP SCRUB:
The health benefit assessment fees (fund 1614) were reclassified during the FY 2002 closing from O-type to Intra-District funds. This reclassification was carried forward to the agency's FY 2003 and FY 2004 budgets. Therefore, the agency budget was decreased by $729,698 and 8.00 FTEs in O-type funds and increased by $729,698 and 8.00 FTEs in Intra-District funds (net change of $0 and 0.00 FTEs in Gross funds) to reflect the reclassification of the Health Benefits Assessment fees from O-type revenue to Intra-District revenue.

OBP CENTRALIZED ADJUSTMENTS:
The agency's budget was decreased by $62,429 in Local funds for Object Class 30-Energy, Object Class 31-Telephone, Object Class 32-Rentals, Object Class 33-Janitorial Services, and Object Class 34-Security Services to reflect revised cost estimates provided by the Office of Financial and Resource Management (OFRM).

APPEAL:
The agency did not submit an appeal to the OBP preliminary budget recommendation.

Preliminary Budget Recommendation
The agency requested an overall funding level of $11,635,468 and 132.00 FTEs for FY 2004. This is a net decrease of $3,655 from the FY 2003 proposed budget of $11,639,123. OBP recommends, an overall budget of $11,629,069, which is a decrease of $10,054 or 0.09 percent from the FY 2003 proposed budget and a decrease of $6,399 from the agency's request. OBP's recommended budget includes expenditures of $9,145,998 in Local funding, $1,487,885 in Other funding and $995,186 in Intra-District funding. Of the overall total, $8,552,966 is for personal services and $3,076,103 is for nonpersonal services. The recommended budget will support 132.00 FTEs, which is a decrease of 25.25 FTEs from the FY 2003 proposed level and unchanged from the agency request. The following reflects the FY 2004 funding recommendation by fund type:

LOCAL
The amount recommended for the Local Funds budget is $9,145,998, which aligns with the FY 2003 proposed budget and represents $6,390,095 in personal services and $2,755,903 in nonpersonal services. FY 2003 spending was reallocated within personal and nonpersonal services representing the need of the agency to absorb step and grade increases including fringe benefits. The decrease of 7.90 Local FTEs is a combination of eliminating some vacant positions and reducing the number of current employees.

OTHER (O-Type)
The amount recommended for the Other funds (O-Type) budget is $1,487,885, an increase of $675,894 or 83.2 percent over the FY 2003 proposed budget of $811,991. The added funding requirement is mainly based on the inclusion of two additional revenue sources (the Annuitant Health and Life Insurance Fund and the Defined Benefits Retirement Fund) that were inadvertently omitted in FY 2003.

INTRA-DISTRICT
The amount recommended for the Intra-District budget is $995,186, a decrease of $685,604 or 40.8 percent from the FY 2003 proposed budget of $1,680,790. The decrease is mainly based on the removal of a $982,508 benefit services agreement with D.C. Public Schools, who is assumed to be handling the function in FY 2004 because they will not commit to an intra-district agreement with DCOP. This decrease is partially offset by an anticipated increase of $229,707 in indirect cost recovery funds. The decrease of 17.35 Intra-District FTEs is a combination of eliminating some vacant positions and removing positions that

previously provided benefit services to D.C. Public Schools.

ADDENDA
The agency requested six addenda totaling $1,847,688 and 19 FTEs. The addenda are as follows:

1. $329,000 for a Domicile/Residency/Residency Preference Verification/Background Investigations program and 3 FTEs.
2. $382,322 for a Classification and Compensation Reform and 1 FTE.
3. $451,131 for an Employee Service Center (HRIS operations, maintenance, data processing) and 7 FTEs.
4. $320,527 for a Management Services/Recruitment & Staffing program and 4 FTEs.
5. $311,459 for the Retirement Plan Services Consolidation and 3 FTEs.
6. $53,249 for a Risk Management function and 1 FTE.

Per budgetary guidelines, the Budget Review Team will review all addendum requests for funding consideration. OBP has not funded the requests.

INFORMATION ITEM
Refer to the information item attached to this summary for additional information about the Annuitants' Health and Life Insurance Employer Contribution Trust Fund.

Baseline and Adjustments Agency by Fund and Object Class

BE0 OFFICE OF PERSONNEL

Fund 0100 Local Fund

Comptroller Source Group (Object Class 2)	(A) FY 2003 Proposed	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F)= B+C+D+E OBP Recommended Baseline	(G) Spending Pressures	(H) Target Adjustment	(I) Mayors Adjustment	(J)= F+G+H+I Mayors Proposed Budget)	(K)= J-A Change from FY 03
0011 Regular Pay - Cont Full Time	5,575,913	5,475,660	-547,774	0	0	4,927,886	0	0	0	4,927,886	-648,027
0012 Regular Pay - Other	0	0	483,167	0	0	483,167	0	0	0	483,167	483,167
0013 Additional Gross Pay	0	0	67,995	0	0	67,995	0	0	0	67,995	67,995
0014 Fringe Benefits - Curr Personnel	808,571	914,435	-10,789	0	0	903,646	0	0	0	903,646	95,075
0015 Overtime Pay	0	0	7,401	0	0	7,401	0	0	0	7,401	7,401
Total: **Personal Services**	6,384,484	6,390,095	0	0	0	6,390,095	0	0	0	6,390,095	5,611
0020 Supplies And Materials	78,095	78,095	0	0	0	78,095	0	0	0	78,095	0
0030 Energy, Comm. And Bldg Rentals	186,036	181,210	0	0	-27,825	153,385	0	0	0	153,385	-32,651
0031 Telephone, Telegraph, Telegram, Etc	81,400	155,000	0	0	1,560	156,560	0	0	0	156,560	75,160
0032 Rentals - Land And Structures	177,272	207,420	0	0	17,560	224,980	0	0	0	224,980	47,708
0033 Janitorial Services	95,411	97,514	0	0	-6,721	90,793	0	0	0	90,793	-4,618
0034 Security Services	151,413	171,800	0	0	-47,003	124,797	0	0	0	124,797	-26,616
0040 Other Services And Charges	475,494	440,365	0	0	0	440,365	0	0	0	440,365	-35,129
0041 Contractual Services - Other	1,324,687	1,152,449	0	0	0	1,152,449	0	0	0	1,152,449	-172,238
0070 Equipment & Equipment Rental	192,050	272,050	0	0	0	272,050	0	0	0	272,050	80,000
Total: **Non Personal Services**	2,761,858	2,755,903	0	0	-62,429	2,693,474	0	0	0	2,693,474	-68,384
Fund Total 0100 Local Fund	9,146,342	9,145,998	0	0	-62,429	9,083,569	0	0	0	9,083,569	-62,773

Baseline and Adjustments Agency by Fund and Object Class

BE0 OFFICE OF PERSONNEL

Fund 0600 Special Purpose Revenue Fund

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	409,675	160,100	-15,880	0	0	144,220	0	0	0	144,220	-265,455
0012 Regular Pay - Other	15,600	0	15,447	0	0	15,447	0	0	0	15,447	-153
0013 Additional Gross Pay	0	0	1,528	0	0	1,528	0	0	0	1,528	1,528
0014 Fringe Benefits - Curr Personnel	62,516	477,840	-1,176	0	0	476,664	0	0	0	476,664	414,148
0015 Overtime Pay	0	0	128	0	0	128	0	0	0	128	128
Total: **Personal Services**	487,791	637,940	47	0	0	637,987	0	0	0	637,987	150,196
0020 Supplies And Materials	14,000	12,000	0	0	0	12,000	0	0	0	12,000	-2,000
0030 Energy, Comm. And Bldg Rentals	3,000	0	0	0	0	0	0	0	0	0	-3,000
0031 Telephone, Telegraph, Telegram, Etc	1,000	0	0	0	0	0	0	0	0	0	-1,000
0040 Other Services And Charges	36,200	34,200	0	0	0	34,200	0	0	0	34,200	-2,000
0041 Contractual Services - Other	265,000	65,000	0	0	0	65,000	0	0	0	65,000	-200,000
0070 Equipment & Equipment Rental	5,000	9,000	0	0	0	9,000	0	0	0	9,000	4,000
Total: **Non Personal Services**	324,200	120,200	0	0	0	120,200	0	0	0	120,200	-204,000
Fund Total 0600 Special Purpose Reven	811,991	758,140	47	0	0	758,187	0	0	0	758,187	-53,804

Baseline and Adjustments Agency by Fund and Object Class

BE0 OFFICE OF PERSONNEL

Fund 0700 Intra-District Fund

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	1,465,379	1,312,177	-42,517	0	0	1,269,660	0	0	0	1,269,660	-195,719
0012 Regular Pay - Other	0	0	32,584	0	0	32,584	0	0	0	32,584	32,584
0013 Additional Gross Pay	0	0	4,762	0	0	4,762	0	0	0	4,762	4,762
0014 Fringe Benefits - Curr Personnel	215,411	219,153	-1,677	0	0	217,476	0	0	0	217,476	2,065
0015 Overtime Pay	0	0	402	0	0	402	0	0	0	402	402
Total: **Personal Services**	1,680,790	1,531,330	-6,446	0	0	1,524,884	0	0	0	1,524,884	-155,906
0041 Contractual Services - Other	0	200,000	0	0	0	200,000	0	0	0	200,000	200,000
Total: **Non Personal Services**	0	200,000	0	0	0	200,000	0	0	0	200,000	200,000
Fund Total 0700 Intra-District Fund	1,680,790	1,731,330	-6,446	0	0	1,724,884	0	0	0	1,724,884	44,094
Total for BE0 Office of Personnel	11,639,123	11,635,468	-6,399	0	-62,429	11,566,640	0	0	0	11,566,640	-72,483

Baseline and Adjustments Agency by Program, and Object Class

BE0 OFFICE OF PERSONNEL

Program 1000 AGENCY MANAGEMENT PROGRAM

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	7,450,967	918,987	630,253	0	0	1,549,240	0	0	0	1,549,240	-5,901,727
0012 Regular Pay - Other	15,600	0	141,435	0	0	141,435	0	0	0	141,435	125,835
0013 Additional Gross Pay	0	0	21,377	0	0	21,377	0	0	0	21,377	21,377
0014 Fringe Benefits - Curr Personnel	1,086,498	153,471	128,872	0	0	282,343	0	0	0	282,343	-804,155
0015 Overtime Pay	0	0	2,325	0	0	2,325	0	0	0	2,325	2,325
Total: **Personal Services**	8,553,065	1,072,458	924,262	0	0	1,996,720	0	0	0	1,996,720	-6,556,345
0020 Supplies And Materials	92,095	24,345	19,175	0	0	43,520	0	0	0	43,520	-48,575
0030 Energy, Comm. And Bldg Rentals	189,036	181,210	0	0	-27,825	153,385	0	0	0	153,385	-35,651
0031 Telephone, Telegraph, Telegram, Etc	82,400	155,000	0	0	1,560	156,560	0	0	0	156,560	74,160
0032 Rentals - Land And Structures	177,272	207,420	0	0	17,560	224,980	0	0	0	224,980	47,708
0033 Janitorial Services	95,411	97,514	0	0	-6,721	90,793	0	0	0	90,793	-4,618
0034 Security Services	151,413	171,800	0	0	-47,003	124,797	0	0	0	124,797	-26,616
0040 Other Services And Charges	511,694	344,121	71,244	0	0	415,365	0	0	0	415,365	-96,329
0041 Contractual Services - Other	1,589,687	6,500	199,865	0	0	206,365	0	0	0	206,365	-1,383,322
0070 Equipment & Equipment Rental	197,050	0	272,050	0	0	272,050	0	0	0	272,050	75,000
Total: **Non Personal Services**	3,086,058	1,187,910	562,334	0	-62,429	1,687,815	0	0	0	1,687,815	-1,398,243
Program 1000 AGENCY MANAGEMENT PR	11,639,123	2,260,368	1,486,596	0	-62,429	3,684,535	0	0	0	3,684,535	-7,954,588

Baseline and Adjustments Agency by Program, and Object Class

BE0 OFFICE OF PERSONNEL

Program 1100 EMPLOYEE SERVICE CENTER

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	0	1,605,458	-124,764	0	0	1,480,694	0	0	0	1,480,694	1,480,694
0012 Regular Pay - Other	0	0	107,983	0	0	107,983	0	0	0	107,983	107,983
0013 Additional Gross Pay	0	0	17,012	0	0	17,012	0	0	0	17,012	17,012
0014 Fringe Benefits - Curr Personnel	0	268,111	-2,802	0	0	265,309	0	0	0	265,309	265,309
0015 Overtime Pay	0	0	1,812	0	0	1,812	0	0	0	1,812	1,812
Total: **Personal Services**	0	1,873,569	-759	0	0	1,872,810	0	0	0	1,872,810	1,872,810
0020 Supplies And Materials	0	13,575	0	0	0	13,575	0	0	0	13,575	13,575
Total: **Non Personal Services**	0	13,575	0	0	0	13,575	0	0	0	13,575	13,575
Program 1100 EMPLOYEE SERVICE CENTE	0	1,887,144	-759	0	0	1,886,385	0	0	0	1,886,385	1,886,385

Baseline and Adjustments Agency by Program, and Object Class

BE0 OFFICE OF PERSONNEL

Program 1200 MANAGEMENT SERVICES

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	0	2,178,493	-157,324	0	0	2,021,169	0	0	0	2,021,169	2,021,169
0012 Regular Pay - Other	0	0	141,939	0	0	141,939	0	0	0	141,939	141,939
0013 Additional Gross Pay	0	0	19,489	0	0	19,489	0	0	0	19,489	19,489
0014 Fringe Benefits - Curr Personnel	0	363,809	-2,570	0	0	361,239	0	0	0	361,239	361,239
0015 Overtime Pay	0	0	2,122	0	0	2,122	0	0	0	2,122	2,122
Total: **Personal Services**	0	2,542,302	3,656	0	0	2,545,958	0	0	0	2,545,958	2,545,958
0020 Supplies And Materials	0	13,200	0	0	0	13,200	0	0	0	13,200	13,200
0040 Other Services And Charges	0	25,000	0	0	0	25,000	0	0	0	25,000	25,000
0041 Contractual Services - Other	0	118,756	0	0	0	118,756	0	0	0	118,756	118,756
Total: **Non Personal Services**	0	156,956	0	0	0	156,956	0	0	0	156,956	156,956
Program 1200 MANAGEMENT SERVICES	0	2,699,258	3,656	0	0	2,702,914	0	0	0	2,702,914	2,702,914

Baseline and Adjustments Agency by Program, and Object Class

BE0 OFFICE OF PERSONNEL

Program 1300 POLICY AND PROGRAM DEVELOPMENT

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	0	1,449,650	-158,987	0	0	1,290,663	0	0	0	1,290,663	1,290,663
0012 Regular Pay - Other	0	0	139,841	0	0	139,841	0	0	0	139,841	139,841
0013 Additional Gross Pay	0	0	16,407	0	0	16,407	0	0	0	16,407	16,407
0014 Fringe Benefits - Curr Personnel	0	693,214	-4,319	0	0	688,895	0	0	0	688,895	688,895
0015 Overtime Pay	0	0	1,672	0	0	1,672	0	0	0	1,672	1,672
Total: **Personal Services**	0	2,142,864	-5,386	0	0	2,137,478	0	0	0	2,137,478	2,137,478
0020 Supplies And Materials	0	19,800	0	0	0	19,800	0	0	0	19,800	19,800
0040 Other Services And Charges	0	34,200	0	0	0	34,200	0	0	0	34,200	34,200
0041 Contractual Services - Other	0	1,092,328	0	0	0	1,092,328	0	0	0	1,092,328	1,092,328
0070 Equipment & Equipment Rental	0	9,000	0	0	0	9,000	0	0	0	9,000	9,000
Total: **Non Personal Services**	0	1,155,328	0	0	0	1,155,328	0	0	0	1,155,328	1,155,328
Program 1300 POLICY AND PROGRAM DEV	0	3,298,192	-5,386	0	0	3,292,806	0	0	0	3,292,806	3,292,806

Baseline and Adjustments Agency by Program, and Object Class

BE0 OFFICE OF PERSONNEL

Program 1500 BPR/INFORMATION TECHNOLOGY

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	0	549,827	-549,827	0	0	0	0	0	0	0	0
0012 Regular Pay - Other	0	0	0	0	0	0	0	0	0	0	0
0013 Additional Gross Pay	0	0	0	0	0	0	0	0	0	0	0
0014 Fringe Benefits - Curr Personnel	0	91,821	-91,821	0	0	0	0	0	0	0	0
0015 Overtime Pay	0	0	0	0	0	0	0	0	0	0	0
Total: **Personal Services**	0	641,648	-641,648	0	0	0	0	0	0	0	0
0020 Supplies And Materials	0	17,975	-17,975	0	0	0	0	0	0	0	0
0040 Other Services And Charges	0	71,244	-71,244	0	0	0	0	0	0	0	0
0041 Contractual Services - Other	0	194,365	-194,365	0	0	0	0	0	0	0	0
0070 Equipment & Equipment Rental	0	272,050	-272,050	0	0	0	0	0	0	0	0
Total: **Non Personal Services**	0	555,634	-555,634	0	0	0	0	0	0	0	0
Program 1500 BPR/INFORMATION TECHNO	0	1,197,282	-1,197,282	0	0	0	0	0	0	0	0

Baseline and Adjustments Agency by Program, and Object Class

BE0 OFFICE OF PERSONNEL

Program 1600 LEGAL SERVICES

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	0	245,522	-245,522	0	0	0	0	0	0	0	0
0013 Additional Gross Pay	0	0	0	0	0	0	0	0	0	0	0
0014 Fringe Benefits - Curr Personnel	0	41,002	-41,002	0	0	0	0	0	0	0	0
0015 Overtime Pay	0	0	0	0	0	0	0	0	0	0	0
Total: **Personal Services**	0	286,524	-286,524	0	0	0	0	0	0	0	0
0020 Supplies And Materials	0	1,200	-1,200	0	0	0	0	0	0	0	0
0041 Contractual Services - Other	0	5,500	-5,500	0	0	0	0	0	0	0	0
Total: **Non Personal Services**	0	6,700	-6,700	0	0	0	0	0	0	0	0
Program 1600 LEGAL SERVICES	0	293,224	-293,224	0	0	0	0	0	0	0	0
Total Office of Personnel	11,639,123	11,635,468	-6,399	0	-62,429	11,566,640	0	0	0	11,566,640	-72,483