

## SECTION 224—THE FY 2004 PERFORMANCE PLAN

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**224.1 Annual performance plan for fiscal year 2004.***(a) Introduction.*

The FY 2004 performance plan should continue expanding the quality and scope of performance information included in previous annual plans. The FY 2004 performance plan adds a sixth year of performance information. These six years of information span fiscal years 1999 through 2004.

*(b) Schedule.*

The initial FY 2004 performance plan is to be sent to OMB by September 9, 2002. An agency's final FY 2004 performance plan is sent to Congress no earlier than the date for the transmittal of the President's FY 2004 Budget.

*(c) Performance content of the initial FY 2004 plan.*

A major initiative is underway to increase the effectiveness of Federal programs, to integrate budget and performance information, and make the Federal government more results-oriented. The initiative encompasses:

- assessing the effectiveness of all agency programs;
- emphasizing the integration of budget and performance information;
- calculating the full cost of programs and activities; and,
- including more useful performance information in the President's budget.

Several facets of this initiative will affect the content of the FY 2004 performance plans. For agency programs being covered in the FY 2004 program effectiveness assessments, the initial plan should provide resource estimates for these programs on a full cost basis (see [section 221.3](#)). The initial plan for selected agencies should also include FY 2004 target levels for performance goals covered in the common measures initiative.

*(d) Performance content of the final FY 2004 plan.*

An agency's performance goal targets for its final performance plan should reflect the President's budget for FY 2004. The target levels should be consistent with program, policy, and resource decisions made by the President.

For those departments and agencies required to submit a combined FY 2002 performance and accountability report, the final FY 2004 performance plan may include additional performance data related to FY 2002 that is not included in the combined FY 2002 report. This information can consist of material withheld from the report because it was privileged (see [subsection 223.2\(a\)](#)), or data that was not available at the time the report was being prepared.

*(e) Integrating budget and performance.*

At a minimum, an annual plan should display the amount budgeted either for a GPRA program activity, or a set of related GPRA activities. Beginning in FY 2004, the President's Budget will have informational tables aligning resources with performance goals (outputs and outcomes). OMB intends to include such tables for all Federal agencies in the FY 2005 budget. Agencies presently unable to display and align such information should accelerate efforts to develop this capability. The FY 2004 performance plan should describe the action steps an agency will be taking in 2002 and 2003 in this regard. A timetable for the specific steps should be included. The descriptions and schedules are included in the initial FY 2004 plan sent to OMB. Following OMB review, the agency may include the steps and timetables, as modified following the review, in its final FY 2004 performance plan.

*(f) Fiscal year 2002 and 2003 budget information.*

Agencies displaying budget information for FY 2004 performance goals or sets of goals should also include this information for current and past fiscal years. Plans including performance goals for fiscal years 2003 (estimated performance) and 2002 (actual performance) should include the corresponding budget amounts for these goals. Agencies may include the corresponding budget amounts for performance goals for fiscal years 1999, 2000, and 2001. The budget amounts should be at the same aggregate level, such as for the individual measures being used to assess program effectiveness, or at the GPRA program activity level, as displayed for FY 2004 in the annual plan. The agency should note if a budget amount covered goals within GPRA program activities that were discontinued.

*(g) Incorporating improvements arising from reviews of the FY 2001 , 2002, and 2003 performance plans, and the FY 1999, 2000, and 2001 program performance reports.*

The annual plans and reports continue to be reviewed, often extensively, by OMB, the General Accounting Office, the agency Inspectors General, and other parties. These reviews have produced numerous suggested improvements to individual agency plans. Agencies are expected to reflect and incorporate appropriate suggestions and comments for improving their annual plans in the fiscal year 2004 plan.

**224.2 Fiscal year coverage of the FY 2004 performance plan.**

**Summary of requirement:** The FY 2004 annual plan should include performance goals for both FY 2003 and 2004, and actual performance information for FY 1999, 2000, 2001, and 2002.

*(a) Fiscal year 2004.*

Performance goals and indicators for fiscal year 2004 set out projected levels of performance. These performance goals are a statutorily-required element of the plan.

*(b) Fiscal year 2003.*

For performance goals and indicators included in both the FY 2004 and 2003 plans, the target levels of performance for fiscal year 2003 should be displayed. While target values for a performance goal can differ by fiscal year, the goal description should be similar. The target values for FY 2003 represent estimated performance levels.

The FY 2003 target levels are those contained in either the final plan or the revised final plan for this fiscal year, whichever is most current. Although FY 2003 target levels are included in an agency's final FY 2004 plan, the FY 2004 plan is not used to further revise target levels for performance goals in the FY 2003 plan. Any such revision must first be made through a revised final plan for FY 2003.

Fiscal year 2003 performance goals or indicators that are not continued in the FY 2004 plan need not be included in this plan. Information on now-discontinued FY 2003 performance goals and indicators is found in either the final or revised final FY 2003 performance plan.

*(c) Fiscal years 1999, 2000, 2001, and 2002.*

Agencies should include actual performance data for FY 1999, 2000, 2001, and 2002 for those performance goals and indicators included in both these and the 2004 plans.

Actual full-year performance information for FY 2002 often will not be available when the initial FY 2004 plan is sent to OMB in September 2001. Data availability should increase by the time that the final plan is sent to Congress. Agencies including actual performance data in their FY 2004 plan but lacking information for specific goals or indicators should note that the information is not available. Data may also be characterized as preliminary.

To lessen the effect of having little FY 2002 performance data available when the initial FY 2004 performance plan is submitted to OMB, agencies should include part-year performance values for selected performance goals. Typically, these will be output goals for which data is being collected on a quarterly or more frequent basis. When including this information, the agency should note the date collected; e.g., performance as of March 30, 2002.

An agency need not compare actual performance with fiscal year 2002 target levels for performance goals and indicators. (See also subsections 220.1(c), and 222(b) and (c) on other elements of a program performance report which an agency may include in its annual plan.)

*(d) Fiscal year 1998 and earlier fiscal years.*

Agencies having actual performance data for 1998 or earlier years corresponding to performance data for FY 1999 that is being included in the FY 2004 performance plan are encouraged to include this information as well. This data can be useful in showing trends or in establishing a baseline.

*(e) Future fiscal years.*

Agencies should include the projected level of performance in a future fiscal year; i.e., post fiscal year 2004, where such performance will be funded by the FY 2004 budget request. (See [section 221.4](#) on goals for performance occurring in a future fiscal year.) In the initial plan submitted to OMB, agencies may include projections of future performance that would be funded by future year budgets, i.e., post FY 2004 budgets. Performance projections tied to future year budgets are usually not included in a final or revised final performance plan.

<b>224.3 Display of performance goals in the FY 2004 performance plan.</b>
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Performance information for fiscal years 1999, 2000, 2001, 2002, 2003, and 2004 for a program should be grouped as a single array. Agencies should avoid dividing the annual plan into separate sections by fiscal year.

Agencies have flexibility in designing the array, e.g., whether to present the information as a multi-column table or vertically. The design may be influenced by how the performance goals are expressed, e.g., as quantitative values or descriptive statements. Fiscal year 2004 target levels should be defined as projected performance, FY 2003 target levels as estimated performance, and FY 2002, 2001, 2000, and 1999 (or prior year) levels as actual performance.

An agency defining a significant number of performance goals using the alternative form of measurement may truncate the descriptive reporting of actual prior year performance in its annual plan. (Performance goals not defined in a quantifiable manner use the alternative form of measurement. See [section 220.6](#) on the alternative form of measurement.) Performance reporting may be truncated for years two, three, and four of actual performance, but not for the most immediate prior year. For example, a performance plan for 2004 includes actual performance for 1999, 2000, 2001, and 2002, with actual performance being truncated for years 1999–2001. A truncated description of performance briefly summarizes in a phrase or two what was achieved in a particular fiscal year. An agency may not truncate the reporting of prior year performance in its annual report.

Performance goals or indicators newly established for the FY 2004 plan may not have counterpart goals in the FY 2003 plan. The plan should indicate that these are new goals.