

APPENDIX 300B – SELECTED OMB GUIDANCE AND OTHER REFERENCES REGARDING CAPITAL ASSETS

EXECUTIVE ORDERS

[Executive Order No. 12893](#), "Principles for Federal Infrastructure Investments," provides principles for the systematic economic analysis of infrastructure investments and their management. OMB Bulletin No. 94-16, Guidance on Executive Order No. 12893, "Principles for Federal Infrastructure Investments" (March 7, 1994), provides guidance for implementing this Order and appends the Order itself.

OMB CIRCULARS AND MEMORANDA

OMB Circular No. A-11, *Preparing and Submitting Budget Estimates* (June 2002):

Part 2: Preparation and Submission of Budget Estimates

- [Section 31.4](#), Full funding, requires that the agency request include full funding for procurement and construction. See section 300.6 for more discussion of this policy.
- [Section 33.22](#), Systems acquisitions, states that agencies should develop their estimates of major systems acquisitions, including information technology systems, consistent with guidance in the *Capital Programming Guide*, the requirements of Title V of the Federal Acquisition Streamlining Act of 1994 (FASA), and the Clinger-Cohen Act of 1996
- [Section 52](#), Information on financial management, requires agencies to submit data on financial management plans, systems and resources.
- [Section 53](#), Information technology, requires agencies to submit data on information technology projects.
- [Section 84](#), Character classification, requires information on different kinds of investment and grants to State and local governments.

Part 6: Preparation and Submission of Strategic Plans, Annual Performance Plans, and Annual Program Performance Reports

Part 7: Planning, Budgeting, Acquisition, and Management of Capital Assets

[Capital Programming Guide](#) (June 1997). The *Guide* is a Supplement to this Circular.

[OMB Circular No. A-94](#), *Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs* (October 1992), with periodic revisions of the discount rate benefit-cost, cost-effectiveness, and lease-purchase analysis for you to use in evaluating Federal activities including capital asset acquisition. It includes guidelines on the discount rate to use in calculating the present value of future benefits and costs, the measurement of benefits and costs, the treatment of uncertainty, and other issues. This guidance must be followed in all analyses you submit to OMB in support of legislative and budget programs.

[OMB Circular No. A-127](#), *Financial Management Systems* (revised July 23, 1993), prescribes policies and standards for you to follow in developing, operating, evaluating, and reporting on financial management systems. Revised further in [Transmittal Memorandum #2](#) (June 10, 1999).

OMB Circular No. A-130, *Management of Federal Information Resources* (revised November 20, 2000), provides principles for internal management and planning practices of information systems and technology.

OMB Memorandum M-00-10, *OMB Procedures and Guidance on Implementing the Government Paperwork Elimination Act* (April 25, 2000). This memorandum provides guidance implementing on the Government Paperwork Elimination Act (GPEA), which requires agencies, by October 21, 2003, to provide for the (1) option of electronic maintenance, submission, or disclosure of information, when practicable as a substitute for paper; and (2) use and acceptance of electronic signatures, when practicable.

OMB Memorandum M-00-13, *Privacy Policies and Data Collection on Federal Websites* (June 22, 2000). This memorandum reminds agencies that they are required by law and policy to establish clear privacy policies for its web activities and to comply with those policies.

OMB Memorandum M-01-08, *Guidance on Implementing the Government Information Security Reform Act* (January 16, 2001). This memorandum provides guidance on the management and evaluation aspects of security for unclassified and national security systems.

OMB Memorandum M-02-03, *2002 Discount Rates for OMB Circular A-94* (January 29, 2002). This memorandum provides the annual update of discount rates in [Appendix C of OMB Circular A-94](#). These rates will be in effect February 2002 through the end of January 2003.

PUBLICATIONS

American National Standard Institute, *Earned Value Management Systems*, ANSI/EIA-748-1998, (approved May 19, 1998). Electronic Industries Alliance. Arlington, VA 22201.

Best Practices Committee, Federal Chief Information Officers Council, three separate documents: 1) *Smart Practices in Capital Planning* (October 2000), and 2) *First Practices in Portfolio Management* (February 2002), 3) *ROI and the Value Puzzle* (April 1999) (see www.cio.gov).

Office of Management and Budget, Office of Information and Regulatory Affairs, *Evaluating Information Technology Investments: A Practical Guide* (Version 1.0) (November 1995).

U.S. General Accounting Office, *Assessing Risks and Returns: A Guide for Evaluating Federal Agencies' IT Investment Decision-Making*, GAO/AIMD-10.1.13 (February 1997).