

## APPENDIX K—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, *Preparation, Submission, and Execution of the Budget*:

##### *Part 2: Preparation and Submission of Budget Estimates*

- Section [31.5](#), Full funding, requires that the agency request include full funding for procurement and construction. Additional information is included in the instructions for submitting a Business Case for Non-IT Capital Acquisitions. A link to the instructions can be found in Section [25.5](#) Table 1.
- Section [31.15](#), 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 [51.19](#), Budgeting for capital assets, requires agencies to submit data on information technology (IT) investments and non-IT capital assets. Links to the instructions for the planning, budgeting, acquisition, and management of capital assets can be found in Section [25.5](#) Table 1. Links are included there regarding two required submissions regarding IT investments, a summary of IT investment spending, and justifications for major IT investments.
- Section [52](#), Information on financial management, requires agencies to submit data on financial management plans, systems and resources.
- Section [84](#), Character classification, requires information on different kinds of investment and grants to state and local governments.

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

[OMB Circular No. A–94](#), *Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs* (October 1992), publishes periodic revisions of the discount rate that are used to produce benefit-cost, cost-effectiveness, and lease-purchase analyses in evaluating Federal activities including capital asset acquisition. The circular includes guidelines on how to use the discount rate in calculating present value of future benefits and costs; measuring benefits and costs; and treating 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 January 9, 2009), prescribes policies and standards for you to follow in developing, operating, evaluating, and reporting on core financial systems.

[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 Contracting Guidance to Support Modular Development](#), The guidance presents a variety of factors that contracting officers, in support of IT managers, will need to consider as they plan for modular development efforts, such as whether to award to a single vendor or multiple vendors; how to ensure that there is appropriate competition at various stages in the process; how broad or specific the statements of work should be; when to use fixed-price contracts or rely on other pricing arrangements; and how to promote opportunities for small business.

## PUBLICATIONS

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

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).

Congressional Budget Office paper on [Capital Budgeting](#), (May 2008).

President's Commission to Study Capital Budgeting, [Report of the President's Commission to Study Capital Budgeting](#). (February 1999).

GAO Cost Estimating and Assessment Guide [GAO-09-3SP](#) (March 2009).

GAO Schedule Assessment Guide [GAO-16-89G](#) (December 2015).