

DRAFT WORKING PAPERS



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary  
Washington, D.C. 20201

Policy Letter 10

TO: OPDIV/STAFFDIV Executive Officers

FROM: Director, Office of Competitive Sourcing

SUBJECT: Competitive Sourcing Policy Letter No. 10/Congressional Notification of Reorganizations

As stated in Section 517(a) of the Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2006, Congress must be notified prior to "obligation or expenditure through a reprogramming of funds" in several circumstances.

The reprogramming of funds, in which programs or activities are reorganized, is one such circumstance. For Competitive Sourcing, Most Efficient Organizations (MEOs) qualify as a program or activity reorganization. To comply with this Act, notification of MEOs must be sent to the Appropriations Committee of both the Senate and the House, with a copy to HHS' Office of Competitive Sourcing, prior to public announcement. While the Act states that the notification must be made 15 days in advance of public announcement, we request that notification be made 20 days in advance, to ensure Congress receives all required documentation in a timely manner.

To facilitate this process, please use the attached templates when notifying the Appropriations Committee of both the House and the Senate.

A copy of the legislation may be found at this website:  
<http://officeofbudget.od.nih.gov/UI/FY%2006%20Appropriation%20Language.pdf>

Michael Tulenko

cc: Competitive Sourcing Program Managers

The Honorable Arlen Specter  
Chairman  
Subcommittee on Labor, Health and  
Human Services and Education  
Committee on Appropriations  
United States Senate  
Washington, D.C. 20510

Dear Mr. Chairman:

In accordance with Section 517 (a) of the Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriation Act, 2006, I am writing to inform you of this Department's plan to publicly announce a *[insert streamlined or standard]* competition utilizing a Most Efficient Organization on *[insert date of planned public announcement]*. The organization is currently funded from the *[insert funding stream]* Appropriation.

The *[insert streamlined or standard]* competition addresses *[insert functional area]* and includes *[insert number of FTE]* full time equivalent employees. This action is scheduled to take place in *[insert City and State]* within *[insert name of OPDIV/STAFFDIV]*.

We appreciate the Sub-Committee's continued interest in, and support of, the Department's activities. I have also sent letters to Senator Tom Harkin, and Representatives Ralph Regula and David Obey.

Sincerely,

*[insert OPDIV or STAFFDIV Signature and Name]*

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The Honorable Tom Harkin  
Ranking Minority Member  
Subcommittee on Labor, Health and  
Human Services and Education  
Committee on Appropriations  
United States Senate  
Washington, D.C. 20510

Dear Senator Harkin:

In accordance with Section 517 (a) of the Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriation Act, 2006, I am writing to inform you of this Department's plan to publicly announce a *[insert streamlined or standard]* competition utilizing a Most Efficient Organization on *[insert date of planned public announcement]*. The organization is currently funded from the *[insert funding stream]* Appropriation.

The *[insert streamlined or standard]* competition addresses *[insert functional area]* and includes *[insert number of FTE]* full time equivalent employees. This action is scheduled to take place in *[insert City and State]* within *[insert name of OPDIV/STAFFDIV]*.

We appreciate the Sub-Committee's continued interest in, and support of, the Department's activities. I have also sent letters to Senator Arlen Specter, and Representatives Ralph Regula and David Obey.

Sincerely,

*[insert OPDIV or STAFFDIV Signature and Name]*

The Honorable Ralph Regula  
Chairman  
Subcommittee on Labor, Health and  
Human Services and Education  
Committee on Appropriations  
House of Representatives  
Washington, D.C. 20510

Dear Mr. Chairman:

In accordance with Section 517 (a) of the Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriation Act, 2006, I am writing to inform you of this Department's plan to publicly announce a *[insert streamlined or standard]* competition utilizing a Most Efficient Organization on *[insert date of planned public announcement]*. The organization is currently funded from the *[insert funding stream]* Appropriation.

The *[insert streamlined or standard]* competition addresses *[insert functional area]* and includes *[insert number of FTE]* full time equivalent employees. This action is scheduled to take place in *[insert City and State]* within *[insert name of OPDIV/STAFFDIV]*.

We appreciate the Sub-Committee's continued interest in, and support of, the Department's activities. I have also sent letters to Senators Arlen Specter and Tom Harkin, and Representative David Obey.

Sincerely,

*[insert OPDIV or STAFFDIV Signature and Name]*

DRAFT WORKING PAPERS

The Honorable David R. Obey  
Ranking Minority Member  
Subcommittee on Labor, Health and  
Human Services and Education  
Committee on Appropriations  
House of Representatives  
Washington, D.C. 20510

Dear Mr. Obey:

In accordance with Section 517 (a) of the Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriation Act, 2006, I am writing to inform you of this Department's plan to publicly announce a *[insert streamlined or standard]* competition utilizing a Most Efficient Organization on *[insert date of planned public announcement]*. The organization is currently funded from the *[insert funding stream]* Appropriation.

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We appreciate the Sub-Committee's continued interest in, and support of, the Department's activities. I have also sent letters to Senators Arlen Specter and Tom Harkin, and Chairman Ralph Regula.

Sincerely,

*[insert OPDIV or STAFFDIV Signature and Name]*