

BUREAU OF THE BUDGET
WASHINGTON 25, D. C.

July 18, 1963

CIRCULAR NO. A-44
Revised
Transmittal Memorandum No. 2

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Change in time and contents of annual reports
on manpower control and utilization

The annual reports on manpower control and utilization required by the penultimate paragraph of Section 4 of Circular No. A-44 should be submitted by September 1 of each year rather than at the time of the annual budget submission. Such annual reports should include, in addition to the factual material relating to the fiscal year just closed, a summary of plans for actions to be taken in the current and budget years. Five complete sets should be submitted.

This change is being made to enable the Bureau of the Budget to review agency accomplishments and plans in preparation for the fall budget review of agency estimates.

KERMIT GORDON
Director

(No. A-44)