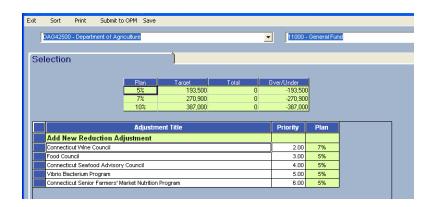
# FY2010 PERSONAL SERVICES REDUCTION OPTIONS INSTRUCTIONS

PS Reduction Options software is designed for you to document savings initiatives toward the goals of 5%, 7%, and 10% of FY2010 Current Services recommended Personal Services. Please see the memos from Secretary Genuario dated March 31, April 9, and April 21, 2009 (subject: Personal Services Reduction Plans) for more information. Specifics:

- The FY2010 Recommended Current Services PS amount is used as the base to calculate the 5%, 7%, and 10% targets;
- Potential savings from programmatic and other structural changes are to be formulated and submitted in consideration of the Retirement Incentive Plan contained in the tentative SEBAC agreement and the ongoing hiring freeze;
- Savings in other appropriated SIDs are to be included if they are affected by potential programmatic/structural staffing changes
- Technical Services and General Services revolving funds are included with separate targets.

#### SELECTION SCREEN

- Select an Agency and Fund to begin.
- Double-click on the green-shaded Add New Reduction Option row to create a new Option; or double-click on an existing Option title to open that option for edit.
- Refer to the Plan/Target grid to determine whether the sum of your Options meets the targeted 5%, 7%, or 10% savings.



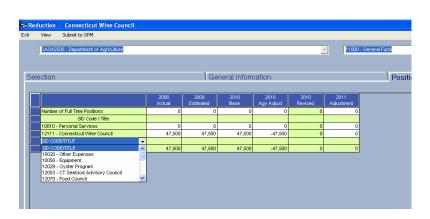
### **GENERAL INFORMATION SCREEN**

Fill in the requested information for all fields. Contact, Title, Description and Reason, and Target Percentage are required before a Save is permitted. Be sure to select the savings plan percentage – 5%, 7%, or 10% - that this Option applies to. Rules for aggregating individual Option savings to the target are as follows:

Target Percentage Values	Result
5%	included in the 5%, 7%, and 10% plans
7%	included in the 7% and 10% plans
10%	included in the 10% plan

#### POSITION/FINANCIAL SCREEN

- Positions Enter permanent full-time positions in the first row.
- Financial Double click in the leftmost cell (under SID Code/Title) to generate a selectable list of SIDs. Adjustment amounts MUST BE ENTERED WITH A PRECEDING MINUS SIGN (-).



## SUBMITTAL REQUIREMENTS

Your plans are due on April 29, 2009:

- click Submit to OPM on the Selection screen menu
- transmit a signed hardcopy of the summary report (signed by your agency head Print /Summary on the Selection screen menu)

## **GETTING HELP**

Direct questions, comments, and suggestions to the Applications Development and Support Unit:

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