

PERFORMANCE REPORTING REQUIREMENTS

The **Government Performance and Results Act of 1993** requires each Federal agency to report no later than 180 days following the close of each fiscal year to the President and the Congress on its performance for the previous fiscal year.

Each performance report must set forth performance indicators as established in the performance plan, along with actual performance achieved compared with the performance goals for that fiscal year.

If performance goals are specified in the alternative form, the results shall be described in relation to the specifications, including whether the program failed to meet the criteria of a minimally effective or successful program.

The report for fiscal year 2000 must include actual results for the preceding fiscal year.

According to the OMB Circular No. A-11 (2000) revised draft dated December 22, 2000, each report must include the following elements:

1. A comparison of actual performance with projected levels of performance as set out in the performance goals in the annual performance plan;
2. An explanation, where a performance goal was not achieved, for why the goal was not met;
3. A description of the plans and schedules to meet an unmet goal in the future, or alternatively, the recommended action regarding an unmet goal where it is concluded that it is impractical or unfeasible to achieve the goal;
4. An evaluation of the performance plan for the current fiscal year, taking into account the actual performance achieved in the fiscal year covered by the report;
5. An assessment of the reliability and completeness of the performance data included in the report; and
6. Eventually, actual performance information for at least four fiscal years.

Other features as they apply to the agency:

- a. Program evaluations;
- b. Information on use of non-Federal parties;
- c. Classified appendices not available to the public;
- d. Description of the quality of the reported performance information;
- e. Budget information;
- f. Analysis of tax expenditures; and
- g. Waivers of administrative requirements.