

## APPENDIX C

### SAMPLE BUDGET DATA CALL CHECKLIST

#### LABOR

- Has employee data been provided each account manager?
- Have the General Pay Raises and Cost of Living factors been provided?
- Has the leave rate been provided?
- Has the Government Contribution Rate been provided?
- Have overtime restrictions been identified?
- Have award targets been identified?

#### TRAVEL

- Have local travel policies/targets been identified?

#### TRAINING

- Have local training policies/targets been provided?

#### GENERAL

- Have inflation factors been provided?
- Has the minimal level of input been identified (i.e., division, branch, or unit)?
- Has the level of revenue detail been identified?
- Has budget guidance provided by higher commands been relayed?
- Have the Resource Code "levels" been provided (example: the Command can elect to track budgets under "SERVICES" or by the detail breakout of AESVCS, CONSTSVCS, GOVPURCH, DEPRE, etc.)?

EP 37-1-3  
1 May 98

\_\_\_ Has the submission format been identified (hard copy, spreadsheet, CEFMS, COBRA, etc.)?

\_\_\_ Have suspenses been established?

\_\_\_ Have various agency rates been provided to include vehicle rates, payroll and HR servicing fees, CEAP and AIS rates, etc.?

\_\_\_ Have Resource Codes requiring written justification been identified?