



Office of the
Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

December 8, 2004

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Kay Coles James,
Director

SUBJECT: *Official Time Usage in the Federal Government,
Fiscal Year 2003*

I am pleased to forward the Office of Personnel Management's (OPM) *Official Time Usage in the Federal Government, Fiscal Year 2003*. This memorandum also serves as the official call to agencies for Fiscal Year (FY) 2004 data. I initiated an annual survey of agencies with regard to official time usage in November 2002. The results and findings of OPM's first annual official time survey were consolidated into our *Summary Report: Official Time For Representational Activities Fiscal Year 2002*, forwarded to agencies in November 2003. The FY 2003 report we are forwarding here consolidates and presents agency responses to our second annual official time survey. Let me take this opportunity to thank you for your support and response in this effort.

Based on Federal agency responses to our FY 2003 official time survey, we find that overall Governmentwide official time usage and its estimated cost remained relatively stable between FYs 2002 and 2003. Total official time hours decreased by 4 percent. Government-wide estimated costs increased by only 1.6 percent, an increase that is more than offset by the annual pay increase provided within the survey year. Beyond providing Governmentwide information, the enclosed report presents agency-by-agency official time usage data.

To further support OPM's official time efforts and our commitment to accountability, we advised agencies last year that we would be conducting a special study to look at and review agency policies and practices in authorizing and tracking official time. A focused look at official policies and tracking methods should provide useful insights about the most effective approaches for managing resources and agency labor-management relations programs. The special study will be forwarded to you under separate cover.

We also advised agencies last year that for FY 2004 and beyond, agencies will be asked to report not only how many hours of official time are being used but what they are being used for. As previously described, the four official time categories agencies are to report for FY 2004 are:

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- **Term Negotiations**—official time used by union representatives to prepare for and negotiate a basic collective bargaining agreement or its successor.
- **Mid-Term Negotiations**—official time used to bargain over issues raised during the life of a term agreement.
- **Dispute Resolution**—official time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies such as the MSPB, FLRA and EEOC and, as necessary, to the courts.
- **General Labor-Management Relations**—official time used for: meetings between labor and management officials to discuss general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.

More detailed guidance on reporting FY 2004 data will follow. In the interim, any questions with regard to reporting FY 2004 official time data or on the specifics of our FY 2003 report can be directed to Paula Lucak, Senior Labor Relations Specialist, Center for Workforce Relations and Accountability Policy (CWRAP) at (202) 606-2172 (paula.lucak@opm.gov).

As OPM Director, I fully support the right of Federal employees to use official time to represent unions and bargaining unit employees. At the same time, the right to official time carries with it a responsibility on the part of both labor and management to see that the time is used appropriately and efficiently. I believe the annual official time surveys and OPM's reports on their findings, as well as related official time studies and activities we have initiated, work to support greater accountability to the taxpayer in this important area of labor-management relations.

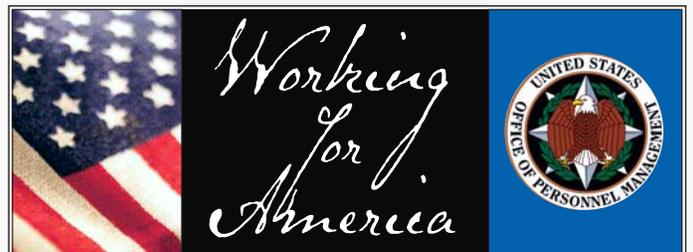
Enclosure

CC: Chief Human Capital Officers



**OFFICIAL TIME USAGE
IN THE
FEDERAL GOVERNMENT
FISCAL YEAR 2003**

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



**Kay Coles James, Director
December 2004**

OFFICIAL TIME USAGE IN THE FEDERAL GOVERNMENT

FISCAL YEAR 2003

A call for Fiscal Year 2003 official time data was forwarded to Federal departments and agencies on November 3, 2003. The memorandum asked agencies to report official time hours used by employee representatives within their organizations to the Office of Personnel Management (OPM) by January 30, 2004. (See Attachment 1) Agencies had been informed the previous year, in a June 20, 2002 memorandum and call for FY 2002 official time data, that OPM would be surveying them on an annual basis with regard to official time usage.

Annual reporting was initiated to reinforce accountability on the part of both labor and management, emphasizing their shared responsibility to ensure that official time is authorized and used appropriately. Management and labor are expected to develop sensible arrangements for official time that meet the needs and expectations of agencies, employees, and the ultimate customers -- the American people.

Results and findings of the first annual official time survey were consolidated into a June 2003 *Summary Report—Official Time for Representational Activities: Fiscal Year 2002*. The report was also forwarded to House and Senate Appropriations Committees, responding to an intervening concomitant congressional official time reporting requirement.

This report presents information provided by Federal departments in response to our second annual call asking agencies to provide FY 2003 official time data.

OFFICIAL TIME: DEFINITION AND STATUTORY CONTEXT

Official time is generally defined as authorized, paid time off from assigned Government duties to represent a union or its bargaining unit employees. Under the Labor-Management Relations law—chapter 71 of title 5, United States Code—Congress allowed official time in two broad categories.

First, employees have a statutory right to receive official time to negotiate collective bargaining agreements and participate in impasse proceedings. Official time in this category can mean time spent bargaining with management over a term agreement that sets basic working conditions for unit employees for the life of that contract. It can also mean time spent negotiating during the life of the agreement, also known as mid-term bargaining. Most mid-term bargaining takes place when the union seeks to negotiate over the procedures an agency will follow when exercising its management rights or over the impact that an agency's decisions will have on bargaining unit employees.

Second, the law permits agencies and unions to negotiate official time in connection with other labor-management activities, as long as the time is deemed reasonable, necessary, and in the public interest. Examples include time spent meeting with employees to discuss problems in the workplace, handling employee grievances or formal administrative appeals, attending meetings

called by the agency, and receiving training on labor relations topics. Official time in this category generally rises or falls depending on the nature and extent of labor-management activities, but in any case is restricted by the reasonableness standard imposed by the law.

Official time cannot be used for internal union business, such as organizing new members or campaigning for office, nor can it be used for partisan political activities.

OPM'S ROLE

In 1976, the Civil Service Commission issued a memorandum instructing agencies on how to carry out their responsibilities for authorizing official time. Agencies were also directed to establish recordkeeping systems to track official time. After finding that 18 of 26 bargaining units at four agencies had no records of official time usage, the General Accounting Office (GAO) issued a report in 1979 recommending that OPM (no longer the Civil Service Commission) direct agencies to comply with recordkeeping requirements. GAO also recommended that OPM require agencies to submit annual reports on official time.

In response, OPM issued Federal Personnel Manual letter 711-161, which required agencies to develop recordkeeping systems for official time no later than January 1, 1982. OPM did not, however, require agencies to report annually on official time as GAO had recommended. When the Federal Personnel Manual was abolished in 1994, all record keeping requirements for official time also were abolished.

In 1998, OPM was directed to prepare a report on official time usage for the House Committee on Appropriations. OPM was instructed to sample official time use for a six-month period. We collected and analyzed official time data from some 70 Federal agencies covering over 2,100 bargaining units. Our findings were submitted to the Appropriations Committee in November 1998 in a comprehensive report entitled *Official Time and Services Used by Unions Representing Federal Employees*.

As noted in the introduction to this report, OPM initiated an annual agency reporting cycle in a June 20, 2002 memorandum to agencies. That memorandum also served as a call for agencies to report FY 2002 official time data, which was consolidated and presented in OPM's June 2003 *Summary Report—Official Time for Representational Activities: Fiscal Year 2002*.

Reporting requirements were expanded in the November 3, 2003 memorandum that served as the call to agencies for FY 2003 official time data. Agencies were advised that the next reporting round will require them to report official time hours for FY 2004 broken down into four categories (term negotiations, mid-term negotiations, dispute resolution and general labor-relations), so as to allow for more comprehensive analysis and measurement of official time usage in the Federal Government. In addition, the November memorandum informed agencies of OPM's intent to have official time tracking integrated into the developing E-payroll initiative. Using E-payroll for tracking official time will lessen the administrative burden on agencies associated with OPM's annual call for official time data, and it will enhance the reliability of the data. Finally, the memorandum advised agencies of an OPM special study to look at the policies and procedures agencies follow in authorizing and tracking official time. That special study is

being conducted by the Division for Human Capital Leadership & Merit Systems Accountability, with completion anticipated in tandem with this report.

FY 2003 SURVEY FINDINGS

Sixty Federal departments and agencies were asked to report total official time hours used by employee representatives in FY 2003. Forty-six, encompassing 99 percent of the bargaining unit employees in the surveyed agencies, responded. The responding agencies include a total of 1,039,432 bargaining unit employees. Fourteen agencies with 9,751 bargaining unit employees did not respond. The size of bargaining units in responding agencies ranged from 405,995 in the Department of Defense to 38 bargaining unit employees in the Federal Mediation and Conciliation Service. (See Attachment 2)

Agencies reported a total of 4,758,147 official time hours for FY 2003. The Department of Defense reported the largest number of official time hours at 1,199,419 for the year. Its rate of official time hours expended per bargaining unit employee, a measure that allows for some comparison of agencies, fell in the lower range among responding agencies at 2.95 hours per bargaining unit employee.

TABLE 1-OFFICIAL TIME BY MAJOR AGENCY 2003 2002, 1998

DEPARTMENTS	FY 2003			FY 2002		1998 ¹	
	Official Time (hours)	# of Bargaining Unit (BU) Employees ²	Official Time per BU Employee	Official Time (hours)	Official Time per BU Employee ³	Annualized Official Time (hours)	Official Time per BU Employee
Agriculture ⁴	170,370	43,367	3.93	127,188	2.92	164,482	4.23
Commerce	46,191	14,977 ⁵	3.08	47,238	2.66	18,566	1.24
Defense	1,199,419	405,995	2.95	1,301,718	3.20	1,360,120	2.82
Education	14,538	3,287	4.42	16,373	4.98	21,904	6.98
Energy ⁶	22,885	7,071	3.24	17,400	2.46	17,626	1.95
HHS	46,194	27,501 ⁵	1.68	54,289	1.91	64,766	2.65
Homeland Security ⁷	156,510	45,488	3.44				
HUD	27,471	7,409 ⁵	3.71	20,062	2.77	37,340	3.78
Interior	26,754	21,911	1.22	33,669	1.54	49,188	2.21
Justice	90,072	24,884	3.62	164,504	3.11	105,150	2.42
Labor	89,714	11,762 ⁵	7.63	98,340	8.16	101,500	9.16
State	13,192	12,936	1.02	8,917	0.69	3,714	0.33

¹ 1998 data was collected for a 6-month period and annualized to provide 12-month data.

² Source for 2003 bargaining unit employee numbers: January 2004 Labor Agreement & Information Research System (LAIRS) data search. Appropriated fund bargaining unit employees only.

³ This rate is adjusted from original 2002 report, as it appeared in *Summary Report-Official Time for Union Representation FY 2002*, to consider appropriated fund agency bargaining units only. Original 2002 rate was based on both appropriated and non-appropriated fund employees, even as 2002 official time hours reported were for appropriated fund employees only.

⁴ 2003 data includes the Animal & Plant Health Inspection Service (APHIS) which moved to the Department of Homeland Security (DHS) within the fiscal year.

⁵ Source for 2003 bargaining unit employee number: FY 2003 OPM Official Time Survey agency response.

⁶ Official time hours annualized from 9-month data.

⁷ Official time hours and bargaining unit employee numbers for APHIS and FPS bargaining units not included here. They are included in their previous agency homes, Agriculture and GSA respectively.

TABLE 1-OFFICIAL TIME BY MAJOR AGENCY 2003 2002, 1998

DEPARTMENTS	FY 2003			FY 2002		1998 ¹	
	Official Time (hours)	# of Bargaining Unit (BU) Employees ²	Official Time per BU Employee	Official Time (hours)	Official Time per BU Employee ³	Annualized Official Time (hours)	Official Time per BU Employee
Transportation	682,228	40,276	16.94	803,475 ⁸	18.18	193,728	5.72
Treasury	748,793	98,721 ⁵	7.58	846,910	7.21	955,666	8.11
VA	791,188	162,240	4.88	756,407	4.66	606,150	3.66
AGENCIES							
EPA	52,441	12,519	4.19	54,740	4.37	20,408	10.87
EEOC	17,810	2,075	8.58	12,238	5.90	42,152	5.06
FDIC	9,104	4,349	2.09	13,636	3.14	16,308	2.77
GSA ⁹	40,877	8,245	4.96	41,606	5.05	43,236	4.66
GPO	9,785	2,193 ⁵	4.46	13,108	5.42	17,380	5.84
NASA	11,672	10,579	1.10	13,620	1.29	19,194	1.62
NRC	5,214	1,974	2.64	5,173	2.62	13,530	6.23
OPM	6,738	1,562	4.31	8,733	5.59	14,330	7.96
SSA	420,779	51,532	8.17	431,316	8.37	395,384	7.68
All Others	58,208	16,579	3.51	66,266	2.42	50,786	3.44
TOTAL FEDERAL GOVERNMENT	4,758,147	1,039,432	4.58	4,954,704	4.71	4,332,608	3.99

Nine agencies, encompassing 207,999 bargaining unit employees, had rates of between 7.5 and nearly 17 official time hours per bargaining unit employee and reported a total of 1,991,151 official time hours—42 percent of all reported official time hours. Twenty-two agencies, encompassing a total of 752,914 bargaining unit employees, reported a rate of between 2 and 5 hours per bargaining unit employee and 2,663,205 total official time hours—56 percent of all reported official time hours. This group includes 72.4 percent of all bargaining unit employees in reporting agencies. Fifteen agencies, encompassing 78,519 bargaining unit employees, reported per bargaining employee rates from 0 to 2 hours and 103,791 official time hours.

Total reported official time hours and the rate of hours expended per bargaining unit employee remained stable between FY 2002 and FY 2003. In fact, there were decreases in both measures. Total official time hours decreased by 4 percent over the year, from 4,954,704 hours in FY 2002 to 4,758,147 hours in FY 2003. Official time hours expended per bargaining unit employee decreased Government-wide by 2.9 percent, from 4.71 hours per employee in FY 2002 to 4.58 hours in FY 2003.

The total estimated cost of official time to agencies also remained stable, increasing only 1.6 percent, from \$126,570,125 in FY 2002 to \$128,637,162 in FY 2003. Central Personnel Data File (CPDF) pay data, upon which our cost estimates rest, show a Government-wide 5.7 percent increase in average adjusted base pay over the time period. The increase in total cost, in spite of a decrease in total official time hours, can clearly be attributed to the concomitant increase in Federal pay.

⁸ FY 2002 official time hours adjusted upward from original 2002 report through agency amendment. The effect was to raise the agency's rate of official time used per bargaining unit employee.

⁹ 2003 data includes Federal Protective Service (FPS) which moved to DHS within the fiscal year.

TABLE 2 - OFFICIAL TIME ESTIMATED COSTS BY MAJOR AGENCY 2003, 2002 AND 1998			
DEPARTMENTS	Cost of Official Time 2003¹⁰	Cost of Official Time 2002¹¹	Cost of Official Time 1998¹² (annualized)
Agriculture	\$ 3,589,696	\$ 2,422,075	\$ 3,471,000
Commerce	1,280,415	1,224,152	363,000
Defense	28,318,283	29,175,228	31,603,000
Education	473,939	502,092	701,000
Energy	807,612	575,142	632,000
HHS	1,363,185	1,468,778	3,128,000
Homeland Security	3,580,949		
HUD ¹³	896,653	621,160	1,188,000
Interior	615,342	704,707	1,177,000
Justice	2,195,055	3,678,413	2,647,000
Labor ¹³	3,008,375	2,721,938	3,468,000
State	412,646	271,052	129,000
Transportation	27,725,746	29,559,382 ¹⁴	7,671,000
Treasury	18,517,651	19,628,768	20,855,000
VA	18,482,152	16,859,148	12,867,000
AGENCIES			
EPA	1,895,742	1,881,187	1,260,000
EEOC	558,878	356,200	643,000
FDIC	378,635	538,288	N/A
GSA	1,171,535	1,090,906	471,000
GPO	239,635	305,675	1,143,000
NASA	452,640	496,766	752,000
NRC	215,182	203,901	602,000
OPM	142,778	174,568	394,000
SSA	10,389,034	10,267,187	11,255,000
All Other Agencies	1,925,408	1,843,412	1,877,000
TOTAL FEDERAL GOVERNMENT	\$ 128,637,162	\$ 126,570,125	\$ 108,297,000

¹⁰ Cost figures were estimated by agency, multiplying (1) December 2003 Central Personnel Data File average Agency bargaining unit employee annual salary divided by 2080 hours by (2) the number of official time hours in FY 2003.

¹¹ Cost figures were estimated by agency, multiplying (1) September 2002 Central Personnel Data File average Agency bargaining unit employee annual salary divided by 2080 hours by (2) the number of official time hours in FY 2002.

¹² In 1998, agencies reported the cost of official time for only the 6 month data collection period. 6 month 1998 data was doubled and adjusted for annual Federal pay raises using 3 percent annual growth to derive 12 month data for the year.

¹³ 2003 cost figure source: FY 2003 OPM Official Time Survey agency response.

¹⁴ FY 2002 official time hours originally reported were adjusted upward from original 2002 report through agency amendment. The effect was to raise the agency's previously reported costs for 2002.

While total official time hours remained stable over FY 2002, some agencies did experience notable changes. The Departments of Agriculture and Energy cited significant labor union involvement in A-76 competitive sourcing initiatives, realignments and re-organizations as a major source of increases in their official time hours.

Agencies losing bargaining units to the Department of Homeland Security (DHS) generally did show a decrease in their official time hours, with the hours for the entire fiscal year for most of the units involved in the move being included in DHS's report. However, the Animal and Plant Health Inspection Service (APHIS) and Federal Protective Services (FPS) bargaining units' FY 2003 official time data continued to be included in their previous home agencies' reports, the Department of Agriculture and the General Services Administration, respectively.

Agencies with higher levels of union penetration did note it as a contributing factor in the magnitude of their official time hours, with the Department of Transportation continuing to report significant hours and the highest rate of official time hours expended per bargaining unit employee. Some agencies showing decreases in official time hours cited the completion of term bargaining as a factor in that decline.

While the anecdotal narratives a few of the agencies included in their official time reports did provide some insights into labor-management relations activities and factors that affected the agencies' official time usage, the narratives do not provide sufficient information for a more comprehensive and detailed analysis of official time usage in the Federal Government. With the upcoming requirement for more detailed categorical information, we anticipate being able to provide a more comprehensive analysis of official time usage in next year's FY 2004 official time report.

SUMMARY

Government-wide official time hours, the rate of official time hours expended per bargaining employee, and estimated official time costs remained relatively stable between FY 2002 and 2003. Total hours decreased by 4 percent, and the rate of official time hours expended per bargaining unit decreased 2.9 percent. Total estimated costs increased by only 1.6 percent, which can easily be attributed to the Government-wide annual increase in pay. This relative stability in official time usage took place even in an environment of enormous challenges having a direct impact on bargaining unit employees and necessitating the involvement of employee union representatives. These challenges included: the integration of several major established bargaining units from their previous agency homes into the Department of Homeland Security, the collaborative design of a new DHS personnel system, increasing Government operations becoming subject to the A-76 contracting-out process, and a number of agency reorganizations and realignments.

OFFICIAL TIME USAGE IN THE FEDERAL GOVERNMENT, FISCAL YEAR 2003
ATTACHMENT 1



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-1000

November 3, 2003

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: KAY COLES JAMES,
Director

SUBJECT: Official Time for Union-Related Activities

BACKGROUND

On June 17, 2002, I issued a memorandum to agency and department heads describing my expectations when it comes to granting and using official Government time for union-related activities. I emphasized that labor and management officials are equally accountable to the taxpayer and have a shared responsibility to ensure that official time is authorized and used appropriately. To achieve greater accountability in this area, I instructed agencies to report to the Office of Personnel Management (OPM) at the end of each fiscal year on the number of hours of official time used by employees to perform representational activities.

Discussed in more detail below are OPM's summary of official time reports for FY 2002; the official time information that agencies will be expected to submit for FY 2003; and the additional measures I plan to take to address official time practices in the Federal Government.

SUMMARY REPORT FOR FY 2002

Agencies reported 4,765,848 hours of official time in FY 2002. This is an increase of 10 per cent since 1998, the last time that OPM collected official time data. The estimated cost of official time for FY 2002 is \$114,280,000, an increase of 5.52 percent since 1998. The average amount of official time per bargaining unit employee in FY 2002 was 4.21 hours. In FY 1998, the average amount was 3.99 hours per employee.

OPM's complete agency-by-agency summary report for FY 2002 is attached. See Attachment 1.

COLLECTION OF FY 2003 OFFICIAL TIME DATA

For FY 2003, OPM is again asking agencies to report the number of hours of official time used by employees to perform union-related activities. Agencies must submit their reports to OPM by **January 30, 2004**. We have prepared the attached guidance to help you prepare your reports and to answer any questions you may have. See Attachment 2.

COLLECTION OF OFFICIAL TIME DATA FOR FY 2004 AND BEYOND

As OPM's summary report makes clear, there has been a significant increase in both the number of hours of official time and the cost of such time since 1998. I believe that new measures are needed to ensure the level of accountability that the Administration and Congress insist upon and

that the American people expect when it comes to taxpayer dollars. That is why OPM will be taking the following steps to address official time use in the Federal Government:

- We will conduct a special study of the procedures used to request and grant official time for union representational activities and the way that official time hours and costs are reported. We will focus on the Government's largest bargaining units and evaluate the effectiveness of their official time practices. The study will yield crucial information about official time procedures and also help agencies better manage their resources and their labor-management relations programs. We expect to complete the study by March 2004.
- As part of our e-Payroll initiative, OPM will establish reporting mechanisms for the use of official time for union representational purposes as part of every agency's payroll system. This will ensure that all unionized Federal agencies can record and track official time and assure appropriate accountability on the part of both labor and management.
- For FY 2004 and beyond, agencies will be asked to report not only how many hours of official time are being used but what they are being used for. Such information will yield more useful data about official time practices across the Government. While we plan to issue more detailed reporting instructions for FY 2004 at a later date, here are the categories for which official time information will be sought:
 - **Term Negotiations**—official time used by union representatives to prepare for and negotiate a basic collective bargaining agreement or its successor.
 - **Mid-Term Negotiations**—official time used to bargain over issues raised during the life of a term agreement.
 - **Dispute Resolution**—official time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies such as the MSPB, FLRA and EEOC and, as necessary, to the courts.
 - **General Labor-Management Relations**—official time used for: meetings between labor and management officials to discuss general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.

I have strongly supported the right of Federal employees to use official time to represent bargaining unit employees. At the same time, I have been clear that the right to official time carries with it a responsibility to use that time appropriately, efficiently, and when workload conditions permit. I believe the new initiatives outlined above will strengthen accountability to the taxpayer and substantially improve the tracking and reporting of official time.

If you have any questions, please contact Jeffrey Sumberg, Deputy Associate Director, Center for Workforce Relations and Accountability Policy, at 202-606-2639. He may also be reached via e-mail at jsumberg@opm.gov.

2 Attachments

CC: Chief Human Capital Officers

OFFICIAL TIME USAGE IN THE FEDERAL GOVERNMENT, FISCAL YEAR 2003
ATTACHMENT 2

DETAILED AGENCY LISTING – FY 2003 OFFICIAL TIME			
DEPARTMENTS	Official Time Hours	Number of Bargaining Unit (BU) Employees¹	Official Time per BU Employee
Agriculture ²	170,370	43,367	3.93
Commerce	46,191	14,977 ³	3.08
Defense	1,199,419	405,995	2.95
Education	14,538	3,287	4.42
Energy ⁴	22,885	7,071	3.24
Health & Human Resources	46,194	27,501 ³	1.68
Homeland Security ⁵	156,510	45,488	3.44
Housing & Urban Development	27,471	7,409 ³	3.71
Interior	26,754	21,911	1.22
Justice	90,072	24,884	3.62
Labor	89,714	11,762 ³	7.63
State	13,192	12,936	1.02
Transportation	682,228	40,276	16.94
Treasury	748,793	98,721 ³	7.58
Veterans Affairs	791,188	162,240	4.88
AGENCIES			
African Development Foundation ⁶			
Agency for International Development	4,680	1,947	2.40
Armed Forces Retirement Home	424	516	0.82
Broadcasting Board of Governors	9,050	1,210	7.48
Commission on Civil Rights ⁶			
Commodity Futures Trading Commission	168	162	1.04
Consumer Product Safety Commission	378	365	1.04
Corporation for National Service	846	406	2.08
Court Services & Offender Supervision Agency for D.C. ⁶			
Environmental Protection Agency	52,441	12,519	4.19
Equal Employment Opportunity Commission	17,810	2,075	8.58
Export-Import Bank ⁶			
Federal Communications Commission	4,187	1,382 ³	3.03
Federal Deposit Insurance Corporation	9,104	4,349	2.09
Federal Election Commission	689	225	3.06
Federal Energy Regulatory Commission	152	884	0.17
Federal Mediation and Conciliation	0	38	0.00

¹ Source for 2003 bargaining unit employee numbers: January 2004 Labor Agreement Information Retrieval System (LAIRS) data search. Appropriated Fund bargaining units only.

² 2003 data includes Animal & Plant Health Inspection Service (APHIS), which moved to Department of Homeland Security within the fiscal year.

³ Source for 2003 bargaining unit employee number: FY2003 OPM Official Time Survey agency response.

⁴ Official time hours annualized from 9-month data.

⁵ Official time hours and bargaining unit employee numbers for APHIS and FPS bargaining units not included here. They are included in their previous agency homes, Agriculture and GSA respectively.

⁶ No submission.

DETAILED AGENCY LISTING – FY 2003 OFFICIAL TIME			
DEPARTMENTS	Official Time Hours	Number of Bargaining Unit (BU) Employees¹	Official Time per BU Employee
Service			
Federal Trade Commission	466	450	1.04
General Services Administration ⁷	40,877	8,245	4.96
Government Printing Office	9,785	2,193 ³	4.46
Holocaust Memorial Museum ⁶			
International Boundary and Water Commission ⁶			
International Trade Commission	231	266	0.87
Library of Congress ⁶			
Merit Systems Protection Board	769	88	8.74
National Aeronautics and Space Administration	11,672	10,579	1.10
National Archives and Records Administration ⁶			
National Endowment for the Humanities	125	113	1.11
National Gallery of Art	1,585	369	4.30
National Labor Relations Board	14,016	1,337	10.48
National Science Foundation	1,920	788	2.44
National Transportation Safety Board ⁶			
Nuclear Regulatory Commission	5,214	1,974	2.64
Occupational Safety and Health Review Commission ⁶			
Office of Government Ethics ⁶			
Office of Personnel Management	6,738	1,562	4.31
Overseas Private Investment Corporation	100	92	1.09
Peace Corps ⁶			
Pension Benefit Guaranty Corporation	813	508	1.60
Presidio Trust ⁶			
Railroad Retirement Board	7,992	998	8.01
Securities and Exchange Commission	3,122	2,198	1.42
Small Business Administration	6,495	2,237	2.90
Smithsonian Institution ⁶			
Social Security Administration	420,779	51,532	8.17
Trade and Development Agency ⁶			
TOTALS	4,758,147	1,039,432	4.58

⁷ 2003 data includes Federal Protective Service (FPS), which moved to Department of Homeland Security within the fiscal year.