

1010.03 DTMB One-time Instructional or Temporary Administrative Procedures

Issued: November 30, 2011

SUBJECT: One-time Instructional or Temporary Administrative Procedures.

APPLICATION: Executive Branch Departments, Agencies and Sub-units.

PURPOSE: To provide for issuance, modification or rescission of administrative procedures, for effective administration of the Management and Budget Act (Public Act 431 of 1984, as amended), which have one-time instructional or temporary applicability.

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SUMMARY: The DTMB Director may issue, modify or rescind one-time instructional or temporary administrative procedures for effective administration of the Management and Budget Act.

APPLICABLE FORMS: None.

PROCEDURE:

DTMB Director or Designee:

- Issues, modifies or rescinds one-time instructional or temporary administrative procedures, with inter-agency or state-wide applicability, where specific provisions typically are valid for a year or less (e.g., telephone rates, service rates, budget calculation factors, etc.).

Agencies:

- When one-time instructional or temporary administrative procedures are received, add provisions which apply to their particular circumstances, and disseminate the information accordingly.
- Comply with procedural requirements to include obtaining clarification as needed.
