



THE DIRECTOR

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

July 16, 2004

**CIRCULAR NO. A-11**

Revised

Transmittal Memorandum No. 78

M-04-17

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Preparing, Submitting, and Executing the Budget

OMB Circular No. A-11 provides guidance on preparing the FY 2006 Budget submission and includes instructions on budget execution.

The revised instructions do not make significant changes to last year's guidance. There are some changes to improve the way we collect budget data and reduce workload. Like data will be grouped together, and agencies will report information in the budget database for three separate budget schedules in a single worksheet. Also, the schedule on performance metrics will be derived from information reported in the Performance Assessment Rating Tool. The Circular continues to provide electronic links to the instructions for certain essential data collections (e.g., overseas staffing and costs, motor vehicle fleet report) that are not specifically required for preparation of the President's budget. The links will be updated as necessary by the respective owners of the requirements.

This Circular supersedes all previous versions. The summary of changes highlights the substantive changes made since last year.

Your proposals should reflect the policies of the President, including implementation of the President's Management Agenda initiatives. Progress in each of these initiatives should help you identify resources to reallocate to higher priority needs.

This Circular initiates the process for the development of the President's Budget that will take place over the next 6 months. We need your submissions to follow the guidance provided in this Circular to ensure that the Budget is submitted to Congress in a timely and accurate fashion. This guidance and your submissions do not represent the Administration's policy or proposed Budget for a particular program for FY 2006. As you know, the development of the budget is a fluid process and those issues will ultimately be decided before the Budget is finalized and submitted to Congress. Over this period, we will work with you to ensure the Budget fully reflects the President's priorities within responsible spending levels. Your OMB representatives will work with you to clarify any questions you may have on the form, content, and timing of your submissions.

Joshua B. Bolten  
Director