



THE DIRECTOR

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

July 25, 2003

CIRCULAR NO. A-11
Revised
Transmittal Memorandum No. 77

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 2005 Budget submission and includes instructions on budget execution.

For the FY 2005 Budget, agencies will prepare a performance budget that can be used for the annual performance plan required by the Government Performance and Results Act. The performance budget will be integrated with other elements of the agency budget request to OMB in September and the agency Congressional justification in February. The performance budget will include information from the PART assessments, where available, and all performance goals used in the assessment of program performance done under the PART process.

This year, we continued our ongoing review of reporting requirements and simplified and reduced those requirements, where appropriate. The Circular also now contains electronic links to the instructions for certain essential data collections that are not specifically required for preparation of the President's budget. The links will be maintained by the respective "owners" of the requirements and will be updated as necessary.

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 the government-wide initiatives and agency-specific management reform proposals identified in the President's Management Agenda. Your proposals should also be consistent with guidance provided by OMB, including that contained in OMB spring guidance memoranda.

Joshua B. Bolten
Director

Attachment