

Reclamation Manual

Directives and Standards

Subject: Budget Process

Purpose: To establish the requirement for a budget process that covers the programming, budgeting, and scheduling of all program activities in Reclamation receiving funding from all appropriations sources and the preparation of all supporting documentation.

Authority: The Budget and Accounting Act of 1921, as amended by Public Law 101-508. Annual rules and time schedules issued by the Office of Management and Budget (OMB) in OMB Circulars (such as the A-11), Bulletins, and supplemental instructions from the Department of the Interior.

Contact: Program, Budget, and Liaison Group, W-6300

1. **Budget Confidentiality.** All Budget Estimates and Budget Justifications and/or supporting documentation submitted or to be submitted to OMB and Congress are privileged communications. Their confidential nature must be maintained until the President's Budget Presentation to the Congress is made public through formal transmittal of the Budget to the Congress on or after the first Monday in February (Public Law 101-508).
2. **Budget Documents.** These documents serve as the basic data and worksheets in the budget process by which the President resolves budgetary problems and arrives at conclusions with respect to his recommendations to the Congress.
 - A. **Preventing Disclosure.** All Program Managers within Reclamation will participate in the development of Reclamation's annual appropriation requests. Each Office Head is responsible for preventing disclosure of such information. Specific guidance on responsibilities for disclosure with respect to the budget is contained in General Policies, OMB Circular A-11, and Reclamation's Program and Budget Handbook.
 - B. **Program and Budget Handbook.** The specific information on the development of databases and associated program documents is contained in Reclamation's Program and Budget Handbook. All Offices will follow the procedures listed there in the development of their program requests.
3. **Program Coordination.** The Program, Budget, and Liaison Group, in the Commissioner's Office, is responsible for carrying out the policy for Reclamation's Annual Appropriations Process, and for administration and oversight of the program.