

CIRCULAR NO. A-11

PART 3

SELECTED ACTIONS FOLLOWING TRANSMITTAL OF THE BUDGET



**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
AUGUST 2012**

SECTION 110—SUPPLEMENTALS AND AMENDMENTS

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110.1 How does the President propose changes in the budget in between his annual transmittals of the budget?

After the President's Budget has been transmitted to the Congress, the President proposes changes in the budget by transmitting appropriations requests to revise the original budget request for the current year (supplemental) or budget year (amendment), including proposed appropriations language for legislative initiatives (e.g., items included in the budget as legislative proposals).

All Executive Branch proposed revisions to the Budget must conform to the policies of the President. The requests may be for additional amounts or proposed changes in appropriations language that do not affect amounts previously requested, such as technical corrections or changes in a limitation on the use of trust funds. These requests may be either supplementals or amendments, depending upon when they are transmitted (see section [110.2](#)).

You should make every effort to postpone actions that require supplemental appropriations. However, submit proposals that decrease or eliminate amounts whenever such changes are warranted. When requesting supplementals and amendments that increase the amounts contained in the budget, provide proposals for reductions elsewhere in the agency.

OMB will only consider requests for supplementals and amendments when:

- Existing law requires payments within the fiscal year (e.g., pensions and entitlements);
- An unforeseen emergency situation occurs (e.g., natural disaster requiring expenditures for the preservation of life or property);
- New legislation enacted after the submission of the annual budget requires additional funds within the fiscal year;
- Increased workload is uncontrollable except by statutory change; or
- Liability accrues under the law and it is in the Government's interest to liquidate the liability as soon as possible (e.g., claims on which interest is payable).

It generally takes a minimum of three weeks for OMB and the White House to consider agency proposals for supplementals or amendments that are not transmitted in the annual budget. Allow for this timing when making requests.

See section [79.3](#) for instructions on supplementals and amendments that will be transmitted with the budget. If the Congress has not completed action on your appropriations bill for the current year before the President transmits his request for the budget year, OMB will issue guidance on the presentation of any amendments to the President's current year request.

110.2 What are supplementals and amendments?

Supplementals are appropriation requests that are transmitted after completion of action on an annual appropriations bill by the Appropriations Committees of both Houses. They may be transmitted prior to, with, or subsequent to transmittal of the succeeding annual budget document. Supplemental requests that are known at the time the budget is prepared are normally transmitted to the Congress with the budget, rather than later as separate transmittals. However, each case will be decided separately. OMB representatives will inform you which supplementals will be transmitted with the budget so you can submit the necessary information. These supplementals may be:

- requesting additional amounts not previously anticipated; or
- requesting changes in appropriations language that do not affect amounts previously appropriated.

Amendments are proposed actions that revise the President's Budget request and are transmitted prior to completion of action on the budget request by the Appropriations Committees of both Houses of the Congress. This includes appropriations language for activities authorized since transmittal of the President's Budget that were included in the budget as a legislative proposal.

110.3 What do I need to send to OMB?

You need to submit the materials below. Also, you should be prepared to revise the material, as appropriate, to reflect Presidential decisions.

(a) *Appropriations language*

OMB addresses supplemental and amendment requests for unforeseen and urgent requirements. See section [95.5](#) through [95.10](#) for a more detailed explanation of appropriations language requirements including how to develop language for emergencies, Overseas Contingency Operations/Global War on Terrorism (OCO), and disaster funding pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, as amended.

- (1) *Supplementals*. Utilize exhibit [110A](#) to develop language for supplemental requests.
- (2) *Amendments*. Prepare language for budget amendments in the format of exhibit [110B](#). Use the language proposed for the budget year in the President's Budget, not the current year appropriation as the base (i.e., make changes to the budget year proposed language).
- (3) *Contingent funding previously appropriated*. For releases of previously appropriated funding made contingent on the President taking additional action, agencies should contact their OMB representative.

(b) *Justification*

Prepare a justification in accordance with applicable requirements of section [51](#). It should also include:

- The reason why additional funds are required in the fiscal year requested, identifying specifically which of the circumstances described in section [110.1](#) applies;

- An explanation of proposed language provisions, if necessary; and
- Pertinent data concerning the effect on Federal civilian employment.

For *supplemental requests* only, include the following:

- The date when requested funds are needed for obligation;
- A statement of actual and estimated obligations for the year, prepared on a quarterly basis; and
- A statement of actual obligations by month, for the previous three months.

(c) *Explanation of request*

Provide a short explanation, including the effect of the request on outlays. This explanation should be suitable for transmittal to the Congress as part of the President's proposal. If appropriate, the explanation may be a synopsis of the major points that appear in the justification.

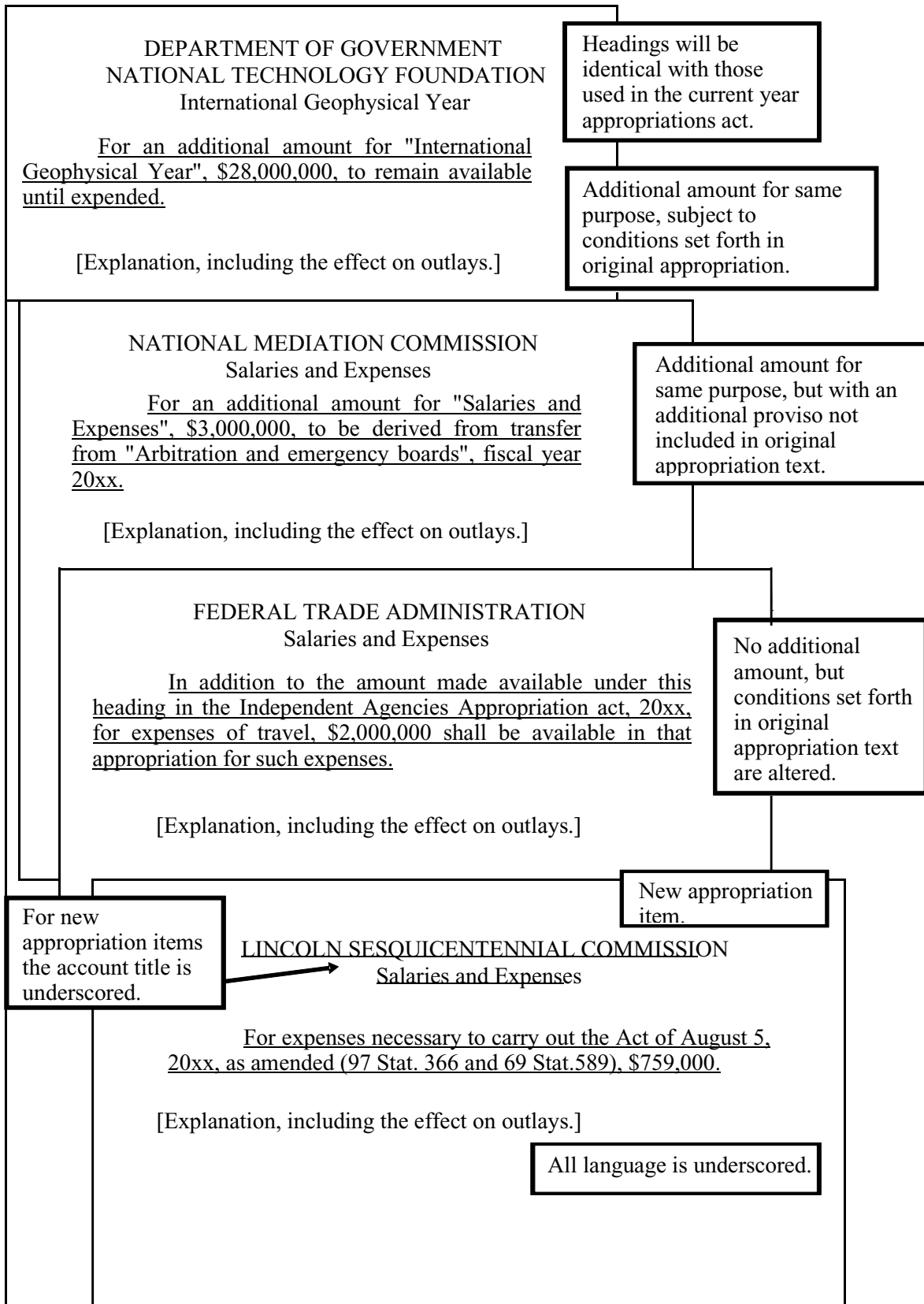
If your request includes amounts for emergencies or for OCO, then the explanation should include the following Presidential designation, modified as appropriate, in order to allow for the release of the funds that are requested to only be made available pursuant to such a Presidential designation:

[The entire amount requested] [Of the request, \$___] has been designated by the President [as an emergency requirement] [for Overseas Contingency Operations/Global War on Terrorism] as defined by the Balanced Budget and Emergency Deficit Control Act of 1985, as amended.

(d) *Letter from agency head*

Provide a letter from the head of the agency that includes a statement concerning the validity of obligations, as required by 31 U.S.C. 1108.

Supplemental Requests
Appropriations Language Examples



**Budget Amendments
Appropriations Language Examples**

Agency:	DEPARTMENT OF GOVERNMENT		
Bureau:	AGRICULTURE UTILIZATION SERVICE		
Heading:	Salaries and Expenses		
FY BY Budget Appendix Page:	23	[See Note 1]	Only total request amended.
FY BY Pending Request:	\$42,915,000	[See Note 2]	
Proposed Amendment:	\$7,057,000	[See Note 3]	
Revised Request:	\$49,972,000	[See Note 4]	
[Explanation, including the effect on outlays]			
Agency:	DEPARTMENT OF GOVERNMENT		
Bureau:	FARM SERVICE		
Heading:	Salaries and Expenses		
FY BY Budget Appendix Page:	142	[See Note 1]	Change to total amount requested and other conditions.
FY BY Pending Request:	\$795,098,000	[See Note 2]	
Proposed Amendment:	\$91,292,000	[See Note 3]	
Revised Request:	\$886,390,000	[See Note 4]	
<p>(In the appropriations language under the above heading, delete "\$796,752,000" and substitute <u>\$888,044,000</u>; delete "\$795,098,000" and substitute <u>\$886,390,000</u>; and delete the entire second proviso beginning with ": Provided further, That beginning the fiscal year 20xx".)</p>			
[See Note 5]			
[Explanation, including the effect on outlays]			
Agency:	DEPARTMENT OF GOVERNMENT		
Bureau:	OFFICE OF THE SECRETARY		
Heading:	Salaries and Expenses		
FY BY Budget Appendix Page:	708	[See Note 1]	Appropriations language change only; no change to amount requested.
FY BY Pending Request:	\$25,600,000	[See Note 2]	
Proposed Amendment:	Language		
Revised Request:	\$25,600,000	[See Note 4]	
<p>(In the appropriations language under the above heading, insert <u>and Hawaii</u> immediately following "forty-eight contiguous States".)</p>			
[See Note 5]			
[Explanation, including the effect on outlays]			

**Budget Amendments
Appropriations Language Examples--Continued**

Agency: DEPARTMENT OF GOVERNMENT Bureau: RURAL HOUSING ADMINISTRATION Heading: <u>Community Grants</u> FY BY Budget Appendix Page: 211 [See Note 1] FY BY Pending Request: --- Proposed Amendment: \$10,000,000 Revised Request: \$10,000,000 [See Note 4]	[See Note 1] [See Note 4]	Headings will be identical with the titles proposed in the President's Budget. New appropriation item. (If the account appears in the BY Budget Appendix but includes no language request, the heading will not be underscored.)
(Insert the above heading and the appropriations language that follows immediately after the material under the heading "Rural Housing Grant":) <u>For grants for essential community facilities in rural areas pursuant to section 763 of the Federal Agriculture Improvement and Reform Act of 1996 (P.L. 104-127), \$10,000,000.</u> [Explanation, including the effect on outlays]		
Agency: DEPARTMENT OF GOVERNMENT Bureau: NATURAL RESOURCES CONSERVATION AGENCY Heading: River Basin Salinity Control Program FY BY Budget Appendix Page: 187 [See Note 1] FY BY Pending Request: \$2,681,000 [See Note 2] Proposed Amendment: -\$2,681,000 [See Note 3] Revised Request: ---	[See Note 1] [See Note 2] [See Note 3]	Deletion of entire appropriations request.
(Delete the appropriations language under the above heading.) [Explanation, including the effect on outlays]		
<p>Note 1: For revisions to transmitted amendments, this line will be entitled "House Doc. 11x-xx Page" or "Senate Doc. 11x-xx Page," as applicable.</p> <p>Note 2: Amounts in this line should represent the estimates now pending congressional action. Do not include amounts that were included in the President's Budget as legislative proposals.</p> <p>Note 3: Reductions in the estimates should be identified by a minus sign.</p> <p>Note 4: Amounts in all lines should be shown in exact dollars.</p> <p>Note 5: Language in the President's Budget proposed for the budget year will be the basis for the appropriations language, not the current year appropriation.</p>		