



THE DIRECTOR

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

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CIRCULAR NO. A-11  
Revised  
Transmittal Memorandum No. 73

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Preparing and Submitting Budget Estimates

OMB Circular No. A-11 tells you how to prepare your FY 2002 budget submission. The Circular has three parts:

- Part 1 covers your budget request and related materials.
- Part 2 covers your strategic plan, annual performance plan, and performance reports.
- Part 3 covers the acquisition of capital assets.

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

As you know, we will be preparing a transition budget in the fall, and, pursuant to 31 U.S.C. 1105, the FY 2002 Budget will be submitted by the next President. OMB will still require materials necessary for the transition budget in the fall, though many of the customary policy materials can be deferred. Agencies must submit initial annual performance plans in October and begin to update Max computer data in November.

Jacob J. Lew  
Director

Attachment