

SECTION 25 -- APPLICABILITY, EXCEPTIONS, AND ADVANCE APPROVAL

Table of Contents

- 25.1 Does this part apply to me?
- 25.2 How do I get an exception from the requirements in Part 1?
- 25.3 For what items do I need advance approval?

Summary of Changes

Indicates that agencies should seek approval for changes to program activity structure in the program and financing schedule by October 1 (section 25.3).

25.1 Does this part apply to me?

By law (31 U.S.C. 1104), the President’s budget must include information on all agencies of all three branches of the Federal government. Therefore, the instructions in Part 1 generally apply to all government agencies. In addition, these instructions apply to the District of Columbia, which must submit information in support of Federal payments to the District. OMB includes the information submitted by certain agencies in the budget without change (see below). In addition, Government-sponsored enterprises submit some of the information required of Government agencies on a comparable basis, and OMB includes it in the budget for information purposes (see section 27).

If your agency appears in the following list, it isn’t subject to executive branch review by law or custom. That means that the requirements for justification materials (see section 27.2) don’t apply to you. However, you do need to submit the information required for inclusion in the budget database and documents (see section 27.3), which OMB includes in the budget without revision.

- Legislative Branch agencies.
- Judicial Branch agencies.
- Executive Branch agencies, as follows:
 - Milk Market Assessment Fund, USDA.
 - International Trade Commission.
 - Board of Governors of the Federal Reserve System.
- Government-sponsored enterprises, as follows:
 - Student Loan Marketing Association.
 - Federal National Mortgage Association.
 - Federal Home Loan Mortgage Corporation.
 - Banks for cooperatives.
 - Agriculture credit banks.
 - Farm credit banks.

SECTION 25 – APPLICABILITY, EXCEPTIONS, AND ADVANCE APPROVAL

Federal Agricultural Mortgage Corporation.
Federal home loan banks.
Financing Corporation.
Resolution Funding Corporation.

Contact your OMB representative if you have questions about the applicability of these instructions.

25.2 How do I get an exception from the requirements in Part 1?

For the sake of comparability among the budget data and presentations, OMB doesn't grant many exceptions to the specific requirements in this part. However, if you believe special circumstances warrant an exception in your case, submit a written request detailing the circumstances and the specific exception needed to your OMB representative by August 1. If OMB approves the exception, it is valid only for one budget.

25.3 For what items do I need advance approval?

You must get advance approval from your OMB representative for the items shown in the table below. See the cited section for specific guidance.

Item	See section...	Timing
(1) Form and content of justification materials.	51.2	Prior to initial submission.
(2) Program activity structure in the program and financing schedule.	82.2	By October 1.
(3) Changes in functional classifications.	71.3, 79.1, 79.3	By October 1.
(4) Changes in receipt account classification.	71.3, 79.1, 79.3	By October 1.
(5) Changes in budget account structure (new accounts, merged accounts, changes in account titles, etc.)	71.3, 79.1, 79.3	Prior to October 1, or as soon as possible thereafter for changes dependent on congressional action or other circumstances beyond agency control.