

SECTION 50 -- OVERVIEW OF REQUIREMENTS FOR THE INITIAL SUBMISSION

Table of Contents

- 50.1 What materials do I include in the initial submission?
- 50.2 When do I submit these materials?

Summary of Changes

Requires agencies to submit some materials by September 11th (or other date specified by OMB) and other materials after the new Administration is in place (section 50.2).

50.1 What materials do I include in the initial submission?

The term *initial submission* refers to the budget justification and other materials you normally submit to OMB in September, at the beginning of the OMB/Presidential decision-making process. Sections 51 through 58 describe the information you must provide as part of the initial submission, as well as other materials that are not technically part of the initial submission but are due before passback.

The initial submission consists of the following:

- Basic justification materials (section 51).
- Information on financial management (section 52).
- Information on technology management (section 53).
- Information on rental payments for space and land (section 54).
- Information on energy use, costs, and efficiency (section 55).
- Information on drug control programs (section 56).
- Information on violent crime control programs (section 57).
- Information on receipts estimates (section 58.1).
- Information on Inspectors General (section 58.2).
- Justifications of unobligated balances in liquidating accounts (section 58.3).
- Financial information related to the Winter Olympics (section 58.4).
- Information related to privacy policies and data collection on Federal web sites (section 58.5).
- Initial annual performance plan (Part 2).
- Impact of fully funding capital assets (Part 3).
- Capital asset plan and justification (Part 3).

For the FY 2002 budget, you will submit some of these materials in September and some after the new Administration is in place. The Circular still refers to all these materials as the “initial submission.”

Section 27.2 summarizes these requirements and indicates who must provide them.

50.2 When do I submit these materials?

Executive branch agencies subject to executive branch review (section 25.1) and the District of Columbia must provide the following portions of the initial submission to OMB by before the new Administration is in place, as indicated below:

- Information on financial management (due December 15).
- Information on technology management (due December 15).
- Information on rental payments for space and land (due September 11).
- Information on energy use, costs, and efficiency (due September 11).
- Information on drug control programs (due September 11).
- Information related to privacy policies and data collection on Federal web sites (due December 15).
- Initial annual performance plan (due October 20).
- Impact of fully funding capital assets (due December 15).
- Capital asset plan and justification (due December 15).

Budget justifications and the other initial submission materials, not listed above, will be due after the new Administration is in place, by the deadlines that OMB will provide later. Agencies not subject to executive branch review don't make initial submissions.