

CHAPTER 6**OTHER BUDGET SUBMISSIONS AFTER THE START OF THE FISCAL YEAR**0601 OVERVIEW

060101. After the President's Budget has been transmitted to the Congress, the President may propose 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 proposed revisions 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 supplemental appropriations or amendments, depending upon when they are transmitted and whether they affect text only or budget amounts. OMB directs that agencies take every effort to postpone actions that require supplemental appropriations. However, proposals that decrease or eliminate amounts should be submitted whenever such changes are warranted. When requesting supplementals and amendments that increase the amounts contained in the budget, agencies may be required to provide proposals for reductions (offsets) elsewhere in the agency. OMB will only consider requests for supplementals and amendments when:

- A. Existing law requires payments within the fiscal year (e.g., pensions and entitlements);
- B. An unforeseen emergency situation occurs (e.g., natural disaster requiring expenditures for the preservation of life or property);
- C. New legislation enacted after the submission of the annual budget requires additional funds within the fiscal year;
- D. Increased workload is uncontrollable except by statutory change;
- E. 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).

0602 BUDGET SUPPLEMENTALS AND AMENDMENTS

060201. Supplementals. Supplementals are appropriations 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 of budget preparation are normally transmitted to the

Congress with the budget, rather than later as separate transmittals. However, each case is decided separately. OMB representatives inform NASA of which supplementals are transmitted with the budget so NASA can submit the necessary information. These supplementals are usually requesting additional amounts not previously anticipated or requesting changes in appropriations language that do not affect amounts previously appropriated.

060202. Amendments. 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 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.

060203. Submission Requirements. When submitting a supplemental or and amendment, NASA must provide the following materials in both hard copy and electronic versions to OMB.

A. Appropriations language describing the nature and requirement for the request.

B. A justification in accordance with applicable requirements of section 51 of OMB Circular No. A-11 that includes:

1. The reason why additional funds are required in the fiscal year requested, identifying specifically which of the circumstances described in section 050101 applies.

2. An explanation of proposed language provisions.

3. If necessary, pertinent data concerning the effect on Federal civilian employment.

4. For supplemental requests only also include:

a. The date when requested funds are needed for obligation.

b. Statement of actual and estimated obligations for the year, prepared on a quarterly basis.

c. Statement of actual obligations by month, for the previous three months.

C. 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.

D. 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.