



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

February 26, 2019

M-19-12

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Russell T. Vought
Acting Director

A handwritten signature in black ink, appearing to read "R. Vought", is written over the printed name and title.

SUBJECT: Clearance of Department and Agency Materials through the Office of Management and Budget

The Acting Chief of Staff has asked me to review with all departments and agencies the clearance process for certain documents and materials prior to their discussion by or dissemination outside the Executive Branch.

As you know, the Office of Management and Budget (OMB) conducts a review and clearance process on many agency materials, including budget materials, legislation, testimony, and program operating plans. These processes require sufficient time to review and coordinate with all relevant agencies and offices in the Executive Office of the President. There is longstanding, detailed guidance on reviewing many agency materials. For example:

- **OMB Circular No. A-11**, which provides comprehensive guidance on budget formulation and execution, sets forth the OMB review and approval process for the preparation and submission of agency materials regarding the President's Budget, including communication with Congress on supplemental and administrative requests. It covers, among other things, the review and approval of:
 - Budget requests
 - Budget justifications and budget-related oversight materials
 - Administrative actions affecting mandatory spending
 - Testimony and materials responding to legislative reporting requirements and other committee and subcommittee inquiries
 - Materials prepared for Congressional briefings on budget-related topics
 - Reprogramming requests and Congressional Notifications
 - Capability statements
 - Proposed press releases relating to the President's Budget
- **OMB Circular No. A-19** sets forth the requirements and procedures for the coordination and clearance of legislation and Executive Branch views on legislation through OMB. It covers:
 - Draft legislation
 - Written testimony by Executive Branch officials before Congress
 - Transmittals of legislative views, recommendations, or principles.

- Executive Order 12866, as amended, outlines the process for OMB's coordination of Executive Branch review of significant regulations and guidance documents before publication.

Following these clearance processes is absolutely critical to ensuring that agency actions are consistent with the President's policies and programs. Please do everything possible to make sure that your internal agency processes take proper account of these review expectations and deadlines for submission of various materials requiring clearance.

Please know that this is not an exhaustive list of authorities or existing practices that require agencies to provide documents and materials to OMB for review or clearance prior to their discussion or dissemination outside the Executive Branch. This memo does not affect or change any existing clearance or review authority or practice.

Finally, all executive departments and agencies should be working with White House Cabinet Affairs, Communications, and Legislative Affairs when developing and executing media and legislative strategy, especially when preparing to announce matters that have undergone White House review via OMB. This coordination should also occur as far in advance of the anticipated media event or rollout as feasible.

Please reach out to your OMB representative if you have any questions. Thank you for your cooperation.