

February 23, 2001

M-01-13

MEMORANDUM FOR THE HEADS AND ACTING HEADS OF EXECUTIVE  
DEPARTMENTS AND AGENCIES

FROM: Mitchell E. Daniels, Jr.  
Director

SUBJECT: Testimony before Congress on the FY 2002 Budget

In the coming weeks, you and your representatives will be testifying before congressional committees in support of the Administration's FY 2002 Budget. For the period between the February 28<sup>th</sup> release of the *Blueprint* and the early April release of the full FY 2002 President's Budget, your testimony should be limited to the broad outline of the budget reflected in the *Blueprint*. The *Blueprint* agency summaries provide "Highlights" of the agency budget, describe "Initiatives", and identifies "Redirected Resources" and "Potential Reforms". You should not make commitments about specific programs or address account level details until the release of the *Budget* in April.

Guidance on the clearance of testimony and budget justification materials is provided in OMB Circular No. A-11, section 12.9.

Thank you for your cooperation.