

Responsible Office: Congressional Liaison Division (Code LB)
Subject: Identification of and Response to Congressional Reporting Requirements



Office of Legislative Affairs

Office Work Instruction

Identification of and Response to Congressional Reporting Requirements

Original Approved by: s/_____

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Associate Administrator
Office of Legislative Affairs

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1. Purpose

The purpose of this procedure is to define the process for identifying and responding to Congressional direction contained in Congressional Committee reports and Public Laws.

2. Scope and Applicability

This OWI covers the process by which Code LB, in the Office of Legislative Affairs, reviews Congressional bills, reports, and Public Laws for NASA reporting requirements and associated due dates. It also covers the process for assigning actions to the program office(s) to develop the response to Congressional direction, clearance of the material, transmittal to Congress, and maintaining a record of the action.

3. Definitions

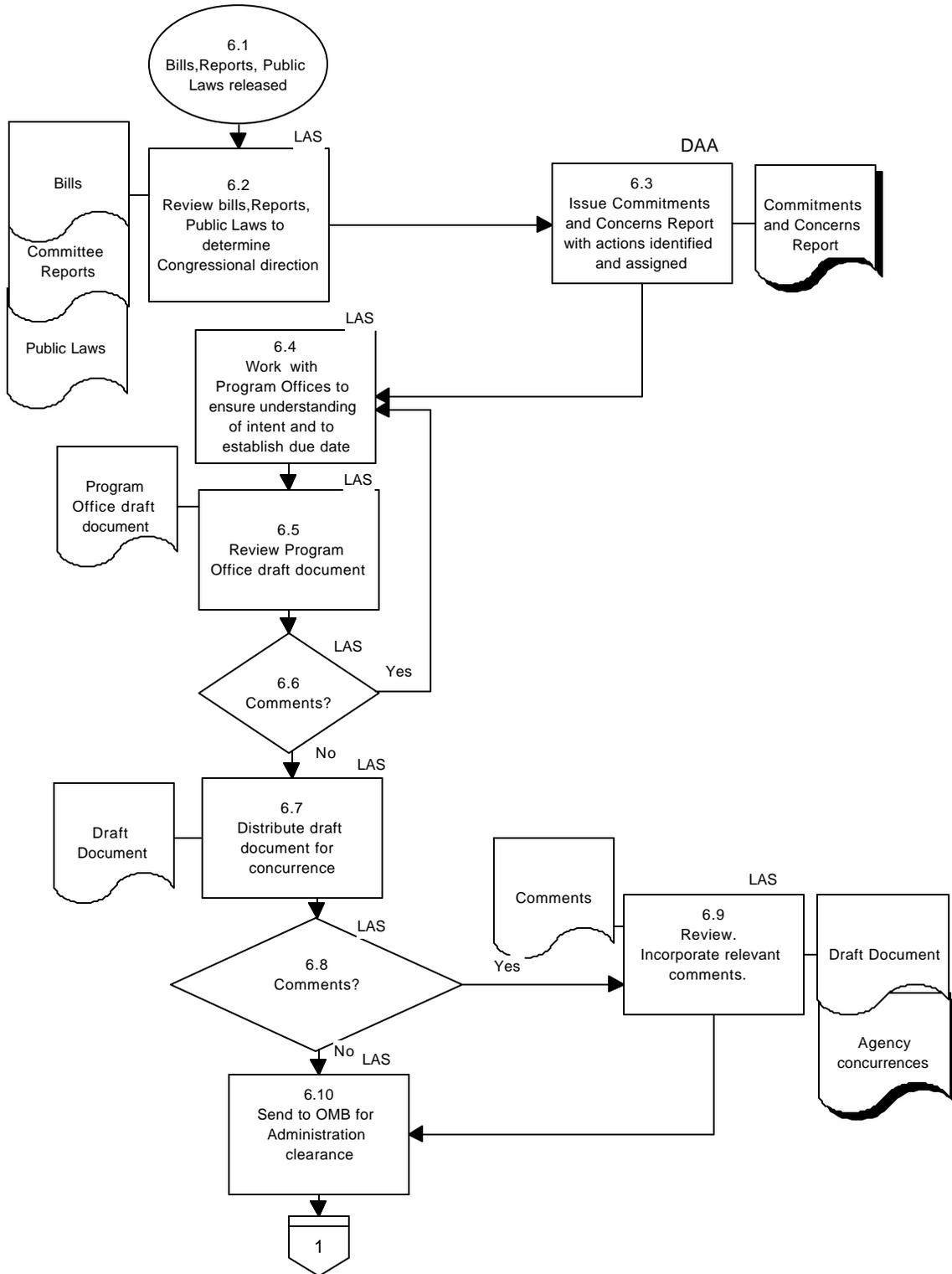
- 3.0 AA: Associate Administrator, Office of Legislative Affairs
- 3.1 ADS: Action Document Summary
- 3.2 CC: Correspondence Clerk
- 3.3 Code B: Office of the Comptroller
- 3.4 LAS: Legislative Affairs Specialist
- 3.5 Code LB: Office of Legislative Affairs/Liaison Division
- 3.6 Code LD: Office of Legislative Affairs/Inquiries Division
- 3.7 Commitments and Concerns Report: Document issued by the Deputy Associate Administrator, Legislative Affairs, which lists Congressional direction contained in Congressional reports, bill and public laws. Document contains Congressional source document, responsible program office, actionee within Code LB, and due date to Congress.
- 3.8 DAA: Deputy Associate Administrator
- 3.9 DMS: Document Management System
- 3.10 HATS: Headquarters Action Tracking System
- 3.11 OMB: Office of Management and Budget
- 3.12 PL: Public Law
- 3.13 Yellow copy: File copy of correspondence on which approvals noted

4. References

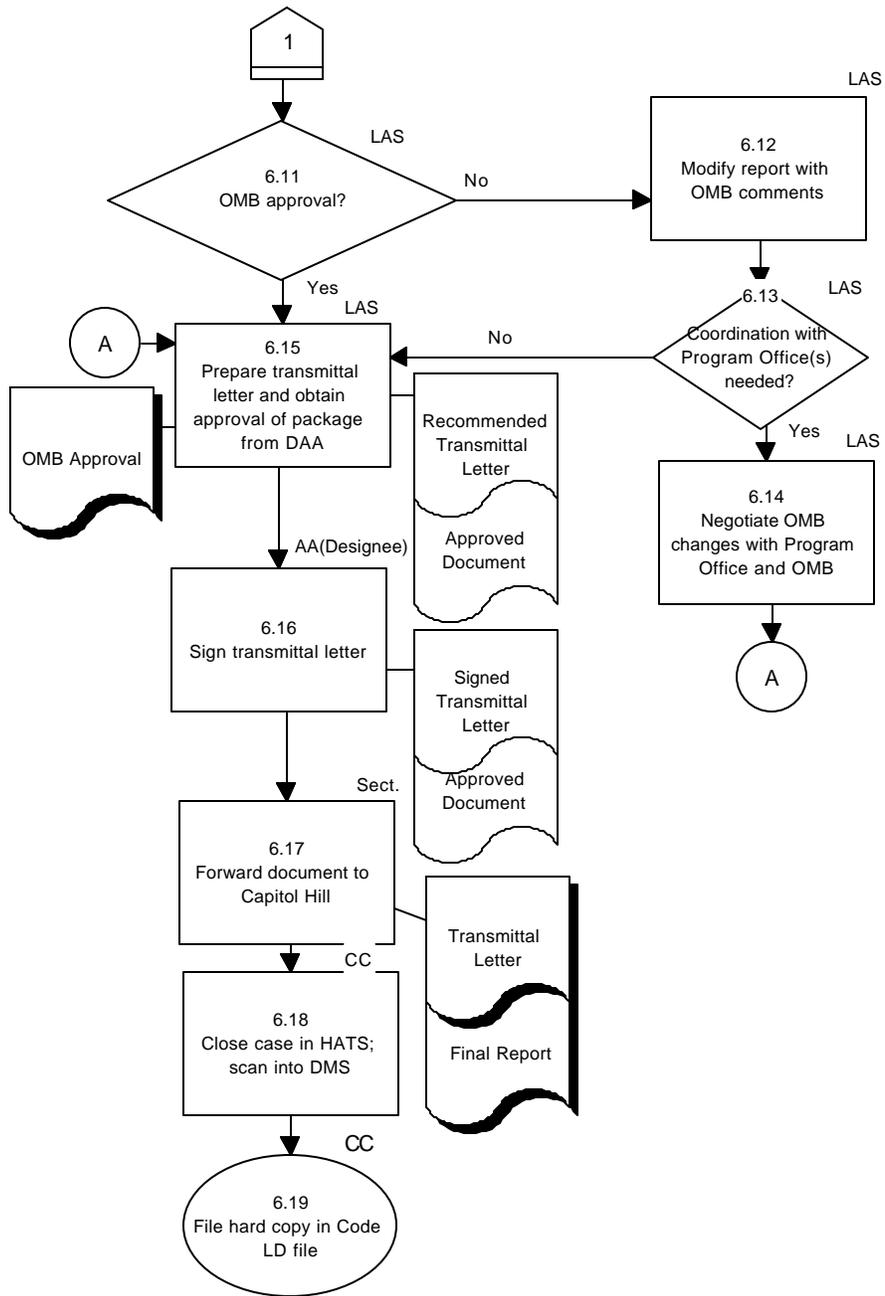
None

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5. Flowchart



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6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1		Bills, Reports and Public Laws released.
6.2	LAS	Read bills, Committee Reports, and/or P.L. to determine if Congressional direction to the Agency exists in the documents.
6.3	DAA	Deputy Associate Administrator issues formal Commitments and Concerns document. Secretary sends document to all officials in charge and NASA Centers.
6.4	LAS	Work with program office assigned responsibility for Congressional report to ensure understanding of Congressional intent. Establish timeline for completion of draft report submittal to Code LB. Due date is determined by date report is required to be submitted to Congress per direction contained in bill or report language and the lead time required for completion of the report. Make notation of due date that draft report is due to Code LB on status column of Commitment and Concerns record which is kept by each LAS in Code LB. Schedule meeting to provide guidance to program office regarding Congressional intent or direction if necessary. If due date is missed, LAS renegotiates revised due date with program office.
6.5	LAS	Review draft report submitted by program office to determine if document satisfies Congressional intent and is responsive to Congressional concerns.
6.6	LAS	Determine if changes required to report. Provide comments on report to program office if problems noted. If follow-up is required, return report to program office for further clarification and modification and follow guidance in step 6.4. If report is deemed acceptable based on report contents, Congressional language, and based on LAS judgment, experience and programmatic knowledge, proceed to step 6.7.
6.7	LAS	Distribute report to Codes with subject matter expertise and Code B for concurrence and assign due date. Due date is determined by the leadtime needed to ensure the report is submitted to the Congress as stipulated in bill or report language.
6.8	LAS	Determine if comments have been received. If comments received proceed to step 6.9. If concurrence received with no changes proceed to step 6.10.

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| 6.9 | LAS | Review comments to report. Make determination of whether to accept comments. LAS determination is based on judgement, knowledge of program, and experience. Inform codes when comments not accepted or negotiations/clarification required. Incorporate comments in report. Note date comments received in Code L and note disposition of comments on comments document received from codes. |
| 6.10 | LAS | Send report to OMB for Administration concurrence with due date that factors in the leadtime needed to get the report to Congress by the date due. |
| 6.11 | LAS | If OMB clears report, proceed to step 6.15. If OMB approval not received and comments recommended, proceed to 6.12. |
| 6.12 | LAS | Modify Report with OMB comments. |
| 6.13 | LAS | Determine if coordination with program office is required. If coordination is not required, go to step 6.15. If coordination is required go to step 6.14. Determination of whether coordination is required is based on whether or not comments are substantive or minor. The determination is based on LAS judgment, knowledge of program, Congressional intent and LAS experience. |
| 6.14 | LAS | Negotiate OMB changes with program office and OMB. Incorporate negotiated changes in report. |
| 6.15 | LAS | Prepare package and obtain approval from DAA. Both LAS and DAA indicate approval by initialing "yellow copy" (file copy) of document. |
| 6.16 | AA/designee | Obtain signature on letter. Signature may be NASA Administrator, Associate Administrator of Legislative Affairs, or the Deputy Associate Administrator of Legislative Affairs. If NASA Administrator signature required (determination based on knowledge, judgement and experience of Office of Legislative Affairs management), circulate and obtain concurrence on ADS (NHQ Form 117). |
| 6.17 | Secretary | Forward report to Congress |
| 6.18 | CC | Enter case in HATS and scan into DMS. |
| 6.19 | CC | File hard copy in Code LD file. |

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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Commitment and Concerns Report	Code LB	Code LD files	Hard Copy	Schedule 1, Item 27-A	Retire to Federal Record Center when 4 years old.
Agency Concurrences	Code LB	Code LD files	Hard Copy	Schedule 1, Item 28-A	Retire to Federal Record Center when 2 years old.
OMB approval	Code LB	Code LD files	Hard Copy	Schedule I, Item 28-A	.Retire to Federal Record Center when 2 years old
Transmittal letter	Code LB	Code LD files	Hard Copy	Schedule 1, Item 28-A	Retire to Federal Record Center when 2 years old.
Final Report	Code LB	Code LD Files	Hard copy	Schedule 1, Item 28-A	Retire to Federal Record Center when 2 years old.