

Department of the Interior Departmental Manual

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Series: Information Resources Management

Part 381: Origination of Records and Information

Chapter 8: Statutory and Other Reports to Congress

Originating Office: Office of Information Resources Management

381 DM 8

8.1 Purpose. This chapter prescribes responsibilities and procedures related to statutory and other reports which the Department is required to send to Congress.

8.2 Definition. For the purpose of this chapter, a Areport to Congress@ is defined as a recurring or single-time report required by statute, levied by a Congressional committee, or an individual member of Congress. The term Areport@ is defined in 381 DM 6.6A.

8.3 Responsibility.

A. Responsibility for the preparation of reports to Congress rests with the pertinent bureau or office to whom the related program implementation has been assigned, either by delegation or other Secretarial assignment. Reporting requirements related to programs which involve the activities of two or more bureaus/offices are usually the responsibility of a Alead@ bureau/office as designated by the pertinent Assistant Secretary. Any reporting requirement involving the program areas of two or more Assistant Secretaries becomes the responsibility of the Secretarial Officer exercising primary direction to the related program being reported.

B. The Office of Congressional and Legislative Affairs is responsible for monitoring the timely preparation and submittal of reports to Congress which are required by statute. That office also reviews letters transmitting reports to Congress prior to signature by a Secretarial Officer (see 382 DM 8.4 below).

C. The Office of Management Improvement in the Office of the Assistant Secretary-Policy, Budget and Administration is responsible for compiling, maintaining, and publishing a listing of statutory and other recurring reports to Congress. The list describes each reporting requirement and the bureau or office primarily responsible for its preparation.

D. Heads of bureaus are responsible for designating a central coordination and monitoring point for reports to be sent to Congress. The Director, Office of Management Improvement, and the Director, Office of Congressional and Legislative Affairs, are to be advised of the organizational unit and contact person designated for each bureau.

8.4 **Procedures.**

A. Unless provided otherwise by statute or other Departmental directive, all reports to Congress are prepared for the signature of the Secretary, Under Secretary, or an Assistant Secretary of the Interior. This includes requests for one-time reports received from committees of Congress or an individual member of Congress.

B. All reports to the Speaker of the House and President of the Senate must each be transmitted by an original signed letter, and the name of the signing official must be typed or stamped on the transmittal letter. The requirement applies even though a transmittal letter is included in printed or bound reports. In addition, a copy of any letter or report to the Speaker of the House of Representatives and President of the Senate must also be transmitted by the bureau or office to the Chairman of the appropriate Senate and House Committee having jurisdiction over the particular issue dealt within the letter or report.

C. Letters transmitting reports to Congress must be cleared with the Office of Congressional and Legislative Affairs prior to their signature by the Secretarial Officer. All file copies of such transmittal letters should include the Reports Control Symbol (RCS) assigned to the reporting requirement.

D. Simultaneously with transmitting a report to Congress, the bureau or office will send two (2) copies of the report to the Office of Congressional and Legislative Affairs for information. Bureaus and offices are responsible for transmitting copies to any additional Committee, as necessary.

8.5 Annual Review. Bureaus and offices will annually review their individual reporting requirements to determine if a report listed is no longer pertinent, or constitutes an unnecessary burden. Recommendations for changes in legislation to eliminate or revise such reports should be prepared by the responding office, and cleared by the appropriate Assistant Secretary, the Office of Congressional and Legislative Affairs, and the Assistant Secretary--Policy, Budget and Administration, prior to submission by the Office of Legislative Counsel to the Office of Management and Budget for consideration (see 461 DM 1).

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