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	U·S· DEPARTMENT OF THE INTERIOR **OFFICE OF SURFACE MINING** **RECLAMATION AND ENFORCEMENT** **DIRECTIVES SYSTEM**	**Subject Number:** LLG-2 **Transmittal Number:** 671 **Date:** APR 29 1991

Subject: Federal Legislative and Congressional Coordination

Approval: [signature] **Title:** Director

1. **Purpose**. This directive provides general guidance for staff members enunciating official positions of the Office of Surface Mining Reclamation and Enforcement (OSM) with respect to pending legislation, providing information for legislative purposes, and otherwise participating in the legislative process at the Federal level.

2. **Summary**. This Directive reflects the following changes to OSM Directive LLG-2 dated December 20, 1982.

a. Change of title from Assistant to Director for Congressional and Legislative Affairs to Congressional Liaison Officer (CLO).

b. Changes dollar threshold of grant announcements coordinated by CLO. Previously grant announcements of over $1 million were announced by the Department of the Interior. Now all Title IV & V grants are announced by OSM's Office of Public Affairs and Congressional Liaison Office. Announcements are coordinated with appropriate DOI officials.

c. Changes signature of congressional letters to reflect current policy of Director (see CIMS Memo, dated January 9, 1990).

d. Reflects CIMS responsibility for coordinating CLO review of draft congressional responses prepared by the field offices, Eastern Support Center and Western Support Center.

3. **Definitions**:

a. **Legislative process**. The succession of interrelated activities through which laws are enacted, including appropriations and oversight activities. During this process, Government agencies and officials provide information to legislators and, upon request, to the public and express official viewpoints or positions as authorized.

b. **Pending legislation**. Any legislative matter before Congress or expected to be before Congress, including the internal budget preparation processes of OSM and the Department of the Interior.

c. **Lobbying**. The term loosely applied to all activities, orally or in writing, conducted to secure the passage or defeat of legislation, or influence its content by influencing legislators and public officials.

d. Official business. The activities related to implementing the statutory mandates of the Surface Mining Control and Reclamation Act of 1977 (SMCRA).

4. Policy/Procedures:

a. General. As a Federal agency, OSM has both the right and responsibility to respond to inquiries related to the legislative process, to review and comment on proposed or pending legislation, and to propose, on behalf of the Department of the Interior and the Administration, legislative measures to accomplish the goals and objectives of the programs which OSM administers. These activities include providing Congress and the public with factual information about legislation.

Employees are cautioned that they may be perceived to be acting on official business even when they are off-duty or on leave and whether or not they are fully identified. Thus, an OSM employee who writes a letter to a small-town newspaper about a legislative matter involving OSM, in order to preclude misunderstanding, should make it clear that the viewpoint expressed is not necessarily OSM's, even if the letter does not identify the writer as an OSM employee. Similarly, an OSM employee who is a member of a civic, sporting, or other organization that lobbies on OSM-related legislation may be perceived by fellow members to be acting in behalf of OSM if the employee holds office in the organization, takes a leadership role, or recommends lobbying activity. Employees should make it clear that the views they express are their own and not those of OSM when this is the case.

Specific language in appropriations statutes prohibits OSM from using Federal funds "for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which congressional action is not complete." The distinction between permitted and prohibited activities is crucial.

Certain forms of lobbying are illegal when pursued by a Federal Government employee in the course of official business, in particular, recommending that citizens urge Congress to defeat, enact, or amend a bill. Congress typically is extremely critical of lobbying, or activities that have the appearance of lobbying, by Federal agencies and Federal employees.

To illustrate, this means that OSM employees MAY NOT:

- Organize or attempt to organize private organizations to contact Members of Congress regarding legislation,

- o Call a meeting of private organizations to discuss pending legislation,

- o Recommend positions that such organizations should take on pending legislation, or

- o Advise individuals or organizations which Members of Congress they should contact in regard to pending legislation.

On the other hand, when authorized to do so OSM employees MAY.

- o Accept invitations to attend meetings of private organizations to discuss pending legislation,

- o Provide such meetings with factual information about legislation, including its potential effect on OSM programs,

- o State the official position of the Administration, Department of the Interior, and OSM in regard to pending legislation, preferably by citing statements of the President, the Secretary, and the Director. (See 461 DM 2.1, 470 DM 3.1 (attached) and 3(c), below.)

b. **Responsibilities**:

(1) The **Congressional Liaison Officer (CLO)** is the focal point of OSM participation in the legislative process. The CLO conducts most liaison activities with Members of Congress and their staffs, including committee staffs; acts as the OSM liaison with the Departmental Office of Congressional and Legislative Affairs; and the Deputy Assistant Secretary, Land and Minerals Management, for External Affairs; coordinates OSM review of the comment on legislative measures referred to OSM through the Department; prepares or expedites preparation and clearance of written testimony by OSM witnesses at legislative hearings; coordinates review and correction of official transcripts of hearings and the inclusion of additional information when requested; and responds or arranges for response to congressional correspondence and telephone calls. The CLO coordinates the announcement of grants, contracts, and other expenditures to the affected Congressional delegation; makes recommendations to Department of the Interior officials for the announcement of grants, etc., over $1 million; and coordinates with the Assistant Director Field Operations & Eastern and Western Suppport Center staff to insure timely and effective release of information. The CLO is the Legislative Expediter for OSM, as required by 461 DM 1.7, attached.

(2) Management employees of OSM may participate in the legislative process when assigned specific tasks or delegated responsibility to do so by the Director. All contact with Members of Congress or Congressional staff, if not previously known to the Congressional Liaison Officer (CLO), must be reported promptly and in full. Specifically:

(a) Any official congressional contact should be initiated only at the request of the CLO or Director. This applies to both headquarters and field personnel. However, a phone report following the contact will be acceptable if there is a time constraint and immediate response is required.

(b) Any contact initiated by a Member of Congress or congressional staff is to be handled as courteously and expeditiously as possible using these simple guidelines:

Telephone Contact:

- If the question can be answered in the office receiving the contact, do so. Then report the contact to the CLO. (See attached Telephone Conversation Report.)
- If the question needs to be handled elsewhere, refer the call to the CLO, who is responsible for answering congressional calls.

Written contact:

- All congressional correspondence for direct reply by OSM is prepared for the signature of the Director in Washington unless otherwise specified by the Director. (See RDIM (CIMS) Memo dated May 31, 1988).
- Congressional correspondence in headquarters is controlled by CIMS.
- All congressional correspondence in Washington must be surnamed by the CLO. Copies of all congressional correspondence must also be prepared for CLO and, in certain cases, for other Departmental offices in accordance with Part I, Section 3 of the OSM Correspondence Handbook.

- Copies of all congressional correspondence originating in field offices and the Eastern and Western Support Center offices must be sent to the CLO. Coordination between the CLO and field offices and the Eastern and Western Support Center personnel is encouraged during the development of these responses. CIMS coordinates the review by CLO of draft interim and final congressional responses prepared by the field or ESC and WSC.

c. **Procedures**:

(1) **Legislative Proposals**. When OSM is asked to comment on a pending legislative measure, the procedures prescribed by 461 DM 2.3 (attached) will be followed.

(2) **Legislative Meetings**. When OSM employees participate in official conferences, hearings, or meetings for the purpose of discussing legislative proposals, oral or written reports will be made as required by 461 DM 1 (attached).

(3) **Legislative Testimony**. When OSM is requested to provide a witness and/or a written statement for legislative or oversight hearings, the procedures prescribed in 461 1.5 (attached) will be followed.

(4) **Legislative Inquiries**. Written or telephoned requests for information from Members of Congress or their staffs must receive prompt and informative replies. The Departmental Office of Congressional and Legislative Affairs must be advised of Congressional requests and OSM responses to them, as required by 461 DM 1.3 (attached), through the Congressional Liaison Office.

(5) **Official Reviews**. When OSM employees are asked to express official views regarding legislative measures, they will be guided by 461 DM 2.1 and 470 DM 3.1 (both attached). Personal views will be expressed in accordance with 461 DM 2.2 (attached).

(6) **Grants**. The announcement of grants, contracts, and other expenditures will be guided by chapter 5-40 of the Federal Assistance Manual.

5. **Reporting Requirements**:

a. Contacts (with the exception of appropriations matters) with Members of Congress or their staffs must be reported to the Congressional Liaison Officer (4.b.(2) and 4.c.(4) above.)

b. Legislative meetings must be reported to the Departmental Office of Congressional and Legislative Affairs (4.c.(2) above.)

6. Effect on other Documents. Supersedes Directive No. LLG-2 dated December 20, 1982.

7. References:

a. 461 DM 1, 2 and 3 (attached).

b. 470 DM 3.1 (attached).

8. Effective Date:

Upon issuance.

9. Contact:

Congressional Liaison Officer,
Telephone (202) 208-2565.

10. Keywords. Legislative process, Congressional requests and CLO clearance process.

11. List of Appendices:

Appendix 1	Department of Interior Congressional Office Conversation Report.
Appendix 2	Departmental Manual Part 470 Public Expression.
Appendix 3	Departmental Manual Part 461 Legislative Coordination.

Attachment 1

UNITED STATES DEPARTMENT OF THE INTERIOR CONGRESSIONAL OFFICE TELEPHONE CONVERSATION REPORT	RECEIVED	
	Date	Time
	Name	
	Ofc/Bureau	

Congressional Office of	Name	State	___Senator ___Congressman ___Staffer
Contact	Name		___They Called ___We Called
Nature of Request			
Action Required			
Referred to:			
Additional Comments:			

3.1 Policy and Procedures. It is the policy of the Department that requests from private organizations or firms for official expression in the form of written or graphic material, or speeches which require special preparation will be complied with under the following conditions:

A. The expression is directly concerned with and is such as to promote better and wider understanding of Interior objectives, policies and programs, and activities.

B. The preparation or presentation of such expression does not impose an unreasonable burden on the staff of the bureau or office concerned.

C. If the organization or firm customarily pays compensation or expenses for such services, it will pay the Government for the services thus rendered at rates ordinarily paid. Such payments will be accepted and deposited in the Treasury as Miscellaneous Receipts.

D. Prior review by the Director of Public Affairs is required of any material designed for official expression by officials within the Departm or its various bureaus and offices for presentations before non-governmental organizations, firms or groups.

Note: For policies and procedures governing non-official expression, see 478 DM.

Department of the Interior

DEPARTMENTAL MANUAL

1.1 Objectives. These instructions are designed to effect the maximum interchange of information as well as expeditious and coordinated action on legislative matters, to insure that information and action on such matters conform to the official views of the Department, and to preclude misinterpretation or misunderstanding of these views. All officers and employees dealing in legislative matters are expected to contribute toward the attainment of these objectives.

1.2 Information or Assistance on Legislative Matters. Responsibility for the provision of information or assistance on legislative matters shall be exercised as follows:

A. Legislative Counsel. The Legislative Counsel (Office of Congressional and Legislative Affairs) serves as a clearing house for all legislative matters (other than appropriation bills - see 461 DM 1.2B) including legislative proposals of the Department, Departmental reports to Congressional committees, reports to the Office of Management and Budget on introduced bills, other Departments' proposals or reports on enrolled bills, testimony of Departmental witnesses, and drafting services. The Legislative Counsel may be called upon for assistance in connection with any of the above matters. Any bureau or office receiving a request for information or for drafting or other assistance in connection with the consideration or preparation of a legislative proposal, from any source outside of the Department, will promptly notify the Legislative Counsel so that it may make arrangements to provide information or assistance appropriate to the request. The Legislative Counsel will work with the appropriate bureau or office in the preparation of draft legislation. The draft bill and the transmittal letter to the Member of Congress, or other requesting source, will then be forwarded from the originating office or bureau through the appropriate Assistant Secretary's office to the Office of Congressional and Legislative Affairs. After review by the Legislative Counsel, the draft bill will be forwarded to the requesting Member of Congress, or other requesting source, by a letter generally explaining the bill and disclaiming any Departmental position. Informal copies of the draft bill and Congressional letter will be forwarded to the Office of Management and Budget.

B. Office of Budget. The Office of Budget, Office of the Assistant Secretary - Policy, Budget, and Administration, serves as a clearing house for information on appropriation bills and may be called upon for assistance in their preparation. Any bureau or office receiving a request for information or assistance in connection with the consideration or preparation of an appropriation bill, from any source outside of the Department, will notify the Office of

Budget promptly so that the latter may make arrangements to provide information or assistance appropriate to the request. A letter in reply to such a request, as well as a letter transmitting a draft of a proposed appropriation bill, will be prepared for Secretarial signature and, if not prepared by the Office of Budget, the documents will be forwarded through that Office for budgetary review. Following signature, a copy will be returned to that Office.

1.3 Congressional Inquiries. It is the policy of the Department to expedite the handling of requests from the Congress, to give accurate and complete answers in response to Congressional inquiries, and to keep the Secretariat fully and currently informed on all matters of interest to the Congress which directly or indirectly affect the Department. Personal visits, telephone calls, and other communications on official business involving legislation, affecting Departmental policy, or which otherwise would be of direct interest to the Office of the Secretary, received from the Congress or members of its staff, will be reported to the Office of Congressional and Legislative Affairs. This may be done by telephone except that on matters of unusual importance or urgency, both a telephone call and a written report may be necessary. As a minimum, the following information concerning the inquiry or other communication will be furnished the Office: date, name of Congressional official, subject matter, and disposition.

1.4 Meetings on Legislative Proposals. The Legislative Counsel will be furnished a summary report of the discussion on a legislative proposal at any conference, hearing, or other official meeting which is (1) held outside of the Department and participated in by an officer or employee of the Department, or (2) held within the Department and participated in by one or more officials or other Government agencies or the Congress. An oral report may be made when the Office indicates that this will be adequate. Typewritten reports will be limited to one page single spaced. Significant information as well as recommendations made relating to the legislative proposal will be included in a summary report.

1.5 Representation at Congressional Hearings. Responsibility for the provisions, preparation, coordination and control of Departmental representation at Congressional hearings rests with the Legislative Counsel with respect to legislative proposals other than appropriation bills, and with the Office of Budget with respect to the latter. All requests for Departmental witnesses before Congressional Committees should be hand carried immediately upon receipt by a receiving office or bureau to the Legislative Counsel. This applies to all Congres-

sional hearings dealing with both legislative and non-legislative matters. The Legislative Counsel is responsible for determining the appropriate Department witness and a deadline for preparation of a draft statement by the designated witness. An officer or employee who desires to request the privilege of attending or appearing at such a hearing as a representative of the Department or as an official observer, will make a request to the appropriate organization for approval or other determination. No officer or employee will attend as a representative or otherwise appear officially at a Congressional hearing without such prior approval.

In the selection of witnesses to testify before House or Senate legislative committees, it will be the policy that:

A. A member of the Secretariat will be the Departmental witness on all bills involving questions of Executive Branch policy, except that a bureau or office head may substitute for a Secretarial officer who is unavailable; and

B. Bureau or office heads may be the Departmental witness on bills that do not require expression of Executive Branch policy; and

C. Persons of less than bureau or office chief rank may be the Departmental witness on bills that have no policy overtones; and

D. No person of less than bureau chief rank will be approved as a Departmental witness until the Legislative Counsel has obtained the concurrence of the subcommittee chairman or the appropriate staff member; and

E. Upon notification of a hearing by the Legislative Counsel, the appropriate program Assistant Secretary will determine whether he or a bureau or office head will be the Department's witness and notify the Legislative Counsel. The notice will also indicate the names of supporting personnel who will accompany the witness; and

F. The written statement of the witness, whoever it is, must be submitted to the Legislative Counsel in sufficient time for clearance, as required by OMB Circular A-19. In order that legislative histories of the Department can be complete, it is requested that three copies (for each bill mentioned) of any statement prepared for testimony by a Departmental witness before a Congressional Committee be furnished to the Legislative Counsel's office promptly.

1.6 Transcripts. It will be the responsibility of the Legislative Counsel to obtain or receive from the Committees of Congress copies of transcripts of every legislative hearing at which this Department has a witness appearing for the purpose of editing the transcripts, in coordination with the Department's witness, and for the purpose of insuring that answers raised by the members of the Committee are promptly made and in adequate fashion. In this regard, the Legislative Counsel will coordinate the responses to questions raised by the Committee and these responses will be transmitted to the Chairman of the Committee over the signature of the Legislative Counsel. All transcripts received by other offices will be immediately hand carried upon receipt to the Legislative Counsel's office for coordination and processing. No copies will be made of transcripts received by any office of the Department and all handling of transcripts will be by messenger.

1.7 Legislative Expeditors. The head of each bureau and Other Departmental Office, and the Assistant Secretary - Policy, Budget, and Administration will designate a member of his staff to serve as Legislative Expediter and furnish his name to the Legislative Counsel. Legislative Expeditors will be responsible for expediting the preparation, review, and transmission of legislative matters in their respective bureaus or offices. They will maintain continuing liaison with the Legislative Counsel and notify it currently of the bureau or office's interest in items of proposed or pending legislation and of significant legislative developments that may affect the Department.

2.1 Official Views. The official views of the Department with respect to the passage, defeat, or amendment of any legislative proposal will conform in all respects to the policy of the Department. Whenever an officer or employee is requested to state the official views of the Department, under circumstances which seem to require such a statement, and he/she is in doubt as to the policy of the Department, he/she will refer the matter, together with recommendations to the Office of Congressional and Legislative Affairs (Legislative Counsel) if it relates to a legislative proposal or to the Office of Budget if it is an appropriation or other budgetary matter. The Legislative Counsel and Office of Budget are responsible for coordinating the determination of the policy in question with the appropriate Secretarial officer.

2.2 Personal Views. Whenever an officer or employee is requested to state his/her personal views on a legislative matter, he/she may do so. He/she will indicate clearly, however, that the views expressed are his/her own and do not necessarily reflect the position or policy of the Department. To avoid misinterpretation of the Department's position or policy, and to provide an opportunity for necessary clarification of any issue at hand, the officer or employee will make a report as required in 461 DM 1.4.

2.3 Legislative Reports - Preparation. Whenever it is necessary to prepare a report or statement of the Department's views on a legislative proposal, for submission to any agency of the Executive Branch, or to the Congress or any Committee or Member thereof, the Legislative Counsel will make a request to the appropriate offices and bureaus within the Department for their views, recommendations, and substantiating data with respect to the legislative proposal. Copies of such referrals will be submitted to the Solicitor, appropriate Assistant Secretary and Under Secretary. Comments on the subject legislation should be submitted to the Legislative Counsel within two weeks unless otherwise specified or unless the Legislative Counsel has been advised in writing of reasons why the deadline cannot be met. A copy will be forwarded to the Associate Solicitor responsible in the area of the bureau or office.

A. All legislative proposals originating in the Department will be referred to Legislative Counsel. The Legislative Counsel will work with the originating bureau in drafting or referring the proposal as necessary and in preparing a transmittal letter to the Congress. The Legislative Counsel will then refer the proposal and transmittal letter to the appropriate offices and bureaus within the Department with copies of such referral to the Solicitor, appropriate Assistant Secretary and Under Secretary. Comments on the legislative proposal

or transmittal letter should be submitted to the Legislative Counsel by the offices and bureaus receiving referrals within two weeks unless otherwise specified.

B. The preparation of final reports and the coordination and preparation of a unified Departmental position on the subject legislation is the responsibility of the Legislative Counsel. The routing and surnaming of these reports will be as specified by the Legislative Counsel and will be kept to the minimum necessary to assure adequate time for top-level review prior to approval.

2.4 Legislative Reports - Contents. Section 4d of Office of Management and Budget Circular A-19 (revised July 31, 1972), provides that in the preparation of proposed legislation and reports, agencies will carefully consider and take into account certain requirements of existing law and Administration policies and directives, which are of general applicability. Agency reports and proposed legislation, will to the maximum extent possible contain or be accompanied by, appropriate recommendations, statements, or provisions to give effect to such requirements including the following:

A. Civil Rights. Laws, Executive Orders, and other relevant directives in the civil rights area will receive full consideration. These include Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d) providing for equal access to and benefits from programs receiving Federal financial assistance; Titles VIII and IX of Public Law 90-284 (42 U.S.C.§§3601ff and 3631) providing for equal opportunity in housing; section 2(8) of Public Law 85-536 (15 U.S.C. §637) providing the basis for channeling Federal agency procurement to minority businesses; the directives relating to equal employment opportunity in the Federal Service and in private employment by Federal contractors (Executive Orders 11246 and 11478); and the directive on planning, acquisition, and management of Federal space (Executive Order 11512).

B. Environmental Impact. Public Law 91-190 (42 U.S.C. §4332) requires that agencies prepare detailed statements concerning the environmental impact of major Federal actions (including recommendations or reports on proposals for legislation) significantly affecting the quality of the human environment. Implementation of this requirement is dealt with generally in guidelines issued by the Council on Environmental Quality. However, information copies of required 102 statements will be submitted to OMB if available at the time clearance is requested.

C. Cost Analysis. Public Law 89-554 (5 U.S.C. §2953) requires that in certain cases agency reports and proposed legislation include five-year estimates of additional expenditures and manpower which would result from enactment of legislation. Public Law 91-510, sections 252(a) and (b), impose a similar requirement on Congressional committees and require a comparison of the committee estimates with the five-year estimates of costs provided by Executive agencies.

(The requirement of Public Law 89-554 does not apply to legislation which will entail annual estimated expenditures of $1 million or less. (See Appendix 1, this Chapter)

In addition to the above requirements, an agency will include in its letter transmitting proposed legislation or in its report on pending legislation its best estimate of the appropriations (for each of the first five years) which will be needed to carry out its responsibilities under the legislation. Similarly, if the legislation would effect savings in appropriations, increase or decrease Federal revenues, or affect the receipts or expenditures of a trust of special fund, an agency will include its best estimate of these savings or changes.

These estimates will be on a fiscal year basis.

(The requirements with respect to an estimate of the appropriations needed to carry out responsibilities under a legislative proposal is not limited to cases involving more than $1 million.)

Recommended legislation which will entail expenditures in excess of $1 million may or may not necessitate increased personnel. If an increase in personnel is foreseen, Appendix 2 of this Chapter will be used as a guide in furnishing the required information. If no increase in personnel is foreseen, the following language or its equivalent will be inserted in the report:

> "So far as is now known, the administration of this measure, if enacted, will not require the employment of additional personnel."

An adverse report on a legislative proposal will state that this material is not being supplied because the report is adverse.

Public Law 89-554 (5 U.S.C. § 2953)

"(a) Each report, recommendation, or other communication, of an official nature, of an executive nature, of an executive agency which—

"(1) relates to pending or proposed legislation which, if enacted, will entail an estimated annual expenditure of appropriated funds in excess of $1,000,000.

"(2) is submitted or transmitted to the Congress or a committee thereof in compliance with law or on the initiative of the appropriate authority of the executive branch, and

"(3) officially proposes or recommends the creation or expansion, either by action of the Congress or by administrative action, of a function, activity, or authority of the executive agency to be in addition to those functions, activities, and authorities thereof existing when the report, recommendation, or other communication is so submitted or transmitted; shall contain a statement concerning the executive agency, for each of the first 5 fiscal years during which each additional or expanded function, activity, or authority so proposed or recommended is to be in effect, setting forth the following information:

"(A) The estimated maximum additional -

"(i) man-years of civilian employment, by general catagories of positions;
"(ii) expenditures for personal services; and
"(iii) expenditures for all purposes other than personal services;

which are attributable to the function, activity, or authority which will be required to be effected by the executive agency in connection with the performance thereof; and

"(B) such other statement, discussion, explanation, or other information as is considered advisable by the appropriate authority of the executive branch or that is required by Congress or a committee thereof.

"(b) Subsection (a) of this section does not apply to-

"(1) the Central Intelligence Agency;
"(2) a Government controlled corporation; or
"(3) the General Accounting Office."

Public Law 91-510. The Legislative Reorganization Act of 1970
Sections 252(a) (2 U.S.C. 190j) and 252(b)

Section 252(a) of the Act provides:

"(1) the report accompanying each bill or joint resolution of a public character reported by any committee of the Senate (except the Committee on Appropriations) shall contain -

"(A) An estimate, made by such committee, of the costs which would be incurred in carrying out such bill or joint resolution in the fiscal year in which it is reported and in each of the five fiscal years following such fiscal year (or for the authorized duration of any program authorized by such bill or joint resolution, if less than five years), except that, in the case of measures affecting the revenues, such reports shall require only an estimate of the gain or loss in revenues for a one-year period; and
"(B) a comparison of the estimate of costs described in subparagraph (a) made by such committee with any estimate of costs made by any Federal agency; or
"(C) in lieu of such estimate or comparison, or both, a statement of the reasons why compliance by the committee with the requirements of subparagraph (A) or (B), or both, is impracticable.

"(2) It shall not be in order in the Senate to consider any such bill or joint resolution if such bill or joint resolution was reported in the Senate after the effective date of this subsection and the report of that committee of the Senate which reported such bill or joint resolution does not comply with the provisions of paragraph (1) of this subsection."

Section 252(b) amends the Rules of the House of Representatives by adding similar language applicable to House committees.

(From OMB Circular A-19, July 31, 1972)

DEPARTMENT OF INTERIOR

SUBJECT MATTER: H. R. ——— or S. A BILL TO ———————

Estimated Additional Man-Years of Civilian Employment and Expenditures for the First Five Years of Proposed New or Expanded Programs

	19CY*	19CY+1	19CY+2	19CY+3	19CY+4
Estimated additional man-years of civilian employment:					
Executive Direction					
Executive	3	3	3	3	3
Clerical	3	3	3	3	3
Stenographic	2	2	2	2	2
Total, Executive Direction	8	8	8	8	8
Administrative Services and Support					
Accountant	3	3	3	3	3
Budget	2	2	2	2	2
Clerical	8	8	10	10	10
Personnel	3	3	3	3	3
Property Management	2	2	2	2	2
Records Maintenance	1	2	4	4	4
Total, Administrative Services and Support	19	20	26	26	26
Substantive (program)					
Engineering Aids	100	100	100	100	100
Engineers	300	300	300	300	300
Geologist	30	30	30	30	30
Total, Substantive	430	430	430	430	430
Total, estimated additional man-years of civilian employment	457	458	464	464	464
Estimated additional expenditures:					
Personal services	$2,285,000	$2,290,000	$2,320,000	$2,320,000	$2,320,000
All other	457,000	458,000	464,000	464,000	464,000
Total, estimated additional expenditures	$2,742,000	$2,748,000	$2,784,000	$2,784,000	$2,784,000

*CY - Current Year

9/27/77 #2027
Replaces 5/14/74 #1638

3.1 Office of Management and Budget. Requirements as to the handling and content of reports on enrolled bills are contained in Office of Management and Budget Circular No. A-19, Revised July 31, 1972.

3.2 Preparation of Reports. A report on an enrolled bill must be transmitted to the Office of Management and Budget within forty-eight hours after receipt of the facsimile of the enrolled enactment. For this reason, the report may be prepared by the Legislative Counsel without referral to the bureaus or offices interested in or affected by the enrolled bill. Additional routing and summaring are kept to a minimum to insure prompt receipt in the Office of Management and Budget.

DOI/OFF OF SURFACE MINING
GENERAL SERVICES BRANCH
APR 31 P 2:36