

Responsible Office: Congressional Liaison Division (Code LB)  
Subject: Comments on Proposed Legislation

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Office of Legislative Affairs  
Office Work Instruction  
Comments on Proposed Legislation

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 NASA's response to OMB requests for comments on pending legislation, draft reports to Congress, draft testimony, and other documents as requested by OMB pursuant to OMB Circular A-19.

## 2. Scope and Applicability

This OWI covers the process by which the Liaison Division (Code LB) of the Office of Legislative Affairs reviews requests for NASA's comments from OMB, solicits, and coordinates comments from other offices within NASA Headquarters, and prepares responses to OMB.

## 3. Definitions

- 3.1 Action Codes: Other offices within NASA Headquarters to which the LAS or AO assigns the incoming action for review and comment.
- 3.2 AF: Action File, where incoming documents, Expedite Sheet, comments from other Codes, background information and final response are kept.
- 3.3 AO: Action Officer; the Legislative Affairs Specialist providing legislative research and coordination functions and possessing in-depth knowledge of the NASA structure, policies, programs, goals, objectives and charter, who has primary responsibility for the specific action file (Position description is Legislative Affairs Specialist).
- 3.4 CC: Correspondence Clerk, a position within Code L
- 3.5 DAA: Deputy Associate Administrator
- 3.6 Expedite Sheet : A cover sheet prepared by AO which identifies the Action Codes, the incoming action item, the action requested of the Action Codes by Code L, the AO, the Due Date, and any other helpful guidance or information. See Appendix A.
- 3.7 Final Response : Response to OMB in the form of a memorandum, telephone call (with notation in the Action File), or OMB's LRM check sheet.

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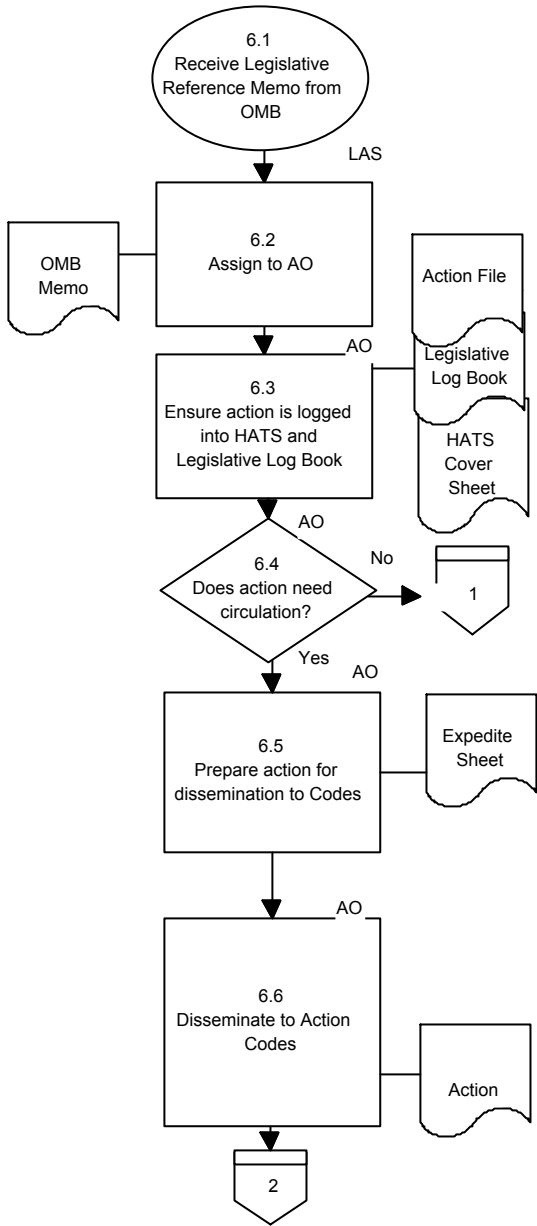
- 3.8 HATS: Headquarters Action Tracking System
- 3.9 LAS: Legislative Affairs Specialist-responsible for OMB actions re: proposed legislation
- 3.10 LB: Liaison Division, Office of Legislative Affairs
- 3.11 Legislative Log Book: A log of all incoming actions from OMB under OMB Circular A-19 and their disposition, maintained by Code LB staff. See Appendix B
- 3.12 LRM : Legislative Referral Memorandum; the official name of the document submitted to NASA by OMB requesting views, comments or other information on legislative material pursuant to OMB Circular A-19.
- 3.13 OMB: Office of Management and Budget

#### **4. References**

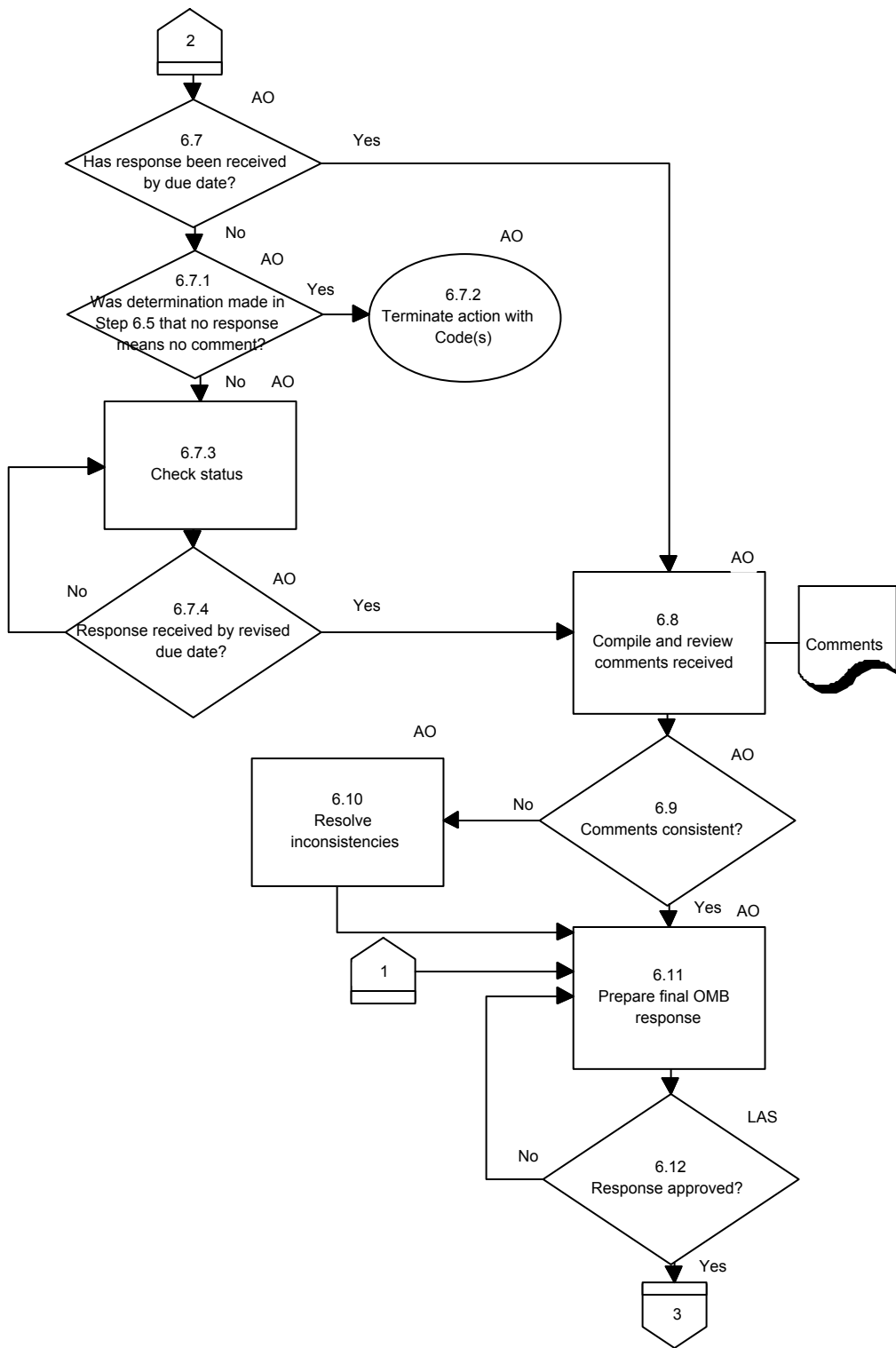
- 4.1 Office of Management and Budget Circular A-19, Legislative Clearance Process

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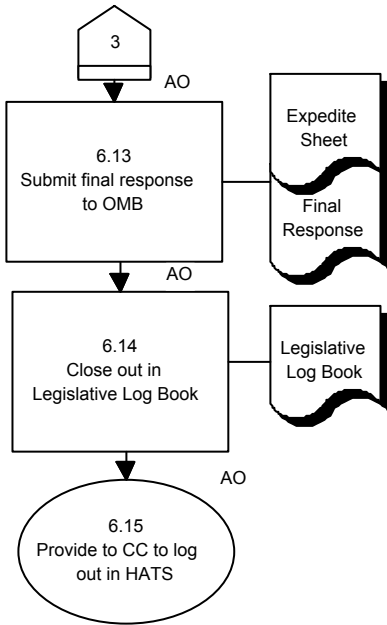
5. Flowchart



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**6. Procedure**

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1		Code L receives a LRM from OMB.
6.2	LAS	Assign the action to an Action Officer within Code LB, based on work load and availability of the Action Officer and, in the opinion of the Senior Policy Specialist, the correlation of the subject matter of the action and the knowledge and experience of the Action Officer.
6.3	AO	Provide the LRM to the Correspondence Clerk to be logged in HATS and log into the Legislative Log Book (Appendix A). Prepare Action File.
6.4	AO	Review the LRM to determine whether or not the action needs to be circulated to other Codes. This decision is based on (1) whether or not there is enough time, and (2) whether or not the AO is able to respond to the LRM using material or knowledge already on hand without further the need for further circulation. If the determination is made that the action is not to be circulated, note in Action File and go to Step 6.11. If the determination is made that the action is to be circulated, proceed to Step 6.5.

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- 6.5 AO If the decision was made to circulate the action for review by other Headquarters Codes, three further decisions must be made.
- (1) Determine to which Codes it will be circulated. This decision is made on the basis of alignment of the subject matter and the responsibilities of the Codes.
  - (2) Determine which of these Codes, if any, will be assumed to have no input or objections if no response is not received from them by the due date. This decision is made on the basis of previous comments, relevance of the Codes' responsibilities to the subject of the LRM, and the time given for the review. If the subject of the LRM directly affects a Code, a response will be required from that Code. The more indirectly a Code is affected, the greater will be the assumption of no objection unless a contrary response is received.
  - (3) Set due date for responses from Codes, based on due date set by OMB.
- Prepare Expedite Sheet (Appendix B).
- 6.6 AO Disseminate Expedite Sheet, LRM action and background information, if any, to Action Codes. Provide Action Codes any additional information, clarification, or extension (if possible) requested by the Action Codes during the review period. Document all actions on the Expedite Sheet maintained in the Action File.
- 6.7 AO On the due date, determine if all responses have been received. If yes, proceed to 6.8. If no, proceed to 6.7.1.
- 6.7.1 AO If no response has been received from an Action Code, check if in step 6.5 that Code was assumed to have no input or objections if no response is received by the due date.
- 6.7.2 AO If such a determination was made with regard to that Action Code, note on the Expedite Sheet that no response had been received from that Code. No further action is necessary with regard to that Code.



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- 6.7.3 AO If no such determination was made with regard to that Action Code, check with the Code on the status of its review. Obtain the Code's comments if they are ready. Extend the due date (after checking with OMB to make sure that it is possible) if the Code's comments are not ready. If OMB cannot extend the due date, note on the Expedite Sheet the lack of response from the Code and proceed to step 6.8. If the Code indicates that it has no comments, note such on Expedite Sheet (no further action will then be necessary with regard to that Code).
- 6.7.4 AO On the new due date, check if responses have been received. If response has been received proceed to step 6.8. If response has not been received, return to step 6.7.3.
- 6.8 AO Compile and review all comments received from the Action Codes
- 6.9 AO Determine whether or not the comments are consistent. This determination is based on the comparison of comments received and the Action Officer's knowledge of the legislative process, OMB procedures, and NASA structure, policies, programs goals and objectives. If the comments are not consistent, proceed to Step 6.10. If the comments are consistent, proceed to Step 6.11.
- 6.10 AO If the comments are inconsistent, coordinate and mediate the resolution of the inconsistencies with the Action Codes. Such coordination and mediation is based on the Action Officer's comparison of comments received and knowledge of the legislative process, OMB procedures, and NASA structure, policies, programs goals and objectives. If the inconsistencies cannot be resolved, consult with LAS, DAA and AA, as necessary. Notify the Action Codes of final resolution of the inconsistencies and note on the Expedite Sheet.
- 6.11 AO If there are no inconsistencies or all inconsistencies have been resolved, prepare response to OMB and submit to LAS for review.

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- 6.12 LAS Review and approve the response, based on the LAS's knowledge of NASA's policies, programs, and objectives, knowledge of the legislative process and principles of law, and the LAS's experience, or return the response to the AO for revisions. Initial the approval and retain in file. If LAS does not approve, return to 6.11.
- 6.13 AO Submit final response to OMB and ensure that the Expedite Sheet is completed.
- 6.14 AO Close out in Legislative Log Book
- 6.15 AO Provide final response to CC to be logged out in HATS. File in Code LB.

## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Comments	Code LB	Code LB files	Hard Copy	Schedule 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
Expedite Sheet	Code LB	Code LB files	Hard Copy	Schedule 1, Item 30.A	Retain in Code L for five years then retire to the Federal Records Center
Final Response	Code LB	Code LB files	Hard Copy	Schedule 1, Item 30.A	Retain in Code L for five years then retire to the Federal Records Center
Legislative Log Book	Code LB	Code LB files	Hard Copy	Schedule 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.

## Appendices

Appendix A, Legislative Log Book  
 Appendix B, Expedite Sheet

NOTE: Appendix B is located on Code L Shared drive. Access to drive is password protected. Contact Code LB for copies of the appendix.



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Appendix B--Expedite Sheet

**ACTION**

**DATE:**

**TO CODES:**

**FROM: L/OFFICE OF LEGISLATIVE AFFAIRS**

**RE:**

**RESPONSE REQUIRED IN L BY** \_\_\_\_\_

**DIRECT REPLY TO:** \_\_\_\_\_ (Name and phone number)

**ATTACHMENTS:**

**NOTES:**

<u>CODE</u>	<u>NO COMMENT/ DATE</u>	<u>NO OBJ/ DATE</u>	<u>EXTENDED/ DATE</u>	<u>NEW DUE DATE</u>	<u>COMMENT RECEIVED</u>
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**EXPEDITE**

**THE ATTACHED MATERIAL  
REQUIRES  
SPECIAL HANDLING**

Revised 4/13/00