

United States Department of Agriculture  
Animal and Plant Health Inspection Service

# Directive

1510.1 10/25/96

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COMMUNICATIONS WITH OFFICES OF MEMBERS OF CONGRESS, THE OFFICE OF  
MANAGEMENT AND BUDGET (OMB), AND THE OFFICE OF BUDGET AND PROGRAM  
ANALYSIS (OBPA)

1. PURPOSE

This Directive states the policy for responding to and documenting telephone contacts from offices of Members of Congress, OMB, and OBPA and correspondence from offices of Members of Congress.

2. REPLACEMENT HIGHLIGHT

This Directive replaces APHIS Directive 111.2, dated 3/18/92.

3. POLICY

Members of Congress or their staffs and representatives of OMB and OBPA often call or write the Agency requesting information about APHIS activities. In our contacts with these groups, we must support the Agency budget, legislative and regulatory proposals, and in turn, the Department and OMB decisions on these matters. Many of these communications involve sensitive issues, and information furnished must be provided in a timely manner, often based on input from the Office of the Administrator and the Department.

4. RESPONSIBILITIES

The Budget and Accounting Division (BAD) has the responsibility for coordinating the development of responses to requests for information on the budget and appropriation process. Legislative and Public Affairs (LPA) has this responsibility regarding substantive legislation. Policy and Program Development (PPD) has responsibility for responding to questions from OMB and OBPA concerning regulations. Finally, LPA has the responsibility for responding to written communications from Congress and to certain other communications where a written response is required.

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**Distribution:** G03, F30

**OPR:** APHIS-LPA

5. INQUIRIES

- a. Generally, any request for information or meetings should be referred to BAD, LPA, or PPD, as appropriate, for follow-through coordination. Telephone requests for purely technical information do not have to be referred if no policy, budget, or legislative implications are involved. However, all correspondence must be referred to LPA. BAD, LPA, and PPD personnel can provide further guidance if any doubt arises about how to handle an inquiry.

- b. Telephone Contacts. If the call is not referred to BAD, LPA, or PPD, immediately document the substance of the conversation on APHIS Form 242, Report of Telephone Call. After documenting the call, send a copy to LPA, BAD, or PPD, as appropriate. Copies also should be furnished to the appropriate Deputy Administrator and the Administrator. Retain a copy for your files.
  
- c. Congressional Correspondence. When field offices or headquarters staffs receive a written congressional inquiry, the office or staff must send the original incoming material to the Correspondence Control Officer of LPA, along with the name and telephone number of the contact person who can help answer the letter. This should be done immediately. A writer from LPA will work with the contact person to develop a reply. Send the information to:

USDA-APHIS-LPA  
Executive Correspondence  
4700 River Road, Unit 49  
Riverdale, MD 20737-1228

Phyllis B. York  
Deputy Administrator  
for Management and Budget