

ORDER

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

WA 1220.1

5/30/80

SUBJ: RESPONSIBILITY FOR REPORTS TO CONGRESS

1. PURPOSE. This order establishes procedures and assigns responsibilities for reports submitted to the Congress and implements Order DOT 1323.2E., Monitoring, Coordination and Transmittal of Reports to the Congress.

2. DISTRIBUTION. This order is distributed to the division level in Washington.

3. CANCELLATION. Order 1220.3A, Monitoring, Coordination and Transmittal of Reports to the Congress, is cancelled.

4. SCOPE. This order applies to reports required by statute, reporting obligations identified in House or Senate reports attendant to a public law, and reports requested by a Congressional Committee. Legislative reports, communications with individual Members of Congress in response to an inquiry, or requests made to witnesses during Congressional hearings are excluded from the scope of this order. De facto budget requests are not considered to be Congressional reports.

5. RESPONSIBILITIES.

a. The Special Assistant for Legislative Affairs, AOA-10, is the primary modal contact for Congressional reports and is designated the FAA Congressional Reports Control Officer. AOA-10 will be responsible for:

(1) Informing the Office of the Secretary of Transportation whenever a request for a report to the Congress is received or an obligation to report to the Congress is established.

(a) Recurring reports will be coordinated with the Office of Automated Systems Policy, M-34. Status reports will be provided as required.

(b) One-time reports will be processed in liaison with the Office of Programs and Evaluation, B-15.

(2) Notifying offices with primary responsibility for the subject of the report when a report to Congress is required.

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(a) Report assignments will be monitored to ensure compliance with established due dates.

(b) Reports will be coordinated with all interested FAA elements.

(3) Conducting periodic Congressional report surveys required by GAO or OMB and directing updates to "Requirements for Recurring Reports to Congress," published by GAO.

b. Offices and services will be responsible for assuring that reports are appropriately prepared, processed, coordinated, and promptly submitted by the established due dates.



Langhorne Bond
Administrator