



USAID
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ADS Chapter 556

Reports to Congress

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ADS Chapter 556 – Reports to Congress
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This chapter has been revised in its entirety.

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ADS Chapter 556 – Reports to Congress

556.1 OVERVIEW

Effective Date: 04/21/2017

This chapter explains how to provide clear, informative and timely reports to Congress, as required by law or as directed by Congress.

556.2 PRIMARY RESPONSIBILITIES

Effective Date: 04/21/2017

a. The **Bureau for Legislative and Public Affairs (LPA)** is responsible for the following:

- Tasking reports for Congress to Bureaus and Independent Offices (B/IOs), via the Reports to Congress tasker;
- Working with B/IOs, and others as necessary, to ensure that the Reports to Congress tasker includes clearance responsibilities by other B/IOs and senior officials for their federal statutory functions;
- Providing monthly updates to drafting B/IOs of upcoming and overdue reports;
- Assisting B/IOs in understanding congressional intent and interest;
- Reviewing and editing draft reports;
- Transmitting reports to appropriate congressional offices; and
- Ensuring the appropriate posting and storing of reports.

b. **Bureaus/Independent Offices (B/IOs)** tasked with drafting reports are responsible for the following:

- Reviewing the annual Reports to Congress tasker and confirming with LPA acceptance of drafting responsibility;
- Confirming or setting specific due date(s) for each assigned report;
- Working with the respective LPA Congressional Liaison Officer to understand the requirements;
- Drafting reports in accordance with the LPA Guidance for Preparing Reports to Congress;

- Obtaining appropriate clearances, including from other B/IOs, as necessary;
- Ensuring that reports and appropriate cover letters are submitted to LPA by the Agency's internal deadlines; and
- Ensuring that all reports that will be posted on the Agency Web site are 508 compliant.

c. The **Office of the General Counsel (GC)** or the cognizant **Resident Legal Officer (RLO)** is responsible for responding to legal inquiries from drafting B/IOs or LPA and providing formal clearance on reports containing legal references.

d. The **Executive Secretariat (ES)** is responsible for reviewing reports that require Agency front office approval and ensuring that front office approval or edits are communicated to LPA.

e. The **Office of Budget and Resource Management (BRM)** is responsible for clearing all reports containing budgetary information.

f. The **Bureau for Management (M)** must clear all reports containing information regarding USAID Operating Expenses and is responsible for clearing all reports relating to financial management.

556.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

556.3.1 Records Management

Effective Date: 04/21/2017

Reports to Congress are maintained as permanent records and must be appropriately preserved pursuant to legal requirements and administrative policies (see [ADS 502, The USAID Records Management Program](#)).

556.3.2 Congressional Reports

Effective Date: 04/21/2017

USAID must promptly and thoroughly fulfill its reporting obligations to Congress.

Although the Bureau for Legislative and Public Affairs (LPA) is the focal point for the preparation and release of congressional reports, there must be a continuing, comprehensive, Agency-wide concern for producing and disseminating timely, accurate information. LPA must task, track, and coordinate these efforts, but must rely on the active participation of all Bureaus and Independent Offices (B/IOs) in USAID in responding to the need to accurately inform Congress through reporting.

The B/IO assigned to prepare congressional reports must prepare a transmittal letter for the report that will be signed by the Administrator or the Assistant Administrator, Bureau for Legislative and Public Affairs (AA/LPA), or a designee. LPA and ES will determine whether a specific report requires the clearance and/or signature of the Administrator; otherwise, all reports to Congress will be transmitted to Congress under the signature of AA/LPA, or a designee. All reports prepared for Congress by USAID must be transmitted to Congress through LPA.

There are several variations in the type of reports to Congress. Many requirements are regularly recurring, while others are only required to be submitted once. LPA will make this determination and include it in the Reports to Congress tasker.

Other reporting requirements may only be necessary if “triggered” by certain circumstances or decisions made by the Agency. In addition, USAID often contributes information or data to interagency reports coordinated by OMB. Note: The [Enterprise Reporting Portal \(ERP\)](#) is the official source to obtain official reports and data originating with Agency Systems of Record. Finally, the Agency may be responsible for completing reports that are legally required of the President or Secretary of State in the event of receiving a delegation of authority to submit such report.

556.3.3 Clearances for Reports

Effective Date: 04/21/2017

Drafting B/IOs must obtain all of the necessary clearances for the reports they prepare before submitting them to LPA.

LPA must be the final clearance for all reports to Congress. Final clearance will happen when the AA/LPA, or designee, signs the transmittal letter accompanying the report.

556.3.4 Posting of Reports

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The Bureau for Legislative and Public Affairs, Office of Legislative Affairs (LPA/LEG) is responsible for determining which reports can be posted to the Agency’s Web site, based on sensitivities or national security and applicable legal requirements. B/IOs will be responsible for ensuring that such reports comply with the provisions of [section 508 of the Rehabilitation Act of 1973, as amended](#). The Bureau for Legislative and Public Affairs, Office of Web site Management (LPA/WM) will post these reports to the “Reports to Congress” section on the Agency’s Web site.

556.4 MANDATORY REFERENCES

556.4.1 External Mandatory References

Effective Date: 04/21/2017

- a. [Foreign Assistance Act of 1961, Section 654](#)
- b. [International Security Assistance Act of 1978](#)

556.4.2 Internal Mandatory References

Effective Date: 04/21/2017

- a. [ADS 502, The USAID Records Management Program](#)
- b. [ADS 506, Reports Management](#)

556.5 ADDITIONAL HELP

Effective Date: 04/21/2017

There are no Additional Help documents for this chapter.

556.6 DEFINITIONS

Effective Date: 04/21/2017

Report to Congress

A written response to a congressional request for information required in law, or requested in associated explanatory congressional materials such as a committee report. (**Chapter 556**)

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