

2 FAM 1240 LEGISLATION

(CT:Gen-343; 08-26-2008)
(Office of Origin: A/ISS/DIR)

2 FAM 1241 DEVELOPMENT OF LEGISLATIVE PROPOSALS

(CT:Gen-343; 08-26-2008)

- a. Department officers notify the Office of the Assistant Secretary for *Legislative Affairs* as soon as they have determined the need for new or modified legislative authority, and consult with it regarding the substance and presentation of proposed legislation.
- b. The office of the Assistant Secretary for *Legislative Affairs* advises initiating officers of any additional information and assistance required to facilitate consideration of the legislation from the congressional relations policy viewpoint and as to the timing and method of presentation to the Congress. Upon request, the Office of the Legal Adviser drafts legislation or assists another office in the drafting.

2 FAM 1242 CLEARANCE

(CT:Gen-343; 08-26-2008)

- a. Legislative proposals (exclusive of appropriation language) originating within the Department and those referred to the Department from outside are routed for Department clearance to the Office of the Assistant Secretary for *Legislative Affairs*. This office coordinates the clearance process to insure that all appropriate offices review such legislative proposals, including draft and pending legislation, and enrolled bills. Those with management and administrative implications are cleared with Office of the *Under Secretary for Management*.
- b. For the purpose of this section, administrative and management implications of legislation means any provisions that will:
 - (1) *Affect* in any way the functions, organization structure, or work procedures of the Department;
 - (3) Affect the workload of any unit of the Department;
 - (4) Require additional supplies, materials, space, or communications

equipment; or

- (5) Commit administrative service functions of the Department.

2 FAM 1243 APPROVAL

(CT:Gen-343; 08-26-2008)

The Assistant Secretary for *Legislative Affairs* refers legislative proposals to the Secretary or Deputy Secretary for approval, or transmits such proposals directly if in his *or her* discretion higher approval is not required.

2 FAM 1244 SUBMISSION

(CT:Gen-343; 08-26-2008)

No official of the Department other than the Assistant Secretary for *Legislative Affairs* transmits any proposed legislation (exclusive of appropriation language) to the Office of Management and Budget, the President, the Congress, or any individual Senator or Representative. Such transmissions are made by the Assistant Secretary for *Legislative Affairs* in accordance with the procedures established in section 2 FAM 1243.

2 FAM 1245 INFORMAL ASSISTANCE TO THE CONGRESS

(CT:Gen-343; 08-26-2008)

Department officials who receive informal requests from members of Congress, or from committee staff members, to assist them in the drafting of legislative proposals seek the advice of the Assistant Secretary for *Legislative Affairs*, and they also keep other appropriate areas fully informed.

2 FAM 1246 BUDGET REQUESTS FOR DEPARTMENTAL APPROPRIATIONS

(CT:Gen-343; 08-26-2008)

The Bureau of Resource Management reporting to the Under Secretary for Management is responsible for preparing all budget submissions for congressional consideration related to State operations. The resources and appropriations unit reporting to the Director of Foreign Assistance is responsible for preparing all budget submissions related to Foreign Operations. The Assistant Secretary for the Bureau of Legislative Affairs

provides advice, as under 2 FAM 1245, to appropriate bureaus on proposed appropriations language, as needed, and conducts and coordinates liaison activities with Congress related to State and foreign operations appropriations, the annual budget request and supplemental requests, and to ongoing operations.

2 FAM 1247 THROUGH 1249 UNASSIGNED