

## Chapter 4 Congressional Contacts

Replies to Congressional inquiries, whether referred or direct mail, must clear through supervisory channels to the ARS Correspondence Management Unit (CMU). Official telephone conversations between ARS employees and Members of Congress and their staff must be documented and forwarded to the ARS Legislative Staff. It is imperative that all ARS employees document Congressional conversations.

Acronyms: See [Chapter 22](#) for a comprehensive list of commonly used acronyms.

References: [P&P 125.3 - Documenting Official Congressional Conversations](#)  
[Manual 261.2 - ARS Correspondence Manual, Chapter 3, Section 4](#)

Cross References: [Chapter 5](#) – Correspondence (for Congressional letters)

Websites: E-Forms – <https://reeforms.ars.usda.gov/REEForms> (login required)

Forms: [ARS Form 213 - Report of Congressional Conversation](#) (login required)

Attachment 1: Guidance for Congressional Visits to ARS Facilities

Attachment 2: Congressional Delegation for the NPA

### Points of Contact:

Conversations with members of Congress or their aides...	Written inquiries, whether referred or direct mail including correspondence to and from the USDA Secretary's Office...
Michael R. Wiggett Deputy Area Director USDA-ARS-NPA 2150 Centre Ave., Bldg. D, Suite 300 Fort Collins, CO 80526-8119 Telephone: (970) 492-7048 Fax: (970) 492-7065 E-Mail: <a href="mailto:michael.wiggett@ars.usda.gov">michael.wiggett@ars.usda.gov</a>	Olga Lee Management Analyst USDA-ARS-NPA 2150 Centre Ave., Bldg. D, Suite 300 Fort Collins, CO 80526-8119 Telephone: (970) 492-7057 Fax: (970) 492-7065 E-Mail: <a href="mailto:olga.lee@ars.usda.gov">olga.lee@ars.usda.gov</a>
Michael Arnold Legislative Affairs Advisor USDA-ARS-Administrator's Office 1400 Independence Ave, SW 358-A, Whitten Building Washington, DC 20250 Telephone: (202)720-4421 Fax: (202)720-7549 E-Mail: <a href="mailto:michael.arnold@ars.usda.gov">michael.arnold@ars.usda.gov</a>	Renee Miller Correspondence Control Officer USDA-ARS-ONP-Office of Associate Administrator GWCC-Beltsville 5601 Sunnyside Avenue, Room 4-2124A Beltsville, MD 20705-5133 Telephone: (301) 504-4517 Fax: (301) 504-4514 E-Mail: <a href="mailto:renee.miller@ars.usda.gov">renee.miller@ars.usda.gov</a>

## CONGRESSIONAL CONVERSATIONS

The Legislative Affairs Office must be informed whenever communication is held with the Congress or State Legislatures in whatever form (i.e., telephone conversation, direct contact regarding requests for information, requests to appear or present papers to a congressional committee for a hearing or otherwise, etc.).

It is particularly important that the Legislative Affairs Office be informed when preparing for submission to the Congress or State Legislatures papers which will ultimately become part of a permanent record. Any “testimony” or information for submission before a Congressional Committee must be cleared in the Office of Management and Budget. Otherwise, it cannot and should not be submitted.

In case of telephone conversations or in-person contacts, you should respond to the best of your ability or refer the call or person to your supervisor if you are not qualified to respond authoritatively. P&P 125.3 requires that a “Report of Congressional Conversation” Form (ARS-213) be completed immediately afterwards.

Step	Action
1	Originator immediately completes an ARS-213 after the conversation.
2	Originator will fax the ARS-213 (initialed by the Research Leader, Center Director/Lab Director) to the Area Director’s Office.
3	Area Director’s Office will fax a copy to: <ul style="list-style-type: none"> <li>• Administrator’s Office</li> <li>• National Program Staff, Deputy Administrator</li> <li>• Legislative Affairs Office</li> <li>• Budget and Program Management Staff</li> </ul>



**United States Department of Agriculture**  
Research, Education, and Economics  
Agricultural Research Service

February 4, 2004

**SUBJECT:** ARS-213, Report of Congressional Conversation

**TO:** Center/Laboratory Directors  
Research Leaders  
Location Administrative Officers

**FROM:** W.H. Blackburn, Area Director /s/

This is a reminder that all ARS-213 forms, Report of Congressional Conversation, need to be faxed immediately to my office after the occurrence. These contacts include visits to ARS facilities by Senators, Representatives, and/or their staff; phone calls, briefings, etc. If a congressional contact is scheduled to occur, please submit the ARS-213 prior to the event so my office and headquarters is aware of the upcoming congressional contact. An ARS-213 is then submitted to document the conversation/information shared.

If you have any questions, please give me a call.

cc:  
NPA Secretaries  
Area Office Employees



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