

Congressionally Mandated Reports Submission Form

Worksheet A: Report Submitted to Congress



This worksheet can be used to identify required information before submitting a report to GPO via the [Congressionally Mandated Reports Submission Portal](#).

Report Information **(Required*)**

*Government Organization(s) Issuing the report:

*Report Title:

*Publication Date (MM/DD/YYYY):

*Is this a recurring report or one-time submission?

*What is the frequency this report will be submitted?
(e.g., Quarterly, Annual, Biennial, Completely Irregular)

Agency Report Identifier (E.g. "A129fa-adfdfZ"):

*Subject Tags - Provide up to 5 [Legislative Subject Terms](#) from Congress.gov to describe the substance of the report):

*Report due to House, Senate, or Both?

*Date Submitted to Congress (MM/DD/YYYY):

Executive Communication Information

Reports submitted to the House and Senate are reported as Executive Communications (EC) in the Congressional Record. Search [House Communications](#) and/or [Senate Communications](#) on Congress.gov and provide the following:

Requirement Number (R):

House Executive Communications Number (EC):

Senate Executive Communications Number (EC):

Committee Referral Information

Congress during which the report was submitted:

Committee(s) and/or Subcommittee(s):

Reporting Requirement Information

Reports to Be Made to Congress is prepared by the Legislative Resource Center and issued as a House Document each session of Congress. Please locate the requirement(s) for the report you are submitting in the most recent edition of [Reports to be Made to Congress](#).

*Nature of Report:

*Legislative Authority:

*When Expected to be Made: