
Legislative and Tribal Relations
Table of Contents

1. Congressional and Legislative Affairs Staff
 - .1 Purpose
 - .2 Functions
 - A. Legislative Affairs
 - B. Congressional Affairs

Release 13-2, 9-12-79

LEGISLATIVE AND TRIBAL RELATIONS
Congressional and Legislative Affairs Staff

1.1 Purpose. The Congressional and Legislative Affairs Staff reviews and coordinates all legislative planning and congressional relations activities of the Bureau, except those relating to appropriations and budget requests. It provides legislative research and staff assistance in the planning, development, and drafting of legislation. It prepares and reports on legislative proposals affecting Indians, Indian tribes and Bureau operations. It provides general liaison with members of Congress, Congressional Committees, and Congressional staff members concerning Bureau activities.

1.2 Functions.

A. Legislative Affairs. The functions of the Staff in relation to specific legislation and legislative programs are:

- (1) Coordinates the Bureau's legislative program for presentation to the Department, Office of Management and Budget, and the Congress.
- (2) Prepares or coordinates the preparation of official Bureau reports and recommendations on proposed legislation which may affect the Bureau or Indian tribes.
- (3) Obtains, maintains, and periodically reports to Bureau officials and tribal leaders on the status of bills pending before the Congress which have or could have an impact on Bureau or Indian matters.
- (4) Upon request provides or arranges for legislative drafting assistance to Members of Congress for transmission by the Department's Legislative Counsel, and assists Bureau personnel in the drafting of legislative proposals for submission to the Department's Legislative Counsel.
- (5) Prepares or coordinates the preparation of testimony, as required, to be given by the Assistant Secretary - Indian Affairs, the Commissioner, and other Bureau officials before Congressional Committees, except testimony relating to appropriations and budget requests. Assembles appropriate background information to support the testimony. Performs similar services for other Secretarial officials upon request.
- (6) Notifies primary witnesses and back up witnesses within the Bureau of the scheduling of hearings. Briefs witnesses on pertinent areas of procedures and substance as required.

LEGISLATIVE AND TRIBAL RELATIONS
Congressional and Legislative Affairs Staff

(7) Works with Congressional Committee staff members to coordinate the scheduling of hearings in order to expedite the legislative process.

(8) Attends hearings, notes deficiencies of testimony and records questions needing further answers. Provides the Committees or Members of Congress additional information or answers to questions raised but not answered in the hearings.

B. Congressional Affairs. The Staff provides for general liaison with Congressmen and Congressional committees in support of Bureau activity or in response to requests. The following functions are performed:

(1) Provides for personal contact with Members of Congress and their staff to present Bureau viewpoints on various matters or in response to specific inquiries. Keeps Bureau and Departmental officials advised of issues and attitudes which are important to the policy and decision making processes.

(2) Reviews Bureau responses to Congressional inquiries or referrals for adequacy and appropriateness and consistency with significant policy positions, decisions, and actions previously announced to Members of Congress.