

Checklist for Preparation of Legislative Proposals for Submission to OLC for the FY 2015 Legislative Program

Each proposal submitted to OLC for the FY 2015 legislative program must meet the requirements set forth below. A proposal that does not meet these requirements will be returned to the sponsoring component to address the unmet requirements.

- Proposal authorization.** The proposal must be authorized by the head of the sponsoring component, as shown by a memorandum accompanying the proposal that is signed by the component head (or principal deputy).
- Document format.** The proposal must be submitted as an MS Word file with 1-inch margins and using 12-point Times New Roman font.
- Proposed legislative language.**
 - The proposed legislative language should be the first element of the proposal. The legislative text should achieve the desired policy objective in clear and concise sentences.
 - Use previous NDAs as a reference on how to draft legislative language. Please refer to the OLC drafting tips for additional assistance in crafting proposals.
 - The text should begin with a descriptive section heading that states what the proposal would accomplish (e.g., “TWO-YEAR EXTENSION OF ABC PROGRAM”, not “AMENDMENT OF XYZ ACT”).
- Section-by-section analysis.**
 - In the first paragraph, summarize what the proposal would accomplish.
 - Avoid footnotes, jargon, and program-specific language.
 - Spell-out each acronym the first time it is used.
 - Write the section-by-section analysis so that it is understandable to a layman not familiar with the proposal or the policy background of the affected program.
 - Write in a persuasive manner.
 - Explain the problem the legislative proposal is designed to address and why a legislative solution is needed. Describe the changes proposed to address the problem and explain the consequences of these changes.
 - Use as much detail as necessary to explain adequately both the problem and the proposed solution.

Budget implications. All budgetary implications must be identified in the proposal. If a proposal has no budgetary implications, the proposal should explain why.

- Include a budget table (if any budget implications).
- Describe the methodology used to calculate data in the budget table (if applicable).
- Include the Unified Legislation and Budgeting proposal number (or state if not applicable).
- Pursuant to the FY 2014 – FY 2018 Integrated Program/Budget Submission Guidance submit the PB-16 exhibit to OUSD(C) (specifically, Pam Bell in (OUSD(C)/B&AA) in September 2013 with the President’s Budget submission. A component must list all of their legislative proposals in one PB-16 exhibit, rather than a separate exhibit for each proposal.
- Include a statement that the Service/Agency component Comptroller certifies that the proposal is funded in the POM and the President’s Budget for FY 2015 and is included in the PB-16 exhibit.

Component priority.

- Explain why the proposal is important to the component and Department.
- Prioritize the proposal relative to all of the other proposals submitted by the sponsoring component to OLC (i.e., 1 of 15, 5 of 15, 15 of 15, etc.).
- Identify whether the sponsoring component considers the proposal to be a “must have” proposal, and explain why such a proposal **must** be enacted in the FY 2015 cycle. If helpful, a sponsoring component may consider placing its proposals into three categories — proposals which (a) must be enacted this cycle; (b) would be helpful if enacted this cycle; or (c) would be helpful but is not necessary immediately.

Justification for resubmitting a proposal.

- Identify each legislative cycle for which the proposal was previously submitted (if any).
- Identify the OLC proposal number (available on the OLC website) from each legislative cycle for which the proposal was submitted.
- Identify the outcome when the proposal was previously submitted and any barriers that were encountered (internal DoD non-concurrence(s), OMB disapproval or deferral, Congressional opposition, Committee jurisdiction issue, Congressional staff questions, etc.).
- Identify any changes made to the current proposal compared to the proposal as most recently submitted and explain how those changes are expected to overcome any

barriers previously encountered, or note external factors whose changes make passage more likely.

- Provide a justification for the resubmission, including, if the proposal was previously submitted to Congress, why Congress would enact the proposal in this legislative cycle.

Proposal contact information.

- Provide name and contact information for the component's subject matter expert (SME), as well as the name and contact information for the person who will be the point of contact for OMB (if different).
- Provide name and contact information for the component or OSD/OGC attorney who reviewed and approved the proposal prior to its submission to OLC.
- Provide name and contact information for the sponsoring component's Assistant Secretary for Financial Management & Comptroller or Defense-wide Agency headquarters comptroller point of contact, as appropriate, who worked on the related appropriation for submission to OUSD(C). Do not identify a contact in OUSD(C).

Changes to existing law. If the legislative proposal would change the text of an existing statute, show how the text of the statute would be changed if the proposal were enacted.

- Strikethrough language the proposal would delete from existing law.
- Underline language the proposal would add to existing law.
- Identify all of the changes the proposal would make to the text of existing law (no matter how minor), except as noted in the OLC Guidelines.
- The format of the proposed changes should not merely mimic the legislative text of the proposal. Instead, consult OLC's sample proposal template.
- When setting out existing law, use the law in existence as of the preparation of the proposal (without regard to any legislative provision currently pending before Congress that would amend existing law).