

## Checklist for Preparation of Legislative Proposals for Submission to OLC for the FY 2013 Legislative Program

Each proposal submitted to OLC for the FY 2013 Legislative Program must meet the following requirements. A proposal that does not meet each of these requirements will be returned to the sponsoring component to address the unmet requirements.

- 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.
- The proposal must be submitted as a MS Word .doc file with 1” margins. The text font should be 12-point Times New Roman.
- Proposed legislative language.**
  - The proposed legislative language should be the first section of the proposal. The legislative text should achieve the desired policy objective in clear and concise language.
  - Use previous NDAA enacted laws as a reference on how to draft a potential amendment to an existing law. Please refer to the OLC drafting tips for additional assistance in crafting proposals.
  - Include a descriptive title that states what the proposal would accomplish. (e.g., “TWO-YEAR EXTENSION OF ABC PROGRAM”, not “AMENDMENT OF XYZ ACT”)
- Section-by-section analysis.**
  - Summarize what the proposal would accomplish in the first paragraph.
  - Eschew jargon or program-specific language and spell-out every acronym used in the first instance.
  - Write the Section-by-Section 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. If it is not obvious, explain why a legislative solution is needed. Provide a description of the proposed changes to address the problem and explain the consequences of these changes.
- Budget implications.** All budgetary implications must be identified in the proposal. If a proposal has no budgetary implications, it should explain why that is so.
  - Include a budget table.
  - Describe methodology used to calculate data in the budget table (if applicable).
  - Include the Unified Legislation and Budgeting Proposal Number (or state if not applicable).

**Departmental priorities.**

- Identify which Departmental priority the proposal addresses.
- Prioritize the proposal relative to all of the other proposals submitted by your component to OLC (i.e., 1 of 15, 5 of 15, 15 of 15, etc.).
- Identify whether the proposal is a “must have” proposal (i.e., it **must** be enacted in the FY13 cycle). If helpful, a sponsoring component may consider placing its proposals into four categories — proposals which (a) must be enacted this cycle, (b) would be helpful if enacted this cycle, (c) would be helpful but do not address immediate needs, or (d) would be helpful additions, but are not realistic in the current cycle.

**Justification for resubmitted proposals.**

- Identify each cycle in which the proposal was previously submitted (if any).
- Identify the OLC proposal number from the most recent cycle in which the proposal was submitted (available on the OLC Internet system).
- 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 in the current version of the proposal from the proposal as most recently submitted and how those changes are expected to overcome any barriers previously encountered.
- Provide a justification for the resubmission, including, if the proposal was previously submitted to Congress, why Congress could be expected to enact the proposal in this legislative cycle.

**Proposal contact information.**

- Name and contact information for the component 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).
- Name and contact information for the component or OSD/OGC attorney who reviewed and approved the proposal prior to its submission to OLC.
- Name and contact information for the military department or component internal comptroller/budget point of contact who provided the budget information.

**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 all language the proposal would delete from existing law.
- Underline all 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 small), except as noted in the OLC Guidelines.