
CHAPTER 11. ASSISTANT SECRETARY FOR LEGISLATION AND
CONGRESSIONAL RELATIONS

- 11-1. ASSISTANT SECRETARY FOR LEGISLATION AND CONGRESSIONAL RELATIONS. The Assistant Secretary for Legislation and Congressional Relations advises the Secretary with respect to legislation and Congressional relations. The Assistant Secretary is responsible for:
- a. Coordinating the activities of program offices in developing the Department's legislative program, in cooperation with the Office of General Counsel which provides final draft legislation, legal advice, and technical guidance.
 - b. Overseeing the progress of the Department's legislative program in Congress, and coordinating with the General Counsel, the expression of the Department's position on legislative proposals under consideration.
 - c. Reviewing draft responses prepared by the Office of General Counsel to requests for comment on proposed legislation or executive orders.
 - d. Coordinating the preparation of Departmental testimony by program offices.
 - e. Aiding in resolving intra-Departmental policy differences on legislative matters.
 - f. Aiding in resolving differences between the Department and Office of Management and Budget on legislative matters.
 - g. Maintaining liaison with Congress and serving as the point of contact for Congressional inquiries, communications and general information relating to the Department's policies and activities.
 - h. Keeping the Secretary fully informed on all legislative matters affecting the Department.
 - i. Providing functional supervision to Congressional relations activities in Regional and Field Offices of the Department.