

# 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-adfdz"):

\*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: