20. Reports and Hearings

The data for these publications arrives at GPO from many different sources. Congressional committee staff members are responsible for gathering the information printed in these publications.

Report language is compiled and submitted along with the bill language to the clerks of the respective Houses. The clerks assign the report numbers, etc., and forward this information to GPO for typesetting and printing. In many instances the reports are camera-ready copy, needing only insertion of the assigned report number.

Likewise, hearings are also compiled by committee staff members. The data or captured keystrokes as submitted by the various reporting services are forwarded to GPO where the element identifier codes are programmatically inserted and galley or page output is accomplished without manual intervention. It is not cost effective to prepare the manuscript as per the GPO Style Manual as it is too time-consuming to update and change the data once it is already in type form. Therefore, these publications are to be FIC & punc., unless specifically requested otherwise by the committee. It is not necessary to stamp the copy. However, style as stated in the following rules will be followed.

Style and format of congressional reports

Below are rules that should be followed for the makeup of congressional numbered reports. In either Senate or House reports, follow bill style in extracts from bills. Report numbers run consecutively from first to second session:

1. All excerpts to be set in 10-point type, cut in 2 ems on each side, except as noted in paragraph 3 below. For ellipses in cut-in matter, lines of five stars are used.

2. Contempt proceedings to be considered as excerpts.

3. The following are to be set in 10-point type, but not cut in:

   (a) Letters that are readily identified as such by salutation and signature.

   (b) Appendixes and/or exhibits that have a heading readily identifying them as such; and

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(c) Matter printed in compliance with the Ramseyer rule.[1]

4. All leaderwork and lists of more than six items to be set in 8-point type.

5. All tabular work to be set in 7-point gothic type.

6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts, but set full measure (see paragraph 10 below).

7. Any committee print having a report head indicated on original copy to be set in report type and style.

8. Committee prints not having a report head indicated on original copy to be set in committee print style; that is, excerpts to be set in 8 point, full measure.

9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used as is in the report.

10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, 4 points are used above and below. Because of the indentions and the limited number of element identifiers, do not squeeze bills that are submitted as excerpts.

11. In reports of immigration cases, set memorandums in full measure unless preceded or followed directly by committee language. Memorandums are indented on both sides if followed by such language. Preparers should indicate the proper indention on copy.

12. Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) the Cordon rule,[2] (4) appendix (if any).

[1] Ramseyer rule.—House: If report has "Changes in Existing Law" use caps and small caps for heads, except for breakdown within a cap and small cap head.

[2] Cordon rule.—Senate: If report has "Changes in Existing Law" use small cap heads, except for breakdown within a cap and small cap head.

13. Minority or additional views will begin a new page with 10-point cap heading. In Senate reports, "Changes in Existing Law" begins a new page if following "views." In conference reports, "Joint Explanatory Statement" begins a new odd page.

14. Minority or additional views are printed only if they have been signed by the authoring congressperson.

[Sample of excerpt]

In *Palmer v. Mass.*, decided in 1939, which involved the reorganization of the New Haven Railroad, the Supreme Court said:

> The judicial processes in bankruptcy proceedings under section 77 are, as it were, brigaded with the administrative processes of the Commission.

[Sample of an excerpt with an added excerpt]

The Interstate Commerce Commission in its report dated February 29, 1956, which is attached hereto and made a part hereof, states that it has no objection to the enactment of S. 3025, and states, in part, as follows:

> The proposed amendment, however, should be considered together with the provisions of section 959(b), title 28, United States Code, which reads as follows:
>
> "A trustee, receiver, or manager appointed in any cause pending in any court of the United States," etc.

[Sample of amendment]

On page 6, line 3, strike the words "and the service", strike all of lines 4, 5, and 6, and insert in lieu thereof the following:

> and, notwithstanding any other provision of law, the service credit authorized by this clause 3 of rule XIII of the Rule of the House of Representatives, change shall not—

(A) be included in establishing eligibility for voluntary or involuntary retirement or separation from the service, under any provision of law;

[Sample of amendment]

The amendments are indicated in the bill as reported and are as follows:

On page 2, line 15, change the period to a colon and add the following:

Provided, That such approaches shall include only those necessary portions of streets, avenues, and boulevards, etc.

On page 3, line 12, after "operated", insert "free of tolls".

[Sample of amendment in the nature of a substitute]

The amendment is as follows:

Strike all after the enacting clause and insert the following:

That the second paragraph under the heading "National Park Service" in the Act of July 31, 1953 (67 Stat. 261, 271), is amended to read as follows: "The Secretary of the Interior shall hereafter report in detail all proposed awards of concessions leases and contracts involving a gross annual business of $100,000 or more, or of more than five years in duration, including renewals thereof, sixty days before such awards are made, to the President of the Senate and Speaker of the House of Representatives for transmission to the appropriate committees."

[Sample of letter inserted in report]

The Department of Defense recommends enactment of the proposed legislation and the Office of Management and Budget interposes no objection as indicated by the following attached letter, which is hereby made a part of this report:

MARCH 21, 2008.

Hon. NANCY PELOSI,
Speaker of the House of Representatives,
Washington, DC.

MY DEAR MADAM SPEAKER: There is forwarded herewith a draft of legislation to amend section 303 of the Career Compensation Act.

* * * * * * *

Sincerely yours,

DOUGLAS A. BROOK,
Assistant Secretary of the Navy
(Financial Management).

[Sample of cut-in for purposes of breakdown; no spacing above or below]

Under uniform regulations prescribed by the Secretaries concerned, a member of the uniformed services who—

(1) is retired for physical disability or placed upon the temporary disability retired list; or

(2) is retired with pay for any other reason, or is discharged with severance pay, immediately following at least eight years of continuous active duty (no single break therein of more than ninety days);

may select his home for the purposes of the travel and transportation allowances payable under this subsection, etc.

[Sample of leaderwork]

Among the 73 vessels mentioned above, 42 are classified as major combatant ships (aircraft carriers through escort vessels), in the following types:

Forrestal-class aircraft carriers	4
Destroyers	10
* * * * * * *	
Guided-missile submarine	1
Total	42

[Sample of sectional analysis]

SECTIONAL ANALYSIS

Section 1. Increase of 1 year in constructive service for promotion purposes

The principal purpose of the various subsections of section 1 is to provide a 1-year increase for medical and dental officers in * * *

* * * * * * *

Subsection 101(a) is in effect a restatement of the existing law

This subsection authorizes the President to make regular appointments in the grade of first lieutenant through * * *

* * * * * * *

[Sample of amendment under Ramseyer rule]

CHANGES IN EXISTING LAW

In compliance with clause 3 of rule XII of the Rules of the House of Representatives, changes in existing law made by the bill, as introduced, are shown as follows (existing law proposed to be omitted is enclosed in black brackets, new matter is printed in italic, existing law in which no change is proposed is shown in roman):

EXPORT CONTROL ACT OF 1949

* * * * * * *

TERMINATION DATE

SEC. 12. The authority granted herein shall terminate on June 30, **[**1956**]** *1959*, or upon any prior date which the Congress by concurrent resolution or the President may designate.

[The following examples are for sample purposes only]

[Sample of "Report" Skeleton]

110TH CONGRESS, 2d Session | HOUSE OF REPRESENTATIVES | REPT. 110–542, Part 1

PROVIDING FOR AND APPROVE THE SETTLEMENT OF CERTAIN LAND CLAIMS OF THE SAULT STE. MARIE TRIBE OF CHIPPEWA INDIANS[1]

MARCH 6, 2008.—Ordered to be printed[2]

Mr. RAHALL, from the Committee on Natural Resources, submitted the following

REPORT

together with

DISSENTING VIEWS

[To accompany H.R. 4115]

[Including cost estimate of the Congressional Budget Office]

The Committee on Natural Resources, to whom was referred the bill (H.R. 4115) to provide for and approve the settlement of certain land claims of the Sault Ste. Marie Tribe of Chippewa Indians, having considered the same, report favorably thereon with an amendment and recommend that the bill as amended do pass.[3]

PURPOSE OF THE BILL[4]

The purpose of H.R. 4115 is to provide for and approve the settlement of certain land claims of the Sault Ste. Marie Tribe of Chippewa Indians.

---

[1] If title makes more than three lines in 10-point caps, set in 8-point caps.

[2] Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations.* Return copy to Production Manager.

[3] If the wording in this paragraph is prepared in the singular form, follow.

[4] For *Senate Committee on Finance* and *House Committee on Ways and Means,* heads are set in bold caps.

[Sample of "Report" Skeleton]

Calendar No. 652 [1]

110TH CONGRESS *2d Session*	SENATE	REPORT 110–300

CIVIL WAR BATTLEFIELD PRESERVATION ACT OF 2008

APRIL 10, 2008.—Ordered to be printed

Filed under authority of the order of the Senate of April 10 (legislative day, April 9), 2008 [2]

Mr. BINGAMAN, from the Committee on Energy and Natural Resources, submitted the following

R E P O R T

together with

ADDITIONAL VIEWS

[To accompany S. 1921]

The Committee on Energy and Natural Resources, to which was referred the bill (S. 1921) to amend the American Battlefield Protection Act of 1996 to extend the authorization for that Act, and for other purposes, having considered the same, reports favorably thereon with an amendment and recommends that the bill, as amended, do pass.

PURPOSE

The purpose of S. 1921 is to reauthorize the American Battlefield Protection Act for an additional five years, from 2008 until 2013.

BACKGROUND AND NEED

The American Battlefield Protection Program was authorized in 1996 to provide funding for preservation of threatened Civil War battlefields. The program leverages Federal appropriations by requiring matching non-Federal funds. The battlefield protection

[1] Use this type and form only on Senate reports. There is only one calendar in the Senate.
[2] Style for filed line, if present.

[Sample of "Report" Skeleton]

110TH CONGRESS *2d Session*	HOUSE OF REPRESENTATIVES	REPORT 110–590

PROVIDING[1] FOR CONSIDERATION OF THE BILL (H.R. 5715) TO ENSURE CONTINUED AVAILABILITY OF ACCESS TO THE FEDERAL STUDENT LOAN PROGRAM FOR STUDENTS AND FAMILIES[2]

APRIL 15, 2008.—Referred to the House Calendar and ordered to be printed

Ms. CASTOR, from the Committee on Rules, submitted the following

REPORT

[To accompany H. Res. 1107]

The Committee on Rules, having had under consideration House Resolution 1107, by a record vote of 8–4, report the same to the House with the recommendation that the resolution be adopted.

SUMMARY OF PROVISIONS OF THE RESOLUTION

The resolution provides for consideration of H.R. 5715, the Ensuring Continued Access to Student Loans Act of 2008, under a structured rule. The rule provides one hour of general debate equally divided and controlled by the chairman and ranking minority member of the Committee on Education and Labor. The rule waives all points of order against consideration of the bill except clauses 9 and 10 of rule XXI. The rule provides that the amendment printed in Part A of the Rules Committee report accompanying the resolution shall be considered as adopted and that the bill, as amended, shall be considered as read. The rule waives all points of order against provisions of the bill, as amended. (This waiver does not affect the point of order available under clause 9 of rule XXI (regarding earmark disclosure).

The rule provides that no further amendments to the bill, as amended, shall be in order except those amendments printed in Part B of this report. The further amendments made in order may be offered only in the order printed in this report, may be offered only by a Member designated in this report, shall be considered as read, shall be debatable for the time specified in this report equally divided and controlled by the proponent and an opponent, shall not

[1] If copy reads "To make" change to "Making", "To provide" change to "Providing", "To amend" change to "Amending".
[2] Sample of 8-point head.

110TH CONGRESS 1st Session } HOUSE OF REPRESENTATIVES { REPORT 110–317

COLLEGE COST REDUCTION AND ACCESS ACT

SEPTEMBER 6, 2007.—Ordered to be printed

Mr. GEORGE MILLER of California, from the committee of conference, submitted the following

CONFERENCE REPORT

[To accompany H.R. 2669]

The committee of conference on the disagreeing votes of the two Houses on the amendment of the Senate to the bill (H.R. 2669), to provide for reconciliation pursuant to section 601 of the concurrent resolution on the budget for fiscal year 2008, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the House recede from its disagreement to the amendment of the Senate and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment, insert the following:

SECTION 1. SHORT TITLE; REFERENCES.

(a) SHORT TITLE.—This Act may be cited as the "College Cost Reduction and Access Act".

(b) REFERENCES.—Except as otherwise expressly provided, whenever in this Act an amendment or repeal is expressed in terms of an amendment to, or repeal of, a section or other provision, the reference shall be considered to be made to a section or other provision of the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.).

(c) EFFECTIVE DATE.—Except as otherwise expressly provided, the amendments made by this Act shall be effective on October 1, 2007.

59–006

JOINT EXPLANATORY STATEMENT OF THE COMMITTEE OF CONFERENCE

The managers on the part of the House and the Senate at the conference on the disagreeing votes of the two Houses on the amendment of the Senate to the bill (H.R. 2669), to provide for reconciliation pursuant to section 601 of the concurrent resolution on the budget for fiscal year 2008, submit the following joint statement to the House and the Senate in explanation of the effect of the action agreed upon by the managers and recommended in the accompanying conference report:

The Senate amendment struck all of the House bill after the enacting clause and inserted a substitute text.

The House recedes from its disagreement to the amendment of the Senate with an amendment that is a substitute for the House bill and the Senate amendment. The differences between the House bill, the Senate amendment, and the substitute agreed to in conference are noted below, except for clerical corrections, conforming changes made necessary by agreements reached by the conferees, and minor drafting and clarifying changes.

SECTION 1. SHORT TITLE

The House bill's short title is the "College Cost Reduction Act."

The Senate amendment provides that the Act may be cited as the "Higher Education Access Act of 2007" and that, unless otherwise indicated, references in the bill are made to the Higher Education Act of 1965.

The House recedes with an amendment to provide a new short title of the "College Cost Reduction and Access Act." The Conferees adopt the Senate amendment as amended by the House.

TITLE I—GRANTS TO STUDENTS IN ATTENDANCE AT INSTITUTIONS OF HIGHER EDUCATION

SECTION 101. TUITION SENSITIVITY

The House bill (Sec. 101) eliminates the Pell grant "tuition sensitivity" provision that prevents low-income students attending low-cost institutions, such as community colleges, to benefit fully from the Pell Grant. Authorizes and appropriates $5,000,000 for fiscal year 2008.

The Senate amendment (Sec. 101) also eliminates the Pell grant "tuition sensitivity" provision and authorizes and appropriates $5,000,000 for fiscal year 2008.

The House and the Senate recede with an amendment to authorize and appropriate $11,000,000 for fiscal year 2008 to ensure that all eligible students in award year 2007–2008 receive funding. The Conferees concur and adopt the amendment.

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COMPLIANCE WITH HOUSE RULE XXI

Pursuant to clause 9 of rule XXI of the Rules of the House of Representatives, this conference report contains no congressional earmarks, limited tax benefits, or limited tariff benefits as defined in clause 9(d), 9(e), or 9(f) of rule XXI.

GEORGE MILLER,
ROBERT E. ANDREWS,
BOBBY SCOTT,
RUBÉN HINOJOSA,
JOHN F. TIERNEY,
DAVID WU,
SUSAN A. DAVIS,
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TIMOTHY BISHOP,
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JOE COURTNEY,
Managers on the Part of the House.

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BARBARA A. MIKULSKI,
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JACK REED,
HILLARY RODHAM CLINTON,
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LAMAR ALEXANDER,
ORRIN G. HATCH,
Managers on the Part of the Senate.

○

FINANCIAL SERVICES AND GENERAL GOVERNMENT APPROPRIATIONS FOR 2009

HEARINGS

BEFORE A

SUBCOMMITTEE OF THE

COMMITTEE ON APPROPRIATIONS

HOUSE OF REPRESENTATIVES

ONE HUNDRED TENTH CONGRESS

SECOND SESSION

SUBCOMMITTEE ON FINANCIAL SERVICES AND GENERAL GOVERNMENT APPROPRIATIONS

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VIRGIL H. GOODE, JR., Virginia
JO BONNER, Alabama

NOTE: Under Committee Rules, Mr. Obey, as Chairman of the Full Committee, and Mr. Lewis, as Ranking Minority Member of the Full Committee, are authorized to sit as Members of all Subcommittees.

DALE OAK, BOB BONNER, KARYN KENDALL, and FRANCISCO CARRILLO, *Subcommittee Staff*

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ROB NABORS, *Clerk and Staff Director*

[House Appropriation Hearing sample]

DEPARTMENT OF HOMELAND SECURITY APPROPRIATIONS FOR 2009

TUESDAY, FEBRUARY 26, 2008.

IMMIGRATION ENFORCEMENT: IDENTIFICATION AND REMOVAL OF CRIMINAL ALIENS, STUDENT AND EXCHANGE VISITOR PROGRAM FEE INCREASES

WITNESSES

CATHERYN COTTEN, DIRECTOR, INTERNATIONAL OFFICE, DUKE UNIVERSITY

JULIE L. MYERS, ASSISTANT SECRETARY, U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT [ICE], DEPARTMENT OF HOMELAND SECURITY

Mr. PRICE. Subcommittee will come to order. Good morning, everyone. Today we will be discussing the wide variety of activities carried out by Immigration and Customs Enforcement, or ICE, and we will first focus on the Agency's Student and Exchange Visitor Program.

BALANCING SECURITY AND STUDENT NEEDS

Mr. PRICE. Thank you very much. We will put your entire statement in the record, which of course elaborates on the points you made and goes beyond them. Let me ask you first a rather broad question, and then I will zero in somewhat on the fee increases and the benefits that might accrue from an increased flow of fee revenue.

[Note style for questions and answers]

Question. What percentage of cases presented to prosecutors along the Southwest border are prosecuted? Provide by sector and/or state. What was the prosecution rate of criminals picked up off the street? (Culberson)

Answer. ICE does not track prosecutions, however, ICE works closely with U.S. Attorneys and state and local prosecutors nationwide on a wide variety of cases.

FY2007 SAC office	Criminal arrests	Indictments	Convictions*
El Paso, TX	2,435	1,882	1,704
Phoenix, AZ	1,641	623	770
San Antonio, TX	1,588	1,172	1,155
San Diego, CA	2,318	1,147	1,842
Fiscal Year Total	7,982	4,824	5,471

*Indictments and convictions may be comprised of arrests from previous years.

Mr. CULBERSON. Okay.

[Standard Hearing sample]

ORGANIZATIONAL MEETING ON ADOPTION OF COMMITTEE RULES; CONSIDERATION OF INTERIM REPORT; AND HEARING ON VOTING IN THE HOUSE OF REPRESENTATIVES

THURSDAY, SEPTEMBER 27, 2007

HOUSE OF REPRESENTATIVES,□□□□□□□
SELECT COMMITTEE TO INVESTIGATE THE VOTING□□□□□
IRREGULARITIES OF AUGUST 2, 2007,□□□
Washington, DC.□

The committee met, pursuant to call, at 9:11 a.m., in Room H–313, The Capitol, Hon. William D. Delahunt (Chairman of the committee) presiding.

Present: Representatives Delahunt, Davis, Herseth Sandlin, Pence, LaTourette and Hulshof.

The CHAIRMAN. A quorum being present, the select committee will come to order.

Today we are meeting to do three tasks: adopt our committee rules, adopt the internal report, and to hear for the first time—of what we expect to be multiple occasions—from the Office of the House Clerk. We will wait for the gentlelady from South Dakota, who was at her other select committee.

I now recognize myself for 5 minutes to make an opening statement, but before I do, let me note I will then go to Congressman Pence as the Ranking Member. And in subsequent hearings, it would be our hope that just he and I would make opening statements. But on this initial hearing, any member of the panel that wishes to make an opening statement is most welcome.

I would be remiss not to begin by thanking the Chair of the House Rules Committee, Louise Slaughter, and the Ranking Member, David Dreier, for making their hearing room available to the select committee.

I also want to welcome everyone to this initial meeting of the select committee that has been mandated by the House to review roll call No. 814. I would note that none of the Members sought this particular assignment, but each of us appreciates the role and the significance of the House in our unique constitutional order, and recognize that the integrity of the system by which we cast our votes on the House floor is essential to the confidence that the American people have in this institution, aptly described as the people's House.