

# ARS □ CSREES □ ERS □ NASS

## Policies and Procedures

**Title:** Documenting Official Congressional Conversations

**Number:** 125.3

**Date:** May 6, 2015

**Originating Office:** Office of the Administrator  
Legislative Staff

**This Replaces:** 125.3 dated 5/20/85

**Distribution:** All ARS

This P&P gives instructions for documentation of official Congressional conversations.

## 1. Purpose

Many official conversations between individuals in ARS and Members of Congress, their staffs, and personnel of the Library of Congress provide important information on Congressional interest to the Office of the Administrator. ARS employees must document congressional conversations of an official nature to keep the Administrator and others informed. This P&P gives instructions for documentation.

## 2. Forms

ARS-213, Report of Congressional Conversation.

## 3. Documentation

As soon as possible after completing an official conversation, the ARS employee must prepare and distribute the ARS-213 according to the instructions on the form.

The ARS-213 can be found on the ARS Website and can be completed on-line at <http://www.ars.usda.gov/newla/congressconv.html>. The form can also be found in e-Forms.

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Date