

# Checklist for Submission of Legislative Proposals to OLC for the FY 2012 DoD Legislative Program

Each proposal submitted must satisfy the following requirements. Any proposal that does not meet each of these requirements will be returned to the sponsoring component to address the unmet requirements.

- The proposal is authorized through a memorandum signed by the head of the sponsoring component.
- The proposal is submitted in MS Word with 1” margins and in 12 point Times New Roman font.
- Proposed legislative language.**
  - The proposed legislative text should be in the first section of the proposal and drafted to achieve the desired legislative policy in clear and concise language.
  - The proposal should include a descriptive title of what the proposal actually accomplishes. (e.g., “TWO-YEAR EXTENSION OF ABC PROGRAM”, not “AMENDMENT OF XYZ ACT”)
- Section-by-section analysis.**
  - Eschews unnecessary jargon and defines every acronym used.
  - Would be understandable by a layman not familiar with your proposal.
  - Written in a persuasive manner.
  - Explains the problems that necessitate the legislative proposal; provides a description of the proposed changes to address these problems; and explains the consequences of these changes.
- Budget implications.** Any and all budget implications must be included in the proposal. If a proposal has no budgetary implications, it should explain why that is so.
  - Include a budget table (if applicable).
  - Include methodology used in deriving budget table (if applicable).
  - Include a Unified Legislative Budget Proposal Number (if applicable).
- Departmental priorities.**
  - Identify which Departmental priority your proposal falls under.
  - Prioritize your proposal relative to all of the other proposals your component submits to OLC (i.e., 1 of 15, 5 of 15, 15 of 15, etc.).
  - Identify whether your proposal is a “must have” proposal, i.e., it **must** be enacted in the FY12 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.

**Resubmitted proposals.**

- Identify the cycle(s) when the proposal was previously submitted.
- Identify the proposal number from the most recent cycle in which the proposal was submitted (available on the OLC Internet system).
- Identify any changes made to the most recently submitted version of the proposal.
- Provide a justification for the resubmission.

**Proposal contact information.**

- Name and contact information of the 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 of the attorney who reviewed the submission.

**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 your proposal were enacted.

- Strikethrough all language the legislative 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).