

## **CIRCULAR LETTER No. 1117**

October 2, 2023

To: Federal Government Printing and Publishing Officers

Subject: Federal Agencies Can Sign Up and Begin Submitting Congressionally Mandated Reports to GPO

*Please share this information with agency staff members responsible for submitting congressionally mandated reports.*

The U.S. Government Publishing Office (GPO) has moved to the next phase of accepting submissions of congressionally mandated reports from Federal agencies during the month of October 2023. Agencies can now sign up for a submission portal account. Beginning on October 16<sup>th</sup>, agencies can start submitting their reports to GPO through their portal accounts. Sign up for a portal account: <https://ask.gpo.gov/s/CMR>.

Agencies are now required by law to submit congressionally mandated reports to GPO. The reports will be published and made available to the public on GPO's online system, GovInfo <https://www.govinfo.gov/>, beginning December 2023. When fully deployed, this will be the first time congressionally mandated reports will be accessible to the public in one place. Under this new requirement, agencies will continue their current practice of submitting printed, signed copies of mandated reports directly to Congress and committees and subcommittees.

Federal Agency responsibilities include:

- Designating a point of contact for report submission and registering for a GPO submission portal account beginning October 1, 2023;
- Submitting reports to the GPO portal beginning October 16, 2023;
- Continuing with existing process for submitting congressionally mandated reports to Congress, committees, or subcommittees;
- Withholding information from the GPO submission portal in accordance with exclusions and exceptions, as outlined in the Act and guidance; and
- Reviewing reports prior to submission to GPO for the purposes of identifying and redacting information or records.

For more information:

- All resources related to congressionally mandated reports: <https://www.gpo.gov/congressionally-mandated-reports>
- Public Law 117-263, James M. Inhofe National Defense Authorization Act for Fiscal Year 2023, sections 7241-7248: “[Access to Congressionally Mandated Reports Act](#)”
- OMB Memo: <https://www.whitehouse.gov/wp-content/uploads/2023/06/M-23-17-Access-to-Congressionally-Mandated-Reports-Act-Implementation-Guidance.pdf>
- GPO Circular Letter 1108; June 21, 2023: [GPO and OMB Issue Guidance for Congressionally Mandated Reports](#)
- For questions, please use the Congressionally Mandated Reports submission portal: <https://ask.gpo.gov/s/CMR>. Click the drop down arrow next to Ask a Question, and then select Agency User or Congressional User.

Sincerely,

TED PRIEBE  
Managing Director, Customer Services