



# Congressionally Mandated Reports Submission Form Field Definitions

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## Introduction

The Submission Form Field Definitions document describes the data maintained and utilized for Congressionally Mandated Reports and the submission thereof to GPO. It describes the type of data maintained in each field and the accepted values for those fields. Additionally, where only specified values are accepted, this document defines those values.

Congressional Mandated Reports submission portal users should use this document to identify correct information to determine appropriate values to use when preparing to submit reports to GPO.

Columns are described below:

<b>Section</b>	Section of form submissions where this field occurs
<b>Field</b>	Name of the field
<b>Description</b>	Description of the field
<b>Data Type</b>	Type of data contained in the field. Explanation of each type below. <ul style="list-style-type: none"> <li><b>Free text</b> User-supplied text without validation rules.</li> <li><b>List of Values</b> Only listed values are accepted.</li> <li><b>Binary</b> Only two accepted values, such as Yes/No.</li> <li><b>Date</b> Properly formatted date field.</li> </ul>
<b>Accepted Values</b>	Lists accepted values where applicable
<b>Required</b>	Indicates whether the field is required or not
<b>Comments</b>	Additional information on the data field

### Section I. Report Submitted to Congress

<i>Section</i>	<i>Field</i>	<i>Description</i>	<i>Data Type</i>	<i>Accepted Value(s)</i>	<i>Required</i>	<i>Comments</i>
<b>Report Submitted to Congress-Report Information</b>	Report submitted to	Entities to which the submitting agency submitted the report as required by statute	List of values	Congress (House, Senate, or both)	Yes	
<b>Report Submitted to Congress-Report Information</b>	Government Organization(s) Issuing the report	Name of the Federal agency, or organization, submitting the report	List of values		Yes	Search and select agency name, beginning with primary Government Organization. If a Government Organization is not listed, please use <a href="#">Ask a Question</a> to request that it be added before submitting this report
<b>Report Submitted to Congress-Report Information</b>	Report Title	Official title of the report	Free text	e.g., “Deep Sea Coral Research and Technology Program 2022 Report”	Yes	
<b>Report Submitted to Congress-Report Information</b>	Publication Date	Official date associated with the publication, release, or issuance of a document	Date	MM/DD/YYYY, or select using date picker	Yes	
<b>Report Submitted to Congress-Report Information</b>	Is this a recurring report or one-time submission?	Publication issuance	List of values	One-Time Submission, Recurring Submission	Yes	

<b>Section</b>	<b>Field</b>	<b>Description</b>	<b>Data Type</b>	<b>Accepted Values</b>	<b>Required</b>	<b>Comments</b>
<b>Report Submitted to Congress-Report Information</b>	What is the frequency this report will be submitted?	Frequency of publication of the report	List of values	Daily, Weekly, Semi weekly, Three times a week, Monthly, Semi monthly, Bimonthly, Three times a month, Quarterly, Annual, Semi annual, Three times a year, Biennial, Triennial, Completely Irregular	Yes, if Recurring Submission is selected	
<b>Report Submitted to Congress-Report Information</b>	Agency Report Identifier	Agency-assigned report identifier, such as a series name or report number (if applicable)	Free text	e.g. "A129fa-adfdfz"	No	
<b>Report Submitted to Congress-Report Information</b>	Subject Tags	Key terms that convey the primary topic(s) of the report	List of values	<a href="#">Legislative Subject Terms</a> from Congress.gov	Yes	Provide at least 1, and up to 5, subject tags
<b>Report Submitted to Congress-Report Information</b>	Report Due to	House of Congress the report is required to be submitted to	List of values	House, Senate, Both	Yes	
<b>Report Submitted to Congress-Report Information</b>	Congress	Congress number the report was submitted in	List of values	e.g., "118 <sup>th</sup> "	Yes	
<b>Report Submitted to Congress-Report Information</b>	Date Submitted to Congress	Date the report was submitted to Congress	Date	MM/DD/YYYY or select using date picker	Yes	Date must be a minimum of 30 calendar days prior to today's date
<b>Report Submitted to Congress-Executive Communication Information</b>	Requirement Number	Reports submitted to the House are reported as Executive Communications (EC) of the House in the Congressional Record, which include a Requirement Number. Search <a href="#">House Communications</a> on Congress.gov for the Requirement Number associated with this report.	Free text	Numeric (e.g., "11920")	No	

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<i>Section</i>	<i>Field</i>	<i>Description</i>	<i>Data Type</i>	<i>Accepted Values</i>	<i>Required</i>	<i>Comments</i>
<b>Report Submitted to Congress-Executive Communication Information</b>	House Executive Communications Number	Reports submitted to the House are reported as Executive Communications (EC) of the House in the Congressional Record. Search <a href="#">House Communications</a> on Congress.gov for the House Executive Communication Number associated with this report.	Free text	Numeric (e.g., "123")	No	
<b>Report Submitted to Congress-Executive Communication Information</b>	Senate Executive Communications Number	Reports submitted to the Senate are reported as Executive Communications (EC) of the Senate in the Congressional Record. Search <a href="#">Senate Communications</a> on Congress.gov for the Senate Executive Communication Number associated with this report.	Free text	Numeric (e.g., "123")	No	
<b>Report Submitted to Congress-Committee Referral Information</b>	Congress	Congress number during which the report was submitted	List of values	e.g., "118 <sup>th</sup> "	No	
<b>Report Submitted to Congress-Committee Referral Information</b>	Chamber	Chamber of Congress to which the report was referred	List of Values	"Senate," "House," or "Joint"	No	May be repeated if referred to multiple committees
<b>Report Submitted to Congress-Committee Referral Information</b>	Committee	Name of the committee to which the report was referred	List of Values	e.g., "House Committee on Energy and Commerce"	No	Search and select committee name. May be repeated if required by multiple committees
<b>Report Submitted to Congress-Committee Referral Information</b>	Subcommittee	Name of the subcommittee to which the report was referred (if applicable)	List of Values	e.g., "House Subcommittee on Innovation, Data, and Commerce"	No	May be repeated if required by multiple committees

<i>Section</i>	<i>Field</i>	<i>Description</i>	<i>Data Type</i>	<i>Accepted Values</i>	<i>Required</i>	<i>Comments</i>
<b>Report Submitted to Congress-Reporting Requirement Information</b>	Nature of Report	Description of report contents from the House document <a href="#">Reports to Be Made to Congress</a> or the <a href="#">House Communications Requirement Number</a> on Congress.gov.	Free text	e.g., “Directory, system of access, and electronic storage facility [GPO Access]”	Yes	
<b>Report Submitted to Congress-Reporting Requirement Information</b>	Legislative Authority	Citation of statutory requirement of report from the House document <a href="#">Reports to Be Made to Congress</a> or the <a href="#">House Communications Requirement Number</a> on Congress.gov.	Free text	e.g., “ 44 U.S.C. 4103; Pub. L. 103-40, Sec. 2(a); (107 Stat. 113)”	Yes	
<b>Report Submitted to Congress-Reporting Requirement Information</b>	When Expected to Be Made	When, or how often, the report is expected to be made per its statutory requirement from the House document <a href="#">Reports to Be Made to Congress</a> or the <a href="#">House Communications Requirement Number</a> on Congress.gov.	Free text	e.g., “Not later than December 31 of each odd numbered year ”	Yes	
<b>Report Submitted to Congress-Technical Correction Replacement</b>	Checkbox	Mark this checkbox if this is a document intended to replace another document submitted in error or with errors	Checkbox	Yes/No	No	
<b>Report Submitted to Congress-Technical Correction Replacement</b>	URL	URL of the file currently on GovInfo that needs to be replaced (if applicable)	Free text	e.g., <a href="https://govinfo.gov/content/pkg/CMR-XX-XXXXXXXXXXXXXXXXXX/XX.pdf">https://govinfo.gov/content/pkg/CMR-XX-XXXXXXXXXXXXXXXXXX/XX.pdf</a>	Yes, if Technical Replacement Correction checkbox is selected	

## Section II. Report Submitted to Committee(s) or Subcommittee(s)

<i>Section</i>	<i>Field</i>	<i>Description</i>	<i>Data Type</i>	<i>Accepted Values</i>	<i>Required</i>	<i>Comments</i>
<b>Report Submitted to Committee(s)-Report Information</b>	Committee(s) Name	Congressional entity to which the submitting agency submitted the report as required by statute	List of values	Committee(s) or Subcommittees	Yes	
<b>Report Submitted to Committee(s)-Report Information</b>	Government Organization(s) Issuing the report	Name of the Federal agency, or organization, submitting the report	List of values		Yes	Search and select agency name, beginning with primary Government Organization. If a Government Organization is not listed, please use <a href="#">Ask a Question</a> to request that it be added before submitting this report.
<b>Report Submitted to Committee(s)-Report Information</b>	Report Title	Official title of the report	Free text	e.g., “Deep Sea Coral Research and Technology Program 2022 Report”	Yes	
<b>Report Submitted to Committee(s)-Report Information</b>	Publication Date	Official date associated with the publication, release, or issuing of a document	Date	MM/DD/YYYY, or select using date picker	Yes	
<b>Report Submitted to Committee(s)-Report Information</b>	Is this a recurring report or one-time submission?	Publication issuance	List of values	One-Time Submission, Recurring Submission	Yes	



<b>Section</b>	<b>Field</b>	<b>Description</b>	<b>Data Type</b>	<b>Accepted Values</b>	<b>Required</b>	<b>Comments</b>
<b>Report Submitted to Committee(s)-Report Information</b>	What is the frequency this report will be submitted?	Frequency of publication	List of values	Daily, Weekly, Semiweekly, Three times a week, Monthly, Semimonthly, Bimonthly, Three times a month, Quarterly, Annual, Semiannual, Three times a year, Biennial, Triennial, Completely Irregular	Yes, if Recurring Submission is selected	
<b>Report Submitted to Committee(s)-Report Information</b>	Agency Report Identifier	Agency-assigned report identifier, such as a series name or report number (if applicable)	Free text	e.g., "A129fa-adfdfz"	No	
<b>Report Submitted to Committee(s)-Report Information</b>	Subject Tags	Key terms that convey the primary topic(s) of the report	List of values	<a href="#">Legislative Subject Terms</a> from Congress.gov	Yes	Provide at least 1, and up to 5, subject tags
<b>Report Submitted to Committee(s)-Report Information</b>	Congress	Congress number the report was submitted in	List of values	e.g., "118 <sup>th</sup> "	Yes	
<b>Report Submitted to Committee(s)-Report Information</b>	Date Submitted to Congress	Date the report was submitted to Congress	Date	MM/DD/YYYY, or select using date picker	Yes	Date must be a minimum of 30 calendar days prior to today's date
<b>Report Submitted to Committee(s)-Receiving Committee Information</b>	Congress	Congress number during which the report was submitted	List of values	e.g., "118 <sup>th</sup> "	Yes	
<b>Report Submitted to Committee(s)-Receiving Committee Information</b>	Chamber	Chamber of Congress to which the report was referred	List of Values	"Senate," "House," or "Joint"	Yes	May be repeated if required by multiple entities

<b>Section</b>	<b>Field</b>	<b>Description</b>	<b>Data Type</b>	<b>Accepted Values</b>	<b>Required</b>	<b>Comments</b>
<b>Report Submitted to Committee(s)-Receiving Committee Information</b>	Committee	Name of the committee to which the report was referred	List of Values	e.g., "House Committee on Energy and Commerce"	Yes	Search and select committee name. May be repeated if required by multiple committees.
<b>Report Submitted to Committee(s)-Receiving Committee Information</b>	Subcommittee	Name of the subcommittee to which the report was referred (if applicable)	List of Values	e.g., "House Subcommittee on Innovation, Data, and Commerce"	No	May be repeated if required by multiple committees
<b>Report Submitted to Committee(s)-Reporting Requirement Information</b>	Nature of Report	Description of reporting requirement (if applicable)	Free text	e.g., "Directory, system of access, and electronic storage facility [GPO Access]"	No	
<b>Report Submitted to Committee(s)-Reporting Requirement Information</b>	Legislative Authority	Citation of statutory requirement of report	Free text	e.g., "44 U.S.C. 4103; Pub. L. 103-40, Sec. 2(a); (107 Stat. 113)"	Yes	
<b>Report Submitted to Committee(s)-Reporting Requirement Information</b>	When Expected to Be Made	When, or how often, the report is expected to be made per its statutory requirement (if applicable)	Free text	e.g., "Not later than December 31 of each odd numbered year "	No	
<b>Report Submitted to Committee(s)-Technical Correction Replacement</b>	Checkbox	Mark this checkbox if this is a document intended to replace another document submitted in error or with errors	Checkbox	Yes/No	No	
<b>Report Submitted to Committee(s)-Technical Correction Replacement</b>	URL	URL of the file currently on GovInfo that needs to be replaced (if applicable)	Free text	e.g., <a href="https://govinfo.gov/content/pkg/CMR-XX-XXXXXXXXXXXXXXXXXX.pdf">https://govinfo.gov/content/pkg/CMR-XX-XXXXXXXXXXXXXXXXXX.pdf</a>	Yes, if Technical Correction checkbox is selected	

### Section III. Withholding Letter

<i>Section</i>	<i>Field</i>	<i>Description</i>	<i>Data Type</i>	<i>Accepted Values</i>	<i>Required</i>	<i>Comments</i>
<b><i>Withholding Letter-Report Information</i></b>	Government Organization(s) Issuing the Report	Name of the Federal agency, or organization, that submitted the report	List of values		Yes	Search and select agency name, beginning with primary Government Organization. If a Government Organization is not listed, please use <a href="#">Ask a Question</a> to request that it be added before submitting this report.
<b><i>Withholding Letter-Report Information</i></b>	Report Title	Official title of the report	Free text	e.g., “Deep Sea Coral Research and Technology Program 2022 Report”	Yes	
<b><i>Withholding Letter-Report Information</i></b>	Publication Date	Official date associated with the publication, release, or issuing of a document	Date	MM/DD/YYYY, or select using date picker	Yes	
<b><i>Withholding Letter-Submitting Committee Information</i></b>	Congress	Congress number the report was submitted in	List of values	e.g., “118th”	Yes	
<b><i>Withholding Letter-Submitting Committee Information</i></b>	Chamber	Chamber of Congress of the committee submitting the withholding letter	List of Values	“Senate,” “House,” or “Joint”	Yes	

<i>Section</i>	<i>Field</i>	<i>Description</i>	<i>Data Type</i>	<i>Accepted Values</i>	<i>Required</i>	<i>Comments</i>
<b>Withholding Letter-Submitting Committee Information</b>	Committee	Name of the committee submitting the withholding letter	List of Values	e.g., "Senate Committee on Health, Education, Labor and Pensions"	Yes	
<b>Withholding Letter-Submitting Committee Information</b>	Subcommittee	Name of the subcommittee submitting the withholding letter (if applicable)	List of Values	e.g., "Senate Subcommittee on Employment and Workplace Safety"	No	
<b>Withholding Letter-Remove Published Report</b>	Checkbox	Mark this checkbox if the report you are submitting a withholding letter for has been published on GovInfo and must be removed (if applicable)	Checkbox	Yes/No	No	
<b>Withholding Letter-Remove Published Report</b>	GovInfo URL	URL of the file currently on GovInfo that needs to be removed	Free text	e.g., <a href="https://govinfo.gov/content/pkg/CMR-XX-XXXXXXXXXXXXXXXXXX/XX.pdf">https://govinfo.gov/content/pkg/CMR-XX-XXXXXXXXXXXXXXXXXX/XX.pdf</a>	Yes, if Remove Published Report checkbox is selected	
<b>Withholding Letter</b>	Notes	Additional information about the withholding letter or the withheld report (optional)	Free text		No	Information provided in the Notes field will not be published on GovInfo.