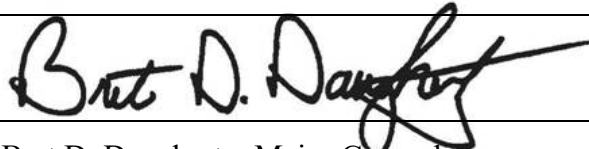




Department Policy No. DIR-013-19

Title:	Military Department Reports to the Legislature Submission
References:	Department Legislative Report Template
Information Contact:	Intergovernmental Affairs and Policy Director Building 1 (253) 512-7712
Effective Date:	July 19, 2019
Mandatory Review Date:	July 19, 2023
Revised:	New
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

The purpose of this policy is to establish the department policy and process to submit legislatively directed reports to the Legislature that fully meet the Governor's Office required process and timeline.

Scope

This policy applies to state employees of the Washington Military Department (WMD) and Washington National Guard (WNG) members while on state active duty. It guides the actions of WMD state employees who are approved to write, revise or rescind a department policy.

Definitions

Report to the Legislature: A report to the Legislature is any directed report back for information specified in legislation, either policy or budget bills, and legislatively directed audits.

Policy

- A.** The Intergovernmental and Policy Office (IGAP) manages the process for reviewing and submitting reports to the Legislature. Before the Washington Military Department can distribute a report to the Legislature, the Governor's policy and budget staff must approve the report.
- B.** Use the agency report template and follow the steps below to help you through the process.
- C.** Legislatively directed reports are found in RCW 38.52 and the current biennium operating and capital budgets. A list of required reports will be kept updated on the IGAP agency SharePoint website.

D. Division Directors' Responsibilities

Each division director with a legislatively directed report will submit reports using the following process:

1. Assemble a team to develop a timeline and strategy for writing and reviewing the report. As a minimum, the team should include the following:
 - Lead report writer (let IGAP know who the lead is)
 - Communications manager
 - Budget manager (if needed)
 - Program manager
2. Legislative reports submission process and timeline:
 - To make sure you submit the report by the required deadline, build in time for:
 - Division and program review
 - Communications and Chief Financial Officer review/edits (10 working days)
 - IGAP, Chief of Staff and Director, Military Department review (10 working days)
 - Governor's budget and policy staff review. (20 working days to allow for back & forth)
 - Following Director, Military Department review and approval, IGAP will submit the final report to OFMPolicy@ofm.wa.gov.
 - Submit reports as far before the statutory deadline as possible.
 - Communicate early with IGAP if your report is going to be late for any reason.
3. Legislative report drafting guidelines:
 - Use the legislative report template to draft the report.
 - Consider writing a brief report if you can direct the Legislature to a web page with the detailed information.
 - The statute/RCW requiring the legislative report must be quoted verbatim, and not paraphrased, at the beginning of the report.

- Refer to the tips and tricks for writing reports to the Legislature found in the legislative report template.

4. Division review guidelines:

- Before you send the draft report to IGAP, it must go through a division and program review.
- Divisions should thoroughly review and proofread the report before submitting to Communications, Budget and IGAP. Divisions should ensure editing for grammatical and punctuation errors, formatting errors, sentences that are awkward due to cutting and pasting, and other similar errors.

E. Communications/Chief Financial Officer/IGAP Review Responsibilities

- The Communications Director will review and edit, if necessary, for all documents submitted to the Legislature.
- The Chief Financial Officer will review and edit, if necessary, all financial information for all documents submitted to the Legislature.
- The Intergovernmental Affairs and Policy Director will review and edit, if necessary, policy and statutory information for all documents submitted to the Legislature.

F. IGAP Governor's Office legislative report submission for OFM Policy/Budget review responsibilities

- Allow four weeks for this review prior to when the report is due to the Legislature.
- IGAP will submit the report to OFMPolicy@ofm.wa.gov following agency director approval.
- During the review process OFM policy and budget staff may request changes and return reports to the agency for further processing.
- IGAP is responsible for coordinating changes with the applicable division, Chief Financial Director, Communications Director, Agency Chief of Staff and Director and will resubmit reports to OFM policy and budget staff.

G. Final report submission to the Legislature

- After final approval from Governor's budget and policy staff, the reporting division creates a final report for distribution to the Legislature.
- IGAP will distribute the final report to the Legislature. The report will be distributed immediately after we've received OFM approval and the program has completed required changes.
- Divisions are responsible for posting the report to the Military Department internet and ensuring records coordinators forward two copies to the agency Records Officer in IGAP for processing to the State Library.