

Chapter 4 Congressional Contacts

Replies to Congressional inquiries, whether referred or direct mail, must clear through supervisory channels to the ARS Correspondence Management Unit (CMU). Official telephone conversations between ARS employees and Members of Congress and their staff must be documented and forwarded to the ARS Legislative Staff. It is imperative that all ARS employees document Congressional conversations.

Acronyms: See [Chapter 22](#) for a comprehensive list of commonly used acronyms.

References: [P&P 125.3 - Documenting Official Congressional Conversations](#)
[Manual 261.2 - ARS Correspondence Manual, Chapter 3, Section 4](#)

Cross References: [Chapter 5](#) – Correspondence (for Congressional letters)

Websites: E-Forms – <https://reeforms.ars.usda.gov/REEForms> (login required)

Forms: [ARS Form 213 - Report of Congressional Conversation](#) (login required)

Attachment 1: Guidance for Congressional Visits to ARS Facilities

Attachment 2: Congressional Delegation for the NPA

Points of Contact:

Conversations with members of Congress or their aides...	Written inquiries, whether referred or direct mail including correspondence to and from the USDA Secretary's Office...
<p>Michael R. Wiggett Deputy Area Director USDA-ARS-NPA 2150 Centre Ave., Bldg. D, Suite 300 Fort Collins, CO 80526-8119 Telephone: (970) 492-7048 Fax: (970) 492-7065 E-Mail: michael.wiggett@ars.usda.gov</p>	<p>Olga Lee Management Analyst USDA-ARS-NPA 2150 Centre Ave., Bldg. D, Suite 300 Fort Collins, CO 80526-8119 Telephone: (970) 492-7057 Fax: (970) 492-7065 E-Mail: olga.lee@ars.usda.gov</p>
<p>Michael Arnold Legislative Affairs Advisor USDA-ARS-Administrator's Office 1400 Independence Ave, SW 358-A, Whitten Building Washington, DC 20250 Telephone: (202)720-4421 Fax: (202)720-7549 E-Mail: michael.arnold@ars.usda.gov</p>	<p>Renee Miller Correspondence Control Officer USDA-ARS-ONP-Office of Associate Administrator GWCC-Beltsville 5601 Sunnyside Avenue, Room 4-2124A Beltsville, MD 20705-5133 Telephone: (301) 504-4517 Fax: (301) 504-4514 E-Mail: renee.miller@ars.usda.gov</p>

CONGRESSIONAL CONVERSATIONS

The Legislative Affairs Office must be informed whenever communication is held with the Congress or State Legislatures in whatever form (i.e., telephone conversation, direct contact regarding requests for information, requests to appear or present papers to a congressional committee for a hearing or otherwise, etc.).

It is particularly important that the Legislative Affairs Office be informed when preparing for submission to the Congress or State Legislatures papers which will ultimately become part of a permanent record. Any “testimony” or information for submission before a Congressional Committee must be cleared in the Office of Management and Budget. Otherwise, it cannot and should not be submitted.

In case of telephone conversations or in-person contacts, you should respond to the best of your ability or refer the call or person to your supervisor if you are not qualified to respond authoritatively. P&P 125.3 requires that a “Report of Congressional Conversation” Form (ARS-213) be completed immediately afterwards.

Step	Action
1	Originator immediately completes an ARS-213 after the conversation.
2	Originator will fax the ARS-213 (initialed by the Research Leader, Center Director/Lab Director) to the Area Director’s Office.
3	Area Director’s Office will fax a copy to: <ul style="list-style-type: none"> • Administrator’s Office • National Program Staff, Deputy Administrator • Legislative Affairs Office • Budget and Program Management Staff



United States Department of Agriculture
Research, Education, and Economics
Agricultural Research Service

February 4, 2004

SUBJECT: ARS-213, Report of Congressional Conversation

TO: Center/Laboratory Directors
Research Leaders
Location Administrative Officers

FROM: W.H. Blackburn, Area Director /s/

This is a reminder that all ARS-213 forms, Report of Congressional Conversation, need to be faxed immediately to my office after the occurrence. These contacts include visits to ARS facilities by Senators, Representatives, and/or their staff; phone calls, briefings, etc. If a congressional contact is scheduled to occur, please submit the ARS-213 prior to the event so my office and headquarters is aware of the upcoming congressional contact. An ARS-213 is then submitted to document the conversation/information shared.

If you have any questions, please give me a call.

cc:
NPA Secretaries
Area Office Employees



Northern Plains Area • Office of the Area Director
Natural Resources Research Center • 2150 Centre Avenue, Building D, Suite 300 • Fort Collins, CO 80526-8119
Voice: 970-492-7057 • Fax: 970-492-7065 • E-mail: will.blackburn@ars.usda.gov
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Guidance for Congressional Visits to ARS Facilities

March 7, 2001

SUBJECT: Guidance for Congressional Visits to ARS Facilities

TO: Center/Laboratory Directors
Research Leaders

FROM: Will Blackburn, Area Director, NPA /s/

Enclosed is some information from Marshall Tarkington for developing letters of invitation to Congress to visit your facility or location on an "open" basis. A sample letter has been provided along with different possible paragraphs so you can customize your letter. Also enclosed is a table consisting of the Congressional contacts for all ARS locations.

Every effort should be made to ensure that your Congressional contacts are informed and aware of your location and research. I highly encourage you to send out letters to your contacts by no-later-than March 23 as their first break will be on April 7. These letters do not need prior clearance from the ARS Correspondence Management Unit or Legislative Affairs. However, a "blind" copy needs to be forwarded to me and Marshall Tarkington.

The ARS-213 form, Report of Congressional Conversation, is now available on-line at <http://www.ars.usda.gov/afm/mgt/la.html> . All conversations and visits need to be immediately documented and faxed to the Area Office.

If you have any questions, please give me a call. Your proactive support is appreciated.

4 Enclosures
Msg from M. Tarkington
Sample Letter
Misc Paragraphs

From: Marshall Tarkington
To: Area-Directors
Date: Thu, Mar 1, 2001 10:19 AM
Subject: Guidance for Congressional Visits to ARS Facilities

Hello Everyone:

As discussed at the last AC meeting, locations in your Area should be encouraged to issue an invitation to their congressional delegation to visit the laboratory. Boilerplate language for invitation letters and a table with the names, phone/fax numbers, and addresses of Senators and Representatives for each ARS location are attached. A different letter and procedure is used when inviting the congressional delegation to a groundbreaking, open house, or building dedication. The guidance here is to convey that the "welcome mat" is waiting to be used.

Objectives of the congressional visits are multiple:

- Make Members of Congress aware of or remind them of the lab's presence and existence
- Showcase how Federal investments in ARS are paying dividends to their districts/state/nation
- Help them understand the organization affiliation with USDA-ARS
- Outline in lay terms the lab's research program scope and goals (emphasize problem solving, outcomes, public benefits)
- Identify customer/user groups who benefit from the research conducted in the lab

Other points to keep in mind:

- During a congressional visit you should expect to be asked about new program needs and resource issues (e.g. staffing, funding, facilities, land). At the request of the visitor, this information can be provided in writing as a follow-up to the visit but the nature and content of this communication should be cleared with the Area Director and in some cases with headquarters. This will help insure consistency in the numbers and information provided to Congress. Copies of the information provided should be forwarded to the ARS budget office and legislative affairs office.
- Holiday and recess periods are good opportunities for visits because most Senators and Representatives return to their State or District. The targeted periods for the 107th Congress are Easter Recess (April 7-22); Memorial Day Recess (May 26-June 3); Independence Day Recess (June 30-July 8); August Recess (August 4-September 4); Target Adjournment (October).
- Work with and invite the staff in the district/state offices to visit the labs. They are often a good resource for knowing when the elected official is going to be home for another event and helping you piggy-back a visit to your lab. You may also want to contact the Agricultural Legislative Assistant (Ag LA is listed on the attached table) and brainstorm

on how to target the invitation so the Senator or Representative will readily see the importance and connection of this lab visit with issues important to his/her constituents.

- Please bcc invitational letter to the Area Director and the Office of Legislative Affairs (OLA). After the congressional visit, please report the details on the ARS-213 form which is provided in electronic format on the OLA webpage (<http://www.ars.usda.gov/afm/mgt/la.html>) and can be emailed to the required offices with a mouse click.

Please call me if you have any questions.

Marshall Tarkington
U.S. Department of Agriculture
Agricultural Research Service
Office of Legislative Affairs
351 Jamie Whitten Building
Washington, DC 20250
Phone:202-720-3173
Fax: 202-720-6882

cc: Sharon Drumm

December 19, 2002

The Honorable John Doe
United States Senate
513 Hart Building
Washington, D.C. 20510

Dear Senator Doe:

I am writing to invite you and your staff to visit the (Name of Lab) in (City, State) at anytime convenient to you. We will be happy to accommodate your schedule, even on short notice.

Our research facility is a part of the Agricultural Research Service (ARS) which is the principal scientific research arm for the Department of Agriculture. Our network of laboratories, located in strategic areas of the country, conducts fundamental and applied research to respond to national emergencies; ensures the Nation a safe, nutritious, adequate food supply; protects the environment; commercializes new technologies; and provides technical support for other Federal agencies.

We believe the research conducted at the (Name of Lab) is playing a critical role in ARS' national problem-solving mission. Our work here deals with (Lab's Research Activities) it is important to the State of (Name of State) as well as the Nation because (Impact of Research).

I would be very pleased to brief you and your staff on our research programs, accomplishments, and plans for the future. We look forward to welcoming you to the (Name of Lab). Please contact me at (Phone Number).

Sincerely,

JOE SMITH
Center Director

Miscellaneous Paragraphs

- I want to extend an open invitation to you to visit the NAME OF LAB in LOCATION. We welcome the opportunity to show you our research facility and to explain how our programs impact BLANK. Our work is primarily on BLANK which is critical to our state and play a crucial role in the national problem-solving mission of the Agricultural Research Service.
- I am enclosing a copy of (WEBPAGE, BROCHURE, ARS MAGAZINE, MEDIA ARTICLE) which highlights the research conducted at this laboratory/gives an overview of our mission, personnel, and research objectives.
- Accompanying this letter, you will find some information regarding the NAME OF LAB in LOCATION. The mission of the Lab is BLANK. We would welcome the opportunity to provide you and/or your staff with a briefing and tour of our facility during your next visit to the STATE/DISTRICT. The ideal time would be BLANK when BLANK is underway. However, there is always something of interest to see so consider this an open invitation.
- The NAME OF LAB, location at TOWN/STATE, is one of the premier research facilities of the U.S. Department of Agriculture, Agricultural Research Service, that is playing a critical role in meeting the needs of farmers and ranchers. Our work here deals with BLANK. We believe the impact of this research is essential to the future competitiveness of the agricultural industry.

Address Blocks and Salutations

Inside Address for a U.S. Representative: The Honorable John Doe
U.S. House of Representatives
Room Number and Building
Washington, D.C. 20515

Salutation for a U.S. Representative: Dear Congressman Doe/Congresswoman Doe:

Inside Address for a U.S. Senator: The Honorable John Doe
United States Senate
Room Number and Building
Washington, D.C. 20510

Salutation for a U.S. Senator: Dear Senator Doe:

Note: Be sure your phone numbers, email address, etc., is provided on the letterhead or text so the Senators and Representatives can make contact easily.

Congressional Delegations for the Northern Plains Area

(Current listings can be found on the ARS website under Partnering, Legislative Affairs, Congressional Delegations for ARS Locations, select Northern Plains Area on map.)

Key

R = Republican
D = Democrat

Colorado District 4 <i>Akron and Fort Collins</i>	Senators	Mark Udall (D) Washington DC Office U.S. Senator Mark Udall 317 Hart Senate Office Bldg. Washington, D.C. 20510 Phone: (202) 224-5941 Fax: (202) 224-6471 Denver District Office 999 18th Street, North Tower Suite 1525 Denver, CO 80202 Phone: (303) 650-7820 Fax: (303) 293-0507	Michael Bennet (D) Washington DC Office U.S. Senator Michael Bennet 702 Hart Senate Office Bldg. Washington, DC 20510 Phone: (202) 224-5852 Fax: (202) 228-5036 Denver District Office 2300 15th Street, Suite 450 Denver, CO 80202 Phone: (303) 455-7600 Fax: (303) 455-8851
	Representative	Cory Gardner (R) Washington DC Office Congressman Cory Gardner 213 Cannon House Office Bldg. Washington, DC 20515 Phone: (202) 225-4676 Fax: (202) 225-5870 Fort Collins District Office 123 N. College Avenue, Suite 220 Fort Collins, CO 80524 Phone: (970) 221-7110 Fax: (970) 221-7240	
Kansas District 2 <i>Manhattan</i>	Senators	Jerry Moran(R) Washington DC Office U.S. Senator Jerry Moran SRC4 Russell Senate Office Bldg. Washington, D.C. 20510 Phone: (202) 224-6521 Fax: (202) 228-1265 Topeka Office 800 SW Jackson, Suite 1108 Topeka, KS 66612 Phone: (785) 232-2605 FAX: (785) 357-0759	Pat Roberts (R) Washington DC Office U.S. Senator Pat Roberts 109 Hart Senate Office Bldg. Washington, DC 20510 Phone: (202) 224-4774 Fax: (202) 224-3514 Topeka Office Frank Carlson Federal Bldg. 444 SE Quincy - Room 392 Topeka, KS 66683 Phone: (785) 295-2745 Fax: (785) 235-3665
	Representative	Lynn Jenkins (R) Washington DC Office Congresswoman Lynn Jenkins 1122 Longworth House Office Bldg. Washington, D.C. 20515 Phone: (202) 225-6601 Fax: (202) 225-7986 Topeka Office 3550 SW 5 th Street Topeka, KS 66601 Phone:(785) 234-5966 Fax:(785) 234-5967	

Montana At Large <i>Miles City and Sidney</i>	Senators	Max Baucus (D) Washington DC Office U.S. Senator Max Baucus 511 Hart Senate Office Bldg. Washington, DC 20510 Phone: (202) 224-2651 Fax: (202) 224-9412 Billings Office Granite Tower 222 North 32nd Street, Suite 100 Billings, MT 59101 Phone: (406) 657-6790 Fax: (406) 657-6793	Jon Tester (D) Washington DC Office U.S. Senator Jon Tester 724 Hart Senate Office Bldg. Washington, D.C. 20510 Phone: (202) 224-2644 Fax: (202) 224-8594 Billings Office Granite Tower 222 North 32nd Street, Suite 102 Billings, MT 59101 Phone: (406) 252-0550 Fax: (406) 252-7768
	Representative	Dennis Rehberg (R) Washington DC Office Congressman Dennis Rehberg 2448 Rayburn House Office Bldg. Washington, DC 20515 Phone: (202) 225-3211 Fax: (202) 225-5687 Billings District Office 1201 Grand Avenue, Suite 1 Billings, MT 59102 Phone: (406) 256-1019 Fax: (406) 256-4934	
Nebraska	Senators	Mike Johanns (R) Washington DC Office U.S. Senator Mike Johanns 404 Russell Senate Office Bldg. Washington, DC 20510 Phone: (202) 224-4224 Fax: (202) 228-0436 Lincoln Office 294 Federal Building, Suite 287 100 Centennial Mall North Lincoln, NE 68508 Phone: (402) 476-1400 Fax: (402) 476-0605	Ben Nelson (D) Washington DC Office U.S. Senator Ben Nelson 720 Hart Senate Office Bldg. Washington, DC 20510 Phone: (202) 224-6551 Fax: (202) 228-0012 Lincoln Office 440 North 8 th Street, Suite 120 Lincoln, NE 68508 Phone: (402) 441-4600 Fax: (402) 476-8753
	Representatives	District 3 - <i>Clay Center</i> Adrian Smith (R) Washington DC Office Congressman Adrian Smith 503 Cannon House Office Bldg. Washington, DC 20515 Phone:(202) 225-6435 Fax:(202) 225-0207 Scottsbluff Office 416 Valley View Drive, Suite 600 Scottsbluff, NE 69361 Phone:(308) 633-6333 Fax:(308) 633-6335	District 1 - <i>Lincoln</i> Jeff Fortenberry (R) Washington DC Office Congressman Jeff Fortenberry 1514 Longworth House Office Bldg. Washington, DC 20515 Phone: 202-225-4806 Fax: 202-225-5686 Lincoln Office 301 South 13th Street, Suite 100 Lincoln, NE 68508 Phone: 402-438-1598 Fax: 402-438-1604

North Dakota At Large <i>Fargo, Grand Forks, and Mandan</i>	Senators	Kent Conrad (D) Washington DC Office U.S. Senator Kent Conrad 530 Hart Senate Office Bldg. Washington, DC 20510 Phone: (202) 224-2043 Fax: (202) 224-7776 Grand Forks District Office 33 South 3rd Street, Suite B Grand Forks, ND 58201 Phone: (701) 775-9601 Fax: (701) 746-1990 Fargo District Office U.S. Federal Building, Room 306 657 2nd Avenue North Fargo, ND 58102 Phone: (701) 232-8030 Fax: (701) 232-6449	John Hoeven (R) Washington DC Office U.S. Senator John Hoeven G11 Dirksen Senate Office Bldg. Washington, D.C. 20510 Phone: (202) 224-2551 Fax: (202) 224-1193 Grand Forks District Office 102 North 4th Street, Room 108 Grand Forks, ND 58201 Phone: (701) 746-8972 Fax: TBD Fargo District Office 1802 32nd Avenue South, Suite B Fargo, ND 58106 Phone: 701-239-5389 Fax: 701-239-5112
	Representative	Rick Berg (R) Washington DC Office Congressman Rick Berg 323 Cannon House Office Bldg. Washington, D.C. 20515 Phone: (202) 225-2611 Fax: (202) 226-0893 Fargo District Office 3003 32nd Ave S. Suite 6 Fargo, ND 58103 Phone: (701) 235-9760 Fax: TBD Bismarck District Office Federal Building, Suite 328 220 East Rosser Avenue Bismarck, ND 58501 Phone: (701) 224-0355 Fax: TBD	
South Dakota At Large <i>Brookings</i>	Senators	John Thune (R) Washington DC Office U.S. Senator John Thune 493 Russell Senate Office Bldg. Washington, DC 20510 Phone: (202) 224-2321 Fax: (202) 228-5429 Sioux Falls Office 320 North Main Avenue, Suite B Sioux Falls, SD 57104 Phone: (605) 334-9596 Fax: (605) 334-2591	Tim Johnson (D) Washington DC Office U.S. Senator Tim Johnson 136 Senate Hart Office Bldg. Washington, DC 20510 Phone: (202) 224-5842 Fax: (202) 228-5765 Sioux Falls Office 5015 South Bur Oak Place Sioux Falls, SD 57108 Phone: (605) 332-8896 Fax: (605) 332-2824
	Representative	Kristi Noem (R) Washington DC Office Congresswoman Kristi Noem 226 Cannon House Office Bldg. Washington, DC 20515 Phone: (202) 225-2801 Fax: (202) 225-5823 Sioux Falls Office 2310 West 41st Street, Suite 101 Sioux Falls, SD 57105 Phone: (605) 275-2868 Fax: TBD	

Utah District 1 <i>Logan</i>	Senators	Orrin Hatch (R) Washington DC Office U.S. Senator Orrin Hatch 104 Hart Senate Office Bldg. Washington, DC 20510 Phone: (202) 224-5251 Fax: (202) 224-6331 Salt Lake City Office Federal Building, Room 8402 125 South State Street Salt Lake City, UT 84138 Phone: (801) 524-4380 Fax: (801) 524-4379	Mike Lee (R) Washington DC Office U.S. Senator Mike Lee 825 Hart Senate Office Bldg. Washington, D.C. 20510 Phone: (202) 224-5444 Fax: (202) 228-1168 Salt Lake City Office Wallace F. Bennett Federal Building 125 South State Street, Suite 4225 Salt Lake City, UT 84138-1188 Phone: (801) 524-5933 Fax: TBD
	Representative	Rob Bishop (R) Washington DC Office Congressman Rob Bishop 123 Cannon House Office Bldg. Washington, DC 20515 Phone: (202) 225-0453 Fax: (202) 225-5857 Ogden Office Federal Building, Suite 1017 324 5th Street Ogden, UT 84401 Phone: (801) 625-0107 Fax: (801) 625-0124	
Wyoming At Large <i>Cheyenne and Laramie</i>	Senators	John Barrasso (R) Washington DC Office U.S. Senator John Barrasso 307 Dirksen Senate Office Bldg. Washington, DC 20510 Phone: (202) 224-6441 Fax: (202) 224-1724 Cheyenne Office Federal Center 2120 Capitol Avenue, Suite 2013 Cheyenne, WY 82001 Phone: (307) 772-2451 Fax: (307) 638-3512	Michael Enzi (R) Washington DC Office U.S. Senator Michael Enzi 379A Senate Russell Office Bldg. Washington, DC 20510 Phone: (202) 224-3424 Fax: (202) 228-0359 Cheyenne Office Federal Center 2120 Capitol Avenue, Suite 2007 Cheyenne, WY 82001 Phone: (307) 772-2477 Fax: (307) 772-2480
	Representative	Cynthia Lummis (R) Washington DC Office Congresswoman Cynthia Lummis 113 Cannon House Office Bldg. Washington, D.C. 20515 Phone: (202) 225-2311 Fax: (202) 225-3057 Casper Office 100 East B. Street, Suite 4003 Casper, WY 82602 Phone: (307) 261-6595 Fax: (307) 261-6597	