

**Major Functional Series 500: Management Services**  
**ADS Chapter 554 - CONGRESSIONAL WITNESSES**

**Table of Contents**

<a href="#"><u>554.1</u></a>	<a href="#"><u>Authority</u></a> .....	<a href="#"><u>2</u></a>
<a href="#"><u>554.2</u></a>	<a href="#"><u>Objective</u></a> .....	<a href="#"><u>2</u></a>
<a href="#"><u>554.3</u></a>	<a href="#"><u>Responsibility</u></a> .....	<a href="#"><u>2</u></a>
<a href="#"><u>554.4</u></a>	<a href="#"><u>Definitions</u></a> .....	<a href="#"><u>2</u></a>
<a href="#"><u>554.5</u></a>	<a href="#"><u>POLICY</u></a> .....	<a href="#"><u>2</u></a>
<a href="#"><u>554.5.1</u></a>	<a href="#"><u>CONGRESSIONAL TESTIMONY</u></a> .....	<a href="#"><u>2</u></a>
<a href="#"><u>E554.5.1</u></a>	<a href="#"><u>Congressional Testimony</u></a> .....	<a href="#"><u>3</u></a>
<a href="#"><u>E554.5.1a</u></a>	<a href="#"><u>Preparation of Testimony</u></a> .....	<a href="#"><u>3</u></a>
<a href="#"><u>E554.5.1b</u></a>	<a href="#"><u>Statements for the Record</u></a> .....	<a href="#"><u>3</u></a>
<a href="#"><u>554.5.2</u></a>	<a href="#"><u>CONFIDENTIALITY OF CLOSED HEARINGS</u></a> .....	<a href="#"><u>3</u></a>
<a href="#"><u>E554.5.2</u></a>	<a href="#"><u>Confidentiality of Closed Hearings</u></a> .....	<a href="#"><u>3</u></a>
<a href="#"><u>554.6</u></a>	<a href="#"><u>Supplementary Reference</u></a> .....	<a href="#"><u>3</u></a>

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**554.1 Authority**

1. [Foreign Assistance Act of 1961](#), as amended
2. International Security Assistance Act of 1978

**554.2 Objective**

To provide clear, informative, and uniform testimony by USAID officials before congressional committees.

**554.3 Responsibility**

1. The Bureau for Legislative and Public Affairs (LPA) is responsible for coordinating and preparing the testimony of USAID officials before congressional committees.
2. USAID offices/bureaus or officers are responsible for notifying LPA immediately of any request for an appearance before a congressional committee and for maintaining the confidentiality of the proceedings of closed congressional committee hearings that they attend.

**554.4 Definitions (See [ADS GLOSSARY](#))**

CLOSED HEARINGS  
CONGRESSIONAL TESTIMONY

**554.5 POLICY**

The following are the official Agency policies and corresponding essential procedures:

**554.5.1 CONGRESSIONAL TESTIMONY**

The Bureau for Legislative and Public Affairs (LPA) shall coordinate, prepare, and follow-up on all appearances before House and Senate committees by USAID officials, including, but not limited to:

- a) hearings on the foreign assistance and P.L. 480 authorization and appropriations bills;
- b) hearings on other legislation of interest to USAID; and

c) hearings investigating specialized fields in which USAID may provide expert testimony.

**E554.5.1 Congressional Testimony**

When a USAID Office/Bureau or officer outside LPA receives a request for appearance before a congressional committee, the office/bureau or officer shall notify LPA of the request immediately.

**E554.5.1a Preparation of Testimony**

LPA shall coordinate the selection of witnesses, schedule all witness appearances, and as appropriate, provide briefing support before and during testimony. LPA shall advise on the form and content of all witness statements and inform the witness of submission deadlines and clearance requirements. In all instances, copies of the witness statement must be submitted to LPA in time to permit delivery to the appropriate committee no later than 48 hours before the scheduled hearing, as required by Committee rules.

**E544.5.1b Statements for the Record**

Following the hearing, LPA shall coordinate with USAID bureaus and offices the editing of the hearing transcript and the preparation of required inserts and responses to questions for the record of the hearing.

**554.5.2 CONFIDENTIALITY OF CLOSED HEARINGS**

USAID employees who appear before or attend closed hearing sessions of a congressional committee must maintain all information which is the subject of discussion or consideration on a confidential basis, whether or not national security is involved, until the record of the congressional hearing is published and enters the public domain. Under no circumstances shall any USAID employees discuss, or act in such a way as to disclose inadvertently, any matter that has been the subject of consideration before such congressional committee hearings.

**E554.5.2 Confidentiality of Closed Hearings - N/A**

**554.6 Supplementary Reference - N/A**

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