

CHAPTER h:21-93  
PREPARATION OF TESTIMONY ON BILLS

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- h:21-93-00 Objectives
  - 10 Dates of Hearings
  - 20 Decision as to Who Will Testify
  - 30 Testimony for Secretary or Under Secretary
  - 40 Testimony for Principal Operating Components

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21-93-00 OBJECTIVES

- A. To give principal operating components (POCs) ample notice of hearing dates.
- B. To place primary responsibility for preparation and editing of testimony on POCs.
- C. To assure time for clearance by the Division of Legislation and Office of Management and Budget.
- D. To afford the Assistant Secretary for Legislation time for review of testimony to be given by the Secretary.
- E. To afford the Secretary or Under Secretary ample time for reviewing any testimony to be given by him.

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21-93-10 DATES OF HEARINGS

- A. Invitations to the Secretary to testify at Congressional hearings shall be routed to the Congressional Liaison Officer for acknowledgment and processing. Other officials in the Office of the Secretary or in the POCs who receive invitations to testify at Congressional hearings should immediately notify the Congressional Liaison Officer and arrange with him for appropriate methods of acknowledgments and processing. See h:21-93-20 below.
- B. The Congressional Liaison Officer will keep a current flow of information on probable hearing dates in memorandums addressed to the heads of POCs with copies to the Division of Legislation, the Assistant Secretary for Legislation, and the Under Secretary.
  - 1. POCs are charged with responsibility for inquiring from the Congressional Liaison Officer as to probable timing, if it has not been covered in a memorandum.

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2. POCs shall be fully familiar with progress of legislation to be administered by them or for which responsibility is assigned to them, and should anticipate well in advance when such bills are likely to come up for hearing.

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21-93-20 DECISION AS TO WHO WILL TESTIFY

The Congressional Liaison Officer and the POC concerned should make recommendations to the Assistant Secretary for Legislation at an early date as to who should testify on behalf of the Department, and obtain a decision.

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21-93-30 TESTIMONY FOR SECRETARY OR UNDER SECRETARY

- A. Three weeks in advance of the hearing an outline of proposed testimony should be submitted to the Assistant Secretary for Legislation for clearance by him and the Under Secretary, and, where appropriate, the Secretary.
- B. Two weeks in advance of the hearing, two copies of the proposed testimony should be submitted to the Assistant Secretary for Legislation and two copies to the Division of Legislation.
  1. The Division of Legislation will, where necessary, transmit a copy to the Office of Management and Budget.
  2. Charts should be in final form or substantially so.
- C. After review by the Assistant Secretary for Legislation, and at least four days before the hearing, the testimony will be submitted to the Secretary.
- D. POCs should alert Office of the Assistant Secretary for Public Affairs at least four days in advance of hearing dates as to approximately when to expect final copy of testimony for reproduction. Where adherence to these time schedules is not feasible, they should be adhered to as closely as possible.

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21-93-40 TESTIMONY FOR PRINCIPAL OPERATING COMPONENTS

- A. At least a week in advance of the hearing, two copies of the proposed testimony should be submitted to the Assistant Secretary for Legislation for clearance, and two copies to Division of Legislation. The Division of Legislation will, where necessary, transmit a copy to the Office of Management and Budget.
  
- B. Each POC shall assume responsibility for reproduction of testimony of its representatives.