

**POLICY RELATING TO CONGRESSIONAL RELATIONS ACTIVITIES**

- 1. PURPOSE:** This Veterans Health Administration (VHA) directive provides instructions for implementing policy relating to congressional relations activities.
- 2. SUMMARY OF MAJOR CHANGES:** VA Directive 8100 provides guidance for all VA personnel who are involved in congressional relations activities. This VHA Directive provides specific guidance for VHA employee participation in congressional hearings, for reporting contacts with congressional sources, for reporting congressional meetings, for providing requested information to congressional sources, and for providing views on legislation.
- 3. RELATED ISSUE:** VA Directive 8100, Guidance Relating to Congressional Relations Activities.
- 4. VHA RESPONSIBLE OFFICE:** The Chief Communications Officer (10C) is responsible for the contents of this directive. Questions may be referred to 202-461-7075.
- 5. RESCISSION:** VHA Directive 8100, dated September 13, 2001, is rescinded.
- 6. RECERTIFICATION:** This VHA Directive is scheduled for recertification on or before the last working day of April 2013.

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## POLICY RELATING TO CONGRESSIONAL RELATIONS ACTIVITIES

**1. PURPOSE:** This Veterans Health Administration (VHA) Directive provides instructions for implementing policy relating to congressional relations activities.

### 2. BACKGROUND

a. Department of Veterans Affairs (VA) Directive 8100 provides guidance for all Department personnel who are involved in congressional relations activities.

b. This Directive provides specific guidance for employee participation in congressional relations activities, which include, but are not limited to: congressional hearings, reporting contacts with congressional sources, reporting congressional meetings, providing requested information to congressional sources, and providing views on legislation.

**3. POLICY:** It is VHA policy that all employees who become involved in congressional relations activities must follow the procedures found in paragraph 4.

### 4. ACTION

a. **VHA Chief of Staff.** The VHA Chief of Staff (10B) or designee, supported by the Legislative Programs Office (10C1), is responsible for: managing congressional relations processes and activities; coordinating with non-VHA offices; and ensuring supervisors inform employees of the following procedures, which must be followed:

(1) All contact reports, draft testimony, or other written materials relating to congressional hearings must be hand-delivered or e-mailed to the Legislative Programs Office (10C1) for VHA review and external coordination prior to release outside VHA.

(2) Congressional contact reports must be hand-delivered or e-mailed to the Legislative Programs Office (10C1), VA Central Office.

(3) All requests for congressional meetings must be reported to the Legislative Programs Office (10C1) staff, the Chief Communications Officer or the VHA Chief of Staff concurrently for VHA coordination, and then to the Office of Congressional and Legislative Affairs concurrently.

(4) Information promised to congressional sources must be forwarded to Legislative Programs Office (10C1). After appropriate VHA management review, the information is forwarded, through appropriate VA offices, to the requesting official.

b. **Legislative Programs Office.** The Legislative Programs Office is responsible for:

(1) Making distribution of congressional contact reports both inside and outside VHA.

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- (2) Handling all views on legislation provided to external sources.
- (3) Providing VHA views to external offices, after VHA management review.

**5. REFERENCES:** VA Directive 8100.