

April 19, 1995

**VHA MEMORANDUM
NO. 10-95-001**

GUIDANCE RELATING TO CONGRESSIONAL RELATIONS ACTIVITIES

1. **PURPOSE:** This Under Secretary memorandum provides instructions for implementing Department of Veterans Affairs (VA) Directive 8100 within the Veterans Health Administration (VHA) Central Office.

2. **POLICY:** All VHA employees who become involved in congressional relations activities as described in VA Directive 8100 are expected to follow the policies established by that directive and the procedures of this memorandum.

3. **ACTION**

a. VA Directive 8100 provides guidance for all Department personnel who are involved in congressional relations activities. Specific guidance is provided for employee participation in congressional hearings, for reporting contacts with congressional sources, for reporting congressional meetings, for providing ad hoc information to congressional sources, and for providing views on legislation. Senior VHA management should discuss this policy with all employees who may become involved in these functions.

b. Within VHA, the Chief of Staff (101) supported by the Legislative Programs Office (101A) is responsible for managing the congressional relations activities and the coordination with non-VHA offices described in VA Directive 8100. Accordingly, the following procedures will be followed:

(1) All contact reports, draft testimony, or other written materials relating to congressional hearings (see par. 2(b), VA Dir. 8100) will be hand delivered to the Legislative Programs Office (101A) for VHA review and external coordination.

(2) Congressional contact reports (see par. 2(c), VA Dir. 8100) will be hand delivered or provided via electronic mail to the Legislative Programs Office (101A), Room 800, VA Central Office. The Legislative Programs Office will make distribution of congressional contact reports.

(3) All requests for congressional meetings (paragraph 2(c)(2), VA Directive 8100) will be reported to the Legislative Programs staff or the Chief of Staff for VHA coordination.

(4) Information promised to congressional sources, will be forwarded to (101A). After appropriate VHA management review, the information will be forwarded through appropriate VA offices to the requesting official.

(5) All views on legislation to external sources will be provided through the Legislative Programs staff (101A). After VHA management review, views will be provided to external offices.

THIS MEMORANDUM EXPIRES APRIL 19, 2000

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4. **REFERENCES:** VA Directive 8100.

5. **FOLLOW-UP RESPONSIBILITY:** Office of the Chief of Staff (101).

6. **RESCISSION:** CMD Memorandum No. 10-92-005, "Reporting Contacts With Individuals Outside VHA (Veterans Health Administration)" dated March 20, 1992, is rescinded. This Memorandum will expire April 19, 2000.

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