

**POLICY RELATING TO CONGRESSIONAL RELATIONS ACTIVITIES**

- 1. PURPOSE:** This Veterans Health Administration (VHA) directive provides instructions for implementing the Department of Veterans Affairs (VA) Directive 8100 within VHA.
- 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 (10C1) is responsible for the contents of this directive. Questions may be referred to 202-273-7217.
- 5. RESCISSION:** VHA Memorandum No. 10-95-001 is rescinded.
- 6. RECERTIFICATION:** This document is scheduled for recertification on or before the last working day of September 2006.

S/ Tim Buckley for  
Thomas L. Garthwaite, M.D.  
Under Secretary for Health

**DISTRIBUTION:** CO: E-mailed 9/18/01  
FLD: VISN, MA, DO, OC, OCRO, and 200 E-mail 9/18/01



## POLICY RELATING TO CONGRESSIONAL RELATIONS ACTIVITIES

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

**2. BACKGROUND:** 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 requested information to congressional sources, and for providing views on legislation. *NOTE: Senior VHA management must ensure that this policy is adhered to by all employees who may become involved in these functions.*

**3. POLICY:** It is VHA's policy that all employees who become involved in congressional relations activities as described in VA Directive 8100 must follow the policies established by that directive and the procedures of this directive.

**4. ACTION:** Within VHA, the Chief of Staff (10B), supported by the Legislative Programs Office (10C1), 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:

a. All contact reports, draft testimony, or other written materials relating to congressional hearings (see par. 2(b), VA Dir. 8100) will be hand-delivered or e-mailed to the Legislative Programs Office (10C1) for VHA review and external coordination prior to release outside VHA.

b. Congressional contact reports (see par. 2(c), VA Dir. 8100) will be hand-delivered or provided via electronic mail to the Legislative Programs Office (10C1), Room 815I, VA Central Office. The Legislative Programs Office will make distribution of congressional contact reports both inside and outside VHA.

c. All requests for congressional meetings (paragraph 2c(2), VA Directive 8100) will be reported both to the Legislative Programs staff, the Chief Communications Officer, or the Chief of Staff for VHA coordination, and to the Office of Congressional and Legislative Affairs, as required by VA Directive 8100.

d. Information promised to congressional sources will be forwarded to (10C1). After appropriate VHA management review, the information will be forwarded through appropriate VA offices to the requesting official.

e. All views on legislation provided to external sources will be handled through the Legislative Programs (10C1) office. After VHA management review, views will be provided to external offices.

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