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ADS Chapter 554

Congressional Witnesses

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ADS Chapter 554 – Congressional Witnesses
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ADS Chapter 554 – Congressional Witnesses

554.1 OVERVIEW

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

554.2 PRIMARY RESPONSIBILITIES

a. The **Bureau for Legislative and Public Affairs (LPA)** is responsible for coordinating and preparing the testimony of USAID officials before congressional committees.

b. **USAID Bureaus/Independent Offices (B/IOs) 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.

554.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

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

554.3.1 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.

When a USAID B/IO 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.

554.3.1.1 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

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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.

554.3.1.2 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.

554.3.2 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.

554.4 MANDATORY REFERENCES

554.4.1 External Mandatory References

- a. [Foreign Assistance Act of 1961, as amended](#)
- b. [International Security Assistance Act of 1978](#)

554.4.2 Internal Mandatory References

There are no Internal Mandatory References for this chapter.

554.5 ADDITIONAL HELP

There are no Additional Help documents for this chapter.

554.6 DEFINITIONS

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

closed hearings

Hearings of congressional committees which are closed to the public and the news media, usually due to the sensitive or confidential nature of the information under discussion. (**Chapter 554**)

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congressional testimony

Includes all appearances by USAID officers before committees of the United States House or Senate to testify regarding the activities of USAID and related issues. (**Chapter 554**)

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