

**FISH AND WILDLIFE SERVICE  
EXTERNAL RELATIONS AND OUTREACH**

**External Relations and Outreach                      Part 101 Legislative Process and Working with Congress**

**Chapter 1 Congressional Hearings and Procedures**

**101 FW 1**

**1.1 What is the purpose of this chapter?** This chapter provides guidance for U.S. Fish and Wildlife Service (Service) employees in preparing for congressional hearings, including field hearings.

**1.2 What are the objectives of the chapter?** Our objectives are to:

**A.** Provide guidance and an internal “checklist” of best practices for Service personnel when Congress asks them to provide a witness for a hearing, and

**B.** Help potential witnesses become familiar with the congressional hearing process.

**1.3 What is the scope of the chapter?**

**A.** Although this chapter applies to all employees, its primary focus is for staff in the Division of Congressional and Legislative Affairs and Regional Congressional Liaisons.

**B.** The chapter does **not** apply to the Service’s participation in State legislature hearings.

**1.4 What is a congressional hearing?** A congressional hearing is a hearing before Congress or a congressional committee, held on Capitol Hill or at another location, where Service personnel provide official testimony. Congressional hearings do **not** include public meetings or similar events that are attended by Members of Congress or their staff. There are generally four types of hearings: legislative, oversight, investigative, and confirmation.

**1.5 Who is responsible for ensuring employees comply with the requirements associated with congressional hearings?** See Table 1-1.

<b>Table 1 1: Responsibilities for Congressional Hearings</b>	
<b>These officials...</b>	<b>Are responsible for...</b>
<b>A. The Director</b>	Ensuring congressional and legislative affairs activities, including the Service’s participation in congressional hearings, comply with the requirements of Congress, the Department, and the Service.
<b>B. The Assistant Director – External Affairs</b>	Supervising the actions of the Chief, Division of Congressional and Legislative Affairs (CLA), in Headquarters (HQ).
<b>C. The Chief, CLA</b>	The activities of all staff within the HQ CLA, including those related to:  (1) Preparing Service employees for participation in congressional hearings,  (2) Clearance of testimony, and  (3) Adherence to relevant Department and Service policies.
<b>D. Regional Directors</b>	Supervising the actions of the Assistant Regional Directors for External Affairs and Regional Congressional Liaisons.
<b>E. Assistant Regional Directors for External Affairs and Regional Congressional Liaisons</b>	Coordinating with the CLA Chief and his/her staff when preparing Service employees for participation in congressional field hearings and getting clearance on testimony.











