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Congressional Relations

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United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

FWS/AEA

Memorandum

To: All Employees

From: Director *[Signature]* APR 1 1998

Subject: Reminder and Final Guidelines When Meeting with Members of Congress

As the 106th Congress moves forward, I would like to take this opportunity to remind you of the Fish and Wildlife Service's policy when contacting members of Congress and staff. I would also like to share with you final guidelines developed by the Service's Office of Congressional and Legislative Affairs for meeting with Congressional members and staff in Washington, D.C. You may recall that last November, 1997, I issued a memo, that strongly encouraged all Service employees to initiate contacts with Congressional members and staff. A copy of that memo is attached, that outlines the Service's policy for Congressional contacts.

The final guidelines, that are also attached, incorporate comments received from the regions, and should help coordinate Congressional meetings when you visit Washington, D.C. I encourage the regional and field employees to get to know your Congressional Specialists in the regional offices and work with them on Congressional contacts. I also encourage the program offices in Region 9 to develop relationships with the Legislative Specialists in the main Interior building. These regional and D.C. specialists are a valuable resource when working with Congress.

I want to remind all Service employees of the importance of informing your Congressional specialist when you plan to meet with Congressional members and staff in Washington, D.C. Each Friday, the Office of Congressional and Legislative Affairs develops a calendar for the Directorate that includes all Congressional meetings, briefings, hearings and other events for the following week. Please let your Congressional specialist know by 12:00 noon on the Thursday prior to your visit to Washington, D.C. of any meetings with members of Congress or staff.

I also request that after completing your Congressional visits, you provide a follow-up report. If a Congressional specialist accompanies you to the briefings, they are responsible for doing the follow-up report. If you were not accompanied by a specialist, you will be responsible for completing a short follow-up report. Email that report directly to the Chief, Office of Congressional Affairs, and the Assistant Director for External Affairs. The calendar and follow-up reports will ensure that the Service has a coordinated presence on Capitol Hill.

Please feel free to contact Congressional Affairs if you have any questions.

Attachments



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

FWS/AEA/CLA

Memorandum

To: All Employees

From: Chief, Office of Congressional and Legislative Affairs *[Handwritten Signature]*

Subject: Revised Guidelines for Fish and Wildlife Service Employees to Meet with Congressional Members and Staff in Washington, D.C.

As the Director noted in the attached November 1997 memo, "all employees are encouraged to initiate contacts with Members of Congress or their staffs to provide information about the Service's programs or to answer questions. However, every employee must realize the responsibilities that come with this important task." These guidelines are intended to provide assistance and answer questions when you are planning to visit Washington, D.C. and meet with Congressional members and staff. These final guidelines reflect comments and suggestions that were received from all of the regions.

The most important aspect of Congressional briefings is to communicate with your regional Congressional Affairs Specialist or Washington Office Legislative Specialist for Region 9 program offices. You should communicate with the regional Congressional Affairs Specialist or the Office of Legislative Affairs in Washington, D.C. throughout the planning process. The Legislative and Congressional Affairs specialists are willing and able to make your briefings as good as they can be. The more you communicate with them, the better your briefings will be and the more positive, coordinated impression the Service will leave with Capitol Hill.

When is it appropriate to do Congressional Briefings?

√ When you have a controversial or "hot" issue in your region that Congressional staff in Washington, D.C. may hear about from constituents and should know about from the FWS;

√ When you have a new Service initiative or project to introduce, such as a new refuge, candidate conservation agreement, or fisheries restoration program;

√ When legislation affecting primarily or only your region is moving through Congress and you need to brief authorizing committees, affected Congressional delegations and the

Directorate or when you want to discuss the Administration's position on national legislation that affects your region;

√ When you are in D.C. and want to pay a courtesy visit to Congressional members or staff;

√ When a briefing has been requested by a Congressional member or staff; and

√ When you have talked to your Congressional Affairs Specialist in the region and she or he has confirmed that others from your region were NOT in Washington briefing the same Congressional members or staff on the same issue in the recent past. Work with your Congressional Affairs Specialist and use your judgement in deciding when to conduct briefings.

What is the process for setting up Congressional Briefings?

√ Get approval from your Regional Director, Assistant Director and other appropriate managers. With respect to briefings on legislative matters, contact the Office of Legislative Affairs at the same time you seek this approval.

√ Work with the Congressional Affairs Specialist in your region or the Legislative Specialist in D.C. if you are from a Region 9 program office to determine who you should meet with and whether you should discuss any issues other than those that prompted the briefing.

√ Give yourself at least **2-3 weeks** (when possible) to get approval, schedule the briefings and prepare briefing materials. Give Congressional invitees at least one week's notice, preferably two. Congressional staff are quite busy, especially when Congress is in session, and you will have a better turnout if you give them sufficient notice. You will want to give even more notice if you are meeting with a member of Congress; at least a month in advance since their schedules are often booked many weeks in advance.

√ Not less than **1 week** and preferably **2 or more weeks** in advance of the scheduled briefings, notify the Chief, Office of Legislative Affairs in Washington, D.C. through your Regional Director or Congressional Affairs Specialist that you plan to conduct briefings. If a hot issue arises at the last minute, notify your RD or AD as soon as possible.

√ Work with your Congressional Affairs Specialist in the region, or the appropriate Legislative Affairs Specialist in D.C. if you are from a Region 9 program office, to set up the briefings. The Congressional Affairs Specialist in the Region will coordinate with the Office of Legislative Affairs in Washington, D.C.. Find out if there are any sensitive issues that you should be aware of.

√ Prepare briefing materials in advance and work with your Congressional Affairs Specialist. The Specialist should ensure that the Office of Legislative Affairs has time to review

the materials at least **one week** prior to the briefings when possible. Sample briefing materials are attached. Many of the Congressional Affairs Specialists have already prepared useful briefing books and may have additional sample briefing materials.

√ Report your schedule of Congressional briefings to your regional or D.C. Specialist by 12:00 Noon EST on the Thursday prior to your briefings. This information will be included in a weekly calendar of Congressional visits that is prepared for the Director.

√ After your briefings are completed, we ask that you prepare a report of what happened for the Director. If a Specialist attended the briefings, they will be responsible for writing a follow-up report. If no one from the DC or Regional Congressional office attended, you will be responsible for writing a follow-up report. Email it directly to the Chief of Congressional Affairs, and the Assistant Director for External Affairs.

What else should I keep in mind when doing Congressional briefings?

√ KNOW THAT YOUR CONGRESSIONAL AFFAIRS SPECIALIST in the region will coordinate with the Office of Legislative Affairs to ensure successful, well-coordinated visits. You should work with the regional Congressional Affairs Specialist to decide if a specialist from the region or from Washington, D.C. should accompany you to the briefings. You will find it helpful because a specialist can provide guidance and advice on everything from what hot topics or legislative issues the member or staff is most interested in, how to navigate the corridors of Congress, how to get the audiovisual equipment you need, and what other issues might arise. Be sensitive to the number of people who attend the briefing from the Service. Usually you should have no more than 3-4 Service employees at a briefing, depending on the size of the briefing and who will be there.

√ SHOULD A LEGISLATIVE AFFAIRS SPECIALIST from Washington, D.C. or your regional Congressional Affairs Specialist attend regional briefings? A Legislative Specialist from D.C. OR your regional Congressional Affairs Specialist may accompany you to Congressional meetings on Capitol Hill. You will find it useful for many reasons including 1) the specialist may know the Congressional member or staffer and provide an entree for you; 2) you will be able to brief them on the issue as you brief Congressional staff; 3) they will be able to provide future communications with Congressional staff that you may not be able to; 4) you will be able to get feedback from an experienced Congressional person about your briefing. You should also consider inviting Washington, D.C. employees from the appropriate program offices to attend the briefing. The Assistant Director for Planning and Budget requests that you include a staffer from the Budget Office when you meet with Appropriations Committee staff.

√ KEEP BRIEFINGS SHORT AND TO THE POINT! Be flexible. Organize your briefing to keep it within 30 minutes at most. It is best to leave 15 minutes or more for questions and answers at the end of your presentation, but be prepared to get questions during the middle of your briefing.

√ DO NOT LOBBY! You MAY support the Department of the Interior and the Administration's formal position on legislation if one has been formulated and if the legislation is the specific, approved purpose of your briefing. Avoid discussing any other legislation, unless you are well-versed in the Administration's position and have checked with the Office of Legislative Affairs about the latest status of the legislation. If you are asked about the Administration's position on legislation you are not familiar with, refer questions to the Office of Legislative Affairs. The Department has formal guidance on applying anti-lobbying laws. This guidance is available from the Office of Legislative Affairs and your regional Congressional Affairs Specialist.

√ DO NOT REQUEST ANY FUNDING that is not in the Service's budget request or discuss budget issues unless those are an approved part of your briefing. If you think that budget issues will arise, talk with your regional or Region 9 FWS budget office before the briefing and feel free to refer any questions to them that you are unable to answer.

√ CHECK WITH YOUR REGIONAL CONGRESSIONAL AFFAIRS SPECIALIST, or Legislative Specialist in D.C. if you are from a Region 9 program office, regarding any controversial issues or legislation that might come up during the briefings and find out the Administration's official position. Be careful to avoid discussing controversial topics that are not part of your briefing, even if you get specific questions. Refer these questions to the Legislative Affairs Office in Washington, D.C. Serious complications can arise if field or Regional staff give answers or state a position on a controversial topic that are not consistent with those being provided by the Director or the Department. All Service employees are encouraged to talk with Congressional members and staff, but be aware that legislative issues are constantly changing and the Director and Department are often directly involved in legislative negotiations. Consider your regional specialist and the Office of Legislative Affairs as good sources of information about what the latest developments are on hot legislative issues.

√ DRESS IN SUITABLE BUSINESS ATTIRE or your Service uniform. Capitol Hill is a formal and conservative place and members and staff usually wear business attire (suits, ties, etc.) when Congress is in session.

√ UNDERSTAND YOUR AUDIENCE. If you are conducting one-on-one briefings with members or staff, you should contact your Regional Congressional Affairs Specialist to find out about the members, their staffs, and their past involvement with the Service, their views (if known) on the issue you are going to raise and other applicable information. The more you know about your audience, the more informative and useful the briefings will be for them and the better able you will be to achieve your briefing goals. You should assume that Hill staff and members of Congress have some knowledge of the subject you are presenting. You should further assume that they have been approached by others with an interest in the issue. This is particularly true for controversial matters. You may be assured that those promoting their "side" spared no effort to make a positive case. Be aware that others may portray the Service as being

unreasonable or worse. Do not add to their credibility by projecting an aura that is less than impeccably professional. At the same time, never disparage others or their projects, programs or positions. Your objective is to present the Service's position in an honest, straightforward and fact-driven manner. Look on your Regional Congressional Affairs specialist and the Office of Legislative Affairs as good sources of information who can make it easier for you to prepare an informative, positive presentation.

√ FOR LARGER BRIEFINGS, ASSESS YOUR AUDIENCE AT THE BRIEFING. It is appropriate to ask the audience what their level of understanding is. You should not assume that your audience is familiar with the topic and understands the issue unless the Congressional Affairs Specialist assisting you so indicates. At the same time, avoid being condescending or too simplistic. Your presentation should cover the issue from "A to Z" in a clear, concise, manner, using plain English. Do not use jargon, abbreviations or overly technical terms and avoid scientific names except where a common names does not exist.

√ CONSIDER USING SLIDES, OVERHEADS or 8 x 10 PHOTOS TO ENHANCE THE BRIEFING. Just make certain that you notify the Congressional Affairs Specialist in your region, or the Legislative Affairs Specialist in D.C. if you are from a Region 9 program office, about your audiovisual needs well in advance of the briefings. Slide and overhead projectors, easels, etc. must be ordered ahead of time and may be impossible to procure on the day of the briefing.

√ If possible, schedule your visit so that you will have time to CONDUCT A RUN-THROUGH OF YOUR PRESENTATION for your regional management and the specialist who may be accompanying you to the briefings. The specialist will be able to provide feedback and give advice on how to make your presentation as informative as possible.

√ If you are providing briefings to the Hill, consider taking the time to PROVIDE THE SAME INFORMATION TO THE DIRECTORATE, Branch Chiefs and others in the Washington Office who would be interested in knowing about your issue.

√ If you haven't done so, take a Congressional Operations course. Many places offer good courses including the FWS's National Conservation Training Center. Ask your Congressional Affairs Specialist for more information.

√ One more point not related to Congressional briefings...When dealing with actual LEGISLATION, you will usually work with a Legislative Specialist in Washington, D.C. to provide comments and expertise on bills or legislative language. Often, the Office of Legislative Affairs will send out "Legislative Referrals" that originate from the Office of Management and Budget and come through the Department that request comments on legislation, Statements of Administration Position on legislation, and legislative reports. Respond to these referrals in the time requested (note that often a very quick turnaround is required) to ensure that your comments are included.



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

FEB 23 1998

Memorandum

To: All External Affairs Employees

From: Daniel Ashe *Daniel M Ashe*
Assistant Director-External Affairs

Subject: Congressional Meetings

This memorandum is a reminder to all staff in External Affairs regarding the requirement for advance notice of meetings on Capitol Hill. If you plan to meet with Congressional staff, it is important that you inform the Legislative Affairs office at least one week ahead, or as soon as the meeting is scheduled in cases of meetings with less than one week lead time. As you know, the Legislative Affairs office prepares a list of weekly Congressional meetings which is provided to the Director at the beginning of each week. I believe it is essential that the Service knows who is on Capitol Hill and what issues are being discussed. It is important that the offices under my supervision provide leadership in complying with this simple requirement. Thank you for your cooperation.



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

IN REPLY REFER TO:

NOV 12 1997

Memorandum

To: All Employees

From: Director

Subject: Contacts with Members of Congress and Staff

Today, it is more important than ever that we, as Fish and Wildlife Service employees, know our Congressional members and staffs, offer ourselves to them as sources of information about fish and wildlife conservation issues and programs, and take steps to build and maintain solid relationships with the Congress. To achieve this, we need the support and the involvement of all our employees. Therefore, I am taking this opportunity to encourage you to actively develop relationships with Congressional members and their staffs, so that they fully understand the Service's mission and the actions that we are undertaking to accomplish that mission.

In Washington, the Assistant Director-External Affairs is working with the Directorate to develop these relationships. The Office of Legislative Affairs is the Service's lead office in the coordination of Congressional outreach and is available for advice and assistance. In the field, each Region now has a Congressional Affairs Specialist available to provide assistance. I encourage all field offices to work with their regional Congressional Affairs Specialist to schedule regular meetings and briefings with your local Congressional offices as well as to schedule meetings or briefings on Capitol Hill. These meetings should provide useful and concise background material about the Service's mission, programs and facilities in the Members' States and districts. You are encouraged to invite Senators, Representatives and their staffs to visit Service facilities.

Occasionally, employees have raised concerns about being perceived as lobbying if they contact a Member of Congress or a staff person. I would like to make it clear that you are allowed to (and I am encouraging you to) initiate contacts with Members of Congress or their staffs to provide information about the Service's programs or to answer questions. However, every employee must realize the responsibilities that come with this important task. When asked about legislative or budgetary matters, it is your responsibility to represent the official position of the Administration. If you are unsure of this position, follow up later with the information, or refer them to the Regional Specialist or the Washington Office of Legislative Affairs. While you may not ask a Member to take a specific position on pending legislation, you may provide information that is consistent with the Administration's position.

To ensure proper coordination with the Washington Office, the following steps should be taken when scheduling meetings with a Member or staff person in Washington, D.C.:

1. Contact your Regional Congressional Affairs Specialist to coordinate the scheduling of the meeting.
2. Each Friday, by noon EST, the regional Congressional Affairs Specialist will provide a list to the Washington Office of Legislative Affairs of all meetings scheduled for the upcoming week. Washington Office personnel should contact Legislative Affairs directly.
3. The Washington Office of Legislative Affairs will compile the final list of all Capitol Hill meetings and forward this information to the Washington Office Directorate, and the Assistant Regional Directors for External Affairs.

It is not necessary to notify the Washington Office when scheduling meetings with Members or staff in their State or district offices. However, each Region should notify the regional Congressional Affairs Specialist to ensure proper coordination and follow-up action. All employees should first gain the consent of their project leader or supervisor before scheduling meetings, briefings or visits with Congressional Members or staff.

Every employee should strive to improve outreach efforts to encourage Congressional awareness of the Service, its programs and issues. With a little effort and forethought we can accomplish this goal in a coordinated, effective fashion. Let us make sure that the spotlight is on our excellent programs and the fine work we do for our Nation's fish and wildlife resources.

A handwritten signature in black ink, appearing to read "Jim Peppas". The signature is stylized and cursive, with a large initial "J" and "P".

Congressional Activity Report -- Form

DATE: _____

Your Name: _____

Office: _____

Telephone: _____

Type of Contact:

_____	Capitol Hill Briefing	_____	Telephone Conversation
_____	District Office Briefing	_____	Other. Describe: _____
_____	On-Site Meeting at Service Facility	_____	_____

Date of Contact: _____

List Involved Congressional Members and Staff: _____

List U.S. Fish and Wildlife Service employees participating in the activity: _____

Summarize the activity: _____

Is there a need for Service follow-up? Describe: _____

Committees/Subcommittees of Interest to the Service:

Primary Importance:

- Senate Committee on Appropriations
Senate Subcommittee on Interior and Related Agencies
- Senate Committee on Environment and Public Works
Senate Subcommittee on Drinking Water, Fisheries, and Wildlife
Senate Subcommittee on Clean Air, Wetlands, Private Property, and Nuclear Safety
- House Committee on Appropriations
House Subcommittee on Interior and Related Agencies
- House Committee on Resources
House Subcommittee on Fisheries Conservation, Wildlife, and Oceans

Secondary Importance:

- Senate Committee on Agriculture, Nutrition, and Forestry
Senate Subcommittee on Forestry, Conservation, and Rural Revitalization
- Senate Committee on Appropriations
Senate Subcommittee on Commerce, Justice, and State, the Judiciary, and Related Agencies
Senate Subcommittee on Energy and Water Development
- Senate Committee on Commerce, Science, and Transportation
Senate Subcommittee on Oceans and Fisheries
- Senate Committee on Energy and Natural Resources
Senate Subcommittee on Forests and Public Land Management
Senate Subcommittee on National Parks, Historic Preservation, and Recreation
Senate Subcommittee on Water and Power
- Senate Committee on Environment and Public Works
Senate Subcommittee on Superfund, Waste Control, and Risk Assessment
- House Committee on Agriculture
House Subcommittee on Forestry, Resource Conservation, and Research
- House Committee on Appropriations
House Subcommittee on Commerce, Justice, State, the Judiciary, and Related Agencies
House Subcommittee on Energy and Water

continued

Committees/Subcommittees of Interest to the Service (Secondary Importance):

- House Committee on Resources
 - House Subcommittee on Energy and Mineral Resources*
 - House Subcommittee on National Parks, Forests, and Lands*
 - House Subcommittee on Water and Power*
- House Committee on Transportation and Infrastructure
 - House Subcommittee on Water Resources and Environment*

Other Committees/Subcommittees of Importance to the Service:

- Senate Committee on the Budget
- Senate Committee on Indian Affairs
- Senate Committee on Armed Services
- House Committee on National Security
 - House Subcommittee on Military Installations and Facilities*
- House Committee on the Budget
- House Committee on Commerce
 - House Subcommittee on Energy and Power*
- House Committee on Science
 - House Subcommittee on Energy and Environment*
- House Committee on Transportation and Infrastructure
 - House Subcommittee on Surface Transportation*

Congressional Information Resources

There are many outstanding resources available to assist with congressional outreach. Many are in the form of directories (congressional Members and staff) or newsletters providing updates on legislative activities. Below are several recommended resources that could be useful for congressional outreach, following important legislation, or looking for committee assignments of Members of interest.

The Almanac of American Politics, National Journal Group, Inc., 1501 M Street, N.W., Washington, D.C. 20078. Telephone: (800) 356-4838. This book, known as "the bible of American politics," is published annually. Each edition profiles every senator, representative, and governor including their legislative agendas, biographical and contact information, and primary and general election results. Committee assignments, key votes, and major interest groups' ratings are also included as well as statistics for each state and district, including population, race, age, education and unemployment levels, number of registered voters, and more.

Common Ground -- Conservation News from the Conservation Fund, Subscription Manager, The Conservation Fund, 1800 N. Kent St., Suite 1120, Arlington, VA 22209. Telephone: (703) 525-6300. Published bimonthly as a service to the conservation community, this newsletter provides updates on issues related to such things as funding, legislation, and corporate activities.

Congress at Your Fingertips, Capitol Advantage, P.O. Box 1223, McLean, VA 22101. Telephone (703) 734-3266. This spiral-bound handbook contains key telephone numbers, addresses, and committee assignments of congressional Members; a directory of White House staff, Cabinet Members, Supreme Court Justices, and State Governors; a listing of select Federal agencies; a map of Capitol Hill and Senate and House office building floor plans; tips for communicating with Congress; and the current congressional recess schedule.

Congressional Quarterly Weekly Report, published by Congressional Quarterly, Inc., 1414 22nd Street, N.W., Washington, D.C. 20031. Telephone: (202) 887-8500. The *Weekly Report* contains timely and balanced news and analysis on key legislation and floor action; Member profiles; congressional committee and subcommittee activities; analysis and tallies of roll-call votes; and special reports on matters pertaining to the current Congress. Recommended by the Brookings Institution as the most comprehensive and useful publication to remain current on congressional activities.

Congressional Update, The U.S. Fish and Wildlife Service's Office of Congressional and Legislative Affairs compiles a weekly update on hearings, pending legislation, new bills of interest to the Service, and other notes of congressional and legislative interest. The *Update* offers some of the most current information on legislative activities of interest to Service employees. The *Update* is received by the External Affairs Office and is promptly posted on the electronic bulletin board under "FWS News and Bulletins" as well as "R5 Congressional Update."

Congressional Yellow Book, Leadership Directories, Inc., 104 Fifth Avenue, 2nd Floor, New York, New York 10011. Telephone: (212) 627-4140. Published quarterly, this book is the

nation's leading directory of Congress. Who's who in Congress, including committees and key staff. Price: \$275. Leadership Directories, Inc. also produces a number of other directories such as the Federal, State, Judicial, Municipal, Corporate, Associations, and News Media Yellow Books.

Land Letter, The Newsletter for Natural Resource Professionals, is printed monthly by The Conservation Fund, 1800 N. Kent Street, Suite 1120, Arlington, VA 22209. Telephone: (703) 522-8008. This newsletter provides comprehensive coverage of national land policy for natural resource professionals in government, nonprofit conservation organizations, and the private sector. Current issues of importance to natural resource professionals such as legislation, appropriations, and other congressional activities; issues specific to the U.S. Fish and Wildlife Service; conservation trends; issues affecting endangered species; and land use activities are covered on a regular basis.

THOMAS: Legislative Information on the Internet. In the spirit of Thomas Jefferson, *THOMAS* is a service of the Library of Congress. Accessible on the world wide web at <http://thomas.loc.gov>, it provides up-to-date information on the current Congress. Hotlinks are provided to sites such as 105th Congress-House Members, 105th Congress-Senate Members, About *THOMAS*, Congress This Week, Bills, Laws, The Legislative Process, and Committee Information. Information is regularly updated within 24 hours of congressional action. Other useful Internet sites for congressional information include:

<http://congress.nw.dc.us/c-span/>
<http://www.congress.org>
<http://voter96.cqalert.com/cq-job.htm>
<http://pathfinder.com/cgi-bin/congress-votes>
<http://www.rollcall.com>

In Reply Refer To:
FWS/CLA

July 26, 2000

Memorandum

To: All Fish and Wildlife Service Employees
From: Director /s/ Jamie Rappaport Clark
Subject: Congressional Lobbying

In light of an unfortunate incident which threatens one of the Service's major legislative priorities, I want to remind all employees how essential it is that we comply with statutory and policy restrictions on lobbying. 18 U.S.C. 1913 provides: "No part of the money appropriated by any act of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation;"

The ONLY exception for Service employees in connection with this statute is material cleared and submitted through official channels, which is through the Director's office.

The Interior Appropriations Act has also provided for many years that: "No part of any appropriation contained in this Act shall be available for *any activity or the publication or distribution of any literature that in any way tends to promote* public support or opposition to any legislative proposal on which Congressional action is not complete." [emphasis supplied]

Guidance on compliance with these provisions has previously been distributed. Employees are cautioned not to make their own interpretations of the statutes or the guidance if there is any question as to their applicability, but to check with their Regional External Affairs office or the Office of Congressional and Legislative Affairs.

Effective immediately, to further ensure compliance with these requirements, no employee shall finalize or distribute within or outside the Service any material relating to pending legislation, or pending appropriations, without the approval of the Director's Office.

Comments on pending legislation, preparation of draft testimony, response to Congressional questions arising from hearings, and preparation of effect and capability statements requested by the Office of Congressional and Legislative Affairs or the Division of Budget, respectively, should be prepared and reviewed in accordance with the existing surname process, but no copies of these may be distributed outside of the Service without Director's office approval.

"Our mission is working with others to conserve, protect, and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people."