

**CIRCULAR**

DATE November 30, 2015

**CONGRESSIONAL REQUESTS FOR TESTIMONY, COMMENTS ON PROPOSED LEGISLATION, AND BUDGET SUBMISSIONS**

REVIEW DATE: November 30, 2020

**1.0 PURPOSE AND SCOPE**

This circular establishes procedures and requirements for coordinating requests from Senators, Representatives, Congressional staff members, Congressional Committees, and Departmental officials for testimony, comments on proposed legislation, and requests for statistical data and budget submissions from Bureau of Engraving and Printing (BEP) officials.

**2.0 POLICY**

BEP organizational components are periodically assigned the task of responding to Congressional requests for testimony or comments on proposed legislation and statistical data with regard to budget submissions. It is BEP policy to route and clear these items appropriately.

**3.0 SUPERSESSON**

This circular supersedes Circular No. 40-00.9, "Congressional Requests for Testimony, Comments on Proposed Legislation, and Budget Submissions," dated September 13, 2008.

**4.0 BACKGROUND**

The Office of External Relations (OEX) is responsible for managing BEP's Congressional Relations and Legislative initiatives. The OEX ensures that the agency speaks with one voice and builds relationships with key members, staff, and the Department's Legislative Affairs liaisons to ensure that BEP's positions and legislative requests are given fair consideration.

**5.0 PROCEDURES**

- 5.1 Requests from Senators, Representatives, Congressional staff members, and Congressional Committees for testimony and comments on proposed legislation are normally addressed to the Director. Such requests, if addressed to any other BEP official, must be immediately hand carried and/or e-mailed to the Chief, OEX.

Requests from Senators, Representatives, Congressional staff members, Congressional Committees, and Departmental officials for employee statistical data, with regard to budget submissions or other related financial data, are normally directed to either the Associate Director (Management/Chief Information Officer) or Associate Director (Chief Financial Officer). Notifications (verbally or in writing) of such requests are to be transmitted to the Chief, OEX, for informational purposes only.

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- 5.2 If Senators, Representatives, Congressional staff members, and/or Congressional committees make informal requests to BEP officials other than the Director, they should be hand carried and/or e-mailed to the Chief, OEX. Where time does not permit written correspondence, advise the requestor to make a telephone call directly to the Chief, OEX.
- 5.3 The Chief, OEX, will determine which office is responsible for preparing the draft product (i.e., testimony and comments on proposed legislation), establish a due date, and email the request to the appropriate office.
- 5.4 The appropriate office will ensure that the draft product is prepared within the established timeframe. The draft will be emailed to the Chief, OEX, who will in turn, review and forward it for any other pertinent reviews prior to bringing it to the attention of the Director.

With regard to requests for statistical data or budget submissions, the Chief, OEX, shall be included in the reviewing process prior to final submission to the Director. Routine Departmental requests for financial data may be sent directly from the Associate Director (CFO) without such review.

- 5.5 Following the Director's review and/or approval, the Chief, OEX, is responsible for effecting the necessary coordination and clearance with Departmental officials, including the coordination of the preparation and distribution of the final presentation document.
- 5.6 The OEX will also archive a digital and/or hardcopy of the final presentation for historical reference.

**6.0 ASSISTANCE**

If any questions arise regarding submissions of the above referenced items, they may be directed to the Chief, OEX.

**7.0 OFFICE OF PRIMARY RESPONSIBILITY**

Office of External Relations

**<electronically approved>**

Leonard R. Olijar  
Director