

**FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION**

**EXTERNAL RELATIONS**

**ATTENDANCE BY FDA EMPLOYEES AT CONGRESSIONAL HEARINGS**

Transmittal Number 84-39 -- Date: 05/04/1984

1. Purpose
2. Policy
3. Effective Date

**1. PURPOSE**

The purpose of this Guide is to state the FDA policy governing employees' attendance at Congressional hearings or other legislative and oversight functions and to set forth guidelines for securing proper approval to attend these meetings.

**2. POLICY**

- A. Attendance in an Official Capacity. The Commissioner of Food and Drugs, or the person who will represent the Agency as principal witness at a hearing, determines who will accompany him or her to provide additional testimony or support at the hearing. Employees attend the hearings in this capacity as a part of their official duties.
- B. Attendance in a Job-Related Capacity. Any FDA employee whose job performance may be enhanced by observing a particular hearing may attend, as part of his or her official duties, provided approval is secured from the immediate supervisor and:
  1. the Associate Commissioner for Legislation and Information for all legislative and oversight hearings; or
  2. the Director of the Division of Financial Management, if the hearing involves appropriations.
- C. Attendance in an Unofficial Capacity. Any FDA employee failing to meet the criteria described in a. or b. above may attend a Congressional hearing during official working hours, but must use approved annual leave. The leave must be approved and scheduled in advance by the immediate supervisor covering the period of absence from official duty.

### **3. EFFECTIVE DATE**

This guide is effective upon receipt.