ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

2500.52

2/6/80

SUBJ: TESTIMONY BEFORE APPROPRIATIONS SUBCOMMITTEES

1. PURPOSE. This order describes the responsibilities of FAA officials who testify before Congressional appropriations subcommittees. This order also implements and transmits as Appendix 1, Order DOT 1220.2A, Testimony Before Appropriations Subcommittees.

2. DISTRIBUTION. This order is distributed to the director level in Washington, regions and centers.

3. RESPONSIBILITIES.

a. The Office of Budget has primary responsibility for carrying out the provisions contained in appendix 1 of this order.

b. Heads of offices, services, regions, and centers will work, as necessary, with the Office of Budget in the preparation of testimony before a Congressional appropriations subcommittee.

CHARLES E. WEITHONER
Associate Administrator for
Administration

Distribution: A-WXYZ-1

Initiated By: ABU-10

Department of Transportation
Office of the Secretary
Washington, D.C.

2500.52
Appendix 1
2/6/80

ORDER

DOT 1220.2 A

10-19-79

SUBJECT: TESTIMONY BEFORE APPROPRIATIONS SUBCOMMITTEES

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1. PURPOSE. This Order establishes policy and procedures for Department of Transportation (DOT) officials who testify before Congressional appropriations subcommittees on the annual budget estimates, including amendments, supplementals, reprogrammings, rescissions, deferrals and appeals of Congressional action.

2. CANCELLATION. DOT Order 1220.2, TESTIMONY BEFORE APPROPRIATIONS SUBCOMMITTEES, of 5-11-71.

3. RESPONSIBILITY.

   a. Under the direction of the Assistant Secretary for Budget and Programs, the Office of Budget, Office of the Secretary (OST), is responsible for receiving notices of all appropriation hearings and notifying each Secretarial Office and operating administration. As soon as the Office of Budget, OST, is advised of the hearing schedule or a change in the hearing schedule, the OST Director of Budget will notify each Secretarial Officer and Administrator affected. OST and operating administration officials who receive a direct communication from an appropriations subcommittee regarding the schedule shall notify the Office of Budget, OST, promptly.

   b. When an OST official is the principal witness, the Office of Budget, OST, under direction of the Assistant Secretary for Budget and Programs, is responsible for:

      (1) assigning responsibility for preparation of the principal witness' prepared testimony (i.e., opening statement);

      (2) prescribing the format in which prepared testimony will be presented;

      (3) coordinating review of prepared testimony with the Assistant Secretaries and the General Counsel;

      (4) giving notice of Secretarial decisions on prepared testimony; and

      (5) assuring that requests of subcommittee members are met properly.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Office of Budget

c. When the principal witness is an operating administration official, the appropriate Administrator is responsible for:

(1) the preparation and format of all material to be presented at the hearing, testimony developed in a manner which will most clearly and concisely portray programs and operations to the members of the subcommittee, and witness lists prepared in the format shown in Attachment 1.

(2) coordinating review of prepared testimony with appropriate offices within that administration;

(3) assuring that requests of subcommittee members are met promptly;

(4) advising the subcommittee staff that special presentations such as movies, slides, or flip charts will be used; and

(5) the transportation and timely arrival of witnesses and all necessary equipment at the hearing room.

4. REVIEW AND DISTRIBUTION OF PREPARED TESTIMONY.

a. Unless otherwise advised, operating administration officials should forward the following to the Office of Budget, OST, at least ten days before the subcommittee hearing:

(1) ten copies of a clean draft of the prepared testimony to be delivered by the principal witness; and

(2) a list of all witnesses who will be present at the hearing.

b. The Office of Budget, OST, will ensure that the prepared draft statement is reviewed within OST, and externally as required, for consistency with Presidential policy, Secretarial decisions, and printed budget material. Following these reviews, the Office of Budget, OST, will notify the operating administrations of Secretarial decision(s) by telephone and return of the draft prepared testimony.

c. When the draft testimony is returned, witness lists will also be returned to the appropriate operating administrations, together with the name and title of OST officials who will attend the hearing.

d. The final version of the prepared testimony shall then be prepared by the administration consistent with the OST review described in 4b. Unless otherwise advised, the prepared testimony, witness list and seating chart are to be reproduced in the sufficient quantity to provide the following:

(1) appropriate subcommittee - 15 copies;

(2) Office of Budget, OST - 15 copies;

(3) Press table - a minimum of 75 copies of statement only.

e. Each administration is responsible for distribution of the material required in 4d. above. The Office of Budget, OST, is responsible for distribution of OST prepared testimony.

f. As soon as the prepared testimony and witness list are distributed, operating administrations will notify the Chief, Operations and Control Division, Office of Budget, OST.

5. SPECIAL REQUESTS. Subcommittee members occasionally request that additional data to support or clarify a particular part of the budget request be submitted for inclusion in the hearing record and/or directly to the member. Additionally, there are instances where a subject discussed in a hearing is of particular interest to the Office of the Secretary. In those instances where the Office of the Secretary wishes to review this material in advance of forwarding to the subcommittee, the appropriate budget office will be advised by the Office of Budget, OST.

6. SENATE APPEAL MATERIALS. When an appeal, approved by the Secretary, is made to an action by the House of Representatives on the budget request, the format shall be as determined each year by the Office of Budget, OST, who will notify each operating administration of the required due date.

FOR THE SECRETARY OF TRANSPORTATION:

Robert L. Fairman
Deputy Assistant Secretary
for Administration

DEPARTMENT OF TRANSPORTATION

ORGANIZATION (in capitals)

Hearing Before The

Transportation Subcommittee

Of The

Committee on Appropriations

U. S. (House of Representatives) or (Senate)

(Date)

(Organization) Witnesses

Name of Witness	Title

Office of the Secretary Witnesses

Name of Witness	Title

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FOR THE SECRETARY OF TRANSPORTATION:

Robert L. Fairman
Deputy Assistant Secretary
for Administration

DEPARTMENT OF TRANSPORTATION

ORGANIZATION (in capitals)

Hearing Before The

Transportation Subcommittee

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U. S. (House of Representatives) or (Senate)

(Date)

(Organization) Witnesses

Name of Witness	Title

Office of the Secretary Witnesses

Name of Witness	Title