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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION  
DIRECTOR, NET ASSESSMENT  
DIRECTOR, FORCE TRANSFORMATION  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Congressional Testimony Coordination and Clearance Procedures

Office of Management and Budget (OMB) Circular A-19 directs the Department of Defense (DoD) to clear draft testimony/statements with OMB before providing them to the Congress. This memorandum reiterates guidance concerning this policy and implementing Departmental directives.

DoD components must coordinate all draft testimony/statements (whether or not they are being submitted for the record) with the Assistant Secretary of Defense for Legislative Affairs, gain approval of DoD Security Review, and secure OMB clearance via the DoD Office of Legislative Counsel (OLC). **To provide the best chance for OMB clearance, your draft testimony/statement must be emailed to the Office of Legislative Counsel (OLCTestimony@dodgc.osd.mil) no later than 3 days prior to the scheduled appearance before the Congress. Otherwise, there is no guarantee that the testimony will be cleared.** Testimony submissions must be accompanied by the name of the action officer who will be the primary POC for the principal's statement, the information for the hearing (date, time, and committee), confirmation of DoD Security Review approval, and the time at which the committee has requested to receive the testimony statement.

All DoD components must work in close partnership to ensure that draft testimony/statements are properly coordinated and cleared to facilitate a timely delivery to the Congress. If your DoD component has not already done so, please appoint a general point of contact to monitor testimony coordination. The military departments may continue to coordinate with their respective legislative offices in lieu of OLC.

William J. Haynes II

