



THE SECRETARY OF HEALTH AND HUMAN SERVICES  
WASHINGTON, D.C. 20201

MAR 18 1982

MEMORANDUM TO: Heads of Operating Divisions  
Heads of Staff Divisions

SUBJECT: Congressional Relations

The purpose of this memorandum is to restate the Department's long-standing policy regarding congressional relations.

We have a challenging and exciting legislative year ahead of us and I am sure you share my enthusiasm for the President's agenda and for our role in promoting it.

To ensure that our efforts are coordinated, I want to emphasize that the Office of the Assistant Secretary for Legislation is responsible for the management of this Department's relationships with the Congress.

Meetings, calls and staff contacts with Members of Congress and staff on any legislation, appropriations requests, hearings, or policy development should not occur without prior consultation with that office. The ASL in turn is responsible for insuring my involvement on appropriate matters.

Please instruct your staff to adhere to this procedure. Your cooperation will help us avoid unnecessary problems in our relationships with the Congress.

Donna E. Shalala

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