



Steps in an Oversight Investigation

For best results, maximize bipartisan participation.

1. Research general topic and frame the hearing focus.
 - a. Meet with boss for direction, revisions.
2. Collect documents and data—Chairman letters, requests, subpoenas, surveys.
3. Conduct interviews of key persons, agencies, companies, whistleblowers.
4. Adjust hearing focus & write up findings—use report, memo, case histories, or other format.
 - a. If possible, include findings of fact and recommendations.
 - b. Aim for original content, rather than summarizing pre-existing research and analysis.
 - c. Meet with boss for direction & revisions; prepare document for public release.
5. Design hearing panels and select witnesses—obtain boss’s approval.
6. Send witness letters, each spelling out the issues to be addressed by the selected witness.
7. Create hearing charts to illustrate key points—obtain boss’s approval.
8. Select documents for hearing exhibits; number and redact; create packet for hearing.
9. Draft opening statement, questions, press release, and background memo for boss.
10. Meet with boss for revisions of materials and guidance on hearing.
11. Draft staff memo and conduct briefing for other committee members.
12. Design and execute press strategy—press release, perhaps press briefing, press calls.
13. Conduct hearing; release opening statement, write-up of investigation, charts, exhibits.
14. Draft post-hearing questions; consider referral letters; circulate written product.
15. Complete hearing record as promptly as possible.
16. Take actions to address problems identified in hearing—legislation, letters, meetings, press.