BY ORDER OF THE COMMANDER
HEADQUARTERS, 11TH WING

11TH WING INSTRUCTION 90-5

27 DECEMBER 2000
Certified Current on 31 January 2014
Command Policy

CONGRESSIONAL INQUIRIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://afpubs.hq.af.mil.**

OPR: HQ 11 WG/IG (SMSgt Cynthia Sullivan) Certified by: (Colonel Alexander Carlisle)
Pages: 4
Distribution: F

This instruction establishes procedures for processing replies to congressional inquiries received by the 11th Wing. It implements AFI 90-301, *Inspector General Complaints,* and AFI 90-401, *Air Force Relations with Congress*. It applies to all 11th Wing units and personnel.

Chapter 1

1.1. Concept. Requests for congressional replies may be received in writing or telephonically from Air Staff agencies or directly from congressional members. The procedures outlined in this instruction will ensure a rapid and properly coordinated response to all congressional inquiries.

1.1.1. HQ 11 WG/IG is the liaison for all congressional inquiries (except FOIA requests received by 11 CS/SCS) processed through the 11th Wing regardless of how the inquiries were initially received. All taskings for congressional replies received by units in the 11th Wing must be immediately forwarded to HQ 11 WG/IG.

1.1.2. HQ 11 WG/IG will suspense the appropriate group or wing staff agency for proposed replies to inquiries. Normally the suspense will be 72 hours. If there is a problem meeting the suspense, the tasked group/agency will inform HQ 11 WG/IG immediately so an interim reply can be prepared.

Chapter 2

2.1. Preparing Replies:

2.1.1. Proposed replies shall be phrased as though the Air Force is responding to the congressional member.

2.1.2. Proposed replies must be double spaced in paragraph format.

2.1.3. The first line shall read, “This responds to your inquiry for (Air Force member’s complete rank and name) regarding his/her concerns about (subject matter of the inquiry). “

2.1.4. The last line shall read, “We trust this information is helpful.”

2.1.5. Privacy Act:

2.1.5.1. When individuals write on their own behalf requesting congressional assistance, they in effect authorize release of personal information back to the congressional office and no Privacy Act release statement is needed.

2.1.5.2. For inquiries initiated by a third party, the action group/agency must determine whether the subject of the inquiry needs to furnish a Privacy Act release statement. If a Privacy Act release is needed, the action group/agency will ask the subject to sign a release authorizing the release of information outside of DoD. A copy of the Privacy Act release should be attached to the reply.

2.1.5.3. If the subject is no longer on active duty and the requested information is subject to the Privacy Act, the action group/agency will provide the requested information and state they could not obtain a Privacy Act release.

2.1.6. Include background information if necessary to clarify or support the position expressed in the reply.

2.1.7. Proposed replies must be coordinated on electronic AF Form 1768, Staff Summary Sheet, through the group level commander/agency chief to HQ 11 WG/JA to HQ 11 WG/IG.

2.1.7.1. Replies must be in electronic format via e-mail.

2.1.7.2. Any reply involving an Air Force Guardsman or Reservist, regardless of whether on active duty or not, must be coordinated with HQ 11 WG/CCV.

2.1.8. HQ 11 WG/IG will forward the proposed reply to HQ 11 WG/CC for approval and release. HQ 11 WG/IG must ensure the proposed reply has met all requirements of AFI 90-401 prior to release.

2.1.9. After HQ 11 WG/CC’s approval, HQ 11 WG/IG will send the proposed reply to the original tasking agency with an information copy to the group/agency which prepared the reply.

Chapter 3

3.1. Protecting Information.

3.1.1. Units shall not code, annotate, or otherwise mark any person's file or record to indicate congressional or executive interest.

3.1.2. The subject matter and names of individuals identified in congressional inquiries will only be released for official use.

JAMES P. HUNT, Colonel, USAF
Commander