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OF THE AIR FORCE**

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**AIR FORCE RELATIONS WITH CONGRESS**

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This instruction implements AFD 90-4, Relations with Congress, by providing guidance and procedures for Air Force personnel who respond to inquiries from and interact with the Congress. It describes the responsibilities of HQ USAF, major command (MAJCOM), and field operating agency (FOA) organizations in providing information to the Congress on various inquiries or requests. It applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms, including Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise.

**(AFMC)** This supplement implements AFD 90-4, *Relations with Congress*, and AFI 90-401, *Air Force Relations with Congress*. It expands on AFI 90-401, 14 June 2012, by providing guidance and procedures for AFMC personnel who respond to Congressional inquiries. This supplement applies to all offices of record within AFMC. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members. Base supplements can add to but not take away from the Air Force Instruction (AFI) and MAJCOM Supplement. Refer

recommended changes and question about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation of Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Record Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

### **SUMMARY OF CHANGES**

This is the third publication of AFI 90-401. The initial publication superseded AFR 11-7, 22 December

1983, eliminating the requirement to file reports for congressional committee investigations, hearings, or visits. This revision establishes the Office of Legislative Liaison, Congressional Action Division, SAF/LLZ, as the OPR to provide support to wing commanders during visits with members of Congress and their staffs. SAF/LLZ will provide support to wing commanders in coordination with the Office of Budget and Appropriations Liaison, SAF/FMBL, as appropriate. This document also establishes the appropriate routing for Congressional Correspondence. Refer recommended changes and questions about this publication to the Office of Primary responsibility (OPR), SAF/LLZ, using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the Major Command (MAJCOM) publications/forms managers. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

(AFMC) AFI 90-401, 14 June 2012, is supplemented as follows: This AFMC Supplement provides clarifying guidance on Congressional inquiries, Installation and Center Commander visits with Congressional delegations, and provides a post-visit contact report template for content standardization.

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## Chapter 1

### RELEASING INFORMATION

**1.1. Classified Information.** Air Force personnel must properly safeguard classified information in the interests of national defense (according to DoD 5200.1-R, *Department of Defense Information Security Program Regulation*, with Change 1 and AFI 31-401, *Information Security Program Management*). In accordance with DoDI 5230.29 and DoDI 5400.04, Prepared Statements, Transcripts, QFRs, IFRs, Advance Policy Questions, Selected Acquisition Reports, and Budget Documents will be submitted to the DoD Office of Security Review for security and policy review with the consent of the Secretary of the Air Force before going to Congress. The Secretary has designated the Security and Policy Review office (SAF/PA) as the approval authority for release of Air Force classified information to the Congress. Refer congressional requests for classified information to SAF/PA through SAF/LL or SAF/FMBL. Air Force officials may not disclose classified information to the Congress for release to a congressional constituent.

**1.2. "For Official Use Only" Information.** According to DoD 5400.7-R\_AFMAN 33-302, *Freedom of Information Act Program*, Air Force officials may generally not disclose For Official Use Only (FOUO) information to the public that falls within exemptions 2 through 9 of the Freedom of Information Act (FOIA). However, the Air Force may release such information to chairpersons or ranking members of congressional committees or subcommittees if the information relates to matters within their jurisdiction. An Air Force official who decides the information should not be released to the congressional committee must staff the congressional request for information with a recommendation to the Secretary of the Air Force through SAF/LL or SAF/FMBL as appropriate. Requests from Members of Congress not seeking records on behalf of a Congressional Committee, Subcommittee, either House sitting as a whole, or made on behalf of their constituents shall be considered the same as any other requester.

**1.3. Privacy Act Information.** Air Force officials must protect personal information about military and civilian employees according to the guidelines of the Privacy Act. Without an individual's written consent to release information, Air Force officials may provide only general information according to the provisions of AFI 33-332, *Air Force Privacy Program* which sets forth the Privacy Act procedures. The Air Force may, however, disclose an individual's records without the individual's consent when requested by a chairperson or ranking member of a congressional committee or subcommittee if the information relates to matters within their jurisdiction. When making such a disclosure, the Air Force should tell the committee or subcommittee members about any sensitive information and the need to safeguard it.

**1.4. Information for Air Force Personnel.** Air Force personnel have the legal right to petition, furnish information to, or communicate with Congress (Title 5, United States Code, Section 7102 and Title 10, United States Code, Section 1034).

**1.5. Locally Sensitive Information.** Information on significant changes in the status of Air Force units, installations, and industrial facilities may have an impact on states and congressional districts. Therefore, Air Force officials must not release any information governed by AFI 10-503, *Strategic Basing*, September 27, 2010, without the proper authorization. For any other information not governed by AFI-10-503 basing actions concerning changes in status of AF units, installations, and industrial facilities that might have an impact (positive or negative) on

the local community/congressional district; local commanders should check with SAF/LL or SAF/FMBL prior to release.

**1.6. Congressional Security Clearances and Special Access.** Per OSD Policy, Congressional Member clearances are automatic once the Member is elected into their current position in the United States Senate or U.S. House of Representatives. Once a Member is elected as a seated member of Congress, the Member is automatically read into SCI and any other classification needed. To verify the security clearance and special access information of congressional staff members, contact the Office of the Secretary of Defense, Legislative Affairs Security Office (OSD/LA), or SAF/LL Security for proper direction.

1.6.1. In accordance with *Hamre, John, J., Memo to the Honorable Jerry Lewis, United States House of Representatives, Washington D.C., 22 June 1999*, "Members of Congress assigned to the defense committees (and to the intelligence committees only for intelligence SAPs) are accessed to all DoD SAPs, except for a limited number of programs judged to be of extreme sensitivity, referred to as waived SAPs.

1.6.2. Acting on behalf of the Chairman and the Ranking Member, only the Majority and Minority Staff Directors will be granted access to waived SAPs. Chairmen and Ranking Members may request the Deputy Secretary of Defense to grant exception to this restriction on a case by case basis.

1.6.3. Access to non-waived SAPs by professional staff members of the defense and intelligence committees will be determined by the Staff Director and the Minority Staff Director, respectively, on behalf of the Chairman and Ranking Member. Accesses will be coordinated with the Defense Department's Special Access Program Coordination Office (SAPCO) to ensure compliance with personnel security requirements.

1.6.4. Members of Congress not assigned to the defense committees (and to the intelligence committees only for intelligence SAPs) will be granted access to DoD SAPs (non-waived SAPs only) with the concurrence of the DoD after consultation with the Chairman and Ranking Member of the defense committees.

1.6.5. The personal staff of a Member of Congress shall not be granted access to DoD SAPs.

**1.7. Industry and Contract Information.** Information concerning contractor proprietary information must be safe-guarded. Special care must be exercised when releasing information during the source selection process. Proper use of non-disclosure statements must be exercised.

## Chapter 2

### HQ USAF RESPONSIBILITIES

**2.1. Congress is a critical partner with the United States Air Force.** The Air Force works with Congress to ensure Airmen are properly organized, trained, and equipped to conduct the range of missions the Nation expects and needs. Therefore, open and honest dialogue with members of Congress and their staffs is encouraged at all levels of the Air Force.

**2.2. Secretary of the Air Force.** Only the Secretary may deny congressional requests for information or approve congressional travel to Air Force activities.

**2.3. Office of Legislative Liaison (SAF/LL).** HAF Mission Directive (HAF MD 1-22) gives SAF/LL the authority and responsibility (except for Appropriations Committees, Budget Committees, the Office of Management and Budget (OMB), and the Congressional Budget Office (CBO)) for relations with the Congress, the Executive Office of the President and Vice President, the Office of Secretary of Defense, and other governmental agencies. Official liaison includes:

- 2.3.1. Developing, coordinating and supervising the Air Force legislative program.
- 2.3.2. Ensuring accuracy and consistency on all Air Force information intended for the Congress.
- 2.3.3. Keeping members and committees of the Congress advised of Air Force activities in their area of interest.
- 2.3.4. Evaluating, reporting, and disseminating pertinent legislative information to the Air Force.
- 2.3.5. Cooperating fully with Congress and giving full and timely responses to Congressional Inquiries.
- 2.3.6. Answering executive office and congressional inquiries and correspondence.
- 2.3.7. Initiating, where appropriate, recommendations for possible remedial action on inquiries reflecting criticism of Air Force policy.
- 2.3.8. Preparing witnesses for congressional hearings.
- 2.3.9. Arranging for and coordinating Air Force testimony at congressional hearings.
- 2.3.10. Supervising Secretariat and Air Staff review of transcripts, inserts from Air Force congressional hearing testimony, and actual hearing questions taken for the record.
- 2.3.11. Supervising congressional travel arrangements and requirements designated as official responsibility of the Air Force.
- 2.3.12. Supporting Major Command (MAJCOM), Numbered Air Force (NAF), and Wing Commanders during Congressional member visits.
- 2.3.13. Tasking and tracking responses to congressional reporting requirements.

**2.4. Office of the Assistant Secretary (Financial Management and Comptroller) (SAF/FM).** HAF Mission Directive (HAF MD 1-12) gives SAF/FM the authority and responsibility for relations with the Appropriations and Budget Committees, and the Congressional Budget Office (CBO). SAF/FM designates the Office of Budget and Appropriations Liaison (SAF/FMBL) to perform official Congressional liaison duties. Official liaison duties for the above committees and CBO include:

- 2.4.1. Developing, coordinating, and supervising the Air Force legislative program.
- 2.4.2. Ensuring the accuracy and consistency of all Air Force information intended for the Congress.
- 2.4.3. Keeping members and committees advised of Air Force activities in their area of interest.
- 2.4.4. Answering executive office and congressional inquiries/correspondence.
- 2.4.5. Initiating, where appropriate, recommendations for possible remedial action on inquiries reflecting criticism of Air Force policy.
- 2.4.6. Preparing witnesses for congressional hearings.
- 2.4.7. Evaluating, reporting, and disseminating pertinent legislative information to the Air Force.
- 2.4.8. Arranging for and coordinating Air Force testimony at congressional hearings.
- 2.4.9. Supervising Secretariat and Air Staff review of transcripts, inserts from Air Force and other defense related congressional hearing testimony, and questions taken for the record.
- 2.4.10. Making travel arrangements and providing escorts for official travel requirements.
- 2.4.11. Supporting Wing Commanders during Congressional member visits.
- 2.4.12. Supporting Major Command (MAJCOM), Numbered Air Force (NAF), and Wing Commanders during Congressional member visits.

**2.5. Joint Responsibilities of SAF/LL and SAF/FM.** SAF/LL and SAF/FM are responsible for:

- 2.5.1. Securing advance notice of congressional committee hearings, investigations, or visits to the field. In these cases, SAF/LL or SAF/FMBL notifies the relevant Air Force organizations and helps committees with their visits. Air Force commanders or Air Force representatives who receive notice of a committee hearing, investigation, or visit directly from the Congress must inform SAF/LL or SAF/FMBL immediately.
- 2.5.2. Coordinating SAF/LL and SAF/FMBL activities to ensure effective legislative liaison.
- 2.5.3. Coordinating with the proper Air Force Headquarters offices on legislative and budgetary issues.
- 2.5.4. Processing legislation affecting the Air Force.
- 2.5.5. Obtaining OMB and OSD clearance of Air Force witness statements, slides, handouts, and so forth before testimony at congressional committee hearings.

2.5.6. Directing the HQ USAF review of transcripts of Air Force testimony at congressional committee hearings and preparation of questions/inserts for the record.

2.5.7. Directing the preparation of Air Force responses required by congressional committee reports and laws.

2.5.8. Maintaining a legislative research library and other source records on congressional matters that affect Air Force programs and budgets.

2.5.9. Informing SAF/PA of action on congressional requests for information that have potential public relations implications.

2.5.10. Giving SAF/PA copies of unclassified Air Force testimony for release to the media through the Office of the Assistant Secretary of Defense for Public Affairs (OASD/PA).

2.5.11. Directing Air Force field organizations to communicate directly with SAF/LL or SAF/FMBL and to immediately notify the appropriate MAJCOM of Congressional inquiries and correspondence. Contact the appropriate SAF/LL division(s) or SAF/FMBL by telephone or email (see [Attachment 2](#) for phone numbers and email addresses). After office hours, have the Air Force Operations Center (703-697-6103) connect you to the SAF/LL Duty Officer.

**2.6. (Added-AFMC) AFMC Headquarters Staff and Unit Responsibilities.** AFMC is responsible for complying with the provisions of AFI 90-401. To meet these responsibilities in a prompt, factual, and consistent manner, HQ AFMC established the Office of Congressional Activities within the Commander's Action Group (CAG) (HQ AFMC/CCX-LL) as the Command office of primary responsibility (OPR) for Congressional activities. For questions, contact this office at DSN 787-5915, commercial (937) 257-5915 or email [afmc.ccx.ll.work@us.af.mil](mailto:afmc.ccx.ll.work@us.af.mil).

**2.7. (Added-AFMC) Responsibilities of the Commander's Action Group, HQ AFMC/CCXLL:**

2.7.1. **(Added-AFMC)** HQ AFMC/CCX-LL will provide the Commander assessments of Congressional activities Command-wide, including Congressional inquiries that merit the Commander's attention via the bi-weekly update or other means as appropriate.

2.7.1.1. **(Added-AFMC)** HQ AFMC/CCX-LL will task Congressional inquiries to the appropriate HQ 2-Ltr or Center for action. Additionally, in the event a Congressional inquiry requires inputs from multiple organizations (within and outside AFMC) to develop an AFMC response, HQ AFMC/CCX-LL will coordinate with the respective organizations (within and outside AFMC) to determine a lead OPR.

2.7.2. **(Added-AFMC)** HQ AFMC/CCX-LL is responsible for providing to headquarters staff and field units general information regarding Air Force relations with the Congress and specific information on legislative programs and issues that affect the Command.

2.7.3. **(Added-AFMC)** HQ AFMC/CCX-LL is the headquarters OPR for official visits by Members of Congress and Congressional staff.

2.7.4. **(Added-AFMC)** HQ AFMC/CCX-LL is the Command focal point for coordinating legislative issues through SAF/LL (and other SAF/HAF "LL" offices).

**2.8. (Added-AFMC) HQ AFMC Directorates/Offices and Field Unit Responsibilities.** Comply with AFI 90-401, and AFI 90-301, *Inspector General Complaints Resolution*, as applicable. Additionally, report Congressional inquiries, Congressional visits, and invitations whether written or verbal, that have not passed through HQ AFMC/CCX-LL, to HQ AFMC/CCX-LL workflow within 1-working day of notification.

## Chapter 3

### CONGRESSIONAL CORRESPONDENCE

**3.1. Congressional Correspondence.** Any written communication from a member of Congress (MOC) or a Committee of the Congress requiring a response from the Air Force.

3.1.1. Request for Information (RFI): Written/verbal inquiries from a MOC, Committee, requesting information on Air Force policies, programs, or activities to include follow up from Congressional engagements.

3.1.2. Inquiries: Correspondence sent by a private citizen to a MOC, WH, elected official requesting information on a particular subject.

3.1.3. Notifications: Information the Air Force is required by statute to deliver to Congress, or a proactive dissemination of information to Congress.

**3.2. Communications with Congress.** Communications with Congress and the Executive branch of government are extremely sensitive; therefore, it is imperative the Air Force response be both prompt and accurate. If there is a problem meeting the suspense, the Secretariat or Air Staff action officer must notify, no later than 48 hours from suspense date, the SAF/LL or SAF/FMBL action officer that an interim letter is needed. The OPR is responsible for writing the interim response.

**3.3. Inquiries.** Inquiries are received and tasked to the appropriate Secretariat or Air Staff office, or Air Force Agency. That office or agency may subsequently send the inquiry to another coordinating office (OCR) or MAJCOM. The proposed response is sent back to SAF/LLI who sends the response to the constituent. The entire process should take 30 days or less.

**3.4. Congressional Inquiries to Commanders.**

3.4.1. Air Force policy is to respond promptly and factually to direct requests for information from Members of Congress and their staffs IAW Headquarters Operating Instruction (HOI) 33-10, *Suspense and Control of Congressional and White House Correspondence*. Commanders will designate an appropriate point of contact for Congressional inquiries and visits and provide that information to their respective MAJCOM Legislative Affairs Function. Commanders will establish appropriate procedures to:

3.4.2. Comply with paragraphs **1.1** to **1.7** of this instruction.

3.4.3. Inform SAF/LL or SAF/FMBL and parent MAJCOM of all congressional inquiries. Email a scanned copy of the constituent inquiry to the Legislative Liaison Inquiry Division (SAF/LLI) and the MAJCOM Legislative Liaison Affairs function within 24 hours of receipt. For an inquiry received by telephone, transcribe and email it to the Inquiry Division within 24 hours of receipt or by the first duty day following a weekend or holiday (see **Attachment 2** for phone numbers and email addresses). Include contact information for the person filing the inquiry.

3.4.4. Send the MAJCOM Legislative Affairs function and SAF/LL or SAF/FMBL a copy of all congressional communications, including original inquiries and proposed replies.

3.4.5. **(Added-AFMC)** Congressional inquiries shall be expedited. In addition, the response will fully answer the question asked and educate and inform whenever possible.

3.4.6. **(Added-AFMC)** Unless a Congressional inquiry falls into the AFMC-defined “special handling” categories (i.e., protected health information (PHI) related/medical documents, Inspector General personnel matters, Freedom of Information Act, or Privacy Act), it must go back through HQ AFMC/CCX-LL (via the appropriate AFMC two-letter). The “special handling” inquiries cited above require no info copy to HQ AFMC on either the tasker or the response. For inquiries that require a response back to Air Staff within 48 hours or less, HQ AFMC/DS will determine whether response(s) require AFMC/CC/CV/CA signature/approval. If not required, the Centers may respond back to SAF/HAF, but must info copy HQ AFMC/CCX-LL on the response.

3.4.7. **(Added-AFMC)** Personnel-related Congressional inquiries are the responsibility of the Installation Inspector General, as a timeliness and accountability issue. In the case where the Congressional inquiry involves PHI-related information, protection of the patient’s private health information must be maintained. However, unprotected information should still be sent to the Installation IG to ensure proper tracking of a timely response. Absent special circumstances (i.e., potential impact to the AFMC mission, media interest, potential litigation), do not obtain coordination from MAJCOM headquarters and Center staff.

**3.5. Status of Forces Agreements.** Because of their sensitive nature, process all inquiries about cases dealing with Status of Forces Agreements, individual privileges or rights while stationed outside the continental United States, legal or policy problems, or issues that may become sensitive or controversial in the same manner as all other Congressional Inquiries.

## Chapter 4

### TRAVEL

**4.1. Invitation to Travel.** The Secretary of Defense or Secretaries of the Military Departments may extend invitations for sponsored travel within the United States to Members and employees of Congress. DoD 4515.12 assigns the responsibility for approving and coordinating requests for transportation from the Congress to the Assistant Secretary of Defense for Legislative Affairs (OSD/LA). DoD 4515.12 also describes the procedures for travel at the invitation of the SECDEF or Service Secretaries.

**4.2. Visiting Bases.** Members of Congress and their staffs may need to visit Air Force activities. The Air Force fully supports and encourages these visits. With Secretary of the Air Force (SECAF) approval, the Air Force may provide transportation for congressional visits.

4.2.1. Requests for travel by SECAF invitation should be based on significant interest/benefit to the Air Force. Examples of valid requests would be to visit a base to assess the capabilities of a Composite Wing or to visit HQ Air Combat Command for updates on fighter upgrades. Travel to joint organizations or locations of interest to other services may not be completed under SECAF invitation.

**4.3. Travel Support.** Congress may request DoD support for worldwide travel under the auspices of public law (31 USC 1108 (g)).

**4.4. Transportation Approval.** Do not commit the Air Force to providing transportation until SAF/LLO provides notification transportation is approved. SAF/LLO will issue invitational travel orders authorizing travel and expenditure of funds related to congressional travel.

**4.5. Trip Progress.** Escorts will email or call SAF/LLO on a regular basis to provide updates on trip progress and receive any message traffic from home station.

**4.6. Schedule Changes.** Escorts will coordinate each schedule change with SAF/LLO (and SAF/FMBL, if applicable) and with all affected facilities, activities, and personnel to avoid unannounced arrivals. Cancellations should be reported immediately to SAF/LLO.

**4.7. Government Funds.** Through coordination with SAF/LLO, escorts will be issued government funds to be used in support of congressional travel. For CONUS travel, member and staffer expenses directly related to official trips (meals, hotels, airline tickets, etc.) will be paid by the escort. Base support agencies or private organizations that provide meals or other authorized services must be reimbursed for those expenses. Expenses related to travel (or Congressional Visits) completed without invitational travel orders will not be paid using funds issued through SAF/LL.

**4.8. Unescorted Trips.** Unescorted trips completed under invitational travel orders will be by exception only. For unescorted trips, the host commander notifies SAF/LL or SAF/FMBL of pending visits, itinerary changes, and any new or changed requests. The host will coordinate directly with all affected facilities, activities, and personnel regarding briefings, transportation, quarters, or other support.

4.8.1. Upon completion of unescorted trips, the host commander should inform SAF/LL or SAF/FMBL about the outcome of the visit or investigation. Field commanders should also provide information to other interested echelons at their discretion.

4.8.2. Convey the following information to SAF/LL or SAF/FMBL: the site and length of the visit, names of visiting Members of Congress and staff representatives, deficiencies disclosed by the visit, requests for information, and corrective action.

## Chapter 5

### CONGRESSIONAL FIELD HEARINGS AND INVESTIGATIONS

**5.1. Hearings and Investigations.** SAF/LL or SAF/FMBL is the commander's liaison with the Secretary of the Air Force on all congressional requests for inspection, investigation, and summary reports that require the Secretary's attention.

**5.2. Controlled Area Access.** Commanders must ensure all personnel fully cooperate with committees during hearings and investigations. Allow access to controlled areas in accordance with DoD 5200-1.R and AFI 31-401. Proper identification admits Members to any base, field installation, or facility and allows them to use private working space and facilities at a central location.

**5.3. Official documents.** When a committee wants to examine official documents, files, or records within its area of interest or pertinent to its investigation, provide the material in a room set aside for the committee unless release of these materials is not allowed under paragraph 1.1. Assign an Air Force representative to assist if needed.

5.3.1. Refer any requests from a congressional committee to copy, remove, or retain official files, documents, or records (or copies of these documents) to SAF/LL or SAF/FMBL. SAF/LL or SAF/FMBL, as appropriate, will coordinate requests to remove files with the appropriate agencies.

5.3.2. Coordinate with Office of the General Counsel (SAF/GC) concerning release of documents related to congressional investigations when there are legal issues involved such as the Privacy Act and claims of privilege.

**5.4. Deficiencies.** If a committee notes any deficiencies in Air Force operations or procedures during its field investigation and if the Air Force can take immediate corrective action, do so and advise the committee and either SAF/LL or SAF/FMBL.

**5.5. Unescorted Investigations.** If SAF/LL or SAF/FMBL personnel do not escort members of the Congress or their staffs, field commanders should inform SAF/LL or SAF/FMBL about the outcome of the visit or investigation. Field commanders should also provide information to other interested echelons at their discretion.

5.5.1. Convey the following information to SAF/LL or SAF/FMBL: the site and length of the visit, names of visiting Members of Congress and staff representatives, deficiencies disclosed by the visit, requests for information, and corrective action.

## Chapter 6

### CONGRESSIONAL VISITS

**6.1. Local Visits.** Commanders and staff agency chiefs should inform or coordinate with SAF/LL or SAF/FMBL on all matters of congressional interest including participation in local activities and visits with Members of Congress or their staffs.

6.1.1. Notify SAF/LL or SAF/FMBL when local plans or activities generate significant community interest and may interest Members of Congress.

6.1.2. **(Added-AFMC)** The AFMC Congressional engagement strategy is to take advantage of opportunities whenever Congressional delegations are available in order to educate and inform. Congressional delegation/staff delegation (CODEL/STAFDEL) visits to installations are both to be given the highest attention and priority of all AFMC Commanders.

6.1.3. **(Added-AFMC)** For Congressional visits and invitations, provide HQ AFMC/CCX-LL with the following information at least 7 calendar days in advance: visitor(s) name, date of visit, purpose of visit, OPR (include DSN phone number) and a short summary of the message to be delivered during the visit. Ensure local protocol offices are made aware of visits by Congressional members and staff members by completing a Distinguished Visitor Notification via the web at <https://www.protocol.wpafb.af.mil>. Note: Both the protocol website and the bi-weekly LL update are the means by which AFMC/CC/CV/CA are made aware of Congressional visits.

6.1.4. **(Added-AFMC)** Provide HQ AFMC/CCX-LL with a post-visit contact report within 7 calendar days of the visit, to include any action items resulting from the visit. As an exception, Commanders may always use their judgment to elevate post-visit contact reports to the AFMC/CC. See Attachment 3 for post-visit contact report template.

**6.2. Commander Invitation.** Commanders may extend an invitation to visit their respective installation to the District Congressional Office. Invitation to DC Congressional offices should be worked through the Air Force Senate Liaison office (SAF/LLS), Air Force House Liaison Office (SAF/LLH), and the Air Force Congressional Action Division (SAF/LLZ).

**6.3. Congressional Travel.** When initiated by the Congress, SAF/LL or SAF/FMBL will immediately notify affected MAJCOM's when a Congressional visit is expected.

**6.4. Extending Invitations.** When inviting Members, staff or employees of Congress, the Executive Office of the President, or the Office of the Vice President, send SAF/LL the signed invitation and a cover letter explaining the details of the event 60 days in advance. If 60 days notice is not possible, call the SAF/LLH or SAF/LLS to determine the best way to extend the invitation to Members of Congress. Call the Air Force Congressional Inquiry Division (SAF/LLI) for the best way to extend the invitation to the Executive Office of the President or the Office of the Vice President.

6.4.1. MAJCOM/CCs may extend invitations to members and their staffs to join them on a planned base visit in their respective Congressional district. These invitations must not include the promise of transportation. The MAJCOM Legislative Affairs function will provide a copy of these invitations to SAF/LL. Make no public announcement until SAF/LL

or SAF/FMBL confirms the guests will attend. Do not mention transportation of members, employees, or spouses in the invitation.

6.4.2. Coordinate with SAF/LL or SAF/FMBL and parent MAJCOM when Members of Congress or staff plans to visit an Air Force activity. At Joint Bases where the Air Force is not the lead agency, SAF/LL or SAF/FMBL will also notify the appropriate sister service legislative affairs office. When a request for a Congressional visit is received at the installation level, the affected MAJCOM will forward the details of the request to SAF/LL. SAF/LL will forward the information to SAF/FMBL if applicable.

**6.5. Candidates.** Commanders should encourage and welcome visits by candidates seeking to receive briefings, tours, or other official DoD information. However, DoD personnel acting in their official capacity may not engage in activities that associate DoD with any partisan political campaign or election, candidate, cause, or issue. Interaction with candidates for political office must not imply or appear to imply sponsorship, approval, or endorsement of any such candidates or political views; including, the use of installation facilities by any candidate for political campaign or election events. This prohibition does not apply to the President, Vice President, or Speaker of the House of Representatives. Contact SAF/LL or the Office of Public Affairs (SAF/PA) with questions regarding these restrictions.

6.5.1. For unescorted trips, the host commander will notify SAF/LL or SAF/FMBL of pending visits, itinerary changes, and any new or changed requests as soon as possible. The host will coordinate directly with all affected facilities, activities, and personnel regarding briefings, transportation, quarters, or other support.

6.5.2. For unescorted trips, the host commander should inform SAF/LL or SAF/FMBL about the outcome of the visit or investigation. Field commanders should also provide information to other interested echelons at their discretion.

6.5.3. Convey the following information to SAF/LL or SAF/FMBL: the site and length of the visit, names of visiting Members of Congress and staff representatives, deficiencies disclosed by the visit, requests for information, and corrective action.

**6.6. Photographic Documentation.** Photographic documentation of Congressional visits to Air Force installations and facilities is required. When photography is completed, the host PA organization must send a digital copy of each image to SAF/LL or SAF/FMBL within 24 hours. Images must include caption and Visual Information Record Identification Number (VIRIN) information in accordance with AFI 35-109 and DoDI 5040.02. Captions should include Congressional Delegation/Staff Delegation (CODEL/STAFFDEL) designation, occasion, location, dates, names, and duty titles of individuals in the photograph, and contact information for the individual responsibility for the photograph. SECAF (or designated OPR) is the authority for public release of such imagery.

6.6.1. Original imagery must be accessioned in accordance with AFI 35-109 and DoDI 5040.02 with caption and VIRIN information. The Air Force may print copies of the images by Air Force government-owned or government-contracted facilities, or arrange for printing by commercial entities.

**Chapter 7****OFFICIAL REPRESENTATION FUNDS (ORF)**

**7.1. ORF.** Per AF policy and SAF/GC, ORF covers Congressional members, Professional Staff members (not personal staff), and Military Legislative Assistants.

## Chapter 8

### MAJCOM, NAF, WING COMMANDER VISITS

**8.1. Wing Commander Capitol Hill Visits.** First term Wing Commanders are required to visit their Congressional delegations annually. Although not required, NAF and MAJCOM Commanders are also encouraged to make periodic visits to Capitol Hill.

8.1.1. Capitol Hill visits begin each year after the President's Budget (PB) is delivered to Congress and after the SECAF and CSAF accomplish their first Hill Posture Hearing.

8.1.2. S with their respective Wing Commanders to coordinate dates and report those dates back to SAF/LLZ. SAF/LLZ will develop and publish the visit schedule for the year.

8.1.3. Once the date is established, commanders will work directly with SAF/LLZ to coordinate the details of the visit.

8.1.4. **(Added-AFMC)** AFMC Center and Installation Commanders will participate in the Capitol Hill visit program, per latest SAF/LL guidance, to meet with their Congressional delegations. Home state of record visits are optional. Installation Commanders are encouraged to bring their Command Chiefs and/or other representatives of the base. Visits are normally scheduled after the President's Budget is delivered to Congress and after the SECAF and CSAF have accomplished their first Congressional Posture Hearing. HQ AFMC/CCX-LL is the focal point for scheduling Installation Commander visits. SAF/LL is the focal point for scheduling Center Commander visits.

8.1.5. **(Added-AFMC)** Visits are intended to be relationship-building courtesy calls during which Congressional Members can meet with Commanders and discuss Air Force issues important to them and their constituents. Commanders will deliver a consistent Air Force message to Capitol Hill in addition to discussing information on their specific installation/center. Installation Commanders should also educate and inform delegations on matters pertaining to their Center organization whenever possible. Short handouts (visual aids) to leave with the Member's office are allowed and shall be coordinated with HQ AFMC/CCX-LL and SAF/LLZ prior to the visit. Commanders will submit visit materials NLT 7 calendar days prior to the Congressional visit date.

8.1.6. **(Added-AFMC)** Installation Commanders will normally meet with both Senators from the state in which the base is located and Representative Member(s) from the district in which the base is located. Center Commanders will meet with both the Senators and Representative Member(s) from the districts in which their bases are located and the Member(s) from any appropriate Caucuses.

8.1.7. **(Added-AFMC)** Commanders will also submit post-visit contact reports in an item of interest format within 7 calendar days of their visit directly to AFMC/CC/CV/CA/DS with a courtesy copy to HQ AFMC/CCX-LL. If sensitive issues arise out of the visit, the commander will inform HQ AFMC/CCX-LL within 1 calendar day. The post-visit contact report shall include names of Congressional and Air Force members in attendance, topics discussed and action items resulting from visit. See Attachment 3 for post-visit contact report template.

**8.2. Community Groups.** Installation commanders, public affairs officers, and/or other military officials generally should not accompany community groups to the Pentagon and must not attend group meetings on Capitol Hill, e.g. Civic Leader Meetings. If a representative from the community group contacts the installation commander and/or the local Public Affairs (PA) office about such a visit, the group representative should be referred to SAF/PA. (see Attachment 2 for phone numbers and email addresses)

Michael B. Donley  
Secretary of the Air Force

**(AFMC)**

DONALD A. JOHNSON, Col, USAF  
Director of Staff

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDD 4515.12, *Department of Defense Support for Travel of Members and Employees of Congress*, January 15, 2010

DoDD 5142.1, *Assistant Secretary of Defense (Legislative Affairs)*, September 15, 2006

DoDI 5400.4, *Provision of Information to Congress*, March 17, 2009

DoDI 5545.2, *Policy for Congressional Authorization and Appropriations Reporting Requirements*, December 19, 2008

Office of Management & Budget Circular A-11, *Preparation, Submission, and Execution of the Budget*, August 18, 2011, Revisions November 10, 2011

Office of Management & Budget Circular A-19, *Legislative Coordination and Clearance*, September 20, 1979

AFI 90-301, *Inspector General Complaint Resolution*, August 23, 2011

DoD 5400.7-R\_AFMAN 33-302, *Freedom of Information Act Program*, October 21, 2010

AFI 33-332, *Air Force Privacy Program*

DoD 5400.11-R, *Department of Defense Privacy Program*, May 14, 2007

Hamre, John, J. Memo to the Honorable Jerry Lewis, United States House of Representatives, Washington D.C., 22 June 1999

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**(Added-AFMC) AFMC**—Air Force Materiel Command

**AFPD**—Air Force Policy Document

**AFR**—Air Force Regulation

**ANG**—Air National Guard

**CBO**—Congressional Budget Office

**CODEL**—Congressional Delegation

**CONUS**—Continental United States

**CSAF**—Chief of Staff of the Air Force

**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**FOIA**—Freedom of Information Act  
**FOUO**—For Official Use Only  
**HAF**—Headquarters Air Force  
**HOI**—Headquarters Operating Instruction  
**IFRs**—Inserts for the Record  
**(Added-AFMC) IOI**—Item of Interest  
**(Added-AFMC) LL**—Legislative Liaison  
**MAJCOM**—Major Command  
**MD**—Mission Directive  
**MLA**—Military Legislative Assistant  
**MOC**—Member of Congress  
**NAF**—Numbered Air Force  
**OASD/PA**—Office of the Assistant Secretary of Defense for Public Affairs  
**OCR**—Office of Coordinating Responsibility  
**OMB**—Office of Management and Budget  
**OPR**—Office of Primary Responsibility  
**ORF**—Official Representation Fund  
**OSD**—Office of the Secretary of Defense  
**OSD/LA**—Secretary of Defense for Legislative Affairs  
**PB**—President’s Budget  
**(Added-AFMC) PHI**—Protected Health Information  
**QFR**—Questions for Record  
**RDS**—Records Disposition Schedule  
**RFI**—Request for Information  
**SAF/FM**—Office of the Assistant Secretary (Financial Management and Comptroller)  
**SAF/FMBL**—Office of Budget and Appropriations Liaison  
**SAF/GC**—Office of the General Counsel  
**SAF/LLH**—Office of Legislative Liaison, House Liaison Office  
**SAF/LLI**—Office of Legislative Liaison, Inquiry Division  
**SAF/LLO**—Office of Legislative Liaison, Air Operations Division

**SAF/LLS**—Office of Legislative Liaison, Senate Liaison Office

**SAF/LLZ**—Office of Legislative Liaison, Congressional Action Division

**SAF/PA**—Office of Public Affairs

**SAP**—Special Access Program

**SAPCO**—Special Access Program Coordination Office

**SCI**—Special Compartmented Information

**SECAF**—Secretary of the Air Force

**STAFFDEL**—Staff Delegation

**USC**—United States Code

**VRIN**—Visual Information Record Identification Number

### *Terms*

**Congressional Correspondence**—Any written communication from a member of Congress (MOC) or a Committee of the Congress requiring a response from the Air Force

**Request for Information**—Written/verbal inquiries from a MOC, Committee, requesting information on AF policies, programs, or activities to include follow up from Congressional engagements

**Inquiries**—Correspondence sent by a private citizen to a MOC, WH, Elected official requesting information on a particular subject

**Notifications**—Information the AF is required by statute to deliver to Congress, or a proactive dissemination of information to Congress

**Attachment 2****OFFICE OF LEGISLATIVE LIAISON (SAF/LL), BUDGET & APPROPRIATIONS LIAISON (SAF/FMBL), AND LEGISLATIVE AFFAIRS SECURITY OFFICE (OSD/LA) TELEPHONE FAX, AND EMAIL DIRECTORY****Office of the Director (SAF/LL)**

DSN 227-4142/(703)697-4142/FAX: 227-2001/(703)697-2001

Email: safll.workflow@pentagon.af.mil

**House Liaison Office (SAF/LLH)**

DSN 325-4531/(202)685-4531/FAX: 325-2592/(202)685-2592

Email: safllh.workflow@pentagon.af.mil

**Congressional Inquiry Division (SAF/LLI)**

DSN 227-3783/(703)697-3783/FAX: 223-6340/(703) 693-6340

Email: saflli.workflow@pentagon.af.mil

**Air Operations Office (SAF/LLO)**

DSN 227-1500/(703)697-1500/FAX: 223-7711/(703)693-7711

Email: saflo.workflow@pentagon.af.mil

**Programs and Legislation Division (SAF/LLP)**

DSN 227-7950/(703)697-7950/FAX: 227-3520/(703)697-3520

Email: safllp.workflow@pentagon.af.mil

**Senate Liaison Office (SAF/LLS)**

DSN 325-2573/(202)685-2573/FAX: 325-2575/(202)685-2575

Email: saflls.workflow@pentagon.af.mil

**Weapon Systems Liaison Division (SAF/LLW)**

DSN 227-6711/(703)697-6711/FAX: 227-8623/(703)697-8623

Email: safllw.workflow@pentagon.af.mil

**Congressional Action Division (SAF/LLZ)**

DSN 225-1292/(703)695-1292/FAX: 224-4518/(703)614-4518

Email: safllz.workflow@pentagon.af.mil

**Office of Budget & Appropriations Liaison (SAF/FMBL)**

DSN 224-8110/(703)614-8110/FAX: 227-6904/(703) 697-6904

Email: saffml.workflow@pentagon.af.mil

**Legislative Affairs Security Office (OSD/LA)**

DSN 227-6210/(703)697-6210/FAX: 223-5530/(703) 693-5530

Email: [osdla.constituentinquiries@osd.mil](mailto:osdla.constituentinquiries@osd.mil)**Secretary of the Air Force Public Affairs (SAF/PA)**

DSN 227-6061/(703)697-6061

Email: [safpa.workflow@pentagon.af.mil](mailto:safpa.workflow@pentagon.af.mil)

**Attachment 3 (Added-AFMC)**

**CONGRESSIONAL POST-VISIT CONTACT REPORT TEMPLATE**

**Table A3.1. Item of Interest (IOI) Template with Instructions.**

“To” and “Cc” BLOCKS (Commander Capitol Hill Visit see Chapter 8. MAJCOM, Center, Wing Commander Visits):

- IOIs may be sent from Center/Installation Commanders or their deputies (on behalf of...)
  - In the To: line, send to the PERSONAL email account of AFMC/CC
  - In the Cc: line, send to the PERSONAL email accounts of AFMC/CV, AFMC/CA, AFMC/DS, AFMC/DS Deputy and the AFMC/CCX-LL Workflow account.

“To” and “Cc” BLOCKS (Congressional Visit see Chapter 6. Congressional Visits):

- IOIs may be sent from Center/Wing Legislative Liaison or as designated by Commander
  - In the To: line, send to AFMC/CCX-LL Workflow account

**SUBJECT LINE:**

- Type "IOI - (then a concise statement regarding visit)
  - Example 1: IOI - Contact report for STAFDEL visit to OC-ALC by Sen Inhofe (R-OK) staffers on 19 Feb 09
  - Example 2: IOI - Contact report for Hill AFB Capitol Hill visit w/UT Delegation on 5 May 09
- The subject line is basically the purpose for sending the IOI to the principal

**BACKGROUND:**

- Provide a concise history
- Include Congressional representatives' names as well as that of their AF escorts and date the visit occurred
- Identify purpose of visit and discussion topics and specify any briefing materials and/or mementos distributed

**VISITOR OBSERVATIONS:**

- Break out discussion highlights by Congressional representative

**ACTION ITEMS:**

- List any action items in this section (if none, so state)

**RECOMMENDATIONS:**

- Annotate recommended CC/CV/CA action. If none/information only, so state

**POC:**

- Include name and title, organization, office symbol, email address, and DSN phone number for the person most knowledgeable about the significant issue

Close email with signature block of the person sending the email, include email address and DSN phone number.

For further information on IOI, Visit the *AFMC Action Officer Guide* at <https://cs.eis.afmc.af.mil/sites/CSOps/Lists/Action%20Officer/By%20Topic.aspx>.