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SECRETARY OF THE AIR FORCE**



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Supplement**

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**Special Management**

**AIR FORCE RELATIONS WITH CONGRESS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 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.

**(AFRC)** This instruction implements AFPD 90-4, Relations with Congress, by providing guidance and procedures for Air Force reserve personnel who respond to inquiries from and interact with the Congress. It describes the responsibilities of the reserve component staff 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.

**(AFRC)** The success of Air Force Reserve programs and mission depends on Congressional support. Therefore, effective communication with Congress is essential. It is important that we as representatives of the Air Force Reserve increase Congressional awareness of the Air Force Reserve's role in our national security. This supplement implements and extends the guidance of AFI 90-401. It explains responsibilities and procedures of Air Force Reserve Command and reserve component members for maintaining effective relationships with Congress to include procedures for inviting and conducting visits by members of Congress as established in AFI 90-401. This supplement does not apply to the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), or any updated statement provided by the AF Records Management office (SAF/CIO A6P). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier number ("T-0, T-1, T-2, T-3") following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Requests for waivers must be processed through command channels to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. (T-1).

### **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>.

**(AFRC)** This Air Force Reserve Command Supplement supersedes previous Air Force Reserve Command Supplement dated 26 July 2004 and incorporates information previously contained in

Air Force Instruction 90-402, *Command Policy Air Force Reserve Congressional Interaction* dated 1 January 1998.

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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-AFRC) Air Force Reserve, Office of Policy Integration (AF/REI).** AF/REI serves as the focal point for Air Force Reserve (AFR) official Congressional relations and liaison duties. Responsibilities include:

2.6.1. **(Added-AFRC)** Serving as component and air staff focal point for AFR matters of concern to congress.

2.6.2. **(Added-AFRC)** Developing, coordinating, and providing information on AFR legislative programs.

2.6.3. **(Added-AFRC)** Ensuring accuracy and consistency of all Air Force Reserve information intended for Congress.

2.6.4. **(Added-AFRC)** Maintaining information concerning Air Force Reserve and Air Force key issues, key messages, and white papers.

2.6.5. **(Added-AFRC)** Keeping senior staff advised of legislative and Congressional budgetary issues.

2.6.6. **(Added-AFRC)** Providing guidance on an appropriate schedule of events for Congressional visits.

2.6.7. **(Added-AFRC)** Keeping member and committees advised of Reserve unique activities in their areas of interest.

2.6.8. **(Added-AFRC)** Answering Executive office, Congressional Inquiries/Correspondence, and constituent inquiries.

2.6.9. **(Added-AFRC)** Evaluating, reporting, and disseminating pertinent legislative information throughout the AFR.

2.6.10. **(Added-AFRC)** Arranging visits between members of Congress and AFRC Wing Commanders and designated equivalents, according to annual Capitol Hill Visit Program requirements.

2.6.11. **(Added-AFRC)** Providing escorts for official travel requirements for Wing commanders during congressional member visits.

2.6.12. **(Added-AFRC)** Serving as the Air Staff focal point for congressional visits at all AFR organizations.

2.6.13. **(Added-AFRC)** Entering all congressional interactions into the current tracking method.

**2.7. (Added-AFRC) Air Force Reserve Command Legislative Liaison (AFRC/CCX-LL).**

2.7.1. **(Added-AFRC)** Serves as MAJCOM focal point for matters of concern to Congress, at the unit, NAF, Air Reserve Personnel Center , and HQ AFRC levels. Responsibilities include:

2.7.1.1. **(Added-AFRC)** Serving as the OPR for official visits to MAJCOM by Members of Congress and/or Congressional staff.

2.7.2. **(Added-AFRC)** Ensuring accuracy and consistency of all Air Force Reserve Command information intended for Congress, from the unit, NAF, Air Reserve Personnel Center (ARPC), and MAJCOM.

2.7.3. **(Added-AFRC)** Developing, coordinating, and providing information on AFRC to interested constituencies.

2.7.4. **(Added-AFRC)** Keeping AFRC senior staff advised of legislative and Congressional Budgetary issues.

**2.8. (Added-AFRC) Air Force Reserve Command Public Affairs Office(AFRC/PA).**

2.8.1. **(Added-AFRC)** Provides guidance on community relations interactions. Responsibilities include:

2.8.2. **(Added-AFRC)** Assisting with senior staff responsibilities as appropriate for MAJCOM, NAF, ARPC, and unit level community relations activities and media relations events.

2.8.3. **(Added-AFRC)** Monitoring compliance of photographs during Congressional visits with Office of Legislative Liaison (SAF/LL).

**2.9. (Added-AFRC) HQ AFRC/PA, ARPC/PA, and Wing/PA Offices.** Responsibilities include:

2.9.1. **(Added-AFRC)** Ensuring Congressional member's district offices remain apprised of pertinent Reserve information to include unit newspaper, activities, and ceremonies on a recurring basis. (T2).

## 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.

3.3.1. **(Added-AFRC)** AF/REII serves as the AFR focal point for all inquiries.

3.3.2. **(Added-AFRC)** HQ AFRC and ARPC Inquiry Program Manager and Commander Responsibilities:

3.3.2.1. **(Added-AFRC)** Keep AF/REII updated with point-of-contacts and office symbols

3.3.2.2. **(Added-AFRC)** Ensure timeliness, accuracy, and consistency of responses

3.3.2.3. **(Added-AFRC)** Forward response, as an attachment, via email to AF/REI Constituent Workflow ([saf.pentagon.af-re.mbx.af-rei-const-workflow@mail.mil](mailto:saf.pentagon.af-re.mbx.af-rei-const-workflow@mail.mil))

3.3.2.4. **(Added-AFRC)** Subject line of email should include case number (SYSID), last name of elected official, and last name of requester.

3.3.2.5. **(Added-AFRC)** Responses are only authorized from the WG/CC or designated representative. Use sam

3.3.2.6. **(Added-AFRC)** Provide interim response when delays occur (i.e. beyond 15 days). Prior arrangements must be made with AF/REII prior to submission of an interim response. Interim response must indicate reason for delay, progress achieved, and a get-well estimate. (T2).

**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.

3.4.3.1. **(Added-AFRC)** All constituent inquiries regarding AFR concerns, to include any directly received, along with properly composed response (Attachment 3) should be forwarded via email using the AF/REI Constituent Workflow ([saf.pentagon.af-re.mbx.af-rei-const-workflow@mail.mil](mailto:saf.pentagon.af-re.mbx.af-rei-const-workflow@mail.mil)). AF/REI will in-turn coordinate such inquiries w

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.

3.4.4.1. **(Added-AFRC)** Constituent inquiries regarding AFR concerns, should be forwarded via email using the AF/REI Constituent Workflow (**Error! Hyperlink reference not valid.**[saf.pentagon.af-re.mbx.af-rei-const-workflow@mail.mil](mailto:saf.pentagon.af-re.mbx.af-rei-const-workflow@mail.mil)).  
AF/REI

**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.

4.2.2. (**Added-AFRC**) All AFR specific Staff Delegation (STAFDEL) or Congressional Delegation (CODEL) travel actions will be accomplished IAW the SAF/LL Congressional Travel Guide. All STAFDEL/CODEL requirements will be coordinated with AF/REI and SAF/LLM.

**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-AFRC)** AFR installations are to notify AF/REI when local plans or activities generate significant community interest and may interest members of Congress.

**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).

6.2.1. **(Added-AFRC)** AFR Commanders are highly encouraged to be proactive in engaging MOCs while they are ‘home’ conducting business. Refer to [paragraph 6.4.1.1](#) for further information regarding sending an invitation to the DC Congressional office.

**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.

6.4.1.1. **(Added-AFRC)** Invitations may be for specific events or an open invitation at the MOC’s convenience ([Attachment 4](#)). As per [6.4.1](#), an invitation will not offer transportation, unless prior approval has been coordinated with SAF/LL through AF/REI. Whenever possible, engagements should be directly with the MOC. If the MOC is unavailable, extend the invitation to individuals of the D.C. office (Legislative Director or Military Legislative Assistant) or the key local staff.

6.4.1.1.1. **(Added-AFRC)** For specific events; provide AF/REI the signed invitation and explanatory cover letter 60 days in advance of the visit or event (info HQ AFRC/CCX-LL, NAF/CC (as applicable) and AFRC/PA). Advance notice is

especially important if the request involves providing transportation for the legislator. If unable to provide 60 days' notice, contact AF/REI to establish the best course of action.

6.4.1.1.2. **(Added-AFRC)** For an open invitation; the letter may be sent directly to the local district office. Recommend the use of the approved AFR talking points in establishing the basis for the invitation.

6.4.1.2. **(Added-AFRC)** When a MOC or staffer accepts an open invitation to visit, ensure AF/REI and HQ AFRC/CCX-LL are informed of the pending visit.

6.4.1.3. **(Added-AFRC)** Coordinate with host base commander, Protocol Office, and Public Affairs, as applicable on any visit.

6.4.1.4. **(Added-AFRC)** Notify local Military Affairs Committee and professional military organizations of Congressional visits.

6.4.1.5. **(Added-AFRC)** Notify Congressional members within the local district when Congressional members from outside the district are invited to visit.

6.4.1.6. **(Added-AFRC)** Visit suggestions: Whenever possible, use "hands-on" demonstrations rather than formal briefings to display unit mission capabilities. Avoid long detailed briefings that focus on the "nuts and bolts" of daily operations; this kind of information is better provided in fact sheets. Briefings should emphasize the AFR mission, the organizational specific mission, economic impact, number of jobs provided, dollar value of hardware and real estate, highlights of local Reservists who are prominent in the community, and any current issue that may have a direct impact on your organization. Finally, always provide honest answers and do not promise anything you can't deliver.

6.4.1.6.1. **(Added-AFRC)** Handouts: Commanders are encouraged to provide fact books containing specific information and history on the unit and the AFR. Fact sheets are available from the unit Public Affairs Office, HQ AFRC/PA or via the internet at <http://www.afrc.af.mil/>. Consideration should also be given to providing reserve milestones, local economic impact point papers, etc.

6.4.1.7. **(Added-AFRC)** As a representative of the military, you serve as an advocate for AFR specific concerns. Caution should be exercised when in discussion with a MOC or staffer while in uniform so as to ensure you are not requesting direct assistance on issues or representing your own interest; your thoughts and statements can be construed as the official position of the AFR.

6.4.1.8. **(Added-AFRC)** Do not disclose classified information or locally sensitive information on changes in the status of Air Force units, installations and industrial facilities, without the consent of the Secretary of the Air Force.

6.4.1.9. **(Added-AFRC)** Following the visit, commanders are encouraged to forward a thank-you letter (Attachment 5) to the attendees. Additionally, ensure AF/REI is provided feedback regarding the congressional engagement. Such action can be accomplished by visiting the CHV SharePoint at <https://eis.af.mil/cs/USAFRCHVP/default.aspx>

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.

6.4.2.1. (**Added-AFRC**) If a request for a Congressional visit is received at the installation level, notify HQ AFRC/CCX-LL who in-turn will work with AF/REI.

**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.

6.5.3.1. (**Added-AFRC**) Following the visit, Reserve installations should forward a thank-you letter (Attachment 5) to the attendees. Additionally, provide AF/REI feedback regarding the congressional engagement by visiting the CHV SharePoint (<https://eis.af.mil/cs/USAFRCHVP/default.aspx>)

**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.

8.1.2.1. **(Added-AFRC)** Request for Washington D.C. visits will be coordinated directly with AF/REI through the CHV SharePoint site ([https\\](https://)

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

8.1.3.1. **(Added-AFRC)** Upon an approved visit request, AF/REI will work with the commander and their staff to coordinate the details of the visit. Read-ahead material will be provided in advance of arrival, with the morning of the planned visit spent with AF/REI personnel for final preparation.

8.1.4. **(Added-AFRC)** To maximize limited resources, AFR Wing Commanders are highly encouraged to satisfy this requirement through engagement with the local district office. Visits to Washington D.C. will be afforded to Wing Commanders who have not previously visited their present Congressional Delegation in D.C., and those organizations impacted by budgetary reductions (force realignments, mission changes, etc.).

**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

**(AFRC)**

JAMES F. JACKSON, Lt Gen, USAF  
Commander, Air Force Reserve Command

## 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

**(Added-AFRC)** AFI 35-105, *Community Relations*, January 26, 2010

**(Added-AFRC)** AFI 65-603, *Official Representation Funds*, August 24, 2011

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*

**(Added-AFRC)** **AF/REI**—Air Force Office of Reserve Policy Integration

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Document

**AFR**—Air Force Regulation

**(Added-AFRC)** **AFRC**—Air Force Reserve Command

**(Added-AFRC)** **AFRC/CCX-LL**—Commanders Action Group – Legislative Liaison

**ANG**—Air National Guard

**(Added-AFRC) ARPC**—Air Reserve Personnel Center  
**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  
**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  
**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*

**(Added-AFRC) Air Force Reserve**—All units, organizations, and members of AF/RE, HQ AFRC, and ARPC

**(Added-AFRC) Air Staff**—Offices belonging to but below the level of Secretariat and Chief of Staff, USAF

**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

**(Added-AFRC) Senior Staff**—Senior staff refers to the AF/RE, AF/RE(D), HQ AFRC Vice Commander, ARPC commander, NAF and Wing commanders.

**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)

**(Added)(AFRC) Office of the Air Force Reserve, Office of Policy Integration (AF/REI)**

DSN 223-2452/(703)693-2452/FAX DSN: 227-9103/(703) 697-9103

Email: [usaf.pentagon.af-re.mbx.af-rei-workflow@mail.mil](mailto:usaf.pentagon.af-re.mbx.af-rei-workflow@mail.mil)

**Attachment 3 (Added-AFRC)****PROPOSED RESPONSE FOR SENATOR/REPRESENTATIVE JOHN SMITH  
REGARDING MASTER SERGEANT STEVEN SNUFFY**

This is the template for completing a congressional inquiry response. All responses are to be submitted in Microsoft Word with one inch margins all around. Font will be Times New Roman size 12. Paragraphs are double spaced, left justified, and indented.

When using acronyms spell out the phrase on the first use; followed by the acronym in parenthesis. For example: Air Force Reserve Command (AFRC). Do not abbreviate military rank in your response. For example, never use TSgt or Lt Col; use Technical Sergeant/Lieutenant Colonel in the heading and first paragraph; all subsequent use should be Sergeant or Colonel.

Ensure all dates adhere to the following example: March 21, 2013; do not abbreviate the month. The first time you reference a form or Air Force Instruction it should follow this format: Defense Department (DD) Form 214, *Certificate of Release or Discharge from Active Duty* / Air Force Instruction (AFI) 36-2905, *Fitness Program*. All subsequent references can be abbreviated as DD Form 214 and AFI 36-2905.

Begin the response by identifying the individual and their concern(s). The following is an example of the correct format:

This is in reply to your inquiry on behalf of Master Sergeant Steven Snuffy, who requested your assistance regarding the correct format for submitting an inquiry response.

Sergeant Snuffy is an Air Force Reservist assigned to the 111th Airlift Wing, 100th Aerial Port Squadron (100 APS), Chennault Air Force Base (AFB), Louisiana. As a member of the Air Force Reserve (AFR), it is Sergeant Snuffy's desire to have an accurate understanding of how to respond to a congressional inquiry.

Do not change the response to a letter or memo format. The response must have an organized and chronological flow answering all questions/issues referenced in the constituent's letter. Remember your audience; responses are written to the congressional member so maintain a neutral tone and ensure your response is accurate and complete. Finally, if a valid problem has been identified, acknowledge it and indicate what corrective action has been implemented. The response should always end with – We trust this information is helpful.

**Attachment 4 (Added-AFRC)**  
**SAMPLE INVITATION LETTER**

(Appropriate Letterhead Stationary)  
SAMPLE INVITATION LETTER

WG/CC (Equivalent) Name  
Commander, Organization  
Organization Address

The Honorable (full name)  
United States Senate / House of Representatives  
Washington D.C. street address

Dear Mr./Mrs./Ms. (for Representative) or Senator (for Senators)

On behalf of the men and women of the (organization), I invite you to visit (base location), for a greater understanding of the Air Force Reserve and to meet the men and women who (provide mission of the base; i.e. “fly and support the largest jet in the military – the C-5B Galaxy”).

The Air Force Reserve is one of the most mission capable and cost-effective components of our national defense. (Provide information regarding your base, mission and contribution to the national defense). In addition to playing a major role in the Total Force, Citizen Airman also make a significant impact on the area where we live and work.

I hope you and your staff can find time to see our mission and community involvements. We invite you to (specify an event or a visit at their convenience) and look forward to the opportunity of discussing the vital role (location) and the Air Force Reserve play in national security and the contributions our Citizen Airman have on (local community if Representative; or state if Senator). My Public Affairs Officer, (name/contact information) and I are available to answer any questions on our operations and look forward to facilitating your visit.

The dedicated men and women of the Air Force Reserve proudly service this great nation and eagerly look forward to meeting you soon.

Very Respectfully

WG/CC Signature Block

**Attachment 5 (Added-AFRC)**  
**SAMPLE FOLLOW-UP LETTER**

(Appropriate Letterhead)

WG/CC (Equivalent) Name  
Commander, Organization  
Organization Address

The Honorable (full name)  
United States Senate / House of Representatives  
Washington D.C. street address

Dear Mr./Mrs./Ms. (for Representative) or Senator (for Senators)

Thank you for finding the time in your busy schedule to visit us at (organization).

We appreciate your interest in our mission and the men and women of the Air Force Reserve. It was an honor (insert a brief synopsis of the visit) and we look forward to working with you and your staff to ensure the Air Force Reserve remains a relevant, viable, cost-effective component of our nation's defense.

Please contact me or (PAO name/contact info) should you or your staff desire additional information or wish to visit again.

Very Respectfully

WG/CC Signature Block