BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 90-401

14 JUNE 2012

AIR FORCE SPECIAL OPERATIONS COMMAND
Supplement

7 NOVEMBER 2013
Certified Current On 18 September 2014
Incorporating Change 1, 7 November 2014
Special Management

AIR FORCE RELATIONS WITH CONGRESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-publishing website at **http://www.e-publishing.af.mil**.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/LLZ

Certified by: SAF/LL
(Maj Gen Lori Robinson)

Pages: 24

Supersedes: AFI90-401, 1 July 1998

(AFSOC)

OPR: HQ AFSOC/IGQ

Certified by: HQ AFSOC/IGQ
(Mr. Thomas Oldham)

Pages:3

Supersedes: AFI90-401_AFSOCSUP1,
1 September 2003

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.

(AFSOC) Air Force Instruction (AFI) 90-401, *Air Force Relations with Congress*, 14 June 2012, is supplemented as follows: This Air Force Special Operations Command (AFSOC) supplement to AFI 90-401 defines the process to respond to congressional inquiries at Headquarters (HQ) AFSOC and AFSOC wings. This supplement applies to all active duty

AFSOC units, but it is not applicable to the Air National Guard (ANG) or the Air Force Reserve Command (AFRC). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (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). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's 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.

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 Bud- get 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**.

(AFSOC) This interim changes to AFSOC Supplement to AFI 90-401, *Relations With Congress*, is advisory in nature and explain a process to the recipient of an inquiry and not directive.

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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 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.

2.5.12. **(Added-AFSOC)** Wings and field organizations contacted by SAF/LL or SAF/FMBL will contact HQ AFSOC/IGQ and advise of the communication or request received from SAF offices.

2.6. (Added-AFSOC) HQ AFSOC/IG Responsibilities are:

2.6.1. **(Added-AFSOC)** Determine the HQ AFSOC Office of Primary Responsibility (OPR) for congressional inquiries and establish the suspense date (3 working days) for the OPR to respond to the inquiry. If there is ambiguity or if there are multiple functional areas addressed in the congressional inquiry, the AFSOC/COS will determine the OPR.

2.6.2. **(Added-AFSOC)** Receives from AFSOC wings and HQ AFSOC directors their final response to congressional/high-level inquiries.

2.6.3. **(Added-AFSOC)** Prepares and maintains a complete case file for each AFSOC congressional inquiry.

2.6.4. **(Added-AFSOC)** Maintains a working relationship with SAF/LLI to address and respond to congressional inquiries.

2.6.5. **(Added-AFSOC)** When a Congressional inquiry results in an IG investigation, HQ AFSOC/IGQ will provide SAF/IGQ a copy of the inquiry issue within 24 hours of receipt.

2.6.6. **(Added-AFSOC)** Investigate matters of congressional interest when directed by SAF/IGQ. Inquiries entered into IG Complaint System are processed according to AFI 90-301, *Inspector General Complaints*.

2.7. (Added-AFSOC) HQ AFSOC Directorates.

2.7.1. **(Added-AFSOC)** Immediately after receipt of congressional inquiries, notify HQ AFSOC/IGQ. This also applies to HAF functional offices responding to a SAF tasking for a congressional inquiry. Immediately telephone HQ AFSOC/IGQ (850-884-2256, DSN 579-2876) and then fax (850-884-2881, DSN 579-2881) or hand-carry a copy of the written congressional inquiry to HQ AFSOC/IGQ. If the source of the congressional inquiry is

telephonic, transcribe the requested inquiry and follow the same procedures for a written inquiry. Do not place a congressional inquiry in routine distribution channels.

2.7.2. **(Added-AFSOC)** HQ AFSOC Directors assigned OPR responsibility for congressional inquiries will have 3 duty days to research, analyze and prepare the coordinated response for the appropriate HQ AFSOC Director's signature. **Example:** If the OPR is assigned on Monday, then Tuesday, Wednesday, and Thursday are the three days allotted for research, preparation and coordination of the response. Within these three days the proposed response must receive coordination from HQ AFSOC/JA and HQ AFSOC/IG prior to signature by the appropriate HQ AFSOC Director. In the preparation of the response, and to expedite coordination, utilize currently accepted software, and forward a copy of the response during coordination with required offices.

2.7.3. **(Added-AFSOC)** Release authority for a response to a congressional inquiry is the Director or an AFSOC/CC designated colonel.

2.7.4. **(Added-AFSOC)** Once the response to the congressional inquiry is signed by the director or a designated 0-6, provide a copy of the response and associated documents to HQ AFSOC/IGQ.

2.8. (Added-AFSOC) AFSOC Wings.

2.8.1. **(AFSOC)** Wing Chief of Staff appoints a single office, usually the Inspector General, to manage all congressional/high-level inquiries. This office should:

2.8.1.1. **(Added-AFSOC)** Immediately after receipt, notify HQ AFSOC/IGQ of all congressional inquiries. Immediately telephone HQ AFSOC/IGQ (850-884-2256, 4-2876) and then fax (850-884-2881) or hand-carry a copy of the written congressional inquiry to HQ AFSOC/IGQ. If the source of the congressional inquiry is telephonic, transcribe the requested inquiry and follow the same procedures for a written inquiry.

2.8.1.2. **(AFSOC)** Assign the OPR responsibility for congressional/high-level inquiries. The OPR should research, analyze and prepare the coordinated response for the wing commander's or designated colonel's signature within 3 duty days. **Example:** If the OPR is assigned on Monday, then Tuesday, Wednesday, and Thursday are the three days allotted for research, preparation and coordination of the response. Within these three days the proposed response should be coordinated on by the wing JA and wing IG prior to releaser's signature. In the preparation of the response, and to expedite coordination, utilize currently accepted software, and forward a copy of the response during coordination with required offices.

2.8.1.3. **(Added-AFSOC)** Release authority for a response to a congressional inquiry is the wing commander or designated 0-6.

2.8.1.4. **(Added-AFSOC)** Once the response to the congressional/high level inquiry is signed by the wing commander or designated 0-6, immediately provide a copy of the response and associated documents to HQ AFSOC/IGQ.

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 statue 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-AFSOC) Information**. Any inquiry, regardless of the source (written, electronic, or telephonic) that might ultimately provide information to a Member of Congress or the Executive Branch will be coordinated with HQ AFSOC/IGQ to ensure SAF/LL has knowledge of the inquiry. Receiving office may begin or continue work to prepare the response while awaiting acknowledgement from and/or approval from SAF/LL to prepare an appropriate response.

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.

3.5. 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.

6.2. 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.

8.2. 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

(AFSOC)

DANIEL J. SETTERGREN, COLONEL, USAF
INSPECTOR GENERAL

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*

(Added-AFSOC) None.

(Added-AFSOC) ***Prescribed Forms***

(Added-AFSOC) None.

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Document

AFR—Air Force Regulation

(Added-AFSOC) AFSOC—Air Force Special Operations Command

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

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

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 statue 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: safllo.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

Secretary of the Air Force Public Affairs (SAF/PA)
DSN 227-6061/(703)697-6061
Email: safpa.workflow@pentagon.af.mil