

**BY ORDER OF THE COMMANDER  
CANNON AIR FORCE BASE (AFSOC)**

**AIR FORCE INSTRUCTION 90-401**



**CANNON AIR FORCE BASE  
Supplement**

**24 MAY 2012**

**Special Management**

**AIR FORCE RELATIONS WITH CONGRESS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 27 SOW/IGQ

Certified by: 27 SOW/IG  
(Maj Steven O. Kohut)

Pages: 5

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**AFI 90-401, *Air Force Relations with Congress*, 1 July 1998, is supplemented as follows:** This supplement applies to all 27th Special Operations Wing (27 SOW) units and partner units. It provides wing guidance and procedures for responding to requests for information or inquiries from members of Congress and their staffs. It establishes the 27 SOW/IG as the installation agency tasked to coordinate response to congressional and high-level inquiries. Congressional inquiries are a grievance channel open to all 27 SOW personnel and their family members. The procedures in this regulation are intended to ensure that complete and accurate responses are released in a timely manner. Ensure that 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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 Form 847s through local publications/forms managers.

**5. (Added) Wing IG Responsibilities.**

5.1. (Added) The 27 SOW/IG will be the central POC for all legislative issues affecting the wing.

5.2. **(Added)** The 27 SOW/IG will:

5.2.1. **(Added)** Upon receipt of an inquiry, the 27 SOW/IG will immediately coordinate with the 27 SOW/CC, CV, DS and JA (if necessary) to determine a wing OPR and establish a suspense for the response.

5.2.1.1. **(Added)** Responsibility for drafting replies to congressional inquiries rests with the flight, squadron, group commander, or division chief with the functional expertise to answer the question.

## 6. **(Added) OPR Responsibilities:**

6.1. **(Added)** Assigned wing OPRs will prepare an in-depth response that accurately answers all questions and concerns prior to the deadline set by the Wing IG.

6.2. **(Added)** Timely response to Congressional or high-level inquiries is a command metric. **OPRs will ensure responses are provided by the established suspense date.** If a final reply cannot be forwarded within the established suspense date, immediately notify the 27 SOW/IG for assistance. Do not attempt to contact the tasking agency for an extension. **Do not** wait until the suspense due date to request assistance or an extension.

6.3. **(Added)** OPRs will prepare an Air Force Form 1768, *Staff Summary Sheet*, with an appropriate response attached. The response will be routed to the JAG with the Wing IG courtesy copied prior to being sent for Wing/CC signature. The 27 SOW/CC or CV will approve/sign all replies to Congressional or high-level inquiries. Once signed by the CC or CV, the Wing IG will send the reply to SAF/LLI (or their designated POC) and copy AFSOC/IGQ.

## 7. **(Added) Installation Unit Responsibilities:**

7.1. **(Added)** The Wing IG will be **immediately** notified of all incoming Congressional and high-level inquiries. **Note:** This also includes requests for information from other organizations that are responding to a Congressional or high-level inquiry regarding a 27 SOW issue.

## 8. **(Added) Rules of engagement.**

8.1. **(Added)** READ the inquiry and determine what primary issues need to be addressed or answered. Often the root issues are buried in an emotional or wordy letter.

8.2. **(Added)** REMEMBER: Obtain the approval of any subjects of the complaint to release the requested information back to the requesting agency. The Privacy Act Release in **Attachment 2** is provided for use. In addition, if the inquiry requires release of medical or dental information, a DD Form 2870 must be completed and signed. If the subject will not consent to either the Privacy Act Release or the 2870, a response will be drafted to the requesting agency informing them that the information cannot be released for privacy act reasons.

## 9. **(Added) Follow-up Action.**

9.1. **(Added)** If the inquiry reveals an actual deficiency, follow-up action is required. The appropriate commander or agency and the IG determine if the deficiency is a one-time occurrence or if a systemic problem exists.

9.2. **(Added)** If a systemic problem exists, the IG will write a finding against the appropriate section that will be tracked until closed.

9.3. **(Added)** The appropriate agency will develop and implement corrective action as required. All actions will be staffed through the appropriate chain of command.

9.4. **(Added)** The 27 SOW/CC is the final approval authority for corrective actions.

ALBERT M. ELTON II, Colonel, USAF  
Commander

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

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

AFI 90-401, *Air Force Relations with Congress*, 1 July 1998

AFMAN 33-363, *Management of Records*, 18 March 2008

***Prescribed Forms***

No prescribed forms.

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September, 2009

AF Form 1768, *Staff Summary Sheet*, 1 September, 1984

DD2870, *Authorization for Disclosure of Medical or Dental Information*, December 2003

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**CC**—Commander

**CV**—Vice Commander

**IG**—Inspector General

**JA**—Judge Advocate

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**Attachment 2 (Added)**  
**PRIVACY ACT RELEASE**

In accordance with the Privacy Act of 1974 (Public Law 93-579), the notice informs you of the purpose of the release and how it will be used. Please read it carefully.

**AUTHORITY:** AFI 90-401.

**PRINCIPAL PURPOSE(S):** To obtain personnel information.

**ROUTINE USE(S):** Officials will disclose this information in response to either a Presidential or a Congressional inquiry. If a third party initiated the inquiry, we will provide the information to them. We will provide any third party names(s) to you.

**DISCLOSURE:** Voluntary. However, officials will not release any information if you fail to furnish the information below (i.e., decision and signature).

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1. \_\_\_\_\_ I do not authorize the United States Air Force to release any Privacy Act Protected information concerning \_\_\_\_\_ inquiry to her and to Congressional office holders, their staffs, and any person or agency requesting it in the course of their duties.

2. \_\_\_\_\_ I do authorize the United States Air Force to release any Privacy Act Protected information concerning \_\_\_\_\_ inquiry to her and to Congressional office holders, their staffs, and any person or agency requesting it in the course of their duties.

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NAME

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SIGNATURE

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DATE

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WITNESS