

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING
(AETC)**

**AETCI90-402 KEESLER AIR FORCE BASE
Supplement**



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Specialty Management

AETC RELATIONS WITH CONGRESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Mack L. Breeland)

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AETCI 90-402, 23 November 2004, is supplemented as follows.

This supplement provides wing guidance and procedures for responding to requests for information or inquiries from Members of Congress or their staff. This supplement establishes the 81 TRW/IG Office as the installation OPR for Congressional and high-level inquiries and applies to all wing personnel and geographically separated units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

2.10.2. The 81 TRW/IG is the central POC for all legislative inquiries affecting the Wing.

2.10.3.1. (Added) All 81 TRW units will immediately notify 81 TRW/IG of all incoming Congressional and high-level inquiries. **Note:** This includes requests for information from other organizations (e.g., HQ AETC Staff, USAF/DPFM, etc.) that are responding to a Congressional or high-level inquiry regarding an 81 TRW issue.

2.10.3.2. (Added) Upon receipt, 81 TRW/IG will coordinate with 81 TRW/CC, CV, and JA (if necessary) to determine a wing OPR and establish a suspense for the response. OPRs will comply with the established suspense date; if an extension is required, immediately notify

81 TRW/IG for assistance. **Note:** Only 81 TRW/IG will coordinate with tasking agency for change in suspense date.

2.10.3.3. (Added) Congressional inquiries are sensitive issues; the privacy and rights of affected individuals must be protected at all times. Written materials should be safeguarded and discussions limited to a “need-to-know” basis.

2.10.4.1. (Added) 81 TRW/CC or CV will approve/sign all replies to Congressional or high-level inquiries.

2.10.4.2. (Added) If the response contains Protected Health Information, the 81 MDG will ensure a release, (DD Form 2870, *Authorization for Disclosure of Medical or Dental Information*), is obtained prior to submitting a response to the 81 TRW/CC for signature. Should the patient refuse to submit a release, the 81 MDG/CC will sign the response and provide 81 TRW/CC with a medically sanitized summary of the response.

2.10.6.1. (Added) Assigned wing OPRs will forward a comprehensive response that accurately answers all questions and concerns *directly* to 81 TRW/IG.

2.10.6.2. (Added) 81 TRW/IG will obtain a legal review from 81 TRW/JA prior to forwarding to 81 TRW/CC for signature.

2.11.1.1. (Added) 81 TRW units will immediately notify 81 TRW/PA of all requests by members of Congress or Congressional staff members to visit wing facilities. After notifying 81 TRW/CC/CV, 81 TRW/PA will notify HQ AETC/CCX of the visit request. Additionally, 81 TRW/PA will coordinate with 81 TRW/CCP to provide HQ AETC/CCX with a copy of the proposed visit itinerary and an outline of potential issues.

2.11.2.1. (Added) All requests for a member of Congress or Congressional staff member to visit the 81 TRW will be forwarded by the 81 TRW/CV to HQ AETC/PA for AETC/CV’s approval.

2.11.3.1. (Added) 81 TRW/PA will notify AETC/CCX of any material changes to itineraries or any new or changed requests for congressional visits.

2.11.6.1. (Added) 81 TRW/PA will provide AETC/CCX a synopsis of the outcome of visits and any issues discussed during a Congressional visit that would be of interest to the AETC/CC or CV, regardless of whether SAF/LL or SAF/FML escorted the visit.

3. DD Form 2870, *Authorization for Disclosure of Medical or Dental Information*.

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Commander