

**BY ORDER OF THE COMMANDER  
47TH FLYING TRAINING WING**

**LAUGHLIN AFB INSTRUCTION 90-401**



**6 JULY 2011**

***Certified Current 16 September 2015  
Inspector General***

***RELATIONS WITH CONGRESS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

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

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 47 FTW/IG

Certified by: 47 FTW/IG  
(Lt Col Gregory Thurgood)

Supersedes: LAUGHLINAFBI 90-401,  
14 Oct 2008

Pages: 8

---

In accordance with Air Force Policy Directive (AFPD) 90-4, Relations with Congress, this instruction provides wing guidance and procedures for responding to requests for information or inquiries from members of Congress and their staffs. It establishes the 47th Flying Training Wing Inspector General (47 FTW/IG) as the installation agency tasked to respond to congressional and high-level inquiries. Congressional inquiries are a grievance channel open to all 47 FTW 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. This instruction applies to all 47 FTW organizations. 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*. 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/>.

***SUMMARY OF CHANGES***

This publication has been substantially revised to include numerous attachments and must be reviewed in its entirety.

**1. 47 FTW/IG Responsibilities.**

1.1. The 47 FTW/IG will be the central POC for all legislative issues affecting the wing.

1.2. The 47 FTW/IG will:

1.2.1. Upon receipt of an inquiry, the 47 FTW/IG will immediately coordinate with 47 FTW/CC, CV, and JA (if necessary) to determine a wing OPR and establish a suspense for the response.

1.2.1.1. 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.

**2. 47 FTW OPR Responsibilities:**

2.1. Assigned wing OPRs will prepare an in-depth response that accurately answers all questions or concerns. The 47 FTW/CC or CV will approve/sign all replies to Congressional or high-level inquiries. An informational copy of the response will be forwarded to SAF/LLI, AETC/IGQ, and 19 AF/CV (if appropriate).

2.2. 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 47 FTW/IG for assistance. Do not attempt to contact the tasking agency for an extension. **Do not** wait until the suspense due date to request a change in suspense date.

2.3. Action offices will prepare an Air Force Form 1768, Staff Summary Sheet, with an appropriate response attached. After all internal and lateral coordination is accomplished, the response will be hand carried to 47 FTW/JA then to 47 FTW/IGQ. Upon receipt, 47 FTW/IG will review for accuracy and forward to the Wing Commander for final coordination and signature.

**3. 47 FTW Unit Responsibilities:**

3.1. 47 FTW/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 47 FTW issue.

**4. Follow-up Action.**

4.1. If the inquiry reveals an actual deficiency, follow-up action is required. The group commander, squadron commander, or division chief and the IG determine if the deficiency is a one-time occurrence or if a systemic problem exists.

4.2. If a systemic problem exists, the IG writes a finding against the appropriate flight, squadron, group, or division.

4.3. The appropriate flight, squadron, group commander, or division chief develops and implements corrective action. The commander or division chief's actions will be staffed through the appropriate chain of command.

4.4. The 47 FTW/CC is the approval authority for corrective actions.

THOMAS E. MURPHY, Colonel, USAF  
Vice Commander

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

AFI 90-301, Inspector General Complaints Resolution

AFI 90-401, Air Force Relations With Congress

AETCI 90-402, AETC Relations With Congress

***Abbreviations and Acronyms***

**FTW/JA**—Flying Training Wing Judge Advocate

**AFLOA/JAJM**—Air Force Legal Operations Agency Military Justice Division

**AFPC/MSH**—Air Force Personnel Center High Level Inquiries Division

**SAF/AQCX**—Secretary of the Air Force Chief of Contact Support Division

**SAF/IGQ**—Secretary of the Air Force Office of the Inspector General, Inquiries Directorate

**SAF/LLI**—Secretary of the Air Force Legislative Liaison, Congressional Inquiry Division

**SJA**—Staff Judge Advocate

## Attachment 2

### ANSWERING HIGH LEVEL INQUIRIES

**A2.1.** High level inquiries normally mean Congressional inquiries but may be generated by other such levels to include the Department of Defense and the President.

A2.1.1. The governing directive is AFI 90-401, *Air Force Relations with Congress*.

A2.1.2. This instruction directs the procedures for handling inquiries locally.

**A2.2.** Normally, the inquiry is routed through the 47 FTW/IG office with some exceptions.

**A2.3.** Responses go back to the tasking agency after being coordinated with the group commander, legal and IG and are approved for release by the wing commander.

**A2.4.** Rules of engagement.

A2.4.1. Normal suspense from time of our receipt is 48 hours, which includes time for legal, IG and command section coordination. This gives the unit a day to answer and coordinate through the group commander. Extensions must be requested through the 47 FTW/IG as soon as it is determined the unit needs additional time.

A2.4.2. READ the inquiry and determine what primary issues needs to be addressed or answered. A recommended technique you can use is to make a copy of the letter and highlight specific issues as you read through the inquiry. Often the root issues are buried in an emotional or wordy letter.

A2.4.3. Respond to the issues in the following matter:

A2.4.3.1. The first paragraph should indicate whom the response is to, the complainant's name and the general nature of the complaint.

A2.4.3.2. The second paragraph should be a brief background. Remember the person reading the response doesn't have your knowledge of the person or the situation.

A2.4.3.3. The remaining paragraphs should clearly outline the issues as presented in the inquiry and present a direct, succinct answer.

A2.4.4. Use the recommended format in [Attachment 4](#) for the staff summary package. Include any background information in the tabs but understand the only thing sent out is the double spaced draft response.

A2.4.5. Be sure to obtain the complainant's approval to release the information to the inquirer, which may include their parents. Even if the individual appeared to be the author of the letter, we still get a third party release to protect the information. If the individual will not consent, we still draft a response and let the tasking agency know that the information is not to be released.

A2.4.6. Include an electronic copy of the response on it so minor edits can be made as needed. The 47 FTW/IG will coordinate with the responding agency before making substantial changes. **REMEMBER:** Keep a copy of the package for reference. Packages have been known to disappear and a copy may keep you from having to recreate the entire package.

A2.4.7. Coordinate through the squadron and group commander and then take the response to the legal office for their review. Call 47 FTW/IG to let them know legal has the package so it can be tracked.

A2.4.8. You may receive the package directly from the command section for a rewrite. Contact 47 FTW/IG when this happens so they can track the progress of the package. Return the corrected package to 47 FTW/IG for final review. Include the initial draft with any edits with the corrected package.

**NOTE:** Be sure to update the letter and Staff Summary Sheet with any additional information you may have received since the original package was drafted.

**A2.5.** Final words of wisdom.

A2.5.1. If you receive a high level inquiry, contact the 47 FTW/IG and email or fax a copy to their office as soon as possible. The 47 FTW/IG may have additional information and needs to know there is an inquiry on base.

A2.5.2. The answer going out of the 47 FTW will be coordinated through both JA and IG. In all cases, the release authority will be the wing commander. The 47 FTW/IG will work to get them off base as soon as possible.

Attachment 3

SAMPLE THIRD PARTY RELEASE

(Date)

I, (Name, Rank, SSAN), do/do not hereby authorize release of information to (name of the individual(s) that information will be released), e.g., Congressperson, parents, others requesting information pertaining to specify subject of the inquiry, e.g., separation, discipline, medical treatment, etc. If the individual would like to put limits on what is released, they may do so.



\_\_\_\_\_  
Signature Block

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature Block

\_\_\_\_\_  
Date

**NOTES:**

1. Third party release is required even if the individual wrote the letter to the Congressperson, etc. to ensure they know 47 FTW/IG is responding to their correspondence and someone is not using their name. This protects us from releasing personal information inadvertently.
2. The witness can be anyone in the unit, but preferably an NCO or above in a supervisory position.
3. Make sure the individual strikes out one of the two options (do/do not). If the individual does not want the information released, it will still be sent to the tasking organization but not released to the Congressperson, etc.

## Attachment 4

## STAFF SUMMARY SHEET EXAMPLE INFORMATION

Minimum coordination required:

Group CC - Coord

47 FTW/JA - Coord

47 FTW/IG - Coord

47 FTW/CCE – Log

47 FTW/DS - Coord

47 FTW/CV - Coord

47 FTW/CC - Release

47 FTW/IG – Action

Subject: Congressional, Presidential, etc. Inquiry

Summary:

**ISSUE:** Respond to inquiry from name of Congressperson with state in, or name of official and title regarding name of complainant, unit, and general nature of issue, e.g. separation, Article 15, son/daughter's well being.

**BACKGROUND:** Briefly present the events leading to the inquiry. Use tabs to provide documentation or more in-depth information.

**DISCUSSION:** Describe the thought process used to arrive at the answer and provide any additional information in the tabs to support the discussion.

**CONCLUSION(s):** Address any conclusions that you might draw. If none, leave this section out.

**RECOMMENDATION:** 47 FTW/CC approve release of draft response at Tab 1 (item for approval or signature should always be at Tab 1).

//SIGNED//

Signature block of person who prepared SSS            3 Tabs

1. Draft Response to Congressional Inquiry
2. Third Party Disclosure statement
3. Congressional Inquiry