

**BY ORDER OF THE COMMANDER  
AIR FORCE RESEARCH LABORATORY  
(AFRL)**

**AIR FORCE RESEARCH LABORATORY  
INSTRUCTION 90-401**

**30 NOVEMBER 2023**

***Special Management***

**AFRL RELATIONS WITH CONGRESS**



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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Katherine A. Todorov, Colonel)

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This instruction implements Air Force Policy Directive (AFPD) 90-4, *Relations with Congress*, Air Force Instruction (AFI) 90-401, *Air Force Relations with Congress*, and AFI 90-401/Air Force Materiel Command Supplement 1 (AFMCSUP1), *Air Force Relations with Congress*. This instruction establishes policy for AFRL personnel who respond to congressional inquiries from and interact with Congress. It provides operating procedures and describes responsibilities of AFRL organizations in providing information to congressional inquiries, visits, and invitations. This publication remains applicable to AFRL organizations aligned under USSF. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, Recommendation for Change of Publication; route DAF 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 Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. No waivers may be granted for any part of the publication.

***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. Revisions made to this instruction include roles and responsibilities changes, administrative changes, change of certifying official, and update of organizational symbols.

**1. General Information.** All AFRL interactions with Congress will reflect the highest standards of integrity. This instruction is intended to serve as a procedural guide for handling congressionally related situations. Relations with Congress will be accurate and timely.

1.1. Personnel dealing with congressional inquiries and visits must be familiar with AFI 90-401 and AFPD 90-4.

1.2. The following are covered by this publication:

1.2.1. Direct engagement with Member or Staffers by AFRL personnel whether planned or impromptu regardless of location.

1.2.2. Formal congressional correspondence. See AFI90-401\_AFMCSUP chapter 3 for covered correspondence.

**2. AFRL Congressional Roles and Responsibilities.** AFRL is responsible for complying with the provisions of AFI 90-401.

**2.1. AFRL Commander's Action Group Legislative Liaison Team (AFRL/CCX-LL).** AFRL/CCX-LL is responsible for all congressional activities involving the AFRL Commander (CC), Executive Director (CA), Deputy Commander (CD), Deputy Technology Executive Officer for Space (CJ), Chief Technology Officer (CT), Chief Information Officer (CIO), and Command Chief (CCC).

2.1.1. AFRL/CCX-LL will record key congressional events on the AFRL Strategic Calendar to AFMC.

2.1.2. AFRL/CCX-LL will provide the Commander assessments of congressional activities that merit the Commander's attention.

2.1.3. AFRL/CCX-LL is the OPR for all AFRL congressional activities including inquiries and visits with the exception of congressional reports that require the expertise of a Functional Directorate or Mission Organization in which the directorate/organization will be assigned as the OPR. The AFRL/CCX-LL will be included in the final review of the draft reports.

2.1.3.1. AFRL/CCX-LL will notify AFRL/CC, AFRL Front Office Group (FOG), and AFRL Commander's Action Group (CAG) leadership of all current congressional activities, inquiries, and visits.

2.1.3.2. AFRL/CCX-LL will coordinate all congressional activities and interactions with AFRL/CC, AFRL senior staff, 2-letter organizations, Air Force Materiel Command (AFMC)/CCX-LL, AF/SG, SAF/LL, SAF/FML, SAF/AQR, and SAF/SQT.

2.1.3.3. AFRL/CCX-LL maintains status on all congressional visits to include support staff; supports the planning, coordination, and attendance of visiting officials; and ensures senior staff is updated on all congressional interactions.

2.1.3.4. AFRL/CCX-LL serves as the OPR for Congressional policy on behalf of AFRL (e.g., AFRLI 90-401, "AFRL Relations with Congress") for the enterprise.

**2.2. AFRL Organization Legislative Liaison POCs.** AFRL organizations include all the Mission Organizations and Functional Directorates. Every Mission Organization and Functional Directorate is responsible for designating an LL POC within their organization for coordinating congressional activities, inquiries, and visits with the AFRL/CCX-LL.

**3. Congressional Inquiries.** All AFRL personnel will support Congress by working with the AFRL/CCX-LL to provide full, accurate, and timely responses to congressional inquiries.

**3.1. Congressional Inquiries Process.** The AFRL/CCX-LL will coordinate Science and Technology-related congressional inquiries with SAF/AQR, SAF/SQT and SAF/LL, budget-specific congressional inquiries with SAF/FML, and contracting-related congressional inquiries with SAF/AQC. The AFRL/CCX-LL will coordinate Organize, Train and Equip related congressional inquiries with HQ AFMC/CCX-LL.

3.1.1. AFRL/CCX-LL is responsible for tasking congressional inquiries to the appropriate AFRL organizations to provide responses.

3.1.2. The AFRL Organization LL POCs will prepare a response and submit to the AFRL/CCX-LL.

3.1.2.1. For any given congressional response, the organization LL POC will be responsible for gathering all information including drafting the response package. Additional coordination with agencies outside of AF or AFMC offices may be required to obtain accurate responses. For responses that require approval from AFRL FOG leadership, the LL POC will include a draft electronic Staff Summary Sheet (eSSS) with the response package and any additional information to the AFRL/CCX-LL via email or Tasker App depending on how the task was originally received. (refer to [Attachment 3](#)).

3.1.3. For proposed responses that require AFRL FOG leadership approval, the AFRL/CCX-LL will route the response to AFRL workflow for appropriate coordination and approval if time permits. Otherwise, the AFRL/CCX-LL will coordinate approval directly with AFRL/CD, AFRL/CA, and AFRL/CCE to meet deadlines.

3.1.4. All responses expressing AFRL's position on controversial and high interest topics, must be approved by AFRL FOG leadership (AFRL/CC, AFRL/CA, AFRL/CD, AFRL/CT, AFRL/CJ). All other responses that are informative in nature will be approved by leadership at the Mission Organization or Functional Directorate level. The AFRL/CCX-LL will determine if a response needs to be approved by AFRL FOG leadership.

3.1.5. All approved responses will be delivered via email to the member of Congress, SAF/LL, or SAF/FML by AFRL/CCX-LL. The AFMC/LL will be courtesy copied in the email. Copies of approved responses are sent to AFRL workflow and impacted AFRL organization(s).

3.1.6. Responses that require AFMC approval will be coordinated through AFMC/CCX-LL for AFMC review. After AFMC approves, the AFRL/CCX-LL will email the approved response to SAF/LL or both SAF/LL and the congressional member's office. The AFMC/LL will be courtesy copied in the email. Copies of AFMC-approved responses are sent to AFRL workflow and impacted AFRL organization(s).

3.1.7. All LL POCs will report via email to the AFRL/CCX-LL within one business day of receiving inquiries and must provide the following information: copy of the congressional inquiry, congressional member's or staffer's name and topic, date of receipt, due date, and any impact to the AFRL organization. **Note:** After acknowledging inquiry, LL POCs must coordinate with AFRL/CCX-LL to determine level of involvement and/or approval before providing response.

**4. Congressional Visits.** Members of Congress and their staff may need to visit AFRL. AFRL is responsible for keeping members, staffers, and committees of Congress advised of AFRL activities in their area of interest, and fully supports and encourages these visits.

**4.1. Congressional Visits Process.** AFRL/CCX-LL will notify AFRL CAG leadership, SAF/AQR, SAF/SQT, SAF/LL, SAF/FML, and AFMC/CCX-LL of all proposed or actual congressional visits to any AFRL organizations. As required, AFRL/CCX-LL will notify AFRL/CC and AFRL FOG.

4.1.1. AFRL Organization LL POCs will report proposed or actual congressional visits to AFRL/CCX-LL within one business day via email. At a minimum, the LL POC will provide detailed information (5Ws = who, what, when, where, and why) about the visit. The AFRL/CCX-LL will determine the level of AFRL involvement for the visit.

4.1.2. LL POCs are responsible for the planning and execution of congressional visits to their respective areas and will keep AFRL/CCX-LL informed.

4.1.3. All briefing topics must be provided to the AFRL/CCX-LL three business days prior to expected visit or as negotiated by the LL POC with the AFRL/CCX-LL. The AFRL/CCX-LL will inform AFRL/CC and AFRL/FOG of briefing topics for the visit.

4.1.4. AFRL organizations will provide a representative of appropriate rank to accompany congressional visitors throughout presentations or briefings and tours as needed.

4.1.5. Restrictions on congressional visits apply during election years and to political activities. (refer to AFI90-401 para 6.4.).

4.1.6. Congressional contact reports must be submitted upon completion of the visit (refer to [Attachment 2](#)). This becomes the official record of the congressional member's or staffer's visit to AFRL. The organization's LL POC is responsible for providing the report via email to the AFRL/CCX-LL.

4.1.7. Congressional contact reports must be submitted to the AFRL/CCX-LL within seven business days of the visit.

4.1.8. LL POCs must bring time-sensitive issues arising from a congressional visit to the attention of AFRL/CC via the AFRL/CCX-LL prior to submitting the contact report.

4.1.9. AFRL/CCX-LL will send copies of the visit report to AFMC/CCX-LL. Report content will be input into a tracking database used by SAF/LL.

SCOTT A. CAIN, Brigadier General, USAF  
Commander

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

Air Force Policy Directive (AFPD) 90-4, *Relations with Congress*, 6 Nov 18

Air Force Instruction (AFI) 90-401, *Air Force Relations with Congress*, 15 Sep 20

Air Force Instruction (AFI) 90-401, Air Force Materiel Command Supplement 1 (AFMCSUP1), *Air Force Relations with Congress*, 9 May 22

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**DV**—Distinguished Visitor

**LL**—Legislative Liaison

**CAG**—Commander's Action Group

**FOG**—Front Office Group

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**SAF**—Secretary of the Air Force

**AQC**—Assistant Secretary of the Air Force (Acquisition), Directorate of Contracting

***Terms***

**Inquiries**—Correspondence sent by a private citizen or company to a legislative elected official requesting information on a particular subject.

## Attachment 2

## CONGRESSIONAL CONTACT REPORT

Figure A2.1. Congressional Contact Report.



## Congressional Contact Report

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CAO: DD MMM YYYY

(U) Date: DD MMM YYYY/ Start Time: / Duration:

(U) Type: Office Call / Phone Call

(U) Location for Meeting: Self-explanatory

(U) Topic: MAJCOM/L2 Priorities in FYXX and NDAA Language

(U) USAF/USSF Objective: Provide update on MAJCOM/L2 Priorities in FYXX and gain understanding of NDAA language

(U) Congressional Expectations: Information

(U) Qualitative Assessment:

Subject:

<input type="checkbox"/> Pleased	<input type="checkbox"/> Neutral	<input type="checkbox"/> Surprised	<input type="checkbox"/> Confused	<input type="checkbox"/> Frustrated	<input type="checkbox"/> Provoked
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(U) Congressional Attendees: Rep, Sen or Staffer's name(s), e.g., Rep Wilson (R-NM-1)

(U) Air Force / Space Force / DoD / Government Attendees:

- Gen First/Last Name (Office Symbol, e.g., PACAF/CC)

(U) Escort for the Principals, if applicable: Rank First/Last Name (Office symbol)

(U) BLUF: Escorted (Rep or Sen's name) to (meeting location) for an unclassified meeting with (Gen Last Name). (Topic(s) were discussed.

(U) Related Bill(s): If applicable

(U) Due Outs:

- None

(U) Recommended Future Engagements: Recommend a follow-on engagement with SAF/IE after release of FY23 PB.

(U//FOUO) Discussion: Gen (Last Name) discussed the following MAJCOM/L2 priorities and the areas of concern within the current NDAA language, which included...

(U//FOUO) No additional read-outs.

(U) Engagement Initiated/Requested By:

(U) Follow-up Description (If required):

(U) Materials Provided:

- None

AO completing form: Maj XYZ, office symbol, phone to be reached at

## Attachment 3

## SAMPLE ELECTRONIC STAFF SUMMARY SHEET (ESSS)

Figure A3.1. Sample Electronic Staff Summary Sheet (eSSS).

**Subject:** eSSS - CRR - FY23 Innovative Technologies

AFRL/JA	COORD
AFRL/CCX-LL	COORD
AFRL/DS	COORD
AFRL/CD	COORD
AFRL/CA	APPROVE

## -----STAFF SUMMARY

AO: Lt Col Joe Smith, AFRL/XPR, [joe.smith@us.af.mil](mailto:joe.smith@us.af.mil), (937) XXX-XXXX

Suspense: X Aug XX

**SUBJECT:** CRR - FY23 Innovative Technologies

**1. PURPOSE:** Obtain approval on AFRL Innovative Technologies Congressional Report draft

**2. BACKGROUND:** This report is provided to the congressional defense committees as directed on page 378 of the Joint Explanatory Statement to accompany the NDAA for FY 2023: "Not later than 120 days after the date of the enactment of this Act, the Secretary of the Air Force, in consultation with the Chief of Space Operations, shall provide a report to the congressional defense committees that identifies opportunities to deploy innovative technological solutions such as stratospheric balloons, aerostats, or satellite technology capable of rapidly delivering wireless internet anywhere on the planet from the stratosphere or higher for use by the Department of Defense." Tab 1 contains the draft report for AFRL leadership review, and Tab 3 includes the original tasker message.

**3. DISCUSSION:** The drafting team for this report included representatives from AFRL/RS, AFRL/RV, AFRL/CJ, AFLCMC, and OUSD(R&E).

This report identifies: (1) commercial options as well as options developed by the Department of Defense; (2) detail the feasibility of a pilot program for the deployment of dedicated Department of Defense X-band small satellite communications technologies that includes a description of authorities needed to execute, timeline for implementation and duration of the program, and costs per fiscal year to develop, deploy, and operate the pilot program.

All AFRL technical directorates have reviewed the CRR.

**4. VIEW OF OTHERS:** The drafting team for this report included representatives from AFRL/RS, AFRL/RV, AFRL/CJ, AFLCMC, and OUSD(R&E). Additionally, all technical directorates reviewed. AFRL/RV provided a comment on CRM (Tab 2) recommending an update to a 10 USC reference. AFRL/RV comment was incorporated to reflect latest update in 10 USC.

**5. RECOMMENDATION:** CA approve Innovative Technologies Congressional Report (CRR) in Tab 1.