

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



AETC INSTRUCTION 90-402

MAXWELL AIR FORCE BASE SUPPLEMENT 1

21 APRIL 2005

(Certified Current, 25 April 2012)

Command Policy

AETC RELATIONS WITH CONGRESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 42 ABW/IG
(MSgt Carl C. Jenkins)

Certified by: 42 ABW/IG
(Lt Col Edward F. Meyer)
Pages: 5
Distribution: F

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

This supplement implements AETCI 90-402, *AETC Relations With Congress*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (located at <https://webbrims.amc.af.mil/rds/index.cfm>). It applies to all Air University organizations assigned to Maxwell AFB and to all 42d Air Base Wing units.

2.10. Units in receipt of incoming congressional or high-level inquiries will immediately notify the appropriate Inspector General office. For 42 ABW units, contact the Wing Inspector General (42 ABW/IG). For AU schools, colleges, or directorates, contact Air University Inspector General (AU/IG). **NOTE:** This includes requests for information from other organizations (HQ AETC Staff, USAF/DPFM, etc.) responding to a congressional or high-level inquiry involving a 42 ABW/AU issue.

2.10.1. Upon receipt, the responsible IG will immediately coordinate with the appropriate agency to determine the OPR and establish a suspense date for the response. **NOTE:** Only the responsible IG may coordinate with the tasking organization for a change in suspense date.

2.10.2. The IG will acknowledge receipt of Congressional or a congressional staff member inquiry within 24 hours using the instructions provided by the tasking office. Send an informational copy of the inquiry and a letter of acknowledgement to SAF/LLI, AETC/IGQ, and AETC/CCX. The letter of acknowledgement will include the following statement verbatim:

“We will forward the complete answer or an interim response within 20 days from the date of this letter.”

2.10.3. The responsible IG ensures congressional complaints are properly documented in the Automated Complaints Tracking System (ACTS III). **NOTE:** Congressional inquiries resulting in an IG Investigation will be addressed using AFI90-301 and appropriate entries made in ACTS III. All other Congressional inquiries will be entered as non IG Congressionals.

2.10.4. Congressional inquiries are sensitive issues; the privacy and rights of affected individuals must be protected at all times. Written materials are safeguarded and discussions limited to a need-to-know. For electronically transmitted packages, the subject line must read “IGXXXX [representing the IG tasker number] - SENSITIVE CONGRESSIONAL INQUIRY: Senator [Congressman (woman)] Smith, [Date]. **NOTE:** Do not identify the name of the affected individual(s) on the e-mail subject line.

2.10.5. Assigned OPRs will prepare an in-depth response accurately answering all questions or concerns. The 42 ABW/CC or CV is release authority for all replies to congressional or high-level inquiries to the wing. AU/CC or CV is release authority for all replies to congressional or high-level inquiries to AU. Direct questions dealing with the response format to the respective IG. OPRs must meet the assigned suspense date. If a final reply will not be forwarded by the established suspense date, immediately notify the respective IG, requesting a new suspense date.

2.10.6. Route all response packages electronically. See Attachment 4 (Added) (MAFB). Alternate routing will utilize an AF IMT 1768, **Staff Summary Sheet**, in accordance with sample in Attachment 5 (Added) (MAFB). When using this method, hand carry the response through the Staff Judge Advocate (HQ AU/JA) to the respective IG after all internal and lateral coordination is complete. The IG will route the package to the appropriate staff and commander for final coordination and signature.

2.11. When in receipt of a request from a member of Congress or a congressional staff member to visit any AU or Wing facility, the unit receiving the request will immediately contact Protocol (HQ AU/PC) After notifying AU/CC and the Wing Commander/Vice Commander (42 ABW/CC/CV), HQ AU/PC notifies the AETC Command Action Group (HQ AETC/CCX) of the request. Additionally, HQ AU/PC coordinates with the AU Director of Staff (HQ AU/DS) and Command and Control (42 ABW/CP) to provide HQ AETC/CCX a copy of the proposed itinerary and an outline of potential issues, as required by AETCI 90-402. HQ AU/PC notifies HQ AETC/CCX of any material changes to itineraries or any new or changed congressional visit requests.

2.11.1. HQ AU/PA will provide HQ AETC/CCX with a synopsis of the outcome, and any issues discussed of potential interest to the AETC/CC or CV, regardless of whether SAF/LL or SAF/FML escorted the visit.

3. AF IMT 1768, **Staff Summary Sheet**.

JOHN A. NEUBAUER, Col, USAF
Commander

Attachment 4 (Added) (MAFB)

SAMPLE ELECTRONIC STAFF SUMMARY ROUTING

[Remove internal coordination notes before sending package to staff agencies for coord]

42 MSG/CC	Coord (Last Name, Rank/Grade, Date)
HQ AU/JA	Coord
42 ABW/IG	Coord
42 ABW/CCE	Coord
42 ABW/CV	Coord
42 ABW/CC	Sign

Include any internal coordination desired. However, group CC or CD approval is required before coordinating with other agencies.

[For AU Schools, Colleges or Directorates, use the following coordination]

Unit/CC/Director	Coord
AU/JA	Coord
AU/IG	Coord
AU/DS	Coord
AU/CCE	Coord
AU/CV	Coord
AU/CC	Sign

-----STAFF SUMMARY

AO: Lt Col I.A. Cato, 42 CES, 3-XXXX
 SUSPENSE: Date and Tasker Number

1. **PURPOSE.** Obtain ABW/CC or AU/CC signature (as appropriate) on proposed responses (Tab 1) with supporting documentation (Tab 2) to congressional inquiries prompted by a letter written by Mr. John Doe (Tab 3).
2. **BACKGROUND.** *[Include a concise outline of the complaint and corrective action (if any)]*
3. **RECOMMENDATION.** 42 ABW/CC or AU/CC (as appropriate) sign memorandum at Tab 1 answering the Congressional inquiry.

//Signed/jbs/15 Mar 05//
 JOE SMITH, Colonel, USAF
 (Responsible Organization)

3 Tabs

1. Proposed 42 ABW/CC or AU/CC (as appropriate) Response
2. Supporting Documentation
3. Congressional Inquiry and Constituent's Communication to Congressman

-----Tab 1 – Proposed 42 ABW/CC or AU/CC (as appropriate) Response

[attach file here]

-----Tab 2 – Any supporting documentation

[attach file here]

<p>This is the original tasker and is ALWAYS included as the last attachment</p>

-----Tab 3 – Congressional Inquiry and Constituent's Communication to
Congressman ←

[attach file here]

Privacy Act-1974 as amended applies--This memo may contain information which must be protected IAW DOD 5400.11R, and it is for Official Use Only (FOUO).

Attachment 5 (Added) (MAFB)

EXAMPLE AF Form 1768, STAFF SUMMARY SHEET

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	42SPTG/ CC	Coord	42 ABW Coord Only	6	AU/CCE	Coord	AU Coord Only
2	AU/JA	Coord	42 ABW and AU Coord	7	ABW/CV	Coord	ABW Inquiries Only
3	ABW/IG or AU/IG	Coord	as appropriate	8	AU/CV	Coord	AU Inquiries Only
4	AU/DS	Coord	AU Coord Only	9	ABW/CC	Sign	ABW Inquiries Only
5	ABW CCE	Coord	42 ABW Coord Only	10	AU/CC	Sign	AU Inquiries Only
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE	
I.A. Cato, Lt Col			42 CES/CEIO	3-XXX	iac	20050315	
SUBJECT IGXXX (representing the tasker number) Sensitive or Non Sensitive Congressional Tasker (as appropriate) Senator/Congressman/Representative Name--Date (Note--This SSS applies only to Non-IG Issues)						DATE	
						20050415	
SUMMARY							
<p>1. PURPOSE: Obtain 42 ABW/CC or AU/CC signature (as appropriate) on proposed response (Tab 1) to non IG Congressional Inquiry (Tab 2).</p> <p>2. BACKGROUND: [Include a concise outline of the issue and corrective action (if any)]</p> <p>3. RECOMMENDATION: ABW/CC or AU/CC (as appropriate) sign proposed response at Tab answering Congressional Inquiry.</p> <p>//Signed// JOE B. SMITH, Lt Col, USAF Title/Responsible Organization</p> <p style="text-align: right;">3 Tabs 1. Proposed 42ABW or AU/CC Response 2. Supporting Documentation 3. Congressional Inquiry and Constituent's Communication to Congressman</p>							
<p>Privacy Act-1974 as amended applies--This memo may contain information which must be protected IAW DOD 5400.11R, and it is for Official Use Only (FOUO).</p>							