



Command Policy

**HEADQUARTERS AIR FORCE ACTION ON CONGRESSIONAL AUTHORIZATION  
AND APPROPRIATIONS ACT REPORTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-publishing website at <http://www.e-publishing.af.mil>.

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

---

OPR: SAF/LLZ

Certified by: SAF/LL (Major General Thomas Bergeson)

Supersedes: HOI 65-2, 2 February 2009

Pages: 5

---

This publication implements Air Force Policy Directive 90-4, *Relations with Congress*, and outlines Headquarters Air Force (HAF) responsibilities for monitoring, preparing, and submitting authorization and appropriations reports to Congress. It explains how the Director of Air Force Legislative Liaison and HAF offices interact to provide Congress the reports it directs in Defense Authorization, Intelligence Authorization, and Defense Appropriations Acts. This instruction is applicable to all personnel at the HAF, including contractor personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication* and forward to SAF/LLZ Workflow. 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 Systems (AFRIMS) Records Disposition Schedule (RDS). This HOI supersedes HOI 65-2 and was re-named to signify a change in OPR from SAF/FMBL to SAF/LLZ.

**SUMMARY OF CHANGES**

This revision changes the OPR for congressional reports from Air Force Budget and Appropriations Liaison (SAF/FMBL) to Air Force Legislative Liaison (SAF/LL). It incorporates changes to the congressional report process based on a 2010 review, updates organization office symbols, and incorporates unique delegation of responsibilities by the Secretary of the Air Force.

**1. Overview.** Congress requests reports from the Office of the Secretary of Defense (OSD) and the United States Air Force in the development of annual Defense Authorization and Appropriations Acts. Report requests are found in the bills themselves and in the committee/conference reports or Joint Explanatory Statement accompanying the bill. It is OSD policy to treat report requests in the committee/conference reports and Joint Explanatory Statement as if they were law even though they are not included in the actual bill. The Air Force must comply with congressional authorization and

appropriations acts and accompanying reports. Timely and accurate responses to congressional requests are imperative to build trust and confidence in the United States Air Force and its leadership.

## **2. Responsibilities.**

### **2.1. Director of Air Force Legislative Liaison (SAF/LL) will:**

- 2.1.1. Monitor all Air Force actions relating to congressional authorization and appropriations reporting requirements.
- 2.1.2. Ensure reports are delivered to Congress by the directed due date.
- 2.1.3. If a report cannot be completed and delivered by the due date, inform Congress (usually via SAF/LL and/or Air Force Deputy Assistant Secretary for Budget (SAF/FMB) signed memo) of the reason for the delay and provide an expected date of delivery.

### **2.2. Deputy Director of Air Force Legislative Liaison will chair the SAF/LL Murder Board and ensure each congressional report is accurate, consistent with Air Force messaging, and adequately responds to the congressional request.**

### **2.3. SAF/LL Congressional Action Division (SAF/LLZ) will:**

- 2.3.1. Review each Defense Authorization, Intelligence Authorization, Defense Appropriations, and Military Construction and Veterans Affairs Appropriation Act, and their associated committee/conference reports to identify the specific statutory or congressional language reporting requirements applicable to the Air Force.
- 2.3.2. Schedule and hold Filter Team Meetings to task OPR and OCR responsibilities for each report.
- 2.3.3. Task HAF 2-Letter offices to prepare congressional reporting requirement responses through the Task Management Tool (TMT).
- 2.3.4. Maintain a list of OPR and OCRs for each reporting requirement.
- 2.3.5. Issue report preparation instructions to OPR.
- 2.3.6. Provide direction to the OPR and OCRs regarding appropriate strategy to answer report requests.
- 2.3.7. Review completed and fully coordinated report by holding a "Murder Board".
- 2.3.8. Submit report package to HAF/ES for Top-4 review and approval.
- 2.3.9. Track Top-4 coordination process to ensure timely completion.
- 2.3.10. Monitor the Congressional Hearings and Reporting Requirements Tracking System (CHARRTS) to ensure all reports tasked to the Air Force are tasked and answered.
- 2.3.11. Deliver Air Force approved reports to the designated congressional committees.
- 2.3.12. Contact SAF/FMBL when a report is approved and provide the report and signed Appropriations Committee transmittal memos to SAF/FMBL for delivery.
- 2.3.13. Submit a PDF version of the approved report and signed transmittal memos to the Assistant Secretary of Defense for Legislative Affairs (ASD(LA)) through the CHARRTS system in order to close out the reporting requirement.

### **2.4. SAF/LL Weapon Systems (SAF/LLW) and Programs and Legislation (SAF/LLP) Divisions:**

- 2.4.1. When tasked by SAF/LLZ, assign an action officer to track the progress of each congressional report pertaining to their respective division portfolio.

SAF/LLW or SAF/LLP Action Officer will:

2.4.2. Serve as the SAF/LL subject matter expert for the congressional report assigned.

2.4.3. Attend the SAF/LL Murder Board for reports assigned to them.

2.4.4. "Package" approved interim letters, transmittal memos, and/or approved congressional report and deliver to the authorizing committees, as required.

2.5. Air Force Budget and Appropriations Liaison (SAF/FMBL) will "Package" approved interim letters, transmittal memos, and/or approved congressional report and deliver to the Appropriations Committees, as required.

2.6. Congressional Report OPR (HAF 2-Ltr) will:

2.6.1. Assign action office to prepare the congressional report.

2.6.2. Prepare interim response letters if a congressional due date cannot be met.

2.6.3. Draft report with input from designated OCR offices.

2.6.4. Complete 2-letter coordination of the report with all designated OCR offices, including Air Force General Council (SAF/GC) and SAF/FM, prior to the SAF/LL due date.

2.6.5. Attend SAF/LL Murder Board.

2.6.6. Respond in a timely manner to comments from Top-4 during the coordination process.

2.6.7. For reports that are congressionally directed to a Major Command or other similar organization to accomplish, SAF/LL will designate the most appropriate HAF 2-Letter office to be the HAF OPR for the report. The HAF OPR will then task the Major Command to draft the report and will be responsible for 2-letter coordination with the designated HAF OCR offices. (Ex. For a report directed to Air Force Global Strike Command (AFGSC) to complete, the HAF OPR may be AF/A10. In that case, AF/A10 would task AFGSC to draft the report. When the report is complete, AFGSC will send the report to AF/10 and they will complete 2-letter coordination at the HAF level and submit the report to SAF/LL for a Murder Board.

2.7. Congressional report OCRs:

2.7.1. Assign action office/officer to coordinate with the OPR.

2.7.2. Assist the OPR by providing inputs to the report upon request, or proactively.

2.7.3. When the report is complete, provide 2-letter coordination in a timely manner.

2.7.4. Attend the SAF/LL Murder Board.

2.8. SAF/FMBIB exercises a unique liaison function and manages reporting requirements relating to Air Force Special Access Programs.

TIM BEYLAND

Administrative Assistant

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

AFPD 90-4, *Relations with Congress*, 14 June 2012

HOI 65-2, *HQ USAF Action on Congressional Authorization and Appropriation Acts and Related Reports*, 2 February 2009

AFI 33-363, *Management of Records*, 1 March 2008

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**HOI** – Headquarters Air Force Operating Instruction

**OPR** – Office of Primary Responsibility

**OCR** – Office of Collateral Responsibility

**CHARRTS** – Congressional Hearings and Reporting Requirements Tracking System

***Terms***

**Headquarters Operating Instruction (HOI)** – A directive publication similar to a field publication (MAJCOM level) since it does not apply across the Air Force. An HOI assigns responsibilities, directs actions, and prescribes procedures within a Headquarters.

**Congressional Report** – Any request for information written in a congressional authorization or appropriations bill or associated committee or conference report (e.g., report, study, briefing, update, etc.) is considered a “congressional report” and is covered by this HOI.

**Interim Response** – A letter to the congressional defense committees stating the reason the Air Force cannot meet the requested report suspense, including a date that the report will be delivered.

**Transmittal Letter** – A letter to the congressional defense committees, signed by the approving authority that accompanies the congressional report.

**Approval Authority** – The Air Force official responsible for approving the congressional report. The approval authority for all reports is the Secretary of the Air Force, unless the report specifically directs a Chief of Staff of the Air Force response.

**SAF/LL Congressional Reports Monitor** – Overall Headquarters Air Force (HAF) POC for congressional reports - resides in SAF/LLZ.

**Murder Board** – A meeting chaired by the Deputy Director of Air Force Legislative Liaison and organized by the SAF/LL Reports Monitor. Attendees include a representative from the OPR who can discuss the details of the report and a representative from the OCR offices who can speak for their Ltr’s approval/coordination on the report.

**Filter Team Meeting** – A meeting to review congressional report language and define an OPR and OCRs for each report. Attendees will include the SAF/LL Congressional Report Monitor and a representative from each HAF 2-Ltr authorized to accept OPR or OCR responsibility.

**CHARRTS** – Congressional Hearings and Reporting Requirements Tracking System. A database and electronic tasking and tracking system for all congressional reporting requirements. Managed by Assistant Secretary of Defense for Legislative Affairs (ASD(LA)).

**Congressional Defense Committees** – Per ASD(LA) direction, the congressional defense committees are the House and Senate Armed Services Committees and the House and Senate Defense Appropriations Subcommittees.