



AIR FORCE RELATIONS WITH CONGRESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO/PP WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 375 AW/IGQ (MSgt Leland G. Sketo)
Supersedes AFI 90-401/AW1, 8 March 1996

Certified by: 375 AW/CV (Col Alan L. Joseph)
Pages: 2
Distribution: F

AFI 90-401, 1 July 1998, is supplemented as follows:

4.3. (Added) Inquiries from members of Congress will be processed through the 375th Airlift Wing (AW) Command Section. Staff agencies receiving direct verbal or written congressional inquiries will advise the 375 AW Command Section immediately, and a suspense will be established by the 375 AW Inspector General's staff.

4.3.1. (Added) All written responses to congressional inquiries, except routine HQ AFPC Messages to 375 MSS/CC, will be prepared by the office of primary responsibility (OPR) and forwarded to the 375 AW Command Section for signature.

4.3.2. (Added) Any staff agency receiving a telephonic inquiry from a member of Congress or his or her staff should advise that the inquiry will be promptly reviewed and a written reply furnished. If an immediate verbal reply is required, the response will be coordinated with the 375 AW Command Section; then, it will be answered directly by the OPR. The OPR will furnish the AW Command Section a complete memorandum of the telephone conversation.

4.3.3. (Added) Staff agencies assigned as OPR to respond to a congressional inquiry will

4.3.3.1. (Added) use the personalized letter format as prescribed in *AFMAN 33-326, Preparing Official Communications*,

4.3.3.2. (Added) in addition to the original copy, prepare copies of the response and the original inquiry for SAF/LLI, HQ AMC/IGQ, and the 375 AW Commander,

4.3.3.3. (Added) be factually responsive to each allegation or request for inquiry,

4.3.3.4. (Added) ensure complete staff coordination by the OIC of appropriate agencies, prior to forwarding to the 375 AW Command Section for signature.

BRADLEY S. BAKER, Col, USAF
Commander