



AIR FORCE RELATIONS WITH CONGRESS

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This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

AFI 90-401, 18 March 1994, is supplemented as follows:

4.4.5. (Added) (3WG). The 3rd Wing Inspector General (3 WG/IG):

4.4.5.1. Monitors all cases relative to congressional inquiries, congressional requests for routine information and complaints concerning the 3 WG and all tenant units.

4.4.5.2. Provides the wing commander a proposed response with a copy of all pertinent information regarding each inquiry/complaint received. Ensures coordination is complete prior to wing commander's signature.

4.4.5.3. Acts as liaison between 3 WG and other headquarters/agencies.

4.4.5.4. Maintains a master file of all inquiries/complaints received and replies thereto.

4.4.5.5. Immediately upon receipt of an inquiry/complaint, accomplishes the following actions:

4.4.5.5.1. (Added) (3WG). Determines the appropriate office of primary responsibility (OPR) and ensures the OPR assigns an inquiry officer (IO).

4.4.5.5.2. (Added) (3WG). Assigns an internal suspense date and time for completion of reply.

4.4.5.5.3. (Added) (3WG). Provides the OPR/IO a copy of the inquiry/complaint with a cover letter containing coordination and processing instructions.

4.4.5.5.4. (Added) (3WG). Hand-carries copy of complaint/inquiry to the wing commander for information only.

4.4.5.6. Ensures all responses to congressional inquiries are reviewed by the Staff Judge Advocate (SJA) for legal sufficiency.

4.4.5.7. Reviews responses for accuracy (for example, all allegations have been addressed or an explanation why one could not be addressed). Ensures responses are specific and sufficiently detailed to with-stand scrutiny at all levels.

4.4.6. (Added) (3WG). The 3 WG/tenant units receiving requests/inquiries directly from HQ USAF or other higher headquarters agencies/staffs:

4.4.6.1. Will immediately hand-carry/fax a copy of the request/inquiry to the wing commander and the IG for information only.

4.4.6.2. Responses to routine inquiries tasked to the 3 MSS from the Air Force Personnel Center, for which the MPF is the OPR, may be signed by the Chief/Deputy Chief, Military Personnel Flight (MPF). Routine inquiries are defined as requests for status concerning administrative separations, reassignments, and other military personnel matters of a noncontroversial nature. Responses to routine inquiries from SAF/SG, for which the 3 MDG is OPR, may be signed by the 3 MDG/CC. Routine inquiries are defined as requests for medical/treatment information of a non-controversial nature. The wing commander will review all responses to controversial

or non-routine inquiries before sending to tasking organization.

4.4.6.3. Will contact the IG for direction on determining who the proper signatory is and whether the request/inquiry received is routine or controversial in nature.

4.4.6.4. If the response does not require wing commander signature, responder will hand-carry/fax a copy of the response to the wing commander and the IG for information and filing.

4.4.7. (Added) (3WG). OPRs/IOs:

4.4.7.1. (Added) (3WG). Prepare and finalize response in sufficient time to meet assigned suspense date. If suspense date cannot be met, contact the IG immediately and submit an interim response and the reason for the delay with an estimated completion date.

4.4.7.2. (Added) (3WG). Hand-carry completed response to the IG for review and final coordination before signature by the wing commander. If necessary, be prepared to brief wing commander on pro-posed response.

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Commander