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The OPR for this supplement is 45 SW/IG (Mr. Ed. Boywid). This supplement implements and extends guidance for Air Force Instruction (AFI) 90-401, *Air Force Relations With Congress*. The AFI is published word-for-word without editorial review. This supplement describes 45SW's procedures for use in conjunction with the basic AFI. It describes 45 SW's procedures for personnel who respond to inquiries from and interact with Congress in conjunction with the basic AFI. Upon receipt of this integrated supplement, discard the Air Force basic publication.

SUMMARY OF REVISIONS

This revision requires 45 SW/IG to notify AFSPC/CX for all congressional, vice presidential, and presidential inquiries. A bar (I) indicates revision from previous edition.

2.1.1. (Added) 45 SW/CV will be advised promptly when staff offices and unit commanders plan ceremonies or official functions deemed appropriate for the 45 SW Commander to extend an invitation to a member of Congress.

2.1.2. (Added) Incumbents or candidates for political office requesting access or briefings from the 45 SW or tenant organizations must be referred to 45 SW/PA and 45 SW/CV immediately. Guidelines for this type of activity are contained in AFI 35-205, Air Force Security and Policy Review Program.

2.2.1. (Added) Staff members or unit commanders will notify 45 SW/CV immediately when requests for congressional air transportation are received.

4.3.5. (Added) 45 SW/IG is the point of contact for all congressional, vice presidential, and presidential inquiries. Inquiries received within 45 SW will be routed within one workday to 45 SW/IG who will:

4.3.5.1. (Added) Immediately notify SAF/LL through HQ AFSPC/CX.

4.3.5.2. (Added) Provide SAF/LL through HQ AFSPC/CX a copy of all congressional, vice presidential and presidential communications.

- 4.3.5.3. (Added) Designate the action officer or forward inquiry to appropriate agency.
- 4.3.5.4. (Added) Determine appropriateness of direct reply versus reply through SAF/LL.
- 4.3.5.5. (Added) Establish suspense date.
- 4.3.5.6. (Added) Provide SAF/LL through HQ AFSPC/CX a copy of all congressional, vice presidential and presidential proposed responses prior to release.
- 4.3.5.7. (Added) Provide text of all proposed responses to 45 SW/CC or designee prior to release.
- 4.3.5.8. (Added) Retain official file copies.
- 4.3.6. (Added) Correspondence prepared for direct reply will be prepared on 45 SW letterhead for 45 SW/CC or designee signature. Replies to SAF/LL will be prepared on plain bond in draft format with cover letter prepared for 45 SW/CC or designee signature. An AF Form 1768, **Staff Summary Sheet**, will accompany both direct reply and SAF/LL correspondence. Minimum coordination is 45 SW/JA, 45 SW/IG, and 45 SW/CV. 45 SW/IG will forward copies of all inquiries and replies to SAF/LL, through HQ AFSPC/CX.
- 4.3.7. (Added) Notify 45 SW/IG immediately after a telephone inquiry is received. Prepare a memo for record as soon as possible after the communication and route to 45 SW/IG, 45 SW/CV and 45 SW/CC IN TURN. 45 SW/IG will fax to HQ AFSPC/CX upon receipt.

DONALD P. PETTIT, Brigadier General, USAF
Commander