

**1 JANUARY 1998**



**COMMAND POLICY**

**AIR FORCE RESERVE CONGRESSIONAL  
INTERACTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ USAF/REI  
(Capt S.E. Lukas)

Certified by: HQ USAF/RE  
(Brig Gen John A. Bradley)

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This instruction implements AFD 90-4, *Relations With Congress*, by providing guidance and procedures for Air Force Reserve personnel who interact with members of Congress. This publication does not apply to programs within the active component or Air National Guard.

**1. HQ USAF Responsibilities:**

1.1. Reserve Policy Integration Division (HQ USAF/REI):

- 1.1.1. Develop, coordinate, and provide information on Air Force Reserve legislative program.
- 1.1.2. Ensure accuracy and consistency of all Air Force Reserve information intended for Congress.
- 1.1.3. Maintain information concerning Air Force Reserve and Air Force key issues, key messages, and white papers.
- 1.1.4. Keep senior staff advised of legislative and Congressional budgetary issues.
- 1.1.5. Provide guidance on an appropriate schedule of events for Congressional visits.

1.2. Public Affairs Division (HQ USAF/REL):

- 1.2.1. Provide guidance on media coverage.
- 1.2.2. Monitor compliance of photographs during Congressional visits with Office of Legislative Liaison (SAF/LL) or Office of Budget and Appropriations Liaison (SAF/FML).

**2. HQ Air Force Reserve Command and HQ Air Reserve Personnel Center, Offices of Public Affairs Responsibilities:**

- 2.1. Monitor the execution of a Congressional visit.

2.2. Assist with senior staff responsibilities, as appropriate.

### 3. Senior Staff (or Designated Representative) Responsibilities:

3.1. Arrange visits with members of Congress. Invitations may be for specific events or an open invitation at the legislator's convenience (see **Attachment 2**, **Attachment 3**, and **Attachment 4**). The invitation should not offer transportation (unless prior approval has been granted by SAF/LL). If a Congressional member is not available, invite the key local staff person or military legislative assistant. Senior staff should be proactive in scheduling visits to Congressional member's district, state, or Washington DC offices to coincide with business conducted in the vicinity.

3.1.1. For specific events comply with AFI 90-401, *Air Force Relations With Congress*, guidelines which require providing SAF/LL the signed invitation and explanatory cover letter 60 days in advance of the visit or event (info HQ USAF/REI, SAF/FML, and either HQ AFRC/PA and appropriate NAF/CC or HQ ARPC/PA). These offices will keep senior leadership informed as necessary. Include subjects of significant interest or contention. The advance notice is especially important when it involves a request to provide transportation for the legislator. If 60 days notice is not possible, call SAF/LL to determine the best method of invitation.

3.1.2. When a Congressional member or staffer accepts an open invitation to visit your unit, ensure HQ USAF/REI is aware of the pending visit (info SAF/LL, SAF/FML, the appropriate NAF commander and either HQ AFRC/PA or HQ ARPC/PA). HQ USAF/REI may assist or offer advice and will keep senior leadership informed as necessary. Likewise, you should advise of any subjects of special interest or contention to HQ USAF/REI (see **Attachment 5**).

3.1.3. Coordinate with host base commander, Protocol Office, and Public Affairs on visits, if applicable.

3.1.4. Use Suggested Agenda for Congressional Visit (see **Attachment 6**) when planning the visit schedule.

3.1.5. Notify local Military Affairs Committee and professional military organizations of Congressional visits.

3.1.6. Notify Congressional members within the local district when Congressional members from outside the district are invited to visit.

3.1.7. Complete a summary of visit or interaction and provide to HQ USAF/REI with an information copy to HQ AFRC/PA. An example of the type of information requested is on the HQ USAF/REI Congressional Interaction Feedback Survey, RCS HAF-REI (AR9719) (see **Attachment 7**). **NOTE:** This report is designated emergency status code D-Immediately discontinue reporting data requirements during emergency conditions. Also discontinue reporting during MINIMIZE.

3.2. Coordinate written correspondence and verbal contact with members of Congress and their staffs to HQ USAF/RE Deputy with information copies to HQ USAF/REI and AFRC/CV or HQ ARPC/CC.

3.3. Distribute pertinent Reserve information to include unit newspaper, activities, and ceremonies to Congressional member's district offices on a recurring basis.

**4. Legislative Liaison Guidance.** The success of Air Force Reserve programs and missions depends on Congressional support. Therefore, effective communication with Congress is essential. It is important that

we as representatives of the Air Force Reserve increase congressional awareness of the Air Force Reserve's role in our national security.

**5. Briefing Topics.** Whenever possible, use "hands-on" demonstrations rather than formal briefings to display unit mission capabilities. Avoid long detailed briefings to Congressional members and their staff which focus on the "nuts and bolts" of daily operations; this kind of information is better provided in fact sheets. Instead, emphasize the AF Reserve basic mission, the organizational mission, economic impact, number of jobs provided, dollar value of hardware and real estate, local Reservists who are prominent in the community, and important issues. Remember you cannot ask for help or lobby on any issue, only report the facts and state the mission requirements. Do not represent your own personal interests. Always provide honest answers and do not promise anything you can't deliver. Also, do not disclose classified information or locally sensitive information on changes in the status of Air Force units, installations and industrial facilities, without the consent of the Secretary of the Air Force. Include in any briefings or discussions, the following:

- 5.1. Wing mission briefing.
- 5.2. OPTEMPO and PERSTEMPO update.
- 5.3. The cost effectiveness of the Air Force Reserve.
- 5.4. Air Force Reserve Key Issues (located on the internet at <http://www.afres.af.mil/>).
- 5.5. Emphasize overall Reserve, as well as local unit, ground, and flying safety record.
- 5.6. Level of local organization support for active component.
- 5.7. Facts on how congressional actions have locally affected the Reserve or your organization.

**6. Handouts.** Senior staff should provide visiting members of Congress and their staffers fact books containing pertinent information on their unit and the Air Force Reserve. Fact sheets are available from the unit Public Affairs Office, HQ AFRC/PA and HQ ARPC/PA, or the internet at <http://www.afres.af.mil/>. Commanders should consider providing the following information as deemed appropriate for the visit:

- 6.1. United States Air Force Reserve Fact Sheet.
  - 6.1.1. Air Force Reserve Facts and Figures.
  - 6.1.2. Women in the Air Force Reserve Fact Sheet.
  - 6.1.3. Air Force Reserve Historical Milestones Fact Sheet.
- 6.2. Organization history or fact sheet.
- 6.3. Contingency/humanitarian support participation point paper.
- 6.4. Environmental issues point paper.
- 6.5. Local economic impact point paper (use AFRC/FM data).
- 6.6. Local community relations/community involvement point paper.
- 6.7. Training by-products point paper.

**7. Mementos/Gifts.** As with other distinguished visitors it may be appropriate to provide a visiting member of Congress with some modest memento that complies with regulatory guidance. Unit or Air Force

Reserve specific items such as ball caps, pens, decals, notepads, bumper stickers, coasters, coffee cups, patches, organizational plaques, T-shirts etc., may be appropriate. Do not purchase special items as a one-time gift. A good rule of thumb is that any item you have on hand and normally would give to a distinguished visitor is appropriate, however, consult with your servicing Judge Advocate to ensure compliance with regulatory guidance. The presentation should be made at the end of the visit.

ROBERT A. MCINTOSH, Maj General, USAF  
Chief of Air Force Reserve

## Attachment 1

### GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

#### *References*

Office of Management & Budget Circular A-19, *Legislative Coordination and Clearance*, September 20, 1979.

DoDD 4515.12, *Department of Defense Support for Travel of Members and Employees of Congress*, December 12, 1964.

DoDD 5142.1, *Assistant Secretary of Defense (Legislative Affairs)*, July 2, 1982.

DoDD 5400.4, *Provision of Information to Congress*, January 30, 1979.

DoDD 5550.1, *Preparing and Processing of Legislation, Executive Orders, Proclamations and Reports*, May 21, 1964.

AFI 35-201, *Community Relations*

AFI 65-603, *Official Representation Funds-Guidance and Procedures*

AFI 90-401, *Air Force Relations With Congress*

#### *Abbreviations and Acronyms*

**AF**—Air Force

**AFR**—Air Force Reserve

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**ARPC**—Air Reserve Personnel Center

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**HQ USAF**—Headquarters United States Air Force

**IMA**—Individual Mobilization Augmentee

**MA**—Mobilization Assistant

**NAF**—Numbered Air Force

**SAF**—Secretary of the Air Force

#### *Terms*

**Air Force Reserve**—All units, organizations, and members of HQ USAF/RE, HQ AFRC and HQ ARPC.

**Air Staff**—Offices belonging to, but below the Secretariat and the Chief of Staff, USAF level.

**Air Force Reserve Command**—A major command under Headquarters United States Air Force.

**Headquarters United States Air Force**—Offices under and including the Chief of Staff, USAF. (Does not include the Secretariat.)

**Individual Mobilization Augmentee**—An individual reservist attending drills who receives training and is preassigned to an active component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Individual mobilization augmentees train on a part-time basis with these organizations to prepare for mobilization. Inactive duty training for individual mobilization augmentees is decided by component policy and can vary from 0 to 48 drills a year.

**Mobilization Assistant**—General Officer and Colonel IMAs who occupy a General Officer authorization.

**Secretariat**—The offices of the Secretary of the Air Force. (Excludes HQ USAF.)

**Senior Staff**—For the purposes of this instruction the Senior Staff refers to the AFRC Vice Commander; Mobilization Assistants; HQ ARPC commander; Wing, Group and NAF Commanders; and HQ USAF/RE, HQ AFRC and HQ ARPC directors.

**Statutory Tour**—The appointment of highly qualified Air National Guard and Reserve officers and airman who advise and assist the active force about the unique characteristics and capabilities of the ANGUS and USAFR.

**White Papers**—Papers that articulate the Air Force position on key issues and programs.

**Attachment 2**

**SAMPLE INVITATION LETTER**

(Appropriate Letterhead Stationary)

The Honorable (full name)

House of Representatives or United States Senate

(Local address)

Dear Mr./Mrs./Ms. (for Representatives)

Dear Senator (for Senators)

We of the Air Force Reserve welcome the opportunity to share our contributions, capabilities, and mission impact on the nation and your (district/state). The Air Force Reservists of (organization) join me in inviting you to visit us.

The Air Force Reserve is one of the most mission capable and cost-effective components of our national defense. (Insert your contribution to the national defense) Not only do we play a major role in the Total Force, we also have a significant impact on the area where we live and work.

To familiarize you with our mission and community contributions, we invite you to attend (specify event/visit) at your convenience. If you can accept our invitation, I will work with your staff to plan the itinerary and details of your visit. I look forward to this opportunity and hope to see you soon.

Very Respectfully

**Attachment 3**

**SAMPLE FOLLOW-UP LETTER**

(Appropriate Letterhead)

The Honorable (full name)

House of Representatives or United States Senate

(Local address)

Dear Mr./Ms./Mrs. (for Representatives)

Dear Senator (for Senators)

Thank you for finding the time in your busy schedule to visit us at (organization).

Materials about our (organization) are enclosed. If you have questions about any part of your visit or the Air Force Reserve, please call me at (add your phone number). Also, to make your visit as informative as possible, please let me know if there is anything you particularly want included.

The dedicated men and women of the Air Force Reserve are proud of their service to this great nation and are looking forward to your planned visit.

Very Respectfully

**Attachment 4**

**SAMPLE FOLLOW-UP LETTER**

(Appropriate Letterhead)

The Honorable (full name)

House of Representatives or United States Senate

(Local address)

Dear Mr./Ms./Mrs. (for Representatives)

Dear Senator (for Senators)

Thank you for visiting us at (organization). We appreciate your interest in and support of the men and women of the Air Force Reserve.

(Insert statements on Air Force Reserve Key Issues or timely issues pertaining to the Air Force Reserve)

If you would like additional information please don't hesitate to contact me at (insert phone number).

Very Respectfully

## Attachment 5

### SAMPLE NOTIFICATION MESSAGE

TO: USAF WASHINGTON DC//RE/REI/REL//

INFO: AFRC ROBINS AFB GA//CV/PA// OR ARPC/CC/PA//

NAF/CC (Note: Insert appropriate Reserve NAF for your organization)

SAF WASHINGTON DC//LL/FML//

SUBJ: DISTINGUISHED VISITOR NOTIFICATION

1. XXXXXX WILL RECEIVE TWO CODE 2 DISTINGUISHED VISITORS.

A. XXXXXX, U.S. SENATOR, AND XXXXXX, U.S. REPRESENTATIVE.

B. ARRIVAL AT THE INSTALLATION IS SCHEDULED FOR 1430 ON 10 APRIL 1996.

C. PURPOSE OF THE VISIT IS MISSION ORIENTATION.

D. TENTATIVE ITINERARY INCLUDES BRIEFING/TOURS WITH THE XXXXXX COMMANDER (M/G XXXXXX), AND XXXXXX COMMANDER (COL XXXXXX).

E. VISITORS WILL BE ESCORTED BY XXXXXX ON A WINDSHIELD TOUR OF THE BASE. BG XXXXXX AND MAJ XXXXXX WILL PRESENT MISSION BRIEFINGS. THE VISITORS WILL VIEW STATIC DISPLAYS OF C-130, F-15 AND C-5 LOAD TRAINER AND A DEMONSTRATION AT THE SECURITY POLICE TRAINING SITE.

2. POINT OF CONTACT IS MAJOR XXXXXX, DSN XXX-XXX, 94 AW/CCE.

## **Attachment 6**

### **SUGGESTED AGENDA FOR CONGRESSIONAL VISIT**

- Congressional party arrives at organization unit/base and is met by Senior Staff.
- Non-sectarian prayer breakfast or professional organization hosted lunch.
- Mission briefing and discussion of topics.
- Discussion with organization's senior staff members.
- Tour facilities and discuss related issues. Include "hands-on" or actual involvement with activities when possible and appropriate under governing policies and procedures.
- Inspect equipment and discuss related issues.
- Discussion with local Reservists (panel format can be effective).
- Local media coverage and photo opportunities (non-campaign/non-partisan) as appropriate. Do not allow media coverage to dominate, alter or control events.
- Close-out time with the senior staff.
- Congressional party departs.

#### **TIPS:**

- Review Congressional member's biography and identify his or her concerns. Biographies are available from the Internet at <http://www.access.gpo.gov/>.
- Be considerate of your visitors. Schedule refreshments and break times. Avoid overscheduling. Keep briefings interesting and focused, and stay on time.
- You only have a limited amount of time available, so carefully plan what essential information the member should receive and the most effective way it should be presented.
- If the schedule supports a social activity such as a meal, commanders should consider having a cross-section of the member's constituency present. The member should be informed of those attending the social activity
- Notify local Military Affairs Committee and professional military organizations (such as Reserve Officers Association, Air Force Association, etc.) of Congressional visits. They may be in a position to contribute facilities and resources for the event. Use civic tours to reciprocate and gain community support for the Reserve Activity.
- Closing commander comments should include thanks for support in the past or state that you look forward to future support. Express appreciation for support of HQ AFRC/CC and encourage member to meet the Commander in Washington.
- When preparing for the visit consider flightline greetings, welcome marquee, facility clean-up, security escorts and bomb sweeps, static displays, reserved parking and special communications requirements. Schedule visits during UTAs, IDTs or other Reserve duty when possible.

**Attachment 7**

**HQ USAF/RE CONGRESSIONAL INTERACTION FEEDBACK SURVEY**

DATE OF VISIT: \_\_\_\_\_ UNIT: \_\_\_\_\_

RESERVE REP: \_\_\_\_\_

CONGRESSIONAL MEMBER/STAFFER: \_\_\_\_\_

INITIATOR: \_\_\_\_\_Congressional Mbr \_\_\_\_\_HQ Staff \_\_\_\_\_Unit \_\_\_\_\_MA \_\_\_\_\_SASC  
Senate Armed Services Cmte

\_\_\_\_\_HNSC \_\_\_\_\_Senate Appropriations Cmte \_\_\_\_\_House Appropriations Cmte  
House National Security Cmte

INTERACTION: \_\_\_\_\_Phone \_\_\_\_\_Visit \_\_\_\_\_Correspondence \_\_\_\_\_Chance Meeting

Event: \_\_\_\_\_ Other: \_\_\_\_\_

ISSUES: \_\_\_\_\_Benefits \_\_\_\_\_Contingencies \_\_\_\_\_Entitlements \_\_\_\_\_Environment

\_\_\_\_\_Finance \_\_\_\_\_Manpower \_\_\_\_\_Operations \_\_\_\_\_Participation \_\_\_\_\_Personnel

\_\_\_\_\_Logistics \_\_\_\_\_Safety \_\_\_\_\_Training \_\_\_\_\_Volunteerism \_\_\_\_\_Weapon System

\_\_\_\_\_Military Construction \_\_\_\_\_Letter

\_\_\_\_\_Other \_\_\_\_\_

SUMMARY: \_\_\_\_\_

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RETURN FORM TO:

HQ USAF/REI  
1150 Air Force Pentagon  
Washington, DC 20330-1150  
FAX: DSN 227-9103

EMAIL: Wayne.Gracie@re.hq.af.mil  
Kathy.Campbell@re.hq.af.mil  
SLukas@re.hq.af.mil  
Gail.Paich@re.hq.af.mil

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