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(Brig Gen Robert E. Lytle)
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The OPR for this supplement is HQ AFRC/CV (Maj Gen John Batbie); the OCR is HQ USAF/REI (Capt Selby Kewin). This supplement implements and expands upon the guidance of Air Force instruction (AFI) 90-401, 1 July 1998. The supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction.

SUMMARY OF REVISIONS

This is the second publication of the Air Force Reserve Command Supplement to AFI 90-401. Please review the basic guidance in the AFI 90-401 publication in its entirety and specifically referenced provisions below to include Air Force Reserve Command guidance as specified below (paragraph **4.2.1.** through paragraph **4.2.3.**, and paragraph **4.3.1.**). A bar (|) indicates revisions from previous edition.

2.4. (Added) Copies of reports on congressional visits/contacts are also provided to HQ USAF/REI and HQ AFRC/PA.

4.2.1. Notify HQ USAF/REI when local plans or activities generate significant community interest and may interest members of Congress.

4.2.2. Notify HQ USAF/REI when you plan to invite members, staffs, or employees of Congress, the Executive Office of the President, or the Office of the Vice President.

4.2.3. Notify HQ USAF/REI when members of Congress or staff plan to visit your Air Force activity or installation.

4.3.1. HQ USAF/REI serves as the focal point for Air Force Reserve Congressional and High Level Inquiries Program per agreement between HQ AFRC/CV and HQ USAF/RE. It also serves as the central repository for completed responses. For reporting purposes, HQ USAF/REI can be contacted at (703) 693-2452, DSN 223-2452, or at the following organizational e-mail: <mailto:af/rei@pentagon.af.mil>.

4.3.1.1. (Added) ARPC and AFRC Directorates Inquiry Program Manager Responsibilities:

- 4.3.1.1.1. (Added) Keep HQ USAF/REI apprised of location and status of open inquiries weekly.
- 4.3.1.1.2. (Added) Provide office symbol point-of-contact for each designated functional area/directorate at MAJCOM/FOU/unit (i.e. DP, RS, SG, FM, BIMAA).
- 4.3.1.1.3. (Added) Revise responses and/or provide additional information as required by HQ USAF/REI.
- 4.3.1.1.4. (Added) Ensure timeliness, accuracy, and consistency of responses.
- 4.3.1.1.5. (Added) Task numbered air forces (NAFs) and units for information when necessary.
- 4.3.1.1.6. (Added) Forward responses to HQ USAF/REI via e-mail no later than suspense date.
- 4.3.1.1.6.1. (Added) Include virtual "routing slip" indicating office symbols that coordinate on the response--a listing of the coordinating office symbols in the e-mail's text will suffice.
- 4.3.1.1.6.2. (Added) Subject line of e-mail shall include case number (SYSID), last name of elected official, and last name of requester. Include the coordinated response (and other documents described above) as an e-mail attachment.
- 4.3.1.1.7. (Added) Compose response formatted as follows:
- 4.3.1.1.7.1. (Added) Responses shall be Microsoft Word documents in 12-point, Times New Roman font; first line of paragraphs indented ½ inch; lines single-spaced with a line following each paragraph; use 1-¼ -inch margins; should not exceed one page.
- 4.3.1.1.7.2. (Added) Spell out all military abbreviations on first use and consider a non-military audience; use civilian dates and times, and do not use military jargon without explanation.
- 4.3.1.1.7.3. (Added) Responses speak for the Air Force Reserve, not a particular headquarters, functional area, unit, or individual commander.
- 4.3.1.1.7.4. (Added) In most cases, responses should include basic, significant facts and issues; current, applicable Air Force or DoD policy or regulation (or federal law); and an analysis with a remedy and/or conclusion addressing concerns expressed in the inquiry.
- 4.3.1.1.7.5. (Added) Responses containing references to Air Force Instructions or regulations shall include copies of relevant AFI paragraphs or pages as an attachment.
- 4.3.1.1.7.6. (Added) Responses referring to source documents (e.g. message traffic, statutes, personal letters, etc.) shall include copies of source documents as an attachment.
- 4.3.1.1.8. (Added) Provide interim replies when delays occur (i.e. beyond thirty days). HQ USAF/REI approves interim replies by exception only. Include reason for delay, progress achieved, and get-well estimate.
- 4.3.1.1.9. (Added) Keep NAFs informed and appraised of developments as required.
- 4.3.1.1.10. (Added) Comply with 4.3.2. when applicable.
- 4.3.1.2. (Added) Other Major Commands: Reservists often serve in active duty environments where AFRC retains administrative control, but operational control rests with the active duty. For those cases where the issues require a response from the active duty component because of an operational issue, ARPC will coordinate with the MAJCOM and/or Base Individual Mobilization Augmentee Administrator and Reserve Advisor to coordinate a response.

4.3.1.3. (Added) AFRC/IGQ, ARPC/IGQ Responsibilities:

4.3.1.3.1. (Added) Notify HQ USAF/REI when inquiry has open investigation within one business day of receipt of congressional inquiry.

4.3.1.3.2. (Added) Provide additional information within IG guidelines.

4.3.1.4. (Added) AFRC NAF/Wing CC Responsibilities:

4.3.1.4.1. (Added) Keep tasking agency apprised of location and status of inquiry.

4.3.1.4.2. (Added) Meet suspense issued by tasking agency.

4.3.1.4.3. (Added) Comply with 4.3.2. when applicable.

4.3.1.4.4. (Added) Provide information and draft response on request.

4.3.2.1. (Added) Inquiries Received by Units and/or Agencies (Direct Inquiries):

4.3.2.1.1. (Added) Forwarding "Direct Inquiries": In addition to complying with the 24-hour requirement of paragraph 4.3.3. of the main AFI 90-401, this supplement requires all Air Force Reserve offices, upon receipt of an inquiry or request for information from a member of Congress or high-ranking U.S. government official, to forward a copy of the inquiry to HQ USAF/REI, HQ AFRC/IGQ, and HQ ARPC/IGQ within 24 hours. Transmit a complete, scanned copy via e-mail. Alternatively, fax a copy to the following phone numbers: HQ AFRC/IGQ at DSN 497-0512 or commercial (912) 327-0512; HQ USAF/REI at DSN 227-9103 or commercial (703) 697-9103; HQ ARPC/IGQ at DSN 926-8188 or (303) 676-8188.

4.3.2.1.2. (Added) Suspense for Responding to Direct Inquiries: Provide a draft response within six working days to HQ USAF/REI using format described in paragraph **4.3.1.2. (Added)**

4.3.2.1.3. (Added) Responses to direct inquiries shall not be sent directly to requesting member of Congress, without appropriate coordination through HQ USAF/REI.

JOHN A. BRADLEY, Lt General, USAF
Commander