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Command Policy

AIR FORCE RELATIONS WITH CONGRESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AMC/XPDIL (Marieana H. Iacono)

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AFI 90-401, 18 March 1994, is supplemented as follows: (This supplement does not apply to Air National Guard and United States Air Force Reserve units.)

1.3. For FOUO and classified, inform HQ AMC/XPD when sending requests or recommendations to the Secretary of the Air Force.

2.1. In addition to SAF/LL, inform HQ AMC/XPD of any invitations or planned visits to an AMC facility by a member of Congress or their staff. Provide HQ AMC/XPD details of the visit prior to and following all visits. Coordinate responses to all follow-up questions through HQ AMC/XPD prior to sending to SAF.

3.4.1. Individuals within AMC who are directed to appear before a congressional committee will immediately notify HQ AMC/XPD and coordinate with them on all aspects of the hearing, meeting, statements, etc.

3.4.6. When AMC representatives testify or USCINCTRANS testifies on air mobility issues, the HQ AMC staff will be tasked to review the transcripts for factual and policy inaccuracies, as well as, provide answers to questions and inserts for the record. HQ AMC/XPD is the focal point for testimony review and questions for the record.

3.4.11. Contact HQ AMC/XPD regarding congressional questions by telephone during duty hours at DSN 576-3025/4671 or commercial 618-256-3025/4671.

4.1. Within AMC, HQ AMC/XPD is the focal point for the following:

- Assuring proper command response to requests for information and other correspondence from members of Congress.

- Monitoring, assisting, and preparing for visits, hearings, or investigations by members of Congress to any AMC base.
- Maintaining cognizance of situations in which congressional interest is evident or likely.
- Conducting liaison with SAF/LL, SAF/FML, and USTRANSCOM Legislative Affairs team (TCCC-XL) on matters of congressional interest.
- Providing assistance and background information to AMC staff offices of primary responsibility in preparation for congressional hearings, briefings, investigations, or visits.

4.2.2. Provide HQ AMC/XPD information copies of invitations and cover letters. This office can provide advice on the proper format and address. Notify HQ AMC/XPD of replies.

4.2.3. Coordinate with HQ AMC/XPD when congressional visits are scheduled with all AMC installations.

4.3.3. In addition to notifying SAF/LL or SAF/FML, notify HQ AMC/XPD of all congressional inquiries. All AMC staff agencies are responsible for investigating or inquiring into matters of congressional interest referred to them for action by either Air Force or AMC. Once notified of request for information or congressional inquiry:

- Immediately report to HQ AMC/XPD any telephonic or written request for information from members of Congress or their staff. Follow-up with a memorandum of the request.
- Coordinate with HQ AMC/XPD prior to dispatch of any reply or correspondence containing information of a congressional nature or possible congressional interest. Send intermediate approved reply of all correspondence containing information of congressional nature to HQ AMC/XPD for dispatching to SAF/LL.

4.3.4. In addition to SAF/LL or FML, forward to HQ AMC/XPD an information copy of all replies and correspondence (received or initiated) that contain information of a congressional nature or possible congressional interest.

4.5.1. Provide HQ AMC/XPD an information copy of the request and a copy of the report provided to SAF/LL or SAF/FML.

4.5.2. Commanders of AMC units are responsible for conducting appropriate briefings. Prepare a briefing in tone and character commensurate with the responsibility or rank of the visitors. Keep discussion in broad terms on all subjects except those of particular interest to the group being briefed.

4.5.3. If commanders believe visitors are requesting information or services outside of their authority or which unduly interfere with essential operations, they should immediately contact HQ AMC/XPD, who will contact SAF/LL or SAF/FML for guidance. **NOTE:** SAF renders the final decision to deny a congressional request.

4.6.2. All AMC bases hosting a Congressional visit will provide HQ AMC/XPD a copy of the itinerary and notification of any significant changes. (RCS: AMC-XPD (AR)9301, Notification of Congressional Visits and Information Requirements, applies to this requirement. **NOTE:** This report is designated emergency status code C-2. Continue reporting during emergency conditions, normal precedence. Submit data

requirements in this category as prescribed or as soon as possible after submission of priority reports. Discontinue electronic reporting during MINIMIZE.)

4.8.1. Provide HQ AMC/XPD a follow-up report on all congressional visits, information provided, action taken, and requests for additional details. (RCS: AMC-XPD(AR)9401, Report of Congressional Visits, applies to this requirement. **NOTE:** This report is designated emergency status code C-3. Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means if possible. Continue electronic reporting during MINIMIZE.)

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