

5 MARCH 2002

Command Policy



**PARTICIPATION OF AMC IN
CONGRESSIONAL COMMITTEE HEARINGS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AMC/XPXPC (Carol Mauchline)
Supersedes AMCI 90-401, 16 February 1995

Certified by: HQ AMC/XPX (Lt Col Alain Griffin)
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This instruction implements AFD 90-4, *Relations With Congress*. It establishes procedures for preparing AMC personnel to appear as witnesses before congressional committees. These procedures may also be applied to special project situations or to provide assistance to Air Force and Department of Defense (DoD) witnesses at congressional hearings. This publication does not apply to the Air National Guard and United States Air Force Reserve units. A bar " |" indicates revised material since the last edition.

SUMMARY OF REVISIONS

| This interim change (IC) CY- provides guidance for preparing AMC personnel to appear as witnesses before congressional committees.

1. Explanation of Terms:

1.1. Investigative Hearing . Open (public) or closed (only members of the committee, staff, and witnesses are present) session of a congressional (Senate, House, or Joint) committee or subcommittee. The subject matter may not relate directly to legislation. It may concern some particular action the Air Force has taken that has created public interest. Frequently, it involves a general investigation to determine whether legislation is desirable in a particular area.

1.2. Appropriations Hearing . A formal examination and discussion of facts and evidence by a legislative committee of the federal government to better prepare them to plan, evaluate, recommend, and act on legislation providing funds for governmental spending.

1.3. Principal Witness . Person designated as holding overall responsibility for presentation of testimony on the subject under congressional committee consideration.

| **1.4. Legislative Working Group**. HQ AMC/XPXPC is the AMC staff function designated to represent AMC at the USTRANSCOM TCCC-X Legislative Working Group. TCCC-X has been empow-

ered by the USTRANSCOM DCINC to direct activities of the working group. XPXPC is the window to interface with USTRANSCOM on congressional issues; hearing preparation, skull sessions, and testimony; hearing transcript reviews; questions for and inserts to the record; and visits to Capitol Hill.

2. Responsibilities:

2.1. Secretary of the Air Force, Office of Legislative Liaison (SAF/LL), and Secretary of the Air Force, Office of Financial Management and Comptroller (SAF/FML), responsibilities are outlined in AFI 90-401, Air Force Relations with Congress. These agencies advise and assist the SECAF and all other principal civilian and military officials of the Department of the Air Force concerning congressional relations.

2.2. AMC Directorate of Plans and Programs (HQ AMC/XP) is responsible for all aspects of AMC congressional involvement.

2.3. Other AMC directorates and chiefs of special staff agencies (SSA) are responsible for providing XP with required material, within their purview, as a finished product at the time requested (i.e., point papers, visual aids, briefings, and inputs for prepared statements) for congressional testimony.

2.4. AMC Strategy, Planning, and Policy Division (HQ AMC/XPX), as the AMC office of primary responsibility (OPR), will provide assistance, including background information and guidance, to AMC offices preparing for congressional hearings, briefings, investigations, or visits, and contacts with other government agencies, as appropriate.

3. Prehearing Procedures. When a congressional hearing that directly involves AMC (bears on AMC responsibilities) is in prospect, the following actions will be taken:

3.1. HQ AMC/XP advises the Commander, AMC, of the subject, probable scope of inquiry, and any other pertinent information known at the time. Notification is also given to the Director of Public Affairs and the appropriate directorates, SSAs, and commanders of AMC wings.

3.2. HQ AMC/XP ensures compliance with current USTRANSCOM and Air Force guidance regarding requirements, formats, and procedures for preparing, reproducing, reviewing, and clearing witness statements.

3.3. To ensure the most complete, accurate, and responsive testimony is developed, XPX--along with SAF/LL or SAF/FML--may schedule advance conferences with the participant in the hearing.

3.4. HQ AMC/XP is responsible for submitting the AMC-approved functional area input to posture statements, prepared statements, and oral statements for USCINCTRANS testimony to USTRANSCOM/TCCC-X. If an AMC representative testifies, approved statements are sent to SAF/LL or SAF/FML, and an information copy to USTRANSCOM/TCCC-X. HQ AMC/XPX assures completed AMC and Air Force policy and security coordination with the Commander, AMC, and the AMC staff prior to submitting statements to SAF/LL or SAF/FML. Information copy is provided to USTRANSCOM/TCCC-X.

4. Hearing Procedures. When an AMC representative testifies before a congressional committee, HQ AMC/XPX may escort the witness to the hearings along with a SAF representative. When USCINCTRANS testifies, HQ AMC/XPXPC will act as a backup escort for USTRANSCOM/TCCC-X at congressional hearings. (Even when the Commander, AMC, is requested to testify, he or she does so under the title "Commander in Chief, USTRANSCOM.")

5. Posthearing Procedures:

5.1. After all hearings involving USTRANSCOM or AMC witnesses, SAF/LL or SAF/FM will develop a "hearing resume" that summarizes the testimony, points out any significant developments, and recommends any necessary action.

5.2. If, during the course of the hearing, commitments are made to furnish further information (i.e., questions for or inserts to the record), USTRANSCOM/TCCC-X will provide AMC with a copy of the question if there is AMC involvement. HQ AMC/XP will ensure the appropriate AMC directorates are tasked to provide two-digit-approved answers to the questions. HQ AMC/XPXPC will incorporate staff responses into the AMC response. An AMC-approved response will be sent to USTRANSCOM/TCCC-X if USCINCTRANS testified, or to SAF/LL or SAF/FML if an AMC representative testified.

5.3. USTRANSCOM/TCCC-X, SAF/LL, or SAF/FML will send a transcript of every hearing involving AMC to HQ AMC/XP for editing and review. HQ AMC/XP will ensure all directorates and SSAs review the transcript for factual and policy inaccuracies as well as for proper classification. Deadlines for returning the transcript are established by OCJCS, SAF/LL, or SAF/FML.

D.R. KENERLEY, Colonel, USAF
Deputy Director of Plans and Programs

Attachment 1**IC 02-01 TO AMCI 90-401, PARTICIPATION OF AMC IN CONGRESSIONAL COMMITTEE HEARINGS****5 March 2002****SUMMARY OF REVISIONS**

This interim change (IC) 02-01 provides guidance for preparing AMC personnel to appear as witnesses before congressional committees.

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