

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



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**PACIFIC AIR FORCES COMMAND
Supplement 1**

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Command Policy

AIR FORCE RELATIONS WITH CONGRESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFR 90-4, *Relations With Congress*, by providing guidance and procedures for Air Force personnel who respond to inquiries from and interact with the Congress. It describes the responsibilities of the HQ USAF, major command (MAJCOM), and field operating agency (FOA) organizations in providing information to the Congress on various inquiries or requests. Use this instruction with:

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

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

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

DoD Directive 5545.2, *Policy for Congressional Authorization and Appropriations Reporting Requirements*, July 22, 1996.

Office of Management & Budget Circular A-11, *Preparation and Submission of Budget Estimates*, July 1992.

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

(PACAF) This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units and members.

SUMMARY OF REVISIONS

This is the second publication of AFI 90-401. The initial publication superseded AFR 11-7, 22 December 1983, eliminating the requirement to file reports for congressional committee investigations, hearings, or visits. This revision establishes the Office of Legislative Liaison, Congressional Action Division, SAF/LLX, as the OPR to provide support to wing commanders during visits with members of Congress and their staffs. SAF/LLX will provide support to wing commanders in coordination with the Office of Budget and Appropriations Liaison, SAF/FML, as appropriate. Paragraphs **3.2.** and **4.1.** are modified, and paragraph **4.9.** is added. Additionally, paragraph **1.4.** is consolidated into paragraph **1.2.**, and existing paragraphs 1.5. through 1.8 are redesignated as paragraphs **1.4.** through **1.7.**

(PACAF) This supplement is completely revised and based on additional guidance required for programs that fall under the title of Legislative Affairs. A “[” indicates revised material since the last edition.

AFI 90-401, 1 July 1998, is supplemented as follows:

1. Releasing Information:

1.1. Congressional Inquiries. Air Force policy is to cooperate fully with the Congress, and to give full and timely responses to congressional inquiries.

1.2. Classified Information. Air Force personnel must properly safeguard information classified in the interests of national defense (according to DoD 5200.1-R, *Information Security Program Regulation*, June 1986, with Change 1 and AFI 31-401, *Information Security Program Management* [formerly AFRs 205-1 and 205-43]). We may disclose classified information to the Congress only with the consent of the Secretary of the Air Force IAW the aforementioned regulations. The Secretary has designated the Office of Security Review (SAF/PAS) as the approval authority for release of classified information to the Congress. Refer congressional requests for classified information to SAF/PAS through SAF/LL or SAF/FML. Also, Air Force officials must not disclose classified information to the Congress for release to a congressional constituent. The only exception is declassified and releasable information the constituent could receive under AFI 37-131 (converting to AF Supplement to DoD 5400.7-R).

1.3. "For Official Use Only" Information. According to AFI 37-131, *Air Force Freedom of Information Act Program* (converting to AF Supplement to DoD 5400.7-R), Air Force officials may generally not disclose For Official Use Only (FOUO) information to the public that falls within exemptions 2 through 9 of the Freedom of Information Act (FOIA). However, the Air Force may release such information to chairpersons or ranking minority members of congressional committees or subcommittees if the information relates to matters within their jurisdiction. An Air Force official who decides the information should not be released to the congressional committee must staff the congressional request for information with a recommendation to the Secretary of the Air Force through SAF/LL.

1.4. Privacy Act Information. Air Force officials must protect personal information about military and civilian employees according to the guidelines of the Privacy Act. Without an individual's written consent to release information, Air Force officials may provide only general information according to the provisions of AFI 37-132, *Air Force Privacy Act Program* (converting to AFI 33-332) which sets forth the Privacy Act procedures. The Air Force may, however, disclose an individual's records without the individual's consent when requested by a chairperson or ranking minority member of a congressional committee or subcommittee if the information relates to matters within their jurisdiction.

When making such a disclosure, the Air Force should tell the committee or subcommittee members about any sensitive information and the need to safeguard it.

1.5. Information from Air Force People. Air Force personnel have the legal right to petition, furnish information to, or communicate with the Congress (Title 5, United States Code, Section 7102 and Title 10, United States Code, Section 1034).

1.6. Locally Sensitive Information. Information on changes in the status of Air Force units, installations, and industrial facilities may have an impact on states and congressional districts. Therefore, Air Force officials must not release such information without approval from the Secretary of the Air Force. Refer congressional requests for such information to the Office of the Secretary of the Air Force through SAF/LL or SAF/FML.

1.7. Congressional Security Clearances. Senators and Representatives have Top Secret clearances. The Air Force allows members on special committees to see all documents relevant to the committee. To verify the security clearance of congressional staff members, contact the Office of the Secretary of Defense, Legislative Affairs Security Office (OSD/LA).

2. Congressional Visits:

2.1. Members of Congress and their staffs may need to visit Air Force activities. The Air Force fully supports and encourages these visits.

2.2. With Secretary of the Air Force approval, the Air Force may provide transportation for congressional visits.

2.3. Restrictions on congressional visits apply during election years and to political activities. Contact SAF/LL or the Office of Public Affairs (SAF/PA) about these restrictions.

3. HQ USAF Responsibilities:

3.1. Secretary of the Air Force. Only the Secretary may deny congressional requests for information or approve congressional travel to Air Force activities.

3.2. Office of Legislative Liaison (SAF/LL). Secretary of the Air Force Order 112.1 gives SAF/LL the authority and responsibility (except for Appropriations Committees, Budget Committees and the Congressional Budget Office) for relations with the Congress, the Executive Office of the President and Vice President, the Office of Secretary of Defense, and other governmental agencies. Official liaison includes:

3.2.1. Developing, coordinating and supervising the Air Force legislative program.

3.2.2. Ensuring accuracy and consistency on all Air Force information intended for the Congress.

3.2.3. Keeping members and committees of the Congress advised of Air Force activities in their area of interest.

3.2.4. Evaluating, reporting, and disseminating pertinent legislative information to the Air Force.

3.2.5. Answering executive office and congressional inquiries/correspondence.

3.2.6. Initiating, where appropriate, recommendations for possible remedial action on inquiries reflecting criticism of Air Force policy.

- 3.2.7. Preparing witnesses for congressional hearings.
- 3.2.8. Arranging for and coordinating Air Force testimony at congressional hearings.
- 3.2.9. Supervising Secretariat and Air Staff review of transcripts, inserts from Air Force congressional hearing testimony, and actual hearing questions taken for the record.
- 3.2.10. Supervising congressional travel arrangements and requirements designated as official responsibility of the Air Force.
- 3.2.11. Supporting Wing Commanders during Congressional member visits.

3.3. Office of the Assistant Secretary (Financial Management and Comptroller) (SAF/FM).

Secretary of the Air Force Orders 110.1 and 112.1 give SAF/FM the authority and responsibility for relations with the Appropriations and Budget Committees, and the Congressional Budget Office (CBO). SAF/FM designates the Office of Budget and Appropriations Liaison (SAF/FML) to perform official liaison. Official liaison for the above committees and CBO includes:

- 3.3.1. Developing, coordinating, and supervising the Air Force legislative program.
- 3.3.2. Ensuring the accuracy and consistency of all Air Force information intended for the Congress.
- 3.3.3. Keeping members and committees advised of Air Force activities in their area of interest.
- 3.3.4. Answering executive office and congressional inquiries/correspondence.
- 3.3.5. Initiating, where appropriate, recommendations for possible remedial action on inquiries reflecting criticism of Air Force policy.
- 3.3.6. Preparing witnesses for congressional hearings.
- 3.3.7. Evaluating, reporting, and disseminating pertinent legislative information to the Air Force.
- 3.3.8. Arranging for and coordinating Air Force testimony at congressional hearings.
- 3.3.9. Supervising Secretariat and Air Staff review of transcripts, inserts from Air Force and other defense-related congressional hearing testimony, and questions taken for the record.
- 3.3.10. Tasking and tracking responses to congressional reporting requirements.
- 3.3.11. Making travel arrangements and providing escorts for official travel requirements.
- 3.3.12. Supporting Wing Commanders during Congressional member visits.

3.4. Joint Responsibilities of SAF/LL and SAF/FM. SAF/LL and SAF/FM are responsible for:

- 3.4.1. Securing advance notice of congressional committee hearings, investigations, or visits to the field. In these cases, SAF/LL or SAF/FML notifies the relevant Air Force organizations and helps committees with their visits. Air Force commanders or Air Force representatives who receive notice of a committee hearing, investigation, or visit directly from the Congress must inform SAF/LL or SAF/FML immediately.
- 3.4.2. Coordinating SAF/LL and SAF/FML activities to ensure effective legislative liaison.
- 3.4.3. Coordinating with the proper Air Force Headquarters offices on legislative and budgetary issues.

- 3.4.4. Processing legislation affecting the Air Force.
- 3.4.5. Obtaining OMB and OSD clearance of Air Force witness statements, slides, handouts, and so forth before testimony at congressional committee hearings.
- 3.4.6. Directing the HQ USAF review of transcripts of Air Force testimony at congressional committee hearings and preparation of questions/inserts for the record.
- 3.4.7. Directing the preparation of Air Force responses required by congressional committee reports and laws.
- 3.4.8. Maintaining a legislative research library and other source records on congressional matters that affect Air Force programs and budgets.
- 3.4.9. Informing the SAF/PA of action on congressional requests for information that have potential public relations implications.
- 3.4.10. Giving SAF/PA copies of unclassified Air Force testimony for release to the media through the Office of the Assistant Secretary of Defense for Public Affairs (OASD/PA).
- 3.4.11. Encouraging Air Force field organizations to communicate directly with SAF/LL or SAF/FML (in coordination with the respective MAJCOM). You can reach appropriate SAF/LL divisions or SAF/FML by telephone during duty hours (see [Attachment 1](#) for phone and fax numbers), or after office hours through the Air Force Operations Center, HQ USAF.

4. Air Force MAJCOM and FOA Responsibilities:

4.1. Commanders and staff agency chiefs should inform or coordinate with SAF/LL or SAF/FML on all matters of congressional interest including participation in local activities and visits with members of Congress or their staffs. The next sections give more specific instructions.

4.1.1. (Added-PACAF) The PACAF Commander's Action Group (PACAF/CCX) will maintain oversight of all legislative issues to include but not limited to: OMNIBUS, Congressional Inquiries, Surveys & Investigations, Questions/Inserts for Record, Wing Commander's Congressional Program, Congressional Visits and Congressional Testimonies. (See [Attachment 1](#) for definitions.) The intent is to ensure the PACAF/CC has visibility on all of PACAF's congressional dealings, not to establish a PACAF legislative liaison office. Courtesy copies of all legislative issues and events will be provided to PACAF/CCX as identified in the following sections of this supplement.

4.1.1.1. (Added-PACAF) PACAF/CCX should notify both the USCINCPAC J01-LA and SAF/LL of any Congressional Delegations visiting PACAF bases that have not been previously coordinated with these offices.

4.1.2. (Added-PACAF) NAF/Wing supplements to this instruction must be coordinated through PACAF/CCX.

4.2. Community Activities:

4.2.1. Notify SAF/LL or SAF/FML when local plans or activities generate significant community interest and may interest Members of Congress.

4.2.2. When you plan to invite Members, staff or employees of Congress, the Executive Office of the President, or the Office of the Vice President, send SAF/LL the signed invitation and a cover

letter explaining the details of the event 60 days in advance. If 60 days notice is not possible, call the Air Force House or Senate Liaison Office to determine the best way to extend the invitation to Members of Congress, and call the Air Force Congressional Inquiry Division for the best way to extend the invitation to the Executive Office of the President or the Office of the Vice President. These offices can also advise on the proper forms of address. Make no public announcement until SAF/LL or SAF/FML confirms that the guests will attend. Do not mention transportation of members, employees, or spouses in the invitation.

4.2.3. Coordinate with SAF/LL or SAF/FML when Members of Congress or staff plan to visit your Air Force activity.

4.2.4. Do not commit the Air Force to providing transportation until SAF/LL notifies you that transportation is approved.

4.3. Congressional Inquiries to Local Commanders:

4.3. (PACAF) Congressional Inquiries to Local Commanders (Includes Alaska and Hawaii):

4.3.1. Air Force policy is to respond promptly and factually to direct requests for information from Members of Congress and their staffs. Commanders will establish appropriate procedures to:

4.3.2. Comply with paragraphs **1.1.** to **1.7.** of this instruction.

4.3.3. Inform SAF/LL or SAF/FML of all congressional inquiries. Fax a copy of a written inquiry to the Legislative Liaison Inquiry Division (SAF/LLI) within 24 hours of the time you receive it. For an inquiry received by telephone, transcribe and fax it to the Inquiry Division within 24 hours of receipt or by the first duty day following a weekend or holiday. (See **Attachment 1** for fax numbers.)

4.3.4. Commanders may sign congressional inquiries submitted directly to the unit. Give SAF/LL or SAF/FML a copy of all congressional communications, including original inquiries and proposed replies.

4.3.5. (Added-PACAF) HQ PACAF replies to congressional/ high level inquiries must be cleared through the PACAF/CC in two instances: when a HQ PACAF staff activity prepares a reply directly to a member of Congress (or staff member) providing information not already approved by PACAF/CC, and when the inquiry concerns sensitive or controversial matters. If the requested information has not already been approved by PACAF/CC or is sensitive or controversial, PACAF/CC or CV approval is required. If the information has already been approved by PACAF/CC or CV or is routine in nature, Directors may approve release and provide PACAF/CCX back-brief informational copies for PACAF/CC and CV.

4.3.5.1. (Added-PACAF) HQ PACAF/IGQ

4.3.5.1.1. (Added-PACAF) Acts as OPR for congressional/high level inquiries directed to HQ PACAF through, or referred by PACAF/CV into, Inspector General (IG) channels.

4.3.5.1.2. (Added-PACAF) Tasks PACAF subordinate units to accomplish IG reviews, inquiries or investigations, as necessary, in response to congressional/high level inquiries.

4.3.5.2. (Added-PACAF) HQ PACAF Directorates:

4.3.5.2.1. (Added-PACAF) Designate the functional OPR for subject matter outlined in the inquiry and acts on congressional/high level inquiries following the guidance at **Table 1. (Added)** of this supplement.

4.3.5.2.2. (Added-PACAF) Obtain PACAF/CC approval to release replies that (a) are sent directly to a member of Congress (or their staff), or (b) concern sensitive or controversial matters.

4.3.5.3. (Added-PACAF) Field commanders act on congressional/high level inquiries following the guidance at **Table 1. (Added)** of this supplement. Field commanders establish a primary POC for congressional/high level inquiries (e.g., the officer appointed as the Inspector General). The primary POC ensures congressional/high level inquiries are sent to appropriate OPRs for action and replies are promptly and properly processed. The appointed Inspector General updates data in the Automated Case Tracking System II- Plus (ACTS II+), when a direct congressional inquiry is received, staffed, and answered at the local level completely through the IG system.

Table 1. (Added-PACAF) Steps To Take In Handling Congressional Inquiries.

Origin of Request:		Direct from a Member of Congress		SAF or HQ USAF
Classification:		Sensitive FOUO Class	Routine UNCLAS	All
1	Review the information requested for (a) correct classification; (b) pertinence to sensitive or controversial decisions, status of facilities, community-impact, etc; and (c) need to protect it from public dissemination	X	X	X
2	Field units contact HQ PACAF functional OPR and HQ PACAF/CCX for specific guidance, as necessary.	X	X	X
3	Acknowledge receipt of the inquiry within 24 hours, informing the originator on the source of the reply (installation, HQ PACAF, or a higher level). Send info copy to PACAF CCX and additional info copies SAF/LLI, SAF/FML, and HQ PACAF/IGQ (as appropriate).	X	X	X
4	As required, send the pertinent nonreleasable "FOR OFFICIAL USE ONLY" (FOUO) or classified documents to SAF/LLI or SAF/FML (as appropriate) for action on the inquiry, with an info copy to PACAF/CCX and PACAF/IGQ (as appropriate).	X		
5	Within 5 workdays provide releasable FOUO, unclassified, and general non-sensitive information directly to the congressional member or staffer, giving Privacy Act information with the written consent of the Air Force Member. The first paragraph of every reply should cite the date the inquiry was received. SEE NOTES 1-4		X	
6	Handle telephonic inquiries by preparing a memorandum of the phone call and following steps 1 through 6 above.	X		X
7	Within 5 workdays provide a fully coordinated response directly to the requestor, giving pertinent and factual information, with an info copy to PACAF/CCX and PACAF/IGQ (as appropriate).			X
8	Promptly send to SAF/LLI or SAF/FML (as appropriate) a copy of both the inquiry and the reply, with an info copy to PACAF/CCX and PACAF/IGQ (as appropriate). Make certain SAF/LLI or SAF/FML (as appropriate) and PACAF/CCX and PACAF/IGQ are shown as info addressees on the acknowledgement and all responses. SEE NOTE 5 & 6		X	

NOTES:

1. HQ PACAF staff activity replies must be cleared through PACAF/CC.
2. Releasable FOUO information is that which a member, or constituent, could obtain directly (himself/ herself) under AFI 37-131, Freedom of Information Act (FOIA) Program.
3. The consent of the Air Force member is not required for release of Privacy Act information when a congressional office is acting for the member, who is the subject of the pertinent record(s). However, consent of the member is required when a congressional office is inquiring on behalf of a third party (e.g., parent, spouse, friend, etc).
4. Cite the date the inquiry was received (in first paragraph of every response) to support metrics maintained by higher headquarters regarding response timeliness.
5. This copy enables SAF/LLI or FML (as appropriate) to anticipate any further information the congressional office might require from higher headquarters.
6. HQ PACAF/CCX provides PACAF coordination for the Relations with Congress Program, compiles timeliness data, ensures separate replies are not provided for the same complaint, ensures separate replies are not sent to multiple levels of the government, and that the issue is not worked in both the functional and inspector general channels.

4.4. Congressional Inquiries to Overseas Commanders:**4.4. (PACAF) Congressional Inquires to Overseas Commanders (Excludes Alaska and Hawaii):**

4.4.1. Because of their sensitive nature, process all inquiries about cases dealing with Status of Forces Agreements, individual privileges or rights while stationed outside the continental United States, legal or policy problems, or issues that may become sensitive or controversial as follows:

4.4.2. Within 24 hours of receipt of a congressional inquiry, send an acknowledgment that SAF/LL will send a final reply. Do not speculate on decisions or dates.

4.4.3. Within 5 workdays, fax SAF/LL a double-spaced draft interim or final response together with copies of needed back-up information or correspondence.

4.4.4. Inform SAF/LL of any changes in intensity or scope of the case.

4.4.5. (Added-PACAF) HQ PACAF replies to congressional/ high level inquiries must be cleared through the PACAF/CC in two instances: when a HQ PACAF staff activity prepares a reply directly to a member of Congress (or staff member) providing information not already approved by PACAF/CC, and when the inquiry concerns sensitive or controversial matters. If the requested information has not already been approved by PACAF/CC or is sensitive or controversial, PACAF/CC or CV approval is required. If the information has already been approved by PACAF/CC or CV or is routine in nature, Directors may approve release and provide PACAF/DS backbrief info copies for PACAF/CC and CV.

4.4.5.1. (Added-PACAF) HQ PACAF/IGQ:

4.4.5.1.1. (Added-PACAF) Acts as OPR for congressional/high level inquiries directed to HQ PACAF through, or referred by PACAF/CV into, Inspector General (IG) channels.

4.4.5.1.2. (Added-PACAF) Tasks PACAF subordinate units to accomplish IG reviews, inquiries or investigations, as necessary, in response to congressional/high level inquiries.

4.4.5.2. (Added-PACAF) HQ PACAF Directorates:

4.4.5.2.1. (Added-PACAF) Designate the functional OPR for subject matter outlined in the inquiry and acts on congressional/high level inquiries following the guidance at Enclosure A of this supplement.

4.4.5.2.2. (Added-PACAF) Obtain PACAF/CC approval to release replies that (a) are sent directly to a member of Congress (or their staff), or (b) concern sensitive or controversial matters.

4.4.5.2.3. (Added-PACAF) Field commanders act on congressional/high level inquiries following the guidance at **Table 1. (Added)** of this supplement. Field commanders establish a primary POC for congressional/high level inquiries (e.g., the officer appointed as the Inspector General). The primary POC ensures congressional/high level inquiries are sent to appropriate OPRs for action and replies are promptly and properly processed. The appointed Inspector General updates data in the Automated Case Tracking System II- Plus (ACTS II+), when a direct congressional inquiry is received, staffed, and answered at the local level completely through the IG system.

4.5. Congressional Field Hearings and Investigations:

4.5.1. SAF/LL or SAF/FML is the commander's liaison with the Secretary of the Air Force on all congressional requests for inspection, investigation, and summary reports that require the Secretary's attention.

4.5.1.1. (Added-PACAF) Surveys & Investigations (S&I).

4.5.1.1.1. (Added-PACAF) Notification of visiting S&I teams made through functional channels or directly to NAFs/Wings should be forwarded to PACAF/CCX to ensure PACAF/CC awareness.

4.5.1.1.2. (Added-PACAF) PACAF/CCX will identify a HQ PACAF functional OPR based on the nature of the S&I objectives.

4.5.1.1.3. (Added-PACAF) For teams visiting HQ PACAF, the OPR is responsible for developing a game plan to include attendance, duration, location, agenda, etc. This should be forwarded to PACAF/CCX to ensure PACAF/CC approval.

4.5.1.1.4. (Added-PACAF) For teams visiting bases within PACAF, the functional OPR should keep PACAF/CC informed of the objectives. NAFs/Wings will send a synopsis of the visit to PACAF/CCX.

4.5.2. Members of Congress and their personal and committee staff are entitled to courtesy and respect. Proper identification admits them to any base, field installation, or facility and allows them to use private working space and facilities at a central location. Commanders must ensure that all personnel fully cooperate with committees during hearings and investigations. Allow access to controlled areas in accordance with DoD 5200-1.R and AFI 31-401.

4.5.3. When a committee wants to examine official documents, files, or records within its area of interest or pertinent to its investigation, provide the material in a room set aside for the committee

unless release of these materials is not allowed under paragraph 1.1. Assign an Air Force representative to assist if needed.

4.5.4. Refer any requests from a congressional committee to copy, remove, or retain official files, documents, or records (or copies of these documents) to SAF/LL or SAF/FML. SAF/LL or SAF/FML, as appropriate, will coordinate requests to remove files with the Air Force Records Officer (AFCIC/ITC).

4.5.5. Coordinate with Office of the General Counsel (SAF/GC) concerning release of documents related to congressional investigations when there are legal issues involved such as the Privacy Act and claims of privilege.

4.5.6. If a committee notes any deficiencies in Air Force operations or procedures during its field investigation and if the Air Force can take immediate corrective action, do so and advise the committee and either SAF/LL or SAF/FML.

4.6. Congressional Itinerary Changes:

4.6.1. A commander or escort officer who learns of a change in congressional itinerary must coordinate with facilities scheduled for later visits to avoid unannounced arrivals.

4.6.2. The escort officer coordinates each schedule change with SAF/LL or SAF/FML and with all affected activities. All Air Force personnel must give the officer full cooperation.

4.6.3. For unescorted trips, the host commander notifies SAF/LL or SAF/FML of itinerary changes and any new or changed requests. Coordinate directly with facilities scheduled later in the itinerary regarding briefings, transportation, quarters, or other support.

4.7. Photography During Congressional Visits:

4.7.1. When the Air Force takes photographs during a congressional visit, the host field organization must send copies of black and white, 5 by 7-inch glossy prints, with captions, to SAF/LL or SAF/FML within 72 hours after they are developed. For color photographs, send a first-generation transparency.

4.7.2. Original negatives of congressional visits are nonrecord photography. Destroy them with the permission of the local commander. The Air Force may arrange for processing prints of congressional visits through Air Force-sponsored, government-owned, or commercially operated plants.

4.8. Congressional Committee Investigation or Visit:

4.8.1. If SAF/LL or SAF/FML personnel do not escort members of the Congress or their staffs, field commanders should inform SAF/LL or SAF/FML about the outcome of the visit or investigation. Field commanders should also provide information to other interested echelons at their discretion.

4.8.2. Convey the following information to SAF/LL or SAF/FML: the site and length of the visit, names of visiting Members of Congress and staff representatives, deficiencies disclosed by the visit, requests for information, and corrective action.

4.8.3. (Added-PACAF) Congressional Delegations (CODELs) and Staff Delegations (STAFFDELs) visiting PACAF bases.

4.8.3.1. (Added-PACAF) NAFs/Wings will contact PACAF/CCX when informed of a congressional delegation visit. This is to ensure the PACAF/CC is aware of congressional delegations in PACAF and to pass information and guidance to the NAFs/Wings. Notification of CODEL/STAFFDEL events made through functional channels will also be forwarded to PACAF/CCX.

4.8.3.1.1. (Added-PACAF) Upon completion of the CODEL/STAFFDEL, NAFs/Wings will send a synopsis to PACAF/CCX.

4.8.3.2. (Added-PACAF) On a case-by-case basis, PACAF/CCX will identify a HQ PACAF functional OPR based on the nature of the CODEL/STAFFDEL objectives.

4.8.3.3. (Added-PACAF) HQ PACAF Functional OPR:

4.8.3.3.1. (Added-PACAF) The OPR is responsible for developing a game plan to include topics of discussion, format of meeting (roundtable, office call, working lunch/breakfast, etc), attendance, duration, location, agenda, and any other details to ensure a productive visit. This should be forwarded to PACAF/CCX for PACAF/CC approval.

4.8.3.3.2. (Added-PACAF) When appropriate, the OPR will develop a scenesetter message from PACAF/CC relaying pertinent issues and areas of concern. As a general rule, if the objectives of a CODEL/STAFFDEL affect PACAF, then a scenesetter is warranted.

4.9. Wing Commander Visits With Congressional Delegations:

4.9.1. USAF Wing Commanders are required to visit Capitol Hill annually to meet with their congressional and home state delegations. Commanders should contact SAF/LLX (DSN 225-1000) to arrange these meetings and provide escort.

4.9.1. (PACAF) PACAF Wing Commanders are encouraged (not required) to visit with Congressman from their home of record while in conjunction with other TDYs.

4.9.1.1. (Added-PACAF) HQ PACAF/CCX.

4.9.1.1.1. (Added-PACAF) Acts as OPR for all PACAF/CC Congressional visits.

4.9.1.1.2. (Added-PACAF) Develops game plan and coordinates PACAF/CC Congressional visits through SAF/LL.

4.9.1.1.3. (Added-PACAF) Upon notification by Wings of upcoming visit with Congressional Members, PACAF/CCX will provide additional information on issues relevant to PACAF and the committees represented when available.

4.9.1.1.4. (Added-PACAF) Coordinates with staff to determine topics of discussion for each PACAF/CC visit.

4.9.1.2. (Added-PACAF) Wing CCs.

4.9.1.2.1. (Added-PACAF) Notify PACAF/CCX of planned visits with Congressional Members.

4.9.1.2.2. (Added-PACAF) All Wing CCs should back brief HQ PACAF/CC on issues discussed during these visits.

4.10. (Added-PACAF) OMNIBUS.

4.10.1. (Added-PACAF) HQ PACAF/CCX.

4.10.1.1. (Added-PACAF) Acts as OPR for the OMNIBUS.

4.10.1.2. (Added-PACAF) Consolidates staff inputs and forwards to PACAF/CCX for PACAF/CC approval.

4.10.1.3. (Added-PACAF) Ensures proposals are formatted in accordance with the DoD LRS website <http://www.defenselink.mil/dodgc/lrs/legproc.html> and include cost data and any technical legal analysis in the sectional analysis.

4.10.1.4. (Added-PACAF) At certain stages in the process, USCINCPAC will request all service proposals be reviewed by the components. HQ PACAF/CCX distributes pertinent proposals for review by the staff during each review process.

4.10.1.5. (Added-PACAF) Forwards PACAF/CC-approved inputs/review to USCINCPAC J01-LA and/or SAF/LL.

4.10.2. (Added-PACAF) HQ PACAF Staff A.

4.10.2.1. (Added-PACAF) Provides proposals for extensions of expiring laws, recommended termination of specific reporting requirements, and resubmission of proposals from previous sessions of Congress.

4.10.2.1.1. (Added-PACAF) Inputs that affect other directorates should be properly coordinated prior to submission.

4.10.2.2. (Added-PACAF) . Formats proposals in accordance with the DoD LRS website <http://www.defenselink.mil/dodgc/lrs/legproc.html> and must include cost data and any technical legal analysis in the sectional analysis.

4.10.2.3. (Added-PACAF) Reviews relevant proposals from USCINCPAC and OSD for impact on PACAF in terms of manpower, cost, or other resources.

4.10.2.4. (Added-PACAF) Provides recommendation of concur or non-concur with rationale to PACAF/CCX.

4.11. (Added-PACAF) Questions/Inserts for Record.

4.11.1. (Added-PACAF) HQ PACAF/CCX will identify the HQ PACAF functional OPR based on the nature of the Q/IFR.

4.11.2. (Added-PACAF) HQ PACAF Functional OPR:

4.11.2.1. (Added-PACAF) Consolidates staff inputs to provide concise response to QFR/IFR. Final package should be fully coordinated and submitted to PACAF/CCX for PACAF/CC approval.

4.11.2.2. (Added-PACAF) Formats the response per CJCSI 5501.01B.

4.11.3. (Added-PACAF) HQ PACAF/STAFF A.

4.11.3.1. (Added-PACAF) Provides inputs to OPR. Inputs that affect other directorates should be properly coordinated prior to submission.

4.11.4. (Added-PACAF) HQ PACAF/CCX:

- 4.11.4.1. (Added-PACAF) Provides PACAF/CC approved response to requesting agency.
- 4.12. (Added-PACAF) Congressional Testimonies.
 - 4.12.1. (Added-PACAF) HQ PACAF/CCX.
 - 4.12.1.1. (Added-PACAF) Acts as OPR for the Congressional Testimony Review.
 - 4.12.1.2. (Added-PACAF) Consolidates staff review and submits inputs to the HQ PACAF/CCX for PACAF/CC approval.
 - 4.12.1.3. (Added-PACAF) Provides PACAF/CC approved response to HHQ.
 - 4.12.2. (Added-PACAF) HQ PACAF/STAFF A.
 - 4.12.2.1. (Added-PACAF) Reviews draft testimony for accuracy and currency.
 - 4.12.2.2. (Added-PACAF) Provides inputs to CCX for consolidation. Inputs that affect other directorates should be properly coordinated prior to submission.

PAUL V. HESTER, Maj General, USAF
Director, Legislative Liaison

Attachment 1

**OFFICE OF LEGISLATIVE LIAISON (SAF/LL), BUDGET & APPROPRIATIONS LIAISON
(SAF/FML), AND LEGISLATIVE AFFAIRS SECURITY OFFICE (OSD/LA)
TELEPHONE AND FAX DIRECTORY**

Office of the Director (SAF/LL)

DSN 227-4142/(703)697-4142/FAX: 227-2001/(703)697-2001

House Liaison Office (SAF/LLH)

DSN 325-4531/(202)685-4531/FAX: 325-2592/(202)685-2592

Congressional Inquiry Division (SAF/LLI)

DSN 227-3783/(703)697-3783/FAX: 227-5298/(703)697-5298

Air Operations Office (SAF/LLO)

DSN 227-1500/(703)697-1500/FAX: 223-7711/(703)693-7711

Programs and Legislation Division (SAF/LLP)

DSN 227-7950/(703)697-7950/FAX: 227-3520/(703)697-3520

Senate Liaison Office (SAF/LLS)

DSN 325-2573/(202)685-2573/FAX: 325-2575/(202)685-2575

Weapon Systems Liaison Division (SAF/LLW)

DSN 227-6711/(703)697-6711/FAX: 227-8623/(703)697-8623

Congressional Action Division (SAF/LLX)

DSN 225-1000/(703)695-1000/FAX: 224-4518/(703)614-4518

Office of Budget & Appropriations Liaison (SAF/FML)

DSN 224-8110/(703)614-8110/FAX: 224-3043/(703)614-3043

Legislative Affairs Security Office (OSD/LA)

DSN 227-9166/(703)697-9166/FAX: 227-8299/(703)697-8299

Attachment 2 (Added-PACAF)

TERM DEFINITIONS AND PROGRAM EXPLANATIONS

Wing Commander's Congressional Program: An initiative aimed at sending Wing Commanders to Capitol Hill annually to meet with the Congressional delegation and staff representing their base and home of record. The purpose is to facilitate delivery of a coordinated and consistent Air Force message to the hill while developing sound, long-term relationships with Congress. In the process, the Wing Commanders stand to gain insights into the legislative process that will serve the Air Force for years to come. It is intended to be an avenue to provide information to members and staffers on critical air force issues as seen through the eyes of field commanders while building a culture of mutual understanding and respect.

OMNIBUS: The purpose of the OMNIBUS process is to obtain legislative proposals (LPs) on critical issues not covered by current legislation, including 1.) Extensions of expiring laws, 2.) Recommended termination of specific reporting requirements, and 3.) Resubmission of proposals from previous sessions of Congress. Each stand-alone proposal is to be accompanied by a sectional analysis explaining the purpose of the proposal. Cost data and any technical legal analysis must be set forth in the sectional analysis. Recommendations for extensions of expiring laws must include the recommended period of the extension and, if it has been extended previously, why further extension is requested rather than a permanent authority.

Submittal success requires (1) ensuring you word each proposal IAW guidelines and (2) keeping focus of the OMB "pay/go" requirement. In other words, if you're trying to keep money from going to the Federal Treasury, identify the offset.

The OMNIBUS process is highly iterative with set suspenses for the following:

Round One. The OMNIBUS Call to HQ PACAF will come from USCINCPAC/J01-LL for joint issues and SAF/LL for service issues. These proposals will be staffed at USCINCPAC and USAF respectively for further analysis and recommendations.

Round Two. Once submitted through these two channels, all submittals from throughout the DoD are compiled at the OSD level and redistributed for review and comment. PACAF comments are sent back through PACOM for collation with other components and then forwarded through JCS to OSD.

Round Three. A second packet of additional submittals passed from OSD will be forwarded for review and comment. As before, PACAF comments are sent back through PACOM for collation with other components and then forwarded through JCS to OSD.

Questions or Inserts for Record: QFRs result when Congressmen are unable to request information during Committee meetings. IFRs results when a witness is unable to provide an immediate response during a hearing. This response will be appended to the hearing transcript, as well as provided back to Congressman. These are often short notice, quick-turn taskers (often within 24-hours) that require CC approval prior to release. Maximum effort is required to provide a properly coordinated response in a timely manner.

Congressional Delegations (CODELs) and Staff Delegations (STAFFDELS): CODELs/ STAFFDELS visit the PACOM AOR for a multitude of reasons to include: to gather information to support the efforts of their particular committees, participate in theater or service orientations, or to conduct ceremonies. These visits are opportunities to demonstrate PACAF interest in congressional concerns and to provide congress PACAF's major issues. HQ PACAF support for CODELs/ STAFFDELS could take the form of

an office visit with the PACAF/CC or CV, roundtable discussion with briefings, or information passed to USCINCPAC for an office call with CINCPAC. Often a scenesetter is required prior to the CODEL/STAFFDEL event.

Survey & Investigations (S&I): S&I teams, composed of members of the S&I staff, is an extension of the House Committee on Appropriations. It conducts investigations for the committee at their direction. An investigation may concern a weapon system, policy, concept, particular action the Air Force or another agency has taken, or a condition existing in one or more of the Services in which the Committee has a particular interest. Members of these teams are at the action officer level and are basically on a fact-finding mission. It is Air Force policy to cooperate with Congress to the utmost and to make requested information promptly available to it through its committees, staff member, and investigative staffs. Refer to DoDD 5400.4 Provision of Information to Congress and DoDI 5500.16 Relationship with the Surveys and Investigations Staff, House Appropriations Committee for details.

The primary purpose of the PACAF Legislative focal point with regard to S&Is is to ensure that the PACAF/CC is aware of all S&I teams soliciting information from PACAF bases. This could take the form of a visit or a simple data call.

Congressional Testimonies: Unified CCs and Service Chiefs testify before Congress on command programs and policy issues. Congressional testimony preparation is outlined in USCINCPACNOTE 5730 and the testimony occurs in the March timeframe. In January - February, the components are often asked to review the testimony for accuracy and concurrence on issues to be discussed.

Appropriations Bill: An Act of Congress that permits federal agencies to incur obligations and make payments out of the Treasury for specified purposes. An appropriation usually follows the enactment of authorizing legislation. An appropriation act is the most common means of providing budget authority, but in some cases the authorizing legislation itself provides the budget authority. Annual appropriations are provided in appropriations acts. Legislation appropriating funds after the regular annual appropriation bill is known as a supplemental appropriations bill. It provides additional budget authority beyond original estimates.

Authorization: A legislative action establishing a program and general amounts of money to fund the program. An appropriation provides the funds.

Scenesetter: A personal message from the PACAF/CC or CV to incoming Distinguished Visitors (DV). For the purpose of this supplement, DVs are CODELs or STAFFDELS. Scenesetters contain a personal welcome and a general introduction to key issues relevant to the visit. The primary objectives of the scenesetter are to demonstrate PACAF interest in congressional concerns and to provide congress PACAF's major issues.