

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



AIR FORCE INSTRUCTION 90-401

MAXWELL AIR FORCE BASE SUPPLEMENT 1

3 SEPTEMBER 2003

Command Policy

AIR FORCE RELATIONS WITH CONGRESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Maxwell AFB Electronic Publications web page at: <http://www.maxwell.af.mil/msd/pubs/index.htm>. If you lack access, contact the Publications Management office.

OPR: 42 ABW/IG
(MSgt Rose O'Neal-Barnes)
Supersedes AFI 90-401/MAFBS1, 22 May 02

Approved by: 42 ABW/IG
(Lt Col Gordon R. Bennett)
Pages: 6
Distribution: F

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

This supplement implements AFI 90-401, Air Force Relations with Congress. It applies to all Air University organizations assigned to Maxwell AFB and to all 42d Air Base Wing units.

SUMMARY OF REVISIONS

This revision updates OPR and format for Attachment 2. A star (★) indicates changed information from the previous version.

2.1. All 42 ABW units immediately notify Protocol (HQ AU/PC) of requests by members of Congress or congressional staff members to visit AU or Wing facilities. After notifying Wing Commander/Vice Commander (42 ABW/CC/CV), HQ AU/PC notifies the AETC Command Action Group (HQ AETC/CCX) of the request. Additionally, HQ AU/PC coordinates with the AU Director of Staff (HQ AU/DS) and Command and Control (42 ABW/CP) to provide HQ AETC/CCX a copy of the proposed itinerary and an outline of potential issues, as required by AFI 90-401/AETCS1. HQ AU/PC notifies HQ AETC/CCX of any material changes to itineraries or any new or changed congressional visit requests.

4.3.1. Immediately notify the Wing Inspector General (42 ABW/IG) of all incoming congressional and high-level inquiries. **NOTE:** This includes requests for information from other organizations (HQ AETC Staff, USAF/DPFM, etc.) responding to a congressional or high-level inquiry involving a 42 ABW issue.

4.3.1.1. (Added) (MAFB) Upon receipt, 42 ABW/IG will immediately coordinate with the appropriate agency determining the OPR, and establishing a suspense date for the response.

NOTE: Only 42 ABW/IG coordinates with the tasking organization for a change in suspense date.

4.3.1.2. (Added) (MAFB) The 42 ABW/IG will acknowledge receipt of Congressional or a congressional staff member inquiry within 24 hours. An informational copy of the inquiry and a letter of acknowledgement are sent to SAF/LLI, AETC/IG, and HQ AU/IG. Additionally, when the complete answer is provided by the 42 ABW, the letter of acknowledgement includes the following statement verbatim: "We will forward the complete answer or an interim response within 20 days from the date of this letter."

4.3.1.3. (Added) (MAFB) The 42 ABW/IG ensures congressional complaints are properly documented in the Automated Complaints Tracking System (ACTS II).

4.3.1.4. (Added) (MAFB) Congressional inquiries are sensitive issues; the privacy and rights of affected individuals must be protected at all times. Written materials are safeguarded and discussions limited to a need-to-know. The 42 ABW/IG will provide a distinctive folder for transporting all congressional packages not transmitted electronically. For electronically transmitted packages, the subject line must read "IGXXXX [representing the IG tasker number] - SENSITIVE CONGRESSIONAL INQUIRY: Senator [Congressman (woman)] Smith, 4 October 2001". **NOTE:** Do not identify the name of the affected individual(s) on the e-mail subject line.

4.3.1.5. (Added) (MAFB) Assigned OPRs will prepare an in-depth response accurately answering all questions or concerns. The 42 ABW/CC or CV will approve/sign all replies to congressional or high-level inquiries. Direct questions dealing with the response format to the 42 ABW/IG.

4.3.1.6. (Added) (MAFB) Route all response packages electronically. See Attachment 2. Alternate routing will utilize an AF Form 1768, **Staff Summary Sheet**, in accordance with sample in Attachment 3. When using this method, hand carry the response through the Staff Judge Advocate (HQ AU/JA) to 42 ABW/IG after all internal and lateral coordination is complete. The 42 ABW/IG will route the package to the 42 ABW/CCE, 42 ABW/CV, and commander for final coordination and signature.

4.3.1.7. (Added) (MAFB) The 42 ABW/CCE will forward both hard copy and electronic packages to HQ AU/IG (auhq.ig@maxwell.af.mil) for AU/CC release authorization, providing the 42 ABW/IG (electronic address: 42abw.ig@maxwell.af.mil) an informational copy. Following AU/CC release, the 42 ABW/CCE will print the response for 42 ABW/CC signature. The 42 ABW/IG will mail the signed response on behalf of the 42 ABW/CC.

4.3.1.8. (Added) (MAFB) HQ AETC established timely response to congressional or high-level inquires as a command metric and interest item. OPRs must meet the assigned suspense date. If a final reply will not be forwarded by the established suspense date, immediately notify 42 ABW/IG, requesting a new suspense date.

4.8.1. HQ AU/PA will provide HQ AETC/CCX with a synopsis of the outcome, and any issues discussed of potential interest to the AETC/CC or CV, regardless of whether SAF/LL or SAF/FML escorted the visit.

GORDON R. BENNETT, Lt Col, USAF
Inspector General

★ Attachment 2 (Added) (MAFB)

SAMPLE ELECTRONIC ROUTING

[Remove internal coordination notes before sending package to staff agencies for coord]

42 MSG/CC	Coord (Last Name, Rank/Grade, Date)
HQ AU/JA	Coord
42 ABW/IG	Coord
42 ABW/CCE	Coord
42 ABW/CV	Coord
42 ABW/CC	Sign

Include any internal coordination desired. However, group CC or CD approval is required before coordinating with other agencies.

-----STAFF SUMMARY

AO: Lt Col I.A. Cato, 42 ABW/IG, 3-XXXX

SUSPENSE: *[This will be the 5-day suspense established in the initial IG tasker]*, Tasker Number

1. PURPOSE. Obtain ABW/CC signature on proposed responses (Tab 1) to congressional inquiries (Tab 2) prompted by a letter (Tab 3) written by Mr. John Doe.
2. BACKGROUND. *[Include a concise outline of the complaint and corrective action (if any)]*
3. RECOMMENDATION. 42 ABW/CC sign memorandum at Tab 1 advising the congressional representatives of their constituent's current employment status and provide a copy to XXX.

//Signed/jbs/4 Oct 01//

JOE SMITH, Rank, USAF
Group Executive Officer

3 Tabs

1. Proposed 42 ABW/CC Response
2. Supporting Documentation
3. Congressional Inquiry and Constituent's Communication to Congressman

-----Tab 1 – Proposed 42 ABW/CC Reply

[attach file here]

-----Tab 2 - Any supporting documentation

[attach file here]

-----Tab 3 - Congressional Inquiry and Constituent's Communication to
Congressman

[attach file here]

**This is the original tasker
from the ABW/IG and is
ALWAYS included as the
last attachment**



Attachment 3 (Added) (MAFB)

EXAMPLE AF FORM 1768, STAFF SUMMARY SHEET

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	42 SPTG/ CC	Coord		6	42 ABW/ CC	Sign	
2	42 ABW/ JA	Coord		7			
3	42 ABW/ IG	Coord		8			
4	42 ABW/ CCE	Coord		9			
5	42 ABW/ CV	Coord		10			
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE	TYPYST'S INITIALS	SUSPENSE DATE	
Lt Col I.A. Cato			42 CES/CEIO	953-XXX0	jbs		
SUBJECT						DATE	
IGXXXX [representing the IG tasker number] - SENSITIVE CONGRESSIONAL INQUIRY: Senator [Congressman (woman)] Smith, 4 October 2001quiry						20021004	
SUMMARY							
<p>1. PURPOSE: Obtain ABW/CC signature on proposed response (Tab 1) to congressional inquiry (Tab 2).</p> <p>2. BACKGROUND: [Include a concise outline of the complaint and corrective action (if any)]</p> <p>3. VIEWS OF OTHERS: (if any)</p> <p>4. RECOMMENDATION: ABW/CC sign memorandum at Tab 1 answering congressional inquiry.</p> <p>//signed//</p> <p>JOE B. SMITH, Lt Col, USAF Group Executive Officer</p> <p>2 Tabs 1. Proposed Reply 2. Original Tasker</p>							