

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
21 September 2009

*Fort Sill Supplement 1 to AR 1-20

Administration
Legislative Liaison

Summary. This publication provides policy for processing congressional and special interest inquiries.

Applicability. This publication is applicable to all Fort Sill organizations.

Supplementation. Further supplementation by subordinate commanders is prohibited unless specifically approved by Headquarters, USAG, Fort Sill.

Suggested Improvements. The proponent of this publication is the Directorate of Human Resources (DHR). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the DHR.

Distribution. This publication is distributed solely through DHR, Administrative Services Division (ASD) Homepage at:
http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

*This publication supersedes USAFACFS Regulation 1-20, 9 June 2004.

AR 1-20, 20 January 2004, is supplemented as follows:

Paragraph 1-4. Responsibilities. Add the following subparagraphs after subparagraph h:

i. The Military Personnel Division (MPD), Headquarters U. S. Army Garrison, is designated the central point of contact for congressional and special interest inquiries and is responsible for distributing inquiries to the responsible unit/agency/directorate for action. The MPD will establish a suspense date to ensure all inquiries are received within the suspense dates established by the Office of Congressional Legislative Liaison (OCLL). The MPD will--

(1) Obtain and release information in the processing of congressional actions IAW provisions of the Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, and the Health Information Portability Privacy Act (HIPPA).

(2) Designate inquiries from other than Congressional sources as special interest

and handle such inquiries in a manner similar to congressional inquiries.

j. Directors of USAFCOEFS staff elements and major subordinate commanders are responsible for-

(1) Establishing procedures for processing congressional inquiries within their agencies or commands in accordance with their MACOM directives.

(2) An appropriate official knowledgeable of the facts relative to the inquiry, who is not the subject of the inquiry or has no conflict of interest, should review and sign the response. This official is also responsible for ensuring coordination of the response with outside organizations, obtaining information from appropriate activities, and preparing the final reply.

(3) Ensuring established suspense dates are met or reasons for delay are promptly furnished to the Chief, MPD (442-3007). Provide copies of all direct replies to members of congress and OCLL to the MPD to finalize the suspense action.

(4) Providing electronic copies of congressional inquiries received directly by staff elements and major and subordinate commands to MPD for suspense control.

(5) Ensuring congressional and special interest inquiries are handled on a priority basis, normally within 5 working days. Telephonic and Health and Morale inquiries will be answered within 24 hours of receipt. The responsible agency will provide a courtesy copy of the response to the MPD when it is answered.

Paragraph 6-2. Procedures. Add subparagraph e after subparagraph d:

e. Correspondence to Congress will be brief, clear, and courteous. Do not use military abbreviations and technical language in the letter. Letters must be factual, forthright, simple, and responsive. Commander or designated officer representative must sign the letter.

IMWE-SIL-HRM



RAYMOND P. LACEY
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

DISTRIBUTION:
Fort Sill Internet