

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
8 August 2012

*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 supplement 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 DHR, Military Personnel Division (MPD), 4700 Mow-Way Road, Suite 120, Fort Sill, OK 73503.

Distribution. This publication is distributed solely through DHR, Administrative Services Division (ASD) Homepage at:
<http://sill-www.army.mil/USAG/publications2012.html>.

*This publication supersedes Fort Sill Supplement 1 to AR 1-20, Legislative Liaison, 21 September 2009.

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

2. References. Required and related publications and forms are listed in appendix A.

3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

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

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

i. The MPD, DHR, 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 receipt of all inquiries 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 the 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, which is not the subject of the inquiry or has no conflict of interest, should review and sign the response. This official is responsible for ensuring coordination of the response with outside organizations, obtaining information from appropriate activities, and preparing the final reply.

(3) Meeting established suspense dates or promptly furnishing reasons for delay to the MPD Administrative Supervisor (442-5845) or Chief, MPD (442-4343). Provide copies of all direct replies to members of congress and OCLL to 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 as a priority, normally within 5 working days. Answer Telephonic and Health and Morale inquiries within 24 hours of receipt. The responsible agency will provide a courtesy copy of the response to 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.

**Appendix A
References**

**Section I
Required Publications**

AR 1-20
Legislative Liaison

**Section II
Related Publications**

This section contains no entries.

**Section III
Prescribed Forms**

DA Form 2028
Recommended Changes to Publications and Blank Forms

**Section IV
Referenced Forms**

This section contains no entries.

Glossary

Section I Abbreviations

AR
Army Regulation

ASD
Administrative Services Division

DHR
Directorate of Human Resources

HIPPA
Health Information Portability Privacy Act

MACOM
Major Command

MPD
Military Personnel Division

OK
Oklahoma

OCLL
Office of Congressional Legislative Liaison

USAFCOEFS
United States Army Fires Center of Excellence Fort Sill

IMSI-HRA



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