

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73503-5100

USAFACFS Regulation  
No. 1-20

9 June 2004

Administration

**HANDLING OF CONGRESSIONAL AND SPECIAL INTEREST INQUIRIES**

**1. PURPOSE.** The purpose of this regulation is to prescribe procedures for coordinating and expediting congressional and special interest inquiries.

**2. REFERENCES.**

- a. AR 1-20, Legislative Liaison.
- b. AR 25-50, Preparing and Managing Correspondence.
- c. AR 340-21, The Army Privacy Program.

**3. APPLICABILITY.** This regulation is applicable to all staff elements of this headquarters and to subordinate commands.

**4. RESPONSIBILITIES.**

a. The Adjutant General, U.S. Army Field Artillery Center and Fort Sill (USAFACFS), is designated the Congressional Control Officer for this installation and is responsible for--

(1) Coordinating and obtaining information from appropriate staff elements and subordinate commands, and preparing final replies to Congressional inquiries received by this command.

(2) Obtaining and releasing information in processing congressional actions will be IAW provisions of the Privacy Act of 1974.

(3) Designating inquiries from other than Congressional sources as special interest, and ensuring that such inquiries are handled in a manner similar to congressional inquiries.

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\*This publication supersedes USAFACFS Regulation 1-20, 17 January 1992.

b. Directors of USAFACFS staff elements and major subordinate commanders are responsible for--

(1) Ensuring that suspense dates established on requests for information upon which to base replies to congressional or special interest inquiries are met in all cases, or reasons for delay in meeting the suspense dates are promptly furnished to the Office of the Adjutant General (AG) (442-3007).

(2) Hand-carrying congressional inquiries received directly by staff elements and major and subordinate commands to AG, Building 3164, Room 106 for control and processing.

(3) Acting on congressional and special interest inquiries on a priority basis. Ensuring that information provided to this headquarters concerning such query or allegation (expressed or inferred) is timely, brief, clear, and courteous.

(4) 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.

(ATZR-O)

FOR THE COMMANDER:



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