

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
6 Aug 2015

*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, United States Army Garrison (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, Administrative Services Division (ASD), 4700 Mow-Way Road, Suite G06, Fort Sill, OK 73503.

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

*This publication supersedes Fort Sill Supplement 1 to AR 1-20, Legislative Liaison, 8 August 2012.

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.

4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to Army Regulation (AR) 25-400-2, The Army Records Information Management System (ARIMS) and DA Pamphlet 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the ARIMS website below:
<https://www.arims.army.mil/arims/Default.aspx>.

AR 1-20, 2 July 2013, is supplemented as follows:

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

i. The Fort Sill Commanding General delegated the authority in writing to the Director of Human Resources, Headquarters U. S. Army Garrison, to respond to all congressional and special interest inquiries. The ASD is the designated central point of contact for all congressional and special interest inquiries. The ASD, DHR is responsible for distributing inquiries to the responsible unit/agency/directorate for action. The ASD 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 ASD will--

(1) Obtain information for processing congressional actions from unit designees 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) Compile information received into a letter or memorandum format for the designated delegated authority's signature.

(3) 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 to respond directly to the ASD for congressional inquiries within their agencies or commands in accordance with their MACOM directives. All responses will be sent to ASD as a draft to be processed IAW paragraph i(1 and 2) above.

(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 a final draft reply.

(3) Meeting established suspense dates or promptly furnishing reasons for delay to the ASD Action Official (442-6172) or Chief, ASD (442-3892).

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

(5) Ensuring congressional and special interest inquiries are handled as a priority, normally within 3-5 working days. Answer Telephonic and Health and Morale inquiries within 24 hours of receipt.

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

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

Appendix A References

Section I Required Publications

AR 1-20
Legislative Liaison

2014 Congressional Action Responsibilities Standing Operating Procedures
(CARSOP)

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



GLENN A. WATERS
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

DISTRIBUTION:
Fort Sill Intranet
428th FA Bde
434th FA Bde
30th ADA Bde
31st ADA Bde
MEDDAC
75th Fires Bde