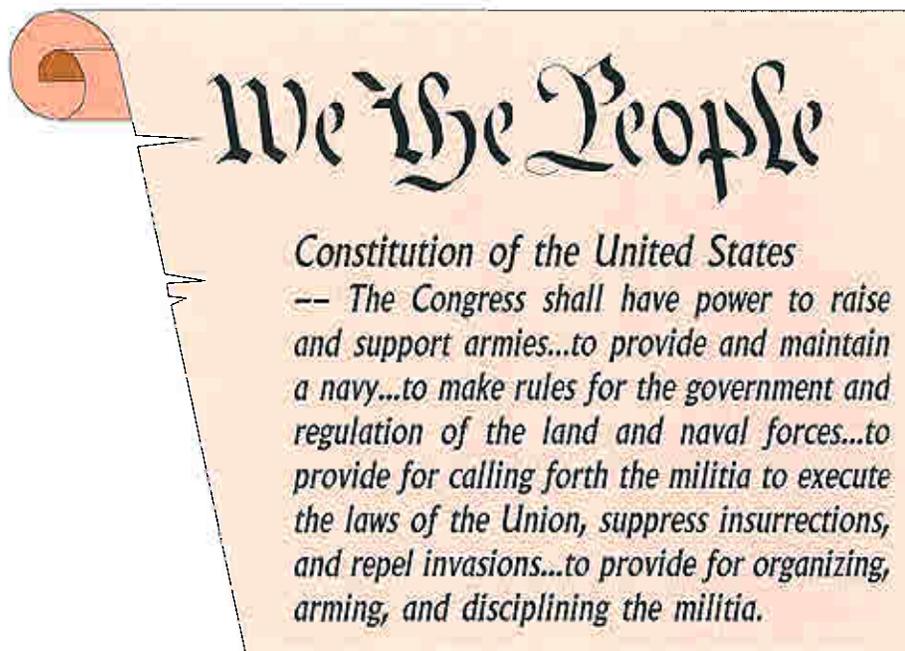


So, You've Got a Congressional Inquiry?



Department of the Army's policy is to make information promptly available to Members and Committees of Congress and their staffs. This policy is limited only by pertinent regulations and directives relating to security and protection of individual privacy and to official information that requires protection in the public interest (AR 1-20).



This handbook does not replace Army Regulation 1-20, "Legislative Liaison," or Department of the Army Standing Operating Procedures, "Congressional Actions Responsibilities." It is simply intended as a guide for Congressional Inquiries. The AR and SOP shall take precedence if information in this handbook conflicts with them.

Table of Contents

Overview

Types of Congressional Inquiries and Investigations	1
Who's responsible for what?	2
Who is OCLL?.....	3
Why do we have Congressional Liaison Offices?	3

Getting and Responding to Inquiries

Why Do We Get Inquiries from Congress?	4
How Did it Get to TRADOC?.....	5-7
How Did it Get to Me?	8
How Do I Reply?	9
Written Inquiries	9
Telephonic Inquiries	10
Stovepipe Inquiries	10
What steps do I take?.....	11
What are the Dos and Don'ts?	12
What is a good reply?.....	13
How Much Information Can I Disclose?	14

Administrative Stuff

What's the suspense date?.....	15
Can it be extended?.....	16
How can I transfer the action--	
To another office with the headquarters?	17
To another command or agency?.....	17
What's the address?.....	18
Who will approve or sign the response?	19
What if we get several inquiries on the same subject?	20

Appendix A - Samples

Opening and Closing Paragraphs	Page A-1
Interim Reply	Page A-2
Final Reply.....	Page A-3
Draft Reply.....	Page A-4

Types of Congressional Inquiries and Investigations

Inquiries

- Written** Letter from Member of Congress or Committee Chair.
Respond within 5 working days after receipt.
- Telephonic** Phone call from OCLL or Member's office.
Respond within 2 working days.
- White Star** Involves death, injury, sickness, or other grave circumstances relating to Service personnel or their family.
Respond to WHITE STAR cases using the most expeditious means available, working overtime and weekends when necessary.
- Stovepipe** Usually received informally from an action officer in another agency who needs TRADOC's input to answer an inquiry.
Respond according to instructions received with request. Don't forget to coordinate your response with Congressional Activities Office.

Investigations¹

- GAO** The Government Accountability Office (GAO) is the investigative arm of Congress.
All requests by GAO for visits, briefings, or interviews should be handled through and coordinated by TRADOC's Internal Review and Audit Compliance (IRAC) Office.
- HAC S&I** House Appropriations Committee Survey and Investigations (HAC S&I) Teams work for the Chairman of the House Appropriations Committee.
These investigations are usually to determine how to spend or not to spend money. Congressional Activities Office coordinates these investigations for HQ TRADOC.

¹ Investigations are not mentioned elsewhere in this SOP but are briefly explained so that you know they exist and who handles them.

Who's responsible for what?

Who				What
Action Office	SGS	CAO	OCLL	
		●		review information being requested and determine recommended staff lead (in conjunction with Secretary of the General Staff (SGS), TRADOC Legislative Coordinators (TLCs), and others)
	●		●	task for action; assign and control suspense date
●				research and investigate all concerns and allegations
●				determine TRADOC (or Army) position for the response
●				prepare and coordinate response or interim reply ¹
		●		forward electronic responses to OCLL
			●	approve transfer of action to another command or agency
	●			approve transfer of action to another office within TRADOC
	●		●	determine who signs reply
		●		provide OCLL copy of draft input or final reply
●			●	finalize, mail and fax direct reply to Member of Congress
<i>Interim Replies</i>				
●			●	prepare, coordinate, mail and fax interim reply to Member of Congress when suspense date cannot be met
<i>Contacts--</i>				
		●	●	with Members of Congress or their staff
		●		with OCLL



¹ Mandatory coordination includes the TRADOC Congressional Activities Office and your Legislative Coordinator, others, as appropriate (refer to official SGS tasking). This applies to draft responses as well as interim and final replies.



Who is OCLL?

Office, Chief of Legislative Liaison (OCLL), sometimes referred to as the Secretary of the Army's Legislative Liaison (SALL).

The Chief of Legislative Liaison (CLL), a major general, is responsible for providing liaison between the Army and Congress. OCLL is located in the Pentagon (except as noted) and is organized as follows:

- Congressional Activities Division
- Congressional Inquiries Division
- Investigations and Legislative Division
- Programs Division
- House Liaison Division (located on Capitol Hill)
- Senate Liaison Division (located on Capitol Hill)

Why do we have Legislative Liaison Offices?

To help ensure that Members of Congress receive timely, factual, and consistent information on all matters from large, diverse organizations, like the Army.

Why Do We Get Inquiries from Congress?



Members of Congress hold their office by the vote of their citizen-constituents. Public Law entitles constituents to correspond with their elected officials, who, in turn, will seek answers, information, and resolutions from government agencies.

Army soldiers, members of their families, civilian employees, or anyone else may ask their elected officials to help them with a matter involving them and /or the Department of the Army.

Members take very sincere and active interest in their constituents' problems and will insist each inquiry be given sympathetic consideration, equitable treatment, and timely response.



The Army serves and requires the continued support of the American people. The American public has a right to know how we spend its tax dollars, and how we treat its sons and daughters.



How Did It Get To TRADOC?



Written Inquiry			
From	Addressed To	Routed Thru	Tasked To
Constituent(s) <i>(Individual or Organization)</i>	Member of Congress <i>(U.S. House of Representatives or U.S. Senate, sometimes both)</i>	1) Agency Head <i>(Secretary of Defense or Secretary of the Army)</i> 2) Secretary of Army's Chief of Legislative Liaison (OCLL)	Army staff, command, or agency (HQ TRADOC) <i>See OCLL Tasking Sheet on the following page.</i>
Member of Congress, Committee Chair, or staff member	Agency Head <i>(Secretary of Defense or Army)</i>	Office Chief of Legislative Liaison (OCLL)	Army staff, command, or agency (HQ TRADOC)
	HQ TRADOC <i>(command group, staff element, or individual)</i>	Secretary of the General Staff	TRADOC staff office
Action officer at HQDA or Army Command <i>(who's been tasked by OCLL to work the action)</i>	Office or individual within HQ TRADOC. <i>Usually received informally by fax or e-mail.</i> NOTE: We refer to these as "stovepipe" inquiries.	Not applicable IMPORTANT: Your response to a "stovepipe" inquiry could be used as a "TRADOC response" for the Secretary of the Defense or Secretary of the Army. Don't forget to coordinate your input with the TRADOC Congressional Activities Office, and others as appropriate, or directed by the tasker.	



C*O*N*G*R*E*S*S*I*O*N*A*L

CHIEF OF LEGISLATIVE LIAISON
CONGRESSIONAL INQUIRY DIVISION
ROOM 2C600
1600 ARMY PENTAGON
WASHINGTON, D.C. 20310-1600

July 10, 2006

COMMANDER, TRADOC
ATTN: ATCS-CA
33 Ingalls Road
FORT MONROE, VA 23651-1067

Control ID: 60901678 Task Officer: MARK SCHOENROCK 703-697-8133

Tasked Agency: TRAD Action: Draft Reply

Suspense Date: 15-JUL-06

Constituent: John Smith

Subject: Contract Payment

Member of Congress: Congressman Nick Smith

Remarks: This is not the first inquiry on this. Previous case number was 60709089. Fort Knox worked the previous case.

Keyword: PAYMENT ISSUES

24-hour FAX Service
(703) 697-0690/3847/6988*

If there is a problem with this fax, please call (703) 697-8383

*DSN: 614=224; 693=223; 695=225; 697=227

E-Mail Address:

REMINDER: Direct replies require a courtesy copy be provided to OCLL



Telephonic Inquiry

From	Directed To	Tasked To	Answered By
OCLL	Congressional Actions Contact Officer on DA staff, or Army command or agency. ¹	Subject matter expert within the command or agency.	Phone call, e-mail, or fact sheet ² through Congressional Activities Office. NOTE: Congressional Activities Office will call OCLL when responding telephonically to an inquiry, unless stated otherwise.
Congress (Member or Staff) ³	HQ TRADOC (<i>command group, staff element, or individual</i>)	Subject matter expert within the command or agency.	Phone call, e-mail, or fact sheet through Congressional Activities Office. ⁴

¹ Chief of Congressional Activities Office serves as the Congressional Actions Contact Officer (CACO) for TRADOC.

² Depending on complexity of answer. E-mail is preferred for most answers.

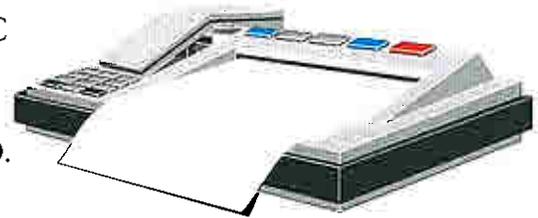
³ Army Regulation 1-20 directs that contacts outside Chief of Legislative Liaison channels be kept to a minimum to provide Congress with a consistency of information. AR 1-20 also directs that we notify them of all contacts.

⁴ Office, Chief of Legislative Liaison, should be provided copies of any information furnished. Information should be provided CAO, who will in turn, communicate with OCLL.

How did it get to me?

OCLL —

- Faxes or e-mails written inquiries to TRADOC Congressional Activities Office (CAO).
- Telephones or e-mails verbal inquiries to CAO.



CAO —

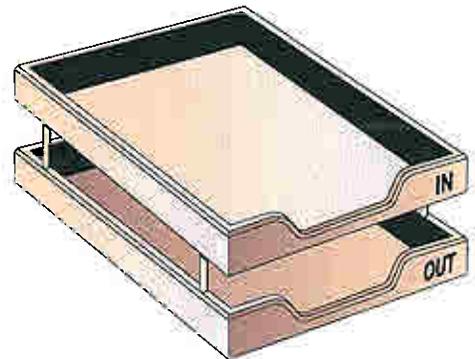
- Discusses with appropriate staff TRADOC Legislative Coordinator (TLC) or agency point of contact to determine lead office.
- Relays tasking recommendation to SGS.

Secretary of the General (SGS) —

- Officially tasks TRADOC staff element with action.
- Enters into Command Actions Tracking System (CATS).
- Assigns suspense date, which is normally 5 working days after receipt by action agency, but 2 days or less for telephonic inquiries.
- Electronically transmits the action and places a paper copy in mail box located in the Command Group Administrative Center (CGAC).

Your office —

- Picks up inquiry from CGAC mail box.
- Assigns to action office (you).



How Do I Reply?

Written Inquiries

OCLL usually asks that we--

1. Provide a **draft of an appropriate reply**

or

2. **Reply direct to the member**

Keep in mind that OCLL may task several commands or agencies to provide a **draft response**. In that instance, your response would address the areas of the inquiry relating specifically to TRADOC. OCLL would consolidate the responses into a final reply, which they would release.

When OCLL determines it appropriate for a single agency to reply back direct to the member, the organization is tasked to prepare a **direct reply**, which authorizes the tasked organization to respond direct to the member. **The tasked agency should pay close attention to the instructions on tasking sheets for administrative details prior to signature and dispatch of the response.**

OCLL encourages maximum use of electronic mail, especially for draft replies. The Congressional Activities Office will forward your coordinated responses to OCLL when using electronic mail. The CAO provides OCLL a copy of all replies sent directly to a Member of Congress, and the preparing organization is usually responsible for dispatching the original to the member's office, as directed.

In either case, as a minimum, coordinate your response with your TRADOC Legislative Coordinator and Congressional Activities Office. Additional coordination with appropriate staff offices such as the Staff Judge Advocate, may be required.

All responses (draft or direct) are addressed to the Member of Congress. The Member of Congress could either send the constituent a letter restating your response or forward a copy of your letter to the constituent.

How Do I Reply? (Continued)

Telephonic Inquiries

Normally we answer a telephonic inquiry with a telephonic response. While someone in Congressional Activities Office usually provides the information to OCLL or the Member's office, we might initiate a 3-way phone call so that you, the subject matter expert, can relay the information we've discussed.

Sometimes, detailed, written information is also needed and can usually be faxed or submitted by e-mail. Once coordinated with appropriate staff offices, and approved for release, the Congressional Activities Office will provide to OCLL.

Stovepipe Inquiries

Usually received informally from an action officer in another agency who needs TRADOC's input to answer an inquiry.

You may respond informally (fax, e-mail, or telephonic). However, remember that your response could be used as the TRADOC and/or Army position for the Secretary of the Army's reply. Coordinate your response with your TRADOC Legislative Coordinator, Congressional Activities Office, and any other appropriate office.

What steps do I take?

- ① Read the inquiry twice, first quickly, then slowly, as you highlight or make note of each allegation or concern.
- ② Investigate each area of concern (phone calls, background files).
- ③ Gather information, know the policies (Army regulations, law).
- ④ Prepare your reply to the Member of Congress, responding to each concern. *Speak as if you were talking to him or her.*
- ⑤ Know who will be signing the response. Word the reply as if you were in that position of authority.
- ⑥ Coordinate your response with your TRADOC Legislative Coordinator (if applicable), the Congressional Activities Office, and each office with any interest in the matter. *Don't forget specialty offices like SJA, PAO, EEO, or IG. Sometimes it's appropriate to coordinate with offices outside the headquarters.*¹
- ⑦ **For DRAFT replies to OCLL (e-mail preferred)—**
 - E-mail your coordinated, approved response to Congressional Activities Office (atcs-ca@monroe.army.mil).
 - Indicate with whom you coordinated your response: office, individual's name, phone number, and name of releasing authority.
 - Congressional Activities Office will forward all draft replies to OCLL.
 - Congressional Activities Office will clear suspense with SGS.**For DIRECT replies to Members--**
 - Mail and fax the letter to the Member and provide an electronic copy of the signed letter to Congressional Activities Office.
 - Congressional Activities Office will forward to OCLL for suspense clearing.
 - Congressional Activities Office will clear suspense with SGS.



¹ All inquiries to be signed by CG TRADOC, or involving a HQ TRADOC Soldier, must be coordinated with the TRADOC SJA.

What are the Dos and Don'ts?



✓ Respond completely to each allegation...if unanswerable, so state...
Answer all the questions or give reason why you can't.

✓ Be factual, forthright, and simple...
As if you were talking to your neighbor with no military experience.

✓ When it applies, indicate how the individual has been helped...
Indicate any assistance given to an individual to remedy the problem.

✓ Be helpful...
State how and where the individual can seek further assistance, if appropriate (EEO channels, Inspector General [IG], Uniformed Code of Military Justice [UCMJ] Board).

✓ Be brief, clear, and courteous...
Short and friendly (1-2 pages max). Attach details as enclosures.

✓ Admit mistakes and apologize, when appropriate.
How will the matter be resolved?

✓ State the policy...
It's what we must abide by.



Avoid

- ✗ Acronyms and abbreviations
- ✗ Army jargon
- ✗ Opinions
- ✗ Assumptions

Don't

- ✗ Commit yourself or the command to future follow-ups or updates about the inquiry, unless the Member of Congress specifically asked for future, final decisions.
- ✗ Attribute information to leadership (such as SA, CSA, or CG) unless the statements have received their personal review and approval.
- ✗ Cover up errors.
- ✗ Provide more information than was asked.
- ✗ Cite names of other Members of Congress when responding to like inquiries.
- ✗ Be technical or argumentative.
- ✗ Cite a paragraph of a regulation as the basis for an action without paraphrasing, enclosing an extract copy, or explaining the policy prescribed by the regulation.



What is a good reply?

<i>Self-contained</i>	The Member of Congress is able to read the letter and easily understand the information without referring back to the constituent's letter.
<i>Answers the Mail</i>	Responds to each question or concern mentioned in the Member's or constituent's letter.
<i>Army Policy</i>	States Army policy and, if necessary, why a request could or could not be granted according to law, regulation, etc.
<i>Stresses Rationale</i>	Explains why the Army established the policy.
<i>Case Facts</i>	Tells who researched the case and what they found.
<i>Results or Impact</i>	States what happened and what will happen next.
<i>Alternatives</i>	States other courses of action or avenues of redress or appeal, if any.
<i>Courteous</i>	Contains no defensive or negative tone.
<i>Coordination</i>	All offices and agencies concerned have agreed to all information in the reply.



How Much Information Can I Disclose?

Withholding Information ¹	From a Member of Congress	Requires express approval of the Secretary of the Army.
	From a Congressional Committee (<i>usually requested by the Chairman</i>)	Requires the President to personally invoke an “Executive Privilege.”
	Under Privacy Act	Exceptions to Privacy Act apply when requested by-- <ul style="list-style-type: none">• Congress as a whole.• Congressional Committee or Subcommittee with jurisdiction of the matter. <i>Otherwise, do not release information about an individual that may violate the Privacy Act.</i>
	Classified	Every Member of Congress ² by virtue of assuming office is automatically authorized access to Top Secret information when acting in an official capacity.
	Personnel Records	Individuals should be notified when their records are being furnished to Congress. ³
	Contract Awards	No one, including Members of Congress, can be told who is to receive award of a contract, prior to public announcement.

¹ Whenever possible, inquiring Members of Congress will be advised of the outcome of constituent matters before any other interested parties are informed, including the constituent. This restriction does not apply to constituents when the matter requires contact with them before a reply can be made. Army Regulation 1-20, “Legislative Liaison,” contains official Army policy.

² Does not apply to personal or committee staff members, however, many staff members, especially committee staff, do possess security clearances. You should always verify.

³ Secretary of the Army's Office provides personnel records to Senate for confirmation of Presidential nominees.



What's the suspense date? ¹



Written Inquiry



Telephonic Inquiry

<p>Normally</p>	<p>5 working days ² after receipt <i>(irrespective of days of non-scheduled activity such as organization days or training holidays).</i></p> <p>--- OR ---</p>	<p>2 working days</p> <p>Overseas agencies have 5 working days.</p>
<p>However</p>	<p>4 working days, if it requires signature by the Secretary or Deputy Secretary of Defense.</p>	

NOTE: Shorter suspense dates may be imposed on certain actions.

¹ Commanders of Army Commands are responsible for providing timely, consistent, factual, and fully-coordinated information in response to requests received from Chief of Legislative Liaison (AR 1-20).

² Excludes time for mailing and handling.

Can it be extended?



If meeting the suspense is clearly impossible,¹ you can gain more time by providing an interim reply that--

- States reason for delay.
- Provides all information currently available.
- States when you expect to have complete information.

In certain instances, OCLL will grant an extension without an interim reply. Congressional Activities Office will seek an extension if you're so close to having a complete answer that an interim reply may not be warranted.

Subsequent interim responses will be provided every 30 calendar days.

¹ Normally we should not provide information from incomplete investigations, boards, or studies.

How can I transfer the action--

To another office within the command?¹

- ✓ Lead organization will notify their respective SGS SACO, with recommendation and detailed justification for the lead transfer.
- ✓ The respective SGS SACO will coordinate the lead transfer with the recommended gaining organization.
- ✓ Gaining organization will notify their respective SGS SACO with acceptance of the action.
- ✓ The respective SGS SACO will re-task the action.

To another command or agency?

- ✓ Notify the Congressional Activities Office if you assess that the action has been misrouted.
- ✓ Get someone within the other command or agency to accept the action.
- ✓ Inform Congressional Activities Office, of the agency, name, and phone number of individual accepting the action.
- ✓ Congressional Activities Office will contact OCLL for approval.²
- ✓ Once OCLL approves transfer, CAO clears the suspense with SGS.

☞ MEMBER WROTE DIRECTLY TO TRADOC REPRESENTATIVE

- Occasionally, a member writes directly to the commander of a local military organization.
- Prepare a memo forwarding the action to the appropriate activity.³
- Prepare a letter to the Member of Congress, so the Member will know the action has been transferred and, therefore, they may anticipate a slight delay in receiving final reply.
- Furnish SGS and CAO copies of correspondence to officially clear the suspense date. CAO will provide to OCLL for information.

¹ Follow procedures outlined in TRADOC Regulation 1-11, Staff Procedures

² No command or Army agency will transfer any congressional inquiry that has been referred by the Chief of Legislative Liaison (CLL) to any other Army agency or command without the express consent of OCLL (AR 1-20).

³ Provide the basic communication, enclosures, and all additional information to the appropriate Army agency for coordination and final reply to the Member concerned, when the answer: (1) requires approval by DA; (2) relates to proposed or pending legislation or congressional investigation; or (3) requires an explanation of the Army's policy beyond the capability of the addressee.

What's the address? ¹ (ref: AR 25-50, Preparing and Managing Correspondence)

Member of Senate 	Washington Office	Honorable David R. Jones United States Senate Washington, DC 20510 <i>(1 space)</i> Dear Senator Jones:
	District Office	Honorable David R. Jones United States Senator # and street name City, State Zip <i>(1 space)</i> Dear Senator Jones:
Member of the House of Representatives 	Washington Office	Honorable Wayne L. Smith House of Representatives Washington, DC 20515 <i>(1 space)</i> Dear Mr. Smith:
	District Office	Honorable Wayne L. Smith Representative in Congress # and street name City, State Zip <i>(1 space)</i> Dear Mr. Smith:
Member of Congress writing as Chairman of a Congressional Committee ²	House	Honorable John T. Doe Chairman Armed Services Committee United States Senate Washington, DC 20510 <i>(1 space)</i> Dear Mr. Chairman:
	Senate	Honorable Martin T. Smith Chairman National Security Committee House of Representatives Washington, DC 20515 <i>(1 space)</i> Dear Mr. Chairman:

¹ When addressing women Members of Congress, ask the CAO for preferred salutation. Some women committee chairs prefer Dear Madam Chairman.

² Address a Member of Congress in the capacity he or she signed the communication. 18

Who will approve or sign the response?

Each inquiry is reviewed on a case-by-case basis to determine the appropriate level of response. The CAO often recommends what level of approval or signature is appropriate, but SGS makes the final determination on signature authority. Guidelines to releasing and signature authority are outlined below.¹ Generally,

If the inquiry -	Then the response -
Is of a routine, constituent-driven nature regarding such things as personnel matters, unsolicited proposals, or policy questions	May be released or signed by Deputy Chiefs of General and Chiefs of Special Staff Offices
Is mission-related or of a controversial matter of interest to a Member of Congress	May be signed by a general officer or equivalent
Originated from a congressional committee or subcommittee	Will most likely be signed by the Commanding General or Deputy Commanding General
Was addressed by a Member of Congress by name to a TRADOC Senior Leader such as the Commanding General	Will most likely be signed by that individual
Has previously been responded to by the headquarters or a subordinate element, but the Member of Congress was unsatisfied with the original response or desires to elevate the matter	Should be elevated to the next higher level for signature or release

¹ This handbook does not take precedence over guidance contained in TRADOC Regulation 1-11, Staff Procedures.

What if we get several inquiries on the same subject?



Speak with one voice

When we receive similar or identical inquiries from several Members of Congress, the responses to each identical allegation will be the same. However--

- Each letter must be an original copy.
- Each inquiry must be answered fully and factually.
- Do not use form letters.
- Make sure you answer all concerns from all letters.

Appendix A

Some Samples

Opening and Closing Paragraphs

Type of Reply	Opening	Closing	
Interim	This is an interim response to your <i>[civilian date]</i> letter on behalf of <i>[full name and rank or company]</i> concerning <i>[subject]</i> .	We have asked the Infantry Center and School to provide detailed information that will help us respond to your inquiry. You will receive our response as soon as we gather that information.	It has taken longer than we expected to get the information needed to respond to your inquiry. We anticipate providing you a complete response by <i>[date]</i> .
Draft or Final	This responds to your <i>[civilian date]</i> letter ¹ on behalf of <i>[full name and rank or company]</i> concerning <i>[subject]</i> .	Thank you for your interest in this matter.	I hope this information will be helpful. *

- * Try to close out the action. Do not commit yourself or the Command to future follow up. However, when a situation changes after a Member of Congress has been given a final reply, we should voluntarily follow up with the new information.

¹ If inquiry was addressed to someone other than who is answering it, use the following: "This responds to your inquiry to [title of addressee, for example, Secretary of the Army] on behalf of..." or "The Secretary of the Army asked that I respond to your [date] letter regarding..."



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AND DOCTRINE COMMAND
FORT MONROE, VIRGINIA 23651-5000

July 1, 2006

Use civilian date format

Base Operations Support

Honorable Bernard B. Nice
House of Representatives
Washington, DC 20515

Dear Mr. Nice:

NOTE: If preparing for CG TRADOC signature,
use "Dear Congressman/Congresswoman Nice"

This is an interim reply to your letter of June 23, 1995, on behalf of Mr. John Boatman, pertaining to eligibility for renting boat slips at the Fort Monroe Marina.

We are currently gathering information to respond to your letter; however, it is taking more time than originally expected. Information available so far indicates....

We will provide you with more information as it becomes available. Meanwhile, if you have any questions, please (call? Refer to ##?).

Sincerely,

NOTE: If preparing for CG TRADOC
signature, use "Very respectfully,"

Sara B. Longley
Director of Community and
Family Activities

Copies Furnished:

Office of the Secretary of the
Army, Chief of Legislative Liaison

- Provides substantive interim information when you cannot provide a final reply by suspense date.
- Explains reason for delay.

Sample Interim Reply



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AND DOCTRINE COMMAND
FORT MONROE, VIRGINIA 23651-5000

July 1, 1995

Base Operations Support

Use civilian date format

Honorable Bernard B. Nice
House of Representatives
Washington, DC 20515

Dear Mr. Nice:

NOTE: If preparing for CG TRADOC signature,
use "Dear Congressman/Congresswoman Nice"

This responds to your letter of June 23, 1995, on behalf of Mr. John Boatman,
pertaining to eligibility for renting boat slips at the Fort Monroe Marina.

Eligibility

Thank you for your interest, and I hope this information is useful.

Sincerely,

NOTE: If preparing for CG TRADOC
signature, use "Very respectfully,"

Wilson W. Woodrow
Major General, U.S. Army
Deputy Chief of Staff for
Base Operations

Copies Furnished:

Office of the Secretary of the
Army, Chief of Legislative Liaison

- Try to close out the action. Do not commit yourself or the command to future follow up.
- Don't be shy about coordination...more is better.

Sample Final Reply

Honorable Ike Skelton
House of Representatives
Washington, DC 20515

Dear Mr. Skelton:

This replies to your inquiry on behalf of Friends at Fort Leonard Wood concerning the establishment of a military style boot camp for juvenile offenders.

Boot camps provide an alternative for youth serving time in state facilities. Boot camps provide young people training, discipline, and a better chance to avoid a life of crime. Boot camps also provide criminal addicts with drug treatment.

On February 22, 1995, the Army approved establishing the first boot camp for juvenile delinquents on an Army installation. However, the Army will not operate the boot camp. The local Youth Services, a State entity, will operate the camp and will reimburse the Army 100 percent for all costs incurred to support their operations.

The Secretary of Defense has recommended closure of Fort McClellan, Alabama, to the Defense Base Closure and Realignment Commission, which means some missions may move to Fort Leonard Wood. Based on a pending Base Realignment and Closure decision to close Fort McClellan, Fort Leonard Wood must plan for additional missions to include use of existing

Sample Draft Reply

facilities. We support making facilities available for youth services training when these facilities are not otherwise being utilized. The Stewart B. McKinney Homeless Assistance Act empowers the Secretary of Housing and Urban Development to collect information about Federal facilities and determine which of these facilities are suitable for homeless assistance. Executive Order 12682, Commission on International Utilization of Military Facilities, directs the Secretary of Defense to report to the transmission excess and underutilized facilities on military installations for potential renovation or utilization as minimum facilities.

Fort Leonard Wood has been asked to review the feasibility of establishing a boot camp and will work with local authorities, as appropriate.

Thank you for your interest in the matter.

Sincerely,

- Sometimes OCLL asks for a draft response, rather than a direct response to Member of Congress.
- OCLL may task several commands or agencies to provide a draft response. Your response would address the areas of the inquiry relating specifically to TRADOC.
- OCLL would consolidate the responses into a final reply, which they would release.

Prepared by: Congressional Activities Office
Office of the Deputy Commanding General/
Chief of Staff

Constructive comments or suggestions are welcomed. Please forward to--

*Commander, TRADOC
ATTN: ATCS-CA
33 Ingalls Road
Fort Monroe, VA 23651*

or

atcs-ca@monroe.army.mil

