

STEPS FOR PROCESSING QUESTIONS FOR THE RECORD

	Who	Action	Location	Contact
1	AO Very Important to work with Army counterpart early in process.	A. While preparing answers, work with relevant TRADOC staff and your Army counterpart – e.g., G-1, G-3, G-8, ASA(M&RA, ASA(/ALT) -- to learn their position. B. Formally coordinate with TRADOC staff (including Congressional Activities Office) and Army staff (E-mail is recommended).	HQ TRADOC and Pentagon or D.C. area	TRADOC staff, Army staff or secretariat
2	AO	Get approval of your director and DCG or DCS (GO or SES must actually sign the coordination sheet).	Lead Staff Office	DCG, DCS or SES for whom you work
3	AO	Get security review. Show source of info to help verify classification.	Security Director, DCSINT, Bldg 133	TRADOC Scty Mgr 757-788-3903
4	AO	IF relating to US Army Reserve or Army National Guard	Crystal City Crystal City	703-601-0856 703-607-2788
5	AO	IF response recommends or comments on legal matters coordinate with General Counsel and Judge Advocate General	SAGC - 2E722 DAJA-AD - 1E738	703-697-9235 (XO) 703-588-6752 (Admin Law)
6	AO	Provide final QFR and coordination sheet electronically (annotated with names who concurred) to TRADOC Congressional Activities Office (CAO). Also provide copy of actual signatures of the security review and GO or SES approval.	TRADOC, Building 133, Room 121	757-788-3682 or 3470
7	CAO	Forward electronic copy to LO for help with mandatory coordination.	2A474	703-697-2588
8	LO/CAO M C A O N O D R A D T I O N R A Y T I O N	Budget Liaison (BUL) within Army Budget Office and each appropriate office, depending on content: <ul style="list-style-type: none"> • Management and Control • Operations and Support • Investment • Business Resources 	SAFM-BUL – 3E315 One or all of following, depending on content. SAFM-BUC – 3E341 SAFM-BUO - 3B349 SAFM-BUI- 3C349 SAFM-BUR – 3B349	703-693-0379 703-614-3253 703-693-2536 703-614-9776 703-692-9558
		Program, Analysis, and Evaluation Directorate CACO	G-8 (PAED) Room 3E365	703-697-5925 or 1562
		Office, Chief of Legislative Liaison (Programs Division, Policy Branch) Person assigned to cover hearing.	SALL-P – 1E385	703-697-1244 or 9134
9	CAO with LO assist	Deliver both paper and electronic copies to OCLL(SALL-P) or SAFM-BUL	SALL-P 1D437 SAFM-BUL 3E315	703-697-3421 703-693-0379
10	Army	Deliver to Committee	Capitol Hill	Committee Staff

AO = Action Officer

LO = TRADOC Liaison Office

CAO= Congressional Activities Office