

## FACT SHEET

SUBJECT: Congressional Inquiries

1. PURPOSE: To explain procedures for processing Congressional inquiries at Fort Campbell, Kentucky.

2. FACTS.

a. The G1 Special Inquiries Office is responsible for processing management and accountability of Congressional communications received at Fort Campbell. Congressional inquiries are any communications received from the President or Vice President of the United States; the Secretary of Defense or other cabinet members; the Chief, Legislative Liaison; Department of the Army; a United States senator or representative; a state governor or member of a state legislative body; and any other member of a Federal, state, or municipal government office.

b. No person may restrict any member of the Armed Forces from communicating with a member of Congress, unless the communication is unlawful or violates a regulation necessary to the security of the United States. No disciplinary action or punishment of any type may be used against military personnel and Department of the Army employees who lawfully communicate with any Congressional member.

c. Commanders, directors and staff office chiefs are tasked by the G1 Special Inquiries Office to provide prompt, factual, and complete information in response to a Congressional inquiry. Consider all inquiries high priority, close-hold actions and hand-carry between interested agencies, units and the G1 Special Inquiries Office. Congressional responses are approved and signed by the Chief of Staff.

d. Suspense dates must be met. Extension of suspense dates for such reasons as unit training, field exercises, details, passes, or special duties cannot be considered. In accordance with AR 1-20, Legislative Liaison, turnaround time for Congressional communications is five working days for written inquiries and two working days for telephonic inquiries. By necessity, suspense dates to commanders, directors, or staff chiefs are very time sensitive.

e. If a commander, director, or staff chief receives a direct Congressional communication, either telephonically or in writing, the inquiry should be forwarded to the G1 Special Inquiries Office for appropriate processing management and accountability.

3. Point of contact is Ms. Helton, 798-2427, fax 798-6227.

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