



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

Current as of 13 July 2011

OCJCS/LA  
DISTRIBUTION: C, J

CJCSI 5501.01F  
1 April 2008

## CONGRESSIONAL LIAISON POLICY

References: See Enclosure G.

### 1. Purpose

a. To provide guidance to Joint Staff and combatant command action officers (AOs) on official contacts with Congress, whether initiated by the Joint Staff, combatant commands, Congress, or outside agencies, for any official purpose.

b. To provide guidance to Joint Staff and combatant command AOs on preparing witnesses for appearances before congressional committees, performing content and classification reviews of testimony/transcripts, and developing and reviewing proper questions and inserts for the record (QFRs /IFRs). This instruction establishes the duties of AOs before, during, and after congressional hearings.

2. Cancellation. CJCSI 5501.01E, "Congressional Liaison Policy," 9 January 2006, is canceled.

### 3. Applicability

a. This instruction applies to all personnel assigned to or employed by the Joint Staff and combatant commands who conduct official business with congressional personnel, including members of Congress, their staffs, and congressional committees. Non-official contacts with congressional personnel are not affected by this instruction.

b. This instruction provides general guidance to assist all combatant command legislative offices and Joint Staff directorates with congressional hearings or witness appearances.

#### 4. Policy

a. Reference a assigns the Assistant Secretary of Defense for Legislative Affairs (ASD/LA) responsibility for coordinating DOD participation in congressional hearings. Legislative matters involving combatant commands and members of the Joint Staff will be coordinated with ASD/LA through the Office of the Legislative Assistant to the Chairman of the Joint Chiefs of Staff (OCJCS/LA). Reference b outlines procedures for furnishing classified and unclassified information to Congress. It also contains instructions about security review of testimony, provides a sample IFR, and establishes procedures for obtaining administrative and policy clearances. Reference c prescribes the organization and functions of the Joint Staff.

b. If congressional personnel contact or request contact with members of the Joint Staff and combatant commands, this should be reported to OCJCS/LA.

(1) OCJCS/LA will obtain approval from the Director, Joint Staff, before the Joint Staff initiates any contact with congressional personnel. Personnel assigned to J-2 who are representing the DIA in contacts with Congress do not require formal DJS approval before responding to congressional requests. J-2 is authorized to approve such requests but should notify OCJCS/LA for information.

(2) The combatant commands will coordinate testimony/transcripts and all responses for congressional requests with OCJCS/LA. The combatant commands will keep OCJCS/LA informed of contacts and requests for contacts with congressional personnel.

(3) All material used for congressional presentations (slides, handouts, papers, etc.) will be coordinated through the Director, Joint Staff, prior to release. OCJCS/LA will obtain departmental clearance and deliver and distribute responses as appropriate. Personnel assigned to J-2 follow the same guidance applied in 4.b.(1).

#### 5. Definitions

#### 6. Responsibilities

##### a. Before Hearing

(1) Requests for witnesses are normally received by OCJCS/LA. If a Joint Staff or combatant command office is contacted directly, the individual notified should inform OCJCS/LA immediately to coordinate a reply with ASD/LA and other Executive Branch offices. Joint Staff witnesses will be selected by the Chairman, the Vice-Chairman, the Assistant to the Chairman

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or the Director or Vice Director, Joint Staff, in consultation with ASD/LA. Senior leadership within each combatant command will select its witnesses. Enclosure A provides a hearing checklist.

(2) When a statement for the record is prepared for a hearing (hard copy plus a disk or e-mail), it should be submitted to OCJCS/LA 14 to 15 working days prior to the hearing to ensure proper review by the Executive Branch. A sample format for the witness statement and cover sheet is in Enclosure B. Visual aids, charts, and handouts should be used with discretion and must be cleared with the committee in advance by OCJCS/LA. If charts are used in the statement, at least two black-and-white original paper copies must also be submitted to OCJCS/LA. The statement will be coordinated by OCJCS/LA through the Joint Staff, Office of the Secretary of Defense Washington Headquarters Services/Directorate for Freedom of Information and Security Review (OSDWS FOI&SR), and the Office of Management and Budget (OMB), along with other executive agencies participating in the hearing. Advance paper and electronic copies of the statement (formatted in Microsoft Word for Windows only) and all charts (formatted in Tagged Image Format (TIF)) must be delivered to the committee, in some cases, as early as 1 week, but not less than 48 hours, before the hearing. The committee staff determines the number of copies for unclassified statements, as listed in Enclosure F. Classified statements will be limited to the number of committee members plus five for OCJCS/LA file copies.

NOTE: According to OMB, an opening statement is any prepared statement constituting introductory remarks beyond a speaker's identification of official station, official role or office's role, or traditional salutations to the committee -- presumably a witness would not have to write down such information. Anything beyond this as a prepared written statement constitutes an opening statement.

(3) All witness statements must receive final clearance from OCJCS/LA before submission to the committee.

b. During Hearing. Unless instructed otherwise, an AO from the witnesses' office should attend the hearing and take notes, especially on any issues to which a witness is asked to respond for the record (see "Insert for the Record"). Enclosure C lists issues to consider during the hearing.

c. After Hearing

(1) The AO should coordinate with OCJCS/LA and initiate the research on "Inserts for the Record" responses. There is an important difference between an IFR and a QFR. A witness answers a question with an IFR when not able to provide an immediate response during the hearing. A QFR is a question submitted to the witness after the hearing. Sample formats can be

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found in Enclosure D of this Instruction. If you have lead on a question or an insert, create a Microsoft Word document under the JS Form icon. Click on documents and scroll down to "Question for the Record" or "Insert for the Record" continue to follow the system's instruction.

(2) Documents and taskings (transcripts, QFRs, IFRs) coming out of the hearings will be sent first to OSD/LA or the DOD Comptroller, tasked to OCJCS/LA, and then forwarded to the appropriate witness for action.

(3) Policies governing review of (QFRs/IFRs) were modified on 1 April 2005. As of this date, all QFR/IFR submissions prepared for CJCS/VCJCS review have required GO/FO review at the Vice Director level. The GO/FO will review and approve all submissions prepared by his or her directorates. The GO/FO review and approval will be recorded on the Joint Staff Form 136 that is associated with the package.

(4) QFR/IFR submissions will include a marginal notation indicating the specific Joint Staff directorate or special assistant that prepared the product. This insertion will be on the left bottom margin of the submission. A template within Microsoft Word is found under Joint Staff Forms/Documents/QFR or IFR/Committee.

d. Briefings. Joint Staff and combatant command representatives often are tasked to brief congressional personnel. If a briefing script and/or slides are used, they must be submitted to OCJCS/LA 14 to 15 working days before the event for coordination and security clearance following a process similar to witness statement clearance. If, during or after the briefing, the briefer is asked to provide additional information (e.g., maps, charts, and point papers), the additional information cannot be released until it has been cleared through the same process.

e. Transcript Review. Joint Staff Form 149 (Enclosure E) will accompany hearing statements, transcripts, IFRs, and QFRs for review and editing. It helps ensure proper staffing and provides very specific instructions for reviewing transcripts and statements. NOTE: Reviewing congressional testimony is a courtesy extended to the witness by most (not all) congressional committees. Therefore, committee deadlines to return transcripts must be met or the Joint Staff and combatant commands will lose the opportunity to provide input in the future.

7. Summary of Changes

a. New format for Questions and Inserts for the Record by Committee (see page D-1).

b. Removed Flow Charts.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--  
[http://www.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives).

9. Effective Date. This instruction is effective upon receipt.



STEPHEN M. GOLDFEIN  
Major General, USAF  
Vice Director, Joint Staff

Enclosures:

- A - Hearing Checklist
- B - Sample Cover Sheet Format and Witness Statement Instructions
- C - Witness Preparation Notes
- D - Sample Format and Instructions For Inserts for the Record and Questions for the Record by Committee
- E - Sample Format and Instructions for JS Form 149 "Congressional Testimony Review"
- F - Copies of Witness Statements per Committee
- G - References

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ENCLOSURE A  
HEARING CHECKLIST

1. Is the hearing open or closed?
2. Which congressional committee or committees are conducting the hearing? Which members and staffers are likely to be present? Discuss with OCJCS/LA.
3. What is the location, room number, and time of the hearing or hearings? OCJCS/LA should provide this information.
4. Ensure all changes to statements and supplemental material go through the witness, Joint Staff, OCJCS/LA, OSDWHS/FOI&SR and OMB review processes, **with the final clearance given by OCJCS/LA.**
5. Are the final versions of the statement and charts in the proper electronic format? Have the CD(s) and black and white paper copies (**required by the committee, see Enclosures B and F**) been delivered to OCJCS/LA and the committee?
6. Is the witness statement classified following security instructions? How many copies are required? Discuss with OCJCS/LA.
7. Who else has been asked to testify, especially from the Department of Defense and other Executive Branch departments? Which department or command will take the lead?
8. Is the witness prepared to address the basic strategy underlying the project?
9. Have other hearings been held on this issue? What happened? What are the crossover issues? Discuss with OCJCS/LA.
10. Is there specific material within the overall topic that the combatant command and/or Joint Staff will probably be asked to address? Set a definitive role for the witness as "our view of the issue."

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11. Are there any specific points upon which the Chairman of the Joint Chiefs of Staff, OSD, the combatant command, or other sections of the Executive Branch have differing views? Will these differences come up in the hearings? Discuss with OCJCS/LA.
12. Does Congress have a view different from the Joint Staff/combatant command? Discuss with OCJCS/LA.
13. What are the Chairman, combatant command, and Joint Staff positions on these matters? Be sure to get "the latest" position from the principals and accurately point out areas of agreement and disagreement.
14. A backup book is usually helpful to support the witness. When will it be available to the witness? Is a hearing working group drawn from across the staff necessary to properly work testimony, preparation, and after-hearing information? Discuss with OCJCS/LA.
15. If copies of other witness statements are available, obtain them and resolve any obvious differences in expected testimony.
16. Remind the combatant command and/or Joint Staff witness that, unless a personal opinion is clearly requested, DOD's and the Administration's position must be presented in response to all questions.
17. Schedule time with OCJCS/LA to review congressional committee agenda and member profiles/interests. Provide these to the witness for review/study.
18. Schedule a witness murder board to prepare the witness as desired.



ENCLOSURE B

SAMPLE COVER SHEET FORMAT AND WITNESS STATEMENT  
INSTRUCTIONS

**(COVER SHEET)**

**APPROPRIATE CLASSIFICATION ONLY IF CLASSIFIED**

FOR OFFICIAL USE ONLY  
UNTIL RELEASED BY THE **COMMITTEE NAME**

STATEMENT OF

(RANK) (FULL NAME) (SERVICE)

(TITLE or POSITION)

(DIRECTORATE/COMMAND)

BEFORE THE (COMMITTEE NAME)

ON (SUBJECT OF THE HEARING)

(DATE)

FOR OFFICIAL USE ONLY  
UNTIL RELEASED BY THE **COMMITTEE NAME**

**APPROPRIATE CLASSIFICATION ONLY IF CLASSIFIED**

Declassification  
Instructions

(INTENTIONALLY BLANK)

1 April 2008

Chairman (Chairman's last name) or **Mr.** or **Madam** Chairman, Senator (or Congressman/Congresswoman) (Ranking member's last name), and members of the committee: Indent paragraphs five spaces; use Times New Roman 12-point font for Microsoft Word. Provide the committee with the correct number of copies (see Enclosure F-1).

**Double-space the entire statement.**

(INTENTIONALLY BLANK)

## ENCLOSURE C

### WITNESS PREPARATION NOTES

#### 1. Preparation

a. Joint Staff AOs obtain committee background book; become familiar with the members and their committees, professional staff, and issues involved; and consider potential hidden agendas. OCJCS/LA will provide background information to the Joint Staff witness.

b. Arrive 15 to 30 minutes before the hearing or briefing begins. Confirm that all security clearances have been passed if it is a closed hearing. OCJCS/LA escort will introduce Joint Staff witnesses to committee members and key staff before the hearing begins. Combatant command AOs escort their witnesses to the hearing. Be prepared to engage in a pre-hearing meeting with the committee membership.

#### 2. The Hearing/Briefing

a. The hearing will start with the committee or subcommittee chairman welcoming the witnesses and reading (or delivering extemporaneously) an opening statement. The Chairman might also ask committee members to make opening statements; to include a summary of his/her prepared text. These remarks help the witnesses “zero in” on the direction of the hearing, which could be different from what was originally conveyed and/or published.

b. The chairman will ask witnesses for their opening statements and follow with a question and answer session. The hearing ends with the chairman’s concluding remarks. Usually, the chairman and other committee members will talk informally with the witnesses during breaks and after the hearing.

#### 3. Issues to Consider

a. Members may ask a series of questions designed to lead the witness to respond in a certain way that achieves preplanned results.

b. If faced with a contentious issue, the recommended course of action is to find something within the question and/or discussion to agree with and focus on that aspect, then address other collateral issues as necessary to convey the DOD view. Taking a question for the record also helps get beyond a contentious issue.

c. Congressional members often ask several questions within what appears to be one question. Witnesses are encouraged to use a note pad and pencil (provided at the witness table) to make notes while the questions are being asked to ensure continuity, completeness, and focus.

d. Unclassified visual aids, charts, and handouts should be used with discretion and must be cleared with the committee in advance by OCJCS/LA. **No classified documents should enter an unclassified hearing room. If it is a classified hearing, the documents should be numbered and signed for.**

e. Answer questions with anecdotes, when appropriate, to bring to life the main points of a response.

f. Remember that Joint Staff witnesses are speaking on behalf of the Chairman of the Joint Chiefs of Staff and the Administration, unless specifically asked for a personal opinion (see subparagraph (h) below).

g. Answer, without embellishment, only the questions asked and try to avoid jargon or acronyms. Nothing is “off-the-record” in this arena.

h. Do not offer **your** personal opinion unless specifically asked. If asked, say something like “It is **my** opinion that ... .”

i. If you do not know the answer, or if the final answer is still being developed, offer to provide the answer as an IFR. Two ways to answer without appearing totally unprepared or unresponsive are:

(1) “I am glad you asked that question. As you are well aware, this is an area of continuing debate. The Joint Staff is finalizing action on this, and I will gladly provide you with the status as an insert for the record.”

(2) “This is a very complex issue for which I do not have an immediate answer. I can assure you that I have given the questions related to this issue a great deal of thought, but I do not have a solution at this time. I will provide it for the record.”

j. If a classified question is asked during an open hearing, it can be answered later in the closed session of the hearing or the witness can answer it as if it was an IFR to be provided later.

k. Be aware that, at open hearings, the media may quote your answers and statements. Because there is no time requirement in answering questions, pause before answering and choose your words carefully.

1. Be aware that the press might approach witnesses before or after an open hearing or during a break in an attempt to create an “ad hoc” press conference or get a printable quote. Be alert to their presence and agenda.

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ENCLOSURE D

SAMPLE FORMAT AND INSTRUCTIONS FOR INSERTS FOR THE RECORD  
AND QUESTIONS FOR THE RECORD BY COMMITTEE

CLASSIFICATION

Hearing Date:

Hearing Subject

Member: Congressman

Insert: Page#/Line#

PAGE 1 OF 2

(The information follows)

Committee-specific rules for completing IFRs for the House Armed Services Committee follow. Each answer will be typed on plain bond paper in Times New Roman 12-point font from Microsoft Office Word, using the format provided from the JS Form icon, (see 5.c.(1)). Continue to follow the system's instruction with a standard 1" margin. Center these headings (as seen above). First line in all caps: classification; hearing date; hearing subject; member's name; and insert page number and line number.

Return, and type "(The information follows:)." Return twice, indent five spaces, and begin typing the **double-spaced** text for the **answer only**. Do not repeat the question asked in the transcript. All paragraphs should be indented.

Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Do not abbreviate general or admiral. Refer to all representatives as Mr., Ms., or Mrs.

Declassification  
Instructions

CLASSIFICATION

D-1

Enclosure D

CLASSIFICATION

Hearing Date:  
Hearing Subject  
Member: Congressman  
Insert: Page#/Line#

PAGE 2 OF 2

Classified information is identified by [bracketing] in black lead **pencil** the words or numbers that are classified. Do not use paragraph markings. [Brackets] should be on the copy only. The highest classification should be typed or stamped at the top center and bottom center of the document on each page. Enter classified instructions at bottom right of the first page.

All tables, charts, slides, etc., not originally created to fit within the margins should be clipped to the back of the IFR. Use **black-and-white**, sharp-contrast charts or slides only. Color charts and photographs will not be accepted.

If the answer is more than one page, repeat hearing date; hearing subject; member's name; and insert page number and line number on all additional pages.

If you have any questions, please call OCJCS/LA, 703-614-1777/DSN 224-1777.

Declassification  
Instructions

CLASSIFICATION

1 April 2008

**SAMPLE FORMAT AND INSTRUCTIONS FOR QUESTION FOR THE RECORD  
HOUSE ARMED SERVICES COMMITTEE**

CLASSIFICATION

CHARRTS No:  
House Armed Services Committee  
Hearing Date:  
Hearing Subject:  
Member: Congressman  
Witness: Admiral  
Question #

PAGE 1 OF 2

Question: Committee-specific rules for completing QFRs for the House Armed Services Committee follow. Each answer will be typed on plain bond paper in Times New Roman 12-point font from Microsoft Office Word, using the format provided from the JS Form icon, (see 5.c.(1)). Continue to follow the system's instruction with a standard 1" margin. Center the identifying information (as seen above) in all initial caps starting with the heading (please do not spell out acronym) "CHARRTS No:." (CHARRTS is the acronym for Congressional Hearings and Reporting Requirements Tracking System). Return once and type the committee name followed by the subcommittee name and the hearing date, hearing subject, member's name, and witness name and question #. Return twice. The word "Question" should already be there if you used the Microsoft Office Word procedures. OCJCS/LA can provide the word document if needed (use the drag and drop procedure for the Questions). Return twice and then began typing your answer.

Answer: Begin typing the answer (word "Answer" should be underlined) in single space format. Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Refer to all representatives as Mr., Ms., or Mrs. Do not abbreviate general or admiral. Classified information is identified by [bracketing] the words or numbers that are classified. Use black lead **pencil** instead of paragraph markings. The highest classification should be typed or stamped at the top center and bottom center of the original. All tables, charts, slides, etc., not originally created to fit within the margins should be clipped to the back of the IFR. Use **black-and-white**, sharp-contrast charts and slides only. Color charts and photographs will not be accepted.

Declassification  
Instructions

CLASSIFICATION

CLASSIFICATION

CHARRTS No:  
House Armed Services Committee  
Hearing Date:  
Hearing Subject:  
Member: Congressman  
Witness: Admiral  
Question #

PAGE 2 OF 2

The original should be clear of all markings except page classification and declassification instructions. If the answer is more than one page, repeat the committee; hearing date, hearing subject; members name; witness name; question number; and page number as indicated on all additional pages. If you have any questions, please call OCJCS/LA, 703-614-1777/DSN 224-1777.

CLASSIFICATION

SAMPLE FORMAT AND INSTRUCTIONS FOR **INSERT FOR THE RECORD**  
**SENATE ARMED SERVICES COMMITTEE**

CLASSIFICATION

Hearing Date:  
Hearing Subject:  
Member: Senator  
Insert Page #/Line#

(The information follows)

Committee-specific rules for completing IFRs for the Senate Armed Services Committee follow. Each answer will be typed on plain bond paper in Times New Roman 12-point font from Microsoft Office Word, using the format provided from the JS Form icon, (see 5.c.(1)). Continue to follow the system's instruction with a standard 1" margin. Center these headings (as seen above). First line in all caps: classification; hearing date; subject; member's name; and insert page number and line number.

Return, and type "(The information follows:)." Return twice, indent five spaces, and begin typing the **double-spaced** text for the **answer only**. Do not repeat the question asked in the transcript. All paragraphs should be indented.

Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Do not abbreviate general or admiral. Refer to all representatives as Mr., Ms., or Mrs.

Declassification  
Instructions

CLASSIFICATION

CLASSIFICATION

Hearing Date:  
Hearing Subject  
Member: Senator  
Insert: Page#/Line#

PAGE 2 OF 2

Classified information is identified by [bracketing] in black lead **pencil** the words or numbers that are classified. Do not use paragraph markings. The highest classification should be typed or stamped at the top center and bottom center of the document on each page. Enter classified instructions at bottom right of the first page.

All tables, charts, slides, etc., not originally created to fit within the margins should be clipped to the back of the IFR. Use **black-and-white**, sharp-contrast charts or slides only. Color charts and photographs will not be accepted.

If the answer is more than one page, repeat hearing date; hearing subject; member's name; and insert page number and line number on all additional pages.

If you have any questions, please call OCJCS/LA, 703-614-1777/DSN 224-1777.

Declassification  
Instructions

CLASSIFICATION

1 April 2008

SAMPLE FORMAT AND INSTRUCTIONS FOR **QUESTION FOR THE RECORD**  
**SENATE ARMED SERVICES COMMITTEE**

**CLASSIFICATION**

CHARRTS No.:  
Hearing Date: February 5, 2008  
Committee: SASC  
Member: Senator  
Witness: Admiral  
Question #  
Page 1 of 2

PHILIPPINES

Question: Committee-specific rules for completing QFRs for the Senate Armed Services Committee follow. Each answer will be typed on plain bond paper in Times New Roman 12-point font from Microsoft Office Word, using the format provided from the JS Form icon, (see 5.c.(1)). Continue to follow the system's instruction with a standard 1" margin. Flush right (see above format) the identifying information in all initial caps starting with the heading CHARRTS No: (please do not spell out acronym). Return once and type the committee date; committee name; followed by the subcommittee name; members name; witness name; question #; and page #. Return twice the word Question should already be there if you used the Microsoft Office Word procedures. OCJCS/LA can provide the word document if needed (use the drag and drop procedure for the Questions). Return twice and then began typing your answer.

Answer: Began typing the answer in single space format. Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Refer to all representatives as Mr., Ms., or Mrs. Do not abbreviate general or admiral. Classified information is identified by [bracketing] the words or numbers that are classified. Use black lead **pencil** instead of paragraph markings. The highest classification should be typed or stamped at the top center and bottom center of the original. All tables, charts, slides, etc., not originally created to fit within the margins should be clipped to the back of the IFR. Use **black-and-white**, sharp-contrast charts and slides only. Color charts and photographs will not be accepted.

Declassification  
Instructions

CLASSIFICATION

1 April 2008

CLASSIFICATION

CHARRTS No.:

Hearing Date: February 5, 2008

Committee: SASC

Member: Senator

Witness: Admiral

Question #

Page 2 of 2

The original should be clear of all markings except page classification and declassification instructions. If the answer is more than one page, repeat the committee; hearing date, hearing subject; members name; witness name; question number; and page number as indicated on all additional pages.

If you have any questions, please call OCJCS/LA, 703-614-1777/DSN 224-1777.

CLASSIFICATION

D-8

Enclosure D



SAMPLE FORMAT AND INSTRUCTIONS FOR **INSERT FOR THE RECORD**  
**HOUSE APPROPRIATIONS COMMITTEE (SUBCOMMITTEE)**

CLASSIFICATION

House Appropriations Committee/Subcommittee of Defense

Hearing Date:

Hearing Subject

Member: Congressman

Insert: Page#/Line#

PAGE 1 OF 2

(The information follows:)

Committee-specific rules for completing IFRs for the House Appropriations Committee follow. Each answer will be typed on plain bond paper in Times New Roman 12-point font from Microsoft Office Word, using the format provided from the JS Form icon, (see 5.c.(1)). Continue to follow the systems instruction with a standard 1" margin. Center these headings (as seen above). First line in initial caps: classification; committee; hearing date; hearing subject; member's name; and insert page number and line number.

Return, and type "(The information follows:)." Return twice, indent five spaces, and begin typing the **double-spaced** text for the **answer only**. Do not repeat the question asked in the transcript. All paragraphs should be indented.

Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Do not abbreviate general or admiral. Refer to all representatives as Mr., Ms., or Mrs.

Declassification  
Instructions

CLASSIFICATION

House Appropriations Committee/Subcommittee of Defense  
Hearing Date:  
Hearing Subject  
Member: Congressman Skelton  
Insert: Page#/Line#

PAGE 2 OF 2

Classified information is identified by [bracketing] in black lead **pencil** the words or numbers that are classified. Do not use paragraph markings. The highest classification should be typed or stamped at the top center and bottom center of the document on each page. Enter classified instructions at bottom right of the first page.

All tables, charts, slides, etc., not originally created to fit within the margins should be clipped to the back of the IFR. Use **black-and-white**, sharp-contrast charts or slides only. Color charts and photographs will not be accepted.

If the answer is more than one page, repeat hearing date; hearing subject; member's name; and insert page number and line number on all additional pages.

If you have any questions, please call OCJCS/LA, 703-614-1777/DSN 224-1777.

Declassification  
Instructions

CLASSIFICATION

1 April 2008

**SAMPLE FORMAT AND INSTRUCTIONS FOR QUESTION FOR THE RECORD  
HOUSE APPROPRIATIONS COMMITTEE (SUBCOMMITTEE)**

CLASSIFICATION

CHARRTS No.:

Committee: HAC, DEFENSE SUBCOMMITTEE

Hearing Date:

Hearing Subject:

Member: Congressman

Witness: Admiral

Question: #

Page 1 of 2

Question: Committee-specific rules for completing QFRs for the House Appropriations Committee (Subcommittee) follow. Each answer will be typed on plain bond paper in Times New Roman 12-point font for Microsoft Word document using the format provided from the JS Form icon, (see 5.c.(1)). Continue to follow the systems instruction with a standard 1" margin. Center the identifying information (see above format) in all initial caps starting with the heading (please do not spell out acronym) CHARRTS No: Return once and type the committee name followed by the subcommittee name and the hearing date, subject, members name, and witness name; question # and page #. Return twice. The word "Question" should already be there if you used the Microsoft Office Word procedures. OCJCS/LA can provide the word document if needed (use the drag and drop procedure for the Questions) return twice and then began typing your answer.

Answer: Begin typing the answer (word "Answer" should be underlined) in single space format. Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Refer to all representatives as Mr., Ms., or Mrs. Do not abbreviate general or admiral. Classified information is identified by [bracketing] the words or numbers that are classified. Use black lead **pencil** instead of paragraph markings. The highest classification should be typed or stamped at the top center and bottom center of the original. All tables, charts, slides, etc., not originally created to fit within the margins should be clipped to the back of the IFR. Use **black-and-white**, sharp-contrast charts and slides only. Color charts and photographs will not be accepted.

Declassification  
Instructions

CLASSIFICATION

CLASSIFICATION

CHARRTS No.:  
Committee: HAC, DEFENSE SUBCOMMITTEE  
Hearing Date:  
Hearing Subject:  
Member: Congressman  
Witness: Admiral  
Question: #  
Page 2 of 2

The original should be clear of all markings except page classification and declassification instructions. If the answer is more than one page, repeat the committee; hearing date, hearing subject; members name; witness name; question number; and page number as indicated on all additional pages.

If you have any questions, please call OCJCS/LA, 703-614-1777/DSN 224-1777.

CLASSIFICATION

**SAMPLE FORMAT AND INSTRUCTIONS FOR INSERT FOR THE RECORD  
SENATE APPROPRIATIONS COMMITTEE (SUBCOMMITTEE)**

CLASSIFICATION

Senate Appropriations Committee/Subcommittee of Defense

Hearing Date:

Hearing Subject

Member: Senate

Insert: Page#/Line#

PAGE 1 OF 2

(The information follows:)

Committee-specific rules for completing IFRs for the Senate Appropriations Committee follow. Each answer will be typed on plain bond paper in Times New Roman 12-point font from Microsoft Office Word using the format provided from the JS Form icon, (see 5.c.(1)). Continue to follow the system's instruction with a standard 1" margin. Center these headings (as seen above). First line in initial caps: classification; committee; hearing date; hubject; member's name; and insert page number and line number.

Return, and type "(The information follows:)." Return twice, indent five spaces, and begin typing the **double-spaced** text for the **answer only**. Do not repeat the question asked in the transcript. All paragraphs should be indented.

Declassification  
Instructions

CLASSIFICATION

CLASSIFICATION

Senate Appropriations Committee/Subcommittee of Defense  
Hearing Date:  
Hearing Subject  
Member: Senate  
Insert: Page#/Line#

PAGE 2 OF 2

Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Do not abbreviate general or admiral. Refer to all representatives as Mr., Ms., or Mrs.

Classified information is identified by [bracketing] in black lead **pencil** the words or numbers that are classified. Do not use paragraph markings. The highest classification should be typed or stamped at the top center and bottom center of the document on each page. Enter classified instructions at bottom right of the first page.

All tables, charts, slides, etc., not originally created to fit within the margins should be clipped to the back of the IFR. Use **black-and-white**, sharp-contrast charts or slides only. Color charts and photographs will not be accepted.

If the answer is more than one page, repeat hearing date; hearing subject; member's name; and insert page number and line number on all additional pages.

If you have any questions, please call OCJCS/LA, 703-614-1777/DSN 224-1777.

CLASSIFICATION

1 April 2008

**SAMPLE FORMAT AND INSTRUCTIONS FOR QUESTION FOR THE RECORD  
SENATE APPROPRIATIONS COMMITTEE (SUBCOMMITTEE)**

CLASSIFICATION

CHARRTS No:

Committee: SAC, Defense Subcommittee

Hearing Date:

Hearing Subject:

Member: Senator

Witness: Admiral

Question #

Page 1 of 2

Question: Committee-specific rules for completing QFRs for the Senate Appropriations Committee (Subcommittee) follow. Each answer will be typed on plain bond paper in Times New Roman 12-point font for Microsoft Word document using the format provided from the JS Form icon, (see 5.c.(1)). Continue to follow the systems instruction with a standard 1" margin. Center the identifying information (see above format) in all initial caps starting with the heading (please do not spell out acronym) CHARRTS No: Return once and type the committee name followed by the subcommittee name and the hearing date, subject, members name, and witness name and question #. Return twice. The word "Question" should already be there if you used the Microsoft Office Word procedures. OCJCS/LA can provide the word document if needed (use the drag and drop procedure for the Questions). Return twice and then began typing your answer.

Answer: Began typing the answer (word "Answer" should be underlined) in single space format. Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Refer to all representatives as Mr., Ms., or Mrs. Do not abbreviate general or admiral. Classified information is identified by [bracketing] the words or numbers that are classified. Use black lead **pencil** instead of paragraph markings. The highest classification should be typed or stamped at the top center and bottom center of the original. All tables, charts, slides, etc., not originally created to fit within the margins should be clipped to the back of the IFR. Use **black-and-white**, sharp-contrast charts and slides only. Color charts and photographs will not be accepted.

Declassification  
Instructions

CLASSIFICATION

1 April 2008

CLASSIFICATION

CHARRTS No:  
Committee: SAC, Defense Subcommittee  
Hearing Date:  
Hearing Subject:  
Member: Senator  
Witness: Admiral  
Question #  
Page 2 of 2

The original should be clear of all markings except page classification and declassification instructions. If the answer is more than one page, repeat the committee; hearing date, hearing subject; members name; witness name; question number; and page number as indicated on all additional pages.

If you have any questions, please call OCJCS/LA, 703-614-1777/DSN 224-1777.

CLASSIFICATION



ENCLOSURE E

SAMPLE FORMAT AND INSTRUCTIONS FOR JS FORM 149 "CONGRESSIONAL TESTIMONY REVIEW"

<b>CONGRESSIONAL TESTIMONY REVIEW</b>			
Hearing Date: _____		Committee: _____	
Subject: _____			
Witness: _____			
<i>OCJCS/LA ACTION OFFICER, Rm 2D638, PNT (703) 614-1777 / DSN 224</i>			
<b>For Review By:</b>			
Joint Staff	VCJCS	NORTHCOM	TRANSCOM
Vice Dir (J-Code)	CJCS	PACOM	USFK/CFC/UNC
Joint Staff Editors	CENTCOM	SOCOM	OTHER
VDJS	EUCOM	SOUTHCOM	
DJS	JFCOM	STRATCOM	
<p>Please review the witness ___ statements ___ transcripts ___ QFRs ___ IFRs for security, accuracy of data and correct policy. Make proposed changes directly on your copy and provide name, office and phone of person making change. Indicate if change is suggested or mandatory. Be sure to attach a justification to support all mandatory changes.</p> <p>Please edit transcript in accordance with the instructions outlined on the reverse of this form.</p> <p>Prepare answers only for the following inserts for the record (IFRs). Provide an original and one (1) copy of each (IFR). [Bracket] all classified info on the copy only. (Use JS Form IFR document template for correct format/committee). Page/Line number(s):</p> <p>Prepare responses to the attached list of questions for the record ___ QFRs. Provide an original and one (1) copy of each QFR. [Bracket] all classified info on the copy only. (Use JS Form QFR document template for correct format/committee).</p> <p>_____ Please provide Vice Director Level coordination.</p> <p>_____ Other instructions: _____</p>			
<p><b>NOTE FOR JS ONLY: PLEASE RETURN THE COMPLETED PAPER COPY PACKAGE TO SJS NO LATER THAN 1000 ON THE SUSPENSE DATE. SJS WILL FORWARD TO DJS FOR FINAL JOINT STAFF APPROVAL.</b></p> <p><b>NOTE FOR COMMANDS ONLY: TESTIMONY PACKAGES WILL NOT BE ACCEPTED BY OCJCS/LA UNLESS WITNESS APPROVAL DOCUMENTATION IS ATTACHED.</b></p>			
Signature: _____	Routing Date: _____	Suspense: _____	

### HOW TO REVIEW CONGRESSIONAL TRANSCRIPTS

**WHY:** You are reviewing the congressional testimony of either the CJCS, VCJCS, Combatant Commanders, SecDef, DepSecDef, or Joint Staff member. The privilege of review is a *courtesy* extended to the witness by most congressional committees; therefore, committee deadlines for return of this transcript **must be met**. Failure to meet the deadline could result in the committee withdrawing this privilege and the review may only take place in the committee office.

**HOW:** 1. Use **BLACK LEAD PENCIL** only and mark edited pages. Make editorial changes, for example, correct spelling, punctuation, and tense. Do not correct grammar. Changes can be made to correct punctuation, or modify language to clarify witness intent and to correct mistakes in facts, policy or figures. **Line through** matters for which substitute words or figures are entered. Be certain to explain acronyms the first time they are used. Insert short topical headings at a minimum of one heading every third page of transcript copy. Add a new heading **after** each insert (IFR, chart, etc.)

2. Do not change testimony substance. If you feel a major rewrite is required, please attach a double spaced proposed rewrite with justification, and identify the transcript page and line number. Such a major overhaul will have to be taken up with the committee staff director at a minimum.

3. Only typographical errors may be changed in Committee member remarks. If there is a misstatement of fact or some other reason that you believe justifies making a change, **do not** make the change, instead follow the instructions shown in #2 for rewriting incorrect testimony.

4. **MINIMIZE BRACKETING OF CLASSIFIED INFORMATION.** [Bracket] only key words and numbers which are classified. Indicate classification ((S), (C), etc) immediately above the classified portions when small phrases or figures scattered throughout the testimony are classified, and in the left margin when whole paragraphs are classified. If testimony is already marked, it simply means the hearing was a **closed** session and follow the same procedures as the hearing may later be declassified or released in some form. **If the hearing was open and classified words or figures are identified, please contact OCJCS/LA immediately.**

5. All visual aids/inserts (charts, slides, etc.) used in the written statement, during the hearing or requested by a committee member during testimony **must be included**. All charts/slides from the written statement must be included on the same diskette in a Tagged Image Format (TIFF) or Paintbrush (PCX) image. Charts/slides used during the hearing or requested by the committee, must be identified by a number (1, 2, etc.). The identifying number should be on the aid as well as on the transcript page where it is discussed. All charts/slides, will be placed behind the appropriate transcript page. **Only original black and white sharp contrast visual aids will be accepted.** Color aids and photographs will not be accepted by the committees.

*TREAT THIS DOCUMENT AS CLOSE HOLD UNTIL SECURITY AND POLICY REVIEW CLEARANCE IS OBTAINED.*

*RELEASE OF THIS TRANSCRIPT OR ANY PART THEREOF TO PARTIES OTHER THAN THE WITNESS IS STRICTLY PROHIBITED. AGAIN, THE COMMITTEE PROVIDES A COPY AS A COURTESY ONLY. PUBLIC RELEASE DECISION WILL BE MADE BY THE CONGRESSIONAL COMMITTEE OF JURISDICTION.*

ENCLOSURE F

COPIES OF WITNESS STATEMENTS PER COMMITTEE

	<b>HAC Def Subc</b>	<b>SAC Def Subc</b>	<b>HAC MC</b>	<b>SAC MC</b>	<b>HASC</b>	<b>SASC</b>	<b>HBC</b>	<b>SBC</b>	<b>HIRC</b>
*Electronic copy PER STATEMENT	*	*	*	*	*	*	*	*	*
<b><u>Unclassified Statements</u></b>									
NLT 2 working days prior to hearing	50	75	75	75	120	100	150	150	50
<b><u>Classified Statements</u></b>									
Day before hearing	20								
Day of hearing		20			10	60	20		

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ENCLOSURE G

REFERENCES

- a. DOD Directive 5142.1, 14 June 2000, "Assistant Secretary Defense of (Legislative Affairs)"
- b. DOD Directive 5400.4, 30 January 1978, "Provision of Information to Congress"
- c. Joint Staff Manual 5100.01 Series, "Organization and Functions of the Joint Staff"
- d. DOD Directive 5200.1, 13 December 1996, "DOD Information Security Program"
- e. Joint Staff Manual 5220.01 Series, "Joint Staff Information and Physical Security Program"
- f. OSD memorandum, 16 March 2001, "Submission of Information Copy Of Congressional Testimony"
- g. OSD/GC memorandum, 18 April 2005, "Legislative Coordination and Clearance Procedures"

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