



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5000

Reply
ATTENTION OF:

IMNE-MEA-HRM-O

25 OCT 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 45, Congressional Inquiry Procedures

1. REFERENCE: AR 1-20, Legislative Liaison, 20 January 2004.
2. PURPOSE: To identify the standard operating procedures and to identify response timelines regarding processing Congressional Inquiries.
3. APPLICABILITY: These procedures are applicable to all Congressional Inquiries within the HQDA, Office of the Chief, Legislative Liaison (OCLL) Area of Responsibility (AOR).
4. POLICY: Effective immediately, Congressional Inquiry responses are provided to the HQDA, OCLL within five workdays after the inquiry is received. Requests for extensions are coordinated through the Military Personnel Division (MPD). Provide a justification for the delay and immediately submit the request, via e-mail, to the MPD Congressional Liaison Assistant. The MPD will obtain a new suspense date from the OCLL.
5. PROCEDURES:
 - a. Days 1-2:
 - (1) Upon receiving a Congressional Inquiry, the MPD will immediately forward the inquiry to the directorate/agency concerned, the Staff Judge Advocate (SJA), and the Inspector General (IG). If previous IG involvement exists, HQDA will furnish the congressional inquiry exclusively to the local IG for action.
 - (2) The directorate/agency, to which the Congressional Inquiry is forwarded, will have one complete workday, following the day of receipt of the inquiry, to draft a response memorandum for the Installation Commander's signature.
 - b. Day 3: The SJA and IG will immediately provide input/comments to the MPD. Send draft changes electronically to the MPD.
 - c. Day 4: The MPD will incorporate input from the SJA and IG and culminate a response. Next, the correspondence will be hand delivered, to the Garrison Headquarters, for the Installation Commander's final review and signature.

IMNE-MEA-HRM-O

SUBJECT: Fort George G. Meade Policy Memorandum # 45, Congressional Inquiry

d. Day 5: Once the Installation Commander signs the final response, the MPD will recover and transmit the document to the OCLL.

6. PROPONENT: The Directorate of Human Resources is the proponent for this FGGM policy. Point of contact is Bernie Cullen, Director, Human Resources, bernie.cullen@conus.army.mil, (301) 677-7225, or DSN 622-7225.



DANIEL L. THOMAS
Colonel, Military Intelligence
Commanding

DISTRIBUTION:
A, B