



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

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AUG 6 2015

MEMORANDUM FOR SEE DISTRIBUTION

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

1. Reference: Army Regulation 1-20, Legislative Liaison, 2 July 2013.
2. Purpose: To establish standard operating procedures and response timelines for processing Congressional Inquiries.
3. Applicability: These procedures are applicable to all Congressional Inquiries within the Headquarters, United States Army Garrison, Fort George G. Meade, area of responsibility.
4. Policy: Effective immediately, Congressional Inquiry responses are provided to the HQDA, Office of the Chief, Legislative Liaison (OCLL) within five workdays after the inquiry is received. Requests for extensions are coordinated through the Military Personnel Division (MPD). Responding subject matter offices will provide a justification for a delay by immediately submitting a request, via e-mail, to the MPD Congressional Liaison Assistant, Ms. Thompson, jolynda.e.thompson.civ@mail.mil.
5. Procedures:
 - a. Days 1-2:
 - (1) Upon receipt of a Congressional Inquiry, the MPD will immediately forward the inquiry to the responding subject matter office, the Staff Judge Advocate (SJA), and the Inspector General (IG). Whenever previous IG involvement exists, HQDA will furnish the Congressional Inquiry exclusively to the local IG for action.
 - (2) The responding subject matter office, 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 Garrison Commander's review and signature.
 - b. Day 3: The SJA and IG will immediately review inquiry draft responses and will provide legal guidance and draft changes, via e-mail, to the MPD.
 - c. Day 4: The MPD culminates an inquiry response for the Garrison Commander's signature by incorporating input from the SJA and IG. The MPD will assemble the

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inquiry response packet and hand-deliver the inquiry response to the Garrison Headquarters for the Garrison Commander's final review and signature.

d. Day 5: Once the Garrison Commander approves and signs the final response, the MPD will recover and transmit the inquiry response to the OCLL.

6: The Directorate of Human Resources is the proponent for this policy.

7. The point of contact is Ms. Messick, Director, Human Resources, telephone (301) 677-7225, DSN 622-7225, or wendy.c.messick.civ@mail.mil.



BRIAN P. FOLEY
Colonel, Signal Corps
Commanding

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