

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 90-4

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Special Management

RELATIONS WITH CONGRESS

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This directive establishes policy for Air Force legislative liaison functions and maintaining effective relations with the U.S. Congress. It applies to all Department of the Air Force military and civilian personnel, including members of the Air Force Reserve, and the Air National Guard. This Policy Directive implements Department of Defense Directive (DoDD) 4515.12, *DoD Support for Travel of Members and Employees of Congress*; Department of Defense Instruction (DoDI) 5400.4, *Provision of Information to Congress*; and DoDI 5545.2, *DoD Policy for Congressional Authorization and Appropriations Reporting Requirements*.

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include removal of Annex 1, deleting the requirement for specific metric tracking. Reference document titles and dates have also been updated.

1. Role and Responsibilities. Congress authorizes and appropriates funds for Air Force programs and approves Air Force legislative proposals. The success of Air Force programs and missions depends on congressional support and effective relations with Congress.

1.1. The Secretary of the Air Force has final responsibility for Department of the Air Force relations with Congress.

1.2. The Director of Legislative Liaison (SAF/LL) is the principal advisor and assistant in conjunction with the Assistant Secretary of the Air Force Financial Management and Comptroller (SAF/FM) to the Secretary and the Chief of Staff of the Air Force for legislative affairs and congressional relations, for the Department of the Air Force, for all purposes except those otherwise specified herein, or as directed in other Air Force mission directives and instructions.

1.3. SAF/FM is responsible for all Air Force budget and appropriations matters. SAF/FM synchronizes its efforts with SAF/LL.

1.4. MAJCOM commanders, Headquarters Air Force two-letter/digit organizations, Chief, Air Force Reserves, and the Director of the Air National Guard will maintain legislative affairs and liaison functions to support Air Force relations with Congress. These officials will synchronize their efforts with SAF/LL and/or SAF/FM as appropriate.

1.5. Headquarters Air Force Mission Directive 1-22 and 1-12 establish SAF/LL and SAF/FM responsibilities and authority regarding congressional relations.

1.6. Air Force Instruction 90-401, *Air Force Relations with Congress*, establishes procedures to implement the policies set forth in this directive.

2. Response to Congress. All Air Force interactions with Congress will reflect the highest standards of integrity.

2.1. The Air Force will ensure Members of Congress, Committees, and staff have current and accurate information available for considering Air Force matters consistent with existing law.

2.2. Responses to congressional inquiries and reports to Congress on Air Force programs, operations, and requirements will be accurate and timely.

2.3. The Air Force will provide full justification for its program, legislative, and budget proposals to Congress.

MICHAEL B. DONLEY
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDD 4515.12, *DoD Support for Travel of Members and Employees of Congress*, January 15, 2010

DoDI 5400.04, *Provision of information to Congress*, March 17, 2009

DoDI 5545.2, *DoD Policy for Congressional Authorization and Appropriations Reporting Requirements*, December 19, 2008

HAF MD 1-22, *Director of Legislative Liaison*, August 8, 2011

HAF MD 1-12, *Assistant Secretary of the Air Force Financial Management and Comptroller*, February 18, 2010

AFI 90-401, *Air Force Relations with Congress*, July 1, 1998

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

FM—Financial Management and Comptroller

LL—Director of Legislative Liaison

LLZ—Congressional Action Division

OPR—Office of Primary Responsibility

SAF—Secretary of the Air Force