DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
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PATUXENT RIVER, MD 20670-1547

IN REPLY REFER TO
NAVAIRINST 5730.2C
AIR-7.0L
25 Jun 98

NAVAIR INSTRUCTION 5730.2C

From: Commander, Naval Air Systems Command

Subj: POLICIES AND PROCEDURES FOR HANDLING NAVAL AIR SYSTEMS COMMAND HEADQUARTERS LEGISLATIVE AFFAIRS AND CONGRESSIONAL RELATIONS

Ref: (a) SECNAVINST 5730.5G
(b) SECNAVINST 5700.9D

1. Purpose. To set forth policies and procedures for handling Naval Air Systems Command Headquarters (NAVAIRHQ) legislative affairs and congressional relations to assure implementation of the requirements of references (a) and (b) and other instructions by higher authority.

2. Cancellation. This instruction supersedes NAVAIR Instruction 5730.2B of 23 October 1986. Since this is a major revision, changes are not indicated.

3. Policy

a. Every proper courtesy and assistance will be extended to members of congress, congressional committees, their representatives and other high-level governmental officials. Their inquiries and requests, written or oral, will be answered fully, frankly, truthfully, and expeditiously, without expressed or implied criticism of the administration or any element of the Department of Defense (DoD), and, when appropriate, with emphasis on corrective measures being taken.

b. Congressional and other high-level governmental officials will be informed concerning matters having a significant impact on their constituency, in advance when possible, but in no case will information regarding contract awards be provided prior to public announcement. In particular, announcements of contract awards over $5 million must be released by the Assistant Secretary of Defense for Public Affairs and the Chief of Information. Members of congress are notified by the Office of Legislative Affairs (OLA) at the same time public announcement is made.

c. Higher authority will be informed immediately concerning oral or written congressional inquiries, requests, meetings, contacts, and briefings.

d. Congressional relationships of the Naval Air Systems Command (NAVAIR), including field components, will be closely coordinated with the offices of the secretariat, OLA, and other offices, as appropriate, to ensure consistency and conformance with Navy and DoD policy.

e. When requested, comments on proposed legislation, executive orders, proclamations and similar documents will be processed expeditiously. When new legislation is considered necessary to more efficiently discharge NAVAIR's mission or improve operations, action will be initiated to develop an appropriate recommendation, with supporting data, for processing and coordination of the proposed legislation.

f. All replies to congressional correspondence will be signed by Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) (AIR-00), the Vice Commander (AIR-09), the Deputy Commander (AIR-00A), appropriate Program Executive Officer (PEO), or the Director of the Congressional Liaison Office (AIR-7.0L).

4. Responsibility

a. AIR-7.0L is responsible for discharging all the legislative and congressional functions of the command (except those concerned solely with budget hearings or the General Accounting Office (GAO), which are controlled by the Comptroller (AIR-7.6) and the Office of the Inspector General (AIR-8.0G), respectively). AIR-7.0L will provide a central clearing house and coordination point for all congressional and legislative matters and act as the principal liaison with the secretariat staffs, OLA, the White House staff, and other high-level federal and state officials.

b. It is the responsibility of AIR-7.0L, AIR-7.6, and AIR-8.0G, within their respective areas, to immediately inform appropriate higher authority concerning oral or written congressional inquiries, requests, contacts, meetings, or briefings, and to determine the response to be made; when appropriate, they will prepare or obtain debriefing memoranda after any congressional meetings, contacts, or briefings.

c. All elements of the command are responsible for informing AIR-7.0L, in advance, of matters or events which are likely to have congressional interest or may have a significant impact upon congressional constituents, such as significant personnel reductions, expansions or curtailments of NAVAIR activities and programs. AIR-7.0L is responsible for taking appropriate action.

5. Procedures

a. All incoming written material pertaining to the responsibilities in paragraph 4 above will be routed as action mail to AIR-7.0L. AIR-7.0L will ensure that incoming queries are fully researched, appropriate responses formulated, and necessary clearances obtained.

b. All incoming oral inquiries, whether received directly or indirectly (for example, through OLA, CNO, or the secretariat staff), concerned with any of the responsibilities in paragraph 4 above and directed to anyone within NAVAIRHQ, will be referred immediately to AIR-7.0L. Budget preparation or justification matters or GAO inquiries or investigations are to be referred to AIR-7.6 or AIR-8.0G, respectively, for appropriate action.

c. If unusual circumstances require an oral reply to a congressional inquiry, details of the request and the content of the reply will be made a matter of written record as soon as practicable, and the inquiry will be treated as a written request and reply insofar as copy requirements are concerned. Further, it is general policy that the same control which exists over congressional replies furnished in writing should also exist over such information provided by telephone. Anyone who is not authorized to sign a congressional reply should obtain appropriate clearance before furnishing a reply by telephone.

d. All written material and all oral information originating in NAVAIRHQ pertaining to any of the responsibilities in paragraph 4 above will be routed through AIR-7.0L for coordination and release.

e. All command legislative proposals and comments on proposed legislation, executive orders, proclamations, and similar documents will be processed by AIR-7.0L, who will obtain comments from appropriate elements of the command and prepare a coordinated command position. AIR-7.0L will maintain a legislative reference service.

f. Any contact by a member of the Surveys and Investigations Staff (S&IS) of the House Appropriations Committee will immediately be referred to AIR-7.0L who will provide specific guidance and information on the visiting S&IS members so that the investigators' informational needs are meet.

CRAIG E. STEIDLE
Acting

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