

Defense Logistics Agency Instruction



DLAI 5401
July 1, 2003
Modified December 2, 2009
DL

Congressional Engagement Provisions

References: Refer to [Enclosure 1](#).

1. **PURPOSE.** This Defense Logistics Agency (DLA) Instruction (DLAI) establishes and implements policies, procedures, and processes necessary to the effective, efficient and economical conduct of official Agency business with Congress.

2. **APPLICABILITY.** This DLAI applies to Headquarters (HQ) DLA, DLA Primary Level Field Activities (PLFA) and field offices.

3. **POLICY.**

a. Ensure DLA gives immediate priority to all congressional and White House requests for information and respond promptly and accurately.

b. All written inquiries will be coordinated by the DLA Legislative Affairs office (DL) after the Office of Primary Responsibility (OPR) obtains all other internal and external coordination and prior to release.

c. All written correspondence to Members of Congress will be signed by either flag/GO, Senior Executive Service (SES), or the Director of Legislative Affairs.

4. **RESPONSIBILITIES.**

a. Advises and assists the director and senior leadership on all congressional, White House, and political matters, bearing on Agency mission and operations.

b. Serves as the single point of contact (POC) with Congress.

c. Serves as the Agency congressional liaison with the Office of the Assistant Secretary of Defense (Legislative Affairs), the Military Services, and other Government agencies.

d. Ensures DLA's goals and priorities are properly and consistently coordinated and communicated to promote DLA policies and strategies.

e. Provides weekly, or, as necessary, status reports of congressional activities to the director and senior leadership.

f. Coordinates and arranges for DLA personnel to attend meetings, briefings, hearings requested by Members of Congress, their staff, and committees.

g. Reviews all statutory requirements contained in authorization and appropriations acts and in response to congressional concerns expressed in House, Senate, and conference reports on those acts.

h. Reviews all defense bills, resolutions, hearings, and reports.

i. Controls all incoming and outgoing congressional and White House correspondence.

5. PROCEDURES. Refer to Enclosures 2 through 5.

6. EFFECTIVE DATE. July 1, 2003.

Director, DLA Enterprise Support

5 Enclosures

Enclosure 1 – References

[Enclosure 2](#) - Executive and Legislative Inquiries

[Enclosure 3](#) – Tracking Legislation

[Enclosure 4](#) – Congressional Hearings

[Enclosure 5](#) – Congressional Meetings, Briefings, and Teleconferences

Enclosure 1
References

1. DLA One Book Process Chapter, Executive and Legislative Inquiries, July 1, 2003, superseded.
2. DLA One Book Process Chapter, Tracking Legislation, July 1, 2003, superseded.
3. DLA One Book Process Chapter, Congressional Hearings, July 1, 2003, superseded.
4. DLA One Book Process Chapter, Congressional Briefings, February 21, 2004, superseded.
5. Department of Defense (DoD) Instruction 5400.4, "Provision of Information to Congress" March 17, 2009.
6. DoD Directive 5142.01, "Assistant Secretary of Defense for Legislative Affairs (ASD(LA))", September 15, 2006.

Enclosure 2
Executive and Legislative Inquiries

1. DLA Legislative Affairs (DL) receives congressional inquiries directly from a Member of Congress, congressional staffer, Office of the Secretary of Defense (OSD) AT&L(LM&R), OSD Legislative Affairs (LA), Military Services' congressional liaison, or Washington Headquarters Service telephonically or by letter, email, or facsimile.
2. Written and verbal congressional inquiries are reviewed by the DL Director/Deputy Director to determine the OPR and the Office of Collateral Responsibility (OCR). Inquiry is logged into the DL suspense tracking system (ACCESS database), assigned to the OPR/OCR for action, and emailed to the appropriate HQ DLA J-codes, D staff office, or PLFAs' congressional POCs.
3. High Visibility inquiries are inquiries which require OSD signature, address sensitive DLA issues, have Member history or interest, or at the HQ DLA Director's discretion, requires review and/or signature prior to release. An inquiry may be determined High Visibility at any time prior to finalizing the response. If an inquiry is deemed High Visibility after an inquiry has been assigned to the OPR/OCR, DL will provide notification to the OPR/OCR of the elevated status of the inquiry.
4. Congressional inquiries are identified as belonging in one of the below categories. Inquiries in each of these categories require specific internal and external procedures to be followed. It is the responsibility of the OPR/OCR to fully coordinate the proposed response and prepare the final package, as applicable. Exceptions to any of the procedures provided below may occur and DL will work with the OPR/OCR accordingly.

a. Written Inquiries.

(1) Routine inquiry to DLA for direct response will be tasked with an 11-working-day suspense. Routine Inquiry tasked by OSD for DLA Direct Response will be tasked with a 7-working day suspense.

(a) OPR (J-Code/D-Code/PLFA): Prepare response and coordinate proposed response with appropriate HQ DLA J-code or D-Staff office and DL prior to Command signature (flag/SES). J-code/D-Staff office will provide copy of signed response to DL for mailing. PLFAs will provide a copy of the signed letter to DL and mail original letter to Member.

(b) DL: Mail J-ccde/D-Staff office final response to Member. For OSD AT&L(L&MR)-tasked inquiries, copy of signed response will be provided to OSD AT&L(L&MR) by DL.

(2) High Visibility inquiry to DLA for direct response will be tasked with a 14-working-day suspense.

(a) OPR (J-code/D-code/PLFA): Prepare response and staff summary sheet and forward to OCR (J-code/D-Staff office) for HQ DLA J-code or D-Staff office coordination.

(b) OCR (J-code/D-Staff office): Coordinate proposed response with DLA General Counsel (DG) and DL and obtain SES/flag/GO signature on staff summary sheet.

(c) DL: Provide fully coordinated package to Director for review, approval, or signature. Director's questions/changes will be returned to OPR/OCR. Mail J-code/D-Staff office final response to Member. For OSD AT&L(L&MR)-tasked inquiries, copy of signed response will be provided to OSD AT&L(L&MR) by DL.

b. Verbal Inquiries.

(1) Verbal inquiries to DLA for response will be tasked with a 1 to 48 hours suspense, as required.

(a) OPR (J-code/D-code/PLFA): Prepare response and coordinate proposed response, as necessary, with appropriate organizations.

(b) DL: Provide final coordination and provide response to congressional staffer.

5. DL will work with each organization to address requests for transfer of actions to another OPR (J-code/D-code/PLFA), Military Services, OSD, or another agency.

6. OPR may request a due date extension, in writing, if the response involves an impending General Accounting Office study, DoD Inspector General report, or litigation. DL will review request on a case-by-case basis. All extension requests should be sent to HQ Legislative Affairs' email box (legislativeaffairs@dla.mil).

7. Interim replies are required by the OPR if the original due date is extended a minimum of 2 weeks.

8. DL coordinates on all congressional and White House responses after the OPR obtains all other internal and external coordination, except OSD LA. DL obtains OSD LA coordination, if required. If DL nonconcur in the response, the proposed reply is returned to the OPR with recommended changes and rationale for nonconcurrency. If DL concurs in the response, it is returned to the OPR for signature. PLFAs will mail the response directly to the Member, unless the response is OSD-controlled and requires Secretary of Defense (SECDEF), OSD AT&L(LM&R), or the Director's signature. DLA PLFA and J-codes, located in the HQ Complex building, will provide the original signed response to DL for mailing.

9. Signature levels for actions assigned to HQ DLA J-codes or D-Staff offices: flag/GO

(0-7 and above), SES, and the Director, DL, are authorized to sign responses. Inquiries assigned to PLFA: PLFA commanders, and/or their deputies, or those acting in their absence (GS-15 and above) are authorized to sign responses.

10. Upon receipt of a signed copy of the response from the OPR, DL closes out the action in the DL tracking system database.

Enclosure 3
Tracking Legislation

1. On a daily basis, the DL Legislative Liaison interrogates the legislative tracking system for House and Senate bills of interest to DLA. Any bill perceived to be sensitive to DLA is summarized and the summary is forwarded to the General Counsel, and pertinent HQ DLA J-codes or D-Staff offices and PLFAs for review and comments.
2. The DL Legislative Liaison monitors Congressional Defense Committee hearings on the DoD President's budget. DL tracks the DoD authorization and appropriations bills/reports and the DoD Military Construction Appropriations Bill to identify legislation affecting DLA programs. The bills are reviewed to determine which programs are funded/not funded, if funding increased/decreased, or if any other bill language impacts DLA. The summary is forwarded to the Director, pertinent HQ DLA J-codes or D-Staff offices, and PLFAs for review and comments.
3. DL schedules meetings with the OPR and General Counsel to discuss impact of proposed legislation that may have a negative impact on DLA and legislative strategy/course of action necessary to inform congressional committee staff and/or the Member of DLA's views on the proposed legislation.
4. DL contacts the appropriate congressional committee staff or Member to schedule meeting to discuss the pending legislation. DL notifies the appropriate HQ DLA J-codes or D-Staff offices and PLFAs, accordingly, and takes the lead on coordinating the meeting specifics. If hearings are held, DL takes the lead in coordinating witnesses, testimony, murder boards, and hearing attendees, etc. (See enclosure 4 for additional information on congressional hearings.)
5. DL prepares a weekly Situation Report (SITREP) highlighting congressional activity. The summary includes the status of bills, meetings, and hearings and any other relevant congressional information. The summary is distributed to the Director and senior leadership.

Enclosure 4
Congressional Hearings

1. DL will coordinate DLA participation in congressional hearings. Requests for witnesses will normally be received through DL by letter from the committee/subcommittee requesting a DLA witness appear before a congressional committee. In the event that a congressional committee member contacts you directly concerning a hearing, DL must be notified immediately.
2. DL logs the request into the DL Correspondence tracking suspense system and assigns to the OPR for action. The suspense date is dictated by the date of the hearing. Generally, all written statements are due to the committee/subcommittee 48 hours prior to the date of the hearing.
3. The incoming request is reviewed for clarity of request and to ensure committee/subcommittee is requesting the appropriate witness for hearing topic. DL, in conjunction with the OPR, may recommend another DLA witness to the committee/subcommittee if the witness requested is not, in DLA's opinion, the appropriate official.
4. DL will contact the OPR to schedule preliminary meeting to discuss the request for a DLA witness, determine the scope of the statement, and provide guidance. DL will schedule meeting with committee staffers and DLA witness to discuss upcoming hearing and provide committee requested information.
5. The OPR prepares the written hearing statement which is submitted for the record by the witness at the hearing. The oral statement is, at most, 5 minutes and a synopsis of the written statement. The written statement, at a minimum, should address any specific questions addressed in the request letter, background information on the issue, and other pertinent information that expresses DLA's position.
6. DL schedules and conducts the Murder Board which is a means of identifying what information may be required to ensure the briefer is totally prepared on the subject matter. In addition, it serves as a strategy session to ensure that an accurate DLA message is presented. The OPR is responsible for making any changes to the statement resulting from the Murder Board.
7. The OPR coordinates the hearing statement with the Office of General Counsel, the appropriate DLA PLFAs, DL, and any other internal or external offices impacted by the statement. OSD and OMB coordination and security clearances are obtained by the HQ DLA office of DL. Upon the discretion of the Director, DL, draft statements may be coordinated with the DLA Director.
8. DL hand delivers copies of the coordinated statement to the committee/subcommittee holding the hearing 2 days prior to hearing.

9. DL makes transportation arrangements for witnesses and accompanies the witness to the hearing.

10. DL discuss outcome with witness and prepares summary. Upon conclusion of the hearing, DL will meet with the witness following the hearing to discuss the hearing and its outcome. DL will prepare a written synopsis of the hearing and provide pertinent information to senior leadership.

Enclosure 5
Congressional Meetings, Briefings and Teleconferences

1. Meeting, briefing, and teleconference requests are received electronically, telephonically, or via written correspondence from a Member of Congress, congressional staffer, congressional committee or subcommittee, CRS, or from OSD LA. In addition, briefings are offered by DL to Members of Congress, congressional committees or subcommittees, or members of their staff. These briefings are offered to provide information on DLA initiatives and when situations/issues involving DLA may become a matter of concern or contention with Members of Congress or a congressional committee. The DLA Director will also conduct office calls with Members of Congress to educate them about the DLA mission.
2. Upon receipt of a request for a briefing, DL contacts the requestor and determines the nature of the request, clarifies exactly what content/subject matter the briefing should include, and determines which HQ DLA functional area or PLFA should take the responsibility for developing the briefing content. A date, time, and place is agreed upon between DL, the congressional staffer, and DLA attendees.
3. Upon receipt of a request or when DLA initiates the need for a briefing, DL contacts the appropriate HQ DLA functional area or PLFA OPR to advise them of the request. DL meets with the HQ DLA functional area POC to discuss briefing content and to establish a timeline for completion of the briefing and coordination through appropriate functional areas.
4. DL will review and coordinate on the OPR's data/briefing and recommend OPR coordinate with other appropriate HQ DLA offices/functional areas. The HQ DLA functional area or PLFA OPR is responsible for preparing the briefing, briefing charts, all required coordination on the briefing, and for determining the appropriate functional area attendees at the briefing.
5. DL is responsible for ensuring that all persons attending a congressional briefing arrive at the designated location at the designated time. DL makes all transportation arrangements to and from the briefing location and advises all attendees accordingly. DL confirms the meeting time and place with the congressional POC, 1 day prior to the briefing.
6. Record and ensure response to all follow-on tasks resulting from the briefing. The Member of Congress or the congressional staffer may ask DLA to provide additional information or further clarification on the information contained in the briefing. DL is responsible for obtaining requested information from the DLA OPR and forwarding the information to the congressional staffer.