

## **SECTION 5: CONGRESSIONAL CORRESPONDENCE MANAGEMENT**

### **5.1. CMD PROCEDURES REPORTING.**

CMD will:

- a. Process congressional correspondence that is:
  - (1) Addressed to the SecDef, the DepSecDef, the ExecSec, or the ASD(LA).
  - (2) Forwarded to the DoD from a member of Congress on behalf of a constituent.
- b. Assign the action to the OPR and indicate the suspense date and the action required (e.g. PRS, PRD, PRE, RDC, or RD). The suspense dates for congressional correspondence are in Table 1.

### **5.2. SIGNATURE AUTHORITIES.**

- a. The SecDef normally signs replies to chairs and ranking members of DoD oversight committees and congressional appropriations committees and to Senate and House leadership.
- b. The DepSecDef normally signs replies to correspondence addressed to him or her from Senate, House, and DoD oversight and appropriations committee leadership.
- c. An individual appointed by the President with the advice and consent of the Senate, someone serving in an acting or performing the duties of status for such a position, or head of a legislative affairs liaison office may sign replies to letters referred to the Military Departments, the Defense Agencies and Field Activities, or the OSD Components for RDC. All other congressional correspondence signature authority is determined by the tasking type identified in Table 1.

### **5.3. OFFICES OF PRIMARY RESPONSIBILITY.**

OPRs will:

- a. If the tasking is at the PRS or PRD level, prepare a response to the member of Congress on the appropriate letterhead and with the appropriate signature block in accordance with Paragraph 5.2. Prepare the letter in accordance with Section 8.
- b. Coordinate the reply with the offices listed in the CATMS CMD assignment instructions and with other organizations that may have an interest in or be affected by the response.
  - (1) Provide info copies to all coordinating offices.
  - (2) Coordinate on all correspondence addressed to members of Congress with the ASD(LA).

c. Forward the coordinated reply for signature through CMD using an action memorandum. Prepare the action memorandum in accordance with Paragraph 7.3. of this volume.

d. On DoD Component-level taskers from a member of Congress:

(1) Send RDC and RD replies directly to the member of Congress. Provide a copy of the response and SD Form 391 to CMD, and complete the tasker in CATMS. In addition, provide a copy to the ASD(LA).

(2) Address replies to congressional correspondence in accordance with Table 6.

(3) Provide a courtesy copy to the ranking member when sending correspondence to chairpersons of congressional committees or subcommittees.

(4) Address a reply letter from a congressional staff member to the member of Congress or the chair of the committee and mark the envelope to the attention of the staff member.

(5) Mark the envelope to a particular person's attention or address to a specific location (e.g., a home State congressional office) when the incoming correspondence requests that this be done or the person in the congressional office is interested in, has called about, or has signed the request for the member of Congress.

**Table 6. Addressing Members of Congress**

| <b>Senate</b>  |  |  |
|--|--|--|
| <b>To</b>  | <b>Address on Letter and Envelope</b>  | <b>Salutation and Complimentary Close</b>          |
| Washington, DC, Office   | The Honorable (Full Name)<br>United States Senate<br>Washington, DC 20510 (+ 4) <sup>1, 2</sup>          | Dear Senator (Last Name):<br><br>Sincerely,        |
| Home State Office  | The Honorable (Full Name)<br>United States Senator<br>(Address)  | Dear Senator (Last Name):<br><br>Sincerely,        |
| <b>House</b>   |  |  |
| Washington, DC, Office   | The Honorable (Full Name)<br>U.S. House of Representatives<br>Washington, DC 20515 (+ 4) <sup>1, 2</sup> | Dear Representative (Last Name):<br><br>Sincerely, |
| Home State Office  | The Honorable (Full Name)<br>United States Representative<br>(Address)                                   | Dear Representative (Last Name):<br><br>Sincerely, |
| <p><sup>1</sup> May include “(+4)” if available. The nine-digit ZIP codes (ZIP+ 4) for individual members of U.S. House of Representatives, and Senate Congressional Directory may be found on their respective websites.</p> <p><sup>2</sup> Congressional correspondence signed by the SecDef, DepSecDef, or ExecSec is couriered. As such, when preparing Congressional correspondence for SecDef, DepSecDef, or ExecSec signature, it is not necessary to include the last four digits of the ZIP code in the address.</p> |  |  |