

Proactive Notifications to Congress

Congress



Unsolicited Information to Congress – What to send

Particular emphasis should be given to matters affecting committee responsibilities and individual constituencies.

Information for Members of Congress (IMC). Use an IMC, a specially formatted information paper, to inform members and committees about broad Army plans, operations, and activities. This includes –

- Reductions in force, base closures, realignments, major restructuring.
- Any significant issue that may be of interest to Members of Congress that requires an official Army position as released by the Secretary of the Army.

Other unsolicited information could be in the form of briefings, written materials, or data especially compiled for the convenience of Congress.

The Office, Chief of Legislative Liaison (OCLL), Office, Secretary of the Army, delivers papers to Congress only after all functional coordination is accomplished.

Pentagon



*To speed up the process, MACOMs are encouraged to provide **draft** memos and IMC to your HQDA functional counterpart.*

Congressional notification package includes the following:

Not all-inclusive

1. **Transmittal memorandum** (to SecArmy). *Finalized* by responsible HQDA agency. This memo requests clearance to release the proposed information to Congress. *Enclose any approvals already obtained.*
2. **Action memorandum** (from Army to OSD). *Finalized* by HQDA responsible agency. The SecArmy usually signs this memo, which requests concurrence from OSD to release the information. Attachments could include news releases, IMC, and briefings for Congress.
3. **Information for Members of Congress** (An information paper). *Finalized* by HQDA. Normally delivered to Congress by OCLL.
4. **Congressional interest list** (Members to be notified). OCLL develops.

MACOM



Responsibilities –

1. **Consider** – each significant Army action for congressional implications.
2. **Seek advice** – from OCLL as soon as actions develop to determine congressional implications and necessity to inform Congress.
3. **Develop** – congressional notification plan. *Not always needed – OCLL will help determine.*
4. **Report** – approved changes in local missions or operating levels through channels to OCLL before public announcement or implementation. Include recommended content and release date to Congress.
5. **Take action** – prepare Congressional notification package (*see Pentagon box, above*), coordinate, perform security review, obtain agency head approval for notifications or information papers.

The perception of the Army by many Members of Congress is directly related to the timeliness and quality of the information we provide. Therefore, it is critical that we fully coordinate responses and avoid sending mixed signals to Congress.

(Major General Bruce Scott, Chief of Legislative Liaison, July 1998)