

STEPS FOR GETTING CLEARANCE ON WITNESS STATEMENTS
(Committees want written statement 48 hours prior to hearing)

	Who *	Action	Location	Contact
	AO Very Important	While writing statement, work with your Army counterpart (DCSOPS, DCSPER, etc) to obtain concurrence on content of the witness statement.	Pentagon or D. C. area	Army and/or Joint Staff
1	AO	Get security statement. Show source of info and that it is unclas.	DCSINT, Security Dir, Bldg 133, TRADOC	Michael Schroer, 757-727-2315
2	AO	E-mail statement & bio to TRADOC Congressional Actions Branch hedenstj@monroe.army.mil	Room 121, Bldg 133	Joel Hedenstrom 757-727-3684
3	CB	Send e-mail copy of statement and witness bios to TRADOC LO along with name & phone number of speech writer.	Pentagon 2B725	LTC Hickey and Ms. Celeste Johnson DSN 227-2588
4	LO	Prepare DD Form 1790	TRADOC LO, Rm2B725	DSN 227-2588
5	AO with LO assist	Deliver copy of statement to Army Public Affairs.	SAPA-OSR - Rm 2E631	Jim Hicks 730-697-4122
6	AO with LO assist	Deliver DD 1790 and 2 copies of statement -- get copy of FOIA clearance stamp.	Dir, FOIA & Review, Ofc, Asst SecDef for PA, 2C757	703-697-1182
7	AO with LO assist OTHER C O O R D I N A T I O N	a. ASA(FM) b. Appropriate Army Budget Office(s) according to content. Investment Operations and Support Business Resources, or Management and Control c. Program, Analysis, & Evaluation d. OCLL (Programs Div) e. DA CofS (Congressional Activities Division) f. IF statement recommends or comments on legal matters coordinate with General Counsel and Judge Advocate General	a. SAFM-BUL - 3A656 b. One or all of following, depending on content. SAFM-BUI - 3C653 SAFM-BUI - 3B666 SAFM-BUR - 3B671 SAFM-BUC - 3A670 c. PAED - 3C738 d. SALL-P - 2C628 e. DACS-CAD - 3D636 f. SAGC - 2E722 DAJA-ZX - 2E444 Refer to CACO roster	a. 703-697-7168 b. 703-697-5050 703-697-1947 703-697-5706 703-697-3231 c. 703-697-8631/2832 d. 703-693-8766 e. 703-697-3421 f. 703-697-9235 703-695-4384
8	AO with LO assist	Deliver stamped copies to OCLL who will obtain OMB and White House clearance. <i>They</i> will notify when clearance is received.	OCLL (I&L) Pentagon 2C634	Rose Knickerbocker 703-697-0277 or Mary Thomas 703-697-0275
9	AO with LO assist	Notify witness that statement has been cleared by all parties.	Lead Staff Agency	Witnesses
10	AO with LO assist	Reproduce and deliver copies with a 3.5" disk containing statement to OCLL POC. (Usually 150 copies for House and 75 for Senate)	OCLL, Programs Branch, Pentagon, 2D643	POC assigned to cover hearing.
11	OCLL	Deliver copies of statement and 3.5 floppy disk to committee.	OCLL POC Pentagon 2D643	Capitol Hill

* AO -- Action Office LO -- TRADOC Liaison Office CB - TRADOC Congressional Actions Branch