

ENCLOSURE 5

CONGRESSIONAL CORRESPONDENCE MANAGEMENT

1. CMD PROCEDURES. CMD shall:

a. Process congressional correspondence that is:

(1) Addressed to the SecDef, DepSecDef and the ASD(LA).

(2) Forwarded to the Department of Defense from a Member of Congress on behalf of a constituent for RD.

b. Assign the action to a responsible office and indicate the suspense and the action required (e.g., PRS, PRD, or RD). The suspense for replies to congressional correspondence shall be:

(1) For correspondence sent to the Secretary or Deputy Secretary of Defense: 7 workdays.

(2) For correspondence forwarded to the Department of Defense from a Member of Congress on behalf of a constituent for RD: 15 workdays.

c. Advise the Member of Congress that the correspondence was received and provide the name of the official who will respond. Provide a copy of the signed acknowledgment to the responsible office and to the ASD(LA).

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. A Presidential appointee, acting appointee, or head of a legislative affairs liaison office shall sign replies to letters referred to the Military Departments, the Defense Agencies, or the OSD Components for RD. This requirement does not apply to casework replies, such as routine constituent inquiries addressed to the ASD(LA).

3. RESPONSIBLE OFFICE REQUIREMENTS. Responsible offices shall:

a. PRS or PRD to the Member of Congress on the appropriate letterhead and with the appropriate signature block in accordance with section 2 of this enclosure. Prepare the letter in accordance with Enclosure 8 of this Volume.

b. Coordinate the reply with the offices listed in the CMD assignment instructions and with other organizations that may have an interest in or be affected by the response.

(1) Provide copies to all coordinating offices so they may coordinate simultaneously.

(2) Coordinate 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 section 3 of Enclosure 7 of this Volume.

d. Upon receipt of the signed reply from CMD:

(1) Send RDC replies directly to the Member of Congress. Provide a copy to the ASD(LA) and a copy to CMD to close the suspense.

(2) Address replies to congressional correspondence according to Table 5.

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

(4) Address a reply to a 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 5. Addressing Members of Congress

SENATE		
To	Address on Letter and Envelope	Salutation and Complimentary Close ¹
Washington, DC, Office	The Honorable (Full Name) United States Senate Washington, DC 20510 (+ 4) ^{1,2}	Dear Senator (Last Name): Sincerely,
Home State Office	The Honorable (Full Name) United States Senator (Address)	Dear Senator (Last Name): Sincerely,
HOUSE		
Washington, DC, Office	The Honorable (Full Name) U.S. House of Representatives Washington, DC 20515 (+ 4) ^{1,2}	Dear Representative (Last Name): Sincerely,
Home State Office	The Honorable (Full Name) United States Representative (Address)	Dear Representative (Last Name): Sincerely,

¹ May include “(+4)” if available. The nine-digit zip codes (ZIP+ 4) for individual Members of Congress may be found in the Congressional Quarterly Press (Reference (j)). For additional information see the United States Senate and United States House Websites at <http://www.senate.gov> and <http://www.house.gov>.

² Congressional correspondence signed by the Secretary or Deputy Secretary of Defense or the 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.