



**DEPARTMENTS OF THE ARMY AND AIR FORCE  
JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
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WING-Z

1 September 2007

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Congressional/Gubernatorial/Legislative Correspondence and Initiatives – TAG  
POLICY MEMORANDUM 3**

1. The receipt of and response to inquiries from governmental and legislative agencies is an inherent and essential function of the Department of Military Affairs. It is critical that we respond in a timely manner when we receive correspondence, inquiries and telephone calls from these offices. It is also essential that we initiate legislation or are aware of pending legislation that may affect the department. Bearing this in mind, the following procedures should be followed:

a. Correspondence directed to the Adjutant General from the Governor's office, members of Congress, and state legislators is treated as priority correspondence. All replies, if possible, are signed by the Adjutant General. These priority actions will be hand-carried through the headquarters rather than routed through normal internal mail procedures.

b. For tracking purposes, all incoming written priority correspondence, Army, Air and Emergency Management, is first routed to the Office of the Executive Assistant (WING-EXA) for action determination and suspense.

c. Priority correspondence normally has a suspense date of four workdays. An interim reply is made as soon as it is determined that the original suspense date cannot be met. If research necessitating an exchange of correspondence with units or other agencies is required, a reply must be made within 10 workdays.

d. In addition to written correspondence, offices periodically receive telephone calls and emails from the Governor's Office, members of Congress and state legislators. Such inquiries may include discussions on pending legislation at both the state and federal levels. A Record of Conversation, DMA Form 43-E, should be completed and copy forwarded to WING-EXA. If a formal, written response is required, it should be noted on the DMA Form 43-E in the "Action Required" block and followed up in compliance with this letter as if written correspondence has been received.

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e. Prior to forwarding legislative initiatives out of this agency on behalf of Army, Air and Emergency Management, a copy of such shall be submitted to WING-EXA. This copy shall be reviewed for legal and fiscal impact and, if appropriate, suggested changes will be returned to the drafter for possible inclusion.

f. Procedures for Army National Guard issues:

(1) Actions requiring an Army National Guard response are sent to the Chief of Staff (WIAR-CS), who is the primary point of contact for all ARNG priority correspondence.

(2) Utilizing procedures established by the WIAR-CS, a typed draft response is forwarded through WIAR-CS to WING-EXA.

g. Procedures for Air National Guard issues:

(1) Actions requiring an Air National Guard response are sent to the Technician Chief of Staff (WIAF/CSE), who is the primary point of contact for all inquiries on ANG priority correspondence.

(2) Utilizing procedures established by WIAF/CSE, a typed draft response is forwarded to WING-EXA.

h. Procedures for Emergency Management issues:

(1) Actions requiring an Emergency Management response are sent to the Division Administrator who is the primary point of contact for all inquiries on Emergency Management priority correspondence.

(2) Utilizing procedures established by Emergency Management, a typed draft response is forwarded to WING-EXA.

i. WING-EXA reviews all responses and forwards for final review and signature. WING-EXA is responsible for all administrative support on priority correspondence to include reviewing, routing, mailing, maintaining record copy and filing.

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j. In many instances, the Governor's Office, members of Congress and state legislators directly contact Departmental offices requesting assistance to coordinate actions, events, flights, etc. These contacts are not discouraged, however, WING-EXA must be informed of all actions/events resulting from these direct contacts. To ensure dissemination of this information, please phone, E-mail or fax pertinent details to WING-EXA.

///Signed\\  
DONALD P. DUNBAR  
Brig Gen (WI), WI ANG  
The Adjutant General

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