



DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
2400 WRIGHT STREET
POST OFFICE BOX 8111
MADISON WISCONSIN 53708-8111

DMA-LL

14 August 2020

MEMORANDUM FOR The Department of Military Affairs

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

1. The purpose of the Department of Military Affairs (DMA) Legislative Liaison (LL) is to develop and execute a successful government relations strategy that advances the understanding of the department with local, state and federal officials by:

- a. Connecting legislative activity to DMA's strategic goals and priorities
- b. Building the organization's reputation in the public policy arena
- c. Positioning the organization as a leader on critical issues
- d. Building relationships with local, state, federal officials and executive decision makers
- e. Establishing and maintaining strategic communications throughout DMA

2. To accomplish our goal and maintain our freedom to operate it is critical that communications between DMA and elected officials and their staffs are consistent, accurate and timely. For this reason, the DMA/LL serves as the primary point of contact for our local, state, federal officials and executive decision makers. The following guidelines will achieve a strategic, coordinated and effective effort while saving time and resources:

- a. All verbal or written statements made on behalf of DMA concerning local, state and federal policies, legislation or regulations must be coordinated with the DMA/LL.
- b. Correspondence directed to the Adjutant General from the Governor's Office, members of Congress and state legislators is treated as priority correspondence. All replies will be signed by the Adjutant General unless authority has been delegated on a case by case basis.

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- c. For tracking purposes, all incoming written correspondence (including emails) will be immediately provided to the DMA/LL for action determination and suspense. In addition to written correspondence, offices periodically receive telephone calls from the Governor's Office, members of Congress and state legislators. A description of these calls should be recorded and forwarded to the DMA/LL for situational awareness. If a formal, written response is required, it should be noted and followed up in compliance with this policy as if written correspondence has been received.
 - d. All communications regarding DMA state or federal legislative initiatives will be coordinated with the DMA/LL.
 - e. Procedures for Army National Guard issues:
 - i. Actions requiring an Army National Guard response are sent to the Chief of Staff (WIAR-CS).
 - ii. Using procedures established by the WIAR-CS, a draft response is forwarded through the WIAR-CS to the DMA/LL.
 - f. Procedures for the Air National Guard issues:
 - i. Actions requiring an Air National Guard response are sent to the Director of Staff – Air (DOS-Air).
 - ii. Using procedures established by the DOS-Air, a draft response is forwarded through the DOS-Air to the DMA/LL.
 - g. Procedures for Wisconsin Emergency Management issues:
 - i. Actions requiring an Emergency Management response are sent to the Division Administrator.
 - ii. Using procedures established by the Division Administrator, a draft response is forwarded to the DMA/LL.
 - h. DMA/LL reviews all responses and forwards the work product for final review and Adjutant General (TAG) signature. When signature authority is delegated, the letter will read FOR THE ADJUTANT GENERAL above the signature block. DMA/LL is responsible for all administrative support on priority correspondence to include reviewing, routing, mailing, maintaining record copy and filing.
3. DMA/LL will review all government interaction on a monthly basis with TAG.

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4. The Point of Contact for this policy is the DMA/LL at (608)242-3026.

A handwritten signature in black ink, appearing to read 'Paul E. Knapp', written in a cursive style.

PAUL E. KNAPP
Maj Gen, Wisconsin National Guard
The Adjutant General