

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE POLICY DIRECTIVE 90-4**

**6 NOVEMBER 2018**

***Special Management***

***RELATIONS WITH CONGRESS***



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: SAF/LLZ

Certified by: SAF/LL  
(Maj Gen Steven Basham)

Supersedes: AFPD90-4, 14 Jun 2012

Pages: 3

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This publication implements Department of Defense Directive (DoDD) 4515.12, *DoD Support for Travel of Members and Employees of Congress*; Department of Defense Instruction (DoDI) 5400.4, *Provision of Information to Congress*; and DoDI 5545.2, *DoD Policy for Congressional Authorization and Appropriations Reporting Requirements*. This policy directive applies to all Department of the Air Force military and civilian personnel, including members of the Air Force Reserve, and the Air National Guard. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

***SUMMARY OF CHANGES***

Changes to this publication include clarification of responsibilities for Congressional travel of the Secretary of the Air Force Legislative Liaison.

**1. Overview.** Success of Air Force programs and mission depend on effective relationships, mutual awareness and understanding, and proactive legislative engagements between the Air Force and Congress. Congress has the Constitutional and statutory responsibility to provide for the common defense through authorization and appropriation of funding.

**2. Policy.** All Air force interactions with Congress will reflect the highest standards of integrity.

2.1. The Air Force **will** ensure Members of Congress, Committees, and staff have current and accurate information available for considering Air Force matters consistent with existing law.

2.2. Responses to congressional inquiries and reports to Congress on Air Force programs, operations, and requirements **will** be accurate, timely and consistent with existing law.

2.3. The Air Force will provide full justification for its program, legislative, and budget proposals to Congress.

**3. Responsibilities.**

3.1. The Director of Legislative Liaison (SAF/LL) is the principal advisor and assistant the Secretary and the Chief of Staff of the Air Force for legislative affairs and congressional relations, for the Department of the Air Force, for all purposes except those otherwise specified herein, or as directed in other Air Force mission directives and instructions.

3.2. The Assistant Secretary of the Air Force Financial Management and Comptroller (SAF/FM) is responsible for all Air Force budget and appropriations matters. SAF/FMBL is the Air Force's liaison to Congress on issues coming from or to the Budget and Appropriation committees, and is responsible for responding to the needs and issues of those committees and their members.

3.3. SAF/FM and SAF/LL will coordinate their efforts to ensure consistency, accuracy, and alignment with SECAF and CSAF direction.

3.4. SAF/LL directs and facilitates the planning, execution, and accounting of Air Force-sponsored and DoD-directed travel of Congressional members and staff and accompanying Air Force officials to locations world-wide.

3.5. Major Command commanders, Headquarters Air Force Deputy Chief of Staff organizations, Secretary of the Air Force Assistance Secretary organizations, Chief of the Air Force Reserve, and the Director of the Air National Guard **will** maintain legislative affairs and liaison functions to support Air Force relations with Congress. These officials **will** synchronize their efforts with SAF/LL and/or SAF/FM as appropriate.

HEATHER A. WILSON  
Secretary of the Air Force

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

DoDD 4515.12, *DoD Support for Travel of Members and Employees of Congress*, January 15, 2010

DoDI 5400.04, *Provision of information to Congress*, March 17, 2009

DoDI 5545.2, *DoD Policy for Congressional Authorization and Appropriations Reporting Requirements*, December 19, 2008

HAF MD 1-22, *Director of Legislative Liaison*, August 8, 2011

HAF MD 1-12, *Assistant Secretary of the Air Force Financial Management and Comptroller*, November 25, 2015

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*