

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5700

TRADOC Supplement 1 to AR 1-20

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Administration

LEGISLATIVE LIAISON

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is supplement 1 to Army Regulation 1-20, dated 2 July 2013.

Summary. This supplement provides policy for U.S. Army Training and Doctrine Command (TRADOC) legislative and congressional activities.

Applicability. This supplement applies to all TRADOC organizations.

Suggested improvements. The proponent of this supplement is the TRADOC Congressional Activities Office (CAO). Send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), through channels to Commander, TRADOC, (ATCS-CA), 950 Jefferson Avenue, Fort Eustis, VA 23604-5700. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is distributed through the TRADOC Homepage at <http://www.tradoc.army.mil>.

*This supplement supersedes TRADOC Supplement 1 to AR 1-20, dated 29 December 2006.

Supplement Army Regulation 1-20, 2 July 2013, as follows-

Paragraph 1-2, References. TRADOC references supplemented to appendix A.

Paragraph 1-3, Explanation and abbreviations of terms. TRADOC abbreviations and terms are supplemented to the glossary.

Paragraph 1-4, Responsibilities.

Add the following as subparagraphs to subparagraph 1-4e(9):

“(a) The TRADOC Director, Congressional Activities Office (CAO) is the designated TRADOC Congressional Affairs Contact Officer (CACO) whose primary duty is to serve as liaison to the Army’s Office of the Chief of Legislative Liaison (OCLL) and Army Congressional Budget Liaison Office (SAFM-BUL). The assigned civilian employees in TRADOC CAO serve as alternate CACOs. The TRADOC Liaison Office at the Pentagon provides support as needed to the TRADOC CAO in carrying out CACO responsibilities.

(b) All HQ TRADOC staff elements and subordinate centers, schools, and activities will appoint a primary and alternative TRADOC Legislative Coordinator (TLC), provide point of contact information to the TRADOC CAO, and advise TRADOC CAO of any TLC changes.

(c) TLCs will --

(1) Make congressional activities a proactive process that becomes an integral part of the organization.

(2) Serve as the conduit between their organization and the TRADOC CAO on actions and activities associated with major congressional events such as visits, testimony, and inquiries.

(3) Notify CAO of contacts with OCLL or SAFM-BUL and Members of Congress, their staffs or committee staff, to include requests to TRADOC Centers, Schools and activities.

(4) Coordinate on all mission-related congressional actions tasked to or prepared by their organization.

(5) Receive and disseminate congressional documents (reports, laws, etc.) to facilitate keeping their principal informed of congressional actions affecting their organization’s missions and programs.

(d) The TRADOC CAO will --

(1) Provide TLCs appropriate handbooks and How-To Guides, and conduct training as requested or as needed.

- (2) Ensure TLCs receive key congressional references, documents, and general information.
- (3) Convene periodic meetings as needed to discuss pertinent congressional issues.
- (4) Maintain TLC contact list and prepare weekly legislative highlights.”

At the end of subparagraph 1-4e(10), add the following:

“TRADOC CAO serves as the central entry point to external organizations for all congressional visit requests across the command. CAO serves as lead for all visits to the headquarters, and coordinates center and school field visits with appropriate TLCs.”

Paragraph 2-2, Handling of contacts.

At the end of the paragraph, add the following sentences:

“A form is available from the CAO website that meets Army and TRADOC reporting requirements:
<https://hq.tradoc.army.mil/sites/cao/Lists/Reporting%20Contacts%20with%20Congress/NewForm.aspx>. Use of the electronic form automatically submits the report to the TRADOC Deputy Commanding General/Chief of Staff (DCG/CofS, CAO), and OCLL. Use of this form is optional; however, all substantive, official contacts with Congress must be reported as soon as possible.”

Paragraph 2-4. Limitations on contacts.

At the end of subparagraph 2-4a, add the following:

“TRADOC participates in the Army’s annual legislative proposal programs, which are the authorized processes for TRADOC to seek new legislation or changes to existing legislation. TRADOC CAO manages the HQDA call for legislative proposals and serves as TRADOC’s interface with OCLL. Additionally, when engaging Members of Congress or staff, TRADOC leaders and officials must be mindful not to solicit support to add military construction (MILCON) projects to pending legislation that are not in the Army’s approved MILCON program; however, TRADOC leaders and officials must still be responsive to congressional inquiries about installation needs or requests to see conditions of facilities.”

At the end of subparagraph 2-4d, add the following:

“Contractor employee in-person support to TRADOC-led briefings or meetings with Members of Congress, their staffs, or committee professional staff should be avoided. If contractor presence is necessary to ensure a successful engagement, notify CAO in advance. CAO will consult with TRADOC Office of the Staff Judge Advocate and provide specific guidance.”

Paragraph 2-5-, Congressional travel.

At the end of subparagraph 2-5c(1), add the following:

“In accordance with TRADOC Regulation 1-11, subparagraph 2-17b, submit a copy of the report to the TRADOC CAO, usarmy.jble.tradoc.mbx.hq-tradoc-cao@mail.mil.”

At the end of subparagraphs 2-5c(2), add the following:

“ In accordance with TRADOC Regulation 1-11, subparagraph 2-17b, submit a copy of the report to the TRADOC DCG/CoS and CAO, usarmy.jble.tradoc.mbx.hq-tradoc-cao@mail.mil.”

Paragraph 3-2, Legislation proposed by Department of the Army.

At the end of subparagraph 3-2b, add the following:

“The TRADOC CAO provides guidance, formats, and timelines for submitting legislative proposals. TRADOC organizations originating a legislative proposal will obtain appropriate subject matter coordination and Principal/General Officer approval prior to submitting to the TRADOC CAO for further processing. The TRADOC CAO reviews the package, processes through the TRADOC command group, and forwards to the appropriate Assistant Secretary of the Army (ASA) with oversight of the subject matter for sponsorship. It is the responsibility of the ASA to release the proposal to HQDA OCLL.”

Paragraph 4-2, Army COOPERATION with congressional investigations.

At the end of subparagraph 4-2c, add the following:

“TRADOC organizations will immediately notify TRADOC CAO of any direct contact or request for information concerning a congressional investigation; TRADOC CAO, in turn, will advise OCLL.”

Paragraph 5-2, Support to witnesses testifying during congressional hearings.

At the end of the paragraph, add the following:

“TRADOC CAO provides interface with the OCLL and SAFM-BUL for any TRADOC witness approved to testify before Congress in an official capacity. TRADOC CAO provides the TRADOC witness with committee rosters, biographies, background information on the purpose and intent of the hearing, and general guidance on testifying before Congress. The TRADOC lead agency is responsible for preparing the witness with functional information related to the hearing topic. All questions by TRADOC organizations concerning the hearing will be directed to the TRADOC CAO and not the committee conducting the hearing or OCLL, unless instructed to do so by the TRADOC CAO.”

Paragraph 5-3, Selection of witnesses.

At the end of subparagraph 5-3a, add the following:

“TRADOC personnel who receive an invitation to testify before Congress in an official capacity will notify TRADOC CAO, who will, in turn, provide appropriate notification to OCLL.”

Paragraph 5-4, Hearing statements.

At the end of subparagraph 5-4b, add the following:

“The TRADOC CAO will work with the TRADOC Liaison Office in the Pentagon to obtain mandatory HQDA coordination of written testimony.”

Paragraph 5-5, Responsibilities after hearings.

At the end of subparagraph 5-5b, add the following:

“The TRADOC CAO will serve as the entry point for OCLL (for authorization hearings) and SAFM-BUL (for appropriations hearings) for questions for the record and/or inserts for the record requiring TRADOC action or assist to the TRADOC CAO. The CAO reviews to determine if the action falls within the command’s purview, and recommends to the appropriate TRADOC tasking authority, or resolves action transfer with HQDA, as appropriate. The TRADOC CAO will provide the appropriate format and other administrative instructions associated with the action. Inserts require General Officer approval. The CAO coordinates on all inserts, obtains appropriate command group review and approval, and forwards to OCLL or SAFM-BUL, as appropriate. The CAO, with support as needed from TRADOC LNO, will obtain mandatory HQDA coordination. The lead TRADOC agency is required to obtain other internal or subject-matter coordination.”

Paragraph 6-3, Correspondence with individual members of the Congress.

At the end of subparagraph 6-3a, add the following:

“The TRADOC CAO, working through the TRADOC Secretary of the General Staff (SGS), provides specific instructions when tasking congressional inquiries for action in accordance with TRADOC Regulation 1-11, subparagraphs 2-7b and 2-8g(1) through (7) and Appendix B, subparagraph B-4d. Organizations tasked as lead and assist will review and follow the instructions to avoid delays and meet established suspense dates.”

At the end of subparagraph 6-3b, add the following:

“Prior to obtaining signature or release, coordination with all agencies identified by the TRADOC SGS as an assist, including TRADOC CAO, is required. After review by these agencies, sign, scan and E-mail the final reply to CAO. CAO will review and forward the final reply to OCLL, and notify the office of the SGS when complete, to close the tasking. The tasked

action office is responsible for disseminating the original, signed copy to the Member's office, or as directed.”

At the end of subparagraph 6-3g(3), add the following:

“When tasked to provide a “draft reply,” the lead agency will E-mail the coordinated, approved response to CAO, usarmy.jble.tradoc.mbx.hq-tradoc-cao@mail.mil. Include with the transmission coordination information (name/organization/phone number) and the name of the releasing authority. Prior coordination with all agencies identified by SGS as an assist, including TRADOC CAO, is required. CAO will forward the draft reply to OCLL, and notify the office of the SGS when complete, to close the tasking.”

Paragraph 7-3. Procedures for responding to congressional requests for documents.

At the end of subparagraph 7-3b, add the following:

“TRADOC organizations who receive either a request for documents from a congressional entity or a tasker from OCLL will notify TRADOC CAO as soon as possible after receipt and will submit any responsive documents to OCLL through TRADOC CAO.”

Paragraph 8-2, Procedures.

At the end of subparagraph 8-2b, add the following:

“The TRADOC CAO is responsible to maintain awareness of TRADOC major programs and advise TRADOC leadership when an action warrants congressional notification. Functional proponents are responsible to prepare the notification; CAO forwards the coordinated and approved notification to OCLL or SAFM-BUL.”

Paragraph 8-3, Actions of plans requiring notice to Congress.

At the end of subparagraph 8-3a, add the following:

“The TRADOC CAO reviews all AR 5-10 stationing and concept plans processed at the headquarters to assess congressional interest and impact. Similarly, in accordance with TRADOC Regulation 1-11, subparagraph 2-12b, CAO reviews actions impacting strategic communications in order to assess any congressional interest and whether congressional notification may be required or advisable.”

Appendix A, References; Section I, Required Publications.

Add the following:

“TRADOC Regulation 1-11
Staff Procedures (cited in subparagraphs 2-5c(1), 2-5c(2), 6-3a and 8-3a)”

Appendix A, References; Section II, Related Publications.

Add the following:

“TRADOC Regulation 10-5-1
Organization and Functions, Headquarters, U.S. Army Training and Doctrine Command”

Glossary; Section I, Abbreviations.

Add the following abbreviations:

“CAO
Congressional Activities Office”

“TLC
TRADOC Legislative Coordinator”