

2011



**U.S. Air Force**

---

# New Start Congressional Notification Business Rules (Investment)

---

**January 2011**

Prepared by:  
Office of Air Force Budget Investment  
Deputy Assistant Secretary (Budget)

Reviewed and Coordinated by:  
Office of Air Force Congressional Budget and Appropriation Liaison Office  
and  
Office of Air Force Legislative Liaison

---

---

## Introduction

This document provides the Standard Operating Procedures (SOPs) for managing Congressional new start notification letters (Investment) for new start requests below the threshold requiring prior approval. SOPs include the rules of engagement for receiving, staffing, controlling, and final disposition. Due to the fact SAF/FMBI is responsible for new start notifications (Investment), they are also the OPR for the SOPs. SOPs pertain to the overall coordination process; the new start notification letter originator may have internal coordination procedures as well.

These SOPs were coordinated with SAF/LL and SAF/FMBL as the Air Force Congressional liaison offices; they are the authority on any direct liaison activities with Congress. This SOP applies to all members of 2 Letter SAF/HAF Organizations.

### Definitions

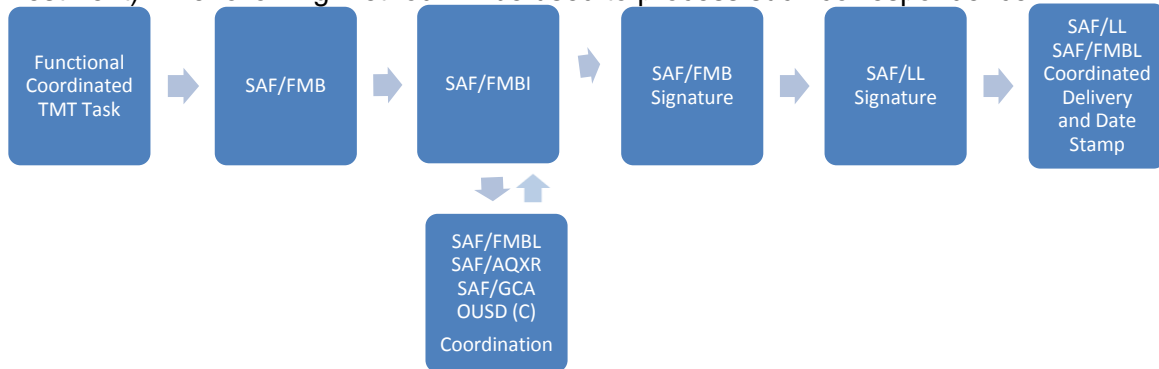
- a. **TMT:** HQ Air Force Task Management Tool, used to manage staff actions.
- b. **Action Officer (AO):** The member responsible for an action assigned by the workflow manager or those actions initiated by the AO.
- c. **TMT Manager:** Authorized person with authority to task individuals using TMT.
- d. **Functional OPR:** The 2-letter SAF/HAF organization responsible for completing draft new start notifications to Congress.
- e. **Functional OCR:** The 2-letter SAF/HAF organization identified as available to the OPR for assistance.

### Responsibilities

- a. **SAF/FMB:** SAF/FMB is the signature authority for new start notification letters distributed to appropriation committees. SAF/FMB workflow manager is responsible for managing the organizational email and TMT, including accepting/declining tasks, assigning action officers, tracking all open taskers, and providing for the final disposition of workflow tasks.
- b. **SAF/FMBI:** Once SAF/FMB assigns a task to SAF/FMBI action officer, he/she is responsible for the overall management to include, ensuring the appropriate functional OPR and OCRs are identified, monitoring OPR for timely response, and processing the final staff package.
- c. **SAF/LL:** SAF/LL is the signature authority for new start notification letters distributed to the authorization committees. Once appropriation letters receive final coordination and signature, SAF/LL is responsible for signing authorization committee letters.
- d. **SAF/FMBL:** Responsible for coordination on new start notification letters. Coordinates delivery of signed letters with SAF/LL for both appropriation and authorization committees.
- e. **Functional 2-letter:** Responsible for initiating coordinated request for new start notification letters.

## Process

The following section covers processing Congressional new start notification letters (Investment). The following method will be used to process such correspondence:



**Figure 1- New Start Congressional Notification (Investment) Process**

It's important to note, new start Congressional notification letter requests come from a number of sources and are received directly from any staff entity. However, no matter the origin, all such correspondence must be forwarded to SAF/FMB for proper processing and assignment according to the procedures outlined in this guide.

**Functional/Originator:** The originator drafts new start notification letters, completes all internal coordination, and tasks SAF/FMB as OPR in TMT (See Figure 2). New start notification letters will be uploaded in the Original Documents tab within the TMT task.

**SAF/FMB:** SAF/FMB workflow will assign the task to the SAF/FMBI budget analyst.

**SAF/FMBI:** The analyst will ensure new start notification letters are properly formatted, contain all pertinent information, and verify the new start against appropriate President's Budget justification material. Edited new start notification letters are uploaded in Public Workspace within TMT task. The SAF/FMBI analyst then tasks SAF/AQX (for non SAF/AQ generated letters), SAF/GCA, and SAF/FMBL for coordination on new start notification letters uploaded in Public Workspace; also, sends a copy to OUSD(C) analyst for OUSD(C) coordination. Once appropriate offices coordinate, the package is forwarded for SAF/FMB signature (See Figure 3). Upon receipt of SAF/FMB signature, the SAF/FMBI analyst uploads signed copies into the Public Workspace tab and tasks SAF/LL to sign authorization committee letters<sup>1</sup>. SAF/FMBL is info copied on SAF/LL task to ensure coordinated delivery of both letters.

**SAF/LL:** Signs authorization committee letters (See Figure 4). After SAF/LL signature is received, coordinate with SAF/FMBL for delivery of both authorization and appropriation committee letters. Coordinated delivery ensures the same date stamp on both authorization and appropriation committee letters.

<sup>1</sup> SAF/FMB signature constitutes 3-letter tasking and tasking authority is delegated to 5-letter action officer for new start notification letters. 5-letter action officer requires visibility into final TMT task and delivery of new start notification letters.

AO: Name, Org, Phone

SUSPENSE: 3 Sep 10

1. **PURPOSE:** Congressional notification to use FY2010 procurement funds to refurbish and modify two excess T-10/F-16 Hush Houses located on Cannon AFB to T-56/C-130 configurations for installation on Hurlburt Field to meet critical Air Force Special Operations Command (AFSOC) mission needs.

2. **BACKGROUND:** Cannon AFB has two T-10 Hush Houses no longer used by Air Combat Command. Two T-10 Hush Houses are required to support the future Special Operation Forces T-56 Centralized Repair Facility (CRF) maintenance activities at Hurlburt Field.

3. **DISCUSSION:** The CRF supports T-56 intermediate maintenance for 88% of the AFSOC C-130 fleet to include AOR supported units. Due to the closure of the Ramstein CRF, and the centralization of AFSOC maintenance inspections, AFSOC CRF workload has increased exponentially with additional increases anticipated. The new CRF facility, coupled with two T-10 Hush Houses, will not only give SOF unparalleled engine repair capability, but ensure current and future mission demands are met. Relocation and refurbishment of these assets to a T-56 configuration for use at Hurlburt Field will produce a cost avoidance of approximately \$15M over new procurement.

4. **RECOMMENDATION:** SAF/FMB and SAF/LL sign the attached notification letters.

Tabs:

1. SAF/FMB Congressional Notification Letters
2. SAF/LL Congressional Notification Letters

**Figure 2-Functional TMT Tasking Example for New Start Congressional Notification Letters**

2011

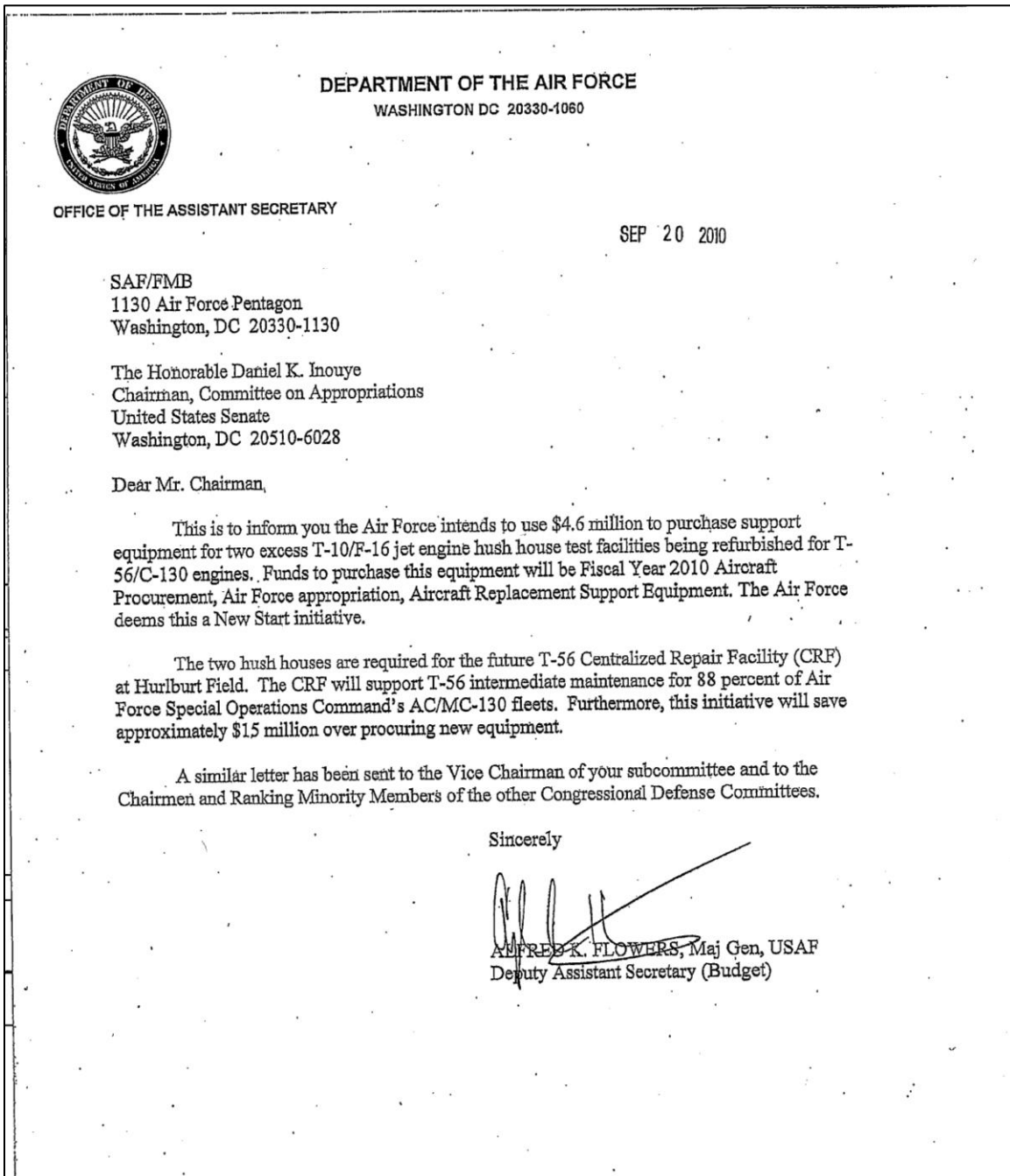


Figure 3-Signed SAF/FMB New Start Congressional Notification Letter Format

2011

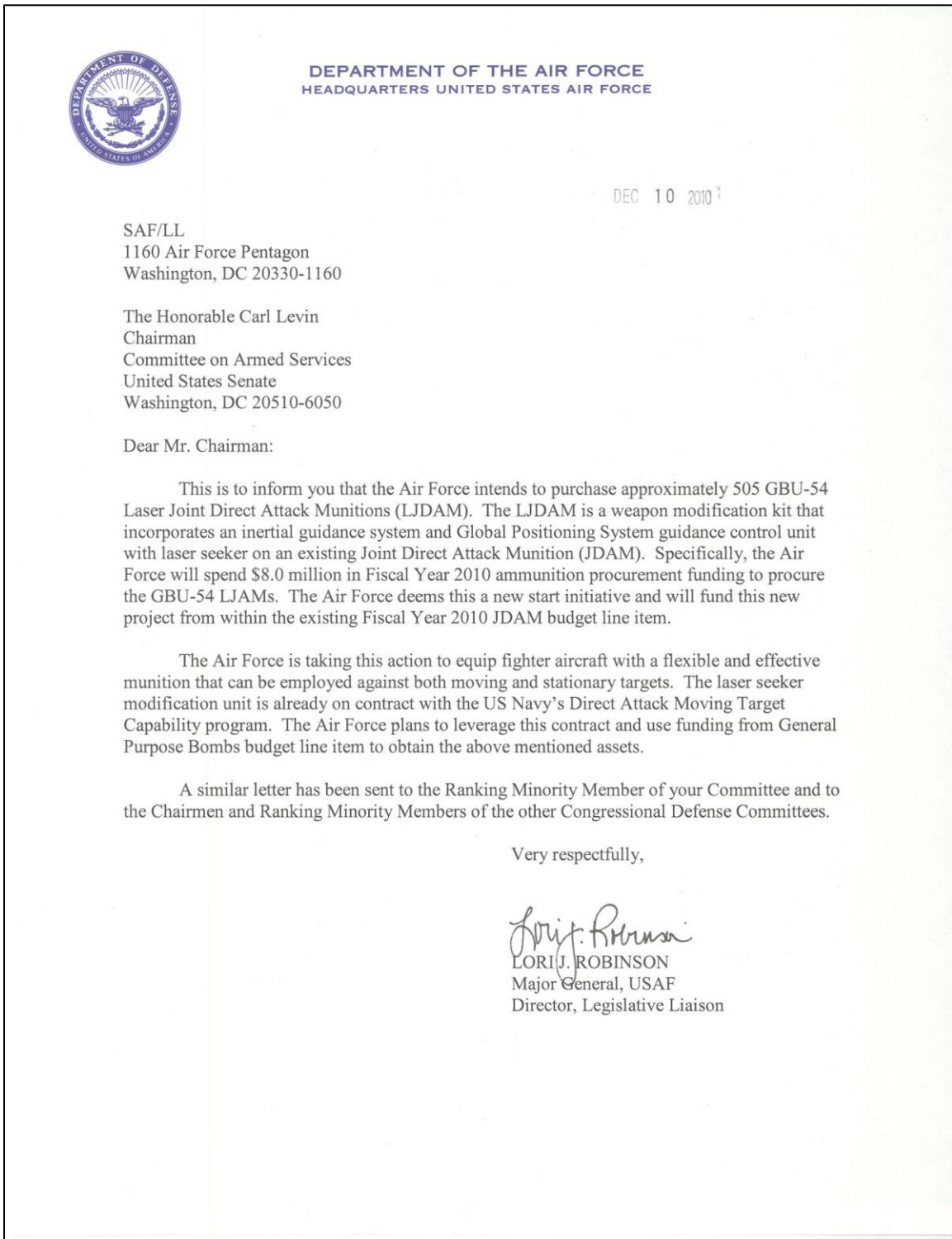


Figure 4-Signed SAF/LL New Start Congressional Notification Letter Format