

Congressional Correspondence Procedures

State Director Signature	Field Manager Signature
<p>1. When Congressional correspondence is received in the State Office, it will be date stamped and entered into the tracking log by the State Director's office and forwarded to External Affairs.</p>	<p>1. When Congressional correspondence signed by the Congressional field representative is received in the Field Office, it will be date stamped, entered into the tracking log and either hand-carried or faxed to the field Public Affairs Officer. If the correspondence is signed by the Congressional member, it will be forwarded to the State Office of External Affairs.</p>
<p>2. External Affairs will coordinate with the appropriate Division or Field Office for preparation of a draft response.</p>	<p>2. Upon receipt, the PAO will fax a copy of the inquiry to SO External Affairs as an information copy. If the Field PAO or External Affairs Chief determines State Director signature is appropriate, then refer to the State Director Signature column, item 1</p>
<p>3. The Division or Field Office will prepare a draft response to External Affairs within five working days of receipt of the inquiry.</p>	<p>3. The Field PAO will coordinate with the appropriate staff or Field Office for preparation of a draft response.</p>
<p>4. The draft response will be reviewed by staff and finalized by SO External Affairs .</p>	<p>4. The Field PAO will finalize the response within five working days for Field Manager signature.</p>
<p>5. The State Director will sign the response and a copy will be sent to the appropriate Division/Field Office.</p>	<p>5. The Field PAO will send a copy of the final response to the External Affairs Chief.</p>