



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND  
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 5730.1B  
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26 Jan 17

### NSTC INSTRUCTION 5730.1B

Subj: PROCEDURES FOR HANDLING CONGRESSIONAL, STATE, AND LOCAL  
GOVERNMENT INQUIRIES

Ref: (a) SECNAVINST 5730.5J

1. Purpose. To promulgate procedures and responsibilities for handling Congressional, State, and local governmental inquiries in accordance with reference (a) so as to ensure a timely, accurate and professional response. These procedures apply to inquiries from federal, state, and local government representatives.

2. Cancellation. CNSTCINST 5730.1A

3. Background. Naval Service Training Command (NSTC) and its commands and activities receive many inquiries from members of Congress as well as from representatives of State and local government ("inquiries") concerning a broad range of issues.

4. Action. Addressees shall be thoroughly cognizant of, and comply with, the policy and procedures set forth in reference (a) and this instruction. They shall implement and comply with such procedures to accurately track inquiries and to ensure a timely, professional response. Additionally, respondents to inquiries must be particularly cognizant of Privacy Act limitations and must obtain Privacy Act release statements when appropriate.

a. Action Lead. NSTC Flag Administration (Flag Admin) is designated the action lead for all Congressional inquiries. Congressional Inquiries received by NSTC or any NSTC command or activity shall be immediately forwarded to by Flag Admin by the most expeditious available means, which will generally be e-mail.

b. Congressional Inquiry Processing.

(1) Upon receipt of a Congressional inquiry, Flag Admin will:

(a) Inform the Office of Legislative Affairs (OLA), if the inquiry was not forwarded by OLA;

(b) Following assignment by OLA in the TV-5 or similar system, assign and direct specific commands, activities, and/or departments to provide, by a specified date (based on requirements provided in TV-5 or similar system), input for a response or, when appropriate as determined below, to provide a signed response;

(c) Identify the signature authority and notify the responsible action command, activity, or department. The commanding officers of Recruit Training Command (RTC) and Officer Training Command Newport (OTCN) shall be the signature authority for Congressional inquiries regarding their respective commands, unless the inquiry is regarding an issue of Navy policy, a topic of a controversial nature, or if the response is on behalf of anyone in the chain of command above CNSTC. CNSTC shall be the signature authority on all other Congressional correspondence within the NSTC domain. Under no circumstances shall signature authority for outgoing Congressional correspondence from RTC or OTCN be delegated below the commanding officer level. If the commanding officer is unavailable due to leave or other reason, the draft response shall be forwarded to CNSTC for signature;

(d) Following receipt of a draft interim or final response for CNSTC signature, coordinate a legal review with either the NSTC Staff Judge Advocate (SJA) for all military personnel matters or the NSTC Office of General Counsel (OGC) for all Navy Junior Reserve Officer Training Corps/civilian personnel, contracting/procurement, ethics, Freedom of Information Act/Privacy Act, fiscal, and all other business matters;

(e) Enter interim and final responses from CNSTC and authorized interim and final responses from RTC and OTCN into the TV-5 or similar system, ensuring that OLA and all required offices in the chain of command have oversight of the response;

(f) Forward the original hard copy response from CNSTC to the appropriate member of Congress; and

(f) Inform responsible commands, activities, and departments of any revised due dates that have been approved by OLA following an interim response.

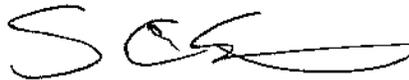
(2) Submitting Draft Congressional Responses

(a) Response Date. Commands, activities, and departments directed to provide input for a response to inquiries shall do so by the date specified by Flag Admin. All response dates will be in accordance with reference (a) and based on requirements provided by OLA in TV-5 or similar system.

(b) Interim Response. As soon as the command, activity, or department assigned to respond determines that a final response cannot be made by the specified due date, it shall draft an interim reply and transmit it to Flag Admin. The interim reply shall provide as much relevant, responsive information as possible, including the reason why additional time is required and the anticipated date of the final response. In very rare circumstances, a second interim response may be required to request additional time to provide a substantive final response.

(c) Status of Responses. Commands, activities, and departments shall keep Flag Admin updated on the status of all outstanding final responses following an interim response.

c. State and Local Government Inquiry Processing. Commanding officers and the Directors of Officer Development (OD) and Citizenship Development may respond to inquiries from state and local officials, with the exception of inquiries regarding an issue of Navy policy or a topic of a controversial nature. Officers in charge shall forward state and local inquiries to Officer Development for response, providing a draft response. CNSTC and the Director of OD, as appropriate, shall be copied on all responses to state and local officials.



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