

Activity 7.1: Congressional Inquiries—Student Instructions

Small Business Senior Leader Roles and Responsibilities

One of the high-visibility responsibilities you will have as a Small Business Senior Leader is investigating and responding to congressional inquiries. The Department of Defense (DoD) relies on an effective and efficient relationship with Congress to continue its efforts to support the warfighter. It is important to support thoughtful and transparent communication with Congress whenever possible.

When you are investigating a congressional inquiry you will be gathering a great deal of information from multiple sources. You will need to analyze and synthesize that information, and might need to make recommendations about how to resolve specific issues. You will also need to draft a written response that addresses only the questions posed in the inquiry and that conveys a clear summary of the salient points of the investigation in a courteous and diplomatic manner.

Purpose:

Analyze and synthesize key factors that relate to a congressional inquiry, develop recommendations to address the issues raised, and write a complete and diplomatic response to the inquiry. Identify and apply leadership tools and resources examined throughout the course.

Instructions:

1. Working with your team, consider which of the leadership tools and resources discussed during the course are applicable and how you might use them.
2. Your team will analyze information that's been collected in response to a call for information initiated by a Congressional Inquiry Letter. You will:
 - Review the initial Congressional Inquiry Letter and Background document.
 - Using the information in the "Contract Investigation Factors" document for your team (See the column headings for team assignments.), analyze the information and record your findings and recommendations in the "Congressional Inquiry Documentation" document.
 - Read the "Sample Congressional Inquiry Response" document and use it to guide writing your response.
 - Draft a written response to the congressional inquiry based on the assumption that your team's recommendations have been approved. **Note: Your response may not be a request for more time.**
 - Prepare your Congressional Inquiry Documentation and response letter electronically and place them in your teams share folder.
3. Be prepared to share your findings and response (your response letter will be projected on the board) with the class during the debrief discussion.