

## 5.403 Request from Members of Congress.

(S-90) Upon Receipt of a congressional request, the contracting officer shall report the request to their CoCO and HCO immediately, if the request was not received from the HCO. The HCO will notify the PSD Front Office for further guidance.

(S-91) Once guidance is received, the contracting officer shall prepare the congressional response in accordance with the Congressional Template located in [DARS PGI 5.403](#). Submit the congressional response to the [PSD Front Office mailbox](#) with the SUBJECT: Congressional Inquiry. The PSD Front Office will further coordinate the response with those outside of PSD and obtain the appropriate approval.

**Parent topic:** [SUBPART 5.4 -- RELEASE OF INFORMATION](#)