

Department of the Army  
Little Rock District Corps of Engineers  
P.O. Box 867  
Little Rock, Arkansas 72203-0867

LRDOM 1-1-24

Office Memorandum  
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19 August 1987

Administration  
CONGRESSIONAL NOTIFICATION  
OF PLANNED MEETINGS WITH THE PUBLIC

1. Purpose. To establish procedures for providing advance notices of scheduled meetings with the public to members of the Congress within the District Boundaries.
2. Applicability. Employees who while serving in an official capacity representing the Little Rock District schedule or participate in meetings with members of the general public.
3. Procedures.
  - a. Upon scheduling a meeting or accepting an invitation to participate in a meeting with the general public which is deemed to be of interest to a member or members of Congress, the employee shall furnish as a minimum the data indicated in the attached sample DF through the Civilian Executive Assistant to the Public Affairs Office (PAO). Field offices should transmit the data by electronic means.
  - b. PAO will prepare a calendar of events and furnish copies to the members of Congress.
  - c. Prior approval for the release of notification to members of Congress should be obtained for those meetings scheduled by non-Corps hosts. The wishes of the non-Corps host will be honored. If members of Congress should not be advised, this should be so noted on the DF.
  - d. Any changes/cancellations to a previously reported meeting should be reported immediately by the same means as outlined in 3a above.

FOR THE DISTRICT ENGINEER:

Encl

  
MARVIN D. THOMPSON  
LTC, Corps of Engineers  
Deputy District Engineer

DISTRIBUTION A