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IN REPLY REFER TO DNSC-D

JUL 26 2005

MEMORANDUM FOR ALL DNSC-O EMPLOYEES

SUBJECT: News Media, Elected Officials and Community Contact Procedures

Uniform procedures have been established for handling contacts made by news media organizations, elected officials and community members requesting information or access to depot facilities. Attached is a News Media and Community Contact Log to be used for recording contacts as described below:

News Media Contacts and Federal Elected Officials - Use the following procedures when representative of news media (newspapers, television or radio) or federal elected officials contact Stockpile employees with requests for information or access to a storage facility:

1) Obtain name, affiliation, phone number and nature of query from the caller.

2) Tell the caller/visitor that someone will call him/her as soon as possible.

3) Contact Distribution Facilities Manager. If the Manager is not available, contact DNSC Public Affairs Officer at 571/436-8222.

4) Fill in applicable portions of the News Media and Community Contact Log and distribute to Distribution Facilities Manager. Depot personnel will maintain a file named "media and community contacts" containing this information.

5) While a pro-active program is in place to provide news media with appropriate access to DNSC storage sites, access should not be authorized unless approved by the DNSC Administrator, DNSC Deputy Administrator, or DNSC Operations Director.

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Community Member and State/Local Official contacts - Use the following procedures when community members or state/local officials (e.g., elected officials or state regulators) contact Stockpile employees with requests for information or access to a storage facility:

1) Obtain name, affiliation, phone number and nature of query from the caller.

2) If available, place Distribution Facilities Manager in contact with the caller/visitor. If the Manager is not available, tell the caller/visitor that someone will call him/her as soon as possible.

3) Contact DNSC Directorate of Stockpile Operations to provide details about the contact.

4) Fill in applicable portions of the News Media and Community Contact Log and distribute to Distribution Facilities Manager. Depot personnel will maintain a file named "media and community contacts" containing this information.

5) Distribution Facilities Managers retain authority to provide facility access to community members and state/local officials. The DNSC Directorate of Stockpile Operations, Directorate of Environmental Affairs and the Public Affairs Office will provide staff support for such visits on an as-needed basis.

DNSC policy is that timely and accurate responses are made to news media inquires. Every attempt will be made to respond the same day to media requests for information. It is also DNSC Policy that we maintain an open, honest and positive relationship with community members and other officials referenced in this correspondence.

CORNEL A. HOLDER
Administrator

Enclosure