

Management System: [Communications and Public Affairs](#)

Subject Area: **Congressional and Intergovernmental Affairs**

Procedure 1 - Announcing Activities or Visits from Congressional and Intergovernmental Offices

Issue Date:
10/17/12

Lead Subject Matter Expert:
Lynette Chafin

Management System Owner:
Ralph Holland

1.0 Applicability

This procedure applies to all personnel within the Environmental Management Consolidated Business Center (EMCBC) when an activity (i.e. award ceremony, distinguished visitor for site tour, etc.) or visit from Congressional and Intergovernmental Offices is scheduled at a U.S. Department of Energy (DOE) facility. This procedure **does not apply** to a business or public meeting which are routinely attended by local congressional staff.

2.0 Required Procedure

Step 1	Meetings with Congressional members/staff need to be coordinated in advance with Environmental Management Communication and External Affairs (EM-3) staff and the EMCBC Office of the Director to ensure alignment on any proposed topic. Be prepared to outline: <ul style="list-style-type: none">• the time;• attendees;• location;• purpose;• and proposed DOE message
Step 2	The EMCBC Closure/Small Site Office or Field Public Affairs Staff plans event or visit details. NOTE: If there is no Closure/Small Site Public Affairs staff member at the requested site of the visit, EMCBC Site Office Staff assumes responsibility for this activity.
Step 3	The EMCBC Closure/Small Site Office or Field Public Affairs Staff completes the following:

	<ul style="list-style-type: none"> • Agenda • Trip Memos • Talking Points • Questions and Answers – Q’s and A’s • Key Issues • Biographies <p>All of the above descriptions are located in 3.0 References of this procedure.</p>
Step 4	The EMCBC Closure/Small Site Office or Field Public Affairs Staff coordinates with HQ EM-3 and HQ Office of Congressional and Intergovernmental Affairs to ensure appropriate timing for Congressional notifications (e.g., Washington and District Offices, and others as appropriate) and public event or release of information.

3.0 References/Attachments

- Definitions
- [Memo Guidance for Site Visits by EM-1&2](#)
- [Attachment 1 – Example of a Schedule for Site Visit](#)
- [Attachment 2 – Agenda Example](#)
- [Attachment 3 – Trip Memo Example](#)
- [Attachment 4 – Talking Points Example](#)
- [Attachment 5 – Q’s and A’s Example](#)
- [Attachment 6 – Key Issues Example](#)
- [Attachment 7 – Biographies Example](#)

4. Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the Site Office in which the event occurred. If the event occurs at the EMCBC, Cincinnati, OH, records will be maintained by the Office of the Director in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent, or N/A)
ADM 14-42-B	Public Affairs Informational Correspondence - Announcing Activities or Visits Files	Office of the Director	N/A