

TRU SOLUTIONS MANAGEMENT POLICY	Number/Rev. MP 1.4, Rev. 5 Page 1 of 2
TITLE: RELEASE OF INFORMATION TO THE PUBLIC	

COGNIZANT SENIOR MANAGER:	APPROVED BY:
<u>Approval on File</u> 11/23/04 W. A. Keeley Date Information Management	<u>Approval on File</u> 11/29/04 S. D. Warren Date WTS General Manager

1.0 POLICY

In compliance with policies set by Washington Group International, the U.S. Department of Energy (DOE), and Washington TRU Solutions LLC (WTS), the Information Management Department will release information to the news media in a timely and forthright manner. It will communicate with the news media, as fully as is reasonable and possible. It will provide information, with appropriate review, to respond to proprietary and patent concerns, technical accuracy, the Freedom of Information Act, and Right to Privacy Act requirements.

2.0 REQUIREMENTS

The Information Management Department, in coordination with cognizant management personnel, will review all information intended for release to the news media. Information in news releases must be verified by cognizant managers before beginning the WTS formal review process. At no time will accuracy be sacrificed for timeliness.

Key spokespersons for release of information to the news media are the manager of the Information Management Department, the manager of the Public Affairs Section, or designated members of their staffs. In certain cases, the General Manager's Office or senior staff may be involved in the contact. Other WTS personnel should never be involved, or named in the release, unless WTS has their personal concurrence.

Any information to be released to the public must be approved by the manager of the Information Management Department, whether the information is released directly or indirectly through the DOE.

Only the Information Management manager, Public Affairs manager, media specialists, General Manager, and Legal Counsel are authorized to speak directly with reporters without coordinating responses with Information Management on a case-by-case basis.

3.0 RESPONSIBILITIES

The Public Affairs manager responsible for news media relations, following appropriate reviews and approvals, will release the material to the news media.

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The Information Management Department will render counsel, guidance, assistance, and coordination in responding to news media and government inquiries, meeting with the news media and government officials, arranging interviews, and managing news conferences. A member of the Information Management staff should be present during interviews with representatives of the news media.

3.1 Managers

Managers will:

- Ensure that information within policy derived from their respective organizations is promptly and accurately relayed to the Information Management manager.
- Based on their own judgment, notify the Information Management manager and their senior manager immediately of events that may generate news media or public attention.
- Ensure that all news media inquiries or calls that come directly to the manager or employees are immediately directed to the Information Management Department.

3.2 Employees

Employees will refer all news media inquiries to the Public Affairs Section, and will not personally handle any inquiries. Only the Information Management manager or Public Affairs manager and selected spokespersons are authorized to release information to the news media after appropriate reviews. If a news media representative calls a WTS manager or employee directly, such calls are to be directed to the appropriate Information Management Department staff member who will make the initial determination as to how the inquiry should be handled.

4.0 REFERENCES

DOE Order 151.1B, *Comprehensive Emergency Management System*