

**Management System:** Communications and Public Affairs

**Subject Area:** Community Relations/Public Involvement

# Procedure – Establishing and Developing Relationships with Public and Private Sector Stakeholders

**Issue Date and  
Revision Number:**  
08/20/13      0

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## 1.0 Applicability

This information applies to Environmental Management Consolidated Business Center (EMCBC) Federal Project Directors, supporting Site Public Affairs Officer(s), and any Staff involved with establishment and development of relationships with stakeholders.

## 2.0 Required Procedure

<b>Step 1</b>	EMCBC <b>may</b> request the EMCBC Contractor Management and the Public Affairs personnel to identify local, state, tribal organizations, and federal entities, citizens, community groups, and elected officials, that could have an interest in the EMCBC project and report to the EMCBC Federal Project Director or designee on an ongoing basis.
<b>Step 2</b>	Public Affairs personnel: <ul style="list-style-type: none"><li>• Establish database of contact information (name, phone number, e-mail address, mailing address, title) to routinely communicate with stakeholders.</li><li>• Identify “key” stakeholders who would benefit from direct, executive-level contact from EMCBC Federal Project Director or Contractor Management.</li></ul> Maintain routine contact with stakeholders to identify and address EMCBC issues, acknowledge and address stakeholder issues, and share information about the EMCBC project.

### 3.0 References – Forms/Attachments/Exhibits

None

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>QA Classification (Lifetime or Non-Permanent)</b>
ADM 14-42-B	Public Affairs Informational Correspondence – Establishing and Developing Relationships with Public and Private Sector Stakeholders	Office of the Director	N/A

\*The Records Category Code indicated above is used for Subject Area Document Control Management Procedures only. Any other Subject Area Procedure documents are to be assigned a Records Category Code based on the subject content contained within the document.

## EMCBC RECORD OF REVISION

**DOCUMENT TITLE:** **Establishing and Developing Relationships with Public and Private Sector Stakeholders**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	1 <sup>st</sup> Edition to meet EMCBC MS needs.	N/A	8/20/13