

Proposed Transmittal Memo for Communications Guidelines

SUBJECT: Proposed Procedures for Implementing DEAR 952.204-75: “PUBLIC AFFAIRS (DEC 2000)” REQUIREMENTS FOR M&O CONTRACTOR COMMUNICATIONS ACTIVITIES for Office of Science Management and Operating Contracts

The subject provisions of the DEAR address requirements for coordination of Public Affairs, Congressional/Intergovernmental Relations, and other Communications and Trust activities carried out by Department of Energy management and operating (M&O) contractors in pursuit of their missions. These provisions, developed as a result of a Departmental rulemaking, address requirements for coordination of media contacts and press releases, interactions with Congressional representatives and other elected officials, and other sensitive communications. These provisions have been included in a number of the current Office of Science M&O contracts and are being negotiated into both new contracts and extensions of existing agreements, where appropriate.

The DEAR and the implementing M&O contract language call for this coordination to be carried out under procedures to be defined by the contracting officer. For most of SC’s sites and their associated laboratories, procedures to implement these contract provisions have not yet been formalized.

The attached proposed procedures have been developed by our SC public affairs staff to assist you. They reflect what we believe to be a practical approach to fulfilling DOE expectations for coordination that is workable within the SC system. Several of our sites and laboratories are already following similar procedures already in place informally.

You may wish to modify the procedures you issue to meet your individual site requirements and local needs. However, I ask that you coordinate your implementing procedures with Chicago or Oak Ridge public affairs staff to identify any issues you may need to consider in developing your final guidance to your contractor. They will be happy to assist you.

Milton Johnson
Chief Operating Officer