

BUSINESS OPERATING PROCEDURE

BOP-00.02

Approved: 5-20-14

INTERGOVERNMENTAL AFFAIRS



**NATIONAL NUCLEAR SECURITY ADMINISTRATION
Office of External Affairs**

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Office of External Affairs

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INTERGOVERNMENTAL AFFAIRS

1. **PURPOSE.**

- a. To ensure NNSA operates in a manner that is open, proactive, responsive and well-coordinated in managing relationships with state, local and tribal government officials and stakeholders.
- b. To establish the process through which NNSA will conduct relations with state, local, and tribal government officials and stakeholders.

2. **CANCELLATION.** None.

3. **APPLICABILITY.**

- a. **NNSA Applicability.** The provisions of this policy apply to all NNSA Federal employees.
- b. **Contractors.** Does not apply to contractors.
- c. **Equivalency.** In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 USC sections 2406 and 2511 and to ensure consistency through the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.

4. **BACKGROUND.** This business operating procedure was initiated to ensure that intergovernmental operations are conducted in a unified, consistent and centrally-governed. The Intergovernmental Affairs Business Operating Procedure comports with NNSA's ISO 9001 initiative.

5. **POLICY.**

- a. It is the policy of NNSA to operate in a manner that is open, proactive, responsive, and well-coordinated in managing relationships with state, local and tribal government officials and stakeholders.
- b. To this end, NNSA is committed to:
 - (1) Positively and proactively promoting NNSA's mission and its accomplishments and challenges to state, local, and tribal government officials and stakeholders, including (but not limited to) the following elected officials and staff, as appropriate:
 - (a) State Governors and Lieutenant Governors; Governors' Chiefs of Staff and Federal Liaisons;

- (b) State Governors' Cabinet Secretaries or Advisors for Emergency Management, Homeland Security, Economic Development, the Environment, and other cabinet level officials, as appropriate;
 - (c) Tribal Governors and Lieutenant Governors, Tribal Councils, including staff thereto;
 - (d) State Legislators and State Legislative Committees of Jurisdiction;
 - (e) City Mayors, Councilors and Administrators;
 - (f) County Chairs, Councilors, and Administrators.
- (2) Proactively pursuing NNSA participation in national, state, local, and tribal government events, meetings, and peer exchanges.
 - (3) Proactively and promptly responding to state, local, tribal government stakeholders' requests for information and meetings.
 - (4) Advancing enterprise-wide intergovernmental best practices.
 - (5) Maintaining enterprise-wide situational awareness of state, local and tribal government engagements, ensuring that NNSA's messages are pre-coordinated in advance of meetings, and distributing concise written de-briefs following the conclusion of each meeting.
 - (6) Providing timely notifications to state, local and tribal government officials regarding emergency incidents and significant budgetary, regulatory, policy, or mission-related activities in advance of the media and general public.
 - (7) Sharing timely and expert guidance, advice, and information among its leadership and operating units regarding state, local and tribal affairs issues affecting NNSA.

6. REQUIREMENTS.

a. General Requirements.

- (1) *Regularly Occurring Meetings.* Regularly occurring meetings must be held with state, local and tribal government officials, as appropriate Headquarters will rely on the professional judgment of the Field Office Manager to define the nature, scope, and frequency of intergovernmental engagements that best advances NNSA's intergovernmental policy at their individual site.

- (2) *Emergency and Incident Notifications.* State, local and tribal government officials must be provided written or voice notifications regarding emergency incidents and continuity events. Intergovernmental notifications should precede notifications to the media and general public, whenever possible. This requirement is consistent with DOE Guide 151.1C, Chapter VII, Section 4a(1), and DOE O 150.1, Chapter I, Section 5b(2)(d).
 - (3) *Informational Notifications.* State, local and tribal government officials must be provided written or voice notifications regarding significant budgetary, regulatory, policy or mission-related activities that will or may have an impact on regional communities. Intergovernmental notifications should precede notifications to the media and general public, whenever possible.
 - (4) *Facility Tours.* State, local and tribal government stakeholders must be invited to tour new and existing facilities whenever appropriate. Such visits must be coordinated to meet all facility safety and security requirements.
 - (5) *Ceremonies and Special Events.* State, local and tribal government stakeholders must be invited to ceremonies and special events, and provided opportunity for their participation, whenever appropriate.
 - (6) *NNSA Leadership Participation in Local Intergovernmental and Community Meetings.* Participation in local intergovernmental and community leadership meetings and engagements must be proactively pursued.
 - (7) *NNSA Leadership Participation in National Intergovernmental and Community Meetings.* Participation in national intergovernmental and community leadership meetings and engagements must be proactively pursued.
 - (8) *Requests for Information.* State, local and tribal government stakeholders must be provided timely responses to requests for information and meetings and formal correspondence.
- b. Headquarter and Field Meeting and Message Coordination.
- (1) *Master Calendar of Events.* A master calendar of events containing all state, local and tribal government engagements across the enterprise will be maintained by NNSA Intergovernmental Affairs.
 - (2) *Pre-Meeting Coordination and Information Sharing.* In advance of each meeting, messages must be coordinated between NNSA's

Office of Intergovernmental Affairs, NNSA's Office of Infrastructure and Operations and relevant program offices. NNSA's Office of Intergovernmental Affairs must ensure enterprise-wide coordination on messaging. See attached appendix 1 for a read-ahead template for Headquarters leadership's meetings.

- (3) *Post-Meeting Coordination and Information Sharing.* Field Offices must share concise written debriefs with NNSA Intergovernmental Affairs within one business day of the meeting. NNSA Intergovernmental Affairs must ensure appropriate enterprise-wide distribution of read-out materials. When meetings occur at Headquarters, NNSA Intergovernmental Affairs must distribute concise written debriefs to appropriate Field personnel within one business day. See attached appendix 2 for a read-out template.
- (4) *Photo-opportunity.* In coordination with Public Affairs, arrangements for photo opportunities between NNSA leadership and state, local and tribal government officials must be made whenever possible.
- (5) *Social media.* In coordination with Public Affairs, each engagement with state, local and tribal government stakeholder should be publicized, as appropriate, through NNSA social media.
- (6) *Correspondence.* Formal correspondence with state, local and tribal government stakeholders must be coordinated with NNSA's Office of Intergovernmental Affairs.

7. RESPONSIBILITIES.

a. Intergovernmental Affairs (NA-EA-30).

- (1) Coordinate intergovernmental engagements for NNSA leadership located in Washington, DC.
- (2) Ensure messages and materials are coordinated and shared with appropriate program and field offices in advance of meetings.
- (3) In advance of meetings, draft a cover memo containing corporate history, meeting objectives and messages.
- (4) Following each meeting, share a concise written read-out of the meeting with relevant program and field offices.
- (5) Work with NA-00 and NNSA's Office of Information Management to develop a master shared calendar containing all

state, local, and tribal government engagements across the enterprise.

- (6) Update the shared calendar as meetings are scheduled.
- (7) In coordination with NNSA Public Affairs, make arrangements for photo opportunities between NNSA leadership and state, local and tribal government officials whenever possible.
- (8) In coordination with NNSA Public Affairs publicize each state, local and tribal government engagement, as appropriate, through NNSA social media.
- (9) Share written correspondence to and from state, local, and tribal government stakeholders with NA-00 and appropriate program offices upon receipt.

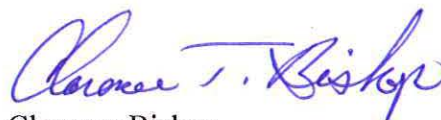
b. NNSA Field Office Managers.

- (1) Coordinate intergovernmental engagements at NNSA laboratories, plants, and sites.
- (2) Ensure messages and materials are coordinated and shared with NA-EA-30 in advance of meetings.
- (3) Following each meeting, share a concise written read-out of the meeting with NA-EA-30.
- (4) Work with NA-EA-30 and NA-IM to develop a master shared calendar containing all state, local and tribal government engagements across the enterprise.
- (5) Update the shared calendar as meetings in the field are scheduled.
- (6) In coordination with NNSA Public Affairs elements, make arrangements for photo opportunities between NNSA leadership and state, local and tribal government officials whenever possible.
- (7) In coordination with NNSA Public Affairs elements, publicize each state, local and tribal government engagement, as appropriate, through NNSA social media.
- (8) Share written correspondence to and from state, local, and tribal government stakeholders with NA-EA-30 upon receipt.
- (9) Ensure the requirements in paragraph 6.a.(1) through (8) are met by coordinating engagements that take place in the field. Field managers will ensure messages and materials are coordinated and

shared with NA-00, NA-EA-30 and appropriate program offices in advance of meetings.

- (10) Draft responses to state, local, or tribal governments, including coordinating input from appropriate NNSA stakeholders.
 - c. Associate Administrator for Information Management (NA-IM). In coordination with NA-EA-30 and NA-00, assist in developing a master shared calendar containing all intergovernmental affairs engagements across the enterprise.
 - d. Deputy Administrators and Associate Administrators when meeting with individuals listed in 5.b.(1) or additionally as deemed appropriate by program leadership.
 - (1) Provide NA-EA-30 e-mail notifications including the timing, nature, and scope of a scheduled engagement.
 - (2) Ensure messages and materials are coordinated and shared with NA-EA-30 in advance of meetings.
 - (3) Following each meeting, share a concise written read-out of the meeting with NA-EA-30.
8. REFERENCE.
- a. DOE O 144.1, Admin Chg 1, Department of Energy American Indian Tribal Government Interactions and Policy, dated 1-16-09
 - b. DOE O 150.1A Continuity Programs, dated 3-31-14.
 - c. DOE O 151.1C, Comprehensive Emergency Management System, dated 11-02-05.
9. CONTACT. Questions concerning this BOP should be addressed to the Director, Office of Intergovernmental Affairs (NA-EA-30), 202-586-7332.

BY ORDER OF THE ADMINISTRATOR:



Clarence Bishop
Associate Administrator for External Affairs

Appendixes:

1. Read Ahead Template
2. Read Out Template

APPENDIX 1 – READ-AHEAD Template



To: NNSA Leader
From: Name (organization), phone number

Meeting: Brief description of meeting

Day/Time/Location:

NNSA

Intergovernmental Participants:

Background: Maximum of one page, easily understood background information and messages.

Attachments: (1) Participant Biographies, (2) Background Information and Messages

Attachment 1: Participant Biographies

Attachment 2: Background Information and Messages

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APPENDIX 2 – READ-OUT Template

NNSA Messages:

- 1. Message One:**
- 2. Message Two:**
- 3. Message Three:**

Intergovernmental Partner's Messages:

- 1. Message One:**
- 2. Message Two:**
- 3. Message Three:**