



DEFENSE LOGISTICS AGENCY
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DLA Strategic Materials-D

MEMORANDUM FOR ALL DLA STRATEGIC MATERIALS EMPLOYEES

SUBJECT: News Media, Elected Officials and Community Contact Procedures

This memorandum reconfirms current procedures for handling contacts made by news media organizations, elected officials and community members requesting information or access to storage facilities. Attached is a News Media and Community Contact Log to be used for recording contacts as described below.

News Media Contacts and Federal Elected Officials -Use the following procedures when representative of news media (newspapers, television or radio) or federal elected officials contact Stockpile employees with requests for information or access to a storage facility: NOTE: It is important that news media and federal elected official contacts be referred to the DLA Strategic Materials Administrator's Staff Group as quickly as possible. The Deputy Administrator DLA Strategic Materials is the designated point of contact with responsibility for providing front office notifications and initiating appropriate follow-up action based on guidance received from the DLA Strategic Materials Administrator, Material Management Director, DLA Strategic Communications and/or DLA Legislative Affairs, as appropriate.

- (1) Obtain name, affiliation, phone number and nature of query from the caller.
- (2) Tell the caller that someone will call him/her as soon as possible.
- (3) For Fort Belvoir contacts, notify the Deputy Administrator as soon as possible.
- (3) For contacts at depot locations, notify Distribution Facilities Manager who in turn will notify the Deputy Administrator as soon as possible. If the Manager is not available, make contact the Deputy Administrator directly at 703-767-5475.
- (4) At depot locations, fill in applicable portions of the News Media and Community Contact Log and distribute to Distribution Facilities Manager. Each depot will maintain a file named "media and community contacts" containing this information.
- (5) Even though a pro-active program is in place to provide news media with appropriate access to DLA Strategic Materials storage sites, access should not be authorized unless approved by the Administrator, Deputy Administrator, or Material Management Director.

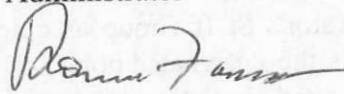
Note: It is DLA policy that we maintain an open, honest and positive relationship with news media, community members and other officials referenced in this correspondence. It is also DLA policy that timely and accurate responses are made to news media queries. Since reporters often work on deadlines, directorates should make every effort to provide information needed to respond to questions as soon as possible, preferably on the same day the information request is received.

Hard copies of this document may not be the current version. Refer to "I Am The Key" to verify the current version.

Community Member and State/Local Official contacts at depot locations – Use the following procedures when community members or state/local officials (e.g., elected officials or state regulators) contact depot employees with requests for information or access to a storage facility:

- Obtain name, affiliation, phone number and nature of query from the caller.
- Put the caller in contact with the Distribution Facilities Manager. If the Manager is not available, tell the caller that someone will call him/her as soon as possible.
- Fill in applicable portions of the News Media and Community Contact Log and distribute to Distribution Facilities Manager.
- Contact Material Management directorate to provide details about the contact.
- Distribution Facilities Managers retain authority to provide facility access to community members and state/local officials. The Material Management directorate and DLA Strategic Materials Administrator's Staff Group will support such visits on an as-needed basis.

RONNIEL. FAVORS
Administrator



Attachment:
As Stated

