

# OAK RIDGE R2A2 MAPPING

Organization: Public Affairs

| <i>Roles &amp; Responsibilities</i><br>(per ORO Manual 110)  |
|--|
| <ul style="list-style-type: none"> <li>• Serve as primary spokesperson for the DOE Oak Ridge Operations and National Nuclear Security Administration activities in Oak Ridge.</li> <li>• Respond to inquiries from local, regional, national, international news media and trade press.</li> <li>• Produce public affairs-related products (i.e., news releases, media advisories, speeches, presentations) to provide information on ORO activities to internal and external audiences.</li> <li>• Provide guidance and counsel to senior DOE Oak Ridge management on public affairs-related matters.</li> <li>• Oversee contractor public affairs activities, including setting future priorities.</li> <li>• Develop and maintain a comprehensive emergency public communications program for DOE Oak Ridge.</li> <li>• Develop and conduct community relations and public involvement activities for DOE Oak Ridge.</li> <li>• COR of DOE Information Center.</li> <li>• Maintain relationships with congressional staff members, local and regional elected officials, staff members and key community leaders.</li> <li>• Develop and conduct effective internal employee communication programs.</li> <li>• Provide input to national DOE and NNSA employee and external publications.</li> <li>• Develop and maintain the DOE Oak Ridge external home page web site.</li> <li>• Oversee photography/videography support.</li> <li>• Coordination of Secretarial/VIP visits.</li> <li>• Participate in the Radiological Assistance Program.</li> <li>• Manage Oak Ridge Speaker's Program.</li> </ul> |

| <i>Accountabilities</i><br>(Internal and External)   |
|--|
| <ul style="list-style-type: none"> <li>• <b>INTERNAL:</b> The Oak Ridge Public Affairs Office is accountable to DOE Headquarters Public Affairs/Press Office, Congressional Office, and the Office of Science. It is also accountable to the NNSA Site Office, ORNL Site Office, and EM Programs (with associated public involvement activities).</li> <li>• <b>EXTERNAL:</b> Oak Ridge Public Affairs Office is accountable to the news media, congressional offices, and public stakeholder communities.</li> </ul> <p>The services and products provided by Public Affairs are readily transparent so that accountability is assured by almost instant customer feedback.</p> |

| <i>Authorities Delegated</i>  |   |
|---|---|
| <i>Type</i>   | <i>From</i>   |
| <ul style="list-style-type: none"> <li>• Management and approval of Public Communication Publications</li> <li>• Management and approval of Audiovisual and Exhibits Management</li> <li>• Management of DOE Oak Ridge Joint Information Center</li> <li>• Management of Public Participation Program</li> <li>• Congressional/Intergovernmental Affairs</li> <li>• Safeguarding information related to WMD and other sensitive information</li> <li>• Public Affairs support to Radiological Assistance Program (RAP)</li> </ul> | <ul style="list-style-type: none"> <li>• DOE order 1340.1B and Memo for DOE/HQ "Management of Public Communications Publications and Scientific, Technical, and Engineering Publications"</li> <li>• DOE Order 1350.1 and Memo from DOE/HQ "Audiovisual and Exhibits Management"</li> <li>• DOE Order 151.1A, Chapter 9 -- Emergency Management Public Affairs</li> <li>• DOE P 1210.1 "Public Participation"</li> <li>• DOE 1220.1A (k2) "Congressional and Intergovernmental Affairs"</li> <li>• Secretarial memo, 5/30/2002</li> <li>• DOE 5530.3 "Radiological Assistance Program"</li> </ul> |

What Does this organization do for the department?  
Is it in *direct or indirect* support of Departmental missions?

To whom is this organization accountable to?  
How is accountability assured? External Review

What authorities are vested in the organization that allows these responsibilities to be carried out?  
Appraisal?

**TYPES of DELEGATIONS:**  
Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.)  
Federal Law (29CFR1910, 10CFR830, etc.)  
DOE Directives (i.e., DOE Order 521.1A)  
Interagency Agreements (i.e., State, EPA, NRC, etc.)  
Include implied Authorities