

Management System: Stakeholder Relations & Communications

Interactions with Government Officials

1. Purpose

This policy addresses the interactions of Fermilab employees, and of Fermilab users, guests, visitors and contractors acting on behalf of the laboratory, with elected and non-elected government officials and their staff members.

2. Scope

This policy covers all contacts between Fermilab employees, and Fermilab users, guests, visitors and contractors acting on behalf of the laboratory, with government officials.

3. Applicability

This policy applies to all Fermilab employees and to users, guests, visitors and contractors acting on behalf of the laboratory.

4. Effective Date

This policy is effective October 1, 2015.

5. Definitions

Government official:

- Official or employee of any government (US federal, US state, US local or international), or any agency or department of a government.
- Any person acting in an official capacity for a government regardless of rank or position.
- Any elected official of a government or their staff members.
- A political party or any official of a political party.
- Candidate for political office

6. References

Fermilab Policies	<ul style="list-style-type: none">• Policy on Transparency• Policy on Communication
FRA Policies	<ul style="list-style-type: none">• Policy on Unallowable Lobbying Costs

7. Roles and Responsibilities

Laboratory Director, Deputy Director and Chief Operating Officer	Oversight for relations with all laboratory stakeholders, including government officials.
Assistant Director	The Assistant Director for Communications is responsible and

for Communications	accountable for all laboratory-related communication activities and for overall reputational management.
General Counsel	The General Counsel ensures that the laboratory remains in compliance with all applicable laws, rules and regulations regarding interactions with government officials.
Government Affairs Committee	Composed of the Chief Operating Officer, General Counsel and Assistant Director for Communications, the Government Affairs Committee is responsible for developing the laboratory's policies and procedures regarding interactions with government officials.

8. Policy

8.1 General

Fermilab's policy is to provide accurate and timely information to government officials, in accordance with the laboratory's [Policy on Transparency](#), applicable laws and regulations, and FRA contract requirements.

Interactions between the laboratory and government officials should be carried out in a manner that seeks to meet Fermilab's goals for external communication as outlined in the laboratory's [Policy on Communication](#):

- Inform the public of Fermilab's mission, activities and achievements.
- Build a positive, supportive relationship with the laboratory's local community and region that is focused on openness and trust.
- Develop, maintain and make known the communication channels that are available to the public.

FRA contract funds may not be used to carry out activities that seek to influence:

- Congressional action on legislation or appropriation matters pending before Congress
- The results of federal, state or local elections
- The proposal, bid or extension process for the DOE Management and Operating contract for Fermilab.

DOE property may not be used to carry out:

- Political activities
- Activities related to the proposal, bid or extension process for the DOE Management and Operating contract for Fermilab.

8.2 Informational and educational activities

Fermilab employees and others acting on behalf of the laboratory are permitted to participate in activities whose sole purpose is to inform and educate government officials about laboratory activities, and to use DOE property and FRA contract funds to support such activities. Advance approval from the Government Affairs Committee (gac@fnal.gov) is required to conduct such activities with elected officials or their staff members.

8.3 Visits by government officials to the Fermilab site

Employees and users are required to obtain approval from the Government Affairs Committee (gac@fnal.gov) prior to escorting government officials onto the Fermilab site, unless such officials are employees or representatives of the U.S. Department of Energy.

8.4 Responses to requests for information from government officials

Fermilab employees and others may receive requests for information from government officials in the course of their work at, or on behalf of, the laboratory.

Responses to **mission-related requests from non-elected government officials** should be prepared and transmitted by Fermilab employees, contractors and users according to the processes and procedures established by their management and supervisory chain. Examples of such requests include but are not limited to:

- Queries from officials and employees of the U.S. Department of Energy or National Science Foundation regarding mission-related work at or in conjunction with Fermilab;
- Queries from state and federal regulatory agencies regarding mission-related activities;
- Queries from international funding agencies regarding mission-related work at or in conjunction with Fermilab.

Responses to **all requests from elected officials or their staff members**, or to **non-mission-related requests from non-elected government officials** require prior approval from the Government Affairs Committee (gac@fnal.gov). Employees and others acting on behalf of Fermilab must contact the Government Affairs Committee for approval and for further information before preparing such responses.

9. Authorities

FRA Contract (DE-AC02-07CH11359)

- Section H
 - Clauses H.30 (LOBBYING RESTRICTION)

10. Policy Owner

This policy is owned by the Assistant Director for Communications.

11. Review cycle

This policy is to be reviewed every two years after issuance.

12. Revision History

Revision	Date Released	Description of Change
1	10/28/2015	Added links to related policies; contact information for Government Affairs Committee