

ERRATA SHEET

This Errata Sheet corrects DOE P 141.2, *Public Participation and Community Relations*, dated 5-20-02, and must be kept with the Policy.

Cancellation of DOE P 1210.1, *Public Participation*, dated 07-29-94 was omitted from DOE P 141.2. This errata sheet cancels DOE P 1210.1.

Approved: 05-02-03

SUBJECT: PUBLIC PARTICIPATION and COMMUNITY RELATIONS

PURPOSE

Public participation is open, ongoing, two-way communication, both formal and informal, between the Department of Energy (DOE) and its stakeholders concerning DOE's missions and activities. Effective public participation is at the core of good community relations, which is essential for DOE facilities to achieve their missions. Regular, interactive communication enables all parties to learn about and better understand the views and positions of each other.

The Department recognizes the many benefits to be derived from public participation and good community relations, for both stakeholders and DOE. Public participation provides a means for DOE to gather a diverse collection of opinions, perspectives, and values from the broadest spectrum of the public, enabling the Department to make more informed decisions. Public participation benefits stakeholders by creating an opportunity to provide input on decisions that affect their communities and our nation.

This Policy is intended to ensure that public participation and community outreach are integral and effective parts of DOE activities and that decisions are made with the benefit of significant public perspectives. This policy provides a mechanism for bringing a broad range of stakeholder viewpoints and community values into DOE's decision-making early in the process. This early involvement enables DOE to make more informed decisions and build mutual understanding and trust between DOE, the public it serves, and the communities which host its facilities.

SCOPE

This policy is designed to function as a framework within which all DOE programs, including programs of the National Nuclear Security Administration, will operate. While the policy applies to all levels of DOE, its intent is the development and implementation of effective public participation programs at each appropriate field site by management officials designated by a site's Lead Program Secretarial Officer. It is also intended that these programs will be tailored to meet specific site and stakeholder needs and that they will include performance goals for community relations. This policy is not intended to affect requirements imposed by law, regulation, or contractual agreement; neither does it expand or limit any rights available to the public under current law.

DISTRIBUTION:

All Departmental Elements

INITIATED BY:

Office of Congressional and
Intergovernmental Affairs

POLICY

Public participation is a fundamental component in program operations, planning activities, and decision-making within DOE. The Department encourages such participation. Effective public participation and good community relations both rest on a foundation of positive personal relationships; DOE managers and staff are encouraged to seek to build and nurture such relationships.

The methods used to encourage public participation will vary widely in nature and scope and may include, but are not limited to, informal conversations, written and electronic communication, scheduled meetings and workshops, legally required hearings, and Federal-State-local-Tribal meetings. Under this Policy, DOE will actively seek, consider, and respond in a timely manner to the views of its stakeholders, thereby providing them an opportunity to influence decisions. Stakeholders are defined as those individuals, groups, host communities, and other entities in the public and private sectors that are interested in or affected by any of DOE's activities and decisions.

GOALS

The goals of the DOE Public Participation and Community Relations Policy are as follows:

1. DOE will actively seek to identify stakeholders, consider public input, and incorporate or otherwise respond to the views of its stakeholders in making its decisions.
2. The public will be informed in a timely manner and empowered to participate at appropriate stages in DOE's decision-making processes. Such processes will be open, understandable, and consistently followed. Managers will define clear access points for public input from the earliest stages of a decision process and will provide adequate time for stakeholders to participate.
3. Credible, effective public participation processes, including active community outreach, will be consistently incorporated into DOE program operations, planning activities, and decision-making processes, at Headquarters and in the field. Employees within the DOE complex will share responsibility for promoting and improving public participation and community relations.
4. DOE will conduct periodic reviews of its public participation and community relations efforts.

CORE VALUES

Though program-specific public participation activities may vary throughout DOE, each program will be characterized by the following core values:

- Accessibility Known avenues to DOE managers who are available, approachable, and open to the public.
- Accountability Responsibility to the public for its decisions and a willingness to provide the rationale for its decisions.
- Accuracy Commitment to the truth.
- Communication Open, two-way exchange of information, knowledge, and perspectives between DOE and its stakeholders, including its host communities.
- Consistency Stakeholder and community interactions marked by regularity and continuity.
- Fairness Objectivity and freedom from undue favor toward any side.
- Honesty Commitment to fairness, trustworthiness, and straightforwardness.
- Innovation Introduction of new ideas, methods, and approaches.
- Openness Ready accessibility and a willingness to listen, consider, and respond to the views of stakeholders.
- Respect Consideration of and sensitivity to diversity and cultural concerns of stakeholders.
- Responsiveness Timely and thoughtful consideration of and response to the needs and concerns of stakeholders and affected communities.
- Scientific
Credibility Commitment to the pursuit of sound, dependable, leading edge science.
- Sincerity Openness, frankness, and truthfulness in all stakeholder and community communications.
- Time/
Timeliness Adequate amount of time for stakeholders to participate in DOE decision-making processes. Timely responses to stakeholder input and requests. Timely DOE decisions informed but not delayed by public participation.

ACCOUNTABILITY

Senior Departmental program, staff office, and field managers are accountable for ensuring that public participation and community relations activities meet the goals of this Policy, are fully coordinated, and reflect DOE principles and values. Program or staff office and project managers are responsible for ensuring that appropriate public participation and community relations activities are identified and included in their decision-making processes.

Public participation is a performance element for these managers; they will be given incentives for good stakeholder and community relations and held to measurable performance standards.

BY ORDER OF THE SECRETARY OF ENERGY:



KYLE E. MCCLARROW
DEPUTY SECRETARY