

From: James Clifford
To: Correia, Richard; Dembek, Stephen; Gramm, Robert; Laufer, Richard; Mendiola, Anthony; Raghavan, Lakshminaras; Reckley, William
Date: Wed, Oct 10, 2001 2:43 PM
Subject: Fwd: Re: Process for managing GTs re: security concerns.

> NRR

The attached provides some guidance on responsibilities for handling GTs related to security concerns following the events of 9/11. As I understand things, the GTs will be assigned to the cognizant line organization to manage the response (DLPMS normal role).

The Event Response Communications Team (ERCT), set up in the Ops Center, is an additional resource that can help draft the response, especially if the issues are related to safeguards issues (i.e., they would normally be handled by the safeguards branch). Otherwise, use our normal resources (e.g., if the issue is more appropriate for the Region to handle, the ticket should be assigned to the Region - work with your Region to coordinate transfer). You should discuss any ticket assigned to you with the ERCT (Dave Matthews, Garrett Smith, Dave Skeen, Joe Donohue, or Dan Collins - try to get at least one of them - best communication method is by email) to coordinate who will draft the response - this will help reduce duplication of effort.

In many cases, the ERCT can draft the response. They would then give the response back to the lead Office for processing.

Although the ERCT has not established specific guidance, I would strongly recommend that you obtain their concurrence for any correspondence that will be signed above the Division level - guaranteed that the first question we will get from the ET is whether or not the response was coordinated with the ERCT - having the ERCT concur will answer that question up front. This is especially relevant for responses that are drafted by other organizations than the ERCT.

Hope this helps - Dave Skeen is working on getting generic guidance out to us - as he is also trying to answer a boatload of letters!

I can provide a focal point for any questions you may have - it might be easier than all of us trying to find Dave (or the others) and bugging them!

Thanks!

Jim

CC: Adensam, Elinor; Bajwa, Satwant; Berkow, Herbert; Blough, A. Randolph; Marsh, Tad; Matthews, David; Richards, Stuart; Skay, Donna; Skeen, David; Smith, Garrett; Zwolinski, John

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