

CHRISTINE O. GREGOIRE
Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111

January 12, 2010

TO: Agency Directors
FROM: Jay Manning, Chief of Staff *JJM*
SUBJECT: FEDERAL RELATIONS PROCEDURES

I'm sending this reminder that all agencies must coordinate with the Governor's Office and our Washington, D.C., Office when they communicate with members of Congress, their staff and/or high-level agency personnel.

A copy of the Governor's Office Federal Relations Procedures is attached. Agencies should use these procedures when they communicate with members of Congress, congressional staff, and federal agencies on substantive policy issues. They supersede other memos issued by this office, relating to federal correspondence and information about trips to Washington, D.C., and are effective immediately. Please provide copies to staff, who are responsible for, or engaged in, communication with federal officials.

If you have questions concerning the procedures, please contact Mark Rupp, Director, Washington, D.C. Office, at mark.rupp@gov.wa.gov or 202.624.3691. Thank you for your cooperation in making our communications with the federal government a more coordinated effort.

Attachment
cc: Mark Rupp, Washington, D.C. Office

FEDERAL RELATIONS PROCEDURES

Federal Correspondence for Agency Director's Signature

All correspondence between state agencies and members of Congress, their staff, federal agencies, and other governors, which expresses a public policy position or recommendation on pending federal legislation, regulations, or budget, is subject to prior review and approval.

Requests for correspondence approval should be sent to Patsy Ellis, Governor's Executive Policy Office, patsy.ellis@gov.wa.gov, who will obtain the appropriate policy and budget approval and coordinate with the Governor's Office and Director of the Washington, D.C., Office. A copy of the letter, a brief explanation of the reason for the correspondence, and the name and telephone number of the agency staff contact must accompany requests. This process is not required for correspondence of a routine, non-controversial nature or correspondence that expresses a position that has already been approved through this process. However, correspondence of this nature should be shared with the D.C. Office.

Please allow two weeks for approval of federal correspondence for agency director's signature.

Federal Correspondence for the Governor's Signature

Federal correspondence requiring the Governor's signature shall be sent to Melody Younglove, Manager, Constituent Services, in the Governor's Office, melody.younglove@gov.wa.gov. Melody will secure appropriate policy and budget approval. The original letter, a disk, a brief explanation of the reason for the correspondence, the date needed, and the name and telephone number of the agency staff person, who has knowledge of the issue, must accompany requests for correspondence approval. A cover memo, addressed to the Governor from the agency director with his or her recommendation of approval, should also be included.

Agencies must submit their correspondence with two weeks' lead time to allow for adequate review. If the correspondence is needed before two weeks, agencies should notify Melody. If an agency is taking a position not previously taken by this administration, they need to work in advance with the appropriate Executive Policy Office staff to draft the policy.

When the letter has been signed and mailed, a copy of the signed correspondence will be e-mailed to the agency correspondence contact.

Direct Contact

Agency personnel, who will have direct contact (personal visits, testimony, or telephone conversations) with members of Congress, their staffs, other federal officials, agencies, or other Governors regarding issues that may be of interest or concern to the Governor's Office, should send the information to Mark Rupp, who will work with policy and budget staff and other members of the Governor's Office as appropriate.