



STATE OF WASHINGTON
Office of the Governor

September 17, 2014

TO: Agency Directors
FROM: Joby Shimomura, Chief of Staff
SUBJECT: FEDERAL RELATIONS PROCEDURES

This notice is to update state agencies' federal relations procedures and to serve as a reminder that all agencies must coordinate with the Governor's Office and our Washington, DC Office when they communicate with members of Congress, their staff, and high-level federal 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. These procedures are effective immediately. This notice supersedes the previous Governor's Office Federal Relations Procedures memorandum that your agency received on February 5, 2013, and serves to update and restate these procedures. Of note, updated procedures include a shortened the review time for federal correspondence requiring the Governor's or an agency director's signature, which reflects the swift turnaround that our Office has customarily been able to provide to these documents.

Please provide copies to all program managers and staff who are responsible for or engaged in communication with federal officials. Your adherence to this policy will help to ensure our correspondence with the federal government is coordinated and will best serve the people of our state.

If you have questions concerning these procedures, please contact Sam Ricketts, Director, Washington, DC Office, at sam.ricketts@gov.wa.gov or (202) 624-3691. Thank you for your cooperation in this effort.

cc: Sam Ricketts, Director, Washington, DC Office

(Attachment)



FEDERAL RELATIONS PROCEDURES

Cabinet and Staff Protocol

All agencies must coordinate with the Governor's Office and our Washington, DC Office when communicating with members of Congress, their staff and/or high-level federal agency personnel.

Federal Correspondence for Agency Director's Signature

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

Requests for approval of correspondence should be sent to Sam Ricketts, Director, Washington, DC Office, at sam.ricketts@gov.wa.gov. A copy of the letter, a brief explanation of the reason for correspondence, the date needed, and the name, email address and telephone number of the agency staff lead should accompany the request.

Please allow at least five business days for approval of federal correspondence for agency director's signature. If the correspondence is needed on rush, agencies should notify Sam as soon as possible. Sam will provide approval of the correspondence via email to the lead agency contact and/or agency director.

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, in these instances the correspondence should be shared with the Washington, DC Office.

Federal Correspondence for the Governor's Signature

Federal correspondence requiring the Governor's signature shall be sent to Sam Ricketts, Director, Washington, DC Office, at sam.ricketts@gov.wa.gov. The original letter and a brief explanation of the reason for the correspondence should accompany the request, and should follow review and approval from the appropriate personnel within the agency. The request should also include the date by which the correspondence is needed, and the name, email address and telephone number of the agency staff lead. Agencies should also work with the appropriate staff person in the Governor's Policy Office in drafting the correspondence.

Agencies should submit their correspondence with a lead time of at least eight business days to allow for adequate review. If the correspondence is needed on rush, agencies should notify Sam as soon as possible.

Once the letter has been signed and sent, a copy of the signed correspondence will be emailed to the lead agency contact.

Direct Contact

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