

# TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-076,R1-001**  
(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

Person Requesting Change: Andrew Zwicker Phone Ext: 2150

Department Name: Communications and Public Outreach

Document Number: P-076 Revision No.: 1

Document Title: Internal Communications

**Reason for change:**

Update titles  
Add Management Systems Information

**Change description:** (Summarize and attach changed pages, with changes clearly indicated)

Updated titles  
Added Management Systems information and established 11.11.10 as a sub-process

1. Does this TCR significantly alter the intent or scope of the document? YES:        NO: X

2. Does this TCR significantly impact **ES&H**? YES:        NO: X

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

\_\_\_\_\_  
**Department/Division Head Approval**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chief Planning Officer/designee**

\_\_\_\_\_  
**Date**

Release/Effective date of this TCR: 3/14/18

Incorporate this TCR into next revision of this document? YES: X NO:

<b>PPPL</b>	PRINCETON PLASMA PHYSICS LABORATORY	<b>Policy</b>	No. P-076 Rev 1 page 1 of 2
<b>Subject:</b>  <b>Internal Communications</b>	<b>Effective Date:</b>  Feb. 13, 2015	<b>Initiated by:</b>  Andrew Zwicker Head, Office of Communications and Public Outreach	
	Revision 0, dated 5/8/01 and TCRs 001-004	<b>Approved:</b>  Director	

**Management System (Primary):** 11.00 Communications  
**Management System Owner:** Head, Office of Communications and Public Outreach  
**Management Process:** 11.11 Communications  
**Process Owner:** Head, Office of Communications and Public Outreach  
**Sub-Process:** 11.11.10 Internal Communications  
**Sub-Process Owner:** Head, Office of Communications and Public Outreach  
**Subject Matter Experts (SMEs):** Head, Office of Communications and Public Outreach; Deputy  
Head, Office of Communications and Public Outreach

Effective communication with, and among, employees is critical to attain programmatic and organizational objectives. Informed employees, at all levels in the Laboratory's work force, can best respond to the challenges of a dynamic environment. Effective communications to employees fosters a better understanding of issues as they affect the Laboratory, enabling employees to become more involved and informed and better able to support the Laboratory's objectives. The purpose of this policy is to define the actions and the responsibilities necessary to insure the open and frequent flow of information to and from employees at the Plasma Physics Laboratory and to foster more effective and harmonious relationships. To this end, the management of the Laboratory makes a commitment to ensure that all employees are informed about matters of importance to the Laboratory and to them.

The Laboratory's employee communication program is based on the following principles:

It is important employees be informed about developments which impact on the work they do, and their opportunity to contribute to the attainment of Laboratory objectives and grow in skill and knowledge.

It is the responsibility of management to establish, support, and facilitate the use of communication vehicles, techniques and programs to insure that essential information flows downward from management, upward from subordinates, and laterally, among different work groups.

Laboratory managers and supervisors are key to the successful implementation of the organization's communications objectives, serve as a communication link with employees, and demonstrate the Laboratory's responsiveness to needs and concerns.

The Laboratory should employ techniques that emphasize the importance of two-way communications; communicate frequently and regularly in an open and timely manner; keep

employees abreast of Laboratory objectives, plans, and policies which impact them; ensure employees have a clear understanding of the conditions of their employment including information about the responsibilities of their jobs and their performance; and periodically assess communication needs of the organization and the effectiveness of the communications program.

Each Laboratory employee is responsible for promoting effective and responsible communications and must actively do their part to be informed. The Director of the Laboratory has the responsibility to promulgate this policy and to nurture a proactive environment in which this policy is implemented by line management.

The Head of the Office of Communications and Public Outreach is responsible for developing a communication strategy in support of Laboratory objectives, providing communications skill training to managers and supervisors, where applicable and establishing priorities to accomplish these objectives. The Department Heads are responsible for implementing this policy and assigning the resources required. Managers and Supervisors are responsible for carrying out the Laboratory's communication policy, through day-to-day interaction and direct exchanges with employees.