



Department of Energy
Washington, DC 20585

November 6, 2015

JM Chronology
JM RECEIVED
OUT FOR REVIEW
DRB DISCUSSION

11/6/15
11/8/15
11/21/15

MEMORANDUM FOR INGRID KOLB
DIRECTOR
OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY
DIRECTOR
OFFICE OF INFORMATION SERVICES

FROM: PAUL BOSCO
DIRECTOR
OFFICE OF PROJECT MANAGEMENT
OVERSIGHT AND ASSESSMENTS

SUBJECT: Notice of Intent to Revise Department of Energy (DOE) Guide
413.3-17, *Mission Need Statement Guide*.

PURPOSE: The proposed revision to this Department of Energy Guide focuses on updating terminology and references, and alignment with Secretarial memoranda on project management issued since the last update to DOE O 413.3B, *Program and Project Management for the Acquisition of Capital Assets*.

The purpose of this guide is to provide guidance for authors of mission need statements, as identified in DOE O 413.3B, *Program and Project Management for the Acquisition of Capital Assets*, dated 11-29-10. Suggested content includes definitions, and examples for writing a clear statement to support an acquisition executive's decision to initiate exploration of options to fulfill a capability gap, which may include a capital asset acquisition.

JUSTIFICATION: A substantial number of terms, references, and Departmental policies have been updated since the last revision to DOE O 413.3B, *Program and Project Management for the Acquisition of Capital Assets*. As a result, DOE G 413.3-17 must be revised to align with these changes.

There are no valid external, consensus or other "Standards" (e.g., ISO, VPP, etc.) available which can be used in place of any part of this directive.

IMPACT: This guide will not impose new requirements or constitute Department policy. Rather, it provides suggested content, structure and approach to preparing mission need statements, a document essential to the successful execution of DOE capital asset

See note
on
page 2.

Rec'd RCMack 11/6/15

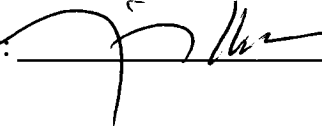


projects. This guide does not change existing laws, regulations or national standards, and it does not create an undue burden on the Department.

WRITER: Rick Blaisdell, (202) 586-4554

CONTACT: Office of Project Management Oversight and Assessments. Contact Paul Bosco at (202) 586-3524 or Michael Peek at (202) 586-8223.

Ingrid Kolb, Director, Office of Management (MA-1):

Concur:  Non-concur: _____ Date: 1-21-2014

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development	15
Review and Comment	30
Comment Resolution	15
Final Review	30
Total	90

The DRB believes that there may be standards that could inform the guide. The writer commits to determining whether any such standards are available and incorporating them as appropriate.