



Department of Energy
Washington, DC 20585

April 4, 2013

MEMORANDUM FOR: INGRID KOLB
DIRECTOR
OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY *KTH*
DIRECTOR
OFFICE OF INFORMATION RESOURCESO

FROM: PAUL BOSCO *PB*
DIRECTOR, OFFICE OF ACQUISITION AND
PROJECT MANAGEMENT

JM CHRONOLOGY

JM RECEIVED 4/4/13
OUT FOR REVIEW 4/8/13
DRB DISCUSSION 4/18/13

SUBJECT: Notice of Intent to Revise Department of Energy (DOE) Guide 413.3-3, *Safeguards and Security for Program and Project Management*.

PURPOSE: The proposed revision to this Department of Energy Guide focuses on alignment of guidance for implementing key safeguard and security components of the DOE capital asset acquisition process with the revised DOE O 413.3B, *Program and Project Management for the Acquisition of Capital Assets*, the revised DOE O 470.4B, *Safeguard and Security Program*, and the new series of DOE Orders replacing the DOE M 470.4 series of manuals.

The purpose of this guide is to provide safeguards and security guidance to Federal Project Directors and Federal Program Managers in identifying and implementing key safeguards and security components of their projects and integrating safeguard and security consideration into each Acquisition and Management Phase (Initiation, Definition, Execution and Transition/Closeout).

JUSTIFICATION: DOE O 413.3B, *Program and Project Management for the Acquisition of Capital Assets*, DOE O 470.4B, *Safeguard and Security Program*, and the new series of DOE Orders replacing the DOE M 470.4 series of manuals were revised since the last publication of DOE G 413.3-3 in November 15, 2007. As a result, the DOE G 413.3-3 must be revised to align with the safeguard and security requirements delineated in the subject revised directives.

A basic risk assessment has been conducted according to the Enterprise Risk Management (ERM) Model framework. DOE G 413.3-3 needs to be revised to assure properly aligned uniform guidance for early implementation of Safeguard and Security (S&S) requirements into the projects acquisition and management phases and mitigate potential increased costs and schedule delays due to poor project scope definition. The cross-functional team that created the risk assessment consisted of Debarah Holmes, HS-51; Melvin Frank, MA-63; and Ruben Sanchez, MA-63.



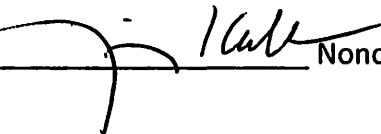
There are no valid external, consensus or other "Standards" (e.g., ISO, VPP, etc.) available which can be used in place of any part of this directive.

IMPACT: This guide will not impose new requirements or constitute Department policy. Rather, it provides a suggested approach and uniform guidance for indentifying and implementing key safeguards and security components in capital asset projects and integrating safeguard and security consideration into each Acquisition and Management Phase. This guide does not change existing laws, regulations or national standards, and it does not create an undue burden on the Department.

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

Concur:  Nonconcur: _____ Date: 4-18-13

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development	60
Review and Comment	30
Comment Resolution	30
Final Review	30
Total	150