



Department of Energy
National Nuclear Security Administration

Washington, DC 20585

October 19, 2012



MEMORANDUM FOR CYNTHIA A. LERSTEN

ASSOCIATE ADMINISTRATOR FOR
MANAGEMENT AND BUDGET

THROUGH:

INGRID KOLB, DIRECTOR
OFFICE OF MANAGEMENT

FROM:

JOSEPH J. KROL
ASSOCIATE ADMINISTRATOR FOR
EMERGENCY OPERATIONS

SUBJECT:

Justification Memorandum for DOE O 100.1D, Secretarial Succession,
Threat Level Notification, and Successor Tracking

JM CHRONOLOGY

JM RECEIVED 10/23/12
OUT FOR REVIEW 10/26/12
DRB DISCUSSION 11/1/12

PURPOSE: The purpose of revising this directive is to update the established Secretarial Order of Succession in the Department of Energy (DOE). The DOE Organization Act requires that the Secretary shall designate the order in which the Under Secretary and other officials shall act for and perform the functions of the Secretary during the absence or disability of both the Secretary and Deputy Secretary or in the event of vacancies in both of those offices. This Order also establishes the mechanism for tracking the locations of successors at various threat levels. There is no cost associated with this change or with the Order, as it is an administrative process.

JUSTIFICATION: The present Order was issued in 2007 and it is required to be updated to conform to the present Departmental organizational structure. The Order is required to establish the Secretarial succession and establish the process and procedures to track the location of designated Secretarial successors to be in compliance with Presidential policy National Security Presidential Directive-51/Homeland Security Presidential Directive-20, dated May 2007. Since the succession to the Secretary is departmentally unique, there are no valid external, consensus, or other standards available, which can be used in place of this directive. Initial discussions on updating this directive have already taken place with the Deputy Secretary and DOE General Counsel.

IMPACT: The proposed directive does not duplicate existing laws, regulations, or national standards and it does not create undue burden on the Department. The cost impact is expected to be nonexistent, since the directive is already in place and the revision is only updating reference to the requirements.

Red Cohen 10/23/12

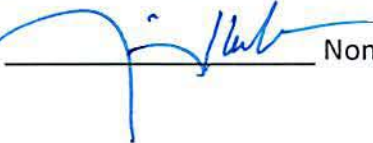


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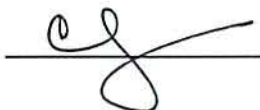
WRITER: Al Cerrone, Continuity Program Manager, Office of Emergency Operations, NA-41

OPI/OPI CONTACT: Al Cerrone, Continuity Program Manager, 301-903-5886

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

Concur:  Nonconcur: _____ Date: 11-7-12

Cynthia A. Lersten, Associate Administrator for Management and Budget (NA-MB-1):

Concur:  Nonconcur: _____ Date: 11.8.12

Unless determined otherwise by the Directives Review Board (DRB), writers will have up to 60 days in which to develop their first draft and submit to the Office of Information Resources, MA-90.

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development	Up to 60 days
Review and Comment (RevCom)	30
Comment Resolution	30
Final Review	30

(NOTE: The standard schedule of up to 150 days will be used unless otherwise specified by the Directives Review Board.)

Table 1: Enterprise Risk Management Model

Risk Assessment for DOE O 100.1D					
Risk/ Opportunity	Risk Level	Potential Cost/Benefit	External Controls	Proposed Mitigation Technique	Internal Control (if needed)
Mission Risk - DOE Elements are unable to effectively plan and execute orders of succession.	Extreme	An updated DOE Order will codify the current administration's desired order of succession in case of a continuity event impacting our leadership.	NSPD-50/HSPD-20 DOE Organization Act	Update succession order based on current DOE organizational structure and requirements.	DOE Implementation of the DOE Organization Act