



Department of Energy
Washington, DC 20585

MEMORANDUM FOR INGRID KOLB

DIRECTOR
OFFICE OF MANAGEMENT

THROUGH: KEVIN HAGERTY
DIRECTOR
OFFICE OF INFORMATION RESOURCES

FROM: GLENN S. PODONSKY
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OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT: Notice of Intent to Revise DOE Manual 470.4-2 chg 1, Physical Protection

PURPOSE: The purpose of this revision is to remove unnecessary requirements, eliminate redundant policy requirements, and advance physical security and systems policy (PhySec) toward the Secretary's goals set forth in his recent memorandum, dated September 10, 2007, subject: Principles Governing Departmental Directives, on Department of Energy (DOE) policy development. In order to accomplish this purpose, a requirement-by-requirement review of current PhySec policy was performed to determine the need for the requirement, whether the requirement is redundant with other requirements in DOE or national policy documents, and whether the requirement is effective as worded or whether it could be made clearer. The resulting manual will provide a significant advance toward the stated purpose.

JUSTIFICATION: This revised manual eliminates a number of unnecessary or overly prescriptive requirements, will increase the efficiency with which this policy is implemented, and will reduce the field and program office effort required to identify PhySec requirements that apply to a specific site.

This directive is not included in the routine review and certification of our directives. Accordingly, a proposed development schedule is attached.



This directive is being extensively revised, and is expected to follow the 90-day Track 3 processing path. The proposed directive does not duplicate existing laws, regulations or national standards and it does not create undue burden on the Department.

IMPACT:

The requirements review was performed by a mixed team of topical experts representing DOE Headquarters and the field. Their goal was to identify the minimum requirement set needed to provide adequate assurance that an effective contractor PhySec was established and maintained. To assess the impact of the resulting requirements, the draft directive is subjected to a red team review by three field sites selected in consultation with their respective program offices. Each red team member was asked to evaluate the draft manual as if it had arrived for implementation and to assess the impact of its implementation at their site. Each of the red team members had certain concerns, which were resolved, between the red team and the topical working group, with the result that the red team members concluded that the cost and operational impact of the revised directive, if implemented, would be negligible.

CONTACT:

The point of contact for this revision is John Cronin, Office of Policy, at (301) 903-6209.

DECISION:

Concur: _____

Non-concur: _____

Timeframe: ___ 30 days ___ 60 days X 90 days ___ 120 days

Date: _____

Attachment

Implementation Schedule: DOE Manual 470.4-2 chg 1, Physical Protection will be processed under Track 3-90 calendar days pursuant to DOE M 251.1B, Chapter III for issuance.

Milestone	Planned	Completed
Meet with Physical Protection (PhySec) Review Team and review DOE M 470.4-2	05/07	9/07
Create draft policy document	9/07	9/07
Submit draft to PhySec Red Team	10/07	10/07
Receive and resolve PhySec Red Team comments (with PhySec Review Team)	11/07	12/07
Prepare final Draft of DOE M 470.4-2	12/07	12/07
Obtain comments from HSS program offices and concurrently submit to internal (PNNL) technical editor	12/07	12/07
Submit Justification Memorandum to MA-44	12/07	12/07
Resolve internal comments and produce revised draft	12/07	12/07
Submit draft PhySec Manual to MA-1 for review, editing, and approval	1/08	
Post to RevCom	1/08	
Resolve RevCom comments and final approval	2/07	
Target Approval Date	3/08	