



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
CHIEF HEALTH, SAFETY, AND SECURITY OFFICER
OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT: Notice of Intent to Revise DOE Manual 470.4-3 chg 1, Protective Force

PURPOSE: The purpose of this revision is to remove unnecessary requirements, eliminate redundant policy requirements, increase the ease with which requirements for a particular site can be found, and advance protective force policy 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 protective force 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; is uniquely tailored to contractor protective force management and operation; is reformatted to increase the ease with which sites with lesser national security assets can extract applicable requirements; and clearly differentiates DOE implementation of national policies, which are subject to the DOE deviation process, and national policies, which are not. Publication of the revised manual will



increase the efficiency with which contractor protective force policy is implemented and will reduce the field and program office effort required to identify protective force 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.

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 required to provide adequate assurance that an effective contractor protective force was established and maintained. To assess the impact of the resulting requirements, the draft directive was 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 Al Nettleingham, Office of Policy, at (301) 903-2536.

DECISION:

Concur: _____

Non-concur: _____

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

Date: _____

Attachment

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

Milestone	Planned	Completed
Meet with Protective Force (PF) Policy Review Team and review DOE M 470.4-3	2/07	2/07
Create draft policy document	2/07	5/07
Submit draft to PF Red Team	5/07	5/07
Receive and resolve PF Red Team comments (with PF Review Team)	6/07	7/07
Prepare final Draft of DOE M 470.4-3	7/07	10/07
Obtain comments from HSS program offices and concurrently submit to internal (PNNL) technical editor	11/07	11/07
Submit Justification Memorandum to MA-44	12/07	12/07
Resolve internal comments and produce revised draft	12/07	12/07
Submit draft PF Manual to MA-1 for review, editing, and approval	1/08	
Post to RevCom	1/08	
Resolve RevCom comments and final approval	2/08	
Target Approval Date	3/08	