



Department of Energy

Washington, DC 20585

August 27, 2008

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 Establish a Federal Protective Force Manual and Cancel Department of Energy M 470.4-3, chg 1, Protective Force

PURPOSE:

Previously, Federal and contractor protective force requirements were comingled in a single manual with an emphasis on contractor requirements. To provide a clear distinction between Federal and contractor protective force operations, separate manuals were developed. This development occurred at the same time using the same process to ensure consistency. Currently, the contractor manual is awaiting approval.

Creating a separate manual, with appropriate focus, based upon the previous requirements will increase the ease with which Federal requirements can be identified. This is in support of the Secretary's goals stated in his 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 manual was performed to determine its applicability to Federal activities, 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:

It should be noted that the total number of Federal versus contract protective force members is small. Two



organizations, the Office of Secure Transportation (OST) and the Office of Special Operations (OSO), have the vast majority of the armed Federal protective force members in the DOE. This separate manual is uniquely tailored to Federal protective force management and operation; is reformatted to increase the ease with which Federal Agents (from OST), Federal Officers, and Special Agents (from OSO) can identify their specific requirements; and clearly differentiates the basis for DOE Federal protective force authority based upon Federal mission. Publication of this manual will increase the efficiency with which Federal protective force policy is implemented and will reduce the field and program office effort required to identify Federal protective force requirements that apply to specific missions.

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

The proposed manual does not duplicate existing laws, regulations, or national standards, and it does not create undue burden on the Department. Its publication will allow cancellation of DOE M 470.4-3, chg.1, Protective Force.

IMPACT:

Reviews were performed by a team of topical experts representing DOE Headquarters and the primary Federal protective force organizations. The goal was to identify the requirements set required to provide adequate assurance that an effective Federal protective force is established and maintained. To assess the impact of the resulting requirements, the draft manual was subjected to multiple reviews by both the OST and OSO. They were asked to evaluate the draft manual and assess the impact of its implementation at their operations. Both OST and OSO had certain concerns, which were resolved. In conclusion, the cost and operational impact of implementing the new manual 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

Attachment
 Justification Memorandum
 Federal Protective Force Manual

Implementation Schedule: DOE Manual 470.4-X, Federal Protective Force, will be processed under Track X-XX calendar days pursuant to DOE M 251.1B, Chapter III, for issuance.

Milestone	Planned	Completed
Meet with Policy Review Team and review Federal requirements in DOE M 470.4-3, Chg. 1	09/07	10/07
Create draft policy document	10/07	10/07
Submit draft to Office of Secure Transportation (OST) and Office of Special Operations (OSO) for comments	10/07	10/07
Receive OST and OSO drafts	04/08	08/08
Prepare final draft of FPF Manual	08/08	08/08
Submit Justification Memorandum to MA-44	08/08	08/08
Obtain comments from HSS, OST, and OSA and concurrently submit to internal (PNL) technical editor	09/08	
Resolve comments and produce revised draft	09/08	
Submit draft FPF Manual to MA-1 for review, editing, and approval	10/08	
Post to RevCom	10/08	
Resolve RevCom comments and obtain final approval	11/08	
Target approval date	12/08	