



Department of Energy
Washington, DC 20585

May 4, 2009

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 M, 471.2-3B, *Special Access Program Policies, Responsibilities and Procedures*

PURPOSE:

To incorporate Special Access Program (SAP) security changes and responsibilities into the single and only approved directive that captures complete Department of Energy (DOE) and National Nuclear Security Administration (NNSA) SAP responsibilities.

JUSTIFICATION:

The Special Access Program Oversight Committee (SAPOC) Charter, approved by the Deputy Secretary August 11, 2006, states that "specific procedures concerning the implementation of the SAPOC's oversight, management, and administrative responsibilities shall be promulgated in the SAPOC *Special Access Program Policies, Responsibilities, and Procedure Manual*." In addition, DOE M 470.4-4A, *Information Security*, dated 1-16-09, Section C- SPECIAL ACCESS PROGRAMS, paragraph 2. REQUIREMENTS, states, "All SAPs must be approved by the Secretary or Deputy Secretary, based upon the recommendation of the SAP Oversight Committee (SAPOC), which manages and oversees the development of SAP security policies and procedures outlined in DOE M 471.2-3B, *Special Access Policies, Responsibilities and Procedures*."



Rec'd in MA-90. 5/6/09

The SAPOC Standing Committee Members are: Deputy Secretary, Chairman SAPOC; Under Secretary for Energy; Under Secretary for Science; Under Secretary for Nuclear Security/Administrator, NNSA; Deputy Under Secretary for Counterterrorism; Assistant Deputy Administrator Science, Engineering and Production Programs, NNSA; Chief and Associate Administrator for Defense Nuclear Security, NNSA; Director, Office of Intelligence and Counterintelligence; General Counsel; and, Chief Health, Safety and Security Officer.

As directed by the SAPOC Chairman, requests for revisions and comments to the Policy, Responsibilities and Procedures Manual should be limited in distribution to SAPOC members and SAP Program Managers only. Also as directed, the Manual should be marked OFFICIAL USE ONLY and not posted for review on the DOE Directives Home Page. Based on the unique SAPOC guidance, the Policies, Responsibilities and Procedures Manual has always gone through an alternate review process (not through REVCOM). Once the Manual has been approved by all SAPOC members a notice should be posted on the Directives Home Page indicating that the Manual has been revised, that distribution is limited, and those wanting a copy should contact the SAPOC Executive Secretary.

IMPACT: The Manual is not limited to any specific organization, but purposely reflects both DOE and NNSA existing and possible SAP responsibilities. Detailed requirements and procedures designed to implement the Manual are contained in specific program documents.

CONTACT: Dominick Belardo, DOE SAP Security Program Manager, 202-586-6775.

DECISION:

Approve: _____

Disapprove: _____

Date: _____

Proposed Implementation Schedule for Revision of DOE M 471.2-3B, *SAP Policies, Responsibilities and Procedures*

Milestone	Planned	Completed
DRB Alternate Review Process Approval		
Distribute DOE M 471.2-3B to SAPOC Members for Review and Comment	30 Days	
Receive SAPOC Members Comments	30-45 Days	
Resolve Comments and Produce Revised Manual	45-60 Days	
Prepare and Distribute Revised Manual for SAPOC Approval	30-45 Days	
Distribute Approved Manual to SAPOC Members, Program Managers, and Security Coordinators	30-45 Days	