



Department of Energy
Washington, DC 20585

MEMORANDUM FOR: INGRID KOLB
DIRECTOR, OFFICE OF MANAGEMENT

THROUGH: *For* *Cornille/Seber 7/16/09*
KEVIN T. HAGERTY
DIRECTOR, OFFICE OF INFORMATION RESOURCES

FROM: BRIAN D. COSTLOW
DIRECTOR, OFFICE OF ADMINISTRATION *Brian D. Costlow*

SUBJECT: Notice of Intent to Develop a Policy for Mail Security

PURPOSE: The purpose of this policy is to establish Departmental expectations for the approval and operation of DOE mailrooms and address future policy needs for the secure operation, coordination and oversight of mailrooms.

JUSTIFICATION: The CFR directs each agency to establish a Mail Security Policy that applies throughout the agency (41 CFR Subpart C 102-192.70) and to implement a Mail Security Plan by August 25, 2009. With approval to proceed, a policy will be implemented and later the Mail Service User's Guide will be converted into an Order. This policy will assist the Department in coordinating future operations, determining future needs, and assure compliance with proponent agency guidance.

Also, the Department-wide mail program has a mail security plan in place for 99 percent (40 out of 41) of the reporting facilities. The Headquarters Mail Manager will work with the remaining facility to ensure that it is in compliance by the August 2009 deadline.

IMPACT: The Department does not have a policy addressing the mail security. Failure to implement a policy would impact the development of protective measures to prevent, deter, and mitigate the effects of deliberate efforts to destroy, incapacitate, or exploit DOE mail. Also, the Department would not be in compliance with the CFR and GSA Mail Regulations.

CONTACT: Mary R. Anderson, Director, Office of Administrative Management and Support, 202-586-4375

REC'D BY MA-90 7/16/09
C/Seber



DECISION:

Concur: _____

Nonconcur: _____

Date: _____

TIMEFRAME

DAYS

FIRST DRAFT _____

REVIEW AND COMMENT _____

RESPONSES AND SECOND DRAFT _____

CONCURRENCE _____