



Department of Energy

Washington, DC 20585

JUN 25 2007

MEMORANDUM FOR INGRID KOLB
DIRECTOR
OFFICE OF MANAGEMENT

THROUGH: BRIAN COSTLOW
ACTING DIRECTOR
OFFICE OF INFORMATION RESOURCES
OFFICE OF MANAGEMENT

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

SUBJECT: Notice of Intent to Revise DOE O 142.3, *Unclassified Foreign Visits and Assignments Program*

PURPOSE: The revision consists of modifying the membership of the Headquarters (HQ) Management Panel that reviews access requests involving nationals of state sponsors of terrorism and modifications to procedures for High Level Protocol Visits to the Forrestal facility. These changes are necessary to complete the changes required by the creation of the position of the Under Secretary for Science, the name change for the Under Secretary of Energy, and other organizational changes that have taken place since publication of the Order. Also, the procedures for protocol visits are being changed to better reflect the operational needs of HQ Elements.

JUSTIFICATION: Department of Energy (DOE) O 142.3 was reviewed as part of an effort, led by your organization, to identify, analyze, and recommend disposition of directives identified by DOE programs and sites as burdensome. After review of the directive, the Burdensome Directives Team determined that modification of the HQ Management Panel to include just the Office of Health, Safety and Security, the Office of Intelligence and Counterintelligence, and a representative of the cognizant Under Secretary would improve the review process for access requests involving nationals of state sponsors of terrorism.



The change to requirements for a High Level Protocol Visit improves operational efficiency when these visits must be conducted by senior departmental officials who are not Heads of Departmental Elements.

IMPACT: The proposed changes will provide the opportunity for reduced cost and operational burden for Departmental Elements that sponsor nationals of state sponsors of terrorism, and for HQ Departmental Elements that conduct High Level Protocol Visits as part of their Departmental duties.

CONTACT: The point of contact for this revision is Jennifer Emanuelson at (202) 586-6828.

DECISION:

Concur: _____

Nonconcur: _____

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

Date: _____

**Development Schedule
for Order on
Unclassified Foreign Visits and Assignments Program
DOE O 142.3**

The subject directive is proposed to be processed under Track 2

Milestone	Date
HS-72 completes preliminary draft for presentation and review by GC (pre-coordination)	5/21/07
GC (R. Newton/S.Beard) provided comments to HS-72	6/5/07
HS-72 forward draft page change to HS management for review	6/6/07
HS-72 forward draft page change to HS-1 for review/signature	6/11/07
HS-1 sends Justification Memorandum (JM) to MA-44	6/25/07
MA-44 distribute JM for 10 day advisory group review	6/25/07
MA-44 sends a heads-up e-mail to all DPCs	6/25/07
Comments from advisory group due	7/6/07
Anticipating no comment—MA-44 sends JM through MA-44 to MA-40 and MA-1	7/9/07
MA-1 concurs on request Track	7/16/07
HS-72 submits draft page change to MA-44 for comments, comments resolution and concurrence (Track 2, 60 days)	7/18/07
Post to RevCom	7/23/07
Target Approval Date	9/28/07