

**ADMINISTRATIVE CHANGE TO  
DOE O 100.1E, SECRETARIAL SUCCESSION, THREAT LEVEL NOTIFICATION, AND  
SUCCESSOR TRACKING**

Locations of Changes:

Page	Paragraph	Changed	To
1	4.c.	Under Secretary	Under Secretary (for Management and Performance)
1	4.d.	Under Secretary for Science	Under Secretary for Science (and Energy)
1	4. h.	Assistant Secretary for Policy and International Affairs	Assistant Secretary for International Affairs



**SUBJECT: SECRETARIAL SUCCESSION, THREAT LEVEL NOTIFICATION, AND  
SUCCESSOR TRACKING**

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1. **OBJECTIVES.** To establish the Secretarial Order of Succession in the Department of Energy pursuant to section 202(a) of the Department of Energy Organization Act, 42 U.S.C. 7132(a) and establish a mechanism for tracking the locations of successors at various threat levels.
2. **CANCELLATIONS.** DOE O 100.1D, Secretarial Succession, dated 4-20-07.
3. **REQUIREMENTS.** There are two distinct but related Federal Executive Continuity Programs that are relevant to this Order: The Continuity of Operations (COOP) Program and the Continuity of Government (COG) Program. Each program (COOP and COG) has a threat level matrix called the Continuity of Government Condition (COGCON) level (COGCON level 4 is the lowest threat level; COGCON level 1, the highest threat level). The programs noted above provide guidance to Federal Executive Branch Departments and Agencies (D/As) for use in developing continuity plans and programs for COOP and COG and lists specific continuity-related actions that D/As must perform. One of those actions is development of an order of succession. A second action is the tracking of the location of those successors at various COGCON threat levels. For further information, or copies of the COGCON threat matrix, contact the Continuity Program Office.
4. **ORDER OF SUCCESSION.** The following officials, in the order indicated, will act as Secretary of Energy in the event of the absence or disability of the Secretary, until the absence or disability ceases or, in the case of a vacancy, until a successor is appointed.
  - a. Deputy Secretary;
  - b. Under Secretary for Nuclear Security;
  - c. Under Secretary (for Management and Performance);
  - d. Under Secretary for Science (and Energy);
  - e. General Counsel;
  - f. Chief of Staff, Office of the Secretary;
  - g. Principal Deputy Administrator, National Nuclear Security Administration;
  - h. Assistant Secretary for International Affairs;

- i. Director, Office of Science;
  - j. Deputy Administrator for Defense Programs, National Nuclear Security Administration;
  - k. Chief Financial Officer;
  - l. Assistant Secretary for Environmental Management;
  - m. Deputy Administrator for Defense Nuclear Nonproliferation, National Nuclear Security Administration;
  - n. Assistant Secretary for Congressional and Intergovernmental Affairs;
  - o. Assistant Secretary for Fossil Energy;
  - p. Assistant Secretary for Energy Efficiency and Renewable Energy;
  - q. Director, National Energy Technology Laboratory
  - r. Manager, National Nuclear Security Administration Sandia Site Office;
  - s. Manager, Savannah River Operations Office; or
  - t. Manager, Oak Ridge Office.
5. NO INDIVIDUAL serving in an acting capacity in any of the positions described above is included in this Succession Order. The order of succession will skip any individual in an acting capacity and move to the next individual that is fully confirmed by the Senate and not in an acting capacity, except for the four outside of the National Capital Region (NCR).
6. ANY OFFICIAL serving as Secretary pursuant to this Succession Order, during the period of service as Secretary under this Order, may exercise all authority vested by law in the Secretary.
7. NOTIFICATION OF SUCCESSORS.
- a. It is the responsibility of the Department of Energy (DOE) Headquarters Watch Office to notify individuals in the order of succession when the COGCON threat level has changed (either up or down) and when tracking of successor itineraries is required.
  - b. The Watch Office will coordinate with the Continuity Program Office before performing successor notifications unless an emergency or exigent circumstance necessitates successor notification before such coordination can occur.

- c. Under emergency conditions, the Watch Office is directed to take whatever notification actions it considers necessary to protect the safety, security, and operation of DOE and/or the safety and security of the general public.
  - d. Consistent with the COGCON level, Secretarial successors will be advised that submission of their respective itineraries to the Watch Office is required to ensure compliance with this Order.
- 8. TRACKING OF SUCCESSORS. Whenever the COGCON level for either COOP or COG is at a level 3 or higher, the Watch Office is charged with the responsibility to maintain up-to-date contact information for the DOE leadership, and designated Secretarial successors, consistent with the established threat condition. This information will be used to determine who is in charge of the Department and can act on behalf of the Department. The Watch Office maintains a system to manage this information. Distribution of this “Official Use Only” information will be limited.
- 9. NUMBER OF SUCCESSORS TRACKED. Consistent with the designated threat condition, the Watch Office will track the itineraries of the top 10 Secretarial successors, from the list above, that are in the NCR and all three (3) Secretarial successors that are located at field facilities outside the NCR.
- 10. ASSISTANCE TO SECRETARIAL SUCCESSORS. The Watch Office will provide assistance to Secretarial successors as follows:
  - a. Assist Secretarial successors regarding coordination of schedules to ensure that all the Secretarial successors are not located at the same location at the same time.
  - b. Coordinate communications between potential Secretarial successors to determine that the most senior surviving Secretarial successor and ensure that successor and others know to whom authority has been transferred, and to ensure at least one Secretarial Successor is outside the NCR at all times.
- 11. SECRETARIAL SUCCESSOR ITINERARIES.
  - a. Consistent with the designated threat condition and the requirements of this Order, Secretarial successors shall make arrangements to provide their current daily itineraries/locations to the Watch Office at [DOEHQEOC@oem.doe.gov](mailto:DOEHQEOC@oem.doe.gov) by 8 a.m. (Eastern) daily.
  - b. Weekend and holiday schedules can be provided by close-of-business on the last working day before the non-workday period.
  - c. Schedule changes and updates can be provided to the Watch Office at any time by calling (202) 586-8100.

12. REFERENCES.

- a. Title XXXII of P.L. 106-65, National Security Administration Act, as amended, which established a separately organized agency within the Department of Energy.
- b. National Continuity Policy: National Security Presidential Directive (NSPD-51)/ Homeland Security Presidential Directive (HSPD-20), dated May 2007.
- c. Federal Continuity Directive 1, Federal Executive Branch National Continuity White House Letter (S) with attachment (U), dated July 13, 2004, from Andrew H. Card, Jr., Assistant to the President and Chief of Staff.
- d. DOE O 150.1, *Continuity Programs*, dated 5-08-08.
- e. Section 202(a) of the DOE Organization Act [Public Law 95-91, 42 U.S.C. 7132(a)].

13. CONTACT. Questions concerning this Order should be addressed to the Continuity Program Office at (301) 903-3766.



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Secretary of Energy