

U.S. Department of Energy
Washington, D.C.

ORDER

DOE O 100.1D

Approved: 4-20-07

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

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 100.1C, *Secretarial Succession*, dated 12-07-05
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 Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA).
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
 - d. Under Secretary for Science
 - e. General Counsel
 - f. Chief of Staff, Office of the Secretary
 - g. Chief Financial Officer
 - h. Principal Deputy Administrator, National Nuclear Security Administration
 - i. Director, Office of Science
 - j. Deputy Administrator for Defense Programs

- k. Assistant Secretary for Environmental Management
 - l. Deputy Administrator for Defense Nuclear Nonproliferation
 - m. Assistant Secretary for Policy and International Affairs
 - 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 Nuclear Security Administration Service Center
 - r. Manager, Savannah River Operations Office
 - s. 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.
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 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 necessary to protect the safety, security, and operation of the Department of Energy and/or the safety and security of the general public.
 - d. Depending on the COGCON level, Secretarial Successors will be advised that submission of their respective itineraries to the Department of Energy Headquarters (HQ) 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 Department of Energy HQ 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 National Capital Region (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 and
 - b. coordinate communications between potential Secretarial Successors to determine that the most senior surviving Secretarial Successor and 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 DOE HQ Watch Office at DOEHQEOC@oem.doe.gov by 8 a.m. 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. Federal Preparedness Circular (FPC) 65: *Federal Executive Branch Continuity of Operation (COOP)*, dated June 15, 2004.
 - c. FPC 60, *Continuity of the Executive Branch of the Federal Government at the Headquarters Level during National Security Emergencies*, dated November 20, 1990.

- d. Presidential Decision Directive (PDD) 67, *Enduring Constitutional Government and Continuity of Government Operations*, dated October 21, 1998.
 - e. White House Letter (S) with attachment (U), dated July 13, 2004, from Andrew H. Card, Jr., Assistant to the President and Chief of Staff.
 - f. DOE O 151.C, *Comprehensive Emergency Management System*, dated 11-2-05.
13. CONTACT. Questions concerning this Order should be addressed to the Office of Continuity Programs at (202) 586-0798.



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Secretary of Energy