

**U.S. Department of Energy**  
**Washington, DC**

**ORDER**

**DRAFT**  
**DOE O 100.1E**

Approved: 1-28-2013  
Chg 1 (Admin Chg): 9-13-2013  
Chg 2 (MinChg): 1-29-2018  
Chg 3 (MinChg): 10-29-2019  
Chg 4 (LtdChg): 7-5-2023

**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. CANCELS/SUPERSEDES. DOE O 100.1E Chg 3 (MinChg), *Secretarial Succession, Threat Level Notification, and Successor Tracking*, dated 10-29-2019.
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. Pursuant to 42 U.S.C. 7132(a) the Deputy Secretary shall act for and exercise the functions of the Secretary during the absence or disability of the Secretary or in the event the office of Secretary becomes vacant. The following officials, in the order indicated, will act as Secretary of Energy in the event of the absence or disability of the Secretary and the Deputy Secretary, until the absence or disability ceases or, in the case of a vacancy, until a successor is appointed.
  - a. Under Secretary (for Infrastructure);
  - b. Under Secretary for Nuclear Security and Administrator, National Nuclear Security Administration;
  - c. Under Secretary for Science (and Innovation);
  - d. Secretary of Energy's Chief of Staff
  - e. General Counsel;
  - f. Chief Financial Officer;

- g. Principal Deputy Administrator, National Nuclear Security Administration;
  - h. Deputy Administrator for Defense Programs, National Nuclear Security Administration;
  - i. Deputy Administrator for Defense Nuclear Nonproliferation, National Nuclear Security Administration;
  - j. Director, Office of Cybersecurity, Energy Security, and Emergency Response;
  - k. Assistant Secretary for Environmental Management;
  - l. Senior Advisor, Office of Environmental Management;
  - m. Assistant Secretary for Energy Efficiency and Renewable Energy;
  - n. Assistant Secretary for Electricity;
  - o. Assistant Secretary for Nuclear Energy;
  - p. Assistant Secretary for Fossil Energy and Carbon Management;
  - q. Assistant Secretary for Congressional and Intergovernmental Affairs;
  - r. Assistant Secretary for International Affairs;
  - s. Director, Grid Deployment Office;
  - t. Director, Office of Science;
  - u. Manager, Sandia Field Office, National Nuclear Security Administration;
  - v. Manager, Savannah River Operations Office;
  - w. Manager, Oak Ridge Field Office; or.
  - x. Manager, Argonne Field 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 to the next position that is incumbered by an individual who is not serving 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 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 four (4) 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: Presidential Policy Directive/PPD-40, dated July 15, 2016.
  - c. Federal Continuity Directive 1, Federal Executive Branch National Continuity Programs, dated January 17, 2017.
  - d. White House Letter (S) with attachment (U), dated July 13, 2004, from Andrew H. Card, Jr., Assistant to the President and Chief of Staff.
  - e. DOE O 150.1, *Continuity Programs* current version.
  - f. 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.



JENNIFER GRANHOLM  
Secretary of Energy