

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

NOTICE

DOE N 1100.32A

6-10-93
EXPIRES: 6-10-94

SUBJECT: DEPARTMENTAL ORGANIZATION AND MANAGEMENT

DOE N 1100.32, DEPARTMENTAL ORGANIZATION AND MANAGEMENT, of 4-1-93, which announced my changes in the Departmental organization structure is hereby superseded. Effective immediately, the Departmental organization structure reflected in the chart at Attachment 1 has been approved. To accomplish this organization concept, Departmental components and functions are realigned as described below. Principal objectives of the new concept are to:

- Make clearer assignments of responsibility.
- Establish a more streamlined and mission oriented Headquarters structure.
- Have internal oversight, management, and central staff functions report directly to the Office of the Secretary;
- Structure line programs and related functions to form three areas of mission responsibility comprised as follows:
 - Energy Programs;
 - Science and Technology Programs; and
 - Weapons/Waste Cleanup Programs and related functions.
- Assign to Headquarters the primary responsibility for program and policy development, planning, guidance, and oversight.
- Assign clear responsibility for daily operations to field elements which will participate in the formulation of program plans and development of Departmental policy.
- Define the day-to-day management oversight roles of the Deputy Secretary and the Under Secretary with respect to specific organizations comprising the Energy programs, the Science and Technology Programs, and the Weapons/Waste Cleanup Programs.

REPORTING TO THE OFFICE OF THE SECRETARY

1. Maintain current Office of Inspector General.
2. Expand the role and functions of the Office of General Counsel by realigning the Economic Regulatory Administration as a separate component within the Office of General Counsel.

DISTRIBUTION:
All Departmental Elements

INITIATED BY:
Office of Administration and
Management

3. An Assistant Secretary for Congressional, Intergovernmental, and International Affairs consisting of the following components:
 - a. The current Assistant Secretary for Congressional, Intergovernmental and Public Liaison organization, except the consumer and public liaison functions which are reassigned to the Office of Public and Consumer Affairs.
 - b. International affairs functions of the former Assistant Secretary for Domestic and International Energy Policy, except the international energy policy function noted below.
4. Retitle the current Office of Public Affairs as the Office of Public and Consumer Affairs, and reassign the functions and staff of the Office of Consumer and Public Liaison from the current Office of the Assistant Secretary for Congressional, Intergovernmental and Public Liaison.
5. A new Assistant Secretary for Policy, Planning and Program Evaluation comprised of the following components:
 - a. Policy, planning, and analysis and international energy policy segments of the current Office of the Assistant Secretary for Domestic and International Energy Policy.
 - b. Energy emergency planning and analysis activities from the former Office of Emergency Planning and Operations.
 - c. A new Program Evaluation function to be created with responsibility for establishing program evaluation criteria.
6. A new Assistant Secretary for Human Resources and Administration comprised of the following components:
 - a. The current Office of Procurement, Assistance and Program Management, except the program/project management and control functions which will be reassigned to the Office of the Associate Deputy Secretary for Field Management.
 - b. All of the current Office of Administration and Management, except the following:
 - (1) Office of Scientific and Technical Information which will be reassigned to report to the new Office of Science Education and Technical Information in the Science and Technology Programs area; and
 - (2) Facilities and energy management functions from the Office of Organization, Resources and Facilities Management which will be reassigned to the Office of the Associate Deputy Secretary for Field Management.

7. Realign the Board of Contract Appeals into the current Office of Hearings and Appeals as an independent, separate component within the Office for rendering decisions pertaining to contract disputes and related issues.
8. Maintain current Office of Chief Financial Officer.
9. Expand the role of the current Office of the Assistant Secretary for Environment, Safety and Health to include the following responsibilities. (Separate organizational units will be established to assure that the oversight function remains independent of policy and standards development.)
 - (1) Nuclear Safety Policy and Standards activities from the Office of the Assistant Secretary for Nuclear Energy.
 - (2) Former independent Office of Nuclear Safety in its entirety.
 - (3) Transfer the Defense Nuclear Facilities Safety Board liaison function from the current Office of Departmental Representative to the Defense Nuclear Facilities Safety Board.
10. A new Office of Economic Impact and Diversity is established to provide greater focus and visibility to small and disadvantaged business outreach, to assure consideration of all views in our decisionmaking, and to ensure a diversified workforce. The new office includes:
 - a. All of the current, separate Offices of Minority Economic Impact and Small and Disadvantaged Business Utilization.
 - b. All of the current Office of Civil Rights from the Office of Administration and Management.
11. A new Office of the Associate Deputy Secretary for Field Management is established to report to the Office of the Secretary with responsibility for:
 - 1) strategic planning for all field elements and management coordination and oversight of the multi-purpose Operations Offices, including assignment of work, resource allocations, infrastructure requirements, and landlord responsibilities;
 - 2) policy development consistent with transfer of functions, as identified below;
 - and 3) followup on contractor employee complaints of reprisal.
 - a. To accomplish this role, the following functions will be transferred to the Office of the Associate Deputy Secretary for Field Management:
 - (1) The program/project management and control functions (current Business Management Review functions are being redirected) will be transferred from the Office of

Procurement, Assistance and Program Management and the facilities, real property, and utility/energy management functions from the Office of Administration and Management;

- (2) The management of infrastructure resources functions will be transferred from the Deputy Science and Technology Advisor for Civilian Laboratories, Office of Energy Research; and

(3) The Office of Contractor Employee Protection responsible for the administrative and investigative activities required to followup on contractor employee complaints of reprisal.

- b. A title change from DOE Field Office to Operations Office is consistent with the intended role of the following offices in matrix support of two or more Program Management organizations.

- (1) Albuquerque Operations Office;
- (2) Chicago Operations Office;
- (3) Idaho Operations Office;
- (4) Nevada Operations Office;
- (5) Oak Ridge Operations Office;
- (6) Richland Operations Office;
- (7) San Francisco Operations Office; and
- (8) Savannah River Operations Office.

12. ADVISORY COMMITTEES. As directed by the President's Executive Order on "Termination and Limitation of Federal Advisory Committees," a review of all currently chartered DOE committees is being conducted, and a report on this assessment will be submitted to the Office of Management and Budget by mid-June 1993. Pending a decision on the disposition of each of the current DOE boards and committees, activities of the Secretary of Energy Advisory Board and all related Task Forces are being suspended. The Office of the Secretary of Energy Advisory Board which has performed staff support to the Secretary and oversight of the Board and Task Forces will be reassigned to the Assistant Secretary for Human Resources and Administration.

REPORTING TO THE DEPUTY SECRETARY - ENERGY PROGRAMS

- 1. The Energy Programs area of mission responsibility encompasses Departmental energy research, development, demonstration, and information programs which have near-term application.

2. Specific organizations are as follows:

- a. Organizations reassigned without change at this time, are:
 - (1) Office of the Assistant Secretary for Fossil Energy;
 - (2) Office of Civilian Radioactive Waste Management; and
 - (3) Energy Information Administration.
- b. Retitle the Assistant Secretary for Conservation and Renewable Energy to Assistant Secretary for Energy Efficiency and Renewable Energy and reassign oversight of all Power Marketing Administrations, as described below.
- c. Office of the Assistant Secretary for Nuclear Energy, retitled the Office of Nuclear Energy, except the Idaho and Oak Ridge Operations Offices which are reassigned to report to the Office of the Associate Deputy Secretary for Field Management and the nuclear safety policy and standards functions being reassigned to the Assistant Secretary for Environment, Safety and Health as discussed previously. ~~The structural relationship of the Naval Reactors Program within the Office and the Department, and the responsibilities, policies, practices, and activities of this Program remain unchanged.~~
- d. The Alaska, Bonneville, Southeastern, Southwestern, and Western Area Power Administrations will report to the Office of the Deputy Secretary which will provide management oversight.

REPORTING TO THE UNDER SECRETARY

SCIENCE AND TECHNOLOGY PROGRAMS

1. The Science and Technology Programs area of mission responsibility represents the Department's role in meeting the Nation's future science and technology needs. In addition to direct management of research, development, and scientific information programs, there is a major responsibility for the effective planning, utilization, and management oversight of the Department's research and development laboratories.
2. Specific organizations are as follows:
 - a. An Office of Energy Research, except the Chicago and San Francisco Operations Offices which are reassigned to report to the Office of the Associate Deputy Secretary for Field Management and the activities transferred below, will continue responsibility for management of assigned research programs and for advising the Secretary on research and development matters.

- b. A new Office of Science Education and Technical Information is established by transfer of the University and Science Education Programs from the Office of Energy Research and transfer of the Office of Scientific and Technical Information from the Office of Administration and Management.
- c. A new Office of Laboratory Management is established by transfer of responsibilities for institutional policy and oversight and other functions related to utilization of the Department's multi-program laboratories as follows:
 - (1) Institutional planning and coordination responsibility for specific laboratories from Defense Programs, Nuclear Energy, Environmental Restoration and Waste Management, and Energy Research;
 - (2) Broad laboratory policy, planning, coordination, and liaison functions of the Office of Deputy Science and Technology Advisor (Defense) from the Office of the Assistant Secretary for Defense Programs; and
 - (3) All functions of the Office of Technology Utilization and the Science and Technology Advisor for Civilian Laboratories, except management of infrastructure resources functions which will be transferred to the Office of the Associate Deputy Secretary for Field Management, from the Office of Energy Research.

WEAPONS/WASTE CLEANUP PROGRAMS

- 1. The Weapons/Waste Cleanup Programs area of mission responsibility includes:
 - a. Program management of the nuclear weapons research, development, testing, and production; nuclear waste cleanup; and site environmental restoration;
 - b. Related National security and operational support to program management;
- 2. Specific organizations are as follows:
 - a. Current Assistant Secretary for Defense Programs with the following changes:
 - (1) Albuquerque, Nevada, and Savannah River Operations Offices will report to the Office of the Associate Deputy Secretary for Field Management as described above; and

- (2) Specific functions of the Office of Deputy Science and Technology Advisor (Defense) are transferred to the Office of Laboratory Management, as described above.
- b. Current Assistant Secretary for Environmental Restoration and Waste Management, except the Richland Operations Office which is being reassigned to report to the Office of the Associate Deputy Secretary for Field Management.
- c. A new Office of Intelligence and National Security is established by consolidating the following organizations, functions, and activities:
 - (1) All of the current Offices of Arms Control and Nonproliferation, Security Affairs, and Intelligence;
 - (2) Functions and activities associated with operational emergency planning and the management of the Emergency Operations Center from the former Office of Emergency Planning and Operations.

IMPLEMENTATION

Approved changes will be implemented as quickly as practicable under the guidance and direction of the Assistant Secretary for Human Resources and Administration who will develop a timetable for accomplishing the task and keep me informed of the progress being made. During implementation, some of the functions described above may be adjusted as a result of further review.

One important element of the implementation task is the distribution of management, support, and other indirect staff positions, not specifically distributed in the actions above, but which are affected by the reassignment of major functions and/or program elements. In this effort, I expect the Assistant Secretary for Human Resources and Administration to have the lead.

However, I also expect that all Secretarial Officers will review their respective organizations and use of staff resources. This should include tasks to clarify missions and functions, streamline internal organization structures, and eliminate overlaps to assure a sharper focus on mission accomplishment and more efficient use of staff resources. Revised full-time-equivalent (FTE) allocations will be issued for each of the successor organizations as soon as possible after resolution of questions on distribution of staff resources arising during the implementation process. Reporting relationships of field elements, other than Operations Offices and Power Marketing Administrations, as described above, are not affected by this

action. However, it is my intent to request that the Assistant Secretary for Human Resources and Administration, in cooperation with other Offices, conduct reviews of all such reporting and administrative support arrangements as soon as possible to determine whether there are more effective management alternatives to be considered and if more efficient use of staff resources is possible. Until these reviews are completed, I expect that field managers will examine their internal organization structures, including use of staff resources, and propose changes to make them more mission oriented, streamlined, and consistent with programmatic redirection.

Issuance of this Notice cancels Secretary of Energy Notices (SEN), SEN-6E-92, DEPARTMENTAL ORGANIZATIONAL AND MANAGEMENT ARRANGEMENTS, of 2-21-92; SEN-10G-92, AUTHORITIES AND RESPONSIBILITIES OF THE DEPUTY SECRETARY AND UNDER SECRETARY, of 4-10-92; SEN-23-90, SUPPORT FOR SCIENCE, MATHEMATICS AND ENGINEERING EDUCATION, of 5-21-90; and SEN-33-91, DEPARTMENTAL MANAGEMENT OF SCIENCE AND TECHNOLOGY, of 7-15-91.

A review of all current Departmental Directives (Orders, Notices, and Secretary of Energy Notices) will be coordinated by the Assistant Secretary for Human Resources and Administration to assure that necessary modifications are made.

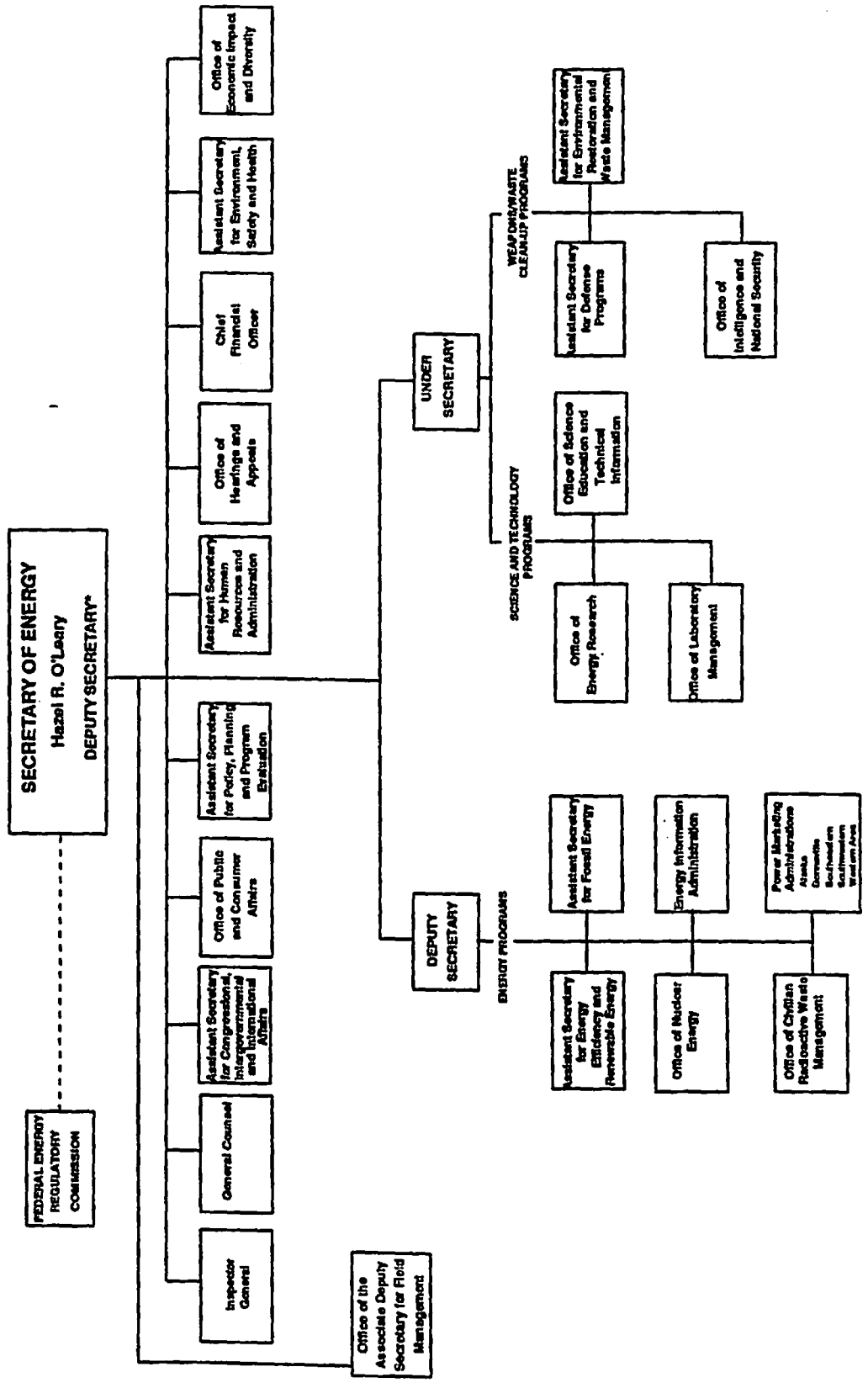
A table showing the realignment of organization elements and functions from the old to the new structure is at Attachment 2.

BY ORDER OF THE SECRETARY OF ENERGY:



LINDA G. SYE
Acting Director
Administration and Management

DEPARTMENT OF ENERGY



* Deputy Secretary oversees Energy Programs and serves as Chief Operating Officer of the Department within the Office of the Secretary.

ORGANIZATIONAL REALIGNMENTS

<u>Present Organization/ Function</u>	<u>New Reporting Organization</u>
<i>Office of the Secretary/ Deputy Secretary</i>	<i>Office of the Secretary/ Deputy Secretary</i>
<i>Office of the Under Secretary</i>	<i>Office of the Under Secretary</i>
<i>Federal Energy Regulatory Commission</i>	<i>Federal Energy Regulatory Commission</i>
<i>Office of Inspector General</i>	<i>Office of Inspector General</i>
<i>Office of Nuclear Safety</i>	<i>Assistant Secretary, Environment, Safety and Health</i>
<i>Office of the Secretary of Energy Advisory Board</i>	<i>Assistant Secretary, Human Resources and Administration</i>
<i>Office of Scheduling and Logistics</i>	Abolished (Function to be performed in the Office of the Secretary) <u>1/</u>
<i>Assistant Secretary, Conservation and Renewable Energy</i>	<i>Assistant Secretary, Energy Efficiency and Renewable Energy</i> (Title change)
- Power Marketing Administrations	Report to the Deputy Secretary
<i>Assistant Secretary, Domestic and International Energy Policy</i>	Title abolished
- Policy, Planning and Implementation	<i>Assistant Secretary, Policy, Planning and Program Evaluation</i>
- Economic and Environmental Policy	<i>Assistant Secretary, Policy, Planning and Program Evaluation</i>
- Deputy Assistant Secretary, Technology Cooperation	Title abolished
. Technology Policy <u>Functions</u>	<i>Assistant Secretary, Policy, Planning and Program Evaluation</i>
. International Technology Cooperation <u>Functions</u>	<i>Assistant Secretary, Congressional, Intergovernmental and International Affairs</i>

1/ FTE savings and personnel to be redeployed.

- Deputy Assistant Secretary, International Affairs	No Change in title
. International energy policy functions	Assistant Secretary, Policy, Planning and Program Evaluation
. All remaining International Affairs functions	Assistant Secretary, Congressional, Intergovernmental and International Affairs
- Export Assistance	Abolished (Department of Commerce function) 1/
- Office of Resource Management	Transfer staff and resources to Asst. Secretary organizations to which other functions are assigned 1/
Assistant Secretary, Congressional, Intergovernmental and Public Liaison	Assistant Secretary, Congressional, Intergovernmental and International Affairs
- Consumer and Public Liaison Office	Office of Public and Consumer Affairs
- All remaining organizations and functions	Assistant Secretary, Congressional, Intergovernmental and International Affairs
Assistant Secretary, Fossil Energy	Assistant Secretary, Fossil Energy
Office of General Counsel	Office of General Counsel
Office of Energy Research	Office of Energy Research
- Deputy Science and Technology Advisor for Civilian Labs	
. Management of Infrastructure Resources Functions	Office of the Associate Deputy Secretary for Field Management
. All remaining Science and Technology Advisor for Civilian Labs functions	Office of Laboratory Management
- Office of Technology Utilization	Office of Laboratory Management
- Office of Space	Abolished (Space programs coordination function to be absorbed into Office of Director of Energy Research) 1/

- Office of University and Science
Education Programs

**Office of Science Education and Technical
Information**

- DOE Field Offices

Retitled as Operations Offices reporting
to the Associate Deputy Secretary for
Field Management

. DOE Chicago Field Office

- Chicago Operations Office

. DOE San Francisco Field Office

- San Francisco Operations Office

- All remaining organizations and
functions

Office of Energy Research

Energy Information Administration

Energy Information Administration

Office of Minority Economic Impact

Office of Economic Impact and Diversity

***Office of Procurement, Assistance
and Program Management***

- Associate Director for Program/
Project Management and
Control

Title abolished, with functions
reassigned to the Office of the
Associate Deputy Secretary for
Field Management (Business Management
Review function is being redirected.)

- All remaining organizations and
functions

**Assistant Secretary, Human Resources
and Administration**

Office of Public Affairs

Office of Public and Consumer Affairs

Economic Regulatory Administration

Office of General Counsel

Office of Hearings and Appeals

Office of Hearings and Appeals

***Office of Small and Disadvantaged
Business Utilization***

Office of Economic Impact and Diversity

Board of Contract Appeals

**Office of Hearings and Appeals, as an
Independent Board**

***Assistant Secretary, Defense
Programs***

Assistant Secretary, Defense Programs

- Specific functions of the
Office of Deputy Science and
Technology Advisor (Defense)

Office of Laboratory Management

- DOE Field Offices

- . DOE Albuquerque Field Office
- . DOE Nevada Field Office
- . DOE Savannah River Field Office
- . Savannah River Restart
Special Projects Office

- All remaining organizations and
functions

Assistant Secretary, Nuclear Energy

- Office of Nuclear Safety
Policy and Standards
- DOE Field Offices

- . DOE Idaho Field Office
- . DOE Oak Ridge Field Office
- All remaining organizations and
functions

***Assistant Secretary, Environment,
Safety and Health***

***Assistant Secretary, Environmental
Restoration and Waste Management***

- DOE Field Office
- . DOE Richland Field Office
- All remaining organizations and
functions

Retitled as Operations Offices reporting
to the Associate Deputy Secretary for
Field Management

- Albuquerque Operations Office
- Nevada Operations Office
- Savannah River Operations Office
- Savannah River Operations Office

***Assistant Secretary, Defense
Programs***

Title abolished

***Assistant Secretary, Environment,
Safety and Health***

Retitled as Operations Offices reporting
to the Associate Deputy Secretary for
Field Management

- Idaho Operations Office
- Oak Ridge Operations Office

Office of Nuclear Energy. (Upon
establishment of the Uranium Enrichment Corp.
on or about 7-1-93, the current DOE Uranium
Enrichment organization will be modified.)
The structural relationship of the Naval
Reactors Program within the Office and the
Department, and the responsibilities,
policies, practices, and activities of that
Program, remain unchanged.

***Assistant Secretary, Environment,
Safety and Health***

***Assistant Secretary, Environmental
Restoration and Waste Management***

Retitled as an Operations Office reporting
to the Associate Deputy Secretary for
Field Management

- Richland Operations Office

***Assistant Secretary, Environmental
Restoration and Waste Management***

**Office of Civilian Radioactive
Waste Management**

**Office of Civilian Radioactive
Waste Management**

Office of New Production Reactors

Office has been abolished concurrent with transfer of all encumbered positions and closeout responsibilities.

Office of Intelligence

**Office of Intelligence and
National Security 2/**

**Office of Arms Control and
Nonproliferation**

**Office of Intelligence and
National Security 2/**

Office of Security Affairs

**Office of Intelligence and
National Security 2/**

**Office of Departmental Representative
to the Defense Nuclear Facilities
Safety Board**

**Assistant Secretary, Environment, Safety
and Health** - responsibility for
coordination and general oversight of
interactions with the Board.

Office of Chief Financial Officer

Office of Chief Financial Officer

**Office of Administration and
Management**

**Assistant Secretary, Human Resources
and Administration**

- Facilities Management and Energy
Management and Facilities
Evaluation Divisions from the
Office of Organization,
Resources and Facilities
Management

**Office of the Associate Deputy
Secretary for Field Management**

- Office of Civil Rights
- Office of Scientific and
Technical Information
- All remaining organizations
and functions

Office of Economic Impact and Diversity

**Office of Science Education and
Technical Information**

**Assistant Secretary for Human Resources
and Administration**

**Office of Emergency Planning and
Operations**

Title abolished

- Office of Emergency Response
and Preparedness

**- Office of Intelligence and National
Security**

2/ Consolidate administrative support staff for FTE savings/personnel redeployment.

- Energy Emergency Planning functions 3/
- Energy Emergency Operations functions 3/
- Resource Management and Overhead Staff

Office of Contractor Employee Protection

- ***Assistant Secretary, Policy, Planning and Program Evaluation***
- ***Assistant Secretary, Policy, Planning and Program Evaluation***
- To be distributed to successor organizations

Office of the Associate Deputy Secretary for Field Management

3/ FTE savings to be realized from elimination of redundant analytical capabilities; personnel reassigned.

DESIGNATION OF ORGANIZATIONAL LEADERSHIP

Effective June 10, 1993, the following individuals are heads of their organizations or have been designated to serve as acting heads of their organizations as indicated until further notice:

Under Secretary of Energy	Thomas P. Grumbly (Acting)
Chief Financial Officer	Elizabeth E. Smedley (Acting)
Civilian Radioactive Waste Management	Lake H. Barrett (Acting)
Congressional, Intergovernmental and International Affairs	Elizabeth A. Cecchetti (Acting)
Defense Programs	Everet H. Beckner (Acting)
Economic Impact and Diversity	Leonel V. Miranda (Acting)
Energy Efficiency and Renewable Energy	Robert L. San Martin (Acting)
Energy Information Administration	Lawrence A. Pettis (Acting)
Energy Research	James F. Decker (Acting)
Environment, Safety and Health	Peter N. Brush (Acting)
Environmental Restoration and Waste Management	Thomas P. Grumbly
Field Management	Donald W. Pearman, Jr. (Acting)
Fossil Energy	Jack S. Siegel (Acting)
General Counsel	Eric J. Fygi (Acting)
Hearings and Appeals	George B. Breznay
Human Resources and Administration	Linda G. Sye (Acting)
Inspector General	John C. Layton
Intelligence and National Security	John G. Keliher
Laboratory Management	Antionette G. Joseph (Acting)
Nuclear Energy	Edson C. Brolin (Acting)
Policy, Planning and Program Evaluation	Susan F. Tierney
Public and Consumer Affairs	Michael G. Gauldin
Science Education and Technical Information	Richard E. Stephens (Acting)