

U.S. Department of Energy

Washington, D.C.

ORDER

DOE 1323.4C

4-24-87

SUBJECT: WEEKLY REPORT TO THE SECRETARY

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1. PURPOSE. To outline the procedures for submitting reports to inform the Secretary of major events occurring, or major actions taken, within the Department of Energy (DOE).
 2. CANCELLATION. DOE 1323.4B, WEEKLY REPORT TO THE SECRETARY, of 4-3-85.
 3. REFERENCE. DOE 1325.1A, CORRESPONDENCE MANUAL, of 6-18-81, which outlines the standard procedures for processing correspondence within the Department.
 4. OBJECTIVE. A weekly report shall be used to inform the Secretary of major events and developments within the Department. The Weekly Report to the Secretary is an excellent and timely vehicle for communicating matters of importance to senior levels within the Department.
 5. REPORT CONTENTS.
 - a. Contents. Reports shall be limited to major accomplishments and topics of significant interest such as the following:
 - (1) Accomplishments:
 - (a) Scientific breakthroughs;
 - (b) Startup or completion of a major facility;
 - (c) Completion of an engineering or safety test;
 - (d) Completion of Environmental Impact Statements;
 - (e) Elimination of major regulations;
 - (f) International agreements; and
 - (g) Major management actions.
 - (2) Topics of Significant Interest:
 - (a) Program decisions;
 - (b) Studies;

DISTRIBUTION:
All Departmental Elements

INITIATED BY:
Office of the Executive
Secretariat

- (c) Reports;
- (d) Meetings; and
- (e) Visits.

b. General. The following general information, when applicable, shall be included for each reported event and accomplishment:

- (1) Date started;
- (2) Date completed; and
- (3) Location of event.

6. FORMAT AND COPY REQUIREMENTS.

a. General. The following format and copy requirements apply to the preparation of the weekly reports to the Secretary.

- (1) Type the report on plain bond paper, block style typing, with capitalized and underlined headings. Reports should utilize lead-in headings. Forward reports using standard transmittal procedures.
- (2) After each item include in parentheses the name, routing symbol, and telephone number of the person from whom additional information may be obtained.
- (3) Reports shall be prepared in the format shown in Attachment 1, and written in a style that is concise, logical, and understandable to those without specific technical background. Discussions should be factual and reach a "bottom-line" conclusion.
- (4) Headquarters organizations shall submit original reports with two copies. Field organizations shall use telecommunications to transmit reports. All transmittals are to be addressed to the Secretary and are to be submitted to the Office of the Executive Secretariat.

b. Exception. The following format as shown in Attachment 2 is for electronic mail system users as the software used for the electronic mail system does not permit underlining:

- (1) Enter heading in solid caps.
- (2) Fill the line directly below the heading with hyphens (-) for the length of the heading.
- (3) The next line remains blank.
- (4) Text begins on third line below the heading.

7. PROCEDURES.

- a. Weekly reports shall be submitted to the Office of the Executive Secretariat, MA-292, Room 7E-054, no later than noon each Friday, or noon the preceding Thursday in the event Friday is a holiday.
 - b. In those instances where classified information is involved, two separate versions of the Weekly Report to the Secretary shall be prepared. This will assure that careful control is maintained over classified information while providing wide dissemination of those information items which are unclassified.
 - c. Weekly reports shall be signed by Heads of Departmental Elements, including titles.
 - d. Organizations responsible for field elements shall consolidate such information rather than submit separate reports.
 - e. Negative reports are required.
8. EARLY WARNING ITEMS. As outlined in Chapter IV, DOE 1325.1A, CORRESPONDENCE MANUAL, of 6-18-81, the Alert Bulletin (see Attachment 3) shall be used to report any information which may be needed by top levels of management before a more formal report can be made. The use of an Alert Bulletin does not obviate any other requirements for a report.

BY ORDER OF THE SECRETARY OF ENERGY:



HARRY L. PEEBLES
Director of Administration

WEEKLY REPORT EXAMPLE

(plain bond)

(Date)

Weekly Report for (appropriate program area)

CURRENT

- o
..... Short paragraph summaries of
..... major events and developments.
..... (A. B. Green, DP-1, 586-1234)
- o
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.....
.....
..... (E. F. White, DP-24, 586-2345)

FUTURE (If appropriate)

- o
.....
.....
..... (G. H. Black, DP-20, 586-4567)
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..... (I. J. Grey, DP-2, 586-5678)

C. J. Cooper
Assistant Secretary for
Defense Programs

WEEKLY REPORT EXAMPLE

(plain bond)

(Date)

Weekly Report for (appropriate field element)

CURRENT

0 Short paragraph summaries of
.....major events and developments.
.....(A. B. Green, AMAA, FTS 972-1234)

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.....
.....
.....(E. F. White, DMED, FTS 972-2345)

FUTURE (If appropriate)

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.....
.....
.....(G. H. Black, BAO, FTS 972-4567)

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.....
.....(I. J. Grey, AA, FTS 972-5678)

C. J. Cooper, Manager
Chicago Operations Office

ALERT BULLETIN



DEPARTMENT OF ENERGY
ALERT BULLETIN

Opposition to Nuclear Power. Citizens for Peace will demonstrate in front of Savannah Area Office on 4-20-83. Expected group - 100 to 300 citizens from Pohunk, SC area. (DP-100.1:ABDeKay:586-5075:4-19-83).

