The **Policy Portal** application is an enterprise content and document management system for policies and procedures that allows us to organize Directives, Delegations, and other requirements information simply and quickly in a secure, robust environment.

Documents are organized by number, subject, source, issue date, and relevance—and the Policy Portal lets us craft the pathways for browsing and searching that makes the most sense for employees, managers, and contractors throughout the Department.

The Portal keeps track of all Directives and Delegations versions and changes. The system tracks the full life-cycle of every document, from issuance to final cancellation. With a fully indexed and searchable archive, users can easily identify all of the policies that were in effect on any given day.
The new home page uses a simplified design that highlights the primary components of the site: Directives, Regulations, and Requirements.

Links to lists of the most recent updates and news items are here along with a link to sign up for Email Alerts.

The toolbar at right provides easy access to operations and resources frequently used by writers, ACs, and managers.
The toolbar available at the right side of every page is a series of links to familiar material related to directives and delegations. In order from the top are links to

- RevCom, the online review, comment, and approval system for draft DOE directives. You can sign in here to review documents

- Directives tools, useful material for directives writers, DPCs and subject matter experts, including how directives are processed and a collection of templates for document development

- References that link users to Technical Standards and NNSA supplemental directives, DOE forms, lists of Directives Review Board members and additional government publications

- Delegation procedures for delegating and re-delegating DOE management authorities

- IPT Members Area is used by groups to review and discuss changes that need to be made to directives. This area can only be accessed with a username and password.

- Help where you can find information about searching portal content and review FAQs

Click on the tools to explore content for each
Finding Documents

On the home page, select one of the main topics, which will take you to a table displaying the content of that section. Selecting Directives will take you to the current list of directives with a link to the archives; selecting Guidance will take you to the current list of DOE Guides with a link to the archives; selecting Delegations will take you to the DOE Organization chart with a link to each offices delegations.
Finding Documents

There are three ways to locate documents on this site.

Enter a document number or text and select the status and issuing organization to quickly search the collections.

Select **Advanced Search** to narrow your search using advanced criteria.

Select **Directives** or **Delegations** to browse the document collections.

The Directives Program oversees the maintenance and development of directives established as the primary means to set, communicate, and institutionalize policies, requirements, and responsibilities for Department of Energy (DOE) elements and contractors. Directives facilitate the achievement of DOE’s strategic and operational goals, while ensuring safe, secure, efficient, cost-effective operations and compliance with applicable legal requirements.

The Delegations Program serves as the central point of contact for the development and maintenance of DOE delegations and designations of authorities necessary to run the Department of Energy. These authorities stem from laws; statutes; Executive Orders or proclamations; and regulations issued by other executive branch agencies [such as the Office of Management and Budget (OMB), the Office of Personal Management (OPM), and the Government Accountability Office (GAO)].
The faceted browsing combines the browsing options into a single-page user interface. You can narrow the selection through the faceted browse criteria located on the left side of the screen. Archived directives can be accessed by selecting the Archives tab.

DIRECTIVES

Current Directives List

Directives are the Department of Energy's primary means of establishing policies, requirements, responsibilities, and procedures for Departmental elements and contractors. Please note: Department of Energy Guides can be found on the Guidance tab.

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>Type</th>
<th>OPI</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOE O 100.1E Chg 3 (MinChg)</td>
<td>Secretarial Succession, Threat Level Notification, and Successor Tracking</td>
<td>Order</td>
<td>NA - National Nuclear Security Administration</td>
<td>Oct 29, 2019</td>
</tr>
<tr>
<td>DOE P 112.1</td>
<td>DOE Roles and Responsibilities - National Laboratories</td>
<td>Policy</td>
<td>S - Office of the Secretary</td>
<td>Nov 23, 2016</td>
</tr>
<tr>
<td>DOE O 130.1</td>
<td>Budget Formulation</td>
<td>Order</td>
<td>CF - Office of the Chief Financial Officer</td>
<td>Sep 29, 1995</td>
</tr>
<tr>
<td>DOE O 135.1A</td>
<td>Budget Execution Funds Distribution and Control</td>
<td>Order</td>
<td>CF - Office of the Chief Financial Officer</td>
<td>Jan 09, 2006</td>
</tr>
<tr>
<td>DOE O 137.1B</td>
<td>Plan for Operating in the Event of a Lapse in Appropriations</td>
<td>Order</td>
<td>CF - Office of the Chief Financial Officer</td>
<td>Jan 19, 2018</td>
</tr>
<tr>
<td>DOE P 140.1</td>
<td>Natural Resource Damage Assessment Cooperation and Integration</td>
<td>Policy</td>
<td>EM - Office of Environmental Management</td>
<td>Jun 19, 2012</td>
</tr>
</tbody>
</table>
Delegations can be accessed by clicking on the organizations title from the organization chart. The Current tab will take you to a faceted browse page with all current delegations.
In addition to the basic information (author, status, publication date, etc.) the tabs at right provide additional data:

- Related documents
- History (previous versions that have been canceled)
- Exemptions
- Invoked Technical Standards

You can submit feedback on current directives.
• Click on the History tab and choose Show All

• The diagram shows previous versions and cancellations and provides links to the canceled (archived) documents
The search box is in the upper right corner anywhere on the site. Use quotation marks and the AND and OR operators to make your search more restrictive.

Click on Advanced Search when you have specifics for your inquiry:

- You can narrow or expand your search based on the criteria you select from the options available.
- Select a Document Status collection (current, archive or draft; or rescinded). You can choose more than one.
- Select a Document Type. You can choose one or more document or delegation types.
- The following are optional but will help to refine your search:
  - Enter text of interest (use AND/OR to combine multiple words).
  - Enter a document title.
  - Enter all or part of a document number (e.g., entering 251 would return documents in that series; DOE O 251.1C would return that directive).
  - Select an office of primary interest (OPI) to find all documents produced by that organization. You can choose more than one.
  - Enter dates to limit your search to a specific time period.
Faceted search/navigation/browsing (at left of the document listing) allows you to set limits on the list that is being displayed. You will be "filtering" the list.

- Choose one or more of the Document Types (Order, Guide, Manual, Policy, Notice, Justification Memo, Certification Memo). Everything not selected will be filtered out of the list.

- You can select a directive number series. When you choose a series, the list includes only that number series.

- Narrow your list by Issue Date within a specific time period.

- You can narrow your search by choosing one or more Subjects.

- Or you can limit the list to documents produced by a particular office (OPI).

- You can include or exclude documents subject to Defense Nuclear Facilities Safety Board review or containing Contractor Requirements Documents.

- As you filter your search, you will see the list of documents change to accommodate your filters. You can remove some or all of the filters in the last box to revise or you can choose Remove all.
• Find information about searching the site and a list of frequently asked questions

• Find additional information about navigating the portal
Troubleshooting

• Direct questions and comments about the Portal to
  DOEdirectives@hq.doe.gov

• Direct technical questions to
  support@doxcelerate.com
  505-663-1302
Delegations and Re-delegations for an individual Delegation Order (i.e., Delegated to and Re-delegated from) will be displayed under the Re-delegations tab.
Support – Telephone and E-mail Support

Program and Technical Support available via phone and e-mail.