



Department of Energy  
National Nuclear Security Administration  
Washington, DC 20585



October 21, 2015

**JM Chronology**  
JM RECEIVED 10/22/15  
OUT FOR REVIEW 10/26/15  
DRB DISCUSSION 11/5/15

MEMORANDUM FOR: RANDALL HENDRICKSON  
ASSOCIATE ADMINISTRATOR  
FOR MANAGEMENT AND BUDGET

THROUGH: INGRID KOLB  
DIRECTOR  
OFFICE OF MANAGEMENT

FROM: LAURA SMILEY   
DIRECTOR, OFFICE OF INTERNATIONAL OPERATIONS

SUBJECT: Notice of Intent to Revise DOE Order 313.1, *Management, and Funding of the Department's Overseas Presence*

**PURPOSE:** The Office of International Operations proposes to revise DOE Order 313.1, *Management and Funding of the Department's Overseas Presence*. A revision is necessary to incorporate a new funding approach and other administrative changes.

**JUSTIFICATION:** DOE Order 313.1, *Management and Funding of the Department's Overseas Presence*, provides the framework for corporate management of the Department's offices overseas. Over the course of the past five years, this framework has proved effective in raising awareness in all Departmental Program Offices with respect to the overseas presence, and has led to uniform treatment in the hiring, training, managing, and reintegration of those selected to serve the Department in these challenging assignments.

In Fiscal Year 2014, the Department began funding the overseas presence via the Working Capital Fund (WCF) vice *ad hoc*, individual program office contributions. This new WCF funding approach must be reflected in the Order. In addition, lessons learned from managing the overseas presence via the Overseas Presence Advisory Board (OPAB) also need to be reflected in the order.

**IMPACT:** There are no valid external, consensus, or other standards available that can be used in place of DOE Order 313.1. It does not duplicate existing laws, regulations, or national standards and does not create an undue burden on the Department. No additional personnel beyond those currently serving as members of the OPAB and those assigned to the Office of International Operations are required to implement the revised Order. No additional funding is required; the cost of fulfilling ongoing requirements under this Order will not surpass the current budgeted amount.

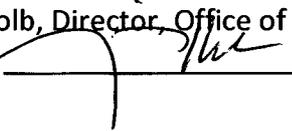
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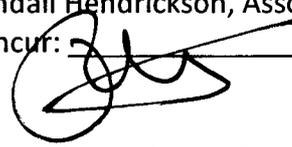
**WRITER:** Laura Smiley, Director, NNSA Office of International Operations. Phone number: 202-586-5778.

**OPI/OPI CONTACT:** NNSA Office of International Operations (NA-MB-70). Primary Contact: Laura Smiley. Phone number: 202-586-5778. Alternate contact is Jacqueline McKisson. Phone number 202-586-3182.

Ingrid Kolb, Director, Office of Management (MA-1):

Concur:  Nonconcur: \_\_\_\_\_ Date: 11-4-2015

Randall Hendrickson, Associate Administrator for Management and Budget (NA-MB-1):

Concur:  Nonconcur: \_\_\_\_\_ Date: 10/01/15

Unless determined otherwise by the Directives Review Board (DRB), writers will have up to 60 days in which to develop their first draft and submit to the Office of Information Resources, MA-90.

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development	Up to 60 days
Review and Comment (RevCom)	30
Comment Resolution	30
Final Review	30

**(NOTE: The standard schedule of up to 150 days will be used unless otherwise specified by the Directives Review Board.)**