**For Additional Information, Refer to:**

**[SD 251.1B,](https://directives.nnsa.doe.gov/supplemental-directive/sd-0251-0001-b) *[Directives Management](https://directives.nnsa.doe.gov/supplemental-directive/sd-0251-0001-b)*[, Attachment 3, Equivalencies and Exemptions](https://directives.nnsa.doe.gov/supplemental-directive/sd-0251-0001-b)**

MEMORANDUM FOR: [TITLE]

(*Recipient depends on requirements explained in SD 251.1B, Attachment 3*)

FROM: [NAME]

 [TITLE] (*Authorizing Official requesting the exemption or equivalency*)

SUBJECT: ACTION: Approve request for (*exemption or equivalency*) to (*directive number and title*)

**ISSUE**: Whether to grant an (*exemption or equivalency*) to (*enter directive number*).

**BACKGROUND**: (*completed by the NNSA organization proposing the exemption or equivalency)*

1. *Insert a section that includes:*
	1. *Requirement for which the equivalency or exemption is being sought*
	2. *Explanation of the equivalency or exemption being proposed*
	3. *Office(s) or site(s) for which the equivalency or exemption is being sought*
	4. *Justification of the reason(s) for the equivalency or exemption*
	5. *Explanation of why the equivalency or exemption is adequate and in the best interests of the government*
	6. *Any increase in risk to health, safety, environment, or security*
	7. *In the case of an exemption, describe any mitigating actions that have been, or will be, taken to provide adequate protection of the public, workers, and the environment for the period during which the exemption will be effective.*
	8. *In the case of an equivalency, indicate when compliance will be achieved.*
	9. *Confirmation that applicable laws or regulations are not violated.*
2. *Insert paragraph summarizing any recommendation or concurrence received:*
	1. *Contractor organizations requesting an exemption or equivalency for a* ***DOE or NNSA Contractor Requirements Document (CRD)*** *must obtain the responsible Field Office Manager’s recommendation that the equivalency or exemption be granted.*
	2. *NNSA organizations requesting an exemption or equivalency for an* ***NNSA directive*** *must obtain the concurrence of the NNSA Office of Primary Interest’s (OPI) Authorizing Official (AO) and, when required, the NNSA Central Technical Authority (CTA).*
	3. *NNSA organizations requesting an exemption or equivalency for a* ***DOE directive*** *must consult with the DOE OPI. Additionally, they must obtain concurrence of the NNSA Functional AO and, when required, the NNSA CTA. It is not necessary to obtain concurrence from the DOE OPI.*

**RECOMMENDATION**: Approve the (*exemption or equivalency*) to *(enter directive number and title)*.

Approve: \_\_\_\_\_\_\_ Disapprove: \_\_\_\_\_\_\_ Discuss: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_