

MEMORANDUM TO DIRECTIVES TEAM, OFFICE OF POLICY AND STRATEGIC PLANNING

FROM:

\_\_\_\_\_  
(Authorizing Official Name)

\_\_\_\_\_  
(Title)

SUBJECT: Designation of Authorizing Official Delegate

This memorandum designates \_\_\_\_\_ as the Authorizing Official Delegate  
(Name)

for \_\_\_\_\_.  
(Organization)

The following Authorizing Official (AO) responsibilities cannot be delegated:

- (1) Approves organization's major comments for DOE/NNSA directives.
- (2) Represents the organization's position when impasses occur.
- (3) Provides resources to draft, revise, or comment on directives within prescribed timeframes.
- (4) Implements new or revised directives.
- (5) Co-signs memoranda with the Director, Office of Policy and Strategic Planning requesting approval from the Administrator to publish NNSA Policies and Supplemental Directives for which the AO is the Office of Primary Interest.

The following AO responsibilities can be delegated to a senior-level direct report (e.g., Chief of Staff, Executive Director, Executive Officer).

- (1) Initiates development or revision of directives for which the organization is responsible in accordance with the requirements in Appendix B of NNSA SD 251.1B, *Directives Management*.
- (2) Approves draft directive before the formal review process is initiated in RevCom.
- (3) Works with the Office of General Counsel and the Office of Acquisition and Project Management in developing Contractor Requirements Documents.
- (4) Reviews directives for which the organization is responsible every 3 years to determine continuing relevance or initiate revision or cancellation.
- (5) Appoints primary and alternate Authorization Coordinators (ACs) capable of representing the interests of the organization.
- (6) Approves subject matter experts proposed by the AC to comment in RevCom on directives prepared by other NNSA and DOE organizations.
- (7) Authorizes the AC to transmit the approved comments in RevCom by the established deadline.

\_\_\_\_\_  
Authorizing Official Delegate Signature

\_\_\_\_\_  
Authorizing Official Signature

\_\_\_\_\_  
Date