

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 on NNSA CRDs and DOE directives.
- (2) Represents the organization's position when impasses occur.
- (3) Provides resources to comment on NNSA CRDs and DOE directives within prescribed timeframes.
- (4) Implements new or revised directives.

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

- (1) Appoints primary and alternate Authorization Coordinators (ACs) capable of representing the interests of the organization. Ensures required training is complete.
- (2) Approves subject matter experts proposed by the AC to comment on NNSA CRDs and DOE directives after completion of required SME training.
- (3) Authorizes the AC to transmit the organization's comments in RevCom.
- (4) Authorizes the AC to transmit the organization's recommendations for DOE directives actions.

Authorizing Official Delegate Signature

Authorizing Official Signature

Date