MEMORANDUM FOR THE Administrator

FROM: [NAME]

[ACTING] ASSOCIATE ADMINISTRATOR

FOR MANAGEMENT AND BUDGET

[NAME]

[TITLE] (Head, Office of Primary Interest)

SUBJECT: NNSA Supplemental Directive (SD) 205.1, *Baseline Cybersecurity   
 Program*

**ISSUE**: (Brief statement on what we are doing) Approve the Cybersecurity SD.

**BACKGROUND:** (One to two paragraphs – brief history of subject)

The August 2016 revision of Department of Energy (DOE) Order 430.1C, *Real Property Asset Management*, requires Under Secretaries to develop real property management processes and issue supplemental directives as necessary to implement them.

**DISCUSSION:** (Why we are doing what we are doing, external drivers, etc.)

This SD replaces Business Operating Procedure (BOP)-40.001C. Since this policy implements Department of Energy (DOE) Order 150.1, *Continuity Programs*, it is more appropriate as an SD than a BOP.

This policy was circulated to NNSA’s elements/Headquarters NNSA elements for review, 282 comments were received, of which 72 were major. All comments were resolved.

The attached table summarizes the major comments and resolutions.

**SENSITIVITIES:** *Include concerns and sensitivities expressed by the public, the press, stakeholders, and other Government institutions*.

**POLICY IMPACT:** *State whether this action will impact current Department or Administration policy. Of no impact, state “None.”*

**URGENCY:** *There are occasions when action documents must be signed by a specified date. Use this designation to fully explain the urgency and why this document is being expedited through the system. If there is no urgency, state “None.”*

**RECOMMENDATION:**  Sign the attached SD.

Attachment: SD 205.1, *Baseline Cybersecurity Program*

APPROVE:\_\_\_\_\_ DISAPPROVE:\_\_\_\_\_ NEEDS DISCUSSION:\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_

Summary of Major Comment Themes

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| Commenting Organization(s) | Major Comment Theme | Resolution |
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