



The Deputy Secretary of Energy

Washington, DC 20585

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MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: JEFFREY F. KUPFER *JKupf*
ACTING DEPUTY SECRETARY

SUBJECT: "Paper" Energy Systems Acquisition Advisory Board Process

This memorandum memorializes the process the Department has used in implementing a tailored approach for streamlining the Energy Systems Acquisition Advisory Board (ESAAB) process for low risk, non-controversial ESAABs (i.e., baseline deviation and critical decision approvals) that require Deputy Secretary approval in accordance with DOE Order 413.3A. Under 413.3A, § 6.p, the role of ESAAB is to advise the Secretarial Acquisition Executive on various issues. In some cases, this advice is provided without holding a formal meeting of the ESAAB. This practice, commonly referred to as a "Paper" ESAAB, has been in use for many years to more efficiently and effectively achieve the required coordination and approval without convening a formal meeting of all ESAAB members.

DOE Order 413.3A, Program and Project Management for the Acquisition of Capital Assets, provides the Department's overall direction and requirements for delivering capital asset projects and describes the requirements for the formal ESAAB process. This memorandum recognizes and approves the use of a "Paper" ESAAB in lieu of convening a meeting, where all the following parameters are met:

- 1) Any issues that are Program-specific, are non-controversial, and can be coordinated with the Secretarial Acquisition Executive without convening a formal ESAAB;
- 2) Program Office may request OECM to conduct a "Paper" ESAAB in lieu of a formal ESAAB;
- 3) The Office of Management will determine: (a) if a "Paper" ESAAB is appropriate, (b) which offices to coordinate action; and
- 4) At a minimum, all "Paper" ESAABs will be coordinated with the Chief Financial Officer and the Office of the General Counsel with the expectation of expeditious concurrences.

This process will be clarified in the next update of DOE Order 413.3A. Please direct any questions to the Director of the Office of Engineering and Construction Management.