



Department of Energy
Washington, DC 20585

SEP 26 2006

MEMORANDUM FOR DISTRIBUTION
FROM: *Raymond J. Orbach*
 RAYMOND ORBACH
 DIRECTOR
 OFFICE OF SCIENCE
SUBJECT: Office of Project Assessment Mission Need Statement
 Review Procedure

The new DOE Order 413.3A, *Program and Project Management for the Acquisition of Capital Assets*, was approved by the Deputy Secretary of Energy on July 28, 2006. The new DOE Order 413.3A eliminates the requirement for review, assessment and recommendation of the Mission Need Statement (MNS) by the Office of Chief Financial Officer and the Office of Program Analysis and Evaluation (CF-20) for projects with Total Project Cost (TPC) of less than \$100 million.

Effective immediately, the Office of Project Assessment (SC-1.3) will be responsible for the review and recommendation of Mission Need Statements, for Office of Science projects with a TPC of \$5 million to less than \$100 million. Included, is the procedure for submission and obtaining recommendation for the MNS.

If there are any questions or further assistance is needed, please contact Daniel Lehman, Director, Office of Project Assessment (SC-1.3).

Attachment



DISTRIBUTION:

J. Decker, SC-2

C. Waters, SC-2

G. Malosh, SC-3

J. Salmon, S-4

T. Harding, S-4

P. Baptist, S-4

SC-1.3 Staff

SC Associate Directors

SC Program Managers

SC Site Office Managers

SC Federal Project Directors

Office of Science—Mission Need Statement Submission and Review Procedure September 2006

Description

The Mission Need Statement (MNS) is a stand-alone document that communicates a mission requirement or a capability gap that the Department of Energy cannot meet through other than material means. The MNS is the primary document supporting Critical Decision 0—Approval of Mission Need. Mission Needs are identified in terms of capability and should not be defined by equipment, facility, technological solution, or physical end-item to allow flexibility to explore a variety of solutions and not limit potential solutions.

Authority

The Office of Science (SC), Office of Project Assessment (SC-1.3) is responsible for review, assessment, and recommendation of MNS to the SC Program Offices and to the Acquisition Executive for proposed projects with a Total Project Cost (TPC) of \$5 million to less than \$100 million. Please note that approval of Mission Need is not the approval of CD-0. SC Programs are required to hold an SC Energy Systems Acquisition Advisory Board (ESAAB) Equivalent meeting for CD-0 approval with the Acquisition Executive.

Contents of MNS

The MNS should include, at a minimum, the following: a description of credible capability gap; the Administration, Departmental, or Programmatic mission, goal, or initiative for which this mission need will fulfill; and importance of the mission need, including the benefits to be realized. The DOE Manual 413.3-1, *Project Management for the Acquisition of Capital Assets*, Section 4.6.1—Mission Need Statement Content, describes in more detail the specific content of the MNS. As with all project requirements and documentations, the content of the MNS should be appropriately tailored.

Procedure for Submission to SC-1.3 Review and Recommendations

Below is the SC procedure for submittal and final approval of the MNS for proposed projects with a TPC of \$5 million to less than \$100 million.

- At least three weeks prior to the MNS being submitted for approval by the Acquisition Executive, the SC Headquarters (HQ) Program Manager will submit an electronic copy of the MNS to SC-1.3 at casey.clark@science.doe.gov. When the MNS is submitted, please indicate the HQ Program Manager or a point of contact for the MNS.
- The MNS will then be directed to the appropriate personnel within SC-1.3 for review and comment.
- SC-1.3 personnel will forward and/or discuss any comments, questions, and clarifications with the SC Program Manager or the point-of-contact.

- When all the issues have been resolved and a hard-copy of the revised MNS is resubmitted to SC-1.3, the Director for the Office of Project Assessment will sign the concurrence page of the MNS.
- The MNS will then be returned to the Program Offices for continuation with the concurrence/approval process.
- During the concurrence/approval process, the program should interact with SC-1.3 to coordinate the CD-0 ESAAB Equivalent meeting.