



Department of Energy  
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MEMORANDUM FOR JAMES A. RISPOLI *RR 3-2-07*  
ASSISTANT SECRETARY FOR  
ENVIRONMENTAL MANAGEMENT

FROM: J. E. SURASH *JS 2/23/2007*  
DEPUTY ASSISTANT SECRETARY FOR  
ACQUISITION & PROJECT MANAGEMENT  
OFFICE OF ENVIRONMENTAL MANAGEMENT

*CEA*  
*3/2/07*

SUBJECT: Risk Management Policy

Please find enclosed for your review and approval the Risk Management Policy Statement, the intent of which is to initiate the risk management procedures and process changes that will be followed during the next few months within the Office of Environmental Management. Once the policy is approved we will begin development of the guidance document.

The Policy captures the essential elements of safety and cost in analyzing risks as well as the benefits of a rigorous, systematic analysis. Finally, the Policy acknowledges that risk management is part of sound project management and is designed to enable and enhance the procedures stated in DOE Order 413.3A.

If you have any further questions, please call me or Jay E. Rhoderick, Director, Project Management Oversight, at (301) 903-7211.

Attachment



## RISK MANAGEMENT POLICY STATEMENT

1. **PURPOSE AND SCOPE.** The EM Risk Management Policy strengthens accountability in project management decision-making processes and is designed to enhance and build upon DOE Order 413.3A by providing the platform to establish a formal, organized process to plan, perform, assess, and continually enhance risk management performance.
  
2. **POLICY.** It is the policy and practice of EM to conduct its operations in a manner that promotes overall risk planning including the assessment (identification and analysis of), implementation (or mitigation actions), monitoring, and documentation of risk. The objective of this policy is to safeguard the interests of the public, the environment, the worker, and the government during the conduct of operations in meeting the EM mission objectives. It is also the objective of this policy to provide an accurate reflection of the bounding cost and schedule contingency requirements of the EM field operations.

To accomplish this objective EM has established these implementing policy goals:

- a. Risk management policy, procedure, and processes apply to all work done by EM, its field offices, contractors, and subcontractors.
- b. The risk planning process is to be applied and documented in a step-wise process. All documentation is to be incorporated into the appropriate project management documentation for the specific work to be done at the specific work site and is to be updated semi-annually and reviewed at least monthly depending upon specific regulatory or other site specific changes or risk factor changes.
- c. The first strategy to be taken in the handling of any identified risk is to take actions to prevent or mitigate risk factors if it can be accomplished within a reasonable cost/benefit analysis within the approved funding profile.
- d. All risks identified by the field office or contractors must be monitored for change by the designated risk owner to protect the worker, the public, and the environment.

*Approved*  
*JSE*  
3-2-07