



Department of Energy  
Washington, DC 20585

SEP 15 2009

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: RITA R. FRANKLIN *[Signature]*  
ACTING CHIEF HUMAN CAPITAL OFFICER

SUBJECT: REVISED PERSONNEL ACCOUNTABILITY FOR  
NON-COOP INCIDENTS

This updates the attached previous memorandum on this subject in light of current pandemic planning and reporting needs. It changes the requirement from reporting only key employees who have a serious illness, which includes pandemic influenza, to all employees who have been diagnosed as suspected or confirmed with a contagious disease, including a pandemic influenza.

Human Resources Offices and Headquarters Administrative Officers are to report these incidents directly to this office while contractors are to report them through their designated reporting channels to the Emergency Operations Center (EOC).

Concern/Interest To Be Reported	Federal Employees	Contractor Employees	Military Personnel
Death: on/offsite	All employees	All employees	All personnel
Missing	All employees	Key* employees	Key personnel
Serious illness** or injury: on/off-site	All employees	All employees	All personnel
Arrest	Key employees	Key employees	Key personnel
Other noteworthy adverse incident ***	Key employees	Key employees	Key personnel

\*\* Includes 1) suspected or confirmed cases of a contagious diseases, including a pandemic influenza, and 2) mental health problems (with consent from the employee, i.e., the employee has signed a release of information form in conjunction with EAP counseling).

If you have any questions or concerns about this information, please contact Bruce Murray, Office of Strategic Planning & Vision by email at [bruce.murray@hq.doe.gov](mailto:bruce.murray@hq.doe.gov) or by phone at 202-586-3372.

Attachment



cc: Human Resource Directors  
Headquarters Administrative Officers  
Headquarters EOC



# Department of Energy

Washington, DC 20585

OCT 07 2008

## MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

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ACTING CHIEF HUMAN CAPITAL OFFICER

SUBJECT: PERSONNEL ACCOUNTABILITY FOR  
NON-COOP INCIDENTS

The Chief Human Capital Officer (CHCO) is held accountable for informing DOE senior management on all significant DOE personnel absences. Procedures have been established for reporting the status of employees during Continuity of Operations (COOP) incidents, as well as for some non-COOP incidents in accordance with DOE M 231.1-1A, ENVIRONMENT, SAFETY AND HEALTH REPORTING MANUAL, and DOE M 231.1-2, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, both of which require that only work-related, onsite fatalities, terminal injuries, and illnesses be reported to the Office of Health, Safety and Security (HS) or the Headquarters Emergency Operations Center (EOC). The focus of the reporting requirements in these directives is on the DOE contractor workforce. They do not include reporting of offsite deaths or other significant incidents that may affect the mission of an organization. Additional guidance is required in reporting a wider range of non-COOP incidents, as such reporting is inconsistent throughout the Department.

Therefore, to clarify DOE M 231.1-2, Group 10 – Management Concerns/Issues, the following chart will be added and included in the next update of that directive. Such information should be reported through channels to the Headquarters EOC. For an incident involving a Federal employee, servicing Human Resource Offices (HROs) are also to notify the CHCO, Deputy CHCO, and Director, Office of Human Capital Management via email directly or, if an NNSA HRO, via NA-64, within 1 hour of their awareness of an incident described below.

Concern/Interest To Be Reported	Federal Employees	Contractor Employees	Military Personnel
Death: on/offsite	All employees	All employees	All personnel
Missing	All employees	Key* employees	Key personnel
Serious illness** or injury: on/off-site	Key employees	Key employees	Key personnel
Arrest	Key employees	Key employees	Key personnel
Other noteworthy adverse incident ***	Key employees	Key employees	Key personnel



- \* A key employee is any individual, supervisory or nonsupervisory, who may adversely affect the mission of the organization because of their absence.
- \*\* Includes 1) pandemic influenza and 2) mental health problems (with consent from the employee, i.e., the employee has signed a release of information form in conjunction with EAP counseling).
- \*\*\*For example, loss of a DOE laptop with personnel or classified information that's announced via a local or national media or security clearance is being pulled.

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cc: Human Resource Directors  
Headquarters EOC

**HUMAN CAPITAL POLICY DIVISION  
ROUTING AND TRANSMITTAL SLIP**

SUBJ: Revised Personnel Accountability for Non-COOP Incidents

DATE: 8-19-09  
24

FORWARD TO:	Initials	Date
Vivian	B	8/24
Ken	KW	8/24
Sara	SBS	8-25-09
Rita	RJ	9/1/09

**Remarks:** As mentioned in the HR conference call last week, this updates our previous memo on this issue to report all employees who are suspected or confirmed pandemic flu cases and resolves the reporting channel from COOP Coordinators.

HS-10 and NA-40 have concurred. This was not sent to GC since GC concurred on the original and is commenting on the pending DOECAST that includes this information.

<b>From:</b>  Bruce	<b>Room:</b>	<b>Phone:</b>
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