



Department of Energy

Washington, DC 20585

Place holder for date

MEMORANDUM FOR KURT W. RUNGE

DIRECTOR

OFFICE OF HEADQUARTERS SECURITY OPERATIONS

OFFICE OF ENVIRONMENT, HEALTH, SAFETY, AND

SECURITY

FROM: (NAME)
DIRECTOR OF PROGRAM ELEMENT

SUBJECT: Appointment Memorandum for (Enter name of organization)

This memorandum notifies you of the (enter name of element) employees appointed to the following security-related positions:

- Headquarters Security Officer (HSO) - (Enter Employee's Name), Organization Code, Room Number, Phone Number, Fax Number, E-mail Address
- Alternate HSO(s) - (Enter Employee's Name), Organization Code, Room Number, Phone Number, Fax Number, E-mail Address
- HSO Representative(s) - (Enter Employee's Name), Organization Code, Room Number, Phone Number, Fax Number, E-mail Address
- Operations Security (OPSEC) Representative - (Enter Employee's Name), Organization Code, Room Number, Phone Number, Fax Number, E-mail Address
- Alternate OPSEC Representative - (Enter Employee's Name), Organization Code, Room Number, Phone Number, Fax Number, E-mail Address

Summary of Changes:

(Name(s)) added or deleted to the list as a (title)

cc: HSO
Alternate HSO(s)
HSO Representative(s)
OPSEC Representative
Head of Element
Director of Headquarters Security Operations (EHSS-40)
HSO Program Manager (EHSS-40)
Director Office of Headquarters Physical Security (EHSS-41)
Security Area Program Manager (EHSS-41)
CMPC Program Manager (EHSS-54)
FOCI/FCL Operations Program Manager (EHSS-54)