

# *Directives Management Group Procedural Documentation*

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## *Change Control Process for Key Management Documents*

APPLICABILITY. The provisions of this document apply to all Principal Staff.

PROCEDURE TRIGGER. This procedure should be used as a guideline to assist in processing new or revised Key Management Documents (KMDs).

### Key Management Document Development Process.

1. The Division of Primary Interest (DPI), in coordination with the Directives Management Group (DMG) and the affected Oak Ridge Operations (ORO) organizations, determine the need and justification for new or revised KMDs and establishes a schedule for completion of a draft KMD.
2. The DPI prepares and submits to DMG a draft version of the new or revised KMD based on input from any affected ORO organization.
3. DMG analyzes the draft KMD by examining its organization and internal consistency, verifying its compatibility with other documents, and ensuring that its provisions are clearly and succinctly stated. DMG works with the DPI until a satisfactory draft KMD is developed.
4. The DPI provides by established due dates, which is included on the Control Form, the name of a subject matter expert.
5. DMG transmits the draft KMD to the appropriate ORO organizations, which have 10 working days for review and comment.
6. Reviewers prepare comments on the draft KMD. If DMG receives no comments in the allotted time or no requests for a brief, specific amount of additional time, the reviewing organization is assumed to have no concerns with the draft KMD.
7. The DPI will review and resolve all comments and approve the final KMD. Unresolved issues are raised to management, as needed, to reach a decision.
8. DMG assists the DPI in the preparation of a final KMD that incorporates accepted comments.
9. DMG approves publication and provides electronic distribution of the final KMD, via the DMG Home Page.

### Key Management Document Review.

1. KMDs may be revised at any time, but must be reviewed every two years in a review process to determine whether cancellation, revision, or continuation is appropriate.
2. A notice is sent to the DPI (document owner and their Division Director) for each KMD under its jurisdiction when two years have passed since the last revision. The DPI response is required within 10 working days of notification.
3. Upon determining whether the KMD should be canceled, revised, or certified as still accurate and necessary, the DPI forwards that information to DMG. If the KMD is to be revised, the DPI provides a draft KMD to the DMG within 30 calendar days from the date of notification.
4. When a KMD is substantially modified, it will then be re-issued, and denoted by a new issuance date.
5. Modified KMDs are re-issued in their entirety.